

DEPARTMENT OF WATER RESOURCESNORTH CENTRAL REGION OFFICE
3500 INDUSTRIAL BOULEVARD
WEST SACRAMENTO, CA 95691

RECEIVED

MAY 28 2020

BY: _____

May 26, 2020

Honorable Sarah Jackson, Mayor
City Hall
City of Loyalton
Post Office Box 128
Loyalton, California 96118

Dear Mayor Jackson:

On July 10, 2019, staff from the Department of Water Resources (DWR), North Central Region Office conducted a Community Assistance Visit (CAV) in the City of Loyalton (City) for the Federal Emergency Management Agency (FEMA), Region IX office. To ensure the City is in compliance with the National Flood Insurance Program regulations, DWR requested that the City provide compliance documentation by January 4, 2020 for two structures that were identified in the CAV report, dated December 4, 2019, as unresolved issues.

The following items are still outstanding. Please provide the requested information to Mr. Michael Hornick of FEMA, Region IX, 1111 Broadway, Suite 1200, Oakland, California 94607.

- Compliance documentation for the following structures:

200 Main Street
213 Main Street

This letter concludes DWR's participation in the CAV process. DWR looks forward to the opportunity to work with the City and provide assistance in the future. If you have questions or need assistance, please have your staff contact Mr. Michael Hornick at (510) 627-7260 or Mr. Ray Lee, of my staff, at (916) 376-9638.

Sincerely,

A handwritten signature in blue ink, appearing to read "Juan Escobar".

Juan Escobar, Chief
North Central Region Office

cc: (See attachment)

cc: Ms. Kathy LeBlanc, Deputy
City Clerk
City Hall
City of Loyalton
Post Office Box 128
Loyalton, California 96118

Mr. Michael Hornick
Federal Emergency Management Agency
1111 Broadway, Suite 1200
Oakland, California 94607

DATE: TUESDAY, JUNE 9, 2020

CITY OF LOYALTON, CALIFORNIA, 96118, CITY COUNCIL VERIFICATION LEGAL RECEIPT

OF 5 PACKETS:

MERTTON WRITTEN REQUEST TO AGENDIZE THIS DOCUMENT PACKET

(TITLED AT THE CITY COUNCIL'S INSTRUCTION)

FOR THE AGENDA OF THE REGULAR MEETING OF THE LOYALTON CITY COUNCIL DATED: JUNE 16, 2020

RECEIVING CITY OF LOYALTON EMPLOYEE:

SIGNATURE: [Handwritten Signature] ON

RECEIVED

DATE: 6/9/20

TIME STAMP: 3:46pm

JUN 09 2020

BY: [Handwritten Initials]

Date: 6/9/20

To: The City Council of Loyalton

From: Bill and Jackie Mертton 515 Main St. Loyalton CA 96118, P.O. Box 5

wmertton@gmail.com



Regarding:

Position Statement:

Good Fire Protection and CA Compliant Water Services = Health and Safety for the Loyalton community.

There have been CHANGES pertaining to the on-site availability of the "Licensed Operator of Record" impacting the full time on site supervision of our water operation facilities, and the training/ supervision oversight hours provided to the OIT certified staff, volunteer (council PWD) and paid office staff . This is in addition to the fact that there is no full time certified operator located in Loyalton as it pertains to the Drinking water distribution system. The attachments provided highlight just a few but not all of the matters of concern. These CHANGES may cause impacting the Health and Safety of the Loyalton community..

We were very pleased to hear the Council deliberations at the May 19,2020 Zoom city council meeting . The members discussed a need to take a closer look at the change of the Current Licensed Operator's availability for full time "on site" supervision of facilities and possible noncompliance issues with the Regional Water Quality Control Board (RWQCB) enforcement statutes.

It was highlighted by council members that this change creates a need to address finding a NEW permanent full time Licensed Operator, who holds all California State certifications required by the RWQCB for our facilities' classification level .

The discussion touched on the hiring of an individual with experience utilizing best practices to supervise and train staff required by our water systems. In our opinion, such supervision requires maintaining Best Practices to keep all oversight in compliance with RWQCB statutes. A thorough Council review of the city's current operation practices is in order. This is needed to pin point finding the right Operator with sufficient experience to meet the City's water operations needs.

As Loyalton citizens we desire the Water Services reporting by the next Licensed Operator be written and accessible to the public when delivered in person at every monthly regular

meeting of the Council. We desire the same quality reporting for water operations that we currently enjoy with the Fire Department. We will discuss the rationale in suggesting the Council take a deep dive transitional review of all water operations under the Council's authority, and explain clarified compliance matters. The actions of this council will determine if the Loyalton Water operations will change and remain in compliance with the current statutes enforced by the RWQCB.

We voted for, and/or supported everyone who currently serves on this Council. We have observed every meeting closely (except meetings where we could not access and purchase the CDs for the meeting), and are great supporters of every decision by this council. Even when an error is made (most of which you inherited from previous city councils), your team efforts for correction are to be admired. As a Volunteer Council the traditions you have built on from past councils, the wonderment of changes you made, and current achievements you have stacked up were greatly needed by Loyalton. We are in gratitude to you all.

For example the Volunteer Fire Department Monthly reports to the Council by Sean Haywood, Robert De Martini, Phyllis De Martini and others acting and/ or retired, and the Council's responsiveness to all Fire Department matters be these financial, equipment acquisition, fire or ambulance staff training, administrative or otherwise, is absolutely exemplary. Loyalton has a great reputation through their management of the Volunteer Fire Department. Cal Fire Professionals confirmed this in their remarks at the 9/18/18 regular meeting of the Council. It made us recognize how lucky we are to own a home in Loyalton.

We want to see the development of the same level of professional conduct and regular in person reporting (by the Licensed Operator overseeing all operations) on the equally important Loyalton Water Operations Systems .

It is our intent in bringing our concerns directly to the council as they relate to the Loyalton Water Operation Systems to help the council see us as supportive voters who trust the Council will address these concerns with the authority of their actions and in the tradition of **the best Health and Safety interests of all the Citizens in Loyalton.**

The Councils of the past incurred Cease and Desist Orders from the State of California Regional Water Quality Control Board (See Farr West Historic Discussion portion of contract manuals: most recent cease and desist orders were 2013). Our effort today is to ask the Council to address our concerns and consider our" Ideas for Consideration" with action items, as an effort to avoid any additional Cease and Desist Orders including fines and penalties (paid by the Loyalton taxpayers) in the future.

Transition:

The starting Merton Summary:

In summary, we suggest all the Loyalton Water Operations have monthly "in person" reporting by the Licensed and certified Operator in charge. This professional report to the community recorded" on the record" of the regular meetings before the Council must be equal in written and professional clarity to the professional quality level of the Fire Department Reporting.

Our Idea for consideration is a laundry list of Transition Questions derived from the California various statutes. Attachments and questions below:

Document 1:

Bill Merton has provided minutes of a phone call with Loyalton WWTO License #8533 grade I

Here are Compliance with RWQCB Questions generated from this call.

Are the Loyalton WWTP and Drinking Water distribution system operations without full time direct operator supervision in compliance?

Are the two OIT-1 staff conducting work within the Loyalton water operations doing so without direct "in person" supervision? Is this conduct of work placing the operation out of compliance and in doing so endangering the renewal of the OIT-1 certifications,(OIT-1 certification number 44787 OIT-1 AND OIT certification number 44796 OIT-1)?

Are the Public Works Director or the Deputy City Clerk "certified" and therefore qualified to supervise operation judgements and reporting to city council without direct supervision of the Licensed operator? Is this an act of noncompliance?

Is the City Council supervising the water operations while unknowingly being out of compliance? ANSWERS: REVIEW TERMS AND PAGES ON DOCUMENTS ATTACHED.

BILLS MINUTES

- 1.) Call with John Cussins 6/1/20 at 1320hrs lasting approximately 45 minutes in regards to his current status as wastewater plant operator
 - a.) Discussed need for money for operations. Bookkeepers making mistakes on his pension checks (I personally believe we should be paying him)
 - b.) At John Cussins' request : any council members can call him directly in order to ask questions.
 - c.) Board representative and State are aware of his situation, however a request in writing from State verifying his status may cause problems. In addition I confirmed with him that Loyaltan has a Level 1 WWTP which requires a minimum Level 1 operator's license.
 - d.) He should be back in town in a couple of weeks. He also mentioned his need to be present to supervise when repairs to pond liner occur.

My thoughts after the phone call:

The CD's of council meetings are important for me in order to be able to follow up with John Cussins after meetings as needed.

I was concerned that he seemed to feel that conclusions were being made without speaking to him directly first.

My personal concern is that we are not in perfect compliance with State regulations and it makes me wonder if OIT's are taking on more responsibilities than they are allowed without direct supervision. Don't want our plant to be out of compliance and subject to state disciplinary action nor do I want the OIT's to invalidate their current certificates of training. Also it is of concern that plant may not be operating properly.



PLEASE REVIEW THE TERMS LISTED ON PAGES IN ATTACHMENT DOCUMENTS

Document 2:

State Water Services Control Board: Drinking water Operator Certification Statutes as amended via AB 2890

The following pages provide some answers to the questions generated thus far.

Page 1 : 106875-76 Statutes, Certification of Supervisors and Operators, Definitions

Page 2: 106876 Statutes, Definitions (ie Aeration)

Page 3: Statutes,106877. Suspension and revocation. See terms fraud, deception, failure to use reasonable care or judgment, willful or negligent acts, submission of false or misleading information etc....

Page 4. 106878 Civil Liabilities see fines per day per violation for individuals or the

Page 5, 106879 Administrative Civil Liability for the City Council, 106885 Certification required

Page 6, 106900 Education and training standards, 106910 Regulation Authority (a)-(e)

Take special note of terms in (c)....."so as to protect the public health"



State Water Resources Control Board

Drinking Water Operator Certification Statutes as amended via AB 2890

**DIVISION 104. ENVIRONMENTAL HEALTH
PART 1. ENVIRONMENTAL HEALTH PERSONNEL
CHAPTER 4. PROFESSIONAL CERTIFICATION**

Article 3. Operator Certification Program: Water Treatment Plants and Water Distribution Systems

§106875. Certification of supervisors and operators

(a) The state board shall examine and certify persons as to their qualifications to operate water treatment plants. The certification shall indicate the classification of water treatment plant that the person is qualified to operate.

(b) The state board shall examine and certify persons as to their qualifications to operate a water distribution system. The certification shall indicate the classification of distribution system that the person is qualified to operate.

§106876. Definitions

As used in this article, unless the context otherwise requires, the following definitions apply:

(a) "Community water system" has the same meaning as defined in Section 116275.

(b) "Local primacy agency" has the same meaning as defined in Section 116275.

(c) "Nontransient noncommunity water system" has the same meaning as defined in Section 116275.

(d) "Operates a water distribution system" means actions or decisions to control the quality or quantity of drinking water in a water distribution system and includes both of the following:

(1) Supervision of other persons operating a water distribution system.

(2) Any activity designated by the state board, in its regulations to implement this article, as an activity that may only be performed by a person with a water distribution operator certificate.

(e) "Operates a water treatment plant" means actions or decisions to control the performance of one or more drinking water treatment processes and includes both of the following:

- (1) Supervision of other persons operating a water treatment plant.
 - (2) Any activity designated by the state board, in its regulations to implement this article, as an activity that may only be performed by a person with a water treatment operator certificate.
- (f) "Wastewater certificate" has the same meaning as defined in Section 13625 of the Water Code.
- (g) "Wastewater treatment plant" has the same meaning as defined in Section 13625 of the Water Code.
- (h) "Water distribution operator certificate" means a certificate of competency issued by the state board stating that a person has met the requirements to be certified to operate a water distribution system for a specified grade level.
- (i) "Water distribution system" has the same meaning as defined in Section 116275.
- (j) "Water recycling treatment plant" has the same meaning as defined in Section 13625 of the Water Code.
- (k) "Water treatment operator certificate" means a certificate of competency issued by the state board stating that a person has met the requirements to be certified to operate a water treatment plant for a specific classification and grade level.
- (l) "Water treatment plant" has the same meaning as defined in Section 116275.
- (m) "Water treatment process" means a process that improves the physical, chemical, biological, or radiological quality of water in order to render the water acceptable for use as drinking water and includes all of the following:
- (1) Aeration.
 - (2) Blending.
 - (3) Chemical addition.
 - (4) Contaminant removal.
 - (5) Conventional treatment.
 - (6) Demineralization.
 - (7) Disinfection.
 - (8) Filtration.
 - (9) Fluoridation.
 - (10) Ion exchange.
 - (11) pH adjustment.

(12) Pre- and post-treatment.

(13) Reverse osmosis.

§106877. Suspension and revocation

(a) The state board may suspend, revoke, or refuse to grant or renew any water treatment operator certificate to operate a water treatment plant or may place on probation or reprimand the certificate holder upon any reasonable grounds, including, but not limited to, any of the following:

- (1) The submission of false or misleading information on an application for a water treatment operator certificate or an examination for a water treatment operator certificate.
- (2) The use of fraud or deception in the course of operating a water treatment plant or a water recycling treatment plant.
- (3) The failure to use reasonable care or judgment in the operation of a water treatment plant or a water recycling treatment plant.
- (4) The inability to perform operating duties properly in a water treatment plant or a water recycling treatment plant.
- (5) Engaging in dishonest conduct during an examination for a water treatment operator certificate.
- (6) The conduct of willful or negligent acts that cause or allow the violation of the federal Safe Drinking Water Act (Subchapter XII (commencing with Section 300f) of Chapter 6A of Title 42 of the United States Code), the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116270) of Part 12), or the regulations and standards adopted pursuant to either act.
- (7) Willfully or negligently violating or causing or allowing the violation of waste discharge requirements or permits issued pursuant to the Clean Water Act (33 U.S.C. Sec. 1251 et seq.) or the Porter-Cologne Water Quality Control Act (Division 7 (commencing with Section 13000) of the Water Code) while operating a water recycling treatment plant.

(b) The state board may suspend, revoke, or refuse to grant or renew any water distribution operator certificate to operate a water distribution system or may place on probation or reprimand the certificate holder upon any reasonable grounds, including, but not limited to, any of the following:

- (1) The submission of false or misleading information on an application for a water distribution operator certificate or an examination for a water distribution operator certificate.
- (2) The use of fraud or deception in the course of operating a water distribution system.
- (3) The failure to use reasonable care of judgment in the operation of a water distribution system.
- (4) The inability to perform operating duties properly in a water distribution system.

(5) Engaging in dishonest conduct during an examination for a water distribution operator certificate.

(6) The conduct of willful or negligent acts that cause or allow the violation of the federal Safe Drinking Water Act (Subchapter XII (commencing with Section 300f) of Chapter 6A of Title 42 of the United States Code), the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116270) of Part 12), or the regulations and standards adopted pursuant to either act.

(c) Prior to suspension or revocation of a valid operator certificate, the state board shall provide the certificate holder with an opportunity for a hearing before the state board, in accordance with rules adopted pursuant to Section 185 of the Water Code.

§106878. Civil Liabilities

(a) Any person who commits either of the following violations is guilty of a misdemeanor and may be liable civilly in an amount not to exceed one hundred dollars (\$100) for each day of violation:

(1) Operates a water treatment plant but does not hold a valid, unexpired water treatment operator certificate of the appropriate grade in accordance with regulations adopted pursuant to Section 106910.

(2) Operates a water distribution system but does not hold a valid, unexpired water distribution operator certificate of the appropriate grade in accordance with the regulations adopted pursuant to Section 106910.

(b) (1) Any person or entity who is in responsible charge of a water treatment plant and allows the employment of any person as a water treatment operator who does not hold a valid, unexpired water treatment operator certificate of the appropriate grade in accordance with the regulations adopted pursuant to Section 106910 is guilty of a misdemeanor and may be liable civilly in an amount not to exceed one hundred dollars (\$100) for each day of violation.

(2) Any person or entity who is in responsible charge of a water distribution system and allows the employment of any person as a water distribution operator who does not hold a valid, unexpired water distribution operator certificate of the appropriate grade in accordance with the regulations adopted pursuant to Section 106910 is guilty of a misdemeanor and may be liable civilly in an amount not to exceed one hundred dollars (\$100) for each day of violation.

(c) Any person or entity that commits an act described in paragraph (2), (3), (5), or (6) of subdivision (a) of, or paragraph (2), (3), (5), or (6) of subdivision (b) of, Section 106877, may be liable civilly in an amount not to exceed five thousand dollars (\$5,000) for each violation.

(d) Any person that commits an act described in paragraph (1) of subdivision (a) of, or paragraph (1) of subdivision (b) of, Section 106877 may be liable civilly in an amount not to exceed five thousand dollars (\$5,000) for each violation.

§106879. Administrative Civil Liability

(a) The state board may administratively impose civil liability pursuant to this article or, upon the request of the state board, the Attorney General may impose civil liability pursuant to this article in an action in superior court. The state board may impose civil liability administratively in accordance with Article 2.5 (commencing with Section 13323) of Chapter 5 of Division 7 of the Water Code.

(b) A remedy described in this article is in addition to, and does not supersede or limit, any other remedy, civil or criminal, except that civil liability may not be imposed both administratively and by the superior court for the same violation.

§106880. Examination

The state board shall hold at least one examination each year for the purpose of examining candidates for water treatment operator certificates and water distribution operator certificates.

§106885. Certification required

(a) (1) A person who operates a water treatment plant shall possess a valid, unexpired water treatment operator certificate of appropriate grade in accordance with the regulations adopted pursuant to Section 106910.

(2) A person who is in responsible charge of the water treatment plant shall possess a valid, unexpired water treatment operator certificate equal to or greater than the classification of the water treatment plant.

(b) (1) A person who operates a water distribution system shall possess a valid, unexpired water distribution operator certificate of the appropriate grade in accordance with the regulations adopted pursuant to Section 106910.

(2) A person who is in responsible charge of the water distribution system shall possess a valid, unexpired water distribution operator certificate equal to or greater than the classification of the water distribution system.

§106890. Fees

(a) It is the intent of the Legislature that the program authorized pursuant to this article be entirely self-supporting, and for this purpose the state board is authorized to establish fee schedules for the issuance, replacement, reinstatement, continuing education, and renewal of certificates that shall provide revenues that shall not exceed the amount necessary, but shall be sufficient, to recover all costs incurred in the administration of this article.

(b) The state board may establish reduced fees for the issuance of, and renewal of, a water treatment operator certificate for applicants who hold a valid, unexpired water distribution operator certificate or a valid, unexpired wastewater certificate.

(c) The state board may establish reduced fees for the issuance of, and renewal of, a water distribution operator certificate for applicants who hold a valid, unexpired water treatment operator certificate or a valid, unexpired wastewater certificate.

(d) (1) The state board shall set the amount of total revenue collected each year through the fee schedules at an amount equal to the amount appropriated by the Legislature in the annual

Budget Act from the Drinking Water Operator Certification Special Account for expenditure for the administration of this article, taking into account the reserves in the account. The state board shall review the fees each fiscal year and revise the fees as necessary to conform with the amounts appropriated by the Legislature. If the state board determines that the revenue collected during the preceding year was greater than, or less than, the amounts appropriated by the Legislature, the state board may further adjust the fees to compensate for the overcollection or undercollection of revenue.

- (2) The state board may adopt regulations pursuant to this section, including any subsequent adjustments to the fees or subsequent amendments to the regulations, as emergency regulations in accordance with Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. The adoption of these emergency regulations is an emergency and shall be considered by the Office of Administrative Law as necessary for the immediate preservation of the public peace, health, safety, and general welfare. Notwithstanding Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code, any emergency regulations adopted by the state board, or any adjustment to the fees made by the state board pursuant to this section, shall remain in effect until revised by the state board.

§106892. Fee deposit

(a) There is in the State Treasury the Drinking Water Operator Certification Special Account. Moneys in the special account are available to the state board, upon appropriation by the Legislature, for the purposes of administering this article.

(b) All of the following moneys shall be deposited in the Drinking Water Operator Certification Special Account:

- (1) Any moneys made available by the Legislature for the purposes of the account.
- (2) Fees collected pursuant to Section 106890.
- (3) Notwithstanding Section 16305.7 of the Government Code, all interest earned upon moneys that are deposited in the account.

§106897. Reciprocity

The state board shall issue a water treatment operator certificate and water distribution operator certificate by reciprocity to any person holding a valid, unexpired, comparable certification issued by another state, the United States, a territory or tribal government that has been designated as the primacy agency by the United States Environmental Protection Agency, or a unit of any of these. The state board may, by regulations, prescribe the procedures and requirements for issuing a water treatment operator certificate and water distribution operator certificate by reciprocity.

§106898. Advisory Committee

(a) The state board shall appoint an advisory committee to assist it in carrying out its responsibilities pursuant to this article. The advisory committee shall review all proposed regulations and make recommendations to the state board before the adoption of a regulation or an amendment to a regulation.

(b) The advisory committee shall consist of the following members:

- (1) Two persons from a statewide organization representing medium to large water systems.
- (2) Two persons from a statewide organization representing small water systems.
- (3) One person from a local primacy agency.
- (4) One person who is employed as an operator at a water recycling treatment plant.
- (5) One person from an educational institution's school or division of engineering.
- (6) One person who is a member of an organized labor union that represents water treatment operators and water distribution operators.
- (7) One person who is employed by an educational institution, professional association, public agency, or private agency to provide water treatment or water distribution courses of instruction.
- (8) One person who is a professional engineer specializing in sanitary engineering.

§106900. Education and training standards

The state board may approve courses of instruction provided by educational institutions, professional associations, public agencies, or private agencies for purposes of qualifying persons for issuance of and renewal of a water treatment operator certificate or water distribution operator certificate.

§106910. Regulation authority

The state board may adopt rules, regulations, and certification standards necessary to carry out the provisions of this article, pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. The rules, regulations, and standards shall include, but not be limited to, the following:

- (a) The classification of water treatment plants taking into consideration the plant size, character of the water being treated, type and degree of treatment, complexity of operation, and other physical conditions affecting the operation of the water treatment plant.
- (b) The classification of distribution systems of community water systems and nontransient noncommunity water systems taking into consideration the complexity and size of the system.
- (c) Criteria and standards establishing the level of skill, knowledge, education, and experience necessary to operate successfully specific classes of water treatment plants so as to protect public health.
- (d) Criteria and standards establishing the level of skill, knowledge, and experience necessary to operate successfully specific classes of water distribution systems so as to protect the public health.
- (e) (1) Criteria and standards for water treatment operator certificate and water distribution operator certificate renewal, including continuing education requirements.

- (2) The state board shall not renew any person's water treatment operator certificate or water distribution operator certificate if that person does not meet all requirements for certificate renewal.
- (f) Criteria and standards for reinstatement of a water treatment operator certificate or water distribution operator certificate when the certificate has lapsed.
- (g) Criteria and standards for the availability of designated water treatment operator certificate holders for each operating shift.

PLEASE REVIEW THE TERMS LISTED ON PAGES IN ATTACHMENT DOCUMENTS

Document 3:

Waste Water Operator Certification:

Page 10, # 36 how much supervision does an Operator –In -Training (OIT) need? ,

#37 Lone Operator.

Page 13, Enforcement #48-52

Page 14, #53 Complaints, Whistleblower Federal Law



CA Water
Jobs

FIND JOBS.
BUILD JOB SKILLS.
GET CERTIFIED.

**State
Water
Board**

State Water Board Wastewater Certification

How to Become a Wastewater Treatment Plant Operator

To work in a public wastewater treatment plant or a private wastewater treatment plant regulated by the PUC, you must administer the certification program for operators of privately-owned industrial wastewater pre-treatment facilities (these are usually private companies that use water in some manufacturing process and discharge the wastewater into a sewer system).

More Information About Operator Certification

More Information About Operator Careers:

- [Wastewater Operator FAQs \(PDF\)](#)
- [Wastewater Operator-in-Training Information Guide \(PDF\)](#)
- [California Office of Operator Certification](#)

For information about previous State Water Board revisions to the operator certification program, [please see the CWEA E-Bulletin >](#)

EDUCATIONAL RESOURCES

For more wastewater operator educational opportunities download [Wastewater Operator Training Directory \[PDF\]](#).

CONTACT INFORMATION

State Water Resources Control Board Office of Operator Certification

P.O. Box 944212

Sacramento, CA [94244-2120](#)

Attn: Wastewater Op Cert

Telephone: [\(916\) 341-5819](#)

Fax: [\(916\) 341-5734](#)



CA Water Jobs

FIND JOBS,
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GET CERTIFIED.

State Water Board

State Water Board Wastewater Certification

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CONTACT INFORMATION

State Water Resources Control Board Office of Operator Certification

P.O. Box 944212

Sacramento, CA 94244-2120

Attn: Wastewater Op Cert

Telephone: (916) 341-5819

Fax: (916) 341-5734

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Wastewater Operator Certification Program Frequently Asked Questions

Effective July 1, 2014, the responsibility for California's operator certification program for operators of public water systems was transferred from the California Department of Public Health to the State Water Resources Control Board (State Water Boards). The transfer was accomplished by means of the addition of the new Section 116271 to the Health and Safety Code. The State Water Board's Office of Operator Certification is comprised of two programs.

Drinking Water Operator Certification Program (DWOCP) - The goal of the program is to ensure that skilled professionals are overseeing the treatment and distribution of safe drinking water. Operator certification is an important step in promoting compliance with the Safe Drinking Water Act (SDWA).

Wastewater Operator Certification Program (WWOCP) – The goal is to ensure that operators of wastewater treatment facilities in the State meet the minimum level of competence; thereby, protecting public health and the environment.

All sections, subsections, or tables cited within this document are referenced from the California Code of Regulations, Title 23 Waters, Division 3 of the State Water Resources Control Board and Regional Water Quality Control Boards, Chapter 26 Wastewater Treatment Plant Classification, Operator Certification, and Contract Operator Registration, and the 2016 Assembly Bill 2890.

GENERAL INFORMATION

1. What is the Wastewater Treatment Plant Operator Certification Program (WWOCP)?

The WWOCP certifies operators, registers contract operators, and classifies wastewater treatment plants. WWOCP conducts the certification examinations required by the regulations, processes applications, certificates and certification renewals. To contact the WWOCP, see our contact information at:

http://www.waterboards.ca.gov/water_issues/programs/operator_certification/operator_certification.shtml.

2. What is the difference between drinking water and wastewater operator certification?

Drinking water operator certification is separate from wastewater operator certification. Drinking water operator certification is required to work as an operator in a treatment and/or distribution plant that produces water for human consumption in homes and businesses. Wastewater treatment plant operator certification is required to work as an operator in a treatment plant that receives and treats wastewater from homes and businesses. The Drinking Water and Wastewater Operator Certification programs are part of the Division of Financial Assistance (DFA) within the State Water Board. Each program is guided by its own set of regulations, based on different sections of California Law, the DWOCP is based upon the California Health and Safety Code and the WWOCP is based upon the California Water Code. Before July 1, 2014, the California Department of Public Health (CDPH) administered the drinking water operator certification program. The Drinking Water program processes applications, administers examinations, and issues certificates to applicants who meet the requirements for distribution and treatment certification.

- 3. How do I change my address with the Wastewater Office of Operator Certification?**
If you have a change of address, complete the Change of Contact form and provide WWOCP with the updated information. Signature is required. Please submit your signed form via email, fax, or mail the completed form back to our office for processing.
- 4. How can I get a job as a wastewater treatment plant operator?**
WWOCP is not responsible for the hiring or employment of wastewater operators. Owners of wastewater treatment plants, including cities, counties, special districts, and private owners hire operators for their wastewater treatment plants. Additionally, registered wastewater contract operator companies hire contract operators for wastewater treatment plants that they staff. Potential sources of job listings are local newspapers and water/wastewater agency web sites.
- 5. How can I find a certified operator for my wastewater treatment plant?**
WWOCP is permitted to release the names, addresses, and grades of certified operators that have authorized WWOCP to release their personal information to owners of wastewater treatment plants for recruitment purposes. Plant Owners should submit mailing list requests by using the Request for Mailing List of Certified Operators form. If a private company is recruiting for an owner, the owner should submit the form and indicate in the *Special Instructions* section, the name and email address or physical address where WWOCP should send the mailing list. We can send the mailing list via email or by mail. We only are permitted to release this information to owners or authorized designated representatives of wastewater treatment plants.
- 6. How do I add myself to the Mailing List of the Certified Operators?**
Click on the Permission to Release Contact Information form and follow the instructions listed on the website.
- 7. What regulations apply to certified operators and contract operators?**
California Code of Regulations Title 23 Waters, Division 3 of the State Water Resources Control Board and Regional Water Quality Control Boards, Chapter 26 applies the WWOCP. The State Water Board's Operator Certification regulations are located at http://www.waterboards.ca.gov/water_issues/programs/operator_certification/docs/ocr_clean.pdf
- 8. What are the most recent changes to the WWOCP program?**

 - In September 2016, the Governor Jerry Brown signed Assembly Bill 2890 into law (AB-2890). The bill amends specific sections of the California Water Code that pertains to the WWOCP. Effective January 1, 2017: Operator renewal and certification period will change from two to three years.
 - Adds an additional committee member to the Wastewater Advisory Committee to represent Operators at Water Recycling Treatment Plants.
 - Removes the restriction against accepting for-profit providers for education courses. Applicants can now submit educational documentation from for-profit colleges and universities, and training institutions.

EDUCATION

9. Where can I take wastewater treatment plant operator courses?

Many state university campuses and community colleges offer wastewater treatment training courses. There also are non-profit and for-profit organizations that offer training. Please refer to the Wastewater Operator Certificate Training Directory at http://www.waterboards.ca.gov/water_issues/programs/operator_certification/docs/trng_dir.pdf.

10. Does the WWOCP accept for-profit educational coursework?

As of January 1, 2017, the WWOCP can accept coursework from for-profit organizations and educational entities including for-profit colleges, universities, and professional associations.

11. What educational documentation (transcripts, certificates) are required to submit to meet the educational requirements?

As of January 1, 2017, the Wastewater Operator Certification Program (WWOCP) can only accept official or copies of official college or university transcripts. The transcript must display the institution's official seal and/or watermark. If unofficial transcripts were submitted previously, applicants must resubmit official or copies of official transcripts for new qualifications.

12. Does the WWOCP accept foreign coursework?

The WWOCP can award educational points for foreign coursework if the applicant submits a copy of their official college/university transcripts, if their transcript is not in English, a copy that is translated into English must be submitted by a certified translator.

EXAMINATION

13. What are the requirements to take a Wastewater Treatment Plant Operator examination?

You must meet the minimum educational requirements for the desired grade level by the final filing date deadline. You are not required to obtain experience to take and pass an examination on any Grade level examination; however, you must complete the required experience in order to qualify to become certified as an operator. The Wastewater Treatment Plant Operator examination is given twice a year, once in April and October. Examinations are scheduled in cities throughout the State of California, and each approved applicant is assigned to an examination site based on their mailing county code.

14. Can I get a refund for the examination fee? How do I request it?

WWOCP cannot refund your application processing fee; however, the examination fee can be refunded. According to the Regulations, Section 3700(e), "An applicant who has paid the examination fee, but does not take an examination, may request a refund of the examination fee from the Office of Operator Certification." For example, if you applied for a grade I examination and paid the \$140.00 fee for the examination (\$70.00 for the Application Processing Fee and \$70.00 for the Examination Fee) and you were not able to make your scheduled examination, you may request a refund for the \$70.00 examination fee. In order to receive an examination fee refund, send in a written, signed request including the following information: the reason why you qualify for a refund, the amount you are requesting (minus the non-refundable application fee), the check number, and who you want to make a check payable to.

15. What if I have a disability and want to request a reasonable accommodation to take the exam, or due to religious reasons unable to test on a Saturday? When submitting an examination application, include a note signed by a medical professional to the WWOCP. The note must include a specific request listing the reasonable accommodation and the term of the accommodation. If unable to test on a Saturday, submit a note from the religious institution.

16. When are applications due for the Wastewater Treatment Plant Operator examination?

The final filing date deadline is sixty (60) days prior to the scheduled Wastewater Treatment Plant Operator examination (Examination Schedule). A complete application package, including fees, must be **RECEIVED** by the WWOCP no later than the final filing date deadline. The State Water Board's regulations do not allow for any exceptions. Applications may be submitted any time before the final filing date deadline.

17. If I pass, how long are my Wastewater Treatment Plant Operator examination results valid?

Passing examination results are valid for four years from the date on the notice of the examination results. You must re-take the examination if you do not obtain certification within four years from the date of the results letter.

18. What study materials are available for the Wastewater Treatment examination?

The WWOCP does not endorse specific reference materials. However, the WWOCP does have a list of suggested study material that may be helpful.

CERTIFICATION

19. Do I need a certificate to work at a wastewater treatment plant?

Yes, you are required to have a certificate to work as an operator at:

- a.) A facility owned by a state, local, or federal agency;
- b.) A privately owned facility used in the treatment or reclamation of sewage or industrial wastes, and regulated by the Public Utilities Commission;
- c.) Or a privately owned facility used primarily in the treatment or reclamation of sewage, and for which the State Water Board or a Regional Water Board has issued waste discharge requirements.

A wastewater treatment plant operator certificate is needed only if you operate a WWTP.

NOTE: While laboratory technicians and wastewater collections operators are not required to obtain a wastewater treatment operator certification, they can obtain certificates through from the California Water Environment Association (CWEA).

20. How can I get certified?

There are four things that you must do in order to get certified:

- a. Meet the educational requirements - An applicant for an operator certificate must have completed the minimum amount of education prescribed in section 3687 for certification for the desired grade level (or higher).
- b. Pass the Examination You must pass a written wastewater operator examination for the desired grade level certification. Please note that if an applicant takes and passes a higher grade exam they can use the exam results for a lower grade certification. The examinations for all grade levels are given twice each year throughout the State of California, generally once in April and October.
- c. You must meet the experience requirements for the desired grade level. See section 3687, Operator Certification Requirements Table for each certification grade's qualifying experience requirements. To apply for a certificate, submit a complete application for certification. Your experience must be in the operation of a wastewater treatment plant while possessing a valid operator certificate or operator-in-training certificate. NOTE: No experience or passing the wastewater treatment plant operator examination is necessary for a Grade I operator-in-training certificate.
- d. Pay the Operator Certification Fee - See the Wastewater Operator Certification Fee Schedule to determine the applicable fee by grade level.

21. How do I obtain qualifying experience?

- a.) By working in wastewater operations at a classified Wastewater Treatment Plant facility after obtaining a wastewater treatment plant operator certificate. Operators are given credit for each year of experience.
- b.) An applicant for operator certification who has acquired at least one year of full-time qualifying experience; at least 1,800 hours as an Operator-In-Training (OIT); at a WWTP may receive qualifying experience credit, provided certain conditions are met. (See Section 3684.)
 - Applicants can make an irrevocable election to substitute sixteen educational points for one year of qualifying experience credit (may substitute for multiple years); however, educational points cannot be used to substitute the 1,800 hours of OIT experience. Educational points cannot be substituted for qualifying experience credit to satisfy educational requirements in the Operator Certification Requirements Table in Section 3687 for certification or qualifying for an examination.
 - Applicants who have obtained an OIT certificate and have completed at least one year of full-time qualifying experience as an OIT (at least 1,800 hours) and who have acquired 3,600 or more hours of Water Treatment experience while possessing a valid Water Treatment Certificate may be eligible for a one-time credit of one year of full-time qualifying experience.

- Applicants who have obtained their OIT experience (at least 1,800 hours of full-time qualifying experience) and who have acquired 3,600 or more hours of experience in one or more of the following areas:

(A) developing wastewater treatment plant operations and maintenance, safety, or laboratory procedural manuals;

(B) conducting training in wastewater treatment plant operations, safety, or laboratory procedures;

(C) developing, testing, and evaluating process control strategies to optimize wastewater treatment plant performance; or

(D) performing physical, chemical, and biological processes that are comparable to the duties of an operator at a wastewater treatment plant.

- c.) The WWOCP shall give qualifying experience credit for experience acquired at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator at a WWTP and provided that during the time of employment, the applicant held a valid, unexpired certification of the appropriate grade level issued by a certifying body and the certification requirements are comparable to the requirements of the regulations.

22. How many different levels of operator certification are there?

There are five levels of wastewater treatment plant certification: Grade I thru V. Additionally, an individual may be certified as an operator-in-training (OIT) while gaining the knowledge and experience necessary to be a certified operator. A person can only apply for OIT certification at the Grade II through Grade V levels if the applicant has passed an examination at that grade level or higher and the applicant's examination results have not expired.

23. What type of tasks are considered qualifying experience?

Here are some examples of operational duties: adjusting gauges, adjusting dials and valves, adding chemicals, monitoring SCADA, reading and monitoring gauges, taking samples, and visual inspections of operational equipment.

24. How long is a certificate valid?

Certificates, including OIT certificates issued on or after January 1, 2017 are valid for three years. Certificates issued up to December 31, 2016 were valid for two years.

25. How do I renew my certificate?

At least 60 calendar days before the expiration of a wastewater treatment plant operator certificate, WWOCP will send a written notification of the expiration date to the certificate holder at their address of record; however, it is the operator's responsibility to submit an application for renewal along with the appropriate fees. As of January 1, 2017 the renewal certificates will be issued for three years. Failure to receive a notice of renewal letter from the Wastewater Operator Certification Program does not relieve the certificate holder from the responsibility of renewing a certificate before the expiration date. The application must be received before the certification expiration date. You will receive a new certificate within 30 calendar days from receipt of completed renewal application. Renewal is very important; as it is illegal to work as an operator in wastewater operations with an expired certificate.

- 26. What happens if I do not renew my certificate by the expiration date?**
It is essential to have a valid, unexpired operator certificate. Operators can't work in wastewater operations without a current, valid certificate posted at the Wastewater Treatment Plant. It is illegal to work as an operator with an expired certificate and by doing so operators will be subject to enforcement action.
- 27. How do I become certified if I did not renew my certificate by the renewal date?**
An operator has one year from the expiration date in which he/she can submit a reinstatement application with the renewal fee and a \$100.00 reinstatement fee to reinstate their expired application. The operator's certificate issuance date will be the date the certificate was reinstated. As of January 1, 2017 reinstatements will be issued with an expiration date of three years.
- 28. How do I replace my certificate (if it was stolen, lost, damaged, etc.)?**
According to Section 3702.6, the Wastewater Operator Certification Program can send out replacement certificates as long as the operator "submits a statement explaining the circumstances of the loss, theft, damage, or destruction and submits the replacement fee" of \$50.00.

OPERATOR-IN-TRAINING

- 29. What is an Operator-in-Training (OIT)?**
An OIT is a person working at a wastewater treatment plant who is gaining the experience necessary to become a certified operator. To receive an OIT certificate, you must complete an OIT application and pay the appropriate fees. After the application is approved, the Wastewater Operator Certification Program will issue a certificate allowing you to operate at a wastewater treatment plant under the direct supervision of a certified operator. Please refer to Section 3682.1 and Section 3671 of the regulations for more information.
- 30. Must I have a job at a wastewater treatment plant to get an OIT Certificate?**
Yes. You must be working at a classified wastewater treatment plant for your OIT application to be approved. OIT certificates are issued to the owner of the wastewater treatment plant and sent to the attention of the CPO. They are not sent to the individual operators.
- 31. What if I am going to work at multiple WWTP's? Am I required to pay a separate fee for each plant and complete a new OIT application?**
It is not required to submit a separate OIT application for each WWTP plant, nor is it required to pay additional fees. For each WWTP that you will be working at, complete section IV of the OIT application (including the CPO's original signature).
- 32. What happens if I stop working as an OIT at a WWTP?**
Either request that the CPO complete the OIT qualifying experience form or request that he/she write a letter on official letterhead stating how many hours that you worked in wastewater operations including the start and end date. Keep a copy of the letter for your own records and request that the CPO send back your original OIT certificate and the letter. If you are applying for your wastewater certificate, then submit a copy of the letter along with your application.

- 33. What happens if I get a job at a different WWTP? Can I transfer my OIT certificate?**
 No, you cannot transfer an OIT certificate between WWTP's. If you secure a position at a different WWTP, submit a new OIT application with the new WWTP information. If you returned your OIT application before your expiration date, you may be eligible to use the remaining months left on your OIT certificate. You would not have to pay the OIT fee for the remaining time. Your new OIT certificate would be issued for the remainder of time from your initial OIT certificate.
- 34. How many hours do I need to qualify for one year of full-time experience?**
 Eighteen hundred (1,800) hours of experience will qualify as one year of full-time qualifying experience. Note: Volunteer, part-time, full-time and overtime hours in wastewater operations qualify.
- 35. How do I become an Operator-In-Training (OIT)?**
 You must meet the following requirements
- a.) Meet the minimum educational requirements.
 - b.) Secure a position (either paid or volunteer) with a wastewater treatment plant.
 - c.) Complete an OIT application
 - d.) Make sure that the chief plant operator signs the OIT application.
 - e.) Make sure that you have signed the application.
 - f.) Attach a current duty statement on the official letterhead or have the duty statement signed by the plant manager.
 - g.) Include a check, money order, or online application fee.
- 36. How much supervision does an Operator-In-Training receive?**
 According to the State Water Board regulation under the direct supervision of an operator with a grade. "Direct supervision" means the supervisor provides direct supervision of the work performed by the OIT and provides training and assistance in the execution of the OIT's duties. The supervisor and provide assistance to the OIT in order to perform the OIT's duties. An OIT cannot work as the only operator to operate without the direct supervision of a supervisor. An OIT can NOT receive qualifying experience for any time without direct supervision.

LONE OPERATOR

- 37. What is a Lone Operator?**
 A Lone Operator is an operator, at a grade level lower than a designated-operator-in-charge, approved by the Wastewater Operator Certification Program to work alone at a wastewater treatment plant. An operator-in-training cannot be a "Lone Operator."

38. How can I assign a Lone Operator?

The Chief Plant Operator (CPO) of a wastewater treatment plant must receive approval from the Wastewater Operator Certification Program before assigning an operator as a Lone Operator. The CPO must demonstrate that the owner has had difficulty, despite due diligence, hiring a certified operator of the appropriate grade to operate the wastewater treatment plant. The chief plant operator shall request approval and shall submit a written plan that includes:

a.) the name(s) and grade level(s) of the lone operator(s) and the proposed duties of the lone operator(s);

b.) a work schedule showing when the lone operator(s) will be working alone; and

c.) the procedure lone operator(s) will use to communicate with the chief plant operator, the designated operator-in-charge, or an operator at the same or higher grade level as the designated operator-in-charge when the lone operator(s) needs direction.

39. How long are Lone Operator approvals valid?

The approval to use a Lone Operator granted by the Wastewater Operator Certification Program is valid for 180 days.

PROVISIONAL OPERATOR

40. What is a Provisional Operator?

A Provisional Operator is an operator who is solely responsible for the operation of a Class I wastewater treatment plant. He/she does not have a valid operator certification, but has passed a wastewater examination within the last four years, and has received written approval from the WWOCP to possess a provisional operator certificate.

41. How can I hire a Provisional Operator?

An owner of a Class I wastewater treatment plant can apply to WWOCP to use a Provisional Operator. The owner must demonstrate that the owner has had difficulty, despite due diligence, hiring a certified operator of the appropriate grade to operate the wastewater treatment plant.

42. How long is a Provisional Operator approval valid?

An approval to use a Provisional Operator granted by WWOCP is valid for five years.

43. How long is a Provisional Operator certificate valid? Can I as an individual get a Provisional Operator Certification?

A Provisional Operator certificate is valid for a maximum of three years. A Provisional Operator certificate cannot be renewed. The Provisional Operator Certification application must be submitted by a wastewater treatment plant and therefore cannot be issued to an individual.

44. How much are the Provisional Operator fees?

The request to use a Provisional Operator fee is \$1,000. The Provisional Operator certificate fee is \$170.

DESIGNATED OPERATOR-IN-CHARGE

45. What is a Designated Operator-in-Charge?

When and if the CPO is unable to carry out the responsibilities of his/her position he/she must appoint a Designated Operator-in-Charge (DOIC). The DOIC is an operator appointed by the Chief Plant Operator (CPO) to be responsible for the overall operation of a wastewater treatment plant, including compliance with the applicable waste discharge requirements. The DOIC shall report to the CPO.

Each CPO and DOIC shall possess a valid operator certificate at a grade level at least equivalent to the following:

Wastewater Treatment Plant Classification	Minimum Grade Level of CPO	Minimum Grade Level of DOIC
I	I	I
II	II	I
III	III	II
IV	IV	III
V	V	III

46. As a Chief Plant Operator, am I required to appoint a designated Operator-in-Charge?

A Chief Plant Operator (CPO) must appoint a certified operator to be the Designated Operator-In-Charge for any period of time during which the CPO is unable to carry out the responsibilities of the position of CPO. The Designated Operator-In-Charge should be documented in the facility's standard operating procedures.

EXAMINATION WAIVER (RECIPROCITY)

47. What is an Examination Waiver?

The Wastewater Operator Certification Program may waive the examination requirement and the examination fee if the applicant holds a valid, unexpired certificate issued by a certifying body for a position comparable to that of an operator at a wastewater treatment plant, provided:

- a.) The experience, education, and examination requirements of the current certifying body are comparable to the Wastewater Operator Certification Program's requirements;
- b.) The applicant meets the minimum education and qualifying experience requirements for the applicable grade level;
- c.) The applicant has passed a written examination, administered by the certifying body, that is comparable to the examination given by the Wastewater Operator Certification Program for the applicable grade of operator certification; and
- d.) The applicant completes an application for operator certification and pays the certification and examination waiver fees.

ENFORCEMENT

48. What are the penalties for not complying with the Wastewater Operator Certification statutes and regulations?

Violation of the operator certification statutes and regulations are taken seriously. Depending on the severity of the violation, enforcement can range from disciplinary actions such as suspension or revocation of an operator's certificate, reprimand, probation, and/or imposition of administrative civil liability (monetary penalty). For more information about disciplinary actions and administrative civil liability, see section 2712 of the Wastewater Regulations.

49. Who investigates and enforces violations of the Operator Certification statutes and regulations?

The State Water Board's Office of Enforcement (OE) receives and investigates violations of the Operator Certification Statutes and Regulations.

50. A discretionary (disciplinary) decision has been made against me. Can I Appeal?

You may request reconsideration from the Director of the Office of Enforcement. For more information see section 3712 of the Wastewater Regulations.

51. How do I file a complaint?

There are two ways you can file a complaint of an operator's wrong-doing. You can contact the State Water Board's Office of Enforcement Special Investigations Supervisor at (916) 341-5891, or you can "Report Environmental Violations" with the California Environmental Protection Agency.

52. Will the information I provide remain confidential if I file a complaint?

The State Water Board will maintain confidentiality of your information to the extent allowed by state and federal law. In order to follow up on your complaint, the State Water Board may need to share the information you give us with other regulators or government agencies. This may include sharing any personal information you include in your complaint.

The information you provide may also be disclosed in the following circumstances:

- a.) In response to a Public Records Act request, as allowed by the California Public Records Act;
- b.) To another government agency as required by state or federal law;
- c.) In response to a court or administrative order, a subpoena, or a search warrant;
or
- d.) In a final enforcement action, if we need your information to substantiate a violation.

53. If I file a complaint, will I be protected against retaliation?

The Wastewater Operator Certification Program does not have the authority or the means to protect a conscientious operator from retaliation for their whistleblowing activities. These activities can include communication with the media, regulatory, or enforcement authorities, members of the Legislature, or environmental and special interest groups. Such activities are protected as long as the employee has reasonable grounds for believing that his/her information is correct. For more information please see <http://www.whistleblowers.gov/>

The Federal law covering whistleblowers at wastewater treatment plants in the Clean Water Act (CWA) Section 507. The CWA states in part: *"No person shall fire, or in any other way discriminate against, or cause to be fired or discriminated against, any employee or authorized representative of employees by reason of fact that such employee or representative has filed, instituted, or caused to be filed or instituted any proceedings under this Act, or has testified or is about to testify in any proceedings resulting from the administration or enforcement of the provisions of this Act."* Additional laws may apply.

PLEASE REVIEW THE TERMS LISTED ON PAGES IN ATTACHMENT DOCUMENTS

Document 4:

Title of Document Sourced:

DIVISION 3. STATE WATER RESOURCES CONTROL BOARD AND REGIONAL WATER QUALITY CONTROL BOARDS

CHAPTER 26. WASTE WATER TREATMENT PLANT CLASSIFICATION, OPERATOR CERTIFICATION, AND CONTRACT OPERATOR REGISTRATION

PAGES 18-19,

ARTICLE 4. OPERATORS-IN-TRAINING

3682. EMPLOYMENT OR TRAINING OF AN OPERATOR-IN-TRAINING.

Council please read entire section.

PAGES 54-56

3719.12. GROUNDS FOR DISCIPLINARY ACTION

Council please read entire section to top of the page 56 words,

“Authority cited: Sections 1058 and 13627.3, WATER CODE.

Reference: Section 13627.3 WATER CODE “

TITLE 23. WATERS
DIVISION 3. STATE WATER RESOURCES CONTROL BOARD AND REGIONAL WATER
QUALITY CONTROL BOARDS
CHAPTER 26. WASTEWATER TREATMENT PLANT CLASSIFICATION, OPERATOR
CERTIFICATION, AND CONTRACT OPERATOR REGISTRATION

Article 1. General Provisions

§ 3670. Purpose.

The primary purpose of the Wastewater Treatment Plant Classification, Operator Certification, and Contract Operator Registration Program is to protect public health and the environment by providing for the effective operation of wastewater treatment plants, including water recycling treatment plants, through the certification of wastewater treatment plant operators and the registration of contract operators.

Authority cited: Section 1058, Water Code.

Reference: Chapter 9 (commencing with Section 13625), Division 7, Water Code.

§ 3670.1. Certification Requirements for Operating Wastewater Treatment Plants.

- (a) Except as provided in subdivision (b), no person shall operate a wastewater treatment plant without a valid, unexpired, State Water Board-issued operator, provisional operator, or operator-in-training certificate at a grade level appropriate for the class of wastewater treatment plant being operated as set forth in sections 3680, 3680.1, and 3680.2.
- (b) A person certified by the California Department of Public Health as a water treatment plant operator may operate a water recycling treatment plant at a grade level appropriate for the class of wastewater treatment plant being operated as set forth in sections 3680 and 3680.1.
 - (1) For the purpose of this subdivision, a water treatment plant operator certificate is equivalent to a wastewater treatment plant operator certificate as follows:

Certificate Requirements for Water Recycling Treatment Plants

Wastewater Treatment Plant Classification	Water Treatment Plant Operator Certificate	Wastewater Treatment Plant Operator Certificate
I	T1	Grade I
II	T2	Grade II
III	T3	Grade III
IV	T4	Grade IV
V	T5	Grade V

- (2) The State Water Board may prohibit the use of a certificate issued by the California Department of Public Health if the water treatment plant operator has committed or commits any act in violation of this chapter.

"Bachelor's degree" means a baccalaureate degree issued by a college or university accredited to award bachelor's degrees by the Western Association of Schools and Colleges or another accrediting organization recognized by the California Postsecondary Education Commission or the United States Department of Education.

"Biological filtration treatment" (biofiltration) means a wastewater treatment process in which predominantly biodegradable pollutants in wastewater are adsorbed and/or absorbed by masses of living aerobic organisms attached to stationary support media as the wastewater trickles over the media. Settleable material that may have sloughed from the media surfaces is subsequently separated from the treated wastewater by a sedimentation process for disposal.

"Certifying body" means a state other than California, a territory, or an Indian tribe or unit thereof, that certifies or registers any person performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant. "Certifying body" includes entities designated by an Indian tribe to administer the tribe's certification and/or contract registration program.

"Chief plant operator" means any of the following:

- (1) the operator responsible for the overall operation of a wastewater treatment plant including compliance with effluent limitations established in the wastewater treatment plant's waste discharge requirements and ensuring that operators-in-training are supervised directly as required by section 3682; or
- (2) the provisional operator who is solely responsible for the operation of a Class I wastewater treatment plant whose owner has received approval to use a provisional operator in accordance with section 3680.2.

"Contract operator" means a person who enters into a contract with an owner to operate one or more wastewater treatment plants.

"Conventional treatment pond" means a pond in which biological oxidation of organic matter occurs through the natural transfer of oxygen in the wastewater. A pond that uses surface aerators solely to control odors shall be considered a conventional treatment pond unless the effluent receives disinfection before it is discharged.

"Design flow" means that amount of flow for which the wastewater treatment plant was designed.

"Designated operator-in-charge" means an operator appointed by the chief plant operator pursuant to section 3680(b) to be responsible for the overall operation of a wastewater treatment plant, including compliance with the applicable waste discharge requirements, when the chief plant operator is unable to carry out the responsibilities of the position of "chief plant operator" as defined in this section. The designated operator-in-charge shall report to the chief plant operator.

"Direct supervision" means the supervising operator shall oversee and inspect the work performed by an operator-in-training and provide training to ensure the safe and proper execution of the operator-in-training's duties. Direct supervision shall be carried out by an operator at the same or higher grade level as the operator-in-training. The supervising operator shall be present at the wastewater treatment plant or otherwise available to consult with, and provide assistance to, the operator-in-training in order to ensure the safe and proper execution of the operator-in-training's duties.

"Office of Operator Certification" means the unit of the State Water Board that administers the Wastewater Treatment Plant Classification, Operator Certification, and Contract Operator Registration Program.

"Operates" means actions or decisions to control the performance or outcome of one or more wastewater treatment processes. The term also includes the supervision of other operators acting or making decisions to control the performance or outcome of one or more wastewater treatment processes.

"Operator" means a person who operates a wastewater treatment plant and who possesses a valid, unexpired operator certificate. The term "operator" includes a person who possesses a valid, unexpired operator certificate, but who is not currently employed in a position for which an operator certificate is required.

"Operator-in-training" means a person who has been issued an operator-in-training certificate by the State Water Board and who is acquiring qualifying experience at a wastewater treatment plant under the direct supervision of an operator at the same or a higher grade level as the operator-in-training.

"Owner" means a person who owns a wastewater treatment plant.

"Person" means an individual, entity, firm, association, organization, partnership, business trust, corporation, limited liability company, company, city, county, district, the state, and the United States, to the extent authorized by federal law.

"Petitioner" means a person who petitions the State Water Board seeking review of a Final Division Decision issued by the Deputy Director of the Division or a Final Office of Enforcement Decision issued by the Director of the Office of Enforcement.

"Preliminary treatment" means a wastewater treatment process to remove or reduce the size of solids that could damage equipment or reduce the effectiveness of other treatment processes.

"Primary treatment" means a wastewater treatment process that allows substances in wastewater that readily settle or float to be separated from the water being treated.

"Provisional operator" means a person who is solely responsible for the operation of a Class I wastewater treatment plant that has received written approval from the Office of Operator Certification to use a provisional operator in accordance with section 3680.2 and who possesses a valid, unexpired provisional operator certificate.

"Qualifying experience" means experience acquired by an operator, provisional operator, or operator-in-training while operating a wastewater treatment plant as defined in this section.

"Qualifying experience" includes experience acquired by a water treatment plant operator while operating a water recycling treatment plant in accordance with section 3670.1. The term may include the performance of minor maintenance related to the servicing, adjustment, or regulation of equipment necessary to maintain reliable operation of wastewater treatment processes.

"Qualifying experience credit" means credit awarded in lieu of qualifying experience pursuant to section 3684. "Qualifying experience" includes experience acquired by a water treatment plant operator while operating a water recycling treatment plant in accordance with section 3670.1.

"Wastewater treatment course" means a course that teaches operators the skills to operate a wastewater treatment plant including water quality control, wastewater treatment, wastewater engineering, wastewater chemistry, and sanitation microbiology. Operators may earn educational points for completion of wastewater treatment courses pursuant to section 3685(a).

"Wastewater treatment plant" means any of the following:

- (1) A facility owned by a state, local, or federal agency and used in the treatment or reclamation of sewage or industrial wastes;
- (2) A privately owned facility used in the treatment or reclamation of sewage or industrial wastes, and regulated by the Public Utilities Commission pursuant to sections 216 and 230.6 of, and chapter 4 (commencing with section 701) of part 1 of division 1, of the Public Utilities Code; or
- (3) A privately owned facility used primarily in the treatment or reclamation of sewage, and for which the State Water Board or a Regional Water Board has issued waste discharge requirements.

"Wastewater treatment plant" includes water recycling treatment plants. The term, "wastewater treatment plant" does not include onsite sewage treatment systems as defined in section 13290 of the Water Code.

"Wastewater treatment process" means a process that improves the quality of wastewater before it is discharged from a wastewater treatment plant, and includes the use of preliminary, primary, pond, secondary, or tertiary treatment for liquid-solids separation of wastewater; the use of disinfection to inactivate or destroy pathogens in wastewater; and the use of solids treatment for solids stabilization and volume reduction before removal from the wastewater treatment plant site.

"Water recycling treatment plant" (water reclamation plant) means a wastewater treatment plant that receives and further treats secondary and/or tertiary effluent from another wastewater treatment plant for the purpose of meeting the uniform statewide recycling criteria established pursuant to section 13521 of chapter 7 of division 7 of the Water Code for the use of recycled water.

"Water treatment plant" means a facility that uses sedimentation, coagulation, filtration, disinfection, conditioning, softening, fluoridation, removal of tastes and odors, corrosion control, algae control, and/or aeration to reduce or remove contaminants that are present in water for the purpose of making water suitable for drinking.

Authority cited: Section 1058, Water Code.

Reference: Chapter 9 (commencing with Section 13625), Division 7, Water Code.

Article 2. Classification of Wastewater Treatment Plants, Owner Reporting Requirements, and Criteria for Exemption of a Class I Wastewater Treatment Plant

§ 3675. Classification of Wastewater Treatment Plants.

- (a) Within 45 days of receiving the information required pursuant to section 3676(b) or (c), the Office of Operator Certification shall classify a wastewater treatment plant according to the following criteria:

(3) the wastewater treatment plant uses an approved method of wastewater treatment not included in subdivision (a).

(c) Satellite plants shall not be classified separately. A satellite plant and the main wastewater treatment plant shall be classified as a single wastewater treatment plant.

(d) Within 45 days of receiving written notice of any change in reportable items in section 3676(b) or (c), the Office of Operator Certification shall either reclassify the wastewater treatment plant or make a determination that the change does not result in a need for reclassification.

Authority cited: Sections 1058 and 13626, Water Code.

Reference: Section 13626, Water Code.

§ 3676. Reporting Requirements for Owners of Wastewater Treatment Plants.

(a) Except as provided in subdivision (c), within 60 days from the effective date of this section, an owner shall submit to the Office of Operator Certification a signed statement from the chief plant operator acknowledging and accepting the responsibilities of the position of "chief plant operator" as defined in section 3671.

(b) Except as provided in subdivision (c), in addition to providing the written acknowledgement required by subdivision (a), within 60 days from the effective date of this section, the owner of a privately owned wastewater treatment plant for which the State Water Board or a Regional Water Board has issued waste discharge requirements or any other wastewater treatment plant using a sequencing batch reactor or extended aeration treatment for process control shall submit to the Office of Operator Certification a description and schematic of the wastewater treatment plant's treatment processes and design flow, the name of the Regional Water Board overseeing the wastewater treatment plant, an employee organization chart, job descriptions, and duty rosters for wastewater treatment plant personnel.

(c) The owner of a wastewater treatment plant that will begin operating more than 60 days after the effective date of this section shall submit to the Office of Operator Certification at least 60 days before the wastewater treatment plant begins operating, a description and schematic of the wastewater treatment plant's treatment processes and design flow, the name of the Regional Water Board overseeing the wastewater treatment plant, an employee organization chart, job descriptions, and duty rosters for wastewater treatment plant personnel. The owner shall submit a signed statement from the chief plant operator acknowledging and accepting the responsibilities of the position of "chief plant operator" as defined in section 3671.

(d) The owner shall notify the Office of Operator Certification in writing within 30 days of the closure of the wastewater treatment plant or any change in the reportable items in subdivisions (b) or (c), that may affect the classification of the wastewater treatment plant.

(e) If the person designated as the chief plant operator changes, the owner shall notify the Office of Operator Certification in writing within 30 days and shall provide a signed statement from the new chief plant operator acknowledging and accepting the responsibilities of the position of "chief plant operator" as defined in section 3671.

- (5) the name of the Regional Water Board overseeing the wastewater treatment plant and a copy of the current waste discharge requirements issued by the State Water Board or Regional Water Board;
 - (6) a description and schematic of the wastewater treatment plant showing all wastewater treatment and solids handling processes including a flow diagram showing design flows and present flows for all wastewater treatment processes and a solids balance diagram for the solids handling processes;
 - (7) an evaluation of the operations of the wastewater treatment plant signed and stamped by a California registered professional chemical, civil, or mechanical engineer. The engineer shall identify potential operator errors, evaluate the potential effects of the identified operator errors on the operation of the wastewater treatment plant, and determine whether the operator errors could cause the wastewater treatment plant to violate water quality objectives; and
 - (8) additional information, evidence, statements, or documents to support the application for exemption as requested by the Office of Operator Certification.
- (b) A non-refundable application fee of \$800 shall accompany each application for exemption.
 - (c) The applicant for exemption shall provide a copy of the application for exemption to the appropriate Regional Water Board.

Authority cited: Sections 1058 and 13625.1, Water Code.
Reference: Section 13625.1, Water Code.

§ 3677.2. Issuance of a Notice of Exemption for a Class I Wastewater Treatment Plant.

- (a) Within 60 days of receipt of a completed application for exemption, the Office of Operator Certification shall issue a notice of exemption or inform the applicant of the reason the notice of exemption shall not be issued.
- (b) The Office of Operator Certification shall consult with the Regional Water Board and may conduct an inspection of the wastewater treatment plant before approving or denying a request for exemption.
- (c) A wastewater treatment plant shall be granted an exemption only if the Office of Operator Certification determines that the wastewater treatment plant could not, due to operator error, violate water quality objectives.
- (d) A notice of exemption shall include:
 - (1) the name of the wastewater treatment plant;
 - (2) the name and business address of the owner;
 - (3) the issue and expiration dates of the exemption;
 - (4) the exemption number assigned by the State Water Board;

exemption expiration does not relieve the owner of the responsibility for renewing an exemption on or before the expiration date.

Authority cited: Sections 1058 and 13625.1, Water Code.

Reference: Section 13625.1, Water Code.

§ 3677.5. Application for Exemption Renewal for a Class I Wastewater Treatment Plant.

- (a) An application for exemption renewal shall include all of the information required for an application for exemption in section 3677.1(a) and a \$300 application for exemption renewal fee.
- (b)(1) The application for exemption renewal shall be received by the Office of Operator Certification no later than 30 days before the expiration of the exemption.
 - (2) If the renewal application is not received by the Office of Operator Certification at least 30 days before the expiration of the exemption, the owner of the wastewater treatment plant shall pay a late fee of \$100 in addition to the renewal fee.
- (c) The applicant for exemption renewal shall provide a copy of the application for exemption renewal to the appropriate Regional Water Board.
- (d) Within 30 days of the receipt of a complete application for exemption renewal, the Office of Operator Certification shall renew the exemption for four years in accordance with section 3677.2 or shall inform the applicant of the reason the exemption shall not be renewed.
- (e) If an application for exemption renewal is denied, the owner shall, within 365 days from the date of the denial, staff the wastewater treatment plant with certified operators of the appropriate grade level as set forth in sections 3680 and 3680.1.

Authority cited: Sections 1058 and 13625.1, Water Code.

Reference: Section 13625.1, Water Code.

§ 3677.6. Posting Notices of Exemption for a Class I Wastewater Treatment Plant.

An exempt wastewater treatment plant shall display its notice of exemption in an area accessible to the public at the wastewater treatment plant. If no area is accessible to the public, the notice shall be posted at the wastewater treatment plant owner's headquarters.

Authority cited: Sections 1058 and 13525.1, Water Code.

Reference: Section 13625.1, Water Code.

valid provisional operator certificate, or a valid operator-in-training certificate and meet the requirements for operators set forth in section 3680 and 3680.2.

- (b) No later than two years from the effective date of this section, the owner of a privately owned wastewater treatment plant shall staff the wastewater treatment plant with operators of appropriate grade levels as prescribed in section 3680 or use a provisional operator in accordance with section 3680.2.
- (c) Notwithstanding the provisions in this section, a certified operator, certified provisional operator, or certified operator-in-training working at a privately owned wastewater treatment plant shall comply with the requirements of this chapter.

Authority cited: Sections 1058 and 13627, Water Code.

Reference: Section 13627, Water Code.

§ 3680.2 Provisional Operator.

- (a) An owner of a Class I wastewater treatment plant must receive written approval from the Office of Operator Certification before using a provisional operator. The owner shall demonstrate that the owner has had difficulty hiring, despite due diligence, a certified operator to operate the wastewater treatment plant. The owner shall submit a written request for approval to use a provisional operator, a \$1,000 request to use a provisional operator fee, a copy of the wastewater treatment plant's waste discharge requirements and standard operating procedures, and a written plan that includes:
 - (1) a description of the duties that the provisional operator will be performing at the wastewater treatment plant, the provisional operator's work schedule, and a requirement that the provisional operator submit a copy of the wastewater treatment plant's monitoring reports to the Office of Operator Certification;
 - (2) a description of the training that the provisional operator will receive on proper sampling procedures, the wastewater treatment plant's standard operating procedures, and the wastewater treatment plant's waste discharge requirements;
 - (3) the procedures for testing the provisional operator's proficiency performing proper sampling procedures and understanding of the wastewater treatment plant's standard operating procedures and the wastewater treatment plant's waste discharge requirements;
 - (4) the written agreement with a certified operator, a registered contract operator, or another wastewater treatment plant, providing that a certified operator will communicate with, and provide assistance to, the provisional operator when the provisional operator needs direction and the procedure that the provisional operator will use to request this assistance; and
 - (5) the written agreement with a certified operator, a registered contract operator, or another wastewater treatment plant, providing that a certified operator will assist the provisional operator when the provisional operator is unable to carry out the responsibilities of the position of "chief plant operator" as defined in section 3671 and the procedure that the provisional operator will use to request this assistance.

(3) The owner shall not amend the written plan as proposed if the Office of Operator Certification notifies the owner that the proposed plan does not meet the requirements for using a provisional operator as prescribed in subdivision (c).

(g) The Office of Operator Certification may revoke its written approval of request to use a provisional operator if it determines that the written plan on which approval was based has been violated.

(h) A provisional operator shall be solely responsible for the operation of a Class I wastewater treatment plant. In no event shall a provisional operator supervise an operator, another provisional operator, or an operator-in-training or appoint a designated operator-in-charge.

Authority cited: Sections 1058, 13627, and 13628, Water Code.
Reference: Section 13627 and 13628, Water Code.

§ 3681. Lone Operator.

(a) A chief plant operator of a wastewater treatment plant must receive written approval from the Office of Operator Certification before assigning an operator as a lone operator. The chief plant operator shall demonstrate that the owner has had difficulty, despite due diligence, hiring a certified operator of the appropriate grade to operate the wastewater treatment plant. The chief plant operator shall request approval and shall submit a written plan that includes:

(1) the name(s) and grade level(s) of the lone operator(s) and the proposed duties of the lone operator(s);

(2) a work schedule showing when the lone operator(s) will be working alone; and

(3) the procedure the lone operator(s) will use to communicate with the chief plant operator, the designated operator-in-charge, or an operator at the same or higher grade level as the designated operator-in-charge when the lone operator(s) needs direction.

(b) Except as provided in subdivision (c), the Office of Operator Certification shall approve the request to use a lone operator if the written plan prepared pursuant to subdivision (a) provides that the lone operator(s):

(1) will perform only basic duties that require minimal judgment; and

(2) has the ability to communicate at all times with the chief plant operator, the designated operator-in-charge, or an operator at the same or higher grade level as the designated operator-in-charge.

(c) The Office of Operator Certification may refuse to approve the request to use a lone operator if the chief plant operator fails to demonstrate that the owner exercised due diligence but had difficulty hiring a certified operator of the appropriate grade to operate the wastewater treatment plant.

(d) An approval to use a lone operator granted by the Office of Operator Certification shall be valid for 180 days.

- (b) An applicant for an operator-in-training certificate must have completed the minimum amount of education prescribed in section 3687 for certification as an operator at the grade level for which an operator-in-training certification is requested.
- (c) Except as provided in section 3682.5(b), an applicant for a Grade I operator-in-training certificate may, but is not required to, pass the Grade I examination before being issued the certificate.
- (d) A person may apply for operator-in-training certification at the Grade II through Grade V levels if the applicant has passed an examination at that grade level or higher and the applicant's examination results have not expired.
- (e) Within 30 days of receipt of an application, the Office of Operator Certification shall notify the applicant in writing whether the application is complete or deficient. If there is a deficiency, the Office of Operator Certification shall inform the applicant in writing of the specific requirements necessary to complete the application. If the applicant does not correct the deficiency within 60 days from the date of the notice of deficiency, the application shall be denied.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Section 13627, Water Code.

§ 3682.2. Issuance of an Operator-in-Training Certificate.

- (a) Within 30 days of receipt of a complete application and payment of the certification fee prescribed in article 10, the Office of Operator Certification shall issue an operator-in-training certificate or inform the applicant of the reason the certificate will not be issued. The operator-in-training certificate shall be issued in the name of the applicant and mailed to the chief plant operator at the mailing address of the wastewater treatment plant where the applicant will be in training.
- (b) An operator-in-training certificate shall include:
 - (1) the name and grade level of the operator-in-training;
 - (2) the issue and expiration dates of the certificate;
 - (3) the name of the wastewater treatment plant where the operator-in-training will be training;
 - (4) the State Water Board seal;
 - (5) the name, "State Water Resources Control Board;" and
 - (6) the signature of a State Water Board member or designee.
- (c) The Office of Operator Certification may refuse to issue an operator-in-training certificate if it determines that the applicant has committed any act in violation of this chapter.

- (5) an estimate of the amount of time required for the applicant to acquire the qualifying experience necessary to meet the minimum qualifications for certification at the appropriate grade level under section 3687; and
 - (6) additional information, evidence, statements, or documents to support the application for renewal as requested by the Office of Operator Certification.
- (e) At least 60 days before the expiration of an operator-in-training certificate, the Office of Operator Certification shall send a written notice of the expiration date to the chief plant operator at the wastewater treatment plant where the operator-in-training is training and to the operator-in-training. Failure to receive a notice of the expiration date does not relieve the operator of the responsibility for renewing a certificate on or before the expiration date.
- (f) An application for renewal shall include:
- (1) the applicant's name, mailing address, grade level, and classification or title;
 - (2) the name, contact information, and signature of the chief plant operator of the wastewater treatment plant where the operator-in-training is in training;
 - (3) the renewal fee prescribed in article 10; and
 - (4) if the operator-in-training is applying for a renewal certificate pursuant to subdivision (c), a plan containing the information required by subdivision (c) submitted by the chief plant operator at the wastewater treatment plant where the operator-in-training is training.
- (g) Within 30 days of receipt of an application, the Office of Operator Certification shall notify the applicant in writing whether the renewal application is complete or deficient. If there is a deficiency, the Office of Operator Certification shall inform the applicant in writing of the specific requirements necessary to complete the application. If the applicant does not correct the deficiency within 60 days from the date of the notice of deficiency, the application shall be denied.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Sections 13627 and 13628, Water Code.

§ 3682.4. Issuance of a Renewed Operator-in-Training Certificate.

- (a) Within 30 days of receipt of a completed application for renewal and the renewal fee, the Office of Operator Certification shall issue a renewed operator-in-training certificate or inform the applicant of the reason the certificate shall not be issued.
- (b) The Office of Operator Certification may refuse to renew an operator-in-training certificate if it determines that the applicant has:
 - (1) operated a wastewater treatment plant with an expired operator-in-training certificate;
 - (2) operated a wastewater treatment plant at a grade level for which the applicant was not certified; or

wastewater treatment plant for which the certificate was issued, or if a Grade II through Grade V operator-in-training certificate is not renewed for any reason, the operator-in-training may apply for a new certificate at any time in accordance with this article, provided the operator-in-training has passed an examination at that grade level or higher and the operator-in-training's examination results have not expired.

- (e) Time and experience acquired under a previous operator-in-training certificate shall be credited to a new certificate issued pursuant to this section.

Authority cited: Sections 1058 and 13627, Water Code.

Reference: Section 13627, Water Code.

§ 3682.6. Reporting Requirements for Operators-in-Training.

An operator-in-training shall notify the Office of Operator Certification within 30 days of the date a certifying body or court, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, takes final action: to discipline the operator-in-training; to impose administrative civil liability; or to impose civil or criminal liability.

Authority cited: Sections 1058 and 13627, Water Code.

Reference: Section 13627, Water Code.

Article 5. Provisional Operators

§ 3683. Employment of a Provisional Operator.

An owner of a Class I wastewater treatment plant may employ a provisional operator to be solely responsible for the operation of the wastewater treatment plant, provided the owner has received written approval from the Office of Operator Certification to use a provisional operator in accordance with section 3680.2. Provisional operators may not supervise operators, other provisional operators, or operators-in-training or appoint a designated operator-in-charge.

Authority cited: Sections 1058 and 13627, Water Code.

Reference: Section 13627, Water Code.

§ 3683.1. Application for Provisional Operator Certification.

- (a) An application for a provisional operator certificate shall include: 1) all of the information required in section 3702 for an application for an operator certificate; 2) provisional operator certification fee prescribed in article 10; and 3) the name, contact information, and signature of the owner of the wastewater treatment plant where the applicant will be employed.
- (b) An applicant for a provisional operator certificate must have completed the minimum amount of education prescribed in section 3687 for certification as a Grade I operator.

- (e) The expiration date of a provisional operator certificate shall not exceed the expiration date of the applicant's passed examination results.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Section 13627, Water Code.

§ 3683.3. Invalidation and Issuance of a New Provisional Operator Certificate.

- (a) Provisional operator certificates are valid only while the provisional operator is employed at the wastewater treatment plant for which the certificate was issued. When the employment ceases, the owner shall return the certificate to the Office of Operator Certification within 30 days with a statement as to the amount of qualifying experience the provisional operator acquired before employment ceased.
- (b) If a provisional operator certificate is returned to the Office of Operator Certification because the provisional operator is no longer employed at the wastewater treatment plant for which the certificate was issued, the provisional operator may apply for a new certificate at any time in accordance with this article, provided the provisional operator held all previous provisional operator certificates for a total of less than 24 months and does not have one year of full-time qualifying experience.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Section 13627, Water Code.

§ 3683.4. Reporting Requirements for Provisional Operators.

A provisional operator shall notify the Office of Operator Certification within 30 days of the date a certifying body or court, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, takes final action: to discipline the provisional operator; to impose administrative civil liability; or to impose civil or criminal liability.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Section 13627, Water Code.

Article 6. Minimum Qualifications for Wastewater Treatment Plant Operator Certification

§ 3684. Qualifying Experience Credit.

- (a) An applicant for operator certification who has acquired at least one year of full-time qualifying experience at a wastewater treatment plant may receive qualifying experience credits as follows:
 - (1) An applicant may receive a one-time credit for one year of full-time qualifying experience if the applicant:

applicant is under investigation by a certifying body; or civil or criminal liability has been imposed upon the applicant.

(c) Upon passing a written examination, each person applying for a certificate in accordance with section 3680.1 who is employed at a privately owned wastewater treatment plant before the effective date of section 3680.1, shall be credited with a minimum of one year of full-time qualifying experience.

(1) An applicant may receive more than one year of full-time qualifying experience credit if the applicant provides documentation of more than one year of experience acquired while employed at a privately owned facility used primarily in the treatment or reclamation of sewage, and for which the State Water Board or a Regional Water Board has issued waste discharge requirements, provided the duties are comparable to the duties of an operator at a wastewater treatment plant and the owner verifies the experience.

(2) An applicant also may receive qualifying experience credit in accordance with subdivisions (a) and (b).

Authority cited: Sections 1058, 13627, and 13627.5, Water Code. Reference: Sections 13627 and 13627.5, Water Code.

§ 3685. Educational Points.

(a) Pursuant to the provisions of this article, applicants may be required to obtain educational points to qualify for certification. Operators may receive educational points for completing wastewater treatment courses or science courses as follows:

(1) One three-unit semester course completed as part of the curriculum of an accredited college or university is equal to eight educational points. Operators who have completed courses that result in more or less than three units or in quarter units rather than semester units shall be credited with educational points on a prorated basis.

(2) One Continuing Education Unit awarded by a professional association or other nonprofit private or public agency is equal to one educational point.

(3) For any other course given approval by the Office of Operator Certification, ten classroom hours are equal to one educational point.

(b) At Grades III, IV, and V, operators may earn up to sixteen educational points for completing management courses. An operator may not earn more than four educational points in each type of management course. Educational points for a management course may be earned as follows:

(1) One completed three-unit semester course that is part of the curriculum of an accredited college or university is equal to four educational points. Operators who have completed courses that result in more or less than three units or in quarter units rather than semester units shall be credited with educational points on a prorated basis.

OPERATOR CERTIFICATION REQUIREMENTS TABLE

PATH	EDUCATION		QUALIFYING EXPERIENCE
GRADE I			
1	High school diploma or equivalent and 6 educational points	and	1 year of full-time qualifying experience
GRADE II			
1	High school diploma or equivalent and 9 educational points	and	18 months of full-time qualifying experience as a Grade I operator
2	High school diploma or equivalent and 12 educational points	and	2 years of full-time qualifying experience
3	Associate's degree, a higher degree, or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	1 year of full-time qualifying experience
GRADE III			
1	High school diploma or equivalent and 12 educational points	and	3 years of full-time qualifying experience as a Grade II operator
2	High school diploma or equivalent and 18 educational points	and	4 years of full-time qualifying experience
3	Associate's degree or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	2 years of full-time qualifying experience
4	Bachelor's degree or a higher degree, including a minimum of 30 semester units of science courses	and	1 year of full-time qualifying experience

An operator shall acquire qualifying experience on a prorated basis if the operator spends less than full time performing job duties that meet the definition of qualifying experience. In addition, the Office of Operator Certification may award an operator qualifying experience credit in accordance with section 3684.

Authority cited: Sections 1058 and 13627, Water Code.
Reference: Section 13627, Water Code.

Article 7. Examination for Wastewater Treatment Plant Operators

§ 3689. Examination Waiver.

- (a) The Office of Operator Certification shall waive the examination requirement and the examination fee if the applicant holds a valid, unexpired certificate issued by a certifying body for a position comparable to that of an operator at a wastewater treatment plant, provided:
- (1) the experience, education, and examination requirements of the certifying body are comparable to the Office of Operator Certification's requirements as prescribed in article 6;
 - (2) the applicant meets the minimum education and qualifying experience requirements for the applicable grade level as prescribed in article 6;
 - (3) the applicant has passed a written examination, administered by the certifying body, that is comparable to the examination given by the Office of Operator Certification for the applicable grade of operator certification; and
 - (4) the applicant completes an application for operator certification and pays the certification and examination waiver fees prescribed in article 10.
- (b) The Office of Operator Certification may refuse to waive the examination requirement if, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, it determines that: the applicant's certification or registration has been revoked or suspended by a certifying body; discipline or administrative civil liability has been imposed against the applicant or the applicant is under investigation by a certifying body; or civil or criminal liability has been imposed upon the applicant.
- (c) An applicant for certification who has been issued an examination waiver shall receive qualifying experience credit in accordance with section 3684(b).

Authority cited: Section 1058, Water Code.
Reference: Sections 13627 and 13628, Water Code.

§ 3700. Application for Examination.

- (a) A person may apply to take an examination at any grade level if the applicant has completed the education required in section 3687 for that grade level before the final filing date for the

progressively higher grade level shall require more detailed knowledge of the subject matter.

(c) The content of the examination for each grade level shall be as follows:

- (1) Grade I examinations shall test the applicant's knowledge of: basic safety practices and hazards related to wastewater treatment plant operation; wastewater constituents including simple and routine sampling and analysis procedures; procedures involved in operating and maintaining preliminary and primary treatment facilities including sludge digestion and disinfection; specifics regarding the operation of stabilization ponds; and state regulations regarding wastewater treatment plant classification, waste discharge requirements, and operator certification.
- (2) Grade II examinations shall test the applicant's knowledge of: the components of the Grade I examination as prescribed in (1) above; commonly used processes for preliminary, primary, and secondary treatment including disinfection, sludge handling, and digestion; routine sampling and analysis procedures for evaluation of process and overall wastewater treatment plant performance; and basic supervision responsibilities.
- (3) Grade III examinations shall test the applicant's knowledge of: the components of the Grade II examination as prescribed in (2) above; limitations, controls, and performance calculations for primary and secondary treatment and sludge-handling processes; basic principles of tertiary treatment processes; state regulations regarding water recycling; and public health issues.
- (4) Grade IV examinations shall test the applicant's knowledge of: the components of the Grade III examination as prescribed in (3) above; limitations, controls, and performance calculations for tertiary treatment processes; requirements and practices for water reclamation and reuse; supervision and management responsibilities including energy management, safety program development and control, operator training, and budget development and control.
- (5) Grade V examinations shall test the applicant's knowledge of the components of the Grade IV examination as prescribed in (4) above as applied in more difficult and complex situations.

Authority cited: Sections 1058, 13627, and 13628, Water Code.

Reference: Sections 13627 and 13628, Water Code.

§ 3701.1. Examination Security.

- (a) An applicant shall be required to present photographic identification issued by a state or federal governmental entity to gain admission to the examination.
- (b) The examination materials of an applicant who engages in dishonest conduct during an examination shall be confiscated and the applicant shall not have the examination graded, shall be denied the opportunity to take the next scheduled examination, and shall be subject to administrative civil liability as set forth in section 3709 and disciplinary action pursuant to section 3710. The examination fee paid by the applicant shall not be refunded.

and

(ii) a description of the duties that the applicant performs and/or will be performing at that wastewater treatment plant.

(B) An applicant who is not currently employed as an operator, but who meets all certifications requirements is not required to submit an original signature from a chief plant operator.

(C) An applicant who is a chief plant operator shall submit an original signed statement by the owner verifying:

(i) the applicant's qualifying experience acquired at that wastewater treatment plant; and

(ii) a description of the duties that the applicant performs and/or will be performing at that wastewater treatment plant.

(3) a signed statement regarding whether a certifying body or court, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, has ever: taken final action to revoke or suspend the applicant's certification or registration; taken final action to discipline or impose administrative civil liability on the applicant or conducted an investigation regarding the applicant; or imposed civil or criminal liability upon the applicant;

(4) information regarding any experience for which the applicant is requesting qualifying experience credit pursuant to section 3684;

(5) the applicant's original signature;

(6) additional information, evidence, statements, or documents to support the application as requested by the Office of Operator Certification; and

(7) the certification fee prescribed in article 10.

(b) Within 30 days of receipt of an application, the Office of Operator Certification shall notify the applicant in writing whether the application is complete or deficient. If there is a deficiency, the Office of Operator Certification shall inform the applicant in writing of the specific requirements necessary to complete the application. If the applicant does not correct the deficiency within 60 days from the date of the notification, the application shall be denied.

Authority cited: Sections 1058, 13627, and 13628, Water Code.

Reference: Sections 13627 and 13628, Water Code.

§ 3702.1. Issuance of Certificates.

(a) An operator certificate shall include:

the Office of Operator Certification shall not issue a renewal certificate. After the applicant pays the reinstatement fee prescribed in section 3717, the Office of Operator Certification shall issue a new certificate if the requirements of section 3702.4 are met.

Authority cited: Sections 1058, 13627, and 13628, Water Code.

Reference: Sections 13627 and 13628, Water Code.

§ 3702.3. Issuance of Renewal Certificate.

- (a) Within 30 days of receipt of a completed application for renewal and the renewal fee, the Office of Operator Certification shall issue a renewal certificate or inform the applicant of the reason the certificate shall not be issued.
- (b) The Office of Operator Certification may refuse to renew a certificate if it determines that the applicant has:
 - (1) operated a wastewater treatment plant with an expired operator certificate;
 - (2) operated a wastewater treatment plant at a grade level for which the applicant was not certified; or
 - (3) committed any other act in violation of this chapter.
- (c) A renewal certificate shall include:
 - (1) the operator's name and grade level;
 - (2) the certificate number;
 - (3) the issue date of the initial certificate and the expiration date of the renewal certificate;
 - (4) the State Water Board seal;
 - (5) the name, "State Water Resources Control Board;" and
 - (6) the signature of a State Water Board member or designee.
- (d) The expiration date of a renewed certificate shall be three years from the expiration date of the certificate being renewed.

Authority cited: Sections 1058, 13627, and 13628, Water Code.

Reference: Sections 13627 and 13628, Water Code.

§ 3702.4. Reinstatement.

- (a) An expired operator certificate may be reinstated within one year following expiration if the applicant applies for reinstatement as prescribed in this section.
- (b) Experience acquired under the expired certificate shall be credited to the reinstated certificate.

A lost, stolen, damaged, or destroyed certificate may be replaced by the Office of Operator Certification if the operator, provisional operator, or operator-in-training signs and submits a statement explaining the circumstances of the loss, theft, damage, or destruction and submits the replacement fee prescribed in article 10.

Authority cited: Sections 1058 and 13628, Water Code.
Reference: Section 13628, Water Code.

§ 3702.7 Unpaid Fees and Administrative Civil Liability.

The Office of Operator Certification shall not issue, renew, reinstate, or replace a certificate if the operator, provisional operator, or operator-in-training has not paid all fees and administrative civil liability owed to the State Water Board.

Authority cited: Sections 1058, Water Code.
Reference: Section 13627, Water Code.

§ 3703. Posting Certificates.

Operators, provisional operators, and operators-in-training shall display their valid certificates in an area accessible to the public at each wastewater treatment plant where employed. If no area is accessible to the public, the certificates shall be posted in an accessible area at the wastewater treatment plant owner's headquarters.

Authority cited: Section 1058, Water Code.
Reference: Section 13627, Water Code.

Article 9. Administrative Civil Liability, Disciplinary Action, Appeal, and Petition Process

§ 3709. Imposition of Administrative Civil Liability.

- (a) The civil liability described in subdivisions (b) or (c) may be imposed administratively in accordance with article 2.5 (commencing with section 13323) of chapter 5 of division 7 of the Water Code.
- (b) The State Water Board may impose administrative civil liability in an amount not to exceed \$100 for each day of violation upon:
 - (1) any person who operates a wastewater treatment plant without holding a valid, unexpired certificate at the appropriate grade level as required by this chapter; or
 - (2) any person who owns or operates a wastewater treatment plant that employs, or allows the employment of, any person as an operator who does not hold a valid, unexpired certificate of the appropriate grade level as required by this chapter.
- (c) The State Water Board may impose administrative civil liability in an amount not to exceed \$5,000 for each violation upon any person for any of the following acts:
 - (1) employing fraud or deception in the course of operating a wastewater treatment plant;

California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, takes one of the following final actions: discipline by a certifying body; imposition of administrative civil liability; or imposition of civil or criminal liability;

- (9) without regard to intent or negligence, operating a wastewater treatment plant without posting a valid operator, provisional operator, or operator-in-training certificate as required by section 3703; or
- (10) committing any act that is a reasonable ground for disciplinary action pursuant to this chapter if the act is associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant and the act would be a reasonable ground for a disciplinary action pursuant to this chapter if associated with performing duties at a wastewater treatment plant.

- (b) A chief plant operator may be subject to the disciplinary actions specified in subdivision (a) for willfully or negligently failing to ensure that an operator-in-training is supervised directly as required by section 3682.

Authority cited: Sections 1058 and 13627, Water Code.

Reference: Sections 185, 13260, and 13627, Water Code; and Title IV, 33 USC, Section 1342 (Clean Water Act).

§ 3711. Appeals of Discretionary Decisions Made by the Office of Operator Certification.

- (a) The following discretionary decisions made by the Office of Operator Certification are final and conclusive unless the applicant requests the Deputy Director of the Division to review the discretionary decision made by the Office of Operator Certification: 1) denial of an application for an operator, provisional operator, or operator-in-training certificate or the renewal or reinstatement of an operator or operator-in-training certificate; 2) denial of an application for a contract operator registration or a contract operator credential; 3) denial of an application for an exemption or the renewal of an exemption, or the revocation of an exemption for a Class I wastewater treatment plant; 4) denial of a request for approval to use a lone operator or a provisional operator; or 5) the results of an examination.
- (b) Appeals shall be in writing and shall be received by the Deputy Director of the Division within 45 days of the date of the decision being appealed.
- (c) An appeal shall contain:
 - (1) the name, address, telephone number, and email address (if available) of the appellant;
 - (2) a copy of the decision that the appellant is appealing;
 - (3) a full and complete statement of the reasons why the decision being appealed is erroneous, inappropriate, or improper; and
 - (4) the specific action that the appellant seeks from the Deputy Director of the Division.

additional evidence is available that was not presented to the Deputy Director. The request to present additional evidence shall include a copy of the evidence and a detailed statement of the nature of the evidence and of the facts to be proved. The request also shall provide a detailed explanation of the reasons why the evidence could not have been submitted previously. A request to consider additional evidence shall be submitted at the time the petition is filed or as soon as the evidence becomes available.

- (e) The petitioner may request that the State Water Board conduct a hearing to consider testimony, other evidence, and argument. The request shall be supported by a summary of contentions to be addressed or evidence to be introduced and a showing of why the contentions or evidence have not been previously or adequately presented. A request to conduct a hearing shall be submitted at the time the petition is filed or as soon as possible thereafter.
- (f) Service of a petition may be made by U.S. mail, hand delivery, facsimile with hard copy to follow, or by e-mail by prior arrangement with hard copy to follow. [In the case of service by facsimile, only the petition itself shall be sent. All exhibits shall be included with the hard copy.] The petition shall be received by the State Water Board no later than 5:00 p.m., 30 days following the date of the Final Division Decision, except that if the 30th day following the date of the Final Division Decision falls on a Saturday, Sunday, or state holiday, the petition must be received by the State Water Board no later than 5:00 p.m. on the first business day following.

Authority cited: Section 1058, Water Code.

Reference: Section 13627, Water Code.

§ 3712. Requests for Reconsideration of Proposed Disciplinary Action Letters.

- (a) A proposed disciplinary action letter is final and conclusive unless the applicant, operator, provisional operator, or operator-in-training being disciplined requests that the Director of the Office of Enforcement reconsider a proposed disciplinary action letter issued by the Office of Enforcement.
- (b) Requests for reconsideration shall be in writing and shall be received by the Director of the Office of Enforcement within 45 days of the date of the proposed disciplinary action letter.
- (c) A request for reconsideration shall contain:
 - (1) the name, address, telephone number, and email address (if available) of the requestor;
 - (2) a copy of the proposed disciplinary action letter;
 - (3) a full and complete statement of the reasons why the proposed disciplinary action letter is erroneous, inappropriate, or improper; and
 - (4) the specific action that the requestor seeks from the Director of the Office of Enforcement.

Authority cited: Section 1058, Water Code.

Reference: Section 13627, Water Code.

thereafter.

- (f) Service of a petition may be made by U.S. mail, hand delivery, facsimile with hard copy to follow, or by e-mail by prior arrangement with hard copy to follow. [In the case of service by facsimile, only the petition itself shall be sent. All exhibits shall be included with the hard copy.] The petition shall be received by the State Water Board no later than 5:00 p.m., 30 days following the date of the Final Office of Enforcement Decision, except that if the 30th day following the date of the Final Office of Enforcement Decision falls on a Saturday, Sunday, or state holiday, the petition must be received by the State Water Board no later than 5:00 p.m. on the first business day following.

Authority cited: Section 1058, Water Code.

Reference: Section 13627, Water Code.

§ 3713. Defective Petitions.

- (a) Upon receipt of a petition that does not comply with section 3711.2 or 3712.2 of this chapter, the State Water Board shall notify the petitioner of the manner in which the petition is defective and the time within which an amended petition may be filed.
- (b) If a properly amended petition is not received by the State Water Board within the time allowed, the petition shall be dismissed unless good cause is shown for an extension of time.

Authority cited: Section 1058, Water Code.

Reference: Section 13627, Water Code.

§ 3714. Action by the State Water Board on a Petition.

- (a) The State Water Board may:

- (1) at any time, refuse to review the Final Division Decision or Final Office of Enforcement Decision if the petition fails to raise substantial issues that are appropriate for review;
- (2) deny the petition upon a finding that the Final Division Decision or Final Office of Enforcement Decision was appropriate and proper;
- (3) set aside or modify the Final Division Decision or Final Office of Enforcement Decision; or
- (4) take any other action the State Water Board deems appropriate.

- (b) The Executive Director may, on behalf of the State Water Board, refuse to review the Final Division Decision or Final Office of Enforcement Decision if the petition fails to raise substantial issues that are appropriate for review or deny the petition upon a finding that the Final Division Decision or Final Office of Enforcement Decision was appropriate and proper.
- (c) Except where an evidentiary hearing is required by law, the State Water Board may, in its discretion, hold a hearing for the purpose of oral argument or receipt of additional evidence

Article 10. Fees

§ 3717. Operator, Provisional Operator, and Operator-in-Training Fees.

(a) Except for examination fees that are refundable pursuant to section 3700(e), all fees are nonrefundable.

(b) Application fees for an examination are:

Operator Examination Application Fee Schedule

<u>Grade</u>	<u>Application Fee</u>	<u>Re-examination Application Fee</u>
I	\$70	\$35
II	\$90	\$45
III	\$130	\$65
IV	\$140	\$70
V	\$140	\$70

(c) Examination fees are:

Operator Examination Fee Schedule

<u>Grade</u>	<u>Examination Fee</u>
I	\$50
II	\$65
III	\$165
IV	\$225
V	\$225

(d) The provisional operator certification fee is \$125. Except as provided in subdivision (e), the operator and operator-in-training certification fees are:

Fee Schedule for Operators and Operators-in-Training With a Single Certificates

<u>Grade</u>	<u>Certification Fee</u>	<u>Triennial Renewal Fee</u>
I	\$125	\$150
II	\$170	\$150
III	\$225	\$150
IV	\$255	\$150
V	\$255	\$150

(e) Notwithstanding subdivision (d), the certification fees for those operators who are applying for, or hold, two or more valid, unexpired certifications issued by the State Water Board as a water treatment operator, distribution operator, or wastewater treatment plant operator are:

Authority cited: Sections 1058 and 13631, Water Code.
Reference: Sections 13631, 13632, and 13633, Water Code.

Article 12. Wastewater Treatment Plant Contract Operators

§ 3719. Contract Operator Registration Requirement.

Within 30 days after entering into a contract to operate a wastewater treatment plant, a contract operator must submit an application for contract operator registration to the Office of Operator Certification. The contract operator must obtain a contract operator credential for each wastewater treatment plant under contract. All operators employed by the contract operator shall be certified according to the provisions of this chapter.

Authority cited: Sections 1058 and 13627.3, Water Code.
Reference: Section 13627.3, Water Code.

§ 3719.1. Term of Contract Operator Registration.

A contract operator registration shall be valid for one year from the issue date.

Authority cited: Sections 1058 and 13627.3, Water Code.
Reference: Section 13627.3, Water Code.

§ 3719.2. Application for Contract Operator Registration.

(a) An application for a contract operator registration shall include:

- (1) the applicant's name, mailing and business addresses, and telephone number;
- (2) the name, address, and telephone number of the owner of each wastewater treatment plant under contract;
- (3) for each wastewater treatment plant to be operated, the name, business address, and telephone number of the wastewater treatment plant; the name of the chief plant operator(s); the name of the Regional Water Board overseeing the wastewater treatment plant; and the duration of each contract;
- (4) the name and grade level of each wastewater treatment plant operator employed at the wastewater treatment plant(s);
- (5) the original signature of the person authorized by the contract operator to sign the contract(s);
- (6) a signed statement regarding whether a certifying body or court, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, has ever: taken final action to revoke or suspend the applicant's certification or registration; taken final action to discipline or impose administrative civil

(b) An application for renewal of a contract operator registration shall include:

- (1) the contract operator's name, mailing and business addresses, telephone number, and registration number;
- (2) the name, address, and telephone number of the owner of each wastewater treatment plant under contract;
- (3) for each wastewater treatment plant operated, the name, business address, and telephone number of the wastewater treatment plant, the name of the chief plant operator, the name of the Regional Water Board overseeing the wastewater treatment plant, and the duration of each contract;
- (4) the name and grade level of each wastewater treatment plant operator employed at the wastewater treatment plant(s);
- (5) the original signature of the person authorized by the contract operator to sign the contract(s); and
- (6) the renewal fee as prescribed in section 3719.16.

(c) Contract operator who wishes to renew a contract operator registration shall submit to the Office of Operator Certification a completed application as specified in subdivision (b). The application for renewal shall be received no later than 30 days before the expiration of the registration. If the application for renewal is received less than 30 days before the expiration date, the contract operator shall pay a late fee as prescribed in section 3719.16.

(d) Within 30 days of receipt of the application for renewal, the Office of Operator Certification shall notify the applicant in writing whether the application is complete or deficient. If there is a deficiency, the Office of Operator Certification shall inform the contract operator in writing of the specific requirements necessary to complete the application for renewal. If the applicant does not correct the deficiency within 60 days from the date of the notice of deficiency, the application shall be denied.

Authority cited: Sections 1058 and 13627.3, Water Code.

Reference: Section 13627.3, Water Code.

§ 3719.5. Issuance of Renewed Contract Operator Registration and Contract Operator Credential.

(a) A renewed contract operator registration shall include:

- (1) the contract operator's name, business address, and registration number;
- (2) the issue date of the initial registration and expiration date of the renewal registration;
- (3) the State Water Board seal;
- (4) the name, "State Water Resources Control Board;" and

§ 3719.7. Replacement of Contract Operator Registration or Contract Operator Credential.

A lost, stolen, damaged, or destroyed contract operator registration or contract operator credential may be replaced by the Office of Operator Certification if the registration or credential holder signs and submits a statement explaining the circumstances of the loss, theft, damage, or destruction of the registration or credential and submits the replacement fee prescribed in section 3719.16.

Authority cited: Sections 1058 and 13627.3, Water Code.

Reference: Section 13627.3, Water Code.

§ 3719.8. Unpaid Fees and Administrative Civil Liability.

The Office of Operator Certification shall not issue, renew, or replace a contract operator registration or contract operator credential if the contract operator has not paid all fees and administrative civil liability owed to the State Water Board.

Authority cited: Sections 1058 and 13627.3, Water Code.

Reference: Section 13627.3, Water Code.

§ 3719.9. Posting Contract Operator Credentials.

A valid, unexpired contract operator credential shall be displayed in an area accessible to the public at each wastewater treatment plant where the contract operator has a contract to provide services. If no area is accessible to the public, the contract operator credential shall be posted in an accessible area at the wastewater treatment plant owner's headquarters.

Authority cited: Sections 1058 and 13627.3, Water Code.

Reference: Section 13627.3, Water Code.

§ 3719.10. Reporting Requirements for Contract Operators.

(a) A contract operator shall notify the Office of Operator Certification in writing within 30 days of any final disciplinary action by the contract operator against an operator, provisional operator, or operator-in-training. Disciplinary action includes reprimanding or placing on probation an operator, provisional operator, or operator-in-training, or suspending, demoting, or discharging an operator, provisional operator, or operator-in-training for performing, or allowing or causing another to perform, any act in violation of this chapter. The notice shall include the name and certificate number of the operator, provisional operator, or operator-in-training, the specific violations, and the disciplinary action taken by the contract operator.

(1) Except as provided in (2) below, a notice regarding final disciplinary action received from a contract operator shall be retained in State Water Board files for three years.

(2) If the State Water Board imposes administrative civil liability as set forth in section 3709 or takes disciplinary action pursuant to section 3710 in response to the conduct which is the basis for the notice, then the notice shall remain in State Water Board files for 10

- (2) The contract operator submitted an application for contract operator registration to the Office of Operator Certification within 30 days of entering into a contract to operate a wastewater treatment plant and the Office of Operator Certification has not yet taken action on that application.
- (d) except as provided in (1) or (2) below, operating a wastewater treatment plant without a valid, unexpired contract operator credential;
- (1) It has been no more than 30 days after the contract operator entered a contract to operate the wastewater treatment plant; or
- (2) The contract operator submitted an application for contract operator registration or an application for an additional contract operator credential to the Office of Operator Certification within 30 days of entering into a contract to operate the wastewater treatment plant and the Office of Operator Certification has not yet taken action on that application.
- (e) submitting false or misleading information on any document provided to State Water Board staff including applications for registration or registration renewal, or providing false or misleading information to State Water Board staff during an investigation of a possible violation of this chapter;
- (f) using fraud or deception in the course of contracting to operate a wastewater treatment plant, including submitting false or misleading documents to the owner of any wastewater treatment plant under contract;
- (g) failing to use reasonable care or good judgment while operating a wastewater treatment plant;
- (h) willfully or negligently causing or allowing a violation of waste discharge requirements;
- (i) failing to notify, as required by section 3719.10(b), the Office of Operator Certification within 30 days of the date that a certifying body or court, for any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant, takes one of the following final actions: discipline by a certifying body; imposition of administrative civil liability; or imposition of civil or criminal liability;
- (j) without regard to intent or negligence, allowing the operation of a wastewater treatment plant by a person who has not posted an operator or operator-in-training certificate as required by section 3703 or failing to post the contract operator credential as required by section 3719.9; or
- (k) committing any act associated with performing duties at a facility that treats wastewater in a state other than California, in a territory, or on land under the jurisdiction of an Indian tribe, provided the duties are comparable to the duties of an operator or contract operator at a wastewater treatment plant and the act would be good cause for a disciplinary action pursuant to this chapter if associated with performing duties at a wastewater treatment plant.

- (c) If the renewal application is not received by the Office of Operator Certification at least 30 days before the expiration of the contract operator registration, the contract operator shall pay a late fee of \$100 in addition to the renewal fee.
- (d) The fee for replacing a lost, stolen, damaged, or destroyed contract operator registration or contract operator credential or for issuing an additional contract operator credential pursuant to section 3719.6 is \$50.

Authority cited: Sections 1058 and 13627.3, Water Code.

Reference: Section 13627.3, Water Code.

PLEASE REVIEW THE TERMS LISTED ON PAGES IN ATTACHMENT DOCUMENTS

Document 5:

TITLE OF DOCUMENT SOURCED:

**"CITY OF LOYALTON WATER AND WASTEWATER UTILITY SYSTEM INFORMATION AND
FARR WEST ENGINEERING CONTRACT"**

"UPDATED: 12/21/2018"

A. TAB 1: WASTEWATER SYSTEM:

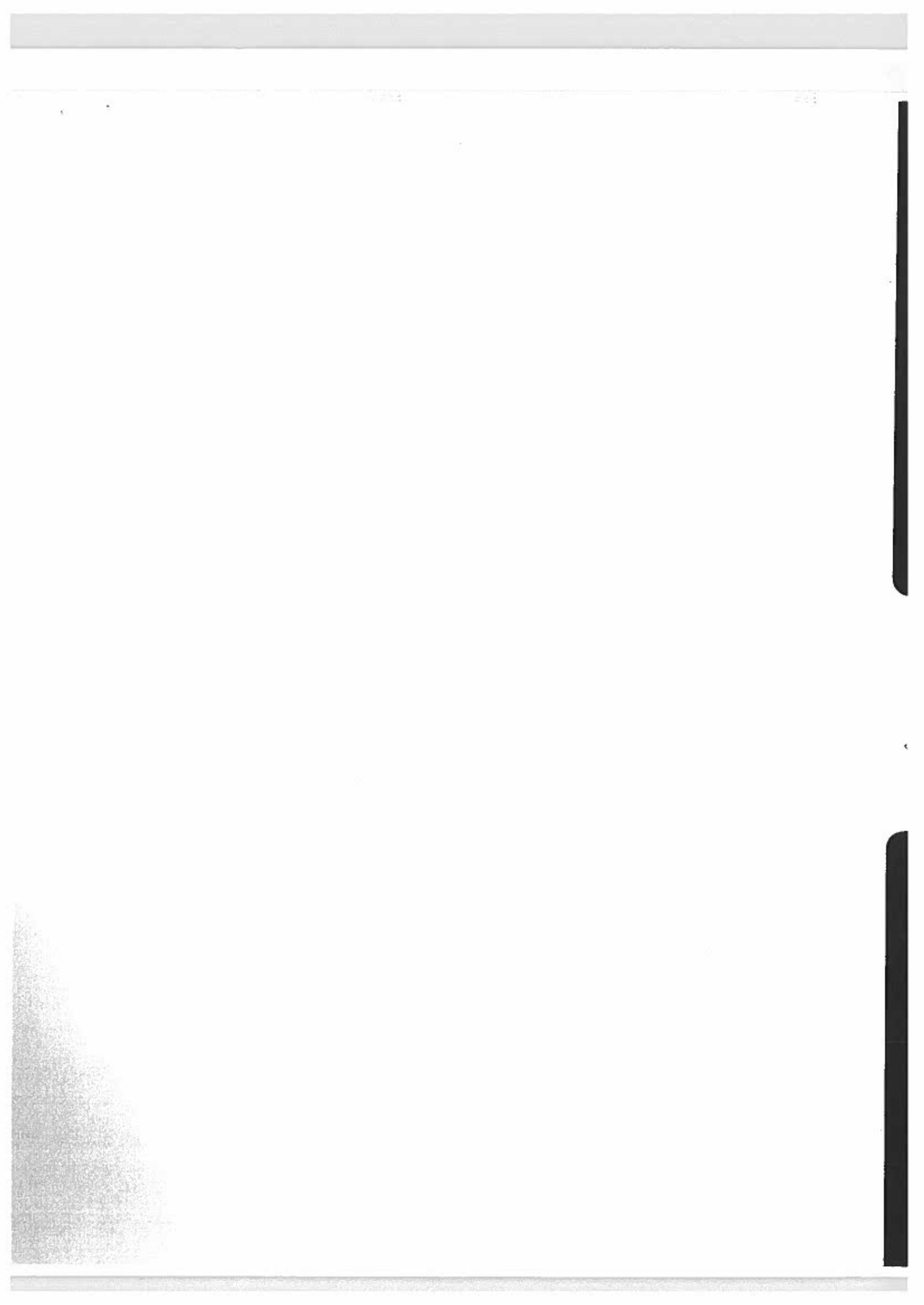
PAGE 1: VIOLATIONS AND ENFORCEMENT ACTIONS: (HIGHLIGHTED IN YELLOW)

B. TAB 1: WASTEWATER SYSTEM:

PAGE 2: PARTY AT A GLANCE: (HIGHLIGHTED IN YELLOW)

**City of Loyalton Water and Wastewater
Utility System Information
and
Farr West Engineering Contract**

Updated: 12/21/2018



Facility At-A-Glance Report

SEARCH CRITERIA:

Place ID 214650

General Information

Region	Place ID	Place Name	Place Type	Place Address	Place County
5S	214650	City of Loyalton and Grandi Ranch WWTF	Wastewater Treatment Facility	403 Poole Loyalton, CA, 96118	Sierra

Related Parties

Party	Party Type	Party Name	Role	Classification	Relationship Start Date	Relationship End Date
529376	Person	Jared D Recasens	Is A Data Submitter For		01/07/2014	04/13/2017
26292	Organization	Loyalton City	Owner and Operator	City Agency	01/10/2000	

Total Related Parties: 2

Regulatory Measures

Reg Measure ID	Reg Measure Type	Region	Program	Order No.	WDID	Effective Date	Expiration Date	Status	Amended?
368906	WDR	5S	WDRMUNILRG	R5-2009-0108	5A460100001	10/08/2009	10/07/2019	Active	N
148904	WDR	5S	WDRMUNILRG	01-069	5A460100001	03/16/2001	03/16/2011	Historical	N
146374	WDR	5S	WDR	95-070	5A460100001	03/24/1995	03/21/2005	Historical	N
139657	WDR	5S	WDR	82-055	5A460100001	05/28/1982	05/25/1992	Historical	N

Total Reg Measures: 4

Violations

Violation ID	Occurred Date	Violation Type	(-) Violation Description	Corrective Action	Status	Classification	Source
1023438	03/07/2017	Order Conditions	Discharge of Wastewater in violation of Water Recycling Specification E.11 of Order R5-2009-0108 between the dates of 7 March 2017 and 17 March 2017.		Violation	3	Report

Report displays most recent five years of violations. Refer to the [Interactive Violation Report](#) for more data.

Total Violations: 1

Priority Violations: 0

*Click the "(+/-) Violation Description" link to expand and contract the violation description.
 *As of 5/20/2010, the Water Board's Enforcement Policy requires that all violations be classified as 1, 2 or 3, with class 1 being the highest. Prior to this, violations were simply classified as Yes or No. If a 123 classification has been assigned to a violation that occurred before this date, that classification data will be displayed instead of the Yes/No data.

Violation Types

Order Conditions = Order Conditions

Enforcement Actions

Enf Id	Enf Type	Enf Order No.	Effective Date	Status
413480	Notice of Violation		04/13/2017	Historical
396363	Notice of Violation		05/09/2014	Historical
389477	Clean-up and Abatement Order	R5-2013-0700	02/28/2013	Active
380027	Notice of Violation		06/23/2011	Historical
314891	Cease and Desist Order	R5-2005-0089	06/24/2005	Historical
255601	Notice of Violation		03/30/2005	Historical
242084	Notice of Violation		08/19/2003	Historical
239610	Notice of Violation		01/14/2002	Historical
239411	Oral Communication		10/26/2001	Historical
239410	Oral Communication		10/26/2001	Historical
224110	Cease and Desist Order	R5-1986-0120	05/30/1986	Historical

Total Enf Actions: 11

oal

Party At-A-Glance Report

General Information						
Party ID	Party Name	Party Classification	Mailing Address	Work Phone	Email/Website	
26292	Loyalton City	City Agency	210 Front Street Loyalton, CA 96118	530-993-6750	None	

Related Places							
Place ID	Place Name	County	Region	Place Type	Relationship to Party	Relationship Start Date	Relationship End Date
631742	Loyalton CS	Sierra	5S	Collection_System	Owner	04/06/2006	None
261444	Smithneck Creek water Line Cro	Sierra	5S	Dredge/Fill Site	Owner	06/17/2005	None
214650	City of Loyalton and Grandi Ranch WWTF	Sierra	5S	Wastewater Treatment Facility	Owner and Operator	01/10/2000	None
Total Related Places: 3							

Related Parties						
Party ID	Party Name	Party Type	Role/Relationship	Relationship Start Date	Relationship End Date	Classification
539909	Kathy LeBlanc	Person	Legally Responsible Official	05/07/2013	None	None
537088	John Cousins	Person	Legally Responsible Official	10/21/2008	12/03/2013	None
529376	Jared Recasens	Person	Legally Responsible Official	02/12/2014	04/13/2017	None
Total Related Parties: 3						

Regulatory Measures (non-enforcement)												
Reg. Measure ID	Regulatory Measure Type	Region	WDID	Status	Program	Order No.	RM Effective Date	RM Termination Date	Relationship	Relationship Start Date	Relationship End Date	Amended?
368906	WDR	5S	5A460100001	Active	WDRMUNILRG	2009-0108	10/08/2009	None	Discharger	03/16/2001	None	N
301090	Enrollee - WDR	5S	5SSO10798	Active	SSOMUNISML	2006-0003-DWQ	10/25/2006	None	Discharger	04/14/2006	None	N
148904	WDR	5S	5A460100001	Historical	WDRMUNILRG	01-069	03/16/2001	10/07/2009	Discharger	03/16/2001	None	N
146374	WDR	5S	5A460100001	Historical	WDR	95-070	03/24/1995	03/15/2001	Discharger	03/24/1995	None	N
139657	WDR	5S	5A460100001	Historical	WDR	82-055	05/28/1982	03/23/1995	Discharger	05/28/1982	None	N
Total Regulatory Measures: 5												

Violations within the past five years										
Violation ID	Occurrence Date	Violation Type	Violation Description(+)	Violation Status	Priority	Source	Facility Name	Violated Reg. Meas. ID	Violated Reg. Meas. Order No.	Linked to Enf.
1023438	03/07/2017	Order Conditions	Discharge of Wastewater in violation of Water Recycling Specification E.11 of Or	Violation	N	Report	City of Loyalton and Grandi Ranch WWTF	368906	R5-2009-0108	Y

Report currently showing last five years of violations. [Click here](#) to return to viewing one year of violations. Refer to the [Interactive Violation Report](#) for more data.

Total Violations: 1

*Click the "(+/-) Violation Description" link to expand and contract the violation description.

Enforcement Actions						
Enforcement ID	Enforcement Type	Enf. Order No.	Title	Program	Effective Date	Status
413480	Notice of Violation	None	NOV 04/13/2017 for Loyalton City	WDRMUNILRG	04/13/2017	Historical
396363	Notice of Violation	None	NOV 05/09/2014 for Loyalton City	WDR	05/09/2014	Historical
389477	Clean-up and Abatement Order	R5-2013-0700	CAO R5-2013-0700 for Loyalton City, City of Loyalton and Grandi Ranch WWTF	WDR	02/28/2013	Active
388054	Notice of Violation	None	NOV 10-APR-12 for LOYALTON CITY	SSOMUNISML	04/10/2012	Historical
380027	Notice of Violation	None	NOV 06/23/2011 for Loyalton City	WDR	06/23/2011	Historical
314891	Cease and Desist Order	R5-2005-0089	CDO R5-2005-0089 for Loyalton City	WDR	06/24/2005	Historical
255601	Notice of Violation	None	NOV 03/30/2005 for City of Loyalton WWTP	WDR	03/30/2005	Historical
242084	Notice of Violation	None	NOV 08/19/2003 for Loyalton City, CITY OF LOYALTON WWTP	WDR	08/19/2003	Historical
239610	Notice of Violation	None	NOV 01/14/2002 for Loyalton City, CITY OF LOYALTON WWTP	WDR	01/14/2002	Historical
239411	Oral Communication	None	Enforcement - 5A460100001	WDR	10/26/2001	Historical

Ph: 510-839-5111
 TF: 800-443-3556
 Fax: 510-839-5325
oaksales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Pacific North Division
 185 Lennon Lane Suite 110
 Walnut Creek, CA 94598
www.LNCURTIS.com
 Quotation No. 155013

Quotation

CUSTOMER:
 Loyalton Fire Department
 PO Box 128
 Loyalton CA 96118

SHIP TO:
 Loyalton Fire Department
 C/O SHAWN HEYWOOD
 217 Antelope Valley Rd
 Loyalton CA 96118

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
155013	05/30/2020	07/29/2020

SALESPERSON	CUSTOMER SERVICE REP
Dan Bria dbria@lncurtis.com 775-721-7678	Dan Bria dbria@lncurtis.com 775-721-7678

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	SHAWN HEYWOOD	C5545	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
DEST	Best Way	

NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	4	EA	4002TM PGI	MEDIUM YELLOW 7oz TECASAFE PREMIER FORESTRY COAT, * SIZE 38-40" CHEST (5501672-C6) * WITH 2" L/Y TRIPLE TRIM ACROSS MID BACK AND ON HIP POCKET FLAPS * CAL-OSHA, NFPA LABELLED. ALL COATS TO HAVE CUSTOMER LETTERING: 21-FL 2" SILVER LETTERING TO READ: LOYALTON FIRE (ARCHED) ON UPPER BACK	\$189.00	\$756.00
2	2	EA	4002TL PGI	LARGE YELLOW 7oz TECASAFE PREMIER FORESTRY COAT, * SIZE 42-44" CHEST (5501672-C6) * WITH 2" L/Y TRIPLE TRIM ACROSS MID BACK AND ON HIP POCKET FLAPS * CAL-OSHA, NFPA LABELLED. ALL COATS TO HAVE CUSTOMER LETTERING: 21-FL 2" SILVER LETTERING TO READ: LOYALTON FIRE (ARCHED) ON UPPER BACK	\$189.00	\$378.00

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Pacific North Division
 185 Lennon Lane Suite 110
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www.LNCURTIS.com
 Quotation No. 155013

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	2	EA	4002TXL PGI	XLARGE YELLOW 7oz TECASAFE PREMIER FORESTRY COAT, * SIZE 46-48" CHEST (5501672-C6) * WITH 2" L/Y TRIPLE TRIM ACROSS MID BACK AND ON HIP POCKET FLAPS * CAL-OSHA, NFPA LABELLED. ALL COATS TO HAVE CUSTOMER LETTERING: 21-FL 2" SILVER LETTERING TO READ: LOYALTON FIRE (ARCHED) ON UPPER BACK	\$189.00	\$378.00
4	1	EA	4002TXXL PGI	XXLARGE YELLOW 7oz TECASAFE PREMIER FORESTRY COAT, * SIZE 50-52" CHEST (5501672-C6) * WITH 2" L/Y TRIPLE TRIM ACROSS MID BACK AND ON HIP POCKET FLAPS * CAL-OSHA, NFPA LABELLED. ALL COATS TO HAVE CUSTOMER LETTERING: 21-FL 2" SILVER LETTERING TO READ: LOYALTON FIRE (ARCHED) ON UPPER BACK	\$209.00	\$209.00
5	5	PR	4003T13FLMR PGI	MEDIUM/REGULAR YELLOW 7oz TECASAF PREMIER FORESTRY PANTS, * 31-34" WAIST X 29-30" INSEAM (7501672-C6-13FL) * 2" L/Y S/L TRIPLE TRIM ON LOWER CALF OF LEGS * LEG ZIPPERS * CAL-OSHA, NFPA LABELLED.	\$189.00	\$945.00
6	2	PR	4003T13FLLR PGI	LARGE/REGULAR YELLOW 7oz TECASAF PREMIER FORESTRY PANTS, * 35-38" WAIST X 29-30" INSEAM (7501672-C6-13FL) * 2" L/Y S/L TRIPLE TRIM ON LOWER CALF OF LEGS * LEG ZIPPERS * CAL-OSHA, NFPA LABELLED.	\$189.00	\$378.00
7	1	PR	4003T13FLXLXL PGI	XLARGE/XLONG YELLOW 7oz TECASAF PREMIER FORESTRY PANTS, * 39-42" WAIST X 33-34" INSEAM (7501672-C6-13FL) * 2" L/Y S/L TRIPLE TRIM ON LOWER CALF OF LEGS * LEG ZIPPERS * CAL-OSHA, NFPA LABELLED.	\$189.00	\$189.00

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www.LNCURTIS.com
 Quotation No. 155013

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
8	1	PR	4003T13FLXLR PGI	XLARGE/REGULAR YELLOW 7oz TECASAF PREMIER FORESTRY PANTS, * 39-42" WAIST X 29-30" INSEAM (7501672-C6-13FL) * 2" L/Y S/L TRIPLE TRIM ON LOWER CALF OF LEGS * LEG ZIPPERS * CAL-OSHA, NFPA LABELLED.	\$189.00	\$189.00
9	1	PR	4003T13FLXXLR PGI	XXL/REGULAR YELLOW 7oz TECASAF PREMIER FORESTRY PANTS, * 43-46" WAIST X 29-30" INSEAM (7501672-C6-13FL) * 2" L/Y S/L TRIPLE TRIM ON LOWER CALF OF LEGS * LEG ZIPPERS * CAL-OSHA, NFPA LABELLED.	\$209.00	\$209.00
10	2	PR	3220-M MEMPHIS	MEDIUM ROAD HUSTLER LEATHER DRIVERS GLOVES	\$14.88	\$29.76
11	5	PR	3220-L MEMPHIS	LARGE ROAD HUSTLER LEATHER DRIVERS GLOVES	\$14.88	\$74.40
12	3	PR	3220-XL MEMPHIS	XLARGE ROAD HUSTLER LEATHER DRIVERS GLOVES	\$15.52	\$46.56
13	1	EA	M2002 SHELTER	REGULAR SIZE FOREST FIRE SHELTER, WITH POUCH AND PLASTIC LINER	\$365.00	\$365.00
14	3	EA	FH911HRY BULLARD	YELLOW WILDFIRE HELMET, HAT STYLE, WITH RATCHET, CAL-OSHA NFPA LABELLED.	\$58.95	\$176.85
15	3	EA	3620272-41-LN PGI	YELLOW NOMEX HELMET SHROUD WITH ADJUSTABLE HOOK & LOOP CLOSURE AND ADDITIONAL SUSPENSION HOOK, FR COTTON KNIT LINED	\$29.00	\$87.00
16	4	EA	7400283 ESS	ESS01CB STRIKETEAM XTO RESCUE GOGGLES WITH WRAPAROUND STRAP AND FACE PADDING	\$36.00	\$144.00
17	2	EA	720NX45MN48 WRKRT	SZ 48 MID NAVY 4.5NMX OFFICERS SS SHIRT	\$99.95	\$199.90
18	2	PR	402NX75MN38U WRKRT	SZ 38 UNHEM MID NAVY7.5NMX FF PANTS	\$115.00	\$230.00
19	1	PR	USBBK910 REDBACK	SZ 9 UK / 10 US BLACK STEEL TOE SLIP ON BOOTS	\$139.00	\$139.00

DUNS NUMBER: 009224163
 SIC CODE: 5099
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 07/29/2020. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Ph: 510-839-5111
TF: 800-443-3556
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CURTIS

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Pacific North Division
185 Lennon Lane Suite 110
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Quotation No. 155013

Subtotal	\$5,123.47
Tax Total	\$371.45
Transportation	\$0.00
Total	\$5,494.92

[View Terms of Sale and Return Policy](#)

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed reconciled Plumas Bank Accounts

General Account (1956)	5/31/20	(160,816.74)	Reconciled	6/10/2020
CDBG Account (0059)	5/31/20	(\$10,595.88)	Reconciled	6/03/2020
F.D. Reserve (7243)	5/31/20	(\$143,837.92)	Reconciled	6/08/2020
General Savings (0322)	5/31/20	(\$29,396.02)	Reconciled	6/03/2020
Enterprise-W&S (0559)	5/31/20	(\$333,495.19)	Reconciled	6/08/2020
WWTP Settle. (4387)	5/31/20	(\$355,007.09)	Reconciled	6/08/2020
LAIF Account (496)	5/31/20	(\$2,041,938.11)	Reconciled	6/05/2020
CalTrust (29130)	5/31/20	(\$100,974.31)	Reconciled	6/05/2020

This authorization took place at the council meeting held on 06/16/20 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 06/16/20

10:33 AM

06/16/20

Cash Basis

City of Loyalton
Bills Paid
As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	05/12/2020	EFT87	Liberty Utilities		-292.02
Bill Pmt -Check	05/12/2020	EFT88	Liberty Utilities		-75.35
Bill Pmt -Check	05/12/2020	EFT89	Liberty Utilities		-1,625.84
Bill Pmt -Check	05/12/2020	EFT90	Liberty Utilities		-152.24
Bill Pmt -Check	05/12/2020	EFT91	Liberty Utilities		-67.23
Bill Pmt -Check	05/12/2020	EFT92	Liberty Utilities		-325.63
Bill Pmt -Check	05/12/2020	EFT93	USA Blue Book		-943.97
Bill Pmt -Check	05/29/2020	eft95	Plumas Sierra Rural Electric		-6,865.91
Bill Pmt -Check	05/29/2020	eft96	Plumas Sierra Rural Electric		-59.74
Bill Pmt -Check	05/29/2020	eft97	Plumas-Sierra Telecomm.		-109.00
Bill Pmt -Check	05/29/2020	eft98	USA Blue Book		-184.70
Bill Pmt -Check	05/29/2020	eft99	Amerigas*	201913977	-1,072.43
Bill Pmt -Check	05/29/2020	eft106	United Healthcare Insurance Co...	327802773-1 J Cussins Insurance June 2020	-283.11
Check	05/01/2020	6234	Sarah Jackson	April 2020 Council Expense	-49.50
Check	05/01/2020	6235	Nancy Rogers	April 2020 Council Expense	-49.50
Check	05/01/2020	6236	Joy Markum	April 2020 Council Expense	-49.50
Check	05/01/2020	6237	Darlene Riede	April 2020 Council Expense	-49.50
Check	05/01/2020	6238	Brooks Mitchell	April 2020 Council Expense	-49.50
Paycheck	05/01/2020	6246	LeBlanc, Katherine L		-632.19
Check	05/01/2020	6248	Kathy LeBlanc	April 2020 City Clerk	-150.00
Paycheck	05/15/2020	6254	Bennett, Kenneth E		-1,388.54
Paycheck	05/15/2020	6255	Castillo, Jerry		-495.39
Paycheck	05/15/2020	6256	Freeto, Jillian		-626.41
Paycheck	05/15/2020	6257	Jordan, Keith S.		-1,381.51
Paycheck	05/15/2020	6258	LeBlanc, Katherine L		-625.87
Paycheck	05/15/2020	6259	Stockdale, Jamie		-652.97
Check	05/15/2020	6264	Sarah Jackson	May 2020 Council	-57.06
Check	05/15/2020	6265	Brooks Mitchell	May 2020 Council	-57.54
Check	05/15/2020	6266	Nancy Rogers	May 2020 Council	-57.57
Check	05/15/2020	6267	Darlene Riede	May 2020 Council	-57.57
Check	05/15/2020	6268	Joy Markum	May 2020 Council	-57.06
Check	05/15/2020	6269	Kathy LeBlanc	May 2020 Council	-150.00
Bill Pmt -Check	05/19/2020	6270	Frank Gardner	May 2020 Council	-50.00
Paycheck	05/29/2020	6279	Bennett, Kenneth E		-1,447.31
Paycheck	05/29/2020	6280	Castillo, Jerry		-380.00
Paycheck	05/29/2020	6281	Freeto, Jillian		-679.76
Paycheck	05/29/2020	6282	Jordan, Keith S.		-1,417.95
Paycheck	05/29/2020	6283	LeBlanc, Katherine L		-562.67
Paycheck	05/29/2020	6284	Stockdale, Jamie		-686.32

10:33 AM

06/16/20

Cash Basis

City of Loyalton
Bills Paid

As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Check	05/28/2020	6285	Postmaster	May Water& Sewer	-116.20
Bill Pmt -Check	05/29/2020	200040	Bastian Engineering		-335.00
Bill Pmt -Check	05/29/2020	200041	Silver State Analytical Laboratori...		-290.00
Bill Pmt -Check	05/29/2020	200042	Intermountain Disposal, Inc.		-148.90
Bill Pmt -Check	05/29/2020	200043	Porter Simon Professional Servic...	92132-13200M	-60.00
Bill Pmt -Check	05/29/2020	200044	Sierra County Auditor	Police Contract-June 2020	-1,250.00
Bill Pmt -Check	05/29/2020	200045	Xerox Corporation	951429299	-254.88
Bill Pmt -Check	05/29/2020	200046	Softline Data		-445.00
Total General Checking 1956- NEW					-67,022.98
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-67,022.98
Designated Funds					
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Total WWTP Construction 1990					
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					
TOTAL					-49,024.98

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund	Enterprise Loan MM 0559	07/03/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	07/10/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	07/17/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	07/24/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	07/31/2020	
	Water		1,500.00
	Sewer		4,500.00
THIS TOTAL			\$30,000.00

This authorization took place at the council meeting held on 06/16/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 06/16/2020

12:10 PM
 06/08/20
 Cash Basis

City of Loyalton
Bills Paid
 As of May 31, 2020

Type	Date	Num	Name
Enterprise Loan MM 0559			
Transfer	05/14/2020		
Total Enterprise Loan MM 0559			
General Funds			
General Checking 1956- NEW			
Paycheck	05/01/2020		Cussins, John C
Paycheck	05/01/2020		Jardin, Patsy E
Paycheck	05/01/2020		McGarity, Orville D
Paycheck	05/01/2020		Yegge, Donald M.
Paycheck	05/01/2020		Bennett, Kenneth E
Paycheck	05/01/2020		Freeto, Jillian
Paycheck	05/01/2020		Jordan, Keith S.
Paycheck	05/01/2020		Stockdale, Jamie
Paycheck	05/01/2020		Castillo, Jerry
Liability Check	05/01/2020		US Treasury-941
Liability Check	05/01/2020		Employment Development Dep...
Liability Check	05/04/2020		US Treasury-941
Liability Check	05/04/2020		Employment Development Dep...
Transfer	05/14/2020		
Liability Check	05/15/2020		US Treasury-941
Liability Check	05/15/2020		Employment Development Dep...
Check	05/31/2020	EFT5.3...	Bank of America
Bill Pmt -Check	05/12/2020	EFT83	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT84	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT85	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT86	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT87	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT88	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT89	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT90	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT91	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT92	Liberty Utilities
Bill Pmt -Check	05/12/2020	EFT93	USA Blue Book
Bill Pmt -Check	05/29/2020	eft95	Plumas Sierra Rural Electric
Bill Pmt -Check	05/29/2020	eft96	Plumas Sierra Rural Electric
Bill Pmt -Check	05/29/2020	eft97	Plumas-Sierra Telecomm.
Bill Pmt -Check	05/29/2020	eft98	USA Blue Book
Bill Pmt -Check	05/29/2020	eft99	Amerigas*
Bill Pmt -Check	05/29/2020	eft106	United Healthcare Insurance Co...
Check	05/01/2020	6234	Sarah Jackson
Check	05/01/2020	6235	Nancy Rogers
Check	05/01/2020	6236	Joy Markum
Check	05/01/2020	6237	Darlene Riede

12:10 PM
06/08/20
Cash Basis

City of Loyalton
Bills Paid
As of May 31, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>
			Total Community Dev Block Grant 0059
			Total Designated Funds
			TOTAL

12:10 PM
06/08/20
Cash Basis

City of Loyaltan
Bills Paid
As of May 31, 2020

Memo	Paid Amount
April 2020 Council Expense	-49.50
	-632.19
April 2020 City Clerk	-150.00
	-1,388.54
	-495.39
	-626.41
	-1,381.51
	-625.87
	-652.97
May 2020 Council	-57.06
May 2020 Council	-57.54
May 2020 Council	-57.57
May 2020 Council	-57.57
May 2020 Council	-57.06
May 2020 Council	-150.00
	-50.00
	-1,447.31
	-380.00
	-679.76
	-1,417.95
	-562.67
	-686.32
May Water& Sewer	-116.20
	-335.00
	-290.00
	-148.90
92132-13200M	-60.00
Police Contract-June 2020	-1,250.00
951429299	-254.88
	-445.00
	<hr/>
	-133,020.99
	<hr/>
	-133,020.99

12:10 PM
06/08/20
Cash Basis

City of Loyalton
Bills Paid
As of May 31, 2020

Memo	Paid Amount
	<hr/>
	<hr/>
	<u>-49,020.99</u>

California State Treasurer **Fiona Ma, CPA**



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

June 03, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF LOYALTON

CITY CLERK
P.O. BOX 128
LOYALTON, CA 96118

Tran Type Definitions

Account Number: 98-46-496

May 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,041,938.11
Total Withdrawal:	0.00	Ending Balance:	2,041,938.11



CalTRUST
 c/o Ultimus Fund Solutions
 PO Box 541150
 Omaha, NE 68154-9150
 www.caltrust.org
 Email: CalTRUSTSupport@ultimusfundsolutions.com
 Fax: 402-963-9094
 Phone: 833-CALTRUST (225-8787)

Investment Account Summary

05/01/2020 through 05/31/2020

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on May 31 (\$)	Value on May 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
CITY OF LOYALTON	20100029130					
CalTRUST Short Term Fund	20100029130	9,997.456	10.10	100,974.31	100,475.02	499.29
Portfolios Total value as of 05/31/2020				100,974.31		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Short Term Fund		CITY OF LOYALTON		Account Number: 20100029130				
Beginning Balance	05/01/2020			9,988.465	10.08	100,683.73		
Accrual Income Div Reinvestment	05/29/2020	90.81	8.991	9,997.456	10.10	100,974.31	0.00	0.00
Unrealized Gain/(Loss)						199.77		
Closing Balance as of	May 31			9,997.456	10.10	100,974.31		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.

WATER

	Actuals July 1, 2019 through May 31, 2020	Budget 2019/2020
Ordinary Income/Expense		
Enterprise Income		
Water Service Income		
Connect/Disconnect Fee	\$ 450.00	
Late Fees Water	1,242.75	
Uncollectible	(5,939.09)	
Water Service Income - Other	253,460.22	272,400.00
Total Water Service Income	249,213.88	272,400.00
Revenue Use of Money & Property		
Interest Income	301.91	
Revolving Loan		
Total Revenue Use of Money & Property	301.91	-
Total Income	249,515.79	272,400.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment		
Small Tools & Equipment - Other	953.18	250.00
Safety		
Total Small Tools & Equipment	953.18	250.00
Repairs & Maintenance	4,358.36	1,500.00
Building Repairs		
Utilities		
Other		
Security	48.00	50.00
Internet - Broadband	588.36	500.00
Propane	363.39	600.00
Electric	60,894.09	38,000.00
Electric for Discharge		
Garbage Disposal	82.26	80.00
Total Utilities	61,976.10	39,230.00
Equipment Repair & Maintenance	618.51	2,000.00
Taxes		
Solid Waste Benefit Assessment	238.18	165.00
Taxes - Other	13.28	15.00
Total Taxes	251.46	180.00
Salaries and Wages		
Workers Comp.	6,225.27	
Payroll Tax Expense	4,314.87	19,656.00
Payroll Expense		
Part Time Wages	24,480.00	
Payroll Expense - Other	22,774.15	56,160.00
Total Payroll Expense	47,254.15	56,160.00
Salaries and Wages - Other	5,740.49	25,000.00
Total Salaries and Wages	63,534.78	100,816.00
Employee Benefits		
Nationwide City	548.27	1,100.00
Retirement	21,523.98	
Health Insurance	974.30	1,600.00
Total Employee Benefits	23,046.55	2,700.00

WATER

	Actuals July 1, 2019 through May 31, 2020	Budget 2019/2020
Services and Supplies		
Postage	1,247.78	1,100.00
Advertising		700.00
Automobile Expense		
Fuel	1,582.71	1,800.00
Automobile Expense - Other		2,750.00
Total Automobile Expense	1,582.71	4,550.00
Bank Service Charges	(0.99)	50.00
Chemicals	2,480.18	2,400.00
Contracted Services		
Annual Street Report		
Health/Drug Screening	490.00	
Professional Fees	1,529.50	
Consulting/accounting&financial	774.25	500.00
Legal Fees	196.00	7,500.00
Auditing Expense	5,196.00	5,196.00
Testing	2,732.20	5,500.00
Contracted Services - Other		5,000.00
Total Contracted Services	10,917.95	23,696.00
Dues and Subscriptions	1,205.00	1,000.00
Insurance		
Liability Insurance	10,011.39	8,025.00
Travel for SCORE		
Property Insurance	6,558.69	6,500.00
Insurance - Other		450.00
Total Insurance	16,570.08	14,975.00
Licenses and Permits	4,001.00	1,250.00
Miscellaneous		
Meals	81.36	
Total Miscellaneous	81.36	-
Office Expense	898.51	2,500.00
Operating Supplies	1,153.66	2,000.00
Telephone	1,021.87	780.00
Training		600.00
Travel	106.22	
Services and Supplies - Other	6,913.02	100.00
Total Services and Supplies	48,178.35	55,701.00
Total Expense	202,917.29	202,377.00
Other Expense		
Transfers Out		
Debt Service - principal		26,250.00
Interest Expense		
Interest 91-05 Water	41,980.50	43,700.00
Total Interest Expense	41,980.50	
Total Debt Service	41,980.50	69,950.00
Total Other Expense	41,980.50	
Total Expenses	244,897.79	272,327.00
Net Income	\$ 4,618.00	\$ 73.00

SEWER

		Actuals July 1, 2019 through May 31, 2020	Budget 2019/2020
Sewer			
Ordinary Income/Expense			
Income			
Transfer In			\$ 250,000.00
Enterprise Income			
Sewer Service Income			
Late Fees Sewer		\$ 2,464.10	
Uncollectible		(11,878.19)	
Sewer Service Income - Other		334,914.20	360,000.00
Total Sewer Service Income		325,500.11	360,000.00
Revenue Use of Money & Property			
Interest Income		33,801.36	
Revolving Loan			
Total Revenue Use of Money & Property		33,801.36	-
Total Income		359,301.47	610,000.00
Expense			
Late Fee			
Finance Charge			
Small Tools & Equipment			
Safety			
Small Tools & Equipment - Other		977.76	1,500.00
Total Small Tools & Equipment		977.76	1,500.00
Repairs & Maintenance		2,577.23	6,500.00
Building Repairs			
Utilities			
Other – generator fuel			650.00
Security		48.00	75.00
Internet - Broadband		479.60	500.00
Propane		2,253.86	3,500.00
Electric		32,897.73	50,000.00
Electric for Discharge			
Garbage Disposal		619.30	600.00
Total Utilities		36,298.49	55,325.00
Equipment Repair & Maintenance		4,928.89	12,000.00
Taxes			
Solid Waste Benefit Assessment		844.16	800.00
Taxes - Other		41.76	50.00
Total Taxes		885.92	850.00
Salaries and Wages			
Workers Comp.		6,225.27	
Payroll Tax Expense		6,509.55	19,656.00
Payroll Expense			
Part Time Wages		24,797.36	

SEWER

	Actuals July 1, 2019 through May 31, 2020	Budget 2019/2020
Sewer		
Payroll Expense - Temp	98.00	56,160.00
Total Payroll Expense	24,895.36	56,160.00
Salaries and Wages - Other	53,929.57	25,000.00
Total Salaries and Wages	91,559.75	100,816.00
Employee Benefits		
Nationwide City	548.35	1,400.00
Retirement	21,524.00	
Health Insurance	1,794.28	1,600.00
Total Employee Benefits	23,866.63	3,000.00
Services and Supplies		
Postage	1,093.31	1,500.00
Advertising		500.00
Automobile Expense		
Fuel	1,899.27	2,750.00
Automobile Expense - Other		400.00
Total Automobile Expense	1,899.27	3,150.00
Bank Service Charges	49.00	50.00
Chemicals		2,000.00
Contracted Services		
FEMA	335.00	
Annual Street Report		
Health/Drug Screening	490.00	250.00
Professional Fees	114,630.83	1,500.00
Consulting/accounting&Financial	1,109.25	1,500.00
Legal Fees	1,096.00	10,000.00
Auditing Expense	5,196.00	5,196.00
Testing	814.72	6,000.00
Contracted Services - Other	11,707.50	200,000.00
Total Contracted Services	135,379.30	224,446.00
Dues and Subscriptions	75.00	500.00
Equipment Rent	50.00	
Insurance		
Liability Insurance	9,268.99	8,025.00
Travel for SCORE		
Property Insurance	6,558.69	6,350.00
Insurance - Other		450.00
Total Insurance	15,827.68	14,825.00
Licenses and Permits	18,767.00	20,000.00
Miscellaneous		
Meals	81.36	
Total Miscellaneous	81.36	-
Office Expense	972.46	3,000.00
Operating Supplies	2,849.29	6,000.00

SEWER

		Actuals July 1, 2019 through May 31, 2020	Budget 2019/2020
	Sewer		
	Telephone	1,483.38	1,500.00
	Training		500.00
	Travel	200.00	500.00
	Services and Supplies - Other	6,638.12	
	Total Services and Supplies	185,365.17	11,500.00
	Total Expense	346,459.84	458,462.00
	Other Expense		
	Transfers Out		
	Debt Service - principal		121,240.26
	Interest Expense		
	Interest 92-01 Sewer		33,000.00
	Interest 92-03 Sewer		4,600.00
	Interest 92-07 Sewer		65,000.00
	Total Interest Expense	-	102,600.00
	Total Debt Service	-	223,840.26
	Total Other Expense	-	223,840.26
	Total Expenses	346,459.84	682,302.26
	Net Income	\$ 12,841.63	\$ (72,302.26)

General Fund

General Fund		Actuals July 1, 2019 through May 31, 2020	2019/2021 BUDGET
Ordinary Income/Expense			
Income			
Transfer In			\$262,602.00
Building Permits	5,442.90		\$6,000.00
Donations	240.00		
Property Taxes			-\$7,000.00
Supplemental	246.03		\$1,000.00
Homeowners	401.42		\$350.00
Clerk Fees	450.17		\$800.00
Secured	42,387.08		\$27,500.00
Unsecured	1,536.03		\$1,250.00
Prior Year			
Total Property Taxes	45,020.73		\$23,900.00
Taxes & License Revenue			
Sales & Use	64,831.80		\$60,000.00
Franchise	7,700.00		\$6,500.00
License & Permits	4,835.00		\$750.00
Total Taxes & License Revenue	77,366.80		\$67,250.00
Charges for Current Services			
Cemetery Plots	250.00		\$2,000.00
Copies & Faxes	260.40		\$500.00
Rent Income			
Auditorium Rental	290.00		\$650.00
Social Hall	520.00		\$500.00
Rent Income - Other	8,400.00		\$11,350.00
Service Area Revenue			
Charges for Current Services - Other			\$700.00
Total Charges for Current Services	9,720.40		\$15,700.00
Revenue Use of Money & Property			
Interest Income	60.57		\$48,000.00
Revolving Loan			
Total Revenue Use of Money & Property	60.57		
Miscellaneous Revenue			
Miscellaneous Revenue - SCORE	6,401.14		\$6,500.00
Miscellaneous Other			
Total Income	144,252.54		\$429,952.00
Expense			
Late Fee /DSA 796 Fees	58.40		
Finance Charge	21.57		\$100.00
Small Tools & Equipment			
Small Tools & Equipment - Other	400.86		\$325.00
Safety			

General Fund

General Fund		Actuals July 1, 2019 through May 31, 2020	2019/2021 BUDGET
Total Small Tools & Equipment		400.86	\$325.00
Repairs & Maintenance		1,955.92	\$1,400.00
Building Repairs		70.57	\$23,250.00
Utilities			
Other		158.61	
Security		132.00	\$50.00
Internet - Broadband		179.85	\$200.00
Propane		8,807.93	\$3,300.00
Electric		20,721.86	\$1,300.00
Electric for Discharge			
Garbage Disposal		701.58	\$900.00
Total Utilities		30,701.83	\$5,750.00
Equipment Repair & Maintenance		2,588.11	\$175.00
Taxes			
Solid Waste Benefit Assessment		6,041.80	\$4,900.00
Taxes - Other		45.76	\$4,500.00
Total Taxes		6,087.56	\$9,400.00
Salaries and Wages			
Workers Comp.		933.79	
Payroll Tax Expense		2,028.51	\$7,371.00
Payroll Expense			
Part Time Wages		3,501.63	
Payroll Expense - Other		1,128.45	\$21,060.00
Total Payroll Expense		4,630.08	
Salaries and Wages - Other		6,397.78	
Total Salaries and Wages		13,990.16	\$28,431.00
Employee Benefits			
Nationwide City			
Retirement		88,970.30	
Health Insurance		283.11	
Total Employee Benefits		89,253.41	
Services and Supplies			
Postage		118.51	\$150.00
Advertising		242.40	\$1,200.00
Automobile Expense			
Fuel		521.41	\$780.00
Automobile Expense - Other			\$250.00
Total Automobile Expense		521.41	\$1,030.00
Bank Service Charges		182.41	\$25.00
Chemicals			
Contracted Services			\$150.00
Council Expense		1,687.50	
Health/Drug Screening		503.60	

General Fund

General Fund		Actuals July 1, 2019 through May 31, 2020	2019/2021 BUDGET
	Professional Fees	21,470.50	\$15,000.00
	Consulting	6,938.50	\$350.00
	Legal Fees	3,206.40	\$10,000.00
	Auditing Expense	1,299.00	\$1,299.00
	Accounting & Financial	3,267.75	
	Building Permits	783.56	
	Total Contracted Services	39,156.81	\$26,799.00
	Dues and Subscriptions	40.00	\$250.00
	Insurance		
	Liability Insurance	2,442.12	\$2,100.00
	Travel for SCORE	375.30	\$200.00
	Property Insurance	1,328.41	\$1,600.00
	Insurance - Other		\$275.00
	Total Insurance	4,145.83	\$4,175.00
	Licenses and Permits		
	Miscellaneous		
	Meals	30.71	\$25.00
	Total Miscellaneous	30.71	\$25.00
	Office Expense	6,203.57	\$1,275.00
	Operating Supplies	9,213.75	\$720.00
	Telephone	487.86	\$225.00
	Training		
	Travel	200.68	\$250.00
	Services and Supplies - Other	1,629.19	\$100.00
	Total Services and Supplies	62,173.13	\$36,224.00
	Total Expense	#REF!	\$105,055.00
	Other Expense		
	Transfers Out		\$302,908.00
	Prior Period Adjustment	-1,277.06	
	Capital Outlay		
	Construction Costs	3,133.35	
	Total Construction Costs	3,133.35	
	Total Other Expense	1,856.29	
	Net Income	#REF!	\$21,989.00

FIRE Dept

FIRE DEPT		Actuals July 1, 2019 through May 31, 2020	Budget
Ordinary Income/Expense			
Income			
Transfer In			10,000.00
Service Area Revenue	24,792.36		50,000.00
Charges for Current Services - Other			
Total Charges for Current Services	24,792.36		
Revenue Use of Money & Property			
Interest Income	282.71		
Revolving Loan			
Total Revenue Use of Money & Property	282.71		
Miscellaneous Revenue			
Miscellaneous Revenue - SCORE			
Miscellaneous Other	44,742.80		
Total Income	69,817.87		60,000.00
Expense			
Late Fee			
Finance Charge	3.20		
Small Tools & Equipment			
Small Tools & Equipment - Other			
Safety	2,109.00		10,000.00
Small Tools & Equipment - Other	1,427.78		6,000.00
Total Small Tools & Equipment	3,536.78		
Repairs & Maintenance	1,939.29		1,250.00
Building Repairs			10,000.00
Utilities			
Other			
Security			
Internet - Broadband			
Propane	1,060.99		1,800.00
Electric	3,795.22		4,300.00
Electric for Discharge			
Garbage Disposal	329.20		300.00
Total Utilities	5,185.41		
Equipment Repair & Maintenance	1,805.06		10,000.00
Taxes			
Solid Waste Benefit Assessment	2,438.54		1,200.00
Taxes - Other			10.00
Total Taxes	2,438.54		
Salaries and Wages			
Workers Comp.	1,245.06		2,100.00
Payroll Tax Expense			
Payroll Expense			
Part Time Wages			
Payroll Expense - Other			
Total Payroll Expense	-		
Salaries and Wages - Other	26,494.83		
Total Salaries and Wages	27,739.89		
Employee Benefits			
Nationwide City			
Retirement			

			FIRE Dept	
			Actuals	
			July 1, 2019	
			through May	
			31, 2020	
FIRE DEPT				Budget
		Health Insurance		
		Total Employee Benefits		
		Services and Supplies		
		Postage		75.00
		Advertising		
		Automobile Expense		
		Fuel	1,686.71	1,000.00
		Automobile Expense - Other	90.00	1,700.00
		Total Automobile Expense	1,776.71	
		Bank Service Charges	29.00	75.00
		Equipment Rent	166.24	
		Chemicals		
		Contracted Services		
		Annual Street Report		
		Health/Drug Screening		220.00
		Professional Fees		
		Consulting		
		Legal Fees	280.00	
		Auditing Expense		
		Testing		
		Contracted Services - Other		
		Total Contracted Services	280.00	
		Dues and Subscriptions		
		Insurance		
		Liability Insurance	99.90	
		Travel for SCORE		
		Property Insurance	622.53	
		Insurance - Other		
		Total Insurance	722.43	
		Licenses and Permits		
		Miscellaneous		
		Meals	462.84	
		Total Miscellaneous	462.84	
		Office Expense	184.03	
		Operating Supplies	462.41	2,500.00
		Telephone	566.62	550.00
		Training		500.00
		Travel	2,441.73	150.00
		Services and Supplies - Other	521.96	
		Total Services and Supplies	7,613.97	
		Total Expense	50,262.14	
				53,730.00
		Net Income	19,555.73	6,270.00

Streets Highways

		Actuals July 1, 2019 through May 31, 2020	2019/2020 BUDGET
Ordinary Income/Expense			
Income			
	Transfer In		\$30,306.00
	Property Taxes		
	Admin Fee	-5,563.49	
	Interest Income	9.41	
	Intergovernmental - State		
	Road Maintenance & Rehab	12,756.23	\$9,750.00
	VLF Swap	28,834.28	\$400.00
	Motor Vehicle		
	Traffic Congestion Relief	864.52	\$850.00
	Highway Users Tax		
	2103 (Gas Tax)	4,973.55	\$2,500.00
	2105	3,450.85	\$3,500.00
	2106	5,090.54	\$6,000.00
	2107	4,814.33	\$4,500.00
	2107.5	1,000.00	\$1,000.00
	Total Highway Users Tax	19,329.27	\$17,500.00
	Total Intergovernmental - State	61,784.30	\$28,500.00
	Total Income	56,230.22	\$58,806.00
Expense			
	Late Fee		
	Finance Charge		
	Small Tools & Equipment		
	Small Tools & Equipment - Other	275.93	\$400.00
	Safety		
	Total Small Tools & Equipment	275.93	\$400.00
	Repairs & Maintenance	4,178.60	\$2,400.00
	Building Repairs		
	Utilities		
	Other		
	Security		
	Internet - Broadband	59.95	\$50.00
	Propane	43.40	\$100.00
	Electric	22,420.97	\$34,000.00
	Electric for Discharge		
	Garbage Disposal		
	Total Utilities	22,524.32	\$34,150.00
	Equipment Repair & Maintenance	2,965.22	\$2,800.00
	Taxes		
	Solid Waste Benefit Assessment	29.22	\$25.00
	Taxes - Other	0.26	
	Total Taxes	29.48 #	25.00
	Salaries and Wages		
	Workers Comp.	933.80	
	Payroll Tax Expense	697.41	\$2,457.00
	Payroll Expense		
	Part Time Wages		
	Payroll Expense - Other	7,904.94	\$7,020.00
	Total Payroll Expense	7,904.94 #	7,020.00
	Salaries and Wages - Other		
	Total Salaries and Wages	9,536.15 #	9,477.00
	Employee Benefits		
	Nationwide City		

Streets Highways

	Actuals July 1, 2019 through May 31, 2020	2019/2020 BUDGET
Retirement		
Health Insurance		
Total Employee Benefits	0.00	
Services and Supplies		
Postage	16.45	
Advertising		
Automobile Expense		
Fuel	607.68	\$1,500.00
Automobile Expense - Other	80.43	\$0.00
Total Automobile Expense	688.11 #	1,500.00
Bank Service Charges		
Chemicals		
Contracted Services		
Annual Street Report		\$1,400.00
Health/Drug Screening	22.40	
Professional Fees		
Consulting/Accounting&Financial		
Legal Fees		
Auditing Expense	2,800.74	\$1,299.00
Testing		
Contracted Services - Other		
Total Contracted Services	2,823.14 #	2,699.00
Dues and Subscriptions		\$50.00
Insurance		
Liability Insurance	2,342.23	\$3,000.00
Travel for SCORE		
Property Insurance	1,328.41	\$1,600.00
Insurance - Other		\$200.00
Total Insurance	3,670.64 #	4,800.00
Licenses and Permits		
Miscellaneous		
Meals		
Total Miscellaneous	0.00	
Office Expense	105.31	\$250.00
Operating Supplies	618.50	\$200.00
Telephone	32.99	\$55.00
Training		
Travel		
Services and Supplies - Other	1,082.12	
Total Services and Supplies	9,037.26 #	9,554.00
Total Expense	48,546.96	\$58,806.00
Other Expense		
Transfers Out		
Capital Outlay		
Construction Costs	125,360.03	
Total Capital Outlay	125,360.03	
Total Other Expense	125,360.03	
Net Income	-\$117,676.77 #	\$0.00

FARR WEST

ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

CITY OF LOYALTON
PO BOX 128
LOYALTON, CA 96118-0128

Invoice number 13483
Date 04/30/2020

Project R4442-1781 LOYALTON, CITY OF -
CLEANUP AND ABATEMENT ORDER
(CAO) - PHASE 2

Period 3/27/20 to 4/24/20

Cleanup and Abatement Order (CAO) - Phase 2
TO #5

Description of Services: Work on the Quarter 1 2020 report for submittal to the CA Water Quality Control Board.
Coordination with client and subconsultant for reporting.

Professional Services

	Hours	Rate	Billed Amount
Alexa Kinsinger	4.00	98.00	392.00
Deidre Blanton	0.50	75.00	37.50
Professional Services subtotal	4.50		429.50
Invoice total			429.50

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	8,500.00	62.00	2,501.00	2,563.00	5,937.00
Task 2.0 - CAO Reporting	11,500.00	367.50	4,536.00	4,903.50	6,596.50
Task 3.0 - Pond Leak Detection Testing Oversight	12,500.00	0.00	6,643.75	6,643.75	5,856.25
Task 4.0 - Pond Leak Detection Subconsultant Services	110,000.00	0.00	65,575.25	65,575.25	44,424.75
Task 5.0 - Project Contingency	14,500.00	0.00	0.00	0.00	14,500.00
Total	157,000.00	429.50	79,256.00	79,685.50	77,314.50

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

CITY OF LOYALTON
PO BOX 128
LOYALTON, CA 96118-0128

Invoice number 13327
Date 04/02/2020

Project R4442-1781 LOYALTON, CITY OF -
CLEANUP AND ABATEMENT ORDER
(CAO) – PHASE 2

Period 3/1/20 to 3/27/20

Cleanup and Abatement Order (CAO) – Phase 2
TO #5

Description of Services: Review of Layfield Groups' proposal to complete work on north and south ponds. Completed recommendations technical memorandum for the ballast system and settling the Cleanup and Abatement Order. Attended the City Council conference call meeting on 3/24/20 to present the technical memorandum recommendations for approval of Amendment 1 to Task Order 5.

Professional Services

	Hours	Rate	Billed Amount
Alexa Kinsinger	12.25	98.00	1,200.50
Deidre Blanton	0.50	75.00	37.50
Lucas Tipton	1.00	168.00	168.00
Professional Services subtotal	13.75		1,406.00
		Invoice total	1,406.00

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	8,500.00	625.50	1,875.50	2,501.00	5,999.00
Task 2.0 - CAO Reporting	11,500.00	612.50	3,923.50	4,536.00	6,964.00
Task 3.0 - Pond Leak Detection Testing Oversight	12,500.00	168.00	6,475.75	6,643.75	5,856.25
Task 4.0 - Pond Leak Detection Subconsultant Services	110,000.00	0.00	65,575.25	65,575.25	44,424.75
Task 5.0 - Project Contingency	14,500.00	0.00	0.00	0.00	14,500.00
Total	157,000.00	1,406.00	77,850.00	79,256.00	77,744.00

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lpbain@sbcglobal.net

To: City Council
City of Loyalton
P.O. Box 128
Loyalton, California 96118

We are pleased to confirm our understanding of the services we are to provide City of Loyalton for the fiscal year ended June 30, 2019. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Loyalton as of and for the fiscal year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Loyalton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Loyalton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budget to Actual Schedule

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Loyalton's financial statements. Our report will be addressed to the City Council of City of Loyalton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Loyaltan's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of City of Loyaltan in conformity with U.S. generally accepted accounting principles based on information provided by you. Furthermore we will assist in preparing the State Controller Financial Transaction Report and the State Controller Governmental Compensation reports. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services and State Controller Reports previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us

during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA an Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA, An Accounting Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to [Name of Regulator] or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in June, 2020 and to issue our reports no later than August 2020. Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$14,990. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit, such as a greater risk of material misstatement due to fraud. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Loyalton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of City of Loyalton.

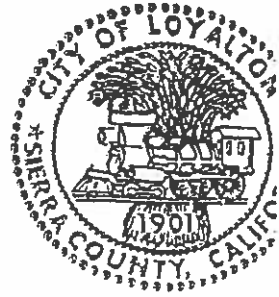
Signature: _____

Title: _____

Date: _____

CITY OF LOYALTON

COUNTY OF SIERRA
210 FRONT STREET
PO BOX 128
LOYALTON, CALIFORNIA 95118
(530) 993-6750
FAX (530) 993-6752



OFFICE OF THE MAYOR

APPLICATION FOR A BUSINESS LICENSE

Name of Owner of Business: Anthony & Kimberley Folchi
Address: PO Box 433 Loyalton, Ca 96118 Telephone: 530-519-2704
Name of Business: Lombardi Mercantile LLC
Nature of Business: ANTIQUES & GIFTS
State Contractors License No. Resale License No: 237509504
Permanent Location of Business: 402 4th ST Telephone: 530-519-2704
Is Business a Corporation or Partnership? Yes No
If so, please indicate the name(s), address(s), and title(s) of officer(s) or partner(s):
LLC Members: Anthony J. Folchi
Kimberley L. Folchi

Annual Gross Receipts from Business \$
(The City needs this information to determine the tax due per quarter. See schedule below.)
Date 5/20/20 Signature [Signature] Title Owner

Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax for your particular business by writing to the nearest State Board of Equalization office.

TAXES (Section 5.04.220 of Loyalton Municipal Code)

- All businesses having gross receipts of:
- A. Less than \$10,000 annually – Fee of \$ 60.00 per year
 - B. Between \$10,000 and 50,000 annually – Fee of \$100.00 per year
 - C. Between \$ 50,000 and \$100,000 annually – Fee of \$140.00 per year
 - D. Between \$100,000 and \$150,000 annually – Fee of \$180.00 per year
 - E. More than \$150,000 annually – Fee of \$220.00 per year

Date Received: _____
Fee Received: _____
City Clerk: _____ Date approved: _____
License No. issued: _____

For official use only

SAM Registration Renewal



Registration Renewal Support

Complete the form below to process your SAM renewal
It is recommended that you submit your renewal at least 90 days prior to expiration
For further assistance please contact:
(Domestic) 1-813-536-0042, (International) 001-813-536-0042

Entity name *

Cage Code (if known)

Name *

First Name

Last Name

Position Held

Billing Address

Street Address

City

State / Province

Postal / Zip Code

United States

Country

Phone Number *

Area Code

Phone Number

Email *

example@example.com

Choose how many years *

- 1 Year \$399
 2 Years \$699
 3 years \$899

Instructions to provide and verify your Credit Card information will be

1-DURPHYLL PAINTING

Estimate 07-14-2016

CSL# CA 810737
P.O. Box 8228
Loyalton, Ca 96162
~~(530) 370-7328~~
1durphyllpainting@gmail.com

320
1041/101 96118
530-370-7328

Social hall loyalton	Estimated Total upon completion of project \$3,000.00
-------------------------	--

Total Building

Description	Total
Power wash	
Mask windows doors and what ever needs	
Oil twice complete	
Trimm twice	
Clean up	
County needs 25 gallons body oil 5 gallons trimm	Subtotal \$3,000.00
	Tax - 0% \$0.00
	TOTAL \$3,000.00

1-DURPHYLL PAINTING

Invoice 04-15-2017

CSL# CA 810737
 P.O. Box ~~320~~ ³²⁰
~~96118~~ Ca 96162 ^{Loyalton 96118}
 (530) ~~962-2222~~
 1durphyllpainting@gmail.com
 530-370-7328

Social hall
 Loyalton, Ca 96118

\$1700.00

Note: Price is for labor only

Description	Total	
wash new wood wall and 2 sides of the social hall		
Masking windows doors and concrete as needed		
Oil and back brush twice	Subtotal	1700.00
Trim as needed		\$0.00
City needs 12gallons of body color 2 gallons trimm color	TOTAL	\$1700.00

4/12/2020

Pacific Design Construction, Marc Nieminen Lic.# 483233

446 Samantha Dr., Portola, CA 96122
530-832-5348, Cell, 530-249-5535
pacificdesignconstruction@gmail.com

Note to Joy and City Council:

Joy, I understand this proposal altogether is under \$ 5,000.00 with all listed projects combined. I can save the city money by acting as a contractor on the projects rather than an employee. I am licensed, bonded and carry my own health insurance. By doing it as a contractor rather than employee I would save the city considerable labor overhead.

1. The original cost of all 4 projects is projected at \$ 2,490.00 with me as an employee.
2. The new cost with me doing it as a contractor is \$ 2,988.00 with profit and overhead. Still less than it would cost the city putting me on payroll. A payment schedule would be made if the latter is accepted.

Thank You,
Marc Nieminen

4/6/2020

Pacific Design Construction, Marc Nieminen Lic.# 483233

446 Samantha Dr., Portola, CA 96122
530-832-5348, Cell, 530-249-5535
pacificdesignconstruction@gmail.com

Job: Loyalton social hall paint proposal.

Description: Interior, the six new windows are to be sanded, puttied, primed with a finish coat. This Includes removing and replacing blinds. Exterior is to be primed and painted. The new siding and trim only. The colors are to match as close as is possible. Soffits and fascia are not included. (see additional proposals) This will include cleaning of the 6 windows inside and out.

Proposal:

Labor,	\$ 1,240.00
Materials, Note: Material figures were using Home Depot,	<u>350.00</u>
Total:	\$ 1,590.00

*** Extra proposals,

Fascia, Areas above new siding only, West Gable and South wall.

Labor,	\$ 260.00
Materials,	<u>35.00</u>
Total:	\$ 295.00

Covered patio posts, 6 posts, remove and replace with new pressure treated 4x4 posts. Recycle brackets and paint new posts to match existing trim color.

Labor,	\$ 440.00
Materials,	<u>165.00</u>
Total:	\$ 605.00

Thank You, Marc Nieminen

**CITY OF LOYALTON
RESOLUTION NO. 3-2020**

**A RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY
ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING
CONSOLIDATION OF THE ELECTION**

CITY OF LOYALTON

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the election official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2020;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the City of Loyalton hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2020 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the city request to the Board of Supervisors of the County of Sierra to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Sierra County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Sierra County Elections Department conduct the election for the following offices on the November 3, 2020 ballot:

<u>SEATS OPEN</u>	<u>OFFICE TERM</u>
3 Council Members	4 years
1 City Clerk	4 years

PASSED AND ADOPTED this 16th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Sarah Jackson, Mayor

Kathy LeBlanc, Deputy City Clerk

10:33 AM
06/16/20
Cash Basis

City of Loyaltton
Bills Paid
As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Transfer	05/15/2020			Funds Transfer	1,500.00
Transfer	05/15/2020			Funds Transfer	4,500.00
Transfer	05/22/2020			Funds Transfer	1,500.00
Transfer	05/22/2020			Funds Transfer	4,500.00
Transfer	05/29/2020			Funds Transfer	1,500.00
Transfer	05/29/2020			Funds Transfer	4,500.00
Check	05/31/2020		Plumas Bank-Vendor	Service Charge	-2.00
Total Enterprise Loan MM 0559					17,998.00
General Funds					
General Checking 1956- NEW					
Paycheck	05/01/2020		Cussins, John C		-1,116.95
Paycheck	05/01/2020		Jardin, Patsy E		-1,781.82
Paycheck	05/01/2020		McGarity, Orville D		-260.28
Paycheck	05/01/2020		Yegge, Donald M.		-428.32
Paycheck	05/01/2020		Bennett, Kenneth E		-1,580.37
Paycheck	05/01/2020		Freeto, Jillian		-606.46
Paycheck	05/01/2020		Jordan, Keith S.		-1,616.16
Paycheck	05/01/2020		Stockdale, Jamie		-701.93
Paycheck	05/01/2020		Castillo, Jerry		-178.42
Liability Check	05/01/2020		US Treasury-941	94-6000364	-5,496.94
Liability Check	05/01/2020		Employment Development Depart...	69817369	-2,873.98
Liability Check	05/04/2020		US Treasury-941	94-6000364	-1,289.84
Liability Check	05/04/2020		Employment Development Depart...		-331.78
Liability Check	05/15/2020		US Treasury-941	94-6000364	-1,094.74
Liability Check	05/15/2020		Employment Development Depart...	69817369	-111.75
Transfer	05/15/2020			Funds Transfer	-1,500.00
Transfer	05/15/2020			Funds Transfer	-4,500.00
Transfer	05/22/2020			Funds Transfer	-1,500.00
Transfer	05/22/2020			Funds Transfer	-4,500.00
Transfer	05/29/2020			Funds Transfer	-1,500.00
Transfer	05/29/2020			Funds Transfer	-4,500.00
Check	05/31/2020		Plumas Bank-Vendor	Service Charge	-2.00
Check	05/31/2020		Bank of America	5472064000010235	-611.13
Bill Pmt -Check	05/12/2020	EFT5.3...	Liberty Utilities		-1,812.49
Bill Pmt -Check	05/12/2020	EFT83	Liberty Utilities		-97.06
Bill Pmt -Check	05/12/2020	EFT84	Liberty Utilities		-26.91
Bill Pmt -Check	05/12/2020	EFT85	Liberty Utilities		-185.31
Bill Pmt -Check	05/12/2020	EFT86	Liberty Utilities		

10:33 AM
06/16/20
Cash Basis

City of Loyaltan
Bills Paid
As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	05/12/2020	EFT87	Liberty Utilities		-292.02
Bill Pmt -Check	05/12/2020	EFT88	Liberty Utilities		-75.35
Bill Pmt -Check	05/12/2020	EFT89	Liberty Utilities		-1,625.84
Bill Pmt -Check	05/12/2020	EFT90	Liberty Utilities		-152.24
Bill Pmt -Check	05/12/2020	EFT91	Liberty Utilities		-67.23
Bill Pmt -Check	05/12/2020	EFT92	Liberty Utilities		-325.63
Bill Pmt -Check	05/12/2020	EFT93	USA Blue Book		-943.97
Bill Pmt -Check	05/29/2020	eft95	Plumas Sierra Rural Electric		-6,865.91
Bill Pmt -Check	05/29/2020	eft96	Plumas Sierra Rural Electric		-59.74
Bill Pmt -Check	05/29/2020	eft97	Plumas-Sierra Telecomm.		-109.00
Bill Pmt -Check	05/29/2020	eft98	USA Blue Book		-184.70
Bill Pmt -Check	05/29/2020	eft99	Amerigas*	201913977	-1,072.43
Bill Pmt -Check	05/29/2020	eft106	United Healthcare Insurance Co...	327802773-1 J Cussins Insurance June 2020	-283.11
Check	05/01/2020	6234	Sarah Jackson	April 2020 Council Expense	-49.50
Check	05/01/2020	6235	Nancy Rogers	April 2020 Council Expense	-49.50
Check	05/01/2020	6236	Joy Markum	April 2020 Council Expense	-49.50
Check	05/01/2020	6237	Darlene Riede	April 2020 Council Expense	-49.50
Check	05/01/2020	6238	Brooks Mitchell	April 2020 Council Expense	-49.50
Paycheck	05/01/2020	6246	LeBlanc, Katherine L	April 2020 City Clerk	-632.19
Check	05/01/2020	6248	Kathy LeBlanc		-150.00
Paycheck	05/15/2020	6254	Bennett, Kenneth E		-1,388.54
Paycheck	05/15/2020	6255	Castillo, Jerry		-495.39
Paycheck	05/15/2020	6256	Freeto, Jillian		-626.41
Paycheck	05/15/2020	6257	Jordan, Keith S.		-1,381.51
Paycheck	05/15/2020	6258	LeBlanc, Katherine L		-625.87
Paycheck	05/15/2020	6259	Stockdale, Jamie		-652.97
Check	05/15/2020	6264	Sarah Jackson	May 2020 Council	-57.06
Check	05/15/2020	6265	Brooks Mitchell	May 2020 Council	-57.54
Check	05/15/2020	6266	Nancy Rogers	May 2020 Council	-57.57
Check	05/15/2020	6267	Darlene Riede	May 2020 Council	-57.57
Check	05/15/2020	6268	Joy Markum	May 2020 Council	-57.06
Check	05/15/2020	6269	Kathy LeBlanc	May 2020 Council	-150.00
Bill Pmt -Check	05/19/2020	6270	Frank Gardner		-50.00
Paycheck	05/29/2020	6279	Bennett, Kenneth E		-1,447.31
Paycheck	05/29/2020	6280	Castillo, Jerry		-380.00
Paycheck	05/29/2020	6281	Freeto, Jillian		-679.76
Paycheck	05/29/2020	6282	Jordan, Keith S.		-1,417.95
Paycheck	05/29/2020	6283	LeBlanc, Katherine L		-562.67
Paycheck	05/29/2020	6284	Stockdale, Jamie		-686.32

10:33 AM

City of Loyaltan

06/16/20

Bills Paid

Cash Basis

As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Check	05/28/2020	6285	Postmaster		-116.20
Bill Pmt -Check	05/29/2020	200040	Bastian Engineering	May Water& Sewer	-335.00
Bill Pmt -Check	05/29/2020	200041	Silver State Analytical Laboratori...		-290.00
Bill Pmt -Check	05/29/2020	200042	Intermountain Disposal, Inc.		-148.90
Bill Pmt -Check	05/29/2020	200043	Porter Simon Professional Servic...	92132-13200M	-60.00
Bill Pmt -Check	05/29/2020	200044	Sierra County Auditor	Police Contract-June 2020	-1,250.00
Bill Pmt -Check	05/29/2020	200045	Xerox Corporation	951429299	-254.88
Bill Pmt -Check	05/29/2020	200046	Softline Data		-445.00
Total General Checking 1956- NEW					-67,022.98
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-67,022.98
Designated Funds					
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Total WWTP Construction 1990					
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					
TOTAL					-49,024.98

10:33 AM
06/16/20
Cash Basis

City of Layton
Bills Paid
As of May 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Transfer	05/15/2020			Funds Transfer	1,500.00
Transfer	05/15/2020			Funds Transfer	4,500.00
Transfer	05/22/2020			Funds Transfer	1,500.00
Transfer	05/22/2020			Funds Transfer	4,500.00
Transfer	05/29/2020			Funds Transfer	1,500.00
Transfer	05/29/2020			Funds Transfer	4,500.00
Check	05/31/2020		Plumas Bank-Vendor	Service Charge	-2.00
Total Enterprise Loan MM 0559					17,998.00
General Funds					
General Checking 1956- NEW					
Paycheck	05/01/2020		Cussins, John C		-1,116.95
Paycheck	05/01/2020		Jardin, Patsy E		-1,781.82
Paycheck	05/01/2020		McGarity, Orville D		-260.28
Paycheck	05/01/2020		Yegge, Donald M.		-428.32
Paycheck	05/01/2020		Bennett, Kenneth E		-1,580.37
Paycheck	05/01/2020		Freeto, Jillian		-606.46
Paycheck	05/01/2020		Jordan, Keith S.		-1,616.16
Paycheck	05/01/2020		Stockdale, Jamie		-701.93
Paycheck	05/01/2020		Castillo, Jerry		-178.42
Liability Check	05/01/2020		US Treasury-941	94-6000364	-5,496.94
Liability Check	05/01/2020		Employment Development Depar...	69817369	-2,873.98
Liability Check	05/04/2020		US Treasury-941	94-6000364	-1,289.84
Liability Check	05/04/2020		Employment Development Depar...		-331.78
Liability Check	05/15/2020		US Treasury-941	94-6000364	-1,094.74
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Transfer	05/15/2020			Funds Transfer	-1,500.00
Transfer	05/15/2020			Funds Transfer	-4,500.00
Transfer	05/22/2020			Funds Transfer	-1,500.00
Transfer	05/22/2020			Funds Transfer	-4,500.00
Transfer	05/29/2020			Funds Transfer	-1,500.00
Transfer	05/29/2020			Funds Transfer	-4,500.00
Check	05/31/2020		Plumas Bank-Vendor	Service Charge	-2.00
Check	05/31/2020		Bank of America	5472064000010235	-611.13
Bill Pmt -Check	05/12/2020	EFT83	Liberty Utilities		-1,812.49
Bill Pmt -Check	05/12/2020	EFT84	Liberty Utilities		-97.06
Bill Pmt -Check	05/12/2020	EFT85	Liberty Utilities		-26.91
Bill Pmt -Check	05/12/2020	EFT86	Liberty Utilities		-185.31

SIERRA COUNTY

Clerk-Recorder
P.O. Drawer D
Downieville, California 95936
Telephone (530) 289-3295
Fax (530) 289-2830



Heather Foster
Clerk-Recorder

June 5, 2020

To: City of Loyalton

From: Melissa Kinneer, Sierra County Elections Department

Re: Deadlines for the November 3, 2020 ballot

The deadline for consolidating an election with the November 3, 2020 General Election is fast approaching. If your governing board wishes to consolidate with the General Election you must file a resolution with our office that does the following:

1. orders the election;
2. requests the Sierra County Elections Department to conduct the election, and
3. consolidates the election with any other jurisdiction holding an election on the same day.

The important deadlines to note are:

- **July 1, 2020 – Special Districts and Cities deliver Notice of Election to County Clerk**
- **August 7, 2020 – deadline for governing bodies to file their resolutions calling their election.**

The following documents are enclosed to assist your governing body in calling and consolidating an election with the November 3, 2020 General Election:

- Sample Resolution of the Election Order for Cities and Special Districts.
- Notice of Election for Special Districts and Cities.

If you have any questions regarding the above information, please feel free to contact our office at (530) 289-3295.

Sincerely,

Melissa Kinneer
Assistant County Clerk-Recorder

Enclosures

Resolution No. _____

**RESOLUTION ORDERING AN ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
AND REQUESTING CONSOLIDATION OF THE ELECTION**

CITY OF LOYALTON

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2020;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the City of Loyalton hereby orders an election be called and consolidated with any and all

elections also called to be held on November 3, 2020 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the city request to the Board of Supervisors of the County of Sierra to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Sierra County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Sierra County Elections Department conduct the election for the following offices on the November 3, 2020 ballot:

<u>SEATS OPEN</u>	<u>OFFICE TERM</u>
3 Council Members	4 years
1 City Clerk	4 years

PASSED AND ADOPTED this _____ day of _____, 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chairperson of said Governing Board

Attested: _____
Secretary