

November 24, 2020

SPECIAL MEETING

The Special meeting of the Loyaltan City Council was called to order by Mayor S. Jackson on November 24th, 2020 at 6:00 p.m. at the Loyaltan City Auditorium.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

STAFF PRESENT

City Clerk- Kathy LeBlanc, J. Stockdale

GUESTS PRESENT

D. Lawler, L. Horner, K. Champion, R. DeMartini, P. DeMartini,

APPROVAL OF AGENDA

It was moved by B. Mitchell, seconded by N. Rogers to approve the agenda as presented Motion unanimously carried.

ANNOUNCEMENTS

1. City Clerk K. LeBlanc reported that J. Buck called with a quote for the Letter Head for the City. She also reported that the ethic course need to be taken by Councilmember's and a sexual harassment class will be given by the county and all Councilmember's need to attend she will keep the council informed. She also reported that the grant for the Housing Element has been approved.
2. Vice-Mayor Mitchell informed the Council that a new leak has appeared in the entry way at City Hall and needs to be fixed. After a discussion, N. Rogers will make contact to see about a licensed contractor.

APPROVAL OF MINUTES

1. It was moved by B. Mitchell, seconded by N. Rogers to approve the minutes of the Regular Meeting on October 20, 2020. Motion unanimously carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS

1. Mayor Jackson reported that there will be a COVID walk thru testing in the Auditorium on December 16, 2020. She also reported that the checks or the CARES Act Grant have been dispersed. Mayor Jackson informed the council that there funding available thru the county for planning projects; the Mayor will reach out to the county.

PUBLIC COMMENT

1. P. DeMartini inquired about the FEMA Projects. Mayor Jackson informed her that they will go out to bid in the spring.

FIRE DEPARTMENT REPORT

Assistant Chief R. DeMarini gave a report for the Fire Department stating that the fire season is not over yet, he reported that there have been 188 calls this year. He informed the council that there will be two bills coming to the City, one for the door and one for the mechanic. He also reported that a COVID vaccine will be available in December for first responders. K. Champion addressed that Council in regards to the Fire Department budget, after a brief discussion she will work with the numbers and get back with the council.

FINANCIAL COMMITTEE REPORT/UPDATE

Mayor Jackson gave a brief report on the budget for 2020-2021.

1. It was moved by B. Mitchell, seconded by J. Markum to approve the reconciled Accounts for October 2020. Motion unanimously carried.
2. It was moved by B. Mitchell, seconded by J. Markum to approve the bill sheet for October 2020 not to exceed \$123,958.09. Motion unanimously carried.
3. It was moved by B. Mitchell, seconded by J. Markum to approve final Audit 2018-2019. Motion unanimously carried.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS

1. It was moved by B. Mitchell, seconded by J. Markum to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion unanimously carried.
2. After a brief discussion regarding payment to Farr West, N. Rogers will contact them in regards to clean-up at WWTP. It was moved by B. Mitchell, seconded by J. Markum to approved transfer from WWTP Settlement 4387 to General 1956 not to exceed \$153,488.70. Motion unanimously carried. (By Consensus of the council we will hold payment until N. Rogers contacts Farr West)

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Riede gave a report on a WWTP Operator. After a discussion it was moved by B. Mitchell, seconded by D. Riede to make a tentative offer for Phil Wall to become our WWTP Operator for 3 twelve hours shifts at \$28.00 per hours contingent on discussion with him. Motion unanimously carried.
2. Councilmember Rogers reported on the sludge piles left at the WWTP she will contact Farr West. She also reported that the back-up generator at the Park needed a new battery. Councilmember Rogers will check on license for contractor to fix entry way leak at City Hall.

OTHER COMMITTEE REPORTS

None

DISCUSSION AND POSSIBLE ACTION ITEMS

1. Mayor Jackson reported that the City received 5 Bids for the 1968 Westates Fire Engine and 11 bids for the 1973 Kenworth Water Tender. It was moved by B. Mitchell, seconded by D. Riede to award the bid for the Westates Fire Engine to Ted Gourley in the amount of \$1,550. Motion unanimously carried. It was moved by J. Markum, seconded by D. Riede to award the bid for the 1973 Kenworth Water Tender to Scott Dickson in the amount of \$12,700.00. Motion unanimously carried. (Mayor Jackson stated that due to the upcoming holiday we can give them until next week to pick up the vehicles. City Clerk K. LeBlanc will contact the winning bidders.
2. Mayor Jackson reported that the Community Christmas Tree Lighting will be cancelled this year. She stated that the Rotary, Boy Scouts and 4-H reached out to her to get permission to decorate 6 smaller trees for downtown. After a brief discussion it was moved by B. Mitchell, seconded by J. Markum to approve the decorating of the smaller trees downtown. Motion unanimously carried
3. City Clerk K. LeBlanc reported that she has reached out to Mary Flemming in regards to the Sewer Rate increase and she is looking into funding for the City, Mayor Jackson would like a update on the next agenda.
4. After a discussion on the tires for the GMC, It was moved by B. Mitchell, seconded by N. Rogers to approve the purchase of 4 Tires for the GMC from Whites Sierra Station for \$169.95. Motion unanimously carried.
5. Councilmember Rogers reported that the hazardous waste in the pool cannot be put into our system. Mayor Jackson would like a update on this next agenda.

CLOSED SESSION

Mayor Jackson adjourned the meeting to go into closed session.

Mayor Jackson reconvened the meeting stating that there was no reportable action.

INPUT FOR UPCOMING MEETINGS

.

CLOSING REMARKS

None

Meeting Adjourned

APPROVED: _____
Mayor Sarah Jackson

ATTEST: _____

Kathy LeBlanc, 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)	11/30/20	(222,595.78)	Reconciled	12/10/2020
CDBG Account (0059)	11/22/20	(\$14,161.35)	Reconciled	12/08/2020
F.D. Reserve (7243)	11/30/20	(\$47,200.64)	Reconciled	12/10/2020
General Savings (0322)	11/22/20	(\$29,410.96)	Reconciled	12/08/2020
Enterprise-W&S (0559)	11/30/20	(\$281,205.93)	Reconciled	12/08/2020
WWTP Settle. (4387)	11/30/20	(\$200,071.64)	Reconciled	12/10/2020
Cares Act (0998)	11/30/20	(\$11,631.30)	Reconciled	12/10/2020
LAIF Account (496)	11/30/20	(\$2,053,740.58)	Reconciled	12/09/2020
CalTrust (29130)	11/30/20	(\$101,369.42)	Reconciled	12/03/2020

This authorization took place at the council meeting held on 12/15/20 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 12/15/20

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
Fire Department Reserve (7243) (7243)	Fire Dept. General Fund (1956)	12/15/2020	\$853.46
Antelope Fire personnel pay			
TOTAL			\$ 853.46

This authorization took place at the council meeting held on 12/15/20 and will be further reflected in the council minutes of the meeting.

_____ Sarah Jackson, Mayor, Dated 12/15/20

Authorized Signature

Acknowledgement of Approval, City of Loyaltan

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

Transfer From	Transfer To	Date	Amount
General Fund	Enterprise Loan MM 0559	01/01/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	01/08/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	01/15/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	01/22/2020	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	01/29/2020	
	Water		1,500.00
	Sewer		4,500.00
THIS TOTAL			\$30,000.00

This authorization took place at the council meeting held on 12/15/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 12/15/2020

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)	12/04/2020	
Clean up and Abatement Order (COA) – Phase 2			\$11,486.55
TOTAL			\$11,486.55

This authorization took place at the regular council meeting held on 12/15/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 12/15/2020

10:39 AM
12/01/20
Cash Basis

City of Loyaltan
Bills Paid
As of November 30, 2020

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Total Enterprise Loan MM 0559					
General Funds					
General Checking 1956- NEW					
Liability Check	11/23/2020		US Treasury-941	94-6000364	-1,096.16
Liability Check	11/23/2020		Employment Development Dep...	69817369	-30.65
Liability Check	11/27/2020		Employment Development Dep...	69817369	-33.12
Liability Check	11/27/2020		US Treasury-941	94-6000364	-1,124.08
Transfer	11/30/2020			Funds Transfer: Clean u...	153,488.70
Paycheck	11/01/2020	6472	Jardin, Patsy E		-1,812.26
Check	11/01/2020	6531	Brooks Mitchell	October 2020 Council	-49.50
Check	11/01/2020	6532	Sarah Jackson	October 2020 Council	-49.50
Check	11/01/2020	6533	Nancy Rogers	October 2020 Council	-49.50
Check	11/01/2020	6534	Darlene Riede	October 2020 Council	-49.50
Check	11/01/2020	6535	Joy Markum	October 2020 Council	-49.50
Check	11/01/2020	6536	Kathy LeBlanc	October 2020 City Clerk	-150.00
Check	11/04/2020	6547	Clark Pest Control of Stockton I...		-95.00
Bill Pmt -Check	11/04/2020	6548	L. N. Curtis & Sons		-1,274.00
Bill Pmt -Check	11/04/2020	6549	Larry Bain, CPA		-14,990.00
Bill Pmt -Check	11/04/2020	6550	Liberty Utilities		-5,198.96
Bill Pmt -Check	11/04/2020	6551	Sierra Booster		-541.40
Bill Pmt -Check	11/04/2020	6552	Sierra County Auditor	Police Contract	-1,250.00
Bill Pmt -Check	11/04/2020	6553	Sierra Valley Home Center	1100	-126.46
Bill Pmt -Check	11/04/2020	6554	Underground Service Alert	Account 119808-ANNU...	-150.00
Bill Pmt -Check	11/04/2020	6555	Verizon Wireless	370745244-000001	-98.99
Bill Pmt -Check	11/03/2020	6556	Plumas-Sierra Telecomm.		-109.00
Paycheck	11/13/2020	6558	Bennett, Kenneth E		-1,568.79
Paycheck	11/13/2020	6559	Freeto, Jillian		-332.41
Paycheck	11/13/2020	6561	LeBlanc, Katherine L		-645.06
Paycheck	11/13/2020	6562	Stockdale, Jamie		-947.01
Paycheck	11/06/2020	6563	Jordan, Keith S.		-1,521.01

10:39 AM
12/01/20
Cash Basis

City of Loyaltton
Bills Paid
As of November 30, 2020

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	11/13/2020	6563	Jordan, Keith S.		-1,565.61
Check	11/17/2020	6564	Northern Sierra Air Quality Mgm...		-75.12
Bill Pmt -Check	11/18/2020	6565	Bastian Engineering		-335.00
Bill Pmt -Check	11/18/2020	6566	Gary Price		-1,700.00
Bill Pmt -Check	11/18/2020	6567	Intermountain Disposal, Inc.		-154.62
Bill Pmt -Check	11/18/2020	6568	O'Reilly Auto Parts		-123.34
Bill Pmt -Check	11/18/2020	6569	Porter Simon Professional Servi...	92132-13200M	-360.00
Bill Pmt -Check	11/18/2020	6571	Thatcher Company	39500	-1,829.46
Bill Pmt -Check	11/18/2020	6572	Xerox Corporation	951429299	-461.47
Bill Pmt -Check	11/18/2020	6573	Plumas Sierra Rural Electric		-6,289.43
Bill Pmt -Check	11/18/2020	6574	Silver State Analytical Laborator...	VOID:	0.00
Bill Pmt -Check	11/18/2020	6575	Amerigas*	201913977	-215.06
Bill Pmt -Check	11/18/2020	6576	AT&T CALNET 3		-102.11
Bill Pmt -Check	11/18/2020	6577	Silver State Analytical Laborator...		-126.00
Paycheck	11/25/2020	6578	Bennett, Kenneth E		-1,591.69
Paycheck	11/25/2020	6579	Freeto, Jillian		-449.91
Paycheck	11/25/2020	6580	Jordan, Keith S.		-1,515.60
Paycheck	11/25/2020	6581	LeBlanc, Katherine L		-619.09
Paycheck	11/25/2020	6582	Stockdale, Jamie		-985.25
Bill Pmt -Check	11/30/2020	6589	Kelly Champion		-210.00
Bill Pmt -Check	11/30/2020	6590	L. N. Curtis & Sons		-202.70
Bill Pmt -Check	11/30/2020	6591	Liberty Utilities		-1,687.71
Bill Pmt -Check	11/30/2020	6592	Sierra County Auditor	Police Contract	-1,250.00
Bill Pmt -Check	11/30/2020	6593	Sierra Valley Groundwater Mgm...		-400.00
Bill Pmt -Check	11/30/2020	6594	Silver State Analytical Laborator...		-425.00
Bill Pmt -Check	11/30/2020	6595	Truckee Overhead Door		-241.25
Check	11/30/2020	6602	Postmaster		-114.45

Total General Checking 1956- NEW

97,116.97

General Contingency Saving 0322

10:39 AM
12/01/20
Cash Basis

City of Loyaltyon
Bills Paid
As of November 30, 2020

Type	Date	Num	Name	Memo	Paid Amount
Total General Contingency Saving 0322					
Total General Funds					
Designated Funds					
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Total WWTP Construction 1990					
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					
TOTAL					
					<u>97,116.97</u>

WATER

	Current Date: 11/30/2020	Budget 2020/2021
Draft Budget		
Ordinary Income/Expense		
Enterprise Income		
Water Service Income	118,052.15	
Connect/Disconnect Fee		
Late Fees Water		
Uncollectible		
Water Service Income - Other		245,000.00
Total Water Service Income	118,052.15	245,000.00
Revenue Use of Money & Property		
Interest Income	20.30	15,300.00
Revolving Loan		-
Total Revenue Use of Money & Property	20.30	15,300.00
Total Income	118,072.45	260,300.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment		
Small Tools & Equipment - Other		300.00
Safety	81.20	200.00
Total Small Tools & Equipment	81.20	500.00
Repairs & Maintenance	39.99	2,000.00
Building Repairs		
Utilities		
Other		
Security	24.00	75.00
Internet - Broadband	174.40	540.00
Propane		400.00
Electric	25,115.15	65,500.00
Electric for Discharge		
Garbage Disposal	36.44	82.00
Total Utilities	25,349.99	66,597.00
Equipment Repair & Maintenance	128.71	6,100.00
Taxes		
Solid Waste Benefit Assessment	191.46	250.00
Taxes - Other		-
Total Taxes	191.46	250.00
Salaries and Wages		
Workers Comp.	2,599.65	8,300.00
Payroll Tax Expense	1,293.78	4,500.00
Payroll Expense		

WATER

Draft Budget	Current Date: 11/30/2020	Budget 2020/2021
Part Time Wages	7,924.57	25,000.00
Payroll Expense - Other	6.67	300.00
Total Payroll Expense	7,931.24	25,300.00
Salaries and Wages - Other	8,988.30	28,000.00
Total Salaries and Wages	20,812.97	66,100.00
Employee Benefits		
Nationwide City		
Retirement	7,814.06	15,300.00
Health Insurance	707.77	
Total Employee Benefits	8,521.83	15,300.00
Services and Supplies		
Postage	413.60	1,200.00
Advertising		
Automobile Expense		
Fuel	106.77	1,100.00
Automobile Expense - Other	513.73	200.00
Total Automobile Expense	620.50	1,300.00
Bank Service Charges	122.63	50.00
Chemicals	1,586.26	2,200.00
Contracted Services		
Annual Street Report		
Health/Drug Screening		33.00
Professional Fees		1,000.00
Consulting/accounting&financial	892.50	4,300.00
Legal Fees	120.00	1,000.00
Auditing Expense	5,127.00	5,200.00
Testing	4,209.00	5,500.00
Contracted Services - Other	964.00	4,050.00
Total Contracted Services	11,312.50	21,083.00
Dues and Subscriptions	475.00	1,400.00
Insurance		
Liability Insurance	3,516.71	11,000.00
Travel for SCORE		
Property Insurance		5,000.00
Insurance - Other		720.00
Total Insurance	3,516.71	16,720.00
Licenses and Permits	654.00	4,000.00
Miscellaneous		
Meals		
Total Miscellaneous		-

WATER

Draft Budget	Current Date: 11/30/2020	Budget 2020/2021
Office Expense	776.25	1,000.00
Operating Supplies	149.08	1,500.00
Telephone	427.86	1,000.00
Training		
Travel		
Services and Supplies - Other		
Total Services and Supplies	20,054.39	51,453.00
Total Expense	75,180.54	208,300.00
Other Expense		
Transfers Out		
Debt Service - principal		
Interest Expense		
Interest 91-05 Water		
Total Interest Expense		
Total Debt Service		42,000.00
Total Other Expense		
Total Expenses		250,300.00
Deferred Maintenance		10,000.00
Net Income	\$ 42,891.91	\$ -
USDA Loan 91-05		\$ 62,281.00

SEWER

	Sewer	Current Date: 11/30/2020	Budget 2020/2021
Ordinary Income/Expense			
Income			
	Transfer In from 4387 Settlement Reserve		\$ 30,000.00
Enterprise Income			
	Sewer Service Income		
	Late Fees Sewer		-
	Uncollectible		-
	Sewer Service Income - Other	154,755.50	350,000.00
	Total Sewer Service Income	154,755.50	350,000.00
Revenue Use of Money & Property			
	Interest Income	297.67	15,300.00
	Dividend Income - CalTrust	199.69	
	Revolving Loan		-
	Total Revenue Use of Money & Property	497.36	15,300.00
	Total Income	155,252.86	380,000.00
Expense			
	Late Fee		
	Finance Charge		
	Small Tools & Equipment		
	Safety	81.20	
	Small Tools & Equipment - Other	31.62	1,000.00
	Total Small Tools & Equipment	112.82	1,000.00
	Repairs & Maintenance	125.19	8,000.00
	Building Repairs		
	Utilities		
	Other – generator fuel		
	Security	24.00	75.00
	Internet - Broadband	174.40	540.00
	Propane	364.66	2,200.00
	Electric	8,928.84	36,000.00
	Electric for Discharge		
	Garbage Disposal	244.95	650.00
	Total Utilities	9,736.85	39,465.00
	Equipment Repair & Maintenance	1,084.14	8,000.00
	Taxes		
	Solid Waste Benefit Assessment	861.96	840.00
	Taxes - Other		
	Total Taxes	861.96	840.00
	Salaries and Wages		
	Workers Comp.	2,599.65	8,200.00
	Payroll Tax Expense	2,085.19	6,800.00

SEWER

Sewer	Current Date: 11/30/2020	Budget 2020/2021
Payroll Expense		
Part Time Wages	7,995.36	25,000.00
Payroll Expense - Temp		
Total Payroll Expense	7,995.36	25,000.00
Salaries and Wages - Other	19,174.55	50,000.00
Total Salaries and Wages	31,854.75	90,000.00
Employee Benefits		
Nationwide City		
Retirement	7,814.05	15,300.00
Health Insurance	707.78	3,400.00
Total Employee Benefits	8,521.83	18,700.00
Services and Supplies		
Postage	413.58	1,200.00
Advertising		
Automobile Expense		
Fuel	867.72	1,200.00
Automobile Expense - Other	554.84	500.00
Total Automobile Expense	1,422.56	1,700.00
Bank Service Charges	246.26	50.00
Chemicals	1,790.71	2,000.00
Contracted Services		
FEMA		
Annual Street Report		
Health/Drug Screening		30.00
Professional Fees		2,100.00
Consulting/accounting&Financial	927.50	4,500.00
Legal Fees	120.00	2,000.00
Auditing Expense	5,127.00	5,200.00
Testing	1,809.00	5,000.00
Contracted Services - Other	3,328.50	4,050.00
Total Contracted Services	11,312.00	22,880.00
Dues and Subscriptions	75.00	200.00
Equipment Rent		
Insurance		
Liability Insurance	3,516.71	8,000.00
Travel for SCORE		
Property Insurance		5,000.00
Insurance - Other		
Total Insurance	3,516.71	13,000.00
Licenses and Permits	570.12	19,265.00
Miscellaneous		
Meals		

SEWER

Sewer		Current Date: 11/30/2020	Budget 2020/2021
Total Miscellaneous		-	-
Office Expense		.947.68	1,000.00
Operating Supplies		717.43	3,500.00
Telephone		516.55	1,500.00
Training			
Travel			200.00
Services and Supplies - Other		25.35	
Total Services and Supplies		20,983.83	6,200.00
Total Expense		73,281.37	232,500.00
Other Expense			
Transfers Out			
Debt Service - principal		110,100.00	
Interest Expense			
Interest 92-01 Sewer		16,621.59	
Interest 92-03 Sewer		2,495.04	
Interest 92-07 Sewer		37,775.00	
Total Interest Expense		56,891.63	
Total Debt Service		166,991.63	190,000.00
Total Other Expense			
Total Expenses		240,273.00	422,500.00
Capital Outlay- Construction Repairs		936.92	30,000.00
Net Income		\$ (85,957.06)	\$ (72,500.00)
USDA 92-01			53,150.00
USDA 92-03			\$7,495.00
USDA 92-07			\$99,999.99
DRAFT			

General Fund

General Fund	Current Date: 11/30/2020	2020/2021 Budget
Ordinary Income/Expense		
Income		
Building Permits	530.00	\$ 4,000.00
Donations	40.00	
Property Taxes		
Supplemental	502.50	
Homeowners	407.26	
Clerk Fees	473.99	
Secured	4,243.97	
Unsecured	246.09	
Prior Year		
Total Property Taxes	5,873.81	\$ 45,000.00
Taxes & License Revenue		
Sales & Use	25,954.49	\$ 70,000.00
Franchise		\$ 7,700.00
Taxes & License Revenue - Other		
License & Permits	120.00	\$ 4,500.00
Total Taxes & License Revenue	26,074.49	\$ 82,200.00
Charges for Current Services		
Cemetary Plots		
Copies & Faxes		
Rent Income		
Auditorium Rental		
Social Hall		
Rent Income - Other	5,465.00	\$ 10,800.00
Service Area Revenue		
Charges for Current Services - Other		
Total Charges for Current Services	5,465.00	\$ 10,800.00
Revenue Use of Money & Property		
Interest Income	9.75	\$ 14,400.00
Revolving Loan		\$ 2,000.00
Total Revenue Use of Money & Property	9.75	
Miscellaneous Revenue		
Miscellaneous Revenue - SCORE		\$ 5,000.00
Miscellaneous Other	188.42	
Total Income	38,181.47	\$ 163,400.00
Expense		
Late Fee /DSA 796 Fees	56.00	
Finance Charge	28.11	
Small Tools & Equipment		
Small Tools & Equipment - Other	275.38	\$ 200.00

General Fund

General Fund	Current Date: 11/30/2020	2020/2021 Budget
Safety	59.98	\$ 500.00
Total Small Tools & Equipment	335.36	
Repairs & Maintenance	1,392.10	\$ 2,400.00
Building Repairs	3,363.00	\$ 23,520.00
Utilities		
Other		
Security	72.00	\$ 200.00
Internet - Broadband	65.40	\$ 200.00
Propane		\$ 5,000.00
Electric	1,327.27	\$ 5,000.00
Electric for Discharge		
Garbage Disposal	340.17	\$ 760.00
Total Utilities	1,804.84	
Equipment Repair & Maintenance	973.33	\$ 500.00
Taxes		
Solid Waste Benefit Assessment	4,816.04	\$ -
Taxes - Other		
Total Taxes	4,816.04	\$ -
Salaries and Wages		
Workers Comp.	259.96	\$ 1,500.00
Payroll Tax Expense	1,203.32	\$ 2,300.00
Payroll Expense	54.67	
Part Time Wages	7,777.31	\$ 17,840.00
Payroll Expense - Other		
Total Payroll Expense	9,295.26	
Salaries and Wages - Other	7,906.84	\$ 12,670.00
Total Salaries and Wages	17,202.10	
Employee Benefits		
Nationwide City		
Retirement	5,560.09	\$ 14,400.00
Health Insurance		
Total Employee Benefits	5,560.09	
Services and Supplies		
Postage	122.39	\$ 200.00
Advertising	382.25	\$ 400.00
Automobile Expense		
Fuel	323.02	\$ 600.00
Automobile Expense - Other	554.84	\$ 60.00
Total Automobile Expense	877.86	
Bank Service Charges	10.00	\$ 250.00
Chemicals		
Contracted Services		

General Fund

General Fund	Current Date: 11/30/2020	2020/2021 Budget
Council Expense	1,987.50	\$ 4,770.00
Health/Drug Screening		
Professional Fees	1,327.90	\$ 2,000.00
Consulting		
Legal Fees	1,560.00	\$ 3,000.00
Auditing Expense	2,608.50	\$ 5,000.00
Accounting & Financial	1,360.00	\$ 7,000.00
Building Permits		\$ 1,000.00
Law Enforcement	5,000.00	\$ 15,000.00
Total Contracted Services	13,843.90	
Dues and Subscriptions	899.00	\$ 250.00
Insurance		
Liability Insurance	1,488.68	\$ 3,370.00
Travel for SCORE		\$ 375.00
Property Insurance		\$ 1,120.00
Insurance - Other		\$ 1,065.00
Total Insurance	1,488.68	
Licenses and Permits	75.12	
Miscellaneous		
Meals		
Total Miscellaneous	0.00	
Office Expense	1,428.66	\$ 6,000.00
Operating Supplies	315.07	\$ 500.00
Telephone	223.41	\$ 670.00
Training		
Travel		
Services and Supplies - Other	100.00	
Total Services and Supplies	19,766.34	8,270.00
Total Expense	55,297.31	\$ 139,620.00
Other Expense		
Transfers Out		\$ 13,780.00
Prior Period Adjustment		
Capital Outlay		
Parks & Rec Grant Match		\$ 30,000.00
Construction Costs		
Total Construction Costs		
Total Other Expense		\$ 43,780.00
Total Expenses	\$ 55,297.31	\$ 183,400.00
Net Income	\$ (17,115.84)	\$ (20,000.00)
DRAFT		

FIRE Dept

FIRE DEPT	Current Date: 11/30/2020	Budget 2020/2021
Ordinary Income/Expense		
Income		
Transfer In From General		10,000.00
Service Area Revenue	6,402.71	45,000.00
Charges for Current Services - Other		
Total Charges for Current Services	6,402.71	45,000.00
Revenue Use of Money & Property		
Interest Income	22.39	-
Revolving Loan		-
Total Revenue Use of Money & Property	22.39	-
Miscellaneous Revenue - SCORE		-
Total Income	6,425.10	55,000.00
Expense		
Late Fee	19.00	-
Finance Charge	1.00	-
Fire Fighting Expenses		-
Small Tools & Equipment		
Safety	4,913.86	4,400.00
Small Tools & Equipment - Other	1,547.20	5,200.00
Total Small Tools & Equipment	6,461.06	9,600.00
Repairs & Maintenance	4,509.40	2,000.00
Building Repairs		-
Utilities	241.25	
Other		
Security		
Internet - Broadband		
Propane		1,200.00
Electric	1,371.81	4,400.00
Electric for Discharge		
Garbage Disposal	145.82	440.00
Total Utilities	1,517.63	6,040.00
Equipment Repair & Maintenance	3,693.04	2,000.00
Taxes		
Solid Waste Benefit Assessment	1,394.12	1,400.00
Taxes - Other		
Total Taxes	1,394.12	1,400.00
Salaries and Wages		
Workers Comp.	779.89	2,000.00
Payroll Tax Expense		-
Payroll Expense		-
Part Time Wages		-
Payroll Expense - Other		-
Fire Fighting Wages		-
Total Payroll Expense	779.89	2,000.00
Salaries and Wages - Other		
Total Salaries and Wages	779.89	2,000.00
Employee Benefits		
Nationwide City		
Retirement		
Health Insurance		
Total Employee Benefits		-

FIRE Dept

FIRE DEPT	Current Date: 11/30/2020	Budget 2020/2021
Services and Supplies		
Postage	3.55	-
Advertising	159.15	-
Automobile Expense		
Fuel	2,365.89	1,800.00
Automobile Expense - Other	873.68	-
Total Automobile Expense	3,239.57	1,800.00
Bank Service Charges	55.00	30.00
Equipment Rent		170.00
Chemicals		-
Contracted Services		
Annual Street Report		-
Health/Drug Screening		-
Professional Fees		-
Consulting		-
Legal Fees	480.00	420.00
Auditing Expense	1,549.00	-
Testing	1,274.00	-
Contracted Services - Other	2,376.00	-
Total Contracted Services	5,679.00	420.00
Dues and Subscriptions		
Insurance		
Liability Insurance	779.89	110.00
Travel for SCORE		-
Property Insurance		640.00
Insurance - Other		-
Total Insurance	779.89	750.00
Licenses and Permits		
Miscellaneous		
Meals	671.89	-
Miscellaneous - Other	22.58	-
Total Miscellaneous	694.47	
Office Expense	229.48	100.00
Operating Supplies	229.48	754.00
Telephone	261.45	700.00
Training		
Travel	1,088.77	
Services and Supplies - Other		
Total Services and Supplies	12,419.81	4,724.00
Total Expense	31,574.84	29,764.00
Capital Outlay - Truck Payment		
Total Expense and Capital Outlay	31,574.84	45,300.00
Net Income	(25,149.74)	9,700.00
Community Leasing		15536.2

DRAFT

Streets Highways

Streets	Current Date: 11/30/2020	2020/2021 Budget
Ordinary Income/Expense		
Income		
Transfer In From General		3,780.00
Property Taxes		
Admin Fee		2,400.00
Interest Income	2.81	
Intergovernmental - State		
Road Maintenance & Rehab	5,784.70	13,800.00
VLF Swap		28,800.00
Motor Vehicle		
Traffic Congestion Relief		860.00
Highway Users Tax		
2103 (Gas Tax)	2,084.71	5,300.00
2105	1,382.04	3,900.00
2106	2,045.31	6,000.00
2107	1,903.20	5,400.00
2107.5	1,000.00	1,000.00
Total Highway Users Tax	8,415.26	21,600.00
Total Intergovernmental - State	14,199.96	65,060.00
Total Income	14,202.77	71,240.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment		
Small Tools & Equipment - Other		
Safety		
Total Small Tools & Equipment	0.00	
Repairs & Maintenance	532.80	4,600.00
Building Repairs		
Utilities		
Other		
Security		
Internet - Broadband	21.80	
Propane		
Electric	10,953.29	44,000.00
Electric for Discharge		
Garbage Disposal		
Total Utilities	10,975.09	44,000.00
Equipment Repair & Maintenance	19.30	3,500.00
Taxes		
Solid Waste Benefit Assessment	91.60	
Taxes - Other		
Total Taxes	91.60	
Salaries and Wages		
Workers Comp.	259.97	1,200.00
Payroll Tax Expense	172.48	720.00
Payroll Expense		
Part Time Wages	42.00	
Payroll Expense - Other	2,184.74	8,100.00
Total Payroll Expense	2,226.74	8,100.00
Salaries and Wages - Other		
Total Salaries and Wages	2,659.19	10,020.00
Employee Benefits		
Nationwide City		

Streets Highways

Streets	Current Date: 11/30/2020	2020/2021 Budget
Retirement		
Health Insurance		
Total Employee Benefits	0.00	
Services and Supplies		
Postage		
Advertising		
Automobile Expense	41.12	
Fuel		1,300.00
Automobile Expense - Other		
Total Automobile Expense	41.12	1,300.00
Bank Service Charges		
Chemicals		
Contracted Services		
Annual Street Report		1,500.00
Health/Drug Screening		
Professional Fees		
Consulting/Accounting&Financial		
Legal Fees		
Auditing Expense	2,298.50	1,300.00
Testing		
Contracted Services - Other		
Total Contracted Services	2,298.50	2,800.00
Dues and Subscriptions		
Insurance		
Liability Insurance	489.23	3,300.00
Travel for SCORE		
Property Insurance		1,200.00
Insurance - Other		
Total Insurance	489.23	4,500.00
Licenses and Permits		
Miscellaneous		
Meals		
Total Miscellaneous	0.00	
Office Expense	16.45	80.00
Operating Supplies	10.68	400.00
Telephone	28.53	40.00
Training		
Travel		
Services and Supplies - Other		
Total Services and Supplies	2,884.51	9,120.00
Total Expense	17,162.49	71,240.00
Other Expense		
Transfers Out		
Capital Outlay		
Construction Costs		
Total Capital Outlay		
Total Other Expense		
Net Income	-\$2,959.72	-
DRAFT		

CASHMAN

CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

DATES

Proposal Date	12/07/2020	Proposal Expiration Date	07/07/2021
Service Start Date	01/01/2021	Service End Date	12/31/2022

CUSTOMER INFORMATION

Customer Name	City of Loyalton	Customer PO		Customer #	104779
Address (mailing)	605 School Street	City	Loyalton	State	CA Zip 96118
Address (billing)	PO BOX 128	City	Loyalton	State	CA Zip 96118
Customer Contact	Kathy LeBlanc	Phone	(530) 993-6750	Ext.	
Email	ofclerk-Cityofloyalton@psln.com	Fax	()		

CASHMAN INFORMATION

Representative	Jered Betancourt	Contract #	
Email	jeredbetancourt@cashmanequipment.com	Phone	(775) 386-3611

PRICE

See attached proposal
 (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)

SCOPE OF WORK

See attached proposal

This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____
 Jered Betancourt/ Power PSSR
 Printed Name / Title

Signature _____ Date _____

 Printed Name / Title

December 7, 2020

City of Loyalton
Attn: Kathy LeBlanc
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02128 Renewal
Account #: 104779 / Terms: 2
ofclerk-Cityofloyalton@psln.com

Dear Kathy,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set:

- **OLYMPIAN**, model number: **D80P4**, serial number: **D4P00354** Unit: **Park Well**

From **January 01, 2021** to **December 31, 2022** your equipment will be visited every **180** days for 2 years.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-649-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
775-358-5111
Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

Start engine - Run the engine 30 minutes.

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.



The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of\$ 457.50 _____
- or
- (2) ANNUAL payments of.....\$ 915.00 _____
- or
- (1) Total Contract payment of\$ 1,830.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 353-2112
 jeredbetancourt@cashmanequipment.com

Las Vegas
 P.O. 271630
 Las Vegas, Nevada 89127-1630
 702-649-8777
 Fax 702-639-5090

Reno
 P.O. 7520
 Reno, Nevada 89510
 775-358-5111
 Fax 775-332-2454

Elko
 P.O. 2028
 Elko, Nevada 89803
 775-738-9871
 Fax 775-738-7865

Winnemucca
 3050 W. Railroad St.
 Winnemucca, Nevada 89445
 775-623-1121
 Fax 775-623-4944

CASHMAN

CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

DATES

Proposal Date	<u>12/07/2020</u>	Proposal Expiration Date	<u>07/07/2021</u>
Service Start Date	<u>01/01/2021</u>	Service End Date	<u>12/31/2022</u>

CUSTOMER INFORMATION

Customer Name	<u>City of Loyalton</u>	Customer PO	<u></u>	Customer #	<u>104779</u>
Address (mailing)	<u>605 School Street</u>	City	<u>Loyalton</u>	State	<u>CA</u> Zip <u>96118</u>
Address (billing)	<u>PO BOX 128</u>	City	<u>Loyalton</u>	State	<u>CA</u> Zip <u>96118</u>
Customer Contact	<u>Kathy LeBlanc</u>	Phone	<u>(530) 993-6750</u>	Ext.	<u></u>
Email	<u>ofclerk-Cityofloyalton@psln.com</u>	Fax	<u>()</u>		

CASHMAN INFORMATION

Representative	<u>Jered Betancourt</u>	Contract #	<u></u>
Email	<u>jeredbetancourt@cashmanequipment.com</u>	Phone	<u>(775) 386-3611</u>

PRICE

See attached proposal
 (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)

SCOPE OF WORK

See attached proposal

This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____

Signature _____ Date _____

Jered Betancourt/ Power PSSR _____

Printed Name / Title _____

Printed Name / Title



December 7, 2020

City of Loyalton
Attn: Kathy LeBlanc
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02168 Renewal
Account #: 104779 / Terms: 2
ofclerk-Cityofloyalton@psln.com

Dear Kathy,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the Wastewater Treatment Plant:

- **Caterpillar**, model number: **C9**, serial number: **C9E01812** Unit: **Waste Water Treatment Plant (WWTP)**

From **January 01, 2021** to **December 31, 2022** your equipment will be visited every **180** days for 2 years.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-549-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
775-358-5111
Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

Start engine - Run the engine 30 minutes.

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/dscrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-649-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
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Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944



The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of\$ 712.50 _____
- or
- (2) ANNUAL payments of.....\$ 1,425.00 _____
- or
- (1) Total Contract payment of\$ 2,850.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 353-2112
 jeredbetancourt@cashmanequipment.com

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 775-738-9871
 Fax 775-738-7865

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 Winnemucca, Nevada 89445
 775-623-1121
 Fax 775-623-4944

CASHMAN

CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

DATES

Proposal Date	<u>12/07/2020</u>	Proposal Expiration Date	<u>07/07/2021</u>
Service Start Date	<u>01/01/2021</u>	Service End Date	<u>12/31/2022</u>

CUSTOMER INFORMATION

Customer Name	<u>City of Loyalton</u>	Customer PO	_____	Customer #	<u>104779</u>
Address (mailing)	<u>605 School Street</u>	City	<u>Loyalton</u>	State	<u>CA</u> Zip <u>96118</u>
Address (billing)	<u>PO BOX 128</u>	City	<u>Loyalton</u>	State	<u>CA</u> Zip <u>96118</u>
Customer Contact	<u>Kathy LeBlanc</u>	Phone	<u>(530) 993-6750</u>	Ext.	_____
Email	<u>ofclerk-Cityofloyalton@psln.com</u>	Fax	<u>()</u>		

CASHMAN INFORMATION

Representative	<u>Jered Betancourt</u>	Contract #	_____
Email	<u>jeredbetancourt@cashmanequipment.com</u>	Phone	<u>(775) 386-3611</u>

PRICE

See attached proposal
 (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)

SCOPE OF WORK

See attached proposal

This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____

Signature _____ Date _____

Jered Betancourt/ Power PSSR
 Printed Name / Title

 Printed Name / Title



December 7, 2020

City of Loyalton
Attn: Kathy LeBlanc
2180 Front Street
Loyalton, CA 96118

Phone #: 530-721-1705
Agreement #: R02127 Renewal
Account #: 104779 / Terms: 2
ofclerk-Cityofloyalton@psln.com

Dear Kathy,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the City Hall:

- **KOHLER**, model number: **370771**, serial number: **70RZ272** Unit: **City Hall**

From **January 01, 2021** to **December 31, 2022** your equipment will be visited every **180** days for 2 years.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-649-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
775-358-5111
Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

Start engine - Run the engine 30 minutes.

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

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The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of\$ 493.50 _____
- or
- (2) ANNUAL payments of.....\$ 987.00 _____
- or
- (1) Total Contract payment of\$ 1,974.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 353-2112
 jeredbetancourt@cashmanequipment.com

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LOYALTON CITY OF
PO BOX 128
LOYALTON

CUSTOMER NO.	PROPOSAL NO.	DATE	CONTACT
104779	82613	12/8/2020	KATHY LEBLANC
PHONE NO.	FAX NO.	EMAIL	
530-721-1705		ofclerk-cityofloyalton@psln.com	
MODEL	MAKE	SERIAL NO.	
370771	KC	70RZ272	
UNIT NO.	HOURS	WO NO.	P.O. NO.
CITY HALL	947	RE31658	

SEGMENT: 01 TROUBLE SHOOT GENERATOR SET
 NOTES:
 TROUBLE SHOOT COOLING SYSTEM, FOUND THAT THE
 ENGINE COOLANT HEATER NEEDED TO BE REPLACED.

Parts

Total Time and Material Parts: 0.00

Labor

Description	Qty	Unit Price	Ext Price
FIELD LABOR	0.50	136.00	68.00
Total Time and Material Labor:			68.00

Labor Summary

Misc

Total Time and Material Misc: 0.00

Segment 01 Total: 68.00

SEGMENT: 02 REPLACE ENGINE COOLANT HEATER
 NOTES:
 WE REPLACE THE ENGINE COOLANT HEATER WHILE WE WERE
 ON SITE AND AFTER IT WAS REPLACE WE FOUND THAT
 THE RADIATOR WAS ALSO LEAKING AND NEEDED TO BE
 REPLACED.

Parts

Description	Qty	Unit Price	Unit Disc	Ext Price
CAT ELC	2	14.52	0.00	29.04
HEATER-COOLA **NSF	1	289.99	0.00	289.99
Total Time and Material Parts:				319.03

Labor

Total Time and Material Labor: 0.00

Labor Summary

Misc

Description	Qty	Unit Price	Ext Price
N/S FREIGHT-IN	1	0.00	0.00

Total Time and Material Misc: 0.00

Segment 02 Total: 319.03

SEGMENT: 03

REPLACE RADIATOR

NOTES:

WE WILL BE REMOVING AND INSTALLING A NEW RADIATOR, UPPER/LOWER HOSES, BLOCK HEATER HOSES, FAN BELTS, T-STAT, AND COOLANT.

ETA ON PARTS ARE 2-3 WEEKS, NOT IN STOCK AT THE VENDOR

Parts

Description	Qty	Unit Price	Unit Disc	Ext Price
CAT ELC	8	14.52	0.00	116.16
CM-HOSE STK	245	0.15	0.00	36.75
CLAMP	4	3.17	0.00	12.68
GASKET,THERMOST AT	1	4.32	0.00	4.32
V-BELT (42 IN.)	2	20.82	0.00	41.64
THERMOSTAT, WATER	1	34.89	0.00	34.89
HOSE,UPPER RADIATR	1	16.22	0.00	16.22
HOSE,LOWER RADIATR	1	25.05	0.00	25.05
RADIATOR ASSEMBLY	1	1,853.97	0.00	1,853.97
CLAMP,HOSE	4	1.86	0.00	7.44

Total Estimated Parts: 2,149.12

Labor

Description	Qty	Unit Price	Ext Price
FIELD LABOR	6.00	136.00	816.00
FIELD LABOR OVERTIME	2.00	204.00	408.00

Total Estimated Labor: 1,224.00

Labor Summary

Misc

Description	Qty	Unit Price	Ext Price
SUPPLIES/ENVIRONMENTAL	1	134.00	134.00

Total Estimated Misc: 134.00

Segment 03 Total: 3,507.12

SEGMENT: 99 TRAVEL TO/FROM GENERATOR SET
 NOTES:

Parts

Total Time and Material Parts: 0.00

Labor

Total Time and Material Labor: 0.00

Labor Summary

Misc

Description	Qty	Unit Price	Ext Price
TRAVEL FOR TROUBLE SHOOTING	1	349.25	349.25
TRAVEL FOR RADIATOR REPAIR	1	349.25	349.25

Total Time and Material Misc: 698.50

Segment 99 Total: 698.50

Total Segments: 4,592.65

SUB TOTAL (BEFORE TAXES) 4,592.65

TOTAL ESTIMATE AUD 4,592.65

PO#: _____ Authorized Name: _____ (signature)

Date: _____ (print)

Thank you for this opportunity to serve your company

CONTACT INFORMATION:

Prepared by: Jered Betancourt Phone: 775-386-3611 Email: JeredBetancourt@cashmanequipment.com Fax: 775-353-2112

This Proposal is an approximation of charges to customer based upon information customer provided for work to be completed. This Proposal shall be valid for thirty (30) days after the date set forth above, after which the offer to enter into this agreement will automatically expire unless extended in writing by Cashman Equipment Company. Customer's acceptance of this Proposal after its expiration shall become an offer by customer to Cashman Equipment Company, which Cashman Equipment Company may accept or reject. Pricing is subject to change with any modification to the scope of work prior to customer's acceptance of this Proposal. Any purchases made pursuant to this Proposal are subject to Cashman Equipment Company's Terms and Conditions available at www.CashmanEquipment.com/terms.

Ask me about our 0% financing options on parts and labor.