

PAYMENT AGREEMENTS

ACCOUNT	MONTHLY PAYMENTS	AMOUNT DUE
42	\$160.00	\$18,742.21
61	\$180.00	\$2,533.64
450	\$200.00	\$647.06
3411562	\$150.00	\$738.20

NON COLLECTABLE ACCOUNTS

ACCOUNT	OWNER/RENTET	AMOUNT DUE
104	OWNER (SOLD PROPERTY)	\$414.38
177	OWNER (LEFT FILIED BANKRUPT)	\$1,484.01
297	OWNER (SOLD PROPERTY)	\$2131.33
372	OWNER (SOLD PROPERTY)	\$585.76
460	RENTER (SMALL CLAIMS)	\$2,181.65
7	RENTER (LEFT TOWN)	\$219.52
107	OWNER (LOCKED OUT)	\$543.84
300	OWNER (LOCKED OUT)	\$561.05
TOTAL		\$8,121.54

UNPAID TRAILER PARK ACCOUNTS

ACCOUNT #	AMOUNT DUE
206	\$26,295.16
208	\$293,417.10
8695902	\$378.28
8695903	\$506.63
8695904	\$121.93
8695905	\$121.93
8695906	\$377.80
8695909	\$359.97
8695910	\$634.96
8695911	\$121.93
8695912	\$109.63
8695913	\$570.94
8695914	\$128.03
8695917	\$125.88
8695918	\$506.63
8695919	\$634.96
206 & 208	TOTAL DUE \$319,712.26
ALL OTHER ACCOUNTS	TOTAL DUE \$ \$4,576.77
TOTAL	\$324,289.03

**CITY OF LOYALTON
SEWER AND WATER PAYMENT AGREEMENT**

NAME(S): _____ (hereinafter referred to as, "Customer")

ADDRESS: _____

PHONE: _____

MONTHLY PAYMENT: _____

DATE: _____

B. TERMS AND CONDITIONS

1. Customer shall pay the City of Loyaltan (the "City") the monthly payment set forth above and/or any other rate lawfully established by the City including any fees, penalties and fines.
2. Customer shall make the monthly payment set forth above by the 25th of each month.
3. In the event Customer fails to make the monthly payment by the 25th of the month then Customer's water service will be disconnected.
4. Customer understands and agrees that in the event water service has been disconnected and Customer requests reconnection of water service, Customer will be required to pay to the City a reconnection fee of One Hundred Dollars (\$100.00) prior to the City reconnecting the water service.
5. Customer grants the City the right to access the property above to inspect water and sewer systems and connect, disconnect and reconnect water service.
6. Customer understands and agrees that there is no guarantee of future water service.
7. Customer agrees to comply with the City's ordinances, rules and regulations with respect to water and sewer services provided by the City.

IN WITNESS WHEREOF, the parties have executed this Sewer and Water Agreement as of the date above.

"CITY"

"CUSTOMER"

Signature: _____

Signature: _____

Name: _____

City of Loyalty

FY 2019 – 2020

Operating Budget & Financial Forecasts

FY 2020 looks to be a significantly more stable year for the City of Loyalty. A full City Council has been seated and functioning together for six months now. During this FY we are committed to operating within the presented budget, but reserve the ability to update if needed. At this time we are voting to approve a preliminary FY 20 Budget as we have not yet established what the Fire Service Area Revenue will look like, nor have we determined if the WWTP / Sewer service rate will need to be update.

As Mayor of the City of Loyalty I am very pleased with this Council's commitment to establishing this budget through a series of open meeting budget workshops. This Council has made a commitment to budget for improvements that will benefit the citizens of Loyalty throughout the City. Below are a list of budgeted improvements and their approximate costs that this Council determined to be most needed:

1. Roadway Striping \$2400 – Streets & Highways
2. Social Hall Siding Repair \$8500 – Parks & Recreation
3. Fire Safety Equipment & Turnouts \$10,000 – Fire Department
4. Fire State Garage Door Modification \$10,000 – Fire Department
5. City Hall Safety & Building Repair \$14,750 – General Fund
6. Contracted Services WWTP Leak Detection Testing, Beckwith Street Repair \$200,000 – Sewer Fund

Our City Council and City Staff remain committed to the following:

- Ensuring that the City Council Members and City Staff have a greater understanding and training if needed for developing Operating Budgets.
- Through financial transparency when appropriate, foster and grow community and regional relationships and trust.
- Review, revise and develop if necessary, City financial policies regarding spending, designated funds, restricted funds, operating days cash on hand, depreciation, improvements, and minimum operating margins.
- Consider thoughtfully any and all options that will benefit the citizens of the City of Loyalty.

This FY reflects a significant improvement in the City's position versus FY 19. The water services rate increase reflects a self-sustaining budget. While the Preliminary budget does show a loss reflected sewer departmental budget and an overall net loss of \$8970.26 it should be noted

that the City has not received final word on service area revenue or the impact on any change to the sewer rate.

Respectfully Submitted,


Sarah M Jackson, Mayor

BUDGET SUMMARY

FY 2019

<u>Total Income</u>	\$1,466,158.00
Operating Expense	\$878,430.00
Debt/Other Expense	\$596,698.26
<u>Total Expense</u>	\$1,475,128.26
Net Income	-\$8,970.26

Kathy LeBlanc

From: Alexa Kinsinger [akinsinger@farrwestengineering.com]
Sent: Wednesday, June 12, 2019 3:54 PM
To: Kathy LeBlanc
Subject: Liner Alternatives Memo for City Council Review
Attachments: TM_Liner Alternatives_6-12-19_.pdf

Hi Kathy,

Attached is the pond liner alternatives tech memo for City Council review at the upcoming City Council meeting.

Thanks,
Alexa



Alexa Kinsinger, EI
Project Designer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 997-7491
Fax: (775) 851-0766
www.farrwestengineering.com

TECHNICAL MEMORANDUM
CITY OF LOYALTON
CAO REPORTING – POND LINER UPDATE

Prepared For: California State Water Quality Control Board
Prepared By: Alexa Kinsinger, E.I.
Reviewed By: Lucas Tipton, P.E.
Date: June 12, 2019
Subject: Pond Liner Alternatives

1.0 BACKGROUND

As part of the Cleanup and Abatement Order (CAO) R5-2013-0700 issued to the City of Loyalton (City) in February 2013, the City is responsible to submit certification and as-builts for the two effluent storage ponds located at the City wastewater treatment facility (WWTF). Under this CAO requirement, the City contracted Farr West Engineering (Farr West) and HydroGEOPHYSICS (HGI) in April 2019 to complete a leak detection testing on the storage ponds to determine if the ponds were capable of storing up to 120 acre-feet of effluent on an annual basis. The leak detection method used by HGI meets the American Society of Testing and Materials (ASTM) Method D 7007, Standard Practices for Locating Leaks in Geomembrane Covered with Water or Erath Materials and was approved by Brendan Kenny at the California State Water Quality Control Board (State) in March 2019. HGI's leak detection method places a series of electrodes in the soil outside of the pond that transmit electrical current. Cables placed in the pond water receive this electrical current if there are leaks present in the pond. In the presence of leaks, the current moves more readily to the potential leak location thus resulting in a larger magnitude response near the leak location.

2.0 POND LEAK DETECTION TESTING ISSUES

In preparation for the leak detection testing, it was communicated to Farr West that the pipe penetrations present in the ponds need to be isolated as best as feasibly possible. There are three pipe penetrations in each pond; an inlet pipe, an outlet pipe, and an overflow pipe connecting the two ponds. HGI suggested that pipe isolation could be achieved by physically covering all exposed pipe outlets so water cannot flow through them or by creating an air gap within the pipe to create an electrical break between water in the pond and water outside of the ponds. During the few weeks prior to HGI's arrival to Loyalton, Farr West worked closely with the WWTP operators to investigate potential options for pipe isolation. The operators were able to isolate the overflow pipes by lowering the pond water level below the overflow pipes (Figure 1, left). Next, the operators determined that an air gap could be achieved for the outlet pipes by closing the gate valve present on the pipe and draining the discharge side of the pipe through gravity flow into the irrigation pump station wet well. On May 17th, 2019, Farr West staff Alexa Kinsinger and Logan Garling went to the WWTP to assist the operators with the inlet pipe isolation. The north pond inlet pipe was only partially submerged, and Logan was able to secure three layers of plastic bags over the pipe without excessive contact with the effluent water (Figure 1, right).



Figure 1: Pipe isolation of outlet pipes (left) and north pond inlet pipe (right)

The south pond inlet pipe was submerged in approximately 3 feet of water and would have required Farr West staff to fully submerge themselves in the pond to attempt to fasten plastic bags over the pipe. Hesitant to expose staff to skin and face contact with the effluent water, Alexa called HGI to confirm that inlet pipe isolation through the plastic bag method was absolutely necessary for the success of the leak detection testing. HGI told Alexa that the plastic bag method does not guarantee pipe isolation and would likely still cause an “occurrence that would appear as a leak” in their leak detection software because there would likely still be water flowing through the plastic bag. From this conversation, Alexa concluded the apparent lack of integrity in the plastic bag isolation method was not worth the risk of exposing Logan to the effluent water.

HGI mobilized to the City WWTP on May 20, 2019 to perform the leak detection testing over a week time frame. By the second day on site, HGI reported that their data collection system was sensing an overwhelmingly large occurrence that was pulling all current towards both outlet pipes. Farr West staff mobilized to the site early Wednesday May 22 to investigate possible air gap failures that could be causing the current to flow towards the outlet pipes. Once the air gaps were successfully established again, HGI reran a current test and concluded the occurrence at the outlet pipe was still overwhelmingly large. This result suggested that the current was travelling through the outlet pipe and grounding in the surrounding soil. This occurred because the outlet pipes are metal and therefore were conducting electricity at a much higher rate than a PVC or HDPE pipe. Once the HGI crew realized that the pipes were metal, they communicated that the leak detection testing would not produce viable results because the current will always take the path of least resistance (through the metal outlet pipes) to ground and therefore not flow through any potential leaks present in the liner. Upon news that the outlet pipe air gap isolation method had failed, Farr West decided to cease the leak detection service and demobilize HGI.

After debriefing with HGI, the following conclusions were made:

- Since the pipe penetrations in both ponds are metal, intensive pipe isolation prep work must take place before leak detection through electric current methods can take place.
- The plastic covering on the inlet pipe of the north pond appeared to be an adequate pipe isolation solution, however, it is vital that all exposed metal be covered and that no water can flow through the plastic covering and come in contact with the metal.
- With the outlet pipes being 10-13' below the water surface, the ponds would either need to be drained prior to the pipes being isolated or would require an underwater diver to affix the proper isolation device.

3.0 CURRENT STATUS OF PONDS

Currently, it is unknown if there are leaks present in the storage ponds, but the south pond has at least one whale present that protrudes out of the water surface (Figure 2). According to the plant operators, both the north and south ponds have had multiple whales appear over the last year. These whales fluctuate in size and location depending on the pond water level. Whaling occurs when air or water present under the pond liner bubbles up and deforms the liner. This deformation reduces the pond storage capacity and can cause damage to the liner that could potentially lead to leakage.

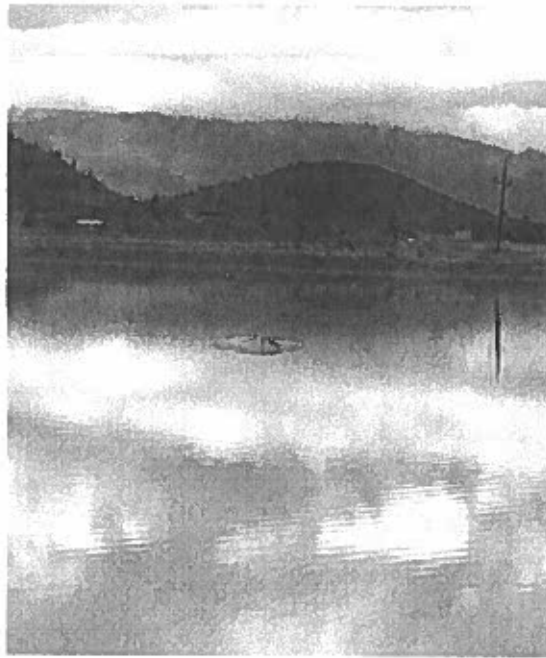


Figure 2: Whale Present in the South Pond. Photo taken May 28, 2019.

Per an April 3, 2012 letter written to the City by Applied Soil Water Technologies, LLC (ASW), air vents were installed at the top of slope around the perimeters of both ponds. At some point after the ASW letter, ballasts were placed in both ponds to alleviate whaling. In a photo from the October 4, 2018 site visit (Figure 3), the ballasts can be seen at the base of the slopes of the ponds parallel to the perimeter. This installation does not meet recommended installation guidelines and may actually be exacerbating the whaling problem by blocking air flow under the liner from traveling up the slope and out the air vents. It was recommended to the City that the ballasts be placed in the center of the pond sitting one on top of another perpendicularly to form a "+". Some recent discussion about relocating the ballasts to this position and shape has been made by City staff. However, it is unclear whether this activity would result in further damage to the liner, so no further action has been recommended at this time.



Figure 3: Ballasts lying along the edge of the south pond perimeter on October 4, 2018.

4.0 NEXT STEPS TO SATISFY CAO REQUIREMENTS

To satisfy the pond liner requirements of the CAO, Farr West proposes the following alternatives:

Alternative 1: Replace both pond liners and ventilation systems in their entirety and submit as-builts to State. This alternative does not include re-design of pond berms and assumes that existing berms and piping are adequate.

Alternative 2: After the irrigation season, when the pond level is below the outlet pipes (approximately one foot of water), remobilize HGI to the WWTP site to perform leak detection testing on the bottom of the ponds. Side slopes of the ponds would be visually inspected for leaks. Pending results of leak testing, the ponds will be cleaned, liner spot repairs will be performed, and adjustments to ballast system will be made. After ponds are repaired, the liner subconsultant will run pressure tests on each leak area to ensure adequate repair then pond certification and as-builts will be submitted to the State.

Alternative 3: After the irrigation season, when the outlet pipes are exposed, cover the outlet pipes with thick plastic covering to isolate the pipes. Fill ponds over the winter up to bottom of inlet pipes then remobilize HGI to WWTP to perform leak detection testing on full ponds. Once testing is complete, hire scuba diver to remove plastic covering from outlet pipes¹. Pending results of leak testing, the ponds will be cleaned, liner spot repairs will be performed, and adjustments to ballast system will be made in Fall of 2020. After ponds are repaired, the liner subconsultant will run pressure tests on each leak area to ensure adequate repair then pond certification and as-builts will be submitted to the State.

¹ Other methods for outlet pipe cover removal may exist that would allow for removal from the above the water surface.

5.0 COMPARISON OF ALTERNATIVES

Table 1: Pros, Cons, and Unknown Variables of Each Alternative

Alternative	Pros	Cons	Unknown Variables
1	<ul style="list-style-type: none"> -No further leak testing required. - Potential to eliminate whaling issues. - Resolves the outstanding CAO requirements within 12 months. - Gives the City a brand-new pond liner without wasting resources to determine the integrity of the existing liner. 	<ul style="list-style-type: none"> - Most expensive alternative. - Construction may be complicated if high ground water conditions exist. - Subsurface conditions which are causing the whaling would still exist, however would be mitigated by re-design components. - Temporary storage facilities or measures may be required. - Extensive investigation and design phase. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage. - Suitability of existing pond liner berms.
2	<ul style="list-style-type: none"> - Expected to be the least expensive alternative if full liner replacement is not required. - Testing results received in the Fall of 2019. 	<ul style="list-style-type: none"> - Visual inspection for leaks can be inaccurate. - Requires a remobilization of HGI leak detection testing. - Pond cleaning process can be difficult and lead to additional leaks. - Will not reduce whaling issues in the pond. - Does not guarantee the pond liner life will be significantly extended. - Ponds would not be repaired until end of 2019 at the earliest. - Temporary storage facilities or pumping services may be required. - Future leaks would not be mitigated. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage; if extensive leaks are discovered, the liner may need to be replaced. - May not receive State approval due to inaccuracy of visual leak inspection.
3	<ul style="list-style-type: none"> - HGI leak detection services are more cost effective on full ponds. - Pond cleaning would only be necessary where leaks are present. 	<ul style="list-style-type: none"> - Requires HGI leak detection testing. - Outlet pipe isolation will be tedious and leak occurrences could still occur if pipes are not completely isolated. - Requires the pond to be cleaned. - Does not guarantee the resolution of whaling issues in the pond. - Does not guarantee the pond liner life will be significantly extended. - Resolves the outstanding CAO requirements the slowest of all alternatives (Fall of 2020). - Future leaks would not be mitigated. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage; if extensive leaks are discovered, the liner may need to be replaced.

5.1.1 Scheduling of Alternatives

Alternative 1 is estimated to take eight months from the notice to proceed with design. The anticipated items to be completed within this timeframe include:

- 1) Site and Facility investigations (2 months)
- 2) Liner and ventilation system design (3 months)
- 3) Contractor bidding process (1 month)
- 4) Construction Process (2 months, weather permitting):
 - a) Demolition of the existing pond liners
 - b) Re-grading of the pond bottoms to an adequate slope for ventilation
 - c) Installation of a new ventilation system and new pond liners

Alternative 2 is estimated to take six months to a year depending on the results of the leak detection testing. The anticipated items to be completed within this timeframe include:

- 1) Mobilization of HGI to site when the ponds are at their lowest water level (September or October 2019)
- 2) HGI performs leaks detection testing on bottom of pond. Visual inspection of side slopes will take place concurrently with HGI's services. (3 to 4 days)
- 3) Pending results of the leak detection testing:
 - a) Ponds will be cleaned (1 week)
 - b) Contractor will be scheduled to perform spot repairs on the leaking portions of liner (2 months)

If results of the leak detection testing conclude that the liners should be completely replaced, the schedule of this alternative will be delayed by six months to a year to allow for the some of the items in alternative 1 to be completed.

Alternative 3 is similar to alternative 2 because its schedule also depends on the results of the leak detection testing, however, alternative 3 would require another 6 months to fill the ponds prior to testing. The anticipated items to be completed within this timeframe include:

- 1) Isolate outlet pipes when the pond water level falls below the outlet pipe (September or October 2019)
- 2) Fill ponds to rim of inlet pipes (April or May 2020)
- 3) Mobilization of HGI to site to perform leaks detection testing on full ponds (3 to 4 days)
- 4) Pending results of the leak detection testing:
 - a) Ponds will be cleaned (1 week in Fall of 2020)
 - b) Contractor will be scheduled to perform spot repairs on the leaking portions of liner (2 months)

Similar to alternative 2, if the results of the leak detection testing conclude that the liners be completely replaced, the alternative 3 schedule will be extended another six months to a year to allow for some of the items in alternative 1 to be completed.

5.1.2 Opinions of Probable Cost for each Alternative

Opinions of probable costs for each alternative are presented in Table 2 below. It should be noted that these costs are level 5 (i.e. planning level) cost estimates that incorporate numerous assumptions and should be considered within an accuracy range of -40% to +50%. These costs are adequate for general budgeting and cost comparisons between alternatives but should not be considered estimates of bid results or final construction costs. For further detail on these costs and the assumptions included, please refer to Appendix A. For costing purposes, alternatives 2 and 3 have been split into two separate costs (alternatives 2a, 2b, 3a, and 3b). Costs for alternatives 2a and 3a assume that only a few leaks exist in each pond that require minor pond repair work. While costs for alternatives 2b and 3b assume that the existing liners is in poor condition with many leaks present, thus requiring majority of the liner to be repaired.

Table 2: Planning Level Cost Estimates of Alternatives

Alternative	Estimated Cost
1	\$1,142,200
2a	\$272,000
2b	\$600,000
3a	\$276,000
3b	\$608,000

6.0 NEXT STEPS

Farr West met with City representatives on June 5, 2019 to present these alternatives. The City would prefer to pursue alternative 2 because it is the least expensive option and will require less time than alternative 3. Additionally, the City has no reason to believe that there are currently leaks present in the liner and therefore alternative 1 seems too extensive to pursue at this time.

After this technical memo is issued to the State, the City will send a formal request for a site walk through with the State and Farr West staff to discuss the liner issues and their available alternatives. Implementation of the selected alternative will likely require time for Farr West to conduct a research investigation to familiarize ourselves with the specific issues in the pond liners. This research will include reading through lawsuit documents, pond liner design documents, ground water level piezometric data, and any other investigative documents that pertain to the pond liner design and issues.

APPENDIX A

Cost Estimates - Pond Liner Alternatives

Alternative 1 - Replace Liner and Ventilation System, Regrade Pond Bottoms

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	Construction Mobilization/Demob	Construction Cost	1	LS	\$ 43,000	\$ 43,000.00
2	Demolish Existing Liner and Disposal	Construction Cost	1	LS	\$ 50,000	\$ 50,000.00
3	Basin Earthwork and Subgrade Prep	Construction Cost	10,000	CY	\$ 12.00	\$ 120,000.00
4	60 mil HDPE liner w/ vents	Construction Cost	500,500	SF	\$ 1.40	\$ 700,700.00
5	Ventilation geocomposite strips	Construction Cost	50	Strips	\$ 0.15	\$ 8.00
6	Farr West Design Cost	Design Cost	1	LS	\$ 228,425	\$ 228,425.00
Total Cost:						\$ 1,142,133.00

Alternative 2 - Leak Detection on Partially Full Ponds and Liner Spot Repairs; Item 4a and Cost 2a Assume Existing Liner is in Good Condition; Item 4b and Cost 2b Assume Existing Liner is in Bad Condition and Requires Extensive Repairs or Majority Overlay.

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	HGI Leak Detection Testing	Subconsultant Cost	1	LS	\$ 22,466	\$ 22,500.00
2	Visual Leak Detection Testing	Subconsultant Cost	1	LS	\$ 5,000	\$ 5,000.00
3	Clean out ponds	Pond Cleaning Cost	1,102,700	gal	\$ 0.16	\$ 176,400.00
4a	Pond Liner Repairs	Subconsultant Cost	5	day	\$ 2,000.00	\$ 10,000.00
4b	Pond Liner Replacement	Subconsultant Cost	375,375	SF	\$ 0.90	\$ 337,800.00
5	Ballast System	Subconsultant Cost	1	LS	\$ 50,000.00	\$ 50,000.00
6	By pass pumping	Pumping Cost	1	month	\$ 8,055	\$ 8,055.00
Total Cost 2a:						\$ 271,955.00
Total Cost 2b:						\$ 599,755.00

Alternative 3 - Leak Detection on Full Ponds and Liner Spot Repairs; Item 5a and Cost 3 Assumes Existing Liner is in Good Condition; Item 5b and Cost 3b Assume Existing Liner is in Bad Condition and Requires Extensive Repairs or Majority Overlay.

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	Isolate outlet pipes	Subconsultant Cost	1	LS	\$ 5,000	\$ 5,000.00
2	HGI Leak Detection Testing	Subconsultant Cost	1	LS	\$ 22,466	\$ 22,500.00
3	Scuba to unisolate outlet pipes	Subconsultant Cost	1	day	\$ 8,000	\$ 8,000.00
4	Clean out ponds	Pond Cleaning Cost	1,102,700	gal	\$ 0.16	\$ 176,432.00
5a	Pond Liner Repairs	Subconsultant Cost	5	day	\$ 1,200	\$ 6,000.00
5b	Pond Liner Replacement	Subconsultant Cost	375,375	SF	\$ 0.90	\$ 337,800.00
6	Ballast System	Subconsultant Cost	1	LS	\$ 50,000.00	\$ 50,000.00
7	By pass pumping	Pumping Cost	1	month	\$ 8,055	\$ 8,055.00
Total Cost 3a:						\$ 275,987.00
Total Cost 3b:						\$ 607,787.00

Assumptions:

- Basin Earthwork was assumed at 10,000 CY cut and 10,000 CY fill, pay on fill at 2% sloping of pond bottom:
- Construction mobilization and demobilization assumed to be 5% of construction cost
- Ventilation system is assumed to include 3" layer of gravel rock on bottom of ponds priced at \$25/cubic yard of rock and a geocomposite drainage fabric on bottom and side slopes of ponds priced at \$0.20/SF.
- Farr West Design cost assumed at 16% of total construction cost to cover both design and construction management
- Visual leak detection testing assumed to be preformed by Farr West inspector for over multiple days including travel time.
- HGI service includes mobilization and 4 days of leak detection testing. Reporting costs to be covered through existing HGI contract
- Outlet pipe isolation assumed to be performed by Farr West inspector and to require a small design effort.
- Bypass pumping cost based off Pac Machine quote for a Godwin HL130 diesel trash pump
- Pond cleaning cost assumes 4" of sediment on pond bottoms at \$0.16/gal of effluent water removal and disposal
- Costs 2a and 3a assume that the leak detection results finds the existing liner in good condition with a small number of spot repairs needed to solve leaking issues.
- Costs 2b and 3b assume that the leak detection results find the existing liner in bad condition that will require 75% of liner to be replaced at \$0.90/SF. Due to economies of scale, the cost of liner will fluctuate depending on the amount of liner that needs to be replaced. No regrading of the pond bottoms is included in the costs.
- All costs have been rounded to the nearest dollar. These costs are level 5 planning costs and should be considered within an accuracy range of -40% to +50%

Kathy LeBlanc

From: Sarah Jackson [sarah.cityofloyalton@gmail.com]
Sent: Friday, June 07, 2019 2:06 PM
To: Kathy LeBlanc; Tracy Smith; Joy Markum
Subject: Update to Council Members

Hi Kathy & Tracy - please provide each Council Member the below update from Steve Gross regarding the Receivership Court Hearing on Friday 6/14/19.

I will not be able to attend the hearing. For any Council Member planning on attending please be careful of issuing an statement that is not consistent with what the whole Council has agreed upon with regards to this property and any future services to be provided there. **If you have an opportunity to speak and if your personal opinions differ from what we have discussed in meetings please be very deliberate about stating they are your personal opinions.**

Thank you, Sarah Jackson

From Steve Gross on 06/07/2019 -

Thanks for sending the receiver's report. From what I can gather from reading the report, next week the Court will only be making a decision and issuing an order to permit the Receiver to sell the property for \$180k. The Court won't be determining who gets the \$180K. The \$180k will go to the Receiver will then go through a process to determine who gets what. That will include requesting payoff demands from each of the lienholders, including the City.

However, the reality is that the first \$105k is likely to go to the Receiver to repay personal funds used to remove debris and the rest will go to the rest will go to pay the \$300k of unpaid receivership funds. The Receiver says that it bring a motion to the Court for an order to require Sierra County to pay a portion of those unpaid fees and costs. When the time comes to respond to the request for payoff demands, the City should consider submitting payoff demands that are very small. I'm not sure what we should consider proposing, maybe we'll have a better idea after we see how much the Receiver will try to get from the County. Regardless, there are so many tax liens ahead of the City's liens that we should not count on there being any funds to pay the City any amount.

**Sierra Valley Little League
P.O. Box 992
Loyalton, Ca 96118**

May 31, 2019

Dear Mayor Jackson and City Council Board Members,

On behalf of Sierra Valley Little League, we want to express our strong support for a Rec Center in the Pool Hall Building in Loyalton.

A Rec Center would strongly benefit the children of our community. I would like to propose that we put in a portable gym for basketball and batting cages for the Little League to use. Batting Cages will provide early/off season opportunities for our Little League to benefit from along with the multiple sports we have at our schools and in the community. We fully understand the responsibilities and maintenance that will need to be provided for this to take place and we will be happy to engage in a conversation to discuss what we can do to help contribute sustainability in the building.

Thank you in advance for considering a Rec Center and we look forward to meeting with you soon to discuss our goals in more detail. We feel this is the most beneficial way to utilize the grant opportunity that appears to be available to the City of Loyalton.

Sincerely,

Sierra Valley Little League

**President-Louie Siqueido
Vice Presidents-Becky Hubbs/Christina Potter
Treasurer-Sheri Roen
Secretary-Annie Siqueido**

**Loyalton Sports Club
Loyalton, Ca 96118**

May 26, 2019

Dear Mayor Jackson and City Council Board Members,

On behalf of the Loyalton Sports Club, I am writing you to ask if you to introduce and/or support a Rec Center in the Pool Hall Building in Loyalton.

A Rec Center makes perfect sense as it would strongly benefit the children of our community. I would like to propose that we put in a portable gym for basketball and batting cages for the Little League to use. Due to gym shortage and a large number of basketball teams this would benefit the Basketball program to be able to utilize more gym time for practices, as well as providing other early/off season opportunities for the multiple sports we have at our schools and in the community.

When the benefits are so great, and there is no harm done to existing businesses, we feel this is the most beneficial way to utilize the grant opportunity that appears to be available to the City of Loyalton.

Sincerely,

Loyalton Sports Club Board

**President-Haley Evans
Vice President-Kasondra Ham/Jamie Stockdale
Treasurer-Carol Bennett
Secretary-Christy Jordan
Athletic Director-Sheri Roen
Principal-Andrea Ceresola**

6/4/2019

Dear Sara Jackson, Mayor:

I am writing to express my interest for a recreation center here in Loyalton. It is my understanding that there is a renewed effort to renovate the old Loyalton pool site into a functioning center that would provide a haven for our youth. I believe a recreation center would be a valuable addition to our community. As the Varsity Soccer Coach at Loyalton High School, I would use the facility for indoor practices for footwork and small side games. I am also a middle school basketball coach as well. The center could provide a place for practicing with players in the school's off-season. This is something my own children and players have been longing for. I envision an opportunity for after school programs, as well. The location is a practical venue and would offer an opportunity to so many in our community. While my focus is on our youth here in Loyalton, I can imagine a place for adults to enjoy recreation as well. Please consider the old pool building as a recreation center and give our community a healthy place to come together.

Sincerely,

Stephanie Shelby

Sierra Brooks Resident, Loyalton, CA

**Treasure Mt. 4H
Calpine, Ca 9124**

June 3, 2019

Dear Mayor Jackson and City Council Board Members,

On behalf of Treasure Mt 4H, we want to express our strong support for a Rec Center in the Pool Hall Building in Loyalton.

Our 4H club would like to support a Rec Center for the kid of community to benefit from. Our club would like to see a portable gym for basketball and batting cages. If we had a rec center with these features in it, our club could utilize them as one of our club activities. There are several members in our club that play on the basketball teams and the baseball/softball teams through our Little League. Kids that may not play either sport may be encouraged to play if they had access to the rec center and could utilize the facility to practice. Adults could also benefit from this facility as well.

We hope you will consider a Rec Center as our club feels this would be a great asset to the community of Loyalton and surrounding areas. Thank you for your consideration and your time.

Sincerely,

Treasure Mt 4H

Kathy LeBlanc

From: Lucas Tipton [lucas@farrwestengineering.com]
Sent: Friday, June 07, 2019 8:56 AM
To: Sarah Jackson; Kathy LeBlanc
Cc: Alexa Kinsinger
Subject: Effluent Pond Leak Detection Services (Update)

Sarah, Kathy and Brooks,

I have reviewed the current contract status of Farr West Engineering and HGI and I would like your input on the following proposal to complete the leak detection services proposed in Alternatives 2 or 3 as discussed at our meeting on 6/5.

- It will cost approximately \$48,000.00 for HGI to come out a second time, complete leak detection services for 5 days draft a report of the findings.
- However, I believe that I have a solution which would only increase the City's commitment to the current Farr West contract by \$16,000 (approximate).
- The \$16,000 includes an additional \$11,000 for HGI and an additional \$5,000 for Farr West to prepare the outlet pipe and to observe the 2nd round of leak detection testing.
- These costs are only associated with the leak detection portion of the project and do not include any considerations of underwater diving, liner repairs, visual liner inspection, coffer dams, temporary pumping or any other item that may be required to complete the scope(s) of Alternatives 2 or 3. All of these items will require additional cost but were reflected in the \$250k - \$600k price range listed in the memorandum.
- HGI is proposing a discount of approximately \$9,000 for the additional testing costs and Farr West is proposing to commit our standard markup of 15% towards future HGI costs. Farr West's action which would result in \$7,181 in current contract funds which would be reallocated to cover future costs.
- The additional costs for HGI assume 5 days of testing. If we can complete testing in 4 days (which I really think we can) the additional costs should be reduced by \$4,500.

Upon your approval or comments, I can draft up a formal contract amendment for Council consideration. I recommend that you delay the amendment until after the on-site meeting with Brendan Kenny, although I would be happy to proceed in the direction you prefer. Thank you everyone for your time and please do not hesitate to contact myself or Alexa anytime.

Regards,



Lucas Tipton, P.E.
Principal Engineer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 853-7253
Cell: (775) 815-3289
Fax: (775) 851-0766
www.farrwestengineering.com

City of Loyalton
Financial Report
As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Enterprise Loan MM 0559	410,407.66
General Funds	
General Checking 1956- NEW	121,213.89
General Contingency Saving 0322	129,971.59
Total General Funds	251,185.48
Designated Funds	
WWTP Settlement (LAIF)	2,000,000.00
WWTP Settlement MM 4387 (New)	684,528.69
Fire Dept. Reserve 7243	169,044.73
WWTP Construction 1990	5,819.28
Community Dev Block Grant 0059	10,585.57
Total Designated Funds	2,869,978.27
Cash Drawer	450.00
Total Checking/Savings	3,532,021.41
Accounts Receivable	
Accounts Receivable	42,975.13
Total Accounts Receivable	42,975.13
Other Current Assets	
Grants Receivable	-79,061.19
CDBG Loans Receivable	14,104.53
Due From Other Funds	389,174.04
Due From Sewer Fund	-30,000.00
Accounts Receivable- Government	
Accounts Receivable (State of C	-40.82
General Accounts Receivable	-600.00
Accounts Receivable- Government - Other	-100.00
Total Accounts Receivable- Government	-740.82
Accounts Receivable- Proprietar	
Reserve for Bad Debt	-188,104.18
Accts Receivable- Late Fees Wat	4,841.11
Accts Receivable- Late Fees Sew	12,072.08
Sewer Ent. Accounts Receivable	259,784.96
Water Ent. Accounts Receivable	
Reconnect fee	-724.10
Water Ent. Accounts Receivable - Other	135,435.17
Total Water Ent. Accounts Receivable	134,711.07
Total Accounts Receivable- Proprietar	223,305.04
Undeposited Funds	65.00
Total Other Current Assets	516,846.60
Total Current Assets	4,091,843.14
Fixed Assets	
Fixed Assets	
Construction in Progress	238,826.18
Land	352,112.00
Buildings	1,029,606.34
Improvements	11,667,426.16
Machinery and Equipment	1,348,347.69
Accumulated Depreciation	-4,619,593.00
Total Fixed Assets	10,016,725.37

City of Loyalton
Financial Report
 As of May 31, 2019

	May 31, 19
Total Fixed Assets	10,016,725.37
TOTAL ASSETS	14,108,568.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	179,862.77
Total Accounts Payable	179,862.77
Other Current Liabilities	
Current Portion-Long Term Debt	-123,505.60
Due to Other Governments	21,899.66
Due to Other Funds	389,174.04
Sales Tax Payable	-1,335.00
J. Cussins Converted Sick Liabi	29,813.76
Due to General Fund	-30,000.00
Accrued Bond Interest Payable	59,544.70
Accrued Payroll	
Propriety Accrued Payroll	
Water Ent. Accrued Payroll	132.51
Sewer Ent. Accrued Payroll	335.51
Total Propriety Accrued Payroll	468.02
Governmental Accrued Payroll	5.67
Total Accrued Payroll	473.69
Customer Deposits	200.00
Payroll Liabilities	
Employee Liability Deductions	-3,384.80
State Taxes	132.78
Federal Taxes	-284.23
Payroll Liabilities - Other	11,231.80
Total Payroll Liabilities	7,695.55
Total Other Current Liabilities	353,960.80
Total Current Liabilities	533,823.57
Long Term Liabilities	
John Deere Credit Payable70422	-0.03
John Deere Credit Payable 5215	21,284.56
Bonds Payable	
USDA 92-07	3,215,000.00
Note Payable- Water Proj 91-05	978,400.00
USDA Sewer 92-01	835,338.00
USDA Sewer 92-03	124,491.00
Total Bonds Payable	5,153,229.00
Total Long Term Liabilities	5,174,513.53
Total Liabilities	5,708,337.10
Equity	
Unassigned (Fund Equity)	199,791.14
Reserved Funds	32,967.98
Invested in Fixed Assets	4,956,179.67
Unreserved Fund Balance	2,892,101.75
Net Income	319,190.87
Total Equity	8,400,231.41

City of Loyalton
Financial Report
As of May 31, 2019

	May 31, 19
TOTAL LIABILITIES & EQUITY	<u><u>14,108,568.51</u></u>

City of Loyaltan
Revenue & Expenses
May 2019

	May 19
Ordinary Income/Expense	
Income	
Transfer In	53,397.07
Building Permits	832.00
Donations	325.00
Taxes & License Revenue	
License & Permits	35.00
Total Taxes & License Revenue	35.00
Intergovernmental - Federal	
USDA Grant	2,110.00
Total Intergovernmental - Federal	2,110.00
Intergovernmental - State	
Road Maintenance & Rehab	1,006.31
Highway Users Tax	
2103 (Gas Tax)	81.41
2105	400.23
2106	523.46
2107	559.08
Total Highway Users Tax	1,564.18
Intergovernmental - State - Other	73,459.86
Total Intergovernmental - State	76,030.35
Enterprise Income	
Sewer Service Income	
Late Fees Sewer	17.20
Total Sewer Service Income	17.20
Water Service Income	
Late Fees Water	8.60
Total Water Service Income	8.60
Total Enterprise Income	25.80
Charges for Current Services	
Copies & Faxes	89.20
Rent Income	
Auditorium Rental	65.00
Social Hall	130.00
Rent Income - Other	900.00
Total Rent Income	1,095.00
Total Charges for Current Services	1,184.20
Revenue Use of Money & Property	
Interest Income	138.87
Total Revenue Use of Money & Property	138.87
Miscellaneous Revenue	
S.C.O.R.E.	6,301.00
Other Income	-500.00
Total Miscellaneous Revenue	5,801.00
Total Income	139,879.29
Gross Profit	139,879.29
Expense	
Small Tools & Equipment	844.18
Repairs & Maintenance	9.62

City of Loyalton
Revenue & Expenses
May 2019

	May 19
Utilities	
Internet - Broadband	109.00
Propane	1,892.14
Electric	9,358.79
Garbage Disposal	141.90
Total Utilities	11,501.83
Equipment Repair & Maintenance	406.14
Salaries and Wages	
Payroll Tax Expense	1,489.91
Payroll Expense	
Part Time Wages	7,397.19
Payroll Expense - Other	53,903.01
Total Payroll Expense	61,300.20
Total Salaries and Wages	62,790.11
Employee Benefits	
Nationwide City	285.08
Health Insurance	254.67
Total Employee Benefits	539.75
Services and Supplies	
Postage	95.48
Bank Service Charges	159.00
Contracted Services	
Building Permits	260.00
Professional Fees	2,509.00
Legal Fees	120.00
Accounting & Financial	1,232.08
Testing	445.00
Total Contracted Services	4,566.08
Insurance	998.00
Office Expense	585.37
Operating Supplies	331.01
Telephone	234.29
Total Services and Supplies	6,969.23
Total Expense	83,060.86
Net Ordinary Income	56,818.43
Other Income/Expense	
Other Expense	
Transfers Out	74,287.24
Debt Service	
Interest Expense	
Interest 92-01 Sewer	17,404.59
Interest 92-03 Sewer	2,603.04
Interest 92-07 Sewer	38,612.50
Total Interest Expense	58,620.13
Principal	106,600.00
Total Debt Service	165,220.13
Total Other Expense	239,507.37
Net Other Income	-239,507.37

City of Loyalton
Revenue & Expenses
May 2019

	<u>May 19</u>
Net Income	<u>-182,688.94</u>

2:07 PM

06/11/19

Cash Basis

City of Loyalton
Bills Paid
As of May 31, 2019

Type	Date	Num	Name	Memo	Paid Amount
Check	05/31/2019			Service Charge	-2.00
Enterprise Loan MM 0559					
Total Enterprise Loan MM 0559					
General Funds					
General Checking 1956- NEW					
Liability Check	05/09/2019	EFT	Employment Development De...	69817369 (PPE 04.27.2019)	-36.09
Liability Check	05/08/2019	EFT	US Treasury-941	94-6000364 (PPE 04.27.2019)	-1,328.96
Liability Check	05/09/2019	EFT	Employment Development De...	69817369 (PPE 04.27.2019)	-60.74
Bill Pmt -Check	05/09/2019	EFT	Nationwide	PPE 04.27.2019	-232.66
Bill Pmt -Check	05/14/2019	EFT	Pitney Bowes Inc Purchase P...	8000-9000-0953-9911	-99.66
Bill Pmt -Check	05/14/2019	EFT	Office Depot	6011 5661 5318 4480	-139.59
Liability Check	05/20/2019	EFT	Employment Development De...	69817369 (PPE 05.11.2019)	-29.13
Liability Check	05/20/2019	EFT	US Treasury-941	94-6000364 (PPE 05.11.2019)	-1,280.76
Liability Check	05/20/2019	EFT	Employment Development De...	69817369 (PPE 05.11.2019)	-41.47
Bill Pmt -Check	05/20/2019	EFT	Nationwide	PPE 05.11.2019	-190.25
Liability Check	05/29/2019	EFT	Employment Development De...	69817369 (Camp Fire PPE 11.21.2018)	-2,490.39
Liability Check	05/29/2019	EFT	US Treasury-941	94-6000364 (Camp Fire PPE 11.21.2018)	-5,378.00
Liability Check	05/31/2019	EFT	Employment Development De...	69817369 (PPE 05.25.2019)	-33.22
Liability Check	05/31/2019	EFT	US Treasury-941	94-6000364 (PPE 05.25.2019)	-1,358.16
Liability Check	05/31/2019	EFT	Employment Development De...	69817369 (PPE 05.25.2019)	-60.76
Bill Pmt -Check	05/31/2019	EFT	Nationwide	PPE 05.25.2019	-216.10
Bill Pmt -Check	05/31/2019	EFT	Bank of America	5472064000010235	-4,204.40
Bill Pmt -Check	05/01/2019	5618	Amerigas*	201913977	-161.45
Bill Pmt -Check	05/01/2019	5619	Liberty Utilities		-6,257.09
Bill Pmt -Check	05/01/2019	5620	Loyalton Volunteer Fire Assoc...	Reimbursement-Quincy Fire Academy #1...	-500.00
Bill Pmt -Check	05/01/2019	5621	Mountain Messenger	Inv. 18515 (12.08.2018) Inv. 19114 (04.12...	-198.75
Bill Pmt -Check	05/01/2019	5622	Postmaster	May 2019 Water/Sewer Billing	-93.80
Bill Pmt -Check	05/01/2019	5623	Sierra Environmental Monitori...	LOY-001	-126.00
Bill Pmt -Check	05/01/2019	5624	Verizon Wireless	1100	-88.72
Bill Pmt -Check	05/01/2019	5625	Xerox Corporation	370745244-000001	-38.01
Paycheck	05/03/2019	5626	Bennett, Kenneth E	951429299	-268.73
Paycheck	05/03/2019	5627	Jordan, Keith S.		-1,382.88
Paycheck	05/03/2019	5628	LeBlanc, Katherine L		-1,320.86
Paycheck	05/03/2019	5630	Smith, Tracy A		-794.59
Paycheck	05/03/2019	5631	Willis, Charlotte L		-579.64
Check	05/13/2019	5632	Reno Wheelman	Refund payment for park use (06.22.2019...	-577.49
Bill Pmt -Check	05/14/2019	5633	Office Depot	VOID: 6011 5661 5318 4480	-500.00
Bill Pmt -Check	05/14/2019	5634	Bastian Engineering	Engineering Services-Groundwater Gradi...	0.00
Bill Pmt -Check	05/14/2019	5635	Farr West Engineering	Project R4442-1542-PWP Loyalton, City o...	-335.00
Bill Pmt -Check	05/14/2019	5636	Intermountain Disposal, Inc.	Account code LOYCI (Invoice 63894)	-924.00
Bill Pmt -Check	05/14/2019	5637	Pape Machinery - POWERPL...	Account 8850390707 (PO 6860) Drive Bel...	-141.90
					-97.46

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06/11/19

Cash Basis

City of Loyalton
Bills Paid
As of May 31, 2019

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	05/14/2019	5638	Plumas-Sierra Telecomm.	Broadband, Account #37225 (05.01.2019...	-109.00
Bill Pmt -Check	05/14/2019	5639	Plumas Sierra Rural Electric	Property Appraisal Fee 2018-2019	-3,278.38
Bill Pmt -Check	05/14/2019	5640	S.C.O.R.E.	Police Contract (June 2019)	-2,296.00
Bill Pmt -Check	05/14/2019	5641	Sierra County Auditor	LOY-001	-1,250.00
Bill Pmt -Check	05/14/2019	5642	Sierra Environmental Monitori...	951429299	-126.00
Bill Pmt -Check	05/14/2019	5643	Xerox Corporation	Petty Cash Drawer	-415.77
Bill Pmt -Check	05/14/2019	5644	Petty Cash (Charlotte Willis)	Refund 05.11.2019 Social Hall Rental Fee...	-32.99
Check	05/14/2019	5645	Coggin, Dennis	92132-13200M	-65.00
Bill Pmt -Check	05/14/2019	5646	Porter Simon Professional Se...	Project: NRA-LOYAL 19/20 LOYALTON-N...	-580.00
Bill Pmt -Check	05/14/2019	5647	Sierra Controls, LLC		-250.00
Paycheck	05/17/2019	5648	Bennett, Kenneth E		-1,366.94
Paycheck	05/17/2019	5649	Cussins, John C		0.00
Paycheck	05/17/2019	5650	Jordan, Keith S.		-1,312.11
Paycheck	05/17/2019	5651	LeBlanc, Katherine L		-792.80
Paycheck	05/17/2019	5652	Smith, Tracy A		-429.95
Paycheck	05/17/2019	5653	Willis, Charlotte L		-498.60
Bill Pmt -Check	05/17/2019	5654	Keith Jordan	Phone Reimbursement - May 2019	-15.00
Bill Pmt -Check	05/17/2019	5655	United Healthcare Insurance ...	J. Cussins (June 2019) Premium - 32780...	-254.67
Check	05/24/2019	5656	Fire Dept. Reserve Account - ...		-20,890.17
Paycheck	05/28/2019	5657	Andaluz, Megan C.		-13,343.19
Paycheck	05/28/2019	5658	DeMartini, Robert F.		-10,953.39
Paycheck	05/28/2019	5659	Evans (Fire Fighter), John I.		-11,789.62
Paycheck	05/31/2019	5660	Bennett, Kenneth E		-1,386.58
Paycheck	05/31/2019	5661	Jackson, Sarah M		-45.71
Paycheck	05/31/2019	5662	Jordan, Keith S.		-1,342.66
Paycheck	05/31/2019	5663	LeBlanc, Katherine L		-777.60
Paycheck	05/31/2019	5664	Markum, Joy L		-45.71
Paycheck	05/31/2019	5665	Mitchell, Brooks M.		-45.71
Paycheck	05/31/2019	5666	Redmon, Samantha L		-138.52
Paycheck	05/31/2019	5667	Riede, Darlene F		-45.71
Paycheck	05/31/2019	5668	Rogers, Nancy R.		-45.71
Paycheck	05/31/2019	5669	Smith, Tracy A		-527.40
Paycheck	05/31/2019	5670	Willis, Charlotte L		-540.39
Bill Pmt -Check	05/29/2019	5671	Petty Cash (Charlotte Willis)	Petty Cash Drawer	-18.57
Total General Checking 1956- NEW					-106,576.56
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-106,576.56

Designated Funds
WWTP Settlement MM 4321

2:07 PM
 06/11/19
 Cash Basis

City of Loyaiton
Bills Paid
 As of May 31, 2019

Type	Date	Num	Name	Memo	Paid Amount
			Total WWTP Settlement MM 4321		
			WWTP Construction 1990		
Check	05/31/2019			Service Charge	-2.00
Bill Pmt -Check	05/14/2019	1212	Petty Cash (Charlotte Willis)	Petty Cash Drawer-USDA PP69	-2.10
			Total WWTP Construction 1990		-4.10
			Community Dev Block Grant 0059		
			Total Community Dev Block Grant 0059		
			Total Designated Funds		-4.10
			TOTAL		-106,582.66

City of Loyton
Unpaid Bills
As of May 31, 2019

AJE	Type	Date	Num	Due Date	Aging	Open Balance
2,646.60	General Journal	06/30/2012	AJE cx			2,646.60
Total AJE						2,646.60
-3,753.00	Audit Adjustments 2015 General Journal	07/01/2017	COLR...			-3,753.00
Total Audit Adjustments 2015						-3,753.00
-13.48	Home Depot Credit	08/12/2017	9292845	16400...		-13.48
	Deposit	02/02/2018				13.48
Total Home Depot						0.00
-6.00	Pape Machinery - POWERPLAN Credit	11/26/2014	CM 92...			-6.00
	Total Pape Machinery - POWERPLAN					-6.00
-308.88	Thatcher Company Credit	10/22/2018	Inv. 50...	11/21/2018	191	-308.88
	Bill	10/22/2018	Inv. 50...			308.88
Total Thatcher Company						0.00
52,204.59	USDA 92-01 Bill	05/01/2019	92-01 ...	08/01/2019		52,204.59
	Total USDA 92-01					52,204.59
7,403.04	USDA 92-03 Bill	05/01/2019	92-03 ...	08/01/2019		7,403.04
	Total USDA 92-03					7,403.04
105,612.50	USDA 92-07 Bill	05/01/2019	92-07 ...	08/01/2019		105,612.50
	Total USDA 92-07					105,612.50
-299.37	Western Hydro Corporation Credit	07/02/2014	CM 15...			-299.37
	Total Western Hydro Corporation					-299.37
163,808.36	TOTAL					163,808.36

**City of Loyalton
Credit Card Detail
April 5 through May 4, 2019**

1:17 PM
06/11/19
Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Debit	Credit	Balance
B of A CC 2646-J. Evans										
Credit Card Charge	04/08/2019	Auth.0...	Whites Sierra St...	5472-0635-78...		X	Fuel		50.55	50.55
Credit Card Charge	04/13/2019	Auth.0...	Whites Sierra St...	5472-0635-78...		X	Fuel		82.61	133.16
Credit Card Charge	05/01/2019	Annua...	Bank of America	5472-0635-78...		X	Bank Service Charges		25.00	158.16
Bill	05/04/2019	5472-...	Bank of America	-MULTIPLE-	General...		Accounts Payable	158.16		0.00
Total B of A CC 2646-J. Evans										
B of A CC 4046-R. DeMartini										
Credit Card Charge	04/15/2019	Auth.0...	Whites Sierra St...	5472-0635-78...		X	Fuel		100.00	100.00
Credit Card Charge	04/15/2019	Auth.0...	Whites Sierra St...	5472-0635-78...		X	Fuel		14.39	114.39
Credit Card Charge	05/01/2019	Annua...	Bank of America	5472-0635-81...		X	Bank Service Charges		25.00	139.39
Bill	05/04/2019	5472-...	Bank of America	WSSI-Fuel (0...	General...		Accounts Payable	139.39		0.00
Total B of A CC 4046-R. DeMartini										
BofA CC 5732-K. Jordan										
Credit Card Charge	04/17/2019	P.O. 6...	Batteries Plus	5472-0635-74...		X	Equipment Repair & ...		272.74	272.74
Credit Card Charge	04/17/2019	P.O. 6...	Home Depot	5472-0635-74...		X	Repairs & Maintenance		101.73	374.47
Credit Card Charge	05/01/2019	Annua...	Bank of America	5472-0635-74...		X	Bank Service Charges		25.00	399.47
Bill	05/04/2019	5472-...	Bank of America	-MULTIPLE-	-MULTI...		Accounts Payable	399.47		0.00
Total BofA CC 5732-K. Jordan										
BofA CC 8784-S. Haywood										
Credit Card Charge	05/01/2019	Annua...	Bank of America	5472-0635-77...		X	Bank Service Charges		25.00	25.00
Bill	05/04/2019	54720...	Bank of America	04.05.2019-0...	General...		Accounts Payable	25.00		0.00
Total BofA CC 8784-S. Haywood										
BofA CC 6111- K LeBlanc										
Credit Card Charge	04/05/2019	Auth.0...	Big Valley Honda	5472-0635-77...		X	Small Tools & Equipm...		887.61	887.61
Credit Card Charge	04/05/2019	Auth.0...	Whites Sierra St...	5472-0635-77...		X	-SPLIT-		79.63	967.24
Credit Card Charge	04/12/2019	30424...	Exede WildBlue ...	5472-0635-77...		X	Internet - Broadband		73.97	1,041.21
Credit Card Charge	04/19/2019	Auth.0...	Whites Sierra St...	5472-0635-77...		X	-SPLIT-		175.08	1,216.29
Credit Card Charge	04/23/2019	11251...	Amazon	5472-0635-77...		X	Repairs & Maintenance		47.99	1,264.28
Credit Card Charge	04/25/2019	11208...	Amazon	5472-0635-77...		X	Small Tools & Equipm...		23.54	1,287.82
Credit Card Charge	04/25/2019	11171...	Amazon	5472-0635-77...		X	-SPLIT-		47.62	1,335.44
Credit Card Charge	04/25/2019	703561	Montway Auto Tr...	5472-0635-77...		X	Equipment		1,899.00	3,234.44
Credit Card Charge	04/26/2019	11122...	Amazon	5472-0635-77...		X	Operating Supplies		9.90	3,244.34
Credit Card Charge	04/26/2019	Auth.0...	Whites Sierra St...	5472-0635-77...		X	-SPLIT-		121.35	3,365.69
Credit Card Charge	05/01/2019	20837...	Nextiva	5472-0635-77...		X	-SPLIT-		91.69	3,457.38
Credit Card Charge	05/01/2019	Annua...	Bank of America	54720635777...		X	Bank Service Charges		25.00	3,482.38
Bill	05/04/2019	54720...	Bank of America	-MULTIPLE-	-MULTI...		Accounts Payable	3,482.38		0.00
Total BofA CC 6111- K LeBlanc										
TOTAL										
								3,482.38	3,482.38	0.00
								4,204.40	4,204.40	0.00

**City of Loyaltyon
General
July 2018 through May 2019**

	General Gove... (General Fund)	City Buildings... (General Fund)	Law Enforce... (General Fund)	General Fund ... (General Fund)	Total General ...	TOTAL
Ordinary Income/Expense						
Income						
Transfer In	53,397.07	0.00	0.00	12,000.00	65,397.07	65,397.07
Building Permits	1,680.00	0.00	0.00	0.00	1,680.00	1,680.00
Donations	0.00	0.00	0.00	0.00	0.00	0.00
Property Taxes						
Supplemental	303.75	0.00	0.00	0.00	303.75	303.75
Homeowners	390.37	0.00	0.00	0.00	390.37	390.37
Clerk Fees	713.34	0.00	0.00	0.00	713.34	713.34
Secured	24,392.98	0.00	0.00	0.00	24,392.98	24,392.98
Unsecured	1,089.26	0.00	0.00	0.00	1,089.26	1,089.26
Prior Year	46.88	0.00	0.00	0.00	46.88	46.88
Total Property Taxes	26,936.58	0.00	0.00	0.00	26,936.58	26,936.58
Taxes & License Revenue						
Sales & Use	54,188.63	0.00	0.00	0.00	54,188.63	54,188.63
Franchise	6,414.92	0.00	0.00	0.00	6,414.92	6,414.92
License & Permits	750.00	0.00	0.00	0.00	750.00	750.00
Total Taxes & License Revenue	61,353.55	0.00	0.00	0.00	61,353.55	61,353.55
Intergovernmental - Federal	0.00	0.00	0.00	45,176.70	45,176.70	45,176.70
Intergovernmental - State						
VLF Swap	31,398.44	0.00	0.00	0.00	31,398.44	31,398.44
Intergovernmental - State - Other	0.00	0.00	0.00	149,481.80	149,481.80	149,481.80
Total Intergovernmental - State	31,398.44	0.00	0.00	149,481.80	180,880.24	180,880.24
Charges for Current Services						
Copies & Faxes	733.40	0.00	0.00	0.00	733.40	733.40
Rent Income						
Auditorium Rental	95.00	30.00	0.00	0.00	125.00	125.00
Social Hall	130.00	0.00	0.00	0.00	130.00	130.00
Total Rent Income	225.00	30.00	0.00	0.00	255.00	255.00
Charges for Current Services - Other	0.00	713.36	0.00	0.00	713.36	713.36
Total Charges for Current Services	958.40	743.36	0.00	0.00	1,701.76	1,701.76
Revenue Use of Money & Property						
Interest Income	237.64	0.00	0.00	0.00	237.64	237.64
Total Revenue Use of Money & Property	237.64	0.00	0.00	0.00	237.64	237.64
Miscellaneous Revenue						

**City of Loyaltyon
General
July 2018 through May 2019**

	General Gover... (General Fund)	City Buildings... (General Fund)	Law Enforce... (General Fund)	General Fund ... (General Fund)	Total General ...	TOTAL
S.C.O.R.E.	0.00	0.00	0.00	6,301.00	6,301.00	6,301.00
Total Miscellaneous Revenue	0.00	0.00	0.00	6,301.00	6,301.00	6,301.00
Total Income	175,961.68	743.36	0.00	212,959.50	389,664.54	389,664.54
Gross Profit	175,961.68	743.36	0.00	212,959.50	389,664.54	389,664.54
Expense						
Late Fee	29.00	0.00	0.00	0.00	29.00	29.00
Finance Charge	100.73	0.00	0.00	0.00	100.73	100.73
DSA 796 Fees	19.20	0.00	0.00	0.00	19.20	19.20
Small Tools & Equipment	18.51	0.00	0.00	0.00	18.51	18.51
Repairs & Maintenance	53.98	115.11	0.00	0.00	169.09	169.09
Building Repairs	0.00	548.28	0.00	0.00	548.28	548.28
Utilities						
Security	36.00	0.00	0.00	0.00	36.00	36.00
Internet - Broadband	188.10	0.00	0.00	0.00	188.10	188.10
Propane	0.00	0.00	0.00	245.58	245.58	245.58
Electric	63.54	0.00	0.00	74.67	138.21	138.21
Total Utilities	287.64	0.00	0.00	320.25	607.89	607.89
Equipment Repair & Maintenance	48.43	0.00	0.00	0.00	48.43	48.43
Taxes						
Solid Waste Benefit Assessment	20.18	4,091.50	0.00	0.00	4,111.68	4,111.68
Property Tax	4,304.14	0.00	0.00	0.00	4,304.14	4,304.14
Taxes - Other	0.26	10.00	0.00	0.00	10.26	10.26
Total Taxes	4,324.58	4,101.50	0.00	0.00	8,426.08	8,426.08
Salaries and Wages						
Workers Comp.	831.36	0.00	0.00	0.00	831.36	831.36
Payroll Tax Expense	806.71	149.74	0.00	3.58	960.03	960.03
Payroll Expense						
Part Time Wages	2,537.93	0.00	0.00	40.00	2,577.93	2,577.93
Payroll Expense - Other	4,841.98	1,633.70	0.00	0.00	6,475.68	6,475.68
Total Payroll Expense	7,379.91	1,633.70	0.00	40.00	9,053.61	9,053.61
Salaries and Wages - Other	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
Total Salaries and Wages	9,017.98	1,783.44	0.00	12,043.58	22,845.00	22,845.00
Services and Supplies						
Postage	99.01	0.00	0.00	0.00	99.01	99.01
Advertising	1,953.58	0.00	0.00	0.00	1,953.58	1,953.58

**City of Loyaltyon
General
July 2018 through May 2019**

	General Gove... (General Fund)	City Buildings... (General Fund)	Law Enforce... (General Fund)	General Fund ... (General Fund)	Total General ...	TOTAL
Automobile Expense						
Fuel	121.78	0.00	0.00	13.67	135.45	135.45
Automobile Expense - Other	146.36	0.00	0.00	0.00	146.36	146.36
Total Automobile Expense	268.14	0.00	0.00	13.67	281.81	281.81
Bank Service Charges	67.00	0.00	0.00	0.00	67.00	67.00
Contracted Services						
Building Permits	260.00	0.00	0.00	0.00	260.00	260.00
Professional Fees	229.60	0.00	13,750.00	0.00	13,979.60	13,979.60
Legal Fees	16,760.00	120.00	0.00	0.00	16,880.00	16,880.00
Auditing Expense	1,299.00	0.00	0.00	0.00	1,299.00	1,299.00
Accounting & Financial	539.41	0.00	0.00	0.00	539.41	539.41
Total Contracted Services	19,088.01	120.00	13,750.00	0.00	32,958.01	32,958.01
Dues and Subscriptions	154.57	0.00	0.00	0.00	154.57	154.57
Insurance						
Liability Insurance	2,005.83	0.00	0.00	0.00	2,005.83	2,005.83
Property Insurance	1,577.77	0.00	0.00	0.00	1,577.77	1,577.77
Travel for SCORE	117.80	0.00	0.00	0.00	117.80	117.80
Insurance - Other	230.10	0.00	0.00	0.00	230.10	230.10
Total Insurance	3,931.50	0.00	0.00	0.00	3,931.50	3,931.50
Miscellaneous						
Meals	19.09	0.00	0.00	0.00	19.09	19.09
Total Miscellaneous	19.09	0.00	0.00	0.00	19.09	19.09
Office Expense	1,143.15	0.00	0.00	27.98	1,171.13	1,171.13
Operating Supplies	317.22	144.02	0.00	47.78	509.02	509.02
Telephone	123.41	0.00	0.00	27.46	150.87	150.87
Travel	1,039.20	0.00	0.00	0.00	1,039.20	1,039.20
Services and Supplies - Other	76.24	0.00	0.00	0.00	76.24	76.24
Total Services and Supplies	28,280.12	264.02	13,750.00	116.89	42,411.03	42,411.03
Total Expense	42,180.17	6,812.35	13,750.00	12,480.72	75,223.24	75,223.24
Net Ordinary Income	133,781.51	-6,068.99	-13,750.00	200,478.78	314,441.30	314,441.30
Other Income/Expense						
Other Expense	0.00	0.00	0.00	176,793.17	176,793.17	176,793.17
Transfers Out	0.00	0.00	0.00	176,793.17	176,793.17	176,793.17
Total Other Expense	0.00	0.00	0.00	176,793.17	176,793.17	176,793.17

City of Loyaltyon
General

July 2018 through May 2019

	General Gove... (General Fund)	City Buildings... (General Fund)	Law Enforce... (General Fund)	General Fund ... (General Fund)	Total General ...	TOTAL
Net Other Income	0.00	0.00	0.00	-176,793.17	-176,793.17	-176,793.17
Net Income	133,781.51	-6,068.99	-13,750.00	23,685.61	137,648.13	137,648.13

City of Loyaltyon
Water
July 2018 through May 2019

	Water Fund 7520-1 (Enterprise Funds)	Total Enterprise Fu...	TOTAL
Ordinary Income/Expense			
Income			
Enterprise Income			
Water Service Income	300.00	300.00	300.00
Connection Fee	1,155.24	1,155.24	1,155.24
Late Fees Water	181,896.47	181,896.47	181,896.47
Water Service Income - Other			
Total Water Service Income	183,351.71	183,351.71	183,351.71
Total Enterprise Income	183,351.71	183,351.71	183,351.71
Revenue Use of Money & Property			
Interest Income	236.23	236.23	236.23
Total Revenue Use of Money & Property	236.23	236.23	236.23
Total Income	183,587.94	183,587.94	183,587.94
Gross Profit	183,587.94	183,587.94	183,587.94
Expense			
Finance Charge	0.80	0.80	0.80
Small Tools & Equipment			
Small Tools & Equipment - Other	166.00	166.00	166.00
Small Tools & Equipment - Other	131.06	131.06	131.06
Total Small Tools & Equipment	297.06	297.06	297.06
Repairs & Maintenance	1,256.04	1,256.04	1,256.04
Utilities			
Security	72.00	72.00	72.00
Internet - Broadband	501.60	501.60	501.60
Propane	659.15	659.15	659.15
Electric	35,165.39	35,165.39	35,165.39
Garbage Disposal	74.14	74.14	74.14
Total Utilities	36,472.28	36,472.28	36,472.28
Equipment Repair & Maintenance	1,594.72	1,594.72	1,594.72
Taxes			
Solid Waste Benefit Assessment	162.60	162.60	162.60
Taxes - Other	7.60	7.60	7.60
Total Taxes	170.20	170.20	170.20
Salaries and Wages			
Workers Comp.	8,313.44	8,313.44	8,313.44

**City of Loyaltton
Water**

July 2018 through May 2019

	Water Fund 7520-1 (Enterprise Funds)	Total Enterprise Fu...	TOTAL
Payroll Tax Expense	3,785.04	3,785.04	3,785.04
Payroll Expense			
Part Time Wages	18,541.17	18,541.17	18,541.17
Payroll Expense - Other	20,808.29	20,808.29	20,808.29
Total Payroll Expense	39,349.46	39,349.46	39,349.46
Total Salaries and Wages	51,447.94	51,447.94	51,447.94
Employee Benefits			
Nationwide City	711.74	711.74	711.74
Health Insurance	1,400.65	1,400.65	1,400.65
Total Employee Benefits	2,112.39	2,112.39	2,112.39
Services and Supplies			
Postage	903.04	903.04	903.04
Advertising	676.12	676.12	676.12
Automobile Expense			
Fuel	1,658.70	1,658.70	1,658.70
Automobile Expense - Other	390.28	390.28	390.28
Total Automobile Expense	2,048.98	2,048.98	2,048.98
Bank Service Charges	11.00	11.00	11.00
Chemicals	2,072.66	2,072.66	2,072.66
Contracted Services			
Health/Drug Screening	28.00	28.00	28.00
Professional Fees	918.40	918.40	918.40
Legal Fees	1,325.00	1,325.00	1,325.00
Auditing Expense	5,196.00	5,196.00	5,196.00
Accounting & Financial Testing	1,438.43	1,438.43	1,438.43
Testing	4,901.00	4,901.00	4,901.00
Total Contracted Services	13,806.83	13,806.83	13,806.83
Dues and Subscriptions	753.85	753.85	753.85
Insurance			
Liability Insurance	8,020.33	8,020.33	8,020.33
Property Insurance	6,543.08	6,543.08	6,543.08
Insurance - Other	720.69	720.69	720.69
Total Insurance	15,284.10	15,284.10	15,284.10
Licenses and Permits	1,038.00	1,038.00	1,038.00
Office Expense	2,284.00	2,284.00	2,284.00
Operating Supplies	1,831.03	1,831.03	1,831.03

City of Loyaltyon
Water
July 2018 through May 2019

	Water Fund 7520-1 (Enterprise Funds)	Total Enterprise Fu...	TOTAL
Telephone	693.85	693.85	693.85
Training	312.05	312.05	312.05
Services and Supplies - Other	2.60	2.60	2.60
Total Services and Supplies	41,718.11	41,718.11	41,718.11
Total Expense	135,069.54	135,069.54	135,069.54
Net Ordinary Income	48,518.40	48,518.40	48,518.40
Other Income/Expense			
Debt Service			
Interest Expense			
Interest 91-05 Water	61,853.50	61,853.50	61,853.50
Total Interest Expense	61,853.50	61,853.50	61,853.50
Total Debt Service	61,853.50	61,853.50	61,853.50
Total Other Expense	61,853.50	61,853.50	61,853.50
Net Other Income	-61,853.50	-61,853.50	-61,853.50
Net Income	-13,335.10	-13,335.10	-13,335.10

City of Loyaltton
WWTP & Sewer
July 2018 through May 2019

	WWTP Po... (Sewer Fu...)	Waste Wa... (Sewer Fu...)	Sewer Fu... (Sewer Fu...)	Total Sew... (Enterpris...)	Total Ente...	TOTAL
Ordinary Income/Expense						
Income						
Intergovernmental - Federal						
USDA Grant	362,797.00	0.00	52,459.38	415,256.38	415,256.38	415,256.38
Total Intergovernmental - Federal	362,797.00	0.00	52,459.38	415,256.38	415,256.38	415,256.38
Enterprise Income						
Sewer Service Income						
Late Fees Sewer	0.00	0.00	2,523.77	2,523.77	2,523.77	2,523.77
Sewer Service Income - Other	0.00	0.00	300,977.52	300,977.52	300,977.52	300,977.52
Total Sewer Service Income	0.00	0.00	303,501.29	303,501.29	303,501.29	303,501.29
Water Service Income						
Late Fees Water	0.00	106.64	0.00	106.64	106.64	106.64
Water Service Income - Other	0.00	-11.66	0.00	-11.66	-11.66	-11.66
Total Water Service Income	0.00	94.98	0.00	94.98	94.98	94.98
Total Enterprise Income	0.00	94.98	303,501.29	303,596.27	303,596.27	303,596.27
Charges for Current Services						
Copies & Faxes	0.00	0.00	283.71	283.71	283.71	283.71
Total Charges for Current Services	0.00	0.00	283.71	283.71	283.71	283.71
Revenue Use of Money & Property						
Interest Income	5,451.50	0.00	590.72	6,042.22	6,042.22	6,042.22
Total Revenue Use of Money & Property	5,451.50	0.00	590.72	6,042.22	6,042.22	6,042.22
Total Income	368,248.50	94.98	356,835.10	725,178.58	725,178.58	725,178.58
Gross Profit	368,248.50	94.98	356,835.10	725,178.58	725,178.58	725,178.58
Expense						
Late Fee	0.00	0.00	11.69	11.69	11.69	11.69
Finance Charge	0.00	0.00	0.80	0.80	0.80	0.80
Small Tools & Equipment						
Small Tools & Equipment - Other	0.00	0.00	1,490.66	1,490.66	1,490.66	1,490.66
Safety	0.00	0.00	2,062.48	2,062.48	2,062.48	2,062.48
Small Tools & Equipment - Other	0.00	0.00	4,721.35	4,721.35	4,721.35	4,721.35
Total Small Tools & Equipment	0.00	0.00	8,274.49	8,274.49	8,274.49	8,274.49
Repairs & Maintenance	0.00	0.00	5,504.03	5,504.03	5,504.03	5,504.03
Utilities						
Security	0.00	0.00	72.00	72.00	72.00	72.00
Internet - Broadband	0.00	0.00	501.60	501.60	501.60	501.60

City of Loyaltion
WWTP & Sewer
July 2018 through May 2019

	WWTP Po... (Sewer Fu...)	Waste Wa... (Sewer Fu...)	Sewer Fu... (Sewer Fu...)	Total Sew... (Enterpris...)	Total Ente...	TOTAL
Propane	0.00	0.00	2,663.30	2,663.30	2,663.30	2,663.30
Electric	0.00	0.00	43,841.10	43,841.10	43,841.10	43,841.10
Garbage Disposal	0.00	0.00	558.01	558.01	558.01	558.01
Utilities - Other	0.00	0.00	649.62	649.62	649.62	649.62
Total Utilities	0.00	0.00	48,285.63	48,285.63	48,285.63	48,285.63
Equipment Repair & Maintenance	0.00	0.00	16,549.78	16,549.78	16,549.78	16,549.78
Taxes	0.00	0.00	746.26	746.26	746.26	746.26
Solid Waste Benefit Assessment	0.00	0.00	40.04	40.04	40.04	40.04
Total Taxes	0.00	0.00	786.30	786.30	786.30	786.30
Salaries and Wages	0.00	0.00	8,313.44	8,313.44	8,313.44	8,313.44
Workers Comp.	0.00	0.00	5,773.94	5,859.72	5,859.72	5,859.72
Payroll Tax Expense	1.15	84.63	5,773.94	5,859.72	5,859.72	5,859.72
Payroll Expense	0.00	411.30	20,238.10	20,649.40	20,649.40	20,649.40
Part Time Wages	15.00	277.88	40,450.70	40,743.58	40,743.58	40,743.58
Payroll Expense - Other	0.00	689.18	60,688.80	61,392.98	61,392.98	61,392.98
Total Payroll Expense	15.00	773.81	74,776.18	75,566.14	75,566.14	75,566.14
Total Salaries and Wages	16.15	773.81	74,776.18	75,566.14	75,566.14	75,566.14
Employee Benefits	0.00	0.00	711.87	711.87	711.87	711.87
Nationwide City	0.00	0.00	1,400.72	1,400.72	1,400.72	1,400.72
Health Insurance	0.00	0.00	2,112.59	2,112.59	2,112.59	2,112.59
Total Employee Benefits	0.00	0.00	2,112.59	2,112.59	2,112.59	2,112.59
Services and Supplies	0.00	0.00	995.75	995.75	995.75	995.75
Postage	0.00	0.00	99.38	99.38	99.38	99.38
Advertising	0.00	0.00	1,751.03	1,751.03	1,751.03	1,751.03
Automobile Expense	0.00	0.00	390.28	390.28	390.28	390.28
Fuel	0.00	0.00	2,141.31	2,141.31	2,141.31	2,141.31
Automobile Expense - Other	0.00	0.00	19.00	19.00	19.00	19.00
Total Automobile Expense	0.00	0.00	2,141.31	2,141.31	2,141.31	2,141.31
Bank Service Charges	0.00	0.00	28.00	28.00	28.00	28.00
Contracted Services	26,943.64	0.00	2,235.90	29,179.54	29,179.54	29,179.54
Health/Drug Screening	1,390.00	0.00	365.00	1,755.00	1,755.00	1,755.00
Professional Fees	0.00	0.00	5,196.00	5,196.00	5,196.00	5,196.00
Legal Fees	0.00	0.00	28.00	28.00	28.00	28.00
Auditing Expense	0.00	0.00	19.00	19.00	19.00	19.00

City of Loyaltion
WWTP & Sewer
July 2018 through May 2019

	WWTP Po... (Sewer Fu...)	Waste Wa... (Sewer Fu...)	Sewer Fu... (Sewer Fu...)	Total Sew... (Enterpris...)	Total Ente... (Enterpris...)	TOTAL
Accounting & Financial	0.00	0.00	1,438.43	1,438.43	1,438.43	1,438.43
Testing	0.00	0.00	4,628.00	4,628.00	4,628.00	4,628.00
Contracted Services - Other	24,524.92	0.00	0.00	24,524.92	24,524.92	24,524.92
Total Contracted Services	52,858.56	0.00	13,891.33	66,749.89	66,749.89	66,749.89
Dues and Subscriptions	0.00	0.00	353.85	353.85	353.85	353.85
Insurance	0.00	0.00	8,020.33	8,020.33	8,020.33	8,020.33
Liability Insurance	0.00	0.00	8,020.33	8,020.33	8,020.33	8,020.33
Property Insurance	0.00	0.00	6,308.08	6,308.08	6,308.08	6,308.08
Insurance - Other	0.00	0.00	720.69	720.69	720.69	720.69
Total Insurance	0.00	0.00	15,049.10	15,049.10	15,049.10	15,049.10
Licenses and Permits	0.00	0.00	18,953.35	18,953.35	18,953.35	18,953.35
Office Expense	0.00	0.00	2,371.53	2,371.53	2,371.53	2,371.53
Operating Supplies	0.00	0.00	4,864.28	4,864.28	4,864.28	4,864.28
Telephone	0.00	0.00	1,140.31	1,140.31	1,140.31	1,140.31
Training	0.00	0.00	285.05	285.05	285.05	285.05
Travel	0.00	0.00	500.00	500.00	500.00	500.00
Services and Supplies - Other	0.00	0.00	3,593.71	3,593.71	3,593.71	3,593.71
Total Services and Supplies	52,858.56	0.00	64,257.95	117,116.51	117,116.51	117,116.51
Total Expense	52,874.71	773.81	220,559.44	274,207.96	274,207.96	274,207.96
Net Ordinary Income	315,373.79	-678.83	136,275.66	450,970.62	450,970.62	450,970.62
Other Income/Expense						
Other Expense						
Debt Service						
Interest Expense						
Interest 92-01 Sewer	0.00	0.00	34,809.18	34,809.18	34,809.18	34,809.18
Interest 92-03 Sewer	0.00	0.00	5,206.08	5,206.08	5,206.08	5,206.08
Interest 92-07 Sewer	0.00	0.00	77,225.00	77,225.00	77,225.00	77,225.00
Total Interest Expense	0.00	0.00	117,240.26	117,240.26	117,240.26	117,240.26
Principal	0.00	0.00	106,600.00	106,600.00	106,600.00	106,600.00
Total Debt Service	0.00	0.00	223,840.26	223,840.26	223,840.26	223,840.26
Total Other Expense	0.00	0.00	223,840.26	223,840.26	223,840.26	223,840.26
Net Other Income	0.00	0.00	-223,840.26	-223,840.26	-223,840.26	-223,840.26
Net Income	315,373.79	-678.83	-87,564.60	227,130.36	227,130.36	227,130.36

City of Loyalkon
Streets

July 2018 through May 2019

	Gas Tax 9422-1 (Streets and H...	SNOW REMO... (Streets and H...	Streets and Hi... (Streets and H...	Total Streets a... (Special Reve...	Total Special ...	TOTAL
Ordinary Income/Expense						
Income						
Intergovernmental - State						
Road Maintenance & Rehab	0.00	0.00	12,151.35	12,151.35	12,151.35	12,151.35
VLF Swap	0.00	0.00	369.06	369.06	369.06	369.06
Traffic Congestion Relief	0.00	0.00	867.20	867.20	867.20	867.20
Highway Users Tax						
2103 (Gas Tax)	2,337.19	0.00	0.00	2,337.19	2,337.19	2,337.19
2105	0.00	0.00	3,824.47	3,824.47	3,824.47	3,824.47
2106	0.00	0.00	5,606.10	5,606.10	5,606.10	5,606.10
2107	0.00	0.00	4,774.92	4,774.92	4,774.92	4,774.92
2107.5	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Total Highway Users Tax	2,337.19	0.00	15,205.49	17,542.68	17,542.68	17,542.68
Total Intergovernmental - State	2,337.19	0.00	28,593.10	30,930.29	30,930.29	30,930.29
Gross Profit	2,337.19	0.00	28,593.10	30,930.29	30,930.29	30,930.29
Expense						
Finance Charge	0.00	0.00	0.10	0.10	0.10	0.10
Small Tools & Equipment	0.00	0.00	283.03	283.03	283.03	283.03
Repairs & Maintenance	0.00	20.36	800.13	820.49	820.49	820.49
Utilities						
Internet - Broadband	0.00	0.00	62.70	62.70	62.70	62.70
Propane	0.00	0.00	83.99	83.99	83.99	83.99
Electric	27,159.93	0.00	8,983.67	36,143.60	36,143.60	36,143.60
Total Utilities	27,159.93	0.00	9,130.36	36,290.29	36,290.29	36,290.29
Equipment Repair & Maintenance	0.00	0.00	300.21	300.21	300.21	300.21
Taxes						
Solid Waste Benefit Assessment	0.00	0.00	20.18	20.18	20.18	20.18
Taxes - Other	0.00	0.00	0.26	0.26	0.26	0.26
Total Taxes	0.00	0.00	20.44	20.44	20.44	20.44
Salaries and Wages						
Workers Comp.	0.00	0.00	831.34	831.34	831.34	831.34
Payroll Tax Expense	0.00	537.73	292.71	830.44	830.44	830.44
Payroll Expense						
Part Time Wages	0.00	0.00	12.42	12.42	12.42	12.42
Payroll Expense - Other	0.00	4,277.63	2,949.85	7,227.48	7,227.48	7,227.48

**City of Loyaltton
Streets**

July 2018 through May 2019

	Gas Tax 9422-1 (Streets and H...	SNOW REMO... (Streets and H...	Streets and Hi... (Streets and H...	Total Streets a... (Special Reve...	Total Special ...	TOTAL
Total Payroll Expense	0.00	4,277.63	2,962.27	7,239.90	7,239.90	7,239.90
Total Salaries and Wages	0.00	4,815.36	4,086.32	8,901.68	8,901.68	8,901.68
Services and Supplies						
Automobile Expense						
Fuel	0.00	1,135.77	122.52	1,258.29	1,258.29	1,258.29
Automobile Expense - Other	0.00	0.00	48.79	48.79	48.79	48.79
Total Automobile Expense	0.00	1,135.77	171.31	1,307.08	1,307.08	1,307.08
Contracted Services						
FEMA	0.00	0.00	3,397.83	3,397.83	3,397.83	3,397.83
Professional Fees	0.00	0.00	229.60	229.60	229.60	229.60
Auditing Expense	0.00	0.00	2,738.21	2,738.21	2,738.21	2,738.21
Accounting & Financial	0.00	0.00	179.81	179.81	179.81	179.81
Total Contracted Services	0.00	0.00	6,545.45	6,545.45	6,545.45	6,545.45
Dues and Subscriptions	0.00	0.00	34.86	34.86	34.86	34.86
Insurance						
Liability Insurance	0.00	0.00	2,005.82	2,005.82	2,005.82	2,005.82
Property Insurance	0.00	0.00	1,577.77	1,577.77	1,577.77	1,577.77
Insurance - Other	0.00	0.00	230.10	230.10	230.10	230.10
Total Insurance	0.00	0.00	3,813.69	3,813.69	3,813.69	3,813.69
Office Expense	0.00	0.00	301.77	301.77	301.77	301.77
Operating Supplies	0.00	76.93	118.35	195.28	195.28	195.28
Telephone	0.00	0.00	50.29	50.29	50.29	50.29
Services and Supplies - Other	0.00	0.00	0.32	0.32	0.32	0.32
Total Services and Supplies	0.00	1,212.70	11,036.04	12,248.74	12,248.74	12,248.74
Total Expense	27,159.93	6,048.42	25,656.63	58,864.98	58,864.98	58,864.98
Net Ordinary Income	-24,822.74	-6,048.42	2,936.47	-27,934.69	-27,934.69	-27,934.69
Net Income	-24,822.74	-6,048.42	2,936.47	-27,934.69	-27,934.69	-27,934.69

City of Loyalton
Park
July 2018 through May 2019

	Pool 9420-1 (Park 9420...)	Park Rent... (Park 9420...)	Park 9420-... (Park 9420...)	Total Park... (General F...)	Total Gen...	TOTAL
Ordinary Income/Expense						
Income						
Charges for Current Services						
Rent Income	0.00	390.00	0.00	390.00	390.00	390.00
Social Hall	300.00	10,800.00	0.00	11,100.00	11,100.00	11,100.00
Rent Income - Other	300.00	11,190.00	0.00	11,490.00	11,490.00	11,490.00
Total Rent Income	300.00	11,190.00	0.00	11,490.00	11,490.00	11,490.00
Total Charges for Current Services	300.00	11,190.00	0.00	11,490.00	11,490.00	11,490.00
Miscellaneous Revenue						
Other Income	0.00	500.00	-500.00	0.00	0.00	0.00
Total Miscellaneous Revenue	0.00	500.00	-500.00	0.00	0.00	0.00
Total Income	300.00	11,690.00	-500.00	11,490.00	11,490.00	11,490.00
Gross Profit	300.00	11,690.00	-500.00	11,490.00	11,490.00	11,490.00
Expense						
Small Tools & Equipment	0.00	0.00	47.22	47.22	47.22	47.22
Repairs & Maintenance	0.00	0.00	131.97	131.97	131.97	131.97
Utilities	78.16	0.00	625.70	703.86	703.86	703.86
Electric	0.00	0.00	483.87	483.87	483.87	483.87
Garbage Disposal	78.16	0.00	1,109.57	1,187.73	1,187.73	1,187.73
Total Utilities	78.16	0.00	1,109.57	1,187.73	1,187.73	1,187.73
Equipment Repair & Maintenance	0.00	0.00	149.69	149.69	149.69	149.69
Taxes	0.00	553.66	0.00	553.66	553.66	553.66
Solid Waste Benefit Assessment	0.00	8.00	0.00	8.00	8.00	8.00
Taxes - Other	0.00	561.66	0.00	561.66	561.66	561.66
Total Taxes	0.00	561.66	0.00	561.66	561.66	561.66
Salaries and Wages	0.00	0.00	290.65	290.65	290.65	290.65
Payroll Tax Expense	0.00	0.00	3,292.52	3,292.52	3,292.52	3,292.52
Payroll Expense	0.00	0.00	3,583.17	3,583.17	3,583.17	3,583.17
Total Salaries and Wages	0.00	0.00	3,583.17	3,583.17	3,583.17	3,583.17
Services and Supplies						
Automobile Expense	0.00	0.00	246.53	246.53	246.53	246.53
Fuel						

City of Loyaltan
Park
July 2018 through May 2019

	Pool 9420-1 (Park 9420...	Park Rent... (Park 9420...	Park 9420-... (Park 9420...	Total Park... (General F...	Total Gen... (General F...	TOTAL
Total Automobile Expense	0.00	0.00	246.53	246.53	246.53	246.53
Operating Supplies	0.00	0.00	92.64	92.64	92.64	92.64
Total Services and Supplies	0.00	0.00	339.17	339.17	339.17	339.17
Total Expense	78.16	561.66	5,360.79	6,000.61	6,000.61	6,000.61
Net Ordinary Income	221.84	11,128.34	-5,860.79	5,489.39	5,489.39	5,489.39
Net Income	221.84	11,128.34	-5,860.79	5,489.39	5,489.39	5,489.39

City of Loyaltyon
Social Hall
July 2018 through May 2019

	Social Hall 9420 (Park 9420-1)	Total Park 942... (General Fund)	Total General ...	TOTAL
Ordinary Income/Expense				
Income				
Charges for Current Services				
Rent Income	260.00	260.00	260.00	260.00
Social Hall				
Total Rent Income	260.00	260.00	260.00	260.00
Total Charges for Current Services	260.00	260.00	260.00	260.00
Total Income	260.00	260.00	260.00	260.00
Gross Profit	260.00	260.00	260.00	260.00
Expense				
Repairs & Maintenance	6.42	6.42	6.42	6.42
Utilities				
Propane	3,301.75	3,301.75	3,301.75	3,301.75
Total Utilities	3,301.75	3,301.75	3,301.75	3,301.75
Salaries and Wages				
Payroll Tax Expense	51.75	51.75	51.75	51.75
Payroll Expense	568.50	568.50	568.50	568.50
Total Salaries and Wages	620.25	620.25	620.25	620.25
Services and Supplies				
Insurance	99.85	99.85	99.85	99.85
Operating Supplies	27.01	27.01	27.01	27.01
Total Services and Supplies	126.86	126.86	126.86	126.86
Total Expense	4,055.28	4,055.28	4,055.28	4,055.28
Net Ordinary Income	-3,795.28	-3,795.28	-3,795.28	-3,795.28
Net Income	-3,795.28	-3,795.28	-3,795.28	-3,795.28

City of Loyaltan
MUSEUM
July 2018 through May 2019

	Museums 9410 (General Fund)	Total General F...	TOTAL
Ordinary Income/Expense			
Income			
Donations	1,240.00	1,240.00	1,240.00
Total Income	1,240.00	1,240.00	1,240.00
Gross Profit	1,240.00	1,240.00	1,240.00
Expense			
Utilities			
Security	180.00	180.00	180.00
Propane	2,307.03	2,307.03	2,307.03
Electric	1,290.33	1,290.33	1,290.33
Garbage Disposal	74.16	74.16	74.16
Total Utilities	3,851.52	3,851.52	3,851.52
Taxes			
Solid Waste Benefit Assessment	100.82	100.82	100.82
Taxes - Other	1.84	1.84	1.84
Total Taxes	102.66	102.66	102.66
Services and Supplies			
Insurance	99.85	99.85	99.85
Total Services and Supplies	99.85	99.85	99.85
Total Expense	4,054.03	4,054.03	4,054.03
Net Ordinary Income	-2,814.03	-2,814.03	-2,814.03
Net Income	-2,814.03	-2,814.03	-2,814.03

**City of Loyaltan
Cemetery
July 1, 2014 through June 1, 2015**

	Cemeteries 9220-1 (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense			
Income			
Donations	50.00	50.00	50.00
Charges for Current Services			
Cemetery			
Plots	250.00	250.00	250.00
Total Cemetery	250.00	250.00	250.00
Total Charges for Current Services	250.00	250.00	250.00
Total Income	300.00	300.00	300.00
Gross Profit	300.00	300.00	300.00
Expense			
Utilities			
Garbage Disposal	268.50	268.50	268.50
Total Utilities	268.50	268.50	268.50
Salaries and Wages			
Payroll Tax Expense	27.63	27.63	27.63
Payroll Expense	264.08	264.08	264.08
Part Time Wages	10.50	10.50	10.50
Payroll Expense - Other			
Total Payroll Expense	274.58	274.58	274.58
Total Salaries and Wages	302.21	302.21	302.21
Services and Supplies			
Automobile Expense			
Fuel	204.47	204.47	204.47
Total Automobile Expense	204.47	204.47	204.47
Operating Supplies	75.20	75.20	75.20
Services and Supplies - Other	193.50	193.50	193.50
Total Services and Supplies	473.17	473.17	473.17
Total Expense	1,043.88	1,043.88	1,043.88
Net Ordinary Income	-743.88	-743.88	-743.88
Net Income	-743.88	-743.88	-743.88

City of Loyton
Fire Department
July 2018 through May 2019

	Fire Department 7... (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense			
Income			
Transfer In	176,793.17	176,793.17	176,793.17
Intergovernmental - State	130,241.83	130,241.83	130,241.83
Charges for Current Services			
Service Area Revenue	20,000.00	20,000.00	20,000.00
Total Charges for Current Services	20,000.00	20,000.00	20,000.00
Revenue Use of Money & Property			
Interest Income	122.63	122.63	122.63
Total Revenue Use of Money & Property	122.63	122.63	122.63
Total Income	327,157.63	327,157.63	327,157.63
Gross Profit	327,157.63	327,157.63	327,157.63
Expense			
Small Tools & Equipment	6,005.95	6,005.95	6,005.95
Repairs & Maintenance	171.26	171.26	171.26
Building Repairs	16.57	16.57	16.57
Utilities			
Internet - Broadband	695.18	695.18	695.18
Propane	1,615.78	1,615.78	1,615.78
Electric	4,244.60	4,244.60	4,244.60
Garbage Disposal	296.56	296.56	296.56
Total Utilities	6,852.12	6,852.12	6,852.12
Equipment Repair & Maintenance	9,893.71	9,893.71	9,893.71
Taxes			
Solid Waste Benefit Assessment	1,167.02	1,167.02	1,167.02
Taxes - Other	10.00	10.00	10.00
Total Taxes	1,177.02	1,177.02	1,177.02
Salaries and Wages	2,494.02	2,494.02	2,494.02
Workers Comp.			
Payroll Tax Expense	21.22	21.22	21.22
Payroll Expense	166.48	166.48	166.48
Part Time Wages	167,350.69	167,350.69	167,350.69
Payroll Expense - Other			

**City of Loyton
Fire Department
July 2018 through May 2019**

	Fire Department 7... (General Fund)	Total General Fund	TOTAL
Total Payroll Expense	167,517.17	167,517.17	167,517.17
Salaries and Wages - Other	0.00	0.00	0.00
Total Salaries and Wages	170,032.41	170,032.41	170,032.41
Services and Supplies	76.67	76.67	76.67
Postage			
Automobile Expense	2,366.36	2,366.36	2,366.36
Fuel	94.29	94.29	94.29
Automobile Expense - Other			
Total Automobile Expense	2,460.65	2,460.65	2,460.65
Bank Service Charges	130.21	130.21	130.21
Contracted Services	53,397.07	53,397.07	53,397.07
Insurance	199.70	199.70	199.70
Miscellaneous			
Meals	293.79	293.79	293.79
Total Miscellaneous	293.79	293.79	293.79
Operating Supplies	5,256.63	5,256.63	5,256.63
Telephone	542.93	542.93	542.93
Training	725.00	725.00	725.00
Total Services and Supplies	63,082.65	63,082.65	63,082.65
Total Expense	257,231.69	257,231.69	257,231.69
Net Ordinary Income	69,925.94	69,925.94	69,925.94
Other Income/Expense			
Transfers Out	86,287.24	86,287.24	86,287.24
Capital Outlay			
Equipment	1,899.00	1,899.00	1,899.00
Total Capital Outlay	1,899.00	1,899.00	1,899.00
Total Other Expense	88,186.24	88,186.24	88,186.24
Net Other Income	-88,186.24	-88,186.24	-88,186.24
Net Income	-18,260.30	-18,260.30	-18,260.30

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	07/05/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	07/12/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	07/19/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	07/26/2019	1,500.00
	Water		4,500.00

THIS TOTAL

\$24,000.00

This authorization took place at the council meeting held on 06/18/2019 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Sarah Jackson, Mayor, Dated 06/18/2019

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
Fire Dept.-General Fund (1956)	Fire Department Reserve (7243)	05/31/2019	20890.17

Funds to be distributed per attached Camp Fire Strike Team Breakdown

THIS TOTAL **\$20890.17**

This authorization took place at the council meeting held on 6/18/19 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 6/18/19

Camp Fire-Nov 2018

73459.86

Personnel

52569.69 52569.69

Engine Hours

14212.00

Surcharge - Engine

1421.20

Surcharge - Personnel

5256.97

20890.17

LVFD Reserve Acct.

73459.86

Personnel

Worker's Compensation

5670.14

Unemployment Insurance

2944.96

John Evans-Company Officer

16714.20

Robert DeMartini-Apparatus Operat

13897.20

Megan Andaluz-Fire Fighter

13343.19

Total:

52569.69

Expenses:

Fuel

Fuel-Return (11.21.18)

99.59

Fuel-Return (11.21.2018)

35.99

0

0

Eq. Rep./Maint.

Light Bulb Repair (11.20.2018)

12.37

0

Food/Lodging/Supplies

Denny's- Meal 11/08/19

52.24

Italian Cottage- Meal 11/18/18

42.79

Total Expenses:

242.98

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
WWTP Settlement (4387)	General (1956)	06.18.2019	\$59,758.56
TOTAL			\$59,758.56

This authorization took place at the regular council meeting held on 06/18/2019 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 06/18/2019

**City of Loyaltton
Revenue & Expenditures
July 1, 2018 through June 11, 2019**

T...	Date	Num	Name	Memo	Class	Split	Debit	Cre...	Balance
Services and Supplies									
Contracted Services									
Bill	08/01/2018	Inv. 10...	Farr West Engineering	Description of...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond R...	Accounts Paya...	5,159.82		5,159.82
Bill	08/31/2018	Inv. 10...	Farr West Engineering	Description of...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond R...	Accounts Paya...	375.00		5,534.82
Bill	10/04/2018	Inv. 10...	Farr West Engineering	Description of...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond R...	Accounts Paya...	6,891.30		12,426.12
Bill	10/04/2018	Inv. 10...	Farr West Engineering	Description of...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond R...	Accounts Paya...	242.50		12,668.62
Bill	10/26/2018	Inv. 10...	Farr West Engineering	Project R4442...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond R...	Accounts Paya...	11,856.30		24,524.92
Total Contracted Services									
							24,524.92	0.00	24,524.92
Total Services and Supplies									
							24,524.92	0.00	24,524.92
TOTAL							24,524.92	0.00	24,524.92

24,524.92

**City of Loyaltown
Revenue & Expenditures
July 1, 2018 through June 11, 2019**

Type	Date	Num	Name	Memo	Class	Split	Debit	Balance
Services and Supplies								
Contracted Services								
Professional Fees								
Bill	08/01/2018	Inv....	Bastian Engine...	Engineeri...	Enterprise Funds:Sewer Fund 7580-1	Accounts Pa...	282.50	282.50
Bill	11/01/2018	Inv....	Bastian Engine...	Engineeri...	Enterprise Funds:Sewer Fund 7580-1	Accounts Pa...	325.00	607.50
Bill	11/30/2018	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	6,235.25	6,842.75
Bill	12/28/2018	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	3,075.00	9,917.75
Bill	12/28/2018	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	6,887.75	16,805.50
Bill	01/22/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	283.71	17,089.21
Bill	02/01/2019	Inv....	Bastian Engine...	Engineeri...	Enterprise Funds:Sewer Fund 7580-1	Accounts Pa...	375.00	17,464.21
Bill	02/01/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	145.93	17,610.14
Bill	02/01/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	6,382.25	23,992.39
Bill	03/01/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	1,605.00	25,597.39
Bill	03/01/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	1,404.75	27,002.14
Bill	03/29/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	918.40	27,920.54
Bill	04/29/2019	Inv....	S.C.O.R.E.	Project R4...	Enterprise Funds:Sewer Fund 7580-1	Accounts Pa...	335.00	28,255.54
Bill	05/01/2019	Inv....	Bastian Engine...	Engineeri...	Enterprise Funds:Sewer Fund 7580-1	Accounts Pa...	924.00	29,179.54
Bill	05/03/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	5,424.50	34,604.04
Bill	06/07/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	1,475.50	36,079.54
Bill	06/07/2019	Inv....	Farr West Engi...	Project R4...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond Repairs	Accounts Pa...	1,475.50	36,079.54
Total Professional Fees							36,079.54	36,079.54
Total Contracted Services							36,079.54	36,079.54
Total Services and Supplies							36,079.54	36,079.54
TOTAL							36,079.54	36,079.54

6,255.25+
3,075.00+
6,887.75+
283.71+
145.93+
6,582.25+
1,605.00+
1,404.75+
924.00+
5,424.50+
1,475.50+
33,865.64+
1

City of Loyalton Revenue & Expenditures July 1, 2018 through June 11, 2019

Ty...	Date	Num	Name	Memo	Class	Split	Debit	Credit	Balance
Services and Supplies									
Contracted Services									
			Legal Fees						
Bill	07/31/2018	117	Porter Simon Profes...	-MULTIPL...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond ...	Accounts Paya...	1,230.00		1,230.00
Bill	08/31/2018	State...	Porter Simon Profes...	-MULTIPL...	Enterprise Funds:Sewer Fund 7580-1:WWTP Pond ...	Accounts Paya...	160.00		1,390.00
Bill	09/30/2018	State...	Porter Simon Profes...	-MULTIPL...	Enterprise Funds:Sewer Fund 7580-1	Accounts Paya...	130.00		1,520.00
Bill	12/31/2018	State...	Porter Simon Profes...	-MULTIPL...	Enterprise Funds:Sewer Fund 7580-1	Accounts Paya...	215.00		1,735.00
Bill	01/31/2019	State...	Porter Simon Profes...	Communi...	Enterprise Funds:Sewer Fund 7580-1	Accounts Paya...	20.00		1,755.00
			Total Legal Fees				1,755.00	0.00	1,755.00
			Total Contracted Services				1,755.00	0.00	1,755.00
			Total Services and Supplies				1,755.00	0.00	1,755.00
			TOTAL				1,755.00	0.00	1,755.00

24,524.92 +
 33,845.64 +
 1,390.00 +
 59,758.56 * +
 Total 290,000 *
 General Act.
 2019 400.00
 2019 100.00
 Act. 430.00

Kathy LeBlanc

From: Alexa Kinsinger [akinsinger@farrwestengineering.com]
Sent: Thursday, June 06, 2019 12:32 PM
To: Kathy LeBlanc
Subject: FW: Chlortec Unit Service
Attachments: Loyalton Chlortec Service 05.20.19.pdf

Hi Kathy,

I apologize, I accidentally sent the below email to the incorrect email address. Please see the below email and attached quote for the wastewater treatment plants' chlortec unit annual service.

Thanks,
Alexa Kinsinger, E.I.

Farr West Engineering
Direct: (775) 997-7491

From: Alexa Kinsinger
Sent: Wednesday, June 5, 2019 1:39 PM
To: cityofloyalton@psln.com
Subject: Chlortec Unit Service

Hi Kathy,

About a year ago we had Ryan Process Inc. perform the annual service on the Chlortec unit at the wastewater treatment plant. Ryan Processes Inc. has reached out to me to remind me that the plant needs their annual service completed this summer. This is recommended to be completed every year to ensure adequate operation of the unit. Attached is the quote they sent me for the service. Please look it over and let me know if you would like me to schedule the service.

Thanks,
Alexa Kinsinger

FARR WEST
ENGINEERING

Alexa Kinsinger, EI
Project Designer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 997-7491
Fax: (775) 851-0766
www.farrwestengineering.com

**RYAN
PROCESS
INC.**

511 1st Street, Benicia, CA 94510
P: (925) 837-0670 E: sales@ryanprocess.com

To: Loyalton, City of
c/o Farr West Engineering
5510 Longley Lane
Reno, NV

Contact: Alexa Kinsinger
Email: akinsinger@farrwestengineering.com
Phone: 775-997-7491

RYAN PROCESS QUOTE FORM

Date:	5/22/2019
Quote #:	LY052119PM
Valid For:	6/21/2019
Prepared by:	Phillip Maffei
Email:	pm@ryanprocess.com
Phone:	707-862-6954

Project Description
Perform reccomended annual maintenace on the Denora Clortec MCT36 on site generation

RPI TERMS	F.O.B.	Ship Via	Shipping Terms	
30 Days Net	Factory	Common Carrier	Prepay and Add	
ITEM #	DESCRIPTION	Qty.	UNIT PRICE	EXT PRICE
	Service- Perform annual preventative maintenance onClorTec system, clean cells and check for proper operation. Includes travel time to and from site. (3 days)	3	\$1,250.00	\$3,750.00
	Expenses- Including but not limited to, airfare, lodging, meals and local transportation.	1	\$1,275.00	\$1,275.00
			TOTAL	\$5,025.00

Special Notes:

Lead Time:

Est. Freight: Not Included

Thank You
Phillip Maffei

- **All prices are in U.S. Dollars.
- **Standard Ryan Process Terms: See Attached
- **Credit card payments require a 5% handling fee. We accept Visa and Mastercard
- **Standard Ryan Process Terms: See Attached
- **UNLESS OTHERWISE STATED Freight and Sales Taxes not included in pricing.

NOTE: Your shipment will be delivered by either common carrier, UPS or Federal Express. Before you or any agent representing your company signs for product at delivery - inspect the box, pallet, tank, etc., for any damages or missing items. Make sure you make note of damages, with locations of damage on delivery ticket, also note any missing items. Remember, you have the right to, and should, refuse delivery of damaged goods. Any, and all claims, at that point will need to be directed to the freight company making the delivery. Be sure to contact Ryan Process immediately at (925) 837-0670 to make us aware that there is a problem.

RYAN PROCESS, INC
TERMS AND CONDITIONS QUOTE # LY052119PM

1.) CONDITIONS OF SALE: Purchaser's purchase order or quotation shall be subject only to the terms and conditions ("T&C") set forth herein, which shall supersede any purchase order, acknowledgement or other form by Purchaser. Any contrary terms and conditions of Purchaser shall not bind Ryan Process, Inc. ("Ryan") unless accepted by Ryan in writing.

2.) TERMS OF PAYMENT: 25% with order, 45% prior to shipping, balance net 30 days for orders over \$5,000.00. Credit Card Payments are charged a 5% convenience fee on entire invoice including sales tax, freight and product. **All freight invoices billed separately are due upon receipt of invoice.**

3.) COLLECTION, APPLICABLE LAW & VENUE: Purchaser shall pay Ryan all costs of collection including, but not limited to, collection service's cost, attorney's fees, and litigation costs. Any action arising out of, or relating to these T&C shall be governed by the law of the state of California and shall be brought solely in Contra Costa Superior Court.

4.) TAXES: Ryan Process is a distributing seller and accordingly taxes are not included unless separately stated as such. Any sales, use, excise or similar tax payable by Ryan Process which is or may be imposed by any taxing authority pursuant to these T&C, shall be added to the sales price. Purchaser agrees to reimburse and indemnify Ryan Process for any sales tax assessed as a result of Purchaser's failure to notify Ryan Process that the purchase is for retail.

5.) RETENTION FEES: Purchaser acknowledges and agrees that Ryan Process shall not be subject to any retention and/or holdback unless separately negotiated and accepted in writing, prior to the issuance of any purchase order. In no event shall retention be (1) held more than 60 day after shipment, (2) applied to sales tax and/or shipping costs.

6.) LIMITATION OF LIABILITY: Ryan Process, Inc. no implied and/or express warranties or fitness for a particular purpose. Purchaser waives any right to claim consequential, delay, or liquidated damages. In no event shall Ryan Process be liable for greater than the amount of purchase.

7.) TIME OF POSSESSION: Buyer shall take possession of the equipment FOB Factory and shall inspect and accept it for payment upon receipt. Claims for damage in transit shall be made directly by Buyer to Freight Company.

8.) DELIVERY & PERFORMANCE: Ryan Process is a distributing representative and limited by the performance of its suppliers. Supplies generally deliver, but Ryan Process, Inc. does not warrant or otherwise guarantee that delivery will occur, as follow:

- a. SUBMITTALS: 2-3 weeks following acceptance of signed Purchase Order
- b. EQUIPMENT SHIPMENT: _____ weeks following receipt of approved submittal.

9.) WARRANTY CLAIMS: The supplier and/or manufacturer of any product supplied by Ryan Process, Inc. may provide a warranty which shall be Purchaser's sole warranty.

10.) DESIGN SPECIFICATIONS: Ryan Process, Inc. has relied upon the specifications provided by Purchaser in providing quotations, services and goods. Ryan shall not be liable for omissions, lack of notifications, compliance with laws or codes, or lack of clarity of specifications, drawings and/or requirements by Purchaser, designer, architect, engineer and/or others. Good faith efforts will be made by Ryan Process, Inc. to interpret the specifications. The submittal of a purchase order by Purchaser represents and warrants that Purchaser has confirmed with the owner or its designated representatives that the quotation and/or purchase order meets all required specifications, including those of the supplier and/or manufacture.

11.) CONFIDENTIALITY: Manufacturer may require Buyer or Owner to sign a confidentiality agreement prior to release of any proprietary information including drawings and calculations.











12.) MATERIAL RETURNS: Buyer may not return any material without express written authorization and upon terms and payment of any applicable restocking charges up to 100% of the purchase price.

13.) ACCEPTANCE OF TERMS AND CONDITIONS: Purchaser by either (1) execution, or (2) submitting a purchase order, agrees to be bound by these Terms & Conditions. Any purchase order or contract shall incorporated our proposal and terms. Any changes shall be negotiated prior to any order acceptance.

RYAN PROCESS

SINCE 1968

**WASTEWATER, WATER & PROCESS SPECIALISTS
MANUFACTURERS REP SERVING CALIF. & NEVADA**

Phone 800/839-0670 ☐ Fax 925-837-4832 ☐ 511 1st STREET ☐ BENICIA, CA 94510
Phone 925/837-0670 ☐ e-mail jm@ryanprocess.com ☐ Website www.ryanprocess.com

FARR WEST

ENGINEERING

June 7, 2019

City of Loyalton
605 School Street
PO Box 128
Loyalton, CA 96118

RE: Beckwith Road Pavement Repair 60% Design Submittal Package and Design Cost Estimate for Additional Work on Beckwith

Dear Sarah Jackson, Brooks Mitchell, and Fellow City Representatives:

We are pleased to present you with the 60% design submittal package for the Beckwith Road Pavement Repair project. Attached to this cover letter you will find the following submittal items:

1. (1) 60% Design Plan Set
2. (1) 60% Project Contract Documents (Specifications) Divisions 1-3
3. (1) 60% Project Construction Cost Estimate

Please review and provide markups and comments on the 60% submittal items. To maintain scheduling on the design process, it would be greatly appreciated if comments and mark ups could be returned to Farr West Engineering by June 21, 2019. If there are no comments or mark ups, please send an email indicating so to me at akinsinger@farrwestengineering.com. Once comments and mark ups are received, Farr West will proceed with 100% design.

To complete the project specifications please provide the following information by email to me:

1. Location of construction staging area
2. Will this work on Beckwith Road require the contractor to obtain an encroachment permit?

Also attached to this cover letter is an email from the project manager for the Beckwith Road Pavement Repair Project, Keith Karpstein. The email contains a design cost estimate and proposed scheduling for the additional paving work On Beckwith Road near the school. This additional work was proposed by Brooks in the client meeting on June 5, 2019. The design work for the additional work on Beckwith Road could be amended to the existing Beckwith Road Pavement Repair contract for an additional \$8,500. Please note that this design cost does not include construction costs for the additional paving work. Construction cost estimates would be included in the 60% design submittal package for the additional paving work.

If the City would like to amend the existing design contract to include the additional Beckwith Road paving work, please email me requesting a contract amendment. If a formal proposal is needed for City review before the contract can be amended, please let me know and we will develop a proposal in a timely manner.

If you have any questions or concerns regarding any of the Beckwith Road Pavement Repair projects, please contact me through email or by phone at 775-997-7491.

Thank you,

Alexa Kinsinger, E.I.

Encls.: 60% Design Plan Set, Contract Documents, Construction Cost Estimate, and Beckwith Road Additional Paving Work Design Cost Estimate and Scheduling Email

Alexa Kinsinger

From: Keith Karpstein
Sent: Friday, June 7, 2019 9:17 AM
To: Alexa Kinsinger; Lucas Tipton
Subject: Additional Pavement Work - Beckwith Pavement Repair

Lucas/Alexa,

I did a quick estimate for the additional paving work near the school that the City of Loyalton has requested to be added to the Beckwith Pavement Repair project. If the projects are bid and constructed together, we can amend our current contract to add \$2,500 for surveying and mapping and \$6,000 for design and management. So the total increase is \$8,500. I believe we can have a 60% design of the additional work complete within 3 weeks of a signed agreement. From the date of our 60% submittal, I believe we can advertise within 6 weeks. Please forward this information to the client and let me know if they'd like a formal proposal.

Thanks,



Keith Karpstein, P.E.
Senior Engineer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 284-7898
Cell: (775) 772-9742
Fax: (775) 851-0766
www.farrwestengineering.com

City of Loyaltan
Beckwith Road Pavement Repair
Engineer's Opinion of Probable Construction Costs (60% Submittal)

Estimate by: Alexa Kinsinger E.I.
 Project No. 1678
 Date: 06/05/19
 QC Check by: Keith Karpstein, P.E.
 Date: 06/06/19

BID SCHEDULE - BASE BID

Bid Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	Mobilization/Demobilization (NTE 5%)	1	LS	\$3,570.00	\$3,570.00
2	Traffic Control	1	LS	\$7,500.00	\$7,500.00
3	Erosion Control	1	LS	\$5,000.00	\$5,000.00
4	3" AC Pavement	233	SY	\$50.00	\$11,650.00
5	Remove and Replace Concrete Curb and Gutter	56	LF	\$200.00	\$11,200.00
6	Over Excavation and Backfill	245	CY	\$75.00	\$18,375.00
7	8" Aggregate Base Course	123	SY	\$25.00	\$3,075.00
8	PCC Concrete Apron	220	SF	\$50.00	\$11,000.00
9	Adjust Existing Sanitary Sewer Manhole	2	EA	\$1,800.00	\$3,600.00

Construction Subtotal: \$74,970.00
25% Contingency: \$18,742.50
Base Bid Total: \$93,712.50

Marvonne Waterline Estimated Contract Times

Task	Time (Days)

Working Days 0
 Calendar Days 0

Kathy LeBlanc

From: Alexa Kinsinger [akinsinger@farrwestengineering.com]
Sent: Wednesday, June 12, 2019 3:54 PM
To: Kathy LeBlanc
Subject: Liner Alternatives Memo for City Council Review
Attachments: TM_Liner Alternatives_6-12-19_.pdf

Hi Kathy,

Attached is the pond liner alternatives tech memo for City Council review at the upcoming City Council meeting.

Thanks,
Alexa



Alexa Kinsinger, EI
Project Designer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 997-7491
Fax: (775) 851-0766
www.farrwestengineering.com

TECHNICAL MEMORANDUM
CITY OF LOYALTON
CAO REPORTING – POND LINER UPDATE

Prepared For: California State Water Quality Control Board
Prepared By: Alexa Kinsinger, E.I.
Reviewed By: Lucas Tipton, P.E.
Date: June 12, 2019
Subject: Pond Liner Alternatives

1.0 BACKGROUND

As part of the Cleanup and Abatement Order (CAO) R5-2013-0700 issued to the City of Loyalton (City) in February 2013, the City is responsible to submit certification and as-builts for the two effluent storage ponds located at the City wastewater treatment facility (WWTF). Under this CAO requirement, the City contracted Farr West Engineering (Farr West) and HydroGEOPHYSICS (HGI) in April 2019 to complete a leak detection testing on the storage ponds to determine if the ponds were capable of storing up to 120 acre-feet of effluent on an annual basis. The leak detection method used by HGI meets the American Society of Testing and Materials (ASTM) Method D 7007, Standard Practices for Locating Leaks in Geomembrane Covered with Water or Erath Materials and was approved by Brendan Kenny at the California State Water Quality Control Board (State) in March 2019. HGI's leak detection method places a series of electrodes in the soil outside of the pond that transmit electrical current. Cables placed in the pond water receive this electrical current if there are leaks present in the pond. In the presence of leaks, the current moves more readily to the potential leak location thus resulting in a larger magnitude response near the leak location.

2.0 POND LEAK DETECTION TESTING ISSUES

In preparation for the leak detection testing, it was communicated to Farr West that the pipe penetrations present in the ponds need to be isolated as best as feasibly possible. There are three pipe penetrations in each pond; an inlet pipe, an outlet pipe, and an overflow pipe connecting the two ponds. HGI suggested that pipe isolation could be achieved by physically covering all exposed pipe outlets so water cannot flow through them or by creating an air gap within the pipe to create an electrical break between water in the pond and water outside of the ponds. During the few weeks prior to HGI's arrival to Loyalton, Farr West worked closely with the WWTP operators to investigate potential options for pipe isolation. The operators were able to isolate the overflow pipes by lowering the pond water level below the overflow pipes (Figure 1, left). Next, the operators determined that an air gap could be achieved for the outlet pipes by closing the gate valve present on the pipe and draining the discharge side of the pipe through gravity flow into the irrigation pump station wet well. On May 17th, 2019, Farr West staff Alexa Kinsinger and Logan Garling went to the WWTP to assist the operators with the inlet pipe isolation. The north pond inlet pipe was only partially submerged, and Logan was able to secure three layers of plastic bags over the pipe without excessive contact with the effluent water (Figure 1, right).



Figure 1: Pipe isolation of outlet pipes (left) and north pond inlet pipe (right)

The south pond inlet pipe was submerged in approximately 3 feet of water and would have required Farr West staff to fully submerge themselves in the pond to attempt to fasten plastic bags over the pipe. Hesitant to expose staff to skin and face contact with the effluent water, Alexa called HGI to confirm that inlet pipe isolation through the plastic bag method was absolutely necessary for the success of the leak detection testing. HGI told Alexa that the plastic bag method does not guarantee pipe isolation and would likely still cause an “occurrence that would appear as a leak” in their leak detection software because there would likely still be water flowing through the plastic bag. From this conversation, Alexa concluded the apparent lack of integrity in the plastic bag isolation method was not worth the risk of exposing Logan to the effluent water.

HGI mobilized to the City WWTP on May 20, 2019 to perform the leak detection testing over a week time frame. By the second day on site, HGI reported that their data collection system was sensing an overwhelmingly large occurrence that was pulling all current towards both outlet pipes. Farr West mobilized to the site early Wednesday May 22 to investigate possible air gap failures that could be causing the current to flow towards the outlet pipes. Once the air gaps were successfully established again, HGI reran a current test and concluded the occurrence at the outlet pipe was still overwhelmingly large. This result suggested that the current was travelling through the outlet pipe and grounding in the surrounding soil. This occurred because the outlet pipes are metal and therefore were conducting electricity at a much higher rate than a PVC or HDPE pipe. Once the HGI crew realized that the pipes were metal, they communicated that the leak detection testing would not produce viable results because the current will always take the path of least resistance (through the metal outlet pipes) to ground and therefore not flow through any potential leaks present in the liner. Upon news that the outlet pipe air gap isolation method had failed, Farr West decided to cease the leak detection service and demobilize HGI.

After debriefing with HGI, the following conclusions were made:

- Since the pipe penetrations in both ponds are metal, intensive pipe isolation prep work must take place before leak detection through electric current methods can take place.
- The plastic covering on the inlet pipe of the north pond appeared to be an adequate pipe isolation solution, however, it is vital that all exposed metal be covered and that no water can flow through the plastic covering and come in contact with the metal.
- With the outlet pipes being 10-13' below the water surface, the ponds would either need to be drained prior to the pipes being isolated or would require an underwater diver to affix the proper isolation device.

3.0 CURRENT STATUS OF PONDS

Currently, it is unknown if there are leaks present in the storage ponds, but the south pond has at least one whale present that protrudes out of the water surface (Figure 2). According to the plant operators, both the north and south ponds have had multiple whales appear over the last year. These whales fluctuate in size and location depending on the pond water level. Whaling occurs when air or water present under the pond liner bubbles up and deforms the liner. This deformation reduces the pond storage capacity and can cause damage to the liner that could potentially lead to leakage.

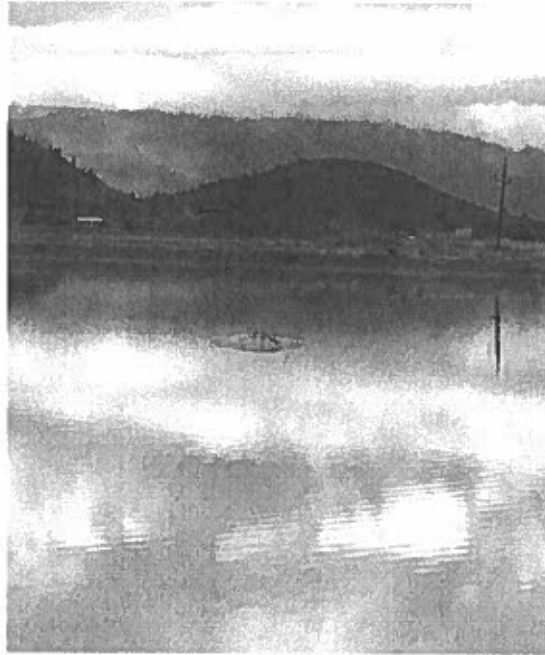


Figure 2: Whale Present in the South Pond. Photo taken May 28, 2019.

Per an April 3, 2012 letter written to the City by Applied Soil Water Technologies, LLC (ASW), air vents were installed at the top of slope around the perimeters of both ponds. At some point after the ASW letter, ballasts were placed in both ponds to alleviate whaling. In a photo from the October 4, 2018 site visit (Figure 3), the ballasts can be seen at the base of the slopes of the ponds parallel to the perimeter. This installation does not meet recommended installation guidelines and may actually be exacerbating the whaling problem by blocking air flow under the liner from traveling up the slope and out the air vents. It was recommended to the City that the ballasts be placed in the center of the pond sitting one on top of another perpendicularly to form a "+". Some recent discussion about relocating the ballasts to this position and shape has been made by City staff. However, it is unclear whether this activity would result in further damage to the liner, so no further action has been recommended at this time.



Figure 3: Ballasts lying along the edge of the south pond perimeter on October 4, 2018.

4.0 NEXT STEPS TO SATISFY CAO REQUIREMENTS

To satisfy the pond liner requirements of the CAO, Farr West proposes the following alternatives:

Alternative 1: Replace both pond liners and ventilation systems in their entirety and submit as-builts to State. This alternative does not include re-design of pond berms and assumes that existing berms and piping are adequate.

Alternative 2: After the irrigation season, when the pond level is below the outlet pipes (approximately one foot of water), remobilize HGI to the WWTP site to perform leak detection testing on the bottom of the ponds. Side slopes of the ponds would be visually inspected for leaks. Pending results of leak testing, the ponds will be cleaned, liner spot repairs will be performed, and adjustments to ballast system will be made. After ponds are repaired, the liner subconsultant will run pressure tests on each leak area to ensure adequate repair then pond certification and as-builts will be submitted to the State.

Alternative 3: After the irrigation season, when the outlet pipes are exposed, cover the outlet pipes with thick plastic covering to isolate the pipes. Fill ponds over the winter up to bottom of inlet pipes then remobilize HGI to WWTP to perform leak detection testing on full ponds. Once testing is complete, hire scuba diver to remove plastic covering from outlet pipes¹. Pending results of leak testing, the ponds will be cleaned, liner spot repairs will be performed, and adjustments to ballast system will be made in Fall of 2020. After ponds are repaired, the liner subconsultant will run pressure tests on each leak area to ensure adequate repair then pond certification and as-builts will be submitted to the State.

¹ Other methods for outlet pipe cover removal may exist that would allow for removal from the above the water surface.

5.0 COMPARISON OF ALTERNATIVES

Table 1: Pros, Cons, and Unknown Variables of Each Alternative

Alternative	Pros	Cons	Unknown Variables
1	<ul style="list-style-type: none"> -No further leak testing required. - Potential to eliminate whaling issues. - Resolves the outstanding CAO requirements within 12 months. - Gives the City a brand-new pond liner without wasting resources to determine the integrity of the existing liner. 	<ul style="list-style-type: none"> - Most expensive alternative. - Construction may be complicated if high ground water conditions exist. - Subsurface conditions which are causing the whaling would still exist, however would be mitigated by re-design components. - Temporary storage facilities or measures may be required. - Extensive investigation and design phase. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage. - Suitability of existing pond liner berms.
2	<ul style="list-style-type: none"> - Expected to be the least expensive alternative if full liner replacement is not required. - Testing results received in the Fall of 2019. 	<ul style="list-style-type: none"> - Visual inspection for leaks can be inaccurate. - Requires a remobilization of HGI leak detection testing. - Pond cleaning process can be difficult and lead to additional leaks. - Will not reduce whaling issues in the pond. - Does not guarantee the pond liner life will be significantly extended. - Ponds would not be repaired until end of 2019 at the earliest. - Temporary storage facilities or pumping services may be required. - Future leaks would not be mitigated. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage; if extensive leaks are discovered, the liner may need to be replaced. - May not receive State approval due to inaccuracy of visual leak inspection.
3	<ul style="list-style-type: none"> - HGI leak detection services are more cost effective on full ponds. - Pond cleaning would only be necessary where leaks are present. 	<ul style="list-style-type: none"> - Requires HGI leak detection testing. - Outlet pipe isolation will be tedious and leak occurrences could still occur if pipes are not completely isolated. - Requires the pond to be cleaned. - Does not guarantee the resolution of whaling issues in the pond. - Does not guarantee the pond liner life will be significantly extended. - Resolves the outstanding CAO requirements the slowest of all alternatives (Fall of 2020). - Future leaks would not be mitigated. 	<ul style="list-style-type: none"> - Presence and extent of existing pond liner leakage; if extensive leaks are discovered, the liner may need to be replaced.

5.1.1 Scheduling of Alternatives

Alternative 1 is estimated to take eight months from the notice to proceed with design. The anticipated items to be completed within this timeframe include:

- 1) Site and Facility investigations (2 months)
- 2) Liner and ventilation system design (3 months)
- 3) Contractor bidding process (1 month)
- 4) Construction Process (2 months, weather permitting):
 - a) Demolition of the existing pond liners
 - b) Re-grading of the pond bottoms to an adequate slope for ventilation
 - c) Installation of a new ventilation system and new pond liners

Alternative 2 is estimated to take six months to a year depending on the results of the leak detection testing. The anticipated items to be completed within this timeframe include:

- 1) Mobilization of HGI to site when the ponds are at their lowest water level (September or October 2019)
- 2) HGI performs leaks detection testing on bottom of pond. Visual inspection of side slopes will take place concurrently with HGI's services. (3 to 4 days)
- 3) Pending results of the leak detection testing:
 - a) Ponds will be cleaned (1 week)
 - b) Contractor will be scheduled to perform spot repairs on the leaking portions of liner (2 months)

If results of the leak detection testing conclude that the liners should be completely replaced, the schedule of this alternative will be delayed by six months to a year to allow for the some of the items in alternative 1 to be completed.

Alternative 3 is similar to alternative 2 because its schedule also depends on the results of the leak detection testing, however, alternative 3 would require another 6 months to fill the ponds prior to testing. The anticipated items to be completed within this timeframe include:

- 1) Isolate outlet pipes when the pond water level falls below the outlet pipe (September or October 2019)
- 2) Fill ponds to rim of inlet pipes (April or May 2020)
- 3) Mobilization of HGI to site to perform leaks detection testing on full ponds (3 to 4 days)
- 4) Pending results of the leak detection testing:
 - a) Ponds will be cleaned (1 week in Fall of 2020)
 - b) Contractor will be scheduled to perform spot repairs on the leaking portions of liner (2 months)

Similar to alternative 2, if the results of the leak detection testing conclude that the liners be completely replaced, the alternative 3 schedule will be extended another six months to a year to allow for some of the items in alternative 1 to be completed.

5.1.2 Opinions of Probable Cost for each Alternative

Opinions of probable costs for each alternative are presented in Table 2 below. It should be noted that these costs are level 5 (i.e. planning level) cost estimates that incorporate numerous assumptions and should be considered within an accuracy range of -40% to +50%. These costs are adequate for general budgeting and cost comparisons between alternatives but should not be considered estimates of bid results or final construction costs. For further detail on these costs and the assumptions included, please refer to Appendix A. For costing purposes, alternatives 2 and 3 have been split into two separate costs (alternatives 2a, 2b, 3a, and 3b). Costs for alternatives 2a and 3a assume that only a few leaks exist in each pond that require minor pond repair work. While costs for alternatives 2b and 3b assume that the existing liners is in poor condition with many leaks present, thus requiring majority of the liner to be repaired.

Table 2: Planning Level Cost Estimates of Alternatives

Alternative	Estimated Cost
1	\$1,142,200
2a	\$272,000
2b	\$600,000
3a	\$276,000
3b	\$608,000

6.0 NEXT STEPS

Farr West met with City representatives on June 5, 2019 to present these alternatives. The City would prefer to pursue alternative 2 because it is the least expensive option and will require less time than alternative 3. Additionally, the City has no reason to believe that there are currently leaks present in the liner and therefore alternative 1 seems too extensive to pursue at this time.

After this technical memo is issued to the State, the City will send a formal request for a site walk through with the State and Farr West staff to discuss the liner issues and their available alternatives. Implementation of the selected alternative will likely require time for Farr West to conduct a research investigation to familiarize ourselves with the specific issues in the pond liners. This research will include reading through lawsuit documents, pond liner design documents, ground water level piezometric data, and any other investigative documents that pertain to the pond liner design and issues.

APPENDIX A

Cost Estimates - Pond Liner Alternatives

Alternative 1 - Replace Liner and Ventilation System, Regrade Pond Bottoms

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	Construction Mobilization/Demob	Construction Cost	1	LS	\$ 43,000	\$ 43,000.00
2	Demolish Existing Liner and Disposal	Construction Cost	1	LS	\$ 50,000	\$ 50,000.00
3	Basin Earthwork and Subgrade Prep	Construction Cost	10,000	CY	\$ 12.00	\$ 120,000.00
4	60 mil HDPE liner w/ vents	Construction Cost	500,500	SF	\$ 1.40	\$ 700,700.00
5	Ventilation geocomposite strips	Construction Cost	50	Strips	\$ 0.15	\$ 8.00
6	Farr West Design Cost	Design Cost	1	LS	\$ 228,425	\$ 228,425.00
Total Cost:						\$ 1,142,133.00

Alternative 2 - Leak Detection on Partially Full Ponds and Liner Spot Repairs; Item 4a and Cost 2a Assume Existing Liner is in Good Condition; Item 4b and Cost 2b Assume Existing Liner is in Bad Condition and Requires Extensive Repairs or Majority Overlay.

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	HGI Leak Detection Testing	Subconsultant Cost	1	LS	\$ 22,466	\$ 22,500.00
2	Visual Leak Detection Testing	Subconsultant Cost	1	LS	\$ 5,000	\$ 5,000.00
3	Clean out ponds	Pond Cleaning Cost	1,102,700	gal	\$ 0.16	\$ 176,400.00
4a	Pond Liner Repairs	Subconsultant Cost	5	day	\$ 2,000.00	\$ 10,000.00
4b	Pond Liner Replacement	Subconsultant Cost	375,375	SF	\$ 0.90	\$ 337,800.00
5	Ballast System	Subconsultant Cost	1	LS	\$ 50,000.00	\$ 50,000.00
6	By pass pumping	Pumping Cost	1	month	\$ 8,055	\$ 8,055.00
Total Cost 2a:						\$ 271,955.00
Total Cost 2b:						\$ 599,755.00

Alternative 3 - Leak Detection on Full Ponds and Liner Spot Repairs; Item 5a and Cost 3 Assumes Existing Liner is in Good Condition; Item 5b and Cost 3b Assume Existing Liner is in Bad Condition and Requires Extensive Repairs or Majority Overlay.

Item	Description	Classification	Quantity	Unit	Unit Price	Total
1	Isolate outlet pipes	Subconsultant Cost	1	LS	\$ 5,000	\$ 5,000.00
2	HGI Leak Detection Testing	Subconsultant Cost	1	LS	\$ 22,466	\$ 22,500.00
3	Scuba to unisolate outlet pipes	Subconsultant Cost	1	day	\$ 8,000	\$ 8,000.00
4	Clean out ponds	Pond Cleaning Cost	1,102,700	gal	\$ 0.16	\$ 176,432.00
5a	Pond Liner Repairs	Subconsultant Cost	5	day	\$ 1,200	\$ 6,000.00
5b	Pond Liner Replacement	Subconsultant Cost	375,375	SF	\$ 0.90	\$ 337,800.00
6	Ballast System	Subconsultant Cost	1	LS	\$ 50,000.00	\$ 50,000.00
7	By pass pumping	Pumping Cost	1	month	\$ 8,055	\$ 8,055.00
Total Cost 3a:						\$ 275,987.00
Total Cost 3b:						\$ 607,787.00

Assumptions:

- Basin Earthwork was assumed at 10,000 CY cut and 10,000 CY fill, pay on fill at 2% sloping of pond bottom;
- Construction mobilization and demobilization assumed to be 5% of construction cost
- Ventilation system is assumed to include 3" layer of gravel rock on bottom of ponds priced at \$25/cubic yard of rock and a geocomposite drainage fabric on bottom and side slopes of ponds priced at \$0.20/SF.
- Farr West Design cost assumed at 16% of total construction cost to cover both design and construction management
- Visual leak detection testing assumed to be preformed by Farr West inspector for over multiple days including travel time.
- HGI service includes mobilization and 4 days of leak detection testing. Reporting costs to be covered through existing HGI contract
- Outlet pipe isolation assumed to be performed by Farr West inspector and to require a small design effort.
- Bypass pumping cost based off Pac Machine quote for a Godwin HL130 diesel trash pump
- Pond cleaning cost assumes 4" of sediment on pond bottoms at \$0.16/gal of effluent water removal and disposal
- Costs 2a and 3a assume that the leak detection results finds the existing liner in good condition with a small number of spot repairs needed to solve leaking issues.
- Costs 2b and 3b assume that the leak detection results find the existing liner in bad condition that will require 75% of liner to be replaced at \$0.90/SF. Due to economies of scale, the cost of liner will fluctuate depending on the amount of liner that needs to be replaced. No regrading of the pond bottoms is included in the costs.
- All costs have been rounded to the nearest dollar. These costs are level 5 planning costs and should be considered within an accuracy range of -40% to +50%

**60% SUBMITTAL – NOT FOR CONSTRUCTION
CONTRACT DOCUMENTS**

**CITY OF LOYALTON
BECKWITH ROAD PAVEMENT REPAIR**

Loyalton, California

June 2019



OWNER:

City of Loyalton
605 School Street
P.O. Box 128
Loyalton, CA 96118
(530) 993-6750

ENGINEER:

FARR WEST

ENGINEERING
Farr West Engineering
5510 Longley Lane
Reno, Nevada 89511
(775) 851-4788
(775) 851-0766 FAX

Division 1
General Requirements

**SECTION 01110
SUMMARY OF WORK**

PART 1 – GENERAL

1.01 SCOPE OF WORK

- A. The Work covers construction work specifically shown on the Contract Drawings and described herein.
- B. The Beckwith Road Pavement Repair Project consists of the rehabilitation of the existing pavement on Beckwith Road and the adjacent alley where trench subsidence from the sewer replacement project has taken place. The work on Beckwith Road will include approximately 1,850 square feet of subgrade repair in existing trenching areas and 5,090 square feet of pavement resurfacing. The work on the alley will include approximately 1,110 square feet of subgrade repair in existing trench areas and 1,195 square feet of pavement reconstruction. The existing curb at the access to the alley will be removed and replaced to allow for proper drainage conveyance. Two manholes within the pavement rehabilitation area will be adjusted to final asphalt grade.
- C. Interruption of any existing utilities requires prior Owner approval.

1.02 TIME FOR COMPLETION OF PROJECT

- A. Substantial completion of the project shall be in accordance with the drawings and specifications within 39 calendar days from date on Notice to Proceed letter. Final completion shall be in accordance with Contract Documents within 14 calendar days from substantial completion date.

Comment [KK1]: We'll need to estimate this. Work should complete within 2 weeks, but we'll take a close look at it.

1.03 WORK AND CONSTRUCTION PERIODS

- A. Work can begin when the Notice to Proceed is issued.
- B. Work hours are between 7:00 AM to 5:00 PM Monday through Friday.
- C. Except as specifically noted, provide and pay for:
 - 1. Labor, materials, and equipment.
 - 2. Tools, construction equipment, machinery, and fuel.
 - 3. Water, heat, and utilities required for construction.
 - 4. Other facilities and services necessary for proper execution and completion of Work.
- D. Pay legally required sales tax, consumer use tax, and other taxes as may be required by law.
- E. Give required notices. The Contractor shall coordinate with the Engineer and Owner regarding the sequence of construction. A project schedule must be prepared prior to the start of

construction, approved by the Engineer and Owner, and updated weekly throughout the duration of the project.

- F. The Contractor shall photograph and take video of the entire construction area. Copies of the video and photographs shall be provided to the Engineer before construction begins. The photos and videos shall be used to insure the area is returned to its existing condition. Failure to document the existing condition shall leave the Contractor liable for claims regarding existing facilities.
- G. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of Work.
- H. Promptly submit written notice to Owner of observed variance of Contract Documents from legal requirements. It is not Contractor's responsibility to make certain that Drawings and Specifications comply with codes and regulations.
- I. Enforce strict discipline and good order among employees.
- J. Do not employ persons who are not skilled in assigned task.

1.04 CONTRACTOR FURNISHED

- A. Labor, materials, and equipment required for the project.
- B. Water for construction, fire protection, and all field offices.
- C. All gates, barricades, fences, handrails, guardrails, and security required by the Contract or by laws and regulations, including but not limited to staging areas.
- D. Sanitary facilities adequate for all workers and complying with all codes and regulations.
- E. Guards, marks, shields, protective clothing, raingear, and other equipment required by law, ordinance, labor contracts, OSHA, and other regulations for the maintenance of health and safety.
- F. First aid kits and equipment required by law and regulations.

1.05 PERMITS AND LICENSES

- A. The Owner has applied for and received approval of the following permits. Contractor will be required to comply with all permit conditions and requirements.
 - 1. Notice of Exemption (NOE) pursuant to California Natural Resources Agency (CEQA).
- B. The Contractor, and in some cases subcontractors, shall acquire, maintain, and pay for all other permits and licenses not provided by Owner and all specialty permits, including but not limited to:
 - 1. Applicable County Building/Grading Permits.
 - 2. Air Quality Permit.

Comment [AK2]: Confirm if any other permits will be required for the City

Comment [AK3]: Confirm that all these permits are needed for this project

1.06 USE OF PREMISES

A. Limitation:

1. The Contractor's apparatus, storage of materials, and construction operations shall be confined to such limits, as may be directed by the Owner, so as not to unreasonably encumber the Project site.
2. Potential Contractor staging areas are defined in Section 01550 – Vehicular Access and Parking will be discussed at the Pre-Bid and Pre-Construction meetings. When staging on private property, the Contractor shall provide written approval and acceptance upon completion. Contractor shall provide security and temporary fencing at his own cost.
3. The Contractor shall enforce any instructions of the Owner regarding signs, advertising, fires, danger signals, barricades, and smoking; and shall require all persons employed on the Work to comply with all building, post, or institutional regulations while on the premises.
4. The Contractor shall not permit any part of any structure to be loaded with a weight that will injure its safety.

B. Confine operations at site to areas permitted by:

1. Laws.
2. Ordinances.
3. Permits.
4. Contract Documents.
5. Right-of-Way.

1.07 HORIZONTAL AND VERTICAL CONTROL

- A. Survey control points are shown on the Drawings. It shall be the responsibility of the Contractor to maintain these survey control points. Refer to Section 01720 – Field Surveying for surveying requirements.

1.08 COORDINATION OF WORK WITH THE OWNER AND OTHERS

- A. The Contractor shall provide for coordination of his Work with his subcontractors and of all affected utilities. He shall also coordinate his activities with the Owner and the Engineer.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

Comment [AK4]: Confirm this section is needed for this p

Comment [KK5R4]: Contractor will need a staging area. need to verify with the city where this is allowed. Maybe just c the school? Looks like an empty lot there and if the city owns would be a good spot.

Comment [AK6R4]: City, please provide a comment here where the contractor can set up their staging area.

SECTION 01200
PRICE AND PAYMENT PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

- A. Administration and procedural requirements for processing applications for payment and pricing of work.
- B. Related Sections:
 - 1. Section 01999 – Project Forms

1.02 SUBMITTALS

- A. Applications for Partial Payment.
- B. Certified Payroll Reports and Associated Substantiating Data.

1.03 MEASUREMENT PROCEDURES

- A. Measurements of the completed work shall be in accordance with, and by instruments and devices calibrated to United States Standard Measures and the units of measurement for payment, and the limits thereof, shall be made as shown on the Plans, Specifications, General Requirements, and Supplementary Conditions.
- B. Measurements shall be in accordance with U.S. Standard Measures. A pound is an avoirdupois pound. A ton is 2,000 pounds avoirdupois. The unit of liquid measure is the U.S. gallon.

1.04 METHODS OF MEASUREMENT

- A. Materials and items of Work which are to be paid for on the basis of measurement shall be measured in accordance with the method stipulated in the particular sections involved. In determining quantities, all measurements shall be made in a horizontal plane unless otherwise specified.
- B. Material not used from a transporting vehicle shall be determined by the Owner or Engineer and deducted from the certified tag.
- C. When material is to be measured and paid for on a volume basis and it would be impractical to determine the volume, or when requested by the Contractor in writing and approved by the Owner or Engineer in writing, the material will be weighed and converted to volume measurement for payment purposes. Factors for conversion from weight measurement to volume measurement will be determined by the Owner or Engineer and shall be agreed to by the Contractor before such method of measurement of pay quantities will be adopted.
- D. Full compensation for all expense involved in conforming to the above requirements for measuring and weighing materials shall be considered as included in the unit prices paid for the materials being measured or weighed and no additional allowances will be made therefore.

- E. Quantities of material wasted or disposed of in a manner not called for under the Contract; or rejected loads of material, including material rejected after it has been placed by reason of failure of the Contractor to conform to the provisions of the Contract; or material not unloaded from the transporting vehicle; or material placed outside the lines indicated on the plans or given by the Owner or Engineer; or material remaining on hand after completion of the Contract, will not be paid for and such quantities will be deducted from the final total quantities. No compensation will be allowed for hauling rejected material.

1.05 PAYMENT PROCEDURES

A. Application for Payment

1. Format

- a. Develop satisfactory spreadsheet-type form. See Section 01999 – Project Forms for acceptable Application for Payment form.
- b. Fill in information required on form.
- c. When Change Orders are executed, include Change Orders in the Application for Payment.
 - 1) Identify Change Order by number and description.
 - 2) Provide cost of Change Order in appropriate column.
- d. Execute application with signature of responsible officer of Contractor
- e. After completing, submit Application for Payment.
- f. Engineer will review application for accuracy. When accurate, Engineer will transmit application to Owner for processing of payment.

2. Substantiating Data

- a. Provide Substantiating Data with cover letter identifying:
 - 1. Project.
 - 2. Application number and date.
 - 3. Detailed list of enclosures.
 - 4. For stored products with item number and identification on application, description of specific material, and proof of insurance coverage for offsite stored products.
- b. Submit “certified” payroll.

3. Procedure

- a. Prepare progress payment requests monthly on a date acceptable to Owner.
- b. Base requests on the breakdowns of costs for each scheduled activity and the percentage of completion for each activity.

PART 2 – BID ITEMS

2.01 BID ITEMS

- A. The Bid Amounts for each Bid Item will be used for comparative bid analysis. The Bid amounts will also form the basis of monthly progress payments. Each Lump Sum bid amount will undergo further breakdown as described later in this section. Bid items are not intended to be exclusive descriptions of work categories and the Contractor shall determine and include in its pricing all materials, labor, and equipment necessary to complete each Bid Item (work phase) as shown and specified.
- B. Payment for the bid items identified in the Bid Schedule, as further described herein, will constitute full compensation to the Contractor for furnishing all labor, equipment, tools, supplies and materials to complete the Work in accordance with the Contract Documents, including the costs of permits and the costs of compliance with the regulations of public agencies having jurisdiction. Any item that is not specifically set forth in the Bid Schedule shall be considered incidental to the cost of the Work. The final pay quantities shall be by field measurement.
- C. The bid items shown in the Bid Schedule shall include as incidental those efforts of similar magnitude and not limited to the following: obtaining permits; removal and disposal of unsuitable material; clean-up work; dewatering work; resetting disturbed property corners and survey monument replacement; shoring utility poles; surface grading on disturbed or damaged driveways and ditches; grading disturbed areas; contract staging areas; miscellaneous code, law, or public health requirements; dust control; road maintenance and repair; protection of existing improvements; removal of existing surfaces; coordination with public, owner or other affected agencies; removal of spoils; disposal costs; material testing; compliance with standard and manufacturer specifications; and overhead and profit.
- D. In the case of change or deletion of the unit quantity contract item (or items) in the Bid Schedule, the contract value will be adjusted to reflect actual quantities installed versus the estimated quantities reflected in the contract price. Due to the nature of the work performed on this project, any and all of the estimated quantities shown on the Bid Schedule may be adjusted up or down any amount or may be deleted at the Engineer's request prior to or while the work is in progress. Changes in quantities shall not change the unit price contract.
- E. The intent of these specifications is to provide a complete and operational project. Incidental items not specifically mentioned, shall be considered incidental to the bid items below.

2.02 BID ITEM 1: MOBILIZATION/DEMobilIZATION

- A. No specific unit of measurement shall apply to the lump sum item "Mobilization/Demobilization".
- B. The lump sum bid price for "Mobilization/Demobilization" shall constitute full payment for mobilization and demobilization, complete as specified. The lump sum price for mobilization/demobilization shall include all costs for obtaining all bonds, permits, and licenses; moving onto and off the site of equipment and materials; furnishing and erecting construction trailers and other construction facilities; and all preparatory work as required for the proper performance and completion of the project, including work items not identified in a separate bid

item. The Total Price for mobilization and demobilization shall not exceed five percent (5%) of the total Base Bid price.

1. When the project office has been established, temporary erosion control measures established, and equipment has been moved in, sixty percent (60%) of the bid item amount will be paid.
2. When ten percent (10%) of the total original Contract amount is earned from other bid items, one hundred percent (100%) of the bid item amount will be paid.

2.03 BID ITEM 2: TRAFFIC CONTROL

- A. No specific unit of measurement shall apply to the lump sum item "Traffic Control".
- B. The lump sum bid price for "Traffic Control" shall constitute full compensation for all labor, equipment, tools, supplies and materials to complete this item, including, but not limited to, preparation and distribution of plans, notices and reports; setup, removal and maintenance of all barricades, signs (including custom signs), channelizing devices, barrel cones, flag persons, detours, arrow boards, and message boards; temporary striping; temporary paving; temporary aggregate base; and plantmix asphalt pavement ramps.
- C. There shall be no additional payment for changes in the traffic control plan required as a result of changes in the Contractor's work method or schedule. Payment for traffic control shall be made at the contract unit price bid per lump sum for entire project.

2.04 BID ITEM 3: EROSION CONTROL

- A. No specific unit of measurement shall apply to the lump sum item "Erosion Control".
- B. The lump sum bid price paid for "Erosion Control" shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals to install, maintain, and remove all required erosion control, including drainage inlet protection, gravel bags, fiber/coir log rolls, erosion control fencing, matting or blankets, revegetation, surface covers including but not limited to mulch or gravel, tree protection, erosion control plan, inspections, documentation, permits when required, and any other temporary and permanent erosion control measures as may be required by the permits, or permitting agencies, as shown on the construction drawings, as specified herein, and as directed by the Engineer.

2.05 BID ITEM 4: 3" AC PAVEMENT

- A. Measurement for payment for "AC Pavement" will be based on the actual square yard of AC Pavement installed.
- B. Payment for "AC Pavement" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, coordination of delivery, inspection and storage of materials; removal and disposal of existing improvements regardless of material; sawcutting; removal and disposal of existing asphalt; excavation (including haul and disposal of unusable and excess excavated material); reconditioning and compaction (or re-compaction) of existing base course materials, furnishing and placing new base course materials as needed to establish final grade, placement of approved tack coat,

placement of new hot mix asphalt concrete pavement, compaction testing, gradation testing, AC series testing, and cleanup in accordance with the Contract Documents.

- C. Paving beyond plan limits without approval will not be paid for unless approved by Engineer and Owner.

2.06 BID ITEM 5: REMOVE AND REPLACE CONCRETE CURB AND GUTTER

- A. Measurement for payment for "Remove and Replace Concrete Curb and Gutter" will be based on the actual length installed. Measurement will be made along the back face of curb.
- B. Payment for "Remove and Replace Concrete Curb and Gutter" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, excavation, disposal of unusable excavated material, all clearing and grubbing, concrete, 6" aggregate base, form work, backfilling, backfill material, compaction, compaction testing, concrete testing, sawcutting, removal and disposal of existing concrete or asphalt, and connecting to existing in accordance with the Contract Documents.

2.07 BID ITEM 6: OVER-EXCAVATION AND BACKFILL

- A. Measurement for payment for "Over-excavation and Backfill" will be based on the actual material removed and replaced on a cubic yard basis. Measurement will be made in the field prior to placement of new backfill.
- B. Payment for "Over-excavation and Backfill" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, excavation, disposal of unusable excavated material, all clearing and grubbing, furnishing and placing tri-axial geogrid, backfilling, backfill material, compaction, and compaction testing in accordance with the Contract Documents

2.08 BID ITEM 7: 8" AGGREGATE BASE COURSE

- A. Measurement for payment for "8" Aggregate Base Course" will be based on the actual material placed on a square yard basis. Measurement will be made in the field prior to placement of new base course to verify existing base course limits.
- B. Payment for "Over-excavation and Backfill" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, furnishing and placing base course material to a depth of 8-inches, compaction, and compaction testing in accordance with the Contract Documents.

2.09 BID ITEM 8: PCC CONCRETE APRON

- A. Measurement for payment for "PCC Concrete Apron" will be based on the actual concrete apron placed based on a square foot basis. Measurement will be made in the field after placement.
- B. Payment for "PCC Concrete Apron" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, excavation, disposal of unusable excavated material, all clearing and grubbing, concrete, 6" aggregate base, form work, backfilling, backfill material, regrading of adjacent driveway,

compaction, compaction testing, concrete testing, sawcutting, removal and disposal of existing concrete or asphalt, and connecting to existing in accordance with the Contract Documents.

2.10 BID ITEM 9: ADJUST EXISTING SANITARY SEWER MANHOLE

- A. Measurement for payment for "Adjust Existing Sanitary Sewer Manhole" will be based on the number of manholes adjusted on a per each basis. Measurement will be made in the field after the adjustment has been made and the concrete collar is complete.
- B. Payment for "Adjust Existing Sanitary Sewer Manhole" shall constitute full compensation for all labor, equipment, tools, supplies and materials required to complete this item, including, but not limited to, locating, referencing, manhole protection plan and implementation, protection of flowline and structure, removal and disposal of pavement, adjusting to final grade, grouting grade rings and placing PCC collar in accordance with the Contract Documents.

PART 3 – CONTRACTOR’S COST BREAKDOWN

- A. For work to be performed for a lump sum amount, the Contractor shall submit a cost breakdown to the Owner or Engineer prior to the first payment and within ten (10) days after Notice to Proceed. The cost breakdown, as agreed upon by the Contractor and the Owner or Engineer, shall be used for preparing future estimates for partial payments to the Contractor, and shall list the major items of work with a price fairly apportioned to each item. Mobilization, overhead, bond, insurance, other general costs and profit shall be prorated to each item so that the total of the prices for all items equal the lump sum price. At the discretion of the Owner or Engineer, mobilization, bond and insurance costs may be provided for separately if accompanied by invoices to verify actual expenses.
- B. Mobilization, overhead, bond, insurance, other general costs and profit shall be prorated to each item so that the total of the prices for all items equal the lump sum price. At the discretion of the Owner or Engineer, mobilization, bond and insurance costs may be provided for separately if accompanied by invoices to verify actual expenses.
- C. The cost breakdown shall be generally in the same format as the Contract specifications divisions and subdivisions, with major items of work listed individually. The cost breakdown shall be by structure, civil, landscaping, or other logical division of work. The cost breakdown for architectural, structural, mechanical, and electrical work shall include separate items for identifiable portions of the structures. The cost breakdown shall include separate allowances for any testing and startup work required. Measurable approximate quantities of work performed by the Contractor or its subcontractors shall be provided. For quantities that are the sum total of several individual quantities, backup summaries shall be provided which list the individual descriptions and quantities. These summaries then will be used to determine the quantities of work in place in subsequent progress payment requests.
- D. No single item of worth listed in the cost breakdown shall exceed 5 percent of the total lump sum cost. Items exceeding 5 percent shall be broken down into further detail, except in cases where material costs for individual items of equipment exceed the 5 percent limit.
- E. The above is a statement of the intent of the Contract Documents to provide a moderate level of detail, acceptable to the Owner or Engineer, to allow a fair and reasonable estimate to be made of

the value of work installed. The detail of the cost breakdown must be sufficient to provide timely processing of the monthly progress payment request.

- F. The cost breakdown will be subject to the approval of the Owner or Engineer, and upon request, the Contractor shall substantiate the price for any or all items and provide additional level of detail, including quantities of work. The cost breakdown shall be sufficiently detailed to permit its use by the Owner or Engineer as one of the bases for evaluating requests for payments. The Owner or Engineer shall be the sole judge of the adequacy of the cost breakdown.
- G. The cost breakdown shall be solely used to determine progress payments. The cost breakdown shall not be considered in determining payment or credit for additional or deleted work.

END OF SECTION

SECTION 01312
PROJECT MEETINGS

PART 1 – GENERAL

1.01 SUMMARY

- A. Information for meetings held during construction including necessary attendees and agenda items.

1.02 SUBMITTALS

- A. Refer to Section 01330 – Submittal Procedures for general submittal requirements.
- B. Contractor safety meeting agenda, minutes, and attendance log.

1.03 PRECONSTRUCTION CONFERENCE

- A. Schedule, Attendees, Location:

- 1. Not more than 5 days after “Notice to Proceed” but earlier if practical, the Owner will schedule a preconstruction meeting.
- 2. Attendees:
 - a. Contractor representatives including the official in charge of the project, the project superintendent, a representative with authority to speak for each of his principle subcontractors, and other representatives as he may deem expedient.
 - b. Owner.
 - c. Representatives of regulatory or other jurisdictions (optional based on preference of agency).
 - d. Engineer.
 - e. Representatives of selected utilities.
- 3. The preconstruction conference will be held at an Owner facility.
- 4. Minutes of meeting will be prepared by the Engineer or Owner and distributed to interested parties.

- B. Agenda:

- 1. Both Owner and Contractor shall be prepared to speak to the following:
 - a. Name and field address of job superintendent.
 - b. Communication procedures.

- c. Emergency phone and/or operator.
- d. Date of construction start.
- e. Date of Notice-to-Proceed.
- f. Notification of utilities concerned, fire, police, schools, etc.
- g. Subcontractors:
 - 1) Concrete.
 - 2) Pavement.
 - 3) Other.
- h. Coordination with other contractors.
- i. Permits:
 - 1) County, State, and Federal government agencies, as required.
 - 2) Construction Stormwater General Permit.
 - 3) Air Quality Permit.
 - 4) Other permits.
- j. Engineering assignments.
- k. Construction Observers: Names and authority.
- l. Field office (location).
- m. Construction progress schedule (C.P.M.).
- n. Schedule of Values.
- o. Submittals and Schedule of Submittals.
- p. Surveying and responsibility for lines and grades.
- q. Prevailing wage rates related submittal requirements.
- r. Equal employment opportunities (EEO) and posting of EEO poster. Use of local labor.
- s. Nondiscrimination notice.
- t. Periodic monthly payments including date for submittal and forms.

- u. Safety requirements, confined space, and special hazards.
- v. Insurance and bonds.
- w. Traffic control.
- x. Drawings revised to conform to construction records.
- y. Operation and maintenance manuals.
- z. Testing.
- aa. Location, timing, and content of progress meetings.
- bb. Contractor safety meetings.
- cc. Neighbors, citizen issues.
- dd. Complaint procedure.
- ee. Staging areas and parking.
- ff. Work hours.
- gg. Substantial Completion.
- hh. Construction milestones.
- ii. Project closeout.
- jj. Other matters concerning construction.

1.04 PROGRESS MEETINGS

- A. Contractor shall schedule with Engineer and Owner regular weekly meetings at mutually agreed time to discuss the following:
 - 1. Work completed the previous week.
 - 2. Work planned for the following 3 weeks.
 - 3. Long-term work planning issues.
 - 4. Coordination of Contractor and Owner activities.
 - 5. Other topics related to facilitating project progress.
- B. Hold "Additional Meetings" as progress of work dictates.
- C. Location of meetings shall be designated during preconstruction conference.

D. Attendance:

1. Owner or his representative.
2. Engineer.
3. Contractor.
4. Other contractors (if any).
5. Subcontractors as pertinent to agenda.
6. Safety representative (optional).
7. Representatives of governmental or other regulatory agencies.
8. Consultant(s) as pertinent to agenda.

E. Meeting minutes will be prepared by the Engineer or Owner.

1.05 CONTRACTOR WEEKLY SAFETY MEETINGS

- A. Contractor shall schedule and conduct weekly safety meetings for Contractor's staff to discuss site safety issues.
- B. Submit copies of agenda and attendance list to Owner.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01330
SUBMITTAL PROCEDURES

PART 1 – GENERAL

1.01 PROCEDURES

- A. Inquiries: Direct to Engineer regarding procedure, purpose, or extent of submittal.
- B. Timeliness: Schedule and make submissions in accordance with requirements of individual specification sections and in such sequence as to cause no delay in Work or in work of other contractors.
- C. Identification of Submittals:
 - 1. Complete, sign, and transmit with each submittal package one copy of the Submittal Transmittal Form provided in Section 01999 – Project Forms.
 - 2. Identify each submittal with the following numbering and tracking system:
 - a. Sequentially number each submittal.
 - b. Resubmission of a submittal will have original submittal number with sequential alphabetic suffix.
 - 3. Format: Orderly, indexed with labeled tab dividers.
 - 4. Show date of submission.
 - 5. Show project title, Owner’s contract identification, and contract number.
 - 6. Show names of Contractor, subcontractor, or supplier and manufacturer as appropriate.
 - 7. Identify, as applicable, Contract Document section and paragraph to which submittal applies.
 - 8. Identify submittal type. Submit only one type in each submittal package.
 - 9. Identify and indicate each deviation or variation from Contract Documents.
- D. In order to meet the substantial completion dates as established in Section 01110 – Summary of Work, the Contractor shall organize coordination meetings, as necessary, with equipment suppliers and the Engineer.
- E. Resubmissions: Clearly identify each correction or change made.
- F. Incomplete Submissions:
 - 1. Engineer will return the entire submittal for Contractor’s revision/correction and resubmission.

2. Submittals that do not clearly bear Contractor's specific written indication of Contractor review and approval of submittal or that are transmitted with an unsigned or uncertified submission form or as may otherwise be required will be returned to Contractor unreviewed.
- G. **Nonspecified Submissions:** Submissions not required under these Contract Documents and not shown on submissions will not be reviewed and will be returned to the Contractor.
- H. **Engineer's Review:** Engineer will act upon Contractor submittal and transmit response to Contractor not later than 15 days after receipt, unless otherwise specified. Resubmittals will be subject to the same review time.
- I. **Schedule Delays:**
1. No adjustment of contract times or price will be allowed due to Engineer's review of submittals, unless all of the following criteria are met:
 - a. Contractor has notified Engineer in writing that timely review of submittal in question is critical to progress of Work and has received Engineer's written acceptance to reflect such on current accepted submissions and progress schedule. Written agreement by the Engineer to reduce submittal review time will be made only for unusual and Contractor-justified reasons. Acceptance of a progress schedule containing submittal review times less than specified or less than agreed to in writing by Engineer will not constitute Engineer's acceptance of the reduced review times.
 - b. Engineer has failed to review and return first submission of a submittal within agreed time indicated on current accepted schedule of submissions or, if no time is indicated thereon, within 21 days after receipt.
 - c. Contractor demonstrates that delay in progress of Work is directly attributable to Engineer's failure to return submittal within time indicated and accepted by Engineer.
 2. No adjustment of contract times or price will be allowed due to delays in progress of Work caused by rejection and subsequent resubmission of submittals, including multiple resubmissions.

1.02 SHOP DRAWINGS AND SAMPLES

- A. **Copies:**
1. **Shop Drawings and Product Data:** One electronic (pdf format) submittal.
 2. **Samples:** Two, unless otherwise specified in individual specification sections.
- B. **General:** Submit to Engineer as required by individual specification sections. Engineer will transmit copies to Owner as appropriate.
- C. **Identify and Indicate:**
1. Pertinent drawing sheet(s) and detail number(s), products, units and assemblies, and system or equipment identification or tag numbers.

2. Critical field dimensions and relationships to other critical features of Work.
 3. Samples: Source, location, date taken, and by whom.
 4. Each deviation or variation from Contract Documents.
 5. Where spare parts are to be provided under individual specification sections, indicate the lead time for delivery of all spare parts and a list of suppliers of the spare parts.
- D. Design Data: When specified, provide project-specific information as required and as necessary to clearly show calculations, dimensions, logic and assumptions, and referenced standards and codes upon which design is based.
- E. Foreign Manufacturers:
1. When proposed, include the following additional information:
 - a. Names and addresses of at least two companies closest to Project that maintain technical service representatives.
 - b. List of local spare parts and accessories available for proposed equipment.
- F. Preparation:
1. Format: Whenever possible, schedule for and combine Shop Drawings and samples required for submission in each specification section into a single submittal package.
 2. Present in a clear and thorough manner and of sufficient detail to show kind, size, arrangement, and function of components, materials, and devices and compliance with Contract Documents. Identify details by reference to sheet and detail, and schedule or room numbers as shown on Drawings.
 3. Sheet Sizes: 8-1/2 inches by 11 inches or multiples thereof to a maximum of 22 inches by 34 inches.
 4. Piping Systems: Drawn to scale.
 5. Product Data: Clearly mark each copy to identify pertinent products or models and show performance characteristics and capacities, dimensions and clearances required, wiring, or piping diagrams and controls, and external connections, anchorages, and supports required.
 6. Equipment and Component Titles: Identical to title shown on Drawings.
 7. Manufacturer's standard schematic drawings and diagrams as follows:
 - a. Modify to delete information that is not applicable to work.
 - b. Supplement standard information to provide information specifically applicable to work.
- G. Shop Drawing Disposition:

1. Engineer will review, mark, and stamp as appropriate and distribute marked up copies as noted:
 - a. No Exception Taken (for incorporation in Work):
 - 1) One copy furnished Owner.
 - 2) One copy furnished Resident Project Representative.
 - 3) One copy retained in Engineer's file.
 - 4) Remaining copies returned to Contractor appropriately annotated.
 - 5) Contractor may begin to implement activities to incorporate specific product(s) or Work covered by submittal.
 - b. Make Corrections Noted (for incorporation in work):
 - 1) One copy furnished Owner.
 - 2) One copy furnished Resident Project Representative.
 - 3) One copy retained in Engineer's file.
 - 4) Remaining copies returned to Contractor appropriately annotated.
 - 5) Contractor may begin to implement activities to incorporate product(s) or work covered by submittal, in accordance with Engineer's notations.
 - c. Rejected:
 - 1) One copy furnished Owner.
 - 2) One copy furnished Resident Project Representative.
 - 3) One copy retained in Engineer file.
 - 4) Remaining copies returned to Contractor appropriately annotated.
 - 5) Contractor shall make corrections or develop replacement and resubmit (in same manner and quantity as specified for original submission).
 - 6) Submittal is not satisfactory and Contractor may not incorporate specific product(s) or conduct Work covered by submittal.
 - d. Revise and Resubmit:
 - 1) One copy furnished Owner.
 - 2) One copy furnished Resident Project Representative.

- 3) One copy retained in Engineer's file.
- 4) Remaining copies returned to Contractor appropriately annotated.
- 5) Contractor shall resubmit entire submittal after making required revisions (in same manner and quantity as specified for original submission).
- 6) Submittal is not satisfactory and Contractor may not incorporate specific product(s) or conduct Work covered by submittal.

e. **Submit Specified Item:**

- 1) One copy furnished Owner.
- 2) One copy furnished Resident Project Representative.
- 3) One copy retained in Engineer's file.
- 4) Remaining copies returned to Contractor appropriately annotated.
- 5) Contractor shall submit missing portions (in same manner and quantity as specified for original submission).
- 6) Submittal is not satisfactory and Contractor may not incorporate specific product(s) or conduct Work covered by submittal, unless otherwise noted in the Engineer's review comments.

H. **Sample Disposition:** Same as shop drawing disposition. Samples will not be returned.

1.03 ADMINISTRATIVE SUBMITTALS

A. **Copies:** One electronic (pdf format) submittal.

B. **Submit to Owner.** Owner will transmit Engineer copies as appropriate.

C. **Description:**

1. Submittals that are not Shop Drawings or samples, or that do not reflect quality of product or method of construction.
2. May include, but is not limited to, those submittals identified below:
 - a. Applications for Payment.
 - b. Progress Reports and Quantity Charts: As may be required in Section 01325 – Progress Schedules and Reports.
 - c. Progress Schedule(s): Meet the requirements of Section 01325 – Progress Schedules and Reports.”
 - d. Schedule of Values: Meet the requirements “Schedule of Values” below.

- e. Submittals Required by Laws, Regulations, and Governing Agencies:
 - 1) Submit promptly notifications, reports, certifications, payrolls, and otherwise as may be required directly to the applicable federal, state, or local governing agency or their representative.
 - 2) Transmit to Engineer for Owner's records one copy of correspondence and transmittals (to include enclosures and attachments) between Contractor and governing agency.
- f. Disposition: When appropriate, Engineer will review, stamp, and indicate requirements for resubmission or acceptance on submittal as follows:
 - 1) No Exceptions Taken:
 - a) Schedules: Indicates that schedules provide for the orderly progression of the Work to completion within any specified milestones and the contract times, but such acceptance will neither impose on Engineer's responsibility for the sequencing, scheduling, or progress of the Work nor interfere with or relieve Contractor from Contractor's full responsibility therefore.
 - b) Acceptance of other administrative submittals will indicate that submittal conforms to intent of Contract Documents as to form and substance.
 - c) Contractor may proceed to perform submittal-related Work.
 - d) One copy furnished Owner.
 - e) One copy furnished Resident Project Representative.
 - f) One copy retained in Engineer's file.
 - g) Remaining copies returned to Contractor appropriately annotated.
 - 2) Rejected:
 - a) One copy furnished Owner.
 - b) One copy retained in Engineer's file.
 - c) Remaining copies returned to Contractor appropriately annotated.
 - d) Contractor shall revise/correct or develop replacement and resubmit.

D. Schedule of Values:

- 1. Format: Identify each line item in the Schedule of Values with number and title of the major specification sections. Submit typed Schedule of Values on 8-1/2 by 11-inch paper; Contractor's standard form or media-driven printout will be considered on request.

2. At preconstruction meeting, submit to the Engineer a preliminary Schedule of Values. After approval by Engineer, submit to the Engineer a Schedule of Values (preferably in Microsoft Excel format), at least 15 days prior to submitting first Application for Payment.
3. The Schedule of Values shall assign a fair, reasonable, and equitable dollar value for each activity on the Contractor's Progress Schedule. The Schedule of Values shall include anticipated progress payments for each item in the Bid Form through the final payment. In addition, a detailed breakdown of lump sum prices shall be included in the Schedule of Values.
4. The Schedule of Values shall specifically indicate installed cost for materials and equipment for each bid item.
5. Each activity's assigned value shall consist of labor, equipment and materials cost and a prorate contribution to overhead and profit. Breakdown shall be organized to facilitate assessment of Work and payment of subcontractors.
6. The sum of the assigned values shall equal the lump sum price of the activity.

1.04 QUALITY CONTROL SUBMITTALS

- A. Copies: One electronic (pdf format) submittal.
- B. Submit to Owner. Owner will provide copies to Engineer as appropriate.
- C. Certificates:
 1. Certificates of Successful Testing or Inspection: Submit when testing or inspection is required by laws and regulations or governing agency or specified in the individual specification sections.
- D. Statements of Qualification: Evidence of qualification, certification, or registration. As required in these Contract Documents to verify qualifications of professional land surveyors, engineers, materials testing laboratories, specialty subcontractors, trades, consultants, installers, and other professionals.
- E. Field Samples: Provide as required by individual specifications and as may be required by Engineer during progress of Work.
- F. Written Test Reports of Each Test and Inspection:
 1. As a minimum, include the following:
 - a. Date of test and date issued project title and number, testing laboratory name, address, telephone number, and name and signature of laboratory inspector.
 - b. Date and time of sampling or inspection and record of temperature and weather conditions.
 - c. Identification of product and specification section, location of sample, test, or inspection in the Project, type of inspection or test with referenced standard code, certified results of test.

- d. Compliance with Contract Documents and identifying corrective action necessary to bring materials and equipment into compliance.
- e. Provide an interpretation of test results, when requested by Engineer.

G. Disposition:

- 1. Engineer will review, stamp, and indicate requirements for resubmission or acceptance on submittal as follows:
 - a. No Exceptions Taken:
 - 1) Acceptance will indicate that submittal conforms to intent of Contract Documents as to form and substance.
 - 2) Contractor may proceed to perform submittal-related Work.
 - 3) One copy furnished Owner.
 - 4) One copy furnished Resident Project Representative.
 - 5) Once copy retained in Engineer's file.
 - 6) Remaining copies returned to Contractor appropriately annotated.
 - b. Rejected:
 - 1) One copy furnished Owner.
 - 2) One copy retained in Engineer's file.
 - 3) Remaining copies returned to Contractor appropriately annotated.
 - 4) Contractor shall revise/correct or develop replacement and resubmit.

1.05 CONTRACT CLOSEOUT SUBMITTALS

- A. General: Meet requirements of Section 01770 – Closeout Procedures.
- B. Submit to Engineer.
- C. Disposition:
 - 1. Engineer will review, stamp, and indicate requirements for resubmission or acceptance on submittal as follows:
 - a. No Exceptions Taken:
 - 1) Acceptance will indicate that submittal conforms to intent of Contract Documents as to form and substance.
 - 2) Contractor may proceed to perform submittal-related Work.

- 3) One copy furnished Owner.
- 4) One copy furnished Resident Project Representative.
- 5) One copy retained in Engineer's file.
- 6) Remaining copies returned to Contractor appropriately annotated.

b. Rejected:

- 1) One copy furnished Owner.
- 2) One copy retained in Engineer's file.
- 3) Remaining copies returned to Contractor appropriately annotated.
- 4) Contractor shall revise/correct or develop replacement and resubmit.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION