

CITY OF LOYALTON

COUNTY OF SIERRA
605 SCHOOL STREET
P.O. BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
cityofloyalton@digitalpath.net



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – LOYALTON CITY HALL AUDITORIUM
605 SCHOOL STREET
SEPTEMBER 15, 2020
NEXT ORDINANCE #423
NEXT RESOLUTION NO. 7-2020**

**AGENDA & PACKET AVAILABLE ON CITY WEB SITE
cityofloyalton.org**

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Kathy LeBlanc, Deputy City Clerk, at ofclerk-cityofloyalton@psln.com who will swiftly resolve such request.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **ANNOUNCEMENTS**
6. **APPROVAL OF MINUTES**
Special Meeting- August 25th, 2020 (Attachment)
7. **STAFF REPORTS**
Written Communications/Possible Action Items
8. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Council on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the City Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Council **cannot take action on any item not on the posted agenda.**

9. **FIRE DEPARTMENT REPORT**

1. Discussion and Possible action regarding surplus of equipment.
2. Discussion and Possible action regarding advance payment for Fire Personnel.

10. **FINANCIAL COMMITTEE REPORTS**

1. Financial Committee Report/Update

- Approval of Reconciled Accounts for August 2020 (Attachment)
- Approval of Bill Sheet August 2020 (Attachment)
- Budget Update.
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$30,000.00 (Attachment)
- Acknowledgement of Fund Transfer from WWTP Settlement 4387 to General Fund 1956 to Farr West Engineering Clean up And Abatement Order (COA) Phase 2 to 5# in the amount of \$1,673.50(Attachment)

11. **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**

12. **OTHER COMMITTEE REPORTS**

13. **DISCUSSION AND POSSIBLE ACTION ITEMS**

1. Discussion and Possible action regarding WWTP Operator. (Attachment)
2. Discussion and Possible action regarding Fire House water Damage.
3. Discussion and Possible action regarding Grant Committee Recommendations.
4. Discussion and Possible action regarding CARES Relief Act Grant Applications.
5. Discussion and Possible Action regarding FEMA Projects.
6. Discussion and Possible Action regarding Abatement Process.
7. Discussion and Possible Action regarding vacancy of City Clerk.
8. Discussion and Possible Action regarding approval of Business License For Jason Baldwin DDS.

14. **CLOSED SESSION**

1. Evaluate Designated Employee Job Duties and Description.

15. **AGENDA INPUT FOR UPCOMING MEETINGS**

16. **BOARD MEMBER CLOSING REMARKS**

17. **ADJOURNMENT**

August 25th, 2020

SPECIAL MEETING

The Special meeting of the Loyalton City Council was called to order by Mayor S. Jackson on August 25th, 2020 at 6:00 p.m. at the Loyalton City Auditorium.

COUNCIL MEMBERS PRESENT

Mayor Jackson, N. Rogers, J. Markum, D. Riede

COUNCIL MEMBERS ABSENT

B. Mitchell

STAFF PRESENT

Deputy City Clerk- Kathy LeBlanc

GUESTS PRESENT

D. Lawler, D. Roberti

APPROVAL OF AGENDA

It was moved by J. Markum, seconded by N. Rogers to approve the agenda as presented Motion carried.

ANNOUNCEMENTS

1. Councilmember Riede wanted to acknowledge and thank Councilmember Rogers for all her hard work during the Loyalton Fire.

APPROVAL OF MINUTES

It was moved by J. Markum, seconded by N. Rogers to approve the minutes of the regular meeting of July 21, 2020 as amended. Motion carried.

APPOINTMENT OF COUNCILMEMBERS (IN LIEU OF ELECTION)

It was moved by Mayor Jackson, seconded by D. Riede to appoint the following councilmember(s) to office in lieu of election: Nancy Rogers-Full Term, Darlene Riede-Full Term, Joy Markum-Full Term. Motion carried.

OATH OF OFFICE

Deputy City Clerk K. LeBlanc swore in N. Rogers, D. Riede, J. Markum to the office of Councilmember(s).

STAFF REPORTS/WRITTEN COMMUNICATIONS

1. Mayor Jackson reported that the propane company is looking into the problem with the propane bills, she will also look into the billing of propane to the Senior Citizen Thrift Store bill regarding the propane.

PUBLIC COMMENT

1. Doug Lawler from the Loyalton Mobile Park addressed the Council on the progress of the Loyalton Mobile Park. He spoke of the Lien Order which should take 60 days. He would like to phase in the water/sewer bills when they get started, he stated that they should have 56 Sites. Mayor Jackson requested that he submit a proposal to the Council.

FIRE DEPARTMENT REPORT

No Report was given for the Fire Department.

Surplus of Fire Department Surplus Equipment will be put on next agenda.

FINANCIAL COMMITTEE REPORT/UPDATE

1. It was moved by J. Markum, seconded by N. Rogers to approve the reconciled Accounts for July 2020. Motion carried.
2. It was moved by D. Reide, seconded by N. Rogers to approve the bill sheet for July 2020 not to exceed \$50,167.51. Motion carried.
3. Mayor Jackson reported that the budget is a rough draft and does not include water/sewer. She stated that she has questions for K. Norton she will address them to Kelly. Councilmember Riede asked that the back flow device needed for uptown be included in the budget, she will get with Councilmember Markum with the information.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS

1. It was moved by D. Riede, seconded by N. Rogers to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion carried.
2. It was moved by J. Markum, seconded by N. Rogers to approve the fund transfer from Fire Department Reserve Account 7243 to General Checking 1956 for cost related to the new Fire Tender in the amount of \$4,045.00. Motion carried.
3. It was moved by B. Mitchell, seconded by N. Rogers to approve fund transfer from WWTP settlement 4387 to General Account 1956 to Farr-West Engineering Clean up and abatement order Phase 2 5# not to exceed \$1,006.00. Motion carried.

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Rogers reported that the park looks good. She also informed the council of the vandalism at the pool building and that it has been turned over to the City Insurance.

OTHER COMMITTEE REPORTS

None

DISCUSSION AND POSSIBLE ACTION ITEMS

1. After a brief discussion on the Housing Element, It was moved by J. Markum, seconded by N. Rogers to approve the agreement between City of Loyalton and Gary Price Consulting Services for preparing of update to the Housing Element and Zoning Code for the 6th Regional Housing Needs Allocation. Motion carried.

2. It was moved by D. Reide, seconded by N. Rogers to Approve Resolutions #5-2020 Authorizing Application for, and receipt of, Local Government Planning Support Grant Program Funds. Roll Call- Mayor Jackson-Aye, N. Rogers-Aye, D. Riede-Aye, J. Markum-Aye, B. Mitchell-Absent. Motion carried.

3. After a brief discussion it was moved by D. Riede, seconded by N. Rogers to purchase a pallet of cold patch not to exceed \$537.57. Motion carried.

4. Mayor Jackson gave a report on the CARES Relief Act Grant, she reported that the city has received the first installment of money and the second installment should be here next week. She stated that one application has been received. D. Roberti spoke on behalf of the Golden West. Mayor Jackson would like to add discussion and approval of applications.

5. Councilmember Markum gave a brief report on the town hall meetings regarding the grant monies. It was moved by J. Markum, seconded by N. Rogers to approve Resolution #6-2020 Approving Application(s) for Per Capita Grant Funds. Roll Call- Mayor Jackson-Aye, N. Rogers-Aye, D. Riede-Aye, J. Markum-Aye, B. Mitchell-Absent. Motion carried.

INPUT FOR UPCOMING MEETINGS

1. Resolution of Appreciation for Loyalton Fire.
2. Certificates of Appreciation for All agencies involved with the Loyalton Fire.

CLOSING REMARKS

None

Meeting Adjourned

APPROVED: _____
Mayor Sarah Jackson

ATTEST: _____

Kathy LeBlanc, Deputy City Clerk

Acknowledgement of Approval, City of Loyalton

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

General Account (1956)	8/31/20	(139,033.16)	Reconciled	9/09/2020
CDBG Account (0059)	8/20/20	(\$10,598.01)	Reconciled	9/01/2020
F.D. Reserve (7243)	8/31/20	(\$47,189.15)	Reconciled	9/09/2020
General Savings (0322)	8/20/20	(\$29,400.93)	Reconciled	9/01/2020
Enterprise-W&S (0559)	8/31/20	(\$244,613.29)	Reconciled	9/08/2020
WWTP Settle. (4387)	8/31/20	(\$353,458.27)	Reconciled	9/08/2020
Cares Act (0998)	8/31/20	(\$16,666.00)	Reconciled	9/09/2020
LAIF Account (496)	8/31/20	(\$2,049,388.75)	Reconciled	9/09/2020
CalTrust (29130)	8/31/20	(\$101,305.83)	Reconciled	9/09/2020

This authorization took place at the council meeting held on 09/15/20 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 09/15/20

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 Water Sewer	10/02/2020	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/09/2020	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/16/2020	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/23/2020	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/30/2020	1,500.00 4,500.00

THIS TOTAL

\$30,000.00

This authorization took place at the council meeting held on 09/15/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Sarah Jackson, Mayor, Dated 09/15/2020

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)	9/15/2020	1673.50

Clean up and Abatement Order (COA) – Phase 2 to #5

TOTAL **1673.50**

This authorization took place at the regular council meeting held on 9/15/2020 and will be further reflected in the council minutes of this meeting.

_____ Sarah Jackson, Mayor, Dated 9/15/2020

Authorized Signature

Acknowledgement of Approval, City of Loyalton

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This authorization took place at the council meeting held on 09/15/20 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 09/15/20

8:56 AM
09/09/20
Cash Basis

City of Loyaltton
Bills Paid
As of August 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Bill Pmt -Check	08/06/2020		USDA 92-01	Interest-Case #04-046-0946000364, Code 9...	-52,621.59
Bill Pmt -Check	08/06/2020		USDA 92-03	Interest-Case # 04-046-0946000364, Code ...	-7,595.04
Bill Pmt -Check	08/06/2020		USDA 92-07	Interest-Case #04-046-0946000364, Code 9...	-106,775.00
Transfer	08/07/2020			Funds Transfer	1,500.00
Transfer	08/07/2020			Funds Transfer	4,500.00
Transfer	08/14/2020			Funds Transfer	1,500.00
Transfer	08/14/2020			Funds Transfer	4,500.00
Transfer	08/21/2020			Funds Transfer	1,500.00
Transfer	08/21/2020			Funds Transfer	4,500.00
Transfer	08/28/2020			Funds Transfer	1,500.00
Transfer	08/28/2020			Funds Transfer	4,500.00
Check	08/31/2020			Service Charge	-2.00
Total Enterprise Loan MM 0559					-142,993.63

General Funds

General Checking 1956- NEW

Check	08/01/2020		Darlene Riede	July 2020 Council	-49.50
Check	08/01/2020		Joy Markum	July 2020 Council	-49.50
Check	08/01/2020		Nancy Rogers	July 2020 Council	-49.50
Check	08/01/2020		Sarah Jackson	July 2020 Council	-49.50
Check	08/01/2020		Kathy LeBlanc	July 2020 City Clerk	-150.00
Check	08/03/2020		Petty Cash (...)	Petty Cash	-105.50
Transfer	08/03/2020		US Treasury...	Funds Transfer: Antelope Fire 2/17/20 (Engi...	-2,323.90
Liability Check	08/07/2020		Employment...	94-6000364	-1,095.82
Transfer	08/07/2020			69817369	-34.60
Transfer	08/07/2020			Funds Transfer	-1,500.00
Transfer	08/07/2020			Funds Transfer	-4,500.00
Transfer	08/14/2020			Funds Transfer	-1,500.00
Transfer	08/14/2020			Funds Transfer	-4,500.00
Liability Check	08/21/2020		Employment ...	69817369	-39.26

8:56 AM
09/09/20
Cash Basis

City of Loyaltan
Bills Paid
As of August 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Liability Check	08/21/2020		US Treasury...	94-6000364	-1,136.16
Check	08/20/2020		Bank of Ame...	5472064000010235	-2,053.50
Check	08/20/2020		Bank of Ame...	5472064000010235	-5,611.83
Liability Check	08/21/2020		US Treasury...	94-6000364	-581.75
Liability Check	08/20/2020		Employment...	69817369	-37.84
Transfer	08/21/2020			Funds Transfer	-1,500.00
Transfer	08/21/2020			Funds Transfer	-4,500.00
Transfer	08/28/2020			Funds Transfer	-1,500.00
Transfer	08/28/2020			Funds Transfer	-4,500.00
Transfer	08/26/2020			Funds Transfer	4,045.00
Paycheck	08/10/2020	6351	Cussins, Joh...	Funds Transfer	1,006.00
Paycheck	08/01/2020	6352	Jardin, Patsy...		-1,140.52
Paycheck	08/01/2020	6353	McGarity, Or...		-1,812.26
Paycheck	08/01/2020	6354	Yegge, Dona...		-265.09
Check	08/01/2020	6362	Brooks Mitch...	July 2020 Council	-437.31
Paycheck	08/07/2020	6375	Bennett, Ken...		-49.50
Paycheck	08/07/2020	6376	Freeto, Jillian		-1,454.02
Paycheck	08/07/2020	6377	Jordan, Keit...		-577.71
Paycheck	08/07/2020	6378	LeBlanc, Kat...		-1,467.39
Paycheck	08/07/2020	6379	Stockdale, J...		-596.24
Paycheck	08/05/2020	6385	Kelly Champ...		-964.64
Paycheck	08/05/2020	6386	Porter Simon...	92132-13200M	-1,085.00
Paycheck	08/05/2020	6387	Thatcher Co...	39500	-420.00
Paycheck	08/05/2020	6388	USA Blue Bo...		-1,790.71
Paycheck	08/04/2020	6389	AT&T CALN...		-503.69
Paycheck	08/04/2020	6390	Bastian Engi...		-99.36
Paycheck	08/04/2020	6391	Cashman Eq...		-550.00
Paycheck	08/04/2020	6392	Collins Acco...		-1,615.75
Paycheck	08/04/2020	6393	Intermountai...		-1,733.75
Paycheck	08/04/2020	6394	Kelly Champ...		-154.62
Paycheck	08/04/2020	6395	Pape Machin...		-1,855.00
VOID: 1115021 Wrong address/ correct info...					0.00

8:56 AM
09/09/20
Cash Basis

City of Loylaton
Bills Paid
As of August 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	08/04/2020	6396	Plumas-Sierr...		-109.00
Bill Pmt -Check	08/04/2020	6397	Plumas Sierr...		-5,849.87
Bill Pmt -Check	08/04/2020	6398	Porter Simon...	92132-13200M	-620.00
Bill Pmt -Check	08/04/2020	6399	Silver State ...		-63.00
Bill Pmt -Check	08/04/2020	6400	Xerox Corpo...	951429299	-297.93
Paycheck	08/21/2020	6401	Bennett, Ken...		-1,284.66
Paycheck	08/21/2020	6402	Freeto, Jillian		-736.30
Paycheck	08/21/2020	6403	Jordan, Keit...		-1,532.65
Paycheck	08/21/2020	6404	LeBlanc, Kat...		-645.06
Paycheck	08/21/2020	6405	Stockdale, J...		-1,043.90
Bill Pmt -Check	08/26/2020	6416	Farr West E...		-1,006.00
Bill Pmt -Check	08/26/2020	6417	Ora Heaston		-2,376.00
Bill Pmt -Check	08/26/2020	6418	Pitney Bowe...	Postage	-326.75
Bill Pmt -Check	08/26/2020	6419	Sierra Count...	Police Contract	-1,250.00
Bill Pmt -Check	08/26/2020	6420	Silver State ...		-1,669.00
Bill Pmt -Check	08/26/2020	6421	Thatcher Co...	39500	-1,790.71
Bill Pmt -Check	08/26/2020	6422	United Healt...	J. Cussins Health Care	-283.11
Bill Pmt -Check	08/04/2020	6431	FERNANDO...		-2,000.00
Bill Pmt -Check	08/04/2020	6432	Napa Sierra	02390	-77.21
Bill Pmt -Check	08/04/2020	6433	S.C.O.R.E.	MONTHLY INSTALLMENT / LIABILITY INSU...	-1,146.32
Bill Pmt -Check	08/04/2020	6434	Verizon Wire...	370745244-000001	-98.95
Bill Pmt -Check	08/04/2020	6435	WIN-911 Sof...	License Tracking # W07040638025TV	-495.00
Bill Pmt -Check	08/31/2020	6436	Liberty Utilities		-15,040.54

Total General Checking 1956- NEW -90,631.68

General Contingency Saving 0322

Total General Contingency Saving 0322

Total General Funds

-90,631.68

Designated Funds

8:56 AM
09/09/20
Cash Basis

City of Loyaltyon
Bills Paid
As of August 31, 2020

Type	Date	Num	Name	Memo	Paid Amount
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Total WWTP Construction 1990					
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					
TOTAL					-233,625.31



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

Investment Account Summary

08/01/2020 through 08/31/2020

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Aug 31 (\$)	Value on Aug 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
CITY OF LOYALTON	20100029130					
CalTRUST Short Term Fund	20100029130	10,020.359	10.11	101,305.83	100,706.57	599.26
Portfolios Total value as of 08/31/2020				101,305.83		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Short Term Fund		CITY OF LOYALTON			Account Number: 20100029130			
Beginning Balance	08/01/2020			10,013.937	10.11	101,240.90		
Accrual Income Div Reinvestment	08/31/2020	64.93	6.422	10,020.359	10.11	101,305.83	0.00	0.00
Unrealized Gain/(Loss)						0.00		
Closing Balance as of	Aug 31			10,020.359	10.11	101,305.83		

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

California State Treasurer *Fiona Ma, CPA*



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

September 09, 2020

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

CITY OF LOYALTON

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

Tran Type Definitions

Account Number: 98-46-496

August 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,049,388.75
Total Withdrawal:	0.00	Ending Balance:	2,049,388.75

SUSP

SPECIALIZED UTILITY SERVICES PROGRAM



1234 North Market Blvd.
Sacramento, CA 95834
toll-free: 800 833 0322
phone: 916 553 4900
fax: 916 553 4904
www.calruralwater.org

August 31st, 2020

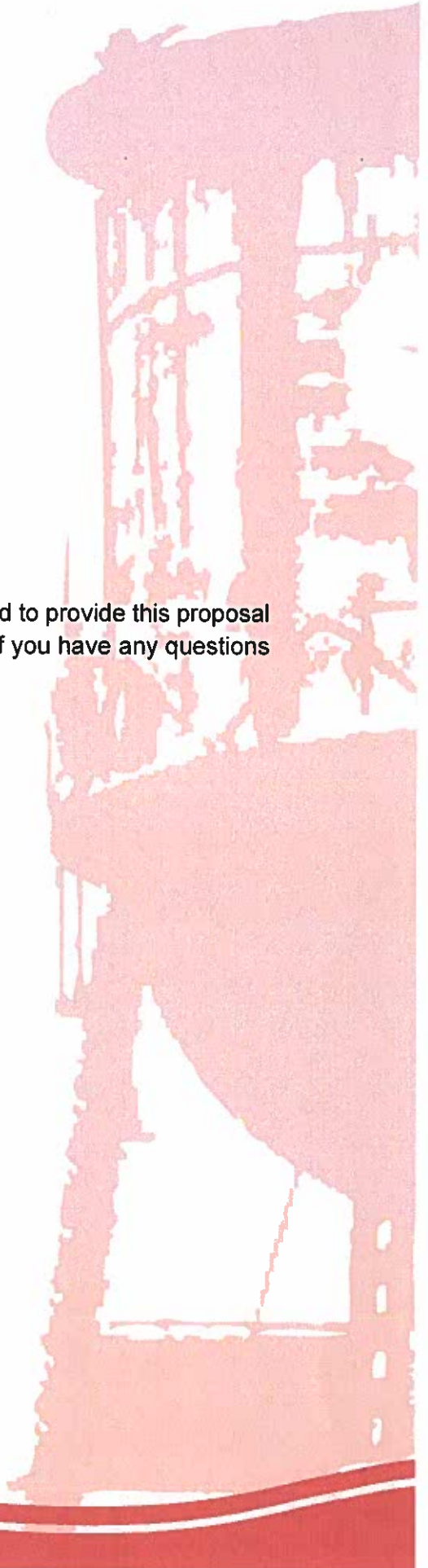
Council Member Darlene Riede
City of Loyalton
605 School Street
P.O. Box 128
Loyalton, CA 96118

Dear Mrs. Riede,

The Specialized Utility Services Program, Inc. (SUSP) is pleased to provide this proposal for wastewater treatment plant operations. Please contact me if you have any questions or concerns.

Sincerely,

Dan DeMoss
CRWA/SUSP Executive Director
1234 North Market Blvd.
Sacramento, CA 95834
ddemoss@calruralwater.org



City of Loyalton Wastewater Contract Operations Proposal

1. SUSP Company Information Qualifications and Standards.... page 3
 2. Staff Qualifications..... page 6
 3. Scope of Services.....page 9
 4. Price Proposal..... page 10
 5. Proposal Summary and Signature Page..... page 11
-
- Exhibit A SUSP Org Chart..... page 12

1. SUSP – Standards, Company Info, and Qualifications

SUSP Company Information Qualifications

Specialized Utility Services Program (SUSP) is a subsidiary of the California Rural Water Association (CRWA). SUSP was formally organized in September of 2012 and has been providing fee-for-services to the rural and mid-sized communities of California since that time. CRWA established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing our technical assistance and training programs. The SUSP business model is shaped by the values of its parent company, CRWA, in that we are first and foremost concerned about protecting public health and providing a needed service on a long-term basis to the rural communities that can utilize this kind of assistance. SUSP has a full engineering team as well as a large existing operator base. The SUSP program is set up to provide services in contract water and wastewater operations, contract utility management, sewer collections system smoke testing, leak detection, system security assessment and training, and a variety of contract management and operator training. Our staff is committed to the cause of assisting rural communities and SUSP enjoys a very stable operations group. Most of our staff have been with SUSP since the program started.

SUSP is based out of its main offices in Sacramento, with staff located throughout the state. Our tax identification number is 46-1147856. The principal contact for SUSP is Dan DeMoss, Executive Director. Our address is:

Specialized Utility Services Program, Inc.
1234 North Market Boulevard
Sacramento, CA 95834
Toll-free: 1 (877) 897-8806
Telephone: (916) 553-4900
Fax: (916) 553-4904
Email: info@suspinc.org
www.suspinc.org

SUSP References

SUSP currently has operations contracts with the following districts or cities:

Yolo County: contract ongoing – SUSP provides operation and management services of the Wild Wings CSA. SUSP has 1 Grade 5 operator/manager as well as two onsite full-time operations staff working in both the water and wastewater system. Wild Wings has

320 connections with two wells, two storage tanks, Wastewater Activated Sludge Treatment and with Tertiary Treatment for recycling water to the golf course.

City of Huron: contract ongoing – SUSP currently provides onsite operations and management of the City's Water, Wastewater, and Public Works department.

Descanso Community Services District (DCWD): contract ongoing – SUSP provides operation and management of the District, and performs all the functions of the District on a day to day basis. DCWD is a community with 330 connections located just outside of Alpine, California. SUSP reads meters, does all billing, mailings, and record-keeping functions, as well as maintains the customer service phone lines and communications during normal business hours. SUSP provides emergency response in all aspects of the operation of the District, as well as applies for grants and loans of behalf of the District in support of the system's master plan and compliance-related needs of the District.

County of Napa LBRID and NBRID: contract ongoing – SUSP daily operations and reporting for two water treatment and distribution systems as well as wastewater plants.

Sutter County: contract ongoing – SUSP provides managerial, administrative, and technical oversight of the Robbins and Rio Ramaza water and wastewater systems.

Fee for Services Contracts: SUSP currently has multiple contracts to provide fee-for-services in such areas as Leak Detection/Line Location, Rate studies, MHI Studies, and Operator Training.

Additional Capabilities

SUSP provides multiple services for water systems. These services include Engineering Services, Leak Detection and Line Location, Backflow Testing Services, Rate Studies, and MHI Studies. We also provide water and sewer plant evaluations, smoke testing for sewer collection systems, and energy efficiency evaluations for facilities. SUSP will provide loan and grant application services to those systems that do not qualify for assistance from the State or current CRWA programs. SUSP provides operation and management training via the Academy of Water Education (AWE) for CEU's and California required contact hours.

SUSP staff has provided start-up services to the new Wastewater Treatment facility and established standard operating procedures and testing that will keep a water system or City in compliance with new plant permit discharge standards. SUSP staff has established Emergency Response Plans (ERP's) and procedures as needed for all the communities under contract. SUSP staff recently utilized emergency plans during an instance of a complete water lateral-line failure and was able to provide emergency services, and work with local contractors to complete the installation of approximately 1,000 feet of 4-inch water line to replace the failed portion of the system.

SUSP operations staff has been able to work successfully with SWRCB and Local Primacy Agency (LPA) staff everywhere we have worked. SUSP staff have all worked in previous roles with CRWA doing Technical Assistance and Training, and have had extensive networking with the California Department of Public Health/SWRCB, as well as the State Regional Board.

SUSP has been able to provide electronic reporting capabilities to several systems that we have worked with. SUSP staff, in the case of a small CSD, implemented a brand-new billing system, and created a system website which gave customers the ability to pay bills on line in addition to paying by phone. In doing so, we were able to reduce the number of delinquent accounts dramatically. SUSP staff utilized RVS Utility Billing software as a billing system in that particular case. We have also implemented improved record keeping onsite, and preventive maintenance programs for systems that did not have either at the time we took over the operation of the system. We utilized internal Excel programs for tracking PM in the systems. SUSP also performed TMF capacity assessments utilizing the State's TMF format and program to assist the system in development of the Technical, Managerial, and Financial capacity needed for the approval of applications for State and Federal infrastructure funding programs.

To date, SUSP has not had any OSHA Health or Safety violations. SUSP is proactive in our approach to compliance. Our first step before starting a new contract is to evaluate the current compliance record of the system or city, and then to evaluate any compliance problems, factoring in the severity and rate of occurrence. We will then develop a sampling and reporting schedule for the operators onsite that ensures compliance based on the timeliness of samples. In the case of inherent water quality problems, i.e. arsenic, SUSP can offer possible solution and treatment ideas for the compliance issue. Our operations staff will provide this information to the System for its use and implementation. SUSP does require that a system with chronic compliance issues regarding water/wastewater quality problems implement a plan for compliance, and will assist the City or District to do so.

SUSP will utilize the expertise and experience of CRWA training staff to train onsite operations staff working at the system if necessary. The training will be provided onsite as needed and will incorporate the System's facilities so the staff is trained.

2. SUSP Operations Staff and Qualifications

The information below highlights the staff that will be assigned to the project to ensure a smooth transition into routine operations. SUSP has the ability to utilize other staff in an emergency or on a short-term basis.

Please review the SUSP Organizational Chart (EXHIBIT A) for the complete list of staff that SUSP can utilize.

SUSP Management Staff:

Dan DeMoss, Executive Director

May 2006 to Present – California Rural Water Association, Sacramento, CA

Position – CRWA Executive Director, SUSP Executive Director (2011 – Present)

Duties – Manage the day-to-day operations of the Association and its subsidiaries. Ensure contract compliance with 60 field employees and 13 office staff. Answer to a 7-member board and oversee a \$3 million annual budget. Serve as one of 3 field trainers on-staff to train both water and wastewater operators and managers. Help establish the CRWA training calendar which offers 250-300 days of training per year throughout California. Personally, provide training courses in areas such as Emergency Response Planning, Water Shortage Management Plans, Math, Water & Wastewater Certification Review Courses, Rates & Rate Structure Training, and Water System Operations & Maintenance.

April 2002 to May 2006 – California Rural Water Association, Sacramento, CA

Position – Federal Programs Director/ EPA Training Specialist

Duties – Was in charge of all federal programs and their respective contract obligations. Supervised ten field employees and two office staff, and was responsible for a \$1.2 million budget. Provided onsite technical assistance and training to public water and wastewater systems. Provided training on a variety of topics such as Math, Water System Operations & Maintenance, Rates & Rate Structures, Water Treatment and Disinfection, Wastewater Treatment, Water Distribution, and SDWA and Clean Water Act Regulations. Worked with system operators onsite, performing water system evaluations, and troubleshooting treatment plant and distribution system challenges.

Dennis Longhofer, SUSP Operations Manager

2012 to Present - Specialized Utility Services Program, Inc., Sacramento, CA

Position – SUSP Operations Manager

Duties - Dennis serves as the SUSP Operations Manager. Dennis is a Grade 5 Wastewater Treatment operator, and a Grade 3 Distribution and Water Treatment plant operator. Dennis has over 30 years of experience in the water/wastewater industry.

May 2011 to October 2012 - PERC Water, Santa Paula, CA

May 2010 to May 2011 – City of Galt, Galt, CA

Position - Utilities Superintendent

April 2009 to May 2010 - Broadbent and Associates, Inc. (BAI), Reno, NV

Position – Chief Plant Operator

March 2006 to March 2008 - Indian Hills General Improvement District, Carson City, NV

Position - General Manager

June 1977 to March 2006 - South Tahoe Public Utility District (STPUD), South Lake Tahoe, CA

Position - Operations Supervisor

SUSP Operations Staff for the City of Loyalton:

Fernando Saenz, SUSP Field Manger and Training Specialist

2016 to Present – California Rural Water Association, Sacramento, CA

Position – SUSP Field Manger and Training Specialist

Duties – Fernando is a Grade 3 Wastewater Treatment operator; a Grade 3 Water Treatment operator; a Grade 2 Water Distribution operator; and a certified Backflow Tester. Fernando has over 15 years of water/wastewater maintenance and operations experience, as well as Public Works experience, and currently serves in a lead operator role at several of our contracted systems.

2000 to 2016 – City of Lindsay, Lindsay, CA

Position – Senior Maintenance II

Duties - Fernando started with the city as a utility worker and over 16 years rose to operate and manage both the water and wastewater systems for the city. Fernando operated an activated sludge /oxidation system as well as a conventional water treatment plant for the city.

1994 to 1999 – United States Marine Corps, San Diego, CA
Position - Infantry

Sean Dunn, SUSP Field Operations Specialist

2019 to Present – California Rural Water Association, Sacramento, CA
Position – SUSP Field Operations Specialist

Duties – Sean is a Grade 2 Wastewater Treatment Operator; Grade 2 Water Treatment Operator; and a Grade 2 Water Distribution Operator.

SUSP Administrative Staff:

Ruby Brungess

2015 to Present – California Rural Water Association
Position – Executive Assistant

Duties – Ruby provides SUSP with administrative support such as generating reports, proposals and contracts. Ruby has also performed various administrative duties for SUSP contract-operated systems, including customer service, billing, Monthly Operations Reports submittals, etc.

3. City of Loyalton Contract Scope of Services.

SUSP Staff will Provide the Following

- SUSP will provide an operator with a Grade 1 or higher for the plant.
- SUSP staff will provide onsite operations one (1) day a week.
- SUSP operations staff will maintain all daily plant records and keep an onsite daily log of operations activity and issues.
- SUSP operations staff will provide daily operations to the facility any major repairs or replacements will be the responsibility of the facilities owners.
- SUSP staff will pull required sampling for process control and per permit requirements, per SOP for plant operations and/or as directed by the CPO of the facility.
- SUSP will provide emergency and after-hours assistance if needed, to be billed separately under the provisions set forth in Section 4 – Contract Price Proposal.
- SUSP will provide insurance for the liability assumed in providing Operator of Record credentials for the satisfaction of the State regulatory requirements.

4. City of Loyalton Contract Price Proposal

SUSP will provide the general and direct services as outlined under the proposal scope of services. We will provide weekly wastewater plant operations (1 day per week). The proposed price includes travel costs for one day. If for some reason an operator would be needed to return after the initial visit additional travel costs would be charged.

SUSP will provide any additional hours or emergency services, requested or required, at a rate of \$95.00 per hour per person, plus travel costs at Federal per diem rates.

Contract Pricing

Wastewater Operations Price Proposal	\$7,000 per/month
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5. Proposal Summary

This is a price proposal and a more formal contract will be submitted upon an agreement on this proposal. We are flexible in providing services, so please feel free to discuss any aspect of this price proposal with me for clarification. If you would like to see changes in the scope of services, we will be glad to discuss any ideas or options that you might want to bring to the table. Please understand that this is a price proposal and that final contract documents will reflect more specific terms. If you are in agreement with this price proposal, please sign, date and return this proposal to:

SUSP, Inc., 1234 North Market Boulevard, Sacramento, CA 95834
Attention: Ruby Brungess
via Fax: (916) 553-4904 or via Email: rbrungess@calruralwater.org

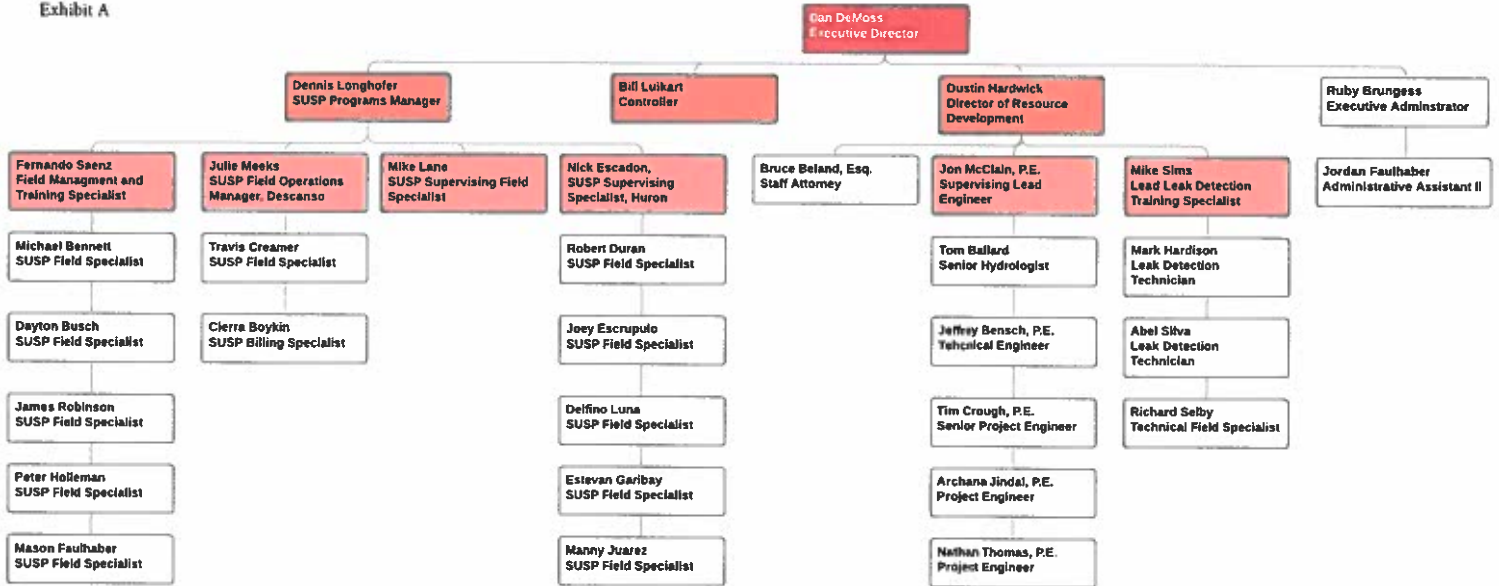
X _____
City of Loyalton: _____
Name
Title

Date

X _____
SUSP, Inc: Dan DeMoss,
Executive Director

08/31/2020
Date

Exhibit A



CITY OF LOYALTON

COUNTY OF SIERRA
605 SCHOOL STREET
P.O. BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
cityofloyalton@digitalpath.net



OFFICE OF THE MAYOR

APPLICATION FOR A BUSINESS LICENSE

Name of Owner of Business: Jason Tyler Baldwin
(First) (Middle) (Last)
Address: PO Box 914 Loyalton Telephone: 530-993-4728
Name of Business: Jason T. Baldwin DDS Inc
Nature of Business: Dental Office
State Contractors License No. 52826 Resale License No. _____
Permanent Location of Business: 703 Main St

Telephone: 530-993-4728

Is Business a Corporation or Partnership? Yes _____ No _____
If so, please indicate the name(s), address(s), and title(s) of officer(s) or partner(s):

Jason Baldwin
PO Box 545
Truckee, Ct 96160

Annual Gross Receipts from Business \$ 300,000
(The City needs this information to determine the tax due per quarter. See schedule below.)

8-26-20 _____
Date Signature Title

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

TAXES (Section 5.04.220 of Loyalton Municipal Code)

All businesses having gross receipts of:

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

* Please note that an additional \$4.00 fee will be added to the annual fee for the State ADA Fees

For official use only

Date Received: 8-31-20

Fee Received: 224.00

City Clerk: J. LeDuc Date approved: _____

License No. issued: _____