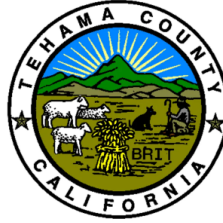


# TEHAMA COUNTY BOARD OF SUPERVISORS

Robert Burroughs, District 1  
Tom Walker, District 2  
Pati Nolen, District 3, Vice Chair  
Matt Hansen, District 4, Chairman  
Greg Jones, District 5



Gabriel Hydrick  
Chief Administrator

Margaret Long  
County Counsel

Sean Houghtby  
Clerk of the Board  
(530) 527-3287

Board Chambers  
727 Oak Street, Red Bluff, CA 96080  
(530) 527-4655  
<http://www.tehama.gov>

## AGENDA FOR TUESDAY, JUNE 17, 2025

---

The Board of Supervisors welcomes you to their meetings which are regularly scheduled for each Tuesday. Your participation and interest are encouraged and appreciated. Members of the public may address the Board from the podium on items on the agenda when the matter is called. The Board reserves the right to limit the time devoted to any item on the agenda and to limit the time of any speaker.

The Board wishes to ensure that business is conducted in an orderly fashion and the public is asked to be courteous and polite when addressing the Board and to be respectful to others attending the Board meeting. Any disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited.

Members of the public who are unable to attend in person may participate, listen and watch in the following ways:

- 1) To participate in the Board meeting, the public may listen and comment over the phone by calling: (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment.
- 2) Members of the public who are unable to attend in person may watch and listen via the web at: <https://tehamacounty.legistar.com/Calendar.aspx>. To comment on an upcoming agenda item, call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment at the time the item is called.

The audio and live video streaming is being offered as a convenience. The Board meeting will continue even if there is a disruption. If there is a disruption, the public is encouraged to consider an alternate option listed above. If you have trouble connecting or accessing the meeting, contact the Board office for assistance at (530) 527-4655.

Please refer to the last page of the agenda for information on how to participate in the meeting, as well as the various options being made available for members of the public to provide comment.

The County of Tehama does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Tom Provine, County of Tehama, 727 Oak St., Red Bluff, CA 96080, Phone: (530) 527-4655. Individuals with disabilities who need auxiliary aids and/or services or other accommodations for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Board of Supervisors meetings, please contact the ADA Coordinator two business days prior to the day of the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator.

The Agenda is divided into two sections:

**CONSENT AGENDA:**

These items include routine financial and administrative actions and are usually approved by a single majority vote. Any Board member, staff member or interested person may request that an item be removed from the Consent Agenda for discussion on the Regular Agenda.

**REGULAR AGENDA:**

These items include significant financial and administrative actions of special interest that are usually approved individually by a majority vote. The Regular Agenda also includes noticed hearings and public hearings. The times on the agenda are approximate.

**9:00 AM CALL TO ORDER / PLEDGE OF ALLEGIANCE****PLEASE TURN OFF OR MUTE YOUR CELL PHONE****PUBLIC COMMENT**

This is a time set aside for members of the public to directly address the Board of Supervisors on any item of interest to the public that is within the subject matter jurisdiction of this board. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of section 54954.2 of the government code. This board has chosen to exercise its discretion and limit each speaker to three (3) minutes.

Members of the public will be allowed to address the Board of Supervisors regarding items appearing on the agenda at the time the item is called.

**ANNOUNCEMENT OF AGENDA CORRECTIONS****PREVIOUS REPORTABLE ACTIONS FROM CLOSED SESSION****BOARD OF SUPERVISORS STANDING AND AD HOC COMMITTEE**

Receive reports from the following standing and ad hoc committees, and discussion and possible direction to the committees regarding future meetings and activities within each committee's assigned scope:



**Public Works Committee (Standing) (Hansen, Walker)**

**Veterans Halls Advisory Committee (Standing) (Burroughs, Jones)**

**Public Safety Tax Initiative Working Group (Hansen, Jones)**

**Personnel Procedures & Guidelines Ad Hoc Committee (Burroughs, Walker)**

## **REPORTS OF MEETINGS ATTENDED INCLUDING AB1234**

## **ANNOUNCEMENTS BY COUNTY DEPARTMENTS**

This is an opportunity for a County Department to provide information to the Board and the general public. These announcements are to be as brief and concise as possible and not used to seek direction from the Board.

### **CONSENT AGENDA**

1. **GENERAL WARRANT REGISTER - 5/25/25 - 5/31/25** [25-1013](#)
2. **AUDITOR'S CLAIMS** [25-1010](#)
  - a) Court Operations, 2026-53221, Benjamin E Magid, \$3,264.00.
3. **ENVIRONMENTAL HEALTH DEPARTMENT** [25-1018](#)
  - a) RESOLUTION - Request adoption of a resolution authorizing the Director of Environmental Health to secure Enforcement Assistance Grant funds from Department of Resources Recycling & Recovery to be used to support Solid Waste Facilities permit and inspection programs
  - b) AGREEMENT - Request approval and authorization for the Director of Environmental Health to sign the Grant Agreement Cover Sheet with CalRecycle to receive grant funding in the amount of \$16,485 and to sign the Grant Payment Request to secure Enforcement Assistance Grant funds from Department of Resources Recycling and Recovery, for the period of 7/1/25 to 6/30/26
4. **SHERIFF'S OFFICE** [25-0964](#)
  - a) AGREEMENT - Request approval and authorization for the Chair and Sheriff to sign Agreement with Keefe Commissary Network Inc., for the purpose of providing commissary and inmate banking services at the Tehama County Jail, effective 5/8/25 and shall remain in effect for three (3) years, with the option to extend the agreement term up to two (2) additional one (1) year periods (*Subject to receipt of required insurance documentation*)
5. **SHERIFF'S OFFICE** [25-0968](#)
  - a) TRANSFER OF FUNDS: SHERIFF, B-71 - From Public Safety (106-301900) to Contingency (2002-59000), \$23,475.22; and From Contingency (2002-59000) to

Maintenance of Structure/Improve Grounds (2032-53180), \$23,475.22 **(Requires a 4/5's Vote)**

**6. FIRE** [25-1016](#)

a) Request authorization to issue a refund to Red Line Installations in the amount of \$501 for cancellation of the project at 23175 Solano Road Corning, CA 96021

**7. FIRE** [25-1014](#)

a) AGREEMENT - Request approval and authorization for the Tehama County Fire Finance Representative to sign the Assistance By Hire Agreement with CAL FIRE for rental of County fire equipment for use within the CAL FIRE protection area, and coverage behind State engine commitments at the rates listed, effective 5/1/25 through 6/30/26

**8. SOCIAL SERVICES** [25-1001](#)

a) AGREEMENT - Request approval and authorization for the Social Services Director to sign the Agreement with Shasta County Office of Education for the provision of a Child Care Navigator, Trauma-Informed Care Training Services, and Temporary Emergency Child Care for Foster Caregivers, with maximum compensation not to exceed \$92,209, effective 7/1/25 and shall terminate 6/30/26 *(Subject to receipt of required insurance documentation)*

**9. SOCIAL SERVICES** [25-1027](#)

a) AGREEMENT - Request approval and authorization for the Director of Social Services to sign the Amendment with Victor Community Support Services Inc. for the purpose of facilitating Child and Family Team meetings for FY 24/25 increasing the total amount not to exceed to \$160,000, effective 7/1/24 through 6/30/25 *(Subject to receipt of required insurance documentation)*

**10. TEHAMA COUNTY COMMUNITY ACTION AGENCY** [25-1034](#)

a) TRANSFER OF FUNDS: COMMUNITY ACTION AGENCY, B-75 - from Salary and Wages (5063-51010), \$1,000; to Extra Help (5063-51011) \$1,000 **(Requires 4/5's vote)**

**11. HEALTH SERVICES AGENCY / MENTAL HEALTH** [25-1032](#)

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the Agreement with Ghislaine Ramasar dba Crest Home for the Elderly for the purpose of providing licensed residential care services to certain mentally ill adult residents of Tehama County at the rates set forth in Exhibit "C". The maximum compensation payable under this Agreement shall not exceed \$1,350,000, effective 7/1/25 and shall terminate 6/30/28 *(Subject to receipt of required insurance documentation)*

**12. ASSESSOR** [25-1037](#)

a) TRANSFER OF FUNDS: ASSESSOR, B-72 - From Salary & Wages (1023-51010), \$15,000; to Extra Help (1023-51011), \$15,000 **(Requires a 4/5's vote)**

**RECESS to convene as the Tehama County Air Pollution Control District****CONSENT AGENDA****13. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT [25-0986](#)**

a) AGREEMENT - Request approval and authorization for the Chair and the Air Pollution Control Officer to sign the agreement renewal with TruePoint Solutions for the purpose of implementing a new permit tracking database in an amount not to exceed \$160,390, effective upon signing, and will terminate on 2/28/26 (*Subject to receipt of required insurance documentation*)

**ADJOURN to reconvene as the Tehama County Board of Supervisors****REGULAR AGENDA****14. ADMINISTRATION - Chief Administrator Gabriel Hydrick & GreenWaste of Tehama District Manager Amanda Garrett [25-0792](#)**

a) INFORMATIONAL PRESENTATION - Regarding GreenWaste's Education Program for 2023 and 2024, and overall program management and goal achievements related to residential and commercial solid waste management services in the unincorporated areas of Tehama County

b) Board discussion and possible approval that GreenWaste made a good faith effort in attempting to meet its 2023 minimum diversion goals

c) Board discussion and possible approval that GreenWaste made a good faith effort in attempting to meet its 2024 minimum diversion goals

**15. BUILDING & SAFETY DEPARTMENT - Building Official Patrick Ewald [25-1012](#)**

a) INFORMATIONAL PRESENTATION - Regarding Tehama County Building Department providing a streamlined permit process for pre-approved Accessory Dwelling Units (ADU) plans

**16. SHERIFF'S OFFICE - Sheriff Dave Kain [25-0965](#)**

a) AGREEMENT - Request approval and authorization for the Sheriff to sign the Agreement with Express Services Inc. DBA Express Employment Professionals, for the purpose of providing temporary employees, for the rates as set forth in Exhibit "B", with maximum compensation not to exceed \$100,000 per year, effective on 7/1/25 and shall terminate 6/30/26

**17. DISTRICT ATTORNEY / PERSONNEL - District Attorney Matt Rogers [25-0990](#)**

a) Request approval of revisions to the classification specifications of District Attorney Investigator I/II and District Attorney Investigator III, including a title change to District Attorney Investigator I/II/III, effective 6/17/25

**18. PERSONNEL / CHILD SUPPORT SERVICES - Director of Child [25-1019](#)**

**Support Services Tonya Moore**

- a) Request approval of a new classification specification of Child Support Specialist IV, within the Joint Council bargaining unit, effective 6/17/25
- b) Request approval of revisions to the classification specifications of Child Support Specialist I/II, Child Support Specialist III, including a title change to Child Support Specialist I/II/III, and Child Support Supervisor, within the Memorandum of Understanding between Tehama County and the Joint Council bargaining unit, effective 6/17/25
- c) RESOLUTION - Request adoption of a resolution to amend the FY 2024-25 Personnel Allocation List (PAL), (Reso #2024-080), by deleting one (1.00 FTE) Child Support Supervisor allocation at Salary Range 31, deleting six (6.00 FTE) Child Support Specialist I/II allocations, adding six (6.00 FTE) Child Support Specialist I/II/III allocations, deleting one (1.00 FTE) Child Support Specialist III allocation and adding two (2.00 FTE) Child Support Specialist IV allocations at Salary Range 31, and changing the salary range of one (1.00 FTE) Child Support Supervisor allocation from Salary Range 31 to Salary Range 34, effective 6/17/25
- d) Request approval to reclassify one (1.00 FTE) Child Support Specialist III incumbent to Child Support Specialist IV, effective 6/17/25

**FUTURE AGENDA ITEMS**

Future Agenda Items is an opportunity for a Board member to present a topic to the full Board and County Departments and allow the Board to express majority that staff should be directed to address the issue and bring it back to the full Board as an agenda item. This is not a time for the Board to address the merits or express their opinions on the issue but solely to decide if staff should expend resources in researching and preparing documents for consideration at a public board meeting. More complex issues may result in a future study session.

**CLOSED SESSION**

Members of the public may address the Closed Session matters at the time the closed session is announced.

**19. CLOSED SESSION**[25-0896](#)

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Government Code Section 54957)  
Title: Chief Administrator

**20. CLOSED SESSION**[25-0909](#)

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Part One of the Librarian Annual Performance Evaluation Process

**21. CLOSED SESSION**[25-1093](#)

- a) Liability Claims Pursuant to Government code 54956.95  
Claimant: Holly Dawley  
Agency claimed against: Tehama County

**REPORTABLE ACTIONS FROM CLOSED SESSION****1:30 P.M.****22. BOARD OF SUPERVISORS**[25-0960](#)

- a) INFORMATIONAL PRESENTATION - Informational presentation to receive information regarding the California State Association of Counties (CSAC)

**ADJOURN**

Any written materials related to an open session item on this agenda that are submitted to the Board of Supervisors, and that are not exempt from disclosure under the Public Records Act, will be made available for public inspection at the Tehama County Clerk of the Board of Supervisors Office, 633 Washington St., Rm. 12 (P.O. Box 250), Red Bluff, California, 96080, (530) 527-3287 during normal business hours.

The deadline for items to be placed on the Board's agenda is 5 p.m. on the Wednesday Thirteen days prior to the meeting on Tuesday, unless a holiday intervenes. Items not listed on the Agenda can only be considered by the Board if they qualify under Government Code Section 54954.2(b) (typically this applies to items meeting criteria as an off-agenda emergency).

**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.

**WAYS TO PARTICIPATE, WATCH AND LISTEN DURING THE MEETING:**

- 1) Attend in person in Board Chambers, Tehama County Administration Building, 727 Oak St., Red Bluff, CA 96080.

2) Listen and comment over the phone by calling: (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment.

3) Watch live video and listen at: <https://tehamacounty.legistar.com/Calendar.aspx>. To comment on an upcoming agenda item, call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment at the time the item is called.

The audio and live video streaming is being offered as a convenience. The Board meeting will continue even if there is a disruption. If there is a disruption, the public is encouraged to consider an alternate option listed above. If you have trouble connecting or accessing the meeting, contact the Board office for assistance at (530) 527-4655.

**PROVIDE PUBLIC COMMENT BEFORE THE MEETING BY:**

1) Writing a letter to the Board of Supervisors at PO Box 250, Red Bluff, CA 96080.

2) Emailing: [tcbos@tehama.gov](mailto:tcbos@tehama.gov). Written or emailed public comments received by 4:00 p.m. the day prior to the meeting will be provided to the Board members electronically or in written format and will become part of the public record.

**PROVIDE PUBLIC COMMENT DURING THE MEETING BY:**

1) In-Person: Board Chambers, Tehama County Administration Building, 727 Oak St., Red Bluff, CA 96080: Members of the public can provide comment in-person inside the Board of Supervisors' Chambers.

2) Over the Phone: Members of the public can call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment. The public will be placed in a call-in queue until they are permitted into the meeting for comment.

COMMUNICATIONS received by the Board of Supervisors are on file and available for review in the Office of the Clerk of the Board.

MINUTES, AGENDAS, AGENDA MATERIAL, and ARCHIVED MATERIAL is available on our website at <https://tehamacounty.legistar.com/Calendar.aspx>



# Tehama County

## Agenda Request Form

---

**File #:** 25-1013

**Agenda Date:** 6/17/2025

**Agenda #:** 1.

---

### GENERAL WARRANT REGISTER - 5/25/25 - 5/31/25

**Requested Action(s)**

**Financial Impact:**  
As Listed.

**Background Information:**

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
00000364	05/27/2025	132340	ANTELOPE AUTO REPAIR LLC	108	SOCIAL SERVICES	5013-53170	SOCIAL SERVICES	MAINTENANCE OF EQUIPMENT	\$259.08
00000365	05/27/2025	108325	STAPLES ADVANTAGE	108	SOCIAL SERVICES	5013-53220	SOCIAL SERVICES	LA 1054406	\$341.72
70873955	05/27/2025	134816	3A CUSTOMS INC	106	PUBLIC SAFETY	2035-53180	DAY REPORTING CE	#174PA25 Inv. 15020877 / Tom P	\$2,655.96
70873956	05/27/2025	113197	A & P HELICOPTERS INC	106	PUBLIC SAFETY	2027-53230	SHERIFF	PROFESSIONAL/SPECIAL SERV	\$5,100.00
70873957	05/27/2025	103938	A AND A TOWING	106	PUBLIC SAFETY	2027-53230	SHERIFF	PROFESSIONAL/SPECIAL SERV	\$420.00
70873958	05/27/2025	127322	ANU CHOPRA	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER MAY 2025	\$8,638.36
70873959	05/27/2025	103939	AT&T	106	PUBLIC SAFETY	2035-53120	DAY REPORTING CE	BAN 9391032832 04/12/-05/11/25	\$155.55
70873959	05/27/2025	103939	AT&T	106	PUBLIC SAFETY	2036-53120	JUVENILE HALL	BAN 9391001947 04/12-05/11/25	\$31.98
70873959	05/27/2025	103939	AT&T	106	PUBLIC SAFETY	2036-53120	JUVENILE HALL	BAN 9391032886 04/12-05/11/25	\$134.86
70873959	05/27/2025	103939	AT&T	106	PUBLIC SAFETY	2037-53120	PROBATION	BAN 9391032874 04/12-05/11/25	\$225.76
70873959	05/27/2025	103939	AT&T	106	PUBLIC SAFETY	2037-53120	PROBATION	BAN 9391032875 04/12-05/11/25	\$386.71
70873960	05/27/2025	124886	BATTLE CREEK PEST CONTROL	106	PUBLIC SAFETY	2035-53170	DAY REPORTING CE	78068	\$140.00
70873960	05/27/2025	124886	BATTLE CREEK PEST CONTROL	106	PUBLIC SAFETY	2035-53170	DAY REPORTING CE	Inv# 78069 TCA180PA24	\$120.00
70873960	05/27/2025	124886	BATTLE CREEK PEST CONTROL	106	PUBLIC SAFETY	2036-53170	JUVENILE HALL	78422B	\$100.00



Tehama County TEBK400 - Check Register Issue Dates between May 25, 2025 and May 31, 2025									
Report Generated on:		Jun 2, 2025 7:46:18 AM							
Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70873960	05/27/2025	124886	BATTLE CREEK PEST CONTROL	106	PUBLIC SAFETY	2037-53170	PROBATION	78422A	\$100.00
70873961	05/27/2025	107169	BAY ALARM	106	PUBLIC SAFETY	106-105580	NOT APPLICABLE	519266	\$147.45
70873961	05/27/2025	107169	BAY ALARM	106	PUBLIC SAFETY	2028-53250	AUTO SHOP	519266	\$71.34
70873961	05/27/2025	107169	BAY ALARM	106	PUBLIC SAFETY	2032-53250	JAIL	ACCT 1598066	\$311.00
70873962	05/27/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005837	\$25.30
70873962	05/27/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005856	\$50.60
70873962	05/27/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005884	\$25.30
70873962	05/27/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005904	\$37.95
70873963	05/27/2025	101629	CDE CASHIER'S OFFICE	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	25 SF-50046 CNIPS	\$187.20
70873964	05/27/2025	135415	CHRISTOPHER R LOGAN ATTORNEY A	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER MAY 2025	\$20,000.00
70873965	05/27/2025	135483	COLBERT 118 LLC	106	PUBLIC SAFETY	2027-53260	SHERIFF	RENT/LEASE OF BUILDINGS	\$325.00
70873966	05/27/2025	L207805	COLONIAL LIFE AND ACCIDENT INS	265	COUNTY P/R TRUST	265-207805	NOT APPLICABLE	DED:0456 COL N-PTAX	\$1,207.83
70873966	05/27/2025	L207805	COLONIAL LIFE AND ACCIDENT INS	265	COUNTY P/R TRUST	265-207805	NOT APPLICABLE	DED:0457 COL PTAX	\$4,631.37
70873967	05/27/2025	120435	DANIEL R KENNEDY	101	GENERAL FUND	5062-53260	COMMUNITY ACTION	RENT/LEASE OF BUILDINGS	\$60.00
70873967	05/27/2025	120435	DANIEL R KENNEDY	108	SOCIAL SERVICES	5013-53260	SOCIAL SERVICES	RENT/LEASE OF BUILDINGS	\$540.00
70873968	05/27/2025	L207819	DEPUTY SHERIFF'S ASSOC	265	COUNTY P/R TRUST	265-207819	NOT APPLICABLE	DED:0451 DUES	\$2,322.40

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70873968	05/27/2025	L207819	DEPUTY SHERIFF'S ASSOC	265	COUNTY P/R TRUST	265-207819	NOT APPLICABLE	DED:0452 PORAC/LDF	\$1,442.40
70873969	05/27/2025	103534	DIAMOND MEDICAL	106	PUBLIC SAFETY	20321-53192	JAIL - HEALTH SE	10638	\$407.05
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005839	\$51.55
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005857 SNP	\$49.56
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005858	\$42.10
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005886	\$69.30
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005906	\$35.38
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	SNP 64121690005885	\$154.20
70873970	05/27/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	SNP 64121690005905	\$49.56
70873971	05/27/2025	L207831	EBS	265	COUNTY P/R TRUST	265-207831	NOT APPLICABLE	DED:0141 FSA-MED	\$1,906.57
70873972	05/27/2025	L207832	EBS	265	COUNTY P/R TRUST	265-207832	NOT APPLICABLE	DED:0142 FSA-D/C	\$437.52
70873973	05/27/2025	127756	EMPOWER TEHAMA	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$19,090.33
70873973	05/27/2025	127756	EMPOWER TEHAMA	108	SOCIAL SERVICES	5022-55397	PUBLIC ASSISTANC	COMMUNITY BASE RESOURCE	\$2,248.20
70873974	05/27/2025	131442	EUGENE RICHARD LEFDAL JR	106	PUBLIC SAFETY	2032-53230	JAIL	PROFESSIONAL/SPECIAL SERV	\$2,045.76

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70873975	05/27/2025	123262	EXPRESS SERVICES INC	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$17,045.23
70873976	05/27/2025	127735	FASTRAK INVOICE PROCESSING DEP	106	PUBLIC SAFETY	2037-53290	PROBATION	I712528683089	\$16.00
70873977	05/27/2025	V000088	HEALTH MANAGEMENT ASSOCIATES I	106	PUBLIC SAFETY	2032-53230	JAIL	211996	\$17,110.00
70873978	05/27/2025	134656	HUMBOLDT MOVING & STORAGE CO I	106	PUBLIC SAFETY	2027-53230	SHERIFF	TEHAMA SHERIFF	\$63.00
70873979	05/27/2025	136121	HUNT & SONS LLC	101	GENERAL FUND	2072-53291	SHERIFF - CORONE	6038	\$105.96
70873979	05/27/2025	136121	HUNT & SONS LLC	101	GENERAL FUND	2075-53291	OFFICE OF EMERG	6038	\$86.99
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2023-53291	BAILIFF	6038	\$347.37
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2024-53291	BOATING GRANTS	6038	\$403.90
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2027-53291	SHERIFF	6038	\$10,611.80
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2028-53291	AUTO SHOP	6038	\$298.56
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2029-53291	SHERIFF ANIMAL R	6038	\$271.14
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2031-53291	WORK FARM	6038	\$260.57
70873979	05/27/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2032-53291	JAIL	6038	\$1,223.90
70873979	05/27/2025	136121	HUNT & SONS LLC	116	SENIOR NUTRITION	5063-53291	SENIOR NUTRITION	6035	\$441.13
70873980	05/27/2025	L208130	I U O E LOCAL 39	265	COUNTY P/R TRUST	265-208130	NOT APPLICABLE	DED:0450 IUOE MGR	\$31.70
70873980	05/27/2025	L208130	I U O E LOCAL 39	265	COUNTY P/R TRUST	265-208130	NOT APPLICABLE	DED:0458 I.U.O.E.	\$518.31
70873981	05/27/2025	116077	KITT MURRISON PHD	106	PUBLIC SAFETY	2037-53230	PROBATION	DOS 05/06/25 Pre-emp A.K.	\$500.00

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70873982	05/27/2025	L207818	LAW ENFORCEMENT MGMT ASSOC	265	COUNTY P/R TRUST	265-207818	NOT APPLICABLE	DED:0453 PORAC/LDF	\$200.00
70873982	05/27/2025	L207818	LAW ENFORCEMENT MGMT ASSOC	265	COUNTY P/R TRUST	265-207818	NOT APPLICABLE	DED:0454 LEMA DUES	\$220.00
70873983	05/27/2025	133436	M L ESLINGER & ASSOCIATES INC	106	PUBLIC SAFETY	2037-53290	PROBATION	6049 Probation Elig	\$300.00
70873983	05/27/2025	133436	M L ESLINGER & ASSOCIATES INC	106	PUBLIC SAFETY	2037-53290	PROBATION	Officer Safety Situ/Awareness	\$150.00
70873984	05/27/2025	132936	MAIN STREET CAR WASH	106	PUBLIC SAFETY	2027-53170	SHERIFF	MAINTENANCE OF EQUIPMENT	\$272.00
70873985	05/27/2025	106919	NORTHERN CAL CHILD DEVELOPMENT	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	PROFESSION/SPEC OTHER	\$122,171.52
70873986	05/27/2025	123562	OBSIDIAN	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	MAINTENANCE OF EQUIPMENT	\$1,056.20
70873987	05/27/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	7032-53300	LOS MOLINOS VETE	Acc#9263246164-3	\$240.16
70873987	05/27/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2027-53300	SHERIFF	6048210701-2	\$284.10
70873987	05/27/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2031-53300	WORK FARM	7199495590-5	\$384.21
70873987	05/27/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2036-53300	JUVENILE HALL	A/C 4402923101-4 5/25	\$2,370.11
70873987	05/27/2025	101231	PACIFIC GAS & ELECTRIC	220	TC SOLID WASTE M	4045-53300	TC/RB LANDFILL M	1357775899-1	\$301.80
70873988	05/27/2025	101267	PEERLESS BUILDING MAINT INC	113	CHILD SUPPORT	5015-53140	CHILD SUPPORT SE	PO51785	\$708.00
70873989	05/27/2025	115330	PETER N GIORVAS	106	PUBLIC SAFETY	2028-53260	AUTO SHOP	RENT/LEASE OF BUILDINGS	\$4,300.00
70873990	05/27/2025	123466	PHI AIR MEDICAL LLC	265	COUNTY P/R TRUST	265-208138	NOT APPLICABLE	DED:1700 PHI	\$2,560.00

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70873991	05/27/2025	110618	PITNEY BOWES INC	106	PUBLIC SAFETY	2027-53250	SHERIFF	0017305427	\$616.74
70873992	05/27/2025	132831	PRENTICE LONG PC	101	GENERAL FUND	1031-53230	COUNTY COUNSEL	PROFESSIONAL/SPECIAL SERV	\$36,477.45
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59182689	\$169.53
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59182690 SNP	\$179.21
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59182691	\$110.25
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59192021	\$71.72
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59192023	\$113.06
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59192025 SNP	\$186.35
70873993	05/27/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC 692071	\$131.81
70873994	05/27/2025	113400	R & R QUALITY MEATS	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	250840	\$456.90
70873994	05/27/2025	113400	R & R QUALITY MEATS	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	250841	\$227.94
70873995	05/27/2025	114229	RANDALL J HAUSER	101	GENERAL FUND	101-105580	NOT APPLICABLE	PO428860 PRE PAY 25/26	\$949.23
70873995	05/27/2025	114229	RANDALL J HAUSER	101	GENERAL FUND	2062-53230	CODE/ MARIJUANA E	PO428860 24/25	\$249.77
70873996	05/27/2025	110235	REDWOOD TOXICOLOGY	101	GENERAL FUND	2072-53230	SHERIFF - CORONE	302458	\$306.00
70873997	05/27/2025	129004	ROBERT EPPERSON	712	TEHAMA MAJOR CRI	71210-53290	TEHAMA MAJOR CRI	RED DOT INST COURSE PER DIEM	\$144.00
70873998	05/27/2025	100382	RONALD L CLARK DDS	106	PUBLIC SAFETY	20321-532396	JAIL - HEALTH SE	OUTSIDE DENTAL PROVIDER	\$12,023.00
70873999	05/27/2025	134907	SHASTA-TEHAMA-TRINITY JOINT	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	Step up APR'25 Expense	\$1,020.03
70874000	05/27/2025	L207830	STATIONARY ENGINEERS, LOCAL 39	265	COUNTY P/R TRUST	265-207830	NOT APPLICABLE	DED:0459 DUES	\$1,722.81
70874000	05/27/2025	L207830	STATIONARY ENGINEERS,	265	COUNTY P/R	265-207830	NOT APPLICABLE	DED:0460 INITN FEE	\$0.00

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
			LOCAL 39		TRUST				
70874000	05/27/2025	L207830	STATIONARY ENGINEERS, LOCAL 39	265	COUNTY P/R TRUST	265-207830	NOT APPLICABLE	DED:0461 DUES	\$3,541.22
70874000	05/27/2025	L207830	STATIONARY ENGINEERS, LOCAL 39	265	COUNTY P/R TRUST	265-207830	NOT APPLICABLE	DED:0462 FEE PAYER	\$24.21
70874001	05/27/2025	131147	STEVE WESTABY	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	27750	\$210.00
70874002	05/27/2025	107566	SYSCO	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	531730532	\$525.37
70874002	05/27/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531730530 SNP	\$1,467.74
70874002	05/27/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531730531	\$1,412.24
70874003	05/27/2025	L208134	TC DEP PROB OFFICER DUES	265	COUNTY P/R TRUST	265-208134	NOT APPLICABLE	DED:0473 TCDPO DUES	\$1,711.08
70874004	05/27/2025	L207827	TCDAIA	265	COUNTY P/R TRUST	265-207827	NOT APPLICABLE	DED:0475 TCDAIA	\$90.00
70874005	05/27/2025	L207834	TCPOA DUES	265	COUNTY P/R TRUST	265-207834	NOT APPLICABLE	DED:0481 TCPOA DUES	\$78.00
70874006	05/27/2025	134948	UBEO MIDCO LLC	101	GENERAL FUND	1031-53170	COUNTY COUNSEL	5273365	\$111.06
70874006	05/27/2025	134948	UBEO MIDCO LLC	106	PUBLIC SAFETY	2027-53220	SHERIFF	5305297930	\$19.90
70874006	05/27/2025	134948	UBEO MIDCO LLC	106	PUBLIC SAFETY	2027-53250	SHERIFF	5305297930	\$12.29
70874007	05/27/2025	L207807	UNITED WAY OF NORTHERN CALIFOR	265	COUNTY P/R TRUST	265-207807	NOT APPLICABLE	DED:0468 UNITED WAY	\$35.00
70874008	05/27/2025	136143	VESTIS SERVICES LLC	106	PUBLIC SAFETY	2028-53230	AUTO SHOP	176371000	\$81.36
70874009	05/27/2025	113681	WORLD TELECOM INC	106	PUBLIC SAFETY	2036-53170	JUVENILE HALL	27971 PTZ/RE-AIM CAMERA/OUTAGE	\$187.50
70874010	05/27/2025	117372	ALESSIO LARRABEE	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER MAY 2025	\$18,333.33

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874011	05/27/2025	V000261	BETHANY DONALDSON	106	PUBLIC SAFETY	2027-53295	SHERIFF	CSAR TRAINING MAY 29, 2025	\$15.00
70874012	05/27/2025	130498	COLANTUONO HIGHSMITH & WHATLEY	603	TC FLOOD CTRL/WA	60310-53230	TC FLOOD CTRL/WA	PROFESSIONAL/SPECIAL SERV	\$1,246.25
70874013	05/27/2025	T0038003	COURT-ORDERED DEBT COLLECTION	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	STEVENS CD9252-38565	\$170.92
70874013	05/27/2025	T0038003	COURT-ORDERED DEBT COLLECTION	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	WALTZ CD9261 69465	\$146.39
70874014	05/27/2025	134576	D KAIN-SHERIFF GARN	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	BARRETT 21000065	\$58.00
70874014	05/27/2025	134576	D KAIN-SHERIFF GARN	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	KING 22LC000340	\$100.00
70874014	05/27/2025	134576	D KAIN-SHERIFF GARN	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	M ESTRELLA 24LC 000090	\$391.71
70874014	05/27/2025	134576	D KAIN-SHERIFF GARN	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	VILLALBA CASTREJON NCI19078	\$59.18
70874014	05/27/2025	134576	D KAIN-SHERIFF GARN	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	WALTZ 18LC000067	\$144.00
70874015	05/27/2025	109467	DAVID KAIN	106	PUBLIC SAFETY	2027-53290	SHERIFF	CSSA CONF JUNE 8-12 2025	\$136.00
70874016	05/27/2025	114823	DEREK BURGESS	106	PUBLIC SAFETY	2032-53290	JAIL	RED DOT PISTAL INSTRUCTOR COUR	\$144.00
70874017	05/27/2025	V000058	EMPLOYMENT DEVELOPMENT DEPT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	KINNER ID 1281944064	\$100.00
70874018	05/27/2025	100655	FRANCHISE TAX BOARD	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	KIESS 110 96053 68	\$122.70
70874018	05/27/2025	100655	FRANCHISE TAX BOARD	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	VANCE 120 51873 67	\$380.01



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874019	05/27/2025	104623	FRANCHISE TAX BOARD	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	BRADLY 23P753020201	\$120.00
70874019	05/27/2025	104623	FRANCHISE TAX BOARD	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	DRAKE 542158787	\$143.50
70874019	05/27/2025	104623	FRANCHISE TAX BOARD	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	HUTCHISON K9HUTCH20241	\$147.00
70874020	05/27/2025	107559	JEFF GARRETT	106	PUBLIC SAFETY	2027-53290	SHERIFF	CSSA CONF PER DIEM	\$136.00
70874021	05/27/2025	114620	KENNETH A MILLER	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER MAY 2025	\$4,379.21
70874022	05/27/2025	126372	LAW OFFICE OF ODEH E HIJAZEEN	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDEER MAY 2025	\$18,333.33
70874023	05/27/2025	130395	LUHDORFF & SCALMANINI	603	TC FLOOD CTRL/WA	60310-53230	TC FLOOD CTRL/WA	PROFESSIONAL/SPECIAL SERV	\$248,480.21
70874024	05/27/2025	130395	LUHDORFF & SCALMANINI	603	TC FLOOD CTRL/WA	60310-53230	TC FLOOD CTRL/WA	PROFESSIONAL/SPECIAL SERV	\$689,457.13
70874025	05/27/2025	124827	REBECCA KENDRICK	106	PUBLIC SAFETY	2027-53295	SHERIFF	CSAR TRAINING PER DIEM	\$15.00
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	BARRETT 30000000338737	\$697.38
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	BECKER FL66131	\$52.50
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	BERRY 300000001569968	\$313.58
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	FLETCHER 200000002079566	\$152.30
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	KEYS 200000002006990	\$179.07
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R	265-207812	NOT APPLICABLE	LINDAUER	\$202.15



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
					TRUST			200000000258403	
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	MORRIS 20000002512994	\$15.69
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	RICKEY 300000003264650	\$215.07
70874026	05/27/2025	117211	STATE DISBURSEMENT UNIT	265	COUNTY P/R TRUST	265-207812	NOT APPLICABLE	RIDGWAY 3000005881156	\$444.00
70874027	05/27/2025	V000421	TOLAR MANUFACTURING COMPANY IN	106	PUBLIC SAFETY	2037-53180	PROBATION	PO-SD-10339	\$15,087.69
00000366	05/28/2025	100502	CALIFORNIA NEWSPAPERS PARTNERS	101	GENERAL FUND	1026-53240	TAX COLLECTOR	PUBLICATION/LEGAL NOTICES	\$194.42
00000367	05/28/2025	102493	HUE & CRY SECURITY	101	GENERAL FUND	1074-53230	FACILITIES MAINT	30691 PO428863	\$262.00
00000367	05/28/2025	102493	HUE & CRY SECURITY	101	GENERAL FUND	6021-53170	LIBRARY	31331	\$70.00
00000368	05/28/2025	108325	STAPLES ADVANTAGE	101	GENERAL FUND	6021-53220	LIBRARY	la1054406	\$205.00
70874028	05/28/2025	119080	ABC LEGAL SERVICES INC	113	CHILD SUPPORT	5015-53280	CHILD SUPPORT SE	108957	\$137.00
70874029	05/28/2025	103939	AT&T	101	GENERAL FUND	1023-53120	ASSESSOR	9391032897	\$31.94
70874029	05/28/2025	103939	AT&T	101	GENERAL FUND	6021-53120	LIBRARY	9391037345	\$1,997.61
70874030	05/28/2025	100375	CITY OF CORNING	101	GENERAL FUND	2078-461060	DIV OF ANIMAL SE	FY 24/25 LICENSING FEES Q3	\$705.00
70874031	05/28/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	2078-461060	DIV OF ANIMAL SE	FY 24/25 LICENSING FEES Q3	\$2,470.00
70874032	05/28/2025	100441	CORNING HEALTHCARE DISTRICT	108	SOCIAL SERVICES	5013-53260	SOCIAL SERVICES	JUNE 2025 RENT	\$7,233.23
70874032	05/28/2025	100441	CORNING HEALTHCARE	112	HEALTH	40121-53260	PUBLIC HEALTH	JUNE 2025 RENT	\$2,364.37

Tehama County

TEBK400 - Check Register

Issue Dates between May 25, 2025 and May 31, 2025

Report Generated on: Jun 2, 2025 7:46:18 AM

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
			DISTRICT		SERVICES				
70874032	05/28/2025	100441	CORNING HEALTHCARE DISTRICT	112	HEALTH SERVICES	40131-53260	MENTAL HEALTH	JUNE 2025 RENT	\$852.16
70874032	05/28/2025	100441	CORNING HEALTHCARE DISTRICT	112	HEALTH SERVICES	40171-53260	DRUG & ALCOHOL	JUNE 2025 RENT	\$852.16
70874033	05/28/2025	100442	CORNING LUMBER CO INC	101	GENERAL FUND	6021-53170	LIBRARY	MAINTENANCE OF EQUIPMENT	\$5.27
70874034	05/28/2025	112795	DEBRA KAY FRANSETH	112	HEALTH SERVICES	40301-53230	CALIF CHILDREN S	PROFESSIONAL/SPECIAL SERV	\$12,750.00
70874035	05/28/2025	103045	DEPT OF JUSTICE	101	GENERAL FUND	1105-532312	PROFESSIONAL COU	215074	\$735.00
70874036	05/28/2025	134605	FASTENERS INC	101	GENERAL FUND	1074-53270	FACILITIES MAINT	0000640	\$461.80
70874037	05/28/2025	113434	FEDEX	108	SOCIAL SERVICES	5013-55401	SOCIAL SERVICES	Account: 4184-5664-7	\$160.66
70874038	05/28/2025	100668	GAGER DISTRIBUTING INC	101	GENERAL FUND	2078-53280	DIV OF ANIMAL SE	01-842	\$329.86
70874039	05/28/2025	V000233	GENUINE PARTS COMPANY INC	101	GENERAL FUND	2061-53280	AGRICULTURE COMM	56340	\$10.20
70874040	05/28/2025	142511	GRAINGER INC	101	GENERAL FUND	1074-53180	FACILITIES MAINT	830621579	\$2,395.61
70874040	05/28/2025	142511	GRAINGER INC	101	GENERAL FUND	2078-53180	DIV OF ANIMAL SE	830621579	\$11.34
70874041	05/28/2025	100758	HELENA CHEMICAL CO	101	GENERAL FUND	2061-53100	AGRICULTURE COMM	150722	\$1,876.63
70874042	05/28/2025	136121	HUNT & SONS LLC	101	GENERAL FUND	1023-53291	ASSESSOR	6097	\$221.10
70874042	05/28/2025	136121	HUNT & SONS LLC	108	SOCIAL	5013-53291	SOCIAL SERVICES	6041	\$2,171.70

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
					SERVICES				
70874043	05/28/2025	101699	JOHN W CORNELISON DBA	101	GENERAL FUND	6021-53170	LIBRARY	MAINTENANCE OF EQUIPMENT	\$34.38
70874043	05/28/2025	101699	JOHN W CORNELISON DBA	101	GENERAL FUND	7021-53607	PARKS & RECREATI	TC RIVER PARK	\$643.93
70874044	05/28/2025	V000389	MATTHEW FLOWER	422	D-5011 TRUST	422-301800	NOT APPLICABLE	FUND BALANCE	\$279.05
70874045	05/28/2025	V000447	MORGAN VAZQUEZ	535	TC CHILD & FAMIL	53510-555206	TC CHILD & FAMIL	COMM STRENGTH/BUILDING	\$3,250.00
70874046	05/28/2025	135899	RACHAEL MCCLAIN	101	GENERAL FUND	2011-53290	DA VICTIM/WITNES	CA SUMMIT ON DV PER DIEM	\$192.47
70874047	05/28/2025	133774	SERVICEWALA STORES LLC	108	SOCIAL SERVICES	5013-53170	SOCIAL SERVICES	MAINTENANCE OF EQUIPMENT	\$802.53
70874048	05/28/2025	111212	SOUTHLAND MEDICAL CORP	101	GENERAL FUND	2072-53190	SHERIFF - CORONE	MEDICAL/DENTAL LAB SUPPLY	\$251.33
70874049	05/28/2025	104207	ST ELIZABETH COMM HOSP	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	HOSPITAL COSTS	\$5,048.40
70874050	05/28/2025	105424	TEHAMA COUNTY DEPT OF EDUCATIO	101	GENERAL FUND	6021-53230	LIBRARY	PROFESSIONAL/SPECIAL SERV	\$787.50
70874051	05/28/2025	102200	TERESA L K-HILL	101	GENERAL FUND	2078-53230	DIV OF ANIMAL SE	PROFESSIONAL/SPECIAL SERV	\$2,312.50
70874052	05/28/2025	109466	TREASURY MANAGEMENT SERVICES	106	PUBLIC SAFETY	2027-53230	SHERIFF	PROFESSIONAL/SPECIAL SERV	\$101.36
70874053	05/28/2025	118441	TREVOR LINDEMAN	106	PUBLIC SAFETY	2032-53290	JAIL	RED DOT PISTOL INST PER DIEM	\$144.00
70874054	05/28/2025	136143	VESTIS SERVICES LLC	106	PUBLIC SAFETY	2028-53230	AUTO SHOP	PROFESSIONAL/SPECIAL SERV	\$120.34
70874059	05/28/2025	T00477	DENISE SMITH	421	TAX COLLECTOR TR	421-301311	NOT APPLICABLE	910002638000	\$124.31

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874062	05/28/2025	T00478	JOSEPH B HALAS DECD EST OF	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	037162004000 2024	\$8.37
70874062	05/28/2025	T00478	JOSEPH B HALAS DECD EST OF	310	SUPPL SECURED TA	310-301800	NOT APPLICABLE	037162004000 2023	\$11.82
70874063	05/28/2025	T00480	MORGAN FAMILY TR 5/9/90 ETAL	300	C/Y UNSECURED	300-301800	NOT APPLICABLE	003210025000 2023	\$186.24
70874063	05/28/2025	T00480	MORGAN FAMILY TR 5/9/90 ETAL	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	003210025000 2024	\$190.51
70874065	05/28/2025	T0033040	ROY MITCHELL	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	SPECIAL DEPARTMENTAL EXP	\$1,782.82
70874067	05/28/2025	120608	SANTA ROSA JUNIOR COLLEGE	106	PUBLIC SAFETY	2032-53290	JAIL	EMPLOYEE TRAVEL/TRAINING	\$351.75
70874068	05/28/2025	T00481	TAMARA JO LA BORDE 2020 TRUST	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	022200024000 2024	\$411.40
00000369	05/29/2025	107355	AIRGAS USA LLC	102	ROAD FUND	3011-53250	ROAD DEPARTMENT	2144002	\$445.80
00000369	05/29/2025	107355	AIRGAS USA LLC	106	PUBLIC SAFETY	2032-53170	JAIL	2146255	\$96.94
00000370	05/29/2025	132340	ANTELOPE AUTO REPAIR LLC	108	SOCIAL SERVICES	5013-53170	SOCIAL SERVICES	MAINTENANCE OF EQUIPMENT	\$253.95
00000371	05/29/2025	100185	BEN'S TRUCK REPAIR INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	54500	\$41.33
00000372	05/29/2025	108325	STAPLES ADVANTAGE	108	SOCIAL SERVICES	5013-53220	SOCIAL SERVICES	LA 1054406	\$522.97
70874071	05/29/2025	113197	A & P HELICOPTERS INC	106	PUBLIC SAFETY	2027-53230	SHERIFF	PROFESSIONAL/SPECIAL SERV	\$4,800.00
70874072	05/29/2025	100065	ALSCO INC	106	PUBLIC SAFETY	2031-53170	WORK FARM	208368	\$183.43
70874073	05/29/2025	135984	ANDREW BRAY	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$21.57

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874073	05/29/2025	135984	ANDREW BRAY	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$43.13
70874074	05/29/2025	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	2078-53220	DIV OF ANIMAL SE	OFFICE EXPENSE	\$28.75
70874075	05/29/2025	103939	AT&T	101	GENERAL FUND	2075-53120	OFFICE OF EMERG	9391066749	\$247.51
70874075	05/29/2025	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032835	\$155.55
70874075	05/29/2025	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032838	\$128.99
70874075	05/29/2025	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032926	\$92.23
70874075	05/29/2025	103939	AT&T	106	PUBLIC SAFETY	2035-53120	DAY REPORTING CE	BAN 9391055756 04/17-05/16/25	\$63.93
70874076	05/29/2025	117161	AT&T MOBILITY/CINGULAR WIRELES	102	ROAD FUND	3011-53120	ROAD DEPARTMENT	287339254695	\$80.48
70874077	05/29/2025	113573	AT&T U-VERSE	106	PUBLIC SAFETY	2035-53120	DAY REPORTING CE	A/C 152445115 May-June 2025	\$97.10
70874078	05/29/2025	136353	AUDREY BROWN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$144.01
70874078	05/29/2025	136353	AUDREY BROWN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$115.21
70874079	05/29/2025	V000068	BAYLIE COTTON	101	GENERAL FUND	101-102254	NOT APPLICABLE	ADPP PAYEMNT 5/1-5/31/2025	\$2,255.00
70874080	05/29/2025	131348	BEARING DISTRIBUTORS INC	102	ROAD FUND	3011-53270	ROAD DEPARTMENT	1089984	\$786.21
70874081	05/29/2025	111995	BETTER CHOICES INC	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	PROFESSION/SPEC OTHER	\$1,600.00
70874082	05/29/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2032-53130	JAIL	354220-1	\$180.00
70874082	05/29/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005788	\$7.59
70874082	05/29/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	64121690005807	\$50.60

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874082	05/29/2025	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	AC# 36203-1 DRC	\$25.30
70874083	05/29/2025	135988	BONNIE GLACKLER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$19.82
70874083	05/29/2025	135988	BONNIE GLACKLER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$19.82
70874084	05/29/2025	142466	CARREL'S OFFICE MACHINES	101	GENERAL FUND	2077-53170	PLANNING DEPARTM	Billing Period - March 2025	\$98.73
70874084	05/29/2025	142466	CARREL'S OFFICE MACHINES	101	GENERAL FUND	4011-53170	ENVIRONMENTAL HE	TC27	\$109.75
70874085	05/29/2025	124489	CEP AMERICA CALIFORNIA	106	PUBLIC SAFETY	2036-53190	JUVENILE HALL	DOS 03/28/25 TC (VJ) 80% DSCT	\$174.80
70874086	05/29/2025	136593	CHARLES SULLIVAN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$435.72
70874086	05/29/2025	136593	CHARLES SULLIVAN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$580.96
70874087	05/29/2025	100376	CITY OF RED BLUFF	108	SOCIAL SERVICES	5013-53300	SOCIAL SERVICES	005573-000	\$256.54
70874088	05/29/2025	136000	CLARENCE L WHITLOCK	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$185.70
70874088	05/29/2025	136000	CLARENCE L WHITLOCK	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$61.90
70874089	05/29/2025	V000451	COUNTY OF ORANGE ASSESSOR DEPA	101	GENERAL FUND	1023-53280	ASSESSOR	2024-25 CCCASE NET-NET BILLING	\$1,419.00
70874090	05/29/2025	135989	CYNTHIA HOUSER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$332.79
70874090	05/29/2025	135989	CYNTHIA HOUSER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$303.31
70874091	05/29/2025	135985	DEBBIE CHAKARUN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$155.50
70874091	05/29/2025	135985	DEBBIE CHAKARUN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$172.78
70874092	05/29/2025	103045	DEPT OF JUSTICE	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	CUSTOMER # 141852 APRIL 2025	\$115.00
70874093	05/29/2025	103534	DIAMOND MEDICAL	106	PUBLIC SAFETY	2036-53190	JUVENILE HALL	AC 10639 4-14-2025	\$10.07

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005787	\$149.43
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005789	\$56.75
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005808	\$42.48
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	64121690005809	\$59.95
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	CUST # 194283-1 FOR SNP	\$99.12
70874094	05/29/2025	118866	EARTHGRAINS BAKING COMPANIES I	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	CUST# 214109-1 JDF	\$42.10
70874095	05/29/2025	135994	ELIZABETH ROSS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$234.46
70874096	05/29/2025	113176	EVIDENT CHANGE	106	PUBLIC SAFETY	2037-53290	PROBATION	JAIS & CAIS TRNG YR#1 2024-331	\$13,500.00
70874097	05/29/2025	113113	GREEN WASTE OF TEHAMA	101	GENERAL FUND	6021-53180	LIBRARY	MTCE STRUCT-IMPRV-GROUNDS	\$75.09
70874098	05/29/2025	135986	JAMES COSTELLO	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$367.24
70874098	05/29/2025	135986	JAMES COSTELLO	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$382.64
70874099	05/29/2025	105839	JERRY GROSS DBA	108	SOCIAL SERVICES	5013-53180	SOCIAL SERVICES	MTCE STRUCT-IMPRV-GROUNDS	\$220.00
70874100	05/29/2025	102715	JOEL SNOW DBA	106	PUBLIC SAFETY	2035-53170	DAY REPORTING CE	DRC Mowe/ equip. supplies	\$898.57
70874101	05/29/2025	125241	JUMP TECHNOLOGY SERVICES	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	PROFESSION/SPEC OTHER	\$5,932.80
70874102	05/29/2025	V000203	KEELY GRUNDY	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$89.48



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874102	05/29/2025	V000203	KEELY GRUNDY	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$44.74
70874103	05/29/2025	V000285	KENNETH HARTMAN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$37.65
70874103	05/29/2025	V000285	KENNETH HARTMAN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$37.65
70874104	05/29/2025	129418	LASSEN COMMUNITY COLLEGE	106	PUBLIC SAFETY	2036-53290	JUVENILE HALL	#406 JDF CORE/031225-041125	\$960.50
70874105	05/29/2025	135993	LEEANN OELRICHS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$17.68
70874105	05/29/2025	135993	LEEANN OELRICHS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$62.68
70874106	05/29/2025	135998	LINDA SMITH	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$171.73
70874106	05/29/2025	135998	LINDA SMITH	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$79.30
70874107	05/29/2025	135987	MELISSA CRAIG	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$19.15
70874107	05/29/2025	135987	MELISSA CRAIG	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$76.62
70874108	05/29/2025	123038	MENDES SUPPLY COMPANY	101	GENERAL FUND	1074-53140	FACILITIES MAINT	7366	\$167.76
70874108	05/29/2025	123038	MENDES SUPPLY COMPANY	101	GENERAL FUND	1074-53170	FACILITIES MAINT	7366	\$2,090.29
70874108	05/29/2025	123038	MENDES SUPPLY COMPANY	101	GENERAL FUND	6021-53140	LIBRARY	7369	\$352.48
70874109	05/29/2025	135999	MICHAEL STROING	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$63.51
70874109	05/29/2025	135999	MICHAEL STROING	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$26.79
70874110	05/29/2025	V000452	MICHCHELLE JORDAN	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$37.11
70874111	05/29/2025	135996	MIKE SHAFFER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$19.82
70874111	05/29/2025	135996	MIKE SHAFFER	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$19.82
70874112	05/29/2025	134890	NETWORK COMMUNICATIONS	106	PUBLIC SAFETY	2036-53120	JUVENILE HALL	04302025 MA2025-005	\$1,043.07
70874113	05/29/2025	116981	NORCAL PRESORT	101	GENERAL FUND	1023-53220	ASSESSOR	OFFICE EXPENSE	\$192.18
70874113	05/29/2025	116981	NORCAL PRESORT	101	GENERAL FUND	2077-53220	PLANNING	B-3043340-24	\$30.93



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
							DEPARTM		
70874113	05/29/2025	116981	NORCAL PRESORT	101	GENERAL FUND	2077-53220	PLANNING DEPARTM	B-304340-24	\$4.08
70874114	05/29/2025	101164	NORTHERN CALIFORNIA GLOVES	106	PUBLIC SAFETY	2035-53140	DAY REPORTING CE	01577562A	\$269.76
70874114	05/29/2025	101164	NORTHERN CALIFORNIA GLOVES	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	01577562B	\$200.60
70874114	05/29/2025	101164	NORTHERN CALIFORNIA GLOVES	106	PUBLIC SAFETY	2037-53140	PROBATION	01577562C	\$200.60
70874115	05/29/2025	101180	NVCSS	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$10,044.32
70874116	05/29/2025	104757	OFFICE DEPOT (BUSINESS SVCS DI	106	PUBLIC SAFETY	2037-53220	PROBATION	424680266001	\$47.17
70874117	05/29/2025	133323	OFFICE THREE SIXTY INC	101	GENERAL FUND	2078-53220	DIV OF ANIMAL SE	OFFICE EXPENSE	\$72.05
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1014-53300	COUNTY ADMINISTR	8530208183-2	\$378.00
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1025-53300	PURCHASING	8530208183-2	\$79.11
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1031-53300	COUNTY COUNSEL	8530208183-2	\$140.65
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1041-53300	PERSONNEL	8530208183-2	\$105.49
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1076-53300	PROPERTY PLANNIN	8530208183-2	\$87.91
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	6021-53300	LIBRARY	3830640327-0	\$2,486.81
70874118	05/29/2025	101231	PACIFIC GAS & ELECTRIC	107	RISK MANAGEMENT	1101-53300	RISK MANAGEMENT	8530208183-2	\$87.91
70874119	05/29/2025	135983	PATRICIA BANKS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$32.68

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874120	05/29/2025	101267	PEERLESS BUILDING MAINT INC	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	HOUSEHOLD EXPENSE	\$2,590.00
70874120	05/29/2025	101267	PEERLESS BUILDING MAINT INC	108	SOCIAL SERVICES	5013-53140	SOCIAL SERVICES	HOUSEHOLD EXPENSE	\$8,055.55
70874121	05/29/2025	136001	PHILLIP WILLS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 3/5/25-3/26/25	\$99.79
70874121	05/29/2025	136001	PHILLIP WILLS	101	GENERAL FUND	2016-53160	GRAND JURY	GRAND JURY 4/1/25-4/28/25	\$39.92
70874122	05/29/2025	128912	PLACEWORKS INC	101	GENERAL FUND	2077-53230	PLANNING DEPARTM	April Invoice 2025	\$1,653.75
70874123	05/29/2025	127583	PRESTIGE RADIOLOGY INC	106	PUBLIC SAFETY	2036-53190	JUVENILE HALL	TC Juv 04/11/2025 TC (V.S.)	\$349.00
70874123	05/29/2025	127583	PRESTIGE RADIOLOGY INC	106	PUBLIC SAFETY	2036-53190	JUVENILE HALL	TC Juv 4/26/25 Trinity R.T.	\$349.00
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59173297	\$44.72
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59173298	\$158.95
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59173299	\$134.17
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	59173300	\$176.40
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC # 717115 FOR SNP	\$158.62
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC 692071	\$175.43
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC 717115 FOR SNP	\$198.45
70874124	05/29/2025	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC3 692071	\$136.90
70874125	05/29/2025	125550	SHN CONSULTING ENGINEERS & GEO	101	GENERAL FUND	2077-53230	PLANNING DEPARTM	Billing Period April 2025	\$1,025.00
70874126	05/29/2025	131147	STEVE WESTABY	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	05/19/25 27855	\$200.94
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	531714633	\$311.73
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	531755359A	\$393.62

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	AC # 346486 DRC	\$207.35
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531714631A	\$2,158.18
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531714632A	\$1,759.39
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531724198	\$641.43
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531755357A	\$2,021.66
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	531755358A	\$1,778.48
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	A/C 346486	\$1,622.44
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53130	JUVENILE HALL	AC 346486 SNP	\$1,400.15
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531714631B	\$144.80
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531714632B	\$90.46
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531724199	\$60.89
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531755357B	\$127.55
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531755358B	\$248.78
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	531755359B	\$267.17
70874127	05/29/2025	107566	SYSCO	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	AC 346486 SNP	\$209.74
70874128	05/29/2025	133610	TEK84 INC	106	PUBLIC SAFETY	2032-53170	JAIL	MAINTENANCE OF EQUIPMENT	\$53,595.00
70874129	05/29/2025	120407	VERIZON BUSINESS	101	GENERAL FUND	1023-53120	ASSESSOR	770720905-00034	\$153.60
70874130	05/29/2025	117079	VERIZON WIRELESS	106	PUBLIC SAFETY	2035-53120	DAY REPORTING CE	6111342871A	\$249.42
70874130	05/29/2025	117079	VERIZON WIRELESS	106	PUBLIC SAFETY	2036-53120	JUVENILE HALL	6111342871B	\$148.77
70874130	05/29/2025	117079	VERIZON WIRELESS	106	PUBLIC SAFETY	2037-53120	PROBATION	6111342871C	\$1,080.26
70874131	05/29/2025	136143	VESTIS SERVICES LLC	101	GENERAL FUND	2061-53100	AGRICULTURE	18510049	\$170.22

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
							COMM		
70874132	05/29/2025	115894	WESTERN BUSINESS PRODUCTS	113	CHILD SUPPORT	5015-53170	CHILD SUPPORT SE	5273110	\$93.38
70874133	05/29/2025	V000450	ALEEN RILEY	422	D-5011 TRUST	422-301800	NOT APPLICABLE	Top Refund RA 806808184	\$138.00
70874134	05/29/2025	V000450	ALEEN RILEY	422	D-5011 TRUST	422-301800	NOT APPLICABLE	TOP Refund RA 806808186	\$222.00
70874138	05/29/2025	T00482	GRUENWALD FAMILY TRUST 5/7/03	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	091240009000 2023	\$355.59
70874138	05/29/2025	T00482	GRUENWALD FAMILY TRUST 5/7/03	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	091240009000 2024	\$347.36
70874138	05/29/2025	T00482	GRUENWALD FAMILY TRUST 5/7/03	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	091240010000 2023	\$1,266.89
70874138	05/29/2025	T00482	GRUENWALD FAMILY TRUST 5/7/03	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	091240010000 2024	\$1,252.05
70874140	05/29/2025	T00484	JOHN BRADLEY ETAL	310	SUPPL SECURED TA	310-301800	NOT APPLICABLE	073113003000 2024	\$547.20
70874141	05/29/2025	T00483	LES JACOBSEN JR	307	CURRENT YEAR SEC	307-301800	NOT APPLICABLE	022280034000 2024	\$548.24
70874143	05/29/2025	136096	OLIVIA SILVERA	112	HEALTH SERVICES	40121-53290	PUBLIC HEALTH	2025 EMERGENCY PREPAR PER DIEM	\$121.00
70874146	05/29/2025	107757	PAMELA GONZALEZ	106	PUBLIC SAFETY	2037-53290	PROBATION	CPOC MTG MAY 7-9	\$1.59
70874147	05/29/2025	108794	POSTMASTER	108	SOCIAL SERVICES	5013-53220	SOCIAL SERVICES	BR 3-001 Postage	\$500.00
00000373	05/30/2025	102493	HUE & CRY SECURITY	106	PUBLIC SAFETY	2007-53170	DA WELFARE FRAUD	MAINTENANCE OF EQUIPMENT	\$15.00
00000373	05/30/2025	102493	HUE & CRY SECURITY	106	PUBLIC SAFETY	2013-53170	DISTRICT ATTORNE	MAINTENANCE OF EQUIPMENT	\$15.00

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
00000374	05/30/2025	100492	L N CURTIS & SONS	105	FIRE FUND	2042-53170	FIRE SCH C VOL	C39356	\$3,244.31
00000374	05/30/2025	100492	L N CURTIS & SONS	105	FIRE FUND	2042-53270	FIRE SCH C VOL	C39356	\$7,380.84
00000374	05/30/2025	100492	L N CURTIS & SONS	105	FIRE FUND	2042-53280	FIRE SCH C VOL	C39356	\$21,105.35
00000374	05/30/2025	100492	L N CURTIS & SONS	105	FIRE FUND	2042-53800	FIRE SCH C VOL	C39356	\$5,678.89
70874148	05/30/2025	134009	CALIFORNIA SURVEYING & DRAFTIN	102	ROAD FUND	3011-53250	ROAD DEPARTMENT	1099959	\$195.20
70874149	05/30/2025	132407	CAPITAL ONE	101	GENERAL FUND	5062-53130	COMMUNITY ACTION	Account: 648271	\$446.95
70874149	05/30/2025	132407	CAPITAL ONE	108	SOCIAL SERVICES	5013-55400	SOCIAL SERVICES	Account: 648271	\$228.24
70874149	05/30/2025	132407	CAPITAL ONE	108	SOCIAL SERVICES	5013-55401	SOCIAL SERVICES	Account: 648271	\$1,588.42
70874150	05/30/2025	142466	CARREL'S OFFICE MACHINES	101	GENERAL FUND	2011-53170	DA VICTIM/WITNES	TC60	\$21.67
70874151	05/30/2025	124489	CEP AMERICA CALIFORNIA	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	HOSPITAL COSTS	\$268.80
70874152	05/30/2025	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-53110	ROAD DEPARTMENT	25704606	\$163.17
70874152	05/30/2025	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	25704606	\$290.94
70874152	05/30/2025	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	25704606	\$140.25
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1014-53300	COUNTY ADMINISTR	UTILITIES	\$66.36
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1025-53300	PURCHASING	UTILITIES	\$13.88
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1031-53300	COUNTY COUNSEL	UTILITIES	\$24.69
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1041-53300	PERSONNEL	UTILITIES	\$18.52

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1073-5330014	GENERAL SERVICES	UTILITIES ANNEX II	\$116.85
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1073-53301	GENERAL SERVICES	COURTHOUSE ANNEX	\$87.51
70874153	05/30/2025	100376	CITY OF RED BLUFF	101	GENERAL FUND	1076-53300	PROPERTY PLANNIN	UTILITIES	\$65.35
70874153	05/30/2025	100376	CITY OF RED BLUFF	106	PUBLIC SAFETY	2027-53300	SHERIFF	UTILITIES	\$224.05
70874153	05/30/2025	100376	CITY OF RED BLUFF	106	PUBLIC SAFETY	2028-53300	AUTO SHOP	UTILITIES	\$28.83
70874153	05/30/2025	100376	CITY OF RED BLUFF	106	PUBLIC SAFETY	2032-53300	JAIL	UTILITIES	\$1,840.58
70874153	05/30/2025	100376	CITY OF RED BLUFF	107	RISK MANAGEMENT	1101-53300	RISK MANAGEMENT	UTILITIES	\$15.43
70874154	05/30/2025	108456	CROWN MOTORS	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	MAINTENANCE OF EQUIPMENT	\$3,892.00
70874154	05/30/2025	108456	CROWN MOTORS	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	PO428871	\$231.97
70874155	05/30/2025	T00486	DAVID BRYAN STEELE	421	TAX COLLECTOR TR	421-301311	NOT APPLICABLE	910001284000 2019	\$391.38
70874156	05/30/2025	T0027247	DAY MANAGEMENT CORP. INC.	102	ROAD FUND	3011-53800	ROAD DEPARTMENT	ID 30150 PO 41505	\$2,741.15
70874157	05/30/2025	136714	DOCUPET CORP	101	GENERAL FUND	2078-53220	DIV OF ANIMAL SE	LICENSING SERVICES	\$1,250.00
70874158	05/30/2025	V000215	DOGSPORET GEAR USA INC	106	PUBLIC SAFETY	2027-532214	SHERIFF	PO 428867	\$964.91
70874159	05/30/2025	100564	DOWNTOWN FORD SALES	106	PUBLIC SAFETY	2027-57605	SHERIFF	VEHICLES	\$62,385.24
70874160	05/30/2025	134231	ELITE K-9 INC	106	PUBLIC SAFETY	2027-532214	SHERIFF	173117	\$155.95
70874161	05/30/2025	108526	EXPRESS PERSONNEL SERVICES INC	106	PUBLIC SAFETY	2027-53230	SHERIFF	33750345	\$1,431.04
70874161	05/30/2025	108526	EXPRESS PERSONNEL	106	PUBLIC SAFETY	2032-53230	JAIL	33750345	\$2,401.34

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
			SERVICES INC						
70874162	05/30/2025	134605	FASTENERS INC	102	ROAD FUND	3011-53180	ROAD DEPARTMENT	000030000394	\$11.09
70874162	05/30/2025	134605	FASTENERS INC	102	ROAD FUND	3011-53270	ROAD DEPARTMENT	000030000394	\$6.11
70874163	05/30/2025	115951	FRONTIER	605	TC SANITATION DI	60510-53120	TC SANITATION DI	530 595 3420 102496 8	\$109.75
70874164	05/30/2025	100668	GAGER DISTRIBUTING INC	106	PUBLIC SAFETY	2032-53140	JAIL	01-111	\$2,852.47
70874165	05/30/2025	V000233	GENUINE PARTS COMPANY INC	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	ACCT 65420	\$165.31
70874166	05/30/2025	119865	GHD INC	102	ROAD FUND	3015-53230	Road Cap Pro	PROFESSIONAL/SPECIAL SERV	\$2,494.92
70874167	05/30/2025	V000237	GOLDEN RULE SMALL ENGINES	101	GENERAL FUND	7032-53170	LOS MOLINOS VETE	103329	\$77.82
70874168	05/30/2025	142511	GRAINGER INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	832564827	\$341.38
70874169	05/30/2025	115028	HILL'S PET NUTRITION SALES INC	101	GENERAL FUND	2078-53280	DIV OF ANIMAL SE	SPECIAL DEPARTMENTAL EXP	\$596.95
70874170	05/30/2025	V000454	HILLCREST ADVISORY LLC	535	TC CHILD & FAMIL	53510-555206	TC CHILD & FAMIL	COMM STRENGTH/BUILDING	\$1,500.00
70874171	05/30/2025	136121	HUNT & SONS LLC	101	GENERAL FUND	2072-53291	SHERIFF - CORONE	6038/477646	\$537.66
70874171	05/30/2025	136121	HUNT & SONS LLC	101	GENERAL FUND	2075-53291	OFFICE OF EMERG	6038/477646	\$524.45
70874171	05/30/2025	136121	HUNT & SONS LLC	102	ROAD FUND	3011-53291	ROAD DEPARTMENT	99524/463812	\$1,902.03
70874171	05/30/2025	136121	HUNT & SONS LLC	102	ROAD FUND	3011-53291	ROAD DEPARTMENT	99524/463814	\$5,797.79



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2023-53291	BAILIFF	6038/477646	\$183.34
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2024-53291	BOATING GRANTS	6038/477646	\$256.69
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2027-53291	SHERIFF	6038/477646	\$11,752.02
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2028-53291	AUTO SHOP	6038/477646	\$79.51
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2029-53291	SHERIFF ANIMAL R	6038/477646	\$1,151.54
70874171	05/30/2025	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2032-53291	JAIL	6038/477646	\$1,105.92
70874172	05/30/2025	113374	NO CALIF IMAGING ASSOC MED GRO	106	PUBLIC SAFETY	20321-532395	JAIL - HEALTH SE	OUTSIDE MEDICAL PROVIDER	\$389.00
70874173	05/30/2025	134633	O'CONNOR & COMPANY	102	ROAD FUND	3011-53230	ROAD DEPARTMENT	PROFESSIONAL/SPECIAL SERV	\$1,063.75
70874174	05/30/2025	110884	O'REILLY AUTOMOTIVE INC	106	PUBLIC SAFETY	2027-53170	SHERIFF	861713	\$64.49
70874174	05/30/2025	110884	O'REILLY AUTOMOTIVE INC	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	637648	\$97.13
70874174	05/30/2025	110884	O'REILLY AUTOMOTIVE INC	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	696195	\$495.36
70874175	05/30/2025	133770	OUTFRONT MEDIA INC	113	CHILD SUPPORT	5015-53230	CHILD SUPPORT SE	1151427	\$1,590.00
70874176	05/30/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2027-53300	SHERIFF	3466590695-3	\$71.83
70874176	05/30/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2027-53300	SHERIFF	9508521897-2	\$2,623.68
70874176	05/30/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2027-53300	SHERIFF	9550188561-0	\$144.80
70874176	05/30/2025	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2028-53300	AUTO SHOP	0254503023-7	\$481.45
70874177	05/30/2025	100507	THE DANIELSEN CO	106	PUBLIC SAFETY	2032-53130	JAIL	5175001	\$796.30
70874177	05/30/2025	100507	THE DANIELSEN CO	106	PUBLIC SAFETY	2032-53140	JAIL	5175001	\$147.99
70874178	05/30/2025	122965	THE PLUMBING SHOP	101	GENERAL FUND	7033-53180	RED BLUFF VETERA	MTCE STRUCT-IMPRV-GROUNDS	\$12.21



**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between May 25, 2025 and May 31, 2025**

**Report Generated on: Jun 2, 2025 7:46:18 AM**

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874179	05/30/2025	133849	TRINDEL INSURANCE FUND	107	RISK MANAGEMENT	1101-53304	RISK MANAGEMENT	WORKERS COMP	\$2,112,095.50
70874179	05/30/2025	133849	TRINDEL INSURANCE FUND	107	RISK MANAGEMENT	1101-53306	RISK MANAGEMENT	LIABILITY & POLLUTION	\$1,119,529.50
70874179	05/30/2025	133849	TRINDEL INSURANCE FUND	107	RISK MANAGEMENT	1101-53307	RISK MANAGEMENT	PROPERTY	\$182,730.00
70874179	05/30/2025	133849	TRINDEL INSURANCE FUND	107	RISK MANAGEMENT	1101-53318	RISK MANAGEMENT	MEDICAL MALPRACTICE	\$89,037.50
70874180	05/30/2025	135599	BAINS FARMING LP	613	FARMER PROGRAM G	61310-55520	FARMER PROGRAM G	FARMER	\$55,000.00
70874181	05/30/2025	125882	CA DMV	106	PUBLIC SAFETY	2027-53280	SHERIFF	SPECIAL DEPARTMENTAL EXP	\$1,197.00
70874182	05/30/2025	T0018354	CEAC	102	ROAD FUND	3011-53290	ROAD DEPARTMENT	EMPLOYEE TRAVEL/TRAINING	\$60.00
70874183	05/30/2025	100375	CITY OF CORNING	405	PUBLIC SFTY AUGM	40510-55622	PUBLIC SFTY AUGM	PROP 172 COLL 4/16/25-5/15/25	\$3,637.03
70874184	05/30/2025	100376	CITY OF RED BLUFF	405	PUBLIC SFTY AUGM	40510-55623	PUBLIC SFTY AUGM	PROP 172 COLL 4/16/25-5/15/25	\$12,754.45
70874185	05/30/2025	100439	CORNING FORD JEEP CHRYSLER DOD	112	HEALTH SERVICES	40131-57605	MENTAL HEALTH	PO9594	\$47,227.73
70874186	05/30/2025	T0036765	CRAIN ORCHARDS INC	613	FARMER PROGRAM G	61310-55520	FARMER PROGRAM G	FARMER	\$47,437.00
70874187	05/30/2025	130779	HEIDI MENDENHALL	535	TC CHILD & FAMIL	53510-53220	TC CHILD & FAMIL	DROP BOX SIGN REIM	\$180.00
70874187	05/30/2025	130779	HEIDI MENDENHALL	535	TC CHILD & FAMIL	53510-53220	TC CHILD & FAMIL	MAILCHIMP AUG-MAY	\$245.00
70874187	05/30/2025	130779	HEIDI MENDENHALL	535	TC CHILD & FAMIL	53510-53290	TC CHILD & FAMIL	MILEAGE	\$522.13

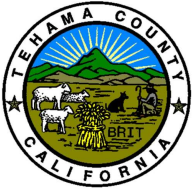
Tehama County

TEBK400 - Check Register

Issue Dates between May 25, 2025 and May 31, 2025

Report Generated on: Jun 2, 2025 7:46:18 AM

Check Number	Post Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Check Amount
70874188	05/30/2025	112395	HOME DEPOT CREDIT SERVICES	102	ROAD FUND	3011-53180	ROAD DEPARTMENT	MTCE STRUCT-IMPRV-GROUNDS	\$104.67
70874189	05/30/2025	102464	KIMBALL CROSSING	101	GENERAL FUND	5062-55400	COMMUNITY ACTION	Deposit KG Case 187	\$661.16
70874190	05/30/2025	104757	OFFICE DEPOT (BUSINESS SVCS DI	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	89517192	\$149.14
70874191	05/30/2025	101226	PACE ENGINEERING INC	605	TC SANITATION DI	60510-53230	TC SANITATION DI	PROFESSIONAL/SPECIAL SERV	\$512.00
70874192	05/30/2025	101232	PACIFIC GAS & ELECTRIC	605	TC SANITATION DI	60510-53300	TC SANITATION DI	6227612264-5	\$331.38
70874193	05/30/2025	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	7551779389-1	\$64.30
70874194	05/30/2025	115490	RED BLUFF CHRYSLER DODGE JEEP	112	HEALTH SERVICES	40131-57605	MENTAL HEALTH	VEHICLES	\$68,595.75



# Tehama County

## Agenda Request Form

---

**File #:** 25-1010

**Agenda Date:** 6/17/2025

**Agenda #:** 2.

---

### AUDITOR'S CLAIMS

#### **Requested Action(s)**

a) Court Operations, 2026-53221, Benjamin E Magid, \$3,264.00.

#### **Financial Impact:**

As Listed.

#### **Background Information:**

[Click here to enter Background Info.](#)

25-1010

RECEIVED  
MAY 27 2025

COUNTY OF TEHAMA  
STATE OF CALIFORNIA  
CLAIM / AUTHORIZATION FOR RELEASE OF FUNDS

AUDITORS USE ONLY	
COUNTY CLAIM No:	
VENDOR No:	KP & VERIFIED:
132443	

CLAIMANT'S NAME Benjamin E. Magid  
ADDRESS PO Box 2965  
Weaverville, CA 96093  
(Do not address if transaction is between County departments)

PURCHASE ORDER / AGREEMENT No.:

DEPARTMENT:

FUND / DEPT.	PROJECT No.	ACCT. No.	WARRANT DESCRIPTION (25 positions)	AMOUNT
106-2026	6323015		INV 12312260	\$3,264.00
	53221		Case 24JU0094 5/19/25	
DATE 5/27/2025	DESCRIPTION - CLAIMS MUST BE ITEMIZED AND INVOICES ATTACHED			TOTALS
	Conflict Counsel			\$3,264.00

Original: Auditor

Copy 1: Claims File

Copy 2:

Copy 3:

Purchase Order Required:

- o Supplies over allowed maximum
- o Supplies + labor or installation charges
- o One-time services (Insurance must be on file)
- o Write P.O. Number above & attach to claim.

Agreement Required:

- o All services except one-time
- o Certificate of Insurance must be on file
- o Write Agreement Number above.

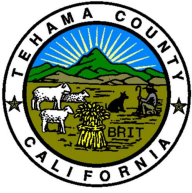
Under penalty of perjury, I certify that the above claim, and the items and statements as herein set forth, are true and correct; that no part has been paid, that the amount therein is justly due, and that the same is presented within one year after the last item thereof has occurred.

AUDITORS USE ONLY	
I hereby certify that the above claim was examined and approved by this office.	
By <u>AZ 5/30/25</u>	Krista Peterson Auditor-Controller
Deputy County Auditor	
BOARD OF SUPERVISORS	
Approved:	
Date	
Chairman	

CLAIMANT [Signature]

I hereby certify under penalty of perjury, that I have not violated any of the provisions of Article Four, Chapter One, Division Four, Title One of the Calif. Gov. Code. Furthermore, that the articles of services specified in the above claim were necessary and were ordered by me for use by the department and for the purpose indicated above or services have been delivered or performed as stated herein except as otherwise indicated by me.

SIGNED [Signature] 5/29/2025  
Department Head or Authorized Signature / Date



# Tehama County

## Agenda Request Form

**File #:** 25-1018

**Agenda Date:** 6/17/2025

**Agenda #:** 3.

### ENVIRONMENTAL HEALTH DEPARTMENT

#### **Requested Action(s)**

- a) **RESOLUTION** - Request adoption of a resolution authorizing the Director of Environmental Health to secure Enforcement Assistance Grant funds from Department of Resources Recycling & Recovery to be used to support Solid Waste Facilities permit and inspection programs
- b) **AGREEMENT** - Request approval and authorization for the Director of Environmental Health to sign the Grant Agreement Cover Sheet with CalRecycle to receive grant funding in the amount of \$16,485 and to sign the Grant Payment Request to secure Enforcement Assistance Grant funds from Department of Resources Recycling and Recovery, for the period of 7/1/25 to 6/30/26

#### **Financial Impact:**

Requesting and securing the grant funds will facilitate the Department's objective of public health protection in the Solid Waste program. These funds are included as state revenue in the FY 2025-26 budget.

#### **Background Information:**

The Enforcement Assistance Grant series is a yearly grant from the Department of Resources & Recovery that augments the Department's mandated activities in the solid waste enforcement program. Not applying would fail to capture funds that facilitate the program.

**RESOLUTION NO.**

**RESOLUTION FOR  
LOCAL ENFORCEMENT AGENCY GRANTS**

WHEREAS, funds totaling \$1.5 million dollars have been established pursuant to Public Resources Code Section 43230, and are available from the Department of Resource Recycling & Recovery for grants to Local Enforcement Agencies to support solid waste permit and inspection programs;

NOW, THEREFORE, be it resolved that the Tehama County Board of Supervisors authorizes the submittal of a grant application to the Department of Resource Recycling & Recovery for Local Enforcement Agency grant.

BE IT FURTHER RESOLVED that the Director of Environmental Health, or his/her designee is hereby authorized and empowered to execute in the name of Tehama County all necessary applications, contracts, agreement, payment requests and amendments for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application subject to confirmation of the Board of Supervisors.

The foregoing resolution was offered on a motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_ and adopted by the following vote of the Board.

AYES:

NOES:

ABSENT OR NOT VOTING:

STATE OF CALIFORNIA) )SS  
County of Tehama )

I Sean Houghtby, County Clerk and Ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on the \_\_\_\_ day of \_\_\_\_, 2025

SEAN HOUGHTBY, County Clerk and Ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California

By \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_



## Application Certification

### Application Information

Applicant: Tehama County  
 Cycle Name: Local Enforcement Agency Grants  
 Cycle Code: EA36  
 Grant ID: 32893  
 Grant Funds Requested: \$16,485.00  
 Matching Funds: \$0.00 (if applicable)

Application Due Date: 05/01/2025  
 Secondary Due Date: 06/03/2025

### Contacts

Name	Title	Prime	Second	Auth	Cnslt	Prtcpnt. Auth
Lori Muller	Office Manager	X				
Tia Branton	Director			X		
Lauri Dilworth	Environmental Health Specialist		X			

### Budget

Category Name	Amount
Analysis/Evaluation/Testing/Demo	\$0.00
Compliance/Inspection/Visit/Enforcement	\$0.00
Education	\$0.00
Equipment	\$0.00
Personnel	\$15,485.00
Training	\$0.00
Transportation	\$1,000.00

### Documents

Document Title	Received Date
----------------	---------------

#### Required

Application Certification

#### Required By Secondary Due Date

Resolution - Lead Participant

#### Other Supporting Document(s)

Grant Payment Request Form

Letter of Authorization/Resolution

Letter of Designation

### Resolution

Check the following, as applicable. See Application Guidelines and Instructions for more information and examples.

- X Applicant acknowledges that its approved Resolution must be uploaded no later than the secondary due date. Applicant further acknowledges that if its Resolution is received after this date, its application will be disqualified.



# Application Certification

## Conditions and Certification

### Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which may consist of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

### Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

### Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X

*Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application)*

4-22-25

Date

Tia Branton

Print Name

Director

Print Title

**IMPORTANT!** Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.



# **Exhibit A**

## **Terms and Conditions**

### **Local Enforcement Agency Grant Program Fiscal Year 2025–26**

The following terms used in this Grant Agreement (Agreement) have the meanings given to them below, unless the context clearly indicates otherwise:

- "CalRecycle" means the Department of Resources Recycling and Recovery.
- "Director" means the Director of CalRecycle or his or her designee.
- "Grant Agreement" and "Agreement" means all documents comprising the agreement between CalRecycle and the grantee for this grant.
- "Grant Manager" means CalRecycle staff person responsible for monitoring the grant.
- "Grantee" means the recipient of funds pursuant to this Agreement.
- "Program" means the Local Enforcement Agency
- "State" means the State of California, including, but not limited to, CalRecycle and/or its designated officer.

### **Air or Water Pollution Violation**

The grantee shall not be:

- (a) In violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district.
- (b) Out of compliance with any final cease and desist order issued pursuant to Water Code Section 13301 for violation of waste discharge requirements or discharge prohibitions.
- (c) Finally determined to be in violation of provisions of federal law relating to air or water pollution.

### **Amendment**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated into this Agreement is binding on any of the parties. This Agreement may be amended, modified or augmented by mutual consent of the parties, subject to the requirements and restrictions of this paragraph.

### **Americans with Disabilities Act**

The grantee assures the state that it complies with the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

## **Assignment, Successors, and Assigns**

- (a) This Agreement may not be assigned by the grantee, either in whole or in part, without CalRecycle's prior written consent.
- (b) The provisions of this Agreement shall be binding upon and inure to the benefit of CalRecycle, the grantee, and their respective successors and assigns.

## **Audit/Records Access**

The grantee agrees that CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment date or grant term end date, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The grantee agrees to allow the designated representative(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 grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

[It may be helpful to share the Terms and Conditions (Exhibit A) and Procedures and Requirements (Exhibit B) with your finance department, contractors and subcontractors. Examples of audit documentation include, but are not limited to: expenditure ledger, payroll register entries and time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts, change orders, invoices, and/or cancelled checks.]

## **Authorized Representative**

The grantee shall continuously maintain a representative vested with signature authority authorized to work with CalRecycle on all grant-related issues. The grantee shall, at all times, keep the Grant Manager informed as to the identity and contact information of the authorized representative.

## **Availability of Funds**

CalRecycle's obligations under this Agreement are contingent upon and subject to the availability of funds appropriated for this grant.

## **Bankruptcy/Declaration of Fiscal Emergency Notification**

If the grantee files for protection under Chapter 9 of the U.S. Bankruptcy Code (11 U.S.C. §901 et seq.) or declares a fiscal emergency at any time during the Grant Term, the grantee shall notify CalRecycle within 15 days of such filing or declaration, pursuant to the procedures set forth in the section entitled "Communications" herein.

## **Charter Cities**

If the grantee is a charter city, a joint powers authority that includes one or more charter cities, or the regional lead for a regional program containing one or more charter cities, the grantee shall not receive any grant funding if such funding is prohibited by Labor Code section 1782. If it is determined that Labor Code section 1782 prohibits funding for the grant project, this Agreement will be terminated and any disbursed grant funds shall be returned to CalRecycle.

## **Child Support Compliance Act**

For any agreement in excess of \$100,000, the grantee acknowledges that:

- (a) The grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Family Code Section 5200 et seq.
- (b) The grantee, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

## **Communications**

All communications from the grantee to CalRecycle shall be directed to the Grant Manager. All notices, including reports and payment requests, required by this Agreement shall be given in writing by email, letter, or fax to the Grant Manager as identified in the Procedures and Requirements (Exhibit B). If an original document is required, prepaid mail or personal delivery to the Grant Manager is required following the email or fax.

## **Compliance**

The grantee shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits. The grantee shall provide evidence, upon request, that all local, state, and/or federal permits, licenses, registrations, and approvals have been secured for the purposes for which grant funds are to be expended. The grantee shall maintain compliance with such requirements throughout the Grant Term. The grantee shall ensure that the requirements of the California Environmental Quality Act are met for any approvals or other requirements necessary to carry out the terms of this Agreement. The grantee shall ensure that all of grantee's contractors and subcontractors have all local, state, and/or federal permits, licenses, registrations, certifications, and approvals required to perform the work for which they are hired. Any deviation from the requirements of this section shall result in non-payment of grant funds.

## **Conflict of Interest**

The grantee needs to be aware of the following provisions regarding current or former state employees. If the grantee has any questions on the status of any person

rendering services or involved with this Agreement, CalRecycle must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code, § 10410):

- (a) No officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or 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.
- (b) 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.

Former State Employees (Pub. Contract Code, § 10411):

- (a) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract 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 contract while employed in any capacity by any state agency.
- (b) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract 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 contract within the twelve month period prior to his or her leaving state service.

If the grantee violates any provisions of above paragraphs, such action by the grantee shall render this Agreement void. (Pub. Contract Code, § 10420).

## **Contractors/Subcontractors**

The grantee will be entitled to make use of its own staff and such contractors and subcontractors as are mutually acceptable to the grantee and CalRecycle. Any change in contractors or subcontractors must be mutually acceptable to the parties. Immediately upon termination of any such contract or subcontract, the grantee shall notify the Grant Manager.

Nothing contained in this Agreement or otherwise, shall create any contractual relation between CalRecycle and any contractors or subcontractors of grantee, and no agreement with contractors or subcontractors shall relieve the grantee of its responsibilities and obligations hereunder. The grantee agrees to be as fully responsible to CalRecycle for the acts and omissions of its contractors and subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the grantee. The grantee's obligation to pay its contractors and subcontractors is an independent obligation from CalRecycle's obligation to make payments to the grantee. As a result, CalRecycle shall have no obligation to pay or to enforce the payment of any moneys to any contractor or subcontractor.

## **Copyrights**

Grantee retains title to any copyrights or copyrightable material produced pursuant to this Agreement. grantee hereby grants to CalRecycle a royalty-free, nonexclusive,

transferable, world-wide license to reproduce, translate, and distribute copies of any and all copyrightable materials produced pursuant this Agreement, for nonprofit, non-commercial purposes, and to have or permit others to do so on CalRecycle's behalf. Grantee is responsible for obtaining any necessary licenses, permissions, releases or authorizations to use text, images, or other materials owned, copyrighted, or trademarked by third parties and for extending such licenses, permissions, releases, or authorizations to CalRecycle pursuant to this section.

## **Corporation Qualified to do Business in California**

When work under this Agreement is to be performed in California by a corporation, the corporation shall be in good standing and currently qualified to do business in the State. "Doing business" is defined in Revenue and Taxation Code Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit.

## **Discharge of Grant Obligations**

The grantee's obligations under this Agreement shall be deemed discharged only upon acceptance of the final report by CalRecycle. If the grantee is a non-profit entity, the grantee's Board of Directors shall accept and certify as accurate the final report prior to its submission to CalRecycle.

## **Disclaimer of Warranty**

CalRecycle makes no warranties, express or implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose, regarding the materials, equipment, services or products purchased, used, obtained and/or produced with funds awarded under this Agreement, whether such materials, equipment, services or products are purchased, used, obtained and/or produced alone or in combination with other materials, equipment, services or products. No CalRecycle employees or agents have any right or authority to make any other representation, warranty or promise with respect to any materials, equipment, services or products, purchased, used, obtained, or produced with grant funds. In no event shall CalRecycle be liable for special, incidental or consequential damages arising from the use, sale or distribution of any materials, equipment, services or products purchased or produced with grant funds awarded under this Agreement.

## **Discretionary Termination**

The Director shall have the right to terminate this Agreement at his or her sole discretion at any time upon 30 days written notice to the grantee. Within 45 days of receipt of written notice, grantee is required to:

- (a) Submit a final written report describing all work performed by the grantee.
- (b) Submit an accounting of all grant funds expended up to and including the date of termination.
- (c) Reimburse CalRecycle for any unspent funds.

## **Disputes**

In the event of a dispute regarding performance under this Agreement or interpretation of requirements contained therein, the grantee may, in addition to any other remedies

that may be available, provide written notice of the particulars of such dispute to the Branch Chief of Financial Resources Management Branch, Department of Resources Recycling and Recovery, PO Box 4025, Sacramento, CA 95812-4025. Such written notice must contain the grant number.

Unless otherwise instructed by the Grant Manager, the grantee shall continue with its responsibilities under this Agreement during any dispute.

## **Drug-Free Workplace Certification**

The person signing this Agreement on behalf of the grantee certifies under penalty of perjury under the laws of California, that the grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 et seq.) 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 that will be taken against employees for violations.
- (b) Establish a drug-free awareness program to inform employees about all of the following:
  - (1) The dangers of drug abuse in the workplace.
  - (2) The grantee's policy of maintaining a drug-free workplace.
  - (3) Any available counseling, rehabilitation, and employee assistance programs.
  - (4) Penalties that may be imposed upon employees for drug abuse violations.
- (c) Require that each employee who works on the grant:
  - (1) Receive a copy of the drug-free policy statement of the grantee.
  - (2) Agrees to abide by the terms of such statement as a condition of employment on the grant.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and grantee may be ineligible for award of any future State agreements if CalRecycle determines that the grantee has made a false certification, or violated the certification by failing to carry out the requirements as noted above.

## **Effectiveness of Agreement**

This Agreement is of no force or effect until signed by both parties.

## **Entire Agreement**

This Agreement supersedes all prior agreements, oral or written, made with respect to the subject hereof and, together with all attachments hereto, contains the entire agreement of the parties.

## **Environmental Justice**

In the performance of this Agreement, the grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state.

## **Failure to Perform as Required by this Agreement**

CalRecycle will benefit from the grantee's full compliance with the terms of this Agreement only by the grantee's:

- (a) Investigation and/or application of technologies, processes, and devices which support reduction, reuse, and/or recycling of wastes.
- (b) Cleanup of the environment.
- (c) Enforcement of solid waste statutes and regulations, as applicable.

Therefore, the grantee shall be in compliance with this Agreement only if the work it performs results in:

- (a) Application of information, a process, usable data or a product which can be used to aid in reduction, reuse, and/or recycling of waste.
- (b) The cleanup of the environment.
- (c) The enforcement of solid waste statutes and regulations, as applicable.

If the Grant Manager determines that the grantee has not complied with the Grant Agreement, the grantee may forfeit the right to reimbursement of any grant funds not already paid by CalRecycle, including, but not limited to, the 10 percent withhold.

In addition to forfeiture of grant funds, failure to perform as required by this Agreement may impact Grantee's eligibility for future grants offered by CalRecycle.

## **Force Majeure**

Neither CalRecycle nor the grantee, its contractors, vendors, or subcontractors, if any, shall be responsible hereunder for any delay, default, or nonperformance of this Agreement, to the extent that such delay, default, or nonperformance is caused by an act of God, weather, accident, labor strike, fire, explosion, riot, war, rebellion, sabotage, flood, or other contingencies unforeseen by CalRecycle or the grantee, its contractors, vendors, or subcontractors, and beyond the reasonable control of such party.

## **Forfeit of Grant Funds/Repayment of Funds Improperly Expended**

If grant funds are not expended, or have not been expended, in accordance with this Agreement, or if real or personal property acquired with grant funds is not being used, or has not been used, for grant purposes in accordance with this Agreement, the Director, at his or her sole discretion, may take appropriate action under this Agreement, at law or in equity, including requiring the grantee to forfeit the unexpended portion of the grant funds, including, but not limited to, the 10 percent withhold, and/or to repay to CalRecycle any funds improperly expended.

## **Generally Accepted Accounting Principles**

The grantee is required to use Generally Accepted Accounting Principles in documenting all grant expenditures.

## **Grant Manager**

The Grant Manager's responsibilities include monitoring grant progress, and reviewing and approving Grant Payment Requests and other documents delivered to CalRecycle pursuant to this Agreement. The Grant Manager may monitor grantee performance to



ensure that the grantee expends grant funds appropriately and in a manner consistent with the terms and conditions contained herein. The Grant Manager does not have the authority to approve any deviation from or revision to the Terms and Conditions (Exhibit A) or the Procedures and Requirements (Exhibit B), unless such authority is expressly stated in the Procedures and Requirements (Exhibit B).

## **Grantee Accountability**

The grantee is ultimately responsible and accountable for the manner in which the grant funds are utilized and accounted for and the way the grant is administered, even if the grantee has contracted with another organization, public or private, to administer or operate its grant program. In the event an audit should determine that grant funds are owed to CalRecycle, the grantee is responsible for repayment of the funds to CalRecycle.

## **Grantee's Indemnification and Defense of the State**

The grantee agrees to indemnify, defend and save harmless the state and CalRecycle, and their officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the grantee as a result of the performance of this Agreement.

## **Grantee's Name Change**

A written amendment is required to change the grantee's name as listed on this Agreement. Upon receipt of legal documentation of the name change, CalRecycle will process the amendment. Payment of Payment Requests presented with a new name cannot be paid prior to approval of the amendment.

## **In Case of Emergency**

In the event of an emergency, or where there is an imminent threat to public health and safety or the environment, the grantee may choose, at its own risk, to incur grant-eligible expenses not previously included in the approved Budget, subject to subsequent approval by the Grant Manager of both the Budget change and the need to implement the Budget change on an emergency basis. The grantee shall notify the Grant Manager of the emergency and the Budget change at the earliest possible opportunity. CalRecycle reserves the right to accept or reject the grantee's determination that the circumstances constituted an emergency or a threat to public health and safety or the environment. If the Grant Manager determines that the circumstances did not constitute an emergency or a threat to public health or safety, the Budget change will be disallowed.

## **Limited Waiver of Sovereign Immunity and Consent to Jurisdiction**

The Grantee expressly and irrevocably waives sovereign immunity (and any defenses based thereon) in favor of CalRecycle, but not as to any other person or entity, as to any dispute which specifically arises under this Agreement and not as to any other action, matters or disputes.

The Grantee does not waive its sovereign immunity with respect to (i) actions by third parties, except for parties acting on behalf of, under authorization from the Grantee or CalRecycle, or (ii) disputes between the Grantee and CalRecycle which do not specifically arise under this Agreement. The Grantee further agrees that exhaustion of tribal administrative remedies, including before any tribal court, shall not be required prior to proceeding to filing a complaint in the appropriate court of law; and

The Grantee and CalRecycle agree that any monetary damages awarded or arising under this Agreement shall be exclusively limited to actual direct damages incurred based on obligations contained in this Agreement that have been demonstrated with substantial certainty and which do not, in any event, exceed the total amount of the award under this Agreement. The Grantee and CalRecycle agree not to assert any claim for damages, injunctive, or other relief which is not consistent with the provisions of this Agreement; and

The Grantee and CalRecycle may seek, and the Grantee may seek after it has exhausted any available remedy through the Government Claims Program and the Program so approves, judicial review for breach of contract in the State Superior Court for Sacramento County, including any appellate proceedings. The Grantee and CalRecycle expressly consent to the jurisdiction of such Court, provided that:

- (a) No person or entity other than the Grantee and CalRecycle is a party to the action, unless failure to join a third party would deprive the court of jurisdiction; provided, however, that nothing herein shall be construed to constitute a waiver of the sovereign immunity of the Grantee or CalRecycle in respect to any such third party.
- (b) The judgment so entered has the same force and effect as, and is subject to all the provisions of law relating to, a judgment in a civil action, and may be enforced like any other judgment of the court in which it is entered.

Nothing in this Agreement shall be construed to constitute a waiver of the sovereign immunity of the Grantee with respect to intervention by any additional party not deemed an indispensable party to the proceeding. Unless otherwise agreed by the Grantee and CalRecycle, any dispute resolution meetings or communications, or mediation, shall be in the context of a settlement discussion to potential litigation and remain confidential to the extent not prohibited by applicable law.

## **No Agency Relationship Created/Independent Capacity**

The grantee and the agents and employees of grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of CalRecycle.

## **No Waiver of Rights**

CalRecycle shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by CalRecycle. No delay or omission on the part of CalRecycle in exercising any rights shall operate as a waiver of such right or any other right. A waiver by CalRecycle of a provision of this Agreement shall not prejudice or constitute a waiver of CalRecycle's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by CalRecycle, nor any course of dealing between CalRecycle and grantee, shall constitute a waiver of any of CalRecycle's rights or of any of grantee's obligations as to any future transactions. Whenever the consent of CalRecycle is required under this Agreement, the granting of such consent by CalRecycle in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of CalRecycle.

## **Non-Discrimination Clause**

- (a) During the performance of this Agreement, grantee and its contractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment on the bases enumerated in Government Code Section 12900 et seq.
- (b) The person signing this Agreement on behalf of the grantee certifies under penalty of perjury under the laws of California that the grantee has, unless exempted, complied with the nondiscrimination program requirements (Gov. Code, § 12990, subd. (a-f) and California Code of Regulations, Title 2, Section 8103). (Not applicable to public entities.)

## **Order of Precedence**

The performance of this grant shall be conducted in accordance with the Terms and Conditions (Exhibit A), Procedures and Requirements (Exhibit B), Project Summary/Statement of Use, Work Plan, and Budget of this Agreement, or other combination of Exhibits specified on the Grant Agreement Coversheet attached hereto (collectively referred to as "Terms"). Grantee's CalRecycle-approved Application (Grantee's Application) is hereby incorporated herein by this reference. In the event of conflict or inconsistency between the articles, exhibits, attachments, specifications or provisions that constitute this Agreement, the following order of precedence shall apply:

- (a) Grant Agreement Coversheet and any Amendments thereto
- (b) Terms and Conditions
- (c) Procedures and Requirements
- (d) Project Summary/Statement of Use
- (e) Budget
- (f) Work Plan
- (g) Grantee's Application
- (h) All other attachments hereto, including any that are incorporated by reference.

## **Ownership of Drawings, Plans and Specifications**

The grantee shall, at the request of CalRecycle or as specifically directed in the Procedures and Requirements (Exhibit B), provide CalRecycle with copies of any data, drawings, design plans, specifications, photographs, negatives, audio and video productions, films, recordings, reports, findings, recommendations, and memoranda of every description or any part thereof, prepared under this Agreement. Grantee hereby grants to CalRecycle a royalty-free, nonexclusive, transferable, world-wide license to reproduce, translate, and distribute copies of any and all such materials produced pursuant to this Agreement, for nonprofit, non-commercial purposes, and to have or permit others to do so on CalRecycle's behalf.

## **Payment**

- (a) The approved Budget, if applicable, is attached hereto and incorporated herein by this reference and states the maximum amount of allowable costs for each of the tasks identified in the Work Plan, if applicable, which is attached hereto and incorporated herein by this reference. CalRecycle shall reimburse the grantee for only the work and tasks specified in the Work Plan or the Grantee's Application at only those costs specified in the Budget and incurred in the term of the Agreement.
- (b) The grantee shall carry out the work described in the Work Plan or in the Grantee's Application in accordance with the approved Budget, and shall obtain the Grant Manager's written approval of any changes or modifications to the Work Plan, approved project as described in the Grantee's Application or the approved Budget prior to performing the changed work or incurring the changed cost. If the grantee fails to obtain such prior written approval, the Director, at his or her sole discretion, may refuse to provide funds to pay for such work or costs.
- (c) The grantee shall request reimbursement in accordance with the procedures described in the Procedures and Requirements (Exhibit B).
- (d) Ten percent will be withheld from each Payment Request and paid at the end of the grant term, when all reports and conditions stipulated in this Agreement have been satisfactorily completed. Failure by the grantee to satisfactorily complete all reports and conditions stipulated in this Agreement may result in forfeiture of any such funds withheld pursuant to CalRecycle's 10 percent) retention policy.
- (e) Lodgings, Meals and Incidentals: Grantee's Per Diem eligible costs are limited to the amounts authorized in the California State Administrative Manual (contact the Grant Manager for more information).
- (f) Payment will be made only to the grantee.
- (g) Reimbursable expenses shall not be incurred unless and until the grantee receives a Notice to Proceed as described in the Procedures and Requirements (Exhibit B).

## **Personnel Costs**

If there are eligible costs pursuant to Exhibit B, Procedures and Requirements, any personnel expenditures to be reimbursed with grant funds must be computed based on actual time spent on grant-related activities and on the actual salary or equivalent hourly wage the employee is paid for his or her regular job duties, including a proportionate

share of any benefits to which the employee is entitled, unless otherwise specified in the Procedures and Requirements (Exhibit B).

## **Real and Personal Property Acquired with Grant Funds**

- (a) All real and personal property, including equipment and supplies, acquired with grant funds shall be used by the grantee only for the purposes for which CalRecycle approved their acquisition for so long as such property is needed for such purposes, regardless of whether the grantee continues to receive grant funds from CalRecycle for such purposes. In no event shall the length of time during which such property, including equipment and supplies, acquired with grant funds, is used for the purpose for which CalRecycle approved its acquisition be less than five (5) years after the end of the grant term, during which time the property, including equipment and supplies, must remain in the State of California.
- (b) Subject to the obligations and conditions set forth in this section, title to all real and personal property acquired with grant funds, including all equipment and supplies, shall vest upon acquisition in the grantee. The grantee may be required to execute all documents required to provide CalRecycle with a security interest in any real or personal property, including equipment and supplies, and it shall be a condition of receiving this grant that CalRecycle shall be in first priority position with respect to the security interest on any such property acquired with the grant funds, unless pre-approved in writing by the Grant Manager that CalRecycle will accept a lower priority position with respect to the security interest on the property. Grantee shall inform any lender(s) from whom it is acquiring additional funding to complete the property purchase of this grant condition.
- (c) The grantee may not transfer Title to any real or personal property, including equipment and supplies, acquired with grant funds to any other entity without the express authorization of CalRecycle. Grantee's violation of this provision shall result in Grantee's reimbursement to CalRecycle of the amount of grant funds used to purchase said equipment and supplies.
- (d) CalRecycle will not reimburse the grantee for the acquisition of equipment that was previously purchased with CalRecycle grant funds, unless the acquisition of such equipment with grant funds is pre-approved in writing by the Grant Manager. In the event of a question concerning the eligibility of equipment for grant funding, the burden will be on the grantee to establish the pedigree of the equipment.

## **Reasonable Costs**

A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consideration will be given to:

- (a) Whether the cost is of a type generally recognized as ordinary and necessary for the performance of the grant.
- (b) The restraints or requirements imposed by such factors as generally accepted sound business practices, arms-length bargaining, federal and state laws and regulations, and the terms and conditions of this Agreement.
- (c) Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, clients, and the public at large.

- (d) Significant deviations from the established practices of the organization which may unjustifiably increase the grant costs.

## **Recycled-Content Paper**

All documents submitted by the grantee must be printed double-sided on recycled-content paper containing 100 percent post-consumer fiber. Specific pages containing full color photographs or other ink-intensive graphics may be printed on photographic paper.

## **Reduction of Waste**

In the performance of this Agreement, grantee shall take all reasonable steps to ensure that materials purchased or utilized in the course of the project are not wasted. Steps should include, but not be limited to: the use of used, reusable, or recyclable products; discretion in the amount of materials used; alternatives to disposal of materials consumed; and the practice of other waste reduction measures where feasible and appropriate.

## **Reduction of Waste Tires**

Unless otherwise provided for in this Agreement, in the performance of this Agreement, for all purchases made with grant funds, including, but not limited to equipment and tire-derived feedstock, the grantee shall purchase and/or process only California waste tires and California waste tire-derived products. As a condition of final payment under this Agreement, the grantee must provide documentation substantiating the source of the tire materials used during the performance of this Agreement to the Grant Manager.

## **Reimbursement Limitations**

Under no circumstances shall the grantee seek reimbursement pursuant to this Agreement for a cost or activity that has been or will be paid for through another funding source. The grantee shall not seek reimbursement for any costs used to meet cost sharing or matching requirements of any other CalRecycle funded program.

All costs charged against the Agreement shall be net of all applicable credits. The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items that are reimbursable under this Agreement. Applicable credits may include, but are not necessarily limited to, rebates or allowances, discounts, credits toward subsequent purchases, and refunds. Grantee shall, where possible, deduct the amount of the credit from the amount billed as reimbursement for the cost, or shall deduct the amount of the credit from the total billed under a future invoice.

## **Reliable Contractor Declaration**

Prior to authorizing any contractor or subcontractor to commence work under this Grant, the grantee shall submit to CalRecycle a Reliable Contractor Declaration (CalRecycle 168) from the contractor or subcontractor, signed under penalty of perjury, disclosing whether of any of the events listed in Section 17050 of Title 14, [California Code of Regulations, Natural Resources](https://www.calrecycle.ca.gov/laws/regulations/title14) (https://www.calrecycle.ca.gov/laws/regulations/title14), Division 7, has occurred with respect to the contractor or subcontractor within the

preceding three (3) years. If a contractor is placed on CalRecycle's Unreliable List after award of this Grant, the grantee may be required to terminate that contract.

## **Remedies**

Unless otherwise expressly provided herein, the rights and remedies hereunder are in addition to, and not in limitation of, other rights and remedies under this Agreement, at law or in equity, and exercise of one right or remedy shall not be deemed a waiver of any other right or remedy.

## **Self-Dealing and Arm's Length Transactions**

All expenditures for which reimbursement pursuant to this Agreement is sought shall be the result of arm's-length transactions and not the result of, or motivated by, self-dealing on the part of the grantee or any employee or agent of the grantee. For purposes of this provision, "arm's-length transactions" are those in which both parties are on equal footing and fair market forces are at play, such as when multiple vendors are invited to compete for an entity's business and the entity chooses the lowest of the resulting bids. "Self-dealing" is involved where an individual or entity is obligated to act as a trustee or fiduciary, as when handling public funds, and chooses to act in a manner that will benefit the individual or entity, directly or indirectly, to the detriment of, and in conflict with, the public purpose for which all grant monies are to be expended.

## **Severability**

If any provisions of this Agreement are found to be unlawful or unenforceable, such provisions will be voided and severed from this Agreement without affecting any other provision of this Agreement. To the full extent, however, that the provisions of such applicable law may be waived, they are hereby waived to the end that this Agreement be deemed to be a valid and binding agreement enforceable in accordance with its terms.

## **Site Access**

The grantee shall allow the state to access sites at which grant funds are expended and related work being performed at any time during the performance of the work and for ninety (90) days after completion of the work, or until all issues related to the grant project have been resolved.

## **Stop Work Notice**

Immediately upon receipt of a written notice from the Grant Manager to stop work, the grantee shall cease all work under this Agreement.

## **Termination for Cause**

CalRecycle may terminate this Agreement and be relieved of any payments should the grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, CalRecycle may proceed with the work in any manner deemed proper by CalRecycle. All costs to CalRecycle shall be deducted from any sum due the grantee under this Agreement. Termination pursuant to



this section may result in forfeiture by the grantee of any funds retained pursuant to CalRecycle's 10 percent retention policy.

## **Time is of the Essence**

Time is of the essence to this Agreement.

## **Tolling of Statute of Limitations**

The statute of limitations for bringing any action, administrative or civil, to enforce the terms of this Agreement or to recover any amounts determined to be owing to CalRecycle as the result of any audit of the grant covered by this Agreement shall be tolled during the period of any audit resolution, including any appeals by the grantee to the Director.

## **Union Organizing**

By signing this Agreement, the grantee hereby acknowledges the applicability of Government Code Sections 16645, 16645.2, 16645.8, 16646, 16647, and 16648 to this Agreement and hereby certifies that:

- (a) No grant funds disbursed by this grant will be used to assist, promote, or deter union organizing by employees performing work under this Agreement.
- (B) If the grantee makes expenditures to assist, promote, or deter union organizing, the grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that grantee shall provide those records to the Attorney General upon request.

## **Venue/Choice of Law**

- (a) All proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder shall be held in Sacramento County, California. The parties hereby waive any right to any other venue. The place where the Agreement is entered into and place where the obligation is incurred is Sacramento County, California.
- (b) The laws of the State of California shall govern all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder.

## **Waiver of Claims and Recourse against the State**

The grantee agrees to waive all claims and recourse against the state, its officials, officers, agents, employees, and servants, including, but not limited to, the right to contribution for loss or damage to persons or property arising out of, resulting from, or in any way connected with or incident to this Agreement. This waiver extends to any loss incurred attributable to any activity undertaken or omitted pursuant to this Agreement or any product, structure, or condition created pursuant to, or as a result of, this Agreement.

## **Work Products**

Grantee shall provide CalRecycle with copies of all final products identified in the Work Plan. Grantee shall also provide CalRecycle with copies of all public education and advertising material produced pursuant to this Agreement.

## **Workers' Compensation/Labor Code**

The grantee is aware of Labor Code Section 3700, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the Labor Code, and the grantee agrees to comply with such provisions before commencing the performance of the work of this Agreement.



April 2025

Department of Resources Recycling and Recovery

## **Exhibit B**

# **Procedures and Requirements Local Enforcement Agency Grant Program**

### **Cycle 36 (EA36) Fiscal Year 2025–26**

**Copies of these Procedures and Requirements must be shared with both the Finance Department and the staff responsible for implementing the grant activities.**

## Table of Contents

Introduction .....	3
Milestones .....	3
Grants Management System (GMS) .....	3
Accessing the Grant .....	3
Contact Updates .....	4
Prior to Commencing Work .....	5
Reliable Contractor Declaration .....	5
Grant Term, Grant Performance Period, and Report Preparation Period .....	6
Eligible Costs .....	6
Ineligible Costs .....	7
Modifications .....	8
Acknowledgements .....	9
Reporting Requirements .....	9
Electronic Signatures .....	10
Final Report .....	10
Grant Payment Information .....	10
Payment Request and Documentation .....	11
Supporting Documentation .....	12
Interest .....	12
Audit Considerations .....	13

# Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Local Enforcement Agency Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

In a Regional Grant, the term “grantee” used throughout this document refers to the Lead Participant (Lead). The Lead is designated to act on behalf of all Non-Lead Participant(s). The Lead manages the grant, is responsible for the performance of the grant and all required documentation and administers the grant funds to its Non-Lead Participants on its behalf.

This document is attached to, and incorporated by reference, into the Grant Agreement.

## Milestones

**July 1, 2025: Grant Term and Grant Performance Period Begin**

**June 30, 2026: Grant Performance Period Ends**

**July 1, 2026–October 30, 2026: Report Preparation Period**

**October 30, 2026: Final Report and Final Payment Request Due**

## Grants Management System (GMS)

GMS is CalRecycle’s web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle’s WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

## Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee requests reimbursement.
- **Reports tab:** Grantee uploads required reports.
- **Interest:** Shows earned interest on an advance payment.

Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

- **Documents tab:** Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

## Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the “Allow Access” check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant, they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

## Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

### Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from CalRecycle's [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).



# Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Term begins on July 1, 2025 and ends on October 30, 2026. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to July 1, 2025 or after the end date are not eligible for reimbursement. Most costs are further limited during the Report Preparation Period (below).

The Grant Performance Period begins on July 1, 2025 and ends on June 30, 2026.

The Report Preparation Period is from July 1, 2026 to October 30, 2026.

The Final Report and final Payment Request are due on or before October 30, 2026.

## Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts on July 1, 2025 and ends on October 30, 2026. (See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information). All grant expenditures must be for activities, products, and costs specifically included in the approved Budget. To be eligible for reimbursement, costs must be incurred from July 1, 2025 and before the end of the Grant Term on October 30, 2026. Please note that eligible expenses between July 1, 2026 and October 30, 2026 are limited to costs for preparation and submittal of the Final Report and Final Payment Request. All services must be provided, and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services on a payment request.

Eligible costs are limited to the following:

- **Analysis/Evaluation/Testing/Demo** (expenses related to analysis and testing, equipment calibration, certification, demonstrations, site studies, and consultants).
- **Compliance/Inspection/Visit/Enforcement** (expenses related to legal counsel, inspection, enforcement, compliance, and consultants).
- **Education** (expenses related to providing education and outreach materials to local jurisdictions, businesses, and the public).
- **Equipment** (expenses related to the purchasing of tools, instruments, equipment, personal protection gear, tablets, and laptops as well as the maintenance of equipment essential for the inspection of solid waste facilities).
- **Personnel** (staff expenses related to conducting inspections such as salaries, benefits, physicals, and vaccinations).

Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

- **Training** (expenses related to the training of LEA staff such as training materials, publications, periodicals, memberships, CalRecycle trainings, solid waste management conferences, and related costs).
- **Transportation** (expenses related to inspections such as maintenance of LEA vehicles, fuel expenses, or mileage).
  - **Mileage reimbursement covers:**
    - Gasoline
    - The cost of maintenance (oil, lube, routine maintenance)
    - Insurance (liability, damage, comprehensive and collision coverage)
    - Licensing and registration
    - Depreciation and all other costs associated with operation of the vehicle
- **Expenses related to preparation of the Final Report and the Final Payment Request during the Report Preparation Period as identified in the Milestones table above.**

Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures must be documented by.

- The names and classification(s) of the employee(s)
- The hourly wage
- Fringe benefits rate
- The number of hours worked on grant-related activities

These records must be available upon request for audit purposes.

Travel and per diem reimbursement is limited to a maximum of the state rate as described in the [Travel Reimbursements section](http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>) of the California Department of Human Resources.

## Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to the Local Enforcement Agency Grant Program and the approved grant project are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2025 or after June 30, 2026, (except for costs incurred during the Report Preparation Period, July 1, 2026–October 30, 2026, to prepare the Final Report and Final Payment Request).
- Any costs inconsistent with local, state, and federal statutes, ordinances, or regulations.
- Any food or beverages (supplied as part of meetings, workshops, training, or events).

## Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

- Any personnel costs incurred as a result of time an employee assigned to the solid waste program does not actually work on the solid waste program (e.g., use of accrued vacation, sick leave, etc.).
- Any pre-paid expenditures for future goods or services delivered after the end of the Grant Performance Period. (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Performance Period but delivered after the Grant Performance Period if the delay is caused solely by the supplier and through no fault of the grantee. The grantee must request an exemption in writing and receive written approval from the Grant Manager.)
- Cleanup of illegal dumping.
- Costs currently covered or incurred under another CalRecycle loan, grant, grant cycle, or contract.
- Landfill operations.
- Out-of-state travel.
- Overhead and indirect costs.
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events that have been pre-approved in writing by the Grant Manager when law or labor contracts require overtime compensation).
- Purchasing or leasing of vehicles.

The grant manager may disallow any costs deemed unreasonable or unrelated to the purpose of the grant.

## **Modifications**

The grantee must submit any proposed revision(s) to the Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked on the Budget Modification Template and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Final Report, but they cannot be submitted as part of the Final Report. The grantee must retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

### **Prior to Advance Reconciliation or Requesting Reimbursement**

The grantee must notify the Grant Manager of all budget changes, regardless of dollar amount, no later than October 30, 2026. Budget changes must be provided using the Budget Modification Template and emailed to the Grant Manager. The Budget Modification Template is located in the Summary tab under Resource Documents in the Grant Management section of GMS.

## **Procedures and Requirements**

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan. Contact your Grant Manager for the CalRecycle logo.

## Reporting Requirements

The Grant Agreement requires a Final Report; however, the Grant Manager may require Progress Reports at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
  - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

Grant Managers will only approve reports with current information that include all required sections and documents. Grant Managers will only process Payment Requests after report approval.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

### Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

## Electronic Signatures

CalRecycle requires a certified e-Signature on documents or forms that certify legally binding information.

**Note:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be completed using the “Fill and Sign” function within Adobe. Any document using the “Fill and Sign” method is considered incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## Final Report

The Final Report is due **October 30, 2026**. This report should cover grant activities **from July 1, 2025 through June 30, 2026**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee’s name, and Grant Term.
- The following disclaimer statement on the cover page:  
“The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”
- Budget categories of the approved budget in GMS.
- Listing of actual costs under each Budget Category.
  - Adequate detail must be included so that the Grant Manager can ensure each expenditure is compliant with the eligible cost requirements. (Personnel: provide staff classification, salary, number of hours, and hourly rate.)
  - Enter total Interest Earned where indicated if an Advance Payment was received. Interest earned must also be entered in the Interest tab in GMS.
  - See Final Report template for required information.

## Grant Payment Information

- Grantees may request an advance of 100 percent of the grant award. When the request is approved, the grantee will be advanced 90 percent and 10 percent will be withheld. The advance payment and interest earned must be fully reconciled by the end of the Grant Term, and costs incurred may be reconciled only for those materials and services specified in the approved grant application.
- Grantees are not required to request an Advance. Payments to grantees that do not request an advance are made on a reimbursement basis. The grantee must submit the required Final Report prior to, or concurrent with, submission of the

Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

Grant Payment Request. No reimbursement is made prior to Grant Manager approval of the report.

- A payment request and Final Report may be submitted at any time within the Grant Term. Grantees are not required to wait until the end of the Grant Term (October 30, 2026) to request reimbursement and submit a Final Report. Grantees are encouraged to submit their payment request and Final Report when the grant budget is expended.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the “Payment Request and Documentation” section.
- CalRecycle will make grant payments to only the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
- CalRecycle will withhold and retain 10 percent of each approved Grant Payment Request amount until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and Final Reports have been satisfied.
- CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date the grantee submits a complete Grant Payment Request.
- Whenever employing a contractor or subcontractor that is paid with grant funds, the grantee must provide a [Reliable Contractor Declaration form \(CalRecycle 168\)](https://www2.calrecycle.ca.gov/Docs/Web/127824) (<https://www2.calrecycle.ca.gov/Docs/Web/127824>) signed under penalty of perjury by the grantee’s contractors and subcontractors in accordance with the “Reliable Contractor Declaration” section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

### Payment Request and Documentation

Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must submit payment requests in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
  - a. Choose **Reimburse** for the **Transaction Type** and enter the amount spent in each budget subcategory.
  - b. When the transaction is complete, click the **Save** button.
  - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.

### Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

3. Click the **Upload Supporting Documents** button.
  - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
  - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.
  - a. **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

### Supporting Documentation

- **Grant Payment Request form** (CalRecycle 87)
  - A scanned copy with the signature of the signatory or his/her designee, as authorized by grantee's Resolution or Letter of Commitment, must be uploaded to GMS.
    - **Note:** A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.
- **Cost and Payment Documentation**
  - Grantee must show the total funds expended by expense category in the Final Report.
  - Grantees that took an advance must show the total interest earned (if applicable) on the Final Report and on the Interest tab in GMS.
  - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.

All forms listed above are available on the [CalRecycle Application and Grant Management Tools webpage](https://calrecycle.ca.gov/Funding/tools/) (https://calrecycle.ca.gov/Funding/tools/).

### Interest

Grantees that request an advance payment must deposit advanced funds into an interest-earning account. Grantees must account for all interest accrued and received. All interest accrued and received from the grant funds shall be used only for eligible expenses related to the performance of this Agreement.

- Interest earned may not be spent until the full grant award has been expended.
- The earned interest **must** be reported on the **Interest** tab in GMS.
- To report interest earned:
  - Go to the Interest tab and click on the Create an Interest Record button.

### Procedures and Requirements

Local Enforcement Agency Grant Program, EA36 (FY 2025–26)

- Complete required fields by selecting “Earned” as the Interest Type, select the Budget Subcategory where the interest will be spent; enter the date, and the amount of interest earned in the Report Amount filed.
- Click the Save button.

Once interest is expended, create another Interest Record by following the same steps as above except choose Reconcile as the Interest Type.

All unused interest or unspent grant funds must be returned to CalRecycle by the end of the Grant Term, contact the Grant Manager to initiate this process.

If no interest was accrued during the fiscal cycle, create an interest record to document that no interest was earned because grant funds were expended within 90 days. The grantee is highly encouraged to immediately reconcile their advance payment if it was fully expended within the 90 days, or at any time thereafter within the grant term.

To report that no interest was accrued:

- 1) Go to the Interest tab and click on the Create an Interest Record button.
- 2) Complete required field by selecting “None Accrued” as the Interest Type, enter the date, and enter the written explanation in the Note section.
- 3) Click the Save button.

## **Audit Considerations**

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.



**TEHAMA COUNTY AUDITOR'S OFFICE**  
**GRANT FUNDING INFORMATION**  
(Attach full copy of application and/or Notice of Award)

**AUDITOR USE ONLY**

Rec'd  
By

72

<b>DEPARTMENT</b> Environmental Health	<b>NAME OF CONTACT</b> Tia Branton	<b>PHONE NUMBER</b> 527-8020	<b>BUDGET UNIT</b> 4011
---	---------------------------------------	---------------------------------	----------------------------

**TITLE OF GRANT** Local Enforcement Agency Grant Program EA36 (FY 2025-26)

**GRANTOR AGENCY** Department of Resources Recycling & Recovery

**GRANT OBJECTIVES** Protection of public health and the environment within the Dept's Solid Waste Program.

**GRANT I.D. NO.** EA36 Federal Catalog No.  
(If Applicable)

**GRANT PERIOD:** FROM: July 1, 2025 TO: June 30, 2026 Applicable Code and/or  
Legislative Reference: **PRC 43270**

**DATE APPLICATION** **DATE BOARD ACCEPTED**

**APPROVED BY BOARD:** **FUNDS OR APPROVED**

**CONTRACT:**

**IS GRANT RENEWABLE?**  
(Check all applicable)

Yes	No	Annually	Indefinite	Specific No. of Years
X		X	X	

**GRANT FUNDING**

**FISCAL YEAR:**

**FISCAL YEAR:**

FEDERAL		
STATE	\$16,485.00	
OTHER		
1. TOTAL GRANT FUNDS	\$16,485.00	

**COUNTY FUNDING**

HARD MATCH (dollars)		
SOFT MATCH (In-kind)		
2. TOTAL COUNTY MATCH	-0-	

**USE OF FUNDS**

PERSONNEL (attach detail)	\$ 15,485.00	
SERVICES/SUPPLIES		
EQUIPMENT		
OTHER CHARGES	\$ 1,000.00	
TOTAL FUNDS (must also= 1+2 above)	\$ 16,485.00	

IF HARD MATCH REQUIRED, IDENTIFY FUNDING SOURCE N/A

IS MATCH FUNDING APPROPRIATED WITHIN EXISTING BUDGET? YES NO

METHOD OF PAYMENT OF GRANT FUNDS: REIMBURSE: ADVANCE: X

ANTICIPATED DATE(S) OF RECEIPT OF GRANT FUNDS: July 1, 2025

EXPENDITURE DEADLINE: June 30, 2026

IS INTEREST EARNING ON GRANT FUNDS REQUIRED BY LAW? YES XX NO

WILL THERE BE IMPACTS TO HOUSING, STAFF OR OTHER YES NO XX

COUNTY SUPPORT SERVICES? (If yes, please explain. Use attachment if needed.)

  
DEPARTMENT HEAD SIGNATURE

4-22-25  
DATE

Form A-135 (Rev 8-21-07)

**E-Contract Review**  
**Approval as to Form**

Department Name: Environmental Health

Vendor Name: CalRecycle

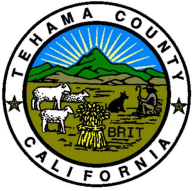
Contract Description: For the purpose of grant agreement and resolution for  
Enforcement Assistance Grant funds

APPROVED AS TO FORM:



Date: 4/24/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

**File #:** 25-0964

**Agenda Date:** 6/17/2025

**Agenda #:** 4.

### SHERIFF'S OFFICE

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Chair and Sheriff to sign Agreement with Keefe Commissary Network Inc., for the purpose of providing commissary and inmate banking services at the Tehama County Jail, effective 5/8/25 and shall remain in effect for three (3) years, with the option to extend the agreement term up to two (2) additional one (1) year periods (*Subject to receipt of required insurance documentation*)

#### **Financial Impact:**

There is no County cost associated with this service. These services will generate income to the Inmate Welfare Program, at the commission rate included in the vendor's proposal/agreement.

#### **Background Information:**

A Request for Proposal (RFP) was released on March 12, 2025, for the Jail Commissary and Inmate Banking Services at the Tehama County Jail. On April 2, 2025, two proposals were received. The Tehama County Jail Lieutenant and two staff reviewed and scored the proposals. Keefe Commissary was unanimously the highest scored vendor.

Keefe Commissary Network supplies commissary services to inmates and assists jail staff with software and support services, as well as generating revenue for the Inmate Welfare Program. The revenue is generated through a commission fee from the sales of the commissary items and the Securepak program. The Securepak program allows family members and friends to order packages for inmates from an agency approved product menu, which eliminates contraband and also streamlines the package receipt program. All commission fees are then deposited in the County's Inmate Welfare Fund. There are no County costs associated with this agreement since the inmates and the inmate's family and friends pay for all commissary items through their own personal funds. Keefe Commissary Network is also the current vendor providing commissary and Inmate Banking Services and has been providing services since 2009.

**AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND  
KEEFE COMMISSARY NETWORK LLC.**

---

This agreement is entered into between the County of Tehama, through its Sheriff's Office, ("County") and Keefe Commissary Network, L.L.C., ("Contractor") for the purpose of providing jail Commissary and Inmate Banking Services at the Tehama County Jail.

**1) RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide commissary equipment, hardware, software and product selection and pricing as described in Exhibit "B" and "C".

**2) RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**3) COMPENSATION**

Contractor shall not be entitled to any compensation or reimbursement whatsoever from County under this Agreement. Contractor's sole consideration for the services performed under this Agreement shall be Contractor's portion of the proceeds of the sales of Commissary items as set forth in Exhibits "B" and "C".

Contractor shall pay County a commission equal to thirty-nine point five percent (39.5%) of the gross sales of commissary items by Contractor to inmates of the Tehama County Jail and gross sales of Contractor's Securepak program (as described in Exhibit B). Such commission shall be deposited in County's Inmate Welfare Fund. Items provided directly to inmates by the County and not supplied by Contractor, such as County-provided stamped envelopes, postage stamps, indigent kits, and admission kits, shall not be included in gross sales subject to commission hereunder.

**4) TERM OF AGREEMENT**

This agreement shall commence on May 8th, 2025 and shall remain in effect for three (3) years, with an option to extend the agreement term up to two (2) additional one (1) year periods, unless terminated due to the conditions set forth herein. If the County elects to exercise

the option to extend the term for the two (2) additional one (1) year periods, the Sheriff must give the contractor written notice of the County's election to extend the term an additional year.

#### **5) TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Sheriff-Coroner.

#### **6) ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

#### **7) NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

## **8) EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

## **9) INDEMNIFICATION**

To the fullest extent permitted by law, Contractor agrees to protect, defend, indemnify, and save harmless County and its officers, officials, employees, and volunteers from and against all claims, demands, and causes of action by Contractor's employees or third parties on account of personal injury or death or on account of property damages arising out of the work to be performed by Contractor hereunder and resulting from the negligent act or omissions of Contractor, Contractor's agents, employees, or Subcontractors. These defense and indemnity obligations shall survive the termination or completion of this agreement and are in addition to, and not limited by, the Insurance obligations in the agreement.

Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

## **10) PATENT AND COPYRIGHT INDEMNITY**

Contractor shall not provide County with any product or design that violates or infringes any registered United States patent, copyright, trade secret or other intellectual property right. If County promptly notifies Contractor in writing of any third party claim against County that any software or other item provided to County by Contractor infringes any patent, copyright, trade secret or other intellectual property right of any third party, Contractor shall indemnify, defend and hold harmless County against such claims. Contractor shall not indemnify County, however, to the extent the alleged infringement is caused by (1) County's modification of the software or item, (2) use of the software or item other than in accordance with the documentation or this agreement, (3) County's failure to use acceptable non-infringing corrections or enhancements made available by Contractor, or (4) information, specifications or materials provided by County or any third party. If any software or other item is, or in Contractor's reasonable opinion is likely to be held to be infringing, Contractor shall at its expense and option: (a) procure the right for County to continue using it; or (b) replace or modify it so that it becomes non-infringing while giving equivalent performance. If Contractor is initially unable to perform either option (a) or (b), for a period not to exceed 180 days, Contractor may require County to stop using the potentially infringing System or portion thereof, until Contractor can perform either option (a) or (b), providing however Contractor supplies County with an alternate means by which County may run its elections in compliance with state law during such period.

## **11) INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

## **12) PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (Prevailing Wage Laws), which require the payment of prevailing wage rates and the performance of other requirements on certain public works and maintenance projects. Contractor shall pay, at least, the general prevailing wage rates, as determined by the Director of the Department of Industrial

Relations of the State of California, for all work hereunder. Contractor further agrees to fully comply with and to require its subcontractor to fully comply with such Prevailing Wage Laws. County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code Section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **13) STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

### **14) NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.



## **15) GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

## **16) COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

## **17) LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

## **18) AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

## **19) NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

### **NOTICES TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Dave Kain, Sheriff-Coroner  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 527-7900  
[dkain@tehamaso.org](mailto:dkain@tehamaso.org)

### **NOTICES TO CONTRACTOR:**

KEEFE GROUP  
Attn: Angelo Leber, KCN Regional Manager  
13369 Valley Boulevard  
Fontana, CA 92335  
(314) 560-7980  
[aleber@keefegroup.com](mailto:aleber@keefegroup.com)

### **INVOICES SUBMITTED TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Nickoli Brummond  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 528-8979 option 1  
[nbrummond@tehamaso.org](mailto:nbrummond@tehamaso.org)

### **GRANTS/CONTRACTS TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Grants/Contracts  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 528-8979 option 2  
[jcrane@tehamaso.org](mailto:jcrane@tehamaso.org)

Notice shall be deemed to be effective two days after mailing.

## **20) NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

## **21) STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

## **22) LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

**23) RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

**24) NO THIRD PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

**25) HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

**26) HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

**27) COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to

the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ((“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

## **28) EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through C, attached hereto and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

**COUNTY OF TEHAMA**

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

\_\_\_\_\_  
Sheriff-Coroner

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

\_\_\_\_\_  
Chairman, Board of Supervisors

**KEEFE COMMISSARY NETWORK, L.L.C.**

Date: 05/27/25  
\_\_\_\_\_

John Puricelli  
John Puricelli (May 27, 2025 12:57 CDT)

\_\_\_\_\_  
Authorized Agent

**Agreement #:**

\_\_\_\_\_

**108299**

\_\_\_\_\_  
Vendor Number

**aleber@keefegroup.com**

\_\_\_\_\_  
Vendor/Contractor Email Address

**(314) 560-7980**

\_\_\_\_\_  
Vendor/Contractor Phone Number

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations)  
\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than

\$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.



## **Exhibit B**

### **Service and New Hardware**

#### New Hardware Description

Keefe Cloud System Integration
Jail Management System Software Integration Development (Black Creek)
Jail Management System Integration Annual Support
Existing Keefe supplied hardware, and software will continue to be covered by warranty

#### Services

1. **PACKAGE PROGRAM.** This Agreement includes Contractor's Access Securepak® Inmate Package Program Service. Contractor shall process and deliver orders placed through its Access Securepak website on the terms and conditions provided therein. Contractor shall deliver Securepak orders to County's facility once per week. County agrees that Contractor may charge a processing fee for each order which may be amended by Contractor from time to time.

2. **PAYMENT SERVICES.** This Agreement includes Contractor's Access Corrections® Secure Payment Services, the terms of which are memorialized in Exhibit B-1, entitled "Payment Services", attached hereto and incorporated herein. Contractor will facilitate payments to Inmate Trust Accounts via website, toll-free phone number, walk-in provider(s) and/or kiosk(s) placed in mutually agreeable site(s) within County's facility. County will provide electrical power to operate the kiosk(s) and Contractor will provide the network connectivity. Contractor will guarantee all transactions and will send, via ACH, monies to the County designated bank account in accordance with the terms and conditions provided for in Exhibit B-1. Except as provided for herein, no fees for this service will be borne by County.

## EXHIBIT B-1

### **Payment Services** **(standard Payment Services with all kiosk options)**

1. **Services.** Keefe will provide kiosk(s) money handling services and payment processing services for payments made through kiosks, walk-in retailers, online websites and/or mobile sites, call centers or applications operated by Keefe or such other methods ("**Transactions**") for crediting account balances held by Customer, or other recipients for purposes requested by Customer, on behalf of the recipients of funds (the "**Services**"). Keefe provides the Services in its capacity as a licensed money services business. Keefe represents and warrants to Customer that Keefe is duly licensed to provide the Services and will do so in compliance with applicable laws and regulations. For purposes of this Agreement the following terms shall apply as follows. Lobby Kiosk refers to a kiosk(s) in which an inmate's family and friends may conduct deposits to the inmate trust account, or other receivers agreed upon by Customer, and Intake Kiosk refers to a kiosk used for booking purposes by the facility, to accept deposits from the inmate to accept funds on their person upon their booking (hereinafter referred to individually as "**Lobby Kiosk**" and as "**Intake Kiosk**", and collectively as "**Kiosks**").

2. **Authorization.** Customer authorizes Keefe to act on its behalf in handling monies and to submit Transactions initiated by individuals through the Services to the credit card networks or otherwise for authorization, processing, and settlement to Customer for the benefit of designated recipients.

3. **Responsibilities of Keefe.**

- a. Keefe will receive payments from the public, directed to recipients by way of the Services.
- b. Keefe will transfer payment files to Customer on a daily basis. Keefe will deliver payments to Customer by the second business day following (but not including) the day of the transaction by means of an electronic funds transfer ("**EFT**") to Customer's designated bank account; provided, however, Keefe, in its sole discretion, reserves the right to delay its acceptance of any transaction that Keefe determines to be suspicious and warrants further investigation. Customer acknowledges and agrees that Keefe may reject, terminate, or cancel any proposed transaction should Keefe determine the transaction is being made for an improper or illegal purpose.
- c. Keefe will provide Customer with daily payment information by way of the Keefe Customer interface.
- d. Keefe will be responsible for responding to and resolving inquiries and complaints from senders of funds arising out of Keefe's failure to timely transmit any payment to Customer.
- e. Keefe will provide sufficient promotional material to be posted by Customer.
- f. Keefe will provide all labor necessary for and will guarantee the workmanship of the installation of a kiosk.
- g. Keefe, upon receipt of written notice from Customer, shall place limitations on transactions. The limitations will be implemented by Keefe as soon as is reasonably practicable.

- h. Keefe may contract with a third-party service provider to remove monies from kiosks, to replace receipt paper and other similar administrative tasks.
- i. Keefe will secure kiosks(s) in designated spaces(s).
- j. Keefe will provide Customer with a copy of the current instructional guidance, Statement of Procedures (SOP), and documentation necessary for the applicable money handling method.
- k. If applicable Keefe will provide the following additional functions as selected below:
  - ☐ Install network drop for kiosk(s)
  - ☐ Install electrical outlet(s) for kiosk(s)
  - ☐ Install Internet Service Provider (ISP)

Keefe Initial: \_\_\_\_\_

#### **4. Responsibilities of Customer.**

- a. Customer will provide Keefe with the required bank account information for transmission of an EFT. Customer agrees to notify Keefe, in writing, giving fourteen (14) days' notice of any changes to the bank account information.
- b. Customer will, upon receipt of written documentation of overpayment, promptly, but in no event more than ten (10) business days, refund any overpayment made by Keefe, for any reason. This is to include, but not be limited to, duplicate payments, payments refunded to customers by Keefe and any incorrect payments. At Keefe's sole option and in lieu of the foregoing, Keefe may offset any such overpayments from future payment amounts transmitted by Keefe to Customer and notify Customer of any such offset.
- c. Upon implementation of the Services, Customer agrees that it will not accept payments designated for recipient accounts. Customer will close any window or other collection method currently used to accept payments within sixty (60) days of kiosk implementation.
- d. Customer will promptly report receipt of each payment to the designated account or recipient in accordance with the Customer's policy.
- e. Customer agrees that it shall, to the full extent allowed by law, assume all liability, responsibility and risk of loss associated with its breach of any of the terms or conditions within this Exhibit and/or its negligence in the performance of its duties hereunder.
- f. Customer agrees that Keefe may determine, in its sole discretion, to suspend, terminate or place restrictions on one or more individual's ability to use the Services.
- g. Customer will follow money handling terms outlined SOP as applicable under the terms of Appendix A
- h. If applicable Customer will provide the following functions for use of kiosk as selected below:
  - ☐ Install network drop for kiosk(s)
  - ☐ Install electrical outlet(s) for kiosk(s)
  - ☐ Install Internet Service Provider (ISP)

Customer Initial: \_\_\_\_\_

- i. Customer agrees to perform all applicable responsibilities outlined in this Agreement and the SOP timely; including but not limited to providing the armored car messenger access to the kiosk(s) to conduct the money removal or providing the designated provider

with the prepared tamper proof bag within no more than fifteen (15) minutes upon their arrival.

- j. Customer will assist Keefe with the recovery of funds from recipient accounts for any chargebacks that are ultimately not reversed by the card processor.

**5. Rates.** The Services shall be provided at no cost to Customer. Keefe shall charge persons initiating a Transaction a service fee in accordance with its rate schedule which the Customer acknowledges may be amended by Keefe in its sole discretion from time to time.

**6. Exclusivity.** Keefe has the exclusive right to provide the Services for the Customer and the exclusive right to collect and receive money handling fees associated with the Services which fees will belong to Keefe.

**7. Refunds/Chargebacks.**

- a. The Parties acknowledge that once Keefe accepts a transaction submitted to the applicable payment network or otherwise for processing, Keefe cannot cancel or change the transaction. Except to the extent required by applicable law, payments processed by Keefe are non-refundable to the individual by Keefe. Individuals may have additional refund or chargeback rights under their cardholder agreement with the card issuer or applicable law.
- b. In the case of chargebacks or returned funds, Keefe will be responsible for pursuing the chargeback through the card association's dispute resolution processes, if appropriate in Keefe's sole discretion. Upon written request from Keefe, Customer agrees to provide requested information needed to pursue the chargeback.
- c. If an individual requests a refund, Keefe will not be responsible for making those funds available if they have been already settled to a designated account by Keefe or are beyond Keefe's control.
- d. If Customer and sender of funds issue inconsistent instructions or requests to Keefe, Customer's instructions will control and Customer will reimburse, defend, indemnify, and hold Keefe harmless from any and all losses, costs, and expenses (including reasonable attorneys' fees) as a result of complying with Customer's instructions.



## Exhibit C

### Proposed Commissary Menu

Category	Item	Description	Price
<b>Hot Snacks</b>			
	80006414	Quaker Oatmeal Maple Brown Sugar 1.51 oz	\$0.70
	4935	Velveeta Macaroni & Cheese Original 3 oz	\$2.55
	4937	Velveeta Rice Cheesey 2 oz	\$1.65
	4938	Velveeta Rice Spicy Cheese 2 oz	\$1.65
	4939	Velveeta Refried Beans Cheesey 4 oz	\$2.55
	4940	Velveeta Refried Beans Spicy Cheesey 4 oz	\$2.55
	4941	Velveeta Beans & Rice Spicy Cheesey 4 oz	\$2.85
	0009	Maruchan Ramen Beef 3 oz	\$1.45
	0018	Maruchan Ramen Cajun Chicken 3 oz	\$1.45
	1328	Maruchan Ramen Roast Beef 3 oz	\$1.45
	1347	Maruchan Ramen Lime Chili Shrimp	\$1.45
	0013	Maruchan Ramen Tx Beef 3 oz	\$1.45
	0010	Maruchan Ramen Chili 3 oz	\$1.45
	0008	Maruchan Ramen Chicken 3 oz	\$1.45
	9771	Sevilla Refried Beans Spicy 8 oz	\$3.85
	5880	Keefe Kitchens Rice Inst White 8 oz	\$2.85
	0505	Maruchan Ramen Hot & Spicy Vegetable 3 oz	\$1.45
	0012	Maruchan Ramen Shrimp 3 oz	\$1.45
	1710	Brushy Creek Chili No Beans 11.25 oz	\$3.35
	1711	Brushy Creek Chili w/Beans 11.25 oz	\$3.35
	1712	Brushy Creek Chili Hot w/Beans 11.25 oz	\$3.35
	1721	Brushy Creek Lasagna w/Beef In Sauce 11.25 oz	\$3.95
	3092	Thai Palace Noodles Chili 3.7 oz	\$2.45
	9783	Sevilla Refried Beans Regular 8 oz	\$3.60
	5939	Sevilla Beans & Rice Chili Flavor 4.4 oz	\$2.35
	5940	Sevilla Beans & Rice Hot Chili Flavor 4.4 oz	\$2.35
<b>Meat &amp; Cold Snacks</b>			
	80005516	Fresh Catch Tuna w/Jalapenos In Water 3.53 oz	\$2.95
	80001715	Brushy Creek Summer Sausage Regular 1.625 oz	\$1.95
	80001718	Brushy Creek Summer Sausage Hot & Spicy 3 oz	\$3.85
	80001717	Brushy Creek Summer Sausage Regular 3 oz	\$3.85
	80001716	Brushy Creek Summer Sausage Hot & Spicy 1.625 oz	\$1.95
	10364	Golden Valley Cereal Honey Nut Toasted Oats 20 oz	\$8.95
	4386	Fresh Catch Sardines Hot Tomato Sauce 3.53 oz	\$1.95
	80005308	Chicken Of The Sea Smoked Clams In Oil 3.53 oz	\$3.55
	4394	Fresh Catch Fish Steaks Spicy Mustard Sauce 3.53 oz	\$2.15
	4395	Fresh Catch Fish Steaks Green Chilis In Oil 3.53 oz	\$2.15
	4391	Fresh Catch Pink Salmon Flakes In Water 3.53 oz	\$3.85
	5360	Brushy Creek Premium Chicken Breast 4.5 oz	\$6.50
	80008894	Trails Best Beef Sticks Twin Pack 1 oz	\$1.95
	5070	Cactus Annies Tortillas Flour 8 oz 6Ct 8 In	\$2.95
	4317	Fresh Catch Chunklight Tuna In Water 4.23 oz	\$2.35
<b>Chips &amp; Crackers</b>			
	80010725	Moon Lodge Popcorn White Cheddar 5 oz	\$3.45
	10446	Fritos Corn Chips Chili Cheese 2 oz	\$1.70



### Proposed Commissary Menu

Category	Item	Description	Price
	7914	Golden Valley Crackers Saltine 16 oz	\$4.75
	80009547	Kelloggs Crackers Club 12.5 oz	\$4.95
	9590	Cheez-It Crackers 1.5 oz	\$1.10
	80007343	Austin Sandwich Crackers Cheese On Cheese	\$1.00
	80007342	Austin Sandwich Crackers Toasted PB	\$1.00
	80007341	Austin Sandwich Crackers PB On Cheese	\$1.00
	80003053	Whole Shabang Pork Rinds 2 oz	\$3.00
	6025	Whole Shabang Potato Chips Original 1.5 oz	\$1.50
	6022	Moon Lodge Potato Chips Regular 1.5 oz	\$1.50
	7637	Moon Lodge Potato Chips Stuffed Jalapeno 1.5 oz	\$1.50
	6023	Moon Lodge Potato Chips Bbq 1.5 oz	\$1.50
	2015	Pretzels Small Bag 1.5 oz	\$1.45
	5139	Moon Lodge Pretzels Mini Twists 11 oz	\$5.00
	7994	Cactus Annies Cheese Puffs 2 oz	\$1.45
	6026	Moon Lodge Potato Chips Hot Hot Hot BBQ 1.5 oz	\$1.50
	6024	Moon Lodge Potato Chips Sour Cream & Onion 1.5 oz	\$1.50
	80007620	Cactus Annie Pork Rinds Hot & Spicy 2 oz	\$2.80
	7758	Moon Lodge Popcorn Caramel 3.53 oz	\$2.35
	80000963	Moon Lodge Potato Chips Buffalo Blue Cheese 1.5 oz	\$1.50
	10513	Doritos Tortilla Chips Nacho Cheese 1.75 oz	\$1.55
	7690	Cheetos Cheese Crunchy Flamin Hot 1.75 oz	\$1.60
	7689	Cheetos Cheese Crunchy 2 oz	\$1.55
	80003372	King Nut Snack Mix Student Mix 3.75 oz	\$2.45
	80003370	King Nut Snack Mix Cajun 3.5 oz	\$2.45
	80003371	King Nut Snack Mix Healthy 3.25 oz	\$2.45
	80003373	King Nut Snack Mix Tropical 4 oz	\$2.45
	80011005	Corn Nuts Corn Nuts Chile Picante 1.7 oz	\$2.00
	80011003	Corn Nuts Corn Nuts Ranch 1.7 oz	\$2.00
	7550	Moon Lodge Peanuts Roasted & Salted 1.75 oz	\$1.25
	2295	El Sabroso Cheese Curls Blazin Hot 4 oz	\$3.25
	80002177	Whole Shabang Peanuts 1.75 oz	\$1.30
<b>Candy</b>			
	80010453	Mascot Candy Peanut Crunch Bar 1.65 oz	\$1.55
	80006630	M&M Choc Peanut 1.74 oz	\$2.40
	80007157	Butterfinger Candy Bar 1.9 oz	\$2.40
	80006632	Snickers Choc Peanut 1.86 oz	\$2.40
	80006634	Milky Way Choc Caramel 1.84 oz	\$2.40
	80006633	Twix Choc Caramel Cookie 1.79 oz	\$2.40
	80006635	3 Musketeers Choc 1.92 oz	\$2.40
	80008622	Reeses Peanut Butter Cups 1.5 oz	\$2.40
	40609	Corner Store Candy Lemon Drops 4.25 oz	\$2.35
	80008109	Corner Store Candy Root Beer Barrels 4.25 oz	\$2.35
	80008041	Corner Store Candy Starlight Mints 3.75 oz	\$2.35
	40607	Corner Store Candy Sour Fruit Balls 4.25 oz	\$2.35
	80010128	Corner Store Candy Sf All Stars 1.75 oz	\$2.00
	40629	Corner Store Candy Vanilla Caramels 3 oz	\$2.35



### Proposed Commissary Menu

Category	Item	Description	Price
	80005555	Corner Store Candy Gummi Bears 4 oz	\$2.35
	80005556	Corner Store Candy Neon Worms 4 oz	\$2.35
<b>Beverages</b>			
	80007090	Keefe Coffee Freeze Dried .053 oz	\$0.40
	80006172	Keefe Coffee Instant 4.5 oz	\$5.95
	0021	Keefe Coffee Inst 4 oz Pouch	\$5.95
	7024	Keefe Freeze Dried Coffee Decaf Colombian 3 oz	\$7.45
	7022	Keefe Freeze Dried Coffee Colombian 3 oz	\$6.95
	2974	Maxwell House Coffee Regular 4 oz	\$8.25
	0416	Keefe Tea Bags Regular 48/Bx	\$4.60
	0636	Crystal Light Sf Drink Mix Lemonade 0.17 oz	\$0.60
	0114	Keefe Hot Cocoa Ss .8 oz 1 Srv Pk	\$0.35
	961442	Cool-Off Drink Mix Fruit Punch	\$0.25
	961443	Cool-Off Drink Mix Black Cherry	\$0.25
	961444	Cool-Off Drink Mix Lemonade	\$0.25
	80003593	New Leaf Health Shake Vanilla 2 oz	\$2.95
	7495	Swiss Miss Hot Cocoa Mix Rich Choc 9 oz	\$4.60
	10243	Keefe Coffee Alturo Blend 3 oz	\$6.35
	7044	Ctry Time Drink Mix Lemonade 6 oz	\$3.00
	7043	Kool Aid Drink Mix Grape 6 oz	\$3.00
	7041	Kool Aid Drink Mix Tropical Punch 6 oz	\$3.00
	7042	Kool Aid Drink Mix Cherry 6 oz	\$3.00
<b>Cookies &amp; Pastries</b>			
	80006326	Dolly Madison Cupcakes Choc 3.17 oz Pkg 2 Pk	\$2.05
	80006310	Dolly Madison Donuts Choc 3 oz	\$2.05
	10742	Kelloggs Pop Tarts Br Sugar Cinnamon 3.38 oz	\$1.75
	9464	Granola Bar Sweet & Salty Almond 1.2 oz	\$1.65
	80000990	Granola Bar Crunchy Peanut Butter 1.5 oz	\$1.35
	80000991	Granola Bar Crunchy Oat & Honey 1.5 oz	\$1.35
	10055	Market Square Cookies Peanut Butter Cremes 6 oz	\$2.35
	80003305	Oreo Cookies 2.4 oz	\$1.70
	80005732	Chattanooga Moon Pie Choc Dbl Decker 2.75 oz	\$1.70
	80005730	Chattanooga Moon Pie Banana Dbl Decker 2.75 oz	\$1.70
	10057	Market Square Cookies Vanilla Cremes 6 oz	\$2.35
	6072	Market Square Cookies Choc Chip 6 oz	\$2.35
	9472	La Moderna Marias Cookies Hispanic 4.94 oz	\$1.80
	6071	Market Square Cookies Iced Oatmeal 6 oz	\$2.05
	10058	Market Square Cookies Duplex Cremes 6 oz	\$2.35
	80010980	Bake City Cookies Oatmeal Raisin 2.5 oz	\$1.55
	80010981	Bake City Cookies Choc Chip 2.5 oz	\$1.55
	10547	Kelloggs Toaster Pastries Strawberry 3.38 oz	\$1.75
	6055	Market Square Cake Swiss Roll 12 oz	\$1.35
	3210	Market Square Cinnamon Coffee Cake 4 oz	\$2.45
	6044	Market Square Honey Bun Mega 4.75 oz	\$2.65
	80009328	Market Square Honey Bun Iced 4.75 oz	\$2.65
	2381	Kelloggs Rice Krispie Original 1.3 oz	\$1.45





### Proposed Commissary Menu

Category	Item	Description	Price
	80006320	Dolly Madison Donuts Powdered Sugar 3 oz	\$1.90
	80006321	Dolly Madison Snack Cakes Golden Creme 2.7 oz	\$2.06
	10741	Kelloggs Pop Tarts Blueberry 3.38 oz	\$1.75
	6069	Market Square Wafer SF Strawberry Creme 2.75 oz	\$2.00
	80006851	Cloverhill Cheese Danish Blueberry 4.25 oz	\$2.45
	80006850	Cloverhill Cheese Danish Strawberry 4.25 oz	\$2.45
	80008178	Nutrigrain Cereal Bar Strawberry 1.3 oz	\$1.10
	80000495	Golden Valley Bagel Plain 4 oz	\$1.45
<b>Condiments</b>			
	0350	Coffeemate Liquid Creamer Hazelnut .38 oz	\$0.35
	0380	Coffeemate Liquid Creamer Irish Cream .38 oz	\$0.35
	0136	Sugar 1 Srv Paper Pkt	\$0.08
	1237	Keefe Creamer SS 10Pk	\$1.35
	80002293	Whole Shabang Potato Chips Xtreme Ripple 1.5 oz	\$1.35
	80009820	Equal Sweetener Pink 1 Gm 100/Bx	\$3.55
	6616	Ralston Inst Oatmeal Regular .98 oz	\$0.70
	80003920	Squeezum Peanut Butter Squeeze 2 oz	\$1.10
	80011074	Salad Fresh Hot Sauce 7 Gr 10/bag	\$2.00
	80011070	Lucky Jelly Grape 1 oz	\$0.45
	80008865	Made With Kraft Spread Cheddar 2 oz	\$1.15
	80008864	Made With Kraft Spread Jalapeno 2 oz	\$1.15
	0383	Van Holten Pickle Hot Pickle One Pickle	\$2.50
	0381	Van Holten Pickle Mild Dill One Pickle	\$2.50
	0382	Van Holten Pickle Kosher Zesty Garlic One Pickle	\$2.50
	80007156	TX Titos Jalapeno Peppers SX Sliced 1 oz	\$1.35
	80011074	Salad Fresh Hot Sauce 7 Gr	\$0.30
	80011069	Salad Fresh Mayonnaise 9 Gr	\$0.30
	80010940	Pepper SS Paper Pkt	\$0.06
	80010939	Salt SS .1 G Paper Pkt	\$0.06
<b>Stationery &amp; Miscellaneous</b>			
	80008311	Kappa Books Puzzle Book Wordfind	\$2.95
	20272	American Comb Soap Dish Hinged	\$1.25
	2077	Contact Lens	\$0.55
	80000112	New World Imports Comb 5 In	\$0.25
	920905	Brush Palm	\$1.10
	80011111	Freestyle Hair Pik 7 In	\$0.85
	29070	Gallant Love You Card	\$1.80
	29071	Gallant Miss You Card Acetate	\$1.80
	0982	Postage Stamped Env Small Small	\$1.80
	0983	Postage Stamped Env Large	\$0.95
	80010106	Island Brand Envelope # 10	\$0.07
	80010109	Envelope Kraft Catalog Gummed 9 1/2 x 12 1/2	\$0.55
	80008663	Boardroom Paper 50 Ct Pad 8.5 x 11	\$2.25
	20241	Tops Paper Sketch Pad 8.5 x 11 50 Sheet	\$2.25
	20462	New World Pencil Golf Type	\$0.20
	80007124	Rose Art Colored Pencils 24 Ct 3.5 In	\$3.64





### Proposed Commissary Menu

Category	Item	Description	Price
	24214	Webster Dictionary Pocket	\$5.60
	29034	Gallant Birthday Card Juvenile	\$1.80
	80000104	Gallant Seasonal Greeting Card	\$1.80
	21676	Ion3 Batteries AAA Alk 4/Pk	\$0.85
	8183501099	GPX Radio Digital AM FM R300	\$24.00
	5029801099	Grainger Ear Plugs No Cord	\$0.75
	8000802099	Reading Glasses 1.25 Diopter	\$5.00
	80008304	Sudoku Book	\$2.25
	20211	Aviator Playing Cards Poker	\$3.50
	20215	Aviator Playing Cards Pinochle	\$3.55
	24711	Book Word Find Box	\$2.25
	21056	Maverick Playing Cards Poker	\$3.55
	80006145	Cup w/Lid 22 oz	\$1.35
	8282501001	Washcloth 12 x 12 White	\$1.00
	42787	Tehama Indigent Kit	\$5.30
	5303701099	SLS Arts Sketch Pad Drawing	\$5.15
	8000803099	Reading Glasses 1.50 Diopter	\$5.00
	8000804099	Reading Glasses 1.75 Diopter	\$5.00
	8000805099	Reading Glasses 2.0 Diopter	\$5.00
	8000806099	Reading Glasses 2.25 Diopter	\$5.00
	8000807099	Reading Glasses 2.5 Diopter	\$5.00
	8000808099	Reading Glasses 2.75 Diopter	\$5.00
	8000809099	Reading Glasses 3.0 Diopter	\$5.00
	8000810099	Reading Glasses 3.25 Diopter	\$5.00
	8000801099	Reading Glasses 1.0 Diopter	\$5.00
	5029401099	Koss Earbud CI3N	\$5.80
<b>Clothing</b>			
	5095402012	Gym Shorts 50/50 Poly Cotton Small 6 In Inseam	\$18.00
	5095403012	Gym Shorts 50/50 Poly Cotton Medium 6 In Inseam	\$20.00
	5095404012	Gym Shorts 50/50 Poly Cotton Large 6 In Inseam	\$20.00
	5095406012	Gym Shorts 50/50 Poly Cotton 2XL 6 In Inseam	\$20.00
	5095407012	Gym Shorts 50/50 Poly Cotton 3XL 6 In Inseam	\$22.00
	5095408012	Gym Shorts 50/50 Poly Cotton 4XL 6 In Inseam	\$24.00
	5060003002	Gildan Sweatshirt Crewneck Medium Fleece Ash	\$23.00
	5060004002	Gildan Sweatshirt Crewneck Large Fleece XL	\$25.00
	5060005002	Gildan Sweatshirt Crewneck XL Fleece	\$25.00
	5060006002	Gildan Sweatshirt Crewneck 2XL Fleece	\$25.00
	5060007002	Gildan Sweatshirt Crewneck 3XL	\$27.00
	5060008002	Sweatshirt Crewneck 4XL Fleece	\$38.00
	5095405012	Gym Shorts 50/50 Poly Cotton XL 6 In Inseam	\$22.00
<b>Footwear</b>			
	8166810001	Rawlings Cross Training Shoe Espy Sz 10	\$49.65
	8166810501	Rawlings Cross Training Shoe Espy Sz 10.5	\$49.65
	8166811001	Rawlings Cross Training Shoe Espy Sz 11	\$49.65
	8166812001	Rawlings Cross Training Shoe Espy Sz 12	\$49.65
	8166813001	Rawlings Cross Training Shoe Espy Sz 13	\$49.65



### Proposed Commissary Menu

Category	Item	Description	Price
	22602	Crawford Flip Flop Cross Strap Small	\$3.00
	22604	Crawford Flip Flop Cross Strap Large	\$3.00
	22600	Crawford Flip Flop V Strap Medium	\$3.00
	22601	Crawford Flip Flop V Strap Large	\$3.00
	5293808501	Shoe Corp Deck Shoe Canvas Slip On Sz 8.5 White	\$15.00
	5293809501	Shoe Corp Deck Shoe Canvas Slip On Sz 9.5 White	\$15.00
	8166811501	Rawlings Cross Train Shoe Espy Sz 11.5 White	\$49.65
	22615	Crawford Flip Flop Cross Strap XL	\$3.00
	5293813001	Shoe Corp Deck Shoe Canvas Slip On Sz 13 White	\$15.00
	5293814001	Shoe Corp Deck Shoe Canvas Slip On Sz 14 White	\$15.00
	5293811001	Shoe Corp Deck Shoe Canvas Slip On Sz 11 White	\$15.00
	5293809001	Shoe Corp Deck Shoe Canvas Slip On Sz 9 White	\$15.00
	5293810001	Shoe Corp Deck Shoe Canvas Slip On Sz 10 White	\$15.00
	5293812001	Shoe Corp Deck Shoe Canvas Slip On Sz 12 White	\$15.00
	5293806501	Shoe Corp Deck Shoe Canvas Slip On Sz 6.5 White	\$15.00
	5293811501	Shoe Corp Deck Shoe Canvas Slip On Sz 11.5 White	\$15.00
<b>Hygiene</b>			
	20024	Crawford Shampoo Balsam & Protein 4 oz	\$1.75
	20025	Crawford Conditioner Balsam & Protein 4 oz	\$1.75
	20032	Crawford Shampoo Dandruff Rinse 4 oz	\$2.45
	22952	Softee Hair Food w/Vit E 5 oz	\$3.95
	24872	Softee Hair Dress African Crown 5 oz	\$3.95
	22951	Softee Conditioner Coconut Oil 5 oz	\$3.95
	22949	Softee Hair Dress Bergamot 5 oz Blue	\$3.95
	22950	Softee Conditioner Bergamot 5 oz Green	\$3.95
	80008518	Power Up Antiperspirant Deodorant Force 2.5 oz	\$4.75
	80008495	Power Up Antiperspirant Deodorant Bloom 2.5 oz	\$4.75
	80008519	Power Up Deodorant Drive 2.5 oz Clear	\$3.55
	21126	Mennen Stick Antiperspirant Deodorant Gel 3 oz	\$6.00
	26042	Power Up Antiperspirant Deodorant Roll On 3 oz	\$3.65
	20641	Lady Speed Stick Antiperspirant Deodorant 1.4 oz	\$5.35
	24936	Elementz Shampoo Thick 15 oz	\$4.75
	24726	Careall Ointment Triple Antibiotic 1 oz	\$6.00
	21421	Mckesson Allergy Generic Chlor Trimen 250Pk	\$0.25
	22376	New Day Baby Powder Cornstarch 4 oz	\$2.95
	24755	Freshscent Baby Oil 4 oz 60/Cs Clear Bottle Clear	\$2.95
	24967	Infuzed Lotion Dly Bdy Coconut Lime 15 oz	\$4.35
	24968	Infuzed Lotion Cocoa Shea Body 15 oz	\$4.05
	20033	Crawford Lotion Cocoa Butter 4 oz	\$1.90
	20319	New Day Petroleum Jelly 3.75 oz	\$2.25
	24222	Sheffield Antifungal Cream Clotrimazole 1.25 oz	\$6.50
	24723	Careall Hydrocortisone Cream Max Strength 1% 1 oz	\$3.55
	24126	Careall Athlete Ft Cream 1% Tolnaftate .5 oz	\$2.35
	24725	Careall Muscle Rub Like Bengay 3 oz	\$4.35
	80008056	Good Sense Lip Balm Tropical Spf 45 .15 oz	\$2.40
	22318	Protection After Shave Gel 7 oz	\$5.00



### Proposed Commissary Menu

Category	Item	Description	Price
	24937	Elementz Shampoo Daily 15 oz	\$4.65
	24941	Elementz Gel Firm Hold 15 oz	\$4.65
	22096	Next 1 Soap Cocoa Butter Bar 5 oz	\$2.10
	20933	Dial Soap Antibacterial Bar 4 oz	\$3.00
	21487	Irish Spring Soap Original Scent 3.2 oz	\$2.35
	80009950	Dial Bar Soap Antibacterial 4 oz	\$2.65
	22097	Next 1 Soap Moisturizing Bar 5 oz	\$2.10
	22098	Next 1 Soap Antibacterial Sport Bar 5 oz	\$2.10
	20463	Freshscent Soap Deodorant 3 oz	\$1.75
	80003065	Next 1 Soap Deodorant Hypoallergenic 3 oz	\$1.75
	26096	Colgate Toothpaste Anti Cavity Clear 4.2 oz	\$5.95
	80007677	Cool Wave Mouthwash Alcohol Free 8 oz	\$2.25
	80002776	Colgate Toothpaste Great Flavor Anticavity 2.5 oz	\$3.75
	21017	Cool Wave Toothpaste Gel Fresh Mint 4 oz	\$2.95
	21497	New World Imports Toothbrush Antishank	\$0.45
	80003392	Mckesson Ibuprofen 200 Mg	\$0.50
	24125	Freshmint Denture Tablet 40/Bx	\$4.45
	20312	Effergrip Denture Adhesive 2.5 oz	\$8.00
	22998	Sheffield Oral Pain Relief Gel Max Strength .33 oz	\$1.55
	21428	Mckesson Aspirin 325 Mg 2 Pk	\$0.28
	24526	Acetaminophen Non Aspirin Regular 325Mg	\$0.49
	21693	New Day Ibuprofen 200 Mg 50 Ct	\$4.65
	80008520	Roloids Antacid Extra Strength Mint 3Ea/Pk	\$4.10
	80000559	Goodsense Hemorrhoidal Ointment 2 oz	\$4.20
	21695	New Day Allergy Diphen 25 Mg	\$3.25
	21694	New Day Allergy Maleate 4 Mg	\$3.25
	80008684	Sundance Multivitamin One Daily Essentials 60 Ct	\$5.35
	80008954	Sundance Multivitamin w/ Iron 60 Ct	\$5.35
	80009093	Sundance Vitamin C 500 Mg Plus Rh 90 Ct	\$8.00
	20714	Goodsense Artificial Tears .5 oz	\$5.00
	21065	Preference Maxi Pad Regular	\$3.50
	20329	Heritage Antifungal Powder Med Tolnaftate 1% 3 oz	\$4.05
	21596	Staydent Denture Adhesive Cream 2.4 oz	\$6.00
	80010667	Contact Solution Multipurpose No Rub 12 oz	\$8.01
	21288	Loops Floss Loops Mint 30 Pk	\$4.95


# TCSO - Agreement Keefe\_2025 Agreement\_Rev

Final Audit Report

2025-05-27

Created:	2025-05-27
By:	Tehama County Sheriff-Coroner (accounting@tehamaso.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXmCg04S9SL19FdcA434p3XlUtJ-zeVXx

## "TCSO - Agreement Keefe\_2025 Agreement\_Rev" History

 Document created by Tehama County Sheriff-Coroner (accounting@tehamaso.org)

2025-05-27 - 5:44:09 PM GMT

 Document emailed to aleber@keefegroup.com for signature

2025-05-27 - 5:44:18 PM GMT

 Email viewed by aleber@keefegroup.com

2025-05-27 - 5:44:48 PM GMT

 Signer aleber@keefegroup.com entered name at signing as John Puricelli

2025-05-27 - 5:57:36 PM GMT

 Document e-signed by John Puricelli (aleber@keefegroup.com)

Signature Date: 2025-05-27 - 5:57:38 PM GMT - Time Source: server

 Agreement completed.

2025-05-27 - 5:57:38 PM GMT



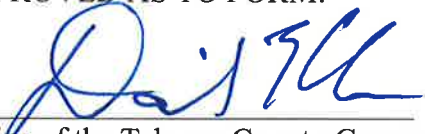
**E-Contract Review**  
**Approval as to Form**

Department Name: Tehama County Sheriff's Office

Vendor Name: Keefe Commissary Network, LLC


Document Description: Agreement for Commissary Services

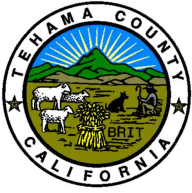
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the Tehama County Counsel

Daniel B. Klausner, Senior Deputy County Counsel

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





# Tehama County

## Agenda Request Form

**File #:** 25-0968

**Agenda Date:** 6/17/2025

**Agenda #:** 5.

### SHERIFF'S OFFICE

#### **Requested Action(s)**

a) TRANSFER OF FUNDS: SHERIFF, B-71 - From Public Safety (106-301900) to Contingency (2002-59000), \$23,475.22; and From Contingency (2002-59000) to Maintenance of Structure/Improve Grounds (2032-53180), \$23,475.22 **(Requires a 4/5's Vote)**

#### **Financial Impact:**

There is no financial impact on the FY 24/25 General Fund. The funds are being transferred from the State COVID Relief fund.

#### **Background Information:**

The State COVID Relief funds will be used to replace three windows on the gun point tower at the Tehama County Jail. The windows will be custom made and fabricated to be bullet proof and accommodate the design required by the Tehama County Jail.

Moules is a trusted vendor that has previously completed custom work for the Tehama County Jail and is familiar with the requirements that must be met.



**BUDGET APPROPRIATION INCREASE REQUEST**Auditor Number B-71DEPARTMENT NAME State COVID Relief/JailDate: 5/29/2025

I am requesting an increase to my budget appropriates as listed below:

Check one ☒ "Previous Year Revenue" ☐ "New Revenue"**Funding Source**

State COVID Relief funds from held in account 106-301166 for the custom glass repair needed in the gun point tower.

**\*\*\*Note** General Fund and Public Safety "MUST" use Contingency when increasing budget

Increase Revenue Budget				Increase Expenditure Budget			
FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
106	301900	Public Safety	\$ 23,475.22	2002	59000	Contingency	\$ 23,475.22
2002	59000	Contingency	\$ 23,475.22	2032	53180	Maint. of Struct./Improve Group	\$ 23,475.22
Total Journal			\$ 46,950.44	Total Journal			\$ 46,950.44

TRANSFER APPROVED

SIGNATURE OF REQUESTING OFFICIAL

DATE

*Ana Zamacona*5/29/2025

AUDITOR

DATE

BOARD OF SUPERVISORS DATE



CA Lic. # 1102641  
DIR # PW-LR-1000915448  
(530) 529-0260

**Project for:**  
**Tehama County Jail**  
Jobsite address:  
502 Oak Street  
Red Bluff, CA 96080

Please find the following information pursuant to the request for pricing.

**Bidding guidelines-**

1. The bid pricing information is based upon the RFP and jobsite walk to assess current conditions.
2. This pricing is provided with all of our best efforts to accommodate the design that is required with the information provided.

**Inclusions-**

**LEVEL 3 BULLET RESISTANT GLAZING**

3 openings for the gun point tower.

Supply and install level 3 bullet resistant glazing at 3 locations. These replacement units will have custom drop down in shop fabricated gun ports. Gun port sizes will be made to custom size for the Tehama County Jail.

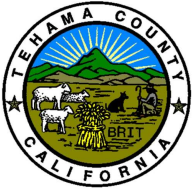
**Clarifications-**

1. Gun ports will be made from 1/8" thick plate steel with pin and barrel hinges. Design will be for the ports to "drop down" to the open position with a manually operated top latch.  
\*Sizing will be made per the Tehama County Jail's request.\*
2. This proposal will include pricing for normal business hours installation.

**Total bid price: \$23,475.22**

**\*\*Due to the increasing prices of aluminum and glass products, bid pricing is only good for 30 days from the date of submission.\*\***





# Tehama County

## Agenda Request Form

---

**File #:** 25-1016

**Agenda Date:** 6/17/2025

**Agenda #:** 6.

---

### FIRE

#### **Requested Action(s)**

a) Request authorization to issue a refund to Red Line Installations in the amount of \$501 for cancellation of the project at 23175 Solano Road Corning, CA 96021

#### **Financial Impact:**

There will be a decrease of \$501 in account 2042-461059 PRC 4290 fees.

#### **Background Information:**

Red Line Installations submitted new home fees of \$724 on 4/14/25 for a project located at 23175 Solano Road in Corning, CA 96021. The project has been cancelled; however the plot plan review and pre-inspection have already been completed. The refund amount is \$501, minus non-refundable fees for the plot plan review and pre-inspection, which total \$223.

## TEHAMA COUNTY FIRE DEPARTMENT

## Refund Request Form

Claimant's Name	Amount Requested	Amount Approved	Plot plan approved date:
Red Line Installations	\$724.00	\$501.00	4/14/2025
Claimant's Address			Signature: DocuSigned by:
13407 Garner Lane, Chico CA 95973			Mele Moreno
Project Address			Project Description (Type of Building Permitted)
23175 Solano Road Corning, CA 96021			New Home
<p><b>Please note that the refund can only be issued to the individual shown on the receipt.</b></p> <p><b>Plot plan must be stamped "VOID" and original receipt be attached. If original receipt is not available you must include the reasoning in the space below.</b></p> <p><b>In the space below please state reason for requesting the refund.</b></p>			
Project has been cancelled. Plot plan review fee of \$223.00 is not reimbursable as a pre-inspection was			
completed prior to cancellation.			

## COUNTY OF TEHAMA

Fed Id #94-6000543

Official Receipt

No. 849107

DEPARTMENT NAME FIRE DEPARTMENT NUMBER 2042

RECEIVED FROM RED LINE INSTALLATIONS INC DATE 4/14/25

ADDRESS 13407 GARNER LN. AMOUNT \$ 724<sup>00</sup>

SEVEN HUNDRED & TWENTY FOUR <sup>00</sup>/100 DOLLARS

FOR 23175 SOLANO RD.

RECEIVED BY TEHAMA COUNTY, CALIFORNIA

BY TREVOR BRADKETITLE FIRE INSPECTOR

PAID BY:

CASH ☐

MONEY ORDER ☐

CHECK # 2802 ☒

FORM A-120

Initials

LG \_\_\_\_\_ Copy of Receipt Attached

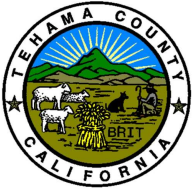
TB \_\_\_\_\_ Original Plot Plan Voided

Authorized by Department Head

DocuSigned by:

Monty Smith

256D9C587E4244F...



# Tehama County

## Agenda Request Form

**File #:** 25-1014

**Agenda Date:** 6/17/2025

**Agenda #:** 7.

### FIRE

#### **Requested Action(s)**

a) **AGREEMENT** - Request approval and authorization for the Tehama County Fire Finance Representative to sign the Assistance By Hire Agreement with CAL FIRE for rental of County fire equipment for use within the CAL FIRE protection area, and coverage behind State engine commitments at the rates listed, effective 5/1/25 through 6/30/26

#### **Financial Impact:**

Positive revenues are generated from equipment rentals, account 2042-461060.

#### **Background Information:**

The funds received from the rentals are used to purchase replacement fire equipment and/or offset revenue shortfalls. If an engine is used more than 2 hours on a State Responsibility incident the County is reimbursed per hour from the start of the fire. Also, if the CAL FIRE Unit's resources are low due to fire activity, County engines will be utilized to cover the State's stations and camps. Laurianne Griffin would be signing as the Vendor or Authorized Agent. Monty Smith will be signing on behalf of CAL FIRE. Without this agreement the State would be unable to use County equipment as a means of covering Tehama County when State engines are committed. This agreement is effective 5/1/25 through 6/30/26.

(Prior Agreement- Misc Ag#2024-226)

TEHAMA-GLENN UNIT  
ASSISTANCE BY HIRE AGREEMENT

ORDERING OFFICE: TEHAMA GLENN UNIT		FISCAL SUPPLIER ID	
CAL FIRE / TEHAMA GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876	
		DATE:	5/1/25 to 6/30/26
		EIN/SSN:	94-6000543
Department/District name and address:		Only CAL FIRE requested and agreed-to equipment and staffing will be reimbursed.	
Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080			
Fire Chief: Monty Smith (530) 528-5199			
Telephone Number (day):	530-528-5199		
Telephone Number (night):	530-528-5199		
Fax Number:	530-529-8538		
ITEM DESCRIPTION		RATE (Hourly or Daily)	
a.	Battalion Chief	\$57.24 / Per Person Per Hour	
b.	Co. Officer/ Capt./ Lt.	\$44.97 / Per Person Per Hour	
c.	Firefighter/ FF-Pmedic	\$44.97 / Per Person Per Hour	
d.	Fire Safety Inspector	\$53.05 / Per Person Per Hour	
e.	Mechanic Service Truck (1 Mechanic)	\$1,175.00 / Daily, Equipment/Personnel	
f.	Mechanic Service Truck Hrly (1 Mechanic)	\$146.92 / Per Hour, Equipment/Personnel	
g.	Type I Engine	\$173.47 / Per Hour, Equipment Only	
h.	Type II Engine	\$163.55 / Per Hour, Equipment Only	
i.	Type III Engine	\$156.74 / Per Hour, Equipment Only	
j.	Type IV - VII Engine	\$150.47 / Per Hour, Equipment Only	
k.	Water Tender Tactical I	\$148.07 / Per Hour, Equipment Only	
l.	Water Tender Tactical II	\$127.21 / Per Hour, Equipment Only	

TEHAMA-GLENN UNIT  
ASSISTANCE BY HIRE AGREEMENT

ORDERING OFFICE: TEHAMA-GLENN UNIT		FISCAL SUPPLIER ID		
CAL FIRE / TEHAMA GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876		
		DATE: 5/1/25 to 6/30/26		
		EIN/SSN 94-6000543		
Department/District name and address: Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080  Fire Chief: Monty Smith (530) 528-5199		Only CAL FIRE requested and agreed to equipment and staffing will be reimbursed.		
Telephone Number (day):	530-528-5199			
Telephone Number (night):	530-528-5199			
Fax Number:	530-529-8538			
ITEM DESCRIPTION		RATE (Hourly or Daily)		
m.	Breathing Support	\$59.00 / Per Hour, Equipment Only		
n.	UTV	\$250.00 / Daily, Equipment Only		
o.	UTV Trailer	\$150.00 / Daily, Equipment Only		
p.	Pickup (1/2-ton 4x4)	\$170.00 / Daily, Equipment Only		
q.	SUV	\$283.00 / Daily, Equipment Only		
r.	Other (3/4 Ton & above)	\$270.00 / Daily, Equipment Only		
Special Provisions: Water tenders in operation for more than 16 continuous hours require 2 operators. See additional Rates on Page 1. See additional Provisions on Page 3.				
Contracting Agent's Signature		Date	Print Name And Title	
<div>DocuSigned by: Laurianne Griffin 72D23E27D063433...</div>		5/1/2025	Laurianne Griffin, AGPA	
CAL FIRE Agent's Signature		Date	Print Name And Title	
<div>DocuSigned by: Monty Smith 236D9C367E4244F...</div>		5/1/2025	Monty Smith, Fire Chief	

# SPECIAL PROVISIONS

1 PROTECTION AREA

This annual operating agreement is in accordance with the terms and conditions of the CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA).

This AGREEMENT will cover the area of Tehama and Glenn Counties within the Direct Protection boundaries of the CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE).

TEHAMA COUNTY FIRE DEPARTMENT (TCFD) resources required for fires outside Tehama County will be ordered utilizing procedures established in the current CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA), unless otherwise agreed upon.

2 DISPATCHING PROCEDURES

All requests for resources will be made through the CAL FIRE/TCFD Emergency Command Center.

3 REIMBURSEMENT

Reimbursement may be authorized by the CAL FIRE Incident Commander (IC) when TCFD resources are committed to a wildland fire within the CAL FIRE protection area for more than two (2) hours. Reimbursement will not routinely be made for fires within the jurisdiction of the Tehama County Fire Department. Reimbursement will be at the Hourly or Daily rate retroactive to the time of dispatch, when the minimum time requirement is met. A maximum of two (2) hours may be reimbursed for equipment rehabilitation with the CAL FIRE IC's approval. Reimbursement will be processed upon receipt of invoice.

All emergency apparatus and Engine Company Personnel and Overhead at or below Strike Team/ Task Force Leader will be reimbursed for the entire time of commitment. Equipment and personnel will be reimbursed up to 24 hours per day.

Time will be recorded on a Shift Ticket with a signed and printed name of an authorized CAL FIRE representative. TCFD must submit a legible copy of the Shift Ticket with the invoice.

Hourly Apparatus Rates and Personnel Rates include Worker's Compensation Rates and Unemployment Rates.

4. INVOICING

TCFD must invoice CAL FIRE. All invoices must include supporting documentation.

The Administrative Rate of 15.00% will only be paid if TCFD provides an invoice to CAL FIRE.

**Note: All equipment hired on this agreement will be required to carry an approved burn kit when assigned.**

Tehama County Fire Department  
Annual Operating Plan Methodolgy  
May 1, 2025 - June 30, 2026

Personnel reimbursement per current Cal OES Salary Survey or Actual Cost					
Classification	Straight Time Rate	Blended or Overtime Rate	Personnel Unemployment Rate	Personnel Workers Comp Rate	Total
Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Deputy Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Division Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Assistant Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Battalion Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Co. Officer/ Capt./ Lt.	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
App. Officer/ Engineer	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Firefighter/ FF-Pmedic	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Apprentice FF	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Fire Safety Inspector	\$ 35.21	\$ 52.82	0.002%	0.450%	\$ 53.05

/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour

Apparatus reimbursement at curent Cal OES rates	
Description	Hourly Apparatus Rate
Type I Engine	\$ 173.47
Type II Engine	\$ 163.55
Type III Engine	\$ 156.74
Type IV - VII Engine	\$ 150.47
Water Tender Tactical I	\$ 148.07
Water Tender Tactical II	\$ 127.21
Mechanic Service Truck (1 Mechanic)	\$ 1,175.00
Mechanic Service Truck Hrly (1 Mechanic)	\$ 146.92
Breathing Support	\$ 59.00

/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Daily, Equipment/Personnel  
/ Per Hour, Equipment/Personnel  
/ Per Hour, Equipment Only

Support Equipment per current Cal OES Reimbursement Rates			
Description	Staffing		Daily Apparatus Rate
UTV	0		\$ 250.00
UTV Trailer	0		\$ 150.00
Pickup (1/2-ton 4x4)	0		\$ 170.00
SUV	0		\$ 283.00
Other (3/4 Ton & above)	0		\$ 270.00
Engine Standby	0		\$ 500.00

/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only

Administrative rate	15.00%
---------------------	--------

# TEHAMA-GLENN UNIT ASSISTANCE BY HIRE AGREEMENT

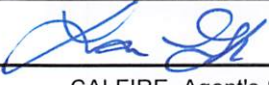
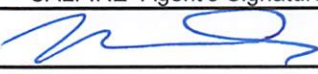
Page 1 of 3

ORDERING OFFICE: TEHAMA-GLENN UNIT		FISCAL SUPPLIER ID		
CAL FIRE / TEHAMA-GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876		
		DATE: 7/1/24 to 6/30/25		
		EIN/SSN: 94-6000543		
Department/District name and address: Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080  Fire Chief: Monty Smith (530) 528-5199		Only CAL FIRE requested and agreed-to equipment and staffing will be reimbursed.		
Telephone Number (day):	530-528-5199			
Telephone Number (night):	530-528-5199			
Fax Number:	530-529-8538			
ITEM DESCRIPTION		RATE (Hourly or Daily)		
a.	Battalion Chief	\$51.89 / Per Person Per Hour		
b.	Co. Officer/ Capt./ Lt.	\$41.66 / Per Person Per Hour		
c.	Firefighter/ FF-Pmedic	\$41.66 / Per Person Per Hour		
d.	Fire Safety Inspector	\$50.05 / Per Person Per Hour		
e.	Mechanic Service Truck (1 Mechanic)	\$1,175.00 / Daily, Equipment/Personnel		
f.	Mechanic Service Truck Hrly (1 Mechanic)	\$146.92 / Daily, Equipment/Personnel		
h.	Type II Engine	\$163.55 / Per Hour, Equipment Only		
i.	Type IV - VII Engine	\$150.47 / Per Hour, Equipment Only		
j.	Type III Engine	\$156.74 / Per Hour, Equipment Only		
k.	Water Tender Tactical I	\$148.07 / Per Hour, Equipment Only		
l.	Water Tender Tactical II	\$127.21 / Per Hour, Equipment Only		



## TEHAMA-GLENN UNIT ASSISTANCE BY HIRE AGREEMENT

Page 2 of 3

ORDERING OFFICE: TEHAMA-GLENN UNIT		FISCAL SUPPLIER ID	
CAL FIRE / TEHAMA-GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876	
Department/District name and address: Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080  Fire Chief: Monty Smith (530) 528-5199		DATE: 7/1/24 to 6/30/25  EIN/SSN 94-6000543	
Telephone Number (day):	530-528-5199	Only CAL FIRE requested and agreed to equipment and staffing will be reimbursed.	
Telephone Number (night):	530-528-5199		
Fax Number:	530-529-8538		
ITEM DESCRIPTION		RATE (Hourly or Daily)	
m.	Breathing Support	\$59.00 / Per Hour, Equipment Only	
n.	Sedan	\$226.00 / Daily, Equipment Only	
o.	Pickup (1/2-ton 4x4)	\$166.00 / Daily, Equipment Only	
p.	SUV	\$279.00 / Daily, Equipment Only	
q.	Other (3/4 Ton & above)	\$265.00 / Daily, Equipment Only	
<b>Special Provisions:</b> Water tenders in operation for more than 16 continuous hours require 2 operators. See additional Rates on Page 1. See additional Provisions on Page 3.			
Contracting Agent's Signature		Date	Print Name And Title
		7/1/2024	Laurianne Griffin, AGPA
CALFIRE Agent's Signature		Date	Print Name And Title
		7/1/2024	Monty Smith, Fire Chief

# SPECIAL PROVISIONS

Page 3 of 3

## 1 PROTECTION AREA

This annual operating agreement is in accordance with the terms and conditions of the CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA).

This AGREEMENT will cover the area of Tehama and Glenn Counties within the Direct Protection boundaries of the CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE).

TEHAMA COUNTY FIRE DEPARTMENT (TCFD) resources required for fires outside Tehama County will be ordered utilizing procedures established in the current CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA), unless otherwise agreed upon.

## 2 DISPATCHING PROCEDURES

All requests for resources will be made through the CAL FIRE/TCFD Emergency Command Center.

## 3 REIMBURSEMENT

Reimbursement may be authorized by the CAL FIRE Incident Commander (IC) when TCFD resources are committed to a wildland fire within the CAL FIRE protection area for more than two (2) hours. Reimbursement will not routinely be made for fires within the jurisdiction of the Tehama County Fire Department. Reimbursement will be at the Hourly or Daily rate retroactive to the time of dispatch, when the minimum time requirement is met. A maximum of two (2) hours may be reimbursed for equipment rehabilitation with the CAL FIRE IC's approval. Reimbursement will be processed upon receipt of invoice.

All emergency apparatus and Engine Company Personnel and Overhead at or below Strike Team/ Task Force Leader will be reimbursed for the entire time of commitment. Equipment will be reimbursed 24 hours per day with the exception of Water Tenders with a single operator. Personnel will be reimbursed for a maximum of 24 hours per day.

Water Tenders in operation for more than 16 continuous hours require two operators. TCFD will be reimbursed for a maximum of two Water Tender operators in a 24 hour period for a maximum of 24 personnel hours in any 24 hour day unless approved for over 16 during initial attack by IC.

Time will be recorded on a Shift Ticket with a signed and printed name of an authorized CAL FIRE representative. TCFD must submit a legible copy of the Shift Ticket with the invoice.

Hourly Apparatus Rates and Personnel Rates include Worker's Compensation Rates and Unemployment Rates.

## 4. INVOICING

TCFD must invoice CAL FIRE. All invoices must include supporting documentation.

The Administrative Rate of 10.00% will only be paid if TCFD provides an invoice to CAL FIRE.

**Note: All equipment hired on this agreement will be required to carry an approved burn kit when assigned.**

Tehama County Fire Department  
Annual Operating Plan Methodolgy  
July 1, 2023 - June 30, 2024

Personnel reimbursement per current Cal OES Salary Survey or Actual Cost					
Classification	Straight Time Rate	Blended or Overtime Rate	Personnel Unemployment Rate	Personnel Workers Comp Rate	Total
Chief	\$ 34.59	\$ 51.89	0.000%	0.000%	\$ 51.89
Deputy Chief	\$ 34.59	\$ 51.89	0.000%	0.000%	\$ 51.89
Division Chief	\$ 34.59	\$ 51.89	0.000%	0.000%	\$ 51.89
Assistant Chief	\$ 34.59	\$ 51.89	0.000%	0.000%	\$ 51.89
Battalion Chief Actual	\$ 34.59	\$ 51.89	0.000%	0.000%	\$ 51.89
Co. Officer/ Capt./ Lt.	\$ 27.77	\$ 41.66	0.000%	0.000%	\$ 41.66
App. Officer/ Engineer	\$ 27.77	\$ 41.66	0.000%	0.000%	\$ 41.66
Firefighter/ FF-Pmedic	\$ 27.77	\$ 41.66	0.000%	0.000%	\$ 41.66
Apprentice FF	\$ 27.77	\$ 41.66	0.000%	0.000%	\$ 41.66
Fire Safety Inspector	\$ 33.35	\$ 50.03	0.002%	0.047%	\$ 50.05

/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour

Apparatus reimbursement at curent Cal OES rates	
Description	Hourly Apparatus Rate
Type I Engine	\$ 173.47
Type II Engine	\$ 163.55
Type III Engine	\$ 156.74
Type IV - VII Engine	\$ 150.47
Water Tender Tactical I	\$ 148.07
Water Tender Tactical II	\$ 127.21
Mechanic Service Truck (1 Mechanic)	\$ 1,175.00
Mechanic Service Truck Hrly (1 Mechanic)	\$ 146.92
Breathing Support	\$ 59.00

/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Daily, Equipment/Personnel  
/ Per Hour, Equipment/Personnel  
/ Per Hour, Equipment Only

Support Equipment per current Cal OES Reimbursement Rates			
Description	Staffing		Daily Apparatus Rate
Sedan	0		\$ 226.00
Pickup (1/2-ton 4x4)	0		\$ 166.00
SUV	0		\$ 279.00
Other (3/4 Ton & above)	0		\$ 265.00
Engine Standby	0		\$ 500.00

/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only

Administrative rate	10.00%
---------------------	--------

**E-Contract Review**  
**Approval as to Form**

Department Name: Fire

Vendor Name: California Department of Forestry and Fire Protection

Contract Description: For the rental of County fire equipment

APPROVED AS TO FORM:

Date: 06/25/2024



Office of the Tehama County Counsel  
Margaret E. Long, County Counsel



# Tehama County

## Minutes Certification

727 Oak Street, Red  
Bluff, CA 96080  
(530) 527-4655  
<http://www.co.tehama.ca.us>

File Number: 24-1004

Enactment Number: MISC. AGR 2024-226

### 3. FIRE

24-1004

a) AGREEMENT - Approval and authorization for the Tehama County Fire Finance Representative to sign the Assistance By Hire Agreement with the California Department of Forestry and Fire Protection for rental of County fire equipment for use by the State on State Responsibility fires and to cover behind State engines that have been sent out of county at the rates listed, effective 7/1/24 through 6/30/25.

Enactment No: MISC. AGR 2024-226

#### Approval of the Consent Agenda

A motion was made by Supervisor Moule, seconded by Vice Chair Hansen, to approve the Consent Agenda. The motion carried by the following vote:

**RESULT:** APPROVED THE CONSENT AGENDA

**MOVER:** William Moule

**SECONDER:** Matt Hansen

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

I, JENNIFER VISE, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of an order adopted by said Board of Supervisors on 7/16/2024.

Attest:

  
Deputy

July 30, 2024

Date Certified

**E-Contract Review**  
**Approval as to Form**

Department Name: County of Tehama Fire Department

Vendor Name: Cal-Fire-TGU

Document Description: Assistance by Hire Agreement

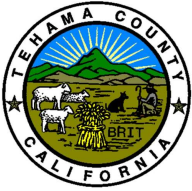
APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Dan Klausner", written over a horizontal line.

Office of the Tehama County Counsel

Daniel B. Klausner, Senior Deputy County Counsel

Date: 5/27/25



# Tehama County

## Agenda Request Form

**File #:** 25-1001

**Agenda Date:** 6/17/2025

**Agenda #:** 8.

### SOCIAL SERVICES

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Social Services Director to sign the Agreement with Shasta County Office of Education for the provision of a Child Care Navigator, Trauma-Informed Care Training Services, and Temporary Emergency Child Care for Foster Caregivers, with maximum compensation not to exceed \$92,209, effective 7/1/25 and shall terminate 6/30/26 (*Subject to receipt of required insurance documentation*)

#### **Financial Impact:**

Child Care Navigator and Trauma-Informed care Training Services costs for this contract are planned in the FY 25/26 Budget in 5013-532300, Professional Services. Temporary Emergency Child Care for Foster Caregiver costs for this contract are planned in 5022-55402, Foster Care. This contract is funded solely with State and Federal funds from the Emergency Child Care Bridge allocation. There is no County share of costs.

#### **Background Information:**

This is a contract renewal. Shasta County has been providing these services since 2018.

One of the primary barriers for potential families seeking to take in a foster child is the lack of access to child care immediately upon the child's placement in their home. With the Emergency Child Care program, resource families and families that have a child placed with them in an emergency are eligible to receive a six to twelve month payment or voucher for child care and a child care navigator. Tehama County Child Protective Services refers the family to Shasta County Office of Education for assistance in finding a child care and paying the cost. Usually the biological parents are working with Child Protective Services during this time, in order to reunite with the child.

**AGREEMENT BETWEEN  
THE COUNTY OF TEHAMA AND  
SHASTA COUNTY OFFICE OF EDUCATION**

---

This agreement is entered into between the County of Tehama, through its Department of Social Services, ("County") and Shasta County Office of Education ("Contractor") for the purpose of providing Emergency Child Care Bridge ("Bridge") clients with services pursuant to the Bridge and APP requirements.

**1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services in accordance with the Scope of Work, Exhibit C, attached hereto and made a part of this agreement.

**2. RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**3. COMPENSATION**

Contractor shall be paid in accordance with the rates set forth in the Maximum Allocations, attached hereto as Exhibit "D" after satisfactorily completing the duties described in this Agreement. In addition, County shall reimburse Contractor for the actual and reasonable expenses for Childcare Vouchers, and Support of Additional Child Care Slots, incurred by Contractor in the performance of the work hereunder. The allocations set forth in the Maximum Allocations are inclusive of all other expenses. The Maximum Compensation payable under this Agreement shall not exceed \$ 92,209. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify



County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Contractor shall submit to County an itemized invoice (Exhibit E) for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Contractor shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Contractor will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on July 1, 2025 and shall terminate June 30, 2026, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

10. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's

Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

11. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

12. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

13. **PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable,

County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

#### 14. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

15. **GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

16. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

17. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

18. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

19. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

<b>NOTICES TO COUNTY:</b>	<b>NOTICES TO CONTRACTOR:</b>
Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Mike Freeman, Superintendent 1644 Magnolia Avenue Redding, CA 96001 <a href="mailto:mfreeman@shastacoe.org">mfreeman@shastacoe.org</a> <a href="mailto:eparker@shastacoe.org">eparker@shastacoe.org</a>
<b>ANALYST RESPONSIBLE TO RECEIVE REPORTS:</b>	<b>PERSON RESPONSIBLE FOR REPORTING:</b>
Kim Granados, Staff Services Analyst, Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to <a href="mailto:ProgramAnalyst@tcdss.org">ProgramAnalyst@tcdss.org</a> OR delivered in person to 310 S. Main Street. Phone: 530-528-4170 Fax: 530-527-5410	Brandy Groves 43 Hilltop Drive Redding, CA 96003  Phone: 530-229-8515 <a href="mailto:bgroves@shastacoe.org">bgroves@shastacoe.org</a>
<b>INVOICES SUBMITTED TO COUNTY:</b>	<b>PERSON RESPONSIBLE FOR INVOICING:</b>
Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR delivered in person to: 310 S. Main Street., Red Bluff, CA 96080 Fax: 530-527-5410	Bianca Hauberg 43 Hilltop Drive Redding, CA 96003 Phone: 530-225-0171 <a href="mailto:bhauberg@shastacoe.org">bhauberg@shastacoe.org</a>

Notice shall be deemed to be effective two days after mailing.

20. **NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

21. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

22. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

23. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

24. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

25. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous

Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

26. **HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

27. **COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

28. **EXHIBITS**



Contractor shall comply with all provisions of Exhibits A through F, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

29. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Contractor during the term of this agreement for any purpose related to the agreement shall become the property of the County. Contractor shall deliver, upon full payment by the County for services rendered hereunder, all such materials to County.

30. **DOCUMENTS AND RETENTION**

1. Contractor and County agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, Contractor shall make available these records to the County, State, or Federal government representatives.
2. Contractor shall provide County all finished and unfinished reports, data, studies, photographs, charts and other documents prepared by Contractor pursuant to this agreement, should this agreement be terminated.
3. Contractor shall develop and maintain records concerning the services provided pursuant to this agreement. Contractor shall also provide all information necessary for quarterly reports or other reports required by County, State or the Federal government. Contractor shall fully cooperate with the County in providing any information needed by any governmental entity concerning this agreement.

31. **SEXUAL HARASSMENT**

Contractor shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor shall provide services in accordance

with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

32. **CONFLICT OF INTEREST**

Contractor and Contractor's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

33. **CONFIDENTIALITY**

The intent of this agreement is for the Contractor to provide Child Care Navigation services, Trauma-Informed Care Training, and an Emergency Child Care Bridge program. However, should specific information regarding the County's clients become known to Contractor, the following confidentiality rules shall apply:

- a. Contractor shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
  - 1.) All applications and records concerning any individual made or kept by Contractor shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
  - 2.) No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
  - 3.) No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. Contractor shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of

the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

- d. Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Contractor understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

34. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the County or the Contractor, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

35. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The County may monitor the Contractor's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Contractor shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to County at any time. This shall include informing recipients of their right to a State hearing.

The County may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Contractor or any person employed by Contractor, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

36. **MISCELLANEOUS PROVISIONS**

Contractor will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Contractor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Contractor is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

**IN WITNESS WHEREOF**, County and Contractor have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY DEPARTMENT  
OF SOCIAL SERVICES**

Date: May 29, 2025

Bekkie F. Emery  
Bekkie F. Emery, Social Services Director

**SHASTA COUNTY OFFICE OF  
EDUCATION**

Date: 5/29/25

Mike Freeman  
Mike Freeman, Superintendent

23781  
Vendor Number

5013-532300  
Budget Account Number

93.658  
Federal Funding CFDA #

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor’s insurance shall be placed with an insurance carrier holding a current A.M. Best & Company’s rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.



## **EXHIBIT B**

### **NONDISCRIMINATION CLAUSE**

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Contractor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

**EXHIBIT C**  
**SCOPE OF WORK**

**Emergency Child Care Bridge Program for Foster Children Shasta County Office of  
Education  
July 2025- June 2026**

**PURPOSE**

This Agreement between Tehama County Social Services (County) and Shasta County Office of Education (Contractor) a Child Care Resource and Referral (R&R) and Alternative Payment Program (APP) provider, is to support foster families eligible for the Emergency Child Care Bridge Program. Eligibility criteria is determined by the county. This program is designed to assist the working foster parent, and should only be used for that manner. For example: The foster parent must be working and the daycare must be scheduled for their working times. If working part-time, day care will be part-time.

Foster Parents **NOT** eligible for this service include:

- For socialization or daycare purpose while Foster Parent is not working.
- Looking for work.
- Retired person.

The four main components of the Bridge Program are time-limited child care vouchers, child care navigator, and trauma-informed care (TIC) training /coaching and county operations.

**POPULATION TO BE SERVED**

Families with children in the foster care system ages 0 through 12, and for youth who are severely disabled or with exceptional needs up to age 21.

**CONTRACTOR AGREES TO**

Shasta County Office of Education (SCOE) shall:

- A. Administer the Bridge Program in accordance with State of California Department of Social Services (CDSS) letters and notices (e.g., All County Letters [ACL] 17-109, 19-18, 18-73, 18- 80E 21-44; All County Welfare Directors Letters 8-23-19, 4-23-20, 10-02-20, 4-20-2021, 6-2-21, 12-21-21; Child Care Bulletin 21-18).
- B. Maintain a sufficient network of qualified child care providers in order to place County clients within 30 days of referrals, and allow participating families a choice in selecting child care providers.
- C. Provide information to parents and the community about the availability of child care in the area.
- D. Ensure that, within 5 business days from the County referral, a child care navigator contacts referred foster families to offer child care navigator services that include the following:

1. Assistance to secure child care providers who meet the needs of the families and children.
  2. Secure subsidized child care placements if eligible.
  3. Develop long-term child care plans that minimize transitions or disruptions for the children.
  4. Complete child care program applications and enrollment into child care programs.
- E. Provide navigator services to referred foster families who do not receive Bridge vouchers.
- F. After child care placements, provide County with the first and last dates that each child was in placement.
- G. Participate in regularly scheduled telephone or virtual meetings, with the county's Social Worker who is in charge of the Bridge Program, about the status of and the services that the contractor has provided to current Bridge clients.
- H. Issue time-limited vouchers for up to six-months or until the child is successfully transitioned into long-term child care paid through another source (subsidized or unsubsidized}, whichever is sooner, to County-referred foster families, parenting youth, and nonminor dependent parents for foster children from birth through age 12 and for children and youth who are severely disabled or have exceptional needs through age 21.
- I. Request County to extend Bridge services for children who are nearing the six-month or twelve-month deadline and who do not have other child care subsidy options.
- J. Make voucher payments in accordance with RMR as described in Section 8357 of the California Education Code and the California Code of Regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5 (WIC Section 11461.6; ACL 17-109}; and other applicable voucher payment regulations issued by the state.
- K. Provide access to Trauma-Informed Care (TIC) training and coaching to child care providers participating in the Bridge Program, as described in

*Exhibit H TIC Plan:*

1. *Initial Engagement:* Three (3) attempts using multiple methods within two (2) weeks of child placement. Thereafter if not engaged, one (1) engagement attempt within one (1) year.

2. *Participation in TIC Training Tidbits:* Twenty-one (21) TIC Training Tidbits available on the private Facebook Social Learning Group per year.
  3. *Coaching via Social Media:* Minimum one (1) post on private Facebook Feed per week.
  4. *Coaching via Phone, Zoom, Home Visits:* Monthly contact with active providers. Minimum of two (2) home visits per year with willing providers.
  5. *In-Person TIC Training:* One (1) in-person TIC Training provided per year.
  6. *Intensive Coaching:* Upon request.
- L. Create, distribute, and implement written procedures (Grievance Procedures}); whereby, recipients of services shall have the opportunity to express and have considered their views, grievances and complaints regarding the delivery of services pursuant to this agreement.
- M. Ensure and provide written verification thereof to County that all staff and volunteers working or providing services under this Agreement receive appropriate clearance following a federal and state criminal records check and a California Department of Motor Vehicles record check.
- N. Take reasonable steps to prevent the illegal use of agreement funds, and notify County of any suspected illegal use of agreement funds. If you know the foster parent or relative is not working, please do not fill out a referral and advise them that they are not eligible.
- O. Acknowledge the funding source of all activities undertaken pursuant to this Agreement by including in any education and training materials, audio visual aids, interviews with press, flyers, or publications the following statement: "This activity (or program) has been funded (or sponsored) by the County of Tehama through the California Department of Social Services".

#### **COUNTY AGREES TO**

Pursuant to the terms and conditions of this agreement, County shall:

- A. Opt-in biennially when intending to continue participation in the Bridge Program.
- B. During the two-year timeframe, submit any changes to CDSS as an amended plan.

- C. Establish local priorities and program parameters for implementation of the Bridge Program, consistent with its goals.
- D. Use Bridge Program funding to complement county child welfare agency efforts to recruit, retain, and support eligible families and to supplement, not supplant, any existing funding already used to provide child care to children in home-based foster care placements.
- E. Take steps to maximize funding from local, state and federal sources.
- F. Determine eligibility of foster caregivers/families and children for Bridge services, based on CDSS letters and notices (e.g., All County Letters [ACL] ACL 21-14 and ACL 19-28) and WIC 11461.G (d) (1 and 3).
- G. Refer eligible foster caregivers and children to Contractor for Bridge services.
- H. Ensure collaboration between the child welfare services program and CalWORKs child care program administrators in the county to share information, identify priorities and plan for the implementation of the Bridge Program.
- I. Ensure voucher payments are in an amount commensurate with RMR ceiling payment rates.
- J. Authorize disbursement of child care payments either directly to the family or to the child care provider.
- K. Notify Contractor of changes in participating children's foster placements.
- L. Schedule and participate in telephone or virtual meetings with the contractor to review the status of current Bridge clients and the services that the Contractor is providing to them.
- M. Review all cases for extending child care services beyond 6 or 12 months and consider extensions beyond 12 months based on a compelling reason that may include, but is not limited to, the inability of the foster child to successfully transition to other subsidized childcare, the loss of the payment or voucher would jeopardize a successful reunification or permanency plan, or other reasons authorized pursuant to guidance issued by the department, with input from stakeholders (WIC 11461.5).
- N. Compensate Contractor as prescribed in the Agreement and according to policies and instructions in County Fiscal Letters (CFLs), e.g., 20/21-33, 20/21-08, 20/21-80, 21/22-45, 21/22-70, 22/23-11, 23/24-15, 24/25-34.

## **REPORTING REQUIREMENTS**

Pursuant to the terms and conditions of this agreement, Contractor and County agree to the following:

- A. County shall provide Contractor with a pre-formatted Bridge Data Collection Tool for recording and submitting data about components of the Bridge program, including data required to complete the CDSS monthly CCB-18 report. As needed, County shall update the Bridge Data Collection Tool and resubmit it to Contractor.
- B. Contractor shall fully and accurately complete the Data Collection Tool and the monthly SCOE Tehama Co. Foster Bridge Reporting Master and submit them to County no later than fifteen days after the end of the CCB-18 report month.
- C. Contractor shall be available to assist County in the review of data submitted and respond to requests for additional information and clarification in a timely manner. Per CDSS'

written instructions, any missing or uncorroborated data shall be duly noted in the CCB-18 report.

- D. Use secure methods to submit material that includes the names or personal information of County clients.
- E. County shall collect and submit monthly data and outcomes to CDSS using the Emergency Child Care Bridge Program for Foster Children Report (CCB-18) by the 5<sup>th</sup> of the second month.

All reports required within this agreement that include the names or personal information of County clients require secure delivery via one of the following secure methods:

Mail Delivery

Tehama County Department of Social Services  
P.O. Box 1515  
Red Bluff, CA 96080

Secure Email

Through Barracuda

In-Person Delivery

Tehama County Department of Social Service 310 South Main Street  
Red Bluff, CA 96080

TCDSS FAX#

530-528-4836

**Exhibit D**  
**Maximum Allocations**

<b>Program Component</b>	<b>2025-2026*</b>
Voucher Payments	\$49,510
Navigator	\$34,529
Training & Coaching	\$8,170
<b>Maximum Obligation</b>	<b>\$92,209</b>

\*Max totals were gathered from COUNTY FISCAL LETTER NO. 24/25-34

ECCB Component Breakdown		FY 24/25	FY 25/26 EST
Assistance	Emergency Child Care Voucher	\$ 44,315.00	\$ 44,315.00
	Additional Child Care Slots	\$ 5,195.00	\$ 5,195.00
	Other	\$ 35,243.00	\$ -
	<b>Total Assistance Allocation</b>	<b>\$ 84,753.00</b>	<b>\$ 49,510.00</b>
Administration	Child Care Navigator	\$ 22,248.00	\$ 34,529.00
	Trauma-Informed Care Training	\$ 5,264.00	\$ 8,170.00
	County Operations	\$ 12,358.00	\$ -
	Reappropriated Funds	\$ 32,016.00	\$ -
	<b>Total Administration Allocation</b>	<b>\$ 71,886.00</b>	<b>\$ 42,699.00</b>
<b>Assistance and Administration Total</b>		<b>\$ 156,639.00</b>	<b>\$ 92,209.00</b>

# **EXHIBIT E** **SAMPLE INVOICE**

INVOICE		Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).		
CONTRACTOR NAME AND ADDRESS		INVOICE #:	FOR MONTH(S)/YEAR:	
0		CONTRACT #:	PURPOSE/TITLE OF CONTRACT	
0			0	
0				
BUDGET LINE ITEM	A. CONTRACT BUDGET	B. CURRENT INVOICE COSTS	C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE	D. BALANCE REMAINING PAYABLE (A-C)
<b>DIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>DIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INVOICE</b>		\$ -		
<b>TOTAL CONTRACT</b>	\$ -		\$ -	\$ -



## EXHIBIT F TIC PLAN

### Tehama County Foster Bridge Child Care Provider Trauma-Informed Care (TIC) Training/Coaching

	Activity	Description	Duration
1	Initial Engagement	<p>ELC Provider's contact information for all providers with a Foster Bridge child placed in their care is collected in a spreadsheet to TIC outcomes. This will be used by the Social Services Specialists assigned to engage the providers in TIC, coaching, and support. During Initial Engagement, a Social Services Specialist will attempt to engage each ELC Provider by explaining the program's expectations and benefits. Initial Engagement is completed using the phone, email, and zoom.</p>	<p>3 attempts using multiple methods within 2 weeks of child placement.</p> <p>If not engaged after 3 attempts, one additional engagement attempt must occur within the year.</p>
2	Participation in TIC Training Tidbits	<p>The Social Service Specialists who are TIC trained form our Family and Community Engagement Department serve the families and providers.</p> <p>A private FaceBook Social Learning Group was selected as the platform for sharing the TIC Tidbit Training. This will allow ELC Providers to access small training sections at a time when it works in their schedule rather than trying to attend training after work or on the weekend. We have provided other ELC training this way and have had increased engagement.</p> <p>ELC Providers are provided links and descriptions to each video by their Social Services Specialist. Then all ELC Providers are invited to become members of our Facebook Social Learning Group, which allows them access to training and additional resources. The</p>	<p>21 TIC Training Tidbits available on the private Facebook Social Learning Group/Year</p>

		social learning platform then provides documentation of ELC providers' participation in training. It will be logged into our data tracking spreadsheet.	
3	Coaching via Social Media	The use of FaceBook's Social Learning Group lends itself to other program benefits. This includes using a FaceBook feed to provide additional training and reminders of trauma-informed practices and ideas. Multiple posts are added each month for members of our private group.	A minimum of one post on our private Facebook Feed /week
4	Coaching via Phone/Zoom/Home Visits	To maintain engagement, each ELC provider will be contacted monthly via phone call, Zoom video chat, or home visit by a Social Services Specialist During the coaching meeting, the Social Services Specialist will review the training completed by the provider to ensure their understanding and comfort with implementation. Coaching visits will also promote the completion of all TIC Training Tidbits and a consistent following of posts on Facebook.	Monthly contact with active providers. A minimum of 2 *home visits/year  *Only for providers that agree to home visits
5	In-Person TIC Training	In addition to the training listed above, one in-person TIC training will be provided each year.	1 in-person TIC Training
6	Intensive Coaching	ELC Providers may request support and suggestions for specific children in their program or to better implement training strategies. This Intensive Coaching may be provided using phone, zoom, or during a home visit if an observation is required. ELC Providers may request this additional help at any time.	Intensive coaching provided upon request

**E-Contract Review**  
**Approval as to Form**

Department Name: Social Services

Vendor Name: Shasta County Office of Education

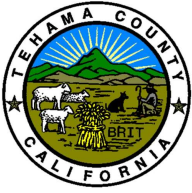
Contract Description: For the purpose of a Child Care Navigator, Trauma-informed care training services, and emergency child care for Foster Caregivers.

APPROVED AS TO FORM:



Date: 05/20/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

**File #:** 25-1027

**Agenda Date:** 6/17/2025

**Agenda #:** 9.

### SOCIAL SERVICES

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Director of Social Services to sign the Amendment with Victor Community Support Services Inc. for the purpose of facilitating Child and Family Team meetings for FY 24/25 increasing the total amount not to exceed to \$160,000, effective 7/1/24 through 6/30/25

*(Subject to receipt of required insurance documentation)*

#### **Financial Impact:**

This is an increase of \$40,000. Sufficient funding is in the FY 2024/25 budget. Activities associated with Child and Family Team meetings are funded with a State allocation and Federal funding. If the State allocation is exhausted, 2011 Realignment revenue will be used in lieu of State funds.

#### **Background Information:**

This is an amendment to the existing Miscellaneous Agreement #2024-324. This is a continuing agreement. Victor has provided these services since 2019. Child and Family Team (CFT) meetings must be held in compliance with state regulations. A CFT meeting is one part of a larger strategy required with Continuum of Care Reform (CCR), involving children, youth, and families in all aspects of care planning, evaluation, monitoring, and adapting, to help them successfully reach their goals.

**AMENDMENT**  
**TO THE AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND**  
**VICTOR COMMUNITY SUPPORT SERVICES, INC.**

This Amendment to Agreement Number 2024-324, dated October 22, 2024, by and between the County of Tehama, through its Department of Social Services, ("County") and Victor Community Support Services, Inc. ("Contractor") for the purpose of providing facilitation for Child and Family Team meetings, shall be amended as follows:

**3. COMPENSATION**

Shall be replaced in entirety with the following:

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit D. The Maximum Compensation payable under Agreement shall not exceed \$160,000. Contractor may, with County approval, reallocate funds among each of the major cost categories listed in Exhibit "D", to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

It is mutually agreed that all other terms and conditions of Agreement Number 2024-324 shall remain in full force and effect.

**IN WITNESS WHEREOF**, County and Contractor have executed this agreement on the day and year set forth below.

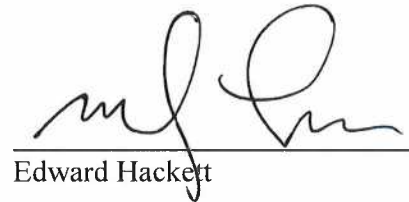
**COUNTY OF TEHAMA**

Date: 6/3/2025

  
Bekkie F. Emery, Social Services Director

**VICTOR COMMUNITY SUPPORT  
SERVICES, INC**

Date: June 3, 2025

  
Manuel Lua, COO  
Edward Hackett  
On behalf of Edward Hackett, Manuel Lua, COO

129754  
Vendor Number

5013-532300  
Budget Account Number

93.658  
Federal Funding CFDA #

**E-Contract Review**  
**Approval as to Form**

Department Name: Tehama County Department of Social Services

Contractor Name: Victor Community Support Services

Contract Description: Amendment #1 to Agreement 2024-324 to increase maximum compensation

APPROVED AS TO FORM:



Office of the Tehama County Counsel  
Brittany T. Ziegler, Deputy County Counsel

Date: 06/02/2025

**AGREEMENT BETWEEN  
THE COUNTY OF TEHAMA AND  
VICTOR COMMUNITY SUPPORT SERVICES, INC.**

---

This agreement is entered into between the County of Tehama, through its Department of Social Services, ("County") and Victor Community Support Services, Inc. ("Contractor") for providing facilitation for Child and Family Team meetings.

**1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services in accordance with the Scope of Work, Exhibit C, attached hereto and made a part of this agreement.

**2. RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**3. COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit D. The Maximum Compensation payable under Agreement shall not exceed \$120,000. Contractor may, with County approval, reallocate funds among each of the major cost categories listed in Exhibit "D", to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately



repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Contractor shall submit to County an itemized invoice (Exhibit E) for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Contractor shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Contractor will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on 07/01/24 and shall terminate 06/30/25, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

10. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's

Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

11. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

12. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

13. **PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable,

County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

15. **GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

16. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

17. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

18. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

19. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

<b>NOTICES TO COUNTY:</b>	<b>NOTICES TO CONTRACTOR:</b>
Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Edward E. Hackett, Chief Financial Officer 1360 East Lassen Avenue Chico, CA 95973 530-230-1218 <a href="mailto:Ed.Hackett@victor.org">Ed.Hackett@victor.org</a>
<b>ANALYST RESPONSIBLE TO RECEIVE REPORTS:</b>	<b>PERSON RESPONSIBLE FOR REPORTING:</b>
Kim Granados, Staff Services Analyst, Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to <a href="mailto:ProgramAnalyst@tcdss.org">ProgramAnalyst@tcdss.org</a> OR delivered in person to 310 S. Main Street. Phone: 530-528-4170 Fax: 530-527-5410	David Hazard, Regional Program Analyst, Northern Region 3300 Churn Creek Road Redding, CA 96002 Phone: 530-720-5150 <a href="mailto:David.Hazard@victor.org">David.Hazard@victor.org</a>
<b>INVOICES SUBMITTED TO COUNTY:</b>	<b>PERSON RESPONSIBLE FOR INVOICING:</b>
Invoices may be sent by email to:  <a href="mailto:AccountsPayable@tcdss.org">AccountsPayable@tcdss.org</a>	Angie Wiechert, Director of Financial Analysis 1360 East Lassen Avenue Chico, CA 95973 Phone: 530-230-1210 <a href="mailto:awiechert@victor.org">awiechert@victor.org</a>

Notice shall be deemed to be effective two days after mailing.

20. **NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

21. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

22. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

23. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

24. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

25. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous

Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

26. **HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

27. **COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ((“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.



28. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through I, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

29. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Contractor during the term of this agreement for any purpose related to the agreement shall become the property of the County. Contractor shall deliver, upon full payment by the County for services rendered hereunder, all such materials to County.

30. **DOCUMENTS AND RETENTION**

1. Contractor and County agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, Contractor shall make available these records to the County, State, or Federal government representatives.
2. Contractor shall provide County all finished and unfinished reports, data, studies, photographs, charts and other documents prepared by Contractor pursuant to this agreement, should this agreement be terminated.
3. Contractor shall develop and maintain records concerning the services provided pursuant to this agreement. Contractor shall also provide all information necessary for quarterly reports or other reports required by County, State or the Federal government. Contractor shall fully cooperate with the County in providing any information needed by any governmental entity concerning this agreement.

31. **SEXUAL HARASSMENT**

Contractor shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor shall provide services in accordance

with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

32. **CONFLICT OF INTEREST**

Contractor and Contractor's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

33. **CONFIDENTIALITY**

The intent of this agreement is for the Contractor to facilitate Child and Family Team meetings. However, should specific information regarding the County's clients become known to Contractor, the following confidentiality rules shall apply:

- a. Contractor shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
  - 1.) All applications and records concerning any individual made or kept by Contractor shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
  - 2.) No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
  - 3.) No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. Contractor shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of

the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

- d. Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Contractor understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

34. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the County or the Contractor, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

35. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The County may monitor the Contractor's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Contractor shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to County at any time. This shall include informing recipients of their right to a State hearing.

The County may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Contractor or any person employed by Contractor, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

36. **MISCELLANEOUS PROVISIONS**

Contractor will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Contractor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Contractor is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY DEPARTMENT  
OF SOCIAL SERVICES**

Date: 9/12/2024

Bekkie F. Emery  
Bekkie F. Emery, Social Services Director

**VICTOR COMMUNITY SUPPORT  
SERVICES, INC**

Date: 9/5/2024

Edward Hackett  
Edward Hackett  
On behalf of Edward Hackett, Manuel Lua COO

129754  
Vendor Number

5013-532300  
Budget Account Number

93.658  
Federal Funding CFDA #

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

#### Commercial General Liability (including operations, products and completed operations)

\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with

single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.



## **EXHIBIT B**

### **NONDISCRIMINATION CLAUSE**

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HERREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Contractor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

## **EXHIBITC**

### **Scope of Work Child and Family Team Facilitation**

#### **Child and Family Team (CFT) Meetings**

Contractor agrees to - provide staff that will coordinate and facilitate Child and Family Team (CFT) meetings for children that have been placed in out of home care by the Tehama County Department of Social Services (County). CFT meetings must be held in compliance with regulatory guidelines set forth by Assembly Bill (AB) 403 and further outlined in All County Letter (ACL) 16-84.

Contractor duties will include:

1. Maintain appropriate staffing levels to accommodate approximately 25 CFT meetings monthly in compliance with the timelines outlined below.
2. Recruit and encourage natural and formal supports through educating the family about the CFT process prior to the CFT meeting. Invite all identified parties to attend the CFT meetings. CFT meetings must include the youth, if age appropriate, a facilitator provided by Contractor, the assigned case Social Worker from County, a parent or guardian of the child, the current caregiver of the child, Court Appointed Special Advocates, and other professionals as appropriate. Other individuals may attend CFTs as determined necessary by any of the mandatory involved parties, and may include: youth, school personnel, formal supports of family, etc.
3. Complete a connection map with each youth and/or County Social Worker in an effort to identify and locate all potential CFT members.
4. Assess available locations to ensure that the CFT meeting is held in a location where the natural supports will be most comfortable.
5. Convene the first CFT meeting within 30 days of receiving the referral (Exhibit G) from County. The initial CFT meeting must be completed within 60 days of the child entering care.
6. Facilitate CFT meetings in accordance with regulatory guidelines. Facilitation will include forming the team, developing plans with the team following an agreed upon meeting format that will support the needs of the family, and making sure that the voice of the family is central to the decision making process and in plan formation.
7. Support the CFT process by gathering and reporting information to complete the Child and Adolescent Needs and Strengths (CANS) assessment tool (Exhibit H) and to create a fully integrated Individualized Service Plan (ISP). A copy of the

CANS assessment will be provided to the County Social Worker by end of the business day following the CFT if new information is gathered to update the CANS via the engagement process.

8. Schedule CFT meetings at times and locations that are convenient for family member participation which could include outside regular business hours and weekends. Contractor must attempt to reasonably accommodate the family's needs.
9. Comply with the regulatory CFT meeting frequency requirements outlined below:
  - a. For any youth receiving Specialty Mental Health Services there must be a meeting every 90 days. Appointments for the next CFT meeting will be given during each CFT meeting.
  - b. For youth that are not receiving Specialty Mental Health Services, there must be a meeting at least every six months. Appointments for the next CFT meeting will be given during each CFT meeting.
  - c. As determined by the team there can be meetings to address any emerging issues, provide coordinated interventions to the youth, and/or to refine the case plan as needed. The Social Worker will send a referral (Exhibit G) to notify Contractor of the need for a CFT meeting.
  - d. In addition, a referral (EXHIBIT G) will be sent to initiate a CFT meeting for the following reasons:
    - i. Any placement change.
    - ii. To discuss the youth's need for Specialty Mental Health Services.
    - iii. Regarding any behavior of the youth related to mental health.
    - iv. To consider placement into a Short-Term Residential Treatment Program (STRTP).
    - v. If the youth is prescribed or being considered for any psychotropic medications.
  - e. All subsequent CFT meetings should include the parties present at the first meeting.
10. Record the CFT meeting and its outcomes using a template approved by both Contractor and County (Exhibit I). A copy of this template will be distributed at each meeting, with the original signed and dated by all participants. After obtaining the necessary signatures the CFT meeting facilitator will make copies for all CFT meeting attendees who request a copy.
11. Attend CFT Meeting Facilitation training and other training identified by both County and Contractor, as needed.
12. Meet with County Leadership quarterly to discuss the progress of this agreement

utilizing the Tehama County Quarterly Contract Monitoring Tool (Exhibit F) and to make any necessary adjustments in order to meet the desired outcomes. The following data points will be subject to quarterly monitoring:

- a. Number of CFT meetings scheduled each month.
  - b. Number of CFT meetings completed each month - goal of 95% of scheduled.
  - c. Initial CFT meetings completed inside and outside of required timeframes.
    - i. Within 30 days of referral.
    - ii. Within 60 days of placement.
  - d. Number of CFT meetings in which child determined appropriate to participate participated in the meeting - goal of 95%.
  - e. Number of participants in each CFT meeting who are identified as non-mandatory natural supports - not classified as parent, caregiver, child, Social Worker or facilitator.
13. Provide monthly reporting to county by the 5<sup>th</sup> of each month which includes all monitoring data points listed above. County will provide a reporting template to Contractor for this purpose. All reports shall be delivered to the attention of Kimberly Granados, Staff Services Analyst, 530-528-4170, [ProgramAnalyst@tcdss.org](mailto:ProgramAnalyst@tcdss.org). In addition to all regular reports, any communications with County staff that includes personal identifying information of a client must be sent via one the secure methods listed below:
- a. Mail Delivery: Tehama County Department of Social Services, P.O. Box 1515, Red Bluff, CA 96080.
  - b. In-Person Delivery: Tehama County Department of Social Services, 310 South Main Street, Red Bluff, CA 96080.
  - c. Encrypted Email. Note, prior to emailing reports Contractor must contact County to establish the encrypted email process.

County duties will include:

1. Provide the referral form for youth requiring a CFT meeting via fax or secured email within 10 days of a child entering foster care.
2. The Social Worker assigned to the case must provide Contractor a list of identified participants and their contact information.
3. The Social Worker assigned to the case, or their designee will attend all scheduled CFT meetings for cases in their caseload. CFT meetings will be scheduled at times and locations that are convenient for family member participation, which could include times outside of regular business hours and weekends. Staff from County must provide availability to accommodate the family's needs.

4. The assigned Social Worker must document the meeting and the outcomes from the meeting in CWS/CMS within 10 days following any CFT meeting.
5. The assigned Social Worker will refer appropriate cases for CFT meetings, if necessary, to address any emerging issues, provide coordinated interventions to the youth, and/or to refine the case plan as needed.
6. The case carrying Social Worker will notify Contractor that a CFT meeting is necessary when any of the conditions exist as described in item 8.d. above.
7. Provide meeting space on site (TCDSS main office) where the Contractor can facilitate CFTs.
8. Meet with Contractor quarterly to discuss the progress of this agreement utilizing the Tehama County Quarterly Contract Monitoring Tool (Exhibit F) and to make any necessary adjustments in order to meet the desired outcomes. If needed, this document will be revised to comply with all current CFT guidance administered by the California Department of Social Services

## EXHIBIT D

<b>BUDGET</b>	If needed for more space, insert or delete rows, or attach another page(s).	Budget Start Date: July 1, 2024	Budget End Date: June 30, 2025
<b>CONTRACTOR NAME AND ADDRESS</b>		<b>PURPOSE/TITLE OF CONTRACT:</b> Child & Family Team (CFT) Facilitation	
Victor Community Support Services 1360 East Lassen Avenue Chico, CA 95973		<b>PROGRAM CONTACT</b> Name: Jasleen Tomm Telephone: 530-267-1768 Email: <a href="mailto:Jasleen.Tomm@victor.org">Jasleen.Tomm@victor.org</a>	<b>FISCAL CONTACT</b> Name: Eduardo Vivian Telephone: (530) 230-1222 Email: <a href="mailto:Eduardo.Vivian@victor.org">Eduardo.Vivian@victor.org</a>
<b>BUDGET LINE ITEM:</b> For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.			<b>TOTAL CONTRACT BUDGET</b>
<b>DIRECT SALARIES</b>			
	Annual Salary	FTE (% of time)	
Program Director	\$ 115,360.65	2%	\$ 2,250.33
Community Support Services Supervisor	\$ 81,333.68	5%	\$ 4,066.68
Facilitator	\$ 61,330.36	70%	\$ 42,931.25
Program Support Staff	\$ 66,504.37	18%	\$ 12,017.34
			\$ -
<b>DIRECT BENEFITS/FRINGE</b>			
Total Taxes and Benefits			\$ 20,875.15
			\$ -
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>			<b>\$ 82,140.75</b>
<b>DIRECT COSTS</b>			
	Quantity		
Professional Fees			\$ 2,428.08
Supplies			\$ 3,485.73
Communications/Telephone			\$ 2,888.47
Occupancy			\$ 8,868.28
Equipment Rental & Maintenance			\$ 1,963.09
Subscriptions			\$ 66.89
Transportation			\$ 4,960.90
Conferences & Meetings			\$ 528.63
Miscellaneous			\$ 777.29
			\$ -
<b>DIRECT COSTS TOTAL</b>			<b>\$ 25,967.36</b>
<b>INDIRECT SALARIES</b>			
	Annual Salary	FTE (% of time)	
			\$ -
			\$ -
<b>INDIRECT BENEFITS/FRINGE</b>			
			\$ -
			\$ -
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>			<b>\$ -</b>
<b>INDIRECT COSTS</b>			
	Quantity	Cost	
Administrative Overhead (Indirect Costs)			\$ 11,891.89
			\$ -
<b>INDIRECT COSTS TOTAL</b>			<b>\$ 11,891.89</b>
<b>TOTAL BUDGET</b>			<b>\$ 120,000.00</b>
Is contractor for-profit?	Yes, enter amount of profit: \$ -		

# **EXHIBIT E** **SAMPLE INVOICE**

INVOICE		Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).		
CONTRACTOR NAME AND ADDRESS		INVOICE #:	FOR MONTH(S)/YEAR:	
0				
0		CONTRACT #:	PURPOSE/TITLE OF CONTRACT	
0			0	
BUDGET LINE ITEM	A. CONTRACT BUDGET	B. CURRENT INVOICE COSTS	C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE	D. BALANCE REMAINING PAYABLE (A-C)
<b>DIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>DIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INVOICE</b>		\$ -		
<b>TOTAL CONTRACT</b>	\$ -		\$ -	\$ -

## EXHIBIT F

Tehama County Quarterly Contract Monitoring Tool			
<b>I. General Information:</b>			
<b>Contractor:</b>			
<b>Purpose:</b>			
<b>Amount of Contract:</b>			
<b>Reporting Period:</b>		<b>Date of Meeting:</b>	<b>Onsite Visit:</b> <input type="checkbox"/>
<b>II. Contracted Outcomes:</b>			
<b>III. Current Performance:</b>			
<b>IV. Goals Updates From Prior Meeting:</b>			
<b>V. Successes:</b>		<b>VI. Challenges:</b>	
<b>VII. Goals for Next Quarter:</b>		<b>VIII. Strategies for Improvement:</b>	



## EXHIBIT G

### Tehama County Child and Family Team Referral Form

Placement Date:

Referral Date:

Harm and Danger Statement:

Purpose of CFT: ☐ Case Planning ☐ Placement ☐ Other:  
☐ Detention ☐ Status Review  
CANS: ☐ CANS- attach ☐ No CANS- explain:

Family Information:

Children being discussed at meeting:

Child 1: ☐ Male ☒ Female DOB:

Caregiver: Phone:

Address: Current School: DOB:

Grade: ☐ Male ☐ Female

Child 2: Caregiver: Phone:

Address: Current School: DOB:

Grade: ☐ Male ☐ Female

Child 3: Caregiver: Phone:

Address: Current School: DOB:

Grade: Parent / Caregiver : DOB:

Address: Phone:

Other Relative: Address: Phone:

Other Relative: Address: Phone:

Other Relative: Address: Phone:

Address: Phone:

FFA SW Name *optional*: Address: Phone:

Phone: Email:

CPS SW Name: Address: Phone:

Phone: Email:

☐ Family has been told what a CFT is  
☐ Release of Information has been signed  
Safety Concerns:

Agencies/CAPS Staff to Invite to CFT Meeting

☐ Behavioral Health Name:  
(specify contact name, Email:

Rev. 05/14/2019

email, and phone)  
☐ Education (specify contact name, email, and phone)  
☐ RFA Staff (specify contact name, email, and phone)  
☐ Victim Witness (specify contact name, email, and phone)  
☐ Children's First (specify contact name, email, and phone)  
☐ Adoptions Staff (specify contact name, email, and phone)  
☐ Empower Tehama (specify contact name, email, and phone)  
☐ Other (specify contact name, email, and phone)  
☐ Other (specify contact name, email, and phone)

Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:  
 Name:  
 Email:  
 Phone:

#### Family Characteristics

☐ Children age 5 and under in the family  
☐ Intellectual Disabilities (ID)/Intellectual Developmental Disabilities (IDD)  
☐ Mental Health Issues  
☐ Family/Child(ren) involved in counseling  
☐ Physical/Sexual/Emotional Abuse Issues  
☐ Domestic Violence Issues  
☐ Placement Concern  
☐ Housing Concern:  
☐ Child has educational concerns  
☐ Child has behavioral concerns:  
 Additional Comments:  
☐ ICWA  
 Next Court Date:

☐ Child Medically Involved  
☐ Youth ☐ Parent  
 Provider:  
 Provider:  
 Provider:  
 Provider:  
 Caregiver:  
☐ Truancy ☐ Expulsion ☐ SED ☐ On IEP

Tribal Affiliation:  
 Hearing Type:

#### Family Finding Priority Level

- ☐ Priority 1 Youth with little to no extended family or natural supports who may lack appropriate placement options and/or lifelong connections.
- ☐ Priority 2 Youth with some family connections and natural supports, but with a continued need to build the strength of the team due to instability of caregivers, limited placement resources, potential placements needs, or too few connections and natural supports.
- ☐ Priority 3 Youth with stable placements and large, strong, diverse natural support and family systems. After the initial CFT meeting.

## EXHIBIT H

CALIFORNIA INTEGRATED PRACTICE—CHILD AND ADOLESCENT NEEDS AND STRENGTHS					CA IP-CANS	
Child's Name:	DOB:		Gender:	Race/Ethnicity:		
Caregiver(s):	Form Status:	Initial	Reassessment	Discharge		
	Case Name:					
	Case Number:					
Assessor:		Date of Assessment (dd/mm/yyyy)				

BEHAVIORAL/EMOTIONAL NEEDS DOMAIN					
0 = No evidence	1 = History or suspicion; monitor				
2 = Interferes with functioning; action needed	3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3	
1. Psychosis (Thought Disorder)					
2. Impulsivity/Hyperactivity					
3. Depression					
4. Anxiety					
5. Oppositional					
6. Conduct					
7. Anger Control					
8. Substance Use					
9. Adjustment to Trauma					

LIFE FUNCTIONING DOMAIN					
0 = No evidence	1 = History or suspicion; monitor				
2 = Interferes with functioning; action needed	3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3	
10. Family Functioning					
11. Living Situation					
12. Social Functioning					
13. Developmental/Intellectual					
14. Decision Making					
15. School Behavior					
16. School Achievement					
17. School Attendance					
18. Medical/Physical					
19. Sexual Development					
20. Sleep					

RISK BEHAVIORS					
0 = No evidence	1 = History or suspicion; monitor				
2 = Interferes with functioning; action needed	3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3	
21. Suicide Risk					
22. Non-Suicidal Self-Injurious Behavior					
23. Other Self-Harm (Recklessness)					
24. Danger to Others					
25. Sexual Aggression					
26. Delinquent Behavior					
27. Runaway					
28. Intentional Misbehavior					

CULTURAL FACTORS DOMAIN					
0 = No evidence	1 = History or suspicion; monitor				
2 = Interferes with functioning; action needed	3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3	
29. Language					
30. Traditions and Rituals					
31. Cultural Stress					

STRENGTHS DOMAIN					
0 = Centerpiece strength	1 = Useful strength				
2 = Identified strength	3 = No evidence				
	0	1	2	3	
32. Family Strengths					
33. Interpersonal					
34. Educational Setting					
35. Talents and Interests					
36. Spiritual/Religious					
37. Cultural Identity					
38. Community Life					
39. Natural Supports					
40. Resiliency					

☐ Youth has no known caregiver. Skip Caregiver Resources and Needs Domain.

CAREGIVER RESOURCES AND NEEDS					
A. Caregiver Name:					
Relationship:					
0 = No evidence; this could be a strength					
1 = History or suspicion; monitor; may be an opportunity to build					
2 = Interferes with functioning; action needed					
3 = Disabling, dangerous; immediate or intensive action needed					
	0	1	2	3	
41a. Supervision					
42a. Involvement with Care					
43a. Knowledge					
44a. Social Resources					
45a. Residential Stability					
46a. Medical/Physical					
47a. Mental Health					
48a. Substance Use					
49a. Developmental					
50a. Safety					

CAREGIVER RESOURCES AND NEEDS				
B. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
41b. Supervision				
42b. Involvement with Care				
43b. Knowledge				
44b. Social Resources				
45b. Residential Stability				
46b. Medical/Physical				
47b. Mental Health				
48b. Substance Use				
49b. Developmental				
50b. Safety				

CAREGIVER RESOURCES AND NEEDS				
D. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
41d. Supervision				
42d. Involvement with Care				
43d. Knowledge				
44d. Social Resources				
45d. Residential Stability				
46d. Medical/Physical				
47d. Mental Health				
48d. Substance Use				
49d. Developmental				
50d. Safety				

CAREGIVER RESOURCES AND NEEDS				
C. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
41c. Supervision				
42c. Involvement with Care				
43c. Knowledge				
44c. Social Resources				
45c. Residential Stability				
46c. Medical/Physical				
47c. Mental Health				
48c. Substance Use				
49c. Developmental				
50c. Safety				

POTENTIALLY TRAUMATIC/ADVERSE CHILDHOOD EXPERS.		
NO = No evidence of any trauma of this type.		
YES = Exposure/experienced a trauma of this type.		
	NO	YES
T1. Sexual Abuse		
T2. Physical Abuse		
T3. Emotional Abuse		
T4. Neglect		
T5. Medical Trauma		
T6. Witness to Family Violence		

POTENTIALLY TRAUMATIC/ADVERSE CHILDHOOD EXPERS.		
NO = No evidence of any trauma of this type.		
YES = Exposure/experienced a trauma of this type.		
	NO	YES
T7. Witness to Community/School Violence		
T8. Natural or Manmade Disaster		
T9. War/Terrorism Affected		
T10. Victim/Witness to Criminal Activity		
T11. Disruption in Caregiving/Attachment Losses		
T12. Parental Criminal Behaviors		

### EARLY CHILDHOOD MODULE

This section is to be completed when the child is birth to 5 years old. The Potentially Traumatic/Adverse Childhood Experiences (#T1-T12 below) must also be completed for this age group. This section can also be completed for youth of any age who are experiencing developmental challenges.

POTENTIALLY TRAUMATIC/ADVERSE CHILDHOOD EXPERS.		
NO = no evidence YES = Exposure/experienced a trauma of this type.		
	NO	YES
T1. Sexual Abuse		
T2. Physical Abuse		
T3. Emotional Abuse		
T4. Neglect		
T5. Medical Trauma		
T6. Witness to Family Violence		
T7. Witness to Community/School Violence		
T8. Natural or Manmade Disaster		
T9. War/Terrorism Affected		
T10. Victim/Witness to Criminal Activity		
T11. Disruption in Caregiving/Attachment Losses		
T12. Parental Criminal Behaviors		

CHALLENGES				
0 = No evidence 2 = Interferes with functioning; action needed 1 = History or suspicion; monitor 3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC1. Impulsivity/Hyperactivity				
EC2. Depression				
EC3. Anxiety				
EC4. Oppositional				
EC5. Attachment Difficulties				
EC6. Adjustment to Trauma				
EC7. Regulatory				
EC8. Atypical Behaviors				
EC9. Sleep (12 months to 5 years old)				

FUNCTIONING				
0 = No evidence 2 = Interferes with functioning; action needed 1 = History or suspicion; monitor 3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC10. Family Functioning				
EC11. Early Education				
EC12. Social and Emotional Functioning				
EC13. Developmental/Intellectual				
EC14. Medical/Physical				

RISK BEHAVIORS & FACTORS				
0 = No evidence 2 = Interferes with functioning; action needed 1 = History or suspicion; monitor 3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC15. Self-Harm (12 months to 5 years old)				
EC16. Exploited				
EC17. Prenatal Care				
EC18. Exposure				
EC19. Labor and Delivery				
EC20. Birth Weight				
EC21. Failure to Thrive				

CULTURAL FACTORS				
0 = No evidence 2 = Interferes with functioning; action needed 1 = History or suspicion; monitor 3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC22. Language				
EC23. Traditions and Rituals				
EC24. Cultural Stress				

STRENGTHS				
0 = Centerpiece strength 2 = Identified strength 1 = Useful strength 3 = No evidence				
	0	1	2	3
EC25. Family Strengths				
EC26. Interpersonal				
EC27. Natural Supports				
EC28. Resiliency (Persist. & Adaptability)				
EC29. Relationships Permanence				
EC30. Playfulness				
EC31. Family Spiritual/Religious				

DYADIC CONSIDERATIONS				
0 = No evidence 2 = Interferes with functioning; action needed 1 = History or suspicion; monitor 3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC32. Caregiver Emot. Responsiveness				
EC33. Caregiver Adj. to Traumatic Exper.				

☐ Child has no known caregiver. Skip Caregiver Resources and Needs Domain.

CAREGIVER RESOURCES AND NEEDS				
A. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC34a. Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC35a. Involvement with Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC36a. Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC37a. Social Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC38a. Residential Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC39a. Medical/Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC40a. Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC41a. Substance Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC42a. Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC43a. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC44a. Family Rel. to the System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC45a. Legal Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC46a. Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAREGIVER RESOURCES AND NEEDS				
B. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC34b. Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC35b. Involvement with Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC36b. Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC37b. Social Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC38b. Residential Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC39b. Medical/Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC40b. Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC41b. Substance Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC42b. Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC43b. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC44b. Family Rel. to the System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC45b. Legal Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC46b. Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAREGIVER RESOURCES AND NEEDS				
C. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC34c. Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC35c. Involvement with Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC36c. Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC37c. Social Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC38c. Residential Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC39c. Medical/Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC40c. Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC41c. Substance Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC42c. Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC43c. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC44c. Family Rel. to the System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC45c. Legal Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC46c. Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAREGIVER RESOURCES AND NEEDS				
D. Caregiver Name:				
Relationship:				
0 = No evidence; this could be a strength				
1 = History or suspicion; monitor; may be an opportunity to build				
2 = Interferes with functioning; action needed				
3 = Disabling, dangerous; immediate or intensive action needed				
	0	1	2	3
EC34d. Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC35d. Involvement with Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC36d. Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC37d. Social Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC38d. Residential Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC39d. Medical/Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC40d. Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC41d. Substance Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC42d. Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC43d. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC44d. Family Rel. to the System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC45d. Legal Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC46d. Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## EXHIBIT I

<b>CHILD AND FAMILY TEAM ACTION PLAN</b>			
<b>Youth Name:</b>		<b>Today's Date:</b>	
<b>Team Members Present:</b>			
<b>NEXT CFTM:</b>			
<b>Child and Family Team Vision &amp; Harm Statement:</b>			
<b>Vision Statement:</b>			
<b>Harm Statement:</b>			
<b>Going well</b>			
<b>Strengths (CANS):</b>			
<b>Going well:</b>			
<b>Concerns</b>			
<b>Needs (CANS):</b>			
<b>Concerns:</b>			
<b>Action Steps and Details</b>			
<b>Who</b>	<b>What Action Will Be Taken</b>	<b>By When</b>	<b>How Will We Know it Worked?</b>

**Meeting Notes:**

**E-Contract Review**  
**Approval as to Form**

Department Name: Social Services

Vendor Name: Victor Community Support Services

Contract Description: For the purpose of Facilitating Child and Family Team (CFT)  
meetings

APPROVED AS TO FORM:

Date: 08/05/2024



Office of the Tehama County Counsel  
Margaret Long, County Counsel





## Tehama County Minutes Certification

File Number: 24-1629

Enactment Number: MISC. AGR 2024-324

### 2. SOCIAL SERVICES

24-1629

a) AGREEMENT - Approval and authorization for the Director to sign the Agreement with Victor Community Support Services Inc. for the purpose of facilitating Child and Family Team meetings for FY 2024/25 in the total amount not to exceed \$120,000, effective 7/1/24 through 6/30/25 (*Subject to receipt of required insurance documentation*)

Enactment No: MISC. AGR 2024-324

Approval of the Consent Agenda.

A motion was made by Supervisor Moule, seconded by Supervisor Nolen, to approve the Consent Agenda. The motion carried by the following vote:

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	William Moule
<b>SECONDER:</b>	Pati Nolen
<b>AYES:</b>	Supervisor Moule, Supervisor Nolen, and Chairperson Leach
<b>ABSENT:</b>	Supervisor Carlson, and Vice Chair Hansen

RESULT: APPROVED

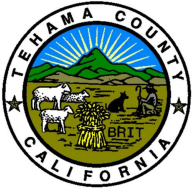
I, SEAN HOUGHTBY, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of an order adopted by said Board of Supervisors on 10/22/2024.

Attest:

  
Deputy

November 04, 2024

Date Certified



# Tehama County

## Agenda Request Form

**File #:** 25-1034

**Agenda Date:** 6/17/2025

**Agenda #:** 10.

### TEHAMA COUNTY COMMUNITY ACTION AGENCY

#### **Requested Action(s)**

a) TRANSFER OF FUNDS: COMMUNITY ACTION AGENCY, B-75 - from Salary and Wages (5063-51010), \$1,000; to Extra Help (5063-51011) \$1,000 **(Requires 4/5's vote)**

#### **Financial Impact:**

There is no overall increase to the Meals on Wheels budget. The funds are available within the existing budget to complete transfer. There is no impact on the General Fund.

#### **Background Information:**

There was a minimum wage increase for the extra help transporters effective January 1, 2025 and with an additional route to deliver frozen meals to seniors on the wait list, the Extra Help expenses were higher than budgeted. The requested transfer will keep the Extra Help account positive until the fiscal year end.

Tehama County Auditor's Office  
**BUDGET APPROPRIATION TRANSFER REQUEST**

Auditor Number: B-75

DEPARTMENT NAME Meals on Wheels

Date: June 4, 2025

Due to a budget deficiency, or unanticipated expense, I am requesting a transfer, or an additional appropriation as listed below.

The transfer of funds is requested to ensure salary accounts remain positive through fiscal year end.

Budget Transfer From				Budget Transfer To			
FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
116-5063	51010	Salary and Wages	\$ 1,000.00	116-5063	51011	Extra Help	\$ 1,000.00
Total Journal			\$ 1,000.00	Total Journal			\$ 1,000.00

TRANSFER APPROVED

*Ana Zamacona* 6/06/2025

AUDITOR \_\_\_\_\_ DATE

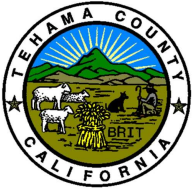
*Stimmerman*

SIGNATURE OF REQUESTING OFFICIAL

*6-4-25*

DATE

BOARD OF SUPERVISORS \_\_\_\_\_ DATE



# Tehama County

## Agenda Request Form

**File #:** 25-1032

**Agenda Date:** 6/17/2025

**Agenda #:** 11.

### HEALTH SERVICES AGENCY / MENTAL HEALTH

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the Agreement with Ghislaine Ramasar dba Crest Home for the Elderly for the purpose of providing licensed residential care services to certain mentally ill adult residents of Tehama County at the rates set forth in Exhibit "C". The maximum compensation payable under this Agreement shall not exceed \$1,350,000, effective 7/1/25 and shall terminate 6/30/28 (*Subject to receipt of required insurance documentation*)

#### **Financial Impact:**

Services will be paid for with Mental Health Realignment and/or Mental Health Services Act (MHSA) funds allocated for medically necessary services. Budget Unit is 40131 for Mental Health. There is no impact to the general fund.

#### **Background Information:**

This is a renewal agreement with the vendor to provide long-term residential care services for hard to place adult residents of Tehama County. These board and care services are a necessary step in returning clients from higher level institutions. If the Board does not approve this action, negotiations with another vendor could be lengthy and result in placement delays for clients meeting a lower level of care.

**AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND  
GHISLAINE RAMASAR dba CREST HOME FOR THE ELDERLY**

---

This agreement is entered into between the County of Tehama, through its Health Services Agency, (“County”) and Ghislaine Ramasar dba Crest Home for the Elderly (“Contractor”) for the purpose of providing licensed, residential care services to certain mentally ill adult residents of Tehama County determined by County’s Mental Health Division, to be in need of such services.

**1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide long-term residential care services to clients referred by County. These services shall be provided at Contractor’s facility located at 4460 Crest View Drive, Norco, California. Services shall include, but not be limited to, supportive services that are provided in addition to the basic care and supervision required for licensure according to the Scope of Work described in Exhibit B, attached hereto and incorporated by reference. County contact person regarding client supervision shall be the Mental Health Director or designee. Contractor shall provide only those services for which a written authorization from the County has been received. Services provided without prior written authorization from the County will be the responsibility of the Contractor and will not be reimbursed by the County.

Contractor shall be liable for State Department of Health Care Services audit exceptions due to inadequate documentation as per medical necessity requirements and shall reimburse County for any recoupments ordered by the State within sixty (60) days of the date of the State or County’s notice of such recoupment order. If Contractor fails to reimburse County within such period, County may offset the unpaid amount against any sums due from County to Contractor pursuant to this agreement or any other agreement of obligation.

**2. RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**3. COMPENSATION**

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit “C” after satisfactorily completing the duties described in the Agreement. The Annual Compensation payable under this Agreement shall not exceed \$450,000 for the period July 1, 2025, through June 30, 2026, July 1, 2026 through June 30, 2027, and July 1, 2027 through June 30, 2028. The maximum compensation payable under this Agreement shall not exceed \$1,350,000. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

Board and care shall not be the responsibility of Tehama County under this agreement and shall not be billed under this agreement.

#### **4. BILLING AND PAYMENT**

On or before the 15<sup>th</sup> of each month, Contractor shall submit to County an itemized invoice for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor’s invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

When, on the basis of retrospective review, it has been determined that Contractor has failed to meet service standards or documentation standards established by the MHP and Title 9, California Code of Regulations, payment will be denied on the basis of audit exception. Payment will not be made on the basis of added, amended, or altered records presented after the date of the retrospective review.

Whenever there is audit exception against the County resulting from a claim for funding for

an expenditure by the Contractor that is not allowable, the County may offset reimbursement to the Contractor for the exception.

**5. TERM OF AGREEMENT**

This agreement shall commence July 1, 2025, and shall terminate June 30, 2028, unless terminated in accordance with section 6 below.

**6. TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Health Services Agency's Executive Director

**7. ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

**8. NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

## **9. EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

## **10. INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

Contractor shall defend and indemnify Tehama County for any recoupment of funding resulting from periodic audit by the State of California, or United States of America and arising from Contractor's negligent acts, willful acts, or errors or omissions or such



acts of Contractor's subcontractors, any person employed under Contractor, or under any subcontractor. Should County become subject to such recoupment Contractor shall reimburse County for recouped funds in proportion to Contractor's share of audit exceptions to the total audit exceptions charged against County.

## **11. INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

## **12. PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. Contractor shall defend, indemnify, and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a "public work." To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations

pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **13. NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

### **14. GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction’s contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

### **15. COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

### **16. LAW AND VENUE**

This agreement shall be deemed to be made in and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

**17. AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

**18. NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to County:	Tehama County Health Services Agency Attn: Executive Director P.O. Box 400 Red Bluff, CA 96080 (530) 527-8491
---------------	---

If to Contractor:	Crest Home for the Elderly Attn: Administrator 4460 Crest View Drive Norco, CA 92860 PH: (951) 736-2921
-------------------	---

Notice shall be deemed to be effective two days after mailing.

**19. NON-EXCLUSIVE AGREEMENT**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

**20. STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

**21. LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

**22. RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

**23. NO THIRD-PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

**24. HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

**25. HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

## **26. COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

## **27. FINANCIAL RELATIONSHIPS**

Contractor shall maintain statistical records in the manner provided by the State Health and Human Services Agency and make such records available to County as required by the Mental Health Director and the State Department of Health Care Services - Mental Health Services.

Contractor shall maintain accurate accounting records of its costs and operating expenses. Such records of costs and expenditures shall be maintained for at least seven (7) years, or until audit findings are resolved, and shall be open to inspection by the Health Services Agency Director, or designee, the State Controller, and the State Director of Health Care Services or designees.

Contractor shall also be subject to the examination and audit of the Auditor General for a period of three years after final payment under the contract (Government Code, Section 8546.7).

**28. REPORTING**

Contractor agrees to provide County with reports that may be required by State or Federal agencies for compliance with this Agreement. Contractor agrees to permit County, State, and/or Federal agencies authorized by the Director, to inspect, review, and copy all records, notes, and writing of any kind in connection with the services provided by Contractor under this agreement. All such inspections and copying shall occur during normal business hours.

**29. CLINICAL RECORDS**

Contractor shall maintain adequate records. Patient records must comply with all appropriate State and Federal requirements. Individual records shall contain intake information, interviews, and progress notes. Program records shall contain detail adequate for the evaluation of the service. Contractor agrees that its inability to produce records adequate for evaluation of the service shall constitute ground for audit exception and denial of Contractor's claim for payment for those services. Contractor shall provide monthly reports to the Director in conformance with the Client and Service Information (CSI) System as prescribed by the State Department of Health Care Services.

If Contractor maintains an Electronic Health Record (EHR) with Protected Health Information (PHI), and an individual request a copy of such information in an electronic format, Contractor shall provide such information in an electronic format to enable the County to fulfill its obligations under the HITECH Act, including but not limited to, 42 U.S.C. Section 17935(e) and the HIPAA regulations.

**29. MONITORING**

Contractor agrees to extend to the Mental Health Director or designees, the right to review and monitor records pertaining to client progress in, and provision and quality of the following activities:

- A. Facility program development and implementation as related to the goals and objectives identified in the clients' Individual Service Plan.

- B. Supportive and Supervisory Services designed to provide for basic living and care needs, as well as services designed to augment these basic needs.
- C. The Contractor agrees to meet with the Mental Health Director or designee a minimum of one time per month, or if necessary more frequently, on a mutually agreed upon schedule for the purpose of assessing the clients' progress and needs as related to the implementation of the clients' Individual Service Plan.

**30. CONFIDENTIALITY OF PATIENT INFORMATION**

All information and records obtained in the course of providing services under this agreement shall be confidential and Contractor shall comply with State and Federal requirements regarding confidentiality of patient information (including but not limited to section 5328 of the Welfare and Institutions Code, and Title 45, Code of Federal Regulations, including all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All applicable regulations and statutes relating to patients' rights shall be adhered to. This provision shall survive the termination, expiration, or cancellation of this agreement.

**31. PERSONNEL**

Contractor shall furnish such qualified professional personnel as prescribed in Title 9 of the California Code of Regulations required for the type of services described in Section 1. All Contractor's personnel (including independent contractors) shall have the appropriate current State licensure required for their given profession.

**32. LICENSING REQUIREMENTS**

Contractor shall comply with all necessary County or State licensing requirements and must obtain appropriate licenses and display same in a location that is reasonably conspicuous. Contractor shall abide by the Welfare and Institutions Code, section 5600 et. seq., Title 9 and Title 22 of the California Code of Regulations, the State Cost Reporting/Data Collection Manual (CR/DC), and State Department of Health Care Services Policy Letters.

**33. CULTURAL COMPETENCY**

Contractor shall ensure that services delivered under the terms of this agreement reflect a

comprehensive range of age appropriate, cost-effective, high quality intervention strategies directed so as to promote wellness, avert crises, and maintain beneficiaries within own communities.

Contractor shall make every effort to deliver services which are culturally sensitive and culturally competent and which operationalize the following values:

- A. Services should be delivered in the client's primary language or language of choice since language is the primary "carrier of culture,"
- B. Services should encourage the active participation of individuals in their own care, protect their confidentiality at all times, and recognize the rights of all individuals regardless of race, ethnicity, cultural background, disability or personal characteristics,
- C. Service delivery staff should reflect the racial, ethnic, and cultural diversity of the population being served,
- D. Certain culturally sanctioned behaviors, values, or attitudes of individuals legitimately may conflict with "mainstream values" without indicating psychopathology or moral deviance,
- E. Service delivery systems should reflect cultural diversity in methods of service delivery as well as policy,
- F. The organization should instill values in staff which encourage them to confront racially or culturally biased behavior in themselves and others and which encourage them to increase their sensitivity and acceptance of culturally based differences.
- G. Contractor's staff shall receive cultural competency training and Contractor shall provide evidence of such training to County upon request.

#### **34. CODE OF CONDUCT:**

Tehama County Health Services Agency (TCHSA) maintains high ethical standards and is committed to complying with all applicable statutes, regulations, and guidelines. TCHSA and each of its employees and contractors shall follow an established Code of Conduct.



## **PURPOSE**

The purpose of the TCHSA Code of Conduct is to ensure that all TCHSA employees and contractors are committed to conducting their activities in accordance with the highest levels of ethics and in compliance with all applicable State and Federal statutes, regulations, and guidelines. The Code of Conduct also serves to demonstrate TCHSA's dedication to providing quality care to its patients.

### **CODE OF CONDUCT – General Statement**

- The Code of Conduct is intended to provide TCHSA employees and contractors with general guidelines to enable them to conduct the business of TCHSA in an ethical and legal manner;
- Every TCHSA employee and contractor is expected to uphold the Code of Conduct;
- Failure to comply with the Code of Conduct or failure to report non-compliance may subject the TCHSA employee or contractor to disciplinary action, up to or including termination of employment or contracted status.

### **CODE OF CONDUCT - All TCHSA employees and contractors:**

- Shall perform their duties in good faith and to the best of their ability.
- Shall comply with all statutes, regulations, and guidelines applicable to Federal health care programs, and with TCHSA's own policies and procedures.
- Shall refrain from any illegal conduct. When an employee or contractor is uncertain of the meaning or application of a statute, regulation, or guideline, or the legality of a certain practice or activity, he or she shall seek guidance from his or her immediate Supervisor, Division Director, the Quality Assurance Manager, the Compliance Auditor, the Assistant Executive Director-Programs, or the Assistant Executive Director-Administration.
- Shall not obtain any improper personal benefit by virtue of their employment or contractual relationship with TCHSA.
- Shall notify their Supervisor, Division Director, Assistant Executive Director-Administration, the Assistant Executive Director-Programs, or Agency Executive Director immediately upon receipt (at work or at home) of any inquiry, subpoena, or other agency or governmental request for information regarding TCHSA;

- Shall not destroy or alter TCHSA information or documents in anticipation of, or in response to, a request for documents by any applicable governmental agency or from a court of competent jurisdiction.
- Shall not engage in any practice intended to unlawfully obtain favorable treatment or business from any entity, physician, patient, resident, vendor, or any other person or entity in a position to provide such treatment or business.
- Shall not accept any gift of more than nominal value or any hospitality or entertainment, which because of its source or value, might influence the employee's or contractor's independent judgment in transactions involving TCHSA.
- Shall disclose to their Director any financial interest, official position, ownership interest, or any other relationship that they (or a member of their immediate family) has with TCHSA vendors or contractors.
- Shall not participate in any false billing of patients, governmental entities, or any other party.
- Shall not participate in preparation of any false cost report or other type of report submitted to the government.
- Shall not pay or arrange for TCHSA to pay any person or entity for the referral of patients to TCHSA, and shall not accept any payment or arrangement for TCHSA to accept any payment for referrals from TCHSA.
- Shall not use confidential TCHSA information for their own personal benefit or for the benefit of any other person or entity while employed at or under contract to TCHSA, or at any time thereafter.
- Shall not disclose confidential medical information pertaining to TCHSA's patients or clients without the express written consent of the patients or clients or pursuant to court order and in accordance with the applicable law and TCHSA applicable policies and procedures.
- Shall promptly report to the Compliance Auditor any and all violations or suspected violations of the Code of Conduct.
- Shall promptly report to the Compliance Auditor any and all violations or suspected violations of any statute, regulation, or guideline applicable to Federal health care programs or violations of TCHSA's own policies and procedures.

- Shall not engage in or tolerate retaliation against employees or contractors who report or suspect wrongdoing.

**35. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT-HIPPA**

The Contractor acknowledges that it is a “health care provider” for purposes of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations. The Contractor agrees to use individually identifiable healthcare information obtained from the County only for purposes of providing diagnostic or treatment services to patients.

Contractor agrees to report to County any security incident or any use or disclosure of PHI (in any form) not provided for by this Agreement. Security incidents include attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. Contractor shall make this report by the next business day following discovery of the use, disclosure, or security incident.

**36. EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through D, attached hereto and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.



IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

Date: 5-30-25

COUNTY OF TEHAMA  
Jayne S. Bottke  
Jayne S. Bottke, Executive Director

Date: 05-28-2025

GHISLAINE RAMASAR dba CREST HOME  
FOR THE ELDERLY  
Ghislaine Ramasar  
Ghislaine Ramasar, Owner

\_\_\_\_\_  
Contractor Number

\_\_\_\_\_  
Vendor Number

\_\_\_\_\_  
Budget Account Number



## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees, or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims-made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## Exhibit B

### **FACILITY PROGRAM / SCOPE OF WORK**

Crest Home for the Elderly ("Crest") is a spacious 29 bed licensed Residential Care Facility. It is located on 1.5 acres in the foothills of the quiet "horse town" of Norco, California. Crest is a lower level of care with Licensed Vocational Nurses ("LVNs") and Certified Nursing Assistants ("CNAs") around the clock.

CNAs provide the residents with assistance in all activities of daily living: bathing, dressing, bowel and bladder training, ambulating and transferring, and eating. CNAs also assist the residents by escorting and encouraging residents to participate in the Enhanced Activity program, thus reducing social isolation.

LVNs administer Insulin and other injections, provide wound care, medication management, monitor resident's vital signs and have direct contact with the physicians. Nursing staff are scheduled to work around the clock which increases the resident's stability and reduces the risk factors and allows the resident to reside at the least restricted level of care for as long as possible.

The Activity Director provides a daily structured routine with various therapeutic activity groups: Stress Reduction and Pet Therapy to name a few. The Activity Director also uses IN2L, a Person-Centered Technology for Activities.

All staff are training in Non-Violent Crises Intervention Techniques, ("NCI") which teaches staff how to recognize the signs and symptoms of when a resident is escalating, and how they can therapeutically intervene.

#### **Crest's Treatment Objectives:**

The owners have developed a comprehensive person-centered program which cares for adults 50 and older who require "health related assistance" as defined by "RCFE Act of 1985". Residents at this level are appropriate for a lower level of care but rely on the facility for extensive assistance with personal activities of daily living ("ADL"). This level may include residents who also require the occasional services of an appropriate skilled professional due to chronic health problems.



The key to this program's success is professional staff: LVNs, CHAs, Activity Director, psychiatrists, and psychologists. These trained personnel provide the residents with a structured environment creating a therapeutic behavioral milieu, which allows the residents to strive to the highest practicable level of psychosocial well-being and the independence and enhancing their quality of life.

**Additional Services:**

- (1) 24-hour observation by trained and caring LVNs and CNAs
- (2) Regular communication with doctors
- (3) Emergency Call System
- (4) Cable television is available in resident's rooms
- (5) Resident's rooms furnished with bed, linens, closet and nightstand
- (6) Safe and secure gated community
- (7) Beautifully decorated common areas and landscaped outdoor areas for friend and family gatherings
- (8) Restaurant-style dining with three flavorful, healthy and freshly prepared meals designed for seniors
- (9) Several tasty snacks a day
- (10) Housekeeping and laundry-linen services
- (11) Highly experienced Activity Director
- (12) Structured environment providing a therapeutic milieu

**Wellness Programs:**

- (1) A well-structured therapeutic secure environment
- (2) Enhanced activities using evidenced based IN2L - Person Centered Technology
- (3) Comprehensive calendar of daily activities, and monthly outings and shopping
- (4) Social, educational, spiritual, recreational and life enrichment activities
- (5) Gardening
- (6) Beauty and Barber Services
- (7) Manicure Services
- (8) Resident Council
- (9) Psychiatry Services

- (10) Psychology Services

**Programs Monitored by Nursing:**

- (1) Assistance with activities of daily living (ADLs)  
(Dressing, bathing, meals, ambulation, transfers, stand by assist)
- (2) Fall prevention monitoring, strength and balance training
- (3) Diabetic Management
- (4) Vital Sign Monitoring
- (5) Medication Management
- (6) Pain Management
- (7) Skin and Wound Care
- (8) Incontinence Care, Encouragement, Redirection
- (9) Nebulizer Treatment
- (10) Oxygen Services

**Additional Ancillary Services Available on Site:**

- (1) Podiatry
- (2) Dental
- (3) Optometry
- (4) Psychiatry
- (5) Psychology
- (6) Physical Therapy Services
- (7) Pet Therapy
- (8) Beautician
- (9) Barber

**Additional Training to all Staff:**

All staff are trained in Crises Prevention Institutes Non-Violent Crises Intervention by a certified instructor.

Staff receive ongoing monthly educational in-services on a variety of topics such as:

Mental Illness and Dementia 101, written by a licensed psychologist

Recognizing signs and symptoms of residents escalating behaviors and how to appropriately and safely redirect;

Recognizing staff burnout and how staff can develop coping techniques. (mandatory by the Federal Regulations)

**Prohibited Health Conditions per State Regulations Title 22, #87615:**

- (1) Stage 3 and 4 pressure injuries
- (2) Tracheas
- (3) Gastrostomy tubes
- (4) Naso-gastric tubes
- (5) IVs
- (6) HIV
- (7) Registered Sex Offenders
- (8) Staphylococcus aureus ("staph") infection or other serious infections
- (9) Bedridden as set forth in Section 87459, Functional Capabilities
- (10) Active suicidal ideations/gestures
- (11) Active AWOL behavior
- (12) Any other issues the resident may develop that result in constant 1:1 monitoring by staff.
- (13) Residents are not permitted to store or operate a personal vehicle

**End of Exhibit B**

## Exhibit C

### **FEE SCHEDULE**

#### **Level 1 - Low Behavioral and Physical Complexity/Risk**

Contractor shall be paid at the rate of \$258 per day for adult residential care services (known as the patch rate) from July 1, 2025, through June 30, 2026. Contractor shall be paid at the rate of \$268 per day for adult residential care services (known as the patch rate) from July 1, 2026, through June 30, 2027. Contractor shall be paid at the rate of \$278 per day for adult residential care services (known as the patch rate) from July 1, 2027, through June 30, 2028. Services will be paid at the above referenced rate only while the client is physically present at the facility and receiving service benefits as described in Section 1.

(Incontinence, Assistance with ADL's, Depression, Anxiety, HTN, Pacemakers, Paranoia, Asthma, Hallucinations, Delusions, Restlessness, Wandering without Purpose)

#### **Level 2 - Moderate Behavioral Symptoms and Moderate Physical Complexity/Risk**

Contractor shall be paid at the rate of \$318 per day for adult residential care services (known as the patch rate) from July 1, 2025 through June 30, 2026. Contractor shall be paid at the rate of \$328 per day for adult residential care services (known as the patch rate) from July 1, 2026 through June 30, 2027. Contractor shall be paid at the rate of \$338 per day for adult residential care services (known as the patch rate) from July 1, 2027 through June 30, 2028. Services will be paid at the above referenced rate only while the client is physically present at the facility and receiving service benefits as described in Section 1.

(Contractures, Amputees, Hemiplegic, Pain Management, Injections, Dehydration, Wheel Chair Bound, OT/PT/ST/RNA, Repetitive Questioning, UTI, Resistive to ADLs)

#### **Level 3 - High Physical Health Complexity/Risk and Low to Moderate Behavioral Symptoms**

Contractor shall be paid at the rate of \$329 per day for adult residential care services (known as the patch rate) from July 1, 2025, through June 30, 2026. Contractor shall be paid at the rate of \$339.00 per day for adult residential care services (known as the patch rate) from July 1, 2026, through June 30, 2027. Contractor shall be paid at the rate of \$349.00 per day for adult residential care services (known as the patch rate) from July 1, 2027, through June 30, 2028. Services will be paid at the above referenced rate only while the client is physically present at the facility and receiving service benefits as described in Section 1.

(Diabetes, Insulin Dependent, Accu-checks, Cardiovascular Conditions, CHF, COPD and O2 or Breathing Machines, Highly Resistive to ADLs, Chronic Constipation, Indwelling Catheters, Healing Wounds Stage 1 & 2, Hospice, Monthly Decanoate Shots, Verbally Aggressive, Morbid Obesity, High Fall Risk, Recent Fractures, Active Seizures)

Board and care shall not be the responsibility of Tehama County under this agreement and shall not be billed under this agreement.

*End of Exhibit C*

## Exhibit D

### **COMPLIANCE AND PROGRAM INTEGRITY**

#### **Evidence of Contractual Compliance**

Contractor shall document evidence of compliance with all contractual provisions and provide to County upon request.

#### **Exclusions Checks**

Consistent with the requirements of 42 Code of Federal Regulations, (C.F.R.) part 455.436, Contractor shall confirm the identify and determine the exclusion status of all providers (employees and subcontractors), as well as any person with an ownership or control interest, or who is an agent or managing employee of Contractor through monthly checks of Federal and State databases. The databases to be included are:

- A. The Social Security Administration's Death Master File
- B. The National Plan and Provider Enumeration System (NPPES)
- C. The Office of Inspector General's List of Excluded Individuals/Entities (LEIE)
- D. The System for Award Management (SAM)
- E. The California Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List (S & I List)

Contractor shall retain evidence of monthly checks and provide to County upon request. If the Contractor finds a party that is excluded, Contractor shall notify the County within one (1) business day. Contractor shall not permit an excluded provider to render services to a County client.

#### **Ownership Disclosure**

Pursuant to the requirements of 42 C.F.R. § 455.104, Contractor must make disclosures regarding any person (individual or corporation) who has an ownership or control interest in the Contractor, whether the person (individual or corporation) is related to another person with an ownership or control interest in the Contractor as a spouse, parent, child, or sibling, or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the Contractor has a five percent (5%) or more interest is related to another person with ownership or control interest in the Contractor as a spouse, parent, child or sibling.

The term "person with an ownership or control interest" means, with respect to the Contractor, a person who:

- A. Has directly or indirectly an ownership of five percent (5%) or more in the Contractor; or
- B. Is the owner of a whole or part interest in any mortgage, deed of trust, note, or other obligation secured in whole (or in part) by the Contractor or any property of or assets thereof, which whole or part interest is equal to or exceeds five percent (5%) of the total property and assets or the entity; or
- C. Is an officer or director of the Contractor if the Contractor is organized as a corporation; or
- D. Is a partner in the Contractor, if the Contractor is organized as a partnership

Contractor will provide County the following disclosures prior to the execution of this contract (and annually thereafter), prior to its extension or renewal (and annually thereafter), and within thirty five (35) days after any change in Contractor ownership:

- A. The name and address of any person (individual or corporation) with an ownership or control interest in the Contractor. The address for corporate entities shall include, as applicable, a primary business address, every business location, and a P.O. Box address;
- B. Date of birth and Social Security Number (in the case of an individual);
- C. Other tax identification number [in the case of a corporation with an ownership or control interest in the Contractor or in any subcontractor in which the Contractor has a five percent (5%) or more interest];
- D. Whether the person (individual or corporation) with an ownership or control interest in the Contractor is related to another person with ownership or control interest in the Contractor as a spouse, parent, child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the Contractor has a five percent (5%) or more interest is related to another person with ownership or control interest in the Contractor as a spouse, parent, child, or sibling;
- E. The name of any other disclosing entity in which the Contractor has an ownership or control interest. Other disclosing entity means any other Medicaid disclosing entity and any entity that does not participate in Medicaid, but is required to disclose certain ownership and control information because of participation in any of the programs established under title V, XVIII, or XX of the Act. This includes:
  - (1) Any hospital, skilled nursing facility, home health agency, independent clinical laboratory, renal disease facility, rural health clinic, or health maintenance organization that participates in Medicare (title XVIII);
  - (2) Any Medicare intermediary or carrier; and
  - (3) Any entity (other than an individual practitioner or group of practitioners) that furnishes, or arranges for the furnishing of, health-related services for which it claims payment under any plan or program established under title V or title XX of the Act.
  - (4) The name, address, date of birth, and Social Security Number of any managing employee of the managed care entity.

#### **Business Transactions Disclosure**

Contractor must submit disclosures and updated disclosures to County regarding certain business transactions within thirty five (35) days, upon request. The following must be disclosed:

- A. The ownership of any subcontractor with whom Contractor had business transactions totaling more than \$25,000 during the 12-month period ending on the date of request; and
- B. Any significant business transactions between Contractor and any wholly owned supplier, or between Contractor and any subcontractor, during the 5-year period ending on the date of request.

### **Persons Convicted of Crimes Disclosure**

Contractor shall submit the following disclosures to County regarding Contractor's management prior to execution of this contract and at any time upon County request:

- (A) The identity of any person who is a managing employee of Contractor who has been convicted of a crime related to federal health care programs. [42 C.F.R. § 455.106(a)(1), (2).]
- (B) The identity of any person who is an agent of Contractor who has been convicted of a crime related to federal health care programs. (42 C.F.R. § 455.106(a)(1), (2).) For this purpose, the word "agent" has the meaning described in 42 C.F.R. § 455.101.

### **Criminal Background Checks**

Contractor must require providers (employees and contracted) to consent to criminal background checks including livescans pursuant to 42 C.F.R. 455.434(a). Upon DHCS' determination that Contractor or a person with a five percent (5%) or more direct or indirect ownership interest in Contractor meets DHCS' criteria for criminal background checks as a high risk to the Medicaid program, Contractor's providers (employees and contracted) must submit livescans pursuant to 42 C.F.R. 455.434(b)(1).

*End of Exhibit D*



**E-Contract Review**  
**Approval as to Form**

Department Name: Health Services Agency

Vendor Name: Crest Home for the Elderly

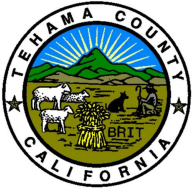
Contract Description: For the purpose of providing residential care services to  
mental health clients

APPROVED AS TO FORM:



Date: 05/07/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

**File #:** 25-1037

**Agenda Date:** 6/17/2025

**Agenda #:** 12.

### ASSESSOR

#### **Requested Action(s)**

a) TRANSFER OF FUNDS: ASSESSOR, B-72 - From Salary & Wages (1023-51010), \$15,000; to Extra Help (1023-51011), \$15,000 **(Requires a 4/5's vote)**

#### **Financial Impact:**

Funds for the requested action are already budgeted in Salary & Wages for the FY 2024/25 budget year.

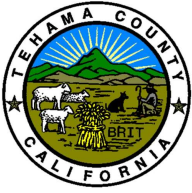
#### **Background Information:**

This transfer of funds covers the salary cost for an extra help retired annuitant employee within the Assessor's Office that was approved by the Board of Supervisors on 2/11/25.

This retired employee previously served within the Assessor's Office Business Property section for over 20 years. This extra-help assignment provided training to staff on processing property statements and performing assessment roll maintenance and corrections to ensure timely completion of the roll by the mandated deadline of July 1st. The candidate immediately contributed by processing work, training others, and helping in the office. With her help our office is set to timely complete the assessment roll for this year.

As agreed, this position will sunset on June 30, 2025.

**Date:** June 4, 2025



# Tehama County

## Agenda Request Form

File #: 25-0986

Agenda Date: 6/17/2025

Agenda #: 13.

### TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT

#### Requested Action(s)

a) AGREEMENT - Request approval and authorization for the Chair and the Air Pollution Control Officer to sign the agreement renewal with TruePoint Solutions for the purpose of implementing a new permit tracking database in an amount not to exceed \$160,390, effective upon signing, and will terminate on 2/28/26 (*Subject to receipt of required insurance documentation*)

#### Financial Impact:

The funds for the requested action were encumbered from FY 2023/24 fixed asset account.

#### Background Information:

The District currently employs Alpha Software's Alpha Anywhere database system to manage district permits and related activities. This system, developed in-house, now faces challenges due to the retirement of its creator and the absence of supporting documentation detailing its structure and reporting mechanisms. This has led to inefficiencies and a potential risk in continuing its use.

To address these issues and enhance our operational capabilities, the District is seeking to undertake an upgrade of its permit tracking database. This upgrade is a strategic move towards modernizing our technological infrastructure. The new system, designed in line with the latest software development standards, promises to offer advanced features and greater flexibility, significantly improving the experience for our internal staff and clients. Key improvements include development of a citizen portal so clients can view the status of their applications and a mobile application for more convenient access, all aimed at streamlining processes and minimizing potential service interruptions.

This transition to a more future-ready system will be managed carefully to ensure a smooth changeover, mitigating any impact on our operations. Notably, this solution has been successfully implemented by numerous peer organizations, who have reported improvements in operational efficiency and user satisfaction. Their positive feedback reinforces our confidence in the suitability of this system for our District's needs.



TRUEPOI-01

EOROEPEZA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/15/2024

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 License # 0603247 George Petersen Insurance Agency, Inc. PO Box 6675 Auburn, CA 95604	CONTACT NAME:		
	PHONE (A/C, No, Ext): (530) 823-3733	FAX (A/C, No): (530) 823-3640	
	E-MAIL ADDRESS: info@gpins.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hartford Underwriters Insurance Company		30104
INSURED  TruePoint Solutions LLC 3262 Penryn Rd, Ste. 100-B Loomis, CA 95650	INSURER B : Houston Casualty Company		42374
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: Business Liability General Aggre	X		57SBAAZ0FHH	2/1/2024	2/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			57SBAAZ0FHH	2/1/2024	2/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			57SBAAZ0FHH	2/1/2024	2/1/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ Umbrella Covera \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Cyber Liability			H24NGP214548-03	4/4/2024	4/4/2025	Claims Made 2,000,000
A	Errors & Omissions			57SBAAZ0FHH	2/1/2024	2/1/2025	Each Glitch/Agg 5,000,000

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

RE: Work performed by the Named Insured on behalf of the Certificate Holder

Tehama County Air Pollution Control District is named as Additional Insured with respects to General Liability per, SL 30 32 06 21.

## CERTIFICATE HOLDER

## CANCELLATION

Tehama County Air Pollution Control District  
1834 Walnut St  
Red Bluff, CA 96080

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.



## BLANKET ADDITIONAL INSURED BY CONTRACT

This endorsement modifies insurance provided under the following:

### BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

**A. The following is added to Section C. WHO IS AN INSURED:**

**Additional Insureds When Required By Written Contract, Written Agreement Or Permit**

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract or written agreement, or when required by a written permit issued by a state or governmental agency or subdivision or political subdivision that such person or organization be added as an additional insured on your Coverage Part, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by any other endorsement issued by us and made a part of this Coverage Part.

The insurance afforded to such additional insured will not be broader than that which you are required by the contract, agreement, or permit to provide for such additional insured.

The insurance afforded to such additional insured only applies to the extent permitted by law.

The limits of insurance that apply to additional insureds are described in Section **D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE**. How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS**.

**a. Vendors**

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**



- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (i) The exceptions contained in Paragraphs (d) or (f); or
  - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
- b. Lessors Of Equipment**
  - (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.
  - (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.
- c. Lessors Of Land Or Premises**
  - (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
  - (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
    - (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
    - (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.
- d. Architects, Engineers Or Surveyors**
  - (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
    - (a) In connection with your premises;
    - (b) In the performance of your ongoing operations performed by you or on your behalf; or
    - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
      - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
      - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
  - (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
 

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

    - (i) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
    - (ii) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**



damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service.

**e. State Or Governmental Agency Or Subdivision Or Political Subdivision Issuing Permit**

- (1) Any state or governmental agency or subdivision or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
  - (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**f. Any Other Party**

- (1) Any other person or organization who is not in one of the categories or classes listed above in Paragraphs a. through e. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
  - (a) In the performance of your ongoing operations performed by you or on your behalf;
  - (b) In connection with your premises owned by or rented to you; or
  - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
    - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
    - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
 

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

  - (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
  - (b) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service described in Paragraphs f.(2)(a) or f.(2)(b) above.



## AGREEMENT BETWEEN THE TEHAMA AIR POLLUTION CONTROL DISTRICT AND TRUEPOINT SOLUTIONS

---

This agreement is entered into between the Tehama County Air Pollution Control District, (“District”) and TruePoint Solutions. (“Contractor”) for the purpose of providing one time implementation of professional services.

### 1. **RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services for the Air Pollution Control District located at 1834 Walnut Street, Red Bluff, CA, as outlined in Exhibit “B” attached hereby and incorporated by reference. In addition, Contractor shall comply with all of the following when performing on this Agreement:

- The County owns all of its data. The service provider will not access the data except as needed to do the work of the contract.
- The County owns all personal information. The service provider will protect it and will not use the data for anything not related to the customer.
- The County can import or export its data whenever needed.
- The service provider will not erase the County’s data in the event of a suspension or when the contract is terminated. Specific time periods are established where data will be preserved by the service provider based on the circumstances of termination and the type of service provided. The service provider will destroy data using a NIST-approved method when requested by the County.
- The Contractor will encrypt personal data and non-public data both at rest and in transit.
- The Contractor will not store any of the District’s non-public data outside the U.S.
- The Contractor will notify the District of a security breach. In the case of a SaaS or PaaS, the Contractor will notify the District of a security incident.
- If a Contractor is responsible for a breach, they will pay the cost of the breach investigation, resolution, notification, credit monitoring, and call centers up to a set amount per record/per person. The Contractor will take corrective action subject to any limitation of liability in the contract.
- The Contractor will notify the District of any legal requests that might require access to the District’s data.
- The Contractor will perform background checks on staff, including subcontractors.
- The Contractor will not use staff who have criminal convictions.
- The Contractor will disclose all subcontractors that might have access to manage, maintain or administer the District account and/or data.
- The Contractor will provide reports as requested to the District for its accounts. The reports include: latency statistics, user access, user access IP addresses, user access history, and security logs.
- The Contractor will have an independent audit performed of its data centers annually.
- The Contractor will notify the District of upgrades and maintenance.
- The Contractor will disclose security processes and technical limitations.
- When asked by the District, the Contractor will provide evidence of current disaster recovery plans. The Contractor will meet the RTOs of 24 hours.

### 2. **RESPONSIBILITIES OF THE DISTRICT**

District shall compensate Contractor for said services pursuant to the Scope Section 3 and 4 of this agreement.

**3. COMPENSATION**

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit C, after satisfactorily completing the duties described in this Agreement. The maximum compensation payable under this Agreement shall not exceed the amount specified in Exhibit D. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against District for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the maximum compensation amount set forth above, and Contractor agrees that District has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify District and shall immediately repay all such funds to District. This provision shall survive the expiration or other termination of this Agreement.

**4. BILLING AND PAYMENT**

On or before the 15<sup>th</sup> of each month, Contractor shall submit to District an itemized invoice for all services rendered. District shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. District shall be obligated to pay only for services properly invoiced in accordance with this section.

**5. TERM OF AGREEMENT**

This agreement shall commence on the day of signing, and shall terminate February 28, 2026, unless terminated in accordance with section 6 below.

## **6. TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the District shall have the right to terminate this agreement effective immediately upon the District giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. District shall pay contractor for all work satisfactorily completed as of the date of notice. District may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Board of Directors for the District fail to appropriate sufficient funds for this agreement in any fiscal year.

The District's right to terminate this agreement may be exercised by the Air Pollution Control Officer or the Purchasing Agent, as indicated on the signatory page.

## **7. ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

## **8. NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the District.

## **9. EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the District is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a District employee. District shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under District's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other District benefit.

## **10. INDEMNIFICATION**

To the fullest extent permitted by statutory law, Contractor shall hold harmless, defend at its own expense, and indemnify the District and its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses, arising from the District's sole negligence or willful acts. These defense and indemnity obligations shall survive the termination or completion of this agreement and are in addition to, and not limited by, the insurance obligations in this Agreement. Contractor shall also defend and indemnify District against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the District with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

#### **11. INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

#### **12. PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, District will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. Contractor shall defend, indemnify, and hold the District, its elected officials, officers, employees, and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that District has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a "public work." To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### 13. NON-DISCRIMINATION

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

### 14. GREEN PROCUREMENT POLICY

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

### 15. COMPLIANCE WITH LAWS AND REGULATIONS

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the District immediately.

### 16. LAW AND VENUE

This agreement shall be deemed to be made in and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

### 17. AUTHORITY

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

### 18. NOTICES

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to District:

Tehama County Air Pollution Control District

P.O. Box 1169

Red Bluff, CA 96080

If to Contractor: TruePoint Solutions  
 3262 Penryn Road, Suite 100-B  
 Loomis, CA 95650

Notice shall be deemed to be effective two days after mailing.

19. **NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that District shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with District's own forces, as District desires.

20. **RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision. The main body of this Agreement shall be controlling over any exhibits.

21. **NO THIRD-PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

23. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

24. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through D, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.



## **25. COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

**IN WITNESS WHEREOF**, District and Contractor have executed this agreement on the day and year set forth below.

### **TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT**

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

*5-5-25*



Joseph H. Tona, APCO

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

Board of Supervisors, Chair

### **TRUEPOINT SOLUTIONS**

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

*5-4-2025*



Representative

\_\_\_\_\_  
Vendor Number

\_\_\_\_\_  
601-53170  
Budget Account Number

Exhibit A

**INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees, or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations)

\$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation



If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, District shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an "occurrence" basis, rather than a "claims made" basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include "Tehama County Air Pollution Control District, its elected officials, officers, employees and volunteers" as an additional insured.

The certificate holder shall be "Tehama County Air Pollution Control District."

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the District. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to District and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that "coverage shall not be reduced or canceled without 30 days' prior written notice certain to the District."

#### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A: VII unless otherwise acceptable to the District. The District reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. District, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Contractor,

District may deduct from sums due to Contractor any premium costs advanced by District for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish District with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the District prior to District signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.



## Exhibit B

### Scope of Work

#### 1 Scope of work

This Statement of Work ("SOW") sets forth a scope and definition of the professional services to be provided by TruePoint Solutions ("TruePoint") for the Tehama County - Air Pollution District ("District").

Additional licensing if needed for users will be purchased separately by the District.

#### 2 Introduction

The District is upgrading its permit tracking database to enhance operational efficiency and offer greater flexibility to our internal staff. This upgrade involves the implementation of a new system designed in accordance with the latest software development standards. These enhancements are strategically focused on elevating the user experience and reducing any potential service interruptions. This SOW issued by the District outlines the objectives that are to be met in the process of transitioning from the current database to this new application.

#### 3 Project Assumptions

- District and TruePoint will review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- District personnel will be involved in the setup and configuration processes.
- District will provide TruePoint with access to its equipment, systems, and personnel to the extent needed to complete the defined Services.
- District will provide workspace for the TruePoint services team for work completed on District premises.
- District will maintain primary responsibility for the scheduling of District employees and facilities in support of project activities.
- District will have access to and be allowed to access the Tehama County, Civic Platform installation.
- District is responsible for proper site preparation, hardware, software and network configuration in accordance with Civic Platform specifications
- TruePoint will use the current version of the Civic Platform installed for Tehama County.
- Change Order process: Should the District identify additional work as a part of this engagement, at any point during the project duration, or if additional hours are necessary to complete the task(s) as described and estimated in this SOW, the TruePoint team will issue a Change Order to reflect the additional costs (if any) associated with the change for review and approval by the District. No additional work will be undertaken without prior consent of the District. If hours are available from tasks that are complete, those hours can be used on other tasks with the prior consent of both parties.

#### 4 Success Factors

To ensure the successful execution of the services outlined in this document, it is essential to closely monitor several critical success factors. These factors play a role in establishing clear expectations between the District and TruePoint, identifying and managing project risks, and fostering communication throughout the project.

- **Knowledge Transfer** - While the TruePoint team cannot guarantee specific expertise for District staff as a result of participating in the project, the TruePoint team will make all reasonable efforts to transfer knowledge to the District. It is critical that District personnel participate in the analysis, configuration, and deployment of the Civic Platform in order to transfer knowledge to the District. After the postproduction assistance tasks are completed by the TruePoint services team, the District will be

responsible for supporting the Civic Platform. The District will receive basic support through the Accela Customer Research Center (CRC). This support will be defined in more detail in your Maintenance agreement. The District will also have the option to purchase additional services through TruePoint.

- **Dedicated District Participation** - The TruePoint team fully understands that District staff members have daily responsibilities that will compete with the amount of time that can be dedicated to the Civic Platform implementation project. However, it is critical that the District acknowledges that its staff must be actively involved throughout the entire duration of Services as defined in the Project Plan.

## 5 Schedule

Upon execution of this SOW, both parties will subsequently collaborate to determine a start date for Services to be rendered. Upon initiation of these Services, the Project Manager will work with the District to collaboratively define a baseline project schedule. Given the fact that project schedules are working documents that change over the course of the project, the Project Manager will work closely with the District to update, monitor, agree, and communicate any required changes to the project schedule.

## 6 Implementation

TruePoint is committed not only to providing a superior software solution for the District's current and future needs, but also to assist the District in the successful implementation and deployment of the solution.

TruePoint team will work with District staff to optimize Accela's software, and the customer experience to enable the District to successfully deploy its Civic Platform and meet its functionality, timing and cost requirements.

This is a time and materials project with a projected/estimated number of hours (946 hrs.). The hourly rate for the Services provided in this SOW is \$165 to 180 per hour. The total cost for the Professional Services and travel expenses described herein are estimated at \$160,390. Professional Services will be invoiced monthly as services are delivered. Travel-related expenses will be invoiced monthly as incurred. TruePoint will communicate with the District Project Manager on a task-by-task basis to ensure there are no surprises when it comes to the actual hours worked and billed as the project progresses.

## 7 Scope of Services

This project will use a joint team approach to collaboratively configure and implement the Civic Platform. The system will be implemented using a combination of resources from the District and TruePoint. This will ensure the District is prepared to maintain the system going forward by having hands on experience during the configuration. The following sections describe the proposed implementation services for the District in detail. The project will include the following modules and add-on products:

- Develop and Configure and transfer legacy data to the new Air Pollution Civic Platform
- Citizen Portal Configuration
- Mobile APP Configuration

## 8 PROJECT MANAGEMENT

TruePoint will perform project management services needed to plan and monitor execution of the project in accordance with deliverables outlined in the Scope of Work. To support the implementation of the Civic Platform solution for the District, TruePoint will provide up to 80 hours of Project Management services throughout the project. Generally, these services include the following:

- Project Initiation
- Change order management
- Issue log management and escalation

- Resources management
- Meetings management

Project Management tasks will be shared between the TruePoint Project Manager and the District Project Manager. A project plan will be maintained and monitored using Microsoft Project

## 9 Project Initiation

During the Project Initiation stage, TruePoint will create a basic project plan with a critical path summary, as well as review, in conjunction with District project staff, all project milestones and deliverables that detail the effort described for this engagement. The draft of the project plan will be incorporated into a Master Project Plan that will be maintained by TruePoint and the District.

A Project Kickoff / Analysis meeting will also take place during this project stage.

## 10 Configuration Analysis and Prototypes

During the Configuration Analysis stage, TruePoint will conduct interviews with key representatives from District offices involved in the permitting processes for each department. The configuration analysis will be confined to the current permitting processes listed below.

- Permit Types (Authority to Construct, Annual Permits, Burn Permits, GDF permits etc.)
- Compliance Activity (Inspections, Complaints, NOV, Corrective Action, Permit Change Request)
- Control Plans (Fugitive Dust)

During these configuration analysis workshops TruePoint will:

- Review and chart each business process as a basis for configuration in the Civic Platform's workflow tool, including notifications, holds and conditions.
- Review and document intake requirements, forms, and data fields for each permit/business process type
- Collect and document output requirements (documents/letters/reports).
- Collect and document fees, fee schedules, and collection procedures for each permit/business process type
- Collect and document all required inspections, prerequisites, and inspection result options for each permit type

TruePoint will develop a System Configuration Documentation for record types. TruePoint has budgeted 64 hours from the Configuration Analysis and Prototypes.

### District Responsibilities:

- Arrange for the availability of appropriate technical computing environment and system analysts to support the Configuration Analysis activities.
- Make available the appropriate District key users and content experts to participate in the Configuration Analysis and verify the accuracy of the documented workflows, input/output formats, and data elements.
- Provide information and data in the formats specified that will be needed for system setup and application configuration.

The Configuration Analysis Document will be accepted when the TruePoint Team and the District agree that each business process has been appropriately documented in the configuration document. Acceptance must be completed prior to beginning System Configuration.

## 11 SYSTEM CONFIGURATION

TruePoint will provide professional services to configure the Civic Platform in accordance with requirements established and agreed upon during the System Configuration Analysis effort. Based on the System Configuration Document, TruePoint will configure the Record types in the Civic Platform. TruePoint will involve District staff in the configuration of the required Record types as part of the Civic Platform training. Event Scripts will also be discussed and addressed as part of the configuration task.

Each Record type developed will include all associated workflows, fees, inspections, conditions, and other key system features in support of District requirements. Specific Record types to be developed will be determined during the System Configuration Analysis.

The deliverable from the System Configuration will be the Civic Platform system configured in accordance with the System Configuration Document specifications. TruePoint has budgeted up to 220 hours for the configuration effort.

### District Responsibilities:

- Identify and make available staff members who will work with the TruePoint team through this process and take responsibility for providing information for and validating the Record types to be configured.
- Arrange the time for qualified decision makers and business experts for the design review/configuration analysis sessions that are critical to project success.
- Unit testing and final system testing of the configuration.

The District will test the configured system for purposes of validating the Record types configured. The records will be accepted when TruePoint and the District agree that all requirements, objectives, and scope have been appropriately defined in each Record type per the configuration document. TruePoint will transfer knowledge on configuration functionality and techniques whenever possible.

## 12 Business Automation Scripting

The project budget includes 80 hours of event script creation and assistance.

TruePoint will develop Event Scripts using the Civic Platforms scripting functionality to automate specific business rules/processes within the Civic Platform. Examples of processes to be automated with scripts include: inspection assignment, automatic holds or automatic fee creation.

The need for event scripts will be identified during the configuration or as late as end user testing.

### District Responsibilities:

- Arrange the time for qualified decision makers and business experts for the design review/configuration analysis sessions that are critical to project success
- Provide complete and accurate information in a timely manner
- Ensure that the data populates successfully according to the script requirements document
- Identify and make available staff members who will work with TruePoint through this process and take responsibility for providing information for and validating the Event Manager Scripts to be developed
- Allocate the time for qualified personnel to test the interface for acceptance

## 13 BUILD

The Build stage includes development of a basic conversion of historical data, report development, and the creation of Scripts to automate business processes.

### 13.1 Address, Parcel and Owner Interface

The District will use the Address and Owner data currently available in the existing database



### 13.2 Historical Conversion

This project includes a conversion of basic data from the existing database. A data mapping effort will be conducted by District personnel with assistance from TruePoint. Once the data mapping has been defined, TruePoint will ask that a representative of the District sign off on the data maps. TruePoint will load the data based upon the data maps specification provided by the District using the standard Civic Platform conversion tool. TruePoint will be responsible for the data conversion programs to load data to the Civic Platform database in the Support and Production Environment. The TruePoint team will provide up to 160 hours of data migration efforts for the conversion process from the conversion cost category.

The Conversion will focus on basic aspects for Historical data. Current open project may need to be manually entered in the Civic Platform.

A final conversion will need to be run over the go live weekend.

### 13.3 Reports Development

There are 80 hours budgeted for the creation of some basic reports. If additional reports are required TruePoint will provide assistance to District staff on creating reports. TruePoint will also allow District to have any reports from our report library. The District will take on the responsibility of creating additional reports using the Accela Ad-Hoc report writer.

### 13.4 Accela Citizen Access

There are 64 hours budgeted for TruePoint to work with the District to create the citizen portal. This will allow for permit lookup, status review, fee payment, inspection scheduling and the possibility to create records on-line.

### 13.5 Mobile App

There are 58 hours budgeted for TruePoint to work with the District for the mobile APP configuration.

### 13.6 User Acceptance Testing

This task is to test that the configured solution meets the agreed to solution as defined in all other tasks above. The TruePoint team will provide assistance to the District as needed by providing UAT support and facilitating UAT completion. The TruePoint team will provide up to 40 hours for this task.

District Responsibilities:

- Provide timely and appropriate responses to TruePoint's request for information
- Make available the appropriate District users and content experts to participate in user acceptance testing as defined and managed by District
- District intends to utilize the Use Cases documented in each System Configuration Document Deliverable as the basis for the acceptance of this Deliverable.

This task will be accepted when the District agrees that the configured solution meets the agreed to solution as defined in all the configuration document.

## 14 TRAINING

Train the Trainer: TruePoint team will provide up to 40 hours of on-site and/or remote training sessions for the following areas: Daily Activities, Administrator Functions and System Maintenance. Training hours will be distributed among the training categories as mutually agreed by TruePoint and the District project stakeholders. The District Project Manager will identify those individuals to be trained in each of the above categories. These training classes will be scheduled throughout the implementation process as appropriate. The District will be responsible for any additional end-user training.

The TruePoint Team and District Responsibilities:

- Properly select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project's success.

## 15 PRODUCTION SUPPORT

Production is defined as the first production use of the system. The TruePoint team will be on site during the cutover process and provide up to 40 hours of support for the District end users and project team. TruePoint will also move the final accepted configuration to the Production environment.

## 16 PROJECT RESOURCES AND LOCATION OF WORK

### 16.1 WORK LOCATION

Services contracted for under this Scope of Work may be performed remotely and/or at the District on-site facilities as deemed appropriate and reasonable for the successful completion of the Services detailed herein. When on-site activities are required at the District, the Project Manager will coordinate with the District Project Manager to secure suitable accommodations to meet the specific engagement requirements. It is anticipated the TruePoint team will require, at minimum, facilities to accommodate on-site System Configuration Analysis and Training. The TruePoint team will also require Internet access during on-site configuration efforts that will occur during the course of the project.

## 17 TRUEPOINT RESOURCES

TruePoint will assign key Professional Services resources for this engagement with the District. These individuals are well versed in the Civic Platform application and are well qualified to lead this effort.

## 18 DISTRICT RESOURCES

The District will provide the following personnel to work together with the TruePoint team to deliver the Services as presented in this document and make additional personnel available as necessary to ensure the success of this engagement. Additionally, the District should identify one or two users of the new system to be trained as administrators or "power users."

The following list identifies functional roles required by this project, along with a brief description of their anticipated contribution to the project's success. We suggest that you make the following appointments and share the outlined duties with the appropriate appointee. It is critical to the success of your implementation that the team members chosen be available during the implementation cycle, and schedule the time needed to participate fully in the planning and configuration processes.

### 18.1 Project Manager

Responsibilities include the overall administration, coordination, communication, and decision-making associated with the implementation.

- Planning, scheduling, coordinating and tracking the implementation with the TruePoint team and across the departments within the District
- Identifying and recruiting the in-house project implementation team
- Attending the initial workshop training
- Ensuring that the project team stays focused, tasks are completed on schedule, and that the project stays on track

## 18.2 Departmental Representatives

A user representative for each affected department/division should be appointed. These critical appointments may well determine the success of the Civic Platform implementation.

The departmental representative(s) should have a clear understanding of all the business processes that the Civic Platform will affect within their department/division, and how those business processes cross-departmental boundaries. Ideally, they will have been involved in the initial purchasing decision and have a solid understanding of how the Civic Platform system will interact with departmental business processes. They will be the initial contact person within a department for all Civic Platform issues before, during, and after the implementation. These individuals should be able to make solid business decisions and have a vested interest in the success of the implementation of the system. Additionally, the ability to effectively communicate with their peers and the project team will be essential. Confidence that the right decisions are being made will promote acceptance by the general user community.

Schedule flexibility will be expected of the departmental representatives, as there will be crucial periods in the implementation process that will require dedicated time.

Responsibilities include:

- Attending the project kick-off
- Willing and able to gather data and make decisions about business processes
- Assisting in creating the specifications for custom modifications
- Reviewing and testing the completed modifications

Recommended Requirements:

- Clear understanding of the user's perspective and needs
- Clear understanding of the current business processes

## Exhibit C

### Project Budget

Estimate based on 8-month project timeline				
Full Implementation	Hours	Rate	Cost	Comments
Project Management	80	\$180.00	\$14,400	Project Management for the duration of the project
				Permit/Process Types <ul style="list-style-type: none"> <li>• Agricultural Burn Messages (May not available in Accela)</li> <li>• Agricultural Burn Permits</li> <li>• Authority to Construct</li> <li>• Complaints</li> <li>• Emission Reduction Credits</li> <li>• Invoices and Receipts</li> <li>• Notice of Noncompliance</li> <li>• Notice of Violation</li> <li>• Notice to Comply- Out of Order</li> </ul> Permitted sources <ul style="list-style-type: none"> <li>• Emergency backup engines, Fugitive Dust, Gas wells, Paint Shops, Sand and Gravel, Service Stations, General/Misc, Special Burn,</li> <li>• Public Information Requests</li> <li>• Upset/Breakdown Reports</li> <li>• Variances</li> </ul>
Configuration Analysis and Prototypes	64	\$165.00	\$10,560	
System Configuration	220	\$165.00	\$36,300	Configuration of components of the Civic Civic Platform to meet business needs defined during analysis.
Business Automation Scripting	80	\$165.00	\$13,200	Custom business rule scripting and automation
Data Conversion Legacy Record Data	160	\$165.00	\$26,400	Legacy Data Conversion: Details of scope TBD
Report Creation (Hours for report creation)	80	\$165.00	\$13,200	T&M Hours for report creation
Citizen Portal Configuration	64	\$165.00	\$10,560	Ability to check status, schedule inspections, pay fees, upload documents, and apply for permits on-line
Mobile Device Setup	58	\$165.00	\$9,570	Mobile APP Configuration
Training	40	\$180.00	\$7,200	Train the Trainer approach
User Acceptance Testing	40	\$165.00	\$6,600	Final testing of the integrated solution with County
Migrate Configuration to PROD	20	\$165.00	\$3,300	
Go Live Support	40	\$165.00	\$6,600	Go Live and post go-live support (as requested)
Totals	946		\$157,890	
Travel Expenses Estimate			\$2,500	Estimated no more than 10 on site days.
		with expenses	\$160,390	

## Exhibit D

### PAYMENT FOR SERVICES RENDERED

#### Maximum Limit & Fee Schedule

Contractor's compensation shall be paid according to the PROJECT BUDGET in Exhibit C. Reimbursement of travel, lodging and miscellaneous expenses is not authorized, except as provided for in PROJECT BUDGET. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this contract shall be borne by the Contractor.

Project management and training hourly billing rate:	\$ 180/hour
All other services hourly billing rate:	\$ 165/hour Total
Total PROJECT Amount not to exceed:	\$ 160,390

#### Payment

Invoices shall be submitted to District monthly as services are delivered, in a form and with sufficient detail as required by District, including this contract agreement number XXXXX. Work performed by Contractor will be subject to final acceptance by the District project manager. Payments shall be made to Contractor within thirty (30) days after the billing is received and approved by District, unless otherwise specified.

**E-Contract Review**  
**Approval as to Form**

Department Name: Air Pollution Control

Vendor Name: TruePoint Solutions

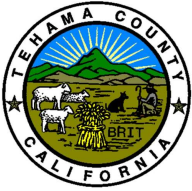
Contract Description: For the purpose of implementing new permit tracking  
database

APPROVED AS TO FORM:



Date: 05/27/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

**File #:** 25-0792

**Agenda Date:** 6/17/2025

**Agenda #:** 14.

---

### **ADMINISTRATION - Chief Administrator Gabriel Hydrick & GreenWaste of Tehama District Manager Amanda Garrett**

#### **Requested Action(s)**

- a) INFORMATIONAL PRESENTATION - Regarding GreenWaste's Education Program for 2023 and 2024, and overall program management and goal achievements related to residential and commercial solid waste management services in the unincorporated areas of Tehama County
- b) Board discussion and possible approval that GreenWaste made a good faith effort in attempting to meet its 2023 minimum diversion goals
- c) Board discussion and possible approval that GreenWaste made a good faith effort in attempting to meet its 2024 minimum diversion goals

#### **Financial Impact:**

#### **Background Information:**

On August 28, 2018, the Board approved the agreement between the County of Tehama and Waste Connections of California, Inc. dba GreenWaste of Tehama for residential and commercial solid waste management services in the unincorporated areas of Tehama County.

As required by the agreement, beginning January 1, 2019, GreenWaste must use reasonable and feasible efforts (taking into consideration the cost, expense, and/or associated capital expenditure, and the agreed upon annual expense limitations associated with the Customer Education Program) to divert a minimum of 25% of solid waste it collects from disposal, and increase the total solid waste diverted from disposal by 2% each year thereafter.

Failure to meet the minimum diversion goals may result in GreenWaste becoming ineligible for a contract extension. To determine whether or not GreenWaste is eligible for contract extensions, the County will consider the good faith effort put forth by GreenWaste to meet the minimum diversion goals. This consideration will include documentation provided by GreenWaste regarding its activities and compliance with GreenWaste's Customer Education Program, as approved by the County. The final decision as to whether or not GreenWaste made a good faith effort in complying with the minimum diversion goals will remain with the County.

As required, GreenWaste developed a Customer Education Program for calendar years 2023 and 2024, which were subsequently approved by the Board. The plans included information with respect to AB 939 diversion goals, AB 341 covered generator compliance and outreach, bulky goods pick-ups, backyard composting, yard waste programs, and the importance of the safe disposal of household hazardous waste. Pursuant to the agreement between the County and GreenWaste,

GreenWaste's expected goal for calendar year 2023 was a 33% diversion rate and for 2024 was a 35% diversion rate; the year-end actual diversion rate for 2023 was 16.62% and for 2024 was 17.69%. A summary of data follows:

Total solid waste diverted from landfill (tons), 2023	6,270.17
Total solid waste landfilled (tons, inbound), 2023	21,608.43
Total residual solid waste from materials recovery facility (proportionate tons), 2023	1,028.47
Diversion rate, 2023	16.62%
Diversion rate, 2022	16.48%

Total solid waste diverted from landfill (tons), 2024	6,728.61
Total solid waste landfilled (tons, inbound), 2024	22,120.69
Total residual solid waste from materials recovery facility (proportionate tons), 2024	1,079.68
Diversion rate, 2024	17.69%
Diversion rate, 2023	16.62%

As indicated in the above data, GreenWaste did not meet its minimum diversion goal of 33% for 2023 and 35% for 2024. Overall diversion increased slightly in 2023 and over 1% in 2024 despite GreenWaste implementing all aspects of its Education Programs for 2023 and 2024. In consideration of GreenWaste's implementation of all aspects of the Education Program beyond what is required, staff is recommending that the Board find that GreenWaste made a good faith effort in meeting its minimum diversion goals for calendar years 2023 and 2024.



## Education Program 2023: Response

This Education Program is intended to be the roadmap we follow to increase diversion each year. This program will be adjusted each year based upon the needs the current year presents.

Our past recycling rate percentages are as follows:

Year	Residential	Commercial
2018	14.93%	10.02%
2019	24.82%	11.24%
2020	25.95%	11.54%
2021	26.28%	11.68%

Annual expectation of outreach education expense for 2023 = \$24,805 (\$23,757 x 4.41% (CPI))

### **INTRODUCTION**

As we reflect on 2022 and previous years stats; Residential has some room for improvement, but doing 'ok', however the Commercial recycling rate continues to be problematic. Our focus in 2023, will be largely centered around our commercial customers, continuing face-to-face outreach, further understanding accounts, and gaining compliance. Regarding our Residential customers, we will utilize this year to collect data, dive into routes, and understand the types of advertising that is most effective. These facts we gain in 2023 will help pave the way into 2024.

We met with the Tehama County Solid Waste Management Agency's (TCSWMA) staff prior to the creation of this plan to seek focus and understand upcoming needs. Our plan is a direct result of this meeting. Our goal is to collaborate so that work is not duplicated, and together we can make a greater impact to the overall success of the County's diversion.

We are to spend a certain amount of money each year on outreach (as the calculation states above). Many of the tasks listed within this plan will be very time consuming. Simply calculating the estimated time, far exceeds the annual expenditure required.

In mid-2022, we added a Recycling Coordinator position to our team, Max Bartlett. Max is a recovering driver turned recycling guru, and we look forward to the progress we plan to gain by his efforts within the coming years. He already has had much success this year, and we look forward to bringing you our presentation early next year.

Please see the following tasks planned for 2023:

## **COMMERCIAL OUTREACH**

The challenge remains to capture recyclables wherever they are generated into an appropriate receptacle. In whatever way we can help customers be successful at this will be our focus.

### ***Commercial Audit***

Prior to the start of the hauling contract, we delivered approximately 500 commercial blue 65-gallon carts to all commercial accounts not currently recycling.

In 2023, we will audit all accounts with these carts, and summarize on a spreadsheet. Once identified, we will then figure out who is using them, and more importantly who is not. Of those customers not utilizing the recycling, we will then directly contact 20 businesses to help them utilize the service; helping them to create an easy recycling program that is useful to their site and business.

- After identifying 344 active customers with this configuration, we determined that there is a **25%** utilization rate of those carts.
- Using the generated list, we worked with 20 businesses and increased their recycling capacity by an average of **21%**.

### ***100% Compliance with AB 341***

We will complete the work necessary to gain 100% compliance with AB 341, which is ensuring all commercial businesses, and multi-family units (5 units or greater) who are generating 4cy's or more of refuse have a recycling program in place.

- We identified **8** non-compliant accounts, primarily in the Mill Creek Area, these accounts are now in compliance.

We will also identify our 5 largest generators, and help reduce their waste by 10%.

- We identified our top 5 generators. We worked passively with the largest generator, by hand sorting some of their bins, and actively with the third largest to change their on-site process. These combined efforts generated an average diversion increase of **7%** in these five generators when compared to last year.

As we visit businesses, it will always be our goal to help them develop a recycling program that is easy and useful. When needed, we will provide them the tools necessary (i.e. receptacles, on-site education, education materials, etc.) to create an effective program.

### ***Commercial Billing Inserts***

Create a billing insert series of "Did You Know" flyers geared to increasing recycling and/or start a recycling program within their respective business. Our goal will be to mail out an insert one time per quarter, with four inserts mailed in total.

- Flyers were mailed in March, May, September and November. Examples are included below.

### ***Commercial Mailer - REDESIGN***

This mailer is a requirement within the hauling agreement and is sent two times each year. We produce a Commercial Edition of the “Recycling News” flyer which is sent to all commercial customers. There is a Spring and Fall Edition, however the content is concentrated to more commercial related topics.

This year we will work to redesign this mailer with a goal of engaging the reader, highlighting businesses while making it educating...stay tuned!

The target date to mail these flyers is May and November.

- The mailers were redesigned in the spring edition with an emphasis on readability and local business highlights. There were also QR codes included on both sides to capture some interaction data. The second mailer was mailed in November. Examples included below.
- We had a **0.54%** response rate through the QR codes included in the spring mailer.

## **RESIDENTIAL EDUCATION**

This year will be a fact-finding year. As we gear up for SB 1383, we will need to understand how customers best take in information, i.e. electronically, mail, etc. We will also complete a closer look at our routes, again to gain better understanding which then helps us the better market ideas.

### ***Waste Audits***

Throughout the year, we will take a closer look at our customers with contamination warnings. We will create a spreadsheet containing contamination warning, route, which commodity is contaminated, and what the contaminate is. With each contamination, we will personalize our outreach, so the customer understands the acceptable items, and ways to correct going forward.

The intent of this exercise is to lower contamination. By directly contacting customers, this will help reinforce what is acceptable and unacceptable.

- A spreadsheet was made to track contamination, and an earlier version of this tracked contamination on a “three-strike policy.” After three rounds of contact, the customer would be charged a contamination fee. That system will still be used moving forward. **53** unique addresses were reported to be contaminated. **83%** of these were trash placed inside yard waste carts.

### **Data Collection**

We will choose 2 Residential routes (in different demographic areas). Once those routes are identified, we will collect data on these routes, to include, but not limited to, the number of bills mailed, versus emailed, the number of email addresses on file, etc. Once this data is collected, we will try different methods of outreach to determine the best way our customers absorb information.

- Using populated internal reports, we determined that 3007 of 11614 county customers have e-mail addresses in the system, **26%**.
- **Development of a collaborative route audit with Green Waste and the Landfill Agency.** This project was conceived mid-year. The audit is conducted from a side-load truck, driven by Green Waste's recycling coordinator. The landfill agency's recycling analyst monitors the waste from the in-cab screen and records contamination. Carts that contain inappropriate items are marked with a cart tag explaining the concern. After a month, the process is repeated on the same route to compare communication progress.

### **Residential Mailer - REDESIGN**

Our semi-annual "Recycling News" flyer which we collaborate with TCSWMA will continue with two versions, one in the Spring and one in the Fall.

Like the Commercial mailer, we will commit to redesign this semi-annual mailer to engage our customers more with facts, while being community centered, and a little bit of fun.

The intent of this mailer is to educate and inform customers about recycling, and tips they can do to help increase diversion.

- The mailers were redesigned in the spring edition with an emphasis on readability and local business highlights. There were also QR codes included on both sides to capture some interaction data. The second mailer was mailed in November. Examples included below.
- We had a **0.54%** response rate through the QR codes included in the spring mailer.

### **Recycling Billing Inserts**

*Create a billing insert series of "Did You Know" flyers geared to increasing recycling and/or start a recycling program within their respective business. Our goal to mail out an insert within two of our quarterly bills.*

- Flyers were mailed in March, May, September and November. Examples are included below.


## 20 Diversions

2780274	CORNING	18CY/95 RECYCLE	18cy/95rec to 12cy/4cyrec	0.33
2783035	Red Bluff	6cy/95 recycle (selfhaul carboard)	6cy/95rec to 2cy/6cyR	0.66
2781628	Red Bluff	2cy/95rec	2cy/95rec to 1cy/1cyrec	0.375
2785340	Corning	2cy/95rec	2cy/95rec to 1cy trash/1cyrec	0.5
1350191	Mill Creek	2x 6cy, No recycle	6cyx2 to 6cyx2/ 2cyrec x2	0.33
2773923	Mill Creek	6cy, No recycle	6cy/ to 4cy/2cy recycle	0.33
2771492	Mill Creek	3x 4cy, 4x 95rec	3 4cy/ 95 rec to 2 4cy/ 4cy rec	0.33
929262	Mineral	2x 6cy, 4cyx 95rec (7)	6cy x2, 4cy to 6cy x2, 7 95rec	0.25
2765494-001	Mill Creek	2x 6cy, No recycle	6cy x2, 95rec	0.08
2780979	Red Bluff	1cy, 95rec	1cy/95 (not used) 2 95's/ 95 rec (used)	0.33
911183	Corning	3cy/95rec	3cy/95 to 3cy/1cy	0.25
2774365	Corning	6cy/1cyrec	6cy/1cy to 6cy/2cy	0.14
912067	LOS MOLINOS	1cy, 95 rec	1cy/95 (used) to 95/1cyrec	0.75
2758391	Capay	1cy. No recycle	1cy to 1cy/95rec	0.25
1259590	Red Bluff	2cy x 4/95 rec	8cy/95 rec to 16cy/2cy rec, 95 rec	0.125
2727513-001	Red Bluff	4CY 2/week, 2cy REC	2cyREC to 3cyREC	0.125
2785919	LOS MOLINOS	4x 6cy, no Recycle	added 4/95REC	0.05
2767941	LOS MOLINOS	1cy,1cyREC to 1cy,2cyREC	1cy,1cyREC to 1cy,2cyREC	0.33
2781665	Red Bluff	4cy/2cy trash	6cy to 6cy,95REC	0.05
919453	Corning	6cy	6cy added 95 rec	0.08

## Commercial Inserts







# Recycling 101: Make the math work for you!

I've said it before, and I'll say it again: Recycling costs you 40% less per yard!

You already recycle at work? Great! Is your recycle bin as big as your trash bin? Probably not, right?!

Guess what? More than half of the businesses I have worked with have discovered that they actually produce at least a 50/50 ratio of trash and recycle.

What ratio are they paying for on average? 80/20! That's 30% of their waste going into the wrong bin!

40% savings on 30% of your waste = 12% overall saved on your monthly bill!

*It adds up! Call Max to start saving! (530) 777-8383*

## Commercial Mailers

The Mandatory Commercial Recycling Law (AB 341) requires businesses generating 4 or more cubic yards of waste per week or any multi-family dwelling with 5 or more units to have a recycling program in place. **Not in compliance? Join the Smart Business Alliance!**

The Smart Business Alliance is a community-based program developed by the Tehama County Solid Waste Management Agency that helps local businesses voluntarily engage in waste reduction, reuse, and recycling practices.

#### How Does It Work?

TCWSMA's recycling analyst, Caitlin, will conduct a waste assessment at your business and offer education and training to staff. Indoor recycling containers will also be provided, free of charge!

Contact Caitlin at the TCWSMA Agency for more information and to schedule a meeting!  
(530) 528-1103 | [sarahmccourtneydes@tcwsma.org](mailto:sarahmccourtneydes@tcwsma.org)

#### Free Battery and Cellphone Drop Off

##### How to Participate

1. Bring your used batteries and cellphones to the drop-off location.
2. All participating businesses will receive a complimentary Round Up sticker to display in their window.
3. Participating businesses will receive a complimentary Round Up sticker to display in their window.

##### ITEMS ACCEPTED FOR RECYCLING

- All types of household batteries
- All types of cellphones

##### ADDITIONAL RECYCLING SERVICES

- Paper and cardboard
- Plastic and metal

##### TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

- 1000 Pioneer Road | Red Bluff, CA 96080
- (530) 528-1103
- [www.tchsmawm.com](http://www.tchsmawm.com)

#### Battery and Cellphone Drop Off Locations

- **Alma, Inc.**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 527-4601
- **Central Justice Center**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **Eastern Tehama Valley Community Center**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **McKenzie's Law Offices**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **My Way Market**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **Tehama County Public Library - Central**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **Tehama County Public Library - South**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103
- **Tehama County Public Library - North**  
1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103

#### YOUR HOUSEHOLD HAZARDOUS WASTE!

Tehama County businesses can dispose of household hazardous waste (HHW) at the Tehama County Solid Waste Management Agency (TCSMA) facility.

Landfill HHW Facility and Corning HHW Facility: 12PM - 2:30PM on the following dates:

**Appointment is required and Max Household HHW Limit:**

**Hazardous Waste ID Number:**

**May September: 2nd & 4th Saturday**

**October-April: 2nd Saturday**

**Corning Disposal HHW Facility:**

**January-December: 3rd Saturday**

Common HHW includes aerosol products, automotive fluids, batteries, bleach, brake fluid, fluorescent lights, fuels, household cleaners, paints, solvents, pool and spa chemicals, propane cylinders, pesticides and herbicides, to householders, medical waste, ammunition or other dangerous waste. Please keep wastes in original containers to avoid mix chemicals. The facilities can only accept up to 27 gallons or 220 pounds of HHW in a 30 day period. For more information, please call (530) 528-1103.

## Attention Educators!

Interested in having an on-site recycling presentation at your school? You are in luck! Caitlin and Max have created a collaborative presentation to educate on recycling and the garbage industry. All they need is time and space, they take care of the rest.

Caitlin

[cmccourtneydes@tcwsma.org](mailto:cmccourtneydes@tcwsma.org)

Max

[mbarlett@tcwsma.org](mailto:mbarlett@tcwsma.org)

For more info!

**Tehama CountyRed Bluff Landfill**  
Operated by Tehama County Solid Waste Management Agency

1000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103  
[www.tchsmawm.com](http://www.tchsmawm.com)

**Tehama County Solid Waste Management Agency**

20000 Pioneer Road | Red Bluff, CA 96080  
(530) 528-1103  
[sarahmccourtneydes@tcwsma.org](mailto:sarahmccourtneydes@tcwsma.org)  
[www.tchsmawm.com](http://www.tchsmawm.com)

**Green Waste of Tehama**

1805 Apple Brookview | Red Bluff, CA 96080  
(530) 528-1103  
[info@greenwasteoftehamacounty.com](mailto:info@greenwasteoftehamacounty.com)  
[www.greenwasteoftehamacounty.com](http://www.greenwasteoftehamacounty.com)



VOLUME 21 ISSUE 2 FALL 2023

# RECYCLING NEWS

COMMERCIAL RED BLUFF AND TEHAMA COUNTY

A joint effort of the Tehama County Solid Waste Management Agency and Green Waste of Tehama

**Want to save money on your monthly bill?**

Recycling disposal costs you 40% less per yard!

Give Max a call or text at 530-737-8585 to get started. Just by taking part in the program you will get a recycling credit for 3 months, worth a try right?

Check out these local businesses that have taken part!

Kirkwood Elementary School

**Holiday Schedule: Closures**

Thanksgiving - November 23rd, 2023  
(Service will be delayed one day for Thursday and Friday pickups.)

Christmas Day - December 25th, 2023  
(Service will be delayed one day for all pickups.)

New Years Day - January 1, 2024  
(Service will be delayed one day for all pickups.)

**What can I recycle?**

**METAL**

- Aluminum drink cans
- Foodsoop Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans

• Rinse cans & caps

• NO paint or chemical containers

• Labels can be left on

**GLASS**

- Glass bottles
- Glass jars

• Rinse bottles & jars

• NO bottle caps, corks, caps

• Labels can be left on

• All colors accepted

**PLASTICS**

- Plastic containers numbered 11-45, 47
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging

• Rinse containers

• Remove & Recycle lids

• NO Styrofoam

• Labels can be left on

**PAPER**

- Newspapers
- Magazines
- Phone books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes

• Flatten cardboard

• NO paper with lead

• NO laminated paper

• Staples, paper clips & staples are OK

**Batteries are Recyclable, NOT Trash!**

**NO CONCRETE IN YOUR BIN!**

Concrete is heavy and can tear through the bottom of our trucks when dumped!

Clean concrete (no rebar) can be brought to the landfill and disposed of for FREE. The pieces cannot be larger than 6" thick, and have to be separated from other items such as trash or recyclable.

**Reduce, Reuse & then Recycle the rest!**

Website

Facebook

## Round Up

**YOUR HOUSEHOLD HAZARDOUS WASTE!**

Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill HHW Facility and Corning HHW Facility from 8AM - 12PM on the following dates:

**Tehama County/Red Bluff Landfill HHW Facility:**

- May-September: 2nd & 4th Saturday
- October-April: 2nd Saturday

**Coming Disposal HHW Facility:**

- January-December: 2nd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, paints, household cleaners, poisons, solvents, pool and spa chemicals, propane cylinders, pesticides, or radioactive materials, medical waste in original containers and do not mix chemicals. The facilities will accept up to 15 gallons or 50 pounds of HHW per load. Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

**Is your business compliant with Assembly Bills 341 and 827?**

Assembly Bill 341: California businesses are required to have a recycling program in place if they produce 4 cubic yards or more of waste per week.

Assembly Bill 827: Any business, non-profit organization or governmental agency generating four or more cubic yards of commercial solid waste per week must provide recycling receptacles where purchases made on the premises are available for immediate consumption.

The Smart Business Alliance provides free tools and resources to bring your business up to compliance. For details, contact the Recycling Analyst at (530) 528-1103 or e-mail [tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us).

**Attention Educators!**

Interested in having an on-site recycling presentation at your school? You are in luck! Caitlin and Max have created a collaborative presentation to educate on recycling and the garbage industry. All they need is time and space, they take care of the rest.

Caitlin: [ctenryhula@co.tehama.ca.us](mailto:ctenryhula@co.tehama.ca.us)

Max: [mbartlett@wcnx.org](mailto:mbartlett@wcnx.org)

TCSWMA Website

TCSWMA Facebook

**Tehama County/Red Bluff Landfill**  
Operated by Green Waste  
13909 Pyramite Road | Red Bluff, CA 96080  
(530) 528-1103  
[tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us)  
[www.tehamacountyrecycles.com](http://www.tehamacountyrecycles.com)

**Tehama County Solid Waste Management Agency**  
20000 Pyramite Road | Red Bluff, CA 96080  
(530) 528-1103  
[tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us)  
[www.tehamacountyrecycles.com](http://www.tehamacountyrecycles.com)

**Green Waste of Tehama**  
1805 Airport Boulevard | Red Bluff, CA 96080  
(530) 528-8000  
[info@greengrass.com](mailto:info@greengrass.com)  
[www.greengrass.com](http://www.greengrass.com)

## Residential Inserts

**Old Batteries?** Your household alkaline batteries can be recycled! These battery bags are heavy duty and designed to be placed inside your recycling cart. You fill 'em, we sort 'em! Bags are available at the following locations:

Green Waste Office- 1805 Airport Blvd  
Landfill Agency- 20000 Pyramite Rd  
Ace Hardware- 22690 Anselope Blvd  
Tehama County Library- 545 Diamond  
Gott Country Store- 18367 Bowman Rd  
Cottonwood  
Ace Hardware- 2060 South Ave Corning

**We want to hear from you!**

Give us some feedback and you will be entered into a drawing for: **one year of FREE service!**

**Scan this with your smart phone to take part!**

<https://www.surveymonkey.com/r/F98C98T>

**Got Books?**

Don't throw them in the trash!

Green Waste will collect your books curbside for FREE.

All books must be boxed, and will need to be placed curbside for pickup.

This is an ON-CALL service. For more information, or to sign-up call or text Max: 530-737-8585. Or E-mail: [mbartlett@wcnx.org](mailto:mbartlett@wcnx.org)

**Break down those boxes!**

Before After

Cardboard is surprisingly strong! It's unlikely that it will collapse on its own.

Get more out of your cart! With a few moments work, you can get rid of more cardboard, so it doesn't pile up in the garage!

## Commercial Mailers



RECYCLING NEWS  
UNINCORPORATED TEHAMA COUNTY AND CITY OF TEHAMA  
A joint effort of the Tehama County Solid Waste Management Agency and Green Waste of Tehama

**FREE Bulky Item Pick-up**  
City residents have the opportunity to participate in one curbside event per calendar year. To participate, customers must have their accounts paid up-to-date and waste is limited to normal household debris (no hazardous waste, dirt, or rocks). You must call (530) 528-8500 to schedule the pickup. Service recipients may place out the following:  
1. ONE of the following bulky items: TV, computer, monitor, sofa, love seat, mattress, box spring; OR...  
2. Up to **FOUR** cubic yards (equivalent to 24-32 gallon garbage cans or 19-42 gallon bags).

**What can I recycle?**

**METAL**  
• Aluminum drink cans  
• Food/soap Cans  
• Aluminum foil, trays  
• Sweet biscuit tins  
• Metal jar lids  
• Empty aerosol cans  
• Rinse tins & cans  
• NO paint or chemical containers  
• Labels can be left on

**GLASS**  
• Glass bottles  
• Glass jars  
• Rinse bottles & jars  
• NO bottle tops, cork, caps  
• Labels can be left on  
• All colors accepted

**PLASTICS**  
• Plastic containers numbered 1-4, 5, 7  
• Plastic bags  
• Hard plastics  
• Plastic film, shrink wrap, packaging  
• Rinse containers  
• Remove & Recycle lids  
• NO Styrofoam  
• Labels can be left on

**PAPER**  
• Newspapers  
• Magazines  
• Phones books  
• White & colored paper  
• Envelopes & Junk mail  
• Cardboard  
• Pizza boxes  
• Flatten cardboard  
• NO paper with food  
• NO laminated paper  
• Staples, paper clips & sticky notes are OK

**CARTONS**  
• Milk cartons  
• Drink cartons  
• Rinse containers  
• Remove & Recycle lids  
• NO Styrofoam  
• Labels can be left on

**Did you know?**  
Only 9% of plastics ever produced get recycled.  
Plastics are difficult to collect and expensive to recycle, because of this the majority of them end up in the oceans or burned. This pollution creates *Microplastics* (tiny pieces of broken down plastic particles.)  
The average American consumes the equivalent of a *credit card's* worth of plastic a WEEK due to microplastics.  
How can we cut back?  
• Carry a reusable bottle  
• Refuse the lid on your coffee cup  
• Eat in the restaurant instead of taking it to go  
• If you order takeout or delivery, tell the restaurant you don't want plastic utensils or straws  
• Shop from the bulk section and use your own bags  
• If you buy bottled water, buy Aluminum! You can reuse it, and it will be recycled!  
Aluminum cans and bottles have an average recycle turn-around of 60 days!  
So, two months after that soda can gets picked up in your cart, it's back on the shelf!

**Recycling 101**  
Can I have another recycle cart?  
Yes! Extra recycle carts are available for a nominal fee each bill cycle.  
Contact GreenWaste at: [olg@twens.org](mailto:olg@twens.org) or 528-8500 to have additional carts delivered.  
Can I recycle this?  
Pizza boxes- Yes! Simply remove any remaining pizza and place inside your recycle cart.  
Dirty Air Filters- Not Used HVAC or other air filters are not recyclable. These need to be placed in your trash container.

**Reduce, Reuse & then Recycle the rest!**

**Batteries are Recyclable, NOT Trash!**  
Alkaline batteries: (AA, AAA, C, D, 9V, 6V) are accepted in the orange battery bag collection program. Fill your orange bags with alkaline batteries only then place inside your recycling cart.  
Lithium batteries: These are also known as button batteries. These do not belong in the orange bags. These batteries can be taken to any locations with All-Battery Boxes listed below. They can also be taken to a Household Hazardous Waste Collection.  
Rechargeable batteries: These batteries include cell phones and drill batteries. These can be taken to one of the locations with All-Battery Boxes or to a Household Hazardous Waste Collection.

**Free Battery and Cellphone Drop Off Locations**

**How to Prepare and Cellphone Drop Off**

1. Household mobile phones and cellphones must be removed from service.
2. Big batteries (e.g., car batteries) are not accepted.
3. Please do not mix different types of batteries.
4. Please do not mix different types of cellphones.
5. Please do not mix different types of cellphones.

**ITEMS ACCEPTED FOR RECYCLING**  
• Household mobile phones and cellphones  
• Household mobile phone chargers  
• Household mobile phone accessories  
• Household mobile phone cases  
• Household mobile phone screens  
• Household mobile phone keyboards

**TEHAMA COUNTY RESIDENTS AND BUSINESS ONLY**  
The City of Tehama and the City of Red Bluff are participating in the program.

**Drop Off Locations:**  
• **Albion, NC**  
125A American Boulevard, Red Bluff  
(918) 844-4127  
• **Carroll County Senior Center**  
1111 West Avenue, Carroll  
(336) 844-4127  
• **Carroll County High School**  
2001 Lexington Highway, Lexington  
(336) 844-4127  
• **Carroll County Public Library - Red Bluff**  
401 West Avenue, Red Bluff  
(918) 844-4127  
• **Carroll County Public Library - Carroll**  
101 West Avenue, Carroll  
(336) 844-4127  
• **Carroll County Public Library - Carroll**  
101 West Avenue, Carroll  
(336) 844-4127

**YOUR HOUSEHOLD HAZARDOUS WASTE!**  
Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill HHW Facility and Carroll HHW Facility from 8AM - 12PM on the following dates:  
Tehama County/Red Bluff Landfill HHW Facility:  
• May-September: 2nd & 4th Saturday  
• October-April: 2nd Saturday  
Carroll HHW Facility:  
• January-December: 3rd Saturday  
Common HHW includes aerosol products, automotive fluids, batteries, creosote, oil, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool and spa chemicals, propane cylinders, pesticides and fertilizers, chemicals, medical wastes in original containers and do not mix chemicals. The facilities will accept up to 25 gallons or 50 pounds of HHW per load. Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

**PLEASE RECYCLE ALKALINE BATTERIES ONLY**  
AAA, AA, C, D, 9V, 6V  
PLEASE DO NOT INCLUDE RECHARGEABLE BATTERIES

**Attention!**  
Do not put needles or other medical sharps in the trash or recycling. Needles pose a significant hazard to our employees. For a list of locations to dispose of your sharps safely and free of charge, call (530) 528-1103 or visit [med-project.org](http://med-project.org) for a mail-back option.

**Tehama County/Red Bluff Landfill**  
Operated by Green Waste  
1990 Phoenix Road | Red Bluff, CA 96080  
(530) 528-1103  
[info@greenwasteoftehama.com](mailto:info@greenwasteoftehama.com)

**Tehama County Solid Waste Management Agency**  
20001 Phoenix Road | Red Bluff, CA 96080  
(530) 528-1103  
[tehamacountyrecycling@tehamacounty.ca.us](mailto:tehamacountyrecycling@tehamacounty.ca.us)  
[www.tehamacountyrecycling.com](http://www.tehamacountyrecycling.com)

**Green Waste of Tehama**  
1805 Airport Boulevard | Red Bluff, CA 96080  
(530) 528-8900  
[info@greenwasteoftehama.com](mailto:info@greenwasteoftehama.com)  
[www.greenwasteoftehama.com](http://www.greenwasteoftehama.com)



VOLUME 21, ISSUE 2 FALL 2023

**RECYCLING NEWS**  
UNINCORPORATED TEHAMA COUNTY AND THE CITY OF TEHAMA  
A joint effort of the Tehama County Solid Waste Management Agency and Green Waste of Tehama

**Holiday Schedule: Closures**  
Thanksgiving - November 23rd, 2023  
(Service will be delayed one day for Thursday and Friday pickups)  
Christmas Day - December 25th, 2023  
(Service will be delayed one day for all pickups)  
New Years Day - January 1, 2024  
(Service will be delayed one day for all pickups)

**Reminder! Use your 2023 FREE Bulky item pickup**  
County residents have the opportunity to participate in one cleanup event per calendar year. To participate, customers must have their account paid up-to-date and waste is limited to normal household debris (no hazardous waste, tires, or rocks). You must call (530) 528-1500 to schedule the pickup. Service recipients may place out the following:  
1. ONE of the following bulky items: TV, computer, microwave, sofa, love seat, mattress, box spring, OR  
2. Up to ONE cubic yard (equivalent to 6-32 gallon garbage cans or 16-40 gallon bags)

**What can I recycle?**

**METAL**  
• Aluminum drink cans  
• Food/soap cans  
• Aluminum tub, trays  
• Sweet biscuit tins  
• Metal jar lids  
• Empty aerosol cans  
• Rinse tins & cans  
• NO paint or chemical containers  
• Labels can be left on

**GLASS**  
• Glass bottles  
• Glass jars  
• Rinse bottles & jars  
• NO bottle tops, corks, caps  
• Labels can be left on  
• All colors accepted

**PLASTICS**  
• Plastic containers numbered #1-5, 7  
• Plastic bags  
• Plastic film, shrink wrap, packaging  
• Rinse containers  
• Remove & Recycle lids  
• NO Styrofoam  
• Labels can be left on

**PAPER**  
• Newspapers  
• Magazines  
• Phone books  
• White & colored paper  
• Envelopes / Junk mail  
• Cardboard  
• Flatten cardboard  
• NO paper with food  
• NO laminated paper  
• Staples, paper clips & sticky notes are OK!

**BATTERIES** - NBDE recycle cart  
• Alkaline Only  
• No Lithium

**Don't throw your cardboard in the trash!**  
Please don't throw your cardboard in the trash. Cardboard can be easily recycled and does not need to be filling up our landfill.  
Does your cardboard end up in the trash because there's no more room in your recycle cart? Get another one: each County residential account can add EITHER an extra recycle or yard waste cart for FREE.

**Holiday Tree Removal**  
**Curbside Tree Removal**  
Trees need to be completely free of decorations and cut in to 3' sections, then placed in to your cart during yard waste week.  
**Community Tree Free Disposal Bins**  
Trees do not need to be cut down to be placed in the community bins. Bins will be in the following locations during the month of January:  
• Red Bluff Community Center (Kimball Rd)  
• Lake California Main Office  
**FLOCKED TREES WILL NOT BE ACCEPTED**

**Reduce, Reuse & then Recycle the rest!**

**Round Up**  
**YOUR HOUSEHOLD HAZARDOUS WASTE!**  
Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill HHW Facility and Corning HHW Facility from 8AM-12PM on the following dates:  
**Tehama County/Red Bluff Landfill HHW Facility:**  
• May-September: 2nd & 4th Saturday  
• October-April: 2nd Saturday  
**Corning Disposal HHW Facility:**  
• January-December: 3rd Saturday  
Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool and spa chemicals, propane cylinders, pesticides, or radioactive materials, medical waste, ammunition, or radioactive chemicals. Please keep wastes in original containers and do not mix chemicals. The facilities will accept up to 15 gallons of 50 pounds of HHW per load. Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

**Medication Drop-off locations in Tehama County:**  
• CVS Pharmacy, Red Bluff  
• Tehama County Sheriff's Office, Red Bluff  
• Rite Aid, Corning  
• Corning Police Department, Corning  
Alternatively, you can request a free mail-back package at [Med-Project.org](http://Med-Project.org) or [SafeMedicineDrop.com](http://SafeMedicineDrop.com) by inputting your zip code, selecting Medicine, and clicking Mail-Back. Simply mail back your medication in the provided packaging.

**Attention!**  
**No sharps in your carts!**  
**Home-Generated Sharps Mail-Back Services:**  
You can request a free mail-back sharps container at [Med-Project.org](http://Med-Project.org) or [SafeMedicineDrop.com](http://SafeMedicineDrop.com) by inputting your zip code, selecting Sharps, and clicking Mail-Back. You can also call 1-844-633-7765 and follow the prompts to receive a container. Once your container is full, simply mail it back in the provided packaging.

**Med-Project**  
**Safe Medicine Drop**

**Tehama County/Red Bluff Landfill**  
Operated by Green Waste  
1500 Highway Road | Red Bluff, CA 96080  
(530) 528-1100  
tcm@tehamacountyrecycling.com

**Tehama County Solid Waste Management Agency**  
20001 Pharris Road | Red Bluff, CA 96080  
(530) 528-2100  
tehamacountyrecycling@tehamacountyrecycling.com  
www.tehamacountyrecycling.com

**Green Waste of Tehama**  
1500 Airport Boulevard | Red Bluff, CA 96080  
(530) 528-1100  
info@greenvastehama.com  
www.greenvastehama.com

## Education Program

### 2024: Response

This Education Program is intended to be the roadmap we follow to increase diversion each year. This program will be adjusted each year based on the needs the current year presents.

Our past recycling rate percentages are as follows:

Year	Residential	Commercial
2021	26.28%	11.65%
2022	26.39%	10.68%
2023	27.58%	9.32%
2024	28.01%	11.20%

Annual expectation of outreach education expense for 2024 was = \$26,045 (\$24,805 x 5% (CPI))

### Introduction

2024 presented us with an opportunity to embrace change and gain experience in developing new systems to be more effective.

Our goal for this year was to shift our focus to digital interaction, without erasing our more traditional outreach avenues. The evidence is clear: to effectively communicate with our increasingly digital customers, we must be more active with internet outreach. The digital campaign from 2024 has provided a roadmap for how all our other outreach efforts can be connected and developed into a consistent message. It is becoming clearer that without a realistic definition of the “why” behind recycling, it will become even more difficult to get the community to make the required effort. If we join the social media wave, we have an opportunity to normalize the idea of recycling.

Yet, changing the perception of recycling alone is not enough. We need to continue our efforts to “make recycling easy.” We had many conversations with our customers in 2024 and we learned that we can better serve them by changing our process slightly to be more accommodating. To this end, we are refining our current commercial cart system and offering more customer-friendly assistance to support the recycling systems that are already in place.

In 2024, we embarked on a journey to modernize our outreach and enhance our recycling programs. By embracing digital communication and refining our processes, we aim to better connect with our community and foster a deeper understanding of the importance of recycling. Through a more consistent and engaging message, we hope to normalize recycling behaviors and encourage active participation. By making recycling easier and more accessible for our customers, we strive to build a more sustainable future for our community.

## Commercial Outreach

### ❖ Commercial Audit

- The data shows that the utilization of these carts is unproductively low. We will take the generated list and call each customer. The goal of each conversation will be to determine how they can best use the carts they have or to upgrade to a front-load bin if necessary.
  - ◆ *2024: 354 calls were made throughout the year. Phone response was low at 19% but they did lead to 12 customers on the diversion list.*
- Directly Contact 20 businesses from this list and work with them to increase diversion.
  - 20 annual “diversions” will be the standard minimum threshold for this education program moving forward
    - ◆ *2024: 20 diversions were completed with an average recycle capacity increase of 18%. 65% of contacted customers made a permanent change in their recycling. These figures include customers called through the 354 phone calls. Working with these customers accounted for a lower percentage of diversion over 2023.*

	Account number	City, State	Service	Comments	success	%
1	2785361	Red Bluff/Unicorp	6cy, 6cy rec	6cy recy x2	Yes	0.33
2	2781996	Cottonwood	1cy, 95 rec	95 to 1cy	Yes	0.25
3	2781527	Red Bluff/Unicorp	3cy, 1cy rec	1cy to 2cy recycle	Yes	0.25
4	938415-001	Red Bluff/Unicorp	1cy, 95 rec	95 reminder	Yes	0.25
5	2754928	Red Bluff/Unicorp	3cy, 95 rec	95 reminder	Yes	0.25
6	2769261	Cottonwood	3cy, 95 rec	95 reminder	Yes	0.25
7	2773731	Cottonwood	3cy, 95 rec	95 reminder	No	0
8	2770445	Mill Creek	6cy x2, 95 rec x2	95x2 to 3cy rec	Yes	0.17
9	2774685	Cottonwood	95, 95 rec	95 reminder	No	0
10	2762729	Mill Creek	2cy, no recycle	95 reminder	yes	0.125
11	2779298	Gerber	2cy, 95 rec	95 reminder	No	0
12	2785773	Red Bluff/Unicorp	95, 95 rec	added 95 recycle	yes	0.25
13	2766563	Paskenta	32, 95 rec	95 reminder	yes	0.25
14	2756728	Red Bluff/Unicorp	1cy, 95 rec	95 reminder	No	0
15	1418752-001	Gerber	2cy, 95 rec	95rec to 1cy	Yes	0.33
16	2201648	Red Bluff/Unicorp	2cy, 95 rec	95 reminder	No	0
17	2767826	Vina	3cy, 95 rec	95 reminder	No	0
18	2760991	Red Bluff/Unicorp	1cy, 95 rec	95 reminder	No	0
19	2787827	Red Bluff/Unicorp	20 trash/ week 6,8cy rec	40cy 3/weeks	yes	0.312
20	2787039	Red Bluff/Unicorp	2cy trash 95rec	Switch directly to 1cy trash 1cy rec	Yes	0.5
						<b>18%</b>

### ❖ Top Producer

- Work directly with top producer
  - We will focus on one large generator yearly to maximize its recycling potential. We anticipate this project will require consistent attention throughout the year.
    - ◆ *2024: Our efforts in this section were hindered by a significant infrastructure change at our largest producer. We met with the on-site management team, developed plans, and proposed signage to help implement a recycling process change. When the company shifted to automation, the broker who manages their waste stream made changes that disregarded our previous work. We shifted to work with other large producers. GW consulted and advised on a 40cy recycling compactor for Crain Orchards which was installed and functioning as of October. Additionally, in collaboration with the landfill team, a diversion system was developed for the roll-off bins that were being dumped during the Park fire. Given the emergency nature of the event, we understood that proper diversion of recyclables was not a priority. We routed*

*the trash bins from the fire camp to the self-haul pad so they could be sorted before being dumped in the landfill. This resulted in 8.61 tons of diverted cardboard and plastics.*

❖ *Commercial “Billing” Inserts*

- This year we will replace the mailed format with digital outreach using e-mail and social media.

- ◆ *2024: The mailed format was replaced with e-mail and social media outreach. The response was productive and formed the foundation for 2025’s outreach plans. Examples are included below.*

❖ *2024 Commercial Mailer*

- Our contract requires us to “print and mail” these mailers twice a year, so we will continue to do so until we can shift to a digital format. We will continue to collaborate with the Landfill agency on the flyer content.

- ◆ *2024: Mailers were sent in May and October; copies are included below.*

## **Residential Education**

❖ *Waste Audits*

➤ *Contamination tracking*

- To confirm that the system is easy for the drivers to use, the recycling coordinator will receive all the contamination reports and will contact customers directly.

- ◆ *2024: Residential contamination is tracked in an independent spreadsheet. For driver convenience, reporting is through the tablet system. This data is gathered daily.*

➤ *Development of a collaborative route audit with Green Waste and the Landfill Agency*

- This project was conceived mid-year. The audit is conducted from a side-load truck, driven by Green Waste’s recycling coordinator. The landfill agency’s recycling analyst monitors the waste from the in-cab screen and records contamination. Carts that contain inappropriate items are marked with a cart tag explaining the concern. After a month, the process is repeated on the same route to compare communication progress. We will commit to conducting four sets of audits in 2024.

- ◆ *2024: Audits began October 3<sup>rd</sup> and were completed November 12<sup>th</sup>. A “door hanger” was developed by TCSWMA and was used as a visual to communicate to each audited customer. The audit showed improved recycling practices in 35% of audited accounts. A detailed breakdown and the “door hanger” are included below.*

❖ *Data Collection*

- The customer service team has been instructed to ask for e-mail addresses when interacting with customers. The intention is to move away from printed media, but we need to build our digital numbers to effectively communicate with our customers.

- ◆ *2024: Our active e-mail list is now 6689 of 11801 57% (31% increase from 2023).*

- ❖ *Residential Mailer*
  - Our contract requires us to “print and mail” these mailers twice a year, so we will continue to do so until we can shift to a digital format. We will continue to collaborate with the Landfill agency on the flyer content.
    - ◆ *2024: Mailers were sent in May and October; copies are included below.*
- ❖ *Recycle Billing Inserts*
  - This year we will replace the mailed format with digital outreach using e-mail and social media.
    - ◆ *2024: Customers were contacted directly through e-mail and a series of topical Facebook posts were posted throughout the year. Examples of both are included below.*
- ❖ *Digital Campaign*
  - We conclude that we need to shift our outreach and education focus to a digital format. We will continue to use mailed media to the extent that is required by the contract, but the remainder will be replaced by e-mail and social media. We are working with a local media company to help build a modern communication foundation that will support our message for years to come. We are developing an initial video and will then produce a series of 12 shorter educational videos, which will be shared on social media. This will require consistent work and maintenance on the development of a “brand.” Not unlike an advertising campaign, we will use modern channels to communicate to a wider range of demographics. We intend to generate a platform that we can use to further the sustainability goals of the whole county for years to come.
    - ◆ *2024 Result: We focused our digital outreach on the social media platforms Instagram and Facebook. We did a free service giveaway to build a viewer base. This became a platform to develop our Rebel the Recycling Raccoon” mascot. The use of the mascot has allowed us to connect with children and adults. “Rebel” has become the brand we were hoping to build. Additionally, we completed 12 informational videos on Instagram that covered the following topics:*
      - *Rebel Introduction*
      - *Split-Body Trucks into and loading*
      - *Split-Body Trucks dumping, trash/YW*
      - *Free Recycling outside the landfill*
      - *Recycling at the Material Recovery Facility*
      - *The recycle sort line*
      - *Landfill Tour 1- Phase 1&2*
      - *Landfill Tour 2- Open-face/dozer*
      - *Cart Sizes/4-cart system*
      - *Safe Cart Placement curbside*
- ❖ *Direct Education*
  - The Recycling collaboration between the landfill agency and Green Waste has produced a 90-minute presentation for schools. This interactive presentation provides foundational recycling knowledge and best practice tips to the students. The response has been positive from all five schools we have visited. The Landfill Agency has specific quotas for the number of presentations required annually. We commit to continuing our education partnership in 2024.



- ♦ **Thirteen Presentations were given in 2024:**
  - February 6- Reed's Creek Elementary K-2<sup>nd</sup> grade (2 Presentations)
  - February 7- Evergreen Elementary 4<sup>th</sup> grade (4 Presentations)
  - February 13- Reed's Creek Elementary 3<sup>rd</sup>-5<sup>th</sup> grade (2 Presentations)
  - April 18- Bend Elementary K-1<sup>st</sup> grade (1 Presentation)
  - April 22- Antelope Elementary 2<sup>nd</sup> grade- (2 Presentations)
  - April 23- Antelope Elementary 2<sup>nd</sup> grade- (2 Presentations)

## Commercial outreach digital examples



## Commercial Mailers

# RECYCLING NEWS

## COMMERCIAL

Spring 2024



The Smart Business Alliance provides free tools & resources to bring your business up to compliance. For details, contact the Recycling Analyst at (530) 528-1103 or e-mail [tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us)

### Is your business compliant with Assembly Bills 341 & 827?

#### Assembly Bill 827:

Any business, non-profit organization or government agency generating 4+ yards of commercial solid waste per week must provide receptacles where purchases made on the premises are available for immediate consumption.

#### Assembly Bill 341:

California business are required to have a recycling program in place if they produce 4 cubic yards or more of waste a week.

#### Mandatory Commercial Recycling Law

(AB 341) requires businesses generating 4+ cubic yards of waste per week or any multi-family dwelling with 5+ units to have a recycling program. *Not in compliance?*

#### Join the Smart Business Alliance!

The Smart Business Alliance is a community-based program developed by the Tehama County Solid Waste Management Agency that helps local businesses voluntarily engage in waste reduction, reuse, and recycling practices.

#### How does it work?

TCSWMA's recycling analyst, Caitlin, will conduct a waste assessment at your business and offer education and training to staff. Indoor recycling containers will also be provided, free of charge!



#### Contact Caitlin

for more information and to schedule a meeting!  
(530) 528-1103 • [tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us)



#### YOUR HOUSEHOLD HAZARDOUS WASTE!

Tehama County businesses \* can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill Facility and Corning Facility from 12PM - 2:30PM on the following dates:

• Appointment required and business must have a Hazardous Waste ID Number

Tehama County/Red Bluff Landfill HHW Facility:

May-September: 2nd & 4th Saturday

October-April: 2nd Saturday

Corning Disposal HHW Facility:

January - December: 3rd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, crocote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool and spa chemicals, propane cylinders, pesticides and fertilizers. No explosives, medical waste, ammunition, or radioactive waste. Please keep wastes in original containers and do not mix chemicals. The facilities can accept up to 27 gallons or 220 pounds of HHW in a 30 day period. For more information, please call (530) 528-1103.

### METAL

- Aluminum drink cans
- Food/soup Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans
- Rinse NO paint or chemical containers
- Labels can be left on



### GLASS

- Glass bottles
- Glass jars
- Rinse bottles & jars
- All colors accepted
- Labels can be left on
- NO bottle tops, corks, caps



### PAPER

- Newspapers
- Magazines
- Phones books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes
- Flatten cardboard
- NO paper with food
- NO laminated paper
- Staples, paper clips & sticky notes are OK!



### PLASTIC

- Plastic containers no.#1-#5, #7
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging
- NO Styrofoam
- Rinse containers
- Remove & Recycle lids
- Labels can be left on



**Home Depot**  
2650 Main St., Red Bluff - (530)528-8579

**Green Waste Of Tehama** •  
1805 Airport Blvd., Red Bluff - (530)528-8500

**Los Molinos Ace Hardware** •  
7930 HWY 99, Los Molinos - (530)384-1250

**South Avenue Ace Hardware**  
2050 South Ave., Corning - (530)824-2156

**Tehama County/ Red Bluff Landfill** •  
19995 Plymire Rd., Red Bluff - (530)528-1103

• Accepts up to 20 fluorescent tubes (4' or 8' long)

**Do not place in your containers it may delay service**

*Did you KNOW?*

LEDs are considered hazardous waste and must be disposed of as such. You can drop them off free of charge at the landfill, at an HHW event, or at a fluorescent collection site.

**NOTE:**  
Businesses & government agencies must make an appointment by calling (530)528-1103

**Bulky item pickup**

This service is available, a fee per item applies. Contact the hauling office at (530) 528-8500 for more information or to schedule your pick up.

**Home-Generated Sharps & Medication Mail-Back Services:**

Request a free mail-back sharps container at [Med-Project.org](http://Med-Project.org) or [SafeMedicineDrop.com](http://SafeMedicineDrop.com) by inputting your zip code, selecting Sharps, and clicking Mail-Back or call 1-844-633-7765 and follow the prompts to receive a container. Once your container is full, simply mail it back in the provided packaging.

**Tehama County/Red Bluff Landfill**  
Operated by Green Waste of Tehama  
19995 Plymire Road | Red Bluff, CA 96080  
(530) 528-1102  
[cust4019@wasteconnections.com](mailto:cust4019@wasteconnections.com)

**Tehama County Solid Waste Management Agency**  
20000 Plymire Road | Red Bluff, CA 96080  
(530) 528-1103  
[tehamacountyrecycles@co.tehama.ca.us](mailto:tehamacountyrecycles@co.tehama.ca.us)  
[www.tehamacountylandfill.com](http://www.tehamacountylandfill.com)

**Green Waste of Tehama**  
1805 Airport Boulevard | Red Bluff  
(530) 528-8500  
[olpgreenwaste@wasteconnections.com](mailto:olpgreenwaste@wasteconnections.com)  
[www.greenwasteoftehama.com](http://www.greenwasteoftehama.com)

**Prescription medication Drop-off locations**

- CVS Pharmacy, Red Bluff
- California Highway Patrol Office, Red Bluff
- Tehama County Sheriff's Office, Red Bluff
- Rite Aid, Corning
- Corning Police Department, Corning

The Smart Business Alliance provides free tools & resources to bring your business up to compliance. For details, contact the Recycling Analyst at (530) 528-1103 or e-mail [tehamacountyrecycles@tehama.gov](mailto:tehamacountyrecycles@tehama.gov)

**Need a recycle container?**

Does your business lack recycling receptacles to supplement your existing recycling program?

By joining the SBA, you can receive free recycling containers for inside or outside your business, office, or break room. See below for examples of what we have provided to local SBA members

**Is your business hosting an event?**

Tehama County businesses have access to free recycling receptacles like the one pictured to collect cans and bottles at your event. Collecting beverage containers also offers a great fundraising opportunity! Contact our Recycling Program Analyst at (530) 528-1103 to reserve.

**Is your business compliant with Assembly Bills?**

**Mandatory Commercial Recycling Law**

Any business, non-profit organization or government agency generating 4+ yards of commercial solid waste per week must provide receptacles where purchases made on the premises are available for immediate consumption.

**Assembly Bill 827:**

California businesses and apartments of 5+ units are required to have a recycling program in place if they produce 4 cubic yards or more of waste per week.

**Multi-family housing complexes**

**Reminder**

- Weekly on TUESDAYS
- Place at the current service location or, if this is the first time you have a recycle cart, place it next to your trash bin.

**RECYCLE**

**BREAK DOWN CARDBOARD**

OR

**Bulky Item removal**

- Call to schedule (530)528-8500 (Tues-APRIL)
- Place item on the curb
- Pick-up

**Things to avoid**

- Overage accrues extra fees
- Lids unable to close
- Trash over the rim
- Trash spilling onto the ground

**BATTERY AND CELL PHONE DROP-OFF LOCATIONS**

1. Rice Irrigation, Inc. 1500 N. River Road Red Bluff (530) 407-4001
2. Kalen's Auto Wash 1805 Airport Blvd Red Bluff (530) 528-8500
3. McWay's Ace Hardware 7930 Hwy 99 Los Molinos (530) 384-1250
4. Corning Senior Center 20000 Plymire Rd Corning (530) 824-4727
5. Tehama County Library 1400 1st Street Corning (530) 824-7000
6. Tehama County Library 1400 1st Street Corning (530) 824-7000
7. No Way Market 20000 Plymire Rd Corning (530) 528-1103

**How to Prepare - Items Must Be Individually Bagged or Taped**

1. Bag batteries and cellphones INDIVIDUALLY using bags provided at drop-off location or at home.
2. Tape batteries using electrical or similar tape.
3. Place bagged or taped batteries & cellphones into the collection box.

**Additional Information:**

Tehama County Solid Waste Management Agency  
Phone: (530) 528-1103  
Website: [tehamacountylandfill.com](http://tehamacountylandfill.com)  
[CalRecycle.org](http://CalRecycle.org)  
Funded by a grant from CalRecycle

## Residential Audit



### Recycle Right

PUT IN YOUR BLUE CART:

- PAPER
- CARDBOARD
- PLASTIC
- METAL
- GLASS

REMEMBER TO FLATTEN CARDBOARD AND RINSE JARS & BOTTLES

TODAY'S RATING:

10



QUESTIONS? 530-737-8585

WHAT DOES MY RATING MEAN?

We developed the 10-point rating scale as a way for Tehama County residents to easily see their recycling levels and compare with their neighbors.



YOUR PROGRESS



YOUR NEIGHBORHOOD

	+	-	0	N/O	
<b>Audit 1 - Sunset</b>	5	3	6	6	<b>20</b>
<b>Audit 2 - Plateau</b>	8	3	5	5	<b>21</b>
<b>Audit 3 - Cobblestone</b>	4	1	3	3	<b>11</b>
<b>Audit 4 - Oak Hollow</b>	10	5	6	4	<b>25</b>
	<b>27</b>	<b>12</b>	<b>20</b>	<b>18</b>	<b>77</b>
	35%	16%	26%	23%	

	Acct	Street	Audit A	Audit B	Change
Audit 1 - Sunset Hills (8.33)					
1	2784194	DEL MAR DR	7	8	1
2	2782041	BAY MEADOWS LN	8	9	1
3	2787998	BAY MEADOWS LN	9	10	1
4	2775971	BAY MEADOWS LN	6	8	2
5	2785989	DEL MAR DR			
6	2768268	DEL MAR DR	9	9	0
7	2785238	ARLINGTON PARK PL	N/O	N/O	
8	2788078	THISTLEDOWN CT	10	9	-1
9	2785287	DEL MAR DR	8	9	1
10	2779610	SUNSET HILLS DR	9	9	0
11	2787275	RIVER DOWNS WY	10	N/O	
12	2755790	RIVER DOWNS WY	9	9	0
13	2774767	RIVER DOWNS WY	N/O	7	
14	2781837	RIVER DOWNS WY	10	10	0
15	2787441	RIVER DOWNS WY	7	7	0
16	2780759	RIVER DOWNS WY	6	6	0
17	2776808	RIVER DOWNS WY	N/O	N/O	
18	2768345	EMERALD DOWNS LN	9	8	-1
19	2775652	EMERALD DOWNS LN	8	7	-1
20	2787751	DEL MAR DR	N/O	N/O	

Audit 2 - Plateau Dr. (8.52)					
1	377058	PLATEAU DR	4	6	2
2	2757833	PLATEAU DR	8	9	1
3	2782339	PLATEAU DR			
4	2774124	PLATEAU DR	7	8	1
5	2786198	PLATEAU DR	9	9	0
6	2449972-001	PLATEAU DR	9	10	1
7	2396293-001	PLATEAU DR	8	9	1
8	2786574	PLATEAU DR	10	10	0
9	2774683	PLATEAU DR	9	6	-3
10	2788351	PLATEAU DR	7	9	2
11	2750654	PLATEAU DR	N/O	N/O	
12	2784766	PLATEAU DR	10	10	0
13	2771661	PLATEAU DR	8	8	0
14	2766963	PLATEAU DR	10	9	-1
15	2779581	PLATEAU DR	N/O	N/O	
16	2781919	PLATEAU DR	9	8	-1
17	1660682	PLATEAU DR	9	10	1
18	2775514	PLATEAU DR	9	9	
19	2783592	PLATEAU DR	10	10	
20	2784174	PLATEAU DR	4	7	3
21	2752551	PLATEAU DR	10	10	0

	Acct	Street	Audit A	Audit B	Change
Audit 3 - Cobblestone Dr. (8.52)					
1	2776942	COBBLESTONE DR	6	8	2
2	2756610	COBBLESTONE DR	N/O	N/O	
3	2754586	HIGHRIDGE RD	8	9	1
4	2763420	HIGHRIDGE RD	9	9	0
5	2669089	COBBLESTONE DR	10	9	-1
6	2786996	COBBLESTONE DR	8	9	1
7	2781847	COBBLESTONE DR	N/O	N/O	
8	2776107	COBBLESTONE DR	10	10	0
9	2779022	COBBLESTONE DR	N/O	8	
10	2750896	COBBLESTONE DR	10	10	0
11	2750746	COBBLESTONE DR	5	7	2

Audit 4 - Oak Hollow Dr. (8.26)					
1	2786187	OAK HOLLOW DR	N/O	8	
2	567413	OAK HOLLOW DR	10	9	-1
3	1997850	OAK HOLLOW DR	10	10	0
4	2781808	OAK HOLLOW DR	10	10	0
5	1679207	OAK HOLLOW DR	8	9	1
6	2776228	OAK HOLLOW DR	5	8	3
7	1817968	OAK HOLLOW DR	10	10	0
8	2783940	OAK HOLLOW DR	10	9	-1
9	2765488	OAK HOLLOW DR	6	8	2
10	2758451	OAK HOLLOW DR	10	9	-1
11	2759514	RIDGELINE CT	N/O	N/O	
12	2773801	RIDGELINE CT	7	6	-1
13	2784261	OAK HOLLOW DR	6	8	2
14	2781915	OAK HOLLOW DR	N/O	N/O	
15	301775	OAK HOLLOW DR	7	8	1
16	472513	OAK HOLLOW DR	8	8	0
17	2785084	OAK HOLLOW DR	9	7	-2
18	1282076	OAK HOLLOW DR	8	9	1
19	2529444	OAK HOLLOW DR	9	10	1
20	2597559	OAK HOLLOW DR	9	9	0
21	2648816-001	OAK HOLLOW DR	7	8	1
22	2786403	OAK HOLLOW DR	N/O	8	
23	2782994	OAK HOLLOW DR	6	7	1
24	2780102	OAK HOLLOW DR	8	8	0
25	2409854	OAK HOLLOW DR	8	9	1



## Residential Mailers

# RECYCLING NEWS

Spring 2024  
UNINCORPORATED TEHAMA COUNTY AND THE CITY OF TEHAMA

Green Waste will collect your books curbside for FREE. Books must be boxed & need to be placed curbside for pickup. This is an ON-CALL service.

For more information or to sign-up:  
Call, email or text Max: 530-737-8585  
E-mail: mbarlett@wcnx.org

## Got Books?

**CHECK THIS OUT!**  
We can send text messages contact your local office to update your cell phone number.

**Yard Waste!**

- Plants, Trimmings & Grass clippings
- Weeds, leaves & small branches
- Place loosely in paper/plastic bags
- No branches or vines wider than 2in or longer than 2ft
- Nothing more than 6" above the rim

**DO NOT PUT TRASH IN THE YARD WASTE CAN**

Call your local office for assistance (530) 528-8500

## Round Up

**YOUR HOUSEHOLD HAZARDOUS WASTE!**

Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill Facility and Corning Facility from 8AM - 12PM on the following dates:

**Tehama County/Red Bluff Landfill HHW Facility:**  
May-September: 2nd & 4th Saturday  
October-April: 2nd Saturday

**Corning Disposal HHW Facility:**  
January - December: 3rd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool & spa chemicals, propane cylinders, pesticides and fertilizers. No explosives, medical waste, ammunition, or radioactive waste. Please keep wastes in original containers and do not mix chemicals. **The facilities will accept up to 15 gallons or 50 pounds of HHW per load.** Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

## METAL

- Aluminum drink cans
- Food/soup Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans
- Rinse NO paint or chemical containers
- Labels can be left on

## GLASS

- Glass bottles
- Glass jars
- Rinse bottles & jars
- All colors accepted
- Labels can be left on
- NO bottle tops, corks, caps

## PAPER

- Newspapers
- Magazines
- Phones books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes
- Flatten cardboard
- NO paper with food
- NO laminated paper
- Staples, paper clips & sticky notes are OK!

## PLASTIC

- Plastic containers no.#1-#5, #7
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging
- NO Styrofoam
- Rinse containers
- Remove & Recycle lids
- Labels can be left on

# RECYCLING NEWS

Spring 2024  
UNINCORPORATED TEHAMA COUNTY AND THE CITY OF TEHAMA

Green Waste will collect your books curbside for FREE. Books must be boxed & need to be placed curbside for pickup. This is an ON-CALL service.

For more information or to sign-up:  
Call, email or text Max: 530-737-8585  
E-mail: mbarlett@wcnx.org

## Got Books?

**CHECK THIS OUT!**  
We can send text messages contact your local office to update your cell phone number.

**Yard Waste!**

- Plants, Trimmings & Grass clippings
- Weeds, leaves & small branches
- Place loosely in paper/plastic bags
- No branches or vines wider than 2in or longer than 2ft
- Nothing more than 6" above the rim

**DO NOT PUT TRASH IN THE YARD WASTE CAN**

Call your local office for assistance (530) 528-8500

## Round Up

**YOUR HOUSEHOLD HAZARDOUS WASTE!**

Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill Facility and Corning Facility from 8AM - 12PM on the following dates:

**Tehama County/Red Bluff Landfill HHW Facility:**  
May-September: 2nd & 4th Saturday  
October-April: 2nd Saturday

**Corning Disposal HHW Facility:**  
January - December: 3rd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool & spa chemicals, propane cylinders, pesticides and fertilizers. No explosives, medical waste, ammunition, or radioactive waste. Please keep wastes in original containers and do not mix chemicals. **The facilities will accept up to 15 gallons or 50 pounds of HHW per load.** Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

## METAL

- Aluminum drink cans
- Food/soup Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans
- Rinse NO paint or chemical containers
- Labels can be left on

## GLASS

- Glass bottles
- Glass jars
- Rinse bottles & jars
- All colors accepted
- Labels can be left on
- NO bottle tops, corks, caps

## PAPER

- Newspapers
- Magazines
- Phones books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes
- Flatten cardboard
- NO paper with food
- NO laminated paper
- Staples, paper clips & sticky notes are OK!

## PLASTIC

- Plastic containers no.#1-#5, #7
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging
- NO Styrofoam
- Rinse containers
- Remove & Recycle lids
- Labels can be left on

## Home Depot

2650 Main St., Red Bluff - (530)528-8579

## Green Waste Of Tehama

1805 Airport Blvd., Red Bluff - (530)528-8500

## Los Molinos Ace Hardware

7930 HWY 99, Los Molinos - (530)384-1250

## South Avenue Ace Hardware

2060 South Ave., Corning - (530)824-2156

## Tehama County/ Red Bluff Landfill

19995 Plymire Rd., Red Bluff - (530)528-1103

Accepts up to 20 fluorescent tubes (4' or 8' long)

**NOTE: Tehama County Residents only.**  
Businesses & government agencies must make an appointment by calling (530)528-1103

## FREE Bulky Item pickup

Service accounts must be paid up-to-date, waste is limited to normal household debris. Call (530) 528-8500 to schedule. Customers may place out the following:

- ONE of the following items:  
TV, computer, monitor, sofa, love seat, mattress, box spring;
- OR
- Up to 1 cubic yard (equal to 14- 13 gallon or 9- 20 gallon garbage bags).

## Home-Generated Sharps & Medication Mail-Back Services:

Request a free mail-back sharps container at Med-Project.org or SafeMedicineDrop.com by inputting your zip code, selecting Sharps, and clicking Mail-Back or call 1-844-633-7765 and follow the prompts to receive a container. Once your container is full, simply mail it back in the provided packaging.

## Prescription medication Drop-off locations

- CVS Pharmacy, Red Bluff
- California Highway Patrol Office, Red Bluff
- Tehama County Sheriff's Office, Red Bluff
- Rite Aid, Corning
- Corning Police Department, Corning

## Tehama County/Red Bluff Landfill

Operated by Green Waste of Tehama  
19995 Plymire Road | Red Bluff, CA  
(530) 528-1102  
cust4019@wasteconnections.com

## Tehama County Solid Waste Management Agency

20000 Plymire Road | Red Bluff, CA 96080  
(530) 528-1103  
tehamacountyrecycles@co.tehama.ca.us  
www.tehamacountylandfill.com

## Green Waste of Tehama

1805 Airport Boulevard | Red Bluff  
(530) 528-8500  
olpgreenwaste@wasteconnections.com  
www.greenwasteoftehama.com

# RECYCLING NEWS

Spring 2024  
UNINCORPORATED TEHAMA COUNTY AND THE CITY OF TEHAMA

Green Waste will collect your books curbside for FREE. Books must be boxed & need to be placed curbside for pickup. This is an ON-CALL service.

For more information or to sign-up:  
Call, email or text Max: 530-737-8585  
E-mail: mbarlett@wcnx.org

## Got Books?

**CHECK THIS OUT!**  
We can send text messages contact your local office to update your cell phone number.

**Yard Waste!**

- Plants, Trimmings & Grass clippings
- Weeds, leaves & small branches
- Place loosely in paper/plastic bags
- No branches or vines wider than 2in or longer than 2ft
- Nothing more than 6" above the rim

**DO NOT PUT TRASH IN THE YARD WASTE CAN**

Call your local office for assistance (530) 528-8500

## Round Up

**YOUR HOUSEHOLD HAZARDOUS WASTE!**

Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill Facility and Corning Facility from 8AM - 12PM on the following dates:

**Tehama County/Red Bluff Landfill HHW Facility:**  
May-September: 2nd & 4th Saturday  
October-April: 2nd Saturday

**Corning Disposal HHW Facility:**  
January - December: 3rd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool & spa chemicals, propane cylinders, pesticides and fertilizers. No explosives, medical waste, ammunition, or radioactive waste. Please keep wastes in original containers and do not mix chemicals. **The facilities will accept up to 15 gallons or 50 pounds of HHW per load.** Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

## METAL

- Aluminum drink cans
- Food/soup Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans
- Rinse NO paint or chemical containers
- Labels can be left on

## GLASS

- Glass bottles
- Glass jars
- Rinse bottles & jars
- All colors accepted
- Labels can be left on
- NO bottle tops, corks, caps

## PAPER

- Newspapers
- Magazines
- Phones books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes
- Flatten cardboard
- NO paper with food
- NO laminated paper
- Staples, paper clips & sticky notes are OK!

## PLASTIC

- Plastic containers no.#1-#5, #7
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging
- NO Styrofoam
- Rinse containers
- Remove & Recycle lids
- Labels can be left on

## ALKALINE BATTERIES

AAA, AA, C, D, 9V & 6V  
no rechargeable batteries

Place used batteries in the bag, seal and place in **INSIDE** your recycle blue container

**NO LITHIUM**

Need more battery bags?  
Call: (530) 528-8500 or visit your local office

## GOT ASHES?

LET ASHES COOL

Ashes go into paper bag then goes in the trash

## MED-Project

Medication Education & Disposal

**Prescription medication drop offs**

- CVS Pharmacy, Red Bluff
- California Highway Patrol Office, Red Bluff
- Tehama County Sheriff's Office, Red Bluff
- Rite Aid, Corning
- Corning Police Department, Corning

Learn more at: med-project.org

## Practice the art of REUSE for Autumn decorations:

1. Grab some cardboard and trace shapes of leaves  
2. Color in or paint the lovely colors of Autumn (or whatever color you want)  
Cut out the leaves to display proudly in your home

## REMINDER

No animal waste in yardwaste (green lid) container

Please bag it and place it in the trash can

# RECYCLING NEWS

Spring 2024  
UNINCORPORATED TEHAMA COUNTY AND THE CITY OF TEHAMA

Green Waste will collect your books curbside for FREE. Books must be boxed & need to be placed curbside for pickup. This is an ON-CALL service.

For more information or to sign-up:  
Call, email or text Max: 530-737-8585  
E-mail: mbarlett@wcnx.org

## Got Books?

**CHECK THIS OUT!**  
We can send text messages contact your local office to update your cell phone number.

**Yard Waste!**

- Plants, Trimmings & Grass clippings
- Weeds, leaves & small branches
- Place loosely in paper/plastic bags
- No branches or vines wider than 2in or longer than 2ft
- Nothing more than 6" above the rim

**DO NOT PUT TRASH IN THE YARD WASTE CAN**

Call your local office for assistance (530) 528-8500

## Round Up

**YOUR HOUSEHOLD HAZARDOUS WASTE!**

Tehama County residents can dispose of household hazardous waste (HHW) at the Tehama County/Red Bluff Landfill Facility and Corning Facility from 8AM - 12PM on the following dates:

**Tehama County/Red Bluff Landfill HHW Facility:**  
May-September: 2nd & 4th Saturday  
October-April: 2nd Saturday

**Corning Disposal HHW Facility:**  
January - December: 3rd Saturday

Common HHW includes aerosol products, automotive fluids, batteries, creosote, tar, fluorescent lights, fuels, household cleaners, paints, stains, solvents, pool & spa chemicals, propane cylinders, pesticides and fertilizers. No explosives, medical waste, ammunition, or radioactive waste. Please keep wastes in original containers and do not mix chemicals. **The facilities will accept up to 15 gallons or 50 pounds of HHW per load.** Tehama County residents must bring proof of residency. For more information, please call (530) 528-1103.

## METAL

- Aluminum drink cans
- Food/soup Cans
- Aluminum foil, trays
- Sweet biscuit tins
- Metal jar lids
- Empty aerosol cans
- Rinse NO paint or chemical containers
- Labels can be left on

## GLASS

- Glass bottles
- Glass jars
- Rinse bottles & jars
- All colors accepted
- Labels can be left on
- NO bottle tops, corks, caps

## PAPER

- Newspapers
- Magazines
- Phones books
- White & colored paper
- Envelopes / Junk mail
- Cardboard
- Pizza boxes
- Flatten cardboard
- NO paper with food
- NO laminated paper
- Staples, paper clips & sticky notes are OK!

## PLASTIC

- Plastic containers no.#1-#5, #7
- Plastic bags
- Hard plastics
- Plastic film, shrink wrap, packaging
- NO Styrofoam
- Rinse containers
- Remove & Recycle lids
- Labels can be left on

## Need more?

Trash service is a 3 cart system  
Need an additional Yard Waste / Recycle cart  
OR  
a larger Recycle cart?  
Call: (530) 528-8500 for assistance

## BREAK DOWN CARDBOARD

## CONTAINER PLACEMENT

Place out the night before service or 8AM THE DAY OF

20' From Cars and Trucks  
20' From Other Bulk Objects  
20' From Mailbox & Driveway

## BATTERY AND CELL PHONE DROP-OFF LOCATIONS

How to Prepare: Items Must Be Individually Bagged or Taped  
Bag batteries and cellphones INDIVIDUALLY using bags provided at drop-off location or at home.  
OR  
Tape batteries using electrical or similar tape.  
Place bagged or taped batteries & cellphones into the collection box.

## Bulky Item removal

1. Call to schedule (530)528-8500  
2. Place item on the curb  
3. Pick-up  
FREE Bulky Item pickup

ONE of the following items:  
E-Waste, passenger or pickup up tire (on or off the rim), BBQ, furniture, mattress, box spring, washing machine or dryer.  
OR  
Up to 1 cubic yard  
Equal to 20 - 24 gallon or 9 - 10 gallon garbage bags

## Tehama County/Red Bluff Landfill

Operated by Green Waste of Tehama  
19995 Plymire Road | Red Bluff, CA  
(530) 528-1102  
cust4019@wasteconnections.com


## Tehama County Solid Waste Management Agency

20000 Plymire Road | Red Bluff, CA 96080  
(530) 528-1103  
tehamacountyrecycles@co.tehama.ca.us  
www.tehamacountylandfill.com

## Green Waste of Tehama

1805 Airport Boulevard | Red Bluff  
(530) 528-8500  
olpgreenwaste@wasteconnections.com  
www.greenwasteoftehama.com


## Residential Outreach digital examples



**No lights or flocking!**

**Got Books?**  
Don't throw them in the trash!  
Green Waste will collect your books curbside for FREE.

All books must be boxed, and will need to be placed curbside for pickup.  
This is an ON-CALL service. For more information, or to sign-up call or text Max: 530-737-8585. Or E-mail: [mbartlett@wcnx.org](mailto:mbartlett@wcnx.org)




greenwastetehama

**Recycle Right**

View insights Boost post

Liked by rbchamber and others  
greenwastetehama Free Service giveaway! See pinned post for more information!



Green Waste of Tehama  
Posted by Meltwater Engage  
Nov 15, 2024 · 🌐

Who's ready to gobble up some Thanksgiving meals this month? We know we are! Here are a few tips to consider as you plan your Thanksgiving meal with the... See more

**3 TIPS TO REDUCE THANKSGIVING WASTE**

- COORDINATE RECIPES**  
Talk to your friends and family ahead of time to make sure that no one is bringing duplicate dishes.
- REUSE INGREDIENTS AND LEFTOVERS**  
If you have to buy ingredients, try to make sure that they can be used in more than one dish. Reuse leftovers creatively: Make turkey noodle soup or Thanksgiving casserole!
- COMPOST WHAT YOU CAN**  
Not everything is compostable, but a lot of traditional Thanksgiving leftovers are! Try using leftovers like fruits and veggies as enriching compost for your yard and garden.

See insights and ads Boost post

1 Like Comment Send Share





GREEN WASTE OF TEHAMA,  
A WASTE CONNECTIONS COMPANY

March 15, 2024

Mr. Gabriel Hydrick  
Tehama County CAO  
727 Oak Street  
Red Bluff, CA 96080

Dear Mr. Hydrick:

According to the collection agreement between Green Waste of Tehama, A Waste Connections Company and the County of Tehama (Section 14.B); each year we are to submit an annual compliance report regarding the volume of solid waste we have diverted in the prior year.

Our expected goal according to the contract for 2023 was 33%. We did not meet this goal, and to meet it we would have to divert over 4,000 tons. These tons spread across 12,500 customers is 640 pounds per customer.

Included within the attached PDF is an overview of tonnages by month, and a year-over-year comparison as well. When looking at the data, the residential recycling rate percentage is up year-over-year. The commercial rate slipped backwards almost equal to the rate increase on the residential side. Residential trash was up 275 tons as well as recycle and yard waste. The increases on the residential side offset the decreases on the commercial side. Therefore, total tons diverted in 2023 as a percent were flat to 2022, even though total tons disposed was up over 500 tons.

Ordinarily we provide a summary of all items completed in our approved Outreach Plan, however we touched on those in our presentation to the Board last year. We plan to submit a full summary when we present our 2025 plan. If you would like those 2023 Outreach Plan results now we can provide those to you; all tasks were complete.

We have begun the implementation of the approved Outreach Plan for 2024 which include: digital educational campaigns, top generator diversion focus, waste audits, and direct customer contract will all commercial accounts.

If you have any questions please contact me at 530-528-4504.

Respectfully Submitted,

Amanda Garrett  
District Manager  
Green Waste of Tehama, A  
Waste Connections of California Inc. Company

**County of Tehama  
Residential 2023**

	Curbside Tons Recycled	Yard Waste Tons Recycled	Total Recycled Tons	Total Tons Disposed	Total Recycling Rate
January	174.46	191.71	366.17	1,000.90	26.79%
February	143.97	142.47	286.43	847.40	25.26%
March	146.30	229.58	375.88	1,042.52	26.50%
April	148.00	349.58	497.57	978.20	33.72%
May	166.00	271.49	437.49	975.18	30.97%
June	176.13	232.02	232.02	984.07	16.67%
July	131.98	190.13	322.10	866.87	27.09%
August	132.40	221.87	354.27	974.52	26.66%
September	127.01	218.94	345.94	897.91	27.81%
October	152.37	183.58	335.95	903.26	27.11%
November	160.38	198.28	358.66	953.22	27.34%
December	187.76	227.61	415.37	941.71	30.61%
2023 Totals	1,846.73	2,657.23	4,327.83	11,365.74	27.58%
2022 Totals	1,721.18	2,254.69	3,975.87	11,089.94	26.39%
	125.55	402.54	351.96	275.80	1.19%

2023	Total Tons Disposed	Total Recycled Tons
Residential	11,365.74	4,327.83
Commercial	10,242.69	1,052.75
White goods, tires, etc.		61.37
Sierra Pacific Glass		828.22
Total	21,608.43	6,270.17

Estimate tonnage  
Does not get delivered to the TC Landfill, however is recycled by directly hauling to glass recycler.  
27,878.59

Total Diverted Tons 2023 22.49%  
Total Diverted Tons 2022 22.49%

2023	Total	County
MRF Residual tons	1,512.45	1,028.47
Residual %		39%

**Contractual Equation**

Diversion Rate 2023	2023 v 2022
Total diverted tons	218.87
Total tons	823.22
	0.15%

Diversion Rate 2022	
Total diverted tons	5,161.71
Total tons	26,165.79
	16.48%

Diversion Rate 2021	
Total diverted tons	5,504.84
Total tons	27,299.89
	16.78%

Diversion Rate 2020	
Total diverted tons	5,111.62
Total tons	25,077.99
	16.93%

Diversion Rate 2019	
Total diverted tons	4,714.48
Total tons	24,771.20
	15.99%

Diversion Rate 2018	
Total diverted tons	2,680.84
Total tons	21,064.14
	12.73%

**County of Tehama  
Commercial 2023**

	Curbside Tons Recycled	Yard Waste Tons Recycled	Total Recycled Tons	Total Tons Disposed	Total Recycling Rate
January	77.60	0.81	78.41	853.43	8.41%
February	52.53	0.57	53.09	780.11	6.37%
March	118.52	4.13	122.65	952.80	11.40%
April	77.90	5.17	83.07	884.37	8.59%
May	65.90	-	65.90	922.74	6.67%
June	63.67	13.22	76.89	871.63	8.11%
July	46.09	3.35	49.44	764.05	6.08%
August	64.28	13.34	77.62	876.96	8.13%
September	53.44	156.58	210.01	814.90	20.49%
October	61.43	34.07	95.50	961.59	9.03%
November	70.27	8.04	78.31	802.07	8.89%
December	61.89	-	61.89	758.07	7.55%
2023 Totals	813.49	239.26	1,052.75	10,242.69	9.32%
2022 Totals	1,042.99	139.53	1,185.84	9,914.14	10.68%
	(229.50)	99.73	(133.10)	328.55	-1.36%



GREEN WASTE OF TEHAMA,  
A WASTE CONNECTIONS COMPANY

March 14, 2025

Mr. Gabriel Hydrick  
Tehama County CAO  
727 Oak Street  
Red Bluff, CA 96080

Dear Mr. Hydrick:

According to the collection agreement between Green Waste of Tehama, A Waste Connections Company and the County of Tehama (Section 14.B); each year we are to submit an annual compliance report regarding the volume of solid waste we have diverted in the prior year.

Our expected goal according to the contract for 2024 was 35%. We did not meet this goal, however for some perspective, in order to meet this goal, we would have to divert over 5,000 tons. These tons spread across all County customers (12,500) is 800 pounds per customer on top of what has already been diverted.

Included within the attached PDF is an overview of tonnages by month, and a year-over-year comparison as well. When looking at the data, the residential recycling rate percentage is up year-over-year from 27.58% to 28.44%. The commercial rate is up as well from 9.32% to 10.81%. Residential trash was up nearly 100 tons, yard waste tons are up 252.70 tons, and recyclable tons are up 528 tons.

Not meeting our required diversion annual percentage goals, we need to ask the Board of Supervisors for a "good faith effort" for calendar years 2023 and 2024, in order to be considered for future contract extensions. All items of our approved Diversion Plans have been fulfilled.

The approved 2025 Outreach Plan is now underway, with key initiatives including digital educational campaigns, a focused effort on diverting top generators, waste audits, and direct communication with commercial customers. By engaging directly with customers, we aim to improve sustainability practices and achieve higher diversion rates.

If you have any questions, please contact me at 530-528-4504.

Respectfully Submitted,

Amanda Garrett  
District Manager  
Green Waste of Tehama, A

Waste Connections of California Inc. Company

Year	Diversion Rate
2018	12.73%
2019	15.99%
2020	16.93%
2021	16.78%
2022	16.48%
2023	22.49%
2024	23.32%
Total	10.59%

County of Tehama  
Residential 2024

	Curbside Tons Recycled	Yard Waste Tons Recycled	Total Recycled Tons	Total Tons Disposed	Total Recycling Rate
January	160.27	230.52	390.79	1,009.80	27.90%
February	159.23	226.06	385.29	976.69	28.29%
March	149.36	267.57	416.92	955.98	30.37%
April	176.35	316.80	493.14	990.32	33.24%
May	187.15	286.84	473.98	1,079.24	30.52%
June	138.25	192.01	330.25	897.15	26.91%
July	125.02	190.41	315.43	996.07	24.05%
August	127.88	246.42	374.29	1,051.53	26.25%
September	140.08	199.91	339.99	898.84	27.44%
October	169.36	185.50	354.86	1,045.11	25.35%
November	220.50	239.21	459.71	1,188.84	27.89%
December	192.61	328.72	521.33	1,131.71	31.54%
2024 Totals	1,946.03	2,909.93	4,855.96	12,221.26	28.44%
2023 Totals	1,846.73	2,657.23	4,327.83	11,365.74	27.58%
Variance	99.30	252.70	528.13	855.52	0.86%

	Total Tons Disposed	Total Recycled Tons
2024		
Residential	12,221.26	4,855.96
Commercial	9,899.43	1,200.08
White goods, tires, etc.		43.88
Sierra Pacific Glass		628.69
Total	22,120.69	6,728.61
Total Diverted Tons 2024	23.32%	

Total Diverted Tons 2023 22.49% 0.83%

2024	Total	County
MRF Residual tons	1,587.76	1,079.68
Residual %		36%

Estimate tonnage  
Does not get delivered to the TC Landfill, however is recycled by directly hauling to glass recycler.

(up 1% from 2023)

Contractual Equation

Diversion Rate 2024	2024 v 2023
Total diverted tons	6,056.04 675.46
Total tons	28,176.72 1,187.72
	17.69% 1.07%

Diversion Rate 2023	
Total diverted tons	5,380.58
Total tons	26,989.00
	16.62%

Diversion Rate 2022	
Total diverted tons	5,161.71
Total tons	26,165.79
	16.48%

Diversion Rate 2021	
Total diverted tons	5,504.84
Total tons	27,299.89
	16.78%

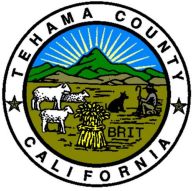
Diversion Rate 2020	
Total diverted tons	5,111.62
Total tons	25,077.99
	16.93%

Diversion Rate 2019	
Total diverted tons	4,714.48
Total tons	24,771.20
	15.99%

Diversion Rate 2018	
Total diverted tons	2,680.84
Total tons	21,064.14
	12.73%

Commercial 2024

	Curbside Tons Recycled	Yard Waste Tons Recycled	Total Recycled Tons	Total Tons Disposed	Total Recycling Rate
January	79.57	0.97	80.54	902.39	8.19%
February	97.01	-	97.01	829.76	10.47%
March	110.14	0.00	110.14	800.80	12.09%
April	137.15	-	137.15	853.97	13.84%
May	84.82	3.30	88.12	730.45	10.76%
June	86.83	5.18	92.01	677.95	11.95%
July	48.71	2.46	51.17	790.71	6.08%
August	77.02	29.35	106.37	1,056.85	9.14%
September	68.36	102.77	171.13	839.40	16.93%
October	77.24	10.34	87.58	765.09	10.27%
November	93.38	3.00	96.38	801.50	10.73%
December	74.10	8.40	82.50	850.58	8.84%
2024 Totals	1,034.31	165.77	1,200.08	9,899.43	10.81%
2023 Totals	813.49	239.26	1,052.75	10,242.69	9.32%
Variance	220.82	(73.49)	147.33	(343.27)	1.49%



# Tehama County

## Agenda Request Form

**File #:** 25-1012

**Agenda Date:** 6/17/2025

**Agenda #:** 15.

---

### **BUILDING & SAFETY DEPARTMENT - Building Official Patrick Ewald**

#### **Requested Action(s)**

a) INFORMATIONAL PRESENTATION - Regarding Tehama County Building Department providing a streamlined permit process for pre-approved Accessory Dwelling Units (ADU) plans

#### **Financial Impact:**

All expenses incurred were absorbed by the Building & Safety Department, paid out of Professional / Special Services account. There is no financial impact on the County General Fund.

#### **Background Information:**

Assembly Bill (AB) 1332 (Government Code Section 65852.27) requires local agencies to develop a program to pre-approve architectural and design plans for Accessory Dwelling Units (ADUs) by January 1, 2025.

Major provisions include:

- Develop a pre-approval program for ADUs,
- Streamline 30-day approval for pre-approved plans

The Tehama County Department of Building & Safety has been diligently following up on this requirement and working with local architects to provide pre-approved house plans (ADUs) for specific use in the County of Tehama. This feature will lower the cost of building fees and planning thus stimulating development in our community.





ACORN ADU



OLIVE ADU



CJMC  
ARCHITECTURE CMCARB.COM



# Accessory Dwelling Units

Quick Guide on Design,  
Planning, and Permitting

Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) are a secondary, residential dwelling unit that provides living facilities for one or more persons including provisions for living, sleeping, eating, cooking, and sanitation. ADUs are a great addition to your home and can be used for family, friends, caregivers, or as long-term rentals. ADUs & JADUs can be established within an existing dwelling or accessory structure, and an ADU can be developed through new construction on your property.

## TYPES OF ADUS

### Detached



Detached ADUs are new construction that are detached from an existing or proposed primary dwelling and provides full living amenities. The City has Pre-Designed ADU Plans for Detached, New Build ADUs.

*\*See the backside of pamphlet for more information on Tehama County's Pre-Designed ADU Plans*

### Attached



Attached ADUs are attached to or located within an existing or proposed primary dwelling and are generally new additions. Living, cooking, and sanitation facilities are separate from the primary dwelling.

### Conversion



Conversion ADUs are existing Detached or Attached accessory structures (garages, storage, etc.) that are converted to an ADU with full living amenities separate from primary dwelling.

### Junior ADUs



Junior ADUs (JADUs) are smaller units (500 ft<sup>2</sup> max.) and is a converted space (garage, extra room, etc.) contained entirely inside the primary dwelling. A JADU includes an efficiency kitchen, and can include separate sanitation facilities or can share sanitation facilities with the existing dwelling.

## Permits & Application Process

### Planning

1. **RESEARCH YOUR PROPERTY:** ADU's are permitted in all zones that allow residential use. Contact the Planning Department to verify if an ADU is allowed on your property.
2. **FILL OUT COUNTY APPROVED PLOT PLAN:** Applicant will need to acquire 6 steps of approval on county Plot Plan (visit Planning Department to begin process)
3. **SELECT A PRE-APPROVED PLAN:** The Building Department will have an application that needs to be filled out along with other necessary forms (see below). See our website or visit us in person to view our 3 pre-approved - County specific plans.
4. **PLAN CHECK REVIEW:** Staff will review the completed application along with all other necessary documents (site plan, utility plan, truss calcs, energy (HERS) documents, soils, etc.) A reduced plan check fee will be applied.
5. **ADDITIONAL DOCUMENTS REQUIRED:** Deferred submittal at plan intake will be PV (if required), Energy Calcs, Fire Sprinkler Plans ( Fire Marshal)
6. **ADDITIONAL DEPARTMENT NEEDS:** Consult with Environmental Health Department, County Fire Marshal, Planning Department, and Public Works for additional information needed. (*see step 2 above*)

### Building Permits

Submit an application with an approved Plot Plan for the County's review process in person or submit an electronic application through our online portal (visit [Tehama County Building Department online](#) to access the portal)

#### Application Checklist:

- ☐ Approved Plot Plan Application
- ☐ Building Permit Application
- ☐ Select ADU Plans and submit online
- ☐ Site Work/Utility Plans (if needed see Public Works Dept.)
- ☐ Site Conditions may require additional Civil Plans for changes to foundation system
- ☐ Pay for Fees & Permits

\*Additional application requirements and permits (CEQA, FEMA, etc.) may be required if you are located in a Flood Zone, Speak with a member of Staff for more information on these requirements affecting your application.

# DEVELOPMENT STANDARDS

## Architectural Compatibility

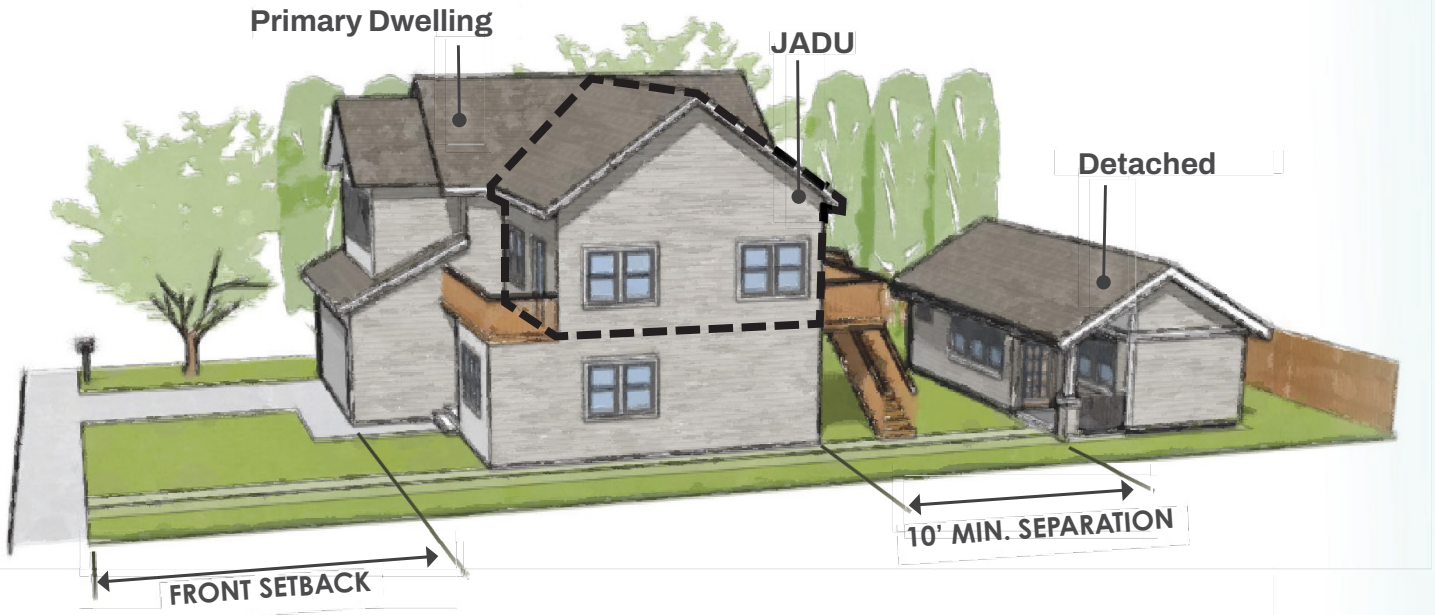
Exterior colors and materials need to match the primary dwelling unit and surrounding neighborhood.

## Parking

JADUs cannot eliminate parking for primary dwelling without a requirement to replace parking or get approved for parking exceptions

## Landscaping

Landscaping for the ADU site may be required to comply with Wildland Urban Interface.



	Detached	Attached	Conversion	JADU
Building Separation	10' min.	N/A	N/A	N/A
Setbacks (Minimum)	4' - Interior Side 4' - Rear All other setbacks determined by Zone District	4' - Interior Side 4' - Rear All other setbacks determined by Zone District	N/A	N/A
Maximum Size	1200 ft <sup>2</sup> for studio & 1-bedroom units; 1200 ft <sup>2</sup> for 2 or more bedrooms	50% of main dwelling ft <sup>2</sup> , plus allowed 150 ft <sup>2</sup> new addition for ingress/egress	N/A	500 ft <sup>2</sup>
Parking Requirements	No additional parking required	No additional parking required	No additional parking required. Replacement parking is not required for displaced parking.	No additional parking required. Replacement parking is required for displaced existing parking

*Development Standards for ADUs shall comply with all zoning regulations and property development standards of the district in which it is located.*

## More ADU Information...

- ✓ A Building Permit is required for all ADU applications.
- ✓ ADUs can be constructed as long-term rental units.
- ✓ ADUs are permitted in all zoning districts allowing single-family or multifamily use.
- ✓ ADUs can be developed with existing or proposed dwellings.
- ✓ For a JADU within a primary dwelling, Owner Occupancy is required in either dwelling.
- ✓ Single-family residences may have up to one ADU and one JADU.
- Vacation unit rentals/Short term rentals (less than 31 days) are not allowed.
- Mobile homes are not allowed as ADUs.



# Pre-Designed ADU Plans

## For New-Build, Detached ADUs

The County of Tehama offers Pre-Designed ADU plans to assist property owners with the design, permitting, and construction of ADUs. Plans are easy to use for property owners and help county staff streamline the review process!

While these plans are considered 'Permit-Ready,' additional site specific information of your property will need to be included with your application. Work with a local contractor and ask a member of the Building Department to learn more.

**1. Determine the model of your ADU with our pre-designed and pre-approved plans. Choose from our Olive, Acorn, and Fig units.**

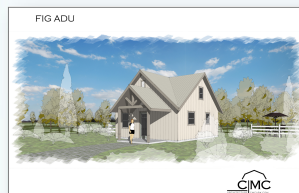
**2. Optional mirrored floor plans or attached garages.**



**OLIVE ADU 1200 FT2**



**Acorn ADU 749 FT2**



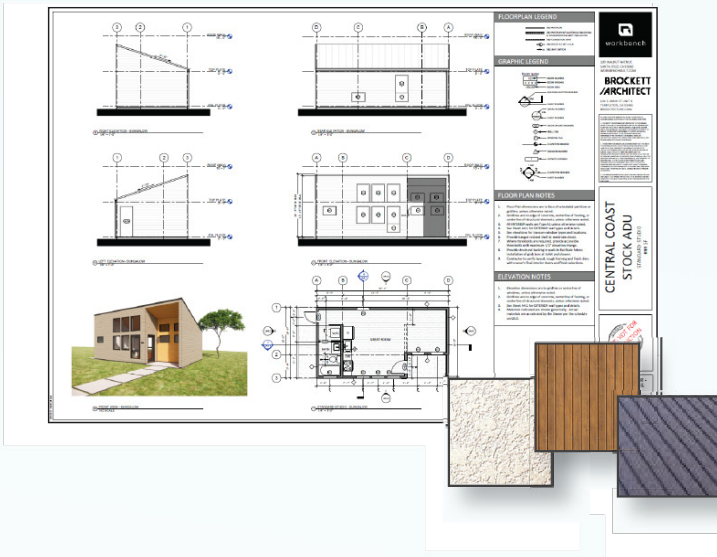
**FIG ADU 484 FT2**



**3. Select your ADU design elements from the pre-designed material styles. There are options for roofing, siding, windows, etc.**

**4. Using a property survey, create a Site Plan that shows ADU placement with required setbacks and existing structures.**

**5. Provide site specific information including boundaries, easements, topography, and other required information. Septic, Solar, and Fire Sprinkler plans may also be required.**



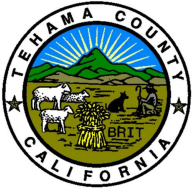
**Tehama County Building Dept.**  
444 Oak Street  
Red Bluff, CA 96080  
Phone: 530-527-7002

## County Resources

**Building Department Website:** [www.tehama.gov](http://www.tehama.gov)

**Planning Department:** [www.tehama.gov/planning](http://www.tehama.gov/planning)

**Permit Portal:** [tehamacountyca.viewpointcloud.com](http://tehamacountyca.viewpointcloud.com)



# Tehama County

## Agenda Request Form

**File #:** 25-0965

**Agenda Date:** 6/17/2025

**Agenda #:** 16.

### SHERIFF'S OFFICE - Sheriff Dave Kain

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Sheriff to sign the Agreement with Express Services Inc. DBA Express Employment Professionals, for the purpose of providing temporary employees, for the rates as set forth in Exhibit "B", with maximum compensation not to exceed \$100,000 per year, effective on 7/1/25 and shall terminate 6/30/26

#### **Financial Impact:**

The funds are budgeted for FY 25/26 in Professional Services accounts (53230), for the Jail (2032) and the Sheriff (2027) budget units. The maximum compensation will not exceed \$100,000.

#### **Background Information:**

The Sheriff's Office has utilized Express Services since 2013, where they provide temporary staff to fill unexpected or hard to fill vacancies. The Sheriff's Office is actively recruiting to fill those vacancies, but the temporary employees will assist the Office in day-to-day operations until these vacancies can be filled. Pursuant to Government Code Section 31000.4, the use of temporary help shall be limited to a period of not to exceed 90 days for any single peak load, temporary absence, or emergency situation. The positions include Clerical, Facilities Maintenance (Mechanical), and Cook. Exhibit C carves out an exception to the indemnification clause.

**AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND  
EXPRESS SERVICES INC.**

---

This agreement is entered into between the County of Tehama, through its Sheriff's Office, ("County") and Express Services, Inc. a Colorado corporation doing business as Express Employment Professionals with a local notice address of 243 South Main St., Red Bluff, CA 96080 ("Contractor") for the purpose of providing temporary employees.

**1) RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall assign its temporary employees to County in order to perform work assigned. In addition to providing temporary employees to perform the work assigned, Contractor agrees to recruit, interview, select, and hire applicants who, in Contractors' judgment, are best qualified to perform the type of work required. As the employer of such temporary employees, Contractor will:

- a) Maintain all necessary personnel and payroll records for its temporary employees assigned to County;
- b) Compute their wages and withhold applicable Federal, State and local taxes and Federal Social Security payments;
- c) Remit temporary associate withholdings to the proper governmental authorities and make employer contributions for Federal FICA, and federal and State unemployment insurance payments;
- d) Pay net wages and fringe benefits, if any, directly to its temporary employees
- e) Provide for liability, fidelity, and Workers' Compensation insurance coverage in the amounts as hereinafter set forth; and
- f) At the request of County, for any valid reason, remove any of its temporary employees assigned to County, provided that this arrangement shall in no way affect the right of Contractor in its sole discretion as employer, to hire, reassign, and/or terminate its own temporary employees.

**2) RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement. County agrees to supervise Contractor's temporary employees and provide

TEHAMA COUNTY  
AGREEMENT #: \_\_\_\_\_

Contractor's temporary employees with a suitable place of work that shall comply with all applicable Federal, State, and local health and safety laws.

County agrees that Contractor's temporary employees will not be assigned to drive vehicles and/or motorized mobile equipment.

County shall furnish Contractor with copies of the company's safety rules and regulations so that Contractor may instruct its temporary employees accordingly. In the event the work requires the use of any personal safety equipment, Contractor and County agree to mutually arrange for the provision thereof. County agrees to sign the time cards (evidence of time worked) presented by Contractors' temporary employees in order to record the compensable working time of the Contractors temporary employees, and to designate a member of its staff who will be authorized to sign time cards on behalf of County.

### **3) COMPENSATION**

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit "B", after satisfactorily completing the duties described in this Agreement. The Maximum Compensation payable under this Agreement shall not exceed \$100,000.00.

Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

### **4) BILLING AND PAYMENT**

Contractor shall submit weekly itemized invoices to County for the actual amount of hours worked based on services completed to the reasonable satisfaction of County up to the date of billing. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice.

## **5) TERM OF AGREEMENT**

This agreement shall commence on July 1, 2025 and shall terminate June 30, 2026, unless terminated in accordance with section 6 below.

## **6) TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Sheriff-Coroner.

## **7) ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

## **8) NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.



## **9) EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

## **10) INDEMNIFICATION**

Except as expressly provided in Exhibit "C", Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's negligent performance of work hereunder or its failure to comply with any of its obligations contained in this agreement. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

If Contractor's temporary employees have access to unattended premises or the care, custody, or control of confidential information, trade secrets, or other valuable property, then County agrees to indemnify and hold Contractor harmless from any resulting loss or damage.

## **11) INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, “Insurance Requirements For Contractor,” attached hereto and incorporated by reference.

## **12) PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services hereunder are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**13) NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

**14) GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction’s contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

**15) COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

**16) LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions

which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

**17) AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

**18) NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

**NOTICES TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Dave Kain, Sheriff-Coroner  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 527-7900  
[dkain@tehamaso.org](mailto:dkain@tehamaso.org)

**NOTICES TO CONTRACTOR:**

Express Employment Professionals  
Attn: Randy Hansen  
243 S. Main Street  
Red Bluff, CA 96080  
(530) 527-0727  
[Randy.Hansen@ExpressPros.com](mailto:Randy.Hansen@ExpressPros.com)

**INVOICES SUBMITTED TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Accounting Division  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 528-8979 option 1  
[nbrummond@tehamaso.org](mailto:nbrummond@tehamaso.org)

**GRANTS/CONTRACTS TO COUNTY:**

Tehama County Sheriff's Office  
Attn: Grants/Contracts  
P.O. BOX 729  
Red Bluff, CA 96080  
(530) 528-8979 option 2  
[jcrane@tehamaso.org](mailto:jcrane@tehamaso.org)

Notice shall be deemed to be effective two days after mailing.

**19) NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

**20) STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

**21) LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

**22) RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

**23) NO THIRD PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

**24) HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

## **25) HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

## **26) COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

## **27) EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through C, attached hereto and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

**COUNTY OF TEHAMA**

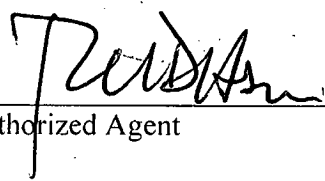
Date: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Supervisors

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

\_\_\_\_\_  
Sheriff-Coroner

Date: 5/16/2025

  
\_\_\_\_\_  
Authorized Agent

**Agreement #:** \_\_\_\_\_

**108526**

\_\_\_\_\_  
Vendor Number

**2032-53230 Jail**

**2027-53230 TCSO**

\_\_\_\_\_  
Budget Account Number

**randy.hansen@expresspros.com**

\_\_\_\_\_  
Vendor Email Address

**(530) 527-0727**

\_\_\_\_\_  
Vendor/Contractor Phone Number

Standard Form of Agreement – Services adopted 12/08/22

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if



coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor’s insurance shall be placed with an insurance carrier holding a current A.M. Best & Company’s rating of not less than A:VII unless otherwise acceptable to the County. The County

reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

1. Job Description. Express temporary associates assigned to the Client under this Agreement shall be qualified to perform the following work.  
Clerical-Phones, general office duties. Mechanical- troubleshooting and facilities maintenance. Cook-food service.

2. Compensation. The following are the bill rates for each temporary associate category to be utilized by the Client:

Job Classification	Code Classification	Bill Rate:
<u>Clerical</u>	<u>8810</u>	<u>\$29.13</u> per hour
<u>Mechanical</u>	<u>9420</u>	<u>\$38.08</u> per hour
<u>Cook</u>	<u>9079</u>	<u>\$31.23</u> per hour
<u>                    </u>	<u>                    </u>	<u>          </u> per hour

Overtime is calculated at 1.5 and 2.0 times the rates, depending on overtime hours worked.

The above bill rates include:

- a. Temporary Associate Pay Rate
- b. Employer FICA Contribution
- c. Employer Federal and State Unemployment Contributions
- d. Workers' Compensation, Fidelity and Liability Insurance
- e. General Administrative and Overhead Expenses
- f. Gross Profit Margin
- g. Additional Required Payroll Costs for:

N/A

3. In addition to the above bill rates, the Client agrees to pay to Express the following:

N/A

4. Special Considerations: N/A

CLIENT

TEHAMA COUNTY SHERIFF'S OFFICE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_

EXPRESS

EXPRESS EMPLOYMENT PROFESSIONALS

BY: [Signature]

DATE: 5/15, 2025



## EXHIBIT C

### Cash Handling Agreement

Tehama County Sheriff's Office (Client) agrees that no claims will be filed against Express Employment Professionals (Express) for loss of cash, checks, credit cards, negotiable securities, negotiable instruments, or other valuables (bullion, precious metals, gems, etc.) arising out of the assignment of Express temporary associates to handle these items while working for Client.

CLIENT

EXPRESS

Tehama County Sheriff's Office

EXPRESS EMPLOYMENT PROFESSIONALS

BY: \_\_\_\_\_

BY: [Signature]

DATE: \_\_\_\_\_, 20\_\_

DATE: 5/15, 20 25

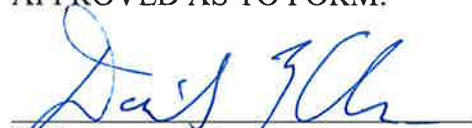
**E-Contract Review**  
**Approval as to Form**

Department Name: Tehama County Sheriff's Office

Vendor Name: Express Services Inc.

Document Description: Agreement for Temporary Employment Services

APPROVED AS TO FORM:

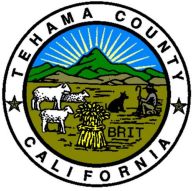


Office of the Tehama County Counsel

Daniel B. Klausner, Senior Deputy County Counsel

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

5/27/25



# Tehama County

## Agenda Request Form

**File #:** 25-0990

**Agenda Date:** 6/17/2025

**Agenda #:** 17.

---

### **DISTRICT ATTORNEY / PERSONNEL - District Attorney Matt Rogers**

#### **Requested Action(s)**

a) Request approval of revisions to the classification specifications of District Attorney Investigator I/II and District Attorney Investigator III, including a title change to District Attorney Investigator I/II/III, effective 6/17/25

#### **Financial Impact:**

The annual difference between the District Attorney Investigator II and the District Attorney Investigator III is approximately \$12,513, which includes salary, benefits and roll-up costs. The Department has included the anticipated increased costs associated with this request in the FY 25/26 Recommended Budget.

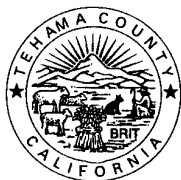
#### **Background Information:**

The District Attorney's Office requests to revise the District Attorney Investigator classification series. Currently, the District Attorney Investigator I and District Attorney Investigator II are flexibly staffed. However, the District Attorney Investigator III is a separate classification specification. For employees to promote to the level of District Attorney Investigator III, there must be a vacancy, and the employee must go through the recruitment and selection process. Restructuring series by creating a District Attorney Investigator I/II/III would allow the Department to advance incumbents to the higher-level classifications after gaining the required knowledge, skills and experience for the higher-level classifications. Although flexibly staffed, incumbents would not automatically promote to the higher-level classification. Additionally, adding the District Attorney Investigator III to the flexibly staffed series would require the level III to change from a "lead" position to an "advanced-journey level" position. As an advanced-journey level, the position would still provide training, mentoring, and guidance to the lower-level Investigators and may temporarily provide supervision as necessary and assigned.

Flexibly staffed positions have proven valuable to the Department in both recruitment and retention. With respect to hiring Investigators, the Department has found the addition of the District Attorney Investigator III position attracts substantial interest among experienced qualified applicants. The Department has also found that the District Attorney Investigator III position is attractive to current employees in that they have room to grow as they advance in their career.

If approved, the Department will be requesting to amend the Position Allocation List (PAL) during FY 25/26 Recommended Budget by swapping out the current 3.5 FTE District Attorney Investigator I/II allocations and 2.00 FTE District Attorney Investigator I/II or District Attorney Investigator III allocations and replacing them with District Attorney Investigator I/II/III allocations.

The Tehama County Peace Officers' Association (POA) has been notified of the proposed revisions and an agreement has been reached.



**TITLE: DISTRICT ATTORNEY INVESTIGATOR I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: POA**

## **DEFINITION**

Under the direction of the Chief Investigator and/or the District Attorney Investigator Lieutenant, conducts investigations pertaining to criminal and/or civil cases, or other special assignments as necessary. Prepares and maintains related records and reports. Performs related work as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Investigator and/or the District Attorney Investigator Lieutenant. No permanent full-time staff to supervise. However, the District Attorney Investigator III may provide temporary supervision to lower-level District Attorney Investigators as assigned. ~~District Attorney Investigator II may be assigned supervisory roles.~~

## **CLASS CHARACTERISTICS**

~~Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the District Attorney Investigator I level may be promoted to the District Attorney Investigator II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.~~

This is a multi-level classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned District Attorney Investigator functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the next level in the series. Positions in this classification are flexibly staffed.

District Attorney Investigator I: This is the entry-level class in the District Attorney Investigator series. Incumbents perform investigative activities relating to criminal prosecution and all incidences referred to the District Attorney for investigation under direction, guidance, and supervision. This class is distinguished from the District Attorney Investigator II as to the experience level within the field of law enforcement investigations. Although duties may be common to the next higher class of District Attorney Investigator II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines. When an incumbent meets the experience requirements and demonstrates the appropriate skills and knowledge, they may be promoted to the District Attorney Investigator II level at the discretion of the Department Head.

District Attorney Investigator II: This is the journey-level class in the District Attorney Investigator series. This class requires incumbents to perform the most difficult and complex assignments that require considerable skill, professional judgment and thorough knowledge of the criminal justice system. This class is distinguished from the District Attorney Investigator I by the fact that incumbents perform a broader range of investigative assignments on a more independent basis.

District Attorney Investigator III: This is the advanced journey-level class in the District Attorney Investigator series. Incumbents at this level perform the full range of criminal and civil investigations which are more varied, complex, and sensitive in nature with minimal direction and supervision. This class requires considerable skill, professional judgment and thorough knowledge of the criminal justice system. This class is distinguished from the District Attorney Investigator II by the responsibility to provide training, mentoring, and guidance to lower-level District Attorney Investigators. Incumbents may also temporarily be assigned to supervise lower-level District Attorney Investigators. This class is further distinguished from the District Attorney Investigator Lieutenant in that the latter is the full supervisory-level class in the series responsible for managing, supervising and coordinating the activities of assigned staff.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)**

~~Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

- Conducts criminal and civil investigations as assigned.
- Reviews and analyzes various reports, documentation, financial records, photographs, statements and physical evidence; interviews witnesses and suspects, and collects their statements; conducts surveillance operations; serves subpoenas for witnesses and documentation.
- Special assignments may include but are not limited to: major crime investigations ie homicide, rape, sexual assaults, gang related crimes, on-line sexual predator offenses; officer involved shooting investigations, participation in SWAT team training and events, computer forensic and digital crime investigations, welfare fraud investigations, elder abuse investigations, child abuse investigations, domestic violence investigations, school resource officer, child abduction investigations and others for which special training or knowledge is required.
- Locates suspects; serves search and arrest warrants.
- Negotiates with attorneys for case settlement prior to trial.
- Provides court testimony in criminal cases; testifies in court as an expert witness as requested.
- Assists law enforcement officers with criminal investigations as necessary
- Performs background investigations on new employees; conducts internal affairs investigations as assigned.
- Prepares and submits investigative reports; maintains case files and other records pertinent to the caseload.
- Maintains required level of proficiency in the use of firearms and all other safety equipment.
- If special assignment includes School Resource Officer, duties may include but are not limited to: coordinates district and county School Attendance and Review Board (SARB); responds to school truancy referrals with telephone calls, letters, and home visits;



conducts parent conferences at school and home regarding truancy and behavioral issues; coordinates filing of charges by the DA against parents who violate state law; and assists with court and community school placements.

- Attends meetings and training classes as required or appropriate.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Accepted practices and procedures of criminal/civil investigation
- The rules of evidence and laws of arrest
- The principles and techniques of interviewing
- Criminal and civil law knowledge of police methods and procedures
- Criminal behavior and methods of operation
- Applicable occupational hazards and safety precautions
- California law regarding compulsory attendance and truancy intervention options
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

### **Ability to:**

- Analyze, evaluate and process appropriate data
- Observe and remember detailed information
- Operate firearms within established guidelines
- Work under stressful or dangerous conditions, occasionally involving considerable personal risk or risk to others
- React quickly and calmly and use judgment and discretion in emergency and all other situations
- Work effectively and maintain cooperative working relationships as a member of a multi-agency intervention team and/or with other people and personnel
- Communicate effectively with parents and children contacted through the course of the duties and all other people and personnel.
- Make sound, educated decisions
- Input and retrieve data at a speed necessary to complete essential functions of position
- Work both independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear and concise manner

- Establish and maintain effective, professional, working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in all situations, as well as, in politically sensitive situations

### **Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Other combinations of education and experience may be considered.

District Attorney Investigator I: Six (6) to ten (10) years of experience in criminal justice or investigatory field.

District Attorney Investigator II: Three (3) years of full-time investigative experience gained during employment as a District Attorney Investigator I for a California District Attorney's Office or three years of full time investigative experience similar to a detective at a Sheriff's or Police Department may be allowed at the discretion of the District Attorney.

District Attorney Investigator III: Six (6) years of full-time investigative experience including three (3) years as a District Attorney Investigator II for a California District Attorney's Office.

### **License & Special Requirements:**

- Requires a valid California driver's license.
- Must possess a current Peace Officers Standards of Training (POST) intermediate law enforcement certificate.

District Attorney Investigator III:

- Must possess a current Peace Officers Standards of Training (POST) Advanced Certificate.

### **PHYSICAL DEMANDS**

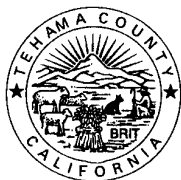
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; Requires the ability to use firearms in a safe manner; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations, moving injured/deceased persons, climbing stairs/ladders, performing lifesaving and rescue procedures; operate assigned equipment and vehicles; perform semi-skilled repetitive movements such as data entry; maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

### **WORKING CONDITIONS**

Tasks may require occasional exposure to violent and stressful situations, adverse environmental conditions, extreme heat/cold, strong odors and/or smoke, strong and/or toxic chemicals, dust and pollen. Employees may interact with upset public and private representatives in interpreting and enforcing departmental policies and procedures and California criminal law. May be subject to irregular working hours and extreme stress due to deadlines and nature and type of criminal caseload.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(7/26/16, 9/17/19)



**TITLE: DISTRICT ATTORNEY INVESTIGATOR I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: POA**

---

### **DEFINITION**

Under the direction of the Chief Investigator and/or the District Attorney Investigator Lieutenant, conducts investigations pertaining to criminal and/or civil cases, or other special assignments as necessary. Prepares and maintains related records and reports. Performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Investigator and/or the District Attorney Investigator Lieutenant. No permanent full-time staff to supervise. However, the District Attorney Investigator III may provide temporary supervision to lower-level District Attorney Investigators as assigned.

### **CLASS CHARACTERISTICS**

This is a multi-level classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned District Attorney Investigator functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the next level in the series. Positions in this classification are flexibly staffed.

District Attorney Investigator I: This is the entry-level class in the District Attorney Investigator series. Incumbents perform investigative activities relating to criminal prosecution and all incidences referred to the District Attorney for investigation under direction, guidance, and supervision. This class is distinguished from the District Attorney Investigator II as to the experience level within the field of law enforcement investigations. Although duties may be common to the next higher class of District Attorney Investigator II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines. When an incumbent meets the experience requirements and demonstrates the appropriate skills and knowledge, they may be promoted to the District Attorney Investigator II level at the discretion of the Department Head.

District Attorney Investigator II: This is the journey-level class in the District Attorney Investigator series. This class requires incumbents to perform the most difficult and complex assignments that require considerable skill, professional judgment and thorough knowledge of the criminal justice system. This class is distinguished from the District Attorney Investigator I by the fact that incumbents perform a broader range of investigative assignments on a more independent basis.

District Attorney Investigator III: This is the advanced journey-level class in the District Attorney Investigator series. Incumbents at this level perform the full range of criminal and civil investigations which are more varied, complex, and sensitive in nature with minimal direction and supervision. This class requires considerable skill, professional judgment and thorough knowledge of the criminal justice system. This class is distinguished from the District Attorney Investigator II by the responsibility to provide training, mentoring, and guidance to lower-level District Attorney Investigators. Incumbents may also temporarily be assigned to supervise lower-level District Attorney Investigators. This class is further distinguished from the District Attorney Investigator Lieutenant in that the latter is the full supervisory-level class in the series responsible for managing, supervising and coordinating the activities of assigned staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)**

- Conducts criminal and civil investigations as assigned.
- Reviews and analyzes various reports, documentation, financial records, photographs, statements and physical evidence; interviews witnesses and suspects, and collects their statements; conducts surveillance operations; serves subpoenas for witnesses and documentation.
- Special assignments may include but are not limited to: major crime investigations ie homicide, rape, sexual assaults, gang related crimes, on-line sexual predator offenses; officer involved shooting investigations, participation in SWAT team training and events, computer forensic and digital crime investigations, welfare fraud investigations, elder abuse investigations, child abuse investigations, domestic violence investigations, school resource officer, child abduction investigations and others for which special training or knowledge is required.
- Locates suspects; serves search and arrest warrants.
- Negotiates with attorneys for case settlement prior to trial.
- Provides court testimony in criminal cases; testifies in court as an expert witness as requested.
- Assists law enforcement officers with criminal investigations as necessary
- Performs background investigations on new employees; conducts internal affairs investigations as assigned.
- Prepares and submits investigative reports; maintains case files and other records pertinent to the caseload.
- Maintains required level of proficiency in the use of firearms and all other safety equipment.
- If special assignment includes School Resource Officer, duties may include but are not limited to: coordinates district and county School Attendance and Review Board (SARB); responds to school truancy referrals with telephone calls, letters, and home visits; conducts parent conferences at school and home regarding truancy and behavioral issues; coordinates filing of charges by the DA against parents who violate state law; and assists with court and community school placements.
- Attends meetings and training classes as required or appropriate.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Accepted practices and procedures of criminal/civil investigation

- The rules of evidence and laws of arrest
- The principles and techniques of interviewing
- Criminal and civil law knowledge of police methods and procedures
- Criminal behavior and methods of operation
- Applicable occupational hazards and safety precautions
- California law regarding compulsory attendance and truancy intervention options
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

**Ability to:**

- Analyze, evaluate and process appropriate data
- Observe and remember detailed information
- Operate firearms within established guidelines
- Work under stressful or dangerous conditions, occasionally involving considerable personal risk or risk to others
- React quickly and calmly and use judgment and discretion in emergency and all other situations
- Work effectively and maintain cooperative working relationships as a member of a multi-agency intervention team and/or with other people and personnel
- Communicate effectively with parents and children contacted through the course of the duties and all other people and personnel.
- Make sound, educated decisions
- Input and retrieve data at a speed necessary to complete essential functions of position
- Work both independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear and concise manner
- Establish and maintain effective, professional, working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in all situations, as well as, in politically sensitive situations

**Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Other combinations of education and experience may be considered.

District Attorney Investigator I: Six (6) to ten (10) years of experience in criminal justice or investigatory field.

District Attorney Investigator II: Three (3) years of full-time investigative experience gained during employment as a District Attorney Investigator I for a California District Attorney's Office or three years of full time investigative experience similar to a detective at a Sheriff's or Police Department may be allowed at the discretion of the District Attorney.

District Attorney Investigator III: Six (6) years of full-time investigative experience including three (3) years as a District Attorney Investigator II for a California District Attorney's Office.

**License & Special Requirements:**

- Requires a valid California driver's license.
- Must possess a current Peace Officers Standards of Training (POST) intermediate law enforcement certificate.

District Attorney Investigator III:

Must possess a current Peace Officers Standards of Training (POST) Advanced Certificate.

**PHYSICAL DEMANDS**

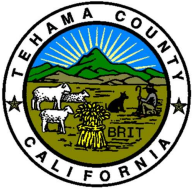
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; Requires the ability to use firearms in a safe manner; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations, moving injured/deceased persons, climbing stairs/ladders, performing lifesaving and rescue procedures; operate assigned equipment and vehicles; perform semi-skilled repetitive movements such as data entry; maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

**WORKING CONDITIONS**

Tasks may require occasional exposure to violent and stressful situations, adverse environmental conditions, extreme heat/cold, strong odors and/or smoke, strong and/or toxic chemicals, dust and pollen. Employees may interact with upset public and private representatives in interpreting and enforcing departmental policies and procedures and California criminal law. May be subject to irregular working hours and extreme stress due to deadlines and nature and type of criminal caseload.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(7/26/16, 9/17/19)



# Tehama County

## Agenda Request Form

File #: 25-1019

Agenda Date: 6/17/2025

Agenda #: 18.

### PERSONNEL / CHILD SUPPORT SERVICES - Director of Child Support Services Tonya Moore

#### Requested Action(s)

- a) Request approval of a new classification specification of Child Support Specialist IV, within the Joint Council bargaining unit, effective 6/17/25
- b) Request approval of revisions to the classification specifications of Child Support Specialist I/II, Child Support Specialist III, including a title change to Child Support Specialist I/II/III, and Child Support Supervisor, within the Memorandum of Understanding between Tehama County and the Joint Council bargaining unit, effective 6/17/25
- c) RESOLUTION - Request adoption of a resolution to amend the FY 2024-25 Personnel Allocation List (PAL), (Reso #2024-080), by deleting one (1.00 FTE) Child Support Supervisor allocation at Salary Range 31, deleting six (6.00 FTE) Child Support Specialist I/II allocations, adding six (6.00 FTE) Child Support Specialist I/II/III allocations, deleting one (1.00 FTE) Child Support Specialist III allocation and adding two (2.00 FTE) Child Support Specialist IV allocations at Salary Range 31, and changing the salary range of one (1.00 FTE) Child Support Supervisor allocation from Salary Range 31 to Salary Range 34, effective 6/17/25
- d) Request approval to reclassify one (1.00 FTE) Child Support Specialist III incumbent to Child Support Specialist IV, effective 6/17/25

#### Financial Impact:

The total financial impact to the FY 2025-26 budget would be approximately \$23,536.45. This includes the cost for reclassification, increasing the salary for the CSS Supervisor and all benefits/bilingual pay associated with the positions. The Child Support Services Department is a non-general fund department and has budgeted these changes in the 2025-26 Recommended Budget.

#### Background Information:

The Child Support Services Department is requesting to make revisions to various classification specifications within the department, as well as, add a new classification, reclassify a position, and make various Position Allocation List (PAL) changes. The requested changes include adding an additional level to the Child Support Specialist (CSS) series, a Child Support Specialist IV, and changing the current Child Support Specialist I/II flexibly staffed classification to a Child Support Specialist I/II/III flexibly staffed position. Also, with the addition of the Child Support Specialist IV classification, the Department requests to reclassify the currently occupied Child Support Specialist III to a Child Support Specialist IV.

The proposed position of Child Support Specialist IV would fall between CSS III and Child Support Supervisor. The department requests to increase the salary of the Child Support Supervisor to



prevent compaction with the Child Support Specialist IV classification.

See the below requested salary placement. This follows the pattern of a 10% increase (four ranges) between each classification and is consistent with other supervisory classifications within the County:

Position	Current Range	Proposed Range	Notes
CSS I	18	Stay as-is	
CSS II	22	Stay as-is	+4 ranges from CSS I
CSS III	26	Stay as-is	+4 ranges from CSS II
CSS IV	n/a	30	+4 ranges from CSS III
Supervisor	31	34	+4 ranges from CSS IV

The department also requests to make revisions to their Position Allocation List (PAL) by deleting one (1 FTE) Child Support Supervisor allocation, deleting six (6 FTE) Child Support Specialist I/II allocations, adding six (6 FTE) Child Support Specialist I/II/III allocations, deleting one (1 FTE) Child Support Specialist III allocation, and adding two (2 FTE) Child Support Specialist IV allocations.

The Joint Council bargaining unit has been informed of the requested changes, and an agreement has been reached.

**Tonya Moore**  
Director

**Tehama County**  
**Child Support Services**

1005 Vista Way, Ste. A  
Red Bluff, California 96080  
Phone: 1(866) 901-3212  
Fax: (530) 527-5130

---

INTEROFFICE MEMORANDUM

---

**TO:** Gabriel Hydrick, County Administrator;  
**CC:** Coral Ferrin, Personnel Director; Taylor Smith, Personnel Analyst  
**FROM:** Tonya Moore, Director  
**SUBJECT:** Tehama DCSS PAL, New Classification, Reclassification Request - Updated  
**DATE:** May 19, 2025

---

**REQUEST:**

I'm requesting a Position Allocation List (PAL) change, addition of a new classification, and reclassification of an occupied position to reflect the evolving needs of the department. This includes changing the Child Support Specialist (CSS) Classification Series to include a CSS IV Level and change the CSS I/II flexibly staffed position to be a CSS I/II/III flexibly staffed position. This request would also reclassify an occupied CSS III to be CSS IV position and convert a vacant Supervisor position to be a CSS IV position. This proposal would result in a change to the County's Master Salary Schedule by adding the CSS IV Level and increasing compensation for Child Support Supervisor due to impactation.

**ABOUT THE CHILD SUPPORT SPECIALIST (CSS) POSITION:**

The Child Support Specialist I/II position is flexibly staffed so an entry level CSS I may promote to a CSS II in one year if the employee successfully meets performance standards. CSS I is entry level and consists of 8 months of training before given a caseload to work with *close* oversight and mentorship. CSS II manages a caseload independently with support and oversight. CSS III is a lead Child Support Specialist and differs from CSS I/II in that the CSS III should be able to work completely independently with guidance and mentorship, may be a trainer for entry level staff, is assigned more complex cases, and can field CSS I/II questions. CSS III is a mentor worker with advanced experience and knowledge.

CSS IV: This proposed position would fall between CSS III and Child Support Supervisor. The CSS IV would serve as the Lead CSS, similar to how we use the CSS III currently, but would also have some limited case management oversight, higher level duties such as ombudsperson, offer minor performance coaching, may task other staff, contributes feedback for performance evaluations composed by the Supervisor, and acts as Supervisory in the absence of a Supervisor.

**CSS I/II/III Flexibly Staffed Position Change**

Currently, the flexibly staffed position for the CSS Series is CSS I/II. As mentioned above, CSS I is a trainee and an entry level case manager after training, and the CSS II is a journey level case manager. (The CSS III is a currently a separate Lead position.) This request changes the flexibly staff position to be a CSS I/II/III. Keeping the CSS I and CSS II at the same levels, but adding CSS III as the Advanced Journey Level. (Making the new Lead level the CSS IV classification.)

Prior to promoting a CSS II to a CSS III, criteria would be established for the promotion to demonstrate the advanced mastery of the position. Employees would serve in the CSS II position for *at least* two years and demonstrate advanced journey level performance including independent case management, professional conduct,

diligence in accessing and following policies, and meet attendance expectations before being eligible to promote to a CSS III. This may be demonstrated by no unsatisfactory evaluation ratings or verbal or written counseling for performance, conduct, not following policies, or attendance. In addition to handling a caseload, the employee must be willing and capable of serving as a trainer for a new CSS, provide lead worker assistance in the absence of a Lead CSS IV, and serve as a Subject Matter Expert in a function critical to the department.

**Reclassification of the current CSS III Position to be a CSS IV Position:**

Currently, the CSS III position is not flexibly staffed and is the Lead Child Support Specialist in the Child Support Specialist Series. This proposal makes the Lead in the Child Support Specialist Series a CSS IV instead of a CSS III (The CSS III is to be the Advanced Journey Level instead, as mentioned above). The duties of the current Lead CSS III position are being merged into the CSS IV position duties. The standalone CSS III Lead position will be deleted from the PAL and replaced with CSS IV as the Lead. The (funded) CSS III position at the department is filled with an excellent employee that possesses the knowledge, skills, and abilities to perform the new CSS IV position duties. This worker's position is being reclassified while she occupies the position, and therefor she will be placed in one of two CSS IV positions on the PAL.

**Removal of one Supervisor position on the PAL and replacing with the CSS IV Position:**

Currently, there is one (1) vacant Supervisor position on the PAL. That vacant Supervisor position will be deleted and replaced with a Lead CSS IV position. The department will hold a competitive recruitment for this Lead CSS IV vacancy.

**Salary Schedule Change:**

Currently, the compensation difference between CSS III and Supervisor is minimal (approximately \$300/month) which is a deterrent for a CSS III to apply for the Supervisor position. If my request is approved, the CSS IV compensation would fall between CSS III and Supervisor. I request that the Supervisor position compensation be increased so there is room to place the CSS IV position (avoid compaction) and so there is an incentive for a CSS IV to apply for a Supervisor position. In the below recommended salary placement the existing salary schedule pattern of an increase of four ranges in between ranges is followed.

**Current Salary Placement:**

Child Support Specialist III (Range 26)				
1,892.80	1,987.20	2,086.40	2,191.20	2,300.00
Child Support Supervisor (Range 31)				
2,141.60	2,248.00	2,360.80	2,478.40	2,602.40

**Recommended Master Salary Schedule Changes:**

Position	Current Range	Proposed Range	Notes
CSS I	18	Stay as-is	
CSS II	22	Stay as-is	+4 ranges from CSS I
CSS III	26	Stay as-is	+4 ranges from CSS II
CSS IV	n/a	30	+4 ranges from CSS III
Supervisor	31	34	+4 ranges from CSS IV

### **RATIONALE FOR PAL CHANGE AND NEW CLASSIFICATION:**

- Child Support Specialist II or III experience is required for CS Supervisor. There is only one CSS III at the department, and it is a big step to go from a CSS II to a Supervisor. Having more staff operate at the CSS III level will promote skill growth.
- For succession planning purposes, I'd like to have more internal promotional opportunities for staff so they may be prepared to serve in a Supervisor position, or ultimately a Program Manager or Director position.
- Offering CSS III as a promotional opportunity will assist in retaining existing CSS II employees. In general, our Department has low turnover, however there has been some turnover in the position which caused major disruption. The case manager position has an extremely long training program and it takes a long time for a new employee to be able to contribute to the workload. We want our investment of time up front to result in retention so we get a return on our investment.
- We want people to advance and grow their careers. It would be mutually advantageous for them to advance at our office rather than be forced to look elsewhere to make that happen.
- Increasing the number of CSS IIIs in the office will increase the number of staff who are able to serve as trainers for new employees. The training program for a new CSS is very time consuming to implement and it would be helpful for experienced case managers to be able to train without having to facilitate a "working out of class" arrangement.
- Neighboring Child Support Agencies, where we used to draw candidates from, offer CSS III and IV levels. Shasta offers CSS IV as a training ground for Supervisor. Glenn County offers CSS III to retain their case management staff. Offering the CSS III as a journey level and CSS IV as a Supervisor training ground in Tehama County may entice trained child support services staff from other counties to apply.

### **BUDGET (#5015)**

Child Support Services receives a budget allocation from CA DCSS to operate the department. There are funds available within the Tehama DCSS budget to sustain this increase.

### **FINANCIAL IMPACT**

The below calculations are based on the recommended Master Salary Schedule increases (top of page 2)

- There are currently 4 CSS II's who qualify for a promotion to CSS III. The cost to implement this promotion in 2025-26 FY would be \$11,131.08
- To promote the 1 CSS III to a CSS IV would be an annual increase of \$3,415.49 in 2025/26.
- Changing the compensation for the 1 Supervisor would have an annual increase of \$5,374.93.
- The increase in benefits and bilingual pay increase would be \$3,614.95.

**Total impact to 2025-26 budget: \$23,536.45**

RESOLUTION NO. \_\_\_\_\_

**PAL CHANGE**

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Tehama, State of California, does hereby amend **Resolution 2024-080, the 2024-25** Position Allocation List, as follows:

DEPARTMENT (BUDGET)/POSITION		ALLOCATION		RANGE		EFFECTIVE DATE
		From	To	From	To	
<b><u>Child Support Services (5015)</u></b>						
Child Support Specialist I/II	Decrease	7.00	1.00	18/22	-	6/17/25
Child Support Specialist I/II or Child Support Specialist III	Decrease	2.00	1.00	18/22/26	-	6/17/25
Child Support Specialist I/II/III	Increase	0.00	6.00	-	18/22/26	6/17/25
Child Support Specialist IV	Increase	0.00	2.00	-	30	6/17/25
Child Support Supervisor	Decrease	2.00	1.00	31	34	6/17/25

The Master Salary Schedule and any affected Exhibits will be updated to reflect the above changes, if applicable.

The foregoing resolution was offered on a motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_ and adopted by the following vote of the Board:

AYES:

NOES:

ABSENT OR NOT VOTING:

STATE OF CALIFORNIA)

) SS

COUNTY OF TEHAMA )

I, Sean Houghtby, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full true and correct copy of a Resolution and Order adopted by the Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Sean Houghtby, County Clerk and ex-officio Clerk of the Board of Supervisors, County of Tehama, State of California

By \_\_\_\_\_  
Deputy

RESOLUTION NO. \_\_\_\_\_

# Department of Child Support Services

## Restructure Overview

Tonya Moore, Director  
Tehama County Child Support Services

# Steps Taken to Date

- Assess budget to ensure sufficient funding.
- Analysis of duties for multiple positions to identify workloads and duty shifting options
- Discussion with Program Manager
- Discussion with Personnel Director
- Discussion with County Administrator, then official request memo.
- Job Analysis for the Child Support Specialist I/II/III/IV
- Exams Developed for CSS I/II/III/IV
- County Classification Specifications developed
- Notice Cal HR that County now has oversight for this classification
- Notice and proposal to Union

# Requested Changes

- Create a new position: Child Support Specialist (CSS) IV
- Change flexibly staffed CSS position from CSS I/II to CSS I/II/III
- Make the CSS IV position the Lead position instead of a CSS III
- Adopt County Class Specifications for the entire CSS Series I/II/III/IV and CS Supervisor
- Place CSS IV on the Master Salary Schedule and bump up CS Supervisor on the Salary Schedule to avoid compaction.
- Accept PAL Changes



# Current vs Proposed

## CURRENT



- CSS I/II
- CSS III (Lead)
- CSS IV doesn't exist
- 1 filled Supervisor
- 1 vacant Supervisor
- 1 filled CSS III (Lead)

## PROPOSED

- CSS I/II/III
- CSS III (Advanced Journey Level)
- CSS IV (Lead)
- 1 filled Supervisor (Stay the Same)
- 1 vacant CSS IV (Lead)
- 1 Reclassify Employee as CSS IV (Lead)

## Child Support Specialist Series After Changes

- Child Support Specialist I: Entry Level/ Trainee
- Child Support Specialist II: Journey Level
- Child Support Specialist III: Advance Journey Level (reclassified)
- Child Support Specialist IV: Lead (new)

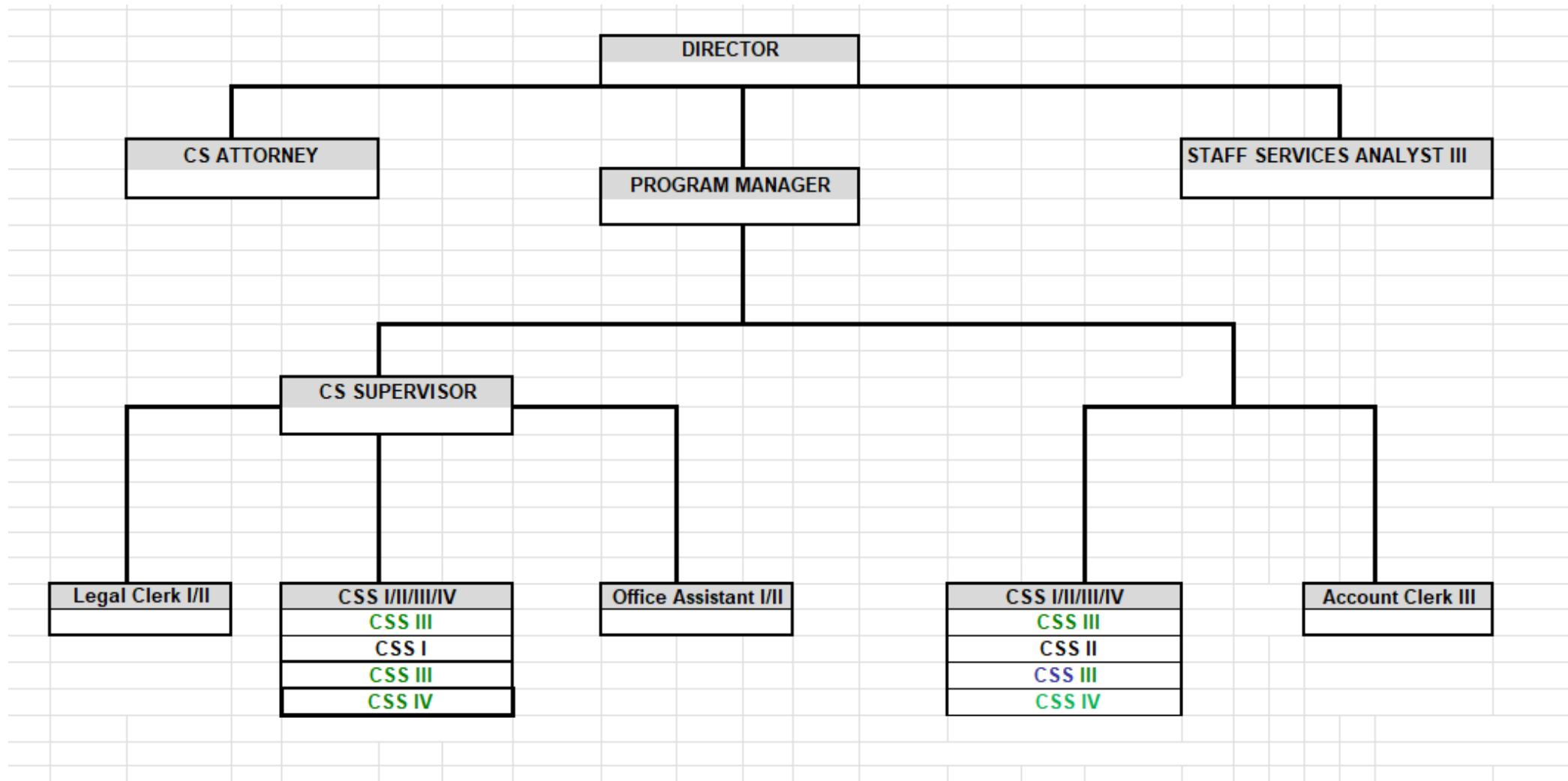
# Criteria Based Promotion

- To be eligible to apply for a promotion from CSS II to CSS III an employee must serve in the CSS II position for *at least* two years and demonstrate advanced journey level performance including independent case management, professional conduct, diligence in accessing and following policies, and meet attendance expectations.
- Must be willing and capable of serving as a trainer for a new CSS, provide lead worker assistance in the absence of a Lead CSS IV, and serve as a Subject Matter Expert in a function critical to the department.

# Compensation

Position	Current Range	Proposed Range	Notes
CSS I	18	Stay as-is	
CSS II	22	Stay as-is	+4 ranges from CSS I
CSS III	26	Stay as-is	+4 ranges from CSS II
CSS IV	n/a	30	+4 ranges from CSS III
Supervisor	31	34	+4 ranges from CSS IV

# Proposed Organizational Chart





**TITLE: CHILD SUPPORT SPECIALIST I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Child Support Supervisor. In the absence of the Child Support Supervisor, may receive limited supervision from the Child Support Specialist IV.

### **CLASS CHARACTERISTICS**

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the threetwo (23) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Child Support Specialist I level may be promoted to the Child Support Specialist II level. Progression to a higher level will be a criteria-based promotion. When work knowledge duties have been mastereddeveloped, sound work habits and excellent conduct demonstrated, and other requirements met such as performance standards, requirements have been metan incumbent may be promoted by the department to the next level in the series.-

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

Child Support Specialist II: Working under general supervision, the Child Support Specialist II is the journey level in the Child Support Specialist series. Employees at this level are expected to perform a broad range of child support casework from intake to establishment, enforcement, and case closure. Incumbents may provide training to the Child Support Specialist I classification. Within legal requirements and departmental policies and procedures, incumbents operate with considerable independence and must exercise discretion and judgment in evaluating cases and

determining the level of support and the methods of enforcement. ~~The Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Specialist I, or if filled from the outside, require prior related experience.~~

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

~~Child Support Specialist III: Working under limited supervision, the Child Support Specialist III is the advanced-journey level in the Child Support Specialist series. Incumbents may provide training to lower-level Child Support Specialists, may participate in special projects as audits and/or quality control reviews, and may exercise detailed subject matter knowledge of a specific program area or specialized system inherent to the operations of the department. Positions in this class differ from those in the class of Child Support Specialist II by the knowledge of policies & procedures affiliated with case management resulting in the ability to accomplish work independently and accurately, service as a Subject Matter Expert, and assignment of complex, sensitive or confidential cases requiring advanced technical skills. The Child Support Specialist III may provide lead worker assistance in the absence of the Child Support Specialist IV. The Child Support Specialist III differs from the next higher class of Child Support Specialist IV in that the latter serves as a lead worker of a unit of Child Support Specialists and may perform limited supervision in the absence of the Child Support Supervisor. Child Support Specialist III may provide lead worker assistance in the absence of the Child Support Specialist IV.~~

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

##### **➤—Child Support Specialist I/II:**

➤—~~Duties for the Child Support Specialist I and II may include, but are not limited to the following:~~

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- ~~Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys. Coordinates and conducts interviews with multiple parties (e.g., custodial parent, non-custodial parent, witnesses, employers, attorneys) to obtain and/or verify child support case information.~~
- ~~Develops and analyzes information for the establishment of paternity (e.g., genetic tests).~~
- ~~Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities. Locates absent parents' assets, income, and liabilities using a variety of methods and tools (e.g., contacting other agencies, databases, web searches).~~
- ~~Uses a variety of methods, systems and procedures for locating absent parents, including contacting other agencies, utilizing databases and web-based searches.~~
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.

- Prepares and processes legal documents necessary for the establishment, collection, and enforcement of child support obligations
- Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Performs related duties as assigned.

#### **Child Support Specialist III:**

##### *In addition to the above:*

- Analyzes and evaluates the more difficult and sensitive Child Support cases.
- Attends court hearings to obtain payments and to testify to financial or case matters.
- Serves as a Subject Matter Expert (SME).
- May act as lead trainer for lower-level case management staff under direction of a Child Support Specialist IV or Child Support Supervisor.
- May serve as Court Assistant; research case data in statewide case management system, run guideline calculations, and assist Child Support Attorney.

### **QUALIFICATIONS**

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

**Commented [JM1]:** Recommend deleting language to be uniform with TC's class specs.

#### **Knowledge of:**

##### **Child Support Specialist I:**

- The structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar.
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals with the use of a calculator.

##### **Child Support Specialist #II:**

##### *In addition to the above:*

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment, and enforcement of child support obligations
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity
- Child Support specific collection methods and techniques
- Legal terminology used when explaining legal procedures to customers or the public
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner
- The structure and content of the English language



- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals
- Methods to terminate or deescalate interactions with hostile individuals.
- Effective investigative principles, research, techniques, and procedures to obtain information for child support cases.

#### **Child Support Specialist III:**

In addition to the above: Effective investigative principles, research, techniques, and procedures to obtain information for child support cases.

- Child Support Specialist II position duties, policies, and procedures, to the extent there is mastery and ability to serve as a Subject Matter Expert
- Effective collection strategies, efficient workload management techniques, excellent customer service skills, and legal document preparation skills which promotes independence and less oversight.
- 

#### **Ability to:**

#### **Child Support Specialist I/II:**

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person
- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile
- Collect DNA samples to establish paternity
- Use sound independent judgment to analyze factual information, situations, and people
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties
- Maintain the confidentiality of sensitive or personal information
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public. Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public
- Be flexible and supportive of change
- Ability to prioritize multiple assignments having conflicting deadlines
- Effectively use computer and other resources to prepare and manage cases

#### **Child Support Specialist III:**

In addition to the above:

- Assist and train newly hired staff
- Assist or act as a primary resource to a Child Support Attorney

- ~~Serve as a Subject Matter Expert (SME).~~

### Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

#### Child Support Specialist I:

##### **EITHER**

- Pattern 1: Two (2) years of full-time clerical experience which included interaction with the public;
- OR**
- Pattern 2: One year of full-time experience performing debt collections duties which included interviewing others for the purpose of collecting information;
- OR**
- Pattern 3: One year of full-time experience performing duties comparable to a Child Support Assistant I or Office Assistant II in a Child Support Services Department;
- OR**
- Pattern 4: Completion of 60 semester or 90 quarter units of college.

#### Child Support Specialist II:

- One (1) year of full-time experience performing duties comparable to a Child Support Specialist I in a state or local government agency.

#### Child Support Specialist III:

- Two (2) years of full-time experience performing duties comparable to a Child Support Specialist II in a state or local government agency

### License and Special Requirements:

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Requires a valid California driver's license.
- ~~Some positions may require possession of special language proficiency as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.~~

Commented [JM2]: Would follow TC's Bilingual Rule.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

#### **WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, scents and fumes. While establishing and enforcing child support orders, employees may interact with parents upset about their child support case. Employees may be asked to meet with incarcerated parents at the Tehama County Jail or the Day Reporting Center to solicit information regarding their child support case or to conduct genetic testing.

**EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT  
COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE**



**TITLE: CHILD SUPPORT SUPERVISOR**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

### **DEFINITION**

Under limited supervision, the Child Support Supervisor plans, organizes, and directs a unit of Child Support Specialists and related staff; works with higher level staff to determine staff development needs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Provides direct supervision to the Child Support Specialist series and other staff as assigned. Reports to the Child Support Program Manager.

### **CLASS CHARACTERISTICS**

The Child Support Supervisor is the supervisory level in the Child Support Specialist series. Positions in this class differ from those in the class of Child Support Specialist ~~IV~~ in that their primary assignment is the supervision of staff. Positions in this class may also carry a limited caseload.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

~~Duties may include, but are not limited to, the following:~~

- Plans, prioritizes, and delegates cases and projects to a team of Child Support Specialists and support staff.
- ~~Reviews the quantity and quality of work performed by assigned staff on a day-to-day basis.~~ Reviews, edits, and approves documents, forms, and correspondence.
- Researches, develops, and conducts group and/or one-on-one training for new and existing staff.
- Coaches/Counsels employees on work performance issues.
- ~~Monitors and reviews casework of line staff.~~ Monitors and conducts regular reviews of child support cases to ensure compliance and accuracy; ensures child support cases are managed efficiently and effectively.
- Evaluates employee performance and effectively recommends measures to correct performance deficiencies.
- Participates with other supervisors and higher-level staff in determining staff development needs and identifying ways to meet such needs.
- Analyzes and evaluates the more complex and sensitive child support cases.
- Oversees use of technology and software systems for case management.

**Commented [JM1]:** Deleted language to be uniform with TC's class specs

- Prepares or assists legal staff in preparing cases for civil or criminal prosecution.
- Picks up cases at any stage in the case process to assist coworkers in their caseload or cover for coworkers as necessary.
- Evaluates the effectiveness of child support programs and suggests improvements; identifies and implements service improvements to enhance client satisfaction.
- Participates in hiring interviews and makes recommendations on the selection of new employees.
- Works closely with staff assigned to mentor inexperienced staff, coordinating and reviewing their training and development activities and needs.
- Implements and enforces policies and procedures related to child support services;
- Promotes harmony, good morale, and cooperative work relations. Promotes and enforces high ethical standards within the team.
- Serves as point of contact for clients with escalated issues or complaints.
- May perform State mandated functions, including but not limited to: ombudsperson, customer and community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

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

**Commented [JM2]:** Deleted language to be uniform with TC's class specs.

### **Knowledge of:**

- ~~Basic supervisory principles and practices~~
- ~~Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations~~
- ~~Basic and effective investigative principles, research, techniques, and procedures to obtain information for child support cases~~
- ~~Sources, methods, and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities~~
- ~~Techniques and methods for establishing paternity~~
- ~~Child Support specific collection methods and techniques~~
- ~~Legal terminology used when explaining legal procedures to customers or the public~~
- ~~When and how to prepare and process a variety of child support related legal documents in a clear and concise manner~~
- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations
- Basic and effective investigative principles, research, techniques, and procedures to obtain information for child support cases
- Principles and practices of case management
- Family court procedures and legal documentation
- Legal terminology used when explaining legal procedures to customers or the public
- The structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar
- Sources, methods, and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity
- Child support specific collection methods and techniques
- Basic supervisory principles and practices
- Methods to terminate or deescalate interactions with hostile individuals

**Ability to:**

- Plan, organize, and prioritize the work of others in order to meet critical deadlines on multiple tasks.
- Assist and train newly assigned staff.
- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use sound independent judgment to analyze factual information, situations, and people.
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Prepare and process a variety of child support related legal documents in a clear and concise manner.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Effectively use computer and other resources to prepare and manage cases.
- Maintain the confidentiality of sensitive or personal information.
- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

**EITHER**

- Pattern 1: One (1) year of full-time experience performing duties comparable to those of a Child Support Specialist IV in a state or local government agency;

**OR**

- Pattern 2: Two (2) years of full-time experience performing duties comparable to those of a Child Support Specialist III in a state or local government agency.

**OR**

- Pattern 3: Four (4) years of full-time experience performing duties comparable to those of a Child Support Specialist II in a state or local government agency

**License and Special Requirements:**

- Requires a valid California driver's license. Possession of, or ability to obtain and maintain, a valid California driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, scents and fumes. While establishing and enforcing child support orders, employees may interact with parents upset about their child support case. Employees may be asked to meet with incarcerated parents at the Tehama County Jail or the Day Reporting Center to solicit information regarding their child support case or to conduct genetic testing. Employees will assist staff in resolving conflict among co-workers and assist in diffusing upset customers.

**EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT  
COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE**



**TITLE: CHILD SUPPORT SPECIALIST I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

---

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Child Support Supervisor. In the absence of the Child Support Supervisor, may receive limited supervision from the Child Support Specialist IV.

### **CLASS CHARACTERISTICS**

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. Progression to a higher level will be a criteria-based promotion. When work duties have been mastered, sound work habits and excellent conduct demonstrated, and other requirements met such as performance standards, an incumbent may be promoted by the department to the next level in the series.

Child Support Specialist I: Working under close supervision, the Child Support Specialist I is the entry/trainee level in the Child Support Specialist series. Employees in this class receive in-depth training, and are given detailed instructions in the performance of duties related to child support laws, regulations, and a broad range of child support casework activities. This classification is provided close oversight. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised.

Child Support Specialist II: Working under general supervision, the Child Support Specialist II is the journey level in the Child Support Specialist series. Employees at this level are expected to perform a broad range of child support casework from intake to establishment, enforcement, and case closure. Within legal requirements and departmental policies and procedures, incumbents operate with independence and must exercise discretion and judgment in evaluating cases and determining the level of support and the methods of enforcement. The Child Support Specialist II differs from the higher class of Child Support Specialist III in that the latter is the advanced journey level



**Child Support Specialist III:** Working under limited supervision, the Child Support Specialist III is the advanced-journey level in the Child Support Specialist series. Incumbents may provide training to lower-level Child Support Specialists, may participate in special projects, and may exercise detailed subject matter knowledge of a specific program area or specialized system inherent to the operations of the department. Positions in this class differ from those in the class of Child Support Specialist II by the knowledge of policies & procedures affiliated with case management resulting in the ability to accomplish work independently and accurately, service as a Subject Matter Expert, and assignment of complex, sensitive or confidential cases requiring advanced technical skills. The Child Support Specialist III may provide lead worker assistance in the absence of the Child Support Specialist IV. The Child Support Specialist III differs from the next higher class of Child Support Specialist IV in that the latter serves as a lead worker of a unit of Child Support Specialists and may perform limited supervision in the absence of the Child Support Supervisor.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

#### **Child Support Specialist I/II:**

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

#### **Child Support Specialist III:**

*In addition to the above:*

- Analyzes and evaluates the more difficult and sensitive Child Support cases.
- Attends court hearings to obtain payments and to testify to financial or case matters.
- Serves as a Subject Matter Expert (SME).

- May act as lead trainer for lower-level case management staff under direction of a Child Support Specialist IV or Child Support Supervisor.
- May serve as Court Assistant; research case data in statewide case management system, run guideline calculations, and assist Child Support Attorney.

## **QUALIFICATIONS**

### **Knowledge of:**

#### **Child Support Specialist I:**

- The structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar.
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals with the use of a calculator.

#### **Child Support Specialist II:**

*In addition to the above:*

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment, and enforcement of child support obligations
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity
- Child Support specific collection methods and techniques
- Legal terminology used when explaining legal procedures to customers or the public
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner
- The structure and content of the English language
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals
- Methods to terminate or deescalate interactions with hostile individuals.
- Effective investigative principles, research, techniques, and procedures to obtain information for child support cases

#### **Child Support Specialist III:**

*In addition to the above:*

- Child Support Specialist II position duties, policies, and procedures, to the extent there is mastery and ability to serve as a Subject Matter Expert
- Effective collection strategies, efficient workload management techniques, excellent customer service skills, and legal document preparation skills which promotes independence and less oversight

### **Ability to:**

#### **Child Support Specialist I/II:**

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person

- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile
- Collect DNA samples to establish paternity
- Use sound independent judgment to analyze factual information, situations, and people
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties
- Maintain the confidentiality of sensitive or personal information
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.
- Be flexible and supportive of change
- Ability to prioritize multiple assignments having conflicting deadlines
- Effectively use computer and other resources to prepare and manage cases

### **Child Support Specialist III:**

*In addition to the above:*

- Assist and train newly hired staff Assist or act as a primary resource to a Child Support Attorney
- Serve as a Subject Matter Expert (SME).

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade

### Child Support Specialist I:

- Pattern 1: Two (2) years of full-time clerical experience which included interaction with the public;

**OR**

- Pattern 2: One year of full-time experience performing debt collections duties which included interviewing others for the purpose of collecting information

**OR**

- Pattern 3: One year of full-time experience performing duties comparable to a Child Support Assistant I or Office Assistant II in a Child Support Services Department

**OR**

- Pattern 4: Completion of 60 semester or 90 quarter units of college

### Child Support Specialist II:

- One (1) year of full-time experience performing duties comparable to a Child Support Specialist I in a state or local government agency

### Child Support Specialist III:

- Two (2) years of full-time experience performing duties comparable to a Child Support Specialist II in a state or local government agency

### **License and Special Requirements:**

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, scents and fumes. While establishing and enforcing child support orders, employees may interact with parents upset about their child support case. Employees may be asked to meet with incarcerated parents at the Tehama County Jail or the Day Reporting Center to solicit information regarding their child support case or to conduct genetic testing.

**EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT  
COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE**



**TITLE: CHILD SUPPORT SPECIALIST IV**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

---

### **DEFINITION**

Under limited supervision, the Child Support Specialist IV performs a wide variety of child support duties involving the most difficult and sensitive cases; acts in a lead capacity by training, reviewing, assigning, and directing the work of subordinate staff; acts in the supervisor's absence, assists with low-level administrative functions, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Child Support Supervisor. Acts as the supervisor for administrative purposes in the supervisor's absence.

### **CLASS CHARACTERISTICS**

The Child Support Specialist IV is the most advanced, lead level in the Child Support Specialist series. Incumbents act as the lead-worker to a group of child support staff, and exercise detailed subject matter knowledge of a specific program area and specialized systems inherent to the operations of the department.

Positions in this class differ from those in the class of Child Support Specialist III by the assignment of the most complex, sensitive, and confidential cases requiring extremely advanced technical skills. Incumbents act in a lead capacity, provide training to lower-level Child Support Specialists and participate in complex special projects such as audits and/or quality control reviews. Child Support Specialist IV is also responsible to act in the supervisor's absence.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Analyzes and evaluates the more complex and sensitive Child Support cases.
- Coordinates and conducts interviews with multiple parties (e.g., custodial parent, non-custodial parent, witnesses, employers, attorneys) to obtain and/or verify child support case information.
- Develops and analyzes information for the establishment of paternity (e.g., genetic tests).
- Locates absent parents using a variety of methods and tools (e.g., contacting other agencies, databases, web searches).
- Reviews parental financial income and expense data (e.g., child support payments, expenses, income, ability to pay) to determine support requirements; explains the process by which support is determined to custodial and non-custodial parents.

- Participates as a supporting party in meetings to secure support agreements and payments.
- Assists or acts as a primary resource to Child Support Attorney.
- Attends court hearings to obtain payments and to testify to financial or case matters.
- Prepares and processes legal documents necessary for the establishment and enforcement of child support obligations.
- Provides guidance to Child Support Specialists as a technical expert.
- Assigns and coordinates work performed by lower-level Child Support Specialists.
- Reviews lower level cases for quality control, audit, and/or training purposes.
- Researches, develops, and conducts group and/or one-on-one training for new and existing staff.
- Acts as the supervisor for administrative purposes in the supervisor's absence.
- Performs functions such as Ombudsperson. May also perform functions such as safety officer assistant, quality assurance and program improvement, back up for financial work or Legal Clerk.
- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Responsible for the preparation of Requests for Foreign Orders, notices regarding payment of support, Notice of Motions for Judgement, and Family Law Court calendar review and processing.
- May assist in Information Security IRS Audit preparations, conduct internal information security practice audits and assist staff in understanding IRS Publication 1075 requirements.
- May serve as a technology Subject Matter Expert (SME) and liaison with California Department of Child Support Services (DCSS) Information Technology.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations
- Basic and effective investigative principles, research, techniques, and procedures to obtain information for child support cases
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity
- Child Support specific collection methods and techniques
- Legal terminology used when explaining legal procedures to customers or the public
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner
- Structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar

### **Ability to:**

- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.

- Perform calculations involving basic math (e.g., adding and subtracting; working with percentages and fractions) with the use of a calculator.
- Effectively use computer and other resources to prepare and manage cases.
- Use computer software/database systems (e.g., web based, CSE) to perform work tasks.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Exercise patience, courtesy and tact during interactions with uncooperative and/or hostile people and other stressful situations.
- Use sound independent judgment to analyze factual information, situations, and people.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties.
- Be flexible and supportive of change.
- Assist and train staff; plan, organize, and prioritize the work of others in order to meet critical deadlines on multiple tasks Maintain the confidentiality of sensitive or personal information.
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade
- One (1) year of full-time experience performing duties comparable to a Child Support Specialist III or Child Support Specialist IV in a state or local government agency

**OR**

- Three (3) years of full-time experience performing duties comparable to a Child Support Specialist II in a state or local government agency

**License and Special Requirements:**

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to

constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, scents and fumes. While establishing and enforcing child support orders, employees may interact with parents upset about their child support case. Employees may be asked to meet with incarcerated parents at the Tehama County Jail or the Day Reporting Center to solicit information regarding their child support case or to conduct genetic testing.

**EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT  
COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE**





**TITLE: CHILD SUPPORT SUPERVISOR**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

---

### **DEFINITION**

Under limited supervision, the Child Support Supervisor plans, organizes, and directs a unit of Child Support Specialists and related staff; works with higher level staff to determine staff development needs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Provides direct supervision to the Child Support Specialist series and other staff as assigned. Reports to the Child Support Program Manager.

### **CLASS CHARACTERISTICS**

The Child Support Supervisor is the supervisory level in the Child Support Specialist series. Positions in this class differ from those in the class of Child Support Specialist IV in that the primary assignment is the supervision of staff. Positions in this class may also carry a limited caseload.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, prioritizes, and delegates cases and projects to a team of Child Support Specialists and support staff.
- Reviews, edits, and approves documents, forms, and correspondence.
- Researches, develops, and conducts group and/or one-on-one training for new and existing staff.
- Coaches/Counsels employees on work performance issues.
- Monitors and conducts regular reviews of child support cases to ensure compliance and accuracy; ensures child support cases are managed efficiently and effectively.
- Evaluates employee performance and effectively recommends measures to correct performance deficiencies.
- Participates with other supervisors and higher-level staff in determining staff development needs and identifying ways to meet such needs.
- Analyzes and evaluates the more complex and sensitive child support cases.
- Oversees use of technology and software systems for case management.
- Prepares or assists legal staff in preparing cases for civil or criminal prosecution.
- Picks up cases at any stage in the case process to assist coworkers in their caseload or cover for coworkers as necessary.
- Evaluates the effectiveness of child support programs and suggests improvements; Identifies and implements service improvements to enhance client satisfaction.

- Participates in hiring interviews and makes recommendations on the selection of new employees.
- Works closely with staff assigned to mentor inexperienced staff, coordinating and reviewing their training and development activities and needs.
- Implements and enforces policies and procedures related to child support services;
- Promotes and enforces high ethical standards within the team.
- Serves as point of contact for clients with escalated issues or complaints.
- May perform State mandated functions, including but not limited to: ombudsperson, customer and community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations
- Basic and effective investigative principles, research, techniques, and procedures to obtain information for child support cases
- Principles and practices of case management
- Family court procedures and legal documentation
- Legal terminology used when explaining legal procedures to customers or the public
- The structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar
- Sources, methods, and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity
- Child support specific collection methods and techniques
- Basic supervisory principles and practices
- Methods to terminate or deescalate interactions with hostile individuals

### **Ability to:**

- Plan, organize, and prioritize the work of others in order to meet critical deadlines on multiple tasks.
- Assist and train newly assigned staff.
- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use sound independent judgment to analyze factual information, situations, and people.
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Prepare and process a variety of child support related legal documents in a clear and concise manner.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Effectively use computer and other resources to prepare and manage cases.
- Maintain the confidentiality of sensitive or personal information.

- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade
- Pattern 1: One (1) year of full-time experience performing duties comparable to those of a Child Support Specialist IV in a state or local government agency

**OR**

- Pattern 2: Two (2) years of full-time experience performing duties comparable to those of a Child Support Specialist III in a state or local government agency

**OR**

- Pattern 3: Four (4) years of full-time experience performing duties comparable to those of a Child Support Specialist II in a state or local government agency

**License and Special Requirements:**

- Possession of, or ability to obtain and maintain, a valid California driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

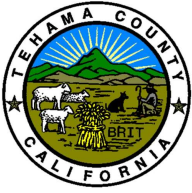
**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

**WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, scents and fumes. While establishing and enforcing child support orders, employees may interact with parents upset about their child support case. Employees may be asked to meet with incarcerated parents at the Tehama County Jail or the Day Reporting Center to solicit information regarding their child support case or to conduct genetic testing. Employees will assist staff in resolving conflict among co-workers and assist in diffusing upset customers.

**EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT  
COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE**



# Tehama County

## Agenda Request Form

---

**File #:** 25-0896

**Agenda Date:** 6/17/2025

**Agenda #:** 19.

---

### CLOSED SESSION

#### **Requested Action(s)**

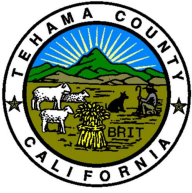
- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Government Code Section 54957)  
Title: Chief Administrator

#### **Financial Impact:**

Click here to enter Financial Impact.

#### **Background Information:**

Click here to enter Background Info.



# Tehama County

## Agenda Request Form

---

**File #:** 25-0909

**Agenda Date:** 6/17/2025

**Agenda #:** 20.

---

### CLOSED SESSION

#### **Requested Action(s)**

a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Part One of the Librarian Annual Performance Evaluation Process

#### **Financial Impact:**

None.

#### **Background Information:**

None.



# Tehama County

## Agenda Request Form

---

**File #:** 25-1093

**Agenda Date:** 6/17/2025

**Agenda #:** 21.

---

### CLOSED SESSION

#### **Requested Action(s)**

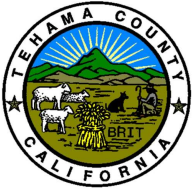
- a) Liability Claims Pursuant to Government code 54956.95  
Claimant: Holly Dawley  
Agency claimed against: Tehama County

#### **Financial Impact:**

[Click here to enter Financial Impact.](#)

#### **Background Information:**

[Click here to enter Background Info.](#)



# Tehama County

## Agenda Request Form

---

**File #:** 25-0960

**Agenda Date:** 6/17/2025

**Agenda #:** 22.

---

### BOARD OF SUPERVISORS

#### **Requested Action(s)**

- a) INFORMATIONAL PRESENTATION - Informational presentation to receive information regarding the California State Association of Counties (CSAC)

#### **Financial Impact:**

There is no financial impact associated with this item.

#### **Background Information:**

On 5/6/2025, Supervisor Nolen shared a request from CSAC to present information about the services and support they provide to participating counties.



# 2025 Legislative Priorities

**Counties lead.** Californians look to counties for the protection of public health and safety, as well as the provision of a broad array of services: transportation, elections, vital records, planning, waste and environmental management, and social services. As the closest level of government to the people, the state entrusts counties with the responsibility to administer and deliver these services to California’s constituents.

**Counties are on the frontlines.** It is imperative that counties have a voice at the table to ensure legislation reflects adequate capacity, funding, and workforce availability at the local level.

## Primary advocacy priorities on CSAC’s docket for the 2025 legislative session:



### Homelessness

Advocate for ongoing homelessness funding, accountability mechanisms, and support for state and federal policies that align with the six pillars of the AT HOME framework.



### Behavioral Health

Advocate for sustained investments to implement Proposition 1, the CARE Act, and other behavioral health initiatives.



### Energy Storage

Advocate for robust energy storage solutions that align with California’s clean energy goals while preserving counties’ local land-use authority.



### Felony IST

Advocate for changes to the IST growth cap and penalty program to reflect shared goals of reducing IST commitments and minimizing fiscal penalties for counties.



### Housing

Advocate for efforts to expand housing at all levels, promote construction of affordable housing, and protect county roles in housing development and related impact fees.



### Workforce Challenges

Advocate for policies to rebuild the public service pipeline, address barriers to hiring and retention, and preserve the ability to use contractors for essential public services.



### Public Meetings

Advocate for modernization of the Brown Act to support safe, accessible, and welcoming public meetings, ensuring participation from all community members.



### Juvenile Justice

Advocate for funding to meet infrastructure, programming, and treatment needs for justice-involved youth and young adults.



### CalAIM Justice-Involved Initiative

Advocate for long-term funding, provide guidance and updates, and foster collaboration to ensure successful implementation of the CalAIM Justice-Involved Initiative.



### Disaster Preparedness

Advocate for state and federal investments in emergency preparedness and resilience, including solutions to ensure affordable wildfire insurance for high-risk communities.



### Safety Net Services

Advocate for protecting safety-net programs, including health, human services, and public assistance, from potential budget cuts.



### Local Revenue Protection

Advocate for protecting local revenues, reforming state-mandated reimbursement systems, and reducing backlogs of payments owed to counties for services already rendered.

For more information on CSAC’s legislative priorities, please visit

[www.counties.org](http://www.counties.org).





# AT HOME Pilot Program

May 2025

*We have a homelessness crisis in California. Everyone is frustrated, and rightfully so: The public is demanding progress and results.*

*Frustration and finger-pointing will never solve the problem. Instead, we must confront two fundamental barriers to reducing homelessness:*

- *The lack of clearly defined responsibilities for each level of government (state, county, city)*
- *The state's unreliable, one-year-at-a-time funding approach*

*This proposal tackles the first barrier and calls on the state to address the second.*



**GOAL: Pioneer a new statewide model to address and prevent homelessness.**

## STATE FUNDING

- **Keep what's working:**  
Permanently extend \$1 billion per year in HHAP funding, with the increased accountability requirements now being implemented
- **New commitment:**  
\$75 million/year for five years to implement the pilot program

## METRICS

We'll measure results by tracking the numerical and percentage changes in:

- Homeless populations
  - Overall homeless count
  - Key sub-populations (i.e. sheltered/unsheltered)
- Shelter/transitional/permanent supportive housing
  - Approved
  - Operational
- Californians receiving services or financial support
  - Homeless
  - At risk of becoming homeless

➔ *We will adjust measures in coordination with the state to fit local focus.*

## 5-YEAR PILOT PROPOSAL

### WHERE: COUNTIES AND CITIES THAT JOINTLY OPT-IN

- Must have strong existing working relationships on housing/homelessness.
  - Will include geographically diverse counties of varying population sizes.
- ➔ *We expect there will be up to eight applications from interested county-city partnerships.*

### COUNTY RESPONSIBILITIES:

- Provide necessary health and human services.
- Ensure access for homeless individuals, as tied into broader county safety net services.

### CITY RESPONSIBILITIES:

- Site and fund operations at homeless shelters and transitional housing.
  - Site permanent supportive housing facilities.
- ➔ *All siting must be coordinated with the county to ensure locations tie into safety net services.*



# AT HOME Pilot Program

## ADDITIONAL PROVISIONS FOR PILOT PARTICIPANTS:

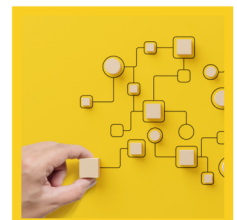
### Streamline Housing Process and Requirements:

- Cities and counties will identify the appropriate locations in their respective jurisdictions where homeless and supportive housing projects would be eligible for:
    - By-Right
    - CEQA exemption
  - Pre-approved plans developed by counties and cities in pilot areas
    - Facilitates approval of initial plans for homelessness/supportive housing projects that meet specific criteria developed by participating counties and cities.
    - Final approval contingent upon complete project applications that meet state laws and local ordinances.
  - Full property tax exemption to fast-track projects that are not financially feasible:
    - Units for homeless or at-risk populations must account for 50% or more of a project.
      - Ex: transitional housing project that is 50% for homeless and those at-risk of homelessness and 50% for workforce or market rate units.
    - Full exemption sunsets after five years, reverting back to partial exemption.
  - RHNA credit:
    - Each supportive housing unit that a jurisdiction approves will receive a 2-unit credit.
    - Each jurisdiction will receive a 2-unit credit for every 10 beds of shelter approved.
- ➔ *Those two credits are split equally between the city and county for joint projects.*



### Eliminate Bureaucracy:

- Unified homelessness application and reporting for braided funds (HHAP, Encampment Resolution Funding, etc.).
- ➔ *Expedites funding and services in communities by eliminating numerous lengthy, stand alone applications and reporting requirements.*



TEHAMA-GLENN UNIT  
ASSISTANCE BY HIRE AGREEMENT

ORDERING OFFICE: TEHAMA GLENN UNIT		FISCAL SUPPLIER ID	
CAL FIRE / TEHAMA GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876	
		DATE:	5/1/25 to 6/30/26
		EIN/SSN:	94-6000543
Department/District name and address:		Only CAL FIRE requested and agreed-to equipment and staffing will be reimbursed.	
Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080			
Fire Chief: Monty Smith (530) 528-5199			
Telephone Number (day):	530-528-5199		
Telephone Number (night):	530-528-5199		
Fax Number:	530-529-8538		
ITEM DESCRIPTION		RATE (Hourly or Daily)	
a.	Battalion Chief	\$57.24 / Per Person Per Hour	
b.	Co. Officer/ Capt./ Lt.	\$44.97 / Per Person Per Hour	
c.	Firefighter/ FF-Pmedic	\$44.97 / Per Person Per Hour	
d.	Fire Safety Inspector	\$53.05 / Per Person Per Hour	
e.	Mechanic Service Truck (1 Mechanic)	\$1,175.00 / Daily, Equipment/Personnel	
f.	Mechanic Service Truck Hrly (1 Mechanic)	\$146.92 / Per Hour, Equipment/Personnel	
g.	Type I Engine	\$173.47 / Per Hour, Equipment Only	
h.	Type II Engine	\$163.55 / Per Hour, Equipment Only	
i.	Type III Engine	\$156.74 / Per Hour, Equipment Only	
j.	Type IV - VII Engine	\$150.47 / Per Hour, Equipment Only	
k.	Water Tender Tactical I	\$148.07 / Per Hour, Equipment Only	
l.	Water Tender Tactical II	\$127.21 / Per Hour, Equipment Only	

TEHAMA-GLENN UNIT  
ASSISTANCE BY HIRE AGREEMENT

ORDERING OFFICE: TEHAMA-GLENN UNIT		FISCAL SUPPLIER ID	
CAL FIRE / TEHAMA GLENN UNIT 604 Antelope Blvd. Red Bluff, CA 96080 (530) 528-5199		0000011876	
		DATE:	5/1/25 to 6/30/26
		EIN/SSN	94-6000543
Department/District name and address:		Only CAL FIRE requested and agreed to equipment and staffing will be reimbursed.	
Tehama County Fire Department 604 Antelope Blvd. Red Bluff, CA 96080			
Fire Chief: Monty Smith (530) 528-5199			
Telephone Number (day):	530-528-5199		
Telephone Number (night):	530-528-5199		
Fax Number:	530-529-8538		
ITEM DESCRIPTION		RATE (Hourly or Daily)	
m.	Breathing Support	\$59.00 / Per Hour, Equipment Only	
n.	UTV	\$250.00 / Daily, Equipment Only	
o.	UTV Trailer	\$150.00 / Daily, Equipment Only	
p.	Pickup (1/2-ton 4x4)	\$170.00 / Daily, Equipment Only	
q.	SUV	\$283.00 / Daily, Equipment Only	
r.	Other (3/4 Ton & above)	\$270.00 / Daily, Equipment Only	
Special Provisions: Water tenders in operation for more than 16 continuous hours require 2 operators. See additional Rates on Page 1. See additional Provisions on Page 3.			
Contracting Agent's Signature		Date	Print Name And Title
<div>DocuSigned by: Laurianne Griffin 72D23E27D063433...</div>		5/1/2025	Laurianne Griffin, AGPA
CAL FIRE Agent's Signature		Date	Print Name And Title
<div>DocuSigned by: Monty Smith 236D9C367E4244F...</div>		5/1/2025	Monty Smith, Fire Chief

# SPECIAL PROVISIONS

**1 PROTECTION AREA**

This annual operating agreement is in accordance with the terms and conditions of the CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA).

This AGREEMENT will cover the area of Tehama and Glenn Counties within the Direct Protection boundaries of the CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE).

TEHAMA COUNTY FIRE DEPARTMENT (TCFD) resources required for fires outside Tehama County will be ordered utilizing procedures established in the current CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA), unless otherwise agreed upon.

**2 DISPATCHING PROCEDURES**

All requests for resources will be made through the CAL FIRE/TCFD Emergency Command Center.

**3 REIMBURSEMENT**

Reimbursement may be authorized by the CAL FIRE Incident Commander (IC) when TCFD resources are committed to a wildland fire within the CAL FIRE protection area for more than two (2) hours. Reimbursement will not routinely be made for fires within the jurisdiction of the Tehama County Fire Department. Reimbursement will be at the Hourly or Daily rate retroactive to the time of dispatch, when the minimum time requirement is met. A maximum of two (2) hours may be reimbursed for equipment rehabilitation with the CAL FIRE IC’s approval. Reimbursement will be processed upon receipt of invoice.

All emergency apparatus and Engine Company Personnel and Overhead at or below Strike Team/ Task Force Leader will be reimbursed for the entire time of commitment. Equipment and personnel will be reimbursed up to 24 hours per day.

Time will be recorded on a Shift Ticket with a signed and printed name of an authorized CAL FIRE representative. TCFD must submit a legible copy of the Shift Ticket with the invoice.

Hourly Apparatus Rates and Personnel Rates include Worker's Compensation Rates and Unemployment Rates.

**4. INVOICING**

TCFD must invoice CAL FIRE. All invoices must include supporting documentation.

The Administrative Rate of 15.00% will only be paid if TCFD provides an invoice to CAL FIRE.

**Note: All equipment hired on this agreement will be required to carry an approved burn kit when assigned.**

Tehama County Fire Department  
Annual Operating Plan Methodolgy  
May 1, 2025 - June 30, 2026

Personnel reimbursement per current Cal OES Salary Survey or Actual Cost					
Classification	Straight Time Rate	Blended or Overtime Rate	Personnel Unemployment Rate	Personnel Workers Comp Rate	Total
Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Deputy Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Division Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Assistant Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Battalion Chief	\$ 38.16	\$ 57.24	0.000%	0.000%	\$ 57.24
Co. Officer/ Capt./ Lt.	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
App. Officer/ Engineer	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Firefighter/ FF-Pmedic	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Apprentice FF	\$ 29.98	\$ 44.97	0.000%	0.000%	\$ 44.97
Fire Safety Inspector	\$ 35.21	\$ 52.82	0.002%	0.450%	\$ 53.05

/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour  
/ Per Person Per Hour

Apparatus reimbursement at curent Cal OES rates	
Description	Hourly Apparatus Rate
Type I Engine	\$ 173.47
Type II Engine	\$ 163.55
Type III Engine	\$ 156.74
Type IV - VII Engine	\$ 150.47
Water Tender Tactical I	\$ 148.07
Water Tender Tactical II	\$ 127.21
Mechanic Service Truck (1 Mechanic)	\$ 1,175.00
Mechanic Service Truck Hrly (1 Mechanic)	\$ 146.92
Breathing Support	\$ 59.00

/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Per Hour, Equipment Only  
/ Daily, Equipment/Personnel  
/ Per Hour, Equipment/Personnel  
/ Per Hour, Equipment Only

Support Equipment per current Cal OES Reimbursement Rates			
Description	Staffing		Daily Apparatus Rate
UTV	0		\$ 250.00
UTV Trailer	0		\$ 150.00
Pickup (1/2-ton 4x4)	0		\$ 170.00
SUV	0		\$ 283.00
Other (3/4 Ton & above)	0		\$ 270.00
Engine Standby	0		\$ 500.00

/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only  
/ Daily, Equipment Only

Administrative rate	15.00%
---------------------	--------