Board of Supervisors
J. Merced Corona, District I, Vice-Chair
Daurice K. Smith, District II, Chair
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V

County of Colusa
Wendy G. Tyler, CAO/Clerk to the Board of Supervisors/Risk Manager
Ann Nordyke, Chief Deputy Clerk
Patricia Rodriguez, Deputy Clerk
(530) 458-0508/0509
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COLUSA COUNTY
BOARD OF SUPERVISORS

Agenda

August 26, 2025

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Welcome to a meeting of the Colusa County Board of Supervisors. If you are scheduled to address the Board, please state your full name for the record. The Board will not address timed items before they are scheduled. The "Consent Calendar" may be adopted by one motion. Regularly numbered items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown Act. We invite all members of the public to attend.

NOTE: You can listen to the meeting by dialing one of the numbers below:

Phone: **1-916-246-0723**
Toll-Free: **1-800-356-8278**
Code: **401978 - THIS LINE IS FOR LISTENING IN ONLY**

9:00 a.m. CALL TO ORDER
- Opening Prayer - Pledge of Allegiance
- Period of Public Comment
- Report out of August 12 and August 18, 2025 Closed Session
- Announcement of Closed Session

I. STAFF REPORTS **- Note: 5 minutes allowed per Department for Staff Reports.**
This time is available for any County Staff who may wish to update the Board of Supervisors on projects as they relate to their respective Departments.

CONSENT AGENDA

Approve Consent Agenda Item No.'s 1 through 18.

1. BOARD OF SUPERVISORS
Approval of the August 6, August 18 Special Meeting Minutes and August 12, 2025 Regular Meeting Minutes.

2. APPOINTMENT/ARBUCKLE CEMETERY DISTRICT
Appoint one Board member to the Arbuckle Cemetery District Board to fill an unexpired term, effective August 12, 2025 through November 16, 2025. **(Applications received: Cynthia Nunez, Maria D. Gomez and Amos Tomlin)**

3. APPOINTMENT/AIR POLLUTION CONTROL DISTRICT HEARING BOARD
Reappoint Adam Shifflett to the Air Pollution Control District Hearing Board, for the term of August 12, 2025 through August 11, 2028. **(Applications received: Adam Shifflett)**

4. APPOINTMENT/PRINCETON WATER WORKS DISTRICT
Reappoint Diana Roach to the Princeton Water Works District effective August 8, 2025 through August 7, 2029. **(Applications received: Diana Roach)**

5. APPOINTMENT/WILLIAMS CEMETERY DISTRICT
Reappoint Jill Wright (Dist. 3) to the Williams Cemetery District effective August 8, 2025 through August 7, 2029. **(Applications received: Jill Wright)**

6. APPOINTMENT/WILLIAMS FIRE PROTECTION DISTRICT
Reappoint Brett Mayes (Dist. 3) to the Williams Fire Protection District effective August 8, 2025 through August 7, 2029. **(Applications received: Brett Mayes)**

7. APPOINTMENT/CORTINA CREEK FLOOD CONTROL & FLOOD WATER CONSERVATION DISTRICT
Reappoint Leslie Marsh to the Cortina Creek Flood Control and Flood Water Conservation District, effective August 31, 2025 through August 30, 2029. **(Applications received: Leslie Marsh)**

8. APPOINTMENT/COLLEGE CITY CEMETERY DISTRICT
Reappoint Janet Dawley to the College City Cemetery District, effective July 26, 2025 to July 25, 2029. **(Applications received: Janet Dawley)**

9. CLERK RECORDER/ELECTIONS
Adopt a Resolution Appointing Directors to Holthouse Water District and Glenn Valley Water District in Lieu of election pursuant to Elections Code 10515 et. seq.

10. APPOINTMENT/ENVIRONMENTAL SERVICES JOINT POWERS AUTHORITY (ESJPA)
Appoint Colt Esenwein, Public Works Director as the Alternate for the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) for the remainder of 2025.

11. AUDITOR
Accept Imprest Cash and Change Funds Annual Report FY 2024/25.

12. COMMUNITY DEVELOPMENT DEPARTMENT
Approve contract with the **Colusa County Resource Conservation District** to provide consultant support services for the 2025 Fire Safe Council's County Coordinator project, effective August 12, 2025.

13. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE/JAIL
Ratify Change Order No.'s CCDTF10, CCDTF11, CCDTF12, CCDTF13, CCDTF14 and CCDTF15 with **Clark & Sullivan and Broward Builders, Inc.** for construction of the Colusa County Detention and Treatment Facility.

14. PURCHASING AND PROCUREMENT/PUBLIC WORKS/AIRPORT
Approve contract with **Brandley Engineering, Inc.** for Airport Engineering/Architectural and Planning/Environmental Services, effective September 1, 2025.

15. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE/JAIL
Approve 14th Modification with **California Forensic Medical Group (CFMG)** for Inmate Medical Services to extend term and increase cost, effective July 1, 2025.

16. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH
Approve 3rd Modification of Lease with **Secure Holdings LLC/Nghi Pham** for the Youth Center and Forensic Program office space, effective October 1, 2025.

17. HEALTH AND HUMAN SERVICES
Approve 1st Modification to Subcontract Agreement with **Advocates for Human Potential, Inc. (AHP)** for Behavioral Health Bridge Housing Program (BHBH).

18. PURCHASING AND PROCUREMENT/PUBLIC WORKS
Ratify 3rd and 4th Modifications with **Valsoft Corporation Inc./Cascade Software Systems LLC** for cost accounting software.

END OF CONSENT AGENDA

III. HUMAN RESOURCES

1. Authorize a Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective August 26, 2025, through April 22, 2027, as needed. **(Continued from August 12, 2025)**

IV. ASSESSOR

1. **Sitting As The Board Of Equalization**
Approve applicant, Tesla Energy Operation, Inc's. request for a waiver extending Assessment Appeals No. 24-10 and 25-04, Assessment Number 810-000-664-000 beyond the two-year statute.

V. HEALTH AND HUMAN SERVICES

1. Update on Public Health Realignment funding usage to follow up with Senior Nutrition Presentation.

2. Presentation for Jail Health Project and CalAIM implementation.

3. Pursuant to Policy 401, Section 5.2, waive the competitive bidding process and approve contract with **Optimas Services, Inc.** in the amount of $150,500 for consulting and planning services for CalAIM implementation due to the specialized nature of the services and limited number of vendors.

VI. LIBRARY

1. Review and adopt updated Policy No. 507, Library Usage Policy and User Agreement.

VII. COMMUNITY DEVELOPMENT DEPARTMENT

1. Authorize the formation of a Board of Supervisors' Franchise Agreement Ad-Hoc Committee and appoint members accordingly.

VIII. TREASURER TAX COLLECTOR

1. Accept June and July 2025 Treasury Monthly Investment Reports as presented.

2. Adopt a Resolution Approving the Sale of Tax Defaulted Properties Subject to the Power of Sale.

IX. COUNTY ADMINISTRATIVE OFFICE

1. Adopt Resolution of the Colusa County Board of Supervisors supporting the Colusa County 2-1-1 California Public Utilities Commission (CPUC) Application.

2. Second reading and adoption of an Ordinance Amending Chapter 8 of the County Code to add a Colusa County Fee Schedule and Amend or Establish Fees for the County Clerk/Recorder/Elections Office.

3. Appoint real property negotiators for property located at 438 Leven Street, Grimes, CA.

X. BOARD OF SUPERVISORS

1. Approve letter in support of the Fix our Forests Act (FOFA).

2. Discuss and provide direction on the formation of an Off-Site Mitigation Program for the Sites Project Ad Hoc Committee.

XI. SUPERVISORS' REPORTS OR COMMENTS

XII. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS

RECESS

XIII. CLOSED SESSION

1. CLOSED SESSION: Conference with Labor Negotiator, California Government Code 54957.6 Agency Negotiator: Dar Rhodes, Kaline Moore, and Yareli Mora Employee Organizations: All Units

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Govt Code 54956.8)
   Property: 438 Leven Street, Grimes, Ca, 95950
   Property owner: Pierce Joint Unified School District
   Proposed Purchaser: Colusa County
   Negotiators: TBD
   Under negotiation: Price and Terms of Sale

3. CLOSED SESSION: PUBLIC EMPLOYMENT
   California Government Code 54957(b). Title: County Administrative Officer Recruitment.

4. EMPLOYEE PERFORMANCE EVALUATION
   California Government Code section 54957(b). Title: County Counsel

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ORDINANCES AND PUBLIC HEARINGS: If you challenge in a court action a decision of the Colusa County Board of Supervisors regarding a zoning, planning, land use, or environmental protection matter made at any public hearing described in this notice, you may be limited to raising only those issues (1) you or someone else raised at such public hearing, or (2) raised in written correspondence delivered to the Colusa County Board of Supervisors at, or prior to, such public hearing.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than $250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than $250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.

COUNTY OF COLUSA, CA 2.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: Approval of the August 6 and Aug 18 Special meeting and August 12 Regular Meeting Minutes

Approval of the August 6, August 18 Special Meeting Minutes and August 12, 2025 Regular Meeting Minutes.

Detailed Description/Background of request

The Board of Supervisors held a duly noticed Regular/Special meetings and the Clerk is requesting approval of said minutes.

Fiscal Impact/Funding Source

None

Action for the Clerk

Print minutes on special paper for Minutes book, obtain signature, add to Minutes book and distribute accordingly. Scan into Laserfiche

ATTACHMENTS:

- 08-06-25 BOS Special Meeting Minutes (PDF)
- 08-12-25 BOS Regular Meeting Minutes (PDF)
- 08-18-25 BOS Special Meeting Minutes (PDF)

Board of Supervisors
J. Merced Corona, District I, Vice-Chair
Daurice K. Smith, District II, Chair
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V



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COLUSA COUNTY
BOARD OF SUPERVISORS

Special Meeting Minutes

August 6, 2025

Colusa Industrial Properties
100 Sunrise Blvd.
Colusa, CA 95932

The Board of Supervisors of the County of Colusa, State of California meets in Special Session this 6th day of August 2025 at the hour of 5:00 p.m. Present: Supervisors Janice A. Bell, J. Merced Corona, Randy Wilson, Kent S. Boes and Daurice K. Smith.

PERIOD OF PUBLIC COMMENT
None.

ANNOUNCEMENT OF CLOSED SESSION
Counsel announces Closed Session as follows:

1. CLOSED SESSION: PUBLIC EMPLOYMENT
California Government Code 54957(b). Title: County Administrative Officer.

Chair Smith declares a recess at 5:01 p.m. to convene in Closed Session.

I. CLOSED SESSION/BOARD OF SUPERVISORS
1. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer.

Chair Smith adjourned the meeting at 6:37 p.m. to reconvene in Regular Session on August 12, 2025 at the hour of 9:00 a.m.

_____
Daurice K. Smith, Chair

Attest: Wendy G. Tyler,
Clerk to the Board of Supervisors

BY_____
Wendy G. Tyler, Clerk to the Board

Attachment: 08-06-25 BOS Special Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Board of Supervisors
J. Merced Corona, District I, Vice-Chair
Daurice K. Smith, District II, Chair
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V



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COLUSA COUNTY
BOARD OF SUPERVISORS

Minutes

August 12, 2025

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 12th day of August 2025 at the hour of 9:00 a.m. Present: Supervisors Janice A. Bell, J. Merced Corona, Randy Wilson, Kent S. Boes and Daurice K. Smith.

Opening Prayer - Pledge of Allegiance

PERIOD OF PUBLIC COMMENT
None.

Report out of June 17, June 24, July 8 and August 6, 2025 Closed Sessions

June 17, 2025

1. THREAT TO PUBLIC SERVICES OR FACILITIES. Consultation with: Colusa County Sheriff's Office pursuant to Government Code Section 54957(a). Counsel states direction given to staff with no reportable action.

2. CLOSED SESSION: Conference with Labor Negotiator, California. Government Code 54957.6 Agency Negotiator: Dar Rhodes, Kaline Moore, and Yareli Mora Employee Organizations: All Units. Counsel states direction given to staff with no reportable action.

3. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer. Counsel states direction given to staff with no reportable action.

Report out of June 24, 2025 Closed Session

1. CLOSED SESSION: PUBLIC EMPLOYMENT California Government Code 54957(b). Title: County Administrative Officer. Counsel states direction given to staff with no reportable action.

Report out of July 8, 2025 Closed Session

1. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer. Counsel states direction given to staff with no reportable action.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Report out of Aug 6, 2025 Closed Session

1. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer. Counsel states direction given to staff with no reportable action.

ANNOUNCEMENT OF CLOSED SESSION

Counsel announces Closed Session as follows:

1. CLOSED SESSION: Conference with Labor Negotiator, California. Government Code 54957.6 Agency Negotiator: Dar Rhodes, Kaline Moore, and Yareli Mora Employee Organizations: All Units

2. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer.

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Govt Code 54956.8) Property: Various parcels comprising the Sites Reservoir and related facilities Property owner: Various. Proposed Purchaser: Sites Project JPA/County of Colusa Negotiators: TBD. Under negotiation: Price and Terms of Sale

I. STAFF REPORTS

Pursuant to Public Contract Code section 22050 Mr. Esenwein gives an update on the Weir Bridge Emergency Project. He states plans and specifications are anticipated to be completed by the end of the week. He further states he is actively coordinating with Central Valley Flood Protection Board (CVFPB) to obtain an encroachment permit, which is anticipated by the end of next week. He states current bridge restrictions include: reduced speed across the compromised span, enforce limiting traffic on span to only one heavy vehicle and monitor span for movement semi-daily.

Mr. Esenwein provides updates concerning the College City Road and Sites-Lodoga Road projects. He states the Road and Shop Supervisors will be taking a day trip to Stanislaus County to observe the chip sealing process to get a better understanding of that application. He states carpets and pads are now being accepted at the Maxwell Transfer Station free of charge.

Ms. West updates the Board on the beta testing for State Travel Program. She introduces the new Purchasing Technician, Ricky Luigard. She states she has been working closely with the Probation Department regarding the Probation Work Program. She advises the repairs at the Migrant Center are complete pending the final inspection.

Ms. Edwards states Registrars had a special meeting with the Secretary of State and it is highly anticipated that there will be an unscheduled special election this November for a Congressional redistricting. The State has inquired as to the cost of he election and she is hopeful that indicates a reimbursement can be expected.

Ms. Tyler Introduces the new Public Works Director, Mr. Esenwein.

II. HEALTH AND HUMAN SERVICES

Chair Smith makes time for a presentation for the Senior Nutrition Program.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Comments received by Ms. Kelly, Mr. Cobery and Mr. McMullan.

It was the consensus of the Board to have this item agendized for August 26, 2025 for further discussion.

CONSENT AGENDA

Chair Smith makes time for approval of Consent Agenda Item No.'s 1 through 32.

Ms. Tyler request Item No. 31 be pulled and considered separately.

Supervisor Wilson request Item No. 30 to be pulled and considered separately.

Chair Smith so directs.

Approve Consent Item No.'s 1 through 29 and 32.

1. BOARD OF SUPERVISORS

Approve the June 24, 2025, July 8, 2025, and July 25, 2025 Special Meeting Minutes.

2. APPOINTMENT/WILLIAMS FIRE PROTECTION DISTRICT

Reappoint Samuel Reynolds (Dist. 3) to the Williams Fire Protection District effective July 18, 2025 through July 17, 2029. **(Application Received: Samuel Reynolds)**

3. APPOINTMENT/BEHAVIORAL HEALTH

Reappoint Alfred Sellers, Jr., to the Colusa County Behavioral Health Board effective June 21, 2025 through June 20, 2028. **(Application received: Alfred Sellers, Jr.)**

4. APPOINTMENT/MAXWELL CEMETERY DISTRICT

Reappoint Maria Carrancho to the Maxwell Cemetery District, effective July 2, 2025 to July 1, 2029. **(Application received: Maria Carrancho)**

5. APPOINTMENT/COLLEGE CITY CEMETERY DISTRICT

Reappoint Bettina Oldham to the College City Cemetery District, effective July 25, 2025 to July 24, 2029. **(Applications received: Bettina Oldham)**

6. AG COMMISSIONER

Approve Agreement No. **C25-113** with **California Department of Food and Agriculture (CDFA)** (No. 24-0680-039-SF), for the European Grapevine Moth (EGVM) Program, effective July 1, 2025.

7. AG COMMISSIONER

Approve Cooperative Agreement No. **C25-114** with the **California Department of Food and Agriculture (CDFA)** (No. 25-0181-000-SA), for California Organic Inspections, effective July 1, 2025

8. AUDITOR

Accept the Final Audited Financial Statements for 2023/24 as presented.

9. AUDITOR

Adopt **Resolution No. 25-024** for General Fund and Maintenance Area No. 1

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

appropriation limit for Fiscal Year 2025-26.

10. COMMUNITY DEVELOPMENT

Ratify Subaward Agreement No. **C25-115** with the **California Fire Safe Council (CFSC)** to provide Phase 2 funding for the County of Colusa's 25 CAL FIRE County Coordinator Program Project. **Further**, authorize the County Administrator to sign any future amendments or related documents.

11. HEALTH AND HUMAN SERVICES

Approve Subrecipient Agreement No. **C25-116** with **Glenn County** for Homeless Housing, Assistance and Prevention Program (HHAP) Round 5 Grant Funds and authorize County Administrative Officer to sign.

12. PUBLIC WORKS/ROAD DEPARTMENT/EAST PARK RESERVOIR

Adopt **Resolution No. 25-025** Approving The East Park Reservoir Wildlife Management Entry License Agreement No. **C25-117** with the **California Department of Fish and Wildlife,** finding the Agreement is exempt from review under CEQA, **Further**, Ratify SHARE Agreement No. **C25-118** with **California Department of Fish and Wildlife (No. P2580011).**

13. PURCHASING AND PROCUREMENT

Ratify Purchase Order No.'s 40806022025 and 40806022025A with EPlus Technology Inc. for firewall hardware and supported subscription services.

14. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH

Approve Contract No. **C25-119** with **Traditions Psychiatry Group, P.C., dba Traditions Behavioral Health** for Psychiatric Services, effective July 1, 2025.

15. PURCHASING AND PROCUREMENT/PUBLIC WORKS

Ratify Contract No. **C25-120** with **California Engineering Company, Inc.** for professional land surveying services.

16. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH

Re-approve Agreement No. C25-066, Amendment A1 (23-30089) with the **California Department of Health Care Services** to correct the start date and maximum amount of the Agreement.

17. PURCHASING AND PROCUREMENT/SHERIFF

Approve Contract No. **C25-121** 7th Modification with the **United States Department of Agriculture, Forest Service, Mendocino National Forest,** for the annual operating and financial plan agreement and authorize the Sheriff to sign.

18. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE

Approve Contract No. **C25-122** 1st Modification with **Colusa County Office of Education** for the Sheriff's Office to provide one School Resource Officer to participate in the School Attendance Review Board (SARB) program, effective July 1, 2024.

19. PURCHASING AND PROCUREMENT/BUILDING AND GROUNDS MAINTENANCE

Ratify Contract No. **C25-123** 2nd Modification (Change Order Request 1) with **KONE, Inc.** for the Elevator Modernization project.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

20. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE
Approve issuance of a Request for Proposals for the design, procurement and installation of Security Fencing around the existing and the newly constructed Sheriff's Department detention center and authorize notice of same.

21. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE/JAIL
Approve Purchase Order No. 53406202025 and Annual Service Agreement No. **C25-124** with **Tek84** for the Intercept Whole Body Scanner in the amount of $11,225.00 and authorize the Purchasing Agent to sign the Purchase Order and Service Agreement.

22. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH
Approve Contract No. **C25-125** with **Butte County Department of Behavioral Health** for hospital-based psychiatric inpatient services.

23. PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE
Approve Purchase Order No.'s 53406102025 and 53406102025A in the amount of $3,140.25 and $10,250.71 respectfully, for wireless access points, gateway and licensing from NWN Corporation utilizing State Contract #1-24-70-19-22 and authorize the Purchasing Agent to sign.

24. PURCHASING AND PROCUREMENT/BOARD OF SUPERVISORS
Ratify Contract No. **C25-126** 1st Modification with **Municipal Resources Group, LLC** for training and consultation services, effective June 5, 2025.

25. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH
Approve Contract No. **C25-127** with **Comfort Haven for the Elderly** for board and care services for mentally disabled individuals, effective July 1, 2025.

26. PURCHASING AND PROCUREMENT/DHHS
Ratify Grant Agreement No. **C25-128** with the **County Medical Services Program Governing Board** for the Building the Healthcare Workforce Grant Program for an award in the amount of $60,000.

27. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH
Approve Contract No. **C25-129** 3rd Modification with **Yolo Community Care Continuum** for Adult Residential Services, effective July 1, 2025.

28. PURCHASING AND PROCUREMENT/HUMAN RESOURCES
Approve Contract No. **C25-130** with **NeoGov** for Applicant Tracking Software, effective August 31, 2025.

29. PURCHASING AND PROCUREMENT/DISTRICT ATTORNEY
Approve Contract No. **C25-131** with **CorrectiveSolutions Holdings** for pre-charge, pre-trial, and/or post-trial diversion programs and authorize the District Attorney to sign.

32. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH
Approve Contract No. **C25-132** with **Psynergy Programs Inc.,** to provide County with specialty mental health services and a residential care facility, effective July 1, 2025.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Corona
AYES:	Wilson, Corona, Boes, Smith, Bell

Chair Smith makes time for Consent Item No. 30.

PURCHASING AND PROCUREMENT/ASSESSOR

30. Approve Contract No. **C25-133** with **Just Appraised, Inc.** for software to assist with deed reading for the Assessor's Office, effective July 1, 2025.

Comments received by Ms. West and Ms. Tyler.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wilson
SECONDER:	Corona
AYES:	Wilson, Corona, Boes, Smith, Bell

Chair Smith makes time for Consent Item No. 31.

PURCHASING AND PROCUREMENT/INFORMATION TECHNOLOGY

31. Approve Purchase Order No. 40807152025, Contract No. **C25-134** with **Gaynor Telesystems** for a five-year Software Assurance for all county phone systems and authorize the Purchasing Agent to sign.

Comments received by Ms. Tyler.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Corona
SECONDER:	Boes
AYES:	Wilson, Corona, Boes, Smith, Bell

9:32 a.m. (9:30 a.m. Item on Agenda)

PUBLIC HEARING

Chair Smith makes time for a Public Hearing Introduction and First reading by title only of a proposed Ordinance Amending Chapter 8 of the County Code to add a Colusa County Fee Schedule and Amend or Establish Fees for the County Clerk/Recorder/Elections Office.

Comments received by Ms. Tyler, Ms. Edwards and Mr. Stout.

9:47 a.m. Chair Smith opens the Public Hearing and calls for public comment. Hearing none, Chair Smith closes the Public Hearing.

Comments received by Ms. Edwards and Ms. Tyler.

COUNTY ADMINISTRATIVE OFFICE/COUNTY ADMINISTRATIVE OFFICE

1. Approve Introduction and First reading by title only of a proposed Ordinance Amending Chapter 8 of the County Code to add a Colusa County Fee Schedule and Amend or Establish Fees for the County Clerk/Recorder/Elections Office.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Corona
SECONDER:	Wilson
AYES:	Wilson, Corona, Boes, Smith, Bell

IV. HUMAN RESOURCES

1. Authorize a Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective August 12, 2025, through April 22, 2027, as needed.

Comments received by Ms. Mora, Ms. Tyler and Ms. West.

RESULT:	**CONTINUED TO AUGUST 26, 2025**

HUMAN RESOURCES/CLERK-RECORDER

2. Effective August 12, 2025:

1. Approve the revised job description and salary range adjustment for the Assistant County Clerk-Recorder-Registrar classification, from MGT20 ($6,207-$10,187) to MGT24 ($6,855-$11,247).

2. Amend the Position Allocation Schedule for the Clerk-Recorder's Office by Deleting a Chief Deputy County Clerk-Recorder position at salary range MSC22 ($3,649-$5,989) and Adding an Assistant County Clerk-Recorder-Registrar registrar at salary range MGT24 ($6,855-$11,247).

3. Approve the Revised Job Class Table Reflecting the deletion/addition of said classifications.

Comments received by Ms. Mora.

RESULT:	**APPROVED [4 TO 1]**
MOVER:	Boes
SECONDER:	Corona
AYES:	Wilson, Corona, Boes, Smith
NAYS:	Bell

V. COMMUNITY DEVELOPMENT DEPARTMENT

1. Adopt **Resolution No. 25-026** authorizing the acceptance and execution of the Agreement with the California Department of Water Resources (DWR) to implement the Colusa County Emergency Drought Mitigation Project.

Comments received by Ms. Fowler and Ms. Tyler.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Boes
AYES:	Wilson, Corona, Boes, Smith, Bell

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

VI. PURCHASING AND PROCUREMENT/MIGRANT HOUSING

1. Approve MOU No. **C25-135** with the **City of Williams** to provide services to operate and maintain the Williams Migrant Farm Housing wastewater system located at 400 Theatre Road, Williams, CA and authorize the CAO to sign the MOU.

Comments received by Ms. West.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Wilson
AYES:	Wilson, Corona, Boes, Smith, Bell

PURCHASING AND PROCUREMENT/SHERIFF'S OFFICE/JAIL

2. Authorize Assistant Sheriff Michael Bradwell to submit to and present before the City of Colusa, on behalf of the County of Colusa, a Resolution Vacating Public Utility Easements, a Resolution to Re-Establish Public Utility Easements, a Resolution to Establish a Public Utility Easement, and a Quitclaim Deed for the Colusa County Detention and Treatment Facility.

Comments received by Ms. West, Assistant Sheriff Bradwell and Ms. Tyler.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wilson
SECONDER:	Bell
AYES:	Wilson, Corona, Boes, Smith, Bell

VII. COUNTY ADMINISTRATIVE OFFICE

1. Ratify FY 24/25 Revenue and Appropriations Inter-Budget Adjustment No. IB-025 - IB-026. **(4/5th vote required)**

Comments received by Ms. Moore

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Corona
SECONDER:	Boes
AYES:	Wilson, Corona, Boes, Smith, Bell

2. Approve FY 24/25 Revenue and Appropriations Inter-Budget Adjustment No. IB-027 - IB-031. **(4/5th vote required)**

Comments received by Ms. Moore.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Corona
AYES:	Wilson, Corona, Boes, Smith, Bell

3. Approve FY 24/25 Revenue and Appropriations Intra-Budget Contingency Request Adjustment No. B-25112 as amended. **(4/5th vote required)**

Comments received by Ms. Moore.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Corona
SECONDER:	Wilson
AYES:	Wilson, Corona, Boes, Smith, Bell

4. Adopt revised **Resolution No. 25-027** concerning FY 2025-2027 Operation and Maintenance contract (#25-OMS-18601) with the State of California Department of Housing and Community Development authorizing the County Administrative Officer to execute the contract and any amendments thereto for the Williams Migrant Center.

Comments received by Ms. Tyler and Ms. Allen.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Boes
AYES:	Wilson, Corona, Boes, Smith, Bell

5. Acknowledge Receipt of and Designate Supervisors Bell and Wilson to prepare responses to the 2024/25 Colusa County Civil Grand Jury Final Report concerning Colusa County Animal Control Services and the Colusa County Jail Inspection.

Comments received by Ms. Tyler.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Boes
SECONDER:	Corona
AYES:	Wilson, Corona, Boes, Smith, Bell

VIII. BOARD OF SUPERVISORS

1. Approve the June 17, 2025 Regular Meeting Minutes.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Boes
AYES:	Wilson, Boes, Smith, Bell
ABSTAIN:	Corona

2. Appoint County Counsel and the County Administrative Officer as real property negotiators for various parcels comprising the Sites Reservoir and related facilities.

Comments received by Ms. Tyler.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bell
SECONDER:	Wilson
AYES:	Wilson, Corona, Boes, Smith, Bell

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Chair Smith declares a recess at 10:43 a.m. and states they are now sitting as the Air Pollution Control District Board with all Directors present.

3. **SITTING AS THE COLUSA COUNTY AIR POLLUTION CONTROL DISTRICT BOARD**

Adopt **Resolution No. 25-028** authorizing participation in the California Air Resources Board's Community Air Protection Program, effective July 1, 2025. **Further**, ratify Grant Agreement No. **C25-136** with **California Air Resources Board's Community Air Protection Program** (G24-CAPP-6), signed by the APCO and the California Air Resources Board.

Comments received by Ms. Allen and Mr. Ryan.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Wilson
SECONDER:	Bell
AYES:	Wilson, Corona, Boes, Smith, Bell

4. **Sitting as Colusa County Air Pollution Control District Board**

Adopt **Resolution No. 25-029** authorizing participation in the California Air Resources Board's Carl Moyer Memorial Air Quality Standards Attainment Program - State Reserve FY 2024-25. **Further,** ratify Grant Agreement No. **C25-137** with the **California Air Resources Board** (G24-MSR-04), effective May 30, 2025.

Comments received by Mr. Ryan, Ms. Allen and Ms. Tyler.

RESULT:	**APPROVED [3 TO 2]**
MOVER:	Bell
SECONDER:	Boes
AYES:	Boes, Smith, Bell
NAYS:	Wilson, Corona

Chair Smith adjourns the Air Pollution Control District Board at 10:53 a.m. and states they are now sitting as the Colusa County Board of Supervisors with all Supervisors present.

IX. SUPERVISORS' REPORTS OR COMMENTS

Supervisor Boes

Meetings/functions attended:

- Transportation and Transit meeting
- RHA meeting
- Congressman LaMalfa Event
- Jail Tour
- Aggregate Site Visit
- BOS Special meetings 6/24, 7/8 and 8/6
- Colusa Groundwater Authority Community meeting
- Budget Ad-Hoc meetings
- Williams City Council
- Aymium Tour
- Board Workshop meeting 7/25
- Veteran's Picnic
- County Counsel 360 interview

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

National Night Out
Karen's House meeting
CSAC HHS Policy Committee meeting

Supervisor Wilson
Meetings/functions attended:
Met with Mr. Azevedo and Mr. Evans
Sites Reservoir meeting
Sandcreek Aggregate Project tour
Sites Landowner meeting
BOS Special meetings 6/24, 7/8
Maxwell Community Plan meeting
Sites Development Agreement meeting
CSAC meeting
Colusa County Democratic Party meeting
Met with Public Works Director
Met with CAO
Board Workshop meeting 7/25
Evaluation process for County Counsel
Met with CDD Director
BCC meeting
Meet and greet for CAO candidate 8/6
Colusa Basin Drainage District meeting

Supervisor Corona
Meetings/functions attended:
Fallen Soldier Memorial meeting
Sierra Sac EMS meeting
BOS Special meetings 6/24, 7/8
Board Workshop meeting 7/25
Meet and greet for CAO candidate 8/6

Supervisor Bell
Meetings/functions attended:
Transportation and Transit meeting
Colusa City Council meeting
Attended 2025-2026 Grand Jury empaneling
CESA Inland Chapter meeting
Colusa County Gun Owners meeting
CAlPERS Retiree consultation
CGTAP Board of Directors meeting
Attended and donated to City of Colusa Founder's Day celebration
Attended going-away celebration for Fr. Jacobo Cazares
Colusa Groundwater Authority Board and Community meeting
BOS Special meetings 6/24, 7/8
CarbonZero.net Community meeting
Trindel Trainings
Domestic Well Mitigation Program meetings
Staffed booth at Arbuckle Watermelon Festival
Chamber of Commerce meetings
Distributed boxes and back to school supplies for backpacks to donate to CUSD

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

at Concert in the Park
Met with Public Works Director
Board Workshop meeting 7/25
Chamber After-Hours Community meeting
Veterans Annual Picnic fundraiser
Ambulance Advisory Committee meeting
Organized/hosted National Night Out Block Party
Correspondence with constituents on various issues and supported fundraisers.
Meet and Greet with CAO candidate 8/6

Supervisor Smith
Meetings/functions attended:
Met with representative from Senator Padilla's office
BOS Special meetings 6/24, 7/8 and 8/6
RCRC meeting
Grand Island Fire District Pancake Breakfast
Budget Ad-Hoc meetings
Transportation and Transit meeting
Board Workshop meeting 7/25
State Fair meeting
Sites Development Agreement meeting
Budget Ad-Hoc meetings
Airport Land Use RFP Special meeting
NCWA Water Alliance final class
Fraud Inquiry Interview
360 Review meeting
Agenda Review
Testified at Senate Committee AB54

X. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS

Supervisor Boes states the budget is almost complete and some approved Federal budget items that were approved don't have specific dates and there is confusion on when they go into effect.

Supervisor Corona states that AB645 needs to be looked at. This bill requires dispatchers to provide pre-arrival medical instructions to 911 callers requiring medical assistance.

Chair Smith declares a recess at 11:05 a.m. and states the Board will reconvene in Closed Session at 12:00 p.m.

XI. CLOSED SESSION

1. CLOSED SESSION: Conference with Labor Negotiator, California Government Code 54957.6 Agency Negotiator: Dar Rhodes, Kaline Moore, and Yareli Mora Employee Organizations: All Units

2. CLOSED SESSION: PUBLIC EMPLOYMENT
California Government Code 54957(b). Title: County Administrative Officer.

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Govt Code 54956.8) Property: Various parcels comprising the Sites Reservoir and related facilities.

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Property owner: Various. Proposed Purchaser: Sites Project JPA/County of Colusa. Negotiators: TBD. Under negotiation: Price and Terms of Sale

Chair Smith adjourned the meeting at 4:45 p.m. to reconvene in Regular Session on August 26, 2025 at the hour of 9:00 a.m.

_____
Daurice K. Smith, Chair

Attest: Wendy G. Tyler, Clerk to
the Board of Supervisors

BY_____
Patricia Rodriguez, Deputy Clerk

Attachment: 08-12-25 BOS Regular Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

Board of Supervisors
J. Merced Corona, District I, Vice-Chair
Daurice K. Smith, District II, Chair
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V



County of Colusa
Wendy G. Tyler, CAO/Clerk to the Board of Supervisors/Risk Manager
Ann Nordyke, Chief Deputy Clerk
Patricia Rodriguez, Deputy Clerk
(530) 458-0508/0509
FAX (530) 458-0510
colusacountyca.iqm2.com
https://countyofcolusaca.gov

COLUSA COUNTY
BOARD OF SUPERVISORS

Special Meeting Minutes
August 18, 2025

Board of Supervisors Conference Room
547 Market Street, Ste. 1023 B
Colusa, CA 95932

The Board of Supervisors of the County of Colusa, State of California meets in Special Session this 18th day of August 2025 at the hour of 8:30 a.m. Present: Supervisors Randy Wilson, J. Merced Corona, Kent S. Boes, Daurice K. Smith, Janice A. Bell.

PERIOD OF PUBLIC COMMENT
None.

ANNOUNCEMENT OF CLOSED SESSION
Counsel announces Closed Session as follows:

1. CLOSED SESSION: PUBLIC EMPLOYMENT
California Government Code 54957(b). Title: County Administrative Officer Recruitment.

Chair Smith declares a recess at 8:32 a.m. to convene in Closed Session.

I. CLOSED SESSION

1. CLOSED SESSION: PUBLIC EMPLOYMENT. California Government Code 54957(b). Title: County Administrative Officer Recruitment.

Chair Smith adjourned the meeting at 10:28 a.m. to reconvene in Regular Session on August 26, 2025 at the hour of 9:00 a.m.

_____
Daurice K. Smith, Chair

Attest: Wendy G. Tyler,
Clerk to the Board of Supervisors

BY_____
Ann Nordyke, Chief Deputy Clerk

Attachment: 08-18-25 BOS Special Meeting Minutes (10745 : Approval of the August 6 and Aug 18 Special meeting and August 12 Regular

COUNTY OF COLUSA, CA

2.2

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: **Appoint one Board member to the Arbuckle Cemetery District Board to fill an unexpired term, effective August 12, 2025 through November 16, 2025. (Application received: Cynthia Nunez, Maria D. Gomez and Amos Tomlin)**

Appoint one Board member to the Arbuckle Cemetery District Board to fill an unexpired term, effective August 12, 2025 through November 16, 2025. **(Application received: Cynthia Nunez, Maria D. Gomez and Amos Tomlin)**

Detailed Description/Background of request

Mr. Walt Foster submitted a letter of resignation effective May 27, 2025. A notice of vacancy was published in the newspaper of local circulation on June 6, 2025 requesting applications to fill the unexpected vacancy. Three applications were received and all applicants meet the requirements set by Health and Safety Code 9022 requiring the Trustees to be a voter within the District.

Prior Board Action

None.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of appointment and oath of office to appointee and email notification to the District Manager, John Lauppe.

ATTACHMENTS:

- Application-Cynthia Nunez (PDF)
- Application-Maria D. Gomez (PDF)
- Application-Amos Tomlin (PDF)
- 06-06-25 Notice of Vacancy - Arbuckle Cemetery District-Proof (PDF)

Patricia Rodriguez

From: noreply@civicplus.com
Sent: Monday, June 30, 2025 2:41 PM
To: Colusa County Board Clerk; Tiffany Jorgensen; Patricia Rodriguez
Subject: Online Form Submittal: Colusa County Board of Supervisors Application to Fill a Vacancy

Warning: Unusual sender <noreply@civicplus.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Colusa County Board of Supervisors Application to Fill a Vacancy

UPON COMPLETION PRESS SUBMIT OR RETURN TO:

Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932 (530) 458-0508 boardclerk@countyofcolusaca.gov

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER:	Arbuckle Cemetery District
NAME OF APPLICANT:	Cynthia Nunez
LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT:	
Address1	1213 Kleeman Way
Address2	P.O. Box 545
City	Arbuckle`
State	Ca
Zip	95912
PHONE:	530 300 1763
E-MAIL:	nunezcindy66@gmail.com
SUPERVISORIAL DISTRICT:	1
LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:	I am interested in community service in my town of Arbuckle. I would like to be a part of helping the community when needed. Jose Corona is my county supervisor.

Attachment: Application-Cynthia Nunez (10757 : Appointment to the Arbuckle Cemetery District)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors
547 Market Street, Suite 102
Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusa.org

Office Use Only
Date Stamp
RECEIVED
JUL 11 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: Arbuckle Cemetary District

NAME OF APPLICANT: Maria D. Gomez

LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT: 1206 Kleeman Way, Arbuckle

CITY: Arbuckle

PHONE: (530) 713-5332

E-MAIL: lolita6363@outlook.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

I have lived in Arbuckle most of my life and care about our town. I like to be involved and active in my community. I have years of experience serving on various committees and boards and would like to serve on this one.

Office Use Only:
APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application-Maria D. Gomez (10757 : Appointment to the Arbuckle Cemetery District)

Attachment: Application-Maria D. Gomez (10757 : Appointment to the Arbuckle Cemetery District)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

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RECEIVED
AUG 11 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: ArBuckle cemetery Board of Directors

NAME OF APPLICANT:	LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT:
Amos Tomlin	700 Lucas St/PO Box 365

CITY:	PHONE:	E-MAIL:
ArBuckle	530-773-0830	Amostomlin@Gmail.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1☒ 2☐ 3☐ 4☐ 5☐ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

Iv Been Serving The community of ArBuckle for 12 years as a volunteer fire fighter and would Love To expand my experience By Serving on The Board of Diretors for The cemetery.

Office Use Only:
APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application-Amos Tomlin (10757 : Appointment to the Arbuckle Cemetery District)

NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN that the Colusa County Board of Supervisors is soliciting applications to fill a vacancy to serve an unexpired term effective from date of appointment to November 16, 2025, for the following:

1 Vacancy – Arbuckle Cemetery District

Must be a voter within the District. If you are interested in applying or would like more information regarding the position, please contact:

Clerk to the Board of Supervisors
547 Market Street, Suite 102
Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Applications are also available online at
www.countyofcolusaca.gov
Please submit applications by
Monday, June 30, 2025 at 4:00 p.m.

06/06/2025 · CCPR

Attachment: 06-06-25 Notice of Vacancy - Arbuckle Cemetery District-Proof (10757 : Appointment to the

COUNTY OF COLUSA, CA

2.3

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Patricia Rodriguez

SUBJECT: Reappoint Adam Shifflett to the Air Pollution Control District Hearing Board, for the term of August 12, 2025 through August 11,, 2028. (Application received: Adam Shifflett)

Reappoint Adam Shifflett to the Air Pollution Control District Hearing Board, for the term of August 12, 2025 through August 11, 2028. **(Application received: Adam Shifflett)**

Detailed Description/Background of request

Mr. Shifflett has submitted an application to be re-appointed to the Air Pollution Control District Hearing Board and if appointed, Mr. Shifflett will serve a 3-year term effective March 22, 2025 through March 21, 2028.

This vacancy was advertised in the newspaper of local circulation per California Government Code section 54973 (Maddy Act) on December 20,2024.

Prior Board Action

Mr. Shifflett was last appointed August 2, 2022 and has served since 2008.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of appointment and oath of office to Adam Shifflett, PO Box 734, Maxwell, CA 95955 and send notification to Anastacia Allen.

ATTACHMENTS:

- Applicatom from Adam Shifflett (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only Date Stamp
RECEIVED
JUL 17 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: Air Pollution Control District Board

NAME OF APPLICANT:	LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT:
Adam Shifflett	201 Bismarck Ave Box 734 Maxwell, CA

CITY:	PHONE:	E-MAIL:
Maxwell	(530) 619-9218	adam@amsfuns.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

Office Use Only:
APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Applicatom from Adam Shifflett (10659 : Reappointment to the Air Pollution Control District Hearing Board)

COUNTY OF COLUSA, CA

2.4

Request For County Board of Supervisors Action

MEETING DATE: **August 26, 2025**

DEPARTMENT: **Board of Supervisors**

FROM: **Patricia Rodriguez**

SUBJECT: **Reappoint Diana Roach to the Princeton Water Works District effective August 8, 2025 through August 7, 2029. (Application received: Diana Roach)**

Reappoint Diana Roach to the Princeton Water Works District effective August 8, 2025 through August 7, 2029. **(Application received: Diana Roach)**

Detailed Description/Background of request

Ms. Roach has submitted an application to be re-appointed to the Princeton Water Works District to serve a 4-year term effective August 8, 2025 through August 7, 2029.

It's been confirmed that Ms. Roach meets the qualifications stated within the formation documents stating members must reside or maintain a business within the District boundaries. Additionally, this vacancy was advertised in the newspaper of local circulation per California Government Code section 54973 (Maddy Act) on December 20, 2024.

Prior Board Action

Ms. Roach was last appointed on August 8, 2021.

Action for the Clerk

Send notice of appointment and oath of office to the applicant appointed and to the District office, Attn: Andrea Roach, PO Box 4, Princeton CA 95970. Update Access database.

ATTACHMENTS:

- Application from Diana Roach (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only
Date Stamp
RECEIVED
AUG 07 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: PRINCETON WATER WORKS DISTRICT

NAME OF APPLICANT: Diana Roach

LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT: 206 Commercial Str. P.O Box 4

CITY: Princeton | PHONE: 530-513-8607 | E-MAIL: roachdynasty@outlook.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

To whom it may concern:

I would like the opportunity to continue to serve on the Princeton Water Work Committee. Our Committee works well together, and we continue to make improvements to our water and sewer system as needed. I pride myself on attending the meetings. I am available by phone or a knock on my door to address any concerns brought to my attention by community members, and reach out to our committee to address issues promptly. I am very proud of the improvements our committee has made during my 2 prior term. I would appreciate the opportunity to continue serving the Princeton community. Thank you in advance for your consideration on this matter. Sincerely Diana Roach

Office Use Only:

APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application from Diana Roach (10700 : Appointment to the Princeton Water Works District)

COUNTY OF COLUSA, CA

2.5

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Patricia Rodriguez

SUBJECT: Reappoint Jill Wright (Dist. 3) to the Williams Cemetery District effective August 8, 2025 through August 7, 2029. (Application received: Jill Wright)

Reappoint Jill Wright (Dist. 3) to the Williams Cemetery District effective August 8, 2025 through August 7, 2029. **(Application received: Jill Wright)**

Detailed Description/Background of request

Ms. Wright has submitted an application for reappointment for a four year term effective August 8, 2025 through August 7, 2029.

Ms. Wright meets the requirement set by the Health and Safety Code 9022 requiring Trustees to be a voter within the District. This vacancy was advertised in the newspaper of local circulation per California Government Code Section 54973 (Maddy Act) on December 20, 2024.

Prior Board Action

Ms. Wright was last appointed on October 25, 2022.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of appointment and oath to Jill Wright, 2453 Engrahm Road, Williams, CA 95987 and send letter to the Williams Cemetery District, PO Box 843, Williams, CA 95987.

ATTACHMENTS:

- Application from Jill Wright (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only
Date Stamp
RECEIVED
JUL 07 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: Williams Cemetery District

NAME OF APPLICANT: Jill Wright

LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT: 2453 Engrahm Road

CITY: Williams

PHONE: 5306329800

E-MAIL: jwright18@gmail.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☐ 2 ☐ 3 ☑ 4 ☐ 5 ☐ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

- I have served on the Williams Cemetery District board for approximately three years.
- I have been a resident of Williams since 1981, and I enjoy serving the Williams community.
- As a board member, I take pride in our beautiful cemetery. I would like to continue serving as a board member as improvements are made to the grounds and helping with events such as Memorial Day and Veteran's Day.

Office Use Only:

APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application from Jill Wright (10632 : Reappointment to the Williams Cemetery District)

COUNTY OF COLUSA, CA 2.6

Request For County Board of Supervisors Action

MEETING DATE: **August 26, 2025**

DEPARTMENT: **Board of Supervisors**

FROM: **Patricia Rodriguez**

SUBJECT: **Reappoint Brett Mayes (Dist. 3) to the Williams Fire Protection District effective August 8, 2025 through August 7, 2029. (Application Received: Brett Mayes)**

Reappoint Brett Mayes (Dist. 3) to the Williams Fire Protection District effective August 8, 2025 through August 7, 2029. **(Application received: Brett Mayes)**

Detailed Description/Background of request

Mr. Mayes is seeking reappointment to the Williams Fire Protection District to serve a 4-year term effective August 8, 2025 through August 7, 2029.

Mr. Mayes meets the qualifications set forth by California Health and Safety Code No. 13841 which states that each member "shall be a resident of the district". Additionally, this vacancy was advertised in the newspaper of local circulation per California Government Code section 54973 (Maddy Act) on December 20, 2024.

Prior Board Action

Mr. Mayes was last appointed to the Williams Fire Protection District on August 8, 2021.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of reappointment and oath of office to: **Brett Mayes,** 2668 Husted Road, Williams, CA 95987 and send a copy to the Williams Fire Protection District, Attn: Jeff Gilbert, PO Box 755, Williams, CA 95987.

ATTACHMENTS:

- Application from Brett Mayes (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only
Date Stamp
RECEIVED
JUL 10 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER:
WILLIAMS FIRE PROTECTION DISTRICT

NAME OF APPLICANT:	LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT:
Brett R. Mayes	2668 Husted Rd

CITY:	PHONE:	E-MAIL:
Williams CA 95987	530 3304353	rex@williamssoaring.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **Notes:** Kent Boes

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

I have served on this Board for the past term and wish to serve for next term.

Signed
Brett R Mayes

Office Use Only:
APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application from Brett Mayes (10637 : Reappointment to the Williams Fire Protection District)

COUNTY OF COLUSA, CA

2.7

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Patricia Rodriguez

SUBJECT: Reappoint Leslie Marsh to the Cortina Creek Flood Control and Flood Water Conservation District, effective August 31, 2025 through August 30, 2029. (Application received: Leslie Marsh)

Reappoint Leslie Marsh to the Cortina Creek Flood Control and Flood Water Conservation District, effective August 31, 2025 through August 30, 2029. **(Application received: Leslie Marsh)**

Detailed Description/Background of request

Mr. Marsh submitted an application for reappointment with a 4 year term effective August 31, 2025 through August 30, 2029.

Mr. Marsh meets the requirements set by the District requiring trustees be a landowner within the District. This vacancy was advertised in the newspaper of local circulation per California government Codes Section 54973 (Maddy Act) on December 20, 2024.

Prior Board Action

Mr. Marsh was last appointed on August 31, 2021.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of appointment and oath of office to Leslie Marsh, PO Box 773, Arbuckle, CA 95912 and email notice of appointment to Christy Scofield.

ATTACHMENTS:

- Application from Leslie Marsh (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANC

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547
Market Street, Suite 102 Colusa, CA
95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only
Date Stamp

RECEIVED
JUL 07 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER: CORTINA CREEK FLOOD CONTROL AND CONSERVATION DISTR

NAME OF APPLICANT: LESLIE RAYMOND MARSH

LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT: 1205 GAZELLE PL DAVIS CA 956
PO. BOX 773 ARBUCKLE CA 95

CITY: DAVIS / ARBUCKLE

PHONE: (760)332-9166

E-MAIL: lesliermarsh@gmail.c

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Notes:

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

I respectfully request to be reappointed to the Cortina Creek Flood Control and Conservation District. My current term will expire on August 30, 2025.

Thank you for your consideration

Office Use Only:

APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY

NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application from Leslie Marsh (10631 : Reappointment to the Cortina Creek Flood Control & Flood Water Conservation District)

COUNTY OF COLUSA, CA

2.8

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Patricia Rodriguez

SUBJECT: Reappoint Janet Dawley to the College City Cemetery District, effective July 26, 2025 to July 25, 2029. (Applications received: Janet Dawley)

Reappoint Janet Dawley to the College City Cemetery District, effective July 26, 2025 to July 25, 2029. **(Applications received: Janet Dawley)**

Detailed Description/Background of request

Ms. Dawley has submitted an application to be re-appointed to the College City Cemetery District to serve a 4-year term effective July 26, 2025 through July 25, 2029.

Ms. Dawley meet the requirement set by Health and Safety Code 9022 requiring Trustees be a voter within the District. Additionally, this vacancy was advertised in the newspaper of local circulation per California Government Code section 54973 (Maddy Act) on December 20, 2024.

Prior Board Action

Ms.Dawley was last appointed to the District on June 22, 2021.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Send notice of appointment and oath of office to Janet Dawley, PO Box 728, Arbuckle, CA 95912, and to the College City Cemetery District, Attn: Carole Cain, 426 Johns School Road, Arbuckle, CA 95912.

ATTACHMENTS:

- Application from Janet Dawley (PDF)

COLUSA COUNTY BOARD OF SUPERVISORS
APPLICATION TO FILL A VACANCY

UPON COMPLETION RETURN TO:
Clerk to the Board of Supervisors 547 Market Street, Suite 102 Colusa, CA 95932
(530) 458-0508
boardclerk@countyofcolusaca.gov

Office Use Only
Date Stamp
RECEIVED
JUL 18 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

APPLICANT INFORMATION

NAME OF COMMITTEE/COMMISSION/DISTRICT/OTHER:
College city Cemetery District

mailing address: PO Box 728, Arbuckle, CA 9591

NAME OF APPLICANT:
Janet S. Dawley

LIST YOUR PHYSICAL AND MAILING ADDRESS IF DIFFERENT:
501 College street, College City, CA 959

CITY:	PHONE:	E-MAIL:
College city, CA 9591	530-908-2362	39ramsjanet@gmail.com

SUPERVISORIAL DISTRICT: (Circle One. If you do not know your Supervisorial District please note, or list your County Supervisor's name.)

1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **Notes:**

LIST ANY QUALIFICATIONS AND/OR REASONS YOU WISH TO SERVE ON THIS COMMITTEE:

current trustee
residence/property within boundary of the College city Cemetery District.
service to the community.

Office Use Only:
APPOINTED ☐ TERM DATE: _____
☐ FILLING UNEXPECTED VACANCY
NOT APPOINTED ☐ NOTES: _____

DATE LETTER SENT WITH CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE: _____
DATE ENTERED INTO ACCESS: _____
SCANNED INTO LASERFICHE _____

Attachment: Application from Janet Dawley (10695 : Appointment to the College City Cemetery District)

COUNTY OF COLUSA, CA

2.9

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Clerk Recorder/Elections

FROM: Cristy Edwards

SUBJECT: Adopt a Resolution Appointing Directors to Holthouse Water District and Glenn Valley Water District in Lieu of election pursuant to Elections Code 10515 et. seq.

Adopt a Resolution Appointing Directors to Holthouse Water District and Glenn Valley Water District in Lieu of election pursuant to Elections Code 10515 et. seq.

Detailed Description/Background of request

In the Holthouse Water District and Glenn Valley Water District, no one filed for candidacy. The Holthouse district had two positions for four year terms. The Glenn Valley District has three positions for four year terms. California Election Code 10515(b) provides that if no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected a general district election for the office.

Prior Board Action:

None.

Fiscal Impact/Funding Source

None.

Action for the Clerk:

Provide a copy of the signed resolution to the elections official.

ATTACHMENTS:

- CERTIFICATION OF FACTS 082625 land owner (002) (DOCX)
- 2025 HWD Election Nomination letter (PDF)
- Glenn Valley Water letter of Reccomendation (PDF)
- Resolution Appointing Water District Directors 82625 UDEL (DOCX)

COUNTY CLERK – COUNTY OF COLUSA
CERTIFICATION OF FACTS

June 11, 2025

To: The Honorable Board of Supervisors of the County of Colusa

Re: August 26, 2025 Elections (landowner voter district) EC 10515

Pursuant to Section 10515 of the Elections Code, I hereby certify that on Wednesday, June 4, 2025 at 5:00 p.m., being the 83rd day prior to August 26, 2025 the date of the General District Election, the following conditions existed:

(a) In the following Districts no one had filed a Declaration of Candidacy for elective office to be filled at this election:

GLENN VALLEY WATER DISTRICT – 3 Positions, 4-yr. term

(b) In the following Districts, no one had filed a Declaration of Candidacy for elective office to be filled at this election:

HOLTHOUSE WATER DISTRICT – 2 Positions, 4-yr. term

Further, certify that by 5:00 p.m. on June 4, 2025 no petitions calling for an election in the aforementioned Districts have been filed.

I request the Colusa County Board of Supervisors appoint candidates to their respective offices by forthcoming Resolution prior to or on August 26, 2025. The office of the County Clerk will send notice to the Districts where an insufficient number or no candidates have filed advising them to make recommendations of appointment in writing to the County Clerk.

Cristy Jayne Edwards
County Clerk and Registrar of Voters

Attachment: CERTIFICATION OF FACTS 082625 land owner (002) (10603 : Appoint Directors to Water Districts in lieu of election)

Holthouse Water District

P.O. Box 776, Tualatin, OR 97062

Date: June 18, 2025

To: Cristy Jayne Edwards
Clerk-Recorder-Registrar of Voters-Elections County of Colusa

From: Cerena Lee, Secretary/Board Member
Holthouse Water District

RE: Appointment of Board Directors

Holthouse Water District recomends the following candidates for the open offices of Director.

Jim Rickert
PO Box 817, Fall River Mills, CA 96028

Cerena Lee
PO Box 776, Tualatin OR 97062

Sincerly

Cerena Lee

Cerena Lee, Board Member & Secretary
Holthouse Water District

Attachment: 2025 HWD Election Nomination letter (10603 : Appoint Directors to Water Districts in lieu of election)

Glenn Valley Water District

4165 LaGrande Road, Williams, CA 95987
(530)701-6693

June16, 2025

Colusa County Board of Supervisors
546 Jay Street
Colusa, Ca 95932

Dear Honorable Supervisors,

The Glenn Valley Water District respectfully request that you appoint John Dale Alvernaz, and Patti Ann Turner to the two director's seats with terms expiring in 2025. It is also requested to appoint Douglas J Turner to the vacant four-year director's term on the board. These individuals meet the District's qualifications to serve on the board.

Thank you for your time and consideration of this matter.

Sincerely,
Patti Ann Turner
Patti Turner-Secretary
Glenn Valley Water District

Attachment: Glenn Valley Water letter of Reccomendation (10603 : Appoint Directors to Water Districts in lieu of election)

RESOLUTION NO. _____

RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS APPOINTING DIRECTORS TO SPECIAL DISTRICTS PURSUANT TO ELECTIONS CODE SECTION 10515 ET SEQ.

WHEREAS, California Elections Code Section 10515 et seq. states that if a Declaration of Candidacy has been filed by only one person, by no person, or if the number of persons who have filed does not exceed the number of offices to be filled, the supervising authority of the County shall make appointments to the District; and

WHEREAS, the Office of County Clerk and Registrar of Voters of the County of Colusa has reviewed the candidate filings for the August 26, 2025 UDEL Election and has determined that one or all of the conditions allowed exist and has submitted a Certificate of Facts to the Board of Supervisors; and

WHEREAS, pursuant to Section 10515 of the Elections Code the Colusa County Board of Supervisors is required to appoint candidates to offices which qualify under that section of the Elections Code; and

WHEREAS, letters requesting appointments to the qualifying offices have been submitted by the Districts and are on file in the Office of the County Clerk along with timely filed Declarations of Candidacy, where applicable

NOW, THEREFORE, BE IT RESOLVED that the Colusa County Board of Supervisors hereby appoints Special District Directors to office to serve as indicated.

Section 1 - Appointment in-lieu of Election (I) Incumbent		
HOLTHOUSE WATER DISTRICT		
4-year term	12/5/2025 – 12/7/2029	Cerena Lee
4-year term	12/5/2025 – 12/7/2029	Jim Rickert
GLENN VALLEY WATER DISTRICT		
4-year term	12/5/2025 12/7/2029	Patti Ann Turner
4-year term	12/5/2025 12/7/2029	Douglas J Turner
4-year term	12/5/2025 12/7/2029	John Dale Alvernaz

PASSED AND ADOPTED this _____ day of _____, ____ by the following vote:

Attachment: Resolution Appointing Water District Directors 82625 UDEL (10603 : Appoint Directors to Water Districts in lieu of election)

AYES:

NOES:

ABSENT:

_____
Daurice Kalfsbeek Smith, Board Chair

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors

By _____, Deputy

APPROVED AS TO FORM:

_____
Richard Stout, County Counsel

Attachment: Resolution Appointing Water District Directors 82625 UDEL (10603 : Appoint Directors to Water Districts in lieu of election)

COUNTY OF COLUSA, CA 2.10

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: Appoint Colt Esenwein, Public Works Director as the Alternate for the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) for the remainder of 2025.

Appoint Colt Esenwein, Public Works Director as the Alternate for the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) for the remainder of 2025.

Detailed Description/Background of request

The ESJPA bylaws require that a Supervisor be the Delegate. Alternates are generally a staff member in charge of solid waste/recycling programs for the county. While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate from each county will have voting rights.

Furthermore, all Delegates and Alternates will be required to comply with the ESJPA Conflict of Interest Code and file a Form 700.

Director Esenwein will replace the retired Director as the County's Alternate Delegate.

Prior Board Action
Appointment is done every year

Fiscal Impact/Funding Source
None.

Action for the Clerk
Email to Maggie Chui at mchui@rcrcnet.org of the change in alternate.

COUNTY OF COLUSA, CA 2.11

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Auditor

FROM: Holly Gallagher

SUBJECT: Accept Imprest Cash and Change Funds Annual Report FY 2024/25.

Accept Imprest Cash and Change Funds Annual Report FY 2024/25.

Detailed Description/Background of request

The County has several departments using revolving funds. These revolving funds include Imprest Cash Funds which are used for services and materials which are a legal charge against the County and Change Funds which are used for making change, when necessary, in carrying out official work of the County.

Resolution No. 19-063, adopted November 19, 2019, gave the authority to the County Auditor to establish, increase, reduce or discontinue any departmental revolving funds, in accordance with California Government Code section 29321.1.

Per California Government Code section 29321.1, the County Auditor must render a written report to the Board of Supervisors at the end of each fiscal year identifying the revolving funds in existence during the fiscal year, the amount in each fund, and the officer using the fund.

Prior Board Action

Resolution No. 19-063 adopted November 19, 2019

Imprest Cash and Change Funds Policy, Policy No. 207 amended November 19, 2019

Imprest Cash and Change Funds Policy, Policy No. 207 adopted November 17, 1998

Fiscal Impact/Funding Source

None

Action for the Clerk

None

ATTACHMENTS:

- Imprest Cash and Change Funds FY 2024-25 Report (PDF)

County of Colusa
2024-25 Imprest Cash and Change Funds

Fund	Account	Revolving Fund-Department	Amount	Department Head
001	11111	Change Fund - Assessor	$ 35.00	Bob Buckner
001	11114	Imprest Cash - Sheriff	$ 500.00	Joe Garofalo
001	11115	Imprest Cash - Sheriff	$ 5,000.00	Joe Garofalo
001	11116	Change Fund - Probation	$ 100.00	Michael Rogers
001	11116	Imprest Cash - Probation	$ 50.00	Michael Rogers
001	11117	Imprest Cash - Ag Commission	$ 20.00	Anastacia Allen
001	11117	Change Fund - Ag Commission	$ 80.00	Anastacia Allen
001	11118	Imprest Cash - Clerk-Rec	$ 230.00	Cristy Edwards
001	11118	Change Cash - Clerk-Rec	$ 50.00	Cristy Edwards
001	11124	Imprest Cash - Animal Control	$ 100.00	Joe Garofalo
001	11125	Imprest Cash - DA Office	$ 100.00	Mathew Beachamp
001	11126	Imprest Cash - DA Invest	$ 1,500.00	Mathew Beachamp
001	11128	Change Fund - County Counsel	$ 200.00	Richard Stout
003	11122	Imprest Cash - Mental Health	$ 900.00	Tony Hobson
003	11122	Change Fund - Mental Health	$ 100.00	Tony Hobson
005	11130	Imprest Cash - Welfare	$ 350.00	Elizabeth Kelly
005	11127	Imprest Cash - Env Health	$ 100.00	Xzandrea Fowler
001	11131	Change Fund - Community Development	$ 100.00	Xzandrea Fowler
007	11110	Change Fund - Public Works	$ 40.00	Colt Esenwein
773	11110	Imprest Cash - Drug Enf. (Sheriff)	$ 2,500.00	Joe Garofalo
773	11110	Imprest Cash - Drug Enf. (Sheriff)	$ 250.00	Joe Garofalo
001	11129	Change Fund - Colusa Library	$ 50.00	Stacey Costello
001	11129	Change Fund - Williams Library	$ 30.00	Stacey Costello
001	11129	Change Fund - Stonyford Library	$ 10.00	Stacey Costello
001	11129	Change Fund - Arbuckle Library	$ 10.00	Stacey Costello
001	11129	Change Fund - Grimes Library	$ 10.00	Stacey Costello
001	11129	Change Fund - Princeton Library	$ 10.00	Stacey Costello
001	11129	Change Fund - Maxwell Library	$ 10.00	Stacey Costello

Attachment: Imprest Cash and Change Funds FY 2024-25 Report (10681 : Report on Imprest Cash and Change Funds FY 2024/25)

COUNTY OF COLUSA, CA 2.12

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Community Development Department

FROM: Xzandrea Fowler

SUBJECT: Approve contract with the Colusa County Resource Conservation District to provide consultant support services for the 2025 Fire Safe Council's County Coordinator project, effective August 12, 2025.

Approve contract with the **Colusa County Resource Conservation District** to provide consultant support services for the 2025 Fire Safe Council's County Coordinator project, effective August 12, 2025.

Detailed Description/Background of request

On May 23, 2023, the Colusa County Board of Supervisors authorized the Colusa County Resource Conservation District (CCRCD) to provide consultant support services for the 2022 CAL FIRE County Coordinator Grant. The grant was successfully closed out in December 2024. Due to the County's successful grant closure, the California Fire Safe Council notified the County of its eligibility to apply for the 2025 CAL FIRE County Coordinator Grant, which provides additional funding for the ongoing support of the Fire Safe Council County Coordinator Program. Staff applied for the grant and received notification of the grant award in May 2025.

Due to the successful implementation of the Fire Safe Council County Coordinator Project with consultant services support provided by CCRCD, staff recommends utilizing the same consultant for the implementation of the 2025 CAL FIRE County Coordinator Grant to ensure continuity, efficiency, and cost-effectiveness. The CCRCD has experience in the development and implementation of wildfire mitigation coordination and resilience, is already familiar with the County's specific program objectives, has established relationships with local stakeholders, and has the capacity to complete the grant program project scope within the 15-month grant term (May 15, 2025 through July 31, 2026).

At the August 12, 2025 Board meeting, the Board ratified the $151,500 grant award agreement that the County Administrative Officer entered into with the California Fire Safe Council to continue implementation of the Fire Safe County Coordinator Project efforts to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within the County. The grant's budget allocated $37,000 to reimburse the County for the County Coordinator staff costs, $5,000 for travel, $8,000 for supplies, $1,500 of miscellaneous costs, and $100,000 for contract services.

This proposed contract would approve the funding for contract services with the Colusa County Resource Conservation District (CCRCD). As detailed in the proposed Scope of Work, the CCRCD staff would support the County's Fire Safe Counsel Coordinator with the development and implementation of an

outreach and public education toolkit, administrative support for the newly formed Colusa County Fire Safe Council, and a countywide Fire Emergency and Evacuation Plan that identifies high-risk zones, evacuation routes, and critical emergency infrastructure to support countywide wildfire mitigation coordination and resilience. The grant budget includes $100,000 for contract services, which will fund the consultant's efforts to support wildfire coordination, outreach, planning, and the update of key wildfire preparedness documents.

Prior Board Action

C25-115

Fiscal Impact/Funding Source

No cost to the general fund, 001-53180-561

The contract is for an amount not to exceed $100,000.

Action for the Clerk

Assign a contract number, obtain the required signatures and forward to:

Colusa County Resource Conservation District
Attn: Elizabeth Harper, Executive Director
100 Sunrise Blvd, Suite A-3
Colusa, Ca, 95932

Once executed, please send a copy of the completed contract to the Community Development Director.

ATTACHMENTS:

- Contract_Colusa County Resource Conservation District (DOCX)

PROFESSIONAL SERVICES CONTRACT

This Professional Services Contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California and the Colusa County Resource Conservation District ("Contractor"), a Special District political subdivision.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide County with consultant support to perform the specified tasks contained within the Work Plan of the County of Colusa's approved CALFIRE County Coordinator Grant Program, as more specifically detailed in Exhibit "A".

2. **Term:** This Contract shall begin on August 12, 2025, and shall continue until all requested services are completed, but no later than July 31, 2026.

3. **Compensation:** County will pay Contractor compensation not to exceed $100,000, as provided for in Attachment "A." Compensation will be paid in accordance with paragraph 4, Method of Payment.

4. **Method of Payment:** At the end of each month, Contractor shall provide County with an invoice for the services provided in the preceding month. Upon receipt of an invoice, County shall process payment to Contractor as provided for by County's established policies and procedures, and payment will be issued accordingly for undisputed invoices.

   A. Invoices shall:
   - **1)** Be prepared on Contractor's letterhead.
   - **2)** Bear Contractor's name as shown on the contract.
   - **3)** Bear the contract number.
   - **4)** Itemize the costs incurred.
   - **5)** Include a summary of the services provided.
   - **6)** Be signed by an authorized official, employee, or agent certifying that the claim represents actual expenses for the services performed under this Contract.

5. **Professional Ability of Contractor and Standards of Performance:** Contractor represents that it is qualified and licensed to perform the services to be done as required in this Contract. County relies upon the representations of Contractor regarding professional training, licensing, and ability to perform the services as a material inducement to enter into this Contract.

   A. Services shall be provided by Contractor without the advice, control or supervision of County. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

   B. Acceptance of work or payment of invoice by County does not operate to release Contractor from any responsibility to perform work to professional standards.

   C. Contractor shall provide properly skilled professional and technical personnel to

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

perform all services under this Contract.

6. **Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to County for a minimum period of five (5) years, or for any longer period required by law, following audit, or from the date of final payment to Contractor under this Contract, whichever is later.

   A. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Contract.

   B. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit at any time during regular business hours, upon written request by County Counsel or other designated representative of County. Copies of such documents shall be provided to County for inspection at the office of the requesting county officer unless it is impractical to do so; in which case the records shall be made available at Contractor's address indicated for receipt of notices in this Contract.

   C. Where County has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, County may, on written request, require that custody of the records be given to County and that the records and documents be maintained by County at the Board of Supervisors offices. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

7. **Independent Contractor:** Contractor is an independent contractor, not an employee of County. Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching County's objectives in entering this Contract.

8. **Debarment and Suspension:**

   A. Certification Regarding Debarment: By signing this Contract, the Contractor certifies that neither the Contractor nor any of its principals are currently debarred or suspended by any Federal department or agency.

   B. Certification of Lower Tier Contractors Regarding Debarment: By administering any lower-tier subcontract exceeding $25,000 as a covered transaction under this Contract, the Contractor certifies that:

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

1) The Contractor has verified that each lower-tier subcontractor participating in a covered transaction is not presently debarred or suspended from participation in this Contract by any Federal department or agency.

2) Prior to entering into any lower-tier subcontract exceeding $25,000, the Contractor shall require each proposed subcontractor to disclose, in writing, whether, as of the time of award of the subcontract, the subcontractor or its principals is debarred or suspended by the Federal Government. The Contractor may accomplish this by:

   a. Checking the System for Award Management at website: http://www.sam.gov.
   b. Collecting a certification statement similar to the Certification Regarding Debarment, above.
   c. Inserting a clause or condition in the covered transaction with the lower tier contract.

9. **Indemnity and Liability:** Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims of any kind, arising or alleged to arise out of the willful misconduct, negligent acts, omissions, or violations of law by the party.

10. **Insurance:** Contractor, at its own cost, agrees to maintain, for the duration of this Contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

A. Workers' Compensation Coverage: Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by County at least thirty (30) days prior to such change.

B. General Liability Coverage: Contractor shall maintain commercial general liability insurance in an amount of not less than two million dollars ($2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.

C. Automobile Liability Coverage: Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the contractor arising out of or in connection with the work to be performed under

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

this Contract, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars ($1,000,000) for each accident for bodily injury or property damage.

D. Professional Liability Insurance (Errors and Omissions): Contractor shall maintain Professional Liability Insurance for Errors and Omissions coverage in an amount of not less than $2,000,000 in aggregate. The insurance coverage provided by Contractor shall contain language providing coverage for up to three 3 years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.

E. Policy Endorsements: All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:

1) Naming County, its elected officials, officers, employees, agents and volunteers as additional named insureds with respect to liability arising out of any and all work performed by or on behalf of the Contractor under this Contract;

2) Providing that Contractor's insurance shall be the primary insurance as respects County, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by County, including any self-insured retention County may have, shall not be called upon to contribute to a loss covered by Contractor's insurance;

3) Providing the policy of insurance shall act for each insured and additional insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;

4) Providing that the insurer waives all rights of subrogation against County, its elected or appointed officers, officials, employees, agents or volunteers;

5) Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County, its elected or appointed officers, officials, employees agents, or volunteers;

6) Providing broad-form contractual liability coverage insuring contractor's indemnity obligations under this contract; and

7) Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without thirty (30) days written notice certain to County.

F. Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by County before work begins. At County's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

G. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies and endorsements affecting coverage required by this Contract.

11. **Performance Standards:** Contractor shall use the standard of care in its profession and comply with all applicable federal, state and local laws, codes, ordinances and regulations.

12. **Licenses:** Contractor represents and warrants to County that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Contractor to practice its trade and/or profession.

13. **Controlling Law Venue**: This Contract is made in the County of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Colusa.

14. **Written Notification**: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County:	Community Development Department Attn: Director 1213 Market St. Colusa, Ca, 95932
If to Contractor:	Colusa County Resource Conservation District Attn: Elizabeth Harper, Executive Director 100 Sunrise Blvd, Suite A-3 Colusa, Ca, 95932

15. **Entire Contract**: This Contract constitutes the complete and exclusive statement of contract between County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

16. **Amendments**: This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by the County Counsel.

17. **Waiver**: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

18. **Execution**: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

19. **Assignment & Subcontracting**: The parties recognize that a substantial inducement to County for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of Contractor under this Contract will be permitted only with the express consent of County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor nor shall it create any obligation on the part of County to pay any monies due to any such subcontractor unless otherwise required by law.

20. **Termination**: This Contract may be terminated for the following reasons:

    A. Immediately for cause if either party fails to perform its responsibilities under this Contract in a timely and professional manner or violates any of the terms or provisions of this Contract; or

    B. By County without cause upon fifteen (15) days written notice of termination.

21. **Partial Invalidity**. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

22. **Attachments:** All attachments referred to are incorporated and made part of the Contract. Attachments include:

    A. Attachment "A" – Scope of Work and Cost Proposal

COUNTY OF COLUSA

_____Date:_____
Daurice K. Smith, Chair

COLUSA COUNTY RESOURCE CONSERVATION DISTRICT

_____Date:_____
Walter Seaver, President

APPROVED AS TO FORM

_____
Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors

By _____
Patricia Rodriguez, Deputy

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

Attachment A
SCOPE OF WORK AND COST PROPOSAL
2025 CFSC County Coordinator Statewide Grant Program

OVERVIEW:

This Scope of Work outlines the County of Colusa's work program funded under the California Fire Safe Council (CFSC) 2025 County Coordinator Statewide Grant Program. The Principal Planner will serve as the County Coordinator. The County and the Colusa County Resource Conservation District (Contractor) will implement a collaborative 15-month work plan to support countywide wildfire mitigation coordination and resilience-building activities. The work will build on the foundation developed under the 2022 County Coordinator grant.

TASK #1: INTEGRATE WITH CAL FIRE LNU

County Coordinator & Contractor Develop a plan, in concert with CAL FIRE LNU, to integrate the County Coordinator with local CAL FIRE units and co-develop locally appropriate tools and outreach materials.

Expected Outcome: Strong working relationships and aligned wildfire coordination efforts with CAL FIRE LNU.

Timeline: May 25 - June 26

Cost: $9,000

TASK #2: CONTRIBUTE TO CFSC GIS NETWORKING PORTAL

County Coordinator & Contractor Maintain and provide GIS data on local wildfire mitigation efforts to the CFSC GIS Networking Portal, including projects reflected in the CWPP.

Expected Outcome: Up-to-date spatial information on Colusa County wildfire efforts.

Timeline: Continuous

Cost: $6,500

TASK #3: ATTEND QUALIFIED ENTITIES TRAINING (QET)

County Coordinator & Contractor Coordinate with CAL FIRE to attend at least one QET to strengthen understanding of defensible space and home hardening.

Expected Outcome: Enhanced technical knowledge of wildfire mitigation practices.

Timeline: June 25 - December 25

Cost: $5,500
TASK #4: HOST CWPP TOOLKIT WORKSHOP

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

County Coordinator & Contractor Host a public training workshop to familiarize stakeholders with the CWPP Toolkit.

Expected Outcome: Increased stakeholder capacity and adoption of CWPP planning tools.

Timeline: January 26 - June 26

Cost: $12,000

TASK #5: PREPARE CWPP DEVELOPMENT ROADMAP

County Coordinator & Contractor Evaluate best practices using the CWPP toolkit and develop an initial plan to guide a full county-level CWPP update.

Expected Outcome: Clear roadmap and stakeholder engagement strategy for CWPP update.

Timeline: September 25 - June 26

Cost: $15,000

TASK #6: PRESENT PROJECT TO BOARD OF SUPERVISORS

County Coordinator & Contractor Present project goals and outcomes to the Colusa County Board of Supervisors.

Expected Outcome: Improved coordination and buy-in from County leadership.

Timeline: June 25 - August 25

Cost: $3,000

TASK #7: SUPPORT COLUSA COUNTY FIRE SAFE COUNCIL

County Coordinator & Contractor Continue administrative and strategic support for the newly formed Colusa County Fire Safe Council.

Expected Outcome: Ongoing council engagement and program delivery.

Timeline: Continuous

Cost: $10,000

TASK #8: DEVELOP FIRE EMERGENCY AND EVACUATION PLAN

County Coordinator & Contractor prepare a countywide Fire Emergency and Evacuation Plan including high-risk zones, evacuation routes, and critical emergency infrastructure.

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

Expected Outcome: Integrated and actionable Fire Emergency Plan.

Timeline: June 25 – June 26

Cost: $51,000

TASK #9: PREPARE CWPP UPDATE

County Coordinator & Contractor initiate the update of Colusa County's Community Wildfire Protection Plan (CWPP), including public engagement, interagency coordination, and risk assessment.

Expected Outcome: A roadmap for a comprehensive CWPP reflecting updated wildfire conditions and stakeholder priorities.

Timeline: January 26 - July 26

Cost: $39,500

COMPENSATION
CFSC County Coordinator Statewide Grant Program

County Coordinator: Fire Mitigation Program				
Contract Services and Other Expenses: Colusa County's CA Fire Safe Council's Fire Mitigation County Coordinator Grant				
Item	CCRCD Budget	Rate	Hours/Miles	%FTE
CCRCD Personnel				
Executive Director	$ 25,000.00	$ 81.90	305	18%
Office Assistant	$ 4,000.00	$ 58.25	69	7%
Fire Resiliency Program Coordinator	$ 38,000.00	$ 61.84	614	34%
Fire Resiliency Program Manager	$ 8,000.00	$ 77.90	103	6%
Ag & Conservation Program Manager	$ 4,000.00	$ 63.14	63	4%
CCRCD Personnel Subtotal	**$ 79,000.00**			
CCRCD Travel: Mileage	**$ 2,000.00**	0.7	2857	
CCRCD Supplies/Mtg Expenses/Publication/Printing	**$ 4,000.00**			
CCRCD Subtotal	**$ 85,000.00**			
Subcontracting Services - Professional Fire Consulting	**$ 15,000.00**			
Total	**$ 100,000.00**			

*All sub-contracting work shall first be reviewed and approved by the Colusa County Coordinator.

Attachment: Contract_Colusa County Resource Conservation District (10643 : 2025 Fire Safe Council's County Coordinator Project Consultant

COUNTY OF COLUSA, CA

2.13

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Molly West

SUBJECT: Ratify Change Order No.'s CCDTF10, CCDTF11, CCDTF12, CCDTF13, CCDTF14 and CCDTF15 with Clark & Sullivan and Broward Builders, Inc. for construction of the Colusa County Detention and Treatment Facility.

Ratify Change Order No.'s CCDTF10, CCDTF11, CCDTF12, CCDTF13, CCDTF14 and CCDTF15 with **Clark & Sullivan and Broward Builders, Inc.** for construction of the Colusa County Detention and Treatment Facility.

Detailed Description/Background of request

The Colusa County Sheriff's Office continues progress with construction of the Colusa County Detention and Treatment Facility (CCDTF). The facility will be located directly adjacent, and connected to the existing Colusa County Jail at 929 Bridge Street in Colusa, CA. The new CCDTF has been planned to replace the existing, antiquated offender housing with a new, modern 96-bed facility. There are five change orders that are needed for the project to proceed forward - CCDTF10, CCDTF11, CCDTF12, CCDTF13, and CCDTF14

CCDTF10: The County of Colusa is receiving a generator battery credit for the project. The total amount of the change order is a credit of $5,018.94.

CCDTF11: Added card readers in the amount of $26,971.00 to better assist the flow of staff (contracted staff) for the operational ability of the facility. The total amount of the change order is $26,972.00 and will be charged to the Owner's Construction Contingency.

CCDTF12: Added intercom at the kitchen in the amount of $2,081.00 to better assist in communications with staff (contracted staff) for the operational ability of the facility. The total amount of the change order is $2,081.00 and will be charged to the Owner's Construction Contingency.

CCDTF13: Elevate control booth in Central Control for the amount of $6,085.00 to increase observational ability of staff sitting at Central Control. The total amount of the change order is $6,085.00 and will be charged to the Owner's Construction Contingency.

CCDTF14: The County of Colusa is receiving a deletion of door credit for the project. The total amount of the change order is a credit of $20,664.00.

CCDTF15: Freezer compressor to upgrade from a walk in refrigerator to a walk in freezer for the amount of $4,675.00 to better support the food services operation in the facility. The total amount of the change order is $4,675.00 and will be charged to the Owner's Construction Contingency.

CAO Wendy Tyler signed Change Orders CCDTF10, CCDTF11, CCDTF12, CCDTF13, CCDTF14 and CCDTF15 to prevent a delay in the project and staff is now seeking ratification of the change orders.

Prior Board Action

Contract - C23-024

Prior change orders - C23-074, C24-172, C25-006, C25-052, C25-053, C25-054, C25-055, C25-056, C25-057 and C25-058.

Fiscal Impact/Funding Source

Net project cost increase of $14,130.06 to be applied against the Owner's Construction contingency.

Balance of Owner’s Construction Contingencies remaining after change orders 1-15 is $1,380,036.94

CCDTF10 - Credit in the amount of -$5,018.94.

CCDTF11 - The total amount of the change order is $26,972.00 and will be charged to the Owner's Construction Contingency.

CCDTF12 - The total amount of the change order is $2,081.00 and will be charged to the Owner's Construction Contingency.

CCDTF13 - The total amount of the change order is $6,085.00 and will be charged to the Owner's Construction Contingency.

CCDTF14 - Credit in the amount of -$20,664.00.

CCDTF15 - The total amount of the change order is $4,675.00 and will be charged to the Owner's Construction Contingency.

Action for the Clerk

Assign a contract number for each change order and provide a copy to Assistant Sheriff Mike Bradwell.

ATTACHMENTS:

- CCDTF15_Freezer Compressor (PDF)
- CCDTF14_Deletion Door Credit (PDF)
- CCDTF13_Elevated Central Control (PDF)
- CCDTF12_Added Intercom (PDF)
- CCDTF11_Upgraded Card Readers (PDF)
- CCDTF10_Generator Battery (PDF)
- CCDTF9_Dental Credit (PDF)
- CCDTF8_Comm Trench to ACO (PDF)
- CCDTF7_Central Control Work Surface (PDF)

- CCDTF6_Camera Upgrade (PDF)
- CCDTF5_Kitchenette in Central Control (PDF)
- CCDTF4_Video Visitation (PDF)
- CCDTF3_ Joint Trench Signed (PDF)
- CCDTF2_C25-006_Clark and Sullivan and Broward Builders, Inc (PDF)
- CCDTF1_C24-172_Clark & Sullivan Construction and Broward Buildings, Inc. a Joint Venture (PDF)
- C23-024 Clark & Sullivan Construction and Broward Builders, Inc (PDF)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF15		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO 123-99 Freezer Compressor Cost	$ 4,675.00	$ -	$ -	$ -	$ -	$ 4,675.00
					Subtotal	$ 4,675.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 76,118.14
Contract Amount prior to this Change Order:	$ 29,654,559.14
Contract Amount will be Increase _X___ /Decreased _____by this Change Order:	$ 4,675.00
Revised Contract Amount including this Change Order:	$ 29,659,234.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:	0
The Date of Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease __X____ Increase

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature] AO	Michael Bradwell, Assistant Sheriff	7/23/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	7/24/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	7/24/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
Julee Carden		7-14-25

Attachment: CCDTF15_Freezer Compressor (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF14		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D009 -Deletion of Door Credit	$ (20,664.00)	$ -	$ -	$ -	$ (20,664.00)	$ (20,664.00)
					Subtotal	$ (20,664.00)

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 96,782.14
Contract Amount prior to this Change Order:	$ 29,675,223.14
Contract Amount will be Increase ____ /Decreased __X___by this Change Order:	$ (20,664.00)
Revised Contract Amount including this Change Order:	$ 29,654,559.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:	0
The Date of Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: __X_____ Decrease _____ Increase

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	7/23/25
	Wendy G. Tyler, CAO	7/24/25
	Wendy G. Tyler, CAO	7/24/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	7-9-25

Attachment: CCDTF14_Deletion Door Credit (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF13		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D003 -Elevate central control booth	$ 6,085.00	$ -	$ -	$ -	$ -	$ 6,085.00
					Subtotal	$ 6,085.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 90,697.14
Contract Amount prior to this Change Order:	$ 29,669,138.14
Contract Amount will be Increase _X___ /Decreased _____by this Change Order:	$ 6,085.00
Revised Contract Amount including this Change Order:	$ 29,675,223.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:	0
The Date of Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease __X____ Increase _____

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	7/23/25
	Wendy G. Tyler, CAO	7/21/25
	Wendy G. Tyler, CAO	7/21/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	7-8-25

Attachment: CCDTF13_Elevated Central Control (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF12		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D007 - Addedd Intercom	$ 2,081.00	$ -	$ -	$ -	$ -	$ 2,081.00
					Subtotal	$ 2,081.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 88,616.14
Contract Amount prior to this Change Order:	$ 29,667,057.14
Contract Amount will be Increase _X___ /Decreased _____by this Change Order:	$ 2,081.00
Revised Contract Amount including this Change Order:	$ 29,669,138.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:	0
The Date of Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease __X____ Increase

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	7/23/25
	Wendy G. Tyler, CAO	7/21/25
	Wendy G. Tyler, CAO	7/21/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	7-8-25

Attachment: CCDTF12_Added Intercom (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF11		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D006 - Added Card Readers	$ 26,971.00	$ -	$ -	$ -	$ -	$ 26,971.00
					Subtotal	$ 26,971.00

Original Contract Amount:	$	29,578,441.00
Net change by previously authorized Change Order:	$	61,645.14
Contract Amount prior to this Change Order:	$	29,640,086.14
Contract Amount will be Increase _X___ /Decreased _____by this Change Order:	$	26,971.00
Revised Contract Amount including this Change Order:	$	29,667,057.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:		0
The Date of Completion as of the date of this Change Order is		4/3/2026

Estimate Cost: _____ Decrease __X____ Increase

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	7/23/25
	Wendy G. Tyler, CAO	7/21/25
	Wendy G. Tyler, CAO	7/21/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	7-8-25

Attachment: CCDTF11_Upgraded Card Readers (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: __X_____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF10		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. **NOTE:** This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO 112 - Generator Battery Credit	$ (5,018.94)	$ -	$ -	$ -	$ -	$ (5,018.94)
					Subtotal	$ (5,018.94)

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 66,664.08
Contract Amount prior to this Change Order:	$ 29,645,105.08
Contract Amount will be Increase ____ /Decreased __X___by this Change Order:	$ (5,018.94)
Revised Contract Amount including this Change Order:	$ 29,640,086.14
The Contract Time will be Increased ____ / Decreased___ / Unchanged _X___by days:	0
The Date of Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: __X_____ Decrease _____ Increase _____

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	7/23/25
	Wendy G. Tyler, CAO	7/21/25
	Wendy G. Tyler, CAO	7/21/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	7-8-25

Attachment: CCDTF10_Generator Battery (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
Contract CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	Contract NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF9		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes to the Contract Documents or do the following described work not included in the Contract Documents for this Contract. NOTE: This Change Order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D010 - Dental Equipment Credit	$ (1,183.00)	$ -	$ -	$ -	$ -	$ (1,183.00)
					Subtotal	$ (1,183.00)

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 67,847.08
Contract Amount prior to this Change Order:	$ 29,646,288.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ (1,183.00)
Revised Contract Amount including this Change Order:	$ 29,645,105.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: ___X____ Decrease _____ Increase

SUBMITTED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	3/17/25

APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
Wendy D Tyler	Wendy Tyler, CAO	3/25/25

COUNTY APPROVAL BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
Wendy D Tyler	Wendy Tyler, CAO	3/25/25

We the undersigned Contractor have given careful consideration to the change proposed and agree, if this proposal is approved, we will provide all labor and equipment, and furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the Specification as to proceeding with the ordered work and filing a written protest within the time therein specified.

CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	3-14-25

Attachment: CCDTF9_Dental Credit (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF8		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE:** This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO 114 Com trench Animal Control 2" Comcast	$ 12,170.00	$ -	$ -	$ -	$ -	$ 12,170.00
					Subtotal	$ 12,170.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 55,677.08
Contract Amount prior to this Change Order:	$ 29,634,118.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ 12,170.00
Revised Contract Amount including this Change Order:	$ 29,646,288.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026
Estimate Cost: _____ Decrease ___X___ Increase	

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Michael Bradwell, Assistant Sheriff	3/14/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Julee Carden	3-14-25

Attachment: CCDTF8_Comm Trench to ACO (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: ___X___County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF7		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE:** This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D008 Added Work Surface in Central Control	$ 12,922.00	$ -	$ -	$ -	$ -	$ 12,922.00
					Subtotal	$ 12,922.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 42,755.08
Contract Amount prior to this Change Order:	$ 29,621,196.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ 12,922.00
Revised Contract Amount including this Change Order:	$ 29,634,118.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease ___X___ Increase

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Michael Bradwell, Assistant Sheriff	3/14/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Julee Carden	3-14-25

Attachment: CCDTF7_Central Control Work Surface (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF6		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE:** This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D005 Upgrade Cameras Rec Yard and Day Roor	$ 1,723.00	$ -	$ -	$ -	$ -	$ 1,723.00
					Subtotal	$ 1,723.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 41,032.08
Contract Amount prior to this Change Order:	$ 29,619,473.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ 1,723.00
Revised Contract Amount including this Change Order:	$ 29,621,196.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease ___X___ Increase

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Michael Bradwell, Assistant Sheriff	3/14/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Julee Carden	3-14-25

Attachment: CCDTF6_Camera Upgrade (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF5		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE**: This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO D002 Add Kitchenette at Central Control	$ 14,449.00	$ -	$ -	$ -	$ -	$ 14,449.00
					Subtotal	$ 14,449.00

Original Contract Amount:	$	29,578,441.00
Net change by previously authorized Change Order:	$	26,583.08
Contract Amount prior to this Change Order:	$	29,605,024.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$	14,449.00
Revised Contract Amount including this Change Order:	$	29,619,473.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:		0
The Date of Substantial Completion as of the date of this Change Order is		4/3/2026

Estimate Cost: _____ Decrease ___X___ Increase

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Michael Bradwell, Assistant Sheriff	3/14/25

APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

COUNTY APPROVAL BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Julee Carden	3-14-25

Attachment: CCDTF5_Kitchenette in Central Control (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA
CONTRACT CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF4		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE:** This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO 113 - Add Video Visitation Stations	$ 3,293.00	$ -	$ -	$ -	$ -	$ 3,293.00
					Subtotal	$ 3,293.00

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ 23,290.08
Contract Amount prior to this Change Order:	$ 29,601,731.08
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ 3,293.00
Revised Contract Amount including this Change Order:	$ 29,605,024.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026
Estimate Cost: _____ Decrease ___X___ Increase	

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Michael Bradwell, Assistant Sheriff	3/14/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Wendy Tyler, CAO	3/25/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	3-14-25

Attachment: CCDTF4_Video Visitation (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

COLUSA COUNTY JAIL PROJECT
929 Bridge Street
Colusa, CA

CONTRACT CHANGE ORDER

Change Requested by: ___X____County _____ Contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	PROJECT	FEDERAL NUMBER(S)
CCDTF3		C23-024	CCDTF	

TO
Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE:** This change order is not effective until approved by the Board of Supervisors.

Change Order Description	Cost of Change Order	Original Schedule Value	Previous App fr Schedule Value	Adj Schedule Value fr Prev App	Additional Cost fr Schedule Value	Total Cost of Change Order
PCO 116 - 99 Joint Trench	$ 23,290.08	$ -	$ -	$ -	$ -	$ 23,290.08
					Subtotal	$ 23,290.08

Original Contract Amount:	$ 29,578,441.00
Net change by previously authorized Change Order:	$ -
Contract Amount prior to this Change Order:	$ 29,578,441.00
Contract Amount will be Increase ____ /Decreased _____by this Change Order:	$ 23,290.08
Revised Contract Amount including this Change Order:	$ 29,601,731.08
The Contract Time will be Increased ____ / Decreased____ / Unchanged __X__ / by _____days:	0
The Date of Substantial Completion as of the date of this Change Order is	4/3/2026

Estimate Cost: _____ Decrease ___X___ Increase

By reason on this order the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature] '99	Michael Bradwell, Assistant Sheriff	3/14/25
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25
COUNTY APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Wendy Tyler, CAO	3/25/25

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above, and will accept as full payment therefore the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
[signature]	Julee Carden	3-14-25

Attachment: CCDTF3_ Joint Trench Signed (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail Project)

C25-006

COLUSA COUNTY

CONTRACT CHANGE ORDER

CEM-4900 (REV 05/2001) CT# 7541-3501-0

Sheet 1 of 1

Change Requested by: ☐ engineer ☒ contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	Project	FEDERAL NUMBER(S)
CCDTF2		C23-024	CCDTF	

TO Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture *contractor*

*You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.***

Initiation Date: December 13, 2024
Original Contract No.: C23-024
Original Contract Amount: $29,578,441.00
Original Contract Term: 965 days

By this Change Order you are hereby directed to make the following changes to this Contract:

Re: PCO 110-99:
Furnish all materials and labor to remove, transport and dispose of asbestos-containing building materials and contaminated debris from approximately 162 lineal feet of 4" to 6" diameter transited pipe.

The amount of this Change Order will be charged against Allowance AL-02 for "Utility Demolition and Relocation" included in the base Contract.

The Contract Time will be Increased by: 0 days.

Estimated Cost: ☐ Decrease ☐ Increase $ 11,698.34

By reason of this order the time of completion will be adjusted as follows: As Noted Above.

SUBMITTED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Mike Bradwell, Assistant Sheriff	12/16/24
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Wendy G. Tyler, CAO	12/16/24
ENGINEER APPROVAL BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden PM	12-18-24

Attachment: CCDTF2_C25-006_Clark and Sullivan and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

COLUSA COUNTY

CONTRACT CHANGE ORDER

CEM-4900 (REV 05/2001) CT# 7541-3501-0

Sheet 1 of 1

Change Requested by ☐ engineer ☒ contractor

CCO NUMBER	SUPPL NUMBER	CONTRACT NUMBER	Project	FEDERAL NUMBER(S)
CCDTF1		C23-024	CCDTF	

TO Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture *contractor*

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract ***NOTE: This change order is not effective until approved by the engineer.***

Initiation Date: August 6, 2024
Original Contract No.: C23-024
Original Contract Amount: $29,578,441.00
Original Contract Term: 965 days

By this Change Order you are hereby directed to make the following changes to this Contract:

Revisions to Article 2 – Commencement and Completion of Work at Subsection 2.03 A. "Design and Construction Milestones"

The Revised Substantial Completion date as of this Change Order is: Friday, April 3, 2026
The Revised Certificate of Beneficial Occupancy of entire Project is: Friday, April 3, 2026
The Revised Staffing and Occupancy Complete date is: Thursday, July 2, 2026

The Contract Time will be Increased by: 149 days.

Estimated Cost ☐ Decrease ☐ Increase $ 0.00

By reason of this order the time of completion will be adjusted as follows: Listed Above

SUBMITTED BY			
SIGNATURE	(PRINT NAME & TITLE)	DATE	
	MIKE BRADWELL ASST SHERIFF	8/14/24	
APPROVAL RECOMMENDED BY			
SIGNATURE	(PRINT NAME & TITLE)	DATE	
	Wendy G. Tyler, CAO	08/08/24	
ENGINEER APPROVAL BY			
SIGNATURE	(PRINT NAME & TITLE)	DATE	

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME & TITLE)	DATE
	Julee Carden	8-9-24

Attachment: CCDTF1_C24-172_Clark & Sullivan Construction and Broward Buildings, Inc. a Joint Venture (10663 : Ratify Clark & Sullivan -

C23-024

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

COLUSA COUNTY DETENTION AND TREATMENT FACILITY AGREEMENT

THIS AGREEMENT dated this **17th** day of **January, 2023** by and between **Clark & Sullivan Construction and Broward Builders, Inc, a Joint Venture** whose place of business is located at 1340 Blue Oak Blvd. Suite 150, Roseville, CA 95678 ("Design-Build Entity"), and the **County of Colusa**, a political subdivision of the State of California.

COUNTY OF COLUSA
COLUSA COUNTY DETENTION & TREATMENT FACILITY

WHEREAS, upon receipt of approval of Owner's contract award to Design-Build Entity from the State of California Department of Finance, Owner's conditional award of the Contract will become unconditional.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Design-Build Entity and Owner agree as follows:

ARTICLE 1 - SCOPE OF WORK OF THE CONTRACT

1.01 Work of the Contract

A. Design-Build Entity hereby agrees to serve as the stipulated sum Design-Build Entity for the Project identified herein, inclusive of complete planning, design and engineering services, construction management services, complete permitted plan sets, construction services, completion and commissioning services, and turnover of a complete, functional and legally operable Project, in accordance with the Specifications, Performance Criteria, and all other terms and conditions of the Contract Documents ("Work").

B. Without limiting the foregoing, Work specifically includes: :
   1. The following Owner Controlled Allowances
      a. Allowance #1 - $20,000 for additional Furnishings, Fixtures and Equipment not included in the criteria documents.
      b. Allowance #2 - $26,000 for Utility Demolition and Relocation not known or identified in the criteria documents
   2. The following Deductions (If-Necessary)*
      a. Not Included
      b. Not Included
      c. Not Included
   3. The following Enhancements:
      a. Additive Alternate AA-1 – Not Included
      b. Additive Alternate AA-2 – Not Included
      c. Additive Alternate AA-3 – Not Included
   4. The following Additive Voluntary Enhancements*:
      a. Not Included
      b. Not Included
      c. Not Included

   * As defined in Proposal Form attached for reference.

1.02 Price for Completion of the Work

A. Owner shall pay Design-Build Entity the following Contract Sum $29,578,441 for completion of Work in accordance with Contract Documents (including Allowances, Deductive Items (If-Necessary) and Additive and Voluntary Enhancements identified in paragraph 1.01B above).

C23-024

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

1.03 Alternates

A. At Owner's sole discretion, Work may also include one or more Alternates identified on Attachment 1 hereto. To add any Alternate to the Work, Owner must notify Design-Build Entity no later than the date indicated for the Alternate ("County Decision Point Date") identified in Attachment 1. Contract Sum will be adjusted (increased for an additive Alternate, decreased for a deductive Alternate) only by the Proposal Price for the Alternate identified in Attachment 1, and Owner will pay no other amount on account of adding the Alternate to the Work. Addition of any Alternate shall be memorialized by Change Order and (other than any provision regarding payment) subject to all other Contract Documents requirements relating to Change Orders.

1.04 Allowances

A. Contract Sum includes the following allowances
   1. Additional Owner FFE Allowance (see Section 01 21 00 paragraph 1.03) $20,000
   2. Unknown or Unforeseen Owner Utility Demolition & Relocation Allowance (see Section 01 21 00 paragraph 1.04) $26,000 B. See also Section 01 21 00 Allowances.

C. Allowance Work will be authorized by Owner in writing, following change order procedures to determine cost, supporting documentation and authorization to proceed. Unused allowance amounts at Contract completion shall reduce the Contract Sum accordingly.

1.05 Maximizing Sales and Use Taxes Payable to Owner

A. Design-Build Entity will work with Owner to develop procedures to maximize Owner's receipt of sales and use taxes resulting from design and construction of the Project (**Taxable Purchasing Procedures**). Taxable Purchasing Procedures must include, without limitation:
   1. The Direct Payment Procedures (as defined below).
   2. To the extent not otherwise addressed by the Direct Payment Procedures, requirements that Design-Build Entity, and Subcontractors and Designers of all tiers that perform a significant portion of their Project Work or Services on the Project Site or within any portion (incorporated or unincorporated) of the County of Colusa, use an address within (incorporated or unincorporated) County of Colusa, for purchases and leases of Project related tangible personal property (goods, materials, fixtures, equipment, tools, supplies, etc.) (**Project Personal Property**), to the greatest reasonably feasible extent.
   3. To the extent not otherwise addressed by the Direct Payment Procedures, requirements that, to the greatest reasonably feasible extent, sellers and lessors of Project Personal Property either:
      a. Have a physical presence within California; or
      b. If located out of state, collect and pay California use tax.

B. Taxable Purchasing Procedures must include the following, to the greatest reasonably feasible extent (**Direct Payment Procedures**):
   1. Design-Build Entity and all Subcontractors and Designers (of all tiers) with Project-related contracts equal to or exceeding $5 Million dollars (or other amount must be approved by the BOE) **Eligible Subcontractors** must obtain a California State Board of Equalization (**BOE**) sub-permit for the Project Site and allocate all Project-related sales and use tax to the County of Colusa. Before performing any Work at the Project Site, Design-Build Entity and each Eligible Subcontractor must provide Owner with a copy of its sub-permit or an official statement that sales and use tax is not applicable to its portion of the Project.

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2. When filing quarterly sales and use tax returns, Design-Build Entity and all Eligible Subcontractors must record local taxes on Schedule C (Detailed Allocation by Suboutlet) rather than Schedule B (Allocation by County).
3. Design-Build and Subcontractors and Designers (of all tiers), regardless of Project contract size, shall directly allocate to the County and Colusa sales and use tax on all Project Personal Property with a total value exceeding $250,000 that is shipped to the Project Site from an out-of-state supplier, using Schedule F when filing sales and use tax forms with the BOE.
4. Design-Build Entity and all Subcontractors and Designers (of all tiers), regardless of Project contract size, must provide Owner with copies of all eligible returns and supporting documentation for review and approval at least ten days in advance of submission to the BOE. (This is essential as Owner understands that the BOE will not make retroactive allocation adjustments should revenues be allocated to the countywide pool rather than the Project Site.)
5. Before performing any Work at the Project Site, Design-Build Entity and each Subcontractor and Designer (of all tiers), regardless of Project contract size, must provide Owner with a formal written document stating that their appropriate staff member(s) responsible for filing tax documents (a) have been instructed on these Taxable Purchasing Procedures, (b) will prepare their returns so that to the greatest reasonably feasible extent the local share of sales use tax paid with respect to Project Personal Property) will be allocated to the County of Colusa.

C. Taxable Purchasing Procedures must also include periodic Design-Build Entity reporting (on behalf of itself and its Subcontractors and Designers), and Owner monitoring, audit and enforcement rights.

D. Taxable Purchasing Procedures may include exclusions for out-of-state vendors that perform at most nominal or incidental Work within Colusa County or on the Project Site.

E. Design-Build Entity must provide an initial proposed Taxable Purchasing Procedures within 20 days of execution of this Agreement. Owner and Design-Build Entity will use good faith efforts to finalize them within ten days thereafter. If the parties are unable to agree, Owner will determine the final Taxable Purchasing Procedures consistent with this Paragraph 1.05, and if Design-Build Entity disagrees it may file a claim under Document 00 72 53 (General Conditions).

F. The final Taxable Purchasing Procedures will become an attachment to this Agreement and incorporated herein.

ARTICLE 2 - COMMENCEMENT AND COMPLETION OF WORK

2.01 Commencement of Work

A. Design-Build Entity shall commence Work on the date indicated in the applicable Notice to Proceed.
B. Owner reserves the right to modify or alter the Commencement Date.

2.02 Completion of Work

A. Design-Build Entity shall achieve Final Completion of the entire Work no later than November 5, 2025.

2.03 Design and Construction Milestones

A. Design-Build Entity shall also complete design and construction of the Project consistent with the following milestones.
1. Substantial Completion by November 5, 2025;
2. Certificate of Beneficial Occupancy of entire Project: Recorded by November 6, 2025.
3. Staffing and Occupancy Complete November 6, 2025.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

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2.04 Liquidated Damage Amounts

A. Owner and Design-Build Entity recognize that time is of the essence of this Agreement and that Owner will suffer financial loss, if the Work is not completed within the time specified herein, taking into account any extensions thereof allowed in accordance with the Contract Documents.

B. Consistent with terms, conditions, stipulations and limitations in Document 00 72 53 (General Conditions) regarding liquidated damages, Design-Build Entity and Owner agree that because of the nature of the Project, it would be impractical or extremely difficult to fix the amount of actual damages incurred by Owner because of a delay in completion of the Work. Accordingly, in the event of delay in completion of the Work, or any applicable portion, Owner and Design-Build Entity agree that Design-Build Entity shall pay Owner as liquidated damages the number of Dollars provided below:

1. As liquidated damages for delay, Design-Build Entity shall pay Owner Two Thousand, Five Hundred Dollars ($2,500.00) for each day that expires after the time specified herein for Design-Build Entity to achieve the Final Completion of the entire Work (paragraph 2.02A above), until achieved.

2.05 Scope of Liquidated Damages

A. Measures of liquidated damages shall apply cumulatively.

B. Limitations and stipulations regarding liquidated damages are set forth in Document 00 72 53 (General Conditions).

ARTICLE 3 - PROJECT REPRESENTATIVES AND STAFFING

3.01 Owner's Project Administrator

A. Owner has designated Mike Bradwell of the Colusa County Sheriff's Office as its Project Administrator to act as Owner's Representative in those matters relating to the Contract Documents that do not require Board of Supervisors approval.

B. To the extent Board of Supervisors approval is not required, Project Administrator shall have authority over various matters pertaining to the Contract Documents and shall have sole authority to modify the Contract Documents on behalf of Owner, to accept work, and to make decisions or actions binding on Owner, and shall have sole signature authority on behalf of Owner. By this clause, Project Administrator is not assigned any rights or obligations that require Board of Supervisors approval.

C. Owner may assign all or part of the Project Administrator's rights, responsibilities and duties to a Construction Manager, or other Owner Representative.

D. Exceptions to the foregoing Article 3.01 shall be in accordance with Public Contract Code 20142 in which case authority has been delegated to Joe Garofalo.

3.02 Design-Build Entity's Project Manager and Key Personnel

A. Design-Build Entity has designated Matt Burnie as its Project Manager to act as Design-Build Entity's Representative in all matters relating to the Contract Documents. For the construction phase, the Project Manager shall be resident at the Project Site and shall be devoted solely to the Project. Design-Build Entity's Project Manager shall be the single point of contact for all Project communications between Owner and Design-Build Entity, and shall be responsible for distributing all communications from Owner and Owner's consultants (including without limitation from Performance Criteria Architect or Construction Manager on Owner's behalf) to Design-Build Entity's Superintendent and others as Design-Build Entity deems appropriate.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

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B. Design-Build Entity's Proposal lists the key personnel identified on Attachment 2 Design-Build Entity intends to provide to the Project to perform its design, construction and obligations under the Contract Documents, and their anticipated start times, anticipated duration of commitment to work on the Project, and for each duration percentage of commitment to work on the Project (together, "Key Personnel"). Design-Build Entity represents that such staff have the necessary licenses, experience and qualifications to satisfactorily perform the requirements of the Contract Documents and that at all times Design-Build Entity shall maintain such staff or similar staff having all necessary licenses, certifications, experience and skills necessary to perform all obligations of the Contract Documents

Design-Build Entity may not change the identity of its Project Manager or any other Key Personnel without prior Owner written approval, which approval shall not be unreasonably withheld, provided such replacement has similar or greater experience and qualifications.

C. Design-Build Entity acknowledges that the quality and qualifications of the Key Personnel were important factors in Owner's selection of Design-Build Entity for the Project. Design-Build Entity and Owner agree that the personal services of the Key Personnel is a material term of the Contract Documents, and substitution or removal or change in role or level of effort, of such Key Personnel would result in damages to the Owner, the measure of which would be impractical or extremely difficult to fix, and in lieu of which Owner and Design-Build Entity have agreed to liquidated damages as described below:

1. For any substitution of any Key Personnel individual before the end of the individual's Project commitment period provided in Design-Build Entity's Key Personnel staffing schedule, Owner may assess once and Design-Build Entity shall accept liquidated damages in the amount of six (6) times the gross monthly salary for the substituted Key Personnel.

D. Liquidated damages for substitution of Key Personnel shall be deducted from the next applicable Application for Payment or, if insufficient, shall be paid by Design-Build Entity.

E. No liquidated damages shall under be due under this paragraph 3.02 for any substitution required due to death, incapacity or employment termination of a Key Personnel.

F. Design-Build Entity shall make their best effort to comply with Local Participation Goals, attached to this Agreement as Annex 1.

G. Pursuant to Labor Code Section 1771(a), Design-Build Entity covenants that it will award contracts and subcontracts for Project Work, only to Subcontractors which are at that time registered and qualified to perform public work pursuant to Labor Code Section 1725.5. Design Build Entity shall obtain proof of such registration from all such Subcontractors and provide it to Owner along with each Document 00 43 30 (Subcontractors List)

3.03 Performance Criteria Architect

A. Nacht & Lewis furnished the Performance Criteria and Concept Drawings and shall have the rights assigned to Performance Criteria Architect in the Contract Documents.

3.04 Construction Manager

A. Owner has delegated certain of Project Administrator's rights to Owner's Construction Manager, To be determined and may delegate further rights with notice to Design-Build Entity.

ARTICLE 4 - CONTRACT DOCUMENTS

4.01 Contract Documents consist of the following documents, including all changes, Addenda, and Modifications thereto:

The complete Contract between the parties hereto shall consist of the following documents

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

Contractor's Bid Proposal
Designation of Subcontractors
This Agreement
Performance Bond
Payment Bond
General Conditions
Supplementary Conditions, if any
Volume 2 – Performance Criteria – Facility Design Program
Technical Specifications
Duly issued Addenda
Duly issued RFIs and PCIs
Duly issued Work Authorizations
Supplemental Drawings issued pursuant to Article 4 of the General Conditions
Initial Submittals approved pursuant to Article 3 and all other submittals approve pursuant to Article 5 of the General Conditions
Duly issued Change Orders
Contractor's Guarantee and Bond

Such documents, collectively referred to herein as the "Contract Documents'" hereby are incorporated herein by the reference and made a part hereof.

Final Construction Documents (following receipt of all approvals required by other Contract Documents), whether included in the final Document 00 01 15 (List of Construction Documents) provided by Design-Build Entity or in the final Performance Criteria Document 00 52 01 provided by Criteria Architect in accordance with Section 01 11 01 (Summary of Work – Design-Build Design Services) paragraph 2.02, Document 00 43 30 (Subcontractors List) or otherwise.

4.02 There are no Contract Documents other than those listed above. The Contract Documents may only be amended, modified or supplemented as provided in Document 00 72 53 (General Conditions). Design-Build Entity's Proposal for County of Colusa dated December 16, 2022 is attached hereto for reference purposes, and for matters specifically identified in this Agreement.

ARTICLE 5 - MISCELLANEOUS

5.01 Terms and abbreviations used in this Agreement are defined in Document 00 72 53 (General Conditions) and Section 01 42 00 (References and Definitions) and will have the meaning indicated therein. Prior to executing this Agreement, Design-Build Entity has performed all required pre-construction investigations required and described in the Contract Documents.

5.02 Design-Build Entity shall include the following Owner addressees on all ordinary course Project communications:

Mike Bradwell
Assistant Sheriff
Colusa County Sheriff's Office
Colusa County Detention & Treatment Facility
929 Bridge Street
Colusa, CA 95932

Wendy Tyler
County Administrative Officer
Colusa County
547 Market Street
Colusa, CA 95932

5.03 In addition to the above, all notices to Design-Build Entity and the other party (including requests, demands, approvals or other communications other than ordinary course Project communications) in connection with the Project shall be in writing and shall include the word "NOTICE" in the subject line and shall be directed as follows.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

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Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

County of Colusa
Mike Bradwell
Colusa County Sheriff's Office
Colusa County Detention & Treatment Facility
929 Bridge Street, Colusa, CA 95932

Design-Build Entity
Clark & Sullivan
Construction and Broward
Builders, Inc. a Joint Venture
1340 Blue Oaks Blvd., Suite 150
Roseville, CA 95678

Construction Manager
TBD

with a copy to:

Richard Stout
County Counsel
County of Colusa
605 "J" Street
Colusa, CA 95932

A. Notice shall be sufficiently given for all purposes as follows:
   1. When personally delivered to the recipient, notice is effective on delivery.
   2. When mailed by certified mail with return receipt requested, notice is effective on receipt if delivery is confirmed by a return receipt.
   3. When delivered by reputable delivery service, with charges prepaid or charged to the sender's account, notice is effective on delivery if delivery is confirmed by the delivery service.
   4. Notice by facsimile or electronic mail shall not be allowed or constitute "Notice" under this paragraph 5.03.

B. Any correctly-addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be considered to be effective as of the first date that the notice was refused, unclaimed, or considered undeliverable by the postal authorities, messenger, or overnight delivery service.

C. Either party may, by written notice given at any time or from time to time require subsequent notices to be given to another individual person, whether a party or an officer or a representative, or to a different address, by giving the other party notice of the change in any manner permitted by this paragraph 5.03.

D. The provisions of this paragraph 5.03 shall not alter, modify or excuse any legal or contractual requirement relating to claims under Document 00 72 53 (General Conditions) Article 12.

5.04 In order to induce Owner to enter into this Agreement, Design-Build Entity represents that it is duly organized, existing and in good standing under applicable state law; is licensed to perform all aspects of the Work; will employ only persons and subcontractors and designers with all required licenses and certifications; that Design-Build Entity is duly qualified to conduct business in the

State of California; that Design-Build Entity has duly authorized the execution, delivery and performance of this Agreement, the other Contract Documents and the Work to be performed herein; and that the Contract Documents do not violate or create a default under any instrument, agreement, order or decree binding on Design-Build Entity.

5.05 Design-Build Entity shall not assign any portion of the Contract Documents.

5.06 Should any part, term or provision of this Agreement or any of the Contract Documents, or any document required herein or therein to be executed or delivered, be declared invalid,

void or unenforceable, all remaining parts, terms and provisions shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby. If the provisions of any law causing such invalidity, illegality or unenforceability may be waived, they are hereby waived to the end that this Agreement and the Contract Documents may be deemed valid and binding agreements, enforceable in accordance with their terms to the greatest extent permitted by applicable law. In the event any provision not otherwise included in the Contract Documents is required to be included by any applicable law, that provision is deemed included herein by this reference (or, if such provision is required to be included in any particular portion of the Contract Documents, that provision is deemed included in that portion).

5.07 It is understood and agreed that in no instance are the persons signing this Agreement for or on behalf of Owner or acting as an employee, agent, or representative of Owner, liable on this Agreement or any of the Contract Documents, or upon any warranty of authority, or otherwise, and it is further understood and agreed that liability of Owner is limited and confined to such liability as authorized or imposed by the Contract Documents or applicable law.

5.08 In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, Design-Build Entity or Subcontractor offers and agrees to assign to the awarding body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. §15) or under the Cartwright Act (Chapter 2 (commencing with §16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time Owner tenders final payment to Design-Build Entity, without further acknowledgment by the parties.

5.09 Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are deemed included in the Contract Documents and on file at
Owner's Office, and shall be made available to any interested party on request. Pursuant to California Labor Code §§ 1860 and 1861, in accordance with the provisions of Section 3700 of the Labor Code, every Design-Build Entity will be required to secure the payment of compensation to his employees. Design-Build Entity represents that it is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Design-Build Entity shall comply with such provisions before commencing the performance of the Work of the Contract Documents.

5.10 Owner shall have the right to review all phases of Design-Build Entity's design including, but not limited to, drawings, specifications, shop drawings, samples and submittals, as specified in the Contract Documents. Such review and other action shall not relieve Design-Build Entity of its responsibility for a complete design complying with the requirements of the Contract Documents; but rather, such review shall be in furtherance of Owner's monitoring and accepting the design as developed and issued by the Design-Build Entity, consistent with these Contract Documents.
Design-Build Entity's responsibility to design and construct the Project in conformance with the Contract Documents shall be absolute.

5.10 This Agreement and the Contract Documents shall be deemed to have been entered into in the County of Colusa, State of California, and governed in all respects by California law (excluding choice of law rules). The exclusive venue for all disputes or litigation hereunder shall be in the Superior Court for the County of Colusa.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

C23-024

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first above written.

RECOMMENDED AND APPROVED AS TO CONTENT:

COUNTY ADMINISTRATIVE OFFICE

By _____
Wendy G. Tyler

SHERIFF

By _____
Joe Garofalo

APPROVED AS TO FORM:

OFFICE OF THE COUNTY COUNSEL

_____

COUNTY OF COLUSA
BOARD OF SUPERVISORS

By _____
Kent Boes, Chairman

ATTEST: Wendy G. Tyler,
Clerk to the Board of Supervisors

By _____
Melissa Kitts, Deputy

DESIGN-BUILD ENTITY

Corporation
Type of Entity
(corporation, partnership, sole proprietorship)

By _____
Signature

Ted Foor
Typed Name

President
Title of Individual Executing
Document on behalf of Firm

By _____
Signature

Typed Name

Title of Individual Executing
Document on behalf of Firm

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

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Attachment 1

ALTERNATES
(See Agreement 1.03)

Alternate Number/Name	Proposal Price	County Decision Point Date
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

* As defined in Proposal Form attached for reference.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

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Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

ATTACHMENT 1

KEY PERSONNEL
(See Agreement 3.02)

Position	Name	Start times, anticipated durations, and for each duration percentage of commitment to work on the Project
Project Manager		
Design Manager		
General Superintendent		
Superintendent (Full time)		
Architect of Record		
Design Architect		

- DBE's MUST provide an organizational chart that defines the Project Management and Staffing Plan -- All Planned Project Personnel -- for both the preconstruction and construction portions of the Project.
- DBE's should include resumes demonstrating the qualifications of the Key Personnel on the Organizational Chart for the project. DBE's MUST provide a table showing the planned staffing during both preconstruction and construction phases. The table shall list all individuals assigned to perform work directly on the project and indicate name, job classification, existing employees or employees to be hired, or non-employees (Independent Consultants), the hours each individual is assigned to each Phase of the project and the total of all hours planned to be expended during each phase over the course of the project.
- DBE's MUST provide a "staffing" fee breakdown, expanded sections of the "table" listed above to include hourly rates for the staffing levels identified including a total cost for each staff member and a bottom line total cost for ALL staff identified in the "table" for both "preconstruction" and "Construction" phases. The hourly rates for staff shall include all applicable staff costs EXCLUDING overhead and profit.

C23-024

ATTACHMENT 2

LOCAL PARTICIPATION GOALS

The parties share the goal of achieving local participation in the design and construction of the Project. Design-Build Entity shall endeavor to achieve the following goals: (1) Subcontract 25% of the design and construction services to local businesses; and (2) 35% of labor supplied by local workers.

Metrics for local participation will be the number of businesses, vendors and suppliers awarded contracts, number of contracts awarded, dollar value of awarded contracts, final amount paid to businesses, types and hours of training provided.

Metrics for local participation for labor shall the number of local workers, trades and zip codes of local workers, amount paid to individual workers, amount paid to all local workers, types and number of hours of training provided.

Design-Build Entity shall ensure maximum participation of local businesses and local workers by:

- Early project notice to the community
- Pre-bid meetings with local firms
- Convene outreach and technical work sessions informing local firms of project overview details, plan availability, bonding requirements, payment process
- Technical Assistance, business development, and mentoring activities that include safety planning, project management details, payment process, insurance and bonding requirements
- Local worker outreach including two local outreach events, coordination with local workforce organizations, union apprenticeship programs and community based organizations that support construction workers

Design-Build Entity shall utilize Labor Compliance Tracker software to track compliance on a monthly basis.

Compliance with the goals shall be reported to the County monthly.

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

January 10, 2023

Colusa County Detention & Treatment Facility

NOTICE TO PROCEED WITH CONSTRUCTION

Dated: _____, 23__

To: _____
(Contractor)

Address: _____

_____

CONTRACT FOR: **COLUSA COUNTY DETENTION & TREATMENT FACILITY 929 BRIDGE STREET, COLUSA, CA**

PROJECT NO:

You are notified that the Contract Time under the above Contract will commence to run on _____, **23**__. On that date, you are to start performing your obligations with respect to Work at the Site under the Contract Documents. In accordance with Article 2 of Document 00 5200 (Agreement), the dates of Substantial Completion and Final Completion for the entire Work are _____, **23**__ and _____, **23**__, respectively.

Before you may start any Work at the Site, you must:

1. Submit certified Safety Program and related information
2. **[TBD, e.g. Building Permits, WDID from water board, SWPPPs, SFM Approval of Construction Documents, etc.]**

COUNTY OF COLUSA

By: _____

_____
(Print Name)

Its: _____

Date: _____

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

DOCUMENT 00 51 00

NOTICE OF CONDITIONAL AWARD

Dated: March 1, 2023

TO: Clark Sullivan Broward Builders, a Joint Venture ("Design-Build Entity")

ADDRESS: 1200 East Kentucky Avenue, Woodland, CA, 95776

CONTRACT FOR: **COUNTY OF COLUSA**
COLUSA COUNTY DETENTION & TREATMENT FACILITY

1. Subject to receipt of all required approvals from the California Department of Finance, the Contract Sum of your Contract (including the Additive Enhancements and Voluntary Enhancements identified below) is TWENTY NINE MILLION FIVE HUNDRED SEVENTY-EIGHT THOUSAND FOUR HUNDRED AND FORTY-ONE DOLLARS **($29,578,441.00)**.

2. The Work of your Contract includes the following Allowances:

   a. Allowances

Allowance Identification Number	Allowance Description	Allowance Price
AL-01	Allowance AL-01: For Additional Furnishings, Fixtures and Equipment	$20,000.00
AL-02	Allowance AL-02: For Utility Demolition and Relocation not known or included in the Criteria Documents	$26,000.00
		$46,000.00

3. The work of your Contract includes the following Deductive Items (if necessary) and/or Alternative Technical Concepts

   a. Deductive Items (if necessary) and/or Alternative Technical Concepts

Deductive Item Identification Number	Deductive Item Description	Deductive Item Price
	None are Included	

4. The Work of your Contract includes the following Enhancements in addition to the Base Project:

   a. Additive Enhancements

Enhancement Identification Number	Additive Enhancement Description	Enhancement Price
	None Are Included	

b. Voluntary Enhancements

Enhancement Identification Number	Voluntary Enhancement Description	Enhancement Price
	None Are Included	

5. Copies of the proposed Contract Documents listed below accompany this Notice of Conditional Award.

6. You must comply with the following conditions precedent by 5:00 p.m. of the third business Day following the date of this Notice of Conditional Award, that is, by **Monday, March 6, 2023:**

   a. Deliver to Owner seven fully executed counterparts of Document 00 52 00 (Agreement). Each copy of Document 00 52 00 (Agreement) must bear your original signature on the signature page and your initials on each page.

   b. Deliver to Owner seven original copies of Document 00 65 36 (Guaranty), each executed by you.

7. Additionally, you must comply with the following conditions precedent by 5:00 p.m. of the seventh Day following the date the California Department of Finance approves the award of the Contract to the Design-Build Entity, as described in Document 00 01 19 (Request for Proposals):

   a. Deliver to Owner three originals of Document 00 61 13.13 (Construction Performance Bond), executed by you and your surety.

   b. Deliver to Owner three originals of Document 00 61 13.16 (Construction Labor and Material Payment Bond), executed by you and your surety.

   c. Deliver to Owner an original set of the insurance certificates with endorsements required under Document 00 73 16 (Supplementary Conditions – Insurance and Indemnification).

8. Failure to comply with these conditions within the time specified will entitle Owner to consider your Proposal abandoned, to annul this Notice of Award, and to declare your Proposal security forfeited.

9. Within 21 Days after you comply with the conditions in Paragraphs 6 and 7 above, Owner will return to you one fully signed counterpart of Document 00 52 00 (Agreement).

10. Upon commencement of the Work, you and each of your Subcontractors shall certify and provide Owner copies of payroll records on forms provided by the Division of Labor Standards Enforcement, in accordance with California Labor Code §1776.

COUNTY OF COLUSA

BY: _____
Wendy G. Tyler, County Administrative Officer

ATTEST: _____
Secretary

_____
(Print Name)

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

AUTHORIZED BY COUNTY RESOLUTION:

NO: 23-0007

ADOPTED: January 17, 2023

[Copy of Resolution Attached]

END OF DOCUMENT

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

DOCUMENT 00 55 01

NOTICE TO PROCEED WITH DESIGN SERVICES

Date: March 16, 2023

To: Clark & Sullivan Construction and Broward Builders, Inc., a Joint Venture

CONTRACT FOR: **COLUSA COUNTY DETENTION & TREATMENT FACILITY**
929 BRIDGE STREET, COLUSA, CA

PROJECT NO: 7360

CONTRACT NO: C23-024

You are notified that the Contract Time under the above Contract will commence to run on March 16, 2023. On that date you are to start performing your design obligations under the Contract Documents.

In accordance with Article 2 of Document 00 52 00 (Agreement), the date of Substantial Completion of the Project is November 5, 2025, the Certificate of Occupancy must be obtained by November 6, 2025, Final Completion by November 5, 2025, and Staffing and Occupancy complete by November 6, 2025.

This Notice to Proceed with Design Services does not authorize performance of any Work at the Site. Performance of Work at the Site requires issuance of a Notice to Proceed for Construction and satisfaction of all related conditions.

OWNER: COUNTY OF COLUSA

By: Wendy G. Tyler
Wendy G. Tyler, County Administrative Officer

Date: March 16, 2023

END OF DOCUMENT

VANIR

DOCUMENT 00 55 00

NOTICE TO PROCEED WITH CONSTRUCTION

Dated: August 6th, 2024

To: Clark and Sullivan Construction and Broward Builders, Inc., a Joint Venture
(Contractor)

Address: 1340 Blue Oaks Blvd Suite 150, Roseville, CA 95678

CONTRACT FOR: **COLUSA COUNTY DETENTION & TREATMENT FACILITY**
929 BRIDGE STREET, COLUSA, CA

PROJECT NO: 7360
CONTRACT NO: C23-024

You are notified that the Contract Time under the above Contract will commence to run on August 12, 2024. On that date, you are to start performing your obligations with respect to Work at the Site under the Contract Documents. In accordance with Article 2 of Document 00 5200 (Agreement), the dates of Substantial Completion and Final Completion for the entire Work are April 3, 2026 and May 3, 2026, respectively.

Before you may start any Work at the Site, you must:

1. All required permits and approvals for all authorities having jurisdiction including but not limited to the Office of the State Fi Marshal, BSCC, and County,WDID number and approved Storm Water Pollution and Prevention Plan,
2. A digital video record survey of existing conditions,
3. Submit all Basis of Design submittals together for all disciplines and prior to the start of any demolition and/or construction activity.
4. Quality Assurance/Quality Control (QA/QC) Plan

and any and all other requirements per the Contract Documents to be submitted prior to release of construction.

COUNTY OF COLUSA

By: Wendy G Tyler

Wendy G. Tyler, County Administrative Office
(Print Name)

Date: 8/6/2024

VANIR

Attachment: C23-024 Clark & Sullivan Construction and Broward Builders, Inc (10663 : Ratify Clark & Sullivan - Broward Change Orders for Jail

COUNTY OF COLUSA, CA

2.14

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Molly West

SUBJECT: Approve contract with Brandley Engineering, Inc. for Airport Engineering/Architectural and Planning/Environmental Services, effective September 1, 2025.

Approve contract with **Brandley Engineering, Inc.** for Airport Engineering/Architectural and Planning/Environmental Services, effective September 1, 2025.

Detailed Description/Background of request

The Department of Public Works/Airport Operations is requesting to enter into a contract with Brandley Engineering, Inc. for Airport Engineering/Architectural and Planning/Environmental Services. The services provided under this contract will support airport projects funded through the FAA's Airport Improvement Program (AIP), California Department of Transportation Division of Aeronautics, and the Colusa County Airport Enterprise Fund.

A Request for Qualifications (RFQ) was issued and Brandley Engineering, Inc. was the only company that submitted their qualifications. Public Works Director Colt Esenwein, Interim Assistant Director Scott Lanphier and Assistant CAO Molly West have reviewed the qualifications and are recommending award of the contract to Brandley Engineering, Inc.

Prior Board Action

None.

Fiscal Impact/Funding Source

This contract does not impact the general fund. It is funded by the Airport Special Fund and Airport Enterprise Fund in a not to exceed amount of $100,000 per year for the five-year term of the agreement.

Action for the Clerk

Please number contract, obtain signatures and forward to:

Brandley Engineering, Inc.
6125 King Road, Suite 201
Loomis, Ca, 95650

ATTACHMENTS:

- Contract_Brandley Engineering (DOCX)

PROFESSIONAL SERVICES CONTRACT

This Professional Services Contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California and Brandley Engineering, Inc. ("Contractor"), a California corporation.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide County with Airport Engineering/Architectural and Planning/Environmental Services associated with Airport Development Projects for the Colusa County Airport, as more specifically detailed in Attachment "A." All documents submitted in response to the Request for Qualifications are incorporated into the terms and conditions of this contract.

2. **Term:** This Contract shall begin on September 1, 2025 and shall continue until all requested services are completed, but no later than August 31, 2030.

3. **Compensation:** Work will be performed at Contractor Standard Rates as provided for in Attachment "B" not to exceed $100,000 per fiscal year. These standard rates will be subject to renegotiation on an annual basis. Compensation will be paid in accordance with paragraph 4, Method of Payment.

   A. County will execute individual Task Order agreements with Contractor to provide Airport Consulting Services for any project related to Colusa County Airport.

   B. Each fiscal year, a task order will be issued to cover general engineering services by the Consultant to the County, including conferences, preparation of project applications, Airport Capital Improvement Program, Environmental Studies and other required services.

   C. Individual task orders will be negotiated to cover special technical studies, design and construction management of airport development projects.

   D. For each task order, the County will provide a brief scope of work to the Consultant. Based upon the County's requirements Consultant shall provide detailed scope of work to be performed and cost of services for each task order for County's review and written approval.

   E. Only County approved task orders are subject to payment by the County.

4. **Method of Payment:** At the end of each month, Contractor shall provide County with an invoice for the services provided in the preceding month. Upon receipt of an invoice, County shall process payment to Contractor as provided for by County's established policies and procedures, and payment will be issued accordingly for undisputed invoices.

   A. Invoices shall:
   1) Be prepared on Contractor's letterhead.
   2) Bear Contractor's name as shown on the contract.
   3) Bear the contract number.
   4) Itemize the costs incurred.
   5) Include a summary of the services provided.
   6) Be signed by an authorized official, employee, or agent certifying that the claim

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

represents actual expenses for the services performed under this Contract.

5. **Professional Ability of Contractor and Standards of Performance:** Contractor represents that it is qualified and licensed to perform the services to be done as required in this Contract. County relies upon the representations of Contractor regarding professional training, licensing, and ability to perform the services as a material inducement to enter into this Contract.

   A. Services shall be provided by Contractor without the advice, control or supervision of County. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

   B. Acceptance of work or payment of invoice by County does not operate to release Contractor from any responsibility to perform work to professional standards.

   C. Contractor shall provide properly skilled professional and technical personnel to perform all services under this Contract.

6. **Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to County for a minimum period of five (5) years, or for any longer period required by law, following audit, or from the date of final payment to Contractor under this Contract, whichever is later.

   A. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Contract.

   B. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit at any time during regular business hours, upon written request by County Counsel or other designated representative of County. Copies of such documents shall be provided to County for inspection at the office of the requesting county officer unless it is impractical to do so; in which case the records shall be made available at Contractor's address indicated for receipt of notices in this Contract.

   C. Where County has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, County may, on written request, require that custody of the records be given to County and that the records and documents be maintained by County at the Board of Supervisors offices. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

7. **Independent Contractor:** Contractor is an independent contractor, not an employee of County. Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching County's objectives in entering this Contract.

8. **Indemnity and Liability:** Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims arising out of, pertaining to, or relating to the willful misconduct, negligent acts, omissions, or violations of law by the party. Per Civil Code Section 2782.8, in no event shall the cost to defend charged to the design professional exceed the design professional's proportionate percentage of fault. In the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with the other parties regarding unpaid defense costs.

9. **Insurance:** Contractor, at its own cost, agrees to maintain, for the duration of this Contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

   A. **Workers' Compensation Coverage:** Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by County at least thirty (30) days prior to such change.

   B. **General Liability Coverage:** Contractor shall maintain commercial general liability insurance in an amount of not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.

   C. **Automobile Liability Coverage:** Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the contractor arising out of or in connection with the work to be performed under this Contract, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars ($1,000,000) for each accident for bodily injury or property damage.

   D. **Professional Liability Insurance (Errors and Omissions):** Contractor shall maintain Professional Liability Insurance for Errors and Omissions coverage in an amount of not less than $2,000,000 in aggregate. The insurance coverage provided by Contractor shall contain language providing coverage for up to three 3 years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.

   E. **Policy Endorsements:** All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:

      1) Naming County, its elected officials, officers, employees, agents and volunteers as additional named insureds with respect to liability arising out of any and all work performed by or on behalf of the Contractor under this Contract;

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

2) Providing that Contractor's insurance shall be the primary insurance as respects County, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by County, including any self-insured retention County may have, shall not be called upon to contribute to a loss covered by Contractor's insurance;

3) Providing the policy of insurance shall act for each insured and additional insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;

4) Providing that the insurer waives all rights of subrogation against County, its elected or appointed officers, officials, employees, agents or volunteers;

5) Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County, its elected or appointed officers, officials, employees agents, or volunteers;

6) Providing broad-form contractual liability coverage insuring contractor's indemnity obligations under this contract; and

7) Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without thirty (30) days written notice certain to County.

F. **Deductibles and Self-insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by County before work begins. At County's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

G. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies and endorsements affecting coverage required by this Contract.

10. **Performance Standards:** Contractor shall use the standard of care in its profession and comply with all applicable federal, state and local laws, codes, ordinances and regulations.

11. **Licenses:** Contractor represents and warrants to County that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Contractor to practice its trade and/or profession.

12. **Controlling Law Venue**: This Contract is made in the County of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Colusa.

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

13. **Written Notification**: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County:	Director of Airport Operations 1215 Market St. Colusa, Ca, 95932
If to Contractor:	Brandley Engineering, Inc. 6125 King Road, Suite 201 Loomis, Ca, 95650

14. **Entire Contract**: This Contract constitutes the complete and exclusive statement of contract between County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

15. **Amendments**: This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by the County Counsel.

16. **Waiver**: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

17. **Execution**: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

18. **Assignment & Subcontracting**: The parties recognize that a substantial inducement to County for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of Contractor under this Contract will be permitted only with the express consent of County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor nor shall it create any obligation on the part of County to pay any monies due to any such subcontractor unless otherwise required by law.

19. **Termination**: This Contract may be terminated for the following reasons:

    A. Immediately for cause if either party fails to perform its responsibilities under this Contract in a timely and professional manner or violates any of the terms or provisions of this Contract; or

    B. By County without cause upon fifteen (15) days written notice of termination.

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

20. **Partial Invalidity**. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

21. **Attachments:** All attachments referred to are incorporated and made part of the Contract. Attachments include:

    A. Attachment "A" – Scope of Work
    B. Attachment "B" – Standard Schedule of Hourly Rates

COUNTY OF COLUSA

_____Date:_____

Daurice K. Smith, Chair

BRANDLEY ENGINEERING, INC.

_____Date:_____

Signature

_____

Printed Name and Title

APPROVED AS TO FORM

_____

Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors

By _____

Patricia Rodriguez, Deputy

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

Attachment A
Scope of Work

Contractor will provide on-call services in the following two categories:

1. Engineering/Architectural Services

- Runway, taxiway, apron and pavement design and rehabilitation
- Airfield lighting, signage, and electrical systems
- Terminal building and hangar design
- Utility infrastructure and site improvements
- Construction administration, inspection, and bid support

2. Planning/Environmental Services

- Airport Master Plan updates
- Airport Layout Plan (ALP) and eALP development
- Environmental documentation (CEQA, NEPA)
- Wildlife Hazard Assessments and Management Plans
- Land use compatibility studies and community outreach

Services will support airport projects funded through the FAA's Airport Improvement Program (AIP), California Department of Transportation Division of Aeronautics, and the Colusa County Airport Enterprise Fund. The 2025 thru 2035 AIP is on the following page.

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

Attachment B
Standard Schedule of Hourly Rates

Personnel

Principal Engineer	$300.00/Hour
Senior Engineer	$190.00/Hour
Junior Engineer	$130.00/Hour
Senior Drafter	$120.00/Hour
Junior Drafter	$100.00/Hour
Laboratory Technician	$90.00/Hour
Laboratory Apprentice	$50.00/Hour
Project Administrator	$100.00/Hour
Clerical	$85.00/Hour
Resident Engineer	$200.00/Hour*
Senior Inspector	$180.00/Hour*
Apprentice	$95.00/Hour*

Travel and Equipment Rental

Per Diem	$230.00/Day**
Vehicle Rental	$50.00/Day + $0.70/Mile***

Outside Consultants

Services by Outside Consultant	Cost + 10%

* Resident Engineer, Senior Inspector, and Apprentice rates subject to change based on future increases to published DIR Prevailing Wage Rate
** Subject to change based on U.S. General Services Administration (GSA) Per Diem Rates plus taxes
*** Subject to change based on IRS standard rate for mileage

Attachment: Contract_Brandley Engineering (10668 : Approve contract with Brandley Enginnering, Inc.)

COUNTY OF COLUSA, CA 2.15

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Molly West

SUBJECT: Approve 14th Modification with California Forensic Medical Group (CFMG) for Inmate Medical Services to extend term and increase cost, effective July 1, 2025.

Approve 14th Modification with **California Forensic Medical Group (CFMG)** for Inmate Medical Services to extend term and increase cost, effective July 1, 2025.

Detailed Description/Background of request

The current jail medical services contract with CFMG (also known as Wellpath) expired on June 30, 2025. The original contract, C11-169, was entered into on July 1, 2011 and has been modified thirteen times. Staff did not attach all of the modifications; however they are available in the Board Clerk's office should you wish to review them.

This modification includes a CPI adjustment of 3.3%, as called for in the agreement and an increase to the per diem rate. This brings the total contract price from $951,554.76 to $982,956.07 which will be billed at $81,913.01 per month. The per diem rate has increased from $2.43 to $2.51.

The term of this modification is from July 1, 2025 through June 30, 2026.

Prior Board Action

Original contract, C11-169, was approved July 1, 2011. Since that time there have been 13 modifications to the contract. All modifications are not provided as back-up due to the file size, however the original agreement (C11-169) as well as the most recent amendment are provided for your information.

Fiscal Impact/Funding Source

Budgeted 005-53180-811

Costs are budgeted in the jail budget, but are funded with realignment funding through DHHS.

Action for the Clerk

Please number agreement, obtain signatures and email to akknox@wellpath.us

ATTACHMENTS:

- 14th Mod_California Forensic Medical Group (DOCX)
- C24-160 13th Mod California Forensic Medical Group (CFMG) (PDF)

- C11-169 California Forensic Medical Group (PDF)

Fourteenth Modification of Inmate Medical Services Contract

This Fourteenth Modification of the Inmate Medical Services contract ("Contract") is between County of Colusa ("County"), a political subdivision of the State of California, and California Forensic Medical Group, Inc. ("Contractor"), a California corporation.

Background

On July 1, 2011, the parties executed Contract C11-169 for the Contractor to provide County with medical services of the Colusa County Adult Detention Facility ("Contract"). This agreement has been modified thirteen times since that date, for multiple time extensions, cost increases and staffing changes.

The existing agreement between the parties expired on June 30, 2025, however the Contractor has continued to provide services on the terms and conditions under the existing contract with the understanding that a modification as detailed below would be presented for retroactive enactment.

The parties now wish to execute a fourteenth modification to extend the contract term and increase compensation.

Modification

The parties agree to modify the Contract effective July 1, 2025, as follows:

1. Section 1.01 is modified to extend the agreement through June 30, 2026.
2. Section 3.01 (a) is modified by deleting the section in its entirety and replacing with the following:

   3.01. (a) In consideration for the services to be performed by Contractor, County agrees to pay Contractor the sum of $982,956.07, to be billed at $81,913.01 per month. The per diem rate is $2.51.

COUNTY OF COLUSA

_____Date:_____
Daurice K. Smith, Chair

APPROVED AS TO FORM

_____
Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

_____
Patricia Rodriguez, Deputy Clerk

CALIFORNIA FORENSIC MEDICAL GROUP, INC.

_____Date:_____
Signature

_____
Printed Name and Title

Attachment: 14th Mod_California Forensic Medical Group [Revision 1] (10727 : Approve 14th Modification with California Forensic Medical

C24-160

Thirteenth Modification of Inmate Medical Services Contract

This thirteenth Modification of the Inmate Medical Services contract ("Contract") is between County of Colusa ("County"), a political subdivision of the State of California, and California Forensic Medical Group, Inc. ("Contractor"), a California corporation.

Background

On July 1, 2011, the parties executed Contract C11-169 for the Contractor to provide County with medical services of the Colusa County Adult Detention Facility ("Contract"). This agreement has been modified twelve times since that date, for multiple time extension, cost increases and staffing changes.

The existing agreement between the parties expired on June 30, 2024, however Contractor has continued to provide services on the terms and conditions under the existing contract with the understanding that a modification as detailed below would be presented for retroactive enactment.

The parties now with to execute a thirteenth modification to extend the termination date, increase the compensation paid to Contractor add additional language concerning provision of medical records, staffing reports, credit for unworked staff hours.

Modification

The parties agree to modify the Contract effective July 1, 2024 as follows:

1. Section 1.01 is modified to extend the agreement through June 30, 2025.
2. Section 2.02 is modified by replacing Exhibit C, with a new Exhibit C "Staffing Pattern" attached hereto.
3. Section 2.06 is modified by deleting the phrase "Exhibit A" and inserting in place thereof "Exhibit C".
4. Section 2.07(a) is modified by deleting the section in its entirety and replacing with the following:

> "(a) Existing medical records and medical records prepared by the Contractor shall be the property of the County. Contractor shall be the custodian of said medical records and adhere to confidentiality of records per current HIPAA regulations. During the term of this agreement the County shall have access to inmate medical records, including all initial intake documentation. Such access shall be provided to Behavioral Health staff, and to County Counsel or to any person designated in writing by County Counsel."

5. Section 2.08 is modified by adding subsection (k) as follows:

> "(k) Company will provide quarterly reconciliation reports to Client by the 15th of the month following the end of quarter, which details the total

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

number of hours worked during the quarter including date and times worked, by job classification. Sample reports are attached hereto as Exhibits D and E."

6. Section 3.01 is modified by deleting the section in its entirety and replacing with the following:

"3.01. (a) In consideration for the services to be performed by Contractor, County agrees to pay Contractor the sum of $951,554.76. The per diem rate is $2.43. Payment of twenty-five percent ($237,888.69) payable within thirty days of full execution of this modification, followed by nine equal installments ($72,296.23) of the remainder, on or before the tenth day of each month.

(b) Contractor shall provide County with a credit for any unworked staff hours hours during each calendar quarter, based on the total number of hours worked in the quarter versus the total hours required by the Staffing Matrix (Exhibit C) during the same period, as evidenced by the Tableau Staffing Report and Punch Detail Report provided as required by section 2.08. The amount of the credit shall equal the fully loaded hourly wages (including benefits) total of hourly wages of unworked hours, per job classification. The credit shall be applied to the next invoice provided to County by Contractor, following the quarterly reconciliation report. Any amounts owing to County for the final quarter of the Agreement shall be paid by Contractor within 30 days of the agreement termination."

COUNTY OF COLUSA

Gary J. Evans, Chair — Date: 9/3/24

CALIFORNIA FORENSIC MEDICAL GROUP, INC.

Signed by: Dr. Grady Judson Bazzel — Date: 8/30/2024
043819F7A628439...
Signature

Dr. Grady J. Bazzel, President
Printed Name and Title

APPROVED AS TO FORM

Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

for Patricia Rodriguez, Deputy

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

Docusign Envelope ID: 33A4A0A8-7D0A-49E7-8417-8833A451D43F

EXHIBIT C

Staffing Matrix

Title	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week	FTE's
Medical Director/Physician	4							4	0.1
Charge RN/FNP	8	8	8	8	8			40	1
Clerical		4						4	0.1
LVN	12	12	12	12	12	12	12	84	2.1
TOTAL	24	24	20	20	20	12	12	**132**	**3.3**

Attachment: C24-160 13th Mod California Forensic Medical

C24-160

Docusign Envelope ID: 33A4A0A8-7D0A-49E7-8417-8833A451D43F

EXHIBIT D

Site	Empno	EmployeeName	refdate	startdatetime	enddatetime	payCode	Duration (in hours)
6115- Your County	1044055	Employee 1	4/2/2024	4/2/2024 6:07:00 PM	4/3/2024 12:00:00 AM	REG3	5.883333333
6115- Your County	1044055	Employee 1	4/2/2024	4/3/2024 12:00:00 AM	4/3/2024 2:00:00 AM	REG3	2
6115- Your County	1044055	Employee 1	4/2/2024	4/3/2024 2:30:00 AM	4/3/2024 6:30:00 AM	REG3	4
6115- Your County	1044055	Employee 1	4/2/2024	4/3/2024 6:30:00 AM	4/3/2024 6:37:00 AM	REG1	0.116666667
6115- Your County	1044055	Employee 1	4/2/2024	4/3/2024 6:37:00 AM	4/3/2024 6:48:00 AM	REG-DT	0.183333333
6115- Your County	1044055	Employee 1	4/3/2024	4/3/2024 6:07:00 PM	4/4/2024 12:00:00 AM	REG3	5.883333333
6115- Your County	1044055	Employee 1	4/3/2024	4/4/2024 12:00:00 AM	4/4/2024 2:05:00 AM	REG3	2.083333333
6115- Your County	1044055	Employee 1	4/3/2024	4/4/2024 2:35:00 AM	4/4/2024 6:30:00 AM	REG3	3.916666667
6115- Your County	1044055	Employee 1	4/3/2024	4/4/2024 6:30:00 AM	4/4/2024 6:37:00 AM	REG1	0.116666667
6115- Your County	1044055	Employee 1	4/3/2024	4/4/2024 6:37:00 AM	4/4/2024 7:12:00 AM	REG-DT	0.583333333
6115- Your County	1044055	Employee 1	4/4/2024	4/4/2024 6:06:00 PM	4/5/2024 12:00:00 AM	REG3	5.9
6115- Your County	1044055	Employee 1	4/4/2024	4/5/2024 12:00:00 AM	4/5/2024 2:00:00 AM	REG3	2
6115- Your County	1044055	Employee 1	4/4/2024	4/5/2024 2:30:00 AM	4/5/2024 6:30:00 AM	REG3	4
6115- Your County	1044055	Employee 1	4/4/2024	4/5/2024 6:30:00 AM	4/5/2024 6:36:00 AM	REG1	0.1
6115- Your County	1044055	Employee 1	4/4/2024	4/5/2024 6:36:00 AM	4/5/2024 7:29:00 AM	REG-DT	0.883333333
6115- Your County	1044055	Employee 1	4/11/2024	4/11/2024 6:09:00 PM	4/12/2024 12:00:00 AM	REG3	5.85
6115- Your County	1044055	Employee 1	4/11/2024	4/12/2024 12:00:00 AM	4/12/2024 1:31:00 AM	REG3	1.516666667
6115- Your County	1044055	Employee 1	4/11/2024	4/12/2024 2:02:00 AM	4/12/2024 6:30:00 AM	REG3	4.466666667
6115- Your County	1044055	Employee 1	4/11/2024	4/12/2024 6:30:00 AM	4/12/2024 6:40:00 AM	REG1	0.166666667
6115- Your County	1044055	Employee 1	4/11/2024	4/12/2024 6:40:00 AM	4/12/2024 6:51:00 AM	REG-DT	0.183333333
6115- Your County	1044055	Employee 1	4/12/2024	4/12/2024 6:05:00 PM	4/13/2024 12:00:00 AM	REG3	5.916666667
6115- Your County	1044055	Employee 1	4/12/2024	4/13/2024 12:00:00 AM	4/13/2024 2:00:00 AM	REG3	2
6115- Your County	1044055	Employee 1	4/12/2024	4/13/2024 2:30:00 AM	4/13/2024 6:30:00 AM	REG3	4
6115- Your County	1044055	Employee 1	4/12/2024	4/13/2024 6:30:00 AM	4/13/2024 6:35:00 AM	REG1	0.083333333
6115- Your County	1044055	Employee 1	4/12/2024	4/13/2024 6:35:00 AM	4/13/2024 6:49:00 AM	REG-DT	0.233333333
6115- Your County	1044055	Employee 1	4/13/2024	4/13/2024 6:03:00 PM	4/14/2024 12:00:00 AM	REG3	5.95
6115- Your County	1044055	Employee 1	4/13/2024	4/14/2024 12:00:00 AM	4/14/2024 2:20:00 AM	REG3	2.333333333
6115- Your County	1044055	Employee 1	4/13/2024	4/14/2024 2:50:00 AM	4/14/2024 6:30:00 AM	REG3	3.666666667
6115- Your County	1044055	Employee 1	4/13/2024	4/14/2024 6:30:00 AM	4/14/2024 6:33:00 AM	REG1	0.05
6115- Your County	1044055	Employee 1	4/13/2024	4/14/2024 6:33:00 AM	4/14/2024 7:33:00 AM	REG-DT	1
6115- Your County	1044055	Employee 1	4/16/2024	4/16/2024 6:08:00 PM	4/17/2024 12:00:00 AM	REG3	5.866666667
6115- Your County	1044055	Employee 1	4/16/2024	4/17/2024 12:30:00 AM	4/17/2024 6:30:00 AM	REG3	6
6115- Your County	1044055	Employee 1	4/16/2024	4/17/2024 6:30:00 AM	4/17/2024 6:38:00 AM	REG1	0.133333333
6115- Your County	1044055	Employee 1	4/16/2024	4/17/2024 6:38:00 AM	4/17/2024 6:53:00 AM	REG-DT	0.25
6115- Your County	1044055	Employee 1	4/17/2024	4/17/2024 6:06:00 PM	4/18/2024 12:00:00 AM	REG3	5.9
6115- Your County	1044055	Employee 1	4/17/2024	4/18/2024 12:00:00 AM	4/18/2024 1:41:00 AM	REG3	1.683333333
6115- Your County	1044055	Employee 1	4/17/2024	4/18/2024 2:11:00 AM	4/18/2024 6:30:00 AM	REG3	4.316666667
6115- Your County	1044055	Employee 1	4/17/2024	4/18/2024 6:30:00 AM	4/18/2024 6:36:00 AM	REG1	0.1
6115- Your County	1044055	Employee 1	4/17/2024	4/18/2024 6:36:00 AM	4/18/2024 6:56:00 AM	REG-DT	0.333333333
6115- Your County	1044055	Employee 1	4/18/2024	4/18/2024 6:09:00 PM	4/19/2024 12:00:00 AM	REG3	5.85
6115- Your County	1044055	Employee 1	4/18/2024	4/19/2024 12:00:00 AM	4/19/2024 2:00:00 AM	REG3	2
6115- Your County	1044055	Employee 1	4/18/2024	4/19/2024 2:30:00 AM	4/19/2024 6:30:00 AM	REG3	4
6115- Your County	1044055	Employee 1	4/18/2024	4/19/2024 6:30:00 AM	4/19/2024 6:39:00 AM	REG1	0.15
6115- Your County	1044055	Employee 1	4/18/2024	4/19/2024 6:39:00 AM	4/19/2024 6:45:00 AM	REG-DT	0.1
6115- Your County	1044055	Employee 1	4/21/2024	4/21/2024 6:04:00 PM	4/22/2024 12:00:00 AM	REG3	5.933333333
6115- Your County	1044055	Employee 1	4/21/2024	4/22/2024 12:00:00 AM	4/22/2024 2:06:00 AM	REG3	2.1
6115- Your County	1044055	Employee 1	4/21/2024	4/22/2024 2:36:00 AM	4/22/2024 6:30:00 AM	REG3	3.9
6115- Your County	1044055	Employee 1	4/21/2024	4/22/2024 6:30:00 AM	4/22/2024 6:34:00 AM	REG1	0.066666667
6115- Your County	1044055	Employee 1	4/21/2024	4/22/2024 6:34:00 AM	4/22/2024 6:53:00 AM	REG-DT	0.316666667
6115- Your County	1044055	Employee 1	4/22/2024	4/22/2024 6:05:00 PM	4/23/2024 12:00:00 AM	REG3	5.916666667
6115- Your County	1044055	Employee 1	4/22/2024	4/23/2024 12:00:00 AM	4/23/2024 1:31:00 AM	REG3	1.516666667
6115- Your County	1044055	Employee 1	4/22/2024	4/23/2024 2:01:00 AM	4/23/2024 6:29:00 AM	REG3	4.466666667
6115- Your County	1044055	Employee 1	4/23/2024	4/23/2024 6:06:00 PM	4/24/2024 12:00:00 AM	REG3	5.9
6115- Your County	1044055	Employee 1	4/23/2024	4/24/2024 12:00:00 AM	4/24/2024 2:10:00 AM	REG3	2.166666667
6115- Your County	1044055	Employee 1	4/23/2024	4/24/2024 2:40:00 AM	4/24/2024 6:30:00 AM	REG3	3.833333333
6115- Your County	1044055	Employee 1	4/23/2024	4/24/2024 6:30:00 AM	4/24/2024 6:36:00 AM	REG1	0.1
6115- Your County	1044055	Employee 1	4/23/2024	4/24/2024 6:36:00 AM	4/24/2024 6:44:00 AM	REG-DT	0.133333333
6115- Your County	1044055	Employee 1	4/30/2024	4/30/2024 6:11:00 PM	5/1/2024 12:00:00 AM	REG3	5.816666667
6115- Your County	1044055	Employee 1	4/30/2024	5/1/2024 12:00:00 AM	5/1/2024 2:00:00 AM	REG3	2
6115- Your County	1044055	Employee 1	4/30/2024	5/1/2024 2:30:00 AM	5/1/2024 6:30:00 AM	REG3	4
6115- Your County	1044055	Employee 1	4/30/2024	5/1/2024 6:30:00 AM	5/1/2024 6:35:00 AM	REG1	0.083333333
6115- Your County	1043480	Employee 2	4/1/2024	4/1/2024 5:34:00 AM	4/1/2024 10:00:00 AM	REG1	4.433333333
6115- Your County	1043480	Employee 2	4/1/2024	4/1/2024 10:30:00 AM	4/1/2024 6:04:00 PM	REG1	7.566666667
6115- Your County	1043480	Employee 2	4/1/2024	4/1/2024 6:04:00 PM	4/1/2024 6:22:00 PM	REG-DT	0.3
6115- Your County	1043480	Employee 2	4/2/2024	4/2/2024 5:30:00 AM	4/2/2024 6:30:00 AM	REG3	1
6115- Your County	1043480	Employee 2	4/2/2024	4/2/2024 6:30:00 AM	4/2/2024 10:05:00 AM	REG1	3.583333333
6115- Your County	1043480	Employee 2	4/2/2024	4/2/2024 10:35:00 AM	4/2/2024 5:24:00 PM	REG1	6.816666667
6115- Your County	1043480	Employee 2	4/3/2024	4/3/2024 8:00:00 AM	4/3/2024 12:00:00 PM	REG1	4
6115- Your County	1043480	Employee 2	4/7/2024	4/7/2024 12:00:00 AM	4/7/2024 12:00:00 AM	PTO	8
6115- Your County	1043480	Employee 2	4/8/2024	4/8/2024 5:16:00 AM	4/8/2024 6:30:00 AM	REG3	1.233333333
6115- Your County	1043480	Employee 2	4/8/2024	4/8/2024 6:30:00 AM	4/8/2024 10:03:00 AM	REG1	3.55

Attachment: C24-160 13th Mod CFMG (10727 : Approve 14th Modification with California Forensic Medical Group (CFMG)

6115- Your County	1043480	Employee 2	4/8/2024	4/8/2024 10:35:00 AM	4/8/2024 5:48:00 PM	REG1	7.216666667
6115- Your County	1043480	Employee 2	4/8/2024	4/8/2024 5:48:00 PM	4/8/2024 6:17:00 PM	REG-DT	0.483333333
6115- Your County	1043480	Employee 2	4/9/2024	4/9/2024 5:30:00 AM	4/9/2024 6:30:00 AM	REG3	1
6115- Your County	1043480	Employee 2	4/9/2024	4/9/2024 6:30:00 AM	4/9/2024 10:05:00 AM	REG1	3.583333333
6115- Your County	1043480	Employee 2	4/9/2024	4/9/2024 10:34:00 AM	4/9/2024 5:59:00 PM	REG1	7.416666667
6115- Your County	1043480	Employee 2	4/9/2024	4/9/2024 5:59:00 PM	4/9/2024 6:41:00 PM	REG-DT	0.7
6115- Your County	1043480	Employee 2	4/10/2024	4/10/2024 10:00:00 AM	4/10/2024 2:00:00 PM	REG1	4
6115- Your County	1043480	Employee 2	4/12/2024	4/12/2024 12:00:00 AM	4/12/2024 12:00:00 AM	TRN	2
6115- Your County	1043480	Employee 2	4/14/2024	4/14/2024 5:30:00 AM	4/14/2024 6:30:00 AM	REG3	1
6115- Your County	1043480	Employee 2	4/14/2024	4/14/2024 6:30:00 AM	4/14/2024 10:00:00 AM	REG1	3.5
6115- Your County	1043480	Employee 2	4/14/2024	4/14/2024 10:31:00 AM	4/14/2024 6:01:00 PM	REG1	7.5
6115- Your County	1043480	Employee 2	4/14/2024	4/14/2024 6:01:00 PM	4/14/2024 6:14:00 PM	REG-DT	0.216666667
6115- Your County	1043480	Employee 2	4/15/2024	4/15/2024 5:05:00 AM	4/15/2024 6:30:00 AM	REG3	1.416666667
6115- Your County	1043480	Employee 2	4/15/2024	4/15/2024 6:30:00 AM	4/15/2024 10:08:00 AM	REG1	3.633333333
6115- Your County	1043480	Employee 2	4/15/2024	4/15/2024 10:39:00 AM	4/15/2024 5:36:00 PM	REG1	6.95
6115- Your County	1043480	Employee 2	4/15/2024	4/15/2024 5:36:00 PM	4/15/2024 6:31:00 PM	REG-DT	0.916666667
6115- Your County	1043480	Employee 2	4/16/2024	4/16/2024 5:45:00 AM	4/16/2024 10:02:00 AM	REG1	4.283333333
6115- Your County	1043480	Employee 2	4/16/2024	4/16/2024 10:32:00 AM	4/16/2024 6:15:00 PM	REG1	7.716666667
6115- Your County	1043480	Employee 2	4/16/2024	4/16/2024 6:15:00 PM	4/16/2024 6:18:00 PM	REG-DT	0.05
6115- Your County	1043480	Employee 2	4/21/2024	4/21/2024 5:45:00 AM	4/21/2024 10:00:00 AM	REG1	4.25
6115- Your County	1043480	Employee 2	4/21/2024	4/21/2024 10:30:00 AM	4/21/2024 11:00:00 AM	REG1	0.5
6115- Your County	1043480	Employee 2	4/21/2024	4/21/2024 11:00:00 AM	4/21/2024 11:30:00 AM	REG1	0.5
6115- Your County	1043480	Employee 2	4/21/2024	4/21/2024 11:30:00 AM	4/21/2024 6:15:00 PM	REG1	6.75
6115- Your County	1043480	Employee 2	4/21/2024	4/21/2024 6:15:00 PM	4/21/2024 6:27:00 PM	REG-DT	0.2
6115- Your County	1043480	Employee 2	4/22/2024	4/22/2024 5:20:00 AM	4/22/2024 6:30:00 AM	REG3	1.166666667
6115- Your County	1043480	Employee 2	4/22/2024	4/22/2024 6:30:00 AM	4/22/2024 9:59:00 AM	REG1	3.483333333
6115- Your County	1043480	Employee 2	4/22/2024	4/22/2024 10:29:00 AM	4/22/2024 10:30:00 AM	REG1	0.016666667
6115- Your County	1043480	Employee 2	4/22/2024	4/22/2024 10:30:00 AM	4/22/2024 5:50:00 PM	REG1	7.333333333
6115- Your County	1043480	Employee 2	4/22/2024	4/22/2024 5:50:00 PM	4/22/2024 6:09:00 PM	REG-DT	0.316666667
6115- Your County	1043480	Employee 2	4/23/2024	4/23/2024 5:30:00 AM	4/23/2024 6:30:00 AM	REG3	1
6115- Your County	1043480	Employee 2	4/23/2024	4/23/2024 6:30:00 AM	4/23/2024 10:00:00 AM	REG1	3.5
6115- Your County	1043480	Employee 2	4/23/2024	4/23/2024 10:00:00 AM	4/23/2024 10:01:00 AM	REG1	0.016666667
6115- Your County	1043480	Employee 2	4/23/2024	4/23/2024 10:30:00 AM	4/23/2024 5:59:00 PM	REG1	7.483333333
6115- Your County	1043480	Employee 2	4/23/2024	4/23/2024 5:59:00 PM	4/23/2024 6:09:00 PM	REG-DT	0.166666667
6115- Your County	1043480	Employee 2	4/24/2024	4/24/2024 9:00:00 AM	4/24/2024 1:00:00 PM	REG1	4
6115- Your County	1043480	Employee 2	4/28/2024	4/28/2024 5:30:00 AM	4/28/2024 6:30:00 AM	REG3	1
6115- Your County	1043480	Employee 2	4/28/2024	4/28/2024 6:30:00 AM	4/28/2024 10:00:00 AM	REG1	3.5
6115- Your County	1043480	Employee 2	4/28/2024	4/28/2024 10:30:00 AM	4/28/2024 6:00:00 PM	REG1	7.5
6115- Your County	1043480	Employee 2	4/28/2024	4/28/2024 6:00:00 PM	4/28/2024 6:11:00 PM	REG-DT	0.183333333
6115- Your County	1043480	Employee 2	4/29/2024	4/29/2024 5:37:00 AM	4/29/2024 10:00:00 AM	REG1	4.383333333
6115- Your County	1043480	Employee 2	4/29/2024	4/29/2024 10:30:00 AM	4/29/2024 6:07:00 PM	REG1	7.616666667
6115- Your County	1043480	Employee 2	4/29/2024	4/29/2024 6:07:00 PM	4/29/2024 6:26:00 PM	REG-DT	0.316666667
6115- Your County	1043480	Employee 2	4/30/2024	4/30/2024 5:36:00 AM	4/30/2024 10:00:00 AM	REG1	4.4
6115- Your County	1043480	Employee 2	4/30/2024	4/30/2024 10:34:00 AM	4/30/2024 6:10:00 PM	REG1	7.6
6115- Your County	1043480	Employee 2	4/30/2024	4/30/2024 6:10:00 PM	4/30/2024 6:34:00 PM	REG-DT	0.4
6115- Your County	2001441	Employee 3	4/1/2024	4/1/2024 5:47:00 AM	4/1/2024 5:47:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/1/2024	4/1/2024 5:47:00 PM	4/1/2024 6:31:00 PM	REG-DT	0.733333333
6115- Your County	2001441	Employee 3	4/2/2024	4/2/2024 5:45:00 AM	4/2/2024 2:00:00 PM	REG1	8.25
6115- Your County	2001441	Employee 3	4/2/2024	4/2/2024 2:30:00 PM	4/2/2024 6:15:00 PM	REG1	3.75
6115- Your County	2001441	Employee 3	4/2/2024	4/2/2024 6:15:00 PM	4/2/2024 6:23:00 PM	REG-DT	0.133333333
6115- Your County	2001441	Employee 3	4/3/2024	4/3/2024 5:40:00 AM	4/3/2024 2:00:00 PM	REG1	8.333333333
6115- Your County	2001441	Employee 3	4/3/2024	4/3/2024 2:30:00 PM	4/3/2024 6:10:00 PM	REG1	3.666666667
6115- Your County	2001441	Employee 3	4/3/2024	4/3/2024 6:10:00 PM	4/3/2024 6:18:00 PM	REG-DT	0.133333333
6115- Your County	2001441	Employee 3	4/9/2024	4/9/2024 5:49:00 AM	4/9/2024 11:00:00 AM	REG1	5.183333333
6115- Your County	2001441	Employee 3	4/9/2024	4/9/2024 11:30:00 AM	4/9/2024 6:19:00 PM	REG1	6.816666667
6115- Your County	2001441	Employee 3	4/9/2024	4/9/2024 6:19:00 PM	4/9/2024 6:34:00 PM	REG-DT	0.25
6115- Your County	2001441	Employee 3	4/10/2024	4/10/2024 5:43:00 AM	4/10/2024 11:00:00 AM	REG1	5.283333333
6115- Your County	2001441	Employee 3	4/10/2024	4/10/2024 11:30:00 AM	4/10/2024 6:13:00 PM	REG1	6.716666667
6115- Your County	2001441	Employee 3	4/10/2024	4/10/2024 6:13:00 PM	4/10/2024 6:14:00 PM	REG-DT	0.016666667
6115- Your County	2001441	Employee 3	4/15/2024	4/15/2024 5:50:00 AM	4/15/2024 5:50:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/15/2024	4/15/2024 5:50:00 PM	4/15/2024 6:52:00 PM	REG-DT	1.033333333
6115- Your County	2001441	Employee 3	4/16/2024	4/16/2024 6:46:00 AM	4/16/2024 6:00:00 PM	REG1	11.23333333
6115- Your County	2001441	Employee 3	4/20/2024	4/20/2024 5:45:00 AM	4/20/2024 5:45:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/20/2024	4/20/2024 5:45:00 PM	4/20/2024 6:00:00 PM	REG-DT	0.25
6115- Your County	2001441	Employee 3	4/20/2024	4/20/2024 6:00:00 PM	4/20/2024 9:29:00 PM	REG3-DT	3.483333333
6115- Your County	2001441	Employee 3	4/20/2024	4/20/2024 9:29:00 PM	4/21/2024 12:00:00 AM	REG3-DT	2.516666667
6115- Your County	2001441	Employee 3	4/20/2024	4/21/2024 12:00:00 AM	4/21/2024 12:18:00 AM	REG3-DT	0.3
6115- Your County	2001441	Employee 3	4/22/2024	4/22/2024 5:47:00 AM	4/22/2024 5:47:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/22/2024	4/22/2024 5:47:00 PM	4/22/2024 6:32:00 PM	REG-DT	0.75
6115- Your County	2001441	Employee 3	4/24/2024	4/24/2024 9:55:00 AM	4/24/2024 6:19:00 PM	REG1	8.4
6115- Your County	2001441	Employee 3	4/25/2024	4/25/2024 5:45:00 AM	4/25/2024 5:45:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/25/2024	4/25/2024 5:45:00 PM	4/25/2024 6:00:00 PM	REG-DT	0.25

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

6115- Your County	2001441	Employee 3	4/25/2024	4/25/2024 6:00:00 PM	4/25/2024 7:01:00 PM	REG3-DT	1.016666667
6115- Your County	2001441	Employee 3	4/30/2024	4/30/2024 5:50:00 AM	4/30/2024 5:50:00 PM	REG1	12
6115- Your County	2001441	Employee 3	4/30/2024	4/30/2024 5:50:00 PM	4/30/2024 6:36:00 PM	REG-DT	0.766666667
6115- Your County	2002483	Employee 4	4/1/2024	4/1/2024 6:02:00 AM	4/1/2024 4:50:00 PM	REG1	10.8
6115- Your County	2002483	Employee 4	4/8/2024	4/8/2024 12:02:00 AM	4/8/2024 6:30:00 AM	REG3	6.466666667
6115- Your County	2002483	Employee 4	4/8/2024	4/8/2024 6:30:00 AM	4/8/2024 6:41:00 AM	REG1	0.183333333
6115- Your County	2002483	Employee 4	4/17/2024	4/17/2024 12:00:00 AM	4/17/2024 12:00:00 AM	REG1	0
6115- Your County	1042810	Employee 5	4/13/2024	4/13/2024 5:57:00 AM	4/13/2024 10:43:00 AM	REG1	4.766666667
6115- Your County	1042810	Employee 5	4/13/2024	4/13/2024 11:13:00 AM	4/13/2024 1:16:00 PM	REG1	2.05
6115- Your County	1042810	Employee 5	4/21/2024	4/21/2024 5:59:00 AM	4/21/2024 10:32:00 AM	REG1	4.55
6115- Your County	1042810	Employee 5	4/21/2024	4/21/2024 11:02:00 AM	4/21/2024 3:00:00 PM	REG1	3.966666667
6115- Your County	1042810	Employee 5	4/21/2024	4/21/2024 3:00:00 PM	4/21/2024 4:29:00 PM	REG2	1.483333333
6115- Your County	1042810	Employee 5	4/21/2024	4/21/2024 4:29:00 PM	4/21/2024 4:30:00 PM	REG2-OT	0.016666667
6115- Your County	2004266	Employee 6	4/1/2024	4/1/2024 6:05:00 AM	4/1/2024 10:45:00 AM	REG1	4.666666667
6115- Your County	2004266	Employee 6	4/1/2024	4/1/2024 11:17:00 AM	4/1/2024 3:00:00 PM	REG1	3.716666667
6115- Your County	2004266	Employee 6	4/1/2024	4/1/2024 3:00:00 PM	4/1/2024 4:34:00 PM	REG2	1.566666667
6115- Your County	2004266	Employee 6	4/2/2024	4/2/2024 6:09:00 AM	4/2/2024 10:53:00 AM	REG1	4.733333333
6115- Your County	2004266	Employee 6	4/2/2024	4/2/2024 11:32:00 AM	4/2/2024 3:00:00 PM	REG1	3.466666667
6115- Your County	2004266	Employee 6	4/2/2024	4/2/2024 3:00:00 PM	4/2/2024 4:35:00 PM	REG2	1.583333333
6115- Your County	2004266	Employee 6	4/5/2024	4/5/2024 6:07:00 AM	4/5/2024 10:40:00 AM	REG1	4.55
6115- Your County	2004266	Employee 6	4/5/2024	4/5/2024 11:11:00 AM	4/5/2024 3:00:00 PM	REG1	3.816666667
6115- Your County	2004266	Employee 6	4/5/2024	4/5/2024 3:00:00 PM	4/5/2024 4:38:00 PM	REG2	1.633333333
6115- Your County	2004266	Employee 6	4/5/2024	4/5/2024 4:38:00 PM	4/5/2024 4:39:00 PM	REG2-OT	0.016666667
6115- Your County	2004266	Employee 6	4/6/2024	4/6/2024 6:05:00 AM	4/6/2024 10:35:00 AM	REG1	4.5
6115- Your County	2004266	Employee 6	4/6/2024	4/6/2024 11:06:00 AM	4/6/2024 3:00:00 PM	REG1	3.9
6115- Your County	2004266	Employee 6	4/6/2024	4/6/2024 3:00:00 PM	4/6/2024 4:36:00 PM	REG2	1.6
6115- Your County	2004266	Employee 6	4/8/2024	4/8/2024 6:06:00 AM	4/8/2024 10:30:00 AM	REG1	4.4
6115- Your County	2004266	Employee 6	4/8/2024	4/8/2024 11:00:00 AM	4/8/2024 3:00:00 PM	REG1	4
6115- Your County	2004266	Employee 6	4/8/2024	4/8/2024 3:00:00 PM	4/8/2024 4:28:00 PM	REG2	1.466666667
6115- Your County	2004266	Employee 6	4/9/2024	4/9/2024 6:06:00 AM	4/9/2024 10:34:00 AM	REG1	4.466666667
6115- Your County	2004266	Employee 6	4/9/2024	4/9/2024 11:10:00 AM	4/9/2024 3:00:00 PM	REG1	3.833333333
6115- Your County	2004266	Employee 6	4/9/2024	4/9/2024 3:00:00 PM	4/9/2024 4:29:00 PM	REG2	1.483333333
6115- Your County	2004266	Employee 6	4/12/2024	4/12/2024 6:08:00 AM	4/12/2024 10:02:00 AM	REG1	3.9
6115- Your County	2004266	Employee 6	4/12/2024	4/12/2024 10:33:00 AM	4/12/2024 3:00:00 PM	REG1	4.45
6115- Your County	2004266	Employee 6	4/12/2024	4/12/2024 3:00:00 PM	4/12/2024 4:30:00 PM	REG2	1.5
6115- Your County	2004266	Employee 6	4/13/2024	4/13/2024 6:05:00 AM	4/13/2024 10:28:00 AM	REG1	4.383333333
6115- Your County	2004266	Employee 6	4/13/2024	4/13/2024 10:58:00 AM	4/13/2024 3:00:00 PM	REG1	4.033333333
6115- Your County	2004266	Employee 6	4/13/2024	4/13/2024 3:00:00 PM	4/13/2024 4:35:00 PM	REG2	1.583333333
6115- Your County	2004266	Employee 6	4/13/2024	4/13/2024 4:35:00 PM	4/13/2024 4:36:00 PM	REG2-OT	0.016666667
6115- Your County	2004266	Employee 6	4/15/2024	4/15/2024 6:05:00 AM	4/15/2024 10:15:00 AM	REG1	4.166666667
6115- Your County	2004266	Employee 6	4/15/2024	4/15/2024 10:45:00 AM	4/15/2024 3:00:00 PM	REG1	4.25
6115- Your County	2004266	Employee 6	4/15/2024	4/15/2024 3:00:00 PM	4/15/2024 4:30:00 PM	REG2	1.5
6115- Your County	2004266	Employee 6	4/16/2024	4/16/2024 6:02:00 AM	4/16/2024 10:44:00 AM	REG1	4.7
6115- Your County	2004266	Employee 6	4/16/2024	4/16/2024 11:15:00 AM	4/16/2024 3:00:00 PM	REG1	3.75
6115- Your County	2004266	Employee 6	4/16/2024	4/16/2024 3:00:00 PM	4/16/2024 4:31:00 PM	REG2	1.516666667
6115- Your County	2004266	Employee 6	4/19/2024	4/19/2024 6:00:00 AM	4/19/2024 10:43:00 AM	REG1	4.716666667
6115- Your County	2004266	Employee 6	4/19/2024	4/19/2024 11:15:00 AM	4/19/2024 3:00:00 PM	REG1	3.75
6115- Your County	2004266	Employee 6	4/19/2024	4/19/2024 3:00:00 PM	4/19/2024 4:32:00 PM	REG2	1.533333333
6115- Your County	2004266	Employee 6	4/19/2024	4/19/2024 4:32:00 PM	4/19/2024 4:44:00 PM	REG2-OT	0.2
6115- Your County	2004266	Employee 6	4/19/2024	4/19/2024 4:44:00 PM	4/19/2024 4:55:00 PM	REG2-OT	0.183333333
6115- Your County	2004266	Employee 6	4/20/2024	4/20/2024 6:05:00 AM	4/20/2024 10:26:00 AM	REG1	4.35
6115- Your County	2004266	Employee 6	4/20/2024	4/20/2024 10:57:00 AM	4/20/2024 3:00:00 PM	REG1	4.05
6115- Your County	2004266	Employee 6	4/20/2024	4/20/2024 3:00:00 PM	4/20/2024 4:31:00 PM	REG2	1.516666667
6115- Your County	2004266	Employee 6	4/22/2024	4/22/2024 6:06:00 AM	4/22/2024 12:03:00 PM	REG1	5.95
6115- Your County	2004266	Employee 6	4/22/2024	4/22/2024 12:34:00 PM	4/22/2024 3:00:00 PM	REG1	2.433333333
6115- Your County	2004266	Employee 6	4/22/2024	4/22/2024 3:00:00 PM	4/22/2024 4:35:00 PM	REG2	1.583333333
6115- Your County	2004266	Employee 6	4/23/2024	4/23/2024 6:06:00 AM	4/23/2024 10:34:00 AM	REG1	4.466666667
6115- Your County	2004266	Employee 6	4/23/2024	4/23/2024 11:05:00 AM	4/23/2024 3:00:00 PM	REG1	3.916666667
6115- Your County	2004266	Employee 6	4/23/2024	4/23/2024 3:00:00 PM	4/23/2024 4:27:00 PM	REG2	1.45
6115- Your County	2004266	Employee 6	4/26/2024	4/26/2024 6:04:00 AM	4/26/2024 10:00:00 AM	REG1	3.933333333
6115- Your County	2004266	Employee 6	4/26/2024	4/26/2024 10:30:00 AM	4/26/2024 3:00:00 PM	REG1	4.5
6115- Your County	2004266	Employee 6	4/26/2024	4/26/2024 3:00:00 PM	4/26/2024 4:34:00 PM	REG2	1.566666667
6115- Your County	2004266	Employee 6	4/27/2024	4/27/2024 6:05:00 AM	4/27/2024 10:40:00 AM	REG1	4.583333333
6115- Your County	2004266	Employee 6	4/27/2024	4/27/2024 11:11:00 AM	4/27/2024 3:00:00 PM	REG1	3.816666667
6115- Your County	2004266	Employee 6	4/27/2024	4/27/2024 3:00:00 PM	4/27/2024 4:23:00 PM	REG2	1.383333333
6115- Your County	2004266	Employee 6	4/29/2024	4/29/2024 6:05:00 AM	4/29/2024 10:33:00 AM	REG1	4.466666667
6115- Your County	2004266	Employee 6	4/29/2024	4/29/2024 11:03:00 AM	4/29/2024 3:00:00 PM	REG1	3.95
6115- Your County	2004266	Employee 6	4/29/2024	4/29/2024 3:00:00 PM	4/29/2024 4:33:00 PM	REG2	1.55
6115- Your County	2004266	Employee 6	4/30/2024	4/30/2024 6:05:00 AM	4/30/2024 10:47:00 AM	REG1	4.7
6115- Your County	2004266	Employee 6	4/30/2024	4/30/2024 11:17:00 AM	4/30/2024 3:00:00 PM	REG1	3.716666667
6115- Your County	2004266	Employee 6	4/30/2024	4/30/2024 3:00:00 PM	4/30/2024 4:33:00 PM	REG2	1.55
6115- Your County	1054645	Employee 7	4/10/2024	4/10/2024 7:48:00 AM	4/10/2024 3:25:00 PM	SAL	7.616666667

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

6115- Your County	1054645	Employee 7	4/11/2024	4/11/2024 7:58:00 AM	4/11/2024 3:56:00 PM	SAL	7.966666667
6115- Your County	1054645	Employee 7	4/12/2024	4/12/2024 8:06:00 AM	4/12/2024 3:21:00 PM	SAL	7.25
6115- Your County	1054645	Employee 7	4/15/2024	4/15/2024 7:49:00 AM	4/15/2024 11:30:00 AM	SAL	3.683333333
6115- Your County	1054645	Employee 7	4/16/2024	4/16/2024 7:30:00 AM	4/16/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/17/2024	4/17/2024 7:30:00 AM	4/17/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/18/2024	4/18/2024 7:30:00 AM	4/18/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/19/2024	4/19/2024 7:30:00 AM	4/19/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/22/2024	4/22/2024 7:30:00 AM	4/22/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/23/2024	4/23/2024 7:30:00 AM	4/23/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/24/2024	4/24/2024 7:30:00 AM	4/24/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/25/2024	4/25/2024 7:30:00 AM	4/25/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/26/2024	4/26/2024 7:30:00 AM	4/26/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/29/2024	4/29/2024 7:30:00 AM	4/29/2024 7:30:00 AM	PTO	8
6115- Your County	1054645	Employee 7	4/30/2024	4/30/2024 7:30:00 AM	4/30/2024 7:30:00 AM	PTO	8
6115- Your County	1067318	Employee 8	4/4/2024	4/4/2024 9:45:00 AM	4/4/2024 11:00:00 AM	REG1	1.25
6115- Your County	1067318	Employee 8	4/4/2024	4/4/2024 11:30:00 AM	4/4/2024 5:16:00 PM	REG1	5.766666667
6115- Your County	1067318	Employee 8	4/5/2024	4/5/2024 7:12:00 AM	4/5/2024 11:00:00 AM	REG1	3.8
6115- Your County	1067318	Employee 8	4/5/2024	4/5/2024 11:30:00 AM	4/5/2024 5:30:00 PM	REG1	6
6115- Your County	1067318	Employee 8	4/6/2024	4/6/2024 7:00:00 AM	4/6/2024 11:00:00 AM	REG1	4
6115- Your County	1067318	Employee 8	4/6/2024	4/6/2024 11:30:00 AM	4/6/2024 5:25:00 PM	REG1	5.916666667
6115- Your County	1067318	Employee 8	4/7/2024	4/7/2024 7:00:00 AM	4/7/2024 11:00:00 AM	REG1	4
6115- Your County	1067318	Employee 8	4/7/2024	4/7/2024 11:30:00 AM	4/7/2024 5:22:00 PM	REG1	5.866666667
6115- Your County	1067318	Employee 8	4/9/2024	4/9/2024 3:00:00 PM	4/9/2024 6:30:00 PM	REG1	3.5
6115- Your County	1067318	Employee 8	4/11/2024	4/11/2024 8:10:00 AM	4/11/2024 11:00:00 AM	REG1	2.833333333
6115- Your County	1067318	Employee 8	4/11/2024	4/11/2024 11:30:00 AM	4/11/2024 5:59:00 PM	REG1	6.483333333
6115- Your County	1067318	Employee 8	4/12/2024	4/12/2024 7:10:00 AM	4/12/2024 12:00:00 PM	REG1	4.833333333
6115- Your County	1067318	Employee 8	4/12/2024	4/12/2024 12:30:00 PM	4/12/2024 5:34:00 PM	REG1	5.066666667
6115- Your County	1067318	Employee 8	4/13/2024	4/13/2024 7:04:00 AM	4/13/2024 11:00:00 AM	REG1	3.933333333
6115- Your County	1067318	Employee 8	4/13/2024	4/13/2024 11:30:00 AM	4/13/2024 2:59:00 PM	REG1	3.483333333
6115- Your County	1067318	Employee 8	4/13/2024	4/13/2024 2:59:00 PM	4/13/2024 5:33:00 PM	REG-OT	2.566666667
6115- Your County	1067318	Employee 8	4/14/2024	4/14/2024 7:11:00 AM	4/14/2024 11:00:00 AM	REG1	3.816666667
6115- Your County	1067318	Employee 8	4/14/2024	4/14/2024 11:30:00 AM	4/14/2024 5:29:00 PM	REG1	5.983333333
6115- Your County	1067318	Employee 8	4/18/2024	4/18/2024 7:20:00 AM	4/18/2024 11:00:00 AM	REG1	3.666666667
6115- Your County	1067318	Employee 8	4/18/2024	4/18/2024 11:30:00 AM	4/18/2024 5:22:00 PM	REG1	5.866666667
6115- Your County	1067318	Employee 8	4/19/2024	4/19/2024 7:08:00 AM	4/19/2024 11:00:00 AM	REG1	3.866666667
6115- Your County	1067318	Employee 8	4/19/2024	4/19/2024 11:30:00 AM	4/19/2024 5:32:00 PM	REG1	6.033333333
6115- Your County	1067318	Employee 8	4/20/2024	4/20/2024 7:01:00 AM	4/20/2024 11:20:00 AM	REG1	4.316666667
6115- Your County	1067318	Employee 8	4/20/2024	4/20/2024 11:50:00 AM	4/20/2024 5:29:00 PM	REG1	5.65
6115- Your County	1067318	Employee 8	4/21/2024	4/21/2024 7:00:00 AM	4/21/2024 11:20:00 AM	REG1	4.333333333
6115- Your County	1067318	Employee 8	4/21/2024	4/21/2024 11:50:00 AM	4/21/2024 5:19:00 PM	REG1	5.483333333
6115- Your County	1067318	Employee 8	4/25/2024	4/25/2024 7:12:00 AM	4/25/2024 2:00:00 PM	REG1	6.8
6115- Your County	1067318	Employee 8	4/25/2024	4/25/2024 2:30:00 PM	4/25/2024 4:55:00 PM	REG1	2.416666667
6115- Your County	1067318	Employee 8	4/26/2024	4/26/2024 7:09:00 AM	4/26/2024 12:00:00 PM	REG1	4.85
6115- Your County	1067318	Employee 8	4/26/2024	4/26/2024 12:30:00 PM	4/26/2024 5:29:00 PM	REG1	4.983333333
6115- Your County	1067318	Employee 8	4/27/2024	4/27/2024 7:12:00 AM	4/27/2024 11:00:00 AM	REG1	3.8
6115- Your County	1067318	Employee 8	4/27/2024	4/27/2024 11:30:00 AM	4/27/2024 4:44:00 PM	REG1	5.233333333
6115- Your County	1067318	Employee 8	4/28/2024	4/28/2024 7:00:00 AM	4/28/2024 11:30:00 AM	REG1	4.5
6115- Your County	1067318	Employee 8	4/28/2024	4/28/2024 12:00:00 PM	4/28/2024 5:23:00 PM	REG1	5.383333333
6115- Your County	1067318	Employee 8	4/29/2024	4/29/2024 1:00:00 PM	4/29/2024 4:44:00 PM	REG1	3.733333333
6115- Your County	1300736	Employee 9	4/4/2024	4/4/2024 10:59:00 AM	4/4/2024 1:59:00 PM	REG1	3
6115- Your County	1300736	Employee 9	4/5/2024	4/5/2024 6:23:00 AM	4/5/2024 5:33:00 PM	REG1	11.16666667
6115- Your County	1300736	Employee 9	4/7/2024	4/7/2024 6:25:00 AM	4/7/2024 6:25:00 PM	REG1	12
6115- Your County	1300736	Employee 9	4/7/2024	4/7/2024 6:25:00 PM	4/7/2024 6:30:00 PM	REG-DT	0.083333333
6115- Your County	1300736	Employee 9	4/7/2024	4/7/2024 6:30:00 PM	4/7/2024 6:46:00 PM	REG-DT	0.266666667
6115- Your County	1300736	Employee 9	4/11/2024	4/11/2024 12:00:00 AM	4/11/2024 12:00:00 AM	TRN	5
6115- Your County	1300736	Employee 9	4/12/2024	4/12/2024 6:29:00 AM	4/12/2024 6:03:00 PM	REG1	11.56666667
6115- Your County	1300736	Employee 9	4/14/2024	4/14/2024 6:28:00 AM	4/14/2024 5:46:00 PM	REG1	11.3
6115- Your County	1300736	Employee 9	4/18/2024	4/18/2024 6:23:00 AM	4/18/2024 5:34:00 PM	REG1	11.18333333
6115- Your County	1300736	Employee 9	4/19/2024	4/19/2024 6:28:00 AM	4/19/2024 5:29:00 PM	REG1	11.01666667
6115- Your County	1300736	Employee 9	4/24/2024	4/24/2024 6:27:00 AM	4/24/2024 5:31:00 PM	REG1	11.06666667
6115- Your County	1300736	Employee 9	4/26/2024	4/26/2024 6:24:00 AM	4/26/2024 5:49:00 PM	REG1	11.41666667
6115- Your County	2010021	Employee 10	4/1/2024	4/1/2024 12:00:00 AM	4/1/2024 12:00:00 AM	TRN West	10
6115- Your County	2010021	Employee 10	4/2/2024	4/2/2024 12:00:00 AM	4/2/2024 12:00:00 AM	TRN West	10
6115- Your County	2010021	Employee 10	4/3/2024	4/3/2024 12:00:00 AM	4/3/2024 12:00:00 AM	TRN West	10
6115- Your County	2010021	Employee 10	4/4/2024	4/4/2024 12:00:00 AM	4/4/2024 12:00:00 AM	TRN West	10
6115- Your County	2010021	Employee 10	4/8/2024	4/8/2024 12:00:00 AM	4/8/2024 12:00:00 AM	SICK	0
6115- Your County	2010021	Employee 10	4/9/2024	4/9/2024 12:00:00 AM	4/9/2024 12:00:00 AM	SICK	0
6115- Your County	2010021	Employee 10	4/10/2024	4/10/2024 12:00:00 AM	4/10/2024 12:00:00 AM	SICK	0
6115- Your County	2010021	Employee 10	4/11/2024	4/11/2024 12:00:00 AM	4/11/2024 12:00:00 AM	SICK	0
6115- Your County	2010021	Employee 10	4/15/2024	4/15/2024 12:00:00 AM	4/15/2024 12:00:00 AM	TRN	10
6115- Your County	2010021	Employee 10	4/16/2024	4/16/2024 12:00:00 AM	4/16/2024 12:00:00 AM	TRN	10
6115- Your County	2010021	Employee 10	4/17/2024	4/17/2024 12:00:00 AM	4/17/2024 12:00:00 AM	TRN	10

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

6115- Your County	2010021	Employee 10	4/18/2024	4/18/2024 12:00:00 AM	4/18/2024 12:00:00 AM	TRN	8.5
6115- Your County	2010021	Employee 10	4/22/2024	4/22/2024 7:10:00 AM	4/22/2024 1:31:00 PM	REG1	6.35
6115- Your County	2010021	Employee 10	4/22/2024	4/22/2024 2:01:00 PM	4/22/2024 3:40:00 PM	REG1	1.65
6115- Your County	2010021	Employee 10	4/22/2024	4/22/2024 3:40:00 PM	4/22/2024 5:40:00 PM	REG-OT	2
6115- Your County	2010021	Employee 10	4/23/2024	4/23/2024 7:05:00 AM	4/23/2024 2:05:00 PM	REG1	7
6115- Your County	2010021	Employee 10	4/23/2024	4/23/2024 2:35:00 PM	4/23/2024 3:35:00 PM	REG1	1
6115- Your County	2010021	Employee 10	4/23/2024	4/23/2024 3:35:00 PM	4/23/2024 5:36:00 PM	REG-OT	2.016666667
6115- Your County	2010021	Employee 10	4/24/2024	4/24/2024 7:00:00 AM	4/24/2024 2:00:00 PM	REG1	7
6115- Your County	2010021	Employee 10	4/24/2024	4/24/2024 2:30:00 PM	4/24/2024 3:30:00 PM	REG1	1
6115- Your County	2010021	Employee 10	4/24/2024	4/24/2024 3:30:00 PM	4/24/2024 5:30:00 PM	REG-OT	2
6115- Your County	2010021	Employee 10	4/25/2024	4/25/2024 7:00:00 AM	4/25/2024 2:00:00 PM	REG1	7
6115- Your County	2010021	Employee 10	4/25/2024	4/25/2024 2:30:00 PM	4/25/2024 3:30:00 PM	REG1	1
6115- Your County	2010021	Employee 10	4/25/2024	4/25/2024 3:30:00 PM	4/25/2024 5:29:00 PM	REG-OT	1.983333333
6115- Your County	2010021	Employee 10	4/25/2024	4/25/2024 5:29:00 PM	4/25/2024 5:30:00 PM	REG-OT	0.016666667
6115- Your County	2010021	Employee 10	4/29/2024	4/29/2024 7:30:00 AM	4/29/2024 12:00:00 PM	REG1	4.5
6115- Your County	2010021	Employee 10	4/29/2024	4/29/2024 12:30:00 PM	4/29/2024 4:00:00 PM	REG1	3.5
6115- Your County	2010021	Employee 10	4/29/2024	4/29/2024 4:00:00 PM	4/29/2024 4:05:00 PM	REG-OT	0.083333333
6115- Your County	2010021	Employee 10	4/30/2024	4/30/2024 7:30:00 AM	4/30/2024 3:30:00 PM	REG1	8
6115- Your County	1045766	Employee 11	4/15/2024	4/15/2024 6:00:00 PM	4/16/2024 12:00:00 AM	REG3	6
6115- Your County	1045766	Employee 11	4/15/2024	4/16/2024 12:00:00 AM	4/16/2024 12:28:00 AM	REG3	0.466666667
6115- Your County	1045766	Employee 11	4/19/2024	4/19/2024 5:53:00 PM	4/19/2024 6:00:00 PM	REG1	0.116666667
6115- Your County	1045766	Employee 11	4/19/2024	4/19/2024 6:00:00 PM	4/20/2024 12:00:00 AM	REG3	6
6115- Your County	1045766	Employee 11	4/19/2024	4/20/2024 12:30:00 AM	4/20/2024 6:13:00 AM	REG3	5.716666667
6115- Your County	1045766	Employee 11	4/21/2024	4/21/2024 12:06:00 AM	4/21/2024 6:12:00 AM	REG3	6.1
6115- Your County	1042725	Employee 12	4/8/2024	4/8/2024 12:00:00 AM	4/8/2024 12:00:00 AM	PTO	10
6115- Your County	1042725	Employee 12	4/9/2024	4/9/2024 12:00:00 AM	4/9/2024 12:00:00 AM	PTO	10
6115- Your County	1042725	Employee 12	4/10/2024	4/10/2024 12:00:00 AM	4/10/2024 12:00:00 AM	PTO	10
6115- Your County	1042725	Employee 12	4/11/2024	4/11/2024 12:00:00 AM	4/11/2024 12:00:00 AM	PTO	10
6115- Your County	1042725	Employee 12	4/16/2024	4/16/2024 7:07:00 AM	4/16/2024 4:52:00 PM	SAL	9.75
6115- Your County	1042725	Employee 12	4/16/2024	4/16/2024 5:30:00 PM	4/16/2024 6:00:00 PM	SAL	0.5
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6115- Your County	1042725	Employee 12	4/29/2024	4/29/2024 11:20:00 AM	4/29/2024 5:50:00 PM	SAL	6.5
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6115- Your County	1300805	Employee 13	4/10/2024	4/10/2024 1:19:00 PM	4/10/2024 4:24:00 PM	REG1	3.083333333
6115- Your County	1300805	Employee 13	4/12/2024	4/12/2024 9:00:00 AM	4/12/2024 1:00:00 PM	REG1	4
6115- Your County	1300805	Employee 13	4/16/2024	4/16/2024 9:09:00 AM	4/16/2024 11:30:00 AM	REG1	2.35
6115- Your County	1300805	Employee 13	4/16/2024	4/16/2024 12:00:00 PM	4/16/2024 3:43:00 PM	REG1	3.716666667
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6115- Your County	1300805	Employee 13	4/22/2024	4/22/2024 9:56:00 AM	4/22/2024 4:21:00 PM	REG1	6.416666667
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6115- Your County	2005404	Employee 14	4/7/2024	4/7/2024 11:00:00 PM	4/8/2024 12:00:00 AM	REG3	1
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6115- Your County	2005404	Employee 14	4/8/2024	4/8/2024 6:00:00 PM	4/8/2024 10:30:00 PM	REG3	4.5

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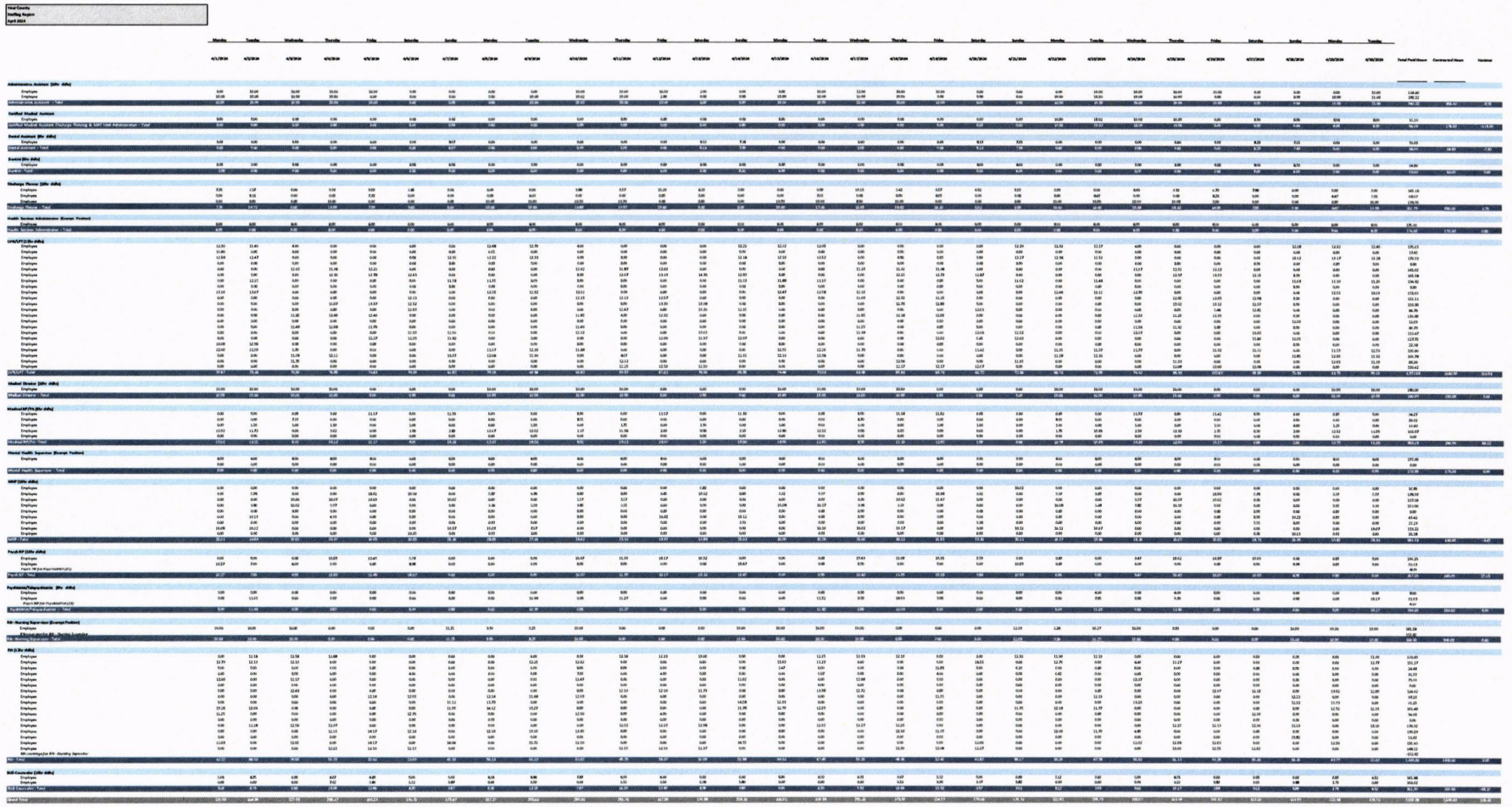
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6115- Your County	2005404	Employee 14	4/9/2024	4/9/2024 5:39:00 PM	4/9/2024 6:00:00 PM	REG1	0.35
6115- Your County	2005404	Employee 14	4/9/2024	4/9/2024 6:00:00 PM	4/9/2024 10:30:00 PM	REG3	4.5
6115- Your County	2005404	Employee 14	4/9/2024	4/9/2024 11:00:00 PM	4/10/2024 12:00:00 AM	REG3	1
6115- Your County	2005404	Employee 14	4/9/2024	4/10/2024 12:00:00 AM	4/10/2024 6:09:00 AM	REG3	6.15
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6115- Your County	2005404	Employee 14	4/14/2024	4/14/2024 11:00:00 PM	4/15/2024 12:00:00 AM	REG3	1
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6115- Your County	2005404	Employee 14	4/16/2024	4/16/2024 11:00:00 PM	4/17/2024 12:00:00 AM	REG3	1
6115- Your County	2005404	Employee 14	4/16/2024	4/17/2024 12:00:00 AM	4/17/2024 6:05:00 AM	REG3	6.083333333
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6115- Your County	2005404	Employee 14	4/21/2024	4/21/2024 11:00:00 PM	4/22/2024 12:00:00 AM	REG3	1
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6115- Your County	2005404	Employee 14	4/22/2024	4/22/2024 11:00:00 PM	4/23/2024 12:00:00 AM	REG3	1
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6115- Your County	2005404	Employee 14	4/23/2024	4/23/2024 11:00:00 PM	4/24/2024 12:00:00 AM	REG3	1
6115- Your County	2005404	Employee 14	4/23/2024	4/24/2024 12:00:00 AM	4/24/2024 5:59:00 AM	REG3	5.983333333
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6115- Your County	2005404	Employee 14	4/30/2024	4/30/2024 6:00:00 PM	4/30/2024 10:30:00 PM	REG3	4.5
6115- Your County	2005404	Employee 14	4/30/2024	4/30/2024 11:00:00 PM	5/1/2024 12:00:00 AM	REG3	1
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EXHIBIT E

EXHIBIT E



Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th

Docusign Envelope ID: 33A4A0A8-7D0A-49E7-8417-8833A451D43F

Start Date 4/1/2024

40.8 FTEs

Position	Location	EE Name	Shift	Contract Hrs	4 Sun	5 Mon	5 Tue	4 Wed	4 Thu	4 Fri	4 Sat	Total Wkly	Avg of Hrs	FTE
Administrative Assistant	Your County	_Contract	Day	350		10.0	20.0	20.0	20.0	10.0		80.0	16.00	2.000
Certified Medical Assistant Discharge Planning & MAT Med Administration	Your County	_Contract	Day	176		8.0	8.0	8.0	8.0	8.0		40.0	8.00	1.000
Dental Assistant	Your County	_Contract	Day	64	8.0						8.0	16.0	8.00	0.400
Dentist	Your County	_Contract	Day	64	8.0						8.0	16.0	8.00	0.400
Discharge Planner	Your County	_Contract	Day	350		10.0	20.0	20.0	20.0	10.0		80.0	16.00	2.000
Health Services Administrator	Your County	_Contract	Day	176		8.0	8.0	8.0	8.0	8.0		40.0	8.00	1.000
LVN/LPT	Your County	_Contract	Day	1,080	36.0	36.0	36.0	36.0	36.0	36.0	36.0	252.0	36.00	6.300
LVN/LPT	Your County	_Contract	Night	1,080	36.0	36.0	36.0	36.0	36.0	36.0	36.0	252.0	36.00	6.300
Medical Director	Your County	_Contract	Day	180		10.0	10.0	10.0	10.0			40.0	10.00	1.000
Medical NP/PA	Your County	_Contract	Day	240	8.0	8.0	8.0	8.0	8.0	8.0	8.0	56.0	8.00	1.400
Mental Health Supervisor (LCSW/LMFT)	Your County	_Contract	Day	176		8.0	8.0	8.0	8.0	8.0		40.0	8.00	1.000
Mental Health Professional (LCSW/LMFT)	Your County	_Contract	Day	690	10.0	20.0	30.0	30.0	30.0	20.0	20.0	160.0	22.86	4.000
Psych NP/PA	Your County	_Contract	Day	180		10.0	10.0	10.0	10.0			40.0	10.00	1.000
Psychiatrist	Your County	_Contract	Day	104			8.0	8.0		8.0		24.0	8.00	0.600
RN - Nursing Supervisor	Your County	_Contract	Day	340	10.0	10.0	10.0	20.0	10.0	10.0	10.0	80.0	11.43	2.000
RN	Your County	_Contract	Day	720	24.0	24.0	24.0	24.0	24.0	24.0	24.0	168.0	24.00	4.200
RN	Your County	_Contract	Night	720	24.0	24.0	24.0	24.0	24.0	24.0	24.0	168.0	24.00	4.200
SUD Counselor	Your County	_Contract	Day	350		10.0	20.0	20.0	20.0	10.0		80.0	16.00	2.000

Total Contracted Hrs 7,040

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C24-160

number of hours worked during the quarter including date and times worked, by job classification. Sample reports are attached hereto as Exhibits D and E."

6. Section 3.01 is modified by deleting the section in its entirety and replacing with the following:

951,554.76
<237,888.69>
713,666.07
713,666.07/9 = $79,296.23

"3.01. (a) In consideration for the services to be performed by Contractor, County agrees to pay Contractor the sum of $951,554.76. The per diem rate is $2.43. Payment of twenty-five percent ($237,888.69) payable within thirty days of full execution of this modification, followed by nine equal installments ($72,296.23) of the remainder, on or before the tenth day of each month.

This is a typo

(b) Contractor shall provide County with a credit for any unworked staff hours hours during each calendar quarter, based on the total number of hours worked in the quarter versus the total hours required by the Staffing Matrix (Exhibit C) during the same period, as evidenced by the Tableau Staffing Report and Punch Detail Report provided as required by section 2.08. The amount of the credit shall equal the fully loaded hourly wages (including benefits) total of hourly wages of unworked hours, per job classification. The credit shall be applied to the next invoice provided to County by Contractor, following the quarterly reconciliation report. Any amounts owing to County for the final quarter of the Agreement shall be paid by Contractor within 30 days of the agreement termination."

12/12/24 typo corrected, deemed clerical error by County Counsel. Board reapproval not required. WTyler

COUNTY OF COLUSA

Gary J. Evans, Chair — Date: 9/3/24

CALIFORNIA FORENSIC MEDICAL GROUP, INC.

Signed by: Dr. Grady Judson Bazzel — Date: 8/30/2024
043819F7A628439...
Signature

Dr. Grady J. Bazzel, President
Printed Name and Title

APPROVED AS TO FORM

Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

for Patricia Rodriguez, Deputy

Attachment: C24-160 13th Mod California Forensic Medical Group (CFMG) (10727 : Approve 14th Modification with California Forensic Medical

CONTRACT FOR MEDICAL SERVICES FOR INMATES OF COLUSA COUNTY ADULT DETENTION FACILITY

THIS CONTRACT is made this 1st day of July, 2011, between CALIFORNIA FORENSIC MEDICAL GROUP, INCORPORATED, independent contractor, having a principal place of business at Cannery Row Park Plaza, 300 Foam Street, Suite B, Monterey, California 93940, hereinafter referred to as "Contractor", and the COUNTY OF COLUSA, hereinafter referred to as "County".

RECITALS

1. The County of Colusa is required by law to provide health care services to inmates in the custody of the County Sheriff. County desires to engage the services of a qualified outside medical provider to provide these services.

2. Contractor desires to provide these services to inmates in the custody of the Colusa County Sheriff.

AGREEMENT

ARTICLE I.
TERM OF CONTRACT

Section 1.01. The effective date of this agreement is July 1, 2011. Contractor will supply the total services described herein for the entire period of this contract through June 30, 2014. Thereafter, the agreement may be extended annually upon written agreement of the parties hereto.

ARTICLE II.
SERVICES TO BE PERFORMED BY CONTRACTOR

Section 2.01. No relationship of employer and employee is created by this Contract; it being understood that Contractor is an independent contractor, and none of the attending physicians, nursing personnel, administrative support personnel or other persons performing services for Contractor pursuant to this Contract, whether said person be member, partner, employee, subcontractor, or otherwise, shall have any claim under

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

be member, partner, employee, subcontractor, or otherwise, shall have any claim under this Contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability unemployment insurance benefits, or employee benefits of any kind.

If, in the performance of this Contract, any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging or any other terms of employment or requirement of law, shall be determined by Contractor, and County shall have no right or authority over such employment, except as provided in this Contract.

Contractor's Services

Section 2.02. Contractor agrees to perform the services and comply with all terms and conditions of the proposal submitted by Contractor (Exhibit "A"). Also included as part of this agreement is (Exhibit "B") Price Proposal and (Exhibit "C").Staffing pattern which are incorporated as part of this agreement.

Method of Performing Services

Section 2.03. Contractor will determine the method, details, and means of performing the above-described services within the parameters outlined within this contract including all exhibits and attachments. Contractor retains the right to make minor procedural changes that do not conflict with the intent of this agreement.

Employment of Assistants

Section 2.04. Contractor may, at Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

Equipment and Facilities

Section 2.05.

(a) The County shall provide the space, housekeeping, furniture, fixtures, utilities, telephone (excluding toll calls), security, and other similar items necessary for the efficient operation of the health care delivery system. County agrees to provide only the medical equipment currently on premises. If said medical equipment requires replacement or repair Contractor shall replace or repair, at Contractor's

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expense, said equipment with the same or comparable medical equipment and working order.

(b) Contractor shall provide all medically necessary equipment, small tools, instruments, and supplies, including but not limited to, medicines, drugs, dressings, instruments, gloves, and medical/dental personnel wearing apparel. Contractor shall provide for disposal of contaminated waste in accordance with California regulations.

(c) Contractor shall maintain all medical and office equipment regardless of ownership, that is used for the performance of this Contract.

Hours and Personnel

Section 2.06.

(a) Contractor shall maintain adequate health personnel to provide services required herein. Contractor shall maintain the staffing pattern, hours, and availability described in Exhibit "A" as the minimum staffing level. The hours and availability as set forth in Exhibit "A" may be modified by written mutual consent.

(b) Contractor's employees performing professional medical services shall be duly licensed in the State of California, except for medical residents and interns following a course of study, authorized for training by the Contractor. The employees shall practice medicine in accordance with accepted medical standards in the community.

(c) Contractor shall have a Medical Director who will be responsible to assure the quality of health care provided and who will also supervise the practice of nurse practitioners, registered nurses, or other ancillary personnel, should such personnel be utilized.

(d) Contractor shall hire and maintain a registered nurse who will be the on-site Program Administrator and will be designated as the liaison person between Contractor and County. The Program Administrator shall be responsible for the investigation of all complaints that relate to Contractor's operations. These investigations shall be summarized in writing and will include Contractor's findings, position and corrective plan, as applicable.

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(e) Copies of licenses and/or records of certification for all medical personnel are to be furnished to the Medical Director who must at all times have them available for examination. Copies of these shall be maintained on-site in the medical unit.

(f) Contractor shall be responsible for time and attendance accountability.

(g) County's Sheriff reserves the right to perform background or security checks of Contractor's employees as a condition of granting them access to the County detention facilities. The Sheriff has the sole discretion to determine security acceptability of all Contractor personnel at any time during the contract period, and personnel found to be unacceptable security risk shall not be given access to facilities. No new employee shall be brought to a facility without the prior approval of the Sheriff.

(h) The Contractor shall comply with all provisions of federal, state, and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, handicap, or national origin or other prohibited basis.

(i) Contractor will be responsible for medical costs for only those inmates and detainees who have been medically cleared, booked, and physically placed in the facilities. Contractor will not be responsible for pre-booking medical costs or medical costs for inmates booked outside of the facilities.

Records and Reports

Section 2.07.

(a) Existing medical records and medical records prepared by the Contractor shall be the property of the County. Contractor shall be the custodian of said medical records and adhere to confidentiality of records as per Exhibit "A". During the term of this agreement, the County of Colusa shall have access to inmate medical records. Such access to be provided as needed to the County Counsel or to any person designated in writing by the County Counsel.

(b) Contractor shall have access to these records after the termination of this contract for the purpose of preparing for litigation or anticipated litigation in connection with services provided under this agreement. Medical records, as stated in this section, shall also include psychiatric or mental health records.

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Administrative Requirements

Section 2.08.

(a) Contractor shall design, prepare, and implement all policies, procedures, and protocols necessary to perform all required services under this agreement.

(b) Contractor shall comply with all County departmental procedures as applicable to detention facilities and as determined by County. This shall include, but not necessarily be limited to, such items as inmate security, health policies set by the Health Officer, and mental health policies relating to the transfer of inmates.

(c) Contractor shall ensure that the health care status, both physical and mental, of committed persons admitted to outside facilities, is reviewed to ensure that the duration and cost of this stay is no longer or more intensive than medically necessary.

(d) Contractor shall ensure that its staff document all health care encounters in the inmate's medical record, legibly, in a problem oriented format, including diagnosis and treatment plan.

(e) Contractor shall cooperate with County in any effort to receive funding from outside funding sources, including but not limited to, the implementation of the inmate co-pay program.

(f) Contractor shall make all referral arrangements for treatment of covered individuals whose problem(s) extend beyond the scope of services provided on-site.

(g) Contractor's responsibility for medical/surgical inpatient care in outside facilities shall be limited to Fifteen Thousand Dollars ($15,000) per medical surgical inpatient episode. Contractor will not be responsible for psychiatric hospitalizations.

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(h) Contractor shall supply appropriate medical personnel to attend any court proceeding as requested by County, involving any inmate person whose medical history, condition, problem or status is at issue.

(i) Contractor shall cooperate fully in aiding County to investigate, adjust, settle or defend any claim, action, or proceeding brought in connection with the operation of the County facilities health programs with which contractor may be connected.

(j) Contractor shall secure and maintain continuously, all necessary licenses and certifications necessary for performance under this agreement.

ARTICLE III.
COMPENSATION

Flat Rate

Section 3.01. In consideration for the services to be performed by Contractor, County agrees to pay Contractor the sum of $394,140 for services to the inmate population for the period of July 1, 2011 to June 30, 2012 in twelve equal installments on or before the tenth day of each month.

Annual Price Adjustments

Section 3.02. The base price of in section 3.01 and the per diem rate in section 3.03 will be adjusted annually on the anniversary date of the agreement based on the following percentage:

The percentage increase or decrease which shall be defined of the Urban Wage Earnrs and Clerical Workers Medical Care Index for San Francisdco/Oakland/San Jose Region for the period of February to February of each year.

Population Adjustment/Rebate

Section 3.03. County shall make an adjustment to the flat rate, if the average daily inmate population exceeds 75 on a quarterly average. The amount of the adjustment shall be $1.81 per day. The payment for any such adjustments will be made on a quarterly basis. Contractor shall rebate $1.81 to the County per inmate for a quarterly average inmate population of less than 55 with a maximum adjustment of 10 inmates per quarter.

Third Party Payments

Section 3.04.

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(a) With respect to inmates who are provided off-site medical services and who have medical insurance, Contractor will notify the provider of the off-site medical services that inmate medical insurance is available.

(b) Contractor will assist the County in identifying inmates who are required to participate in co-pay for on-site services.

Adjustment to Price

Section 3.05. Changes in contractual provisions or services to be furnished under the contract may be only in writing and must be approved by the Colusa County Board of Supervisors and Contractor. Should a decision be made to increase or decrease the scope of the contract, the County and the Contractor will mutually agree to an adjusted contract price. Any adjustment to price shall become an amendment to this Agreement.

Section 3.06. Any modification in Exhibit "A" which does not affect cost must be requested in writing and approved by the Sheriff.

ARTICLE IV.
COMPLIANCE WITH MINIMUM JAIL STANDARDS

Section 4.01. Contractor will comply with all applicable laws regulating to medical services in local detention facilities in the State of California.

ARTICLE V.
RESEARCH

Section 5.01. No research projects involving inmates or detainees, other than projects limited to the use of information from records compiled in the ordinary delivery of patient care activities, shall be conducted without the prior written consent of the Sheriff, or his designee. The conditions under which research shall be conducted shall be agreed to by the Contractor and the Sheriff, or his designee and shall be governed by written guidelines. In every case, the written informed consent of each inmate or detainee who is a subject of a research project shall be obtained prior to the inmate's participation as a subject.

ARTICLE VI.
INDEMNIFICATION

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Section 6.01. Contractor agrees to indemnify, defend and save harmless, County, its agents, officers, and employees from and against all liability, expense, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury or property damage arising from or connected with Contractor's operations or its services hereunder, including any workers' compensation suits, liability or expense, arising from or connected with services performed by Contractor or its agents and employees pursuant to this agreement.

County agrees to indemnify, defend and save harmless, Contractor, its agents, officers and employees from and against all liability, expense, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury or property damage arising from or connected with County's operations or its services hereunder, including any compensation suits, liability or expense, arising from or connected with services performed by County or its agents and employees pursuant to this agreement.

ARTICLE VII.
INSURANCE

Section 7.01. The Contractor shall be responsible for maintaining, during the life of the contract, insurance that complies with the following minimum requirements.

1. Workers' Compensation and Employer's liability: Worker's Compensation limits in accordance with Section 3700 of the Labor Code of the State of California and Employer's liability limits of $1,000,000 per accident.

2. Comprehensive General Liability: $1,000,000 limit per single occurrence with $2,000,000 aggregate limit annually for bodily injury, personal injury and property damage.

3. Automobile Liability: $1,000,000 limit per single occurrence with $2,000,000 aggregate limit annually for bodily injury and property damage.

4. Professional Liability: Professional Liability insurance covering all medical professional staff $2,000,000 limited per occurrence and $5,000,000 in aggregate annually.

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The Contractor's insurance must act as primary coverage, not excess or contributing coverage, with regard to the subject contract.

The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt request, has been given to the County of Colusa.

General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

(a) The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of the protection afforded to the County, its officers, officials, employees, or volunteers.

(b) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.

Verification of Coverage

Contractor shall furnish the County of Colusa with certificates of insurance and with original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

ARTICLE VIII.
METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENT

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Section 8.01. All notices, bills and payments shall be made in writing and may be given by personal deliver, or by mail. Notices, bills and payments sent by mail should be addressed as follows:

COUNTY:	Colusa County Sheriff's Department 927 Bridge Street Colusa, CA 95932
CONTRACTOR:	California Forensic Medical Group, Inc. 300 Foam Street, Suite B Monterey, CA 93940

and, when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

Section 8.02. All notices and other correspondence shall be mailed to the Sheriff. These County officials may elect a designee to act on their behalf, but absent a written designation, such notices and correspondence shall be mailed to:

Colusa County Sheriff's Department
927 Bridge Street
Colusa, CA 95932

ARTICLE IX.
MERGER

Section 9.01. This writing is intended both as the final expression of the Contract between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Contract, pursuant to California Code of Civil Procedure, Section 1856. No modification of this Contract shall be effective unless and until such modification is evidenced by a writing signed by both parties.

ARTICLE X.
TERMINATION

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Section 10.01. The County may terminate the Contract resulting from this request at any time the Contractor is in default. The County shall give the Contractor notice of such termination with stated reasons for the termination. If, after such notice, Contractor fails to remedy the conditions contained in the notice within 5 days, the County shall issue the Contractor an order to stop work immediately and to vacate the premises. Either party may terminate the Contract without cause upon giving 120 days written notice.

ARTICLE XI.
FAILURE TO PERFORM

Section 11.01. The services rendered under this Contract will be critical to the mandated responsibilities of the Sheriff. Therefore, the Contractor will reimburse the County all expenses incurred by the County in providing services which are the Contractor's responsibility.

ARTICLE XII.
NO WAVER OF BREACH

Section 12.01. The waiver by County of any breach of any term or promise contained in this Contract shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Contract.

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COUNTY OF COLUSA

By: _____
Chairman of the Board of Supervisors

Dated: 4/26/11, 2011.

CALIFORNIA FORENSIC MEDICAL GROUP, INC.

By: _____

Dan Hustad
Print or type name

Dated: 7-18-11, 2011.

ATTEST:

By: _____
County Clerk and Clerk of the Board of Supervisors

APPROVED AS TO FORM:

By: _____
County Counsel

By: _____
Sheriff

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ON-SITE SERVICES AND OFF-SITE SERVICES

A

RECEIVING SCREENING

Medical Screening will be performed by trained correctional staff on all inmates, including transferees, immediately upon arrival at the Colusa County Correctional Facility. Screening shall include:

- ~ Visual observation and inquiry for medical and mental health problems and developmental disabilities
- ~ Inquiry regarding current illnesses or medications, communicable diseases, drug or alcohol abuse, seizure disorders, suicidal ideation, gynecological problems, possibility of current pregnancy, recent history of childbirth, miscarriage or abortion

Observation of:

- ~ Behavior - consciousness, mental status, appearance, conduct, tremors and sweating
- ~ Body deformities and ease of movement. Presence of medical prosthesis
- ~ Condition of skin - trauma markings, bruises, lesions, jaundice, rashes and infestations, needle marks or other indications of drug use
- ~ Slowness of speech or lack of comprehension of questions suggestive of developmental disabilities

Disposition:

- ~ Referral to appropriate health care staff, for follow-up and treatment.
- ~ Emergency room for evaluation and treatment for those conditions that are beyond the capability of on-site health services staff
- ~ Recommendations for housing (ie, general population, isolation, or special observation)

All findings will be recorded on the Intake Health Screening form. The individual conducting the screening will document all answers noting; Yes, No, Refuses to Answer, or Unable to Answer, to all questions on the form. A copy of the Intake Health Screening form will be included in the inmate's medical record.

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B DAILY TRIAGING OF COMPLAINTS

Inmates written health complaints and requests will be collected and triaged five days per week by qualified health services staff. Urgent requests will be seen by the on-site medical provider or nursing staff. During the times that medical staff are not on-site, correctional staff will solicit sick call requests and determine, based on the nature of the complaint and pre-determined written guidelines, whether the on-call health care staff is contacted, or the inmate is sent to emergency room, or scheduled for next sick call. Emergency requests will be seen immediately and transported as required. All sick call requests will have the following notations; date and time reviewed, signature of the health services staff, and disposition. (ie, scheduled for sick call, referred to mental health provider, transferred to off-site treatment facility.) All sick call requests will be filed in the inmates medical record.

The medical director will oversee the triage system utilized in the Colusa County Correctional Facility. CFMG has specific triage guidelines to assist nursing staff in responding to a variety of medical complaints. (ie, dental pain, alcohol withdrawal, pregnancy, diabetes, seizures.) To assure that staff are adequately trained to perform these tasks, CFMG provides a comprehensive orientation program. All nurses will be required to attend a regional certified physical assessment course designed for correctional nurses. These regional programs are sponsored by CFMG.

C HEALTH INVENTORY AND COMMUNICABLE DISEASE SCREENING

A complete gender specific health inventory and communicable disease screening will be completed on all inmates within 14 days of arrival at the facility. Communicable disease screening shall include at a minimum, screening for tuberculosis and other diseases in accordance to the findings of the health inventory. The completed history form and the intake health screening form will be reviewed with the inmate by a qualified health services professional.

Positive findings shall be recorded on the problem list. A follow-up plan of action will be developed and documented in the health record. Positive findings and conditions requiring further evaluation and/or treatment will be referred to the appropriate medical provider.

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D HEALTH CARE MAINTENANCE

A complete physical examination will be performed on all inmates by qualified health care personnel within six months from the date of incarceration.

E SICK CALL

Routine sick call will be conducted by a physician and/or qualified health care personnel (physician assistant/family nurse practitioner or RN operating under Standardized Procedures) at the Colusa County Correctional Facility five days a week (Monday - Friday). Health services staff will make every effort to conduct sick call in housing areas to minimize inmate movement.

Procedures for inmate access to medical care will be posted in booking areas in English and Spanish. These notices will also be posted in all inmate housing areas. In addition, verbal advisement of the sick call procedure will be given at the time of booking.

All sick call encounters will be documented in the inmate medical records to include date and time seen, assessment of the medical provider utilizing the SOAP format, treatment plan, advisement for follow-up, and signature of the treating provider.

F MEDICAL/SURGICAL INPATIENT CARE, EMERGENCY ROOM OR INMATES REQUIRING ACUTE HOSPITAL SERVICES

Inmates requiring acute hospital services such as critical and intensive care/monitoring and general surgery will be referred to Colusa Regional Medical Center. CFMG will assume all health related costs, subject to $15,000 per episode catastrophic limit, for inmates (excluding security) from the time of booking, medical clearance, and physical placement of an inmate into the jail facility. Escapees and inmates transferred to other custodial jurisdictions will not be CFMG's responsibility. No referrals will be made to any facility without the approval of the physician or on-call medical personnel (with the exception of life-threatening emergencies). The medical director will be responsible for liaison with hospital medical staff to transfer inmates back to custody as soon as it is medically feasible. All hospitals will be reimbursed based upon P.C. 4011.10 rates.

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G SPECIALTY SERVICES

Procedures and Overview:

CFMG will utilize specialists as medically indicated when such services cannot be provided on-site. Based on our experience, qualified and diligent medical staff on-site can significantly reduce the number of referrals to specialty clinics. The most utilized specialty clinics are obstetrics and orthopedic. All referrals to specialists and off site clinics will be approved by the medical director.

H EMERGENCY SERVICES

All health services staff shall be familiar with the common medical emergencies that may occur in the Colusa County Correctional Facility, and know the appropriate first aid procedures necessary to treat them. In addition, the names, addresses and telephone numbers of on-call medical personnel, ambulance company and local hospitals will be readily available. If a medical emergency is reported, the on-site health services staff will respond immediately with the appropriate equipment to assess the patient's condition and determine the course of treatment. If, in the opinion of health service staff, the patient requires treatment that is beyond on-site capabilities, he/she will notify the watch commander to request and specify mode of transportation (ie, ambulance or patrol car). Colusa Regional Medical Center will be utilized.

Medical professional staff will be on-call, 24 hours per day, seven days per week, to respond to medical and custody staff for routine or emergency situations as they arise.

I ANCILLARY SERVICES

CFMG will provide laboratory, x-ray and other required ancillary services. Laboratory services are currently provided through a statewide contract laboratory. All specimens will be collected and handled by on-site health services staff in accordance with accepted laboratory standards and transported to the laboratory for processing.

Grossly abnormal test results will be communicated to the health services staff immediately. All other results will be forwarded to the health services staff on a daily basis or as soon as possible.

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Routine x-ray services will be provided on-site through a contract with a national x-ray company and EKG machines will be available on-site. Specialized studies such as MRI, CAT scans, EEG and ultrasound will be provided through Colusa Regional Medical Center. For both specialty and ancillary off-site services, the RN will coordinate with the facility commander or designee to ensure efficient scheduling. Every attempt will be made to ensure that transportation and security costs are kept to a minimum.

J DENTAL CARE

Dental screening will be performed as part of the routine health assessment. Dental care will be provided to inmates under the direction of a licensed dentist. Treatment provided is based on the inmate's needs, length of stay and priorities listed below:

- ~ Relief of pain and treatment of acute infections. This would include hemorrhage, toothaches, broken, loose, or knocked out teeth, abscesses, and dry sockets after extractions.
- ~ Extraction of unsalvageable teeth.
- ~ Repair of injured or carious teeth.
- ~ Removal of irritation conditions that may lead to malignancies (if incarceration is prolonged).

Although treatment is not limited to simple extractions, elective restorative work that can reasonably be deferred without serious detriment to the patient should be considered the inmate's responsibility. Such work may, with custody's approval, be done during the period of incarceration at the inmate's expense. Otherwise, appropriate referral information should be supplied upon release. A record of dental treatment will be maintained in each patient's medical record. Inmate requiring emergency dental services will be transported to the Butte County Jail. Services will be provided by a CFMG dentist.

K MEDICAL RECORDS

The medical director and program manager will be responsible for the maintenance of individual health records. All medical records will be maintained in compliance with

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California State regulations and consistent with community standards of practice. The "Problem Oriented Medical Record" format is utilized throughout our system.
The health record will contain the following information:

- ~ Identifying information (e.g. inmate name, alias, ID #, date of birth)
- ~ Completed Receiving Screening form
- ~ Medical Evaluation Report
- ~ All findings, diagnosis treatments and dispositions
- ~ Problem list
- ~ Medication Administration Record
- ~ Laboratory, x-ray and diagnostic studies
- ~ Signed Informed Consent
- ~ Refusal forms
- ~ Place, date and time of all health encounters
- ~ Dental consultations/treatments
- ~ Psychiatric evaluations and treatments
- ~ Hospital Discharge Summaries
- ~ Transfer forms
- ~ Individual treatment plans as required
- ~ Allergy alert

Maintenance of Records

All health services staff will be responsible for maintaining current, accurate, and legible medical records.

Medical records shall be maintained in secure locked storage cabinets within the medical section. Access to medical records shall be limited to licensed health services staff and medical records personnel.

All examinations, treatments and procedures are governed by informed consent in the language spoken by the inmate. Any competent inmate may refuse medical care. Consent and Refusal forms will be completed as necessary and enclosed in the medical record.

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The health authority or his/her designee will share information with the facility manager as necessary to deliver medical treatment and to preserve the health and safety of inmates and staff in accordance with state regulations.

The physician-patient confidentiality privilege will apply to all medical records. All requests for medical information will require written consent of the inmate or subpoena. Alcohol and drug abuse information is confidential under federal regulations and may only be disclosed by specific written consent of the inmate.

CFMG will utilize the standardized "Inter-Facility Transfer of Medical Information" form to provide for continuity of care for those inmates being transferred to another correctional institution.

Existing medical records and medical records prepared by CFMG shall be the property of Colusa County and maintained by CFMG throughout the course of the contract. CFMG will not destroy medical records.

L **PHARMACEUTICALS AND MEDICAL SUPPLIES**

The FNP/RN will be responsible for purchasing of all supplies through purchasing agreements developed by our corporate staff. We have established formularies for pharmaceuticals and medical supplies which will be utilized. Pharmaceuticals will need to be ordered on an individual prescription basis. Psychiatric pharmaceuticals will be ordered under a separate account and paid for by Colusa County.

To assure safe, accurate methods of administering medication, CFMG will adhere to all state and federal laws and regulations regarding prescribing, dispensing and administration.

ANB Pharmacy will perform annual reviews of our on-site storage, inventory, monitoring of controlled substances, and review of ordering practices.

Administration of Medication

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Correctional staff will continue to administer medications as is currently the practice. Specific concerns unique to this setting, i.e., palming and cheeking of medication, hoarding medications for favors, or potential suicide attempts will also be discussed.

M CLINIC SPACE/EQUIPMENT

Adequate space, equipment, supplies, materials, and publications as determined by the health authority will be provided for the delivery of health care. CFMG will purchase all medical equipment and supplies required for Colusa County Facilities. As previously mentioned, CFMG has statewide contracts with pharmaceutical and supply vendors that service our sites. CFMG will safeguard all existing county owned equipment and replace as needed.

N MENTAL HEALTH SERVICES

Outpatient mental health services shall include screening, evaluation, diagnosis, treatment and referral services and will be available to all inmates in the Colusa County Jail. All mental health outpatient services shall be provided by qualified health services staff assigned through Colusa County Behavioral Health. Inmates requiring services beyond the on-site capability at the Colusa County Jail shall be referred to appropriate off-site providers as directed by mental health staff.

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All new inmates shall be observed and queried for signs or presence and history of mental illness, including suicidal behavior/ideations, and use of medication for psychiatric treatment as part of the intake health screening. Any inmate exhibiting or testifying to presence or history of mental illness will be seen initially by the RN who will make an assessment of the inmate's condition and refer to the mental health provider as required. CFMG health services staff will administer psychotropic medications as prescribed by the psychiatrist.

A Psychiatrist will be on-site once every other week at the Colusa County Jail. Colusa County will provide Mental Health On-call services 24 hours per day, 7 days per week. Inmates requiring special housing and/or observation for psychiatric reasons will be housed pursuant to consultation with the facility manager or watch commander and the responsible on-duty medical/mental health staff.

Crisis intervention and management of acute psychiatric episodes shall be handled initially by the R.N. In the event that the R.N. feels that an inmate meets criteria for Section 5150 of the W & I Code, they will follow county procedures for admission to the appropriate psychiatric inpatient setting. Inpatient psychiatric care will not be the financial responsibility of CFMG, Inc. Lab, pharmaceuticals, and diagnostic tests ordered by the psychiatrist will not be the financial responsibility of CFMG.

O DRUG AND ALCOHOL SERVICES

Inmates booked into the Colusa County Jail who are intoxicated shall be placed in detoxification cells and monitored by medical and custody staff in accordance with established written policies and procedures approved by the medical director and facility commander. Inmates will be evaluated on an individual basis by medical staff to determine the need for medically supported detoxification during incarceration.

The clinical management of chemically dependent inmates shall include diagnosis of chemical dependency by a physician or qualified health services staff. An individualized treatment plan will be developed and implemented, and a referral for community resources will be given upon release when appropriate.

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Inmates exhibiting signs of drug or alcohol withdrawal will be evaluated by health services staff. During the time health services staff are not on-site, and correctional staff suspect an inmate is experiencing withdrawal symptoms, they should transport the inmate to Colusa Regional Medical Center for medical clearance.

- Inmates identified by self or deputies as substance abusers shall be evaluated by health services staff to determine medical status.
- Evaluation, treatment, and referral shall be carried out in accordance with direct physician orders, or approved CFMG Protocols/Standardized Procedures.
- Opiate dependent pregnant inmates shall be evaluated by health services staff upon admission to the facility. Evaluation, treatment, and referral shall be in accordance with direct physician orders.
- Inmates who are unresponsive and/or whose condition is deemed by on-duty health services staff as unsuitable for housing in the jail shall be transported to Colusa Regional Medical Center for treatment.
- Inmates who have been treated for chemical dependency during their incarceration shall be counseled and referred to community resources upon release from the facility.

P MISCELLANEOUS SERVICES, OTHER TITLE 15, AND CMA REQUIREMENTS

Pregnant and Lactating Inmates

Comprehensive counseling and assistance are provided to pregnant inmates in keeping with their expressed desires in planning for their unborn children, whether desiring abortion, adoption service, or to keep the child.

All females shall be queried whether pregnant, recent delivery, miscarriage, or abortion as part of intake health screening completed upon admission to the facility. When pregnancy is determined, the patient will be scheduled for routine obstetric care with an off-site specialist. Prenatal and postnatal care shall be provided in accordance with the treatment plan established by off-site OB/GYN specialist. Opiate dependent pregnant inmates will be treated by direct orders of the responsible MD.

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Pregnant and lactating inmates will be given educational information and counseling regarding levels of activity, safety precautions and nutrition. Inmates desiring termination of pregnancy or adoption services shall be scheduled for counseling.

Medical Diets

Dietary services in the Colusa County Jail adhere to the standards outlined in Title 15, Section 1240-1249 of the California Administrative Code. The facility manager will arrange for an annual dietician review of the Dietary Manual.

In general, sufficient variety is offered so that individuals with specific dietary restrictions can meet their nutritional needs in an appropriate fashion. Simple instructions from the health services staff on how to properly select from the menu is offered. CFMG will coordinate for the provision of special diets with the County's food service coordinator.

Food Service Workers

Inmates assigned to work in food service areas shall receive a kitchen clearance examination prior to beginning work in the kitchen area. Included in this clearance will be TB screening. The food service director shall be responsible for monitoring the health and cleanliness of all inmate food handlers.

Communicable Disease

Communicable disease screening, continuing medical surveillance, case management and reporting are done pursuant to written procedures and guidelines. These procedures and guidelines are established and approved by the medical director, program manager, and the facility manager in accordance with state and local regulations and accepted community standards and practice. Universal precautions shall be practiced by all staff in the jail.

Inmates will be screened for communicable diseases during the Reviewing Screening process, Health Inventory & Communicable Disease Screening and sick call. Inmates identified as having or suspected of having a communicable disease will be treated in accordance to written standardized procedures, or by the direct order of the physician. TB testing will be performed as part of the Health Inventory & Communicable Disease Screening performed within 14 days of incarceration.

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

CFMG will notify the Public Health Department of communicable diseases within the Colusa County Jail.

Treatment/Case Management

- Treatment and case management of inmates identified as having or suspected of having a communicable disease will be individualized in accordance with direct medical provider orders, written protocols, and standardized procedures and/or guidelines approved by the Medical Director.
- Infection Control Guidelines for Colusa County Jail.
- Exposure to Pathogenic Organism by CFMG staff
- Infection Control: Potential Exposure
- AIDS and Hepatitis B Isolation Guidelines

Reporting Custody - Health services staff will report incidence of communicable disease exposure to the officer in charge of the facility in accordance to CFMG "Communicable Disease Reporting Requirements" procedure.

Public Health Reporting - Health services staff shall report reportable communicable diseases to the Colusa County Public Health Department utilizing the *Confidential Morbidity Report Card*. Minimal information to be reported is: name, address, telephone number, occupation, diagnosis, sex, date of onset and diagnosis, and name and telephone number of the reporting physician. The inmate will be informed that the communicable disease will be reported to Colusa County Public Health and that he/she may be contacted for follow-up by a Colusa County Public Health Nurse.

Control and Treatment of Ectoparasites

Ectoparasitic infestation will be treated on an individual basis promptly and thoroughly to prevent the spread of communicable conditions within the facility. An inmate, complaining or suspected of being infested, will be examined by on duty health services staff. When lice or nits are found, the medical personnel will be responsible for overseeing the treatment.

Individuals suspected of having scabies will be isolated and placed on priority list for next sick call.

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

Preventative Care/Inmate Education

Medical preventative maintenance, screening and education will be provided to inmates at the Colusa County Jail. Health education materials are provided to all inmates upon request.

In addition, individual patient education is provided on a regular ongoing basis during patient/staff encounters. Topics included, but not limited to are:

- ~ Sexually transmitted diseases
- ~ HIV/AIDS counseling
- ~ General health issues (alcohol, drug abuse education, prenatal care, diet and nutrition)
- ~ Tuberculosis

Inmates in Isolation/Administrative Isolation

To prevent depression, suicidal behavior and/or a digression of physical well being, inmates placed out of the general population in isolated cells for any reason shall be evaluated by health services staff three times per week to assess their physical and mental status. Evaluation will include notation of any bruises or self inflected injuries and comments on the inmate's general attitude and outlook. A notation will be placed in each inmate's chart after observation, to include date, time, findings, and name of evaluator.

Restraints

Inmates shall be placed in restraints by custody only with the approval of the facility manager or the watch commander.

Restraint devices shall only be used on inmates who display any of the following:

- ~ Bizarre behavior resulting in the destruction of cell furnishings;
- ~ Intent to harm themselves;
- ~ Intent to harm others; and/or,
- ~ Gravely disabled.

Continued retention shall be reviewed by the facility commander or watch commander at a minimum of every two hours.

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

A medical opinion on placement and retention shall be secured as soon as possible but no later than 4 hours from the time of placement. Medical clearance for continued retention shall occur at least every six hours thereafter. A mental health consultation shall be secured within 8 hours.

Emergency First Aid/Staff and Visitors

CFMG will provide emergency first aid services to county staff and visitors within the confines of the Colusa County Jail. Health services staff will stabilize and arrange for transfer to an appropriate off-site facility.

First Aid Kits

First Aid Kits will be approved by the medical director or designee for content, location and inspection.

Continuity of Care

Patients will receive continuity of care from admission to discharge while in the Colusa County Jail, including referral to community care when indicated.

Health providers will obtain information regarding previous care when undertaking the care of a new patient. When the care of the patient is transferred, appropriate health information is shared with the providers in accordance with consent requirements.

A *Transfer of Medical Information* form will be completed and accompany inmates being transferred to another detention institution. Limited amounts of essential medications taken while in jail may be given to the inmate upon discharge by order of the physician.

Standardized Procedures

Standardized procedures have been developed through the collaborative efforts of nursing, medicine and administration. Nursing staff must be properly trained and approved by the responsible physician prior to utilizing standardized procedures. Only RN's will be authorized to operate under standardized procedures. These procedures will be reviewed at least once annually.

Direct Orders

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

Treatment by qualified health trained personnel other than a physician or dentist is performed pursuant to direct orders written and signed by personnel authorized by law to give such orders.

All orders shall be recorded in the medical record. Verbal orders shall be documented as such in the medical record and countersigned by the responsible physician.

Special Needs/Individual Treatment Plans

A written individualized treatment plan shall be developed by qualified health services staff for inmates requiring close medical supervision, including chronic and convalescent care to include directions to health services and other staff regarding their roles in the care and supervision of these inmates.

Treatment plans shall include housing, dietary, medication, observation and monitoring, and follow-up referral as appropriate.

The facility manager or his designee shall be included in the development of treatment plans which include custody (e.g. housing, observation, transportation).

Prosthesis

Medical prosthesis and eyeglasses are provided when the health of the inmate would otherwise be adversely affected as determined by the responsible physician. All medical prosthesis will be cleared by custody staff.

Access to Health Care Services

Information regarding access to health care services shall be communicated verbally and in writing to inmates upon their arrival at the Colusa County Jail. Provision shall be made to communicate this information to non-English speaking inmates. Verbal explanations of the sick call procedure shall be communicated to all detainees at the time of booking.

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

CALIFORNIA FORENSIC MEDICAL GROUP, INC.

COST PROPOSAL FOR JAIL INMATE MEDICAL SERVICES TO THE COLUSA COUNTY ADULT FACILITY

8.2.2 Price Proposal Elements

CFMG has been the provider of medical services for Colusa County since 2000. Our price proposal for comprehensive services for the period of July 1, 2011 to June 30, 2012 is $394,140. The price proposal is based on the following assumptions:

1) Staffing pattern as presented in proposal.
2) Average inmate population of 65 inmates
3) Responsible for inmates after they are medically cleared, physically placed and booked into the adult facility.
4) Catastrophic limit of $15,000 per medical surgical inpatient episode.
5) Per Diem charge of 1.81 per inmate for an quarterly average inmate population in excess of 75. Per Diem rebate of $1.81 for quarterly average inmate population of less than 55 with a maximum adjustment of 10 inmates per quarter.
6) Monthly price and Per Diem adjustment on July 1 of each year based on the consumer price index percentage increase or decrease which shall be defined as the United States City Average for Urban Wage Earners and Clerical Workers Medical Care Index for the San Francisco/Oakland/San Jose Region for the period of February to February of each year.
7) No responsibility for off-site or on-site mental health costs.
8) No requirement to apply for or achieve IMQ accredidation.
9) Liability for HIV medications will be limited to $5,000 aggregate annually.
10) Provision of our current insurance program.

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

EXHIBIT "C"

COLUSA COUNTY STAFFING PATTERN

POSITION	S	M	T	W	T	F	S	HRS	FTE	FAC
Charge RN/FNP		8-4	8-4	8-4	8-4	8-4		40	1.0	Jail
Medical Director Physician	Once per week							2-4	.05-0.1	Jail
Medical On-Call	24 hours a day, seven days a week									Jail

Attachment: C11-169 California Forensic Medical Group (10727 : Approve 14th Modification with California Forensic Medical Group)

Group

6-28-11

Sheriff/Jail

For: Inmate Health
Care Services

COUNTY OF COLUSA, CA

2.16

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Ricky Luigard

SUBJECT: Approve 3rd Modification of Lease with Secure Holdings LLC/Nghi Pham for the Youth Center and Forensic Program office space, effective October 1, 2025.

Approve 3rd Modification of Lease with **Secure Holdings LLC/Nghi Pham** for the Youth Center and Forensic Program office space, effective October 1, 2025.

Detailed Description/Background of request

On September 28, 2021, the parties executed a 3-year Lease C21-180 with John Litchy for the space at 320 5th St., Suite B & C for office space for the Behavioral Health Youth Center and Forensic Program.

On January 18, 2022, the parties executed a Lease modification to correct the address to reflect 304 5th St., 310 5th St., and 320 5th St., Suite C.

On April 12, 2022, the lease property was sold by the Lessor John Lichty to Secure Holdings LLC / Nghi Pham. The Lessor was updated to reflect the new owner of the property.

Behavioral Health now requests to extend the term of the contract from September 30, 2025 to September 30, 2026 and to increase the lease payments from $4,636.35 to $4,682.72 effective October 1, 2025.

Prior Board Action

C21-180, C22-013 and C22-066

Fiscal Impact/Funding Source

276-53180-276-7271 and 277-53210-277-0 Budgeted
Not to exceed $56,192.64 for the 1-year extension.

Action for the Clerk

Please number contract, obtain signatures and send to:
Secure Holdings LLC / Nghi Pham
8359 Elk Grove Florin Rd
Ste 103 #351
Sacramento, CA 95829

ATTACHMENTS:

- 3rd Mod Extend term Secure Holdings LLC-Nghi Pham (DOCX)
- C22-066 2nd Mod. Secure Holdings, LLC_Nghi Pham (PDF)
- C22-013 John Lichty-1st Mod (PDF)
- C21-180 John Lichty (PDF)

Third Modification of C21-180 for Commercial Lease
320 5th Street, Ste. B and C, Colusa, CA

This Third Modification of Commercial Lease C21-180 is between Colusa County (County), a political subdivision of the State of California, and Secure Holdings, LLC/Nghi Pham (Lessor).

Background

On September 28, 2021, the parties executed a Commercial Lease (C21-180) for real property located at 320 5th Street, Ste. B and C, Colusa, CA

On January 18, 2022 the parties executed the 1st Modification (C22-013) by deleting the address 320 5th St, Ste. B and C and replacing it with 304 5th Street, and 310 5th Street, will be utilized for the Youth Center and 320 5th Street, Ste. C will be utilized for the Forensic Office.

On April 12, 2022 the parties executed the 2nd Modification (C22-066) changing the lessor from John Lichty to Secure Holdings LLC/Nghi Pham and update mailing address.

The parties now want to modify the Commercial Lease to extend the terms and update lease payment amounts.

Modification

The parties agree to modify the Contract effective September 30, 2025 as follows:

1. Section 3, is modified to extend the ending date to September 30, 2026.
2. Section 4, is modified to include the monthly payment for year 5 which is $4,682.72 per month for October 1, 2025 through September 30, 2026.

LESSEE
COUNTY OF COLUSA

_____Date:_____
Daurice Smith, Chair

APPROVED AS TO FORM

_____
Richard Stout, County Counsel

LESSOR
SECURE HOLDINGS LLC/ NGHI PHAM

_____Date:_____
Signature

_____
Printed Name and Title

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors.

_____

Attachment: 3rd Mod Extend term Secure Holdings LLC-Nghi Pham [Revision 1] (10666 : Approve 3rd Modification to Lease with Secure

Patricia Rodriguez, Deputy

Attachment: 3rd Mod Extend term Secure Holdings LLC-Nghi Pham [Revision 1] (10666 : Approve 3rd Modification to Lease with Secure

C22-066

Second Modification of C21-180 for Commercial Lease
320 5th Street, Ste. B and C, Colusa, CA

This Second Modification of Commercial Lease C21-180 is between Colusa County (County), a political subdivision of the State of California, and Secure Holdings, LLC/Nghi Pham (Lessor)

Background

On September 28, 2021, the parties executed a Commercial Lease (C21-180) for real property located at 320 5th Street, Ste. B and C, Colusa, CA

On January 18, 2022 the parties executed the 1st Modification (C22-013) by deleting the address 320 5th St, Ste. B and C and replacing it with 304 5th Street, and 310 5th Street, will be utilized for the Youth Center and 320 5th Street, Ste. C will be utilized for the Forensic Office.

The parties now want to modify the Commercial Lease to change the Landlord identification as contained in the contact.

Modification

The parties agree to modify the Contract effective April 12, 2022, as follows:

1. Section 1, is modified to all references to Lessor are modified to remove John Lichty and replace Mr. Lichty with Secure Holdings LLC/ Nghi Pham, 8359 Elk Grove Florin Rd. Ste. 103 #351, Sacramento, CA 95829

LESSEE
COUNTY OF COLUSA

Date: 4/12/22

J. Merced Corona, Chair

LESSOR
SECURE HOLDINGS LLC/ NGHI PHAM

Date: 4/19/2022

Signature

Nghi Pham

Printed Name and Title

APPROVED AS TO FORM

Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors.

Patricia Rodriguez, Deputy

Attachment: C22-066 2nd Mod. Secure Holdings, LLC_Nghi Pham (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi

C22-013

First Modification of Commercial Lease with John Lichty

This First Modification of Commercial Lease is between Colusa County (County), a political subdivision of the State of California, and John Lichty (hereinafter "Lessor").

Background

On September 28, 2021, the parties executed a Commercial Lease (C21-180) for real property located at 320 5th Street, Suites B and C, Colusa, CA.

The parties now want to modify the Contract to correct the addresses.

Modification

The parties agree to modify the Contract effective January 18, 2022, as follows:

1. The address 320 5th Street , Suites B and C are deleted in its entirety and replaced with the following addresses:

    - 304 5th Street, and 310 5th Street, will be utilized for the Youth Center and 320 5th Street, Suite C, will be utilized for the Forensic Office.

COUNTY OF COLUSA

Date: 1/18/22

Merced Corona, Board Chair

LESSOR:
JOHN LICHTY

Date: 1/12/22

Signature

APPROVED AS TO FORM

Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

Patricia Rodriguez, Deputy

Attachment: C22-013 John Lichty-1st Mod (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

COMMERCIAL LEASE

This Commercial Lease is entered into on October 1, 2021, between John Lichty (hereinafter "Lessor") and the County of Colusa through its Behavioral Health Department ("Lessee"), a political subdivision of the State of California. The real property leased herein is located at 320 5th Street, Suites B and C, Colusa, CA (hereinafter "the Property").

1. Parties to the Lease: The parties, addresses for notices, and contact telephone numbers are:

Lessor: John Lichty
4951 Auburn Folsom Road
Loomis, CA 95650
916-715-5055

Lessee: Colusa County Behavioral Health
Noel O'Neil
162 East Carson
Colusa, CA 95932
530-458-0502

2. Subject Property: The Property is described as follows:
A 4,650 square foot commercial space located in downtown Colusa will be divided into two primary areas. Approximately 1,550 square feet will be utilized for the Behavioral Health Forensic Center and approximately 3,100 square feet will be utilized by Behavioral Health and partners as a Youth Center. Each space will have a separate entrance and there will be no co-mingling of participants or staff between the two programs. .

3. Term: The initial term of this lease shall be:

Beginning Date: October 1, 2021
Ending Date: September 30, 2025

At the expiration of the initial term of the Lease, Lessee shall have the option to renew the lease for an additional 12 months under the same terms and conditions in this Lease as long as the Lessee is not in default of the Lease. Lessee shall give at least thirty (30) days written notice to Lessor of its intent to renew the lease.

4. Lease Payments: The initial lease payment shall be in the amount of $4,500 per month for year 1 (October 1, 2021 through September 30, 2022), $4,545 per month for year 2 (October 1, 2022 through September 30, 2023), $4,590.45 per month for year 3 (October 1, 2023 through September 30, 2024), $4,636.35 per month for year 4 (October 1, 2024 through September 30, 2025).

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

5. Permitted Uses: Lessee enters into this Lease with the intent to provide office space in support of recovery-based behavioral health services to the forensic population who are citizens of Colusa County and to Colusa County.

6. Prohibited Uses: Lessee shall not use any portion of the premises for purposes other than those specified herein, and no use shall be made or permitted to be made upon the premises, nor acts done, which will increase the existing rate of insurance upon the property, or cause cancellation of insurance policies covering said property.

7. No Assignment: Lessee shall not assign this lease without prior written consent of the Lessor, which shall not be unreasonably withheld. Any unapproved assignment of this lease shall be void and, at the option of the Lessor, may terminate this Lease.

8. Ordinances and Statutes: Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee. The commencement or pendency of any state or federal court abatement proceeding affecting the use of the premises shall, at the option of the Lessor, be deemed a breach of this Lease.

9. Maintenance, Repairs and Alterations: Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall at its own expense and at all times during the Lease term, maintain the grounds and parking lot in good and safe conditions. Lessor shall maintain and be responsible for the heating, air conditioning and building maintenance. Lessee shall be responsible for regular janitorial services.

Lessee shall keep the premises and all fixtures clean, sanitary, and in safe condition. If Lessee or any person on the premises or the Development with Lessee's consent cause or permits damage to the premises, Lessee shall be liable for the cost to repair the damage. Where Lessee, does not cause damage or disrepair, Lessor will repair and maintain the premises and fixtures in accordance with applicable state and local laws concerning the condition of premises and common areas.

Lessee shall not undertake any remodeling of or alterations to the premises, including painting and wallpapering, without receiving Lessor's written permission.

10. Inspection of Premises and Improvements: Lessor agrees to clean and repair all three bathrooms so when occupancy by the County begins, the bathrooms will be in sanitary order and the County will maintain the cleanliness and the owner will be responsible for repairs to plumbing and fixtures. The Lessor

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

shall remove the counter near 5th Street in the former bakery, remove the staircase on the external portion of the building, clean the parking lot asphalt located at the back of the building, and paint the interior of the former bakery area to the chosen color(s) of Lessee.

11. Post Occupancy Improvement(s) or Alteration(s): No improvement(s) or alteration(s) of the premises after occupancy under this Lease shall be made without the prior written consent of the Lessor. Prior to the commencement of any substantial repair, improvement or alteration(s). Lessee shall give Lessor no less than twenty (20) days written notice in order that Lessor may post appropriate notices to avoid liens.

12. Entry and Inspection: Upon reasonable notice, and in no event less than forty-eight (48) hours' notice, Lessor or Lessor's Agent may enter and inspect the premises for:

A. Making necessary or agreed-upon repairs;
B. Inspecting for compliance with the terms of the lease;
C. Showing the premises to prospective lenders, purchasers, residents, contractors, repair workers, or representatives from the Program;
D. Performing contracted pest control services; or
E. Conducting annual and any other inspections.

Lessor or Lessor's Agent may enter the premises without notice if necessary in an emergency such as fire or flooding.

13. Indemnification of Lessor: Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the leased premises, or any part thereof, or in common areas, unless the damage is the proximate result of the negligence, willful misconduct, or violation of the law by Lessor, and Lessee agrees to hold Lessor harmless from any claims for damages no matter how caused.

Lessee agrees to indemnify, defend and hold harmless Lessor for liability, costs (including reasonable attorney's fees), or claims for personal injuries or property damage caused by the negligent, willful, or intentional act(s) or omission(s) to act of Lessee or invitees of. Each party waives the right of subrogation against the other party. Lessee's personal property is not insured by Lessor.

Notwithstanding any contrary provision, Lessor warrants that the Premises complies with all accessibility requirements under the Americans with Disabilities Act, and any similar or related state law provisions. Lessor agrees to defend, indemnify, and hold harmless Lessee from and against any claims, actions, lawsuits, or damages arising from or related to a lack of accessibility under federal or state law, to the extent not caused by an unlawful modification of the Premises by Lessee.

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

14. Insurance: Lessor acknowledges that Lessee is self-insured. Lessee agrees that such insurance shall cover public liability and property damage with a minimum coverage amount of $1,000,000.00 for bodily injury and property damage. Lessee shall provide Lessor with confirmation of coverage showing Lessor as an additional insured. Lessee shall provide no less than ten (10) days written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by such coverage and policies of insurance owned by Lessor, Lessee and Lessor waive any and all rights of subrogation which might otherwise exist.

Lessee's Personal Property; Lessee shall be responsible for maintaining their own insurance upon its own personal property, inventory, equipment, leasehold improvements, and trade fixtures owned or claimed by it in an amount to be determined by Lessee. Lessor shall not be required or obligated to maintain any insurance against loss to Lessee's personal property by fire, theft, or other casualty.

15. Utilities: Lessee shall be responsible for all fees, deposits and payment of all utilities, including water, sewer, garbage, gas, electricity, and other services delivered to the property. Lessee will provide all furniture and appliances to include, stove and refrigerator.

16. Signs: Lessee shall not construct any projecting sign or awning without the prior written consent of Lessor which consent shall not be unreasonably withheld.

17. Abandonment of Premises: Lessee shall not vacate or abandon the premises at any time during the term hereof. If Lessee, nonetheless, abandons or vacates the premises or be dispossessed by process of law, any personal property of Lessee left upon the premises shall be deemed to be abandoned at the option of the Lessor.

18. Condemnation: If any part of the Property shall be taken or condemned for public use, and a part thereof remains which is susceptible of occupation hereunder, this lease shall as to the part taken, terminate as of the date the condemner acquires possession. Thereafter, Lessee shall be required to pay such proportion of the rent for the remaining term as determined by the square footage still in use. Alternatively, Lessor may terminate this Lease as of the date of condemnation. In the event the Property is condemned in whole, or that such portion is condemned that the remainder is not susceptible for use thereafter, this Lease shall terminate upon the date which condemner acquires possession. All sums payable on account of any condemnation shall belong to Lessor and Lessee shall not be entitled to any part thereof, provided however, that Lessee shall be entitled to retain any amount awarded for trade fixtures or moving expenses.

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

19. Trade fixtures: Any and all improvements made to the Property during the term of the Lease shall be long to the Lessor, except trade fixtures of Lessee. Lessee may, upon termination of the Lease, remove all trade fixtures, but shall repair or pay for all repairs necessary for damages to the Property caused by removal.

20. Destruction of Property: In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under governmental laws and regulations existing at the time repairs are necessary. Such partial destruction shall not terminate this Lease, however, Lessee shall be entitled to a proportionate reduction of monthly Lease payments while repairs are being made based upon the extent to which the making of repairs interferes with the business of Lessee on the Property.

In the event repairs cannot be completed with sixty (60) days, Lessor, at its option, may make the repairs or the Lease may be terminated at the option of either party. In the event that the Property is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate the Lease. A total destruction of the Property shall terminate this Lease.

21. Remedies of Owner of Default: In the event of breach of any term of this lease by the Lessee, Lessor may at its option, terminate the Lease and, if necessary, evict Lessee and recover from Lessee any or all of the following subject to mitigation of losses:

(a) unpaid monthly Lease payments through the time of termination or any other financial obligation under this lease after expiration of three-day pay or quit notice;
(b) four (4) or more payments within any 12-month period received after the tenth (10) day of the month;
(c) failure to reimburse Lessor within thirty (30) days or other reasonable time agreed upon by Lessee and Lessor for repairs required to maintain the premises;
(d) damage to the premises;
(e) unpaid monthly Lease payments which would have been earned after termination until the time of resolution of any disputes, less any amount which Lessee proves could have been reasonably avoided;
(f) the worth at the time of resolution of the amount by which the unpaid rent for the balance of the term after the time of resolution secedes the amount of such rental that Lessee proved could be reasonably avoided; and
(g) any other amount necessary to compensate Lessor for all detriment proximately caused by Lessee's failure to perform the obligations

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

under the Lease or which in the ordinary course of time would be likely to result therefrom.

(h) Lessee fails to fulfill any of the material obligations of this lease not listed above in a substantial way or habitually in a minor way.

Any notice of termination by Lessor or eviction shall contain a statement of the facts constituting the cause of the termination or eviction.

Alternatively, Lessor may continue the Lease in effect so long as Lessor does not terminate Lessee's right to possession and Lessor may enforce all rights and remedies under the Lease, including the right to recover rent as it becomes due. If a breach of the lease continues, Lessor may, at any time thereafter elect to terminate the Lease. Nothing contained herein shall be deemed to limit any other rights or remedies which Lessor may have.

22. Fees and Costs: In case suit should be brought for recovery of the premises, for any sum due hereunder, or breach of the Lease by either party, the prevailing party shall be entitled to all costs incurred, including but not limited to reasonable attorney fees, in addition to all other relief.

Lessee agrees to pay a reasonable attorney's fee as awarded by the Court, in the event court action is required to evict Lessee or to enforce any Terms and Conditions of the Lese by Lessor, including an action to recover the cost of repairing or cleaning the premises after Lessee, provided Lessee does not prevail in such court action.

23. Waiver: Lessor's failure to insist upon the strict performance of the terms, covenants, agreements, and conditions contained herein, or any of them, shall not constitute or be construed as a waiver or relinquishment of Lessor's right thereafter to enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

24. Notices: Any notice required by this Lease shall be given by mailing written notice, postage prepaid, to the Lessee or Lessor at the addresses provided in paragraph 1 hereinabove, or at such other places as may be designated by the parties from time to time.

25. Holding Over: Any holding over after the expiration of this Lease, with the consent of the Lessor, shall be construed as a month-to-month tenancy at a monthly rental amount commensurate with the Lease payments required under this agreement.

26. Time: Time is of the essence for all the provisions in this Lease.

27. Heirs, Assigns, Successors: This Lease is binding upon, and inures to the benefit of the heirs, assigns, and successors in interest to the parties hereto.

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

28. Surrender at End of Term: Lessee agrees to surrender the premises on September 30, 2025, unless the option to extend has been exercised or sooner termination occurs, in good condition. Lessee agrees to repair any damage to the Property before surrender, including patching and filling of holes in walls, and excepting therefrom reasonable and expected wear and tear. Lessee shall surrender the Property in as good condition as when occupied under this Lease.

29. Improvements: It is agreed that all improvements necessary to make the Property suitable to conduct the business of Lessee shall be the responsibility of Lessee, subject to the consent of Lessor.

30. Late Charges: When a payment is not received by the tenth day of the month, Lessee agrees to pay a late charge equal to ten percent (10%) of the monthly Lease payment in effect at the time of late payment, as a late charge. Acceptance of the payment of the late charge shall not constitute a waiver of Lessee's default with respect to the past due amount or Lessor's right and remedies under the law.

31. Entire Agreement: The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by all parties. Paragraph headings are for reading convenience only and shall be disregarded with construing this Lease.

32. Choice of Law: This Lease shall be governed by the laws of the State of California and the proper venue for any legal action concerning this agreement shall be in the Superior Court of California, County of Colusa.

33. Terminations and Eviction:

A. Lessee may terminate occupancy in the premises, if the Lessor violates one of the terms as stated in "Section 34, Lessor Obligations", by giving thirty (30) days' written notice to Lessor. If Lessee does not give the full thirty (30) days' notice, Lessee shall be liable for rent up to the end of the thirty (30) days for which notice was required or to the date the office is re-rented, whichever comes first. Lessee agrees to vacate the premises no later than the expiration date of such notice, remove all Lessee's personal property, and leave the premises clean and in good repair.

B. Notwithstanding any other provision in the lease, the Lease will automatically terminate, without penalty to Lessee, at the beginning of any Lessee fiscal year for which Lessee has not appropriated or budgeted adequate funds specifically for any payment or obligation under the Lease.

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

34. Lessor Obligations: Lessor agrees to:

A. Comply with the requirements of applicable federal, state, and local building and housing codes and regulations materially affecting health and safety.

B. Within a reasonable time, make or require necessary repairs to the premises to keep them in a habitable condition.

C. Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances supplied or required to be supplied by Lessor.

35. Lessee Obligations: Lessee Agrees to:

A. Comply with all obligations imposed upon Lessee by applicable provisions of state and local building codes materially affecting health and safety.

B. Keep the premises and such other areas as may be assigned for Lessee's exclusive use in a decent, clean, sanitary, and safe condition, and the inside of premises maintained according to acceptable housekeeping standards.

C. Dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner.

D. Use only in a reasonable manner, and in a manner conducive to conserving gas, water and electricity, all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances.

E. Promptly notify Lessor of the need for repairs to the premises and known unsafe conditions in the common areas and grounds of the project that may lead to damage or injury.

F. Refrain from, and cause Lessee to refrain from destroying, defacing, or removing any part of the premises or development, including placing contact paper, decals, or paint on the premises.

G. Pay for the repairs or damages to the premises, development building(s), facilities, or common areas that Lessee intentionally or negligently cause, normal wear and tear accepted.

H. Conduct and cause persons who are on the premises with Lessee's consent to conduct themselves in a manner which will not disturb

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the development in a decent, safe, and sanitary condition.

I. Refrain from illegal or other activity that impairs the physical or social environment of the premises or development.

J. To assure that no Lessee engages in:

1. Any criminal activity that threatens the health, safety, or rights to peaceful enjoyment of the development premises for persons residing in the immediate vicinity of the premises, or;

2. Any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentences shall be cause for termination of occupancy, and for eviction from the office building. For the purposes of this lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance in violation of federal or state law.

3. An abuse (or pattern of abuse) of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents.

4. To assure that no person under the Lessee's control engage in:

   a. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by neighboring residents; or

   b. Any drug-related criminal activity on the premises.

LESSOR:
John Lichty

John Lichty, Owner

LESSEE:
County of Colusa
Behavioral Health Department

Gary J. Evans, Chairman

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

C21- 180

ATTEST: Wendy G. Tyler, Clerk
of the Board of Supervisors

Melissa Kitts, Deputy

APPROVED AS TO FORM:

Richard Stout, County Counsel

Attachment: C21-180 John Lichty (10666 : Approve 3rd Modification to Lease with Secure Holdings LLC/Nghi Pham)

COUNTY OF COLUSA, CA

2.17

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Health and Human Services

FROM: Kirill Obraztsov

SUBJECT: Approve first modification to Subcontract Agreement with Advocates for Human Potential, Inc. (AHP) for Behavioral Health Bridge Housing Program (BHBH).

Approve 1st Modification to Subcontract Agreement with **Advocates for Human Potential, Inc. (AHP)** for Behavioral Health Bridge Housing Program (BHBH).

Detailed Description/Background of request

The Behavioral Health Bridge Housing (BHBH) program is a California state-funded initiative that aims to address the immediate housing and treatment needs of people experiencing unsheltered homelessness with serious behavioral health conditions, including mental health and substance use disorders. The program provides Colusa County funding to operate and provide bridge housing settings that offer temporary shelter and support services to individuals experiencing homelessness. The BHBH program is administered by the Behavioral Health Expansion Branch (BHEB) within the Community Services Division (CSD) of the California Department of Health Care Services (DHCS).

In alignment with state wide strategies this funding will provide necessary resources so that our care providers can support people with severe mental illness and substance use disorders.

The total compensation for the duration of the Agreement is not to exceed $1,502,677.00 in accordance with Attachment C - Scope of Work.

The term of the Agreement is June 23, 2023 through June 30, 2027.

The Modification for BHBH Program was submitted to assist the County in addressing changes in the current housing market. To maintain project effectiveness, the original infrastructure plan has been expanded to include a range of housing settings such as shelters, interim housing, rental assistance units, and assisted living. Additional flexibility in participant funding has also been requested to provide supportive services and address housing barriers. This modification does not impact the total amount of funding awarded; it simply reallocates funds within allowable categories.

Prior Board Action

C23-240

Fiscal Impact/Funding Source

No impact to County General Fund. This agreement will generate revenue into the DHHS fund in the amount of $1,502,677.

Action for the Clerk

Please number agreement, obtain the needed signature (page 2) and forward executed agreement modification (PDF) to Michele Carrasco and Amilcar Avendano at DHHS to obtain remaining signatures and secure a fully executed agreement for County records

ATTACHMENTS:

- C23-240 Advocates For Human Potential (PDF)
- BHBH County of Colusa Modification (PDF)

SUBCONTRACT AGREEMENT
SUMMARY COVER SHEET

Subcontract ID:	**20456-CA BHBH-bhbh_524_bhbh_colusa_county -01**
Effective Date:	**June** 23 **, 2023**
Contractor:	**ADVOCATES FOR HUMAN POTENTIAL, INC. (AHP)** 490-b Boston Post Road, Sudbury, MA 01776-3365 Tel: (978) 443-0055 ♦ Fax: (978) 261-1467 **AHP Contracting Officer:** Charles Galland, CLC cgalland@ahpnet.com/978-261-1425 **AHP Project Director:** Deborah Werner 131 N. El Molino, Suite 380, Pasadena, CA 91101 Tel: 818-999-6985 (o) / dwerner@ahpnet.com **AHP Direct Staff Contact:** Michael Helmick **Deputy Project Director** 131 N. El Molino, Suite 380, Pasadena, CA 91101 Tel: 323-843-2750 (c) / mhelmick@ahpnet.com
Subcontractor:	County of Colusa, a political subdivision of the State of California, acting through its Department of Health and Human Services Address: 251 E. Webster Street, Colusa, California, 95932 Phone: 530 -458 - 0398 **Project Contact:** Amilcar Avendano Email address: amilcar.avendano@countyofcolusa.com
Prime Contract Identification:	**Client: California Department of Health Care Services** **Agreement No.: 22-20456** **Contract Title: "Behavioral Health Bridge Housing (BHBH)" Program**
Subcontract Type:	Deliverable Based-Type Contract
Period of Performance:	June 23, 2023 through **June 30, 2027**
Consideration/Budget:	Professional Services NTE $1,502,677
Billing Terms:	Monthly Invoicing, per **Attachments C** (SOW) **and D** (RATE SCHEDULE)
Payment Terms:	Payment remitted fifteen (15) business days after receipt of undisputed invoice.

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

SUBCONTRACT AGREEMENT

20456-CA BHBH- bhbh_524_bhbh_colusa_county ☑ **-01**

THIS SUBCONTRACT AGREEMENT (the "Subcontract" or "Subcontract Agreement") is entered into by and between **ADVOCATES FOR HUMAN POTENTIAL, INC.,** with offices located at **490-B Boston Post Road. Sudbury. MA 01776.** ("**AHP**" or the "Contractor"), and County of Colusa, a political subdivision of the State of California, acting through its Department of Health and Human Services, with offices at 251 E. Webster Street, Colusa, California, 95932 ("_____" or the "Subcontractor" or "County 'Behavioral Health Agency'" or "County BHA," also referred to as a "BHA" and together with AHP, collectively the "Parties").

WITNESSETH:

WHEREAS the State of California through the Department of Health Care Services ("DHCS") is administering the Behavioral Health Bridge Housing Program ("BHBH Program"), including noncompetitive predetermined maximum funding to be awarded to county behavioral health agencies ("Behavioral Health Agencies" or "BHAs") in order to operate bridge housing settings to address the immediate and sustainable housing needs of people experiencing homelessness who have serious behavioral health conditions, including serious mental illness (SMI) and/or substance use disorder (SUD);

WHEREAS the BHBH Program, which was signed into law in September 2022 under Assembly Bill (AB) 179 (Ting, Chapter 249, Statutes of 2022), provided $1.5 billion in funding through June 30, 2027, to address the immediate housing and treatment needs of people experiencing unsheltered homelessness who have serious behavioral health conditions;

WHEREAS DHCS requires BHAs applying for funding to clearly demonstrate how they will reach these historically underserved client populations that are most in need of supportive services;

WHEREAS BHBH Program funding is available for all bridge housing costs including program implementation, outreach and engagement, bridge housing costs and bridge housing start-up infrastructure costs provided beds are made available within one-year of execution of this Agreement;

WHEREAS DHCS has engaged AHP, pursuant to Project No.: 22-20456, hereinafter the "Contract" or "Prime Contract," to serve as the administrative entity supporting the implementation of the BHBH Program, including reviewing BHBH program plans submitted by the BHAs (each a "BHBH Program Plan"), engaging additional consultants to support the BHBH Program implementation, and providing general grant training and technical assistance during the application process and throughout the life of the BHA's BHBH Program Plan; and

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

WHEREAS AHP and Subcontractor desire and have agreed to enter this Subcontract **20456-CA BHBH-** **bhbh_524_bhbh_colusa_county** **-01** to assist in the implementation of the BHBH Program Plan of Subcontractor, and Subcontractor desires to pursue its BHBH Program Plan with DHCS acting through AHP pursuant to the Prime Contract.

NOW, THEREFORE, based upon the foregoing premises, and in consideration of the mutual covenants and agreements herein set forth, the Parties agree as follows:

This Subcontract, and its Attachments (collectively, the "Agreement"), constitutes the entire agreement and understanding between the Parties as to the matters set forth herein. It supersedes all prior understandings, written or oral, between the Parties with respect to the subject matter hereof and has been induced by no representations, statements, or agreements other than those herein expressed. By accepting this Agreement, the Subcontractor agrees to be bound by all terms and conditions and provisions that may be incorporated by reference, and all other Attachments to this Agreement.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement by their duly authorized respective officers as of the day and year last written below.

ADVOCATES FOR HUMAN POTENTIAL, INC. ("AHP")

By:

_____

CHARLES GALLAND, CHIEF LEGAL COUNSEL

Date: _____

County of Colusa

("_____")

By:

_____

Kent S. Boes, Chair, Board of Supervisors

Date: 11/7/23

ATTEST: Wendy G. Tyler,
Clerk to the Board of Supervisors

By Patricia R, Deputy
PATRICIA RODRIGUEZ

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

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SECTION 1. PRIVITY OF CONTRACT

This Agreement is funded in whole with funds from the State of California Department of Health Care Services ("DHCS" or "Client") through DHCS's BHBH Program. Neither the DHCS nor any of its departments, agencies, or employees is or will be a party to this Agreement or any lower tier subcontract/consulting arrangement. No privity between DHCS and Subcontractor is established by this Agreement, and no privity exists between AHP, DHCS and Subcontractor under the Prime Contract.

SECTION 2. NATURE OF THE SUBCONTRACT

2.1 Type of Subcontract

This is a **Deliverable Based-type Subcontract Agreement.** Subcontractor's account system must be capable of allocating and segregating costs applicable to this Subcontract Agreement.

2.2 Funding

All amounts under this Subcontract Agreement reference US dollars. No costs will be incurred except those specifically proposed by the Subcontractor to and approved by AHP in the Subcontractor's Statement of Work, specified in **Attachment C** ("SOW"), and Subcontractor shall perform the work within the funding allocations/budget/rates, specified in **Attachment D** ("Rate Schedule").

This Subcontract Agreement is entered into, and the obligation to fund is made, based upon the appropriation under the Prime Contract. Should this appropriation or any funds allocated to the Prime Contract be reduced subsequent to the entering into this Subcontract Agreement or should the scope of the SOW be redirected by AHP or DHCS so as to affect the work envisioned to be subcontracted, AHP shall have the right to reduce the funds allocated to the Subcontractor pursuant to this Subcontractor Agreement or cease to provide funding to the extent that funds are no longer available under the Prime Contract to affect a termination (at its sole discretion) pursuant to the termination provisions of Section 8 of this Agreement.

2.3 This Agreement hereby incorporates by reference, the Request for Applications ("RFA"), Subcontractor's application in response to the RFA (the "Application") and Subcontractor's BHBH Program Plan or DHCS approved Program Plan update, including any associated budget, or DHCS approved associated budget update, incorporated in the BHBH Program Plan. Subcontractor shall comply with the terms and conditions outlined in the RFA, the Application, and Subcontractor's DHCS approved BHBH Program Plan or Program Plan update, including any associated budget, or DHCS approved budget update, incorporated therein.

Total funds currently available for payment and allotted to this Subcontract Agreement are NOT TO EXCEED (NTE) One **MILLION** Five **HUNDRED** Two **THOUSAND** Six **HUNDRED** Seventy Seven **DOLLARS** (**$** 1,502,677 .)

SECTION 3. SUBCONTRACTOR PERFORMANCE AND DELIVERY

3.1 Period of Performance

The Base performance period is June 23, **2023, through June 30, 2027,** unless sooner terminated in accordance with the terms of this Subcontract Agreement. Any extensions to the period of performance will be supported by a written modification to the Subcontract Agreement, and any changes or additions to the Agreement's SOW deliverables/days of performance shall be determined at that time.

BHBH Program funding must be spent no later than June 30, 2027. BHA funding will be monitored and paid through reimbursement invoicing, based on the achievement of identified milestones provided through required reporting, as outlined below. Changes to the BHBH Program Plan, including the timeline, and budget modifications will be accepted only by written request and must be approved by DHCS. BHA progress will be reviewed annually. If a county BHA is not on track to meet funding deliverables and spend its full contracted amount, DHCS reserves the right to redistribute those grant funds to other eligible county BHAs.

Whenever Subcontractor knows, or reasonably should know, that any actual or potential condition is under delay, or threatens to be under delay, of the timely performance of work, it shall, within ten (10) calendar days, provide AHP with written notice, including all relevant information with respect to the condition(s) and delay.

3.2 Time of the Essence

TIME IS OF THE ESSENCE in Subcontractor's performance of its obligations under this Agreement.

3.3 Delivery Schedule

Satisfactory performance of deliverables shall be deemed to occur upon delivery and acceptance by the Project Director or another appointed AHP Staff ("Staff") of the items as described in the SOW. All deliverables shall be submitted as directed by the Project Director or Staff. In no event shall Subcontractor submit a deliverable directly to the DHCS unless specifically directed to do so by the Project Director/AHP Direct Staff Contact or his/her designee or DHCS.

Upon request, a copy of all written deliverables shall also be delivered to:

Mr. Charles Galland, Chief Legal Counsel
Advocates for Human Potential, Inc.
490-B Boston Post Road, Sudbury, MA 01776 | **cgalland@ahpnet.com**

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3.4 BHBH Program Plan; Reporting and Monitoring

Upon receipt of notice that a Subcontractor's Application is approved, the Subcontractor shall submit its BHBH Program Plan to AHP together with its SOW and payment Schedule as addendum for this Subcontract Agreement. The BHBH Program Plan must include the minimum County BHA program requirements as set forth by DHCS, the RFA, the BHBH Program Plan, and all other applicable local, state, and federal laws (collectively, the "Program Requirements"). The BHBH Program Plan shall include a monitoring and reporting plan that the Subcontractor is responsible for implementing.

Any amendment to the BHBH Program Plan must be submitted to AHP in writing and forwarded to and approved by DHCS. AHP shall notify the Subcontractor of DHCS' approval or disapproval of any amendment within fifteen (15) days of receipt of such approval or disapproval. No amendment to the BHBH Program Plan shall be valid until DHCS approves the same. The previously approved BHBH Program Plan shall remain in effect until approval is communicated to the Subcontractor by AHP via in accordance with the notice provisions of this Subcontract Agreement. Any approved amended BHBH Program Plan shall be incorporated into this Agreement upon such approval.

The Subcontractor shall comply with all reporting and monitoring requirements in the BHBH Program Plan, Program Requirements, or as directed by AHP and DHCS.

SECTION 4. STATEMENT OF WORK / START-UP INFRASTRUCTURE

a) This Agreement is entered under the authority of and in furtherance of the BHBH Program and the RFA issued by DHCS and the Subcontractor's Application. In addition, this Agreement hereby incorporates by reference the Subcontractor's approved Application, BHBH Program Plan, any DHCS approved BHBH Program Plan update, budget, any DHCS approved budget update, and any report submitted by Subcontractor which has relied upon by AHP.

b) Seventy-five percent (75%) of BHBH Program funding must be used for the costs of operating bridge housing, including shelter and interim housing, rental assistance, auxiliary funding for assisted living settings and housing navigation. Up to twenty-five percent (25%) may be used for (i) Program Implementation, (ii) outreach and engagement, and/or (iii) bridge housing infrastructure start-up costs.

   i. Bridge housing infrastructure start-up funding shall be limited to Seventy-five Thousand Dollars ($75,000) per bed and shall not exceed twenty-five percent (25%) of the total amount of BHBH program funds awarded under this Agreement. All bridge housing infrastructure start-up activities must be complete, and beds made available within one (1) year of execution of this Agreement. Subcontractor shall provide a schedule that demonstrates that the BHBH Project can be completed within the allowable timeline.

   ii. If the BHBH Program Plan requires the utilization of BHBH Program funds for the acquisition (or renovation) of real estate, then Subcontractor shall obtain the preapproval of DHCS, through AHP, and shall provide AHP with evidence of site control. "Site control" shall mean deeded ownership,

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executed purchase and sale agreement, or other binding agreement to the satisfaction of AHP.

iii. Subcontractor is eligible to receive up to ninety percent (90%) of the costs of acquisition up front upon meeting site control documentation requirements set forth in this Section 4. Upon reconciliation of the expenditure of theses up-front funds, Subcontractor is then eligible to receive the balance of the BHBH Program funds for acquisition with reconciliation upon completion of the acquisition.

iv. If the BHBH Program Plan requires funds addressing the renovation of real estate, BHAs are eligible to receive up to fifty percent (50%) of the costs up front upon presentation of documentation that substantiates the expenditure. Upon reconciliation of the expenditure of these up-front funds, the BHA is then eligible to receive the next forty percent (40%) of renovation costs upon the reconciliation of same and a so called "desk review" conducted for all expenditures up to ninety percent (90%), with the balance of the BHBH Program funds with reconciliation upon completion of the remaining expenditures and project completion. Desk reviews under this Agreement shall be inclusive of the documentation required to be retained by the BHA and a random sampling of invoices/charges for expenditures.

v. In order to meet the one (1) year completion requirement, Subcontractor may begin incurring expenses (at its own risk) for reimbursement upon receipt of conditional award by DHCS.

c) For all other BHBH Program Plans, funding will be obtained in increments of twenty-five percent (25%) upon meeting the documentation requirements required by DHCS. BHBH Program projects are subject to review, annually, at AHP's and/or DHCS's sole determination.

d) The Subcontractor's BHBH Program funds as set forth herein shall be used solely for the purposes set forth within this Agreement, the BHBH Program Plan and as detailed in the SOW, contained herein. The Subcontractor shall be solely responsible for any costs to complete the BHBH Program Plan in excess of the funds awarded herein and as set forth in **Attachment D**. The Subcontractor shall return any excess or remaining BHBH Program funds to the State of California upon completion of its BHBH Program Plan.

e) Subcontractor is solely liable and responsible for any increases in costs that exceed those awarded to the Subcontractor under the BHBH Program. In the event costs exceed the award, the Subcontractor shall provide a financial plan, to AHP for review for an increase to its Program costs within thirty (30) days of having to pay for the additional costs. AHP, at the sole discretion of DHCS, will either approve or deny Subcontractor's request. Neither DHCS nor AHP are obligated to approve any request to increase funding and shall not be liable or responsible for any increased costs necessary for the Subcontractor to complete the BHBH Program Plan.

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f) In the event AHP or DHCS determines the BHBH Program is behind schedule and/or may not meet funding deliverables, based upon the monitoring reports submitted by Subcontractor, AHP, at the sole discretion of DHCS, may refuse to disburse additional Program Funds and reduce the amount of the Program Funds.

g) Subcontractor, or any lower-tiered subcontractor or independent consultant, is solely responsible and liable for the Subcontractor's or any lower-tiered subcontractor or independent consultants, performance and compliance with the terms and conditions within this Agreement, and the BHBH Program requirements.

h) AHP reserves the right to subcontract with a third party in order to review and validate any requests for funding, site visits, inspections, reviews, or other items, AHP deems necessary and shall notify Subcontractor of the same.

i) Subcontractor shall maintain an internal quality control program adequate to ensure that the requirements of this Agreement are fully satisfied throughout the term of this Agreement. The work of the Subcontractor and any of its subcontractors and consultants shall be performed in accordance with high standards of professional skill.

SECTION 5. SUBCONTRACTOR TRAVEL

a) Travel ☒ is authorized under this Subcontract Agreement.

b) Travel ☐ is not authorized under this Subcontract Agreement.

Please refer to "Travel and Per Diem Reimbursement" provisions set forth in **Attachment B.**

SECTION 6. CONTRACT ADMINISTRATION DATA

6.1 Contractor Representatives:

The following individual is designated as AHP's Contracting Officer, and is authorized to direct or negotiate any changes in the SOW, modify or extend the period of performance, change the delivery schedule, authorize reimbursement to Subcontractor of any costs incurred during the performance of this Agreement, or otherwise change any terms and conditions of this Agreement:

Mr. Charles Galland, Chief Legal Counsel
Advocates for Human Potential, Inc.
490-B Boston Post Road, Sudbury, MA 01776
cgalland@ahpnet.com / (978) 443-0055 x425

The following individual(s) is/are designated for purposes of administering the contractual progress of the Agreement, and for purposes of providing technical direction and guidance:

AHP Direct Staff Contact: Deborah Werner, Project Director

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131 N. El Molino, Suite 380, Pasadena, CA 91101
Tel: 818-999-6985 (o) / dwerner@ahpnet.com

6.2 Subcontractor Representatives:

The following individual is designated as Subcontractor's Contracting Officer and is authorized to conduct business, negotiate modifications and changes to any terms and conditions of this Agreement:

Tony Hobson, Director Behavioral Health
Name/Title

Thobson@countyofcolusa.com, 530-458-0520
Email/phone

The following individual is designated as Subcontractor's Project Manager for purposes of administering this Agreement:

Amilcar Avendano, Program Manager, DHHS
Name/Title

Amilcar.avendano@countyofcolusa.com, 530-45
Email/phone

6.3 Compensation, Billing Instructions, and Payment

a) This is a Deliverables Based Subcontract Agreement, with a not to exceed ("NTE") amount of One **MILLION** Five **HUNDRED** Two **THOUSAND** Six **HUNDRED** Seventy Seven **DOLLARS** (**$** 1,502,677). Subcontractor shall be paid in accordance with **Attachment D**. In addition, all Subcontractor costs are subject to allowability and reasonableness, and any restrictions contained in the Prime Contract.

b) Invoices shall be submitted per **Attachments C and D**, no more frequently than quarterly, submitted on letterhead, and shall provide sufficient detail, including at least the following information on each invoice:
   i. Subcontractor's Name
   ii. Subcontractor's TIN/EIN
   iii. Subcontract Agreement ID: **20456-CA BHBH- bhbh_524_bhbh_colusa_county**
   iv. Invoice No.
   v. Invoice Date
   vi. **AHP's Project & Billing Number(s) applicable to the tasks/deliverables invoiced, as per the SOW, attached.**
   vii. Amount Due on the Invoice.
   viii. Other substantiating documentation or information as may be requested by AHP.

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ix. An original signature of an authorized official of Subcontractor, with the following certification: "I hereby certify that all payments requested are for appropriate purposes and in accordance with the terms and conditions set forth in the Agreement between the Parties."
x. Name/title/telephone number of the person to contact in case of questions about the invoice.
xi. Name, title, phone number, and mailing address of official to whom payment is to be sent.

c) The cost of overnight or courier delivery of invoices are not reimbursable under this Subcontract.

d) Invoices shall be sent electronically to: AP2@AHPNET.COM. Upon receipt of an Invoice, proper in form, and accepted and approved by AHP ***(approval of the Invoice shall mean that AHP's Project Director or assigned AHP staff has reviewed, accepted, and signed the Invoice)***, payment shall be remitted within fifteen (15) business days after receipt of undisputed invoice. All payment questions shall be addressed to AHP Accounts Payable at (978) 443-0055.

e) Subcontractor's right to payment shall be contingent upon AHP's review of the Invoices and backup documentation provided for in this Agreement, together with any attachments, and that the review shall demonstrate the achievement of satisfactory performance against the SOW in **Attachment C** and the BHBH Program Plan. Should Subcontractor's lack of satisfactory performance endanger Subcontractor's ability to complete the BHBH Program Plan and SOW, a cure notice shall be issued to Subcontractor. Subcontractor shall respond in five (5) business days with a plan to cure such notice. Should the cure not be feasible, or if the cure fails within the agreed upon time frame, AHP may terminate the Subcontract Agreement immediately upon written notice.

f) Supporting Documentation: Subcontractor shall provide such supporting documentation for invoices as may be requested by AHP, or as may be necessary for compliance with AHP's billing to the Client.

g) In satisfaction of the Subcontractor's obligation to complete the task(s) called for in **Attachment C, "Statement of Work,"** the Subcontractor shall provide the deliverable(s) specified within the period of performance of this Agreement. If, at any time, Subcontractor falls behind meeting the funding deliverables, disbursement of BHBH Program funds may be discontinued, and Subcontractor may not be entitled to any further disbursements of BHBH Program funds, at the sole discretion of DHCS.

h) Upon budget approval for all bridge housing infrastructure start-up costs, and an approved budget for BHBH Program Plan project, or any DHCS approved updates to those documents, AHP and DHCS may fund those costs based upon the two options described below:

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i. Reimbursement for costs, submitted to AHP by invoice, incurred by Subcontractor that shall require approval by AHP. Subcontractor shall also submit reports and photos documenting the Program's progress; or

ii. Advance payments in accordance with the approved BHBH Program funds and milestone schedules set forth in Section 4, above. Funds shall be disbursed upon AHP receiving and approving a cost reimbursement form from the Subcontract, together with any other reasonable documentation requested by AHP.

6.4 Final Payment and Closeout

Subcontractor must invoice for all final costs within ninety (90) days following completion of this Agreement and will provide all documentation necessary for a timely closeout of this Agreement including the submission of a "Final Invoice," a "Release of Claims," "Assignment of Refunds," and/or other closeout documents as may be required or reasonably requested by AHP. Payment of the Final Invoice may be withheld, pending completion and acceptance by AHP of all work performed, submission of all required documentation and/or substantiation of all work performed or delivered, and submission of all required administrative forms and technical reports. These rights and obligations shall survive the termination of this Subcontract Agreement.

SECTION 7: CHANGES AND MODIFICATIONS

a) AHP may at any time make unilateral changes, within the general scope of this Agreement, in the definition, time of performance, or quantity of services to be performed; provided however, any determination made by AHP shall not impose a substantial burden on the Subcontractor.

b) If any change causes an increase or decrease in the budgeted cost for performance of any part of the work under this Agreement, Subcontractor shall propose a new budget. Upon AHP and DHCS' approval of the revised budget, AHP shall issue a notice to the Subcontractor containing that revised budget. Subcontractor must assert any claim for adjustment under this clause within thirty (30) days from the date of receipt. If the Subcontractor fails to assert a claim for adjustment within thirty (30) days or if the Subcontractor does not have any claims for adjustment to assert, then the DHCS approved revised budget shall be incorporated into this Subcontract by reference, as so amended and accepted, and the Subcontractor shall comply with the terms of that DHCS approved revised budget, as if set forth in the original budget and a part of the original Attachment to this Subcontract.

c) Failure to obtain approval under Section 7 of any adjustment on a timely request that is submitted within the thirty (30) day period allowed shall be deemed a dispute concerning a question of fact within the meaning of Section 13 of this Subcontract Agreement entitled "Disputes/Applicable Laws," below. Notwithstanding any failure to agree to any such adjustment, Subcontractor shall diligently proceed with the work as changed.

d) AHP and/or DHCS may request additional Subcontractor documentation, signatures, missing items, or omitted information during the response review process. AHP

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and/or DHCS will advise the Subcontractor verbally, by fax, email or in writing of any documentation that is required and the submission timeline. Subcontractor's failure to submit the required documentation by the date and time indicated may cause AHP or DHCS to deem a response nonresponsive and eliminate it from further consideration.

e) The foregoing notwithstanding, should either Party desire during the term of this Agreement to change or modify a term, such changes or modifications shall be proposed in writing to the other Party, who will respond in writing within thirty (30) days of receipt as to whether the proposed change/modification is accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made consistent with the provisions of Section 7.

SECTION 8: CANCELLATION / TERMINATION

a) AHP may terminate this Agreement upon thirty (30) days' notice if the Prime Contract is terminated by DHCS, any breach under this Subcontract Agreement remains uncured per the provisions hereunder and/or AHP is directed by DHCS to terminate this Agreement.
b) Upon receipt of a notice of termination or cancellation from AHP, Subcontractor shall take immediate steps to stop performance and to cancel or reduce subsequent contract costs.
c) The Subcontractor shall be entitled to payment from all allowable costs authorized under this Agreement and incurred up to the date of termination or cancellation, including authorized non-cancelable obligations, provided such expenses do not exceed the stated maximum amounts payable. Upon termination of this Agreement for any reason, neither AHP nor DHCS shall be liable for any work that is not performed in accordance with this Agreement.

SECTION 9: SUBCONTRACTOR OBLIGATIONS

9.1 Subcontractor shall comply with all California and federal law, regulations, and published guidelines, to the extent that these authorities contain requirements applicable to Subcontractor's performance under this Agreement.

9.2 Subcontractor shall comply with all Program Requirements, including any related DHCS guidance, regulations, and/or subsequent additions or amendments thereto. Should these requirements change through state and/or federal statute or regulations, the Subcontractor shall maintain compliance with those requirements, as directed by AHP.

9.3 AHP may perform inspections, review procedures, documents pertaining to the SOW, the BHBH Program Plan and other elements of this Agreement, perform on-site visits, desk reviews to ensure Subcontractor's compliance with Sections 9.1 and 9.2, above, as well as protect against fraud, waste, and abuse.

9.4 In the event Subcontractor does not comply with Sections 9.1 and 9.2, above, AHP shall give notice in accordance with this Agreement and have all of the rights set forth in Section 8, above, and within the entirety of this Agreement.

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9.5 Upon AHP's request or upon a determination of DHCS', Subcontractor shall allow DHCS and AHP to review Subcontractor's records to ensure funds were properly charged.

SECTION 10: DATA COLLECTION AND PERFORMANCE

10.1 Subcontractor is subject to any data collection and reporting requirements set forth by the Prime Contract when conveyed to the Subcontractor by AHP. Subcontractor shall provide supporting documentation as may be requested by AHP, or as may be necessary for compliance with AHP's obligations to DHCS. Additionally, Subcontractor shall comply with all reporting and monitoring requirements set forth in the BHBH Program Plan and the Program Requirements. The foregoing data collection and reporting requirements as well as the reporting and monitoring requirements herein are in addition to, and not in substitution of, any and all requirements set forth in this Agreement and this Section 10.1 is not intended to limit or reduce such requirements previously set forth in this Agreement.

10.2 Monitoring and Site Inspection

a) The Subcontractor shall be subject to monitoring by AHP and/or DHCS for compliance with the provisions of this Agreement. Such monitoring activities shall include, but are not limited to, inspection of the Subcontractor's procedures, books, and records, as AHP and/or DHCS deem appropriate. AHP and/or DHCS may conduct monitoring activities at any time during the Subcontractor's normal business hours.

b) AHP and/or DHCS may conduct reviews of the Subcontractor's records to determine if any of the claimed expenditures were an improper use of funds.

c) The refusal of Subcontractor to permit access to physical facilities and/or inspection of any documents, files, books, or records necessary for AHP to complete its monitoring and inspection activities in accordance with this Section 10 constitutes an express and immediate material breach of this Agreement and will be a sufficient basis to terminate this Subcontract Agreement for cause pursuant to Section 8.

SECTION 11: ORGANIZATIONAL CONFLICT OF INTEREST

Subcontractor warrants to the best of its knowledge and belief at this time, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest ("OCI"), as defined in Federal Acquisition Regulations ("FAR") Subpart 9.5, or that Subcontractor has disclosed all such relevant information, and will disclose any actual or potential OCI that is discovered, including a description of activities that Subcontractor has taken or proposes to take, after consultation with the AHP Contracting Officer, to avoid the conflict. During the term of this Agreement, Subcontractor shall not enter into other contracts or arrangements or otherwise engage in work that will conflict with the Parties' relationship of trust and cooperation or that may otherwise conflict with the Subcontractor's obligations.

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SECTION 12: INDEMINIFACTION

a) Subcontractor shall indemnify and hold harmless AHP and DHCS and their officers, employees and agents for any costs and expenses incurred, including reasonable attorneys' fees, judgments, settlements, or penalties, against all liabilities, claims, suits, demands or liens for damages to persons or property ("Claims," unless such Claims arise from the gross negligence or willful misconduct of AHP or DHCS), arising out of, resulting from, or relating to, the following:

i. Any act, omission, or statement of the Subcontractor, or any person employed by or engaged under contract with the Subcontractor that results in injury (including death), loss, or damage to any person or property;

ii. Any failure on the part of the Subcontractor to comply with applicable government requirements and requirements of law;

iii. The failure to maintain the insurance policies required by this Subcontract Agreement, or the work performed, inclusive of Intellectual Property infringement, if applicable, under this Subcontract Agreement. Insurance coverage that may be required shall in no way lessen or limit the liability of Subcontractor under the terms of this obligation;

iv. Any failure on the part of the Subcontractor to satisfy all claims for labor, equipment, materials, and other obligations relating to the performance of the work hereunder;

v. Any injury to property or person occurring on or about the infrastructure or the property of Subcontractor;

vi. Any actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark, or copyright, arising out of the performance of this Agreement, provided the Subcontractor is reasonably notified of such claims and proceedings; and

vii. Any actual or alleged unauthorized use or disclosure of any trade secret, confidential information or other proprietary interest, work product, or other information owned by the Government, DHCS or AHP under the terms of this Agreement.

b) Subcontractor shall indemnify under this Section 12 for any of the above acts attributable to its employees, consultants, agents, and/or lower-tiered subcontractors/independent consultants engaged in performance of the work under this Agreement.

c) This indemnification shall survive the expiration or termination of the Agreement.

SECTION 13: DISPUTES/APPLICABLE LAWS

13.1 Disputes

Any dispute arising out of, or relating to, this Agreement that is not resolved by the good faith efforts of the Parties, shall be settled by submission to a panel consisting of one arbitrator under the Commercial Rules of the American Arbitration Association ("AAA").

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The Parties shall bear equally the costs assessed by the AAA, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. Venue for the arbitration shall be in [Colusa] County, California. The decision of the arbitrator shall be final, conclusive, and unappealable, except in the event of fraud or the arbitrator's failure to disclose a material conflict of interest. The prevailing Party, in addition to any damages awarded by the arbitrator, shall be entitled to costs and reasonable attorneys' fees, the amount of which shall be determined by the arbitrator, in the event the Parties are unable to agree.

☐ Check-the-Box if Subcontractor is electing to institute a legal action or other court proceeding with respect to any dispute arising out of, or relating to, this Agreement that is not resolved by the good faith efforts of the Parties (herein, the "Dispute"). Upon such election, the Dispute shall be adjudicated in any court of competent jurisdiction over the matter in [Colusa] County, California. The prevailing party in a final, non-appealable judgement regarding the Dispute is entitled to receive, and the non-prevailing party shall pay, in addition to all other remedies to which the prevailing party may be entitled, the costs and reasonable attorneys' fees, the amount of which shall be determined by the court, in the event the Parties are unable to agree.

13.2 Applicable Laws

Subcontractor agrees to comply with the applicable provisions of federal, state, and local laws or ordinances, and all orders, rules, and regulations issued thereunder, and in such a manner that the name of the other party will not be discredited. Where a FAR provision or clause, or any other federal statute, regulation, or clause is incorporated in or applicable to this Agreement or work being performed under it, federal law shall govern the interpretation and application thereof. If federal law is not applicable, the appropriate law of the State of California shall apply, exclusive of that body of laws known as conflicts of law. This Section 13 shall survive the expiration or termination of the Subcontract Agreement.

a) If the Subcontractor fails to comply with federal statutes, regulations, or terms and conditions of this Agreement, AHP may impose additional conditions on the Subcontractor, including:

   i. Withholding authority to proceed to the next phase until receipt of evidence acceptable of performance within a given performance period
   ii. Requiring additional or more detailed financial reports;
   iii. Requiring technical or management assistance; and/or
   iv. Establishing additional prior approvals.

b) In the event AHP and/or DHCS determines that the Subcontractor's noncompliance cannot be remedied by imposing additional conditions, AHP may take one or more of the following actions:

   i. Temporarily withhold cash payments pending correction of the deficiency by the Subcontractor.

   ii. Disallow all or part of the cost of the activity or action not in compliance.

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iii. Wholly or partly suspend the Subcontract Agreement activities or terminate the Subcontract Agreement.

iv. Withhold further agreements.

v. Take any and all other remedies that may be legally available.

SECTION 14: CERTIFICATIONS

By signature to this Subcontract Agreement, Subcontractor makes the following Representations and Certifications:

a) Debarment and Suspension: Neither Subcontractor nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible nor voluntarily excluded by any Federal department or agency from participating in transactions. Any change in the debarred or suspended status of the Subcontractor during the life of this Subcontract Agreement will be reported immediately to AHP. Subcontractor shall incorporate this Debarment and Suspension certification into any subcontract that it may enter into as a part of this Subcontract.

b) Prohibition To Perform Duties: Subcontractor is not prohibited, precluded, or restricted from performing the duties required under the SOW and the BHBH Program Plan, due to previous employment obligations, restrictions, commitments, or agreements that Subcontractor has with any other federal, state, and local government agency.

c) Federal Civil Rights Act/Equal Opportunity: Subcontractor will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and will not discriminate against any employee or applicant for employment because of age, race, religion, creed, color, sex, or national origin.

d) Labor Laws: Subcontractor certifies that it complies with all applicable labor laws, including, but not limited to, the Walsh-Healy Act and the Contract Work Hours and Safety Standards Act (41 U.S.C. 51-58) regarding overtime compensation.

e) Americans with Disabilities Act: Subcontractor agrees to ensure that deliverables developed and produced, pursuant to this Agreement shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act and Americans with Disabilities Act of 1973 as amended (29 U.S.C 794(d)) and regulations implementing that Act as set forth in in Part 1194 of Title 36 of the Federal Code of Regulations. In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. California Government Code section 11135 codifies section 508 of the ACT requiring accessibility of electronic and information technology.

f) Employee Compliance: Subcontractor will require all employees, entities and individuals providing services in connection with the performance of this Subcontract to comply with the provisions of this Agreement and with all Federal, State, and local laws and regulations in connection with this work.

g) Code of Ethics: Subcontractor has a Code of Ethics addressing at least the following areas: accurate accounting records and reporting; gifts and entertainment to Government customers; hiring of former government employees; protection of Government proprietary and source selection

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information; extending and receiving business courtesies; and personal and organization conflicts of interest.

h) Age Discrimination Act of 1975 (45 CFR Part 90).
i) Section 1557 of the Affordable Care Act.
j) Trafficking Victims Protection Act of 2000 (22 USC 7104(G), as amended, and 2
k) CFR Part 175.
l) Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control ACT (33 USC 1251-1387), as amended.
m) Byrd Anti-Lobbying Amendment (31 USC 1352): The Subcontractor shall certify to DHCS that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an office or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. The Subcontractor shall also disclose to DHCS any lobbying with non-Federal funds that takes place in connection with obtaining any Federal Award.
n) Confidentiality of Substance Use Disorder Patient Records: (42 CFR Part 2, Subparts A-E). The Subcontractor shall comply with the regulation set forth in 42 CFR Part 2, Subparts A-E, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material.

SECTION 15: RECORDS AND RECORD KEEPING

a) The Subcontractor shall retain all financial records, supporting documents, statistical records, and all other pertinent records in accordance with 45 CFR Section 75.361.
b) AHP, SAMHSA, the Inspector General, the Controller General, and DHCS, as applicable, or any of its authorized representatives, have the right to access any pertinent documents, papers, or other records of the Subcontractor, for the purpose of performing audits, examinations, excerpts, and transcripts. The right to access records also includes timely and reasonable access to the Subcontractor's personnel for the purpose of interview and discussion related to the requested documents.
c) The right to access records is not limited to the required retention period but lasts as long as the records are retained by the Subcontractor.

SECTION 16: EXPENSE ALLOWABILITY/FISCAL DOCUMENTATION

a) Invoices, received from a Subcontractor and accepted and/or submitted for payment by AHP, shall not be deemed evidence of allowable agreement costs under this Subcontractor Agreement.
b) The Subcontractor shall maintain for review and audit and supply to AHP upon request, adequate documentation of all expenses claimed pursuant to this Agreement to permit a determination of expense allowability.
c) If the allowability or appropriateness of an expense cannot be determined by AHP because invoice detail, fiscal records, or backup documentation is nonexistent or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed, and payment may be withheld by AHP. Upon receipt of adequate documentation supporting a

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disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.

d) Costs and/or expenses deemed unallowable are subject to recovery by AHP. See Section 17, "Recovery of Overpayments," below, for more information.

SECTION 17: RECOVERY OF OVERPAYMENTS

a) Subcontractor agrees that claims based upon a contractual agreement or an audit finding and/or an audit finding that is appealed and upheld, will be recovered by AHP by one of the following options:

   i. Subcontractor's remittance to AHP of the full amount of the audit exception within thirty (30) days following AHP request for payment; or
   ii. A repayment schedule which is agreeable to both AHP and the Subcontractor.

b) AHP reserves the right to select which option will be employed and the Subcontractor will be notified by AHP in writing of the claim procedure to be utilized.

c) Interest on the unpaid balance of the audit finding or debt will accrue at a rate equal to the monthly average of the rate received on investments in the California State Treasurer's Pooled Money Investment Fund commencing on the date that an audit or examination finding is mailed to the Subcontractor, beginning thirty (30) days after the Subcontractor's receipt of AHP's demand for repayment.

d) If the Subcontractor has filed a valid appeal regarding the report of audit findings, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Subcontractor loses the final administrative appeal, the Subcontractor shall repay, to AHP, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Subcontractor's first receipt of AHP's notice requesting reimbursement of questioned audit costs or disallowed expenses.

SECTION 18: BEST EFFORTS

During the term of this Agreement, Subcontractor shall use Best Efforts in order to satisfy all the requirements of the Work to be performed under this Agreement, **Attachment C**, and the BHBH Program Plan.

THIS AGREEMENT CONSISTS OF EIGHTEEN (18) TYPEWRITTEN PAGES, TOGETHER WITH THE ATTACHMENTS IDENTIFIED BELOW ON PAGE 19 ("LIST OF ATTACHMENTS") AND COMMENCING ON PAGE 20 WITH ATTACHMENT A, STANDARD SUBCONTRACT TERMS AND CONDITIONS, AND ALL OF WHICH ARE HEREBY INCORPORATED INTO THIS SUBCONTRACT AGREEMENT.

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LIST OF ATTACHMENTS

TITLE	No. of Pages
Attachment A – Standard Subcontract Terms and Conditions	1
Attachment B – Special Terms and Conditions	25
Attachment C – Statement of Work	1
Attachment D – Rate Schedule	1
Attachment E – Intentionally Left Blank	1
Attachment F – Special Real Estate Requirements	7
Attachment G – Subcontractor Certification	7
Exhibit G – EO Sanction Notification	1

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ATTACHMENT A-STANDARD SUBCONTRACT TERMS AND CONDITIONS

Headings: Headings are for convenience of reference only and shall in no way affect interpretation of this Agreement.
Independent Contractor: Subcontractor is engaged as an independent contractor, and this Agreement shall not be construed as creating any other relationship. Subcontractor shall comply with all laws and assume all risks incident to its status as independent contractor, and necessary to comply with specific requirements of this Agreement, including, but not limited to, payment of all applicable federal/state income taxes, associated payroll/business taxes, and licenses and fees, as applicable.
No Agency: Subcontractor, its employees, agents or assigns, shall not represent, act or purport to act, or be deemed to be an agent, representative, or employee of AHP, or commit or obligate AHP to any other person or party.
No Assignment: This Agreement, or any duties/obligations imposed shall not be assigned, delegated, or otherwise transferred.
Changes to be Made in Writing: Unless otherwise specified that AHP may make a unilateral modification, no understanding, agreement, modification, change order, or other matter affecting this Subcontract shall be binding, unless in writing, signed by both Parties' Contracting Officer. No handwritten changes shall be effective unless initialed by each Contracting Officer.
Limitation of Liability upon Termination: AHP's maximum aggregate liability to Subcontractor is limited to the total dollar amount of work properly performed by Subcontractor up to the effective date of termination, together with any *authorized* travel, or *authorized* expenses incurred under the Subcontract that cannot be canceled. AHP is not liable for any special, indirect, incidental, consequential, or punitive damages, nor for any loss of goodwill, profits, data, or loss of use arising out of, resulting from, or in any way connected with the performance or breach of this Subcontract, even if advised of the possibility of such damages.
Force Majeure: Neither Party shall be liable to the other for loss or damages due to failure or delay in rendering performance caused by circumstances beyond its reasonable control, if such failure could not have been overcome by the exercise of due diligence, due care, or foresight. Causes may include, but are not limited to, acts of God or a public enemy; wars; acts of terrorism; riots; fires; floods; epidemics; quarantine restrictions; labor disputes; strikes; defaults of subcontractors/vendors; failure/delays in transportation; unforeseen freight embargoes; unusually severe weather; or any law/order/regulation/request of a state or local governmental entity, the US Government, or of any agency, court, commission, or other instrumentality of any such governments. Times of performance under this Agreement may be appropriately extended for excused delays if the Party whose performance is affected promptly notifies the other of the existence and nature of such delay.
Scientific Misconduct: Subcontractor shall immediately report to AHP any instance of scientific misconduct or fraud related to performance of work under this Agreement.
Notices: Notices shall be in writing, sent by USPS Certified Mail-RRR, or any overnight delivery/courier service, and notice shall be deemed given when personally delivered, (or three (3) days after being sent by prepaid certified U.S. mail).
Litigation: Subcontractor shall provide written notice to AHP of any litigation that relates to this Subcontract, or that has the potential to impair its ability to fulfill this Contract, including but not limited to. Financial, legal, or other situations.
Publicity: Without prior written approval of the other, neither Party shall use the other's name or make reference to the other Party or any of its employees in publications, news releases, advertising, speeches, technical papers, photographs, sales promotions, or publicity purposes of any form related to this work or data developed hereunder, unless disclosure of such materials is required by legal, accounting, or regulatory requirements beyond the disclosing Party's reasonable control. Use of either Party's name may be made in internal documents, annual reports, proposals, etc. which may identify the existence of the project by title, principal investigator or project director, sponsor, period of funding, amount of award and brief abstract of the project. This section shall survive expiration/termination of this Subcontract Agreement.
Restrictions on Hiring: During the period of this Agreement, and for a period of two (2) years after its termination, neither Party shall directly or indirectly, induce or solicit (or authorize or assist in the taking of any such actions by any third party) any employee or consultant of the other Party to leave his/her business association with that Party. Parties are not restricted in the right to solicit or recruit generally in the media.
Survival: Except as otherwise stated, sections that by their terms impose continuing obligations or establish continuing rights shall be deemed to survive the expiration/termination of this Subcontract.
Validity and Waiver: The invalidity in whole or in part of any provision of this Agreement shall not affect the validity of other provisions. Waiver of a breach of any provision shall not constitute a waiver of any subsequent breach of that provision, or a breach of any other provision. AHP's failure to enforce any provision of this Agreement shall not be construed as a waiver. Only AHP's Contracting Officer has the authority to waive any term or condition of this Subcontract on behalf of AHP.
Interpretation: This Contract shall be interpreted and construed in accordance with its fair meaning, and not strictly for or against either Party, regardless of who may have drafted it or any specific provision.
Counterparts/Other Instruments: The Parties may execute this Contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. The Parties shall properly make, execute, and deliver such other and further instruments as may be reasonable, necessary, desirable, or convenient to give full force and effect to this Agreement.
Binding Effect: This Agreement shall be binding upon the Parties, their successors, and assigns.

Attachment B

Special Terms and Conditions

(Under DHCS Agreement No. 22-20456-BHBH)

Waiver of Terms and Conditions. It is understood that DHCS may, in its sole discretion, through AHP and the Subcontractor's BHBH Program Plan, waive, in whole or in part, in writing any of the terms and provisions of this Attachment B. Any such waiver shall be in writing and without prejudice to DHCS's rights in respect of any other terms or provisions therein. Except as specifically set forth in writing, no further waivers of any terms or provisions contained in this Attachment B shall be construed as a waiver of any subsequent terms or provisions herein.

1. Travel and Per Diem Reimbursement
2. Site Inspection
3. Intellectual Property Rights
4. Left intentionally blank
5. Confidentiality of Information
6. Documents, Publications and Written Reports
7. Subcontract Requirements
8. Left intentionally blank
9. Performance Evaluation
10. Progress Reports or Meetings
11. Progress Payment Withholds
12. Left intentionally blank

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13. Legal Services Contract Requirements

14. Four-Digit Date Compliance

15. Prohibited Use of State Funds for Software

16. Insurance Requirements

17. Procurement Rules

18. Equipment/Property Ownership / Inventory / Disposition

19. Left intentionally blank

20. Suspension or Stop Work Notification

21. Public Communications

22. Audit and Record Retention

1. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with contract funds.)

Reimbursement for travel and per diem expenses from the Department of Health Care Services (DHCS) under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (CalHR), for non-represented state employees as stipulated in DHCS' Travel Reimbursement Information Exhibit. If the CalHR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to CalHR rates may be approved by DHCS upon the submission of a statement by the Subcontractor indicating that such rates are not available to the Subcontractor. No travel outside the State of California shall be reimbursed without prior authorization from DHCS. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

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2. Site Inspection

The State, DHCS or AHP, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Subcontractor or its location being funded by DHCS, Subcontractor, shall provide and shall require any of their Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

3. Intellectual Property Rights

a) Ownership

i. Except where DHCS has agreed in a signed writing to accept a license, DHCS shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement.

ii. For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.

iii. For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.

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iv. In the performance of this Agreement, Subcontractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Subcontractor may access and utilize certain of DHCS' Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Subcontractor shall not use any of AHP's or DHCS' Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of DHCS. Except as otherwise set forth herein, neither the Subcontractor nor DHCS shall give any ownership interest in or rights to its Intellectual Property to the other Party. If during the term of this Agreement, Subcontractor accesses any third-party Intellectual Property that is licensed to DHCS, Subcontractor agrees to abide by all license and confidentiality restrictions applicable to DHCS in the third- party's license agreement.

v. Subcontractor agrees to cooperate with AHP and/or DHCS in establishing or maintaining DHCS' exclusive rights in the Intellectual Property, and in assuring DHCS' sole rights against third parties with respect to the Intellectual Property. If the Subcontractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Subcontractor shall require the terms of the Agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to DHCS all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Subcontractor or DHCS and which result directly or indirectly from this Agreement, or any subcontract entered into by Subcontractor.

vi. Subcontractor further agrees to assist and cooperate with AHP and/or DHCS in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce DHCS' Intellectual Property rights and interests.

b) <u>Retained Rights / License Rights</u>

i. Except for Intellectual Property made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement, Subcontractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Subcontractor hereby grants to DHCS, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Subcontractor's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Subcontractor assigns all rights, title and interest in the Intellectual Property as set forth herein.

ii. Nothing in this provision shall restrict, limit, or otherwise prevent Subcontractor from using any ideas, concepts, know-how, methodology or

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techniques related to its performance under this Agreement, provided that Subcontractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of DHCS or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

c) Copyright

i. Subcontractor agrees that for purposes of copyright law, all works [as defined in Section a, subparagraph (2)(a)] of authorship made by or on behalf of Subcontractor in connection with Subcontractor's performance of this Agreement shall be deemed "works made for hire". Subcontractor further agrees that the work of each person utilized by Subcontractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Subcontractor or that person has entered into an agreement with Subcontractor to perform the work. Subcontractor shall enter into a written agreement with any such person that: (i) all work performed for Subcontractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to DHCS to any work product made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement.

ii. All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement, shall include DHCS' notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2023, etc.], California Department of Health Care Services. This material may not be reproduced or disseminated without prior written permission from the California Department of Health Care Services." This notice should be placed prominently on the materials and set apart from other matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

d) Patent Rights

i. With respect to inventions made by Subcontractor in the performance of this Agreement, which did not result from research and development specifically, included in the Agreement's scope of work, Subcontractor hereby grants to DHCS a license as described under Paragraph b of this provision for devices or material incorporating, or made through the use of such inventions.

ii. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Subcontractor agrees to assign to DHCS, without additional compensation, all its right, title, and interest in and to such inventions and to assist DHCS in securing United States and foreign patents with respect thereto.

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e) Third-Party Intellectual Property

Except as provided herein, Subcontractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Subcontractor or third party without first: (i) obtaining AHP and DHCS' prior written approval; and (ii) granting to or obtaining for AHP and DHCS, without additional compensation, a license, as described in Paragraph b of this provision, for any of Subcontractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon these terms is unattainable, and AHP and DHCS determines that the Intellectual Property should be included in or is required for Subcontractor's performance of this Agreement, Subcontractor shall obtain a license under terms acceptable to AHP and DHCS.

f) Warranties

Subcontractor represents and warrants that:

i. It is free to enter into and fully perform this Agreement.
ii. It has secured and will secure all rights and licenses necessary for its performance of this Agreement.
iii. Neither Subcontractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Subcontractor.
iv. Neither Subcontractor's performance nor any part of its performance will violate the right of privacy of or constitute a libel or slander against any person or entity.
v. It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers, or releases from all authors of music or performances used, and talent (radio, television, and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
vi. It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to DHCS in this Agreement.
vii. It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

viii. It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Subcontractor's performance of this Agreement.

ix. DHCS makes no warranty that the intellectual property resulting from this agreement does not infringe upon any patent, trademark, copyright, or the like, now existing or subsequently issued.

g) Intellectual Property Indemnity

i. Subcontractor shall indemnify, defend and hold harmless AHP and DHCS and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Subcontractor is a party to any pending or threatened litigation, which arise out of or are related to (1) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Subcontractor pertaining to Intellectual Property; or (2) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of DHCS' use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subcontractor or DHCS and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that issued after the effective date of this Agreement. DHCS reserves the right to participate in and/or control, at Subcontractor's expense, any such infringement action brought against DHCS.

ii. Should any Intellectual Property licensed by the Subcontractor to DHCS under this Agreement become the subject of an Intellectual Property infringement claim, Subcontractor will exercise its authority reasonably and in good faith to preserve DHCS' right to use the licensed Intellectual Property in accordance with this Agreement at no expense to DHCS. DHCS shall have the right to monitor and appear through its own counsel (at Subcontractor's expense) in any such claim or action. In the defense or settlement of the claim, Subcontractor may obtain the right for DHCS to continue using the licensed Intellectual Property; or replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, DHCS shall be entitled to a refund of all monies paid under this Agreement, without

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restriction or limitation of any other rights and remedies available at law or in equity.

iii. Subcontractor agrees that damages alone would be inadequate to compensate AHP or DHCS for breach of any term of this Section 4 by Subcontractor. Subcontractor acknowledges AHP and/or DHCS would suffer irreparable harm in the event of such breach and agrees AHP and/or DHCS shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

h) Federal Funding

In any agreement funded in whole or in part by the federal government, DHCS may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the Agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

i) Survival

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

4. Left intentionally blank

5. Confidentiality of Information

(a) The Subcontractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the Subcontractor, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.
(b) The Subcontractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Subcontractor's obligations under this Agreement.
(c) The Subcontractor and its employees, agents, or subcontractors shall promptly transmit to the AHP all requests for disclosure of such identifying information not emanating from the client or person.
(d) The Subcontractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than AHP and/or DHCS without prior written authorization from the AHP, except if disclosure is required by State or Federal law.

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(e) For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.

(f) As deemed applicable by DHCS, this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits that will either be attached to this Agreement or incorporated into this Agreement by reference.

6. Documents, Publications and Written Reports

(Applicable to agreements over $5,000 under which publications, written reports, and documents are developed or produced. Government Code Section 7550.)

Any document, publication, or written report (excluding progress reports, financial reports and normal contract communications) prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds $5,000.

7. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

a) Prior written authorization will be required before the Subcontractor enters into or is reimbursed for any subcontract's entered into by Subcontractor for services costing $5,000 or more. Except as indicated in subparagraph d, herein, when securing subcontracts for services exceeding $5,000, the Subcontractor shall obtain at least three bids or justify a sole source award.

b) The Subcontractor must provide in its request for authorization all information necessary for evaluating the necessity or desirability of incurring such cost.

c) DHCS may identify the information needed to fulfill this requirement.

d) Subcontracts performed by the entities or for the service types listed below are exempt from the bidding and sole source justification requirements:

i. A local governmental entity or the federal government,
ii. A State college or State university from any State,
iii. A Joint Powers Authority,
iv. An auxiliary organization of a California State University or a California Community college,
v. A foundation organized to support the Board of Governors of the California Community Colleges,
vi. An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
vii. Firms or individuals proposed for use and approved by DHCS'

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funding Program via acceptance of a proposal for funding or pre/post contract award negotiations,

viii. Entities and/or service types identified as exempt from advertising and competitive bidding in State Contracting Manual Chapter 5 Section 5.80 Subsection B.2, and

ix. Entities whose name and budgeted costs have been submitted to DHCS in response to a competitive Invitation for Bid or Request for Proposal.

x. Agreements with governmental or public entities and their auxiliaries, or a Joint Powers Authority

e) If the total amount of all subcontracts exceeds twenty-five percent (25%) of the total agreement amount or $50,000, whichever is less and each subcontract is not with an entity or of a service type described in subparagraph (d)(i) through (x), above DHCS shall:

i. Obtain approval from the Department of General Services to use said subcontracts, or

ii. If applicable, obtain a certification from the prime Subcontractor indicating that each of the lower-tiered subcontractor's was selected pursuant to a competitive bidding process requiring at least three bids from responsible bidders, or

iii. Obtain attestation from the Secretary of the California Health and Human Services Agency attesting that the selection of the particular subcontractor(s) without competitive bidding was necessary to promote DHCS' program needs and was not done for the purpose of circumventing competitive bidding requirements.

f) When the conditions of subparagraph (a) apply, each of Subcontractor's subcontracts that is not with a type of entity or of a service type described in subparagraph (d) of Provision 7 herein, shall not commence work before DHCS has obtained applicable prior approval to use said subcontractor. DHCS shall inform the Subcontractor when DHCS has obtained appropriate approval to use said subcontractors.

g) AHP and DHCS reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Subcontractor to terminate subcontracts entered into in support of this Agreement.

h) Upon receipt of a written notice from AHP or DHCS requiring the substitution and/or termination of a subcontract, the Subcontractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by AHP and DHCS.

i) INTENTIONALLY OMITTED.

j) INTENTIONALLY OMITTED.

k) Actual subcontracts (i.e., written agreement between the Subcontractor and another subcontractor) of $5,000 or more are subject to the prior review and

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written approval of AHP and DHCS. DHCS may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by DHCS.

l) Subcontractor shall maintain a copy of each subcontract entered into in support of this Agreement and shall, upon request by DHCS, make copies available for approval, inspection, or audit.

m) DHCS assumes no responsibility for the payment of Subcontractor's subcontractors used in the performance of the Agreement. Subcontractor accepts sole responsibility for the payment of any of its subcontractors used in the performance of this Agreement.

n) The Subcontractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.

o) When entering into a consulting service agreement with DHCS, the Subcontractor may be required to supply budget detail for each of its subcontractors and/or each major subcontracted activity under this Agreement.

p) Budget detail format and submission requirements will be determined by DHCS.

q) Methods of including budget detail in this Agreement, if applicable, will be determined by DHCS.

r) Any lower-tiered subcontractors budget detail displayed in this Agreement, or incorporated by reference, is included for information purposes only. Changes to a subcontractor's identity or budget detail shall not require the processing of a formal amendment to this Agreement.

s) The Subcontractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.

t) The Subcontractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:

Subcontractor agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from DHCS to the Subcontractor, to permit DHCS or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers, and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."

u) Unless otherwise stipulated in writing by DHCS, the Subcontractor shall be its subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.

v) Subcontractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this **Attachment B**: 1, 2, 3, 5, 6, 7, 8, 11, 17, 18, 20, and/or other numbered provisions herein

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that are deemed applicable.

8. **Left intentionally blank**

9. **Performance Evaluation**

(Applicable only to consultant service agreements.)

a) The Subcontractor's performance under this Agreement shall be evaluated at the conclusion of the term of this Agreement. The evaluation shall include, but not be limited to:
b) Whether the contracted work or services were completed as specified in the Agreement and reasons for and amount of any cost overruns.
c) Whether the contracted work or services met the quality standards specified in the Agreement.
d) Whether the Subcontractor fulfilled all requirements of the Agreement.
e) Factors outside the control of the Subcontractor, which caused difficulties in subcontractor performance. Factors outside the control of the Subcontractor shall not include a Subcontractor's poor performance.
f) The evaluation of the Subcontractor shall not be a public record.

10. **Progress Reports or Meetings**

(Applicable only to consultant service agreements.)

a) Subcontractor shall submit progress reports or attend meetings with state personnel at intervals determined by AHP to determine if the Subcontractor is on the right track, whether the project is on schedule, provide communication of interim findings, and afford occasions for airing difficulties or special problems encountered so that remedies can be developed quickly.
b) At the conclusion of this Agreement and if applicable, Subcontractor shall hold a final meeting at which Subcontractor shall present any findings, conclusions, and recommendations. If required by this Agreement, Subcontractor shall submit a comprehensive final report.

11. **Progress Payment Withholds**

a) Progress payments may not be made more frequently than monthly in arrears for work performed and costs incurred in the performance of the Agreement. In the aggregate, progress payments may not exceed Ninety percent (90%) of the total agreement amount, regardless of agreement length.
b) Ten percent (10%) may be withheld by AHP and/or DHCS from each invoice submitted for reimbursement, under the following conditions:
c) For services and costs associated with subcontractor and/or subcontractor performance that is considered to be of an ongoing nature or performed continuously throughout the term of the Agreement.
d) For individual services associated with a specific agreement deliverable that has not yet been received or completed in its entirety.
e) For individual and/or distinct tasks, work plans, or project activities that have not yet been completed in their entirety.

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f) Release of Amounts Withheld:

i. As individual and/or distinct tasks, services, work plans, or project activities are completed in their entirety by either the Subcontractor or lower-tiered subcontractor performance and any scheduled/required deliverables or reports are delivered to AHP and/or DHCS; then any funds so withheld may be released to the Subcontractor upon acceptance and/or acknowledgement that all such items have been completed to the full satisfaction of AHP and/or DHCS.

ii. Payment Requests Excluded from the 10 Percent (10%) Withhold: Ten percent (10%) payment withholds shall not be applied to reimbursements or periodic payment requests for direct costs associated with equipment purchases, media buys, operating expense items, and other procurements not directly associated with the Subcontractor's personal performance.

12. Intentionally left blank.

13. Legal Services Contract Requirements

(Applicable only to agreements involving the performance of legal services.)
The Subcontractor shall:

a) Adhere to legal cost and billing guidelines designated by AHP and/or DHCS.
b) Adhere to litigation plans designated by AHP and/or DHCS.
c) Adhere to case phasing of activities designated by AHP and/or DHCS.
d) Submit and adhere to legal budgets as designated by AHP and/or DHCS.
e) Maintain legal malpractice insurance in an amount not less than the amount designated by AHP and/or DHCS. Said amount shall be indicated in a separate letter to the Subcontractor.
f) Submit to legal bill audits and law firm audits if requested by AHP and/or DHCS. Such audits may be conducted by AHP, DHCS, State employees or their respective designees or by any legal cost control providers retained by AHP and/or DHCS for such purpose.

14. Four-Digit Date Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to DHCS or if IT equipment is procured.)

a) Subcontractor warrants that it will provide only Four-Digit Date Compliant (as defined below) deliverables and/or services to AHP, DHCS, and/or the State, as applicable. "Four Digit Date compliant" deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries.

b) This warranty and representation is subject to the warranty terms and conditions of this Subcontract and does not limit the generality of warranty obligations set forth elsewhere herein.

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15. Prohibited Use of State Funds for Software

(Applicable to agreements in which computer software is used in performance of the work.)

Subcontractor certifies that it has appropriate systems and controls in place to ensure that BHBH Program Plan funds will not be used in the performance of this Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

16. Insurance Requirements

a) Automobile Liability Insurance

(Applicable if automobiles are purchased/reimbursed with BHBH Program Plan funds, furnished by DHC through AHP pursuant to, or if autos are used in performance under the terms of, this Agreement.)

i. The Subcontractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of $1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with BHBH Program Plan funds under the terms of this Agreement, to the Subcontractor and/or its subcontractor.
ii. The Subcontractor and/or its subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the AHP.
iii. The Subcontractor and/or its subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this Agreement or until such time as the motor vehicle is returned to AHP, DHCS, or the State, as applicable.
iv. The Subcontractor and/or its subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
v. The Subcontractor and/or its subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:
vi. The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior written notice to AHP and DHCS.
vii. AHP and DHCS, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for pursuant to the BHBH Program Plan under this Agreement and any extension or continuation of this Agreement.
viii. The insurance carrier shall notify AHP, in writing, of the Subcontractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to the Agreement number for which the insurance was obtained.

ix. The Subcontractor and/or its subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Subcontractor shall be notified by AHP and/or DHCS, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Subcontractor agrees that no work or services shall be performed prior to obtaining said approval.

x. In the event the Subcontractor and/or its subcontractors fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, AHP or DHCS may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

b) Commercial General Liability

(Applicable to agreements involving the performance of hazardous activities (i.e., transportation of persons or DHCS and/or State property, handling of toxic or hazardous substances, elevator maintenance, facility repair, and other agreements when stipulated by AHP and/or DHCS, etc.))

i. The Subcontractor must furnish to AHP either a certificate of insurance stating that commercial general liability insurance of not less than $1,000,000 per occurrence for bodily injury and property damage liability combined is presently in effect for the Subcontractor or proof of adequate self-insurance if the Subcontractor is a self-insured government and/or public entity.

ii. The commercial general liability insurance policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement.

iii. The commercial general liability insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Subcontractor's limit of liability.

iv. The certificate of insurance shall identify the AHP's contract or agreement number for which the insurance applies. Paragraphs 16d, 16e, 16f, and 16g also apply to Commercial General Liability insurance.

c) Pollution Liability

(Applicable only when services involve the handling of toxic or hazardous substances.)

i. Subcontractor shall maintain Pollution Liability insurance covering the Subcontractor's liability for bodily injury, property damage and environmental damage resulting from pollution and related cleanup costs incurred, all arising out of the work or services performed under this Agreement. Coverage shall be provided for both work performed on-site, as well as during the transport of hazardous materials. Limits of not less than $1,000,000 shall be provided. Paragraphs 16d, 16e, 16f, and 16g also apply to Pollution Liability insurance.

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ii. The Subcontractor is hereby advised that copies of certificates of insurance and/or documentation of self-insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Subcontractor shall be notified by AHP and/or DHCS, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Subcontractor agrees that no work or services shall be performed prior to obtaining said approval. Each certificate of insurance shall identify the AHP contract or agreement number for which the insurance applies.

iii. The certificate of insurance must identify the agreement number for which the certificate of insurance applies and include the following provisions:

(a) The insurer will not cancel the insured's coverage without giving 30 days prior written notice to AHP and/or DHCS, and

(b) The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State of California under this Agreement.

iv. The Subcontractor agrees that the insurance required herein will remain in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, the Subcontractor agrees to provide, at least 30 calendar days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Agreement or for a period of not less than one year. New certificates of insurance may also be subject to the approval of DGS. The Subcontractor shall be notified by AHP and/or DHCS, in writing, if DGS approval of the certificate of insurance is required. If DGS approval of the certificate of insurance is required, the Subcontractor agrees that no work or services shall be performed prior to obtaining such approval. AHP and/or DHCS may, in addition to any other remedies it may have, terminate this Agreement for failure to comply with the insurance requirements of this Agreement.

v. AHP and/or DHCS will not be responsible for any premiums, deductibles, or assessments on any insurance policy.

d) Self-Insured Insurance Requirements:

(Applicable to agreements where Subcontractor has "Checked-the-Box" as self-insuring and subsections a through c, above, are inapplicable.)

☐ Subcontractor acknowledges and certifies that it is covered by and will maintain throughout the term of its BHBH Program Plan self-insurance in amounts and types sufficient to satisfy its contractual insurance requirements under the BHBH Program and its BHBH Program Plan, including without limitation, Special Events Liability Insurance Program ("SELIP") coverage. Subcontractor hereby:

i. Certifies that the Certificate of Consent to Self-Insure issued by the State of California Department of Industrial Relations upon execution of this Subcontract Agreement is currently in full force and effect; and

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ii. Agrees to notify AHP in writing if A.M. Best notifies the Subcontractor that the financial strength and creditworthiness of such self-insurance coverage is under review with negative implications or a potential downgrade of the Subcontractor's A.M. Best self-insurance rating, within three (3) days of such notification from the rating agency.

17. Procurement Rules

(Applicable to agreements in which equipment/property, commodities and/or supplies are furnished by DHCS through AHP, or expenses for said items are reimbursed by DHCS through AHP, with state or federal funds provided under the Agreement.)

a) Equipment/Property definitions:
Wherever the term equipment and/or property are used, the following definitions shall apply:

i. **Major equipment/property**
A tangible or intangible item having a base unit cost of $5,000 or more with a life expectancy of one (1) year or more and is either furnished by AHP and/or DHCS or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.

ii. **Minor equipment/property**
A tangible item having a base unit cost of less than $5,000 with a life expectancy of one (1) year or more and is either furnished by AHP and/or DHCS or the cost is reimbursed through this Agreement.

b) Government and public entities (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment, and services related to such purchases that are required in performance of this Agreement.

c) Left intentionally blank.

d) Left intentionally blank.

e) In special circumstances, determined by AHP or DHCS (e.g., when AHP or DHCS has a need to monitor certain purchases, etc.), AHP or DHCS may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. AHP or DHCS reserves the right to either deny claims for reimbursement or to request repayment for any Subcontractor and/or lower-tiered subcontractor purchase that AHP or DHCS determines to be unnecessary in carrying out performance under this Agreement.

f) The Subcontractor and/or lower-tiered subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. AHP and/or DHCS reserves the right to request a copy of these documents and to inspect the purchasing practices of the Subcontractor and/or lower-tiered

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subcontractor at any time.

g) For all purchases, the Subcontractor and/or lower-tiered its subcontractor must maintain copies of all paid vendor invoices, documents, bids, and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Subcontractor and/or lower-tiered its subcontractor for inspection or audit.

h) AHP and/or DHCS may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under subparagraph b of this Provision 17 by giving the Subcontractor no less than 30 calendar days written notice.

18. Equipment/Property Ownership / Inventory / Disposition

(Applicable to agreements in which equipment/property is furnished by DHCS and/or when said items are purchased or reimbursed by DHCS with state or federal funds provided under the Agreement.)

a) Wherever the term equipment and/or property is used in Provision 18, the definitions in Paragraph a of Provision 17 shall apply.

b) Unless otherwise stipulated in this Agreement, all equipment and/or property that is purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to the BHBH Program Plan under the terms of this Agreement shall be considered state equipment and the property of DHCS and/or the State of California.

i. Reporting of Equipment/Property Receipt

(a) AHP and/or DHCS requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by DHCS through AHP pursuant to BHBH Program Plan funds or purchased/reimbursed with funds provided through this Agreement.

(b) Upon receipt of equipment and/or property, the Subcontractor shall report the receipt to the AHP. To report the receipt of said items and to receive property tags, Subcontractor shall use a form or format designated by AHP Program Manager If the appropriate form (i.e., Contractor Equipment Purchased with DHCS Funds) does not accompany this Agreement, Subcontractor shall request a copy from the AHP or DHCS.

ii. Annual Equipment/Property Inventory

c) If the Subcontractor enters an agreement with a term of more than twelve months, the Subcontractor shall submit an annual inventory of state equipment and/or property to the AHP using a form or format designated by AHP. If an inventory report form (i.e., Inventory/Disposition

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of DHCS-Funded Equipment) does not accompany this Agreement, Subcontractor shall request a copy from AHP. Subcontractor shall:

(1) Include in the inventory report, equipment and/or property in the Subcontractor's possession and/or in the possession of its subcontractor (including independent consultants).

(2) Submit the inventory report to AHP.

(3) Contact AHP to learn how to remove, trade-in, sell, transfer, or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by AHP.

d) Title to any equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.

c) Unless otherwise stipulated, AHP and/or DHCS shall be under no obligation to pay the cost of restoration, or rehabilitation of the Subcontractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.

d) The Subcontractor and/or its Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance, and preservation of state equipment and/or property.

(i) In administering this provision, AHP or DHCS may require the Subcontractor and/or its Subcontractor to repair or replace, to AHP's satisfaction, any damaged, lost or stolen state equipment and/or property. Subcontractor and/or its Subcontractor shall immediately file a theft report with the appropriate police agency, or the California Highway Patrol and Subcontractor shall promptly submit one copy of the theft report to the AHP and AHP's Program Manager.

(ii) Unless otherwise stipulated by this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to BHBH Program Plan under the terms of this Agreement, shall only be used for performance of this Agreement or another DHCS agreement.

e) Within sixty (60) calendar days prior to the termination or end of this Agreement, the Subcontractor shall provide a final inventory report of equipment and/or property to the AHP and shall, at that time, query DHCS as to the requirements, including the manner and method, of returning state equipment and/or property to DHCS and/or the State, as applicable. Final disposition of equipment and/or property shall be at DHCS and/or the State, as applicable expense and according to DHCS and/or the State, as applicable instructions. Equipment and/or property disposition instructions shall be issued by AHP immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, AHP or DHCS may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different DHCS agreement.

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f) Motor Vehicles

Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under this Agreement.)

i. If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to BHBH Program Plan funds under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Subcontractor and/or its subcontractor shall return such vehicles to DHCS and the State, as applicable, and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to DHCS or the State, as applicable.

ii. If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to BHBH Program Plan funds under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Subcontractor shall be the registered owner. The Subcontractor and/or its subcontractor may only use said vehicles for performance and under the terms of this Agreement.

iii. The Subcontractor and/or its subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to BHBH Program Plan funds under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.

iv. If any motor vehicle is purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, the Subcontractor and/or its subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the type and amount of automobile liability insurance as specified in the Automobile Liability Insurance requirements clause as set forth in this Attachment is in effect during the term of this Agreement or any period of contract extension during which any vehicle remains in the Subcontractor's and/or its subcontractor's possession.

v. The requirements specified in Provision 16, entitled, "Insurance Requirements" apply to vehicles purchased/reimbursed with agreement funds or furnished by DHCS through AHP pursuant to BHBH Program Plan funds under the terms of this Agreement.

19. Left intentionally blank

20. Suspension or Stop Work Notification

a) AHP or DHCS may, at any time, issue a notice to suspend performance or stop work under this Agreement. The initial notification may be a verbal or written directive issued by AHP. Upon receipt of said notice, the Subcontractor is to suspend and/or stop all, or any part, of the work called for by this Agreement.

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i. Written confirmation of the suspension or stop work notification with directions as to what work (if not all) is to be suspended and how to proceed will be provided within thirty (30) working days of the verbal notification.
ii. The suspension or stop work notification shall remain in effect until further written notice is received from AHP or DHCS. The resumption of work (in whole or part) will be at AHP's or DHCS' discretion and upon receipt of written confirmation.

b) Upon receipt of a suspension or stop work notification, the Subcontractor shall immediately comply with its terms and take all reasonable steps to minimize or halt the incurrence of costs allocable to the performance covered by the notification during the period of work suspension or stoppage.

c) Within ninety (90) days of the issuance of a suspension or stop work notification, DHCS through AHP pursuant to BHBH Program Plan funds shall either:
i. Cancel, extend, or modify the suspension or stop work notification; or
ii. Terminate the Agreement as provided for in the Cancellation / Termination clause of the Agreement.

d) If a suspension or stop work notification issued under this clause is canceled or the period of suspension or any extension thereof is modified or expires, the Subcontractor may resume work only upon written concurrence of funding Program's Contract Manager.

e) If the suspension or stop work notification is cancelled and the Agreement resumes, changes to the services, deliverables, performance dates, and/or contract terms resulting from the suspension or stop work notification shall require an amendment to the Agreement.

f) If a suspension or stop work notification is not canceled and the Agreement is cancelled or terminated pursuant to the provision entitled Cancellation / Termination, AHP and/or DHCS shall allow reasonable costs resulting from the suspension or stop work notification in arriving at the settlement costs.

g) AHP and DHCS shall not be liable to the Subcontractor for loss of profits because of any suspension or stop work notification issued under this clause.

21. Public Communications

a) Electronic and printed documents developed and produced, for public communications shall follow the following requirements to comply with Section 508 of the Rehabilitation Act and the Americans with Disabilities Act; and

b) Ensure visual-impaired, hearing-impaired, and other special needs audiences are provided material information in formats that provide the most assistance in making informed choices.

22. Audit and Record Retention

(Applicable to agreements in excess of $10,000.)

a) The Subcontractor and/or its subcontractor shall maintain books, records,

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documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.

b) The Subcontractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.

c) Subcontractor agrees that AHP, DHCS, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Subcontractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Subcontractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Government Code Section 8546.7, Public Contract Code (PCC) Sections 10115 et seq., California Code of Regulations Title 2, Section 1896.77) The Subcontractor shall comply with the above and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC Section 10115.10.

d) The Subcontractor and/or its subcontractor shall preserve and make available his/her records (1) for a period of six years for all records related to Disabled Veteran Business Enterprise (DVBE) participation (Military and Veterans Code Section 999.55), if this Agreement involves DVBE participation, and three years for all other contract records from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (i) or (ii) below.

   i. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement; or

   ii. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

e) The Subcontractor and/or its subcontractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, DVD, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Subcontractor and/or its subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable

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devices may include, but are not limited to, microfilm readers and microfilm printers, etc.

f) The Subcontractor shall, if applicable, comply with the Single Audit Act and the audit requirements set forth in 2 C.F.R. § 200.501 (2014).

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ATTACHMENT C

STATEMENT OF WORK

(Under DHCS Agreement No. 22-20456-BHBH)

[ATTACHED]

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ATTACHMENT C

STATEMENT OF WORK

(Under DHCS Agreement No. 22-20456-BHBH)

Subcontractor Name: Colusa County
Universal Unique Identifier: bhbh_524_bhbh_colusa_county

Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
1 Year 1	**7524.01**	**YEAR 1 - JUNE 23, 2023- JUNE 30, 2024 - START-UP, PROGRAM IMPLEMENTATION AND REPORTING** **Behavioral Health Bridge Housing (BHBH) Program** ♦ Subcontractor shall develop BHBH Program Plan (BHBH Plan or just Plan) utilizing templates provided by Advocates for Human Potential (AHP). The Plan shall be based on the submitted County Behavioral Health Agency (BHA) BHBH Program proposal and submitted to AHP for approval within 30 days of contract execution. ♦ AHP will send back any revisions and County BHA shall submit any required revisions within ten business days from date of receipt and return the revised Plan to AHP for approval. DHCS shall grant final approval to the BHBH Program Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Subcontractor shall submit required policies and procedures, as applicable, for Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds, and/or Auxiliary Funding in Assisted Living to AHP for approval within 45 days of subcontract execution. Policies and procedures will include but not be limited to eligibility; allowable uses; methods of disbursement; prevention of fraud, waste, and abuse, documentation requirements and audit provisions. ♦ Rental Assistance Policies and procedures will include but not be limited to: • The calculation of rental assistance, which must be indicated and must use either Fair Market Rents (FMRs) or a rent reasonableness methodology to calculate allowable rental rates. Subcontractor may offer either shallow subsidies up to a specific	Upon execution of subcontract, first disbursement amount shall be twenty-five percent (25%) of subcontract grand total ($1,502,677) **LESS** total start-up infrastructure costs calculated as follows: ($1,502,677) – ($300,000) x.25 = **$300,669**	June 30, 2024

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		dollar amount or a formula in which the individual pays a portion of the rent based on income. • Clear eligibility requirements for individuals and units for short-term and/or mid-term rental assistance. The requirements for both short- and mid-term assistance may be the same, or the Subcontractor may have fewer requirements for short-term assistance than for mid-term. • Fraud prevention, along with regular audits and clear documentation of all payments. • Requirements for payments to be made directly to property owners or managers. • Requirements to provide supportive services and resources to individuals who are receiving rental assistance, to remove barriers and help them obtain longer-term rental assistance or other affordable housing. • Requirements for participants to have access to onsite supportive services at the facility or through home visits. ♦ All required revisions to policies and procedures to be submitted to AHP within ten business days of receipt of Plan and return Plan as required by AHP. ♦ Implement the policies and procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the BHBH Program Plan, including the service metrics and program requirements. ♦ Collect program and individual data as described in the BHBH Program Plan and as requested by AHP. ♦ Provide outreach and engagement services as described in the BHBH Program Plan and service metrics. **Participation in Monitoring and Technical Assistance and Training (TTA)** ♦ **Learning Collaborative Sessions**		

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		• Participate in statewide Learning Collaborative sessions on a quarterly basis at minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly Learning Collaborative. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • At minimum, one staff member shall participate in monthly coaching calls with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Subcontract Agreement. ♦ If applicable, conduct County BHA BHBH Program implementation and capacity-building activities as described in the BHBH Program Plan. **Reporting—Year 1** Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the BHBH Program Plan; expending funds, including, without limitation, equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 1, Quarter 1: June 23 –September 30, 2023, due by November 15, 2023 • Year 1, Quarter 2: October 1–December 31, 2023, due by February 15, 2024 • Year 1, Quarter 3: January 1–March 31, 2024, due by May 15, 2024 • Year 1, Quarter 4: April 1–June 30, 2024, due by August 15, 2024 • Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
2 Year 1	**7524.01**	**SOLELY FOR THOSE BHBH PROGRAM PLAN PROJECTS WITH START-UP INFRASTRUCTURE, YEAR 1 (JUNE 23, 2023, TO JUNE 30, 2024)** **Submit budget and schedule for each individual BHBH Start-Up Infrastructure Project and include it in BHBH Program Plan for AHP/DHCS approval.** ♦ Implement the construction plan for each project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement including Attachment F. **Acquisition (if applicable)** ♦ Demonstrate site control as described in Section 4 of the Subcontract Agreement, including Attachment F. ♦ Establish an escrow account. ♦ Meet all requirements listed in Section 4 of Subcontract Agreement, including Attachment F. ♦ Obtain deed restriction as required, if applicable. **Complete Construction/Renovation (if applicable)** ♦ Demonstrate site control as described in Section 4 of the Subcontract Agreement, including Attachment F. ♦ Meet all requirements included in Section 4 of Subcontract Agreement, including Attachment F. ♦ Obtain deed restriction as required, if applicable. ♦ Provide required documentation and monitoring as described in BHBH Program Plan, budget, and schedule. **Other Approved Costs (if applicable)** **Start-Up Furnishings, Appliances and Equipment** ♦ Acquire all start-up furnishing, appliances and equipment included in BHBH Program Plan, budget, and schedule. ♦ Implement monitoring plan and ensure costs are allowable and compliant with local, state, and federal laws. ♦ Provide required documentation and monitoring as described in BHBH Program Plan, budget, and schedule. **Implement Construction Monitoring Plans; Participate in Monitoring and AHP Review Requirements (if applicable)**	Start-up Infrastructure Costs shall be provided in payments as described in Section 4 of this subcontract. 90% of the Start-up Infrastructure Costs ($270,000) calculated as follows: .90 x $ 300,000 total start up infrastructure = **$270,000**	June 30, 2024

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ Provide a summary report on each individual project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement, including Attachment F and prior to submitting a request for payment. ♦ For each specific site, upon the completion of the site, provide a summary narrative and financial report and compliance documentation for each individual project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement, including Attachment F. ♦ Ensure that each start-up infrastructure site is available within one year of execution of Subcontract Agreement. **Reporting** ♦ Provide summary reporting on each BHBH Program Plan project and documentation of certificate of occupancy within one year of execution of Subcontract Agreement, as required by the BHBH Program Plan. ♦ Provide any necessary documentation requested by AHP for desk reviews and processing payment requests.		
		Year 1 Subtotal	**$570,669**	

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
3 Year 2	7524.01	**YEAR 2 - JULY 1, 2024, TO JUNE 30, 2025 - PROGRAM IMPLEMENTATION AND REPORTING** **BHBH Program Plan** ♦ Submit any updates to the BHBH Program Plan for approval utilizing templates provided by AHP and based on the submitted County BHA BHBH Program proposal. ♦ AHP will send back any revisions and County BHA shall submit any required revisions within ten business days from date of receipt and return the revised Plan to AHP for approval. DHCS shall grant final approval to the BHBH Program Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved policies and procedures for approval with quarterly reports as needed. ♦ Implement the policies and procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the BHBH Program Plan, including the service metrics and program requirements. ♦ Collect program and individual data as described in the BHBH Program Plan and as requested by AHP. ♦ Provide outreach and engagement services as described in the BHBH Program Plan and service metrics. **Participation in Monitoring and TTA** ♦ **Learning Collaborative Sessions** • Participate in statewide Learning Collaborative sessions on a quarterly basis at minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly Learning Collaborative.	Upon approval of cost reconciliation report for first disbursement amount, second disbursement amount shall be twenty-five percent (25%) of subcontract total $1,502,677. **LESS** total start-up infrastructure costs calculated as follows: (total subcontract $1,502,677 –total start-up infrastructure budget $300,000) x.25 = **$300,669**	June 30, 2025

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Subcontract Agreement. ♦ If applicable, conduct County BHA BHBH Program implementation and capacity-building activities as described in the BHBH Program Plan. **Reporting—Year 2** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the BHBH Program Plan; expending funds, including, without limitation, equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 2, Quarter 1: July 1–September 30, 2024, due by November 15, 2024 • Year 2, Quarter 2: October 1–December 31, 2024, due by February 15, 2025 • Year 2, Quarter 3: January 1–March 31, 2025, due by May 15, 2025 • Year 2, Quarter 4: April 1–June 30, 2025, due by August 15, 2025 ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
4 Year 2	**7524.01**	**SOLELY FOR THOSE BHBH PROGRAM PLAN PROJECTS WITH START-UP INFRASTRUCTURE, YEAR 2 (JULY 1, 2024, TO DECEMBER 31, 2024)** **Complete individual BHBH Start-Up Infrastructure Projects according to the budget and schedule included in the BHBH Program Plan.** ♦ Implement the construction plan for each project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement including Attachment F. **Acquisition (if applicable)** ♦ Demonstrate site control as described in Section 4 of the Subcontract Agreement, including Attachment F. ♦ Establish an escrow account. ♦ Meet all requirements listed in Section 4 of Subcontract Agreement, including Attachment F. ♦ Obtain deed restriction as required, if applicable. **Complete Construction/Renovation (if applicable)** ♦ Demonstrate site control as described in Section 4 of the Subcontract Agreement, including Attachment F. ♦ Meet all requirements included in Section 4 of Subcontract Agreement, including Attachment F. ♦ Obtain deed restriction as required, if applicable. ♦ Provide required documentation and monitoring as described in BHBH Program Plan, budget, and schedule. **Other Approved Costs (if applicable)** **Start-Up Furnishings, Appliances and Equipment** ♦ Acquire all start-up furnishing, appliances and equipment included in BHBH Program Plan, budget, and schedule. ♦ Implement monitoring plan and ensure costs are allowable and compliant with local, state, and federal laws. ♦ Provide required documentation and monitoring as described in BHBH Program Plan, budget, and schedule. **Implement Construction Monitoring Plans; Participate in Monitoring and AHP Review Requirements**	Start-up Infrastructure Costs shall be provided in payments as described in Section 4 of the subcontract. 10% of total start-up infrastructure costs ($300,00 total start up infrastructure) calculated as follows: .10 x $300,000 = **$30,000**	Decemb er 31, 2024,

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ Provide a summary report on each individual project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement, including Attachment F and prior to submitting a request for payment. ♦ For each specific site, upon the completion of the site, provide a summary narrative and financial report and compliance documentation for each individual project as described in the BHBH Program Plan, budget, and schedule, pursuant to this Subcontract Agreement, including Attachment F. ♦ Ensure that each start-up infrastructure site is available within one year of execution of Subcontract Agreement. **Reporting** ♦ Provide summary reporting on each BHBH Program Plan project and documentation of certificate of occupancy within one year of execution of Subcontract Agreement, as required by the BHBH Program Plan. ♦ Provide any necessary documentation requested by AHP for desk reviews and processing payment requests.		
		Year 2 Subtotal	**$330,669**	
5 Year 3	**7524.01**	**YEAR 3 - JULY 1, 2025, TO JUNE 30, 2026 - PROGRAM IMPLEMENTATION AND REPORTING** **BHBH Program Plan** ♦ Submit any updates to the BHBH Program Plan for approval utilizing templates provided by AHP and based on the submitted County BHA BHBH Program proposal. ♦ AHP will send back any revisions and County BHA shall submit any required revisions within ten business days from date of receipt and return the revised Plan to AHP for approval. DHCS shall grant final approval to the BHBH Program Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved policies and procedures for approval with quarterly reports as needed. ♦ Implement the policies and procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and	Upon approval of cost reconciliation report for second disbursement amount, third disbursement amount shall be twenty-five percent (25%) of subcontract grand total $1,502,677. **LESS** total start-up infrastructure costs calculated as follows: (total subcontract $1,502,677 –total start-up infrastructure budget $300,000) x.25 = **$300,669**	June 30, 2026

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the BHBH Program Plan, including the service metrics and program requirements. ♦ Collect program and individual data as described in the BHBH Program Plan and as requested by AHP. ♦ Provide outreach and engagement services as described in the BHBH Program Plan and service metrics. **Participation in Monitoring and TTA** ♦ **Learning Collaborative Sessions** • Participate in statewide Learning Collaborative sessions on a quarterly basis at minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly Learning Collaborative. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Subcontract Agreement. ♦ If applicable, conduct County BHA BHBH Program implementation and capacity-building activities as described in the BHBH Program Plan. **Reporting—Year 3** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the BHBH Program Plan; expending funds, including, without		

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		limitation, equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 3, Quarter 1: July 1–September 30, 2025, due by November 15, 2025 • Year 3, Quarter 2: October 1–December 31, 2025, due by February 15, 2026 • Year 3, Quarter 3: January 1–March 31, 2026, due by May 15, 2026 • Year 3, Quarter 4: April 1–June 30, 2026, due by August 15, 2026 ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		
		Year 3 Subtotal	**$300,669**	
6 Year 4	**7524.01**	**YEAR 4 - JULY 1, 2026, TO JUNE 30, 2027- PROGRAM IMPLEMENTATION AND REPORTING** **BHBH Program Plan** ♦ Submit any updates to the BHBH Program Plan for approval utilizing templates provided by AHP and based on the submitted County BHA BHBH Program proposal. ♦ AHP will send back any revisions and County BHA shall submit any required revisions within ten business days from date of receipt and return the revised Plan to AHP for approval. DHCS shall grant final approval to the BHBH Program Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved policies and procedures for approval with quarterly reports as needed. ♦ Implement the policies and procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations**	Upon approval of cost reconciliation report for third disbursement amount, fourth disbursement amount shall be twenty-five percent (25%) of subcontract grand total $1,502,677. **LESS** total start-up infrastructure costs calculated as follows: (total subcontract $1,502,677 –total start-up infrastructure budget $300,000) x.25 = **$300,670**	June 30, 2027

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the BHBH Program Plan, including the service metrics and the program requirements. ♦ Collect program and individual data as described in the BHBH Program Plan and as requested by AHP. ♦ If applicable, provide outreach and engagement services as described in the BHBH Program Plan and service metrics. **Participation in Monitoring and TTA** ♦ **Learning Collaborative Sessions** • Participate in statewide Learning Collaborative sessions on a quarterly basis at minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly Learning Collaborative. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Subcontract Agreement. ♦ If applicable, conduct County BHA BHBH Program implementation and capacity-building activities as described in the BHBH Program Plan. **Reporting—Year 4** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the BHBH Program Plan; expending funds, including, without limitation, equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the		

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Item	Billing Code	Deliverable Description	Amount	Deliver On or Before
		following time frames and observe the following due dates: • Year 4, Quarter 1: July 1–September 30, 2026, due by November 15, 2026 • Year 4, Quarter 2: October 1–December 31, 2026, due by February 15, 2027 • Year 4, Quarter 3: January 1–March 31, 2027, due by May 15, 2027 • Year 4, Quarter 4: April 1–June 30, 2027, due June 30, 2027 ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required. ♦ Submit a final report by June 30, 2027.		
		Year 4 Subtotal	**$300,670**	
		Subcontract Grand Total	**$1,502,677**	

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ATTACHMENT D

RATE SCHEDULE

(Under DHCS Agreement No. 22-20456-BHBH)

[ATTACHED]

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ATTACHMENT D
PAYMENT SCHEDULE
SUBCONTRACTOR FUNDING/BUDGET

COUNTY NAME: Colusa County

Infrastructure Funding Usage Description	Budgeted Amount
Total Start-Up Infrastructure Funding	$300,000
Start-Up Infrastructure Budget Subtotal	**$300,000**
Non-Infrastructure Funding Usage Description	**Budgeted Amount**
Operating Bridge Housing	$1,127,159
Other Flexible Funding Categories (no Infrastructure)	$75,518
Budget Subtotal	**$1,202,677**
Total Budget	**$1,502,677**

Start-Up Infrastructure (SUI) Payment Schedule*

Invoicing Date Range	Invoice Description	Amount of Invoice
SUI Acquisition Invoice 1: **06/23/23 – 6/30/24**	Initial Advanced Payment of Acquisition Costs	Ninety Percent (90%) of Acquisition Subtotal
SUI Acquisition Invoice 2: **06/23/23 – 12/31/24**	Remainder of Acquisition Costs	Ten Percent (10%) of Acquisition Subtotal
SUI Renovation Invoice 1: **06/23/23 – 6/30/24**	Initial Advanced Payment of Real Estate Renovation Costs	Fifty Percent (50%) of Renovation Subtotal
SUI Renovation Invoice 2: **06/23/23 – 6/30/24**	Second Payment of Real Estate Renovation Costs Per Approved Cost Report Amount Submitted by Subcontractor	Up to Forty Percent (40%) of Renovation Subtotal
SUI Renovation Invoice 3: **7/01/24 – 12/31/24**	Final Payment of Real Estate Renovation Costs Upon Completion of AHP "desk review" of all previously submitted expenses	Ten Percent (10%) or Remainder of Renovation Subtotal
SUI Other Invoice 1: **06/23/23 – 6/30/24**	Advanced Payment of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal

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SUI Other Invoice 2: **06/23/23 – 6/30/24**	Second Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal
SUI Other Invoice 3: **06/23/23 – 6/30/24**	Third Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal
SUI Other Invoice 4: **06/23/23 – 12/31/24**	Final Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) or Remainder of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal

*** If a County BHA has more than one approved Start-Up Infrastructure Project as a part of their BHBH Plan – each project would be invoiced separately and denoted as invoice a, b, c. A customized invoicing template will be provided by AHP.**

Non-Infrastructure Payment Schedule

COUNTY NAME: Colusa County

Funding Usage Description	Budgeted Amount
Operating Bridge Housing	$1,127,159
Flexible Funding Categories (no Infrastructure)	$75,518
Total Budget	**$1,202,677**

Invoicing Date Range	Invoice Description	Amount of Invoice
Invoice 1: **06/23/23 – 6/30/24**	Initial Advanced Payment of Non-Infrastructure Program Funds for completion and initial implementation of BHBH Program Plan.	Twenty-Five Percent (25%) of Subcontract Grand Total
Invoice 2: **7/01/24 – 6/30/25***	Second Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor for delivery of Bridge Housing as described in the BHBH Program Plan.	Up to Twenty-Five Percent (25%) of Subcontract Grand Total

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Invoice 3: **7/01/25 – 6/30/26***	Third Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor as described in the BHBH Program Plan.	Up to Twenty-Five Percent (25%) of Subcontract Grand Total
Invoice 4: **7/01/26 – 6/30/27***	Final Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor as described in the BHBH Program Plan.	Twenty-Five Percent (25%) or Remainder of Subcontract Grand Total

***Invoicing may be expedited to an interval less than annually, but no more often than quarterly.**

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ATTACHMENT E

_____ SCHEDULE

(Under DHCS Agreement No. 22-20456-BHBH)

[Intentionally Left Blank]

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ATTACHMENT F

SPECIAL REAL ESTATE REQUIREMENTS

(Under DHCS Agreement No. 22-20456-BHBH)

The State of California through the Department of Health Care Services ("DHCS") is administering the Behavioral Health Bridge Housing Program ("BHBH Program") through noncompetitive predetermined funding to be awarded to county behavioral health agencies ("Behavioral Health Agencies" or "BHAs") to address the immediate housing and treatment need of people experiencing homelessness who have serious behavioral health conditions (such as a serious mental illness and/or substance use disorder) that prevent them for accessing help and moving out of homelessness.

In the event Subcontractor elects to expend up to twenty-five percent (25%) of its BHBH Program funds towards bridge housing start-up infrastructure (the "Infrastructure Project"), then the Special Real Estate Requirements set forth in this **Attachment F** (herein, "Program Funds") shall apply.

BHBH Program funding may be used for start-up costs and to make facilities more available to individuals with serious behavioral health conditions. Bridge housing start-up infrastructure funding is limited to seventy-five thousand dollars ($75,000) per bed. All bridge housing start-up infrastructure activities must be complete, and beds made available within one (1) year of execution of the Agreement.

These Special Real Estate Requirements shall become effective upon execution of the underlying Agreement and shall automatically expire concurrently with the expiration of the Prime Contract (the "Expiration Date") unless earlier terminated by AHP or DHCS (the "Term"). Terms not defined herein shall have the definitions ascribed in the Subcontract Agreement.

In the event Subcontractor was approved for the purchase of a facility or rehabilitation/renovation project, Subcontractor's plan to complete the project within one (1) year and Subcontractor's approved budget shall be incorporated herein by reference. Subcontractor further agrees that it shall be fully and solely responsible for any and all cost overruns of Subcontractor's project.

Article 1.

Conditions to Disbursement

AHP shall disburse the Program Funds to the Subcontractor for the amount of any reasonable, actual, and documented costs incurred in accordance with the Agreement, the SOW and the BHBH Program Plan for the Infrastructure Project upon satisfaction

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of the requirements described in Section 1.1 below. Program Funds shall be disbursed for infrastructure construction costs only upon FULL satisfaction of the requirements in Section 1.1 and the additional requirements of Section 1.2, below. Program Funds disbursed for real property acquisition shall be disbursed only upon FULL satisfaction of the requirements in Section 1.1 and the additional requirements of Section 1.3, below. Program Funds to be disbursed for construction costs shall be disbursed only upon FULL satisfaction of the requirements of Section 1.1 and the additional requirements described in Section 1.4, below. Thereafter, Program Funds shall be disbursed to the Subcontractor for costs incurred for the Infrastructure Project within thirty (30) days of receipt of a complete request for Program Funds, provided such request for funds is approved by AHP or its designee.

1.1 **Subcontractor Obligations**

1.1.1 Subcontractor is responsible for ensuring that they and their subcontractors and other vendors meet all federal, state, and local requirements.

1.1.2 Subcontractor is responsible for ensuring that they and their subcontractors and all other vendors satisfy all requirements set forth in the RFA, the Agreement, and the BHBH Program.

1.1.3 Subcontractor shall comply with the terms of the provisions of these Special Real Estate Requirements and fully executed copies of the Agreement and this Attachment F.

1.2 **Requirements for Disbursement of Program Funds – Infrastructure Construction Costs**

1.2.1 No Program Funds shall be released to the Subcontractor for any Infrastructure Project costs until the Subcontractor submits, and AHP approves, the documents described below, and any additional supporting information, as may be required:

1.2.1.1 A construction monitoring plan that shall include, at a minimum:

1.2.1.1.a. Review of building and construction plans, contracts with general contractors and significant subcontractors, permits, and change orders;

1.2.1.1.b. Periodic site inspections by Subcontractor staff or designees, with pictures and certified reports to accompany invoicing to AHP;

1.2.1.1.c. Policies and procedures for addressing cost overruns and Subcontractor or any underlying subcontractor or vendors failure to perform;

1.2.1.1.d. Policies and procedures for implementing responsibilities for managing, processing, and distributing payments as

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the Project's fiscal intermediary, including ensuring that each contracting party receives funding in a timely manner in pursuance of its contractual obligations entered into with the Subcontractor;

1.2.1.1.e. Mechanisms and processes to oversee and monitor ongoing compliance with contractual obligations, including infrastructure and rental assistance programs (see Section 1.5, below), that may require onsite visits and desk reviews, and all designed to protect against fraud and abuse throughout the term of the Agreement; and

1.2.1.1.f. Maintaining detailed records of accounts of all funds distributed and expended on the Project, by whom they were spent, and how the funds were utilized.

1.2.1.2 The Subcontractor's request for funds, with all required supporting documents appended thereto.

1.2.1.3 Certificates of insurance, or a certification of the Sponsor of self-insurance coverage if the Sponsor is self-insured, evidencing coverages required by the Agreement and naming AHP and DHCS as additional insureds, which shall be in the form and substance acceptable to AHP and DHCS.

1.2.1.4 Executed an access agreement allowing DHCS, or its designee, access to the facility or facilities funded by the Project Funds.

1.3 **Requirements for Disbursement of Program Funds – Property Acquisition Costs**. Expenditures that include contributing to the purchase of property will require site control, defined as ownership, an executed purchase and sale agreement, and/or other agreement that is legally enforceable to the satisfaction of AHP that satisfies site control. No Program Funds shall be released to the Subcontractor for any Infrastructure Project costs related to the acquisition of real property until the Subcontractor satisfies the requirements described in Section 1.1 above. The Subcontractor obtains and notifies AHP of receipt and AHP, at its sole discretion, may determine to review and approve any and all documents described in this Section 1.3, and any additional information as may be required by AHP. AHP reserves the right to request copies of any information provided herein. Program Funds disbursed for acquisition of real property will be deposited directly into an escrow account opened by the Subcontractor for the transfer of title of the real property with the appropriate title company, and the following documents produced:

1.3.1 fully executed purchase and sale agreement or other agreement evidencing the Subcontractor's site control over the property upon which the Project is to be constructed or operated, which shall be in the form and substance acceptable to Subcontractor.

1.3.2 A written appraisal report setting forth an opinion of fair market value of the real property upon which the Infrastructure Project is to be constructed or operated prepared by a certified general appraiser

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licensed in the State of California ("Certified Appraisal Report"), which shall be in the form and substance acceptable to Subcontractor.

1.3.3 A current title report reflecting all existing liens, encumbrances, taxes owed, easements, covenants, or any other restrictions for the real property to be acquired. If the Subcontractor's interest in the real property to be acquired is a leasehold, then the Subcontractor shall provide a current title report for the leasehold interest and the fee interest. For tribal trust land, the Subcontractor shall provide a certified Title Status Report from the U.S. Department of the Interior Bureau of Indian Affairs or an attorney's opinion regarding chain of title and current title status. All of the foregoing shall be in the form and substance acceptable to Subcontractor;

1.3.4 Any acquisition of real property that requires a deed of trust shall also require a commitment from a title insurance company for an ALTA Lenders Title Insurance policy in a form acceptable to AHP in the amount of the Program Funds disbursed for purposes of acquiring the property. The condition of title, the insurer, the liability amount, the form of policy, and the endorsements shall be subject to AHP approval. The policy shall insure that the Subcontractor holds good and marketable title (fee simple or leasehold) and shall show the Declaration of Restrictions in the lien priority approved by AHP and only subject to such title exceptions as are approved by AHP, its designee, or DHCS.

1.3.5 Evidence of any additional funds necessary for the Subcontractor to acquire the property to be used for bridge housing if the Program Funds are not providing the full amount of the acquisition costs, which shall be in the form and substance acceptable AHP and DHCS.

1.3.6 Signed escrow instructions, providing for the following:

1.3.6.1 When applicable, a Declaration of Restrictions, as approved by AHP and/or including its designee or DHCS, shall be recorded at the close of escrow against the real property upon which the Project is to be constructed or operated; and

1.3.6.2 When applicable, a Deed of Trust, as approved by AHP and/or including its designee or DHCS, shall be recorded at the close of escrow against the real property upon which the Project is to be constructed or operated.

1.3.7 AHP may, at the direction of DHCS, waive the signed escrow instructions requirement as set forth in Section 1.3.6, above. In those cases, the Subcontractor shall execute a facility access agreement allowing AHP, DHCS, or its designee, access to the facility or facilities funded by the Project Funds, and requiring the Subcontractor to use the property, or portion of the property funded by the Project Funds for the intended purpose. In the event the Subcontractor violates the terms of the facility access agreement, AHP at the direction of DHCS or DHCS on its own shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without

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restriction or limitation of any other rights and remedies available at law or in equity.

1.4 **Requirements for Disbursement of Program Funds - Construction Costs**. No Program Funds shall be released to the Subcontractor for Infrastructure Project costs for construction activities until the Subcontractor satisfies the requirements described in Sections 1.1 and 1.2, above, and the Subcontractor obtains and notifies AHP of receipt and AHP, at its sole discretion, may determine to review and approve any and all documents described in this Section 1.4, and any additional information as may be required by AHP. AHP reserves the right to request copies of any information provided herein.

1.4.1 The Subcontractor and the Subcontractor's general contractor shall submit documentation certifying compliance with requirements related to public works projects pursuant to California Labor Code section 1720 *et seq.*, as well as all applicable federal labor and wage laws. AHP, at its sole discretion, has the right but not the obligation to review and approve any and all documents described in this Section 1.4 and any additional information or documents as may be required by AHP hereunder.

1.4.2 Plans and specifications for the construction work as identified in the SOW and BHBH Program Plan, which shall be in the form and substance acceptable to Subcontractor.

1.4.3 A construction contract that is based on construction plans, with a licensed general contractor for an amount consistent with the construction costs in the approved Infrastructure Project budget incorporated into the SOW, which shall be in the form and substance acceptable to Subcontractor, including execution of any construction contract rider, when applicable.

1.4.4 Copies of labor and material bonds and performance bonds for the construction work in an amount equal to one hundred percent (100%) of the cost of construction, which shall be in the form and substance acceptable to Subcontractor, naming AHP and DHCS as co-obliges on the bonds.

1.4.5 Copies of all required building, land use, and fire clearance or other required building permits or approvals for the Infrastructure Project, which shall be in the form and substance acceptable to Subcontractor.

1.4.6 The Subcontractor has submitted a written request for Program Funds on a form approved by AHP providing sufficient detail and with sufficient supporting documentation to permit AHP or its designee to confirm that the request is consistent with the terms of this Agreement and the Project budget.

1.4.7 When a disbursement is requested to pay any contractor in connection with the construction work, the written request must be accompanied by a certification by the Subcontractor's architect or project manager that the work for which disbursement is requested has been completed

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(although AHP reserves the right to inspect or have its designee inspect the Project and make an independent evaluation); and (b) lien release and/or mechanics lien title insurance endorsements reasonably acceptable to AHP.

1.5 **Requirements for Disbursement of Program Funds – Rental Assistance**

To receive BHBH Program rental assistance funds, Subcontractor must submit for DHCS review related policies and procedures that address the following:

1.5.1 The calculation of rental assistance, which must be indicated and must use either Fair Market Rents (FMRs) or a rent reasonableness methodology to calculate allowable rental rates. Subcontractor may offer either shallow subsidies up to a specific dollar amount or a formula in which the individual pays a portion of the rent based on income.

1.5.2 Clear eligibility requirements for individuals and units for short-term and/or mid-term rental assistance. The requirements for both short- and mid-term assistance may be the same, or the Subcontractor may have fewer requirements for short-term assistance than for mid-term.

1.5.3 Fraud prevention, along with regular audits and clear documentation of all payments.

1.5.4 Requirements for payments to be made directly to property owners or managers.

1.5.5 Requirements to provide supportive services and resources to individuals who are receiving rental assistance, to remove barriers and help them obtain longer-term rental assistance or other affordable housing.

1.5.6 Requirements for participants to have access to onsite supportive services at the facility or though home visits.

1.6 **Waiver of Terms and Conditions**. It is understood that DHCS may, in its sole discretion, through AHP and Subcontractor's BHBH Program Plan, waive, in whole or in part, in writing any of the terms and provisions of this **Attachment F**. Any such waiver shall be in writing and without prejudice to DHCS's rights in respect of any other terms or provisions therein. Except as specifically set forth in writing, no further waivers of any terms or provisions contained in this **Attachment F** shall be construed as a waiver of any subsequent terms or provisions herein.

Article 2.

Notification to Proceed

In the event that Program Funds are used for the performance of construction on the Project, the Subcontractor shall submit an updated budget and schedule to AHP for its approval prior to the Subcontractor's issuance of a notice to proceed to its general contractor. The updated budget and schedule shall be consistent with the final plans and specifications for the Project. The Subcontractor shall not issue a notice to proceed

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

to its general contractor until AHP has approved the updated budget and schedule, if any.

Article 3.

Performance

The Subcontractor shall comply with the schedule set forth in the Performance Milestones and shall provide any certification when requested. The Subcontractor shall provide regular progress reports to AHP but in all events at least quarterly, including its progress toward meeting the Performance Milestones. The Subcontractor may apply to AHP for an extension of any Performance Milestones or an extension to submit any required certification, which AHP may approve based on a showing of good cause and acceptable assurances from the Subcontractor for timely completion of the remaining Performance Milestones as determined by AHP. Any extension granted by AHP shall not be effective unless granted in writing, and such writing shall be considered an amendment to this Agreement and incorporated herein.

Article 4.

Default

FAILURE TO SATISFY ANY ONE OF THE CERTIFICATIONS AND/OR PERFORMANCE MILESTONES (UNLESS SUCH PERFORMANCE MILESTONE IS EXTENDED) SHALL CONSTITUTE A BREACH OF THIS AGREEMENT AND ENTITLE AHP TO MANDATE THE SUBCONTRACTOR TO RETURN TO THE STATE OF CALIFORNIA ANY PROGRAM FUNDS DISBURSED; IN ANY SUCH INSTANCE, AHP MAY, WITH DHCS APPROVAL, ALSO CANCEL THIS AGREEMENT WITHOUT OWING ANY DAMAGES OR OTHER PAYMENT TO THE SUBCONTRACTOR.

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Attachment G
Subcontractor Certification
(Under DHCS Agreement No. 22-20456-BHBH)

Subcontractor Certification Clause
CCC 04/2017

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Subcontractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Subcontractor/Bidder Firm Name	Federal ID Number
COUNTY OF COLUSA	94-6000508

By (Authorized Signature)

ATTEST: Wendy G. Tyler,
Clerk to the Board of Supervisors

By Patricia R
PATRICIA RODRIGUEZ, Deputy

Printed Name and Title of Person Signing
Kent S. Boes, Chair, Board of Supervisors

Date Executed	Executed in the County of
11/7/23	COLUSA

SUBCONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Subcontractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIRMENTS:

Subcontractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

(a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

(b) Establish a Drug-Free Awareness Program to inform employees about:

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1. the dangers of drug abuse in the workplace;
2. the person's or organization's policy of maintaining a drug-free workplace;
3. any available counseling, rehabilitation, and employee assistance programs; and,
4. penalties that may be imposed upon employees for drug abuse violations.

(c) Provide that every employee who works on the proposed Agreement will:

1. receive a copy of the company's drug-free policy statement; and
2. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Subcontractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Subcontractor has made false certification; or (2) violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Subcontractor certifies that no more than one (1) final unappealable finding of contempt of court by a federal court has been issued against Subcontractor within the immediately preceding two-year period because of Subcontractors failure to comply with an order of a federal court which orders Subcontractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

SUBCONTRACTS FOR LEGAL SERVICES $50,000 OR MORE-PRO BONO REQUIREMENT

Subcontractor hereby certifies that Subcontractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1,2003.

Subcontractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the Agreement equal to the lessor of 30 multiplied by the number of full-time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any Agreement period of less than a full year or 10% of its Agreement with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Subcontractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1 and is eligible to contract with the State of California.

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SWEATFREE CODE OF CONDUCT:

a. All Subcontractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works Agreement, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the Agreement have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Subcontractor further declares under penalty of perjury that they adhere to the Sweat free Code of Conduct as set forth on the California Department of Industrial Relations website and Public Contract Code Section 6108.

b. The Subcontractor agrees to cooperate fully in providing reasonable access to the Subcontractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the Subcontractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For agreements of $100,000 or more, Subcontractor certifies that Subcontractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY:

For agreements of $100,000 or more, Subcontractor certifies that Subcontractor is in compliance with Public Contract Code Section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Subcontractor needs to be aware of the following provisions regarding current or former state employees. If Subcontractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

a. Current State Employees (PCC 10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or

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has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

b. Former State Employees (PCC 10411):

1. For the two-year period from the date, he or she left state employment, no former state officer or employee may enter into an Agreement in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the Agreement while employed in any capacity by any state agency.

2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into an Agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed Agreement within the 12-month period prior to his or her leaving state service.

If Subcontractor violates any provisions of the above paragraphs, such action by Subcontractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

LABOR CODE/WORKERS COMPENSATION:

Subcontractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Subcontractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

AMERICANS WITH DISABLITIES ACT:

Subcontractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

SUBCONTRACTORS NAME CHANGE:

An amendment is required to change the Subcontractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be

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paid prior to approval of said amendment.

CORPORATE QUALIFICATION TO DO BUSINESS IN CALIFORNIA

(a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the Subcontractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

(b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate Subcontractor performing within the state not be subject to the franchise tax.

(c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws. the Subcontractor shall not be:(1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease-and-desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all Subcontractors that are not another state agency or other government entity.

Pursuant to Public Contract Code Section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew an Agreement with, a state agency with respect to any Agreement in the amount of $100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted, or the Agreement is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For Agreement executed or renewed after January 1, 2017, the Subcontractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and

Attachment: C23-240 Advocates For Human Potential (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATION POLICIES For Agreements executed or renewed after January 1, 2017, if a con Subcontractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Subcontractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code).

Balance of the page intentionally left blank;
Signature pages to follow.

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CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Proposer/Bidder Name (Printed): COUNTY OF COLUSA EIN: 94-6000508

By (Authorized Signature):

Kent S. Boes, Chair, Board of Supervisors

Printed Name and Title of Person Signing:

Executed in the County of: COLUSA Executed in the State of California.

Date Executed: 11/7/23

ATTEST: Wendy G. Tyler,
Clerk to the Board of Supervisors

By PATRICIA RODRIGUEZ, Deputy

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Exhibit G
EO Sanction Notification

DHCS
MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

GAVIN NEWSOM
GOVERNOR

May 03, 2022

Charles Galland
Chief Operating Officer
Advocates for Human
Potential, Inc.
490B Boston Post Road,
Sudbury, MA 01776
Contract # 21-10368 A01

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear Charles Galland:

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions).

Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at $5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Administration
Office MS4200
1501 Capitol Ave, Sacramento, CA 95814
Phone: (916) 552-8006
Internet Address: http://www.DHCS.ca.gov

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Modification #1 to Subcontract Agreement

Subcontract ID:	**20456-CA BHBH-BHBH_524_BHBH_COLUSA_COUNTY**
Subcontract Effective Date:	June 23, 2023
Extension/ Modification Date:	Effective as of
Subcontractor:	**County of Colusa ("COLUSA")** ATTN: Amilcar Avendano Email: amilcar.avendano@countyofcolusa.com, thobson@countyofcolusa.com Address: 251 East Webster Street, Colusa, California 95932, United States Phone: (530) 458-0502
Prime Contract ID:	**Client: California Department of Health Care Services** **Agreement No.: 22-20456** **Contract Title: "Behavioral Health Bridge Housing (BHBH)" Program**
AHP Staff Contact(s):	**AHP Project Director:** Sabrina Nansteel-Bunt, 131 North El Molino, Suite 100, Pasadena, CA 91101 Tel: 978-502-3138 (o) / snansteel@ahpnet.com **AHP Deputy Project Director:** Michael Helmick, 131 North El Molino, Suite 380, Pasadena, CA 91101 Tel: 323-843-2750 (c) / mhelmick@ahpnet.com

RECITALS

WHEREAS the Parties wish to make certain written changes to this Subcontract Agreement, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Subcontract Agreement is modified as follows:

1. The Subcontract Agreement is modified pursuant to clause SECTION 7: CHANGES AND MODIFICATIONS of the Subcontract Agreement. AHP's Contracting Officer under section 6.1 (a) is changed as follows:

6.1 Contractor Representatives

(a) The following individual is designated as AHP's Contracting Officer, and is authorized to direct or negotiate any changes in the SOW, modify or extend the period of performance, change the delivery schedule, authorize reimbursement to Subcontractor of any costs incurred during the performance of this contract, or otherwise change any terms and conditions of this Agreement:

Reshma Ryan, General Counsel
Advocates for Human Potential, Inc.
490-B Boston Post Road, Sudbury, MA 01776

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legalnotices@ahpnet.com /(978) 443-0055

2. Attachment A Notices clause is changed as follows:

   Notices: Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by email or other electronic means to the email address or electronic contact information provided by the receiving party. Such notice shall be deemed received upon the sender's receipt of a confirmation generated by the recipient's email system or other electronic system indicating that the notice has been received, unless the sender receives an automated message that the email or electronic communication has not been delivered.

3. The ***Revised*** Statement of Work (SOW) and Payment Schedule are attached and incorporated within this Modification as Attachment C and Attachment D.

4. Facsimile/electronic/scanned signatures are acceptable and effective for purposes of this Extension/Modification as though an original inked signature.

5. All other terms and conditions of the Subcontract Agreement remain in effect.

THIS MODIFICATION CONSISTS OF **TWO (2)** TYPEWRITTEN PAGE(S),
TOGETHER WITH THE REVISED **Attachment C and Attachment D** INCORPORATED HEREIN.

IN WITNESS THEREOF, this Modification is executed as of the day and year last written below.

ADVOCATES FOR HUMAN POTENTIAL, INC.
Signature:
Name:
Title:
Date:

COUNTY OF COLUSA
Signature:
Name:
Title:
Date:

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ATTACHMENT C

STATEMENT OF WORK

(Under DHCS Agreement No. 22-20456-BHBH)

Subcontractor Name: County of Colusa, a political subdivision of the State of California, acting through its Department of Health and Human Services

Universal Unique Identifier: bhbh_524_bhbh_colusa_county

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		YEAR 1		
Item 1 Year 1	**7524.01**	**YEAR 1 – MUTUAL EXECUTION OF THIS AGREEMENT to JUNE 30, 2024.** **START-UP, PROGRAM IMPLEMENTATION AND REPORTING** **Behavioral Health Bridge Housing (BHBH) Program (Program) Plan** ♦ Subcontractor shall develop the BHBH Program Plan (Plan) utilizing templates provided by AHP. The Plan shall be based on the submitted County BHBH Program (as defined in the Agreement) proposal and submitted to AHP for approval within 30 days of execution of the Agreement. ♦ AHP will provide County with any revisions to the Plan and County shall resubmit any required revisions to its Plan within ten business days from date of receipt to AHP for approval. DHCS shall grant final approval to the Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Subcontractor shall submit required policies and procedures for Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds, and/or Auxiliary Funding in Assisted Living, as applicable and as defined in the Agreement, and based on the Plan to AHP for approval within 45 days of execution of the Agreement. Policies and procedures will include, but not be limited to, eligibility; allowable uses; methods of disbursement; prevention of fraud, waste, and abuse, documentation requirements and audit provisions. ♦ If the Program includes Rental Assistance, then Rental Assistance Policies and Procedures as set forth below shall include, but not be limited to:	Refer to Attachment D Rate Schedule, Non-Infrastructure Payment Schedule(s) for more details.	June 30, 2024

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		• The calculation of Rental Assistance, which must be indicated and must use either Fair Market Rents (FMRs) or a rent reasonableness methodology to calculate allowable rental rates. Subcontractor may offer either shallow subsidies up to a specific dollar amount or a formula in which the individual pays a portion of the rent based on income. • Clear eligibility requirements for individuals and units for short-term and/or mid-term Rental Assistance. The requirements for both short- and mid-term Assistance may be the same, or the Subcontractor may have fewer requirements for short-term than for mid-term Rental Assistance. • Fraud prevention, along with regular audits and clear documentation of all payments. • Requirements for payments to be made directly to property owners or managers. • Requirements to provide supportive services and resources to individuals who are receiving Rental Assistance, to remove barriers and help them obtain longer-term Rental Assistance or other affordable housing. • Requirements for participants to have access to onsite Supportive Services (as defined in the Agreement) at the facility or through home visits. ♦ All required revisions to the Policies and Procedures set forth in this section of the BHBH Program Policies and Procedures will be submitted to AHP within ten business days of receipt of revision requests. ♦ Implement the BHBH Program Policies and Procedures set forth in this section of the BHBH Program Policies and Procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living, as applicable. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation, as defined and described in the Plan, including the service metrics and program requirements. ♦ Collect program and individual data as described in the Plan and as requested by AHP. ♦ Provide outreach and engagement services as described in the Plan and service metrics.		

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		Participation in Monitoring and Technical Assistance and Training (TTA) ♦ **Learning Collaborative Sessions** • Participate in statewide Learning Collaborative (LC) sessions on a quarterly basis at a minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly LC. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • At minimum, one staff member shall participate in monthly coaching calls with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at a minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Agreement. ♦ If applicable, conduct County BHBH Program Implementation and Capacity-Building (as defined in the Agreement) activities as described in the Plan. **Reporting—Year 1** Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the Plan; expending funds, including, without limitation: equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 1, Quarter 3: **UPON EXECUTION BY ALL PARTIES** –March 31, 2024, due by May 15, 2024 • Year 1, Quarter 4: April 1–June 30, 2024, due by August 15, 2024 • Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		
Item 2	**7524.01**	**FOR THOSE BHBH PROJECTS SET FORTH IN THE PLAN WITH START-UP INFRASTRUCTURE PROJECT COSTS, YEAR 1**	Start-up Infrastructure Project costs shall	Due within one year

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
Year 1		**Submit budget and schedule for each individual BHBH Start-Up Infrastructure Project (Infra Project) and include it in the Plan for AHP/DHCS approval.** ♦ Implement the construction plan for each Project as described in the Plan, budget, and schedule, pursuant to this Agreement, including Attachment F. **Acquisition (if set forth in the Plan)** ♦ Demonstrate site control as described in Section 4 of the Agreement, including those set forth in Attachment F. ♦ Establish an escrow account. ♦ Meet all requirements listed in Section 4 of Agreement, including those set forth in Attachment F. ♦ Obtain deed restriction as required, if applicable. **Complete Construction/Renovation (if set forth in the Plan)** ♦ Demonstrate site control as described in Section 4 of the Agreement, including those set forth in Attachment F. ♦ Meet all requirements included in Section 4 of Agreement, including those set forth in Attachment F. ♦ Obtain deed restriction as required, if applicable. ♦ Provide required documentation and monitoring as described in the Plan, budget, and schedule. **Other Approved Costs (if set forth in the Plan)** **Start-Up Furnishings, Appliances and Equipment** ♦ Acquire all start-up furnishing, appliances and equipment included in the Plan, budget, and schedule. ♦ Implement monitoring plan and ensure costs are allowable and compliant with local, state, and federal laws. ♦ Provide required documentation and monitoring as described in the Plan. ♦ Provide a summary report on each individual Project as described in the Plan, budget, and schedule, pursuant to this Agreement, including those set forth in Attachment F, and prior to submitting a request for payment. ♦ For each specific Project, upon the completion of the Project, provide a summary narrative and financial report and compliance documentation for each individual Project as described in the Plan, budget, and schedule, pursuant to this	be provided in payments as described in Section 4 of this Agreement. Refer to Attachment D Rate Schedule, Start-up Infrastructure Payment Schedule(s) for more details.	of contract execution

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		Agreement, including those set forth in Attachment F. ♦ Ensure that each Start-up Infra Project site is available within one year of the execution of the Agreement. **Reporting** ♦ Provide summary reporting on each Project and documentation of certificate of occupancy within one year of execution of the Agreement, as required by the Plan. ♦ Provide any necessary documentation requested by AHP for desk reviews and processing payment requests.		
YEAR 2				

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
Item 3 Year 2	**7524.01**	**YEAR 2 - JULY 1, 2024, TO JUNE 30, 2025 - PROGRAM IMPLEMENTATION AND REPORTING** **The Plan** ♦ Submit any updates to the Plan for approval utilizing templates provided by AHP and based on the submitted County BHBH Program proposal. ♦ AHP will provide County with any revisions to the Plan and County shall resubmit any required revisions within ten business days of from date of receipt to AHP for approval. DHCS shall grant final approval to the Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved Policies and Procedures for approval with quarterly reports as needed. ♦ Implement the Policies and Procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including, Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the Plan, including the service metrics and Program requirements. ♦ Collect Program and individual data as described in the Plan and as requested by AHP. ♦ Provide Outreach and Engagement Services as described in the Plan and service metrics. **Participation in Monitoring and TTA** ♦ **Learning Collaborative Sessions** • Participate in statewide LC sessions on a quarterly basis at a minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly LC. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP.	Refer to Attachment D Rate Schedule, Non-Infrastructure Payment Schedule(s) for more details.	June 30, 2025

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		• Participate in webinars/trainings and working meetings on a quarterly basis at a minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Agreement. ♦ If applicable, conduct County BHBH Program Implementation and Capacity-Building activities as defined and described in the Plan. **Reporting—Year 2** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the Plan; expending funds, including, without limitation equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 2, Quarter 1: July 1–September 30, 2024, due by November 15, 2024 • Year 2, Quarter 2: October 1–December 31, 2024, due by February 15, 2025 • Year 2, Quarter 3: January 1–March 31, 2025, due by May 15, 2025 • Year 2, Quarter 4: April 1–June 30, 2025, due by August 15, 2025 ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		
Item 4 Year 2	**7524.01**	**FOR THOSE BHBH PROJECTS SET FORTH IN THE PLAN WITH START-UP INFRASTRUCTURE PROJECT COSTS, YEAR 2** **Complete individual BHBH Start-Up Infrastructure Projects Costs according to the budget and schedule included in the Plan.** ♦ Implement the construction plan for each Project as described in the Plan, budget, and schedule, pursuant to this Agreement, including those items set forth in Attachment F. **Acquisition (if set forth in the Plan)**	Start-up Infrastructure Project Costs shall be provided in payments as described in Section 4 of the Agreement. Refer to Attachment D Rate Schedule, Start-up Infrastructure Payment	Due within one year of contract execution

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ Demonstrate site control as described in Section 4 of the Agreement, including those items set forth in Attachment F. ♦ Establish an escrow account. ♦ Meet all requirements listed in Section 4 of Agreement, including those items set forth in Attachment F. ♦ Obtain deed restriction as required, if applicable. **Complete Construction/Renovation (if set forth in the Plan)** ♦ Demonstrate site control as described in Section 4 of the Agreement, including those items set forth in Attachment F. ♦ Meet all requirements included in Section 4 of Agreement, including those items set forth in Attachment F. ♦ Obtain deed restriction as required, if applicable. ♦ Provide required documentation and monitoring as described in Plan, budget, and schedule. **Other Approved Costs (if set forth in the Plan)** **Start-Up Furnishings, Appliances and Equipment** ♦ Acquire all start-up furnishing, appliances and equipment included in the Plan, budget, and schedule. ♦ Implement monitoring plan and ensure costs are allowable and compliant with local, state, and federal laws. ♦ Provide required documentation and monitoring as described in the Plan, budget, and schedule. **Implement Construction Monitoring Plans; Participate in Monitoring and AHP Review Requirements** ♦ Provide a summary report on each individual Project as described in the Plan, budget, and schedule, pursuant to this Agreement, including those items set forth in Attachment F, and prior to submitting a request for payment. ♦ For each specific Project, upon the completion of the Project, provide a summary narrative and financial report and compliance documentation for each individual Project as described in the Plan, budget, and schedule, pursuant to this Agreement, including those items set forth in Attachment F. ♦ Ensure that each Start-up Infrastructure Project is available within one year of execution of the Agreement. **Reporting**	Schedule(s) for more details.	

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ Provide summary reporting on each Project and documentation of certificate of occupancy within one year of execution of this Agreement, as required by the Plan. ♦ Provide any necessary documentation requested by AHP for desk reviews and processing payment requests.		
		YEAR 3		
Item 5 Year 3	**7524.01**	**YEAR 3 - JULY 1, 2025, TO JUNE 30, 2026 - PROGRAM IMPLEMENTATION AND REPORTING** **The Plan** ♦ Submit any updates to the Plan for approval utilizing templates provided by AHP and based on the submitted County BHBH Program proposal. ♦ AHP will provide County with any revisions to the Plan and County shall resubmit any required revisions to its Plan within ten business days from date of receipt to AHP for approval. DHCS shall grant final approval to the Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved Policies and Procedures for approval with quarterly reports as needed. ♦ Implement the Policies and Procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the Plan, including the service metrics and program requirements. ♦ Collect program and individual data as described in the Plan and as requested by AHP. ♦ Provide Outreach and Engagement Services as described in the Plan and service metrics. **Participation in Monitoring and TTA**	Refer to Attachment D Rate Schedule, Non-Infrastructure Payment Schedule(s) for more details.	June 30, 2026

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		♦ **Learning Collaborative Sessions** • Participate in LC sessions on a quarterly basis at a minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly LC. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP. • Participate in webinars/trainings and working meetings on a quarterly basis at a minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Agreement. ♦ If applicable, conduct Implementation and Capacity-Building activities as described in the Program Plan. **Reporting—Year 3** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the Plan; expending funds, including, without limitation: equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 3, Quarter 1: July 1–September 30, 2025, due by November 15, 2025 • Year 3, Quarter 2: October 1–December 31, 2025, due by February 15, 2026 • Year 3, Quarter 3: January 1–March 31, 2026, due by May 15, 2026 • Year 3, Quarter 4: April 1–June 30, 2026, due by August 15, 2026 ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required.		
YEAR 4				

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
Item 6 Year 4	**7524.01**	**YEAR 4 - JULY 1, 2026, TO JUNE 30, 2027- PROGRAM IMPLEMENTATION AND REPORTING** **BHBH Program Plan** ♦ Submit any updates to the Plan for approval utilizing templates provided by AHP and based on the submitted County BHBH Program proposal. ♦ AHP will provide County with any revisions to the Plan and County shall resubmit any required revisions to its Plan within ten business days from date of receipt to AHP for approval. DHCS shall grant final approval to the Plan via AHP, and no subsequent revisions may be made without DHCS approval. **BHBH Program Policies and Procedures** ♦ Submit any updates to previously approved Policies and Procedures for approval with quarterly reports as needed. ♦ Implement the Policies and Procedures in the administration of Rental Assistance, Participant Assistance Funds, Landlord Outreach and Mitigation funds and/or Auxiliary Funding in Assisted Living and other BHBH program operations. **Delivery of Behavioral Health Bridge Housing and Operations** ♦ Deliver direct behavioral health bridge housing services including Shelter/Interim Housing, Rental Assistance, Auxiliary Funding in Assisted Living, and Housing Navigation as described in the Plan, including the service metrics and the Program requirements. ♦ Collect Program and individual data as described in the and as requested by AHP. ♦ If applicable, provide Outreach and Engagement Services as described in the Plan and service metrics. **Participation in Monitoring and TTA** ♦ **Learning Collaborative Sessions** • Participate in statewide LC sessions on a quarterly basis at a minimum; session schedule to be provided by AHP. • At least one staff member shall attend each quarterly LC. ♦ **Coaching Calls, Webinars/Trainings, Monitoring Reviews, and Site Visits** • One staff member shall participate in coaching calls monthly with AHP; session schedule to be provided by AHP.	Refer to Attachment D Rate Schedule, Non-Infrastructure Payment Schedule(s) for more details.	August 15, 2027

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Item/ Year	Billing Code	Deliverable Description	Amount	Deliver On or Before
		• Participate in webinars/trainings and working meetings on a quarterly basis at a minimum; session schedule to be provided by AHP. • Respond to AHP requests for information, reviews, and site visits as indicated and described in the Agreement. ♦ If applicable, conduct Implementation and Capacity-Building activities as described in the Program Plan. **Reporting—Year 4** ♦ Subcontractor shall participate in data collection and submission of quarterly narrative, data, and financial reports. Reports will be submitted as directed by AHP. These reports will summarize progress in implementing the Plan; expending funds, including, without limitation: equipment purchases; subcontracting; and providing bridge housing for individuals experiencing homelessness and serious behavioral health conditions; and must include accomplishments and any barriers to goals of the BHBH Program. The reports must cover the following time frames and observe the following due dates: • Year 4, Quarter 1: July 1–September 30, 2026, due by November 15, 2026 • Year 4, Quarter 2: October 1–December 31, 2026, due by February 15, 2027 • Year 4, Quarter 3: January 1–March 31, 2027, due by May 15, 2027 • Year 4, Quarter 4: April 1–June 30, 2027, due June 30th, 2027. ♦ Meet state requirements for submission of data into the HMIS system as required by AB 977 when and in the manner required. ♦ Submit a final report by August 15, 2027.		

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

ATTACHMENT D

PAYMENT SCHEDULE

COUNTY NAME: Colusa

Infrastructure Funding Usage Description	Budgeted Amount
Total Start-Up Infrastructure Funding	$463,196
Start-Up Infrastructure Budget Subtotal*	**$463,196**
Non-Infrastructure Funding Usage Description	**Budgeted Amount**
Operating Bridge Housing	$968,583
Other Flexible Funding Categories (no Infrastructure)	$70,899
Budget Subtotal*	$1,039,481
Total Budget	**$1,502,677**

*Modified Program Plan Budget

Start-Up Infrastructure (SUI) Payment Schedule*		
Invoicing Date Range	**Invoice Description**	**Amount of Invoice**
SUI Acquisition Invoice 1: **Within one year of contract execution**	Initial Advanced Payment of Acquisition Costs	Ninety Percent (90%) of Acquisition Subtotal
SUI Acquisition Invoice 2: **Within one year of contract execution**	Remainder of Acquisition Costs	Ten Percent (10%) of Acquisition Subtotal
SUI Renovation Invoice 1: **Within one year of contract execution**	Initial Advanced Payment of Real Estate Renovation Costs	Fifty Percent (50%) of Renovation Subtotal
SUI Renovation Invoice 2: **Within one year of contract execution**	Second Payment of Real Estate Renovation Costs Per Approved Cost Report Amount Submitted by Subcontractor	Up to Forty Percent (40%) of Renovation Subtotal
SUI Renovation Invoice 3: **Within one year of contract execution**	Final Payment of Real Estate Renovation Costs Upon Completion of AHP “desk review” of all previously submitted expenses	Ten Percent (10%) or Remainder of Renovation Subtotal

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

SUI Other Invoice 1: **Within one year of contract execution**	Advanced Payment of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal
SUI Other Invoice 2: **Within one year of contract execution**	Second Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal
SUI Other Invoice 3: **Within one year of contract execution**	Third Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal
SUI Other Invoice 4: **Within one year of contract execution**	Final Installment Payment of Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Per Approved Cost Report Amount Submitted by Subcontractor	Twenty-Five Percent (25%) or Remainder of Initial Furnishings, Equipment, Appliances, Other or Indirect Approved Costs Subtotal

*** If a County BHA has more than one approved Start-Up Infrastructure Project as a part of their BHBH Plan – each project would be invoiced separately and denoted as invoice a, b, c. A customized invoicing template will be provided by AHP.**

Non-Infrastructure Payment Schedule*

Funding Usage Description	Budgeted Amount
Operating Bridge Housing	$968,583
Flexible Funding Categories (no Infrastructure)	$70,899
Total Budget	**$1,039,481**

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

Invoicing Date Range	Invoice Description	Amount of Invoice
Invoice 1: **7/01/23 – 6/30/24**	Initial Advanced Payment of Non-Infrastructure Program Funds for completion and initial implementation of BHBH Program Plan.	Twenty-Five Percent (25%) of Subcontract Grand Total
Invoice 2: **7/01/24 – 6/30/25***	Second Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor for delivery of Bridge Housing as described in the BHBH Program Plan.	Up to Twenty-Five Percent (25%) of Subcontract Grand Total
Invoice 3: **7/01/25 – 6/30/26***	Third Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor as described in the BHBH Program Plan.	Up to Twenty-Five Percent (25%) of Subcontract Grand Total
Invoice 4: **7/01/26 – 6/30/27***	Final Installment Payment of Non-Infrastructure Program Funds Per Approved Cost Report Amount Submitted by Subcontractor as described in the BHBH Program Plan.	Twenty-Five Percent (25%) or Remainder of Subcontract Grand Total
***Invoicing may be expedited to an interval less than annually, but no more often than quarterly.**		

Attachment: BHBH County of Colusa Modification (10677 : Approve 1st Mod to Subcontract Agreement with Advocates for Human Potential,

COUNTY OF COLUSA, CA

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Molly West

SUBJECT: Ratify the third and fourth modifications with Valsoft Corporation Inc./Cascade Software Systems LLC for cost accounting software.

Ratify 3rd and 4th Modifications with **Valsoft Corporation Inc./Cascade Software Systems LLC** for cost accounting software.

Detailed Description/Background of request

The Department of Public Works currently utilizes Cascade Software Systems (formerly operating under Valsoft Corporation Inc.) for its Cost Accounting & Management System (CAMS), supporting time tracking, financial oversight, and fiscal reporting. The third modification extends the contract term from June 30, 2025 to June 30, 2028 and increases maximum compensation from $18,982.74 to $19,659.42

For FY 25/26, total compensation shall not exceed $19,659.42. Any modifications to the rates in upcoming years will not require a modification but must receive approval from the Director of Public Works and the Purchasing Agent.

Following execution of the third amendment, Cascade Software Systems LLC was confirmed to have been acquired by Black Mountain Software, dba Cascade Software Systems LLC. All references to Valsoft Corporation Inc. were to be replaced with Cascade Software Systems which was accomplished in the fourth modification.

Due to the time constraints of the third and fourth modification, the Purchasing Agent executed the amendments and staff is now requesting ratification.

Prior Board Action

C19-116, C22-103 and C22-235

Fiscal Impact/Funding Source

Budgeted, 007-53231-610. Shall not exceed $19,659.42 for FY 25/26.

Action for the Clerk

Number contracts.

ATTACHMENTS:

- 4th Mod_Cascade Software Systems (PDF)
- 3rd Mod_Valsoft Corp dba Cascade Software Agreement (PDF)
- C22-235 2nd Mod - Valsoft Corporation Inc. dba Cascade Software Systems (PDF)
- C22-103_1st Mod_Cascade Software System (PDF)
- C19-116 Valsoft Corportation dba Cascade Software System (PDF)

Fourth Modification of Cost Accounting Management System Support Systems

This Fourth Modification of Cost Accounting Management Support System contract is between County of Colusa (County), a political subdivision of the State of California and Cascade Software Systems LLC ("Contractor"), a Delaware Limited Liability Company.

Background

On June 25, 2019 the parties executed contract C19-116 for cost accounting management systems support services.

On June 7, 2022 the parties executed the First Modification, C22-103, extending the termination date, increasing compensation and updating Fees & Rates.

On November 8, 2022, the parties executed the Second Modification, C22-235, increasing compensation and adding Attachment "B" – Export Timecard to Payroll.

On June 18, 2025, the parties executed the Third Modification to extend the term and increase compensation.

Valsoft Corporation Inc., dba Cascade Software Systems has been acquired by Cascade Software Systems, LLC. Under the acquisition, Cascade Software Systems acquired the work stated to be performed under this agreement and agreed to be bound by the terms of the original agreement with Valsoft Corporation Inc.

The parties now want to modify the Contract references to Contractor.

Modification

The parties agree to modify the Contract effective July 1, 2025, as follows:

1. All references to Contractor are modified to remove Valsoft Corporation Inc., and replace with Cascade Software Systems LLC, a Delaware Limited Liability Company.

2. Section 13, Written Notification is modified to remove the notification name and address and replace with:

   Cascade Software Systems LLC
   132 E Broadway, Suite 800
   Eugene, OR, 9740

Signatures on following page.

Attachment: 4th Mod_Cascade Software Systems (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation Inc./Cascade Software

C25-

COUNTY OF COLUSA

Wendy G. Tyler Date: 7/21/25
Wendy G. Tyler, CAO

APPROVED AS TO FORM

Richard Stout, County Counsel

CASCADE SOFTWARE SYSTEMS, LLC

Ayren Spinner Date: 07/24/2025
Signature

Ayren Spinner -- President
Printed Name and Title

Attachment: 4th Mod_Cascade Software Systems (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation Inc./Cascade Software

Third Modification of Cost Accounting Management System Support Systems

This Third Modification of Cost Accounting Management Support System contract is between County of Colusa (County), a political subdivision of the State of California and Valsoft Corporation Inc. dba Cascade Software Systems ("Contractor"), a California Corporation.

Background

On June 25, 2019 the parties executed contract C19-116 for cost accounting management systems support services.

On June 7, 2022 the parties executed the First Modification, C22-103, extending the termination date, increasing compensation and updating Fees & Rates.

On November 8, 2022, the parties executed the Second Modification, C22-235, increasing compensation and adding Attachment "B" – Export Timecard to Payroll.

The parties now want to modify the Contract to extend the termination date and increase the compensation.

Modification

The parties agree to modify the Contract effective July 1, 2025, as follows:

1. Section 2, Term is modified by extending the termination date from June 30, 2025 to June 30, 2028.

2. Section 3, Compensation is deleted in its entirety and replaced with the following:

   County will pay Contractor compensation as provided for in Attachment "A." Total compensation shall not exceed $19,659.42 for FY 2025/26. Thereafter, any modifications to the rates specified in this Contract do not require a modification but must receive approval from both the Director of Public Works and the Purchasing Agent prior to implementation. Compensation will be paid in accordance with paragraph 4, Method of Payment.

3. Section 22, Attachment "A" is modified by deleting Fees & Rates FY 2022/23 and replacing with Fees & Rates FY 2025/26 as follows:

WinCAMS Annual Maintenance Fee	$16,044.94
ISM	$3,614.48
FY 2025/26 Total	**$19,659.42**

Fees are one-time fees.

Signatures on following page.

Attachment: 3rd Mod_Valsoft Corp dba Cascade Software Agreement (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

COUNTY OF COLUSA

Wendy G. Tyler, CAO Date: 6/18/25

APPROVED AS TO FORM

Richard Stout, County Counsel

VALSOFT CORPORATION INC. dba CASCADE SOFTWARE SYSTEMS

Signature Date: 7/7/25

Ayren Spinner, President
Printed Name and Title

Attachment: 3rd Mod_Valsoft Corp dba Cascade Software Agreement (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

C22-235

Second Modification of Cost Accounting Management System Support Systems

This Second Modification of Cost Accounting Management Support System contract is between County of Colusa (County), a political subdivision of the State of California and Valsoft Corporation Inc. dba Cascade Software Systems ("Contractor"), a California Corporation.

Background

On June 25, 2019 the parties executed contract C19-116 for cost accounting management systems support services.

On June 2, 2022 the parties executed the First Modification (C22-103) extending the termination date, increasing compensation and updating Fees & Rates.

The parties now want to modify the Contract to add to the services and increase the compensation.

Modification

The parties agree to modify the Contract effective November 8, 2022, as follows:

1. Section 3, Compensation is modified to increase compensation from $16,572.74 to $18,982.74 for FY 2022/23.
2. Section 22, Attachments is modified by adding Exhibit "B" attached hereto.

COUNTY OF COLUSA

Date: 11/8/22

J. Merced Corona, Chair

APPROVED AS TO FORM

Richard Stout, County Counsel

VALSOFT CORPORATION INC. dba CASCADE SOFTWARE SYSTEMS

Date: 11/17/2022

Signature

Ayren Spinner, COO Cascade Soft

Printed Name and Title

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

Melissa Kitts, Deputy

Attachment: C22-235 2nd Mod - Valsoft Corporation Inc. dba Cascade Software Systems (10620 : Ratify 3rd and 4th Modifications with Valsoft

C22-235

ATTACHMENT "B"

EXPORT TIMECARD TO PAYROLL

DESCRIPTION	UNIT PRICE	QTY		AMOUNT
1. Custom Programming -- User-attended export to Payroll in a CSV format provided by Kirsten M 10/20/22	170.00	12		2,040.00
-- User will have an audit trail to review prior to generating the export file				-
2. Project Management	185.00	2		370.00
Annual Maintenance = 20% of $2,040 = $408				-
Maintenance will be pro-rated for mid-year implementation				-
			Subtotal	$ 2,410.00

Other	$ -
TOTAL	$ 2,410.00

Attachment: C22-235 2nd Mod - Valsoft Corporation Inc. dba Cascade Software Systems (10620 : Ratify 3rd and 4th Modifications with Valsoft

dba Cascade Software Systems

11/8/22

DPW

Attachment: C22-235 2nd Mod - Valsoft Corporation Inc. dba Cascade Software Systems (10620 : Ratify 3rd and 4th Modifications with Valsoft

C22- 103

First Modification of Cost Accounting Management System Support Systems

This First Modification of Cost Accounting Management Support System contract is between County of Colusa (County), a political subdivision of the State of California and Valsoft Corporation Inc. bda Cascade Software Systems ("Contractor"), a California Corporation.

Background

On June 25, 2019 the parties executed contract C19-116 for cost accounting management systems support services.

The parties now want to modify the Contract to extend the termination date and increase the compensation.

Modification

The parties agree to modify the Contract effective July 1, 2022, as follows:

1. Section 2, Term is modified to extend the termination date from June 30, 2022 to June 30, 2025.
2. Section 3, Compensation is modified to increase compensation from $14,595.39 to $16,572.74 for FY 2022/23.
3. Section 22, Attachments is modified by deleting Fees & Rates FY 2019/20 and replacing with the following Fees & Rates FY 2022/23 as follows:

FEES & RATES

INSTALLATION SERVICE FEE (For applying software updates, bug fixes and patches)	$3,122.32
MAINTENANCE RATES (Including upgrade document)	$13,450.42
TOTAL 2022/2023 Fees are one time fees	**$16,572.74**

COUNTY OF COLUSA

Wendy G. Tyler, CAO Date: 6/7/22

APPROVED AS TO FORM

Richard Stout, County Counsel

VALSOFT CORPORATION INC. dba CASCADE SOFTWARE SYSTEMS

Signature Date: JUNE 28'22

DAVID FELICISSIMO, Director
Printed Name and Title

ATTEST: Wendy G. Tyler, Clerk to the Board of Supervisors

Melissa Kitts, Deputy

Attachment: C22-103_1st Mod_Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation Inc./Cascade

Cascade Software Systems

10/7/22

DPW

C 19-116

Valsoft Corporation Inc. Contract

This Professional Services contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California and Valsoft Corporation Inc. dba Cascade Software Systems ("Contractor"), a California corporation.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide County with Cost Accounting Management System (CAMS) Support Services, as more specifically detailed in Attachment "A."

2. **Term:** This Contract shall begin on July 1, 2019, and shall continue until June 30, 2022, a three year term.

3. **Compensation:** County will pay Contractor compensation as provided for in Attachment "A." Total compensation shall not exceed $14,595.38 for the first year. Thereafter, Contractor shall be entitled to increase annual maintenance fees and/or installation service fee a maximum of 5% per year, upon providing County 60 days prior written notice. Compensation will be paid in accordance with paragraph 4, Method of Payment.

4. **Method of Payment:** For services provided for in paragraph 1, Contractor shall provide County with an annual invoice. Upon receipt of an invoice, County shall process payment to Contractor as provided for by County's established policies and procedures, and payment will be issued accordingly for undisputed invoices.

   A. **Invoices shall:**
      1) Be prepared on Contractor's letterhead.
      2) Bear Contractor's name as shown on the contract.
      3) Bear the contract number.
      4) Itemize the costs incurred.
      5) Include a summary of the services provided.
      6) Be signed by an authorized official, employee, or agent certifying that the claim represents actual expenses for the services performed under this Contract.

5. **Professional Ability of Contractor and Standards of Performance:** Contractor represents that it is qualified and licensed to perform the services to be done as required in this Contract. County relies upon the representations of Contractor regarding professional training, licensing, and ability to perform the services as a material inducement to enter into this Contract.

   A. Services shall be provided by Contractor without the advice, control or supervision of County. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

B. Acceptance of work or payment of invoice by County does not operate to release Contractor from any responsibility to perform work to professional standards.

C. Contractor shall provide properly skilled professional and technical personnel to perform all services under this Contract.

6. **Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to County for a minimum period of five (5) years, or for any longer period required by law, following audit, or from the date of final payment to Contractor under this Contract, whichever is later.

   A. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Contract.

   B. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit at any time during regular business hours, upon written request by County Counsel or other designated representative of County. Copies of such documents shall be provided to County for inspection at the office of the requesting county officer unless it is impractical to do so; in which case the records shall be made available at Contractor's address indicated for receipt of notices in this Contract.

   C. Where County has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, County may, on written request, require that custody of the records be given to County and that the records and documents be maintained by County at the Board of Supervisors offices. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

7. **Independent Contractor:** Contractor is an independent contractor, not an employee of County. Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching County's objectives in entering this Contract.

8. **Indemnity and Liability:** Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims of any kind, arising or alleged to arise out of the willful misconduct, negligent acts, omissions, or

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

violations of law by the party.

9. **Insurance:** Contractor, at its own cost, agrees to maintain, for the duration of this Contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

   A. **Workers' Compensation Coverage:** Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by County at least thirty (30) days prior to such change.

   B. **General Liability Coverage:** Contractor shall maintain commercial general liability insurance in an amount of not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.

   C. **Professional Liability Insurance (Errors and Omissions):** Contractor shall maintain Professional Liability Insurance for Errors and Omissions coverage in an amount of not less than two million dollars ($2,000,000) in aggregate. The insurance coverage provided by Contractor shall contain language providing coverage for up to three (3) years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.

   D. **Policy Endorsements:** All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:

      1) Naming County, its elected officials, officers, employees, agents and volunteers as additional named insureds with respect to liability arising out of any and all work performed by or on behalf of the Contractor under this Contract;

      2) Providing that Contractor's insurance shall be the primary insurance as respects County, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by County, including any self-insured retention County may have, shall not be called upon to contribute to a loss covered by Contractor's insurance;

      3) Providing the policy of insurance shall act for each insured and additional

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;

4) Providing that the insurer waives all rights of subrogation against County, its elected or appointed officers, officials, employees, agents or volunteers;

5) Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County, its elected or appointed officers, officials, employees agents, or volunteers;

6) Providing broad-form contractual liability coverage insuring contractor's indemnity obligations under this contract; and

7) Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without thirty (30) days written notice certain to County.

E. **Deductibles and Self-insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by County before work begins. At County's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

F. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies and endorsements affecting coverage required by this Contract.

10. **Performance Standards:** Contractor shall use the standard of care in its profession and comply with all applicable federal, state and local laws, codes, ordinances and regulations.

11. **Licenses:** Contractor represents and warrants to County that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Contractor to practice its trade and/or profession.

12. **Controlling Law Venue**: This Contract is made in the County of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Colusa.

13. **Written Notification**: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address.

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County:
County of Colusa
Department of Public Works
1215 Market Street
Colusa, CA 95932
Phone (530)458.0466

If to Contractor:
Valsoft Corporation Inc.
dba Cascade Software Systems
7405 Transcanada Highway, Suite 100
Montreal, Quebec, H4T IZ2
Phone (877)670.7836

14. **Entire Contract**: This Contract constitutes the complete and exclusive statement of contract between County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

15. **Amendments**: This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by the County Counsel.

16. **Waiver**: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

17. **Execution**: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

18. **Assignment & Subcontracting**: The parties recognize that a substantial inducement to County for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of Contractor under this Contract will be permitted only with the express consent of County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor nor shall it create any obligation on the part of County to pay any monies due to any such subcontractor unless otherwise required by law.

19. **Termination**: This Contract may be terminated for the following reasons:

    A. Immediately for cause if either party violates any of the terms or provisions of this Contract; or

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

C19-116

B. By County without cause upon fifteen (15) days written notice of termination.

20. **Partial Invalidity**. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

21. **Intellectual Property.** Contractor agrees not to design, develop or provide the County any items, products, or services that infringe any patents, copyrights, trademarks or other intellectual property rights, including trade secrets, privacy or other rights of any person or entity. Contractors agrees to defend, indemnify and hold the County, its officers, directors, members, employees, representatives, and agents harmless from any alleged or actual infringement and related liability resulting from or related to Contractor's services or work under this contract, including attorneys' fees. Contractor agrees that any of the work product, designs, source code, programs, or other products, created by Contractor under this contract, shall be the sole and exclusive property of the County.

22. **Attachments:** All attachments referred to are incorporated and made part of the Contract. Attachments include:

A. Attachment "A"

COUNTY OF COLUSA

Kent S. Boes, Board Chair Date: 6/25/19

VALSOFT CORPORATION INC. dba Cascade Software Systems

Signature Date: 7/10/19

GAURAV GOYAL, PRESIDENT
Printed Name and Title

APPROVED AS TO FORM

For Marcos A. Kropf, County Counsel

ATTEST: Wendy Tyler, Clerk of the Board of Supervisors

By Melissa Kitts, Deputy

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

C19-1116

Attachment "A"

Definitions
CAMS: Shall mean Cost Accounting Management System developed by the Contractor for Colusa County Public Works.

Confidential Information
Shall mean private information of County personnel files or other files which if disclosed to a third party could result in a compromise of the interest of the County or its personnel.

Minor Problem
Shall mean any programming defect, error, failure, bug, any malfunction in CAMS or any training problem that prevents it from operating in conformance with the original System Specifications and which, if not corrected within thirty (30) working days, will cause County to incur additional costs or work not previously anticipated.

Normal Business Hours
8:00 a.m. to 5:00 p.m. Monday through Friday excluding Holidays

SCOPE OF WORK

Installation Service Agreement

A. The County and the Information Services Staff (ISS) assigned by County will receive notification from Contractor of the availability of the next upgrade to software. Contractor will notify County and ISS of the bugs fixed, features added or deleted and any enhancements to software. The Contractor will provide database administration consulting as needed.

B. The scheduled time for completing upgrades will be Monday through Friday from 9:00 a.m. to 6:00 p.m.

C. Contractor will install and run the upgrade programs through a reliable VPN connection to the server. If any technical problems are encountered the ISS will be notified. ISS will communicate the issues, and their status resolution to the Contractor and County.

D. Contractor will provide a reliable VPN connection that is always on and utilized split tunneling for gateway connection use.

Maintenance

A. The maintenance work covered by this agreement includes, but is not limited to, technical systems analysis, program development, preparation, unit and systems testing, data

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation Inc./Cascade Software Systems LLC)

communications, project consultation, documentation, training and status reporting for CAMS.

B. Contractor will maintain the now current version of the CAMS plus any and all Contractor revisions and modifications implemented with County approval. During the term of this agreement Contractor will correct any programming or design defects, errors, failures, bugs and any and all other malfunctions or any training problems in CAMS that prevents it from operating in conformance with the original System Specifications.

C. County will notify Contractor of any problems with CAMS that prevents it from performing according to original System Specification. Notice shall be provided by telephone, fax, written notification or email from County. Contractor is to provide telephone response to notifications within forty-eight (48) normal business hours. During telephone response the County and Contractor shall consult to determine the magnitude of the problem and whether it is deemed a Minor or Major Problem.

D. Contractor shall provide a resolution plan within forty-eight (48) normal business hours of determination of problem magnitude. The resolution plan shall include Contractor's estimate of when and how the problem will be resolved. If County agrees with the resolution plan County shall provide verbal notice to Contractor of acceptance of resolution plan.

E. Telephone consultation may be made during normal business hours. Contractor reserves the right to limit non-billable consultation to no more than one hour per week.

FEES & RATES

INSTALLATION SERVICE FEE (For applying software updates, bug fixes and patches)	$2,807.52
MAINTENANCE RATES (Including upgrade document)	$11,787.86
TOTAL 2019/2020	**$14,595.38**

Fees are one time fees

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/11/2019

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

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

PRODUCER	CONTACT NAME: Lisa Lee
Avery Insurance 21 South Main Street PO Box 1510 Wolfeboro NH 03894-1510	PHONE (A/C, No, Ext): (603) 569-2515 FAX (A/C, No): (603) 569-4266 E-MAIL ADDRESS: lisal@averyinsurance.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Ins Co	19046
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Valsoft Corporation Inc
DBA Cascade Software Systems
911 Country Club Rd
Eugene OR 97401

COVERAGES **CERTIFICATE NUMBER:** CL1922008469 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Technology XTEND Endorsement [X] CG D4 25 07 08 GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZPP61N09227	02/21/2019	02/21/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BA2N597436	02/21/2019	02/21/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			CUP2N607342	02/21/2019	02/21/2020	EACH OCCURRENCE AGGREGATE $	$ 1,000,000 $ 1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB2N59905A	02/21/2019	02/21/2020	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,00 $ 1,000,000
A	Technology/cyber E&O			ZPL41N07761	02/21/2019	02/21/2020	Aggregate Each Occur	$1,000,000 $1,000,000

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

Coverage as per terms and conditions of policy. Mgmt sytem creators. 3A OR & CA

CERTIFICATE HOLDER

County of Colusa
547 Market Street, Suite 102
Calusa CA 95932

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

CLERK OF THE BOARD OF SUPERVISORS

Wendy G. Tyler,
Clerk to the Board
of Supervisors

Ann Nordyke,
Chief Deputy Clerk
to the Board

Patricia Rodriguez
Deputy Clerk
to the Board

Melissa Kitts
Deputy Clerk
to the Board

SUPERVISORS
Jose Merced
Corona,
District I

John D. Loudon,
District II,
Vice-Chair

Kent S. Boes,
District III,
Chair

Gary J. Evans,
District IV,

Denise J. Carter,
District V

July 2, 2019

Valsoft Corporation Inc.
Dba Cascade Software Systems
7405 Transcanada Highway, Ste. 100
Montreal, Quebec, H4T IZ2

RE: **Colusa County Contract No. C19-116**

Dear Sir or Madam,

The Colusa County Board of Supervisors approved the above mentioned contract at their meeting held on June 25, 2019. Enclosed you will find two (2) duplicate original contracts for signature. Please have the enclosed contracts signed, and return one (1) original to this office using the envelope provided.

To the extent that the contract contains an insurance provision, please ensure that evidence of coverage is provided to this office pursuant to the terms of the contract.

Should you have any questions regarding the contract please contact Public Works at (530)458-0466.

Sincerely,

Melissa Kitts
Deputy Clerk to the Board

547 Market Street, Suite 102 ✦ Colusa, CA 95932 ✦ (530) 458-0508/0509/0735 ✦
(530) 458-0510 fax ✦ boardclerk@countyofcolusa.org

Attachment: C19-116 Valsoft Corportation dba Cascade Software System (10620 : Ratify 3rd and 4th Modifications with Valsoft Corporation

COUNTY OF COLUSA, CA

3.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Human Resources

FROM: Dar Rhodes

SUBJECT: **Authorize a Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective August 26, 2025, through April 22, 2027, as needed. (Continued from August 12, 2025)**

Authorize a Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective August 26, 2025, through April 22, 2027, as needed. **(Continued from August 12, 2025)**

Detailed Description/Background of request

On April 22, 2025, the Board authorized this Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective April 23, 2025, through June 30, 2025.

The Probation Department now requests authorization to extend this position, effective August 26, 2025 through April 22, 2027, on an as-needed basis.

The individual previously served as an Extra Help Work Crew Supervisor with the Colusa County Probation Department since April 26, 2014. He retired from Sutter County on October 6, 2024, which also ended his employment with Colusa County on the same day. He has expressed interest in returning as a retired annuitant to fill the currently vacant Extra Help Work Crew Supervisor position, which has remained unfilled since his retirement.

This position previously worked primarily weekends and has historically been difficult to fill with qualified candidates. The former incumbent brings over a decade of experience in this role and is well-versed in both the policies and operations of the Colusa County Alternative Work Program and broader County procedures. Additionally, his fluency in Spanish is a valuable asset, as many program participants are Spanish-speaking.

His extensive background, which includes employment as an Investigative Specialist with the Sutter County District Attorney's Office, has equipped him with the necessary skills to supervise and direct court-ordered clientele effectively. Given his knowledge, experience, and proven reliability, his reappointment will ensure continuity in program operations without the need for extensive training.

CalPERS will allow retired annuitants to work for Counties in limited situations. The extra help position needs to be designated as a Temporary PERS Annuitant position, the position is limited to 960 hours in a fiscal year, the annuitant has experience that directly relates to the position, the position compensation is within the range offered to any other Work Crew Supervisor, and

does not provide any benefits. Additionally, the position cannot be permanent. This request meets the criteria.

Additional Information
Since July 2024 to August 13, 2025 the Court has referred 40 Formal Probationers with a total of 1290 days and another 59 Summary Probation cases with a total of 513.5 days to the Work Crew Program, equaling a total of 1803.5 days. As on August 13, 2025, there are 27 active cases assigned to the program.

Since the department has initiated a change to operate the Work Crew Program from a seven-day schedule to a Wednesday-through-Sunday, five-day schedule effective September 1, 2025, this person will only be used to cover regularly scheduled days off or sick leave for full-time staff.

Prior Board Action
On April 22, 2025, the Board authorized this Temporary PERS Annuitant/Extra Help position of Work Crew Supervisor, TPT, $26.06 per hour, effective April 23, 2025, through June 30, 2025.

On August 12, 2025, the Board tabled this item until August 26, 2025.

Fiscal Impact/Funding Source
With the program transition from a seven-day schedule to a Wednesday-Sunday, five-day schedule effective September 1, 2025, hours worked will vary from month to month and are anticipated to be lower than the originally projected 31 hours per month at a cost of approximately $810 per month. The program is currently funded with AB 109 funds.

Action for the Clerk
None.

HISTORY:

08/12/25	**Board of Supervisors**	**TABLED**

Comments received by Ms. Mora, Ms. Tyler and Ms. West.

COUNTY OF COLUSA, CA

4.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Assessor

FROM: Patricia Rodriguez

SUBJECT: **Approve applicant, Tesla Energy Operation, Inc's. request for a waiver extending Assessment Appeals No. 24-10 and 25-04, Assessment Number 810-000-664-000 beyond the two year statute.**

Sitting As The Board Of Equalization

Approve applicant, Tesla Energy Operation, Inc's. request for a waiver extending Assessment Appeals No. 24-10 and 25-04, Assessment Number 810-000-664-000 beyond the two year statute.

Detailed Description/Background of request

Tesla Energy Operations Inc. submitted an application for an assessment appeal, dated November 30, 2023 for FY 2023/24. This application number is 24-10. Tesla followed up with an additional assessment appeal application, dated December 2, 2024 for FY 2024/25. This application number is 25-04. Once the first application was submitted by the applicant, the Assessor's Office began to communicate with the applicant on the application to gather information that would help our office determine a fair market valuation for the subject property.

On June 27, 2025 the applicant submitted BOE form 305-W to waive the two-year mandatory time period to the Clerk of the Board.

Postponement requests by an applicant made with 120 days of the expiration of the two-year period (starting from the appeal being filed date) must be submitted and approved by the local Assessment Appeals Board.

Prior Board Action

None

Fiscal Impact/Funding Source

N/A

Action for the Clerk

Send notification to applicant, application agent, Assessor and County Counsel once approved by the Board of Supervisors

ATTACHMENTS:

- 24-10 Tesla Energy Operations (PDF)
- 25-04 Tesla Energy Operations (PDF)
- Waiver to Extend from Tesla Energy Operations (PDF)
- Rule323 (PDF)
- RTC 1604 (PDF)

BOE-305-AH (P1) REV. 09 (05-20)

ASSESSMENT APPEAL APPLICATION

This form contains all of the requests for information that are required for filing an application for changed assessment. Failure to complete this application may result in rejection of the application and/or denial of the appeal. Applicants should be prepared to submit additional information if requested by the assessor or at the time of the hearing. Failure to provide information at the hearing the appeals board considers necessary may result in the continuance of the hearing or denial of the appeal. **Do not attach hearing evidence to this application.**

RECEIVED
NOV 30 2023
COUNTY OF COLUSA
BOARD OF SUPERVISORS

Colusa County Board of Supervisors
547 Market Street, Suite 102
Colusa, CA 95932

APPLICATION NUMBER: Clerk Use Only 24-10

1. APPLICANT INFORMATION - PLEASE PRINT

NAME OF APPLICANT (LAST, FIRST, MIDDLE INITIAL), BUSINESS, OR TRUST NAME: Tesla Energy Operations Inc

EMAIL ADDRESS: amy.kotschedoff@versataxconsulting.

MAILING ADDRESS OF APPLICANT (STREET ADDRESS OR P. O. BOX): 12832 S. Frontrunner Blvd #100

CITY	STATE	ZIP CODE	DAYTIME TELEPHONE	ALTERNATE TELEPHONE	FAX TELEPHONE
Draper	UT	84020	( )	( )	( )

2. CONTACT INFORMATION - AGENT, ATTORNEY, OR RELATIVE OF APPLICANT if applicable - (REPRESENTATION IS OPTIONAL)

NAME OF AGENT, ATTORNEY, OR RELATIVE (LAST, FIRST, MIDDLE INITIAL): Kotschedoff, Amy

EMAIL ADDRESS: amy.kotschedoff@versataxconsulting.co

COMPANY NAME: Versatax Consulting

CONTACT PERSON IF OTHER THAN ABOVE (LAST, FIRST, MIDDLE INTITAL):

MAILING ADDRESS (STREET ADDRESS OR P. O. BOX): 23052 Alicia Parkway #H-372

CITY	STATE	ZIP CODE	DAYTIME TELEPHONE	ALTERNATE TELEPHONE	FAX TELEPHONE
Mission Viejo	CA	92692	(310) 650-1921	( )	(866) 390-1076

AUTHORIZATION OF AGENT ☒ **AUTHORIZATION ATTACHED**

The following information must be completed (or attached to this application - see instructions) unless the agent is a licensed California attorney as indicated in the Certification section, or a spouse, child, parent, registered domestic partner, or the person affected. If the applicant is a business entity, the agent's authorization must be signed by an officer or authorized employee of the business.

The person named in Section 2 above is hereby authorized to act as my agent in this application, and may inspect assessor's records, enter in stipulation agreements, and otherwise settle issues relating to this application.

SIGNATURE OF APPLICANT, OFFICER, OR AUTHORIZED EMPLOYEE	TITLE	DATE
▶		

3. PROPERTY IDENTIFICATION INFORMATION

☐ Yes ☒ No Is this property a single-family dwelling that is occupied as the principal place of residence by the owner?

ENTER APPLICABLE NUMBER FROM YOUR NOTICE/TAX BILL

ASSESSOR'S PARCEL NUMBER	ASSESSMENT NUMBER	FEE NUMBER
	810-000-664-000	555-000-003-000
ACCOUNT NUMBER	**TAX BILL NUMBER**	

PROPERTY ADDRESS OR LOCATION: SOLAR LEASES

DOING BUSINESS AS (DBA), if appropriate:

PROPERTY TYPE ☑

- ☐ SINGLE-FAMILY / CONDOMINIUM / TOWNHOUSE / DUPLEX
- ☐ MULTI-FAMILY/APARTMENTS: NO. OF UNITS _____
- ☐ COMMERCIAL/INDUSTRIAL
- ☒ BUSINESS PERSONAL PROPERTY/FIXTURES
- ☐ AGRICULTURAL
- ☐ MANUFACTURED HOME
- ☐ WATER CRAFT
- ☐ OTHER: _____
- ☐ POSSESSORY INTEREST
- ☐ VACANT LAND
- ☐ AIRCRAFT

4. VALUE	A. VALUE ON ROLL	B. APPLICANT'S OPINION OF VALUE	C. APPEALS BOARD USE ONLY
LAND			
IMPROVEMENTS/STRUCTURES			
FIXTURES	206, 620	103,000	
PERSONAL PROPERTY (see instructions)			
MINERAL RIGHTS			
TREES & VINES			
OTHER			
TOTAL	206, 620	103,000	
PENALTIES (amount or percent)			

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

Attachment: 24-10 Tesla Energy Operations (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

BOE-305-AH (P2) REV. 09 (05-20)

5. TYPE OF ASSESSMENT BEING APPEALED ☑ ***Check only one. See instructions for filing periods***

☒ REGULAR ASSESSMENT – VALUE AS OF JANUARY 1 OF THE CURRENT YEAR

☐ SUPPLEMENTAL ASSESSMENT
*DATE OF NOTICE: _____ ROLL YEAR: _____

☐ ROLL CHANGE ☐ ESCAPE ASSESSMENT ☐ CALAMITY REASSESSMENT ☐ PENALTY ASSESSMENT
*DATE OF NOTICE: _____ **ROLL YEAR: _____

***Must attach copy of notice or bill, where applicable** ***Each roll year requires a separate application**

6. REASON FOR FILING APPEAL (FACTS) ***See instructions before completing this section.***

If you are uncertain of which item to check, please check "I. OTHER" and provide a brief explanation of your reasons for filing this application. The reasons that I rely upon to support requested changes in value are as follows:

A. DECLINE IN VALUE
☐ The assessor's roll value exceeds the market value as of January 1 of the current year.

B. CHANGE IN OWNERSHIP
☐ 1. No change in ownership occurred on the date of _____.
☐ 2. Base year value for the change in ownership established on the date of _____ is incorrect.

C. NEW CONSTRUCTION
☐ 1. No new construction occurred on the date of _____.
☐ 2. Base year value for the completed new construction established on the date of _____ is incorrect.
☐ 3. Value of construction in progress on January 1 is incorrect.

D. CALAMITY REASSESSMENT
☐ Assessor's reduced value is incorrect for property damaged by misfortune or calamity.

E. BUSINESS PERSONAL PROPERTY/FIXTURES. Assessor's value of personal property and/or fixtures exceeds market value.
☒ 1. All personal property/fixtures.
☐ 2. Only a portion of the personal property/fixtures. Attach description of those items.

F. PENALTY ASSESSMENT
☐ Penalty assessment is not justified.

G. CLASSIFICATION/ALLOCATION
☒ 1. Classification of property is incorrect.
☐ 2. Allocation of value of property is incorrect (e.g., between land and improvements).

H. APPEAL AFTER AN AUDIT. Must include description of each property, issues being appealed, and your opinion of value.
☐ 1. Amount of escape assessment is incorrect.
☐ 2. Assessment of other property of the assessee at the location is incorrect.

I. OTHER
☒ Explanation (attach sheet if necessary)
This assessment may have incorrectly removed the solar exclusion. Also, see the attached Exhibit

7. WRITTEN FINDINGS OF FACTS ($_____ per_____)
☒ Are requested. ☐ Are not requested.

8. THIS APPLICATION IS DESIGNATED AS A CLAIM FOR REFUND ***See instructions.***
☒ Yes ☐ No

CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief and that I am (1) the owner of the property or the person affected (i.e., a person having a direct economic interest in the payment of taxes on that property – "The Applicant"), (2) an agent authorized by the applicant under item 2 of this application, or (3) an attorney licensed to practice law in the State of California, State Bar Number _____, who has been retained by the applicant and has been authorized by that person to file this application.

SIGNATURE (Use Blue Pen - Original signature required on paper-filed application)	SIGNED AT (CITY, STATE)	DATE
▶	Rancho Santa Margarita, CA	10/2/2023

NAME (Please Print)
Amy Kotschedoff

FILING STATUS (IDENTIFY RELATIONSHIP TO APPLICANT NAMED IN SECTION 1)

☑ ☐ OWNER ☒ AGENT ☐ ATTORNEY ☐ SPOUSE ☐ REGISTERED DOMESTIC PARTNER ☐ CHILD ☐ PARENT ☐ PERSON AFFECTED
☐ CORPORATE OFFICER OR DESIGNATED EMPLOYEE

Attachment: 24-10 Tesla Energy Operations (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

RECEIVED
DEC 0 2 2024
COUNTY OF COLUSA
BOARD OF SUPERVISORS

BOE-305-AH (P1) REV. 09 (05-20)

ASSESSMENT APPEAL APPLICATION

This form contains all of the requests for information that are required for filing an application for changed assessment. Failure to complete this application may result in rejection of the application and/or denial of the appeal. Applicants should be prepared to submit additional information if requested by the assessor or at the time of the hearing. Failure to provide information at the hearing the appeals board considers necessary may result in the continuance of the hearing or denial of the appeal. **Do not attach hearing evidence to this application.**

Colusa County Board of Supervisors
547 Market Street, Suite 102
Colusa, CA 95932

APPLICATION NUMBER: Clerk Use Only 25-04

1. APPLICANT INFORMATION - PLEASE PRINT

NAME OF APPLICANT (LAST, FIRST, MIDDLE INITIAL), BUSINESS, OR TRUST NAME: Tesla Energy Operations Inc

EMAIL ADDRESS: amy.kotschedoff@versataxconsulting.com

MAILING ADDRESS OF APPLICANT (STREET ADDRESS OR P. O. BOX): 12832 S. Frontrunner Blvd #100

CITY	STATE	ZIP CODE	DAYTIME TELEPHONE	ALTERNATE TELEPHONE	FAX TELEPHONE
Draper	UT	84020	( )	( )	(866)390-1076

2. CONTACT INFORMATION - AGENT, ATTORNEY, OR RELATIVE OF APPLICANT if applicable - (REPRESENTATION IS OPTIONAL)

NAME OF AGENT, ATTORNEY, OR RELATIVE (LAST, FIRST, MIDDLE INITIAL): Kotschedoff, Amy

EMAIL ADDRESS: amy.kotschedoff@versataxconsulting.com

COMPANY NAME: Versatax Consulting

CONTACT PERSON IF OTHER THAN ABOVE (LAST, FIRST, MIDDLE INTITAL):

MAILING ADDRESS (STREET ADDRESS OR P. O. BOX): 23052 Alicia Parkway #H-372

CITY	STATE	ZIP CODE	DAYTIME TELEPHONE	ALTERNATE TELEPHONE	FAX TELEPHONE
Mission Viejo	CA	92692	(310)650-1921	( )	(866)390-1076

AUTHORIZATION OF AGENT ☒ **AUTHORIZATION ATTACHED**

The following information must be completed (or attached to this application - see instructions) unless the agent is a licensed California attorney as indicated in the Certification section, or a spouse, child, parent, registered domestic partner, or the person affected. If the applicant is a business entity, the agent's authorization must be signed by an officer or authorized employee of the business.

The person named in Section 2 above is hereby authorized to act as my agent in this application, and may inspect assessor's records, enter in stipulation agreements, and otherwise settle issues relating to this application.

SIGNATURE OF APPLICANT, OFFICER, OR AUTHORIZED EMPLOYEE ▶	TITLE	DATE

3. PROPERTY IDENTIFICATION INFORMATION

☐ Yes ☒ No Is this property a single-family dwelling that is occupied as the principal place of residence by the owner?

ENTER APPLICABLE NUMBER FROM YOUR NOTICE/TAX BILL

ASSESSOR'S PARCEL NUMBER	ASSESSMENT NUMBER	FEE NUMBER
	810-000-664-000	
ACCOUNT NUMBER	**TAX BILL NUMBER**	
PROPERTY ADDRESS OR LOCATION		**DOING BUSINESS AS (DBA), if appropriate**
SOLAR LEASES		

PROPERTY TYPE ☑

- ☐ SINGLE-FAMILY / CONDOMINIUM / TOWNHOUSE / DUPLEX
- ☐ MULTI-FAMILY/APARTMENTS: NO. OF UNITS _____
- ☐ COMMERCIAL/INDUSTRIAL
- ☒ BUSINESS PERSONAL PROPERTY/FIXTURES
- ☐ AGRICULTURAL
- ☐ MANUFACTURED HOME
- ☐ WATER CRAFT
- ☐ OTHER: _____
- ☐ POSSESSORY INTEREST
- ☐ VACANT LAND
- ☐ AIRCRAFT

4. VALUE	A. VALUE ON ROLL	B. APPLICANT'S OPINION OF VALUE	C. APPEALS BOARD USE ONLY
LAND			
IMPROVEMENTS/STRUCTURES			
FIXTURES	205,430	100,000	
PERSONAL PROPERTY (see instructions)			
MINERAL RIGHTS			
TREES & VINES			
OTHER			
TOTAL	205,430	100,000	
PENALTIES (amount or percent)			

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

Attachment: 25-04 Tesla Energy Operations (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

BOE-305-AH (P2) REV. 09 (05-20)

5. TYPE OF ASSESSMENT BEING APPEALED ☑ ***Check only one. See instructions for filing periods***

☒ REGULAR ASSESSMENT – VALUE AS OF JANUARY 1 OF THE CURRENT YEAR

☐ SUPPLEMENTAL ASSESSMENT

*DATE OF NOTICE: _____ ROLL YEAR: _____

☐ ROLL CHANGE ☐ ESCAPE ASSESSMENT ☐ CALAMITY REASSESSMENT ☐ PENALTY ASSESSMENT

*DATE OF NOTICE: _____ **ROLL YEAR: _____

***Must attach copy of notice or bill, where applicable** ***Each roll year requires a separate application**

6. REASON FOR FILING APPEAL (FACTS) ***See instructions before completing this section.***

If you are uncertain of which item to check, please check "I. OTHER" and provide a brief explanation of your reasons for filing this application. The reasons that I rely upon to support requested changes in value are as follows:

A. DECLINE IN VALUE

☐ The assessor's roll value exceeds the market value as of January 1 of the current year.

B. CHANGE IN OWNERSHIP

☐ 1. No change in ownership occurred on the date of _____.

☐ 2. Base year value for the change in ownership established on the date of _____ is incorrect.

C. NEW CONSTRUCTION

☐ 1. No new construction occurred on the date of _____.

☐ 2. Base year value for the completed new construction established on the date of _____ is incorrect.

☐ 3. Value of construction in progress on January 1 is incorrect.

D. CALAMITY REASSESSMENT

☐ Assessor's reduced value is incorrect for property damaged by misfortune or calamity.

E. BUSINESS PERSONAL PROPERTY/FIXTURES. Assessor's value of personal property and/or fixtures exceeds market value.

☒ 1. All personal property/fixtures.

☐ 2. Only a portion of the personal property/fixtures. Attach description of those items.

F. PENALTY ASSESSMENT

☐ Penalty assessment is not justified.

G. CLASSIFICATION/ALLOCATION

☒ 1. Classification of property is incorrect.

☐ 2. Allocation of value of property is incorrect (e.g., between land and improvements).

H. APPEAL AFTER AN AUDIT. Must include description of each property, issues being appealed, and your opinion of value.

☐ 1. Amount of escape assessment is incorrect.

☐ 2. Assessment of other property of the assessee at the location is incorrect.

I. OTHER

☒ Explanation (attach sheet if necessary) The assessment may have incorrectly removed the solar exclusion. Also, see the attached Exhibit A.

7. WRITTEN FINDINGS OF FACTS ($_____ per_____)

☒ Are requested. ☐ Are not requested.

8. THIS APPLICATION IS DESIGNATED AS A CLAIM FOR REFUND ***See instructions.***

☒ Yes ☐ No

CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief and that I am (1) the owner of the property or the person affected (i.e., a person having a direct economic interest in the payment of taxes on that property – "The Applicant"), (2) an agent authorized by the applicant under item 2 of this application, or (3) an attorney licensed to practice law in the State of California, State Bar Number _____, who has been retained by the applicant and has been authorized by that person to file this application.

SIGNATURE (Use Blue Pen - Original signature required on paper-filed application)	SIGNED AT (CITY, STATE)	DATE
▶ [signature]	Rancho Santa Margarita, CA	9/18/24

NAME (Please Print)
Amy Kotschedoff

FILING STATUS (IDENTIFY RELATIONSHIP TO APPLICANT NAMED IN SECTION 1)

☑ ☐ OWNER ☒ AGENT ☐ ATTORNEY ☐ SPOUSE ☐ REGISTERED DOMESTIC PARTNER ☐ CHILD ☐ PARENT ☐ PERSON AFFECTED

☐ CORPORATE OFFICER OR DESIGNATED EMPLOYEE

Attachment: 25-04 Tesla Energy Operations (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

BOE-305-W REV. 01 (09-10)

WAIVER TO EXTEND HEARING ON APPLICATION FOR CHANGED ASSESSMENT

To be filed when the taxpayer and the County Board mutually agree to waive the two-year mandatory time period in which the Board is required to hear and make a final determination on an appeal. Mail or fax the completed form to the Clerk of the Board at the address shown.

RECEIVED
JUN 27 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

AGREEMENT TO WAIVE THE PROVISIONS OF REVENUE AND TAXATION CODE SECTION 1604(c) AND PROPERTY TAX RULE 309(b)

NAME OF APPLICANT	HEARING DATE *(IF KNOWN)*
Tesla Energy Operations	N/A
APPLICATION NUMBER(S)	**APPLICATION YEAR**
24-10 and 25-04	2024 and 2025
PARCEL NUMBER	**ACCOUNT OR TAX BILL NUMBER *(If applicable)***
	810-000-664-000

This waiver agreement extends the two-year period in which the County Board of Equalization or Assessment Appeals Board is required to conduct a hearing and make a final determination on the above referenced application(s).

☑ This waiver shall extend and toll indefinitely the two-year period subject to the right of the Board to reschedule the matter upon reasonable prior notice to the applicant.

☐ This waiver extends the two year period until _____.

Important Note: Revenue and Taxation Code section 5097 limits the filing of a claim for property tax refund to four years from the date taxes were paid. Unless specifically authorized by the Board of Supervisors, this waiver does **NOT** extend that four-year statute of limitations even if your appeal has not yet been heard. You should file a claim for a refund of taxes with the Board of Supervisors if this waiver extends your hearing date indefinitely or to a date beyond four years from the date the taxes subject to this appeal were paid.

☐ I request that my rights to file a claim for a refund be extended beyond the four-year statute of limitations. If granted, the clerk of the board will notify me of the extension period.

This waiver may be cancelled by the applicant by delivering a written notice of termination to the county board at the address shown above. Upon receipt of a cancellation notice, the county board shall hear and decide the above-referenced application within 120 days from the date the termination notice was received or within 120 days from the expiration of the original two-year period, whichever is later.

This waiver shall be effective upon execution and until such time as the Board renders its final written decision in such appeal(s), or the date indicated above, whichever is earlier.

CERTIFICATION

I hereby certify that I am authorized to execute this waiver, and agree to an extension of time for the hearing beyond the two-year period of my timely filing on the application number(s) specified above.

SIGNATURE ▶	DATE
	6/18/2025
PRINT NAME OF AUTHORIZED SIGNER	**TITLE**
Ryan McClure	VP
COMPANY NAME	**EMAIL ADDRESS**
Versatax Consulting, Inc.	ryan@versataxconsulting.com

FILING STATUS

☐ OWNER ☑ AGENT ☐ ATTORNEY ☐ SPOUSE ☐ REGISTERED DOMESTIC PARTNER ☐ CHILD ☐ PARENT ☐ PERSON AFFECTED

☐ CALIFORNIA ATTORNEY, STATE BAR NUMBER: _____ ☐ CORPORATE OFFICER OR DESIGNATED EMPLOYEE

FOR COUNTY BOARD USE ONLY

APPROVED BY COUNTY BOARD:

DATED: _____

☐ This waiver DOES NOT extend the four-year statute of limitations for filing a claim for refund.

☐ This waiver extends the four-year statute of limitations for filing a claim for refund to: _____.

BY: _____ CHAIRPERSON

_____ CLERK OF THE BOARD

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

Attachment: Waiver to Extend from Tesla Energy Operations (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

State of California

BOARD OF EQUALIZATION

PROPERTY TAX RULES

Division 1. State Board of Equalization-Property Tax
Chapter 3. Local Equalization
Article 1. Hearing by County Board

Rule 323. Postponements and Continuances.

Authority: Section 15606, Government Code.
Reference: Sections 1605.6 and 1606, Revenue and Taxation Code.

(a) The applicant and/or the assessor shall be allowed one postponement as a matter of right, the request for which must be made not later than 21 days before the hearing is scheduled to commence. If the applicant requests a postponement as a matter of right within 120 days of the expiration of the two-year limitation period provided in section 1604 of the Revenue and Taxation Code, the postponement shall be contingent upon the applicant's written agreement to extend and toll indefinitely the two-year period subject to termination of the agreement by 120 days written notice by the applicant. The assessor is not entitled to a postponement as a matter of right if the request is made within 120 days of the expiration of the two-year period, but the board, in its discretion, may grant such a request. Any subsequent requests for a postponement by the applicant or the assessor must be made in writing, and good cause must be shown for the proposed postponement. A stipulation by an applicant and the assessor shall be deemed to constitute good cause, but shall result in extending and tolling indefinitely the two-year limitation period subject to termination of the agreement by 120 days written notice by the applicant. Any information exchange dates remain in effect based on the originally scheduled hearing date notwithstanding the hearing postponement, except as provided in regulation 305.1(d) of this subchapter.

(b) A board of supervisors may delegate decisions concerning postponement to the clerk in accordance with locally adopted rules. Requests for postponement shall be considered as far in advance of the hearing date as is practicable.

(c) At the hearing, the board or a hearing officer may continue a hearing to a later date. The board or hearing officer must make every reasonable effort to maintain continuous hearings. If either party requests a continuance, and the board or hearing officer grants it, the continuance should not exceed 90 days, unless the parties at the hearing stipulate to a longer continuance. However, a longer continuance may be granted by the board or hearing officer where reasonable cause for the continuance is established to the satisfaction of the board of hearing officer by the requesting party or where the reasonable needs of the county board of equalization or assessment appeals board or hearing officer dictate the necessity for a longer continuance. The reasons justifying the continuance shall be stated on the record. Notwithstanding the prior provisions of this subdivision (c), the board or hearing officer shall not, without reasonable cause, grant the assessor a continuance after the applicant has presented his or her case; however, the assessor shall be granted a continuance under section 441(h) of the Revenue and Taxation Code if the applicant has introduced information at the hearing which had previously been requested of the applicant by the assessor. Likewise, the board or hearing officer shall not, without reasonable cause, grant the applicant a continuance after the assessor has presented his or her case; however, the applicant shall be granted a continuance under section 408(f)(3) of the Revenue and Taxation Code if the assessor has introduced information at the hearing which had previously been requested of the assessor by the applicant.

(d) If the applicant requests a continuance within 90 days of the expiration of the two-year period specified in section 1604 of the Revenue and Taxation Code, the board may require a written extension signed by the applicant extending and tolling the two-year period indefinitely subject to termination of the agreement by 120 days written notice by the applicant. The clerk shall inform the applicant or the applicant's agent and the assessor in writing of the time and place of the continued hearing not less than 10 days prior to the new hearing date, unless the parties agree in writing or on the record to waive written notice.

History: Adopted May 11, 1967, effective June 11, 1967.
Amended May 21, 1968, effective June 26, 1968.
Amended November 20, 1968, effective November 22, 1968.
Amended October 6, 1999, effective April 22, 2000.
Amended December 12, 2018, effective January 1, 2020.

Attachment: Rule323 (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

REVENUE AND TAXATION CODE

Section 1604

1604. (a) (1) In counties of the first class, annually, on the fourth Monday in September, the county board shall meet to equalize the assessment of property on the local roll. It shall continue to meet for that purpose, from time to time, until the business of equalization is disposed of.

(2) In all other counties, annually, on the third Monday in July, the county board shall meet to equalize the assessment of property on the local roll. It shall continue to meet for that purpose, from time to time, until the business of equalization is disposed of.

(b) (1) An application for a reduction in an assessment filed pursuant to Section 1603 shall also constitute a sufficient claim for refund, if the applicant states in the application that the application is also intended to constitute a claim for refund pursuant to the provisions of Section 5097.

(2) The county board shall have no power to receive or hear any application for a reduction in an escaped assessment made pursuant to Section 531.1 nor a penal assessment levied in respect thereto, nor to reduce those assessments.

(c) If the county board fails to hear evidence and fails to make a final determination on the application for reduction in assessment of property within two years of the timely filing of the application, the applicant's opinion of value as reflected on the application for reduction in assessment shall be the value upon which taxes are to be levied for the tax year or tax years covered by the application, unless either of the following occurs:

(1) The applicant and the county board mutually agree in writing, or on the record, to an extension of time for the hearing.

(2) The application for reduction is consolidated for hearing with another application by the same applicant with respect to which an extension of time for the hearing has been granted pursuant to paragraph (1). In no case shall the application be consolidated without the applicant's written agreement after the two-year time period has passed or after an extension of the two-year time period previously agreed to by the applicant has expired.

The reduction in assessment reflecting the applicant's opinion of value shall not be made, however, until two years after the close of the filing period during which the timely application was filed. Further, this subdivision shall not apply to applications for reductions in assessments of property where the applicant has failed to provide full and complete information as required by law or where litigation is pending directly relating to the issues involved in the application.

Attachment: RTC 1604 (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

(d) (1) When the applicant's opinion of value, as stated on the application, has been placed on the assessment roll pursuant to subdivision (c), and the application requested a reduction in the base year value of an assessment, the applicant's opinion of value shall remain on the roll until the county board makes a final determination on the application. The value so determined by the county board, plus appropriate adjustments for the inflation factor, shall be entered on the assessment roll for the fiscal year in which the value is determined. No increased or escape taxes other than those required by a purchase, change in ownership, or new construction, or resulting from application of the inflation factor to the applicant's opinion of value shall be levied for the tax years during which the county board failed to act.

(2) When the applicant's opinion of value has been placed on the assessment roll pursuant to subdivision (c) for any application other than an application requesting a reduction in base year value, the applicant's opinion of value shall be enrolled on the assessment roll for the tax year or tax years covered by that application.

(e) The county board shall notify the applicant in writing of any decision by that board not to hold a hearing on the applicant's application for reduction in assessment within the two-year period specified in subdivision (c) or, if applicable, within the period as modified by subdivision (f). This notice shall also inform the applicant that the applicant's opinion of value as reflected on the application for reduction in assessment shall, as a result of the county board's failure to hold a hearing within the prescribed time period, be the value upon which taxes are to be levied in the absence of the application of either paragraph (1) or (2) of subdivision (c).

(f) (1) Notwithstanding subdivision (c) or any other law, the two-year deadline by which a county board is required under subdivision (c) to render a final determination on a qualified application shall be extended until December 31, 2021. This extension of the two-year deadline shall apply retroactively to all qualified applications that have a two-year deadline under subdivision (c) occurring during the period beginning on March 4, 2020, through December 31, 2021, inclusive.

(2) For purposes of this subdivision, "qualified application" means a pending application for reduction in assessment of property as described in subdivision (c) that is timely filed with the county board and has a two-year deadline under subdivision (c) occurring during the period beginning on March 4, 2020, through December 31, 2021, inclusive.

(Amended by Stats. 2021, Ch. 77, Sec. 31. (AB 137) Effective July 16, 2021.)

Attachment: RTC 1604 (10628 : Approve to waive the two-year period Assessment Appeals Hearing)

COUNTY OF COLUSA, CA

5.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Health and Human Services

FROM: Kirill Obraztsov

SUBJECT: Update on Public Health Realignment funding usage to follow up with Senior Nutrition Presentation

Update on Public Health Realignment funding usage to follow up with Senior Nutrition Presentation.

Detailed Description/Background of request

Attached file has the detailed breakdown.

Prior Board Action

N/A

Fiscal Impact/Funding Source

N/A

Action for the Clerk

ATTACHMENTS:

- PUBLIC HEALTH REALIGNMENT EXPENSES 21-22 THROUGH 24-25 YTD (PDF)

PUBLIC HEALTH REALIGNMENT EXPENDITURES

	FY 21/22	FY 22/23	FY 23/24	FY 24/25 YTD
JAIL	$ 604,838.28	$ 770,491.25	$ 777,738.79	$ 917,412.02
ANIMAL CONTROL	$ 36,221.64	$ 53,414.42	$ 44,948.74	$ 72,911.63
AMBULANCE	$ 17,322.79	$ 8,234.41	$ 10,683.54	$ 9,190.00
SR. CITIZENS	$ (261.56)	$ (226.39)	$ (9.17)	$ (43.56)
HEALTH	$ 827,827.99	$ 721,085.23	$ 836,464.34	$ 222,915.76
EH	$ 320,819.55	$ 320,499.79	$ 489,480.11	$ 159,881.95
SR. NUTRITION	$ 100,926.39	$ 59,002.67	$ 76,148.57	$ 78,375.45
EMS - OTHER	$ -	$ -	$ 54,613.85	$ 11,143.49
TOTAL	**$ 1,907,695.08**	**$ 1,932,501.38**	**$ 2,290,068.77**	**$ 1,471,786.74**

Attachment: PUBLIC HEALTH REALIGNMENT EXPENSES 21-22 THROUGH 24-25 YTD [Revision 1] (10755 : Public Health Realignment

COUNTY OF COLUSA, CA

5.2

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Health and Human Services

FROM: Kirill Obraztsov

SUBJECT: Jail Health and CalAIM Project in Colusa County

Presentation for Jail Health Project and CalAIM implementation.

Detailed Description/Background of request
Colusa County Behavioral Health, Sheriff's Office, and Health and Human Services Department joint effort to provide Jail Health services and address new CalAIM implementation in Colusa County.

Prior Board Action
None

Fiscal Impact/Funding Source
TBD

Action for the Clerk

ATTACHMENTS:

- jail health project-revised (2).EK (PPTX)



2025

JAIL HEALTH & CalAIM IMPLEMENTATION

Colusa County Health & Human Services

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

CalAIM

California Advancing and Innovating Medi-Cal

- Multi-year Reform: 2022 – 2027
- Medi-Cal is working to build a more coordinated, person-centered, and equitable health system that works for everyone
- Population focused

DHCS CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES

Medi-Cal

PARTNERSHIP HEALTHPLAN of CALIFORNIA
A Public Agency



Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

CalAIM

On January 26, 2023, California became the first state in the nation approved to offer a targeted set of Medicaid services to youth and eligible adults in state prisons, county jails, and youth correctional facilities.

The 1115 demonstration provides waiver and expenditure authority to the California Department of Health Care Services (DHCS).

State Law and the Section 1115 demonstration waiver require all California prisons, jails, and youth correctional facilities to implement a 90-day Pre-Release Services Program.

October 2023- DHCS Provided a Policy Guide outlining the expectations for the program.

Feb. 2024: DHCS released the CalAIM Justice Involved Initiative: Correctional Facility Readiness Assessment Template.

All California Correctional Facilities must demonstrate readiness to participate in the 90-Day Pre-release Services initiative at least six months before the intended go-live date pursuant to PC 4011.11 with or without funding. All must go-live after Oct 1, 2024, but no later than Oct. 1, 2026.

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

CalAIM Initiatives

- **Behavioral Health Initiative**
  - Strengthening mental health/SUD services and integrating with physical health care
- **Community Supports**
  - Addresses unmet basic needs that impact health [housing, medically tailored meals, short-term recovery]
- **Dental Initiative**
  - Expanding benefits for children and to those with conditions leading to dental disease
- **Enhanced Care Management**
  - Providing high need members with in-person care services
- **Incentive Payment Program**
  - Expansion of CS/ECM by providing incentives to MCP's to invest in improving quality of care
- **Integrated Care for Dual Eligible Members**
  - Medicare & Medi-Cal
- **Justice Involved Reentry Initiative**
  - Providing services to adults and youth while incarcerated and as they re-enter communities
- **Population Health Management**
  - Requires MCP's to use holistic approach
- **Providing Access & Transforming Health (PATH)**
  - PATH funds are an investment in capacity and infrastructure within the community
- **Statewide Managed Long-Term Care**
  - Coordinating long-term, complex care needs
- **Supporting Health and Opportunity for Children & Families**
  - Strengthening accountability and oversight of children's services

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)



Colusa County
CalAIM IMPLEMENTATION

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)



POST-RELEASE
CS/ECM/PATH-JI

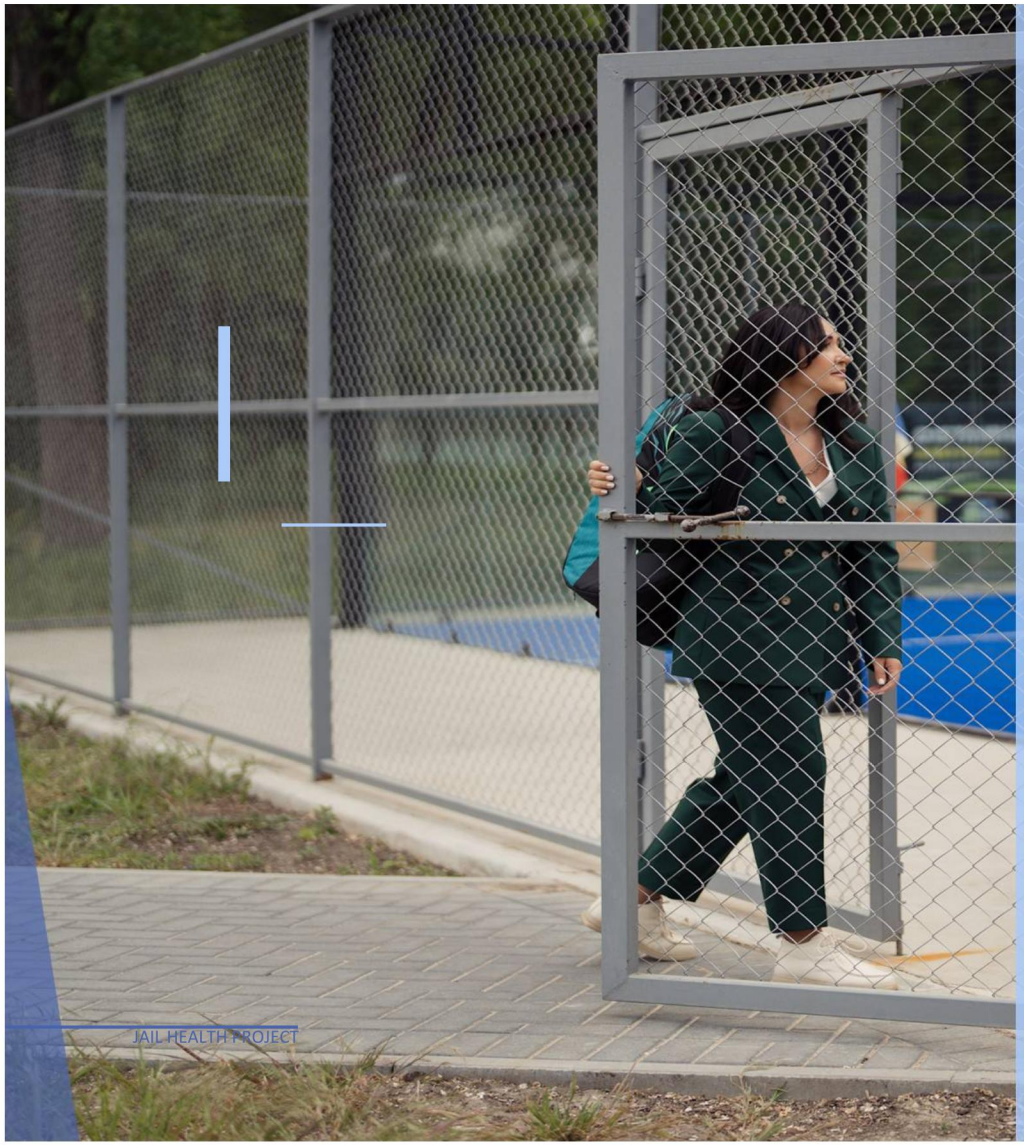
FIRST 28 DAYS



90 DAYS PRE-RELEASE

CalAIM: This initiative aims to ensure continuity of health care coverage and services between the time they are incarcerated and when they are released. It also provides people who are reentering the community with the prescribed medications and durable medical equipment (DME) they need, and access to programs and services to support this important transition.

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)



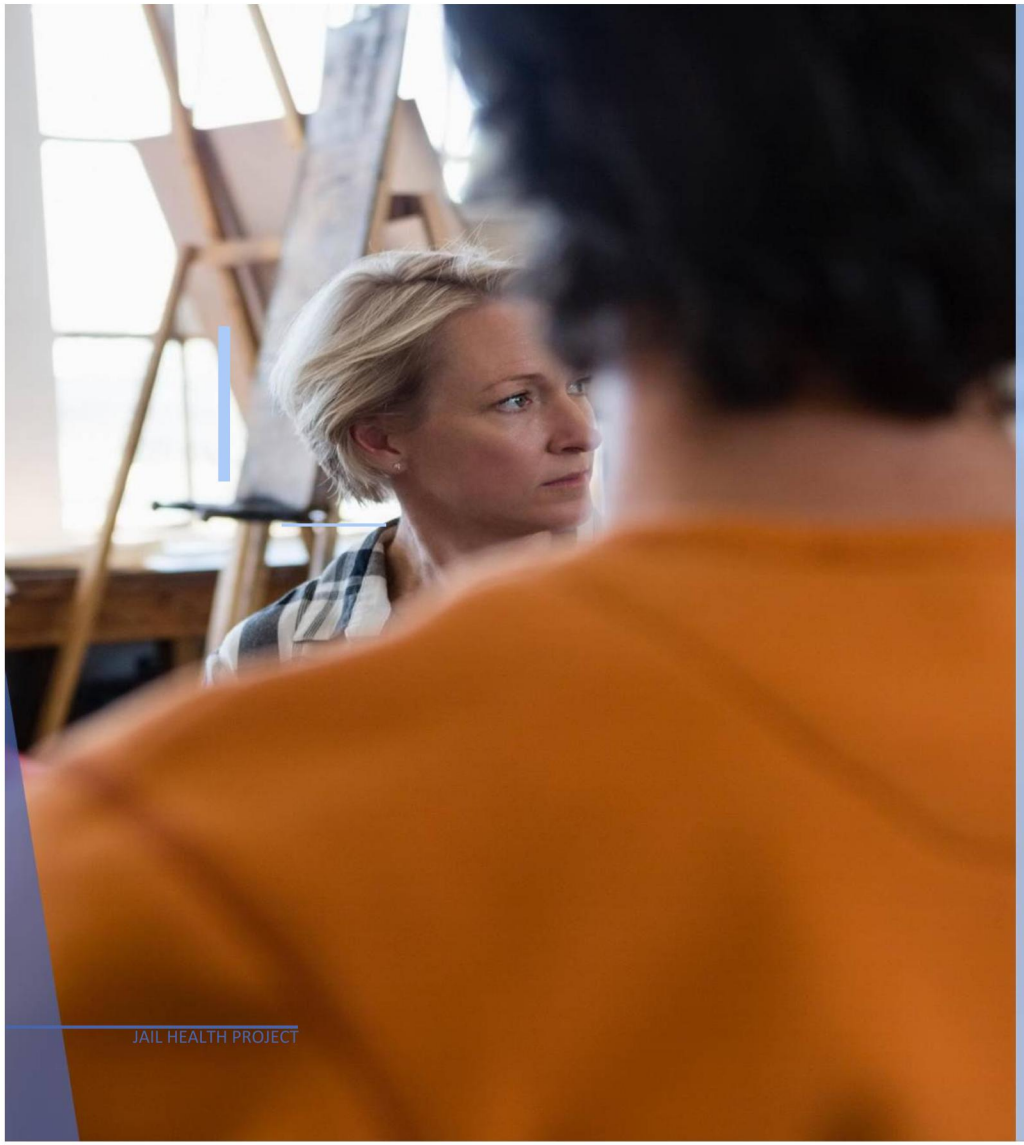
2025

SERVICE DELIVERY

Correctional facilities need to demonstrate their ability to provide pre-release services, including but not limited to:

- Care Management- Pneumacare, Tri Counties Community Action Partnership (TCCAP)
- Consults
- Virtual visits/Telehealth
- Ability to prescribe and administer medications using the Medi-Cal Drug Formulary
- Medication Assisted Treatment (MAT)
- Provision of Durable Medical Equipment
- The ability to submit claims to DHCS's Billing Systems
- Behavioral Health
- Public Health- Jail Health

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

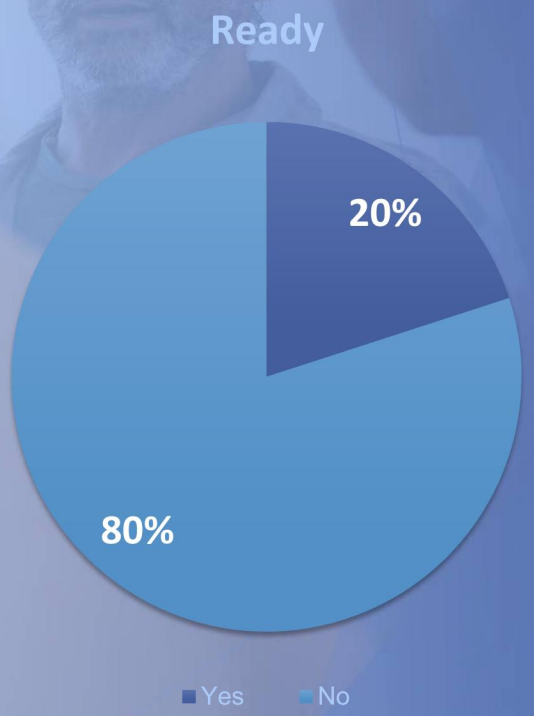


FOCUS AREAS READINESS STATUS

2025

20% Ready: Focus Area I

80% Not Ready : Focus Areas 2-5



JAIL HEALTH PROJECT

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Funding Streams

- General Fund
- Health Realignment
- Medi-Cal
- PATH-JI

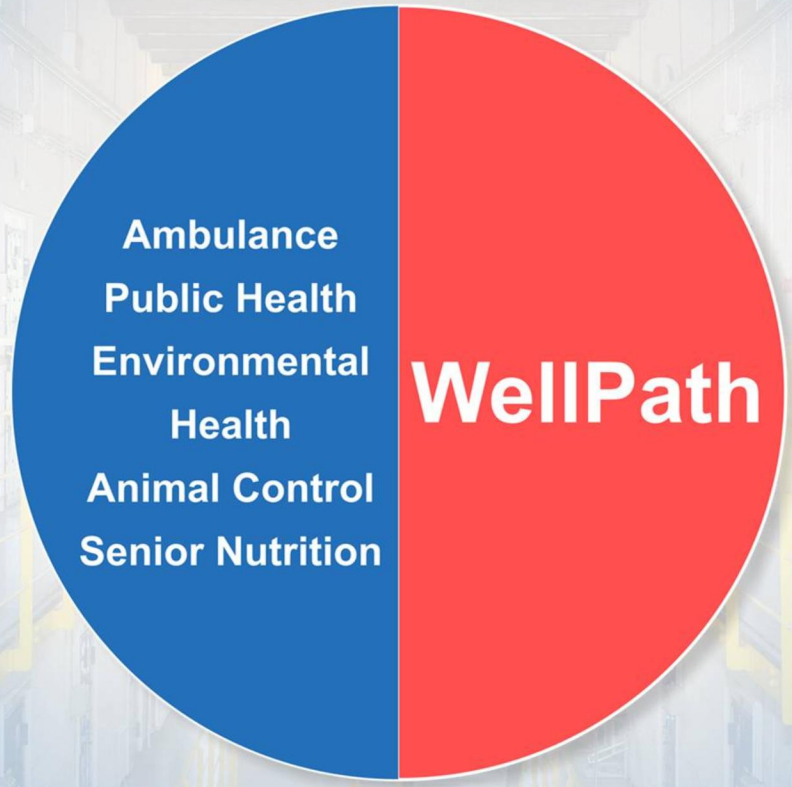
Potential Funding Streams

- Inter-Governmental Transfer (IGT)
- County Based Medi-Cal Administrative Activities (CMAA)

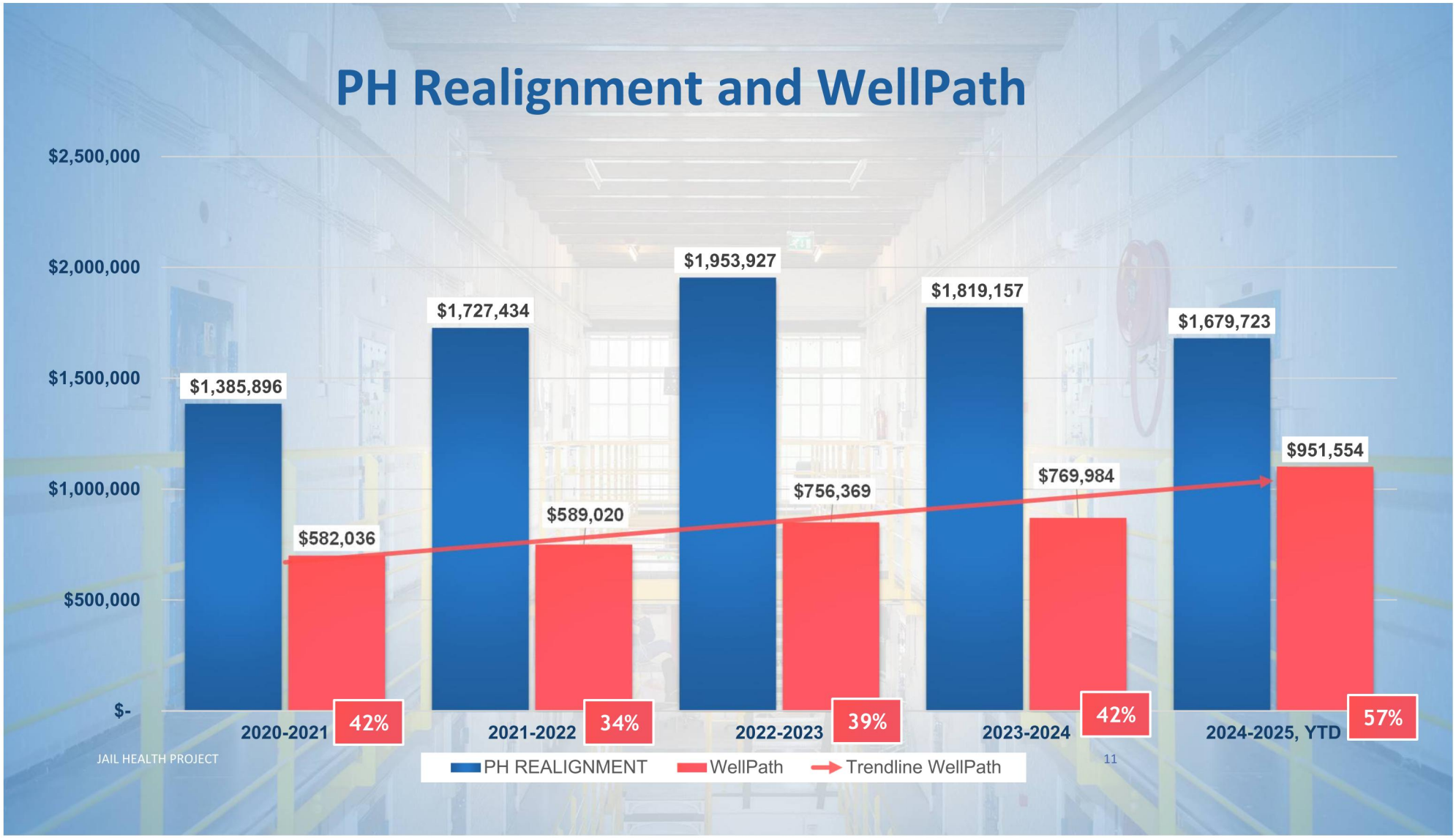


Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

PH REALIGNMENT COVERS:



Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)



Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Consideration of Jail Health Oversight & CalAIM Implementation

Colusa Health & Human Services



Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Jail Health CalAIM Teams

Executive Team

- Meet Monthly initially then Quarterly - CAO, BOS Member, Sheriff, Undersheriff, Jail Lieutenant, DHHS Director, HR/Risk Director, Trindel, Chief Probation Officer, DA, Public Defender, Superior Court, CalAIM Consultant
- Goal of this group to provide direction, oversight, and accountability to the systems being developed and ensure the appropriate levels of authority are provided to ensure staff can deliver on their goals

Health Team

- Meet bi-weekly - Public Health Officer, Nurses, Behavioral Health, Psychiatrist, Administrative Member (Fiscal member contracts/budgets), CalAIM Consultant
- Goal to identify gaps in medical service, advise, educate, and coordinate a system/structure for physical, mental, dental treatment; utilize and provide feedback on EHR, review policies and procedures and make recommendations

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Jail Health CalAIM Teams

- **Administrative Team**
- DHHS Fiscal, SO Fiscal, BH Fiscal, County IT
- Meets bi-weekly – Goal for this group is to ensure that a system and structure are developed and routinely audited for IT supports, fiscal sustainability, including tracking of time studying hours, acquisition of materials for health team, cost accounting, reporting, and supporting the other teams

- **Pre-Post Release Team**
- Sheriff's Office, Social Services, BH, Drug and Alcohol Services, Public Health, Eligibility, Administrative Team members
- Meets Monthly – Goal for this group to develop and adhere to a system/structure in which JI individuals are served 90-day pre & post release; identify funding opportunities; coordinate state reporting.

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Jail Health CalAIM Teams

Boots on the Ground Team

- Any Employee offering direct services to inmates pre/post release
- Jail Supervisor, Corrections Officer, Nursing Staff, CalAIM Coordinator, Community Health Worker
- Meets weekly or more often as needed; goal to collaborate in real-time case staffing, case planning, and basic triaging

15

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

Readiness Assessment Submission process

Milestone	Timeline for Go-live October 1, 2026
CF (Correctional Facility) Submit readiness assessment to DHCS	April 1, 2026
DHCS Reviews Readiness Assessments	April-July 2026
DHCS Communicates Final Readiness Decision to CFs	August 1, 2026
CF Finalizes preparations for Go-Live	August- September 2026
CF Goes Live with Pre-Release Services	October 1, 2026

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)



2025

Questions…

Colusa County

Department of Health and Human Services

Attachment: jail health project-revised (2).EK (10693 : Jail Health CalAIM Presentation)

COUNTY OF COLUSA, CA

5.3

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Purchasing and Procurement

FROM: Molly West

SUBJECT: **Pursuant to Policy 401, Section 5.2, waive the competitive bidding process and approve contract with Optimas Services, Inc. in the amount of $150,500 for consulting and planning services for CalAIM implementation due to the specialized nature of the services and limited number of vendors.**

Pursuant to Policy 401, Section 5.2, waive the competitive bidding process and approve contract with **Optimas Services, Inc.** in the amount of $150,500 for consulting and planning services for CalAIM implementation due to the specialized nature of the services and limited number of vendors.

Detailed Description/Background of request

The Department of Health and Human Services (DHHS) requests to enter into an agreement with Optimas Services, Inc. for provision of consulting and planning services for CalAIM implementation in Colusa County.

Optimas Services, Inc. has over 25 years of experience in healthcare finance with much of that work focused on Medi-Cal reimbursement programs including the Medi-Cal Administrative Activities (MAA), Targeted Case Management (TCM) programs, behavioral health billing, as well as the CalAIM program. The proposed Scope of Work (SOW) includes all necessary components for CalAIM implementation in Colusa County such as Readiness Assessment (application process, pre-release eligibility, service delivery, reentry planning, and oversight and project management) and Justice Involved Initiatives (software for EHR and billing, warm handoff process, application process) that meet DHCS requirements for screening clients and billing Medi-Cal for eligible services provided during the 90-day pre-release time period.

Pursuant to Policy 401, Section 5.2, Purchasing is requesting that the Board waive the competitive bidding process due to the specialized nature of these services, the short timeline for CalAIM implementation (March 1, 2026 for some aspects of implementation and October 1, 2026 for go-live date) and the limited number of available vendors.

The total cost of the contract will not exceed $150,500. The term of the contract is from September 1, 2025 - August 31, 2026.

Prior Board Action
None.

Fiscal Impact/Funding Source
There is no fiscal impact to County General Fund as consulting services have been budgeted and approved with Path 3 funding with California Department of Health Care Services.

Action for the Clerk
Please number contract, obtain signatures and forward to:

Optimas Services, Inc.
Attn: Patrick Sutton, President
108 Anderson Road
Alameda, Ca, 94502

Once executed, please provide a copy via email to Kirill Obraztsov in DHHS.

ATTACHMENTS:

- Contract_Optimas Services, Inc. (DOCX)

CONSULTING & PLANNING SERVICES CONTRACT

This Consulting and Planning Services Contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California and Optimas Services, Inc. ("Contractor"), a California corporation.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide County with consulting and planning services for CalAIM implementation in Colusa County, as more specifically detailed in Attachment "A."

2. **Term:** This Contract shall begin on September 1, 2025, and shall continue until all requested services are completed, but no later than August 31, 2026.

3. **Compensation:** County will pay Contractor compensation in an amount not to exceed $150,500, as provided for in Attachment "A." Compensation will be paid in accordance with paragraph 4, Method of Payment.

4. **Method of Payment:** At the end of each month, Contractor shall provide County with an invoice for the services provided in the preceding month. Upon receipt of an invoice, County shall process payment to Contractor as provided for by County's established policies and procedures, and payment will be issued accordingly for undisputed invoices.

   A. Invoices shall:
   - **1)** Be prepared on Contractor's letterhead.
   - **2)** Bear Contractor's name as shown on the contract.
   - **3)** Bear the contract number.
   - **4)** Itemize the costs incurred.
   - **5)** Include a summary of the services provided.
   - **6)** Be signed by an authorized official, employee, or agent certifying that the claim represents actual expenses for the services performed under this Contract.

5. **Professional Ability of Contractor and Standards of Performance:** Contractor represents that it is qualified and licensed to perform the services to be done as required in this Contract. County relies upon the representations of Contractor regarding professional training, licensing, and ability to perform the services as a material inducement to enter into this Contract.

   A. Services shall be provided by Contractor without the advice, control or supervision of County. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

   B. Acceptance of work or payment of invoice by County does not operate to release Contractor from any responsibility to perform work to professional standards.

   C. Contractor shall provide properly skilled professional and technical personnel to perform all services under this Contract.

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

6. **Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to County for a minimum period of five (5) years, or for any longer period required by law, following audit, or from the date of final payment to Contractor under this Contract, whichever is later.

   A. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Contract.

   B. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit at any time during regular business hours, upon written request by County Counsel or other designated representative of County. Copies of such documents shall be provided to County for inspection at the office of the requesting county officer unless it is impractical to do so; in which case the records shall be made available at Contractor's address indicated for receipt of notices in this Contract.

   C. Where County has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, County may, on written request, require that custody of the records be given to County and that the records and documents be maintained by County at the Board of Supervisors offices. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

7. **Independent Contractor:** Contractor is an independent contractor, not an employee of County. Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching County's objectives in entering this Contract.

8. **Debarment and Suspension:**

   A. Certification Regarding Debarment: By signing this Contract, the Contractor certifies that neither the Contractor nor any of its principals are currently debarred or suspended by any Federal department or agency.

   B. Certification of Lower Tier Contractors Regarding Debarment: By administering any lower-tier subcontract exceeding $25,000 as a covered transaction under this Contract, the Contractor certifies that:

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

1) The Contractor has verified that each lower-tier subcontractor participating in a covered transaction is not presently debarred or suspended from participation in this Contract by any Federal department or agency.

2) Prior to entering into any lower-tier subcontract exceeding $25,000, the Contractor shall require each proposed subcontractor to disclose, in writing, whether, as of the time of award of the subcontract, the subcontractor or its principals is debarred or suspended by the Federal Government. The Contractor may accomplish this by:

   a. Checking the System for Award Management at website: http://www.sam.gov.
   b. Collecting a certification statement similar to the Certification Regarding Debarment, above.
   c. Inserting a clause or condition in the covered transaction with the lower tier contract.

9. **Indemnity and Liability:** Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims of any kind, arising or alleged to arise out of the willful misconduct, negligent acts, omissions, or violations of law by the party.

10. **Insurance:** Contractor, at its own cost, agrees to maintain, for the duration of this Contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

A. Workers' Compensation Coverage: Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by County at least thirty (30) days prior to such change.

B. General Liability Coverage: Contractor shall maintain commercial general liability insurance in an amount of not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.

C. Automobile Liability Coverage: Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the contractor arising out of or in connection with the work to be performed under

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

this Contract, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars ($1,000,000) for each accident for bodily injury or property damage.

D. Professional Liability Insurance (Errors and Omissions): Contractor shall maintain Professional Liability Insurance for Errors and Omissions coverage in an amount of not less than $2,000,000 in aggregate. The insurance coverage provided by Contractor shall contain language providing coverage for up to three 3 years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.

E. Policy Endorsements: All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:

1) Naming County, its elected officials, officers, employees, agents and volunteers as additional named insureds with respect to liability arising out of any and all work performed by or on behalf of the Contractor under this Contract;

2) Providing that Contractor's insurance shall be the primary insurance as respects County, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by County, including any self-insured retention County may have, shall not be called upon to contribute to a loss covered by Contractor's insurance;

3) Providing the policy of insurance shall act for each insured and additional insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;

4) Providing that the insurer waives all rights of subrogation against County, its elected or appointed officers, officials, employees, agents or volunteers;

5) Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County, its elected or appointed officers, officials, employees agents, or volunteers;

6) Providing broad-form contractual liability coverage insuring contractor's indemnity obligations under this contract; and

7) Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without thirty (30) days written notice certain to County.

F. Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by County before work begins. At County's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

G. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies and endorsements affecting coverage required by this Contract.

11. **Performance Standards:** Contractor shall use the standard of care in its profession and comply with all applicable federal, state and local laws, codes, ordinances and regulations.

12. **Licenses:** Contractor represents and warrants to County that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Contractor to practice its trade and/or profession.

13. **Controlling Law Venue**: This Contract is made in the County of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Colusa.

14. **Written Notification**: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County:	Department of Health and Human Services Attn: Director 251 E. Webster St. Colusa, Ca, 95932
If to Contractor:	Optimas Services, Inc. Attn: Patrick Sutton, President 108 Anderson Road Alameda, Ca, 94502

15. **Entire Contract**: This Contract constitutes the complete and exclusive statement of contract between County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

16. **Amendments**: This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by the County Counsel.

17. **Waiver**: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

18. **Execution**: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

19. **Assignment & Subcontracting**: The parties recognize that a substantial inducement to County for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of Contractor under this Contract will be permitted only with the express consent of County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor nor shall it create any obligation on the part of County to pay any monies due to any such subcontractor unless otherwise required by law.

20. **Termination**: This Contract may be terminated for the following reasons:

    A. Immediately for cause if either party fails to perform its responsibilities under this Contract in a timely and professional manner or violates any of the terms or provisions of this Contract; or

    B. By County without cause upon fifteen (15) days written notice of termination.

21. **Partial Invalidity**. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

22. **Attachments:** All attachments referred to are incorporated and made part of the Contract. Attachments include:

    A. Attachment "A" – Statement of Work

Signatures on following page.

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

COUNTY OF COLUSA

_____Date:_____
Daurice K. Smith, Chair

OPTIMAS SERVICES, INC.

_____Date:_____
Signature

_____
Printed Name and Title

APPROVED AS TO FORM

_____
Richard Stout, County Counsel

ATTEST: Wendy G. Tyler, Clerk of the Board of Supervisors

By _____
Patricia Rodriguez, Deputy

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

Attachment A

Colusa County
Statement of Work

Vendor Name: Optimas Services, Inc.

Effective Dates: September 1, 2025 – August 31, 2026

Vendor Expertise

Optimas Services has over 25 years of experience in healthcare finance with much of that work focused on Medi-Cal reimbursement programs including the Medi-Cal Administrative Activities (MAA), Targeted Case Management (TCM) programs, behavioral health billing, as well as the CalAIM program.

CalAIM Readiness Assessment, ECM and Justice Involved Initiative Project

Description	Projected Hours	Projected Cost
In collaboration with Colusa County stakeholders, research and prepare a Correctional Facility Readiness Assessment that covers the 5 designated areas (1) Medi-Cal Application Process (2) 90-day Pre-Release Eligibility and BH Link Screening (3) 90-day Pre-Release Service Delivery (4) Reentry Planning & Coordination (5) Oversight and Project Management	**150**	**$52,500**
Investigate, research and recommend ECM structural possibilities within Colusa County including pre-release and post release care management with both county providers, MCOs and CBOs	**100**	**$35,000**
Justice Involved Initiative: Help with the identification of necessary software (case management, EHR, etc.) for billing purposes and to meet DHCS documentation requirements. Work with BH leaderships to plan assist with billing for BH Linkages.	**50**	**$17,500**
Justice Involved Initiative: Pre-Release Care Management – Work with Colusa stakeholders on identifying pre-release care managers and building a structure for	**80**	**$28,000**

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

documentation and billing for these services, as well working with MCOs and ECM CBOs to create a competent warm handoff process.		
Justice Involved Initiative: Assist with the creation of Medi-Cal Application Process that meets DHCS requirements including screening clients for Medi-Cal eligibility and assigning JI Aid Codes needed in order to bill Medi-Cal for eligible services provided during the 90-day pre-release time period.	**50**	**$17,500**
TOTAL	**430**	**$150,500**

Attachment: Contract_Optimas Services, Inc. (10704 : Approve contract with Optimas Services, Inc.)

COUNTY OF COLUSA, CA 6.1

Request For County Board of Supervisors Action

MEETING DATE:	**August 26, 2025**
DEPARTMENT:	**Library**
FROM:	**Stacey Costello**
SUBJECT:	**Review and adopt updated Policy No. 507, Library Usage Policy and User Agreement.**

Review and adopt updated Policy No. 507, Library Usage Policy and User Agreement.

Detailed Description/Background of request

The Colusa County Free Library has made minor updates to its library policy, primarily involving formatting adjustments for improved clarity and consistency. However, a few substantive changes have been incorporated to address recent trends and ensure alignment with broader library practices:

New Section on Service Animals: Due to an increase in patrons bringing animals into library facilities, a dedicated section has been added to clarify the Library's policy in accordance with ADA guidelines, outlining what qualifies as a service animal and expectations for behavior while in the library.

Late Fee Policy Update: To remain consistent with our partner libraries and support equitable access, adjustments have been made to our late fee structure. This update aligns with current best practices in public libraries and promotes greater accessibility for all patrons.

Library Card Application Changes: Updates have been made to the library card application process following a noticeable increase in out-of-county applicants attempting to access limited digital resources. The revised policy ensures that these resources remain available to Colusa County residents, for whom they are intended.

These changes reflect our commitment to providing a welcoming and well-managed library environment while being responsive to community needs and operational realities. Once the policy and forms have been approved, the library card applications and Internet Access Permission form will be translated into Spanish.

Prior Board Action

The Colusa County Free Library's policies were last approved by the Board of Supervisors on May 3, 2016. Since that time, the library has navigated a global pandemic, shifts in technology use, and evolving community needs, making this an appropriate and timely moment for policy review and update.

Fiscal Impact/Funding Source
n/a

Action for the Clerk

ATTACHMENTS:

- Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT (DOC)
- LIBRARY FACILITIES AND MEETING ROOM Application (DOCX)
- Conference Room Agreement (DOCX)
- CCFL Adult Card English 2025 DRAFT (DOCX)
- CCFL Junior Card English 2025 (DOCX)
- Internet Access Permission (DOC)



POLICY MANUAL

Approved by the Colusa County Board of Supervisors on May 3, 2016

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

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Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

Library Mission

The mission of the Colusa County Free Library is to strengthen our rural community by providing access to knowledge, resources, and services that inspire lifelong learning, creativity, and connection, and empower individuals and families to meet their needs. We are dedicated to fostering a welcoming space where all individuals can grow, explore, and engage with ideas that enrich their lives, bolstering our community's economic and social well-being.

eeds. We are dedicated to fostering a welcoming space where all individuals can grow, explore, and engage with ideas that enrich their lives, bolstering our community's economic and social well-being.

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

1. CIRCULATION POLICY

1.1. Borrowing Policy

1.1.1. *Library Card Eligibility*

Library cards are free to all residents and visitors to Colusa County and good at all branches of the Colusa County Free Library system.

Colusa County Adult Resident Card

All residents of Colusa County may apply for a library card and PIN to access physical and digital collections. Adult Resident Cards are good for one year. Cards in good standing may be renewed at any branch library.

Residents of areas served by Colusa County schools (i.e., Dunnigan) are eligible for resident cards. Current library staff are eligible for resident cards.

Valid identification, such as a current driver's license or state-issued ID card, must be shown to obtain a library card.

Adult Resident Card applications are available in English and Spanish.

Colusa County Junior Resident Card

Adult residents of Colusa County may apply for a card for a minor resident under their care. Adult sponsors of Junior Resident Cards must be eligible for the Adult Resident Card. Adult sponsors accept responsibility for the items borrowed on the junior resident's card, including damaged and lost materials.

A Junior Resident Card does not entitle the minor to use Windows or Mac computers. Parents/guardians must give approval to use library computers to access the Internet on the application form.

Minor residents of areas served by Colusa County schools (i.e., Dunnigan) are eligible for junior resident cards.

Valid identification, such as a current driver's license or state-issued ID card, must be shown by the sponsoring adult to obtain a Junior Resident library card.

Junior Resident Card applications are available in English and Spanish.

Adult Non-Resident Card

Out-of-county residents of California may apply for a Non-resident Card. A Non-resident Card will confer all the benefits and services of resident cards EXCEPT digital services requiring a PIN, including placing online holds and accessing subscriptions such as Libby and Hoopla. PINs are not issued for Non-Resident Cards. A Non-Resident library card in good standing may be renewed.

Out-of-state residents temporarily residing in Colusa County for 7 or more days may apply for a card that is valid for 30 days.

Valid identification, such as a current driver's license or state-issued ID card, must be shown to obtain a library card.

There are no Junior Non-Resident Cards.

Good standing

For library card purposes, a card in good standing has no outstanding finds or overdue items showing in Sierra. This includes items at other libraries in the borrowing consortia to which Colusa

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

County Free Library belongs. A patron who is currently barred from any branch of the Colusa County Free Library is not considered in good standing.

A lost library card may be replaced for a fee (see current fee list). However, in Sierra, a physical card need not be present to borrow books and other materials.

1.1.2. *Loan Periods*

There is no charge to check out library materials. All Colusa County Free Library materials are loaned for 21 days, except for DVDs and magazines which circulate for 7 days.

1.1.3. *Renewal*

Most library materials, unless reserved for another patron, may be renewed for up to three additional loan periods. Library patrons may renew materials by telephone, in person at any branch location, or by accessing their online account.

Patrons are restricted from renewing materials online if their materials are overdue, their library card registration period has expired, or the material has been requested by another patron.

1.1.4. *Borrowing Limits*

Library patrons may have up to 30 borrowed items on their account at any given time. Within this limit, patrons may borrow up to 5 DVDs or Audiobooks.

1.1.5. *Borrower Records*

California State Law protects the confidentiality of all patron records.

The Colusa County Free Library complies with all sections of the State of California Public Records Act (Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5). All registration and loan records of library patrons shall remain confidential and shall not be disclosed to any person, local, state, or federal agency unless required by law or court order. Confidentiality extends to database search records, computer use records, and all other personally identifiable uses of Library materials, programs or services.

Patron records will only be released to the person(s) whose name(s) appear on the library borrower's record. No information from any patron's record is to be released to any person, including law enforcement, unless required by a court order. Any inquiry about library use will be treated as an invasion of patron privacy. Staff may not access any information about any library use for any purpose except that related to the transaction of library business. Parents or legal guardians with proper identification may have access to their children's records only when the materials become overdue.

Patrons may view their record and modify personal information by accessing their online account. A library card number and PIN (personal identifying number) code is required.

1.1.6. *Reserves*

Individuals may reserve materials from the circulating collection in person or online. Materials that have been put on reserve for one patron cannot be renewed by another patron. Patrons are restricted from placing materials on reserve if they have lost or overdue fees, or if the library card registration period has expired. Reserves are held for seven days after notification that materials are in and ready for pick-up.

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

1.1.7. *Returning Materials*

All borrowed materials may be returned to any library location in Colusa County, at any time, regardless of where the materials were borrowed. Books may be returned inside the library during business hours or in the book drop after normal business hours. Media such as CDs or DVDs should be returned to the service desk when the library is open. Materials may also be mailed to the Colusa County Library at 738 Market Street, Colusa, California 95932.

1.1.8. *Fees and Charges*: (Fines and Fees Schedule, Appendix A)

Once a card has amassed $5.00 or more in unpaid fines or fees, the card cannot be used to check out library materials until the entire fine or all fees are paid. Parents or guardians are responsible for all materials checked out by their children.

Charges for damage to library materials will be determined using established guidelines outlined in the Fines and Fees Schedule, or to the best discernment of library staff.

Charges for lost materials are determined by the unit price of the item, as listed in the catalog. Lost items obtained through interlibrary loan are charged by the lending library, and are subject to a minimum charge of $100. The charge for lost periodicals is $5.

1.1.9. *Refunds*

Monies paid for lost items will be refunded when the items are returned in good and usable condition, if returned within a 6-month period. The exception to this rule is interlibrary loan (ILL) materials; any overdue fee paid for these items is **nonrefundable**. Fees paid for damaged items are **nonrefundable**.

1.1.10. *Copyright*

Patrons are responsible for being aware of all possible copyright restrictions while using the library materials. Most information available in library materials is copyrighted, and therefore is legally protected from duplication by the public.

Video and audio materials on loan from the library may not be used for commercial or theatrical distribution, and may not be broadcast or cablecast. They may not be used in a public gathering (library, school, daycare, etc.), unless public performance rights are included with the item. Most of the items in the library's collection do not have public performance rights included.

Video and audio materials may not be duplicated or copied in any way.

1.2. Interlibrary Loan (ILL)

More than 9 million books are available through a consortium of Northern California libraries, including Sacramento, Folsom, Woodland and Sutter County libraries. The materials can be requested at the library, or through a patron's online account accessible on the library's website. Requested books may be picked up at a patron's preferred branch, with a loan period of 21 days. A three-week renewal is allowed, unless the item has been requested at the owning library.

If materials cannot be located through the online catalogue, patrons possessing a Colusa County Resident Adult Card may request staff to try to borrow them from other libraries through interlibrary loan (ILL). Any items borrowed from other libraries may have shorter loan and different renewal periods, as per the owning institutions rules. Patrons are responsible for identifying any damage to or missing pieces of items loaned from other libraries at the point they are checking the items out. Upon return, Staff will check items for condition. Any damage or missing pieces are the responsibility of the borrower. Patrons are charged the full replacement value for these items.

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1.2.1. ***ILL Conditions of Service***
All interlibrary loan transactions are made between local and other lending institutions. Library patrons must request an ILL through their home library. The Colusa County Library follows and endorses the principles relating to interlibrary loans included in the ALA Interlibrary Loan Code, the California State Library and Archives Commission Interlibrary Loan Protocol, the United States Copyright Law, and the United States Commission on New Technological Uses of Copyrighted works (CONTU) guidelines and federal and state laws governing confidentiality of library records.

1.2.2. ***ILL Borrowing Policy***
Patrons requesting an interlibrary loan are required to have a Colusa County Resident Adult Library card in good standing. Requests are not filled if the patron has outstanding fines or overdue materials on their record.

Requests are limited to three items per patron. The library reserves the right to limit the number of requests per patron. If an item requested has a value of $50.00 or more, only one request per patron is allowed.

The library will attempt to borrow any media. However, most libraries do not loan the following materials: rare items, reference materials, bestsellers, video or other audiovisual materials. When available, staff will supply contact information from other sources on non-book media (microfilm, etc).

Patrons must complete an interlibrary loan request form. Information on the request form must include full bibliographic information (i.e., author, title, publication date, publisher and ISBN). Periodical article requests must contain complete citation information, including author, title, periodical source, date and/or volume number and page numbers. The patron must include a current daytime telephone number. Patrons may request materials in-person, over the telephone or by email, but a signed interlibrary loan form must be turned in at the library before requests are submitted.

The Colusa County Free Library submits interlibrary loan requests as quickly as possible. The delivery of the requested material is contingent upon how quickly the lending library processes the order and ships the material.

Lending libraries set their own loan periods and restrictions (e.g., renewals, in-library usage). Failure to return interlibrary loan items on time or to pick up items within three days of notification of arrival may result in the suspension of interlibrary loan services.

Materials borrowed through interlibrary loan must be returned to the Colusa County Free Library and not to the lending library. The interlibrary loan wrapper is not to be removed by anyone other than a staff member.

If an interlibrary loan item is lost, stolen or damaged, the patron is responsible for the cost of the item and any processing fees determined by the lending library.

1.2.3. ***ILL Lending Policy***
The Colusa County Free Library will lend materials to all established libraries. Individuals wishing to borrow materials from the library must initiate their request through an established library. The borrowing library may request materials through OCLC, fax or ALA form. Any decision to loan materials is made at the discretion of the County Librarian or designated staff member.

The library does not loan the following: reference and local history materials, genealogy, special collections, microfilm, periodicals, media (audio-books, CDs, videos, and DVDs), best-sellers, or leased books. These materials can be loaned to other libraries, archives and educational institutions by special request, upon approval by the County Librarian.

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All materials are loaned free of charge. The loan period is four weeks to allow for delivery to the borrowing library and checkout by their patron. All materials are subject to recall. Renewals are at the discretion of the Colusa County Free Library.

The library will make 1-50 photocopies per request. The first 10 pages are free. Current per-page photocopy fees apply after the first ten pages. Copies are made at the discretion of library staff and determined by the condition of the original materials.

The library assesses a fee on a lost, stolen or damaged item based on the cost of the item plus any processing fees deemed appropriate. All charges are **nonrefundable**.

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HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

2. Patron Code of Conduct

The Colusa County Free Library Patron Code of Conduct is meant to ensure a clean, respectful, comfortable and safe library environment for all library patrons and staff.

Individuals using library facilities and attending library programs are expected to comply with all library policies and directions from staff. Conduct is unacceptable if it impedes other patrons from enjoyment of library resources or threatens injury to other library patrons or resources.

Please observe the following Code of Conduct:

- Enjoy and learn from your visit to the library.
- Use the space and materials as intended.
- Be considerate and respectful.
- Communicate respectfully.
- Act responsibly.

Disruptive behavior will not be tolerated. Multiple warnings or incidents may result in removal or banning from the library.

Dangerous, destructive, illegal, or threatening conduct, including, but not limited to the following, is prohibited:

- Engaging in any activity prohibited by local, state or federal law.
- Bringing firearms, weapons, fireworks, or other dangerous substances into libraries.
- Threatening or harassing other patrons or staff, including but not limited to; assault, battery, verbal threats, stalking, offensive staring, or offensive touching.
- Engaging in or soliciting any sexual activities, including, but not limited to, unwanted or inappropriate touching, unwanted or inappropriate advances, harassment, or indecent exposure.
- Defacing, damaging, or soiling library materials.
- Misusing, damaging, soiling or defacing library furniture, buildings, or equipment, including computer systems.

Conduct that disrupts the normal function of the library, including, but not limited to the following, is prohibited:

- Engaging in activity that is disruptive to other patrons or staff. This includes using electronic devices, or other personal equipment that are noisy or distracting, running in the building, or speaking loudly.
- Petitioning, soliciting or selling merchandise or services without written permission from the County Librarian.
- Fraudulent use of another's library card and/or number for any purpose.
- Using the library while barefoot, shirtless or without outer clothing and footwear.
- Offensive, pervasive and persistent odors, so as to constitute a nuisance that unreasonably interferes with others' enjoyment of the library.

Misuse of library buildings, facilities, or equipment, including, but not limited to the following, is prohibited:

- Sleeping in the library or on library grounds.
- Using alcohol, tobacco or related nicotine products or controlled substances.

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- Bringing bikes, skateboards or motorized carts into library buildings.
    - Other than strollers and mobility devices used by persons with disabilities, wheeled vehicles are not permitted in the library.
    - Skateboards and smaller wheeled items may be carried as personal items, or placed behind the circulation desk at the owner's own risk.
- Leaving personal items unattended.
- Personally monopolizing library space, seating, tables, or equipment to the exclusion of other patrons or staff.

2.1 Children in the Library:

Persons 17 years old or younger are defined as "children" for the purposes of this Policy.
Parents or legal guardians, whether present in the library or not, are solely responsible for their children's behavior, safety and welfare, at all times while the children are on the library premises.

- All children 9 years old or younger shall be at all times accompanied by a parent or caregiver who is at least 14 years of age. Adequate supervision requires that the responsible person be in close proximity or in sight of the child.
- Children 10–13 years old should be accompanied in the library by a responsible caregiver who remains in the building and maintains responsibility for the children.
- Children 14 years and older may use the library unattended, subject to the general rules set forth for all patrons of the Colusa County Free Library.

Parent, Guardian, and Caregiver responsibilities:

- Parents or legal guardians are responsible for any damages to library property caused, in whole or in part, by their children, regardless of the child's age.
- Parents, legal guardians or caregivers are responsible for maintaining control over their children's behavior in the library, at all times.
- Parents, legal guardians or caregivers accompanying children (9 years or younger) must stay within a reasonable distance (minimally within eyesight) of their children, at all times.
- Parents, legal guardians or caregivers are responsible for having their children, 16 years of age or younger, picked up from the library by the time the library closes.
    - If children in this age group are not picked up from the library by closing, the library staff will contact appropriate law enforcement and ask that an officer be dispatched to the library to stay with the child until their ride arrives. Neither the County, the Police Department, the Sheriff's Office, nor the library is responsible for or liable for the safety or welfare of children who are left on the library premises after closing.

2.2 *Service Animals and Emotional Support Animals in the Library*

The Colusa County Free Library follows the American with Disabilities Act (ADA) guidelines and laws regarding service animals.
Definitions:

- *Service Animal*: Under Titles II and III of the ADA, the definition of a service animal is as follows: "A service animal is a dog that is individually trained to do work or perform tasks directly related to the person's disability." Examples of service animal tasks include guiding a person with vision impairment, pulling a wheelchair, alerting a person who has a seizure disorder, and providing physical support and assistance with balance and stability.
- *Emotional Support Animal*: To legally be considered an emotional support animal, the animal needs to be prescribed by a licensed mental health professional to a person with a disabling mental illness. A therapist, psychologist, or psychiatrist must determine that the presence of the animal is needed for the mental health of the patron.

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When a patron enters the library with an animal, staff will ask the individual:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Only trained service dogs are allowed inside the library. Staff will ask individuals to remove their Emotional Support Animals.

Staff can ask an individual to remove their service dog if the dog is out of control and the individual cannot get the dog under control, or if the dog eliminates in the library.

Service animals must be with their owner at all times, and be harnessed or leashed.

Owners shall prevent other patrons from touching or petting their service animal.

Service animals may not be on furniture or blocking walkways.

If a service animal defecates, urinates or destroys any property, the owner is responsible for cleaning the area and/or repairing or replacing library property.

2.3 Internet and Computer Use Policy

The Colusa County Free Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its patrons. Access may be revoked or suspended by the library and its staff at any time in their sole discretion.

Computer Sign-in and Usage

- The library's public computers are available on a first come first serve basis. The library uses a manual reservation system to ensure that this process works in an equitable manner. All library patrons must sign in at the service desk to reserve a computer. Patrons do not need to sign out.
- Computer use does not require a Colusa County Free Library card.
- Patrons' sign-up for 30-minute blocks of computer use time. After completing the first 30-minute reservation, a patron may continue to use their workstation for an additional 30 minutes if there is no one else signed in and waiting to use a computer.

The library's computer workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the library asks that each user exercise good judgment and consideration of others. Some materials, such as sexually graphic materials or very personal information, may be more appropriate for viewing in the privacy of one's home, rather than in a public library setting.

If library staff becomes aware of audio or visual matter that would interfere with the maintenance of a safe, welcoming and comfortable environment for the other patrons, the offending computer user will be asked to change the screen.

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, and who abides by the library's rules and procedures. Failure to appropriately consider the rights of others may lead to the loss of computer privileges for a finite period.

The Colusa County Free Library offers filtered access to the Internet by default. Juvenile patrons under 17 years of age are required to obtain parental consent for access to the Internet. Forms are available at the front desk or can be granted on the child's library card application form.

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Computer use is at the discretion of library staff. Staff is available to facilitate use of the Internet and to answer questions or concerns. At times of heavy computer use by the public, recreational computer use may be suspended to allow students to complete homework assignments, or others to conduct time-sensitive business.

The library provides access to the Internet for the purpose of researching electronic information resources. Users may use the computer workstations to browse, print, or transfer files to personal storage devices.

The library does not provide e-mail accounts. However, patrons may access free, Web-based e-mail accounts through library Internet stations.

Colusa County Free Library disclaims any warranty as to the quality or accuracy of electronic information via the Internet. The Colusa County Free Library shall have no liability for any direct, indirect or consequential damages related to the information contained therein.

The computer work stations and Internet are public and open to any and all patrons at the library; therefore, the Colusa County Free Library does not guarantee privacy nor should anyone using library computers or accessing library Wi-Fi have any expectation of privacy or confidentiality. Use of library computers and its Wi-Fi network is subject to monitoring by the library and its staff in their sole discretion.

The library's computer stations or Internet may not be used for any unlawful purpose. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.

Patrons may not attempt to alter or damage computer hardware or software. Software must not be installed or run from any drive. The library does not allow the use of personal software.

Library equipment may not be unplugged, moved, removed, or otherwise modified. Users may not attempt to reconfigure systems or software or in any way interfere with the system set-up.

Users may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.

Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.

All library users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with the educational and informational purposes for which the resources are provided. All library users must abide by the library's Rules of Conduct and Internet rules and procedures. Please read those rules and familiarize yourself with their requirements.

Violations may result in the loss of Internet use and/or library privileges.

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Amended: 5/03/16

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3. Facilities Policy

3.1 Morse Conference Room and Meeting Spaces

The Colusa County Free Library encourages public use of its meeting facilities in keeping with the library's mission.

The Meeting Spaces Policy establishes general guidelines and procedures for the use of the library's meeting rooms. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as the County Librarian deems necessary under specific circumstances, as they may arise.

The County Librarian or their appointee is responsible for implementing this Policy and for maintaining reservation lists. The County Librarian, or their designee, shall have the authority to end meetings and/or clear/close meeting rooms, as they deem necessary, to protect the health, safety and welfare of individuals and property, and to maintain proper use of the library facilities.

Use of library meeting rooms by any group signifies acceptance of the terms of this Policy.

Uses
Meeting rooms at the Colusa County Free Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, films, etc.

Fees
There is no charge for meeting room use.

No Endorsement
Use of the library's meeting rooms by participants does not constitute library or County of Colusa endorsement of materials (written, audio, etc.), opinions, or viewpoints of attendees or participants. Advertisements or announcements implying such endorsements are not permitted.

Access for All
Groups utilizing the library building, do so with no expectation of privacy. All meetings and activities are subject to oversight by library staff. Illegal activities will not be permitted, and will result in the group being asked to leave or the proper legal authority called.

Restrictions
- Meeting rooms may not be used for
  - Social gatherings such as showers, birthday parties, dances, or family reunions.
  - Religious services (religious study groups and political forums are permitted).
  - Political campaigns.
  - Solicitation, admission or other charges, money-raising activities, and/or sales. This guideline is waived for all library-related programs and library fundraising activities.
- County or library needs may preempt any other scheduled event.
- The Morse Conference Room can only be reserved during normal library operating hours per the "Reservation" procedure noted below; unless otherwise approved by the County Librarian or appointed staff.
- The Morse Conference Room may be used outside of library hours, provided that all forms are completed and rules are followed.
- Smoking, tobacco products and alcoholic beverages are not allowed.

Reservations

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Requests for reservation forms for the conference room may be obtained by telephone, in person or in writing. Requests will be honored on a first-come, first-served basis.

- A completed reservation form must be on file 48 hours prior to the meeting. Forms are available at the library. Completed forms must be submitted in person.
- Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time. Only library or library related groups, or County of Colusa employees, in the course and scope of their employment, can reserve a meeting room for more than one month at a time.
- To provide an opportunity for all groups to use the meeting room, a group may use a meeting room only once each month. Any exceptions to this rule must be approved by the County Librarian.
- Notice of cancellation should be made as soon as possible. After 30 minutes a group forfeits its reservation if it fails to appear as scheduled.
- Groups may not assign their reservations to other groups.

Care and Use of Facilities
Organizations and their representatives/members are responsible for their own set-up and cleaning of the meeting room. Chairs and tables are to be replaced in the set-up arrangement. No set-up, take-down or cleaning will be provided by the library.

- Meeting rooms are to be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of personal furniture or equipment should be made at the time reservations are made.
- Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use. The library and County is not be responsible for materials, equipment, supplies, or personal effects of those using the Conference Room.
- Exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangements to provide clear access to the exits.
- Public entrances are to be used for entrance to and exit from the building, and for all deliveries.
- No announcements or notices to publicize an activity may be posted or distributed without prior approval from the County Librarian.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as posted therein. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served, but kitchen facilities or equipment will not be provided by the library.
- All trash resulting from the serving of refreshments must be removed by the organization and thrown in the dumpster on the northwest corner of the building.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages and losses that may occur as a result of the use of the facilities.
- Permission to use library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.

3.2 Bulletin Board and Display Area Policy

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Bulletin Boards

Bulletin boards are provided by the Colusa County Free Library as a community service to publicize local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofit organizations, educational opportunities (educational or instructional opportunities may be posted, regardless of whether they are of a for-profit or nonprofit nature), or other services that are of a nonprofit nature.

The library's bulletin boards and display areas are designed and intended to directly aid and supplement the primary activities of the library and the County of Colusa. All library and/or County activities will take precedence over non-library activities, publications or displays. Items may be rejected for lack of space.

The bulletin board is not to be used for advertising for commercial purposes, including but not limited to personal ads, campaign literature, baby-sitting and garage sales.

The date items are received will be noted by library staff and the items will be removed after two weeks, when they are no longer timely or when space is required for more current items.

Items posted on library bulletin boards can be seen by all patrons who walk into the building. The displaying and placement of any exhibit is at the sole discretion of the County Librarian.

Members of the public are not permitted to post notices. Only authorized library personnel may post notices on library bulletin boards. Any notice to be considered for posting must be submitted to library staff for approval. Notices posted without authorization will be removed.

The library does not advocate or endorse the viewpoints of organizations permitted to post notices on the library bulletin board. The library accepts no responsibility for loss or damage to any item accepted for posting. All posted items are discarded after they are removed.

Failure to comply with these rules may result in denial of future posting privileges.

Display Cases

The Colusa County Free Library provides a glass display case at the main branch in Colusa for displays of interest, information and enlightenment to the community. Individuals, organizations, or community groups engaged in educational, cultural, intellectual, or charitable activities are encouraged to use the library's display case. Any individual, organization or community group wanting to use the display case must complete an application and agree to the terms of this Policy. Displays are available to anyone who visits the library. The displaying and placement of any exhibit is at the sole discretion of the County Librarian.

The Colusa County Free Library is not responsible for the preservation, protection, damage to or theft of any item displayed. All items placed in the library are done so at the owner's risk. Use of the display case indicates acceptance of this policy.

The Colusa County Free Library reserves the right to deny or accept the contents of each display and/or to remove items at the end of the display period. The Colusa County Free Library does not advocate or endorse the viewpoints of individuals, organizations or community groups or their displays.

Materials from for-profit organizations used to sell products are not allowed in library displays.

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4. Collections Policy

4.1. *Collections Development*

General Statement

The Colusa County Free Library's Collections Policy supports the direction, goals, and objectives of the library as a whole. The primary mission of the library is to be an asset for reading, learning, and community for the diverse populations in the library's service area.

The library selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the library's collection. It is the library's intention that the collection addresses the needs and interests of its communities, and, as much as possible, reflects the diversity of the entire Colusa County Free Library service area. The library participates in regional, state and national cooperative networks, facilitates interlibrary loan. It is partnered with four contract libraries including Folsom Public Library, Woodland Public Library, Sutter County Public Library and Sacramento Public Library.

4.1.1. *Access*

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read statement, the Freedom to View statement and the Free Access to Materials for Minors statement adopted by the American Library Association. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The library does not stand *in loco parentis* (in the place of parents). Parents and guardians, not the library staff, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children.

4.1.2. *Objectives of the Collection*

Responsibility for Selection

The responsibility for the selection of library materials ultimately rests with the County Librarian. Under the librarian's guidance, the professional staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

Selection Criteria

The Colusa County Free Library selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, or political or social views of the author. Selection of materials does not imply agreement with, approval or endorsement of the content, viewpoint, implication, or expression of the material.

General criteria for selecting materials include but are not limited to:

- Patron interest/request
- Relevance of subject matter
- Historical significance of author or subject
- Timeliness of material
- Value of maintaining already established collection depth
- Local emphasis
- Suitability of subject and style for the intended audience

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- Diversity of viewpoint
- Quality
- Price and format
- Reputation of publisher
- Budgetary constraints

Additional criteria for the evaluation of Nonfiction materials:

- Authority
- Comprehensiveness and depth of treatment
- Clarity
- Accuracy
- Demand within a subject area

Additional criteria for the evaluation of Fiction materials:

- Representation of significant literary or social trends
- Literary merit
- Vitality and originality
- Author's popularity and reputation within the world of literature

Additional criteria for the evaluation of video, audio, music and other non-print formats:

- Technical quality of production
- Appropriateness to the interests and skills of the intended users
- Artistic merit

Electronic resources such as e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library, are subject to the same general selection criteria as other materials.

An item does not have to meet all of the above criteria in order to be acceptable. Materials, which do not meet these criteria, may be recommended for purchase to satisfy high level of reader interest.

4.1.3. *Special Collections*

Local History/Genealogy

Providing access to the history of Colusa County, its communities and the surrounding area is an important function of the library. Works by and about local authors, and materials relating to the history of the County shall be sought, subject to the selection criteria.

This is a reference collection of books, newspapers, microforms, maps, cemetery records, periodicals and reference materials relating to local history and genealogy. Many of the materials in this collection are "one-of-a-kind" and cannot be replaced; therefore, they are available for use in the library only.

Books and other materials are added to this collection as they become available for purchase, and through donations of materials in good physical condition that meet the library's criteria for relevance. County high school year books are also maintained but are dependent upon fiscal resources or donations. The *Colusa Sun Herald*, *Pioneer Review*, and other local newspapers are maintained on microfilm and can be viewed at the library.

Rare Books

This is a reference collection of rare or out of print books, which includes books deemed of particular historic value or those that were a part of the library's original collection. Many of the materials in this collection are "one-of-a-kind" and cannot be replaced; therefore, they are available for use in the library only.

4.1.4. *Controversial Materials*

Individual items, which, in and of themselves, may be controversial or offensive to some patrons or staff, may be selected. Their inclusion will contribute to the range of viewpoints in the collection as a

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whole and the effectiveness of the library's ability to serve its community. Their inclusion is at the discretion of the County Librarian.

4.1.5. *Limits of the Collection*
In consideration of patron demand, appropriateness for the collection, budget and space constraints, and other information sources available in the community (e.g., school libraries, community college library, and the Internet), not all materials available will be collected or maintained by the library.

4.1.6. *Weeding and Discarding Policy*
The term *weeding* is used to describe the activity of seeking out items that are no longer useful or appropriate for the collection. The purpose of discarding materials from the collection is to maintain an accurate and up to date collection for library patrons.

Weeding the collection is an ongoing process and is the responsibility of the librarian. The goal of the Colusa County Free Library is that each section of the collection is to be weeded on an annual basis to keep the collection accurate and up-to-date.

Materials are discarded from the collection using the CREW (Continuous Review, Evaluation, and Weeding) guidelines for weeding. Items that are weeded from the collection include ones that are: misleading or factually inaccurate; damaged, soiled or worn; outdated or superseded by a new edition or newer title on the same subject; trivial or have no discernible literary or scientific merit; irrelevant to the needs and interests of the community or contain information that may be obtained more easily elsewhere. Materials that have not been borrowed in a chosen time period, duplicate titles no longer needed or damaged materials are also considered for discarding.

Items in damaged or outdated condition will be thrown away. Items in good condition may be sold by the Friends of the Colusa County Free Library or donated to charitable agencies.

4.1.7. *Preservation*
The Colusa County Free Library is committed to providing appropriate physical and environmental care to the materials in its current collection.

4.1.8. *Reevaluation of Collection Development Policy*
The Colusa County Library Collection Development Policy is reviewed every three years so that it adequately reflects changes in the library's goals and patrons' needs.

4.2 Policy on Donations to the Library

The library welcomes contributions of funds, assets and in-kind donations. Offers of donations, whether for funds, assets or "in-kind" services, may be made directly to the library or through the Friends of the Colusa County Free Library organization (Friends).

The Friends is a philanthropic membership organization that, in addition to its general advocacy of library services for the Colusa community, also raises funds for the library through assessment of organizational membership fees, book and merchandise sales, and fundraising events. Although the Friends work closely with the library, it is an independent, private organization and, accordingly, it has its own policies and procedures. All donations given to the Library by the Friends of the Colusa County Free Library are subject to the provisions listed in the library's Fundraising Policy.

The library may receive financial donations in the form of bequests, endowments, memorials, planned giving, trusts and general financial donations. Overall, library donation practices and policies must be ethical and sound and should have a goal of furthering the library's vision, goals, objectives and priorities.

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

All activities conducted on behalf of the library and its collections, services, programs and facilities, and the solicitation of funds for this purpose, are under the supervision and approval of the county librarian and the County. The county librarian may request the assistance and consultation of qualified staff in order to effectively plan activities.

The Board of Supervisors reserves the right to accept or reject any donation, endowment, memorial, honorarium, bequest or trust offered to or for the library.

4.2.1. *MONETARY DONATIONS*

The library welcomes monetary donations. These funds may be used for library materials, library furniture, equipment or property, or to sponsor library programs.

Unrestricted Monetary Donations

- The library encourages unrestricted monetary donations.
- Unrestricted monetary donations may be expended for purposes as authorized by the County Librarian, including such uses as additions to the library's collection, computer services, or facility purposes.
- Unrestricted monetary donations may be made for the purpose obtaining Library furniture or equipment, and in such cases, the library will acknowledge the donation and use in writing directed to the donor.

Restricted Monetary Donations

- Restricted monetary donations are those for which the donor places conditions and/or stipulation upon the use of the funds.
- When restricted monetary donations are accepted by the library, they are expended according to the donor's conditions and stipulations. If the library is unable to adhere to the donor's stated conditions or stipulations, it will not accept the donation.
- Restricted monetary donations may be made for the purpose of expanding the library's collection, and in such cases, the donor may suggest a subject area or format for which the funds may be applied. The library will attempt to honor the donor's wishes, as long as suggested materials are: (1) consistent with the Library's Materials Selection Policy, and (2) fit within the library's available space. Materials acquired by use of unrestricted monetary donations will generally be made by the library staff. When appropriate and requested by the donor, a gift plate will acknowledge the donation. Donations made for obtaining materials through a 'subscription' must be made in an amount that will cover a two-year subscription commitment.

4.2.2. *DONATIONS OF MATERIALS*

The library welcomes donations of materials that are appropriate for library uses. All materials offered as donations to the library will be evaluated by the library staff to ensure the acceptability of such materials to meet the library's purposes. All donated items become the property of Colusa County Free Library. The library has the right to discard any gifts in poor physical condition (e.g., brittle paper, water or mildew damage, torn and/or missing pages).

The library staff will determine which donated materials are appropriate for addition to the library's collection. Donated materials that are not added to the library's collection will be given to the Friends and will be sold by the Friends; the proceeds from such sale shall then be provided to the library.

Donations of materials to the library may not be subject to conditions or stipulations by the donor. Receipts are given upon a donor's request. Donors are responsible for recording donations and estimating the value of the materials.

4.2.3. *IN-KIND DONATIONS*

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

The library may accept in-kind donations, such as merchandise coupons, complimentary admissions, or services that are provided in support of the library's programs. In-kind donations will be acknowledged in the library's promotional materials as appropriate.

4.2.4. *GENERAL CONSIDERATIONS*

All publications, conversations, practices and agreements regarding donations to the library shall be truthful and fair, Information related to a donation will be kept confidential to the degree agreed upon between the library and the donor, and as allowed by applicable laws and regulations. However, donors understand and acknowledge that the library is a department within the County of Colusa, and all donations made to the library are subject to public disclosure pursuant to the California Public Information Act.

Library employees and/or volunteers may not make any promises to donors, may not seek or expect any favoritism from a donor, and may not agree to any donor-directed changes in the vision, policies, services, collections or programs of the library, as a result of a solicitation from or contribution by a donor.

All donations to the library, including monetary, pledges (e.g., unconditional promise to give funds) securities, trusts, insurance policies, real estate, assets and in-kind donations, shall be officially recorded in the library's records and shall be officially acknowledged by the library or County.

All funds raised by or for the library for specific purposes shall be used for the purpose for which they were raised. All donors have the right to request and obtain complete and timely information concerning how their donation was/will be used.

Donor relationships or agreements must maintain the library's principle of intellectual freedom, safeguard the library's equity of access and support the library's policies against discrimination and supporting library patron confidentiality, to the extent permitted by State and Federal laws.

The library will follow generally accepted accounting principles relating to the accounting and crediting of all donations.

The library reserves the right to terminate any donation agreement, should it identify conditions during the life of the agreement, which would result in conflicts between the donation and the goals, purposes and/or would be contrary to the best interest of the library.

All donors are to be treated with respect and with the degree of confidentiality they desire; to the extent confidentiality is permitted by State and Federal laws. Donors are to be provided with honest and accurate information about the library's mission, services, programs and status.

While it is important that the County Librarian remain aware of any tax provision relating to contributions, the library must not take any action or make any statement that implies that the library or a staff member represents the donor in any transaction. The library should clearly state that the donor should contact a professional advisor in all questions of donation valuation and/or deductibility.

All sponsored or donated products, materials, and services must meet the standards used by the library in the purchase of similar materials.

No library employee will be required to wear or should personally display any corporate logo or advertising, other than that of the Colusa County Free Library or the County of Colusa.

Donor names are public information.

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

The prospect and donor files (including databases) are the property of the library.

Library employees and volunteers may not use or hold any donor list or identification for any uses other than the advancement of the library.

Upon receipt of a donation, the library will acknowledge it promptly. Acknowledgement of a donation may take any of the following forms, or another form, at the discretion of the library and/or the donor:

- A special program or media campaign to announce donation.
- Library bookplate(s) with the donor's name.
- A small, standardized plaque placed on or near a physical object or feature in alLibrary building.
- Acknowledgement in a library promotional publication, display, advertisement, web page or banner.
- Announcement at a library program.

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

Appendix A: Fines and Fee Schedule

The purpose of this policy is to communicate the fees and fines that Colusa County Free Library is authorized to collect.

Fees and Fines	Rate
Overdue, long overdue and lost library materials	
The Colusa County Free Library is fine free, meaning you won't be charged for overdue materials, but will be billed for overdue items 3 weeks beyond the due date for the cost to replace the item.	Replacement cost, plus the cost of processing materials, to be determined on a case-by-case basis.
Fee for lost or damaged magazines, newspapers and other periodicals.	$5.00/item
Fees for lost library materials are determined by market value and cost to replace the item.	Replacement cost, plus the cost of processing materials, to be determined on a case-by-case basis.
Interlibrary Loan	
Colusa County Free Library patrons are not charged to obtain materials through interlibrary loan unless the lending institution requires prepayment.	Patrons are responsible for prepayment fees to the lending institution.
Photocopies or scanning of periodicals, special collections, local history and genealogy, or other materials not lent out.	$0.15/page, b/w $0.25/page, color
Fines for all overdue interlibrary loan materials- no maximum Minimum fine charged/item for replacement after 20 days late	$2.00/calendar day up to 20 days $100.00
Damaged materials- fines and fees are not charged for normal wear and tear	
Barcode Replacement	$.50
Book Cover Replacement	$3.00
Case Replacement – Audiobook, DVD or Video	$5.00
Replacement of materials beyond repair is determined by the cost to	Replacement, plus the cost of processing materials, to be

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

replace the item.	determined on a case-by-case basis
Library Cards	
Replacement library card	$3.00
Copiers and Other Services	
Photocopies and computer printouts (black and white)	$0.10 per page
Photocopies and computer printouts (color)	$0.25 per page
Paper copies from microform	$0.15 per page
Document faxing services – international faxes cannot be sent, only received	$0.50 per page sent or received
Meeting Rooms and Facilities	
Pending room availability, no fees are associated with usage of meeting rooms or library space. However, those using the spaces are responsible for damages incurred or costs associated with repairs and clean-up. To be determined by County Librarian.	

HISTORY
First Adopted: 5/11/99
Amended: 5/03/16

Attachment: Policy 507 Library Usage Policy and User Agreement-05-03-16. 2025 UPDATE OFFICIAL DRAFT [Revision 2] (10588 : Review and

COLUSA COUNTY FREE LIBRARY FACILITIES AND MEETING ROOMS

APPLICATION

Please complete and return this form at least 30 days prior to the event to the Library Directory, Colusa County Free Library, 738 Market Street, Colusa, CA 95932, FAX: (530) 458-7358. This form is required in order to hold an event.

CONFIRMATION PENDING AVAILABILITY AND APPROVAL BY LIBRARY

Date Submitted: _____

1. EVENT NAME: _____

2. EVENT DAY(S)/DATE(S): FIRST CHOICE _____

SECOND CHOICE _____

THIRD CHOICE_____

3. EVENT TIME: _____ – _____ **SET UP TIME** _____

4. EST. SIZE OF GROUP: _____ **ADULTS** _____ **YOUNG ADULTS** _____ **CHILDREN** _____

5. LOCATION:

{ } Morse Conference Room

{ } Branch Library: _____

{ } Main Branch, main floor: _____

6. MEDIA INVITED TO EVENT? { } Yes { } No

EVENT INTENDED FOR GENERAL PUBLIC? { } Yes { } No

ADMISSION LIMITED TO MEMBERS? { } Yes { } No

CHARGING ADMISSION? { } Yes { } No

EVENT FOR PRESENT OR FUTURE FINANCIAL GAIN? { } Yes { } No

7. Name/type of requesting group/organization _____

8. Contact Info: Name_____ **Phone:** _____

Address:_____

Signature:_____ **E-mail:**_____

9. DESCRIPTION OF EVENT:

{ } Meeting { } Program { } Book Signing { } Reception { } Celebrity/Author Appearance
{ } Other (Specify):_____

10. FOOD SERVICE: { } Breakfast { } Lunch { } Dinner { } Other_____

Attachment: LIBRARY FACILITIES AND MEETING ROOM Application (10588 : Review and Update of Policy 507, Library)

COLUSA COUNTY FREE LIBRARY
CONFERENCE ROOM & FACILITIES USE AGREEMENT

1. I received, read and agree to all conditions set forth in the Meeting Room Use Policy.
2. I agree to be financially responsible for all damages, losses and extraordinary custodian services deemed necessary following the scheduled meeting. Charges will be assessed, billed, and payable within thirty days.
3. I agree, when using the Morse Conference Room, to ensure the doors are locked when finished, the key is returned to library staff, no group participants will enter closed portions of the library, and to ensure the building is secured before leaving.

Name_____

Organization_____

Address _____

City _____STATE_____ ZIP_____

Work Phone _____ Home Phone _____

Meeting Date(s) _____

Expected Attendance_____

Purpose of Meeting _____

_____

_____

Equipment needed: Podium_____ Power Point System_____ TV_____

DVD/VCR _____ Overhead Projector _____ DVD _____ Tables _____

Please note: The library may not have the requested equipment, and will not provide staff for setting up or taking down; verify the equipment is available and be prepared to set up and take down yourself. We recommend supplying your own equipment.

I agree to the requirements set forth in this form and the Meeting Room Use Policy.

_____ Date _____
Responsible Party Signature

Staff member receiving this application: _____Date_____

Approved by Director _____Date_____

After-Use Inspection _____Date_____

Attachment: Conference Room Agreement (10588 : Review and Update of Policy 507, Library)

Colusa County Free Library Card Application

ADULTS 18 AND OLDER

Colusa County Free Library cards are offered at no charge. Cards must be applied for in person. (This requirement may be waived for Colusa County residents on a case-by-case basis.) Digital services, including placing online holds and accessing Libby and Hoopla, are available only to residents of Colusa County and areas served by Colusa County schools (i.e., Dunnigan). Valid identification, such as a current driver's license or state-issued ID card, must be shown to obtain a library card.

To obtain a card, complete the form below and return it any Colusa County Free Library branch.

☐ Colusa County Resident card (renewable yearly)

☐ CA Resident other than Colusa County (renewable yearly, no PIN)

☐ Non-CA Resident (30-day expiration, no PIN)

Last name:		
First name:		Middle Initial:
PO Box:		
Street Address:		Apt. #
City:	State:	Zip:
Birth date:		
Primary phone:	Other phone:	
Applicant's DL number or other official ID:		

When we need to contact you for holds or overdue items, how do you prefer to be contacted? (check one) ☐ by email ☐ by phone
Email address:

The person whose signature appears below is responsible for all materials borrowed on this card. By signing this form, the signer agrees to

- Pay all fines or fees;
- Abide by the policies of the library;
- Report loss of theft of my card promptly; and
- Report change of name, address, or phone number promptly.

_____	_____	_____
Signature	Print name	Date

OFFICE USE ONLY

Barcode _____ PIN ___ ___ ___ ___ Initials _____

Attachment: CCFL Adult Card English 2025 DRAFT (10588 : Review and Update of Policy 507, Library)

Colusa County Free Library Card Application

JUNIOR CARD (17 AND UNDER)

Colusa County Free Library Junior cards are available to residents of Colusa County and areas served by Colusa County schools (i.e., Dunnigan); they are not available to out of county residents. Junior cards are offered at no charge and are renewable yearly. Cards must be applied for in person. (This requirement may be waived on a case by case basis.) Valid identification, such as a current driver's license or state-issued ID card, must be shown to obtain a library card.

To obtain a card, complete the form below and return it to any Colusa County Free Library branch.

Child's last name:		
Child's first name:		Middle Initial:
PO Box:		
Street Address:		Apt. #
City:	State:	Zip:
Birth date:		

Parent's/Guardian's name:	
DL number or other official ID:	
Primary phone:	Other phone:
Email address:	
When we need to contact for holds or overdue items, which method do you prefer? (check one) ☐ by email ☐ by phone	

The parent/guardian whose signature appears below is responsible for all materials borrowed on this card. By signing this form, the parent/guardian agrees to

- Pay all fines or fees;
- Abide by the policies of the library;
- Report loss of theft of the card promptly; and
- Report change of name, address, or phone number promptly.

_____	_____	_____
Signature of parent/guardian	Printed name of parent/guardian	Date

OFFICE USE ONLY

Barcode _____ PIN ___ ___ ___ ___ Initials _____

Attachment: CCFL Junior Card English 2025 (10588 : Review and Update of Policy 507, Library)

Colusa County Free Library Card Application

JUNIOR CARD (17 AND UNDER)

Internet Access Permission- Colusa County Free Library

The Colusa County Library requires parental permission for children under the age of 18 to use the Internet or any online service at the library. Children using library computers or the Internet must not engage in illegal activities, abuse the computers or cause disruption in the library. Should they do so, they may be asked to give up the computer or leave the library. This is true of conduct in the library generally as well as at the computers.

Parents should be aware that the Internet has much useful and worthwhile information, but it also has sites that can be offensive, or even hazardous, to your child. In signing for your child to use the Internet at the library, you understand that the library staff cannot watch what every child accesses.

It is the parent's responsibility to educate children to their values and supervise children's Internet access accordingly. *We strongly recommend you come with your child to use the Internet at the library.*

I give my permission for my child, _____, who is under the age of 18, to use the Internet with the understanding that, while these machines are filtered, sites with adult content may come through.

I received and reviewed the Colusa County Free Library Computer Use policies with my child.

Signature of Parent or Guardian: _____

Printed name: _____ Date: _____

Attachment: CCFL Junior Card English 2025 (10588 : Review and Update of Policy 507, Library)

Internet Access Permission- Colusa County Free Library

The Colusa County Library requires parental permission for children under the age of 18 to use the Internet or any online service at the library. Children using library computers or the Internet must not engage in illegal activities, abuse the computers or cause disruption in the library. Should they do so, they may be asked to give up the computer or leave the library. This is true of conduct in the library generally as well as at the computers.

Parents should be aware that the Internet has much useful and worthwhile information, but it also has sites that can be offensive, or even hazardous, to your child. In signing for your child to use the Internet at the library, you understand that the library staff cannot watch what every child accesses.

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~~I received~~I received and reviewed the Colusa County Free Library Computer Use policies with my child.

Signature of Parent or Guardian_____

Printed name_____ Date _____

~~DAY TELEPHONE NUMBER _____~~

Attachment: Internet Access Permission (10588 : Review and Update of Policy 507, Library)

COUNTY OF COLUSA, CA

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Community Development Department

FROM: Xzandrea Fowler

SUBJECT: Authorize the formation of a Board of Supervisors' Franchise Agreement Ad-Hoc Committee and appointment members accordingly.

Authorize the formation of a Board of Supervisors' Franchise Agreement Ad-Hoc Committee and appoint members accordingly.

Detailed Description/Background of Request

The purpose of the Board of Supervisor's Franchise Agreement Ad-Hoc Committee is to review the County's policies regarding Franchise Agreements for public or private utilities to utilize the public right-of-way (ROW) to install and maintain private infrastructure within the public ROW. The Franchise Agreement Ad-Hoc Committee will review policies and development standards regarding under and above-ground infrastructure requirements, potential conflicts with agricultural use or public works projects, annual franchise fees for the privilege of installing private infrastructure within the public ROW, and bonding obligations for the removal of installed private infrastructure.

It is anticipated that this effort will require attending at least one daytime meeting monthly for the next 3 to 6 months and spending several additional hours each month becoming familiar with the applicable state laws pertaining to Franchise Agreements and industry best practices.

Prior Board Action

The Board of Supervisors previously authorized the formation of the Board of Supervisors' Solar Ad-Hoc Committee. The purpose of the Solar Ad-Hoc Committee was to standardize the requirements for any future renewable energy projects with a Development Agreement that may be proposed in the future. The Solar Ad-Hoc Committee developed a Development Agreement template to meet the findings required by Section 44.100.020 of the County Code. The Development Agreement template was used to inform the development of the Franchise Agreement policies, fees, and bonding obligations for the Janus Solar and Battery Storage project. The Solar Ad-Hoc Committee was disbanded following the approval of the Janus Solar and Battery Storage project in March 2025.

Fiscal Impact/Funding Source

None.

Action for the Clerk

Update website and distribute accordingly, the list of the approved appointments made by the 2025 Board of Supervisors Chair to the Ad-Hoc Committees for 2025.

COUNTY OF COLUSA, CA

8.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Treasurer

FROM: Cindy Dillard

SUBJECT: Accept June and July 25 Treasury Monthly Investment Reports as presented.

Accept June and July 2025 Treasury Monthly Investment Reports as presented.

Detailed Description/Background of request
Required pursuant to Section 27131-27137 of the Government Code

Meeder Investment Activity Summary – June & July 2025

June 2025:

$80 million was transferred from CAMP to Meeder for investment management on June 2.

Funds were allocated as follows:

$35.24M – Government Issues (U.S. Treasuries, Agencies)

$30.65M – Corporate Issues (bonds, commercial paper, CDs)

$5.37M – Municipal Bonds

Interest earned: $82,573.14

Earnings are held in a money market account earning 4.22%, available for reinvestment or withdrawal.

July 2025:

Transferred external holdings from US Wealth Management to Meeder for consolidated reporting and planning purposes (not for active management) and at no additional cost.

US Bank is now providing safekeeping for all holdings.

Interest earned (Meeder Investments only): $250,498.78

Rates as of July:

Money Market: 4.18%

CAMP: 4.41%

LAIF: 4.26%

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk
None

ATTACHMENTS:

- US Bank Safekeeping 06.25 (PDF)
- 06_25 Treasury Report (PDF)
- 07_25 Treasury Report (PDF)

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

RECEIVED
JUL 14 2025
COUNTY OF COLUSA
BOARD OF SUPERVISORS

QUESTIONS?
If you have any questions regarding your account or this statement, please contact your Administrator.

MARQUES MCNIESE
CN-OH-W5IT
CN-OH-W5IT
425 WALNUT STREET
CINCINNATI OH 45202
Phone 513-632-4147
E-mail marques.mcniese@usbank.com

Portfolio Manager:
TS CIN RC #3 - AUTO
CN-OH-W6TC

ACCOUNT NUMBER: 001051018820
COUNTY OF COLUSA

This statement is for the period from June 1, 2025 to June 30, 2025

000003180 05 SP 000638995995227 P
COUNTY OF COLUSA
ATTN: COUNTY ADMINISTRATIVE OFFICER
547 MARKET STREET, RM 102
COLUSA, CA 95932-2452

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Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

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Schedule	Page
Market Value Summary	1
Asset Summary	2
Income Summary	3
Cash Summary	4
Asset Detail	5
Transaction Detail	14
Sale/Maturity Summary	29
Bond Summary	30

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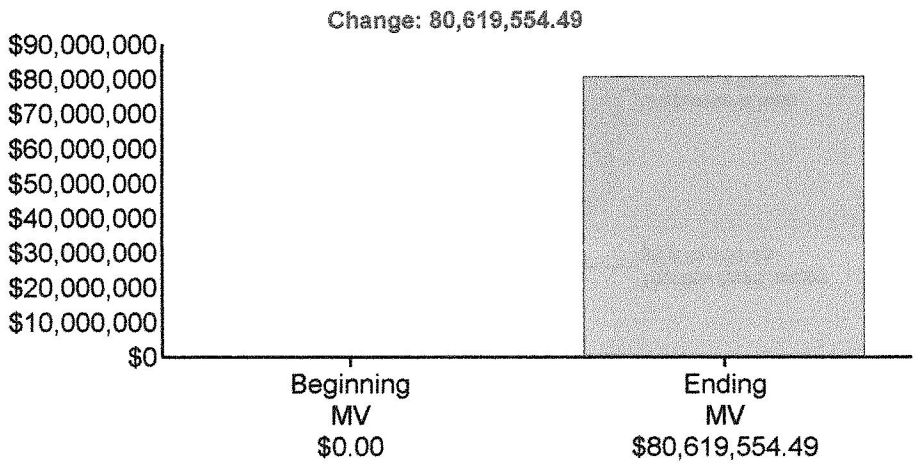
Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

Packet Pg. 371

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

MARKET VALUE SUMMARY

	Current Period 06/01/25 to 06/30/25
Beginning Market Value	**$0.00**
Non-Taxable Interest	-2,890.00
Taxable Interest	-295,169.97
Cash Receipts	80,000,000.00
Short Term Gains/Losses	-787.49
Change in Investment Value	417,256.23
Change in Accrued Income	501,145.72
Ending Market Value	**$80,619,554.49**

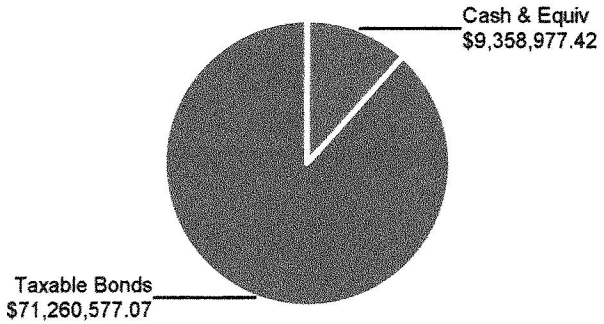


usbank

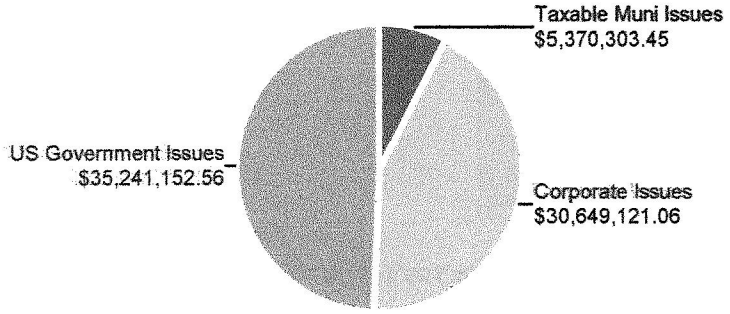
COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	8,857,831.70	11.00	392,717.62
Taxable Bonds	71,260,577.07	88.40	2,410,002.19
Accrued Income	501,145.72	0.60	
Total Market Value	**$80,619,554.49**	**100.00**	**$2,802,719.81**



Fixed Income Summary



Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

INCOME SUMMARY

	Income Received Current Period
Non-Taxable Interest	-2,890.00
Taxable Interest	-295,169.97
Total Current Period Income	**-$298,059.97**

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

usbank

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

CASH SUMMARY

	Principal Cash	Income Cash	Total Cash
Beginning Cash 06/01/2025	**$0.00**	**$0.00**	**$0.00**
Non-Taxable Interest		-2,890.00	-2,890.00
Taxable Interest		-295,169.97	-295,169.97
Cash Receipts	80,000,000.00		80,000,000.00
Purchases	-79,550,246.96		-79,550,246.96
Sales	228,668.13		228,668.13
Net Money Market Activity	-380,361.20		-380,361.20
Ending Cash 06/30/2025	**$298,059.97**	**-$298,059.97**	**$0.00**

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL

Security Description / Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
Cash & Equivalents								
Cash/Money Market								
Bnp Paribas New York Brh 3 A3 C P - 09659CB23 02/02/2026								
2,000,000.000	97.4440	1,948,880.00	1,942,995.56	5,884.44	2.4	85,977.77	4.41	0.00
Credit Agricole Corporate In C P - 22533TYA8 11/10/2025								
1,500,000.000	98.4050	1,476,075.00	1,472,386.67	3,688.33	1.8	66,308.33	4.49	0.00
Credit Agricole Corporate Invt C P - 22533UA52 01/05/2026								
1,500,000.000	97.7540	1,466,310.00	1,462,015.01	4,294.99	1.8	64,787.48	4.42	0.00
First American Government - 31846V567 Oblig Fd Cl Z #3676								
380,361.200	1.0000	380,361.20	380,361.20	0.00	0.5	16,052.85	4.22	58,754.97
Mufg Bank Ltd Ny Bra C P - 62479LWH4 09/17/2025								
2,150,000.000	99.0470	2,129,510.50	2,124,945.33	4,565.17	2.6	95,259.94	4.47	0.00
Mufg Bk Ltd N Y Brh C P - 62479MC27 03/02/2026								
1,500,000.000	97.1130	1,456,695.00	1,452,412.50	4,282.50	1.8	64,331.25	4.42	0.00
Total Cash/Money Market		**$8,857,831.70**	**$8,835,116.27**	**$22,715.43**	**11.0**	**$392,717.62**		**$58,754.97**
Cash								
Principal Cash		298,059.97	298,059.97		0.4			

usbank

0608166-00-0238

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
Income Cash		-298,059.97	-298,059.97		-0.4			
Total Cash		**$0.00**	**$0.00**	**$0.00**	**0.0**	**$0.00**		**$0.00**
Total Cash & Equivalents		**$8,857,831.70**	**$8,835,116.27**	**$22,715.43**	**11.0**	**$392,717.62**		**$58,754.97**

Taxable Bonds

US Government Issues

F H L M C Multiclass Mtg Partn - 3137F1G44 C M O Ser K065 Cl A2 3.243 04/25/2027								
1,500,000.000	98.4210	1,476,315.00	1,472,519.53	3,795.47	1.8	48,645.00	3.29	4,053.75
F H L M C Multiclass Mtg Partn - 3137FBU79 C M O Ser K069 Cl A2 3.187 09/25/2027								
1,472,048.910	98.1490	1,444,801.28	1,438,927.86	5,873.42	1.8	46,914.21	3.25	3,909.52
F H L M C Multiclass Mtg Partn - 3137FG6X8 C M O Ser K077 Cl A2 05/25/2028 Var								
1,500,000.000	99.4330	1,491,495.00	1,484,414.06	7,080.94	1.9	57,749.99	3.87	4,812.50
F H L M C Multiclass Mtg Partn - 3137FLYU2 C M O Ser K092 Cl A1 3.125 10/25/2028								
1,315,698.800	98.2830	1,293,108.25	1,289,127.86	3,980.39	1.6	41,115.59	3.18	3,426.30
F H L M C Multiclass Mtg Partn - 3137FMTY8 C M O Ser K094 Cl A2 2.903 06/25/2029								
1,500,000.000	95.7500	1,436,250.00	1,424,941.41	11,308.59	1.8	43,545.01	3.03	3,628.75
F N M A Gtd R E M I C Pass Thru - 3136B9WE3 C M O Ser 2020 M20 Cl A2 1.435 10/25/2029								
1,042,121.000	89.3700	931,343.54	923,742.57	7,600.97	1.2	14,954.44	1.61	1,246.20

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
F N M A Gtd R E M I C Pass Thru - 3136B8TH2 C M O Ser 2020 M5 Cl A3 2.190 01/25/2030								
616,570.000	91.4310	563,736.12	555,876.39	7,859.73	0.7	13,502.88	2.39	1,125.24
F N M A Partn Cert - 3140J7XA8 Pool #Bm3372 3.321 01/01/2028								
1,621,962.940	97.5920	1,582,906.07	1,577,295.60	5,610.47	2.0	53,200.38	3.36	4,433.37
Federal Farm Credit Bks - 3133ETJV0 4.000 11/30/2029								
1,500,000.000	100.7790	1,511,685.00	1,499,745.00	11,940.00	1.9	60,000.00	3.97	5,166.67
Federal Home Loan Bks - 3130AKYL4 0.500 02/16/2028 Multi Cpn								
1,000,000.000	92.9590	929,590.00	925,234.96	4,355.04	1.2	10,000.00	1.08	3,750.00
Federal Home Loan Bks - 3130AKT48 0.650 01/27/2028 Multi Cpn								
500,000.000	93.1120	465,560.00	460,243.50	5,316.50	0.6	5,000.00	1.07	2,138.89
Federal Home Loan Bks - 3130AKML7 0.800 10/29/2027								
570,000.000	93.3140	531,889.80	527,158.80	4,731.00	0.7	4,560.00	0.86	1,925.33
Federal Home Loan Bks - 3130AMM25 1.500 12/07/2028								
500,000.000	92.2380	461,190.00	455,829.00	5,361.00	0.6	7,500.00	1.63	500.00
Federal Home Loan Bks - 3130AQNW9 1.800 02/08/2027								
1,000,000.000	96.7590	967,590.00	963,410.00	4,180.00	1.2	18,000.00	1.86	7,150.00
U S Treasury Note - 91282CCY5 1.250 09/30/2028								
1,500,000.000	92.5200	1,387,800.00	1,372,968.75	14,831.25	1.7	18,750.00	1.35	4,713.11
U S Treasury Note - 9128283F5 2.250 11/15/2027								
1,500,000.000	96.6990	1,450,485.00	1,440,058.59	10,426.41	1.8	33,750.00	2.33	4,310.46

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
U S Treasury Note - 91282CEM9 2.875 04/30/2029								
1,500,000.000	96.9490	1,454,235.00	1,437,832.03	16,402.97	1.8	43,125.00	2.96	7,265.63
U S Treasury Note - 9128285M8 3.125 11/15/2028								
1,500,000.000	98.1330	1,471,995.00	1,457,578.13	14,416.87	1.8	46,875.00	3.18	5,986.75
U S Treasury Note - 91282CLG4 3.750 08/15/2027								
1,500,000.000	100.0470	1,500,705.00	1,494,023.44	6,681.56	1.9	56,250.00	3.75	21,132.60
U S Treasury Note - 91282CMZ1 3.875 04/30/2030								
1,500,000.000	100.3910	1,505,865.00	1,492,148.44	13,716.56	1.9	58,125.00	3.86	9,792.80
U S Treasury Note - 91282CJT9 4.000 01/15/2027								
1,500,000.000	100.2380	1,503,570.00	1,499,648.44	3,921.56	1.9	60,000.00	3.99	27,679.56
U S Treasury Note - 91282CGQ8 4.000 02/28/2030								
1,500,000.000	100.9730	1,514,595.00	1,501,406.25	13,188.75	1.9	60,000.00	3.96	20,054.35
U S Treasury Note - 91282CKG5 4.125 03/31/2029								
1,500,000.000	101.3520	1,520,280.00	1,504,687.50	15,592.50	1.9	61,875.00	4.07	15,636.89
U S Treasury Note - 91282CHQ7 4.125 07/31/2028								
1,500,000.000	101.2070	1,518,105.00	1,505,683.59	12,421.41	1.9	61,875.00	4.08	25,809.74
U S Treasury Note - 91282CKZ3 4.375 07/15/2027								
1,500,000.000	101.2460	1,518,690.00	1,512,714.84	5,975.16	1.9	65,625.00	4.32	30,274.52
U S Treasury Note - 91282CKT7 4.500 05/31/2029								
750,000.000	102.7270	770,452.50	762,421.88	8,030.62	1.0	33,750.00	4.38	2,858.61

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
U S Treasury Note - 91282CKV2 4.625 06/15/2027								
1,500,000.000	101.6560	1,524,840.00	1,519,394.53	5,445.47	1.9	69,375.00	4.55	3,032.79
U S Treasury Note - 91282CHY0 4.625 09/15/2026								
1,500,000.000	100.8050	1,512,075.00	1,509,902.34	2,172.66	1.9	69,375.00	4.59	20,360.05
Total US Government Issues		**$35,241,152.56**	**$35,008,935.29**	**$232,217.27**	**43.7**	**$1,163,437.50**		**$246,174.38**

Corporate Issues

Amazon Com Inc Sr Nt - 023135BS4 1.500 06/03/2030								
1,500,000.000	88.4530	1,326,795.00	1,316,400.00	10,395.00	1.6	22,500.00	1.70	1,750.00
Apple Inc - 037833EH9 1.400 08/05/2028								
1,500,000.000	92.6590	1,389,885.00	1,382,415.00	7,470.00	1.7	21,000.00	1.51	8,516.67
Automatic Data Processing Inc - 053015AG8 1.700 05/15/2028								
1,500,000.000	94.0350	1,410,525.00	1,407,030.00	3,495.00	1.7	25,500.00	1.81	3,258.33
Bank Of America Credit Card - 05522RDK1 C M O Ser 2025 A1 Cl A 4.310 05/15/2030								
1,925,000.000	100.6770	1,938,032.25	1,924,992.69	13,039.56	2.4	82,967.50	4.28	4,378.84
Bank Of Ny Mellon Corp - 06406RAH0 Medium Term Note 3.850 04/28/2028								
1,500,000.000	99.7200	1,495,800.00	1,493,040.00	2,760.00	1.9	57,750.00	3.86	10,106.25
Berkshire Hathaway Fin - 084664CU3 1.850 03/12/2030								
1,500,000.000	90.5580	1,358,370.00	1,356,810.00	1,560.00	1.7	27,750.00	2.04	8,402.08

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ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
Bmw Vehicle Owner - 096924AD7 A B S Ser 2025 A Cl A 3 4.850 09/25/2029								
802,000.000	100.8560	808,865.12	805,226.80	3,638.32	1.0	38,897.00	4.81	648.28
Citibank N A Sr - 17325FBN7 4.576 05/29/2027								
1,500,000.000	100.5490	1,508,235.00	1,504,575.00	3,660.00	1.9	68,640.00	4.55	6,101.33
Federal Farm Credit Bks - 3133ELV50 1.190 07/16/2029								
1,000,000.000	90.1330	901,330.00	894,290.00	7,040.00	1.1	11,900.00	1.32	5,454.17
Federal Home Loan Bks - 3130AHHC0 2.180 11/06/2029								
800,000.000	93.1480	745,184.00	739,936.00	5,248.00	0.9	17,440.00	2.34	2,664.44
First Natl Bk Decatur Cnty - 321118CA7 C D 4.150 06/27/2028								
249,000.000	100.4230	250,053.27	248,688.75	1,364.52	0.3	10,333.50	4.13	113.24
Ford Cr Auto Owner Tr - 344928AD8 A B S Ser 2023 A Cl A 3 4.650 02/15/2028								
1,444,196.760	100.1100	1,445,785.38	1,445,155.79	629.59	1.8	67,155.15	4.64	2,984.67
Gm Fin Cons Aut Rec - 36265WAE3 A B S Ser 2022 3 Cl A4 4.140 12/16/2027								
1,500,000.000	99.4530	1,491,795.00	1,490,566.41	1,228.59	1.9	62,100.00	4.16	2,587.50
Home Depot Inc - 437076BY7 2.950 06/15/2029								
1,500,000.000	95.6930	1,435,395.00	1,427,310.00	8,085.00	1.8	44,250.00	3.08	1,966.67
Hyundai Auto Receivables Tr - 44933XAD9 A B S Ser 2023 B Cl A 3 04/17/2028 Var								
1,469,093.820	100.6420	1,478,525.40	1,478,562.59	-37.19	1.8	80,506.34	5.44	3,578.06

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
John Deere Capital Corporation - 24422EYD5 Medium Term Note 4.250 06/05/2028								
1,500,000.000	100.5910	1,508,865.00	1,504,350.00	4,515.00	1.9	63,750.00	4.22	4,604.17
John Deere Capital Corporation - 24422EYE3 Medium Term Note 4.550 06/05/2030								
1,500,000.000	100.9270	1,513,905.00	1,499,400.00	14,505.00	1.9	68,250.00	4.51	4,929.17
Jp Morgan Chase Co - 46625HRV4 2.950 10/01/2026								
1,500,000.000	98.5440	1,478,160.00	1,475,130.00	3,030.00	1.8	44,250.00	2.99	11,062.50
Paccar Financial Corp - 69371RT71 Medium Term Note 4.550 05/08/2030								
1,500,000.000	101.2620	1,518,930.00	1,510,485.00	8,445.00	1.9	68,250.00	4.49	10,047.92
State Str Corp - 857477CU5 4.536 02/28/2028								
1,500,000.000	101.1390	1,517,085.00	1,513,755.00	3,330.00	1.9	68,040.00	4.48	22,869.00
Toyota Motor Credit Corp - 89236TJZ9 Medium Term Note 3.050 03/22/2027								
1,500,000.000	98.1380	1,472,070.00	1,469,055.00	3,015.00	1.8	45,750.00	3.11	12,581.25
Toyota Motor Credit Corp - 89236TFT7 Medium Term Note 3.650 01/08/2029								
1,500,000.000	98.1580	1,472,370.00	1,463,805.00	8,565.00	1.8	54,750.00	3.72	26,310.42
Wells Fargo Card Issuance Trust - 92970QAA3 A B S Ser 2024 A1 Cl A 4.940 02/15/2029								
1,168,000.000	101.2980	1,183,160.64	1,181,322.50	1,838.14	1.5	57,699.20	4.88	2,564.41
Total Corporate Issues		**$30,649,121.06**	**$30,532,301.53**	**$116,819.53**	**38.0**	**$1,109,428.69**		**$157,479.37**

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)



ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
Taxable Municipal Issues								
Foothill De Anza Ca Cmnty College Dist Taxable Go Ref Bds 2021 B - 345102PL5 1.858 08/01/2029 Taxable								
1,000,000.000	92.1320	921,320.00	911,350.00	9,970.00	1.1	18,580.00	2.02	7,741.67
Hawaii ST Taxable Go Bds 2021 G - 419792B21 1.535 10/01/2027 Taxable								
625,000.000	94.9050	593,156.25	589,606.25	3,550.00	0.7	9,593.75	1.62	2,398.44
Kern Ca Cmnty Clg Dist Txbl Ref - 492244EY0 2.701 11/01/2028 Taxable								
675,000.000	95.5870	645,212.25	643,713.75	1,498.50	0.8	18,231.75	2.83	3,038.63
Pennsylvania ST Taxable Go Ref Bds First - 70914PW81 1.850 08/01/2029 Taxable								
1,365,000.000	91.9000	1,254,435.00	1,241,139.90	13,295.10	1.6	25,252.50	2.01	6,313.13
Riverside Cnty Ca Pension O Taxable Bds 2020 - 76913CBD0 3.120 02/15/2029 Taxable								
1,265,000.000	96.5330	1,221,142.45	1,210,567.05	10,575.40	1.5	39,468.00	3.23	14,910.13

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

ASSET DETAIL (continued)

Security Description Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield	Accrued Income
Wisconsin ST Gen Fd Annual - 977100EF9 Appropriation Rev Ref Bds 2017 A 3.468 05/01/2029 Taxable								
750,000.000	98.0050	735,037.50	728,422.50	6,615.00	0.9	26,010.00	3.54	4,335.00
Total Taxable Municipal Issues		**$5,370,303.45**	**$5,324,799.45**	**$45,504.00**	**6.7**	**$137,136.00**		**$38,737.00**
Total Taxable Bonds		**$71,260,577.07**	**$70,866,036.27**	**$394,540.80**	**88.4**	**$2,410,002.19**		**$442,390.75**
Total Assets		**$80,118,408.77**	**$79,701,152.54**	**$417,256.23**	**99.4**	**$2,802,719.81**		**$501,145.72**
Accrued Income		**$501,145.72**	**$501,145.72**		**0.6**			
Grand Total		**$80,619,554.49**	**$80,202,298.26**		**100.0**			
Estimated Current Yield							**3.49**	

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
Beginning Balance 06/01/2025			**$0.00**	**$0.00**	**$0.00**
06/02/25	Cash Receipt	Cash Receipt Incoming Wires County Of Colusa County Treasury Ac 546 Jay ST Ste 202 - US Bank California		80,000,000.00	
06/04/25	Purchase	Purchased 1,000,000 Par Value Of F H L B Deb 1.800% 2/08/27 Trade Date 6/3/25 Purchased Through Stonex Financial Inc./Bd Rates 1,000,000 Par Value At 96.341 %		-963,410.00	963,410.00
06/04/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb 1.800% 2/08/27 Income Debit 5,800.00- USD	-5,800.00		
06/04/25	Purchase	Purchased 1,000,000 Par Value Of Foothill De Anza Ca 1.858% 8/01/29 Trade Date 6/3/25 Purchased Through Pershing LLC 1,000,000 Par Value At 91.135 %		-911,350.00	911,350.00
06/04/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Foothill De Anza Ca 1.858% 8/01/29 Income Debit 6,348.17- USD	-6,348.17		
06/04/25	Purchase	Purchased 1,365,000 Par Value Of Pennsylvania ST 1.850% 8/01/29 Trade Date 6/3/25 Purchased Through Pershing LLC 1,365,000 Par Value At 90.926 %		-1,241,139.90	1,241,139.90
06/04/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Pennsylvania ST 1.850% 8/01/29 Income Debit 8,627.94- USD	-8,627.94		
06/05/25	Purchase	Purchased 1,500,000 Par Value Of John Deere Mtn 4.550% 6/05/30 Trade Date 6/3/25 Purchased Through Marketaxess Corp 1,500,000 Par Value At 99.96 %		-1,499,400.00	1,499,400.00

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb Income Debit 1,404.89- USD	-1,404.89		
06/05/25	Purchase	Purchased 1,168,000 Par Value Of Wells Fargo Card 4.940% 2/15/29 Trade Date 6/4/25 Purchased Through Rbc Capital Markets, LLC 1,168,000 Par Value At 101.140625 %		-1,181,322.50	1,181,322.50
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Wells Fargo Card 4.940% 2/15/29 Income Debit 3,205.51- USD	-3,205.51		
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Gm Fin Cons Aut Rec 4.140% 12/16/27 Trade Date 6/4/25 Purchased Through Rbc Capital Markets, LLC 1,500,000 Par Value At 99.3710938 %		-1,490,566.41	1,490,566.41
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Gm Fin Cons Aut Rec 4.140% 12/16/27 Income Debit 2,937.08- USD	-2,937.08		
06/05/25	Purchase	Purchased 2,000,000 Par Value Of Bnp Paribas New York C P 2/02/26 Trade Date 6/4/25 Purchased Through J.P. Morgan Securities LLC Purchased On The Otcbb 2,000,000 Par Value At 97.149778 %		-1,942,995.56	1,942,995.56
06/05/25	Purchase	Purchased 625,000 Par Value Of Hawaii ST Taxable 1.535% 10/01/27 Trade Date 6/4/25 Purchased Through Oppenheimer & Co. Inc. Purchased On The Otcbb 625,000 Par Value At 94.337 %		-589,606.25	589,606.25
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Hawaii ST Taxable 1.535% 10/01/27 Income Debit 1,705.56- USD	-1,705.56		



COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/05/25	Purchase	Purchased 1,500,000 Par Value Of F F C B Deb 4.000% 11/30/29 Trade Date 6/4/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 99.983 %		-1,499,745.00	1,499,745.00
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F F C B Deb 4.000% 11/30/29 Income Debit 833.33- USD	-833.33		
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Automatic Data 1.700% 5/15/28 Trade Date 6/4/25 Purchased Through Td Securities (USA) 1,500,000 Par Value At 93.802 %		-1,407,030.00	1,407,030.00
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Automatic Data 1.700% 5/15/28 Income Debit 1,416.67- USD	-1,416.67		
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Bank Of Ny Mtn 3.850% 4/28/28 Trade Date 6/4/25 Purchased Through Td Securities (USA) 1,500,000 Par Value At 99.536 %		-1,493,040.00	1,493,040.00
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Bank Of Ny Mtn 3.850% 4/28/28 Income Debit 5,935.42- USD	-5,935.42		
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Paccar Financial Mtn 4.550% 5/08/30 Trade Date 6/4/25 Purchased Through Td Securities (USA) 1,500,000 Par Value At 100.699 %		-1,510,485.00	1,510,485.00
06/05/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Paccar Financial Mtn 4.550% 5/08/30 Income Debit 5,118.75- USD	-5,118.75		
06/05/25	Purchase	Purchased 800,000 Par Value Of F H L B Deb Trade Date 6/4/25 Purchased Through Stonex Financial Inc./Bd Rates 800,000 Par Value At 92.492 %		-739,936.00	739,936.00

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Credit Agricole C P 1/05/26 Trade Date 6/4/25 Purchased Through BofA Securities, Inc./Fxd Inc Purchased On The Otcbb 1,500,000 Par Value At 97.467667 %		-1,462,015.01	1,462,015.01
06/05/25	Purchase	Purchased 1,500,000 Par Value Of Mufg Bk Ltd C P 3/02/26 Trade Date 6/5/25 Purchased Through Castleoak Securities LP 1,500,000 Par Value At 96.8275 %		-1,452,412.50	1,452,412.50
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Berkshire Hathaway 1.850% 3/12/30 Trade Date 6/5/25 Purchased Through Goldman Sachs & Co. LLC 1,500,000 Par Value At 90.454 %		-1,356,810.00	1,356,810.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Berkshire Hathaway 1.850% 3/12/30 Income Debit 6,475.00- USD	-6,475.00		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of State Str Corp 4.536% 2/28/28 Trade Date 6/5/25 Purchased Through Goldman Sachs & Co. LLC 1,500,000 Par Value At 100.917 %		-1,513,755.00	1,513,755.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of State Str Corp 4.536% 2/28/28 Income Debit 18,522.00- USD	-18,522.00		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Toyota Motor Mtn 3.050% 3/22/27 Trade Date 6/5/25 Purchased Through Goldman Sachs & Co. LLC 1,500,000 Par Value At 97.937 %		-1,469,055.00	1,469,055.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Toyota Motor Mtn 3.050% 3/22/27 Income Debit 9,404.17- USD	-9,404.17		

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Citibank N A Sr 4.576% 5/29/27 Trade Date 6/5/25 Purchased Through Marketaxess Corp 1,500,000 Par Value At 100.305 %		-1,504,575.00	1,504,575.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Citibank N A Sr 4.576% 5/29/27 Income Debit 1,334.67- USD	-1,334.67		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Toyota Motor Mtn 3.650% 1/08/29 Trade Date 6/5/25 Purchased Through Goldman Sachs & Co. LLC 1,500,000 Par Value At 97.587 %		-1,463,805.00	1,463,805.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Toyota Motor Mtn 3.650% 1/08/29 Income Debit 22,508.33- USD	-22,508.33		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Amazon Com Inc 1.500% 6/03/30 Trade Date 6/5/25 Purchased Through Goldman Sachs & Co. LLC 1,500,000 Par Value At 87.76 %		-1,316,400.00	1,316,400.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Amazon Com Inc 1.500% 6/03/30 Income Debit 187.50- USD	-187.50		
06/06/25	Purchase	Purchased 1,000,000 Par Value Of F F C B Deb 1.190% 7/16/29 Trade Date 6/5/25 Purchased Through Stonex Financial Inc./Bd Rates 1,000,000 Par Value At 89.429 %		-894,290.00	894,290.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F F C B Deb 1.190% 7/16/29 Income Debit 4,627.78- USD	-4,627.78		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Home Depot Inc 2.950% 6/15/29 Trade Date 6/5/25 Purchased Through Marketaxess Corp 1,500,000 Par Value At 95.154 %		-1,427,310.00	1,427,310.00

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Home Depot Inc 2.950% 6/15/29 Income Debit 21,018.75- USD	-21,018.75		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.000% 2/28/30 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 100.09375 %		-1,501,406.25	1,501,406.25
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.000% 2/28/30 Income Debit 15,978.26- USD	-15,978.26		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of John Deere Mtn 4.250% 6/05/28 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 100.29 %		-1,504,350.00	1,504,350.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of John Deere Mtn 4.250% 6/05/28 Income Debit 177.08- USD	-177.08		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Jp Morgan Chase Co 2.950% 10/01/26 Trade Date 6/5/25 Purchased Through Marketaxess Corp 1,500,000 Par Value At 98.342 %		-1,475,130.00	1,475,130.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Jp Morgan Chase Co 2.950% 10/01/26 Income Debit 7,989.58- USD	-7,989.58		
06/06/25	Purchase	Purchased 1,500,000 Par Value Of Apple Inc 1.400% 8/05/28 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 92.161 %		-1,382,415.00	1,382,415.00
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Apple Inc 1.400% 8/05/28 Income Debit 7,058.33- USD	-7,058.33		

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/06/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 3.875% 4/30/30 Trade Date 6/5/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 99.47656246 %		-1,492,148.44	1,492,148.44
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 3.875% 4/30/30 Income Debit 5,844.09- USD	-5,844.09		
06/06/25	Purchase	Purchased 675,000 Par Value Of Kern Ca Cmnty Clg 2.701% 11/01/28 Trade Date 6/5/25 Purchased Through Hilltop Securities Inc. 675,000 Par Value At 95.365 %		-643,713.75	643,713.75
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Kern Ca Cmnty Clg 2.701% 11/01/28 Income Debit 1,772.53- USD	-1,772.53		
06/06/25	Purchase	Purchased 1,000,000 Par Value Of F H L B Deb 1.000% 2/16/28 Trade Date 6/5/25 Purchased Through Multi-Bank Securities Inc 1,000,000 Par Value At 92.523496 %		-925,234.96	925,234.96
06/06/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb 1.000% 2/16/28 Income Debit 3,055.55- USD	-3,055.55		
06/09/25	Purchase	Purchased 1,042,121 Par Value Of F N M A Gtd Remic 1.435% 10/25/29 Trade Date 6/4/25 Purchased Through Stonex Financial Inc./Bd Rates 1,042,121 Par Value At 88.640625 %		-923,742.57	923,742.57
06/09/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F N M A Gtd Remic 1.435% 10/25/29 Income Debit 332.32- USD	-332.32		
06/09/25	Purchase	Purchased 500,000 Par Value Of F H L B Deb 1.500% 12/07/28 Trade Date 6/6/25 Purchased Through Mizuho Securities USA Fxd Inc 500,000 Par Value At 91.1658 %		-455,829.00	455,829.00

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/09/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb 1.500% 12/07/28 Income Debit 41.67- USD	-41.67		
06/09/25	Purchase	Purchased 570,000 Par Value Of F H L B Deb 0.800% 10/29/27 Trade Date 6/6/25 Purchased Through Rbc Capital Markets, LLC 570,000 Par Value At 92.484 %		-527,158.80	527,158.80
06/09/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb 0.800% 10/29/27 Income Debit 1,646.67- USD	-1,646.67		
06/09/25	Purchase	Purchased 500,000 Par Value Of F H L B Deb 1.000% 1/27/28 Trade Date 6/6/25 Purchased Through Mizuho Securities USA Fxd Inc 500,000 Par Value At 92.0487 %		-460,243.50	460,243.50
06/09/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L B Deb 1.000% 1/27/28 Income Debit 1,833.33- USD	-1,833.33		
06/10/25	Purchase	Purchased 1,500,000 Par Value Of F H L M C Mltcl Mt 3.850% 5/25/28 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 98.9609375 %		-1,484,414.06	1,484,414.06
06/10/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L M C Mltcl Mt 3.850% 5/25/28 Income Debit 1,443.75- USD	-1,443.75		
06/10/25	Purchase	Purchased 1,500,000 Par Value Of F H L M C Mltcl Mtg 3.243% 4/25/27 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 98.16796875 %		-1,472,519.53	1,472,519.53
06/10/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L M C Mltcl Mtg 3.243% 4/25/27 Income Debit 1,216.12- USD	-1,216.12		

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/10/25	Purchase	Purchased 1,500,000 Par Value Of F H L M C Mltcl Mt 2.903% 6/25/29 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 94.99609375 %		-1,424,941.41	1,424,941.41
06/10/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L M C Mltcl Mt 2.903% 6/25/29 Income Debit 1,088.62- USD	-1,088.62		
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.125% 7/31/28 Trade Date 6/10/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 100.37890625 %		-1,505,683.59	1,505,683.59
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.125% 7/31/28 Income Debit 22,391.23- USD	-22,391.23		
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 1.250% 9/30/28 Trade Date 6/10/25 Purchased Through Bk Mntrl Chcgo 1,500,000 Par Value At 91.53125 %		-1,372,968.75	1,372,968.75
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 1.250% 9/30/28 Income Debit 3,688.52- USD	-3,688.52		
06/11/25	Purchase	Purchased 750,000 Par Value Of Wisconsin ST Gen Fd Annual Appropr Trade Date 6/10/25 Purchased Through Hilltop Securities Inc. 750,000 Par Value At 97.123 %		-728,422.50	728,422.50
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Wisconsin ST Gen Fd Annual Appropr Income Debit 2,890.00- USD	-2,890.00		

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.125% 3/31/29 Trade Date 6/10/25 Purchased Through Goldman Sachs & Co. LLC Purchased On The Otcbb 1,500,000 Par Value At 100.3125 %		-1,504,687.50	1,504,687.50
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.125% 3/31/29 Income Debit 12,172.13- USD	-12,172.13		
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 2.875% 4/30/29 Trade Date 6/10/25 Purchased Through Goldman Sachs & Co. LLC Purchased On The Otcbb 1,500,000 Par Value At 95.85546875 %		-1,437,832.03	1,437,832.03
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 2.875% 4/30/29 Income Debit 4,921.88- USD	-4,921.88		
06/11/25	Purchase	Purchased 750,000 Par Value Of U S Treasury Nt 4.500% 5/31/29 Trade Date 6/10/25 Purchased Through Stonex Financial Inc./Bd Rates 750,000 Par Value At 101.65625 %		-762,421.88	762,421.88
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.500% 5/31/29 Income Debit 1,014.34- USD	-1,014.34		
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 2.250% 11/15/27 Trade Date 6/10/25 Purchased Through Bk Mntrl Chcgo 1,500,000 Par Value At 96.00390625 %		-1,440,058.59	1,440,058.59
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 2.250% 11/15/27 Income Debit 2,476.22- USD	-2,476.22		

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TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/11/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 3.125% 11/15/28 Trade Date 6/10/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 97.171875 %		-1,457,578.13	1,457,578.13
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 3.125% 11/15/28 Income Debit 3,439.20- USD	-3,439.20		
06/11/25	Purchase	Purchased 1,579,042.28 Par Value Of Hyundai Auto 5.480% 4/17/28 Trade Date 6/10/25 Purchased Through BofA Securities, Inc./Fxd Inc Purchased On The Otcbb 1,579,042.28 Par Value At 100.644531 %		-1,589,219.70	1,589,219.70
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Hyundai Auto 5.480% 4/17/28 Income Debit 6,249.50- USD	-6,249.50		
06/11/25	Purchase	Purchased 802,000 Par Value Of Bmw Vehicle 4.850% 9/25/29 Trade Date 6/10/25 Purchased Through Citigroup Global Markets Inc. Purchased On The Otcbb 802,000 Par Value At 100.402344 %		-805,226.80	805,226.80
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Bmw Vehicle 4.850% 9/25/29 Income Debit 1,625.39- USD	-1,625.39		
06/11/25	Purchase	Purchased 1,265,000 Par Value Of Riverside Cnty Ca 3.120% 2/15/29 Trade Date 6/10/25 Purchased Through Piper Sandler & Co 1,265,000 Par Value At 95.697 %		-1,210,567.05	1,210,567.05
06/11/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Riverside Cnty Ca 3.120% 2/15/29 Income Debit 12,717.47- USD	-12,717.47		

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/11/25	Purchase	Purchased 1,500,000 Par Value Of Credit Agricole C P 11/10/25 Trade Date 6/10/25 Purchased Through Barclays Capital Inc. Fixed In 1,500,000 Par Value At 98.1591111 %		-1,472,386.67	1,472,386.67
06/12/25	Purchase	Purchased 1,925,000 Par Value Of Bank Of America 4.310% 5/15/30 Trade Date 6/5/25 Purchased Through BofA Securities, Inc./Fxd Inc Purchased On The Otcbb 1,925,000 Par Value At 99.99962 %		-1,924,992.69	1,924,992.69
06/12/25	Purchase	Purchased 616,570 Par Value Of F N M A Gtd Remic 2.190% 1/25/30 Trade Date 6/9/25 Purchased Through Stonex Financial Inc./Bd Rates 616,570 Par Value At 90.15625 %		-555,876.39	555,876.39
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F N M A Gtd Remic 2.190% 1/25/30 Income Debit 412.59- USD	-412.59		
06/12/25	Purchase	Purchased 1,562,916.43 Par Value Of Ford Cr Auto Owner 4.650% 2/15/28 Trade Date 6/11/25 Purchased Through US Bancorp Investments Inc. Purchased On The Otcbb 1,562,916.43 Par Value At 100.066406 %		-1,563,954.30	1,563,954.30
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of Ford Cr Auto Owner 4.650% 2/15/28 Income Debit 5,450.67- USD	-5,450.67		
06/12/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.000% 1/15/27 Trade Date 6/11/25 Purchased Through Morgan Stanley & Co. LLC 1,500,000 Par Value At 99.9765625 %		-1,499,648.44	1,499,648.44
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.000% 1/15/27 Income Debit 24,530.39- USD	-24,530.39		

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/12/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.625% 6/15/27 Trade Date 6/11/25 Purchased Through Citigroup Global Markets Inc. Purchased On The Otcbb 1,500,000 Par Value At 101.29296875 %		-1,519,394.53	1,519,394.53
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.625% 6/15/27 Income Debit 34,115.73- USD	-34,115.73		
06/12/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 3.750% 8/15/27 Trade Date 6/11/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 99.6015625 %		-1,494,023.44	1,494,023.44
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 3.750% 8/15/27 Income Debit 18,180.25- USD	-18,180.25		
06/12/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Bd 4.375% 7/15/27 Trade Date 6/11/25 Purchased Through Stonex Financial Inc./Bd Rates 1,500,000 Par Value At 100.84765625 %		-1,512,714.84	1,512,714.84
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Bd 4.375% 7/15/27 Income Debit 26,830.11- USD	-26,830.11		
06/12/25	Purchase	Purchased 1,500,000 Par Value Of U S Treasury Nt 4.625% 9/15/26 Trade Date 6/11/25 Purchased Through Pershing LLC 1,500,000 Par Value At 100.66015625 %		-1,509,902.34	1,509,902.34
06/12/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 4.625% 9/15/26 Income Debit 16,778.19- USD	-16,778.19		

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
6/13/25	Purchase	Purchased 1,621,962.94 Par Value Of F N M A #Bm3372 3.280% 1/01/28 Trade Date 6/10/25 Purchased Through Stonex Financial Inc./Bd Rates 1,621,962.94 Par Value At 97.24609375 %		-1,577,295.60	1,577,295.60
6/13/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F N M A #Bm3372 3.280% 1/01/28 Income Debit 1,773.35- USD	-1,773.35		
6/13/25	Purchase	Purchased 2,150,000 Par Value Of Mufg Bank Ltd C P 9/17/25 Trade Date 6/13/25 Purchased Through Pershing LLC 2,150,000 Par Value At 98.83466667 %		-2,124,945.33	2,124,945.33
6/16/25	Asset Income	Interest Earned On Ford Cr Auto Owner 4.650% 2/15/28 $0.00387/Pv On 1,562,916.43 Pv Due 6/15/25	6,056.30		
6/16/25	Sale	Paid Down 118,719.67 Par Value Of Ford Cr Auto Owner 4.650% 2/15/28 Trade Date 6/15/25		118,719.67	-118,798.51
6/16/25	Asset Income	Interest Earned On Gm Fin Cons Aut Rec 4.140% 12/16/27 $0.00309/Pv On 1,500,000.00 Pv Due 6/16/25	4,637.51		
6/16/25	Asset Income	Interest Earned On Hyundai Auto 5.480% 4/17/28 $0.00457/Pv On 1,579,042.28 Pv Due 6/15/25	7,210.96		
6/16/25	Sale	Paid Down 109,948.46 Par Value Of Hyundai Auto 5.480% 4/17/28 Trade Date 6/15/25		109,948.46	-110,657.11
6/16/25	Asset Income	Interest Earned On Wells Fargo Card 4.940% 2/15/29 $0.00412/Pv On 1,168,000.00 Pv Due 6/15/25	4,808.27		
6/16/25	Asset Income	Interest Earned On Home Depot Inc 2.950% 6/15/29 0.01475 USD/$1 Pv On 1,500,000 Par Value Due 6/15/25	22,125.00		

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
06/16/25	Asset Income	Interest Earned On U S Treasury Nt 4.625% 6/15/27 0.023125 USD/$1 Pv On 1,500,000 Par Value Due 6/15/25	34,687.50		
06/25/25	Asset Income	Interest Earned On Bmw Vehicle 4.850% 9/25/29 $0.00380/Pv On 802,000.00 Pv Due 6/25/25	3,047.60		
06/25/25	Purchase	Purchased 1,472,048.91 Par Value Of F H L M C Mltcl Mt 3.187% 9/25/27 Trade Date 6/5/25 Purchased Through Morgan Stanley & Co. LLC 1,472,048.91 Par Value At 97.75000343 % Revs Repost Ctas Adju		-1,438,927.86	1,438,927.86
06/25/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L M C Mltcl Mt 3.187% 9/25/27 Income Debit 1,172.85- USD	-1,172.85		
06/25/25	Purchase	Purchased 1,315,698.8 Par Value Of F H L M C Mltcl Mt 3.125% 10/25/28 Trade Date 6/4/25 Purchased Through Stonex Financial Inc./Bd Rates 1,315,698.8 Par Value At 97.98046939 % Revs Repost Ctas Adju		-1,289,127.86	1,289,127.86
06/25/25	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of F H L M C Mltcl Mt 3.125% 10/25/28 Income Debit 913.68- USD	-913.68		
06/27/25	Purchase	Purchased 249,000 Par Value Of First Natl Bk C D 4.150% 6/27/28 Trade Date 6/11/25 Purchased Through Bny Capital Markets, Inc. 249,000 Par Value At 99.875 %		-248,688.75	248,688.75
	Purchase	Combined Purchases For The Period 6/ 1/25 - 6/30/25 Of First Am Govt Ob Fd Cl Z		-80,342,803.85	80,342,803.85
	Sale	Combined Sales For The Period 6/ 1/25 - 6/30/25 Of First Am Govt Ob Fd Cl Z		79,962,442.65	-79,962,442.65
Ending Balance 06/30/2025			**-$298,059.97**	**$298,059.97**	**$79,701,152.54**

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

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COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

SALE/MATURITY SUMMARY

	Settlement Date	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Taxable Bonds					
Ford Cr Auto Owner Tr A B S Ser 2023 A Cl A 3 4.650 02/15/2028 344928AD8					
	06/16/25	Paid Down 118,719.67 Par Value Trade Date 6/15/25	-118,798.51	118,719.67	-78.84
Hyundai Auto Receivables Tr A B S Ser 2023 B Cl A 3 04/17/2028 Var HA55428					
	06/16/25	Paid Down 109,948.46 Par Value Trade Date 6/15/25	-110,657.11	109,948.46	-708.65
Total Taxable Bonds			**-$229,455.62**	**$228,668.13**	**-$787.49**
Total Sales & Maturities			**-$229,455.62**	**$228,668.13**	**-$787.49**

SALE/MATURITY SUMMARY MESSAGES

Estimated Year-To-Date Short-Term Gain (Loss): ($787.49)

Estimates should not be used for tax purposes

8.1.a

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

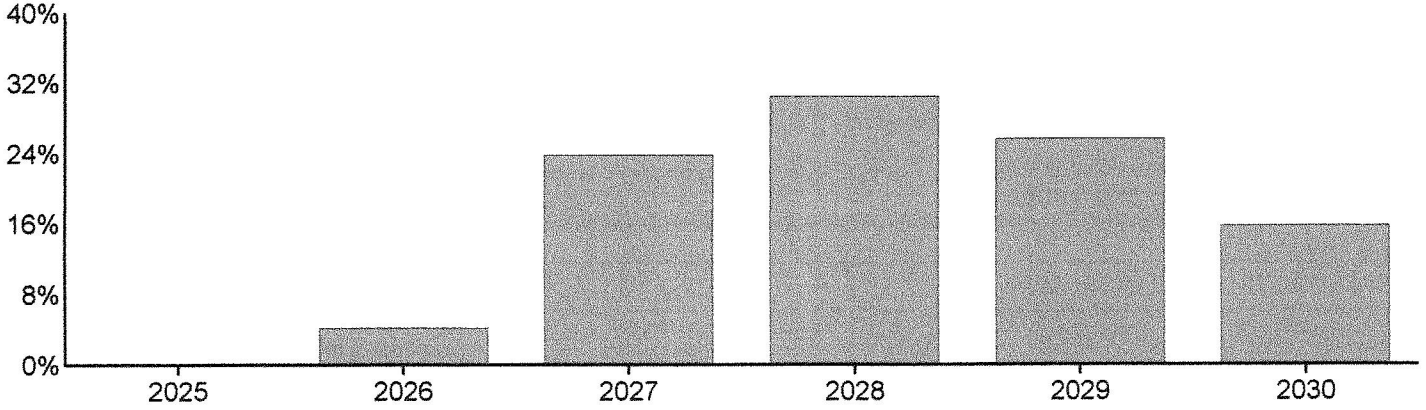
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usbank

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

June 1, 2025 to June 30, 2025

BOND SUMMARY



	Par Value	Market Value	Percentage of Category
MATURITY			
2025	0.00	0.00	0.00
2026	3,000,000.00	2,990,235.00	4.20
2027	17,167,048.91	16,984,142.33	23.84
2028	22,274,952.32	21,743,485.62	30.51
2029	18,942,121.00	18,302,485.75	25.68
2030	11,541,570.00	11,240,228.37	15.77
Total of Category	**$72,925,692.23**	**$71,260,577.07**	**100.00**
MOODY'S RATING			
Aaa	5,970,000.00	5,795,025.76	8.13
Aa1	25,620,000.00	25,161,846.30	35.31
Aa2	6,180,000.00	5,807,353.45	8.15
Aa3	6,000,000.00	5,931,645.00	8.32
A1	10,500,000.00	10,291,095.00	14.44
A2	1,500,000.00	1,435,395.00	2.01
N/A	16,906,692.23	16,588,163.29	23.28

COUNTY OF COLUSA
ACCOUNT NUMBER: 001051018820

BOND SUMMARY (continued)

	Par Value	Market Value	Percentage of Category
NOT RATED	249,000.00	250,053.27	0.36
Total of Category	**$72,925,692.23**	**$71,260,577.07**	**100.00**

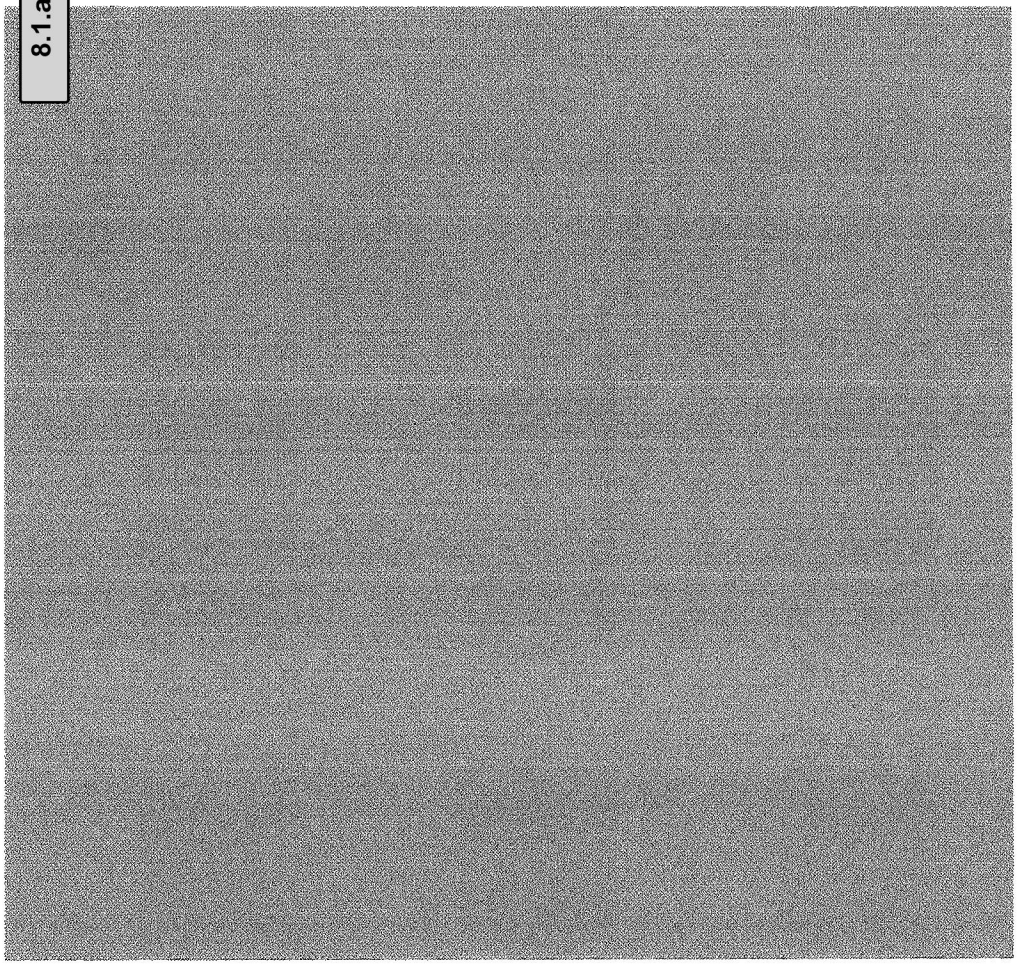
S&P RATING

AAA	9,280,339.49	9,220,490.07	12.94
AA+	8,995,000.00	8,497,060.05	11.92
AA	5,015,000.00	4,641,344.95	6.51
AA-	2,175,000.00	2,055,737.25	2.88
A+	7,365,000.00	7,226,040.00	10.14
A	9,000,000.00	8,949,210.00	12.56
N/A	30,846,352.74	30,420,641.48	42.69
NOT RATED	249,000.00	250,053.27	0.36
Total of Category	**$72,925,692.23**	**$71,260,577.07**	**100.00**

BOND SUMMARY MESSAGES

Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.

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Glossary

Accretion - The accumulation of the value of a discounted bond until maturity.
Adjusted Prior Market Realized Gain/Loss - The difference between the proceeds and the Prior Market Value of the transaction.
Adjusted Prior Market Unrealized Gain/Loss - The difference between the Market Value and the Adjusted Prior Market Value.
Adjusted Prior Market Value - A figure calculated using the beginning Market Value for the fiscal year, adjusted for all asset related transactions during the period, employing an average cost methodology.
Amortization - The decrease in value of a premium bond until maturity.
Asset - Anything owned that has commercial exchange value. Assets may consist of specific property or of claims against others, in contrast to obligations due to others (liabilities).
Bond Rating - A measurement of a bond's quality based upon the issuer's financial condition. Ratings are assigned by independent rating services, such as Moody's, or S&P, and reflect their opinion of the issuer's ability to meet the scheduled interest and principal repayments for the bond.
Cash - Cash activity that includes both income and principal cash categories.
Change in Unrealized Gain/Loss - Also reported as Gain/Loss in Period in the Asset Detail section. This figure shows the market appreciation (depreciation) for the current period.
Cost Basis (Book Value) - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Book Value method maintains an average cost for each asset.
Cost Basis (Tax Basis) - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Tax Basis uses client determined methods such as Last-In-First-Out (LIFO), First-In-First-Out (FIFO), Average, Minimum Gain, and Maximum Gain.
Ending Accrual - (Also reported as Accrued Income) Income earned but not yet received, or expenses incurred but not yet paid, as of the end of the reporting period.
Estimated Annual Income - The amount of income a particular asset is anticipated to earn over the next year. The shares multiplied by annual income rate.
Estimated Current Yield - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by taking the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.
Ex-Dividend Date - (Also reported as Ex-Date) For stock trades, the person who owns the security on the ex-dividend date will earn the dividend, regardless of who currently owns the stock.
Income Cash - A category of cash comprised of ordinary earnings derived from investments, usually dividends and interest.
Market Value - The price per unit multiplied by the number of units.
Maturity Date - The date on which an obligation or note matures.
Payable Date - The date on which a dividend, mutual fund distribution, or interest on a bond will be made.
Principal Cash - A category of cash comprised of cash, deposits, cash withdrawals and the cash flows generated from purchases or sales of investments.
Realized Gain/Loss Calculation - The Proceeds less the Cost Basis of a transaction.
Settlement Date - The date on which a trade settles and cash or securities are credited or debited to the account.
Trade Date - The date a trade is legally entered into.
Unrealized Gain/Loss - The difference between the Market Value and Cost Basis at the end of the current period.
Yield on/at Market - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.

The terms defined in this glossary are only for use when reviewing your account statement. Please contact your Relationship Manager with any questions.

usbank

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-UC-182

U.S. Bank
1555 N. Rivercenter Dr.
Suite 300
Milwaukee, WI 53212

000003180 05 SP 000638995995227 P

COUNTY OF COLUSA
ATTN: COUNTY ADMINISTRATIVE OFFICER
547 MARKET STREET, RM 102
COLUSA, CA 95932-2452

Attachment: US Bank Safekeeping 06.25 (10275 : Treasurer's Monthly Investment Report)

COLUSA COUNTY
TREASURER'S MONTHLY INVESTMENT REPORT

AS OF: 6/30/25
DATE: 8/12/25

MUNICIPAL BONDS	PURCHASED	BOOK VALUE	YIELD	COUPON	ORIGINAL FACE PAR	COUNTY PAR	US WEALTH MGMT PAR	MATURITY	MARKET VALUE	GAIN/ LOSS	DATE SOLD	PERCENTAGE OF PORTFOLI
574348CD8								06/01/25	-			
797299LXO	10/28/20	630,338.10	0.85%	3.640%	698,221.80	615,000.00	615,000.00	10/15/25	613,917.60			
260888AD4	02/23/21	400,394.26	0.87%	0.972%	402,096.00	400,000.00	400,000.00	06/01/26	388,076.00			
130179KW3	02/05/21	822,800.06	1.51%	3.181%	878,528.00	800,000.00	800,000.00	04/01/27	781,696.00			
899141BB0	02/05/21	652,135.47	1.18%	2.713%	693,578.75	635,000.00	635,000.00	05/01/27	618,591.60			
260888AE2	02/23/21	601,845.12	1.20%	1.367%	606,030.00	600,000.00	600,000.00	06/01/27	569,250.00			
971252AH4	05/27/21	186,039.99	2.03%	2.220%	187,332.85	185,000.00	185,000.00	08/01/28	173,413.45			
971252AK7	05/27/21	267,151.84	2.38%	2.560%	268,906.10	265,000.00	265,000.00	08/01/30	240,969.80			
971252AL5	05/27/21	570,344.76	2.48%	2.660%	574,085.20	565,000.00	565,000.00	08/01/31	504,804.90			
797679CF2	11/24/21	260,490.92	2.20%	2.278%	261,175.20	260,000.00	260,000.00	03/01/28	247,234.00			
797669ZR2	11/24/21	3,116,869.27	2.00%	2.768%	3,188,047.50	3,025,000.00	3,025,000.00	07/01/31	2,785,117.50			
6723225N45	11/23/21	1,272,596.37	1.87%	2.061%	1,280,104.10	1,265,000.00	1,265,000.00	08/01/28	1,192,237.20			
38122NB35	11/12/21	12,153,993.16	1.87%	2.246%	12,312,952.55	12,000,000.00	12,000,000.00	06/01/29	11,140,560.00			
79739GPE0	12/09/21	711,147.65	2.07%	2.356%	717,276.00	700,000.00	700,000.00	07/01/31	619,108.00			
835588BC7	01/27/22	523,892.25	2.12%	2.088%	523,892.25	525,000.00	525,000.00	03/01/29	486,774.75			
13048VZT8	01/05/22	503,406.86	2.35%	2.511%	505,880.00	500,000.00	500,000.00	02/01/30	455,790.00			
13048VZU5	01/05/22	395,599.42	2.63%	2.661%	395,975.65	395,000.00	395,000.00	02/01/31	354,315.00			
055022AK3	01/27/22	1,161,461.03	2.42%	2.635%	1,168,906.00	1,150,000.00	1,150,000.00	08/01/30	1,056,976.50			
79770GJG2	12/15/21	2,032,118.72	2.21%	2.543%	2,052,020.00	2,000,000.00	2,000,000.00	08/01/30	1,829,480.00			
79739GPM2	12/09/21	252,567.68	2.04%	2.256%	254,220.00	250,000.00	250,000.00	07/01/30	225,442.50			
854434AH0	11/12/21	541,388.85	2.06%	2.340%	546,475.75	535,000.00	535,000.00	04/01/30	488,337.30			
38122ND33	03/30/22	1,876,660.00	3.77%	3.037%	1,876,660.00	2,000,000.00	2,000,000.00	06/01/32	1,771,900.00			
189344FE9	11/23/21	1,000,000.00	2.25%	2.250%	1,000,000.00	1,000,000.00	1,000,000.00	06/01/31	890,430.00			
Municipal Total		**29,933,241.78**			**30,392,363.70**	**29,670,000.00**	**29,670,000.00**		**27,434,422.10**			**14.4**
US Treasury/Agency Securities												
3133ENZP8*	08/29/22	5,475,000.00	4.90%	4.900%	5,475,000.00	5,475,000.00	5,475,000.00	06/29/32	5,450,910.00			
3130B2N27*											Called 02/10/25	
3134HAZP1*										148.60	Called 02/26/25	
3011ERE98*										498.00	Called 06/26/25	
3130B3MA8*											Called 02/07/25	
Treasury/Agency Total		**5,475,000.00**			**5,475,000.00**	**5,475,000.00**	**5,475,000.00**		**5,450,910.00**			**2.6**

Grand Total	**$ 35,408,241.78**	**35,867,363.70**	**35,145,000.00**	**35,145,000.00**
Interest Liability	-		**US Wealth Management Safekeeping**	**32,885,332.10**
NET BOOK	**35,408,241.78**			
Meeder Investment Book Value	**$ 80,082,573.14**		**US Bank (Meeder) Safekeeping**	**80,619,554.49**

Unrealized
$ (1,985,928.33) Gain/Loss

CALIFORNIA ASSET MANAGEMENT PROGRAM — **42.4**

		7 Day Avg
COUNTY	$88,071,345.24	4.40%
COP Project Fund*	$5,852,280.71	

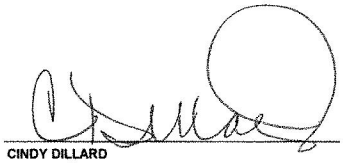
LAIF/STATE OF CALIFORNIA LOCAL AGENCY FUND

		QTR TO DATE	DAILY	
SRWSLD	73,104.58	4.27%	4.26%	
REC DIST 108	71,564.69	4.27%	4.26%	
REC DIST 1004	-	4.27%	4.26%	
COUNTY	199.23	4.27%	4.26%	
CCOE	139.06	4.27%	4.26%	
TOTAL LAIF	145,007.56			**0.1**
CASH	3,913,840.42			**1.9**
TOTAL LIQUID	92,130,193.22		**44.37% Liquidity**	
GRAND TOTAL	**$ 207,621,008.14**			**100.0**

INTEREST RECEIVED

April-May-June 2025	2,063,378.24	6/30/2025	Est. 4.00%
Jan-Feb-Mar 2025	2,010,853.84	3/31/2025	3.99%
Oct-Nov-Dec 2024	2,242,974.49	12/31/2024	4.77%
July-Aug-Sept 2024	3,255,354.99	9/30/2024	7.56%
Apr-May-June 2024	1,868,644.08	6/30/2024	4.14%
Jan-Feb-Mar 2024	1,958,136.37	3/29/2024	4.44%
Oct-Nov-Dec 2023	1,710,187.05	12/29/2023	3.88%
July-Aug-Sept 2023	1,923,740.36	9/30/2023	4.73%
Apr-May-June 2023	1,765,358.48	6/30/2023	4.25%
Jan-Feb-March 2023	1,577,820.28	3/31/2023	3.94%
Oct-Nov-Dec 2022	624,102.61	12/30/2022	1.70%
Jul-Aug-Sept 2022	320,816.70	9/30/2022	0.94%
April-May-June 2022	224,510.51	6/30/2022	0.60%
Jan-Feb-Mar 2022	93,696.36	3/31/2022	0.19%

Note 1: US Wealth Management did the bond valuation.
Note 2: Liquidity (excluding RD LAIF accounts that are segregated) is 44.34%
Note 3: All Investments comply with the Investment Policy and the Treasurer's Goals for Colusa County.
Note 4: There is sufficient liquidity to meet cash flow for the next 6 months.
Note 5: Interest will be reduced $25,000 at the end every quarter for treasury fee.
Note 6: Bonds with astrict (*) are callable
Note 7: Municipal Bonds are Government Entities within the State of California.
Note 8: COP Project funds are not managed by the Treasurer and not included in the County portfolio totals.



CINDY DILLARD
TREASURER-TAX COLLECTOR

Attachment: 06_25 Treasury Report (10275 : Treasurer's Monthly Investment Report)

COLUSA COUNTY
TREASURER'S MONTHLY INVESTMENT REPORT

AS OF: 7/31/25
DATE: 8/26/25

MUNICIPAL BONDS	PURCHASED	BOOK VALUE	YIELD	COUPON	ORIGINAL FACE PAR	COUNTY PAR	US BANK PAR	MATURITY	MARKET VALUE	GAIN/ LOSS	DATE SOLD	PERCENTAGE OF PORTFOLI
574348CD8								06/01/25	-			
797299LXO	10/28/20	630,338.10	0.85%	3.640%	698,221.80	615,000.00	615,000.00	10/15/25	613,985.25			
260888AD4	02/23/21	400,394.26	0.87%	0.972%	402,096.00	400,000.00	400,000.00	06/01/26	388,844.00			
130179KW3	02/05/21	822,800.06	1.51%	3.181%	878,528.00	800,000.00	800,000.00	04/01/27	779,888.00			
899141BB0	02/05/21	652,135.47	1.18%	2.713%	693,578.75	635,000.00	635,000.00	05/01/27	617,023.15			
260888AE2	02/23/21	601,845.12	1.20%	1.367%	606,030.00	600,000.00	600,000.00	06/01/27	568,746.00			
971252AH4	05/27/21	186,039.99	2.03%	2.220%	187,332.85	185,000.00	185,000.00	08/01/28	173,248.80			
971252AK7	05/27/21	267,151.84	2.38%	2.560%	268,906.10	265,000.00	265,000.00	08/01/30	240,776.35			
971252AL5	05/27/21	570,344.76	2.48%	2.660%	574,085.20	565,000.00	565,000.00	08/01/31	513,353.35			
797679CF2	11/24/21	260,490.92	2.20%	2.278%	261,175.20	260,000.00	260,000.00	03/01/28	246,373.40			
797669ZR2	11/24/21	3,105,253.27	2.00%	2.768%	3,188,047.50	3,025,000.00	3,025,000.00	07/01/31	2,766,997.75			
6723225N45	11/23/21	1,272,596.37	1.87%	2.061%	1,280,104.10	1,265,000.00	1,265,000.00	08/01/28	1,185,823.65			
38122NB35	11/12/21	12,153,993.16	1.87%	2.246%	12,312,952.55	12,000,000.00	12,000,000.00	06/01/29	11,086,920.00			
79739GPE0	12/09/21	710,146.65	2.07%	2.356%	717,276.00	700,000.00	700,000.00	07/01/31	616,798.00			
835588BC7	01/27/22	523,892.25	2.12%	2.088%	523,892.25	525,000.00	525,000.00	03/01/29	484,548.75			
13048VZT8	01/05/22	503,406.86	2.35%	2.511%	505,880.00	500,000.00	500,000.00	02/01/30	453,465.00			
13048VZU5	01/05/22	395,599.42	2.63%	2.661%	395,975.65	395,000.00	395,000.00	02/01/31	352,221.50			
055022AK3	01/27/22	1,161,461.03	2.42%	2.635%	1,168,906.00	1,150,000.00	1,150,000.00	08/01/30	1,053,446.00			
79770GJG2	12/15/21	2,032,118.72	2.21%	2.543%	2,052,020.00	2,000,000.00	2,000,000.00	08/01/30	1,820,820.00			
79739GPM2	12/09/21	252,297.68	2.04%	2.256%	254,220.00	250,000.00	250,000.00	07/01/30	224,765.00			
854434AH0	11/12/21	541,388.85	2.06%	2.340%	546,475.75	535,000.00	535,000.00	04/01/30	486,860.70			
38122ND33	03/30/22	1,876,660.00	3.77%	3.037%	1,876,660.00	2,000,000.00	2,000,000.00	06/01/32	1,751,720.00			
189344FE9	11/23/21	1,000,000.00	2.25%	2.250%	1,000,000.00	1,000,000.00	1,000,000.00	06/01/31	884,730.00			
Municipal Total		**29,920,354.78**			**30,392,363.70**	**29,670,000.00**	**29,670,000.00**		**27,311,354.65**			**15.8**
US Treasury/Agency Securities												
3133ENZP8*	08/29/22	5,475,000.00	4.90%	4.900%	5,475,000.00	5,475,000.00	5,475,000.00	06/29/32	5,443,464.00			
3130B6XF8	07/16/25	5,000,000.00	4.70%	4.700%	5,000,000.00	5,000,000.00	5,000,000.00	07/16/30	4,989,900.00			
3130B2N27*											Called 02/10/25	
3134HAZP1*										148.60	Called 02/26/25	
3011ERE98*										498.00	Called 06/26/25	
3130B3MA8*											Called 02/07/25	
Treasury/Agency Total		**10,475,000.00**			**10,475,000.00**	**10,475,000.00**	**10,475,000.00**		**10,433,364.00**			**5.5**
	Grand Total	**$ 40,395,354.78**			**40,867,363.70**	**40,145,000.00**	**40,145,000.00**					
	Interest Liability	-					**US Bank Outside Securities Safekeeping**		**37,744,718.65**		Unrealized	
	NET BOOK	**40,395,354.78**								$ (2,398,917.37)	Gain/Loss	
Meeder Investment Book Value		**$ 80,333,071.92**					**US Bank (Meeder) Safekeeping**		**80,584,790.68**			**42.5**

CALIFORNIA ASSET MANAGEMENT PROGRAM

		7 Day Avg	
COUNTY	$67,153,895.06	4.41%	**35.5**
COP Project Fund*	$5,874,208.30		

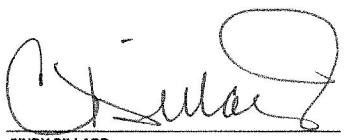
LAIF/STATE OF CALIFORNIA LOCAL AGENCY FUND

		QTR TO DATE	DAILY	
SRWSLD	73,905.52	4.26%	4.26%	
REC DIST 108	72,348.76	4.26%	4.26%	
REC DIST 1004	-	4.26%	4.26%	
COUNTY	201.41	4.26%	4.26%	
CCOE	140.58	4.26%	4.26%	
TOTAL LAIF	146,596.27			**0.1**
CASH	931,559.82			**0.5**
TOTAL LIQUID	68,232,051.15		**36.11%** Liquidity	
GRAND TOTAL	**$ 188,960,477.85**			**100.0**

INTEREST RECEIVED

Jul-25	573,098.03	7/31/2025	Est. 4.00%
April-May-June 2025	2,063,378.24	6/30/2025	Est. 4.00%
Jan-Feb-Mar 2025	2,010,853.84	3/31/2025	3.99%
Oct-Nov-Dec 2024	2,242,974.49	12/31/2024	4.77%
July-Aug-Sept 2024	3,255,354.99	9/30/2024	7.56%
Apr-May-June 2024	1,868,644.08	6/30/2024	4.14%
Jan-Feb-Mar 2024	1,958,136.37	3/29/2024	4.44%
Oct-Nov-Dec 2023	1,710,187.05	12/29/2023	3.88%
July-Aug-Sept 2023	1,923,740.36	9/30/2023	4.73%
Apr-May-June 2023	1,765,358.48	6/30/2023	4.25%
Jan-Feb-March 2023	1,577,820.28	3/31/2023	3.94%

Note 1: US Bank did the bond valuation.
Note 2: Liquidity (excluding RD LAIF accounts that are segregated) is 36.06%
Note 3: All Investments comply with the Investment Policy and the Treasurer's Goals for Colusa County.
Note 4: There is sufficient liquidity to meet cash flow for the next 6 months.
Note 5: Interest will be reduced $25,000 at the end every quarter for treasury fee.
Note 6: Bonds with astrict (*) are callable
Note 7: Municipal Bonds are Government Entities within the State of California.
Note 8: COP Project funds are not managed by the Treasurer and not included in the County portfolio totals.



CINDY DILLARD
TREASURER-TAX COLLECTOR

Attachment: 07_25 Treasury Report (10275 : Treasurer's Monthly Investment Report)

COUNTY OF COLUSA, CA

8.2

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Treasurer

FROM: Cindy Dillard

SUBJECT: Adopt a Resolution Approving the Sale Of Tax Defaulted Properties Subject to the Power Of Sale.

Adopt a Resolution Approving the Sale Of Tax Defaulted Properties Subject to the Power Of Sale.

Detailed Description/Background of request

Secured real property becomes subject to the Tax Collector's power to sell five years from the date declared as tax defaulted. The purpose of offering tax-defaulted at a sale is to collect the delinquent taxes and return the property to a revenue generating status by conveying the property to another owner.

Pursuant to Section 3698 of the Revenue and Taxation Code, it is the intention of the Treasurer-Tax Collector to sell at sealed bid sale, the tax-defaulted properties described in the attached Resolution. The subject properties will be offered for a minimum bid, which covers the delinquency amount owed to the County with the exception of the re-offered parcels.

Pursuant to California Revenue and Taxation Code section 3692 (c), a sealed bid tax sale may be conducted when parcels that are rendered unusable by their size, location or other conditions to owners of contiguous parcels or to a holder of record of either a predominant easement or a right-or-way easement. It has been determined that the tax-defaulted properties listed below qualify for the sale by sealed bid. If the parcel offered in the sealed bid sale is sold to a contiguous property owner, the Treasurer-Tax Collector will require that the successful bidder request the Assessor and the Director of Community Development to combine the parcel with the bidder's own parcel as a condition of the sale.

Prior Board Action

The Board has previously adopted resolutions approving the sale of tax defaulted properties.

Fiscal Impact/Funding Source

A sale of the tax-defaulted properties will allow the County to recoup uncollected taxes on delinquent properties and allow properties to once again generate tax revenue.

The amount identified on the Resolution is sufficient to pay the delinquent taxes, assessments and fees for each property listed.

Action for the Clerk

Please number resolution, obtain signatures and provide copies to the Treasurer-Tax Collector, the Auditor and the Assessor.

ATTACHMENTS:

- 2025 Resolution Sealed Bid Tax Sale (DOCX)

RESOLUTION NO.

RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS APPROVING THE SALE OF TAX DEFAULTED PROPERTIES SUBJECT TO THE POWER OF SALE

WHEREAS, pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code; the parcels listed below are tax defaulted and subject to the power of sale; and

WHEREAS, in recognition of the tax defaulted properties subject to the power of sale under Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code hereby adopts the resolution to sell the properties subject to the power of sale via Sealed Bid Sale on November 5, 2025. The sale will take place in the Treasurer-Tax Collector's Office, 547 Market St, Suite 111, Colusa, CA 95932. All bids must be received on a Colusa County bid form, signed and be accompanied by a cashier/certified check payable to the Colusa County Tax Collector. Bids will be publicly opened and read at 3:30 p.m. on November 5, 2025 by the Tax Collector. The real property will be awarded to the highest eligible bidder. The successful bidder will be notified in writing that his/her bid has been accepted.

WHEREAS, pursuant to California Revenue and Taxation Code section 3692 (c), a sealed bid tax sale may be conducted when parcels that are rendered unusable by their size, location or other conditions to owners of contiguous parcels or to a holder of record of either a predominant easement or a right-or-way easement. It has been determined that the tax-defaulted properties listed below qualify for the sale by sealed bid. If the parcel offered in the sealed bid sale is sold to a contiguous property owner, the Treasurer-Tax Collector will require that the successful bidder request the Assessor and the Director of Community Development to combine the parcel with the bidder's own parcel as a condition of the sale.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Colusa hereby adopts the resolution to sell the properties subject to the power of sale for the stated minimum price as listed below: and

BE IT FURTHER RESOLVED, the properties subject to power of sale will be offered at the Treasurer-Tax Collector's Office, 547 Market St, Suite 111, Colusa, CA 95932 at 3:30 p.m., for the stated minimum price as listed below. In the event that at the end of the auction any parcels remaining unsold after the initial offering, the Board of Supervisors hereby authorizes those parcels to be re-offered at a new sale within 90 days of the original sale date at a reduced minimum price, pursuant to Revenue and Taxation Code section 3698.5, 3692 (e).

	Assessor's Parcel	Default Date	Minimum Bid
1	010-310-019-000	6/30/2017	$5,969.36
2	021-190-021-000	6/30/2016	$1,589.97

Attachment: 2025 Resolution Sealed Bid Tax Sale [Revision 2] (10638 : Sale of Tax Defaulted Properties (Sealed Bid))

PASSED AND ADOPTED this 26th day of August, 2025 by the following vote:

AYES:

NOES:

ABSENT:

_____
Daurice Kalfsbeek-Smith, Board Chair

ATTEST: Wendy Tyler, Clerk of
the Board of Supervisors

By _____
Patricia Rodrigues, Deputy

APPROVED AS TO FORM:

_____
Richard Stout, County Counsel

Attachment: 2025 Resolution Sealed Bid Tax Sale [Revision 2] (10638 : Sale of Tax Defaulted Properties (Sealed Bid))

COUNTY OF COLUSA, CA 9.1

Request For County Board of Supervisors Action

MEETING DATE:	**August 26, 2025**
DEPARTMENT:	**Purchasing and Procurement**
FROM:	**Molly West**
SUBJECT:	**Adopt Resolution of the Colusa County Board of Supervisors supporting the Colusa County 2-1-1 California Public Utilities Commission (CPUC) Application.**

Adopt Resolution of the Colusa County Board of Supervisors supporting the Colusa County 2-1-1 California Public Utilities Commission (CPUC) Application.

Detailed Description/Background of request

2-1-1 is a free, multilingual telephone service that connects callers to local community resources, including physical and mental health services, housing, utilities, food, employment assistance, suicide and crisis intervention, and disaster preparedness, response, and recovery. When someone dials 2-1-1, the local exchange carrier routes the call to the authorized 2-1-1 provider in that county. The provider, using a county-maintained database of community programs and agencies (updated at least annually), connects the caller with appropriate services.

2-1-1 services are operated by county-based entities in partnership with local human services agencies. Providers are members of the California Association of Information and Referral Services (CAIRS) and partners of 2-1-1 California, which collaborates with local, state, and federal agencies, especially during emergencies. To offer service, a provider must apply to the California Public Utilities Commission (CPUC). The application review takes six to twelve months, and approved providers must launch service within one year.

In 2000, the Federal Communications Commission (FCC) reserved 2-1-1 nationwide for non-emergency community information and referral services. Today, 2-1-1 is available in 53 California counties, covering 99.3% of the state's population.

Following adoption of this resolution, staff will work with Help Central, Inc. to submit the application package to the CPUC, with an expected acceptance timeline of six months.

Help Central, Inc. is a non-profit organization based in Chico, Ca and has provided 2-1-1 services for Butte County residents since 2013 and Glenn County residents since 2018. Staff is currently working with them to submit the CPUC application.

Prior Board Action

None.

Fiscal Impact/Funding Source
None.

Action for the Clerk
Please number resolution.

ATTACHMENTS:

- Resolution_211 Application (DOCX)

RESOLUTION NO. 25-

A RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS IN SUPPORT OF THE COLUSA COUNTY 2-1-1 CALIFORNIA PUBLIC UTILIIES COMMISSION (CPUC) APPLICATION

WHEREAS, On July 21, 2000 the Federal Communications Commission designated 2-1-1 the three digit dialing code to provide public access to information, resources and referrals to organizations such as local government agencies, schools, community groups and service providers; and

WHEREAS, 2-1-1 implementation will be on a county by county basis per regulation of the California Utilities Commission (CPUC); and

WHEREAS, the single point of contact will simplify access to both government and non-profit community services; and

WHEREAS, 2-1-1 will streamline the delivery of information regarding available services to the general public and will assist service providers in better meeting the needs of their clients and the general public; and

WHEREAS, Colusa County is in the process of developing a CPUC Application for residents to be able to use the telephone for calling 2-1-1; and

WHEREAS, 2-1-1 will be a toll-free number that will be the fastest way to help link individuals to the appropriate non-emergency community resources, information and referrals; and

WHEREAS, 2-1-1 will be available to support vital public communication during and after disaster; and

WHEREAS, presently 53 counties in California have access to 2-1-1 services and more than 106 million Californians call 2-1-1 annually.

NOW, THEREFORE BE IT RESOLVED, the Colusa County Board of Supervisors support the Colusa County 2-1-1 California Public Utilities Commission (CPUC) Application.

RESOLUTION PASSED AND ADOPTED this 26th day of August, 2025 by the following vote:

AYES:

NOES:

Attachment: Resolution_211 Application (10735 : Adopt Resolution for 2-1-1 CPUC Application)

ABSENT:

_____
Daurice K. Smith, Chair

APPROVED AS TO FORM:

_____
Richard Stout, County Counsel

ATTEST: Wendy G. Tyler,
Clerk of the Board of Supervisors

By:_____
, Deputy Clerk

Attachment: Resolution_211 Application (10735 : Adopt Resolution for 2-1-1 CPUC Application)

COUNTY OF COLUSA, CA

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: County Administrative Office

FROM: Wendy Tyler

SUBJECT: Second reading and adoption of an Ordinance Amending Chapter 8 of the County Code to add a Colusa County Fee Schedule and Amend or Establish Fees for the County Clerk/Recorder/Elections Office.

Second reading and adoption of an Ordinance Amending Chapter 8 of the County Code to add a Colusa County Fee Schedule and Amend or Establish Fees for the County Clerk/Recorder/Elections Office.

Detailed Description

Colusa County currently does not have a comprehensive, codified, and publicly accessible County-wide fee schedule. This ordinance is the first step toward improving transparency and ensuring all County fees are accessible to the public in a centralized, easily understood format.

To facilitate this, staff proposes re-purposing Chapter 8 of the Colusa County Code-formerly designated for the now-defunct Fouts Springs Youth Facility-for the publication of County service fees.

Under Government Code Sections 54985(a) and 66016, counties have the legal authority to recover the actual costs of providing services to the public. The proposed ordinance utilizes this authority to structure fees in a manner consistent with cost recovery principles.

The Clerk/Recorder/Registrar is proposed as the first department to be added to the new fee schedule structure. A comprehensive cost study was conducted by the department, analyzing the services provided and identifying areas where current fees fall significantly short of covering operational costs.

Fee adjustments are necessary to:

- Ensure services are financially sustainable,
- Minimize reliance on the General Fund, and
- Comply with legal requirements to not exceed the cost of providing services.

Other departments are prepared to undergo similar analyses to be added to the Code in future phases.

Each proposed fee was calculated using the following cost recovery formula:

Service Fee = (Labor Cost + Indirect Cost) × Average Time to Provide Service

Labor Cost: Weighted cost of staff time to perform the service

Indirect Cost: Includes

1. Countywide Cost Plan (A-87 Plan)
2. Services and Supplies Overhead
3. Departmental Management and Supervision

The proposed fee schedule includes three categories:

State-Mandated Fees - Set by statute and subject to automatic increases when changed by the Legislature.

Pass-Through Fees - Collected on behalf of, and remitted to, another agency (typically a State department).

Board-Approved Fees - Established by the Board of Supervisors and may not exceed the cost of providing the service (pursuant to Government Code § 66016). The Board may elect to subsidize these fees using the General Fund if desired.

Some fees have increased significantly due to a lack of updates over the last 10+ years. The proposed fee structure reflects current costs based on time, materials, and overhead.

If the Board is not comfortable implementing the full increases immediately, staff can return with a phased approach for gradual adjustment.

This public hearing has been properly noticed pursuant to State law. Supporting documentation, including the full fee study and proposed fee schedule, has been made available to the public at the Office of the Clerk of the Board.

Prior Board Action

On August 12, 2025 the Board introduced the ordinance.

Fiscal Impact/Funding Source

The updated fees will allow the County to better recover the actual cost of services provided, reducing reliance on the General Fund and ensuring long-term fiscal responsibility. The exact revenue increase is unknown.

Action for the Clerk

Send notice to newspaper for publication of fees and post at the Courthouse. Send copy of the Ordinance to the Clerk-Recorder.

ATTACHMENTS:

- ORDINANCE creating fee schedule (DOCX)
- Chapter 8 Red line (RTF)
- Fee analysis and time study 6.30.25 (PDF)
- ClerkRecReg proposed fees 05012025 (PDF)
- GOV_54985 (PDF)
- GOV_66016 (PDF)
- 08-12-25 Revised Proof Clerk Recorder Increase Fees (PDF)
- Elections proposed fees 05012025 (PDF)

ORDINANCE NO. _____
AN ORDINANCE FO THE COLUSA COUNTY BOARD OF SUPERVISORS

The Board of Supervisors of the County of Colusa, State of California, ordain as follows:

SECTION 1:

Chapter 8 of the Colusa County Code entitled "Fouts Springs Youth Facility" is deleted in it's entirely and replaced with the following:

8-1. Title. This Article shall be known as the "Colusa County Fee Schedule."

8-2. Fees. Pursuant to Government Code Sections 54985 and 66016, the fees set forth in Table 8-2 are hereby approved and adopted.

Description	Fee	Fn1
CLERK/RECORDER/REGISTRAR OF VOTERS		
Clerk Fees		
Fictitious Business Name Statement	$ 70.00	
Additional Name	$ 8.00	
Withdrawal	$ 55.00	
Abandon	$ 55.00	
Certified Copy	$ 8.00	
Search per name	$ 10.00	
Copy of Publication	$ 8.00	
Fish and Wildlife CEQA		
County Filing Fee	$ 50.00	*
Environmental Impact Report (pass thru to state)	$ 4,123.50	*
Negative or Mitigated Declaration (pass thru to state)	$ 2,968.75	*
Projects Subject to Certified Regulatory Programs (pass thru to state)	$ 1,401.75	*
Marriage License		
Public ($31.00 pass thru to state)	$ 198.00	
Confidential License ($32 pass thru to state)	$ 222.00	
Issue Duplicate	$ 40.00	
Ceremony	$ 95.00	
Commissioner Day	$ 110.00	
Deputy Witness	$ 50.00	
Surety		
Filing Power of Atty	$ 10.00	
Notary Public		
Filing, Canceling, Revoking, Withdrawing Commission	$ 30.00	
Certification of Notary	$ 25.00	

Attachment: ORDINANCE creating fee schedule (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Miscellaneous Fees		
Search Per file	$ 5.00	
Per hour/15-minute increment	$ 40.00	
IRS Liens and Releases	$ 8.00	*
Certification	$ 18.00	
Certificate of acknowledgement	$ 18.00	
Certificate of official capacity	$ 18.00	
Registered Process Server	$ 175.00	
Registered Professional Photocopy	$ 175.00	
Registered Legal Document Assistant	$ 175.00	
Copy Fee 1st page	$ 8.00	
Each Additional	$ 2.00	
Certification Fee	$ 8.00	
Searches for Genealogy purposes 15 minutes	$ 40.00	
Recording Fees		
Standard size		
1st page	$ 17.00	
Documentary Tax	$ 0.55	*
Non-Conforming per page (Modernization)	$ 3.00	*
Spaced more than nine lines per inch or 22	$ 1.00	*
DA Fraud Program Fee	$ 10.00	*
SB 2 Building and Jobs	$ 75.00	*
Additional Page		
Each Additional page	$ 3.00	*
Additional title	$ 17.00	
Additional Indexing per recorded reference	$ 4.00	
Indexing 10 or more names	$ 10.00	
Preliminary 20 Day Notice	$ 40.00	
Document recorded without a Preliminary Change of Ownership Report	$ 20.00	
Release of Lien	$ 20.00	*
Involuntary Lien Notice	$ 11.00	
Each additional name	$ 11.00	
Combined documents per title - two or more serially incorporated documents	$ 17.00	
Each additional page	$ 3.00	
Maps Recording 1st page	$ 40.00	
Each additional	$ 10.00	
UCC Fin Statements 1-2	$ 20.00	
UCC Fin Statements 3 +	$ 30.00	
Conformed Copy	$ 2.00	
Copy Fees		
Copies First page	$ 8.00	

Attachment: ORDINANCE creating fee schedule (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Each Additional	$ 2.00	
Copies Non-Standard first page	$ 8.00	
Each Additional	$ 3.00	
Map copies 1st page	$ 10.00	
Each additional	$ 4.00	
Miscellaneous Fees		
Certificate under seal per document	$ 8.00	
Vital Statistics Fees		
Birth Record	$ 32.00	*
Public Agency	$ 22.00	*
Marriage Record	$ 17.00	*
Public Agency	$ 12.00	*
Death Record	$ 24.00	*
Amendment to vital record	$ 26.00	*
Certificate of no record (Same as fee in HSC 103625)		*
Election Fees		
Election Services per hour	$ 180.00	
Candidate Filing Fee for Elected County Officials Portion of First year salary	1.00%	
Candidate Statement	Pro Rata Share	
Standard Voter File CD -	$ 120.00	
Printed Walking List (street index) first 1000	$ 45.00	
Each additional 1000	$ 5.00	
Vote by mail reports	$ 45.00	
Candidate List by Office	$ 8.00	
Political Reform Document Retrieval Fee per page	$ 0.10	*
FPPC over 5 years old	$ 5.00	*
Voter Certification	$ 1.50	*
Computerized record (current or recently canceled) per name	$ 2.00	*
Search per file	$ 5.00	*
Fine for late campaign disclosure statements or late statement of economic interests per day maximum fine of $100	$ 10.00	*
Election Map copies	$ 10.00	*
Notice of Intent to Circulate County Initiative Petition to be refunded within 1 year of the date of filing the notice of intent, the county elections official certifies the sufficiency of the petition.	$ 200.00	*
Special Elections	Actual cost	
District	Actual cost	

Attachment: ORDINANCE creating fee schedule (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

City Elections	Actual cost	
School District Elections	Actual cost	
Fn1 * denotes fee is set by State Statute and subject to change upon action of the State legislature		

SECTION 2:

This ordinance shall supersede all previously adopted ordinances and resolutions pertaining to the setting of fees for the Colusa County Clerk-Recorder-Registrar of Voters.

SECTION 3:

This ordinance shall become effective sixty (60) days after its passage. It shall be published once with the names of the members of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Colusa, State of California, within fifteen (15) days after its passage.

Introduced at a regular meeting of the Board of Supervisors held on the 12th day of August, and passed and adopted by the Board of Supervisors of the County of Colusa, State of California, on the ___ day of _____, by the following roll call vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

_____
Daurice K. Smith, Chairman

ATTEST: Wendy G. Tyler, Clerk of
The Board of Supervisors

APPROVED AS TO FORM

_____
Patricia Rodriguez, Deputy Clerk

_____
Richard Stout, County Counsel

Attachment: ORDINANCE creating fee schedule (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Chapter 8
~~FOUTS SPRINGS YOUTH FACILITY~~Colusa County Fee Schedule

~~Sections:~~
~~8-1. Establishment—Named.~~
~~8-2. Joint operation generally—Ratification of agreements.~~
~~8-3. Superintendent generally.~~
~~8-4. Board of directors generally.~~
~~8-5. Contract for establishment of method and procedure of financing.~~
~~8-6. Effective date of chapter.~~

8-1 ~~Establishment—Named.~~Title

~~Pursuant to the jurisdiction conferred by Division 2, Part 1, Chapter 2, Article 12 of the Welfare and Institutions Code of the state of California, and by Chapter 363 of the 1921 Statutes of California, as amended, a juvenile forestry camp is hereby established at Fouts Springs in the county, such camp to be known as the "Fouts Springs Youth Facility." (Ord. No. 629, (part).)~~This Article shall be known as the "Colusa County Fee Schedule."

8-2 ~~Joint operation generally—Ratification of agreements.~~Fees.

~~Fouts Springs Youth Facility shall be jointly owned and operated by the counties of Solano and Colusa. Any written contracts or agreements heretofore entered into by such counties respecting such camp are hereby ratified. (Ord. No. 629, (part).)~~ Pursuant to Government Code Sections 54985 and 66016, the fees set forth in Table 8-2 are hereby approved and adopted.

Description	Fee	Fn1
CLERK/RECORDER/REGISTRAR OF VOTERS		
Clerk Fees	-	
Fictitious Business Name Statement	$ 70.00	
Additional Name	$ 8.00	
Withdrawal	$ 55.00	
Abandon	$ 55.00	
Certified Copy	$ 8.00	
Search per name	$ 10.00	
Copy of Publication	$ 8.00	
Fish and Wildlife CEQA	-	
County Filing Fee	$ 50.00	*
Environmental Impact Report (pass thru to state)	$ 4,123.50	*
Negative or Mitigated Declaration (pass thru to state)	$ 2,968.75	*
Projects Subject to Certified Regulatory Programs (pass thru to state)	$ 1,401.75	*
Marriage License	-	
Public ($31.00 pass thru to state)	$ 198.00	
Confidential License ($32 pass thru to state)	$ 222.00	
Issue Duplicate	$ 40.00	
Ceremony	$ 95.00	
Commissioner Day	$ 110.00	
Deputy Witness	$ 50.00	
Surety	-	
Filing Power of Atty	$ 10.00	
Notary Public	-	

Attachment: Chapter 8 Red line (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Filing, Canceling, Revoking, Withdrawing Commission	$ 30.00	
Certification of Notary	$ 25.00	
Miscellaneous Fees		
Search Per file	$ 5.00	
Per hour/15-minute increment	$ 40.00	
IRS Liens and Releases	$ 8.00	*
Certification	$ 18.00	
Certificate of acknowledgement	$ 18.00	
Certificate of official capacity	$ 18.00	
Registered Process Server	$ 175.00	
Registered Professional Photocopy	$ 175.00	
Registered Legal Document Assistant	$ 175.00	
Copy Fee 1st page	$ 8.00	
Each Additional	$ 2.00	
Certification Fee	$ 8.00	
Searches for Genealogy purposes 15 minutes	$ 40.00	
Recording Fees		
Standard size		
1st page	$ 17.00	
Documentary Tax	$ 0.55	*
Non-Conforming per page (Modernization)	$ 3.00	*
Spaced more than nine lines per inch or 22	$ 1.00	*
DA Fraud Program Fee	$ 10.00	*
SB 2 Building and Jobs	$ 75.00	*
Additional Page		
Each Additional page	$ 3.00	*
Additional title	$ 17.00	
Additional Indexing per recorded reference	$ 4.00	
Indexing 10 or more names	$ 10.00	
Preliminary 20 Day Notice	$ 40.00	
Document recorded without a Preliminary Change of Ownership Report	$ 20.00	
Release of Lien	$ 20.00	*
Involuntary Lien Notice	$ 11.00	
Each additional name	$ 11.00	
Combined documents per title - two or more serially incorporated documents	$ 17.00	
Each additional page	$ 3.00	
Maps Recording 1st page	$ 40.00	
Each additional	$ 10.00	
UCC Fin Statements 1-2	$ 20.00	
UCC Fin Statements 3 +	$ 30.00	
Conformed Copy	$ 2.00	

Attachment: Chapter 8 Red line (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Copy Fees		
Copies First page	$ 8.00	
Each Additional	$ 2.00	
Copies Non-Standard first page	$ 8.00	
Each Additional	$ 3.00	
Map copies 1st page	$ 10.00	
Each additional	$ 4.00	
Miscellaneous Fees		
Certificate under seal per document	$ 8.00	
Vital Statistics Fees		
Birth Record	$ 32.00	*
Public Agency	$ 22.00	*
Marriage Record	$ 17.00	*
Public Agency	$ 12.00	*
Death Record	$ 24.00	*
Amendment to vital record	$ 26.00	*
Certificate of no record (Same as fee in HSC 103625)		*
Election Fees		
Election Services per hour	$ 180.00	
Candidate Filing Fee for Elected County Officials Portion of First year salary	1.00%	
Candidate Statement	Pro Rata Share	
Standard Voter File CD -	$ 120.00	
Printed Walking List (street index) first 1000	$ 45.00	
Each additional 1000	$ 5.00	
Vote by mail reports	$ 45.00	
Candidate List by Office	$ 8.00	
Political Reform Document Retrieval Fee per page	$ 0.10	*
FPPC over 5 years old	$ 5.00	*
Voter Certification	$ 1.50	*
Computerized record (current or recently canceled) per name	$ 2.00	*
Search per file	$ 5.00	*
Fine for late campaign disclosure statements or late statement of economic interests per day maximum fine of $100	$ 10.00	*
Election Map copies	$ 10.00	*
Notice of Intent to Circulate County Initiative Petition to be refunded within 1 year of the date of filing the notice of intent, the county elections official certifies the sufficiency of the petition.	$ 200.00	*

Attachment: Chapter 8 Red line (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Special Elections	Actual cost	
District	Actual cost	
City Elections	Actual cost	
School District Elections	Actual cost	
Fn1 * denotes fee is set by State Statute and subject to change upon action of the State legislature		

~~8-3 Superintendent generally.~~

~~Fouts Springs Youth Facility shall be in the charge of a superintendent, who shall be selected by the board of directors of such facility. The activities, orders, rules, regulations and administration of the camp shall be subject to file authority, approval and direction of the board of directors of such camp. (Ord. No. 629, (part).)~~

~~8-4 Board of directors generally.~~

~~The internal affairs and administration of Fouts Springs Youth Facility shall be under the management and control of a board of directors consisting of an equal number of members of the boards of supervisors of the counties of Solano and Colusa to be selected and hold office by virtue of and during the term of their official positions. (Ord. No. 629, (part).)~~

~~8-5 Contract for establishment of method and procedure of financing.~~

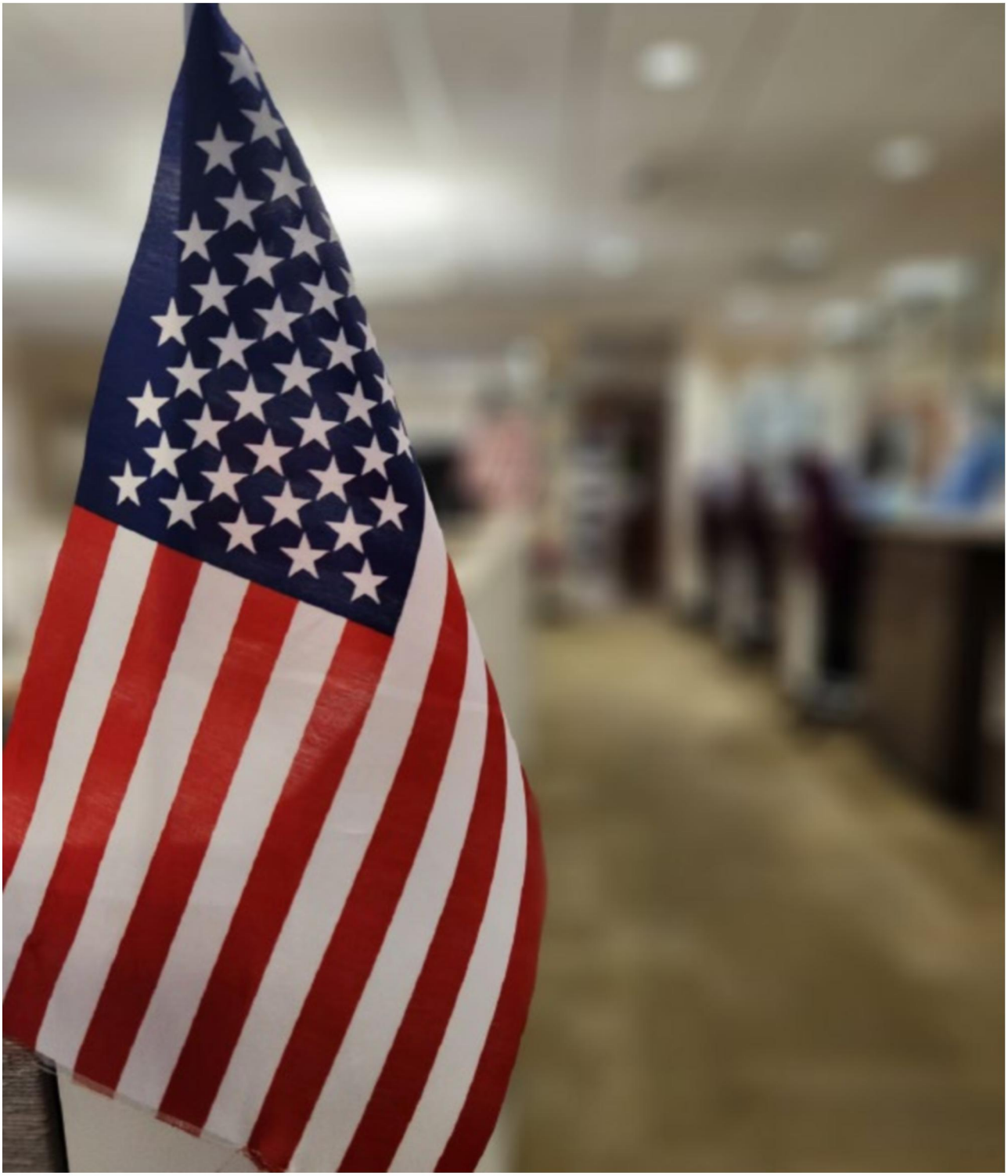
~~The method and procedure of financing Fonts Springs Youth Facility, and the details of the joint operation thereof, shall be established by written contract between the respective boards of supervisors. (Ord. No. 629, (part).)~~

~~8-6 Effective date of chapter.~~

~~This chapter shall become operative when the county of Solano adopts an ordinance providing for the joint operation of Fouts Springs Youth Authority. (Ord. No. 629, (part).)~~

Attachment: Chapter 8 Red line (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

A REVIEW AND ANALYSIS OF COSTS RELATED TO FEES CHARGED BY THE COLUSA COUNTY CLERK-RECORDER-ELECTIONS DEPARTMENT



COLUSA COUNTY CLERK-RECORDER-ELECTIONS
Authored by: CRISTY JAYNE EDWARDS
April 2025

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Executive Summary

This study concerns all charges and fees for services within the Colusa County Clerk-Recorder-Elections-Archive Department, he purpose of which is to ensure that current practices and procedures comply with applicable laws, align with industry best practices, and to provide a strategic action plan for the future. Effort is also made to identify the unfunded mandates by state and federal agencies that the Department performs in an effort to promote understanding of the contrast between providing mandated services for governmental agencies without any ability to recoup fees or costs for those services, as well as providing fee based services for the general public promoting a better understanding of the financial challenges faced by the Department. It should be specifically noted, that even with the requested fee increases, there will still be a significant draw from the general fund because of the mandates.

The study included a review of all the County Clerk-Recorder-Election charges and fees that have been utilized during past years, as well as a fee study completed 20 years ago, in 2005 by Government Finance Research, as well as current time studies and evaluations of tasks, election billings, spreadsheets, all prior fee resolutions, ordinances, California state law pertaining to billing and fees, current legislative statutes, as well as County practices from around the State of California and disciplinary best practices. Additional information on fees was utilized from California Association of Clerk and Election Officials trainings, as well as the California Association of Recorders trainings. By availing myself of relationships formed at conferences, I was able to inquire as to specificity regarding other larger counties fee structures, billing methodologies, and gleaned valuable insight from counties that have specialized fiscal analyst staff members. This study includes the analysis of actual costs; the Department's staffing expenditures, supplies and services, Department overhead, Indirect costs and other specific recoverable costs. Also noted is that many of our fees have an allocation that goes to a pass through fund, that goes to the State, in accordance with statutory requirements, therefore the Department does not retain the full amount collected. These pass through funds require the Department to provide services related to the collection, segregation and distribution of fees collected to various accounts and State agencies.

There was a detailed time tracking of tasks and activities associated with each fee or hourly charge. The analysis included the development of staff costs per hour that can be used to establish a per-hour billing rate, also referred to as a fully loaded hourly billing rate. The average time required to provide a service or adopt a product charge becomes the basis of any fee or charge as allowed by the state statutes. Statutes authorizing counties to set fees are also referenced within. The following report includes recommendations based on the time study for fee increases. The billing formula and fee charges will enable Colusa County to obtain a justifiable cost-recovery for the activities listed in the study.

The fee adjustments listed will result in additional revenue for Colusa County during the next fiscal year, and will assist in the recovery of the actual costs incurred in providing key services to the public.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

INTRODUCTION

This study covers the allowable full cost-recovery of all services provided to the public by the Colusa County Clerk-Recorder-Elections Department. Some of the charges and fees reviewed in this study are firmly set by statute only, while others are open to adjustment by the County Board of Supervisors under various statutes, most particularly Government Code Section 54985.

LEGAL AND STATUTORY BACKGROUND

The Colusa County Government provides various services and regulatory activities for which charges can be levied on the user of the service. For some of these, fees are set by statute, for others, Government Code Section 54985 allows local government to set fees for certain services, create new fees, and to additionally set the fee above statute limits within certain guidelines and with some exceptions. User fees are charged for certain services and activities that benefit or serve selected users rather than the general public. User fees pay for legitimate services that county government provides, which should be paid for by the user rather than the general public through taxes.

Of particular note, is by statute, Governmental Agencies are exempt from any fees, and as such the County general fund has to absorb those full costs. There has been an increase in the requirements of unfunded mandates, resulting in an increased cost due to additional workloads. Providing these services without fee or revenue generation has put an increased strain on the General Fund, and particularly General Fund Service Departments.

ELECTIONS: The County bears the full financial weight of election costs for local districts, school districts, cities, state and federal Elections. There is a cost recovery for districts and partial recovery for cities, however, state and federal elections are born as an unfunded mandate. This includes all labor, overhead costs and supplies and services, such as ballots, and subscription costs. Also included is the Department's indirect cost rate which was derived by charges to the cost plan including County Counsel, IT, Purchasing, Janitorial etc. It is noted that public records requests have increased significantly, and are mostly, also unfunded. The Department is authorized by statute $.10 per page for copies, but not allowed to bill for recovery of costs of our time. An example of a recent request was for a copy of each Public Agency Document filed since the inception of time. (Please see table for a complete list of PRA requests filed this year, summarizing the total time spent by this Department in complying).

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

There has been some Federal contributions to the costs of Elections with the receipt of Federal HAVA Grant monies that have been utilized for election equipment replacement, updated alarm and camera systems, updated cybersecurity, new.gov email domains, multifactor authentication devices, and accessibility and security modifications to the front door.

RECORDER: The Recorders fees are established mainly by statute. There is current legislation known as the Recorder's Stabilization Act, which will increase the base recording fee if passed. The Sites Reservoir project will increase the recordings in the department by processing approximately 600 recordings as roughly estimated by the project manager. The Department is working on adding electronic recording to facilitate customer service. We obtained a grant which will fund the equipment, and the BOS approved the ERDS fee of $1 per document to fund ongoing operational expenses. Since the Sites project is a governmental project, fees and documentary transfer tax are normally waived. Our department provided a very rough estimate of cost to the CAO, and she advised the possibility of receiving cost recovery for the General Fund for recording fees and document tax on the sale of the properties.

CLERK: CEQA fees; Fictitious Business Names; Marriage License and Ceremonies, Notary Public Filings, Powers of Attorney, Oaths.
Government Code 54985 states:

(a) Notwithstanding any other provision of law that prescribes an amount or otherwise limits the amount of a fee or charge that may be levied by a county, a county service area, or a county waterworks district governed by a county board of supervisors, a county board of supervisors shall have the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation. Indirect costs that may be reflected in the cost of providing any product or service or the cost of enforcing any regulation shall be limited to those items that are included in the federal Office of Management and Budget Circular A-87 on January 1, 1984.

(b) If any person disputes whether a fee or charge levied pursuant to subdivision (a) is reasonable, the board of supervisors may request the county auditor to conduct a study and to determine whether the fee or charge is reasonable.

Nothing in this subdivision shall be construed to mean that the county shall not continue to be subject to fee review procedures required by Article XIII B of the California Constitution.

(c) This chapter shall not apply to any of the following:

(1) Any fee charged or collected by a court clerk pursuant to Chapter 5.5 (commencing with Section 116.110) of Title 1 of Part 1 of the Code of Civil Procedure, Title 8 (commencing with Section 68070) of the Government Code, or Section 103470 of the Health and Safety Code, or any other fee or charge that may be assessed, charged, collected, or levied pursuant to law for filing judicial documents or for other judicial functions.

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(2) Any fees charged or collected pursuant to Chapter 2 (commencing with Section 6100) of Division 7 of Title 1.

(3) Any standby or availability assessment or charge.

(4) Any fee charged or collected by a county agricultural commissioner.

(5) Any fee charged or collected pursuant to Article 2.1 (commencing with Section 12240) of Chapter 2 of Division 5 of the Business and Professions Code.

(6) Any fee charged or collected by a county recorder or local registrar for filing, recording, or indexing any document, performing any service, issuing any certificate, or providing a copy of any document pursuant to Section 27361, 27361.1, 27361.3, 27361.4, 27364, 27365, or 27366 of the Government Code, Section 103625 of the Health and Safety Code, or Section 9525 of the Commercial Code.

(7) Any fee charged or collected pursuant to Article 7 (commencing with Section 26720) of Chapter 2 of Part 3 of Division 2 of Title 3 of the Government Code.

(Amended by Stats. 2009, Ch. 606, Sec. 3. (SB 676) Effective January 1, 2010.)

To summarize, County Board of Supervisors shall have the authority to increase or decrease the fee or charge that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or for the cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation. Indirect costs that may be reflected in the cost of providing any product or service or the cost of enforcing any regulation shall be limited to those items that are included in the federal Office of Management and Budget Circular A-87 on January 1, 1984.
Additionally, Government Code 54986(a) requires:

54986.

(a) Prior to either approving an increase in an existing fee or charge or initially imposing a new fee or charge pursuant to Section 54985, the board of supervisors shall hold at least one public meeting, at which oral or written presentations may be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the clerk of the board of supervisors for mailed notice of the meeting on new or increased fees or charges. Any written request for such mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for such mailed notices shall be filed on or before April 1st of each year. The board of supervisors may establish a reasonable annual charge for sending those notices based on the estimated cost of providing that service. At least 10 days prior to the meeting, the board of supervisors shall make available to the public data indicating the amount of cost, or estimated cost,

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

required to provide the product or service or the cost of enforcing any regulation for which the fee or charge is levied and the revenue sources anticipated to provide the product or service or the cost of enforcing any regulation, including general fund revenues.
(b) Any action by a board of supervisors to levy a new fee or charge or to approve an increase in an existing fee or charge pursuant to Section 54985 shall be taken only by ordinance.

COST-RECOVERY STUDY FOR COUNTY FEE AND LICENSE SERVICES

State statutes, including the Government Code establish most fees charged by the County Clerk-Recorder. The County Board of Supervisors may change certain fees if they can demonstrate to the public that the costs are in excess of the income derived for the particular service as allowed under Government Code 54985. The following are some areas of services and fees:

COUNTY CLERK

- Marriage Licenses (Regular)
- Marriage Licenses (Confidential)
- Marriage Ceremony
- Certificate of No Record
- Commissioner for a day
- Deputy Witness
- Notary Bond Filings
- Duplicate Marriage Licenses
- Fictitious Business Names (Filing, Withdrawals, Abandonments, Notices)
- Clerks Notary Certificates and Verification of Signatures
- Authentication of Public Official
- Dissolution of Partnership
- Registration of Power of Attorney
- Registration of Process Server
- Registration of Photocopier
- Registration of Legal Document Processor
- Search of Records
- Copy Fees
- Certification of paper, record or proceeding
- CEQUA filings (Environmental Impact)

VITAL RECORDS

- Birth Record
- Marriage Record
- Death Record
- Amendment to Vital Record

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RECORDER

- Recording and Indexing
- Maps
- Financing Statements
- Property Tax Transfer
- Search
- Copies

ELECTIONS

The Election Department has been designated by the Department of Homeland Security as critical infrastructure and executes the following elections:

- Cities
- Unified School Districts
- Community College Districts
- Colusa County Board of Education
- General and Special Districts, Agencies, Authorities and Councils (Water, Park & Recreation, Community Services, Irrigation, Fire, Public Utilities, Levees, Reclamation, Resource Conservation, Zone Council)
- Landowner Elections
- Assembly Districts
- Senate Districts
- Congressional Districts
- Governor
- Superior Court Judges
- County Offices (Assessor, Auditor, Clerk-Recorder-ROV, District Attorney, Sheriff, Supervisors, Treasurer)
- Central Committees
- Shared Districts with other Counties
- Presidential Elections
- Recall Elections
- Writs of Mandate
- Propositions
- Special State Legislative
- Local vacancies
- Recall Petitions
- Referendums
- Special parcel tax
- Bond Measures

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

STUDY METHODOLOGY

I began with a review of all basic tasks and functions related to items, licenses, fees and charges. We kept track of each service for an average time for tasks and their sub-functions. Used as an example is the task of issuing Marriage Licenses. This task requires personal interviews and processing with the applicants for the license at the time the license is issued. This function also requires many follow up tasks. (See full description)

Marriage License Task List

- Receive customer request in person/by phone/by email.
- Direct customer to website or hard copy application
- Receive application and review content
- Interview applicant and schedule appointment
- Enter appointment and license in RIMS system and office calendar
- Prepare sworn statement and translation if needed, for signature
- Customer comes in for appointment
- Check customer ID's
- Review License and make any corrections
- Cashier license
- Print out license and have couple sign
- Have couple also sign other prepared forms
- Review completion instructions with customer and go over return options
- Go over packet information provided by the State of CA
- Later receive the completed license in the mail or in person and review for accuracy
- Register the license and assign the license number
- Fill in remaining license information with typewriter and sign
- Make a copy for our office and scan into the system
- Make customer copies and contact for customer pickup or mail out
- Add to public marriage license index
- Index in RIMS
- File away
- Prepare state copy
- Complete transmittal form
- Mail transmittal form and license to the state
- Contact customer for pickup or prepare mailing and mail out.
- On a monthly basis fill out form VS119 and transmit fees to state.
- Annually complete CDPH annual report on marriages of minors.

Staff salaries, employee fringe benefits, services and supplies, as well as the County's indirect and overhead costs were all computed, and reduced to an hourly rate or cost. The time expended for certain activities was averaged so that the actual minutes calculated are based on frequent repetitions of the specific task where applicable. The analysis is explained in some

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

detail in order to provide the reader with the full logic of the cost formula. Please note, different figures are allocated for each department Clerk-Recorder and Elections as this is a budget that is allocated 50/50 with different income and expenses. The analysis is provided for a full understanding of the cost methodology.

COST ANALYSIS AND DETERMINATION

This section describes the steps that were used to determine costs associated with the specific activities of the County Clerk-Recorder Department.

A) Time Calculations

All known costs incurred by the County in order to provide the services outlined in the Introduction were calculated and tallied. The number of minutes calculated for specific service provides the analysis with a reasonable formula to determine the average cost per unit of providing a specific service (for example the issuance of a marriage license). The calculation is as follows:

Average number of minutes to provide service (Primary Activity)
Plus
An Allocated Number of General and Support Minutes
Multiplied by
Cost per Minute of Staff Time (Productive Hours and Minutes)
Is equal to
Average Cost per Service Unit

B) Analysis of Staff Cost: Calculation of Productive Hours

"Productive Hours" are those hours that a worker can be considered to actually be "on the job" in the work place. Productive hours are scheduled hours less, paid holidays, vacation, sick leave, and breaks. This Department is scheduled for a 7.5 hour work day. The Payroll Department provided the productive hours of each staff member for the prior fiscal year.

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TABLE A

EXAMPLE	
Maximum Possible Working Hours Per Year (37.5 Hours Per Week)	1950
Less:	
Personal/Administrative Leave	14
Vacation Time	75
Sick Leave	70
Legal Holidays	105
Break Time	25
SUB-TOTAL	289
TOTAL PRODUCTIVE TIME	1661

FY	EMPLOYEE NAME	TOTAL HOURS PAID	OFF HOURS	PRODUCTIVE HOURS
23-24	Deputy Clerk I	801.60	78.50	723.10
23-24	Deputy Clerk II	2024.50	264.50	1760.00
23-24	Deputy Clerk I	1959.00	615.25	1343.75
23-24	Chief Deputy	2121.00	194.25	1926.75
23-24	Extra Help	28.40	N/A	28.40
			Total	5,782.00
			Allocated 50%	2,891

This figure is an example used for demonstration purposes, and includes both the direct wages and salaries paid to the Clerk-Recorder legal process staff and the Colusa County's employee insurance, and fringe benefit costs. Combined for all appropriate staff the annual cost including fringe benefit costs is divided by the total productive hours. Productive hours are hours that are actually worked, less vacation pay, sick pay and paid holidays. These are allocated at 50% for Clerk-Recorder. Total salaries of $152,419.18 divided by productive hours is $52.72

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2023-2024 Colusa County ICR 001-451 for 2024/25		
Account	Account Title	OGF ACTUAL
51010	SALARIES & WAGES	144,471
51011	EXTRA HELP	468
51012	OVERTIME	3,338
51016	BILINGUAL	-
51019	HEALTH IN-LIEU	833
510191	IRC 125 FLEX BEN PLAN	-
51020	DEFERRED COMPENSATION	710
51021	RETIREMENT	56,605
51022	OASDI	11,146
51029	GROUP INSURANCE-VISION	267
51030	GROUP INSURANCE-HEALTH	3,630
51031	GROUP INSURANCE-LIFE	113
51033	GROUP INSURANCE-DENTAL	995
51035	WORKER'S COMPENSATION	1,205
51036	EMPLOYEE ASSISTANCE PROGRAM	90
51037	MISCELLANEOUS 125 F.B.P.	142
51038	ACTIVE HRA CONTRIBUTIONS	-
51043	GROUP INSURANCE-HEALTH(125)	41,666
51046	ACTIVE HRA CONTRIBUTIONS	1,300
51049	PENSION UAL	-
	Total Salary and Benefits	266,978
	less Management and Supervision	114,559
	Direct Salary and Benefits	**$152,419.18**

County Indirect Costs:

The cost to be considered for the Colusa County Clerk-Recorder's services should include the County's overhead costs, which are calculated on an annual basis by the Colusa County Auditor's Office. The process is generally referred to as the annual A-87 "cost allocation plan." The 2023-24 calculated overhead cost is utilized for this study. (Reference Colusa County Cost-Allocation Plan.) This amount is divided by total productive hours of the Clerk-Recorder staff. Total Cost plan of $124,452 divided by productive hours is $43.05.

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MaxCars - Cost Allocation Module
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COLUSA COUNTY
Allocated Costs By Department

2023-2024 COST ALLOCATION PLAN
2024
Detail
Version 10.0184-1

Central Service Departments	2070 CLERK/RECOR	2071 CORONER	2074 LAFCO	2076 PLANN/BLDG	2077 ANIMAL CTRL	2080 TRAPPER	2081 OES
BUILDING DEPREC	2,338	703	0	2,863	3,785	0	773
EQUIPMENT DEPREC	1,422	12	0	8,559	409	0	10,589
1012 CAO	3,828	1,719	0	6,990	1,749	166	1,074
1021 AUDITOR	7,930	2,843	38	9,251	5,880	186	4,263
1022 TREASURER	2,498	1,455	0	3,372	3,566	145	2,498
1031 CNTY CNSL	10,292	0	0	30,226	978	0	0
1040 PERSONNEL	12,470	1,041	0	13,277	5,804	0	1,328
1073 MAINTENANCE	23,253	0	0	32,637	0	0	0
1074 CUSTODIAN	22,022	0	0	7,983	0	0	0
1101 RISK	101	9	0	132	67	0	14
1108 IT	11,003	1,425	0	27,203	4,265	1	1,863
1109 PURCHASING	2,665	240	0	2,352	148	0	1,256
Total Allocated	99,820	9,247	38	144,845	26,651	498	23,658
Roll Forward	24,632	(514)	(1)	56,125	9,497	(311)	13,075
Cost With Roll Forward	124,452	8,733	37	200,970	36,148	187	36,733
Adjustments	0	0	0	0	0	0	0
Proposed Costs	124,452	8,733	37	200,970	36,148	187	36,733

Services and Supplies Indirect Costs:

The indirect cost calculations are based on actual costs of 2023-24 for services and supplies used by the Office of the County Clerk-Recorder. Services and supplies are those costs other than actual employee costs and employee benefits costs. These costs are established in the 2023-2024 actuals. The cost of services and supplies for a fiscal year was divided by the number of productive hours the County Clerk-Recorder's staff performed during the year. Total services and supplies of $55,289.42 divided by 2891 productive hours is $19.12

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36	001-53060-570-0	Communications	1,180.00	1,105.91	74.0
37	001-53090-570-0	Household Expense	0.00	14.88	(14.88
38	001-53100-570-0	Insurance	2,589.00	2,558.00	31.0
39	001-53120-570-0	Maintenance-Equipment	900.00	645.92	254.0
40	001-53150-570-0	Memberships	719.00	650.00	69.0
41	001-53170-570-0	Office Expense	3,500.00	1,619.31	1,880.6
42	001-53171-570-0	Postage	2,108.00	1,860.46	247.5
43	001-53180-570-0	Professional/Special Services	2,214.00	1,489.69	724.3
44	001-53190-570-0	Publication & Legal Notices	160.00	0.00	160.0
45	001-53200-570-0	Rents & Leases Equipment	2,125.00	2,120.57	4.4
46	001-53210-570-0	Rents & Leases Structures	3,500.00	3,104.64	395.3
47					
48	001-53230-570-0	Special Department Expenses	1,820.00	30.10	1,789.9
49	001-53231-570-0	Software	34,281.00	34,169.23	111.7
50	001-53250-570-0	Transportation & Travel	3,500.00	4,185.71	(685.71
51	001-53251-570-0	Education & Training	2,900.00	1,735.00	1,165.0
52			61,496.00	55,289.42	
53			397,423.00	346,640.11	
54					

Management and Supervision Costs:

The Department Head salary and benefits are used to calculate hourly cost rates. This salary is divided the annual productive hours of those employees who report to Cristy Jayne Edwards. Management an Supervision is calculated by taking the yearly salary of $114,549 and dividing by total productive hours of 2891 which is $39.62

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General Ledger Department Inquiry
Fund: 1 General Fund --- Department: 451 Clerk & Recorder --- Program: All ---
Period Ending: 062024

Account Number	Description	Total Budget	YTD Actual	Balance	
001-45470-451-0	State Grant Award	(149,379.00)	(101,034.13)	(48,344.87)	
001-45520-451-0	State Mandated Reimbursement	(500.00)	(4,269.93)	3,769.93	
001-46636-451-0	Election Services	(23,842.00)	(39,385.06)	15,543.06	
001-46643-451-0	Election Candidates Filing	(2,158.00)	(3,482.82)	1,324.82	
001-48002-451-0	Transfer From Trust	(7,500.00)	0.00	(7,500.00)	
					Cristy
001-51010-451-0	Salaries & Wages	154,295.00	144,471.27	9,823.73	67,518
001-51011-451-0	Extra Help	1,749.00	468.00	1,281.00	
001-51012-451-0	Overtime	5,000.00	3,337.68	1,662.32	
001-51016-451-0	Bilingual	450.00	0.00	450.00	
001-51019-451-0	Health In-Lieu	0.00	832.50	(832.50)	
001-51020-451-0	Deferred Compensation	660.00	710.00	(50.00)	
001-51021-451-0	Retirement	67,857.00	56,605.37	11,251.63	255
001-51022-451-0	OASDI	14,300.00	11,146.43	3,153.57	26,454
001-51029-451-0	Group Insurance-Vision	338.00	266.62	71.38	5,158
001-51030-451-0	Group Insurance-Health	4,983.00	3,629.50	1,353.50	61
001-51031-451-0	Group Insurance-Life	144.00	113.22	30.78	927
001-51033-451-0	Group Insurance-Dental	1,485.00	995.25	489.75	26
001-51035-451-0	Worker's Compensation	1,243.00	1,205.00	38.00	
001-51036-451-0	Employee Assistance Program	114.00	89.82	24.18	270
001-51037-451-0	Miscellaneous 125 F.B.P.	0.00	141.89	(141.89)	

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001-51043-451-0	Group Insurance-Health (125)	49,803.00	41,665.63	8,137.37	21
001-51046-451-0	Active HRA Contributions	1,650.00	1,300.00	350.00	
001-51049-451-0	Pension UAL	825.00	0.00	825.00	
		304,896.00	266,978.18		12,808
					300
	Clothing & Personal Supplies	150.00	195.75	(45.75)	-
001-53060-451-0	Communications	713.00	750.54	(37.54)	113,799
001-53090-451-0	Household Expense	0.00	82.13	(82.13)	
001-53100-451-0	Insurance	1,519.00	1,500.00	19.00	
001-53120-451-0	Maintenance-Equipment	8,672.00	5,131.44	3,540.56	
001-53140-451-0	Medical,Dental & Lab Supplies	0.00	29.35	(29.35)	
001-53150-451-0	Memberships	200.00	200.00	0.00	
001-53170-451-0	Office Expense	9,484.00	6,051.50	3,432.50	
001-53171-451-0	Postage	12,206.00	11,982.98	223.02	
001-53180-451-0	Professional/Special Services	17,630.00	16,864.68	765.32	
001-53190-451-0	Publication & Legal Notices	900.00	714.00	186.00	
001-53200-451-0	Rents & Leases Equipment	2,100.00	2,120.59	(20.59)	750
001-53229-451-0	Indirect Overhead Costs	93,020.00	93,020.00	0.00	
001-53231-451-0	Software	47,381.00	33,746.19	13,634.81	114,549

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PUBLIC RECORDS REQUEST TABLE

Date	Request	Time	Fee	outcome
1/10/2024	Business name list	0.5	0	not qualified under FOIA- BPC 17928 (B) fee can be charged $2/page
3/28/2024	3/05/24 Election reports, checklists, logs & incident forms	4	0	provided all documentation as allowable by law
4/19/2024	Request for election results and GIS files	1	0	provided all documentation as allowable by law
4/28/2024	various election reports	2	0	received direction from County Counsel- Counsel coordinated a response
5/21/2024	list of decedents 2022-2024	0.5	0	requestor rescinded request and got the information at the State level
5/24/2024	Elections shape file	0.5	0	provided all documentation as allowable by law
5/29/2024	employee information	0.25	0	forwarded to County Counsel and HR
6/25/2024	various election reports	2	0	provided all documentation as allowable by law
7/19/2024	invoices/bills/subscriptions for all software/internet/phone etc.	1	0	provided all documentation as allowable by law
8/16/2024	copies of candidate statement 2000 to 2022	5	0	provided all documentation as allowable by law
9/11/2024	list of vendors and County employees	0.25	0	forwarded to County Counsel
11/22/2024	various election reports	1.5	0	conferred with County Counsel and Dominion/provided requested information
12/5/2024	business license index for City of Colusa	0.25	0	directed requestor to appropriate agency
12/17/2024	various election reports	4	0	conferred with County Counsel and Dominion/provided requested information
12/20/2024	election report	0.25	0	provided all documentation as allowable by law
3/13/2025	voter status reports	3	0	provided all documentation as allowable by law
3/20/2025	Index of public agencies/copies if not indexed 1979-current	5	0	provided all documentation as allowable by law
3/25/2025	election method at large to trustee area	1.5	0	provided all documentation as allowable by law
4/3/2025	election report	0.25	0	provided all documentation as allowable by law

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

4/14/2025	data for underage married minors in Colusa County	1	0	provided all documentation as allowable by law
4/16/2025	solar building permitting fees	0.25	0	directed requestor to appropriate department
5/15/2025	telecommunication agreements	0.25	0	forwarded to County Counsel
5/23/2025	cannabis tax information	0.25	0	forwarded to County Counsel
6/3/2025	request in business information	1	$48	not qualified under FOIA- BPC 17928 (B) fee can be charged $2/page
6/4/2025	copies of permits and fees for Solar installations	0.15	0	gave requestor appropriate agency/dept. to request from
6/5/2025	copy of waste franchise agreement		0	request pending
35.65 = 2139 minutes @$3 a minute = $6417.000				

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Proportional Share Billing Methodology for Election Services provided by the Registrar of Voters to Cities and Districts:

The Registrar of Voters (ROV) provides election services for local cities and districts to ensure compliance with current State and Federal regulations. Pursuant to Election Code § 10520, these election costs are reimbursable to the County. Eligible costs for recovery include direct expenses, such as ballot printing, and indirect costs, such as salaries.

In line with the ROV's dedication to transparency and to clearly correlate the costs associated with election services, an analysis of the fees and billing methodology was performed by the ROV. This review included a comparison to methodologies used by other professionals in the field. The primary goal of all fees is to generate revenue to offset the costs required to provide these specialized customer services. Consistent with the ROV's transparency objective, the presented billing methodology reflects adjustments that are most appropriate to calculate those costs. The Proportional Share Method billing methodology also most accurately reflects the jurisdictional share of cost for performing these services. Therefore, the ROV recommends that the Proportional Share Billing Methodology be approved and adopted.

The process of conducting the major service of a department on behalf of other jurisdictions and sending them a bill for the actual costs is a process unique to the Election Department in some counties. For this reason, the practices and procedures tend to be industry specific, with differences across counties and states and not comparable to the practice of billing out and enterprise fund service like water or sewer. In California Election Code, counties are mandated to bill out the cost of elections, as specified in Election Code 10520 "Each district involved in a general district election in an affected county shall reimburse the county for the actual costs incurred by the county elections official…" In legal contexts, "shall" is used to indicate a mandatory obligation or requirement, meaning that something is not optional but must be done; thus counties are obligated to collect reimbursement for actual costs.

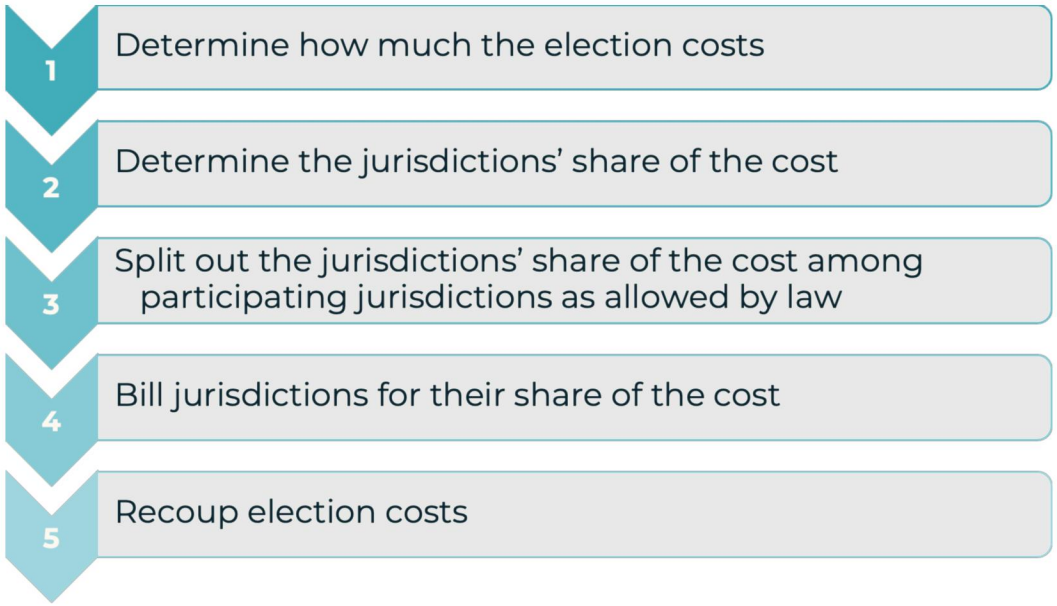
Producing an election billing, and ensuring it is accurate is more than an accounting function. The complex nature of conducting elections in California directly impacts the complexity of producing a lawful and fair sharing of costs between the entity responsible to conduct the election and the districts that have chosen to consolidate with a particular election. In order to evaluate the efficacy of cost recovery and balance the responsibilities of all of the various partner agencies, the billing is prepared by the ROV and the documentation and methodology are updated regularly to accommodate for law changes.

The practice of consolidating elections in California leads to a consistent process for voters, who get to see one ballot with many contests, all conducted in one election cycle and counted by the same election administration body and vote tabulation system. Consolidating elections also means the Election Department or local authority shares the cost burden and expenses with the participating jurisdictions pursuant to state law. It is important and beneficial for public organizations to charge for services provided to discourage possible overconsumption of those services. For example, if there were no charge for running elections, then jurisdictions may want the county to run many special elections outside of the regular election calendar and increase the total amount expended by the county for election services. By charging for the service, you are encouraging more efficient use of election administration resources (and, we would argue, are also serving the voters better). However, unlike the private market for goods and services where consumers have the choice to buy a service, the local jurisdictions often do not have a choice of whether they are going to have an election. Therefore, they have to pay for the cost of running their election as it is defined in law. Additionally, having a transparent process that recovers all of the costs that are allowable under state law is also an important value for public billing for election administrative services.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

The basic process that all governments have to go through to bill for the election includes the following steps:

Figure 1: Basic Election Billing Process



1. The first step sounds straightforward, but it is not. State law often does not allow costs that have been incurred before the election, or that would not have been incurred if the election had not occurred to be included. This means that the Registrar of Voters must determine when the election starts for time tracking purposes and determine which costs will be billed to the local jurisdiction. As defined in federal cost accounting standards, the key standards for determining which costs can be billed for are "reasonable" and "allowable." [3]

   State laws and regulations determine which costs are allowable, but administrators should also make sure that the costs that they are allocating to their jurisdictions are reasonable as well.

2. The second step of the process is to determine what share of the costs get passed down to the local jurisdictions that participated in the election. Because the federal government does not pay local governments to conduct elections, the cost of federal elections and in California, the entire burden of state elections, is borne by the county and these costs are essentially an unfunded mandate on the county. Therefore, there has to be a way of determining the amount that is divided among the jurisdictions.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

3. The third step necessitates the cost to be borne by each individual jurisdiction be split between all of the local jurisdictions that participated in the election. In our experience, all of the direct costs that can be directly traced to jurisdictions are assigned to that jurisdiction and all additional costs that cannot be directly traced to a jurisdiction are split among all of the jurisdictions. These remaining costs are usually allocated, or split out proportionally, by the number of registered voters in each jurisdiction. The reason for using registered voters is twofold. Using registered voters is a simple and relatively straightforward way of breaking out the cost. Also, it is the way that county offices usually plan for conducting and staffing elections. Therefore, it corresponds with the use of resources quite well. If it were as simple as breaking out the total cost of the election among jurisdictions, this would be quite an easy step, but state law does not treat the jurisdictions equally in terms of what costs it will allow.

4. & 5. Finally, the fourth and fifth steps include the county billing the jurisdictions that participated in the election and recouping the costs. In this way, a county charges local jurisdictions that participate in an election.

Interestingly, state law does not treat the costs to local jurisdictions the same for all types of jurisdictions: cities, school districts, and special districts.

California Laws and local practices

State laws provide the foundational legal basis for allowable costs. In Appendix B, we provide the most pertinent laws for election jurisdictions in the State of California. Combined with the court cases that have reviewed the application of these laws, this provides the legal basis for what and how a county can charge jurisdictions for which election services have been provided. The code sections listed below are the laws relevant to general election code, education code, and government code. Additionally it is policy of the Colusa County Board of Supervisors that the ROV is allowed to consolidate all elections

In general, California election law specifies in only a few places how and what costs to consider billing out to participating jurisdictions. The Election Code, the Education Code and the Government Code each have a few sections that address billing methodology for elections, but the law does not cover all aspects or answer every question about how billing should be conducted. As noted in the court cases reviewed below, local jurisdictions have discretion in determining how to handle a variety of costs.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

Table 1: Applicable Sections of California Code

Election Code Sections	*Education Code Sections*	*Government Code Sections*
10100	5420	*16100.6*
10404.5	5421	*50054*
13001	5422	*51350*
10520	5423	
	5424	
	5425	
	5426	
	5227	

The most relevant section from the Election Code is § 10520.

"Each district involved in a general district election in an affected county shall reimburse the county for the actual costs incurred by the county elections official thereof in conducting the general district election for that district. The county elections official of the affected county shall determine the amount due from each district and shall bill each district accordingly."

The Education Code § 5420 enumerates what costs are reasonable for the election but then says that "but need not be limited to", which has caused significant disagreement between counties and their education districts as can be seen in the court cases which follows. However, the law is clear in other sections, such as § 5421, that "[t]he cost of any election held within a single district shall be borne by the entire district and shall be paid out of its funds."

Additionally, § 51350 of the Government Code states that when counties charge cities for services rendered that the county is not to include overhead on those charges.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

Court Cases

Key relevant court rulings further define what costs are reasonable and allowable by law. In our research, we have found



two major and two minor cases that should be noted. In this section is a summary of a few court cases as they pertain to election costs that are billed to jurisdictions that participate in elections.

County of Fresno v. Clovis Unified School District, et al. (1987)

This case was focused on an unsuccessful recall election of school trustees. The point of the case was whether the county could charge for the costs of verifying the unsuccessful recall petition. Judge Dibiaso found that:

"Because Ed. Code § 5424 does not apply to the costs here in issue, Elections Code §10000, which imposes the burden of pre-call costs on the county, is controlling." [5]

The cost of checking the petition is a cost that must be borne by the county if there is not an election.

"Thus, under §10000, if there is no "call" for a city recall election by reason of a deficiency in the petition, the costs of checking the inadequate petition are nonetheless borne by the county, not the city." (Because of a renumbering that occurred in 1994 (Chapter 920), the above referenced EC 1000 is currently numbered as EC 13001)

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

Yolo County v. Los Rios, College District (1992)

This case also focused on a challenge to an education related election. There are two major issues in this case. The first being the method of proration and the second being the actual costs that could be billed. In this case, the trial judge ruled that *"an allocation of the voter opportunity prorated"* costs among cities and districts is acceptable. On appeal, Judge Davis stated, *"using a proration method not in issue in this appeal."* In essence, the use of cost allocation methodology to split out costs is not at issue.

Like the County of Fresno case, however, this case also was about which costs were allowable. In the decision for the Court, Judge Davis also concluded,

"We conclude that a county cannot charge a school district for the costs of election functions, activities or operations the county would have to undertake or engage in regardless of whether the school district was in the election...We also conclude that a county cannot charge a school district for costs incurred in board races where there is only one candidate for each office..."

Specifically at issue here were costs surrounding voter list maintenance, establishing and reviewing precinct lines, and training poll workers. The court said that voter list maintenance could not be charged to the District, that under some circumstances that the establishment and review of precinct lines could be, and that training poll workers could be prorated to the District because it represents *"the kinds of nuts-and-bolts conduct and balloting costs listed in (California Education Code) section 5420."*

Minor Cases

There are two minor cases that also touch on the practice of costing and billing government services. In ***California Association of Professional Scientists v.Department of Fish and Game*** **(2000)** the court reviewed an earlier case of ***Mills v. Fish and Game*** **(1995)** and upheld the practice that government has the burden of proof in documenting the reasonable cost of providing services for which it will collect a charge for service. In ***Dutcher v. Olson*** **(1984),** the court found that the County could not charge twice for the service of providing candidate statements to the voters and that the law provided discretion in not requiring the candidate statement to be billed.

Standards and Best Practices

Within the state of California, several analyses of billing practice have been performed in the past several decades. One was produced for the County of San Joaquin in 2017, for the County of Marin in 2002, and for Butte County in 2003.

There is reportedly another analysis currently ongoing in Contra Costa County. We also examined documents from Solano County and the California Association of Clerks and Election Officials (CACEO) Fiscal Project that began in 2012. That project continues currently in the form of a Fiscal Staff Workshop that meets regularly within the framework of regular CACEO meetings in person and virtually. That project produced an analysis of the six primary methods used by counties across California.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

In developing data for the study of election billing beginning in 2012, the CACEO Fiscal Project grouped the several ways that counties within California were billing participating jurisdictions. Collected between 2012 and 2016, there were six documented methods that are grouped into three categories (A is the proportional share versions, Category B is the retrospective fee schedule, and C is the cost studies). The six documented methods are listed below:

A-1. generic proportional share,

A-2. modified generic proportional share,

A-3. another modified generic proportional share,

B. retrospective fee schedule,

C-1. jurisdictional cost study and

C-2. modified jurisdictional cost study.

Step 1 - Determine the costs associated with conducting an election. For example, these costs may include candidate filing, ballot setup and printing, sample ballot and voter information setup and printing, vote by mail costs, poll workers, temporary election staff, and polling place setup. An indirect cost rate percentage (ICRP), also known as an overhead rate, is then applied to the election total direct costs for a specific election to determine the overall cost to conduct an election. The ICRP rate is determined by the county auditor using CFR Title 2, Subtitle a, Chapter 2, Part 200 and may vary from county to county.

Step 2 - Determine the total number of voting opportunities and the proportional share each participating jurisdiction is responsible for based on its number of registered voters. Voting opportunity is defined as one share for each jurisdiction on the ballot, with added shares for federal, state, and county contests. There is some variation amongst counties for multiple contests within a jurisdiction or category. Cost per voting opportunity is determined by gathering election costs and dividing those by the total number of registered voters for all jurisdictions on the ballot.

Step 3 - An election cost for each jurisdiction is determined by multiplying the voting opportunity cost by the number of registered voters in the jurisdiction.

Under the A-2 modified generic proportional share method, billing is determined by prorating the number of contests caused and the number of registered voters.

Under the A-3 modified generic proportional share method, costs incurred for elections are allocated based on the number of precincts but may be allocated based on the number of voters or vote by mail requests, depending on the cost category.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

Current Practice and Results Analysis

Due to turnover in the ROV office, there weren't any billing policies articulated other than "actual costs". After examination of all the data, the ROV decided to use the proportional share method labeled A-1, as it provided the most equitable outcome for on ballot elections. The County Board of Supervisors granted the ROV the authority to conduct and combine all elections per Resolution No. 24-16, and current practices require the jurisdictions to request election services, and agree to reimburse the County for those services.

Step 1 – Determine the costs associated with conducting an election. These include direct and indirect costs such as ballots, interpreters, and salaries.

Step 2 – Determine the total number of voting opportunities and the proportional share each participating jurisdiction if responsible for based on the number of registered voters. Voting opportunity is defined as one share for each jurisdictional contest on the ballot. There are differences among school districts as some districts are at large, so all their trustees share a contest, and others are by trustee area. The number of contests per jurisdiction are also taken into consideration, as some jurisdictions may have bond measures as well as trustee/councilmember contests. All jurisdictions are included so it is clear how much of the city, county, state and federal contests are being paid for our of the County GF. Cost per voting opportunity is determined by gathering election costs and dividing those by the total number of registered voters for all jurisdictions on the ballot.

Step 3 – An election cost for each jurisdiction is determined by multiplying the voting opportunity cost by the number of registered voters in the jurisdiction. It is again noted that the cost for cities differs, as indirect overhead costs are not included in their billing due to statute.

A-3 is similar to A-1, but prorating the billing begins with ballot type instead of actual costs. If an entity generates 20 ballot types, with federal, state and county contests on 15 of the ballot types, and federal, state, county and city contests on the other 5 types, the ballot types with city contests are divided by 4 and billed out, while the other 15 ballot types are divided by 3 and billed out. This method varies more than the A-1 method based on the number of voters in each precinct. If most voters are using ballot types that are divided 3 ways, they share more of the costs than the voters whose ballot types are divisible by 4.

Under B, the retrospective fee schedule method, the county looks back at all expenses attributed to the most recent federal election. All expenses are divided by number of registered voters and applied to entities. A base fee is established in which all set-up costs for the previous federal election are divided by the number of entities on the ballot for that same election.

The billing is always based on the election two years in the past, with primary elections always compared to primary elections and general elections always compared to general elections.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

C-1, the jurisdictional cost study method, establishes a weighted registration factor by multiplying the number of registered voters by the cost per candidate. This method is dependent on the number of candidates per contest.

The actual costs for all categories are added to the indirect costs using an indirect cost rate proposal (ICRP) developed and calculated by the county auditor.

In C-1, there are several steps. They are as follows:

- Determine all costs.
- Determine factor for number of contests per jurisdiction. For example, the first contest factor is 1, and the second contest factor is 0.15, for a total of 1.15.
- Multiply total contest factor times registered voters in each jurisdiction which equals the weighted registration factor per jurisdiction.
- Add up the weighted registration factor for all jurisdictions.
- Divide the weighted registration factor for each jurisdiction by the total weighted registration factor to equal a percentage cost factor.
- Multiply the cost factor times the election cost to get the jurisdictional billed cost.

C-2, the modified jurisdiction cost study method, is similar to the above, but step 3 (determining jurisdictional costs) is different. Jurisdictional cost is determined by multiplying the number of registered voters by the factor to determine the weighted average of registered voters. The weighted average of registered voters per jurisdiction is then divided by the total weighted average of registered voters, which equals the weighted average factor. Weighted average factor is then multiplied by pooled voter cost, sample ballot costs, and division indirect charges. Direct identified charges are then added to determine total allocated costs.

The six documented methods described above were collected almost ten years ago and may have been refined and updated since; however, this is the most current data available.

In an effort to collect more current data, I surveyed several other counties in California to establish the current state of their billing practices. I requested copies of their current procedures.

Please see attached billing sample on next page.

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

Colusa County Clerk / Registrar of Voters

November 5, 2024 General Election Cost

Number of Registered Voters	Jurisdictions on Ballot	Contests	Election Costs per voting opportunity	Interpreter	*Indirect Election Costs (Overhead)	Total Elections Cost (Direct	Adjusted Total Election Costs (Invoiced Costs)
	County	Supervisor, Elected Officials, County Measures					-
10,651	State	State Senator District 1	41,432.39			-	41,432.39
	State	State Assembly District 4					
10,651	Federal	President	41,432.39			-	41,432.39
	Federal	US Senator					
	Federal	US Senator Partial					
	Federal	US Rep Congress					
	State	Prop 2					
	State	Prop 3					
	State	Prop 4					
	State	Prop 5					
	State	Prop 6					
	State	Prop 32					
	State	Prop 33					
	State	Prop 34					
	State	Prop 35					
	State	Prop 36					
21,302	**Colusa County Voting Opportunities**	**Colusa County Responsibility**		-	-	-	**82,864.78**
5,215	Yuba Community College TA 6	Governing Board Member, Trustee Area 2	20,286.35	65.00	8,187.55	12,098.80	20,351.35
5,436	Yuba Community College TA 7	Governing Board Member, Trustee Area B	21,146.04		8,534.52	12,611.52	21,146.04
4,116	Colusa Unified School District	Governing Board Member	16,011.24	398.62	6,462.12	9,549.12	16,409.86
	Colusa Unified School District	Governing Board Member				-	-
	Colusa Unified School District	Governing Board Member				-	-
	Colusa Unified School District	Governing Board Member				-	-
100	Stonycreek Joint Unified TA 4	Governing Board Member	389.00		157.00	232.00	389.00
21	Stonycreek Joint Unified TA 5	Governing Board Member	81.69		32.97	48.72	81.69
3,218	City of Colusa	Council Member	9,235.66	65.00	Exempt	9,300.66	9,300.66
	City of Colusa	Council Member				-	-
	City of Colusa	Council Member				-	-
	City of Colusa	Council Member				-	-
	City of Colusa	City Clerk				-	-
	City of Colusa	City Treasurer				-	-
2,160	City of Williams	City Council	6,199.20	65.00	Exempt	6,264.20	6,264.20
	City of Williams	City Coucil				-	-
	City of Williams	City Clerk				-	-
932	Maxwell Unified District School Bond	Measure A	3,625.48	823.98	1,463.24	2,162.24	4,449.46
4,116	Colusa Unified School District Bond	Measure C	16,011.24	588.04	6,462.12	9,549.12	16,599.28
2,582	Williams Unified School District Bond	Measure B	10,043.98	466.68	4,053.74	5,990.24	10,510.66
2,160	City of Williams Tax Measure	Measure W	6,199.20	65.00	Exempt	6,264.20	6,264.20
30,056	**Local/Districts Voting Opportunities**			1,417.60	**24,837.40**	**52,267.26**	**78,392.26**
	Per GC 51350 City election costs are exempt from Indirect Election Costs.						
51,358	**Total # of Voting Opportunities**			1,417.60	**24,837.40**	**52,267.26**	**161,257.04**

Attachment: Fee analysis and time study 6.30.25 (10733 : Ordinance Establishing Fees in County Code -

FY 2023-24 for 24-25

FY2024-25 Productive Hours: 2,891

Rate Calculation

Cost:	Direct S&B	FTE's	Productive Hours	Total Hours	Rate per Hour	Rate per Minute
ERDS Fee	$ 176,802	5.00	2,891	7,228	$ 61.15	$ 1.02
	Cost Allocation					
	$ 124,452.00				*$ 43.05*	*$ 0.72*
	Service and Supplies					
	$ 55,289.42				$ 19.13	$ 0.32
	Management & Sup					
	$ 142,104.00				$ 39.63	$ 0.66
				Total per hour	**$ 162.96**	
					Total per min	$ 2.72

Timed Motion Study Analysis

Function - Counter	Filed Document	Average Time per document (m:ss)	# of Minutes spent on Document	S&B per Minute	Cost per Function
Review Vendors	1	120.00	**120**	$ 2.72	$ 325.92
Security Testing		120.00	**120**		**$ 325.92**
Review Submitters		300.00	**300**		**$ 814.79**
File Application AG		120.00	**120**		**$ 325.92**
Review Statute		60.00	**60**		**$ 162.96**
Board Resolution		120.00	**120**		**$ 325.92**
Grant Application		180.00	**180**		**$ 488.87**
Attorney Gen Fee					**$ 302.00**
Certna Fee					**$ 300.00**

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code

Total Minutes		1,020	$2,770.29
Total Fees	$	602.00	$602.00
			$3,372.29

Ongoing Costs

DFM E-Recording Module
Maintenance on Machines
Bi-Annual Audit
Document Fee $.10

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code

	Colusa	Code	Minutes	County Cost	State Pass Thru	Total Cost
Clerk's Fees						
Fict Business	$ 10.00	BPC 17929(a)	26	$ 70.00		
Additional Name	$ 5.00	BPC 17929(a)(d)	3	$ 8.00		
Withdrawal	$ 5.00	BPC 17929(c)(d)	21	$ 55.00		
Abandon	$ 5.00	BPC 17929(b)(d)	21	$ 55.00		
Certified Copy	$ 2.00	BPC 17926(b)	3	$ 8.00		
Search per name	$ 5.00		3.75	$ 10.00		
Copy of Publication	$ 6.50		3	$ 8.00		
Fish and Wildlife CEQA						
Notice of Exemption						
Notice of Determination						
Marriage License						
Public	$ 56.00	GOV 26840, 26840.7	58	$ 167.00	$ 31.00	$ 198.00
Confidential License	$ 60.00	27361.4(a), HSC 100435	70	$ 190.00	$ 32.00	$ 222.00
Certificate of No Record	$ 17.00	WIC 18305	6.3	$ 17.00		
Issue Duplicate		FAM 360/510 HSC 103700		$ 40.00		
File Amendment		HS 103700		$ 26.00		
Ceremony	$ 30.00		35	$ 95.00		
Commissioner Day	$ 75.00		41	$ 110.00		
Deputy Witness	$ 5.00		19	$ 50.00		
Surety						
Filing Power of Atty	$ 3.50	GC 26855.1	4	$ 10.00		
Notary Public						
		GC 26849.1				
Filing, Canceling, Revoking, Withdrawing	$ 7.00		11.25	$ 30.00		
Certification Notary	$ 1.75		9.25	$ 25.00		
Search						
Per file	$ 5.00					
Per hour/15 minute increment			15	$ 40.00		
Request for Information		C.C.P. 2103				
IRS Liens and Releases						
Certification	$ 1.75	GC 26833	6.75	$ 18.00		
Certificate of acknowledgement	$ 1.75	GC 1181	6.75	$ 18.00		
Certificate of official capacity	$ 10.00	GC 26852	6.75	$ 18.00		
Reg Process Server	$ 100.00	BPC 22352	65	$ 175.00		
Reg Prof Photocopy	$ 175.00	BPC 22453,22455	65	$ 175.00		
Reg Legal Doc Asst	$ 175.00	BPC 6404, 6405	65	$ 175.00		
Copy Fee 1st page	$ 1.00	GC 26831	3	$ 8.00		
Each Addt	$ 1.00		0.75	$ 2.00		
Certification Fee	$ 1.75		3	$ 8.00		

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Fees	Colusa	Codes	Minutes	Proposed
Recording fees mandated by statute				
DA Fraud Program Fee	$ -	GC		
SB 2 Building and Jobs	$ 75.00	GC 27388.1		$75.00
Standard size				
1st page (breakout below)	$ 16.00	GC 27360-27388		$17.00
General Fund	$ 9.00	GC 27361		
Modernization Operations Trust	$ 1.00	GC 27361(c)		
Social Security Truncation	$ 1.00	GC 27361(d)(1)		
Micrographics/Archives/Preservation Trust	$ 1.00	GC 27361.4 (a)		
Trial Court Days of Operation	$ 1.00	GC 27361.4(b)		
Index within 2 days	$ 1.00	GC 27361.4 (c)		
Covenant Restriction	$ 2.00	GC 27388.2		
Electronic Recording Delivery System	$ -	GC 27397(c)		$1.00
Documentary Tax	$ 0.55			
Non Conforming per page (Modernization)	$ 3.00	GC 27361(a)(2)		$3.00
Spaced more than nine lines per inch or 22	$ 1.00			$1.00
Additional Page				
Each Add page breakout below	$ 3.00			
State/County General Fund Split Fund	$ 1.00	GC 27361(b)		
Modernization Trust	$ 1.00	GC 27361(c)		
Trial Court Days of Operation	$ 1.00	GC 27361.4(b)		
Fee's subject to GC 27390				
Additional title	$ 16.00			$17.00
Additional Indexing per recorded reference	$ 1.00	GC 27361.2(a)	1.5	$4.00
Indexing 10 or more names	$ 1.00	GC 27361.8	3.75	$10.00
		GC 27387; Civil 3097		
Preliminary 20 day	$ 40.00	County Ordinance 479	15	$40.00
Doc's recorded without a preliminary change add't	$ 20.00	R&T 480.3	7.5	$20.00
Release of lien	$ 20.00	GC 27361.3 (a)		
Involuntary Lien notice	$ 5.00	GC 27297.5	4.25	$11.00
Each additional name	$ 2.00		4.25	$11.00
Combined Doc's per title - two or more serially incorporated documents	$ 16.00			$17.00
Each additional page	$ 3.00			$3.00
Conformed Copy	$ 1.00		0.75	$2.00
Copies First page	$ 1.00	GC 26831	3	$8.00
Each Addt	$ 1.00		0.75	$2.00
Copies Non Standard first page	$ 2.00		3	$8.00
Each Addt	$ 2.00		0.75	$3.00

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Certificate under seal per document	$ 1.00	CCP 27364	3	$8.00
UCC Fin Statements 1-2	$ 16.00		7.5	$20.00
UCC Fin Statements 3 +	$ 26.00		11.5	$30.00
Maps Recording 1st page	$ 11.00	GC 27372	15	$40.00
Each additional	$ 2.00		3.75	$10.00
Map copies 1st page	$ 2.00	GC 26831	3	$10.00
Each additional		GC 27361.9	0.75	$4.00

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Fees	Colusa	Proposed
Vital fees mandated by statute		
Birth Record	$29.00	$ 29.00
Public Agency	$22.00	$ 22.00
Marriage Record	$17.00	$ 17.00
Public Agency	$12.00	$ 12.00
Death Record	$24.00	$ 24.00
Amendment to vital record	$26.00	$ 26.00
Searches for Geneology purposes 15 minutes		$ 40.00

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

FY	EMPLOYEE NAME	BASE+OT	OFF HOURS	PRODUCTIVE HRS	
23-24	**Baggett, Georgia Total**	723.10	78.50	723.10	
23-24	**Barnes, Patricia Total**	1,760.00	264.50	1,760.00	
23-24	**Harbison, Carla Total**	1,343.75	615.25	1,343.75	
23-24	**Lobato, Morissa Total**	1,926.75	194.25	1,926.75	
23-24	**Pearson, Carol Total**	29.25	-	29.25	
				5,782.85	Total
	50% Allocation	2,891.43			

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Methodology:
Billing formula

Staffing: Total FTE staffing of 5 was identified as direct costs as they are directly involved handling customers who record documents. Elected Department Head oversees the Departmental functions, Deputy Clerk Rec RGSTR I, II deal with customer requests in person and by mail. Chief Deputy deals with customer requests as well as staff/supervisor corrections and revisions.

Individual Staff Salary Cost: This figure includes both the direct wages and salaries paid to the Clerk-Recorder legal process staff and the Colusa County's employee insurance, and fringe benefit costs. Combined for all appropriate staff the annual cost including fringe benefit costs is divided by the total productive hours. Productive hours are hours that are actually worked, less vacation pay, sick pay and paid holidays. These are allocated at 50% for Clerk-Recorder. Total salaries of $176,802.00 divided by 2891 productive hours is $61.15

County Indirect Costs: The cost to be considered for the Colusa County Clerk-Recorder's sercices should include the County's overhead costs, which are calculated on an annual basis by the Colusa County Auditor's Office. The process is generally referred to as the annual A-87 "cost allocation plan." The 2023-24 calculated overhead cost is utilized for this study. (Reference Colusa County Cost-Allocation Plan.) This amount is divided by total productive hours of the Clerk-Recorder staff. Total Cost plan of $124,452 divided by 2891 productive hours is $43.05.

Services and Supplies Indirect Costs: The indirect cost calculations are based on actual costs of 2023-24 for services and supplies used by the Office of the County Clerk-Recorder. Services and supplies are those costs other than actual employee costs and employee benefits costs. These costs are established in the 2023-2024 actuals. The cost of services and supplies for a fiscal year was divided by the number of productive hours the County Clerk-Recorder's staff performed during the year. Total services and supplies of $58,172.00 divided by 2891 productive hours is $19.13

Management and Supervision Costs: The Department Head salary and benefits is used to calculate hourly cost rates. This salary is divided by the annual productive hours of those employees who report to Cristy Jayne Edwards. Management and Supervision is calculated by taking the proportionate share of the yearly salary of 1145,59.00 and dividing by total productive hours of 2891 which is $39.63

Time Study: The time was derived by averaging the yearly document time totals.

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code

Central Services Departments

Building Deprecitation	$	2,336.00
Equipment Depriciation	$	1,422.00
1012 CAO	$	3,628.00
1021 Auditor	$	7,930.00
1022 Treasurer	$	2,498.00
1031 Cnty Cnsl	$	10,292.00
1040 Personnel	$	12,470.00
1073 Maintenance	$	23,253.00
1074 Custodian	$	22,022.00
1101 Risk	$	101.00
1108 IT	$	11,003.00
1109 Purchasing	$	2,665.00
Total	$	99,620.00
Roll forward	$	24,832.00
Total Cost	$	124,452.00

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Department Inquiry

1 General Fund --- Department: 570 Clerk & Recorder --- Program: All --- Period Ending: 0

Account Number	Description	Total Budget	YTD Actual	Balance	Cristy
001-44190-570-0	Interest	(400.00)	(2,259.28)	1,859.28	67,518
001-46650-570-0	DNA-PC14251 - Administration	0.00	(13.79)	13.79	
001-46717-570-0	Fish and Game Fees	(900.00)	(1,000.00)	100.00	
001-46769-570-0	Clerk'S Fee	(4,700.00)	0.00	(4,700.00)	
001-46770-570-0	SB2 $75 Bldg Home & Job Act	(500.00)	(417.37)	(82.63)	
001-46772-570-0	Recorder's Fee	(81,000.00)	(74,520.40)	(6,479.60)	
001-46773-570-0	Health Statistics	(5,000.00)	(2,496.20)	(2,503.80)	255
001-46776-570-0	Documentary Stamp Fees	(95,000.00)	(153,962.12)	58,962.12	26,454
001-47941-570-0	Social Security # Truncation	(2,700.00)	0.00	(2,700.00)	5,158
001-47952-570-0	Salary Reimbursement-Trust	(5,400.00)	0.00	(5,400.00)	61
001-47953-570-0	Trust Reimbursement Purchases	(35,423.00)	(35,423.00)	0.00	927
					26
001-51010-570-0	Salaries & Wages	172,037.00	144,471.28	27,565.72	
001-51011-570-0	Extra Help	750.00	0.00	750.00	270
001-51012-570-0	Overtime	0.00	5,330.84	(5,330.84)	
001-51016-570-0	Bilingual	450.00	0.00	450.00	21
001-51019-570-0	Health In-Lieu	0.00	832.50	(832.50)	
001-51020-570-0	Deferred Compensation	660.00	710.00	(50.00)	
001-51021-570-0	Retirement	67,856.00	56,605.12	11,250.88	12,808
001-51022-570-0	OASDI	13,382.00	11,262.79	2,119.21	300
001-51029-570-0	Group Insurance-Vision	338.00	276.63	61.37	-
001-51030-570-0	Group Insurance-Health	4,983.00	3,786.50	1,196.50	113,799
001-51031-570-0	Group Insurance-Life	144.00	117.33	26.67	
001-51032-570-0	Group Insurance Retired Member	20,207.00	20,461.06	(254.06)	
001-51033-570-0	Group Insurance-Dental	1,485.00	1,040.25	444.75	
001-51035-570-0	Worker's Compensation	1,243.00	1,205.00	38.00	
001-51036-570-0	Employee Assistance Program	114.00	93.03	20.97	
001-51037-570-0	Miscellaneous 125 F.B.P.	0.00	141.86	(141.86)	
001-51043-570-0	Group Insurance-Health (125)	49,803.00	43,894.71	5,908.29	
001-51046-570-0	Active HRA Contributions	1,650.00	1,121.79	528.21	
001-51049-570-0	Pension UAL	825.00	0.00	825.00	
		335,927.00	291,350.69		
001-53060-570-0	Communications	1,180.00	1,105.91	74.09	
001-53090-570-0	Household Expense	0.00	14.88	(14.88)	
001-53100-570-0	Insurance	2,589.00	2,558.00	31.00	
001-53120-570-0	Maintenance-Equipment	900.00	645.92	254.08	
001-53150-570-0	Memberships	719.00	650.00	69.00	
001-53170-570-0	Office Expense	3,500.00	1,619.31	1,880.69	
001-53171-570-0	Postage	2,108.00	1,860.46	247.54	
001-53180-570-0	Professional/Special Services	2,214.00	1,506.77	724.31	
001-53190-570-0	Publication & Legal Notices	160.00	0.00	160.00	
001-53200-570-0	Rents & Leases Equipment	2,125.00	2,120.57	4.43	
001-53210-570-0	Rents & Leases Structures	3,500.00	3,104.64	395.36	

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

001-53230-570-0	Special Department Expenses	1,820.00	30.10	1,789.90	
001-53231-570-0	Software	34,281.00	34,169.23	111.77	
001-53250-570-0	Transportation & Travel	3,500.00	4,185.71	(685.71)	750
001-53251-570-0	Education & Training	2,900.00	1,735.00	1,165.00	
		61,496.00	55,306.50		
		397,423.00	346,657.19		114,549

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

2023-2024 Colusa County ICR 001-570 for 2024/25

Account	Account Title	OGF ACTUAL	Direct	Total
51010	SALARIES & WAGES	144,471	144,471	144,471
51011	EXTRA HELP	-	-	-
51012	OVERTIME	5,331	5,331	5,331
51016	BILINGUAL	-	-	-
51019	HEALTH IN-LIEU	833	833	833
510191	IRC 125 FLEX BEN PLAN	-	-	-
51020	DEFERRED COMPENSATION	710	710	710
51021	RETIREMENT	56,605	56,605	56,605
51022	OASDI	11,263	11,263	11,263
51029	GROUP INSURANCE-VISION	277	277	277
51030	GROUP INSURANCE-HEALTH	3,787	3,787	3,787
51031	GROUP INSURANCE-LIFE	117	117	117
51032	GROUP INSURANCE-RETIRED MEMBER	20,461	20,461	20,461
51033	GROUP INSURANCE-DENTAL	1,040	1,040	1,040
51035	WORKER'S COMPENSATION	1,205	1,205	1,205
51036	EMPLOYEE ASSISTANCE PROGRAM	93	93	93
51037	MISCELLANEOUS 125 F.B.P.	142	142	142
51038	ACTIVE HRA CONTRIBUTIONS	-	-	-
51043	GROUP INSURANCE-HEALTH(125)	43,895	43,895	43,895
51046	ACTIVE HRA CONTRIBUTIONS	1,122	1,122	1,122
51049	PENSION UAL	-	-	-
	Total Salary and Benefits	291,351	291,351	291,351
	less Management and Supervision	114,559		
	Direct Salary and Benefits	**176,792**		

a)	Total annual productive work hours	2,891	
b)	Number of employees in Clerk Recorder Dept	5	
d)	Percentage allocation to Clerk Recorder Dept	50%	

Dept hourly rate (actual direct salary and benefits divided by annual productive work hours)

$ 61.14

53050	CLOTHING & PERSONAL SUPPLIES	-		-
53060	COMMUNICATIONS	1,106		1,106
53090	HOUSEHOLD EXPENSES	15		15
53100	INSURANCE	2,558		2,558
53120	MAINTENANCE-EQUIPMENT	646		646
53121	MAINTENANCE-SOFTWARE	-	-	-
53150	MEMBERSHIPS	650		650
53170	OFFICE EXPENSE	1,619		1,619
53171	POSTAGE	1,860		1,860
53180	PROF/SPECIALIZED SERVICES	1,507	-	1,507
53190	PUBLICAT & LEGAL NOTICES	-	-	-
53200	RENTS&LEASE EQUIPMENT	2,121		2,121
53210	RENTS & LEASE STRUCTURE	3,105		3,105
53230	SPECIAL DEPT EXPENSES	58	-	58
53231	SOFTWARE	37,007		37,007

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

53250	TRANS; TRAVEL	4,186		4,186
53251	EDUCATION & TRAINING	1,735		1,735
57099	FIXED ASSETS <$5,000	-		-
57199	FIXED ASSETS >$5,000	-		-
	TOTAL	349,523	291,351	58,172
	Productive Hours	2,891		

Department Hourly Rate	$	61.14
Services and Supplies Cost rate	$	19.13
County Indirect Costs (Cost Allocation Plan)	$	43.05
Management and Supervision	$	39.63
Total Dept hourly rate	$	162.95

Attachment: ClerkRecReg proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

GOVERNMENT CODE

Section 54985

54985. (a) Notwithstanding any other provision of law that prescribes an amount or otherwise limits the amount of a fee or charge that may be levied by a county, a county service area, or a county waterworks district governed by a county board of supervisors, a county board of supervisors shall have the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation. Indirect costs that may be reflected in the cost of providing any product or service or the cost of enforcing any regulation shall be limited to those items that are included in the federal Office of Management and Budget Circular A-87 on January 1, 1984.

(b) If any person disputes whether a fee or charge levied pursuant to subdivision (a) is reasonable, the board of supervisors may request the county auditor to conduct a study and to determine whether the fee or charge is reasonable.

Nothing in this subdivision shall be construed to mean that the county shall not continue to be subject to fee review procedures required by Article XIII B of the California Constitution.

(c) This chapter shall not apply to any of the following:

(1) Any fee charged or collected by a court clerk pursuant to Chapter 5.5 (commencing with Section 116.110) of Title 1 of Part 1 of the Code of Civil Procedure, Title 8 (commencing with Section 68070) of the Government Code, or Section 103470 of the Health and Safety Code, or any other fee or charge that may be assessed, charged, collected, or levied pursuant to law for filing judicial documents or for other judicial functions.

(2) Any fees charged or collected pursuant to Chapter 2 (commencing with Section 6100) of Division 7 of Title 1.

(3) Any standby or availability assessment or charge.

(4) Any fee charged or collected by a county agricultural commissioner.

(5) Any fee charged or collected pursuant to Article 2.1 (commencing with Section 12240) of Chapter 2 of Division 5 of the Business and Professions Code.

(6) Any fee charged or collected by a county recorder or local registrar for filing, recording, or indexing any document, performing any service, issuing any certificate, or providing a copy of any document pursuant to Section 27361, 27361.1, 27361.3, 27361.4, 27364, 27365, or 27366 of the Government Code, Section 103625 of the Health and Safety Code, or Section 9525 of the Commercial Code.

Attachment: GOV_54985 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

(7) Any fee charged or collected pursuant to Article 7 (commencing with Section 26720) of Chapter 2 of Part 3 of Division 2 of Title 3 of the Government Code.

(Amended by Stats. 2009, Ch. 606, Sec. 3. (SB 676) Effective January 1, 2010.)

Attachment: GOV_54985 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

GOVERNMENT CODE

Section 66016

66016. (a) Prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting on new or increased fees or service charges. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service. At least 10 days prior to the meeting, the local agency shall make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. Unless there has been voter approval, as prescribed by Section 66013 or 66014, no local agency shall levy a new fee or service charge or increase an existing fee or service charge to an amount which exceeds the estimated amount required to provide the service for which the fee or service charge is levied. If, however, the fees or service charges create revenues in excess of actual cost, those revenues shall be used to reduce the fee or service charge creating the excess.

(b) Any action by a local agency to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution. The legislative body of a local agency shall not delegate the authority to adopt a new fee or service charge, or to increase a fee or service charge.

(c) Any costs incurred by a local agency in conducting the meeting or meetings required pursuant to subdivision (a) may be recovered from fees charged for the services which were the subject of the meeting.

(d) This section shall apply only to fees and charges as described in Sections 51287, 56383, 65104, 65456, 65584.1, 65863.7, 65909.5, 66013, 66014, and 66451.2 of this code, Sections 17951, 19132.3, and 19852 of the Health and Safety Code, Section 41901 of the Public Resources Code, and Section 21671.5 of the Public Utilities Code.

Attachment: GOV_66016 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

(e) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion levying a fee or service charge subject to this section shall be brought pursuant to Section 66022.

(Amended by Stats. 2006, Ch. 643, Sec. 19. Effective January 1, 2007.)

Attachment: GOV_66016 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT on August 12, 2025 at 9:30 a.m., or as soon thereafter as the matter may be heard, in the Board Chambers located at 546 Jay Street, Suite 108, Colusa, California, the Colusa County Board of Supervisors will conduct a public hearing to consider adoption of an Ordinance establishing or amending fees for the Colusa County Clerk/Recorder/Registrar of Voters as follows:

Description	Current Fee	Proposed Fee	Fn1
CLERK/RECORDER/REGISTRAR OF VOTERS			
Clerk Fees			
Fictitious Business Name Statement	$ 10.00	$ 70.00	
Additional Name	$ 5.00	$ 8.00	
Withdrawal	$ 5.00	$ 55.00	
Abandon	$ 5.00	$ 55.00	
Certified Copy	$ 2.00	$ 8.00	
Search per name	$ 5.00	$ 10.00	
Copy of Publication	$ 6.50	$ 8.00	
Fish and Wildlife CEQA			
County Filing Fee	$ 50.00	$ 50.00	*
Environmental Impact Report (pass thru to state)	$ 4,123.50	$ 4,123.50	*
Negative or Mitigated Declaration (pass thru to state)	$ 2,968.75	$ 2,968.75	*
Projects Subject to Certified Regulatory Programs (pass thru to state)	$ 1,401.75	$ 1,401.75	*
Marriage License			
Public ($31.00 pass thru to state)	$ 56.00	$ 198.00	
Confidential License ($32 pass thru to state)	$ 60.00	$ 222.00	
Issue Duplicate	$ 10.00	$ 40.00	
Ceremony	$ 30.00	$ 95.00	
Commissioner Day	$ 75.00	$ 110.00	
Deputy Witness	$ 5.00	$ 50.00	
Surety			
Filing Power of Atty	$ 3.50	$ 10.00	
Notary Public			
Filing, Canceling, Revoking, Withdrawing	$ 7.00	$ 30.00	
Certification of Notary	$ 1.75	$ 25.00	
Miscellaneous Fees			
Search Per file	$ 5.00	$ 5.00	
Per hour/15 minute increment		$ 40.00	
IRS Liens and Releases	$ 8.00	$ 8.00	*
Certification	$ 1.75	$ 18.00	
Certificate of acknowledgement	$ 1.75	$ 18.00	
Certificate of official capacity	$ 10.00	$ 18.00	
Reg Process Server	$ 100.00	$ 175.00	
Reg Prof Photocopy	$ 175.00	$ 175.00	
Reg Legal Doc Asst	$ 175.00	$ 175.00	
Copy Fee 1st page	$ 1.00	$ 8.00	
Each Addt	$ 1.00	$ 2.00	
Certification Fee	$ 1.75	$ 8.00	
Searches for Geneology purposes 15 minutes		$ 40.00	
Recording Fees			
Standard size			
1st page	$ 16.00	$ 17.00	
Documentary Tax	$ 0.55	$ 0.55	*
Non-Conforming per page (Modernization)	$ 3.00	$ 3.00	*
Spaced more than nine lines per inch or 22	$ 1.00	$ 1.00	*
DA Fraud Program Fee		$ 10.00	*
SB 2 Building and Jobs	$ 75.00	$ 75.00	*
Additional Page			
Each Additional page	$ 3.00	$ 3.00	*
Additional title	$ 16.00	$ 17.00	
Additional Indexing per recorded reference	$ 1.00	$ 4.00	
Indexing 10 or more names	$ 1.00	$ 10.00	
Preliminary 20 Day Notice	$ 40.00	$ 40.00	
Document recorded without a Preliminary Change of Ownership Report	$ 20.00	$ 20.00	
Release of lien	$ 20.00	$ 20.00	*
Involuntary Lien notice	$ 5.00	$ 11.00	
Each additional name	$ 2.00	$ 11.00	
Combined Documents per title - two or more serially incorporated documents	$ 16.00	$ 17.00	
Each additional page	$ 3.00	$ 3.00	
Maps Recording 1st page	$ 11.00	$ 40.00	
Each additional	$ 2.00	$ 10.00	
UCC Fin Statements 1-2	$ 16.00	$ 20.00	
UCC Fin Statements 3 +	$ 26.00	$ 30.00	
Conformed Copy	$ 1.00	$ 2.00	
Copy Fees			
Copies First page	$ 1.00	$ 8.00	
Each Additional	$ 1.00	$ 2.00	
Copies Non-Standard first page	$ 2.00	$ 8.00	
Each Additional	$ 2.00	$ 3.00	
Map copies 1st page	$ 2.00	$ 10.00	
Each additional	$ 2.00	$ 4.00	
Miscellaneous Fees			
Certificate under seal per document	$ 1.00	$ 8.00	
Vital Statistics Fees			
Birth Record	$ 29.00	$ 32.00	*
Public Agency	$ 22.00	$ 22.00	*
Marriage Record	$ 17.00	$ 17.00	*
Public Agency	$ 12.00	$ 12.00	*
Death Record	$ 24.00	$ 24.00	*
Amendment to vital record	$ 26.00	$ 26.00	*
Certificate of no record (Same as fee in HSC 103625)			
Election Fees			
Election Services per hour		$ 180.00	
Candidate Filing Fee for Elected County Officials			
Portion of First year salary	1.00%	1.00%	
Candidate Statement	Pro Rata Share	Pro Rata Share	
Standard Voter File CD	$ 200.00	$ 120.00	
Printed Walking List (street index) first 1000	$ 20.00	$ 45.00	
Each additional 1000	$ 2.00	$ 5.00	
Vote by mail reports	$ 55.00	$ 45.00	
Candidate List by Office	$ 3.00	$ 8.00	
Political Reform Document Retrieval Fee per page	$ 0.10	$ 0.10	*
FPPC over 5 years old	$ 5.00	$ 5.00	*
Voter Certification	$ 1.50	$ 1.50	*
Computerized record (current or recently canceled) per name	$ 2.00	$ 2.00	*
Search per file	$ 5.00	$ 5.00	*
Fine for late campaign disclosure statements or late statement of economic interests per day maximum fine of $100	$ 10.00	$ 10.00	*
Election Map copies	$ 5.00	$ 10.00	*
Notice of Intent to Circulate County Initiative Petition to be refunded within 1 year of the date of filing the notice of intent, the county elections official certifies the sufficiency of the petition	$ 200.00	$ 200.00	*
Special Elections	Actual cost	Actual cost	
District	Actual cost	Actual cost	
City Elections	Actual cost	Actual cost	
School District Elections	Actual cost	Actual cost	

Fn1 * denotes fee is set by State Statute and subject to change upon action of the State legislature

All documentation supporting the establishment or amendment of the fees is on file in the Office of the Clerk of the Board, located at 547 Market Street, Suite 102, Colusa, CA.
Any member of the public may appear at the hearing and be heard.

Dated: July 15, 2025

By ___ORIGINAL SIGNED_____
Patricia Rodriguez, Deputy

08/01/2025, 08/08/2025 · CCPR

Attachment: 08-12-25 Revised Proof Clerk Recorder Increase Fees (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

FY 2023-24 for 24-25

FY2024-25 Productive Hours: 2,891

Rate Calculation

Cost:	Direct S&B	FTE's	Productive Hours	Total Hours	Rate per Hour	Rate per Minute
Elections Districts	$ 176,802	5.00	2,891	7,228	$ 52.72	$ 0.88
	Cost Allocation					
	$ 93,020.00				*$ 32.18*	*$ 0.54*
	Service and Supplies					
	$ 159,658.00				$ 55.23	$ 0.92
	Management & Sup					
	$ 142,104.00				$ 39.63	$ 0.66
				Total per hour	**$ 180.00**	
					Total per min	$ 3.00

Timed Motion Study Analysis

Function - Counter	Task	# of Minutes	Charge per Minute	Cost per Function
	1	**0**	$ 3.00	$ -
		0		**$ -**
				$ -
				$ -
				$ -
				$ -
				$ -

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code -

$0.00

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code -

District Registration by Party

Active Registration

	DEM	REP	AI	GRN	LIB	PF	NPP	MISC	Total
CW-01-0 Colusa County	3,267	4,339	430	37	127	70	2,345	36	10,651
SS-01-0 1st Senate District	3,267	4,339	430	37	127	70	2,345	36	10,651
AD-04-0 4th Assembly District	3,267	4,339	430	37	127	70	2,345	36	10,651
SUP 1-0 1st Supervisorial District	786	855	83	8	38	18	476	3	2,267
SUP 2-0 2nd Supervisorial District	660	1,047	116	6	36	13	464	9	2,351
SUP 3-0 3rd Supervisorial District	684	553	67	4	17	15	538	6	1,884
SUP 4-0 4th Supervisorial District	575	828	60	10	10	15	388	9	1,895
SUP 5-0 5th Supervisorial District	562	1,056	104	9	26	9	479	9	2,254
CITY 1-0 City of Colusa	927	1,360	155	13	46	18	685	14	3,218
CITY 2-0 City of Williams	905	463	67	9	21	20	668	7	2,160
EQ-01-0 Board of Equalization District 1	3,267	4,339	430	37	127	70	2,345	36	10,651
UNI-0 Unincorporated	1,435	2,516	208	15	60	32	992	15	5,273
AP-03-0 3rd District Court of Appeal	3,267	4,339	430	37	127	70	2,345	36	10,651
ED-01-0 County Board of Education Trustee Area 1	887	989	94	8	40	19	542	3	2,582
ED-02-0 County Board of Education Trustee Area 2	567	861	103	6	34	13	398	9	1,991
ED-03-0 County Board of Education Trustee Area 3	463	453	31	4	10	12	357	2	1,332
ED-04-0 County Board of Education Trustee Area	788	911	95	10	19	16	581	12	2,432
ED-05-0 County Board of Education Trustee Area 5	512	911	92	9	23	8	423	7	1,985
GC-PR-0 Glenn County Board of Education Trustee Area C	34	129	11	0	0	1	31	2	208
GC-ST-0 Glenn County Board of Education Trustee Area D	16	85	4	0	1	1	13	1	121
CC-TR6-0 Yuba Community College District Trustee Area 6	1,882	1,730	177	17	67	40	1,291	11	5,215
CC-TR7-0 Yuba Community College District Trustee Area 7	1,385	2,609	253	20	60	30	1,054	25	5,436
SD-COL-0 Colusa Unified School District	1,105	1,848	199	15	59	21	854	15	4,116
SD-MAX-0 Maxwell Unified School District	222	509	37	5	2	7	144	6	932
SD-PIE-0 Pierce Joint Unified School District	907	1,060	98	8	41	19	555	4	2,692
SD-PRI-0 Princeton Joint Unified School District	34	129	11	0	0	1	31	2	208
SD-SC4-0 Stony Creek Joint Unified School District Trustee Area 4	16	65	4	0	1	1	12	1	100
SD-SC5-0 Stony Creek Joint Unified School District Trustee Area 5	0	20	0	0	0	0	1	0	21
SD-WIL-0 Williams Unified School District	983	708	81	9	24	21	748	8	2,582
FR-ARB-0 Arbuckle College City Fire Protection District	827	979	90	8	38	19	513	3	2,477
FR-BV-0 Bear Valley-Indian Valley Fire Protection District	57	156	18	3	2	2	48	1	287
FR-GC-0 Glenn-Colusa Fire Protection District	1	20	1	0	0	0	2	0	24
FR-MAX-0 Maxwell Fire Protection District	177	414	20	2	1	6	107	6	733
PR-01-0 Arbuckle Park and Recreation District	827	979	90	8	38	19	513	3	2,477
PR-02-0 Maxwell Park and Recreations District	179	435	21	2	1	6	107	6	757
PR-03-0 Stonyford Park and Recreation District	59	170	20	3	2	2	50	1	307
WAT-0 Colusa County Water District	122	317	22	0	8	1	77	1	548
UTL-01-0 Arbuckle Public Utility District	577	406	50	7	20	17	352	1	1,430
UTL-02-0 Maxwell Public Utility District	179	435	21	2	1	6	107	6	757
CSD-01-0 Cortina Community Services District	127	146	12	3	6	8	70	1	373

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

FY	EMPLOYEE POSITION	BASE+OT	OFF HOURS	PRODUCTIVE HRS	
23-24	**Deputy Clerk I**	723.10	78.50	723.10	
23-24	**Deputy Clerk II**	1,760.00	264.50	1,760.00	
23-24	**Deputy Clerk I**	1,343.75	615.25	1,343.75	
23-24	**Chief Deputy Clerk**	1,926.75	194.25	1,926.75	
23-24	**Extra Election Help**	29.25	-	29.25	
				5,782.85	Total
	50% Allocation	2,891.43			

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Methodology:
Billing formula

Staffing: Total FTE staffing of 5 was identified as direct costs as they are directly involved handling customers who work on Elections. Elected Department Head oversees the Departmental functions.

Individual Staff Salary Cost: This figure includes both the direct wages and salaries paid to the Election legal process staff and the Colusa County's employee insurance, and fringe benefit costs. Combined for all appropriate staff the annual cost including fringe benefit costs is divided by the total productive hours. Productive hours are hours that are actually worked, less vacation pay, sick pay and paid holidays. These are allocated at 50% for Elections. Total salaries of $152,419.18 divided by 2891 productive hours is $52.72

County Indirect Costs: The cost to be considered for the Colusa County Election services should include the County's overhead costs, which are calculated on an annual basis by the Colusa County Auditor's Office. The process is generally referred to as the annual A-87 "cost allocation plan." The 2023-24 calculated overhead cost is utilized for this study. (Reference Colusa County Cost-Allocation Plan.) This amount is listed as Indirect costs and divided by total productive hours of the Election staff. Total Cost plan of $93,020.00 divided by 2891 productive hours is $32.18 **Per GC 51350 City's are exempt from this cost.**

Services and Supplies Direct Costs: The indirect cost calculations are based on actual costs of 2023-24 for services and supplies used by the Office of the County Clerk Election Department. Services and supplies for Districts that did not go to election have the cost for ballots and voter guides removed, and are those costs other than actual employee costs and employee benefits costs. These costs are established in the 2023-2024 actuals. The cost of services and supplies for a fiscal year was divided by the number of productive hours the County Clerk-Recorder's staff performed during the year. Total services and supplies of $159,658.00 divided by 2891 productive hours is $55.23

Management and Supervision Costs: The Department Head salary and benefits is subtracted out of salaries and benefits and is an administrative cost, used to calculate hourly cost rates. This salary is divided by the annual productive hours of those employees who report to Cristy Jayne Edwards. Management and Supervision is calculated by taking the proportionate share of the yearly salary of 114,559.00 and dividing by total productive hours of 2891 which is $39.63

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code -

Central Services Departments

Building Deprecitation	$	1,222.00
Equipment Depriciation	$	8,958.00
1012 CAO	$	9,958.00
1021 Auditor	$	7,779.00
1022 Treasurer	$	3,808.00
1031 Cnty Cnsl	$	14,139.00
1040 Personnel	$	3,019.00
1073 Maintenance	$	4,213.00
1074 Custodian	$	8,577.00
1101 Risk	$	61.00
1108 IT	$	5,164.00
1109 Purchasing	$	12,516.00
Total	$	79,414.00
Roll forward	$	13,606.00
Total Cost	$	93,020.00

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Department Inquiry

Department Inquiry

und: 1 General Fund --- Department: 451 Clerk & Recorder --- Program: All --- Period Ending: 06202

Account Number	Description	Total Budget	YTD Actual	Balance	
001-45470-451-0	State Grant Award	(149,379.00)	(101,034.13)	(48,344.87)	
001-45520-451-0	State Mandated Reimbursement	(500.00)	(4,269.93)	3,769.93	
001-46636-451-0	Election Services	(23,842.00)	(39,385.06)	15,543.06	
001-46643-451-0	Election Candidates Filing	(2,158.00)	(3,482.82)	1,324.82	
001-48002-451-0	Transfer From Trust	(7,500.00)	0.00	(7,500.00)	
					Cristy
001-51010-451-0	Salaries & Wages	154,295.00	144,471.27	9,823.73	67,518
001-51011-451-0	Extra Help	1,749.00	468.00	1,281.00	
001-51012-451-0	Overtime	5,000.00	3,337.68	1,662.32	
001-51016-451-0	Bilingual	450.00	0.00	450.00	
001-51019-451-0	Health In-Lieu	0.00	832.50	(832.50)	
001-51020-451-0	Deferred Compensation	660.00	710.00	(50.00)	
001-51021-451-0	Retirement	67,857.00	56,605.37	11,251.63	255
001-51022-451-0	OASDI	14,300.00	11,146.43	3,153.57	26,454
001-51029-451-0	Group Insurance-Vision	338.00	266.62	71.38	5,158
001-51030-451-0	Group Insurance-Health	4,983.00	3,629.50	1,353.50	61
001-51031-451-0	Group Insurance-Life	144.00	113.22	30.78	927
001-51033-451-0	Group Insurance-Dental	1,485.00	995.25	489.75	26
001-51035-451-0	Worker's Compensation	1,243.00	1,205.00	38.00	
001-51036-451-0	Employee Assistance Program	114.00	89.82	24.18	270
001-51037-451-0	Miscellaneous 125 F.B.P.	0.00	141.89	(141.89)	
001-51043-451-0	Group Insurance-Health (125)	49,803.00	41,665.63	8,137.37	21
001-51046-451-0	Active HRA Contributions	1,650.00	1,300.00	350.00	
001-51049-451-0	Pension UAL	825.00	0.00	825.00	
		304,896.00	266,978.18		12,808
					300
	Clothing & Personal Supplies	150.00	195.75	(45.75)	-
001-53060-451-0	Communications	713.00	750.54	(37.54)	113,799
001-53090-451-0	Household Expense	0.00	82.13	(82.13)	
001-53100-451-0	Insurance	1,519.00	1,500.00	19.00	
001-53120-451-0	Maintenance-Equipment	8,672.00	5,131.44	3,540.56	
001-53140-451-0	Medical,Dental & Lab Supplies	0.00	29.35	(29.35)	
001-53150-451-0	Memberships	200.00	200.00	0.00	
001-53170-451-0	Office Expense	9,484.00	6,051.50	3,432.50	
001-53171-451-0	Postage	12,206.00	11,982.98	223.02	
001-53180-451-0	Professional/Special Services	17,630.00	16,864.68	765.32	
001-53190-451-0	Publication & Legal Notices	900.00	714.00	186.00	
001-53200-451-0	Rents & Leases Equipment	2,100.00	2,120.59	(20.59)	750
001-53229-451-0	Indirect Overhead Costs	93,020.00	93,020.00	0.00	
001-53231-451-0	Software	47,381.00	33,746.19	13,634.81	114,549
001-53250-451-0	Transportation & Travel	1,700.00	2,187.90	(487.90)	
001-53251-451-0	Education & Training	1,200.00	1,110.00	90.00	

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

001-57099-451-0	Fixed Assets <$5,000	19,760.00	19,757.70	2.30
001-57199-451-0	Fixed Assets >$5,000	57,235.00	57,233.39	1.61
		273,870.00	252,678.14	
		648,612.00	589,009	
	Services and Supplies ICR		159,658.14	

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

2023-2024 Colusa County ICR 001-451 for 2024/25

Account	Account Title	OGF ACTUAL		Direct	Indirect	Total
51010	SALARIES & WAGES	144,471		144,471		144,471
51011	EXTRA HELP	468		468		468
51012	OVERTIME	3,338		3,338		3,338
51016	BILINGUAL	-		-		-
51019	HEALTH IN-LIEU	833		833		833
510191	IRC 125 FLEX BEN PLAN	-		-		-
51020	DEFERRED COMPENSATION	710		710		710
51021	RETIREMENT	56,605		56,605		56,605
51022	OASDI	11,146		11,146		11,146
51029	GROUP INSURANCE-VISION	267		267		267
51030	GROUP INSURANCE-HEALTH	3,630		3,630		3,630
51031	GROUP INSURANCE-LIFE	113		113		113
51033	GROUP INSURANCE-DENTAL	995		995		995
51035	WORKER'S COMPENSATION	1,205		1,205		1,205
51036	EMPLOYEE ASSISTANCE PROGRAM	90		90		90
51037	MISCELLANEOUS 125 F.B.P.	142		142		142
51038	ACTIVE HRA CONTRIBUTIONS	-		-		-
51043	GROUP INSURANCE-HEALTH(125)	41,666		41,666		41,666
51046	ACTIVE HRA CONTRIBUTIONS	1,300		1,300		1,300
51049	PENSION UAL	-		-		-
	Total Salary and Benefits	266,978		266,978		266,978
	less Management and Supervision	114,559				
	Direct Salary and Benefits	**$ 152,419.18**				
	a) Total annual productive hours			2,891		
	b) Number of employees in Elections Dept		5.0			
	d) Percentage allocation to Elections Dept			50%		
	Dept hourly rate (actual direct salary and benefits divided by productive work hours)			$ 52.72		
53050	CLOTHING & PERSONAL SUPPLIES	196			196	
53060	COMMUNICATIONS	751			751	
53090	HOUSEHOLD EXPENSES	82			82	
53100	INSURANCE	1,500			1,500	
53120	MAINTENANCE-EQUIPMENT	5,131			5,131	
53140	MEDICAL,DENTAL & LAB SUPPLIES	29			29	
53150	MEMBERSHIPS	200			200	
53170	OFFICE EXPENSE	6,052			6,052	
53171	POSTAGE	11,983			11,983	
53180	PROF/SPECIALIZED SERVICES	16,865			16,865	
53190	PUBLICAT & LEGAL NOTICES	714			714	
53200	RENTS&LEASE EQUIPMENT	2,121			2,121	
53231	SOFTWARE	33,746			33,746	
53250	TRANS; TRAVEL	2,188			2,188	
53251	EDUCATION & TRAINING	1,110			1,110	
57099	FIXED ASSETS <$5,000	19,758			19,758	
57199	FIXED ASSETS >$5,000	57,233			57,233	
53229	INDIRECT COST ALLOCATION	93,020				
	TOTAL	426,636	266,978	159,658	159,658	

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

Dept hourly rate	$	52.72	0.88
Services and Supplies Cost Rate	$	55.23	0.92
County Indirect Costs (Cost Allocation Plan)	$	32.18	0.54
Management and Supervision	$	39.63	0.66
Total Dept hourly rate	$	179.75	3.00

Attachment: Elections proposed fees 05012025 (10733 : Ordinance Establishing Fees in County Code - Clerk/Rec/Elections)

COUNTY OF COLUSA, CA 9.3

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: Appoint real property negotiators for property located at 438 Leven Street, Grimes, CA.

Appoint real property negotiators for property located at 438 Leven Street, Grimes, CA.

Detailed Description/Background of request

The legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency. However, staff believes the Assistant County Administrative Officer and County Counsel should be named as the negotiators for initial conversations.

Prior Board Action

None

Fiscal Impact/Funding Source

Action for the Clerk

COUNTY OF COLUSA, CA 10.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: Approve letter in support of the Fix our Forests Act (FOFA)

Approve letter in support of the Fix our Forests Act (FOFA).

Detailed Description/Background of request

The Fix Our Forest Act would:

- **Establish new and updated programs to reduce wildfire risks** across large, high-priority "firesheds," with an emphasis on cross-boundary collaboration.
- **Streamline and expand tools for forest health projects** (e.g., stewardship contracting, Good Neighbor Agreements) and provide faster processes for certain hazardous fuels treatments.
- **Create a single interagency program to help communities in the wildland-urban interface** build and retrofit with wildfire-resistant measures, while simplifying and consolidating grant applications.
- **Expand research and demonstration initiatives-including** biochar projects and the Community Wildfire Defense Research Program-to test and deploy cutting-edge wildfire prevention, detection, and mitigation technologies.
- **Strengthen coordination efforts across agencies** through a new Wildfire Intelligence Center, which would streamline federal response and create a whole-of-government approach to combating wildfires.
- **Improve reforestation, seedling supply, and nursery capacity;** establishes new programs for white oak restoration; and clarify policies to reduce wildfire-related litigation and expedite forest health treatments.

Prior Board Action
None

Fiscal Impact/Funding Source
None

Action for the Clerk
Send letter to HBE for distribution to addressee, and cc's

ATTACHMENTS:

- 08-26-25 Support Ltr Fix Our Forest Act.docx (DOC)

JOSE MERCED CORONA, DISTRICT I,
VICE-CHAIR
DAURICE K. SMITH, DISTRICT II
CHAIR
KENT S. BOES, DISTRICT III
RANDY WILSON, DISTRICT IV
JANICE A. BELL, DISTRICT V

COUNTY OF COLUSA
BOARD OF
SUPERVISORS
547 Market Street, Suite 102
Colusa, CA 95932
(530) 458-0508
Fax (530) 458-0510
boardclerk@countyofcolusaca.gov

August 26, 2025

The Honorable Alex Padilla
United States Senate
Washington, DC 20510

Re: Support for the Fix Our Forests Act (FoFA)

Dear Senator Padilla,

On behalf of the County of Colusa, I write in support of the *Fix our Forests Act* (FOFA) to combat catastrophic wildfires, restore forest ecosystems, and make federal forest management more efficient and responsive.

As you may know, the American West has long been prone to wildfires, but prolonged drought and the buildup of dry fuels have increasingly intensified fires and extended fire seasons. Wildfires today are more catastrophic — growing larger, spreading faster, and burning more land than ever before. Nationwide, total acres burned rose dramatically from 2.7 million in 2023 to nearly 9 million in 2024, a 231 percent increase.

This escalating trend is evident in California, which averages more than 7,500 wildfires a year. Excluding the recent Los Angeles fires, 6 of the top 10 most destructive fires, 3 of the top 5 deadliest fires, and all the state's 9 largest fires have burned since 2017. The current trajectory is unsustainable, and addressing the scale of the crisis is essential to ensure the safety of our communities.

In addition to the immediate threats to lives and property, wildfires release carbon dioxide and other greenhouse gas emissions that accelerate climate change. California's 2020 fire season, the worst on record, emitted enough greenhouse gases to erase nearly two decades of progress on emissions reductions in California. Addressing this wildfire emergency is critical to ensuring that our climate progress is not undermined by the devastating impacts of these fires.

Given this urgency, we believe the *Fix our Forests Act* (FOFA) proposes a comprehensive approach that establishes the **Wildfire Intelligence Center** which would streamline the federal response and create a whole-of-government approach to combating wildfires. It would **create a single interagency program to help communities in the wildland-urban interface** build and retrofit with wildfire-resistant measures, while simplifying and consolidating grant applications. Additionally, FOFA would i**mprove reforestation, seedling**

Attachment: 08-26-25 Support Ltr Fix Our Forest Act.docx [Revision 2] (10749 : Letter of Support Fix our Forest Act)

supply, and nursery capacity by establishing new programs for white oak restoration and clarifying policies to reduce wildfire-related litigation and expedite forest health treatments.

We appreciate your leadership in introducing this critical legislation and look forward to working with you to protect our communities and the environment from increasingly destructive wildfires. Thank you for supporting this bipartisan effort to improve the health of our forests.

Sincerely,

Daurice K. Smith
Chair

cc: Senator Adam Schiff
Congressman Doug LaMalfa
RCRC
CSAC

Attachment: 08-26-25 Support Ltr Fix Our Forest Act.docx [Revision 2] (10749 : Letter of Support Fix our Forest Act)

COUNTY OF COLUSA, CA 10.2

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: County Administrative Office

FROM: Ann Nordyke

SUBJECT: Discuss and provide direction on the formation of an Off Site Mitigation Program for the Sites Project Ad Hoc Committee.

Discuss and provide direction on the formation of an Off Site Mitigation Program for the Sites Project Ad Hoc Committee.

Detailed Description/Background of request

The Multi-District MOU for the Off Site Mitigation Program for the Sites Project is currently being negotiated with all Air Pollution Districts within the project footprint - Colusa, Glenn, Yolo-Solano and Tehama.

A request has been received from the Glenn County Air Pollution Control District Board for all Counties to form an Ad Hoc to discuss this topic further.

Prior Board Action

None.

Fiscal Impact/Funding Source

None.

Action for the Clerk

None.

COUNTY OF COLUSA, CA

13.1

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Human Resources

FROM: Dar Rhodes

SUBJECT: CLOSED SESSION: CONFERENCE WITH LABOR NEGITIATOR California Government Code 54957.6 Title: Conference with Labor Negotiator.

CLOSED SESSION: Conference with Labor Negotiator, California Government Code 54957.6 Agency Negotiator: Dar Rhodes, Kaline Moore, and Yareli Mora Employee Organizations: All Units

Detailed Description/Background of request

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

COUNTY OF COLUSA, CA

13.2

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: Conference With Real Property Negotiators

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Govt Code 54956.8)
Property: 438 Leven Street, Grimes, Ca, 95950
Property owner: Pierce Joint Unified School District
Proposed Purchaser: Colusa County
Negotiators: TBD
Under negotiation: Price and Terms of Sale

Detailed Description/Background of request

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

COUNTY OF COLUSA, CA 13.3

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Ann Nordyke

SUBJECT: CLOSED SESSION: PUBLIC EMPLOYMENT California Government Code 54957(b). Title: County Administrative Officer Recruitment.

CLOSED SESSION: PUBLIC EMPLOYMENT
California Government Code 54957(b). Title: County Administrative Officer Recruitment.

Detailed Description/Background of request

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

COUNTY OF COLUSA, CA 13.4

Request For County Board of Supervisors Action

MEETING DATE: August 26, 2025

DEPARTMENT: Board of Supervisors

FROM: Wendy Tyler

SUBJECT: Closed Session - Performance Eval County Counsel

EMPLOYEE PERFORMANCE EVALUATION
California Government Code section 54957(b). Title: County Counsel

Detailed Description/Background of request
N/A

Prior Board Action
N/A

Fiscal Impact/Funding Source
N/A

Action for the Clerk
None