

# CITY OF LOYALTON

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



OFFICE OF THE MAYOR

## **AGENDA FOR THE SPECIAL MEETING OF THE LOYALTON CITY COUNCIL 5:00 PM – CITY HALL AUDITORIUM 605 SCHOOL STREET MARCH 19<sup>th</sup>, 2024 LOYALTON, CA.**

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

**NEXT ORDINANCE #425  
NEXT RESOLUTION #3-2024**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF AGENDA:**

**ANNOUNCEMENTS:**

**STAFF REPORTS:**

### **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 Board 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 agenda. The City Mayor may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

**A SPECIAL MEETING IS BEING HELD TO DISCUSS THE FOLLOWING BUSINESS**

**CLOSED SESSION**

1. Closed Session pursuant to Government Code Section 54957, Public Employee Employment/Bookkeeper/Accountant/Maintenance Worker, Employee Reviews.

**Agenda Input of Upcoming Meetings**

**Council Member Closing Remarks**

**ADJOURNMENT**

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OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE  
LOYALTON CITY COUNCIL  
6:00 P.M. – CITY HALL AUDITORIUM  
605 SCHOOL STREET  
MARCH 19<sup>TH</sup>, 2024  
NEXT ORDINANCE #425  
NEXT RESOLUTION NO. 3-2024**

**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, City Clerk, at [ofclerk-cityofloyalton@psln.com](mailto: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**  
Regular Meeting February 20, 2024 (Attachments)  
Special Meeting March 6, 2024 (Attachments)
7. **STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS**
  1. Letter from Lee May regarding tree removal.

**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**

**10. FINANCIAL COMMITTEE REPORTS**

**1. Financial Committee Report/Update**

- Approval of Reconciled Accounts for February 2024 (Attachment)
- Approval of Bill Sheet December 2023, January 2024, and February 2024 (Attachment)
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000. (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 Reaffirming our State of Emergency Water Distribution System.
2. Discussion and Possible Action regarding Town Hall Meeting on Water Distribution System.
3. Discussion and Possible Action regarding stopping auto deposit from From Water/Sewer Enterprise Account
4. Discussion and Possible Action regarding bid for the Van Damm/Belli Project.
5. Discussion and Possible Action regarding 2023 Annual Progress Report on Implementation of the General Plan Housing Element.
6. Discussion and Possible Action regarding nominees for the 10<sup>th</sup> Annual Richard Meder Award.

**14. AGENDA INPUT FOR UPCOMING MEETINGS**

**15. BOARD MEMBER CLOSING REMARKS**

**16. ADJOURNMENT**

February 20<sup>th</sup>, 2024

## **REGULAR MEETING**

The Regular meeting of the Loyalton City Council was called to order by Mayor Riede on February 20, 2024, at 6:00 p.m. Loyalton City Auditorium

**COUNCIL MEMBERS PRESENT** Mayor Riede, J. Markum, B. Mertton, S. McIlravy

**COUNCIL MEMBERS ABSENT**

### **STAFF PRESENT**

City Clerk- Kathy LeBlanc

### **GUESTS PRESENT**

J. Buck, J. Gerow, J. Herod, L. Horner, N. Rogers, L. Garza

### **APPROVAL OF AGENDA**

It was moved by D. Riede, seconded by B. Mertton to approve the agenda as presented. Motion carried.

### **ANNOUNCEMENTS**

None

### **APPROVAL OF MINUTES**

1. It was moved by B. Mertton, seconded by D. Riede to approve the minutes of the Special Meeting on January 16, 2024. Motion carried.
2. It was moved by B. Mertton, seconded by D. Riede to approve the minutes of the Regular Meeting on January 16, 2024. Motion carried.
3. It was moved by B. Mertton, seconded by D. Riede to approve the minutes of the Special Meeting on January 18, 2024. Motion carried.

### **STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS**

1. Councilmember McIlravy asked if the Credit Card was ordered for S. Heywood
2. Councilmember Markum reported that a letter will be sent to AT&T in regards to the removal of land lines.
3. Mayor Riede would like to have the council approval to write a letter to the Beverage Redemption Center in support of another recycling trailer for Cans for Kids. It was approved by consensus of the council to approve the letter.

### **ACCEPTANCE OF RESIGNATION FROM DORIE GAYNER**

1. It was moved by D. Riede, seconded by B. Mertton to accept the resignation of D. Gayner. Motion carried.

## **APPOINTMENT TO FILL VACANCY**

1. It was moved by B. Mertton, seconded by J. Markum to wait until the next election to fill vacancy. Motion carried.

## **APPOINTMENT OF BOARDS**

1. Mayor Riede appointed the following: B. Mertton to LTC, Darlene Riede to SCORE as alternate.

## **PUBLIC COMMENT**

1. J. Herod addressed the council on the false report of the City of Loyaltan water infrastructure.
2. L. Horner inquired about the abandoned car in the Old Trailer Park.

## **FIRE DEPARTMENT REPORT**

No Report was given by the Fire Department.

Mayor Riede announced the transfer of \$33,353.92 plus an additional \$5,000.00 to the Loyaltan Fire Department Reserve account.

## **FINANCIAL COMMITTEE REPORT/UPDATE**

No Report was given.

1. After a brief discussion it was moved by D. Riede, seconded by B. Mertton to approve the reconciled accounts for January 2024. Motion carried.
2. After a brief discussion the bill sheets for December 2023, January 2024 and February 2024 will be moved to the next agenda.

## **ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS.**

1. It was moved by S. McIlravy, seconded by D. Riede to approve fund transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000. Motion carried.
2. It was moved by B. Mertton, seconded by S. McIlravy to approve the transfer from Water/Sewer account to the General Account not to exceed \$14,549.09 upon adoption of Resolution 2-2024. Motion carried.

## **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**

1. Mayor Riede reported that 3 aerators are out at the WWTP, Justis is working on getting estimates. The aerators and skimmer will be moved to the Special meeting on March 6, 2024.

## **OTHER COMMITTEE REPORTS**

1. Councilmember S. McIlravy reported that the city will be on the schedule to paint lines in Loyaltan in the Spring. She also reported she has concern about people not stopping on the limit line for all stop signs.

## DISCUSSION AND POSSIBLE ACTION ITEMS

1. Mayor Riede gave a brief update on the water distribution system, after a brief discussion It was moved by S. McIlravy, seconded by B. Mertton to reaffirm our State of Emergency Water Distribution System. Motion unanimously carried. (This item will be added to next agenda)
2. Councilmember B. Mertton gave a brief report stating that the engineering plan has gone out to bid. He also gave a brief report on the grant for an extension of the emergency grant. (This item will be added to the next agenda)
3. After a brief discussion it was moved by S. McIlravy, seconded by B. Mertton to adopt Resolution 1-2024 Confirmation Pursuant to Section 55501.1 of the California Water Code. Roll Call: Mayor Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried.
4. After a brief discussion it was moved by B. Mertton, seconded by S. McIlravy to adopt Resolution 2-2024 Directing Repayment of borrowed funds from the water and sewer funds to the General Fund. Roll Call: Mayor Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried.
5. Councilmember McIlravy gave a report on getting the roof repaired at City Hall. No action was taken will be added to the next agenda.
6. After a brief discussion it was moved by D. Riede, seconded by B. Mertton to approve the purchase of new heater for the auditorium and the Park Well and Well 3. Roll Call: Mayor Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried.
7. After a brief discussion it was moved by D. Riede, seconded by S. McIlravy to approve the consent form from Verizon. Motion carried.

## IMPUP FOR UPCOMING MEETINGS

1. Unfinished Business
2. Roof Repair
3. Bill sheet for December 2023, January and February 2024

## CLOSING REMARKS

Meeting Adjourned

APPROVED: \_\_\_\_\_  
Mayor Darlene Riede

ATTEST: \_\_\_\_\_

Kathy LeBlanc, City Clerk

March 6, 2024

**SPECIAL MEETING**

The special meeting of the Loyalton City Council was called to order by Mayor Riede on March 6<sup>th</sup>, 2024 at 6:00 p.m.

**COUNCIL MEMBERS PRESENT**

Mayor D. Riede, B. Mertton, J. Markum, S. McIlravy

**COUNCIL MEMBERS ABSENT:**

**STAFF PRESENT:** K. LeBlanc

**GUESTS PRESENT:** J. Gerow

**APPROVAL OF AGENDA**

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

**ANNOUNCEMENTS**

Councilmember Markum announced that there will be no Town Hall Meeting this month.

**STAFF REPORTS**

Councilmember Mertton reported that there was a false report of the City of Loyalton water infrastructure. He will contact Kevin Kiley and let them know.

**PUBLIC COMMENT**

None

**DISCUSSION AND POSSIBLE ACTION**

1. After a brief discussion it was moved by S. McIlravy, seconded by J. Markum to approve the purchase of the skimmer for the WWTP, purchase not to be made until after April 15, 2024. Monies to be taken out of the LAIF account. Motion carried.
2. After a brief discussion it was moved by J. Markum, seconded by B. Mertton to approve the purchase of two new aerators and to repair two aerators not to exceed \$25,000.00. Monies to be taken out of the LAIF account. Motion carried.
3. It was moved by J. Markum, seconded by S. McIlravy to move the purchase of the Influent Pump to the next meeting so the council can get a quote on the price. Motion carried.
4. It was moved by S. McIlravy, seconded by J. Markum to remove S. Jackson, J. Gerow, G. Morris and D. Gayner from the Plumas Bank Accounts and to add J. Markum, B. Mertton and D. Riede as signers on the Plumas Bank Accounts, and to allow K. LeBlanc to get information only



on Plumas Bank Accounts and to allow K. LeBlanc to obtain a deposit only bank card. Motion carried.

**AGENDA IMPUT FOR UPCOMMING MEETING**

1. Influent Pump for WWTP
2. Fund Transfer from WWTP account to General

**COUNCIL MEMBER CLOSING REMARKS**

**MEETING ADJOURNED**

**APPROVED:** \_\_\_\_\_

**Mayor Darlene Riede**

**ATTEST:** \_\_\_\_\_

**Kathy LeBlanc- City Clerk**

DRAFT

**ofclerk-cityofloyalton@psln.com**

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**From:** Lee May <eelyam48@yahoo.com>  
**Sent:** Wednesday, March 13, 2024 6:46 PM  
**To:** ofclerk-cityofloyalton@psln.com  
**Subject:** Agenda item

Lee May  
302 Railroad Avenue  
Loyalton, CA  
530 936-5016

I'd like to add an **agenda item** for the Tuesday, March 19, 2024 Loyalton City Council meeting.

I've lined up a local tree pruner to prune my apple tree and inquired as to whether they could prune the apple tree on the island on city property directly in front of my house. That tree is a mess, has been neglected for years and looks terrible when defoliated. **I would have this done at my expense.** The tree service indicated their willingness to do the job if/once the City of Loyalton grants approval . Time is of the essence for this project as area trees will begin budding and flowering soon. Undoubtedly, there are legal issues such a liability. Maybe the tree service would sign a liability waiver?

Thanks.....Lee

City of Loyalfon  
Bills Paid  
December 2023

2:52 PM  
03/12/24  
Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
<b>General Funds</b>					
Enterprise Loan MM 0559	12/31/2023				-2.00
Check				Service Charge	-2.00
<b>Total Enterprise Loan MM 0559</b>					
<b>General Checking 1956- NEW</b>					
Paycheck	12/01/2023	8509	Jardin, Patsy E		-2,160.85
Paycheck	12/01/2023	8508	Cussins, John C		-1,292.98
Paycheck	12/01/2023	8510	McGarity, Orville D		-303.45
Paycheck	12/01/2023	8511	Yegge, Donald M.		-580.71
Bill Pmt -Check	12/01/2023	8512	John Cussins Retiree		-523.80
Bill Pmt -Check	12/01/2023	8525	Alpine Fire Services, Inc.		-540.89
Bill Pmt -Check	12/01/2023	8546	AT&T Fire Landline BAN 9343		-32.75
Bill Pmt -Check	12/01/2023	8547	AT&T Fire Pager BAN 54523		-31.04
Bill Pmt -Check	12/01/2023	8548	AT&T Sewer BAN 54522	BAN 9391059343	-60.93
Bill Pmt -Check	12/01/2023	8549	Bank of America	BAN 9391054523	-2,911.25
Bill Pmt -Check	12/01/2023	8550	DOWL / Farr West Engineering	12/19/23 - Sewer BAN 54522	-3,171.25
Bill Pmt -Check	12/01/2023	8551	Les Schwab	5472064000010235	-4,785.05
Bill Pmt -Check	12/01/2023	8532	Liberty Utilities	12/01/23, Inv 7363.30215.01-4, Waterline Replacement Design 2023	-1,283.64
Bill Pmt -Check	12/01/2023	8533	Office Depot Business Credit		-433.56
Bill Pmt -Check	12/01/2023	8534	S.C.O.R.E.	6011566601303179	-13,948.81
Bill Pmt -Check	12/01/2023	8535	Sierra Booster	Monthly installment *****To be split by funds*****	-19.20
Bill Pmt -Check	12/01/2023	8536	Sierra County Auditor	11/30/23, Inv 623	-5,000.00
Bill Pmt -Check	12/01/2023	8537	Sierra Valley Home Center	1100	-421.78
Bill Pmt -Check	12/01/2023	8538	Silver State Analytical Laboratories, Inc		-210.00
Bill Pmt -Check	12/01/2023	8539	Xerox Corporation	9514292999	-153.00
Check	12/01/2023	8511	Donald Yegge Retiree		-580.71
Check	12/01/2023	8509	Patsy Jardin Retiree	To Correct Pension Payment	-17,286.80
Check	12/01/2023	8510	Orville McGarity Retiree	August 2022 Pension Payment	-2,427.60
Liability Check	12/03/2023	E-pay	Employment Development Department	69817369 QB Tracking # 499693998	-294.66
Liability Check	12/03/2023	E-pay	Employment Development Department	94-6000364 QB Tracking # 499694998	-871.54
Liability Check	12/03/2023	E-pay	Employment Development Department	69817369 QB Tracking # 499696998	-6.27
Bill Pmt -Check	12/06/2023	8524	Plumas-Sierra Rural Electric		-7,630.21
Bill Pmt -Check	12/06/2023	8540	Plumas-Sierra Telecomm.		-229.00
Paycheck	12/07/2023	8523	Lundy, Justus		-2,193.10
Paycheck	12/07/2023	8519	Bennett, Kenneth E		-2,585.37
Paycheck	12/07/2023	8520	Brandow, Tommi M		-336.03
Paycheck	12/07/2023	8521	Lane, Daniel J		-1,773.16
Paycheck	12/07/2023	8522	LeBlanc, Katherine L		-694.99
Liability Check	12/09/2023	E-pay	US Treasury-941	94-6000364 QB Tracking # 802324998	-103.23
Liability Check	12/09/2023	E-pay	Employment Development Department	69817369 QB Tracking # 802325998	-0.60
Paycheck	12/13/2023	8542	LeBlanc, Katherine L		-138.53
Paycheck	12/13/2023	8545	Riede, Darlene F		-138.53
Paycheck	12/13/2023	8544	Merrton, William J		-138.53
Paycheck	12/13/2023	8543	Markum, Joy L		-138.53
Paycheck	12/13/2023	8541	Gayner, Dorie L		-138.53
Liability Check	12/17/2023	E-pay	Employment Development Department	69817369 QB Tracking # 1139368998	-300.46
Liability Check	12/17/2023	E-pay	Employment Development Department	94-6000364 QB Tracking # 1139374998	-2,089.49

City of Loyalton  
Bills Paid  
December 2023

2:52 PM  
03/12/24  
Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
Liability Check	12/17/2023	E-pay	Employment Development Department	69817369 QB Tracking # 1139379998	-8.64
Bill Pmt -Check	12/18/2023	8557	Liberty Utilities		-487.54
Bill Pmt -Check	12/18/2023	8558	Plumas-Sierra Rural Electric		-6,971.73
Bill Pmt -Check	12/18/2023	8559	Plumas-Sierra Telecomm.		-114.00
Bill Pmt -Check	12/18/2023	8573	L. N. Curtis & Sons	01/07/24 - INV771756	-639.67
Bill Pmt -Check	12/18/2023	8574	Office Depot	6011 5661 5318 4480	-170.17
Bill Pmt -Check	12/18/2023	8575	Pitney Bowes Inc Purchase Power	8000-9000-0953-9911	-184.83
Bill Pmt -Check	12/18/2023	8576	Pitney Bowes Lease		-168.66
Bill Pmt -Check	12/18/2023	8577	Postmaster		-162.18
Bill Pmt -Check	12/18/2023	8578	S.C.O.R.E.	Monthly installment *****To be split by funds*****	-13,948.81
Bill Pmt -Check	12/18/2023	8579	Verizon Wireless	370745244-000001	-38.01
Bill Pmt -Check	12/18/2023	8580	Western Nevada Supply	34860	-572.42
Bill Pmt -Check	12/18/2023	8581	Xerox Corporation	951429299	-307.93
Bill Pmt -Check	12/19/2023	8561	Bank of America	5472064000010235	-1,758.83
Bill Pmt -Check	12/19/2023	8562	Intermountain Disposal, Inc.		-110.56
Bill Pmt -Check	12/19/2023	8563	L. N. Curtis & Sons	12/21/23 - Inv INV766669	-268.33
Bill Pmt -Check	12/19/2023	8564	Liberty Utilities	12/27/23 - 105 Beckwith Park Well - 13,399 kWh	-4,081.75
Bill Pmt -Check	12/19/2023	8565	Silver State Analytical Laboratories, Inc		-442.00
Bill Pmt -Check	12/19/2023	8566	State Water Resources Control Board	92132-13200M	-30,531.00
Bill Pmt -Check	12/19/2023	8567	Porter Simon Professional Services		-325.00
Bill Pmt -Check	12/20/2023	8593	Clark Pest Control of Stockton Inc.		-108.00
Bill Pmt -Check	12/20/2023	8594	DOWL / Farr West Engineering	01/01/23 - Task 13&14 Sewer	-910.00
Bill Pmt -Check	12/20/2023	8595	High Sierra Gas LLC		-3,971.67
Bill Pmt -Check	12/20/2023	8596	Sierra Valley Home Center	1100	-608.99
Payment	12/20/2023		Lauren Jones		158.00
Payment	12/20/2023	0735	EAST SIERRA VALLEY CHAMBER OF C...		70.40
Payment	12/20/2023	207598	Model Dairy		70.40
Payment	12/20/2023	9059	Sierra Village Market		268.40
Payment	12/20/2023	035731	Eastern Plumas Health Care		268.40
Payment	12/20/2023	1517	Richard Griffin Construction		70.40
Payment	12/20/2023	001	Business License 1		114.40
Payment	12/20/2023	1336	Chelsea M. Johnson		268.40
Payment	12/20/2023	004637	Jaquez Custom Craft Inc		114.40
Payment	12/20/2023	7436	Plumas Sanitation / Business License		70.40
Payment	12/20/2023	1000183073	SWIRE Coca-Cola, USA		114.40
Payment	12/20/2023	14098	Intermountain Disposal, INC		114.40
Payment	12/20/2023	018753	White's Sierra Gas Station		268.40
Payment	12/20/2023	00078982	Summit Line Construction, Inc.		268.40
Payment	12/20/2023	8757	Plumas-Sierra Telecommunications		268.40
Payment	12/20/2023	011069	Toddler Towers		360.00
Payment	12/20/2023	7556	Senior Citizens		710.22
Payment	12/20/2023	7594	Senior Citizens		581.66
Payment	12/20/2023	145463	Sierra County Probation Dept.		1,800.00
Payment	12/21/2023	8556	Lundy, Justus		-2,078.35
Paycheck	12/21/2023	8552	Bennett, Kenneth E		-2,375.77
Paycheck	12/21/2023	8553	Brandow, Tommi M		-249.34
Paycheck	12/21/2023	8554	Lane, Daniel J		-1,726.71
Paycheck	12/21/2023	8555	LeBlanc, Katherine L		-650.95
Bill Pmt -Check	12/26/2023	8560	North Tahoe Concrete Construction	2002 Dodge Truck	-10,500.00

**City of Loyalton  
Bills Paid  
December 2023**

2:52 PM  
03/12/24  
Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	12/26/2023	8513	Postmaster	69817369 QB Tracking # 1359281998	-159.63
Liability Check	12/31/2023	E-pay	Employment Development Department	94-6000364 QB Tracking # 1359284998	-270.27
Liability Check	12/31/2023	E-pay	US Treasury-941	69817369 QB Tracking # 1359285998	-2,013.20
Liability Check	12/31/2023	E-pay	Employment Development Department	Service Charge	-271.95
Check	12/31/2023				-2.00
Bill Pmt -Check	12/31/2023	8508	John Cussins Retiree		-13,665.04
Total General Checking 1956- NEW					-172,801.26
Total General Funds					-172,803.26
<b>TOTAL</b>					<b>-172,803.26</b>

City of Loyalton  
 Bills Paid  
 January 2024

2:52 PM  
 03/12/24  
 Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
<b>General Funds</b>					
Enterprise Loan MM 0559					
Check	01/31/2024			Service Charge	-2.00
<b>Total Enterprise Loan MM 0559</b>					
<b>General Checking 1956- NEW</b>					
Paycheck	01/01/2024	8582	Cussins, John C		-1,324.98
Paycheck	01/01/2024	8585	Yegge, Donald M.		-580.71
Paycheck	01/01/2024	8584	McGarity, Orville D		-303.45
Paycheck	01/01/2024	8583	Jardin, Patsy E		-2,160.85
Bill Pmt - Check	01/01/2024	8586	John Cussins Retiree		-523.80
Paycheck	01/04/2024	8572	Lundy, Justus		-2,098.02
Paycheck	01/04/2024	8568	Bennett, Kenneth E		-2,249.19
Paycheck	01/04/2024	8569	Brandow, Tommi M		-162.08
Paycheck	01/04/2024	8570	Lane, Daniel J		-1,727.79
Paycheck	01/04/2024	8571	LeBlanc, Katherine L		-627.70
Paycheck	01/05/2024	8588	LeBlanc, Katherine L		-138.52
Paycheck	01/05/2024	8590	McIlravy, Susan L		-138.52
Paycheck	01/05/2024	8591	Merton, William J		-138.52
Paycheck	01/05/2024	8587	Gayner, Dorie L		-138.52
Paycheck	01/05/2024	8589	Markum, Joy L		-138.52
Paycheck	01/05/2024	8592	Riede, Darlene F		-138.52
Liability Check	01/07/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 621181898	-137.76
Liability Check	01/07/2024	E-pay	Employment Development Department	69817369 QB Tracking # 621190898	-10.20
Payment	01/12/2024	4507	Smiths Tree Service-Bus License		70.40
Payment	01/12/2024	1617	LOOKING UP		114.40
Payment	01/12/2024	088688	Amerigas, dba Bi-State Propane		268.40
Payment	01/12/2024	Y000465950	ALSCO CUSTOMER		114.40
Payment	01/12/2024	0009445202	Sierra Valley Home Center *		268.40
Payment	01/12/2024	000005851	Mountain Feather Massage		114.40
Payment	01/12/2024	101974	Hunt & Sons, Inc.		70.40
Payment	01/12/2024	12704	FIREPLACE DISTRIBUTORS OF NEVADA		70.40
Bill Pmt - Check	01/14/2024	8597	Silver State Analytical Laboratories, Inc		-188.00
Bill Pmt - Check	01/14/2024	8606	DOWL / Farr West Engineering	01/19/24 - Fire #2 Front St Tank, (W00176083 ) 142.1 Gal Propane	-3,278.75
Bill Pmt - Check	01/14/2024	8607	High Sierra Gas LLC	June 2023 Audit	-417.97
Bill Pmt - Check	01/14/2024	8608	Larry Bain, CPA		-8,400.00
Bill Pmt - Check	01/14/2024	8609	Plumas-Sierra Rural Electric		-6,567.91
Bill Pmt - Check	01/14/2024	8610	Plumas-Sierra Telecomm.		-109.00
Bill Pmt - Check	01/14/2024	8611	Sierra Valley Groundwater Mgmt. District	Meter 76, Meter 77	-400.00
Liability Check	01/14/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1855754898	-184.27
Liability Check	01/14/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 1855779898	-1,698.28
Liability Check	01/14/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1855785898	-240.38
Paycheck	01/18/2024	8615	Lane, Daniel J		-1,664.92
Paycheck	01/18/2024	8617	Lundy, Justus		-1,549.12
Paycheck	01/18/2024	8613	Bennett, Kenneth E		-2,075.26
Paycheck	01/18/2024	8614	Brandow, Tommi M		-286.74
Paycheck	01/18/2024	8616	LeBlanc, Katherine L		-627.70
Bill Pmt - Check	01/21/2024	8619	AT&T Fire Landline BAN 9343	BAN 9391059343	-31.79

**City of Loyaltton  
Bills Paid  
January 2024**

2:52 PM  
03/12/24  
Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt - Check	01/21/2024	8620	AT&T Fire Payer BAN 54523	BAN 9391054523	-29.25
Bill Pmt - Check	01/21/2024	8621	AT&T Sewer BAN 54522	01/18/24 - Sewer BAN 54522	-57.43
Bill Pmt - Check	01/21/2024	8622	Cashman Equipment Company		-2,572.50
Bill Pmt - Check	01/21/2024	8623	Liberty Utilities		-4,672.79
Payment	01/25/2024	1786	Wiley Mobile Mechanic		70.40
Payment	01/25/2024	1746	Sierra Booster *		114.40
Payment	01/25/2024	0000005055	Lombardi Mercantile LLC		70.40
Payment	01/25/2024	63450	AMS, Net, Inc		70.40
Payment	01/25/2024	10257839	Pitney Bowes		70.40
Payment	01/25/2024	VV1539	Powur, PBC		268.40
Payment	01/25/2024	0000995527	Cheslea M. Johnson		202.40
Payment	01/25/2024	2419332	Pacific Bell Telephone Company BLM		268.40
Payment	01/25/2024	1316767	Suburban Propane		158.40
Liability Check	01/28/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 228687602	-163.66
Liability Check	01/28/2024	E-pay	Employment Development Department	69817369 QB Tracking # 228699602	-10.20
Liability Check	01/28/2024	E-pay	Employment Development Department	69817369 QB Tracking # 228709602	-194.57
Liability Check	01/28/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 228718602	-1,774.32
Liability Check	01/28/2024	E-pay	Employment Development Department	69817369 QB Tracking # 228727602	-208.23
Check	01/31/2024			Service Charge	-2.00
Paycheck	01/31/2024	8629	Cussins, John C		-1,298.98
Paycheck	01/31/2024	8630	Jardin, Patsy E		-2,160.85
Paycheck	01/31/2024	8631	McGarity, Orville D		-303.45
Paycheck	01/31/2024	8632	Yegge, Donald M.		-580.71
Paycheck	01/31/2024	8634	LeBlanc, Katherine L		-138.52
Paycheck	01/31/2024	8633	Gayner, Dorie L		-138.53
Paycheck	01/31/2024	8635	Markum, Joy L		-138.53
Paycheck	01/31/2024	8636	McIlravy, Susan L		-138.53
Paycheck	01/31/2024	8637	Merrton, William J		-138.53
Paycheck	01/31/2024	8638	Riede, Darlene F		-138.53
Check	01/31/2024			Service Charge	-2.63
<b>Total General Checking 1956- NEW</b>					<b>-52,935.68</b>
<b>Total General Funds</b>					<b>-52,937.68</b>
<b>TOTAL</b>					<b>-52,937.68</b>

**City of Loyaltton**  
**Bills Paid**  
**February 2024**

2:51 PM  
03/12/24  
Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
<b>General Funds</b>					
<b>General Checking 1956- NEW</b>					
Paycheck	02/01/2024	8628	Lundy, Justus		-1,549.12
Paycheck	02/01/2024	8624	Bennett, Kenneth E		-2,118.39
Paycheck	02/01/2024	8625	Brandow, Tommi M		-268.04
Paycheck	02/01/2024	8626	Lane, Daniel J		-1,648.89
Paycheck	02/01/2024	8627	LeBlanc, Katherine L		-821.61
Bill Pmt -Check	02/01/2024	8639	John Cussins Retiree		-523.80
Liability Check	02/11/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1152208406	-182.14
Liability Check	02/11/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 1152210406	-1,659.32
Liability Check	02/11/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1152212406	-89.98
Paycheck	02/14/2024	8641	Bennett, Kenneth E		-2,220.34
Paycheck	02/14/2024	8642	Brandow, Tommi M		-268.06
Paycheck	02/14/2024	8643	Lane, Daniel J		-1,691.22
Paycheck	02/14/2024	8644	LeBlanc, Katherine L		-654.22
Paycheck	02/14/2024	8645	Lundy, Justus		-1,249.62
Bill Pmt -Check	02/16/2024	8682	State Water Resources Control Board	ATTN DRINKING WATER PROGRAM FEES Billing Period 07/01/202...	-1,156.04
Bill Pmt -Check	02/25/2024	8653	High Sierra Gas LLC		-10,240.73
Bill Pmt -Check	02/25/2024	8654	Kathy LeBlanc		-258.62
Bill Pmt -Check	02/25/2024	8655	Liberty Utilities	01/25/2024 - SCORE Travel	-13,148.66
Bill Pmt -Check	02/25/2024	8656	Plumas-Sierra Rural Electric		-7,880.16
Bill Pmt -Check	02/25/2024	8657	Porter Simon Professional Services	92132-13200M	-2,275.00
Liability Check	02/25/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1865628602	-8.66
Liability Check	02/25/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 1865630602	-146.40
Liability Check	02/25/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1865633602	-297.36
Liability Check	02/25/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 1865634602	-1,999.60
Liability Check	02/25/2024	E-pay	Employment Development Department	69817369 QB Tracking # 1865636602	-31.19
Paycheck	02/26/2024	8652	Lundy, Justus		-706.14
Paycheck	02/29/2024	8646	Bennett, Kenneth E		-2,862.55
Paycheck	02/29/2024	8647	Brandow, Tommi M		-180.77
Paycheck	02/29/2024	8648	Lane, Daniel J		-1,677.45
Paycheck	02/29/2024	8649	LeBlanc, Katherine L		-654.22
Paycheck	02/29/2024	8651	Lundy, Justus		-1,549.12
<b>Total General Checking 1956- NEW</b>					<b>-60,017.42</b>
<b>Total General Funds</b>					<b>-60,017.42</b>
<b>TOTAL</b>					<b>-60,017.42</b>





CalTRUST  
 PO Box 2709  
 Granite Bay, CA 95746  
 www.caltrust.org  
 Email: admin@caltrust.org  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

02/01/2024 through 02/29/2024

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Feb 29 (\$)	Value on Feb 29 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
CITY OF LOYALTON	20100029130					
CalTRUST Liquidity Fund	20100029130	61,401.450	1.00	61,401.45	61,401.45	0.00
<b>Portfolios Total value as of 02/29/2024</b>				<b>61,401.45</b>		

### 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) (\$)
<b>CalTRUST Liquidity Fund</b>		<b>CITY OF LOYALTON</b>			<b>Account Number: 20100029130</b>			
Beginning Balance	02/01/2024			61,135.480	1.00	61,135.48		
Accrual Income Div Reinvestment	02/29/2024	266.97	266.970	61,401.450	1.00	61,401.45	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Feb 29			61,401.450	1.00	61,401.45		

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.

**BID OPENING FORM**  
**City of Loyaltan**  
**Waterline Replacement Design 2023**

Bid Opening Location: DOWL, LLC, 5510 Longley Lane, Reno, NV 89511

Date: Friday, February 23, 2024

Time: 5:00PM

Owner: City of Loyaltan

Engineer: DOWL, LLC

BID ITEM	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S OPINION OF PROBABLE COST		RDC	Phelan Engineering		McGarr Excavation		AVERAGE		MEDIAN	
				UNIT PRICE	TOTAL		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization/Demobilization	1	LS	\$21,000.00	\$21,000.00	\$19,000.00	\$8,127.24	\$8,127.24	\$27,500.00	\$27,500.00	\$13,681.81	\$13,681.81	\$13,563.62	\$13,563.62
2	Temporary Traffic Control	1	LS	\$9,000.00	\$9,000.00	\$4,700.00	\$7,003.12	\$7,003.12	\$20,500.00	\$20,500.00	\$10,734.37	\$10,734.37	\$7,003.12	\$7,003.12
3	Temporary Erosion Control	1	LS	\$5,000.00	\$5,000.00	\$7,500.00	\$16,116.00	\$16,116.00	\$15,000.00	\$15,000.00	\$12,872.00	\$12,872.00	\$15,000.00	\$15,000.00
4	10-inch DR-18 CS90 PVC Water Main	344	LF	\$350.00	\$120,400.00	\$295.00	\$389.24	\$133,898.56	\$379.00	\$130,376.00	\$354.41	\$121,918.19	\$379.00	\$130,376.00
5	Pressured Pipes	360	LF	\$300.00	\$108,000.00	\$170.00	\$275.59	\$99,212.40	\$328.00	\$118,080.00	\$257.86	\$92,830.80	\$275.59	\$99,212.40
6	6-inch AC on 6-inch AB Pavement	72	LF	\$100.00	\$7,200.00	\$129.00	<del>\$254.71</del>	<del>\$18,389.12</del>	\$330.00	\$16,560.00	\$204.57	\$14,729.04	\$230.00	\$16,560.00
7	6-inch AB Trench Patch	105	LF	\$80.00	\$8,400.00	\$44.00	\$208.00	\$21,840.00	\$111.00	\$11,655.00	\$121.00	\$12,705.00	\$111.00	\$11,655.00
8	Native Soil Backfill Restoration	660	LF	\$50.00	\$33,000.00	\$27.00	\$8.34	\$5,504.40	\$10.00	\$6,600.00	\$15.11	\$9,974.80	\$10.00	\$6,600.00
9	Intersection Water Connection to Existing Main - South & North Pipe Runs To Connection	1	LS	\$13,000.00	\$13,000.00	\$32,000.00	\$18,162.48	\$18,162.48	\$35,600.00	\$35,600.00	\$28,587.49	\$28,587.49	\$32,000.00	\$32,000.00
10	Intersection Water Connection to Existing Main - 4th St & Main St	1	LS	\$15,000.00	\$15,000.00	\$24,000.00	\$23,963.68	\$23,963.68	\$50,000.00	\$50,000.00	\$32,654.56	\$32,654.56	\$24,000.00	\$24,000.00
11	Intersection Water Connection to Existing Main - 4th St & Haggard Way	1	LS	\$12,000.00	\$12,000.00	\$24,500.00	\$22,273.00	\$22,273.00	\$48,000.00	\$48,000.00	\$31,591.00	\$31,591.00	\$24,500.00	\$24,500.00
12	M318 Street Hoop Tap to Existing Main	1	LS	\$20,000.00	\$20,000.00	\$23,500.00	\$34,779.67	\$34,779.67	\$20,000.00	\$20,000.00	\$26,093.22	\$26,093.22	\$23,500.00	\$23,500.00
13	Sanitary Sewer Crossing Excavatable Slurry Backfill	1	LS	\$1,000.00	\$1,000.00	\$1,600.00	\$3,764.32	\$3,764.32	\$9,260.00	\$9,260.00	\$4,874.77	\$4,874.77	\$3,764.32	\$3,764.32
14	10-inch Steel Water Main Great Abandonment	80	LF	\$15.00	\$1,200.00	\$109.00	\$80.55	\$6,444.00	\$150.00	\$12,000.00	\$110.18	\$8,814.67	\$100.00	\$8,000.00
15	Air Release Valve Assembly (Coulageant)	1	EA	\$16,000.00	\$16,000.00	\$5,000.00	\$12,609.13	\$12,609.13	\$17,800.00	\$17,800.00	\$11,803.04	\$11,803.04	\$12,609.13	\$12,609.13
16	10-inch DR-14 PVC or Ductile Iron Water Main	20	LF	\$400.00	\$8,000.00	\$264.00	\$488.83	\$9,776.60	\$189.00	\$3,800.00	\$307.28	\$6,145.53	\$264.00	\$5,280.00
17	Force Account	1	LS	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
<b>Base Bid Total:</b>				<b>\$442,200.00</b>	<b>\$442,200.00</b>	<b>\$399,488.00</b>	<b>\$491,813.72</b>	<b>\$491,813.72</b>	<b>\$592,311.00</b>	<b>\$592,311.00</b>	<b>\$490,010.30</b>	<b>\$490,010.30</b>	<b>\$483,623.59</b>	<b>\$483,623.59</b>

Written Bid:

Bid Item 6 had

discrepancies with the unit price and total. Total was based on a \$354.71/LF unit price

**BID OPENING FORM**  
**City of Loyalton**  
**Waterline Replacement Design 2023**

**Bid Opening Location:** DOWL, LLC, 5510 Longley Lane, Reno, NV 89511

**Date:** Friday, February 23rd, 2024

**Time:** 5:00PM

**Owner:** City of Loyalton

**Engineer:** DOWL, LLC

<b>Solicitor:</b>	<b>RDC</b>	<b>Phebus Engineering</b>	<b>McGarr Excavation</b>
<b>Base Bid Total:</b>	<b>\$399,488.00</b>	<b>\$499,010.00</b>	<b>\$592,311.00</b>



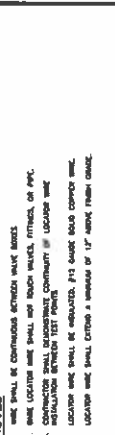
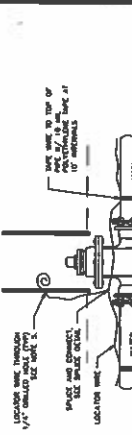
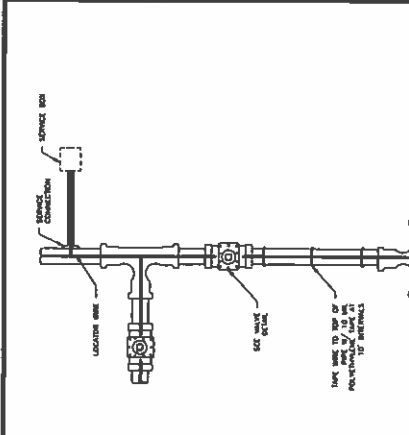












**LOCATOR WIRE DETAIL**  
SCALE: NTS

**NOTES**

1. WIRE SHALL BE COMPRESSIVE STRENGTH SHALL BE 60,000 PSI.
2. WIRE LOCATOR WIRE SHALL BE 1/4\"/>

TYPE OF FITTING	80° BEAD	45° BEAD	11 1/4° OR 23 1/2° BEAD	TELE OR DEAD END	CROSS W/PLUG	TEE W/PLUG
TYPICAL						

SIZE OF PIPE	THRUST BLOCK BEARING AREA (90 DEG)	THRUST BLOCK BEARING AREA (45 DEG)	THRUST BLOCK BEARING AREA (11 1/4 OR 23 1/2 DEG)	THRUST BLOCK BEARING AREA (TELE OR DEAD END)	THRUST BLOCK BEARING AREA (CROSS W/PLUG)	THRUST BLOCK BEARING AREA (TEE W/PLUG)
4"	1	2	3	4	5	6
6"	2	3	4	5	6	7
8"	3	4	5	6	7	8
10"	4	5	6	7	8	9
12"	5	6	7	8	9	10
14"	6	7	8	9	10	11
16"	7	8	9	10	11	12
18"	8	9	10	11	12	13
20"	9	10	11	12	13	14
24"	11	12	13	14	15	16
30"	14	15	16	17	18	19
36"	17	18	19	20	21	22
42"	20	21	22	23	24	25
48"	23	24	25	26	27	28
54"	26	27	28	29	30	31
60"	29	30	31	32	33	34
66"	32	33	34	35	36	37
72"	35	36	37	38	39	40
78"	38	39	40	41	42	43
84"	41	42	43	44	45	46
90"	44	45	46	47	48	49
96"	47	48	49	50	51	52
102"	50	51	52	53	54	55
108"	53	54	55	56	57	58
114"	56	57	58	59	60	61
120"	59	60	61	62	63	64

**THRUST BLOCK DETAIL**  
SCALE: NTS

**NOTES**

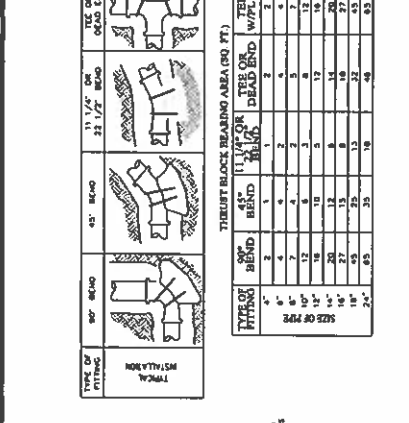
1. THRUST BLOCKS TO BE CONSTRUCTED OF 4000 PSI 28 DAYS CONCRETE.
2. THRUST BLOCKS TO BE SET AT 10% TOLERANCE OF 100 P.S.F. WITH 3000 P.S.F. BEARING CAPACITY. ADJUSTED ACCORDING TO THE APPROVAL OF THE ENGINEER.
3. BLOCKS TO BE POURED AGAINST UNDISTURBED SOIL OR COMPACTED FILL.
4. JOINTS AND FACE OF BLOCK TO BE KEPT CLEAN OF CONCRETE.
5. PE REBAR SHALL BE USED TO ANCHOR ALL THRUST BLOCKS.



**THRUST BLOCK DETAIL**  
SCALE: NTS

**NOTES**

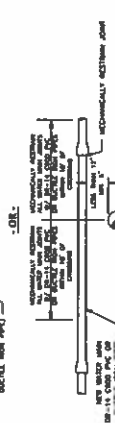
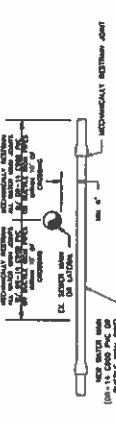
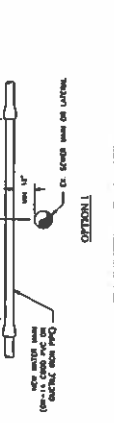
1. THRUST BLOCKS TO BE CONSTRUCTED OF 4000 PSI 28 DAYS CONCRETE.
2. THRUST BLOCKS TO BE SET AT 10% TOLERANCE OF 100 P.S.F. WITH 3000 P.S.F. BEARING CAPACITY. ADJUSTED ACCORDING TO THE APPROVAL OF THE ENGINEER.
3. BLOCKS TO BE POURED AGAINST UNDISTURBED SOIL OR COMPACTED FILL.
4. JOINTS AND FACE OF BLOCK TO BE KEPT CLEAN OF CONCRETE.
5. PE REBAR SHALL BE USED TO ANCHOR ALL THRUST BLOCKS.



**TRENCH EXCAVATION & BACKFILL DETAIL**  
SCALE: NTS

**NOTES**

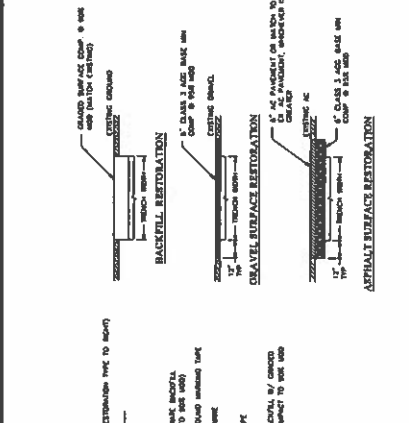
1. MATERIAL SPECIFICATIONS PER PROJECT SPECIFICATIONS.
2. FOR THE PURPOSE OF BACKFILL, EXCAVATION AND BACKFILL OPERATIONS ARE BASED ON THESE STANDARD DIMENSIONS AND DO NOT TAKE INTO ACCOUNT ANY VARIATIONS IN SOIL CONDITIONS OR UNUSUAL OBSTRUCTIONS. VERIFY THE EXISTING TRENCH DEPTH TO THE WATER TABLE EQUIVALENT.



**TRENCH EXCAVATION & BACKFILL DETAIL**  
SCALE: NTS

**NOTES**

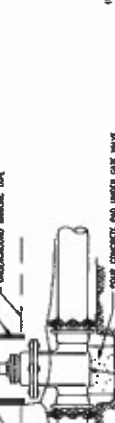
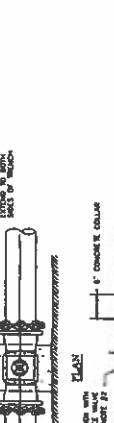
1. MATERIAL SPECIFICATIONS PER PROJECT SPECIFICATIONS.
2. FOR THE PURPOSE OF BACKFILL, EXCAVATION AND BACKFILL OPERATIONS ARE BASED ON THESE STANDARD DIMENSIONS AND DO NOT TAKE INTO ACCOUNT ANY VARIATIONS IN SOIL CONDITIONS OR UNUSUAL OBSTRUCTIONS. VERIFY THE EXISTING TRENCH DEPTH TO THE WATER TABLE EQUIVALENT.



**GATE VALVE DETAIL**  
SCALE: NTS

**NOTES**

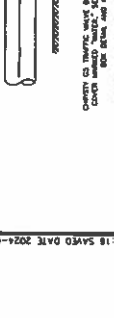
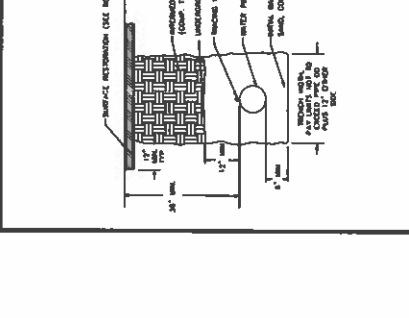
1. GATE VALVE SHALL BE POURED AGAINST UNDISTURBED SOIL.
2. EXCESS SOIL AT GATE VALVE SHALL BE REMOVED TO THE SURFACE OF THE VALVE.
3. GATE VALVE SHALL BE JOINT CONNECTION AS SHOWN ON PLAN AND PER TECHNICAL.
4. COMPRESSIVE STRENGTH OF SOIL SHALL BE 1000 P.S.F. MINIMUM.



**GATE VALVE DETAIL**  
SCALE: NTS

**NOTES**

1. GATE VALVE SHALL BE POURED AGAINST UNDISTURBED SOIL.
2. EXCESS SOIL AT GATE VALVE SHALL BE REMOVED TO THE SURFACE OF THE VALVE.
3. GATE VALVE SHALL BE JOINT CONNECTION AS SHOWN ON PLAN AND PER TECHNICAL.
4. COMPRESSIVE STRENGTH OF SOIL SHALL BE 1000 P.S.F. MINIMUM.



**THRUST BLOCK DETAIL**  
SCALE: NTS

**NOTES**

1. THRUST BLOCKS TO BE CONSTRUCTED OF 4000 PSI 28 DAYS CONCRETE.
2. THRUST BLOCKS TO BE SET AT 10% TOLERANCE OF 100 P.S.F. WITH 3000 P.S.F. BEARING CAPACITY. ADJUSTED ACCORDING TO THE APPROVAL OF THE ENGINEER.
3. BLOCKS TO BE POURED AGAINST UNDISTURBED SOIL OR COMPACTED FILL.
4. JOINTS AND FACE OF BLOCK TO BE KEPT CLEAN OF CONCRETE.
5. PE REBAR SHALL BE USED TO ANCHOR ALL THRUST BLOCKS.



# CITY OF LOYALTON

## CITY COUNCIL STAFF REPORT

MEETING OF: March 19, 2024

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**Subject:**

**From:** Kathy LeBlanc, City Clerk  
Gary Price, Contract Planner



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**Recommended Action:** Conduct public review, consider any public comments, and approve 2023 Annual Progress Report on Implementation of the General Plan Housing Element.

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### BACKGROUND:

California Government Code Section 65400 ("Section 65400") requires cities and counties to submit an Annual Progress Report (APR) to the State by April 1 of each year. The Code requires the City Council to conduct public review of the report, consider public comments, and approve the report prior to submittal. APRs must be submitted to two State agencies: the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). The APRs describe each jurisdiction's progress in implementing the housing elements of their General Plans and shows the City's accomplishments toward meeting its Regional Housing Needs Allocation (RHNA)<sup>1</sup>. Filing these reports also qualifies the City for various State grants, such as the Housing Related Parks (HRP) program and Building Homes and Jobs Act funds.

The RHNA is a State guideline/objective directed to local governments to help improve housing production to accommodate various family income levels based on local housing needs/characteristics. However, since the City is not a housing developer, the City is not obligated to produce these units.

This report, which is electronically formatted for filing on-line with HCD provides an update on the City's progress in implementing the Housing Element during 2023. The report describes the City's accomplishments through the end of calendar year. This also tracks housing objectives that need to be followed in the Housing Element that was certified by HCD on April 20, 2021. The

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<sup>1</sup> RHNA (Regional Housing Needs Allocation) The Regional Housing Needs Assessment (RHNA) is mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. It includes housing production objectives according to income level for each jurisdiction.

current Housing Element is in compliance for the 6<sup>th</sup> Housing Cycle, through August 31, 2024. All programs identified are from this updated Housing Element. As required by State law, the City Council needs to approve the report before it is filed with HCD.

Each annual report has a variety of tables with required information regarding whether dwelling unit production resulted in income levels of housing, such as very-low, low, moderate, or above moderate income housing units. For 2023, the City did not increase housing production. The most important part of the reports is Table D which lists all programs and accomplishments from the Housing Element.

Although the City has experienced very limited housing production over the years, there have been significant accomplishments made in the last year to improve housing production potential, such as update of the Housing Element and Zoning Code to bring the City into compliance with current State Housing law and preparation of the flooding study that provides a program to improve flood mitigation in the City to reduce constraints to future housing development. These were completed with State grants.

*7th Cycle Housing Element Update:* The current 6<sup>th</sup> Housing Cycle for Loyalton expires August 31, 2024. For the City to remain in compliance with Housing Law, the City will need to update their Housing Element for the 7<sup>th</sup> Cycle by September 1, 2024. However, due to the number State housing laws, the cost of preparing an update is prohibitively expensive; many consultant charging over \$100,000 to complete. Also due to new HCD practices and expectations, the time to complete a housing element update with certification takes a minimum of 9 months to complete. This is particularly problematic when the City cannot expand its housing supply due to water system limitation.

Gary is working on a Housing Element update with Sierra County, and once complete, much of this information could be used to prepare a more cost-effective Housing Element for Loyalton. But, for the time being, the City will be out of compliance with State Housing law until the document is completed and certified by HCD.

Attachments: Table D for 2023 APR

**Table D**  
**City of Loyalton 2023 Housing Element Progress Report**

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
1-1-1 Housing Element Outreach	Posting on Website	Ongoing Updates	Completed
1-1-2 Housing Development Collaboration	work closely with the business and development communities toward achieving the City's affordable housing goal	Bi-Annually starting 2021	Ongoing.
1-1-3 Public Information Access	Posting on Website	Ongoing Updates	Housing Element and ADU program posted on website. Updates to be posted as needed.
1-2-1 Density Bonus Implementation	Implement the City's density bonus ordinance that offers increased discretionary density and/or additional incentive to affordable housing development	Ongoing	Density bonus regulations updated in October, 2021.
1-3-1 Assistance for Emergency Shelters, Low Barrier Navigation Centers and Extremely Low-Income Housing	Provide support in accessing state or federal funds, such as supporting requests on behalf of a nonprofit provider, expedited permit approvals in support of a non-profit application	Ongoing annual outreach	No applications received in 2023. Zoning code was updated in October, 2021 to include these types of housing developments in accordance with State law.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
1-3-2 Assistance for Special Needs Housing	Meet periodically with local non-profit service providers at least bi-annually to assess the special housing needs of the community, including farmworkers, extremely low-income housing, and persons experiencing homelessness and work with nonprofit organizations to identify suitable sites for the placement of housing and facilities	Bi-Annually	Ongoing.
1-3-3 Support Services for Elderly and Disabled Persons	Promotion of elderly and disabled services through the placement of informational materials at City offices and/or assistance in accessing state or federal funding for such services.	On-going	Ongoing.
1-3-4 Annual Housing Element Review	Evaluates progress of housing element programs and General Plan consistency	Bi-Annually	Annual report from 2023 to be submitted to HCD by April 1, 2024.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
1-3-5 ADA Implementation	Ensure that all construction projects requiring building permits comply with the Americans with Disabilities Act (ADA) as provided by the Uniform Building Code.	On-going	Ongoing through Building Department
1-3-6 Monitor Reasonable Accommodation Program	the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	On-going	Zoning code, including reasonable accommodation regulations updated in October, 2021. No reasonable accommodation requests were received in 2023.
1-3-7 Water/Sewer Reservation	Assure priority sewer/water capacity is reserved for future low-income housing development per RHNA for the 2019-2024 period; 2 equivalent dwelling unit serves for very low- and low-income households	Immediately through 2024	Reservation policy adopted in Housing Element. No applications made in 2023.
2-1-1 Piggyback Application Processing	Continue to allow "piggyback" development application process whereby multiple applications are processed	Ongoing standard practice	No applications received in 2023.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
	concurrently		
3-1-1 Vacant Land Inventory	Maintain a vacant land inventory and associated mapping to market sites for future residential development	Ongoing standard practice	Posted on website through Housing Element.
3-2-1 Extend City Services to Housing Located Outside the City	Support replacement housing projects within adjoining territory outside the City's jurisdiction (on a case-by-case basis) by making available water and/or sewer services for replacement of existing housing.	Immediate and on-going	The Loyaltan Mobile Home Park, located within Sierra County (outside City boundaries), just west of the City, previously had about 30 mobile homes that were removed. Currently the County has been working with a developer to reconstruct housing on the site. Because of a water crisis the City is no longer able to provide services to the property, until crisis is over.
3-3-1 Housing Element Regulatory Amendments	Amend the Zoning Code and other regulations to comply with State Housing Law.	Within 6 months of adoption of 6th Cycle RHNA Housing Element	Zoning code was updated in October, 2021 to address this program.
3-3-2 Affordable Housing Replacement Requirements	In accordance with the California Government Code (§ 65915(c)(3)) the County shall require replacement housing units on sites identified in the site inventory when any new development (residential,	Establish policy immediately	This policy was established when the Housing Element was updated and adopted by the City in April, 2021.



Program	Objective	Timeframe	Status of Program Implementation
	mixed-use or non-residential) occurs on a site that has been occupied by or restricted for the use of lower-income households any time during the previous five years.		
3-3-3 Publicly-Owned Surplus Land Review	Identify publicly owned surplus land to determine its suitability for low-and very low-income households and to develop procedures for land swaps if sites more suitable for affordable workforce housing are identified	Annually	Completed
3-3-4 Local Hazard Mitigation Plan	Amend General Plan as required per state statutes SB 379, AB 162, SB1241, and Gov't Code § 65302 (h)	Upon adoption of 6th Cycle RHNA Housing Element	Sierra County is planning to start updating the Local Hazard Mitigation Plan in 2024 which will include the City of Loyalton. With the City being a part of the Multi-Jurisdictional Hazard Mitigation Plan, this plan will also include the General Plan Safety Element per statute.
3-3-5 Floodplain Mitigation Program	Conduct a study of development constraints to all residentially zoned vacant parcels located in the 100-year floodplain within Loyalton. Coordinate study	Upon adoption of 6th Cycle RHNA Housing Element	Study was completed and adopted by City Council on November 16, 2021.

Program	Objective	Timeframe	Status of Program Implementation
	with property owners and potential housing developers.		
3-3-6 Lot Spilt Program	Encourage the development of Residential Multiple Family R-2 Zoned sites on all parcels listed in Figure 4-4 (Assessor's Parcels 017-050-001 and 017-066-008) of this Housing Element, by waiving subdivision, lot line adjustment and lot merger applications and expediting approval of these applications to create separate parcels of at least 0.5 acres to develop higher density residential development.	Add two housing units by 2024	This program created when Housing Element was updated in April, 2021. No applications were filed in 2023 to take advantage of this program.
3-3-7 Accessory Dwelling Marketing Program	Create a public outreach and information program to increase production of affordable ADUs	Add two housing units by 2024	ADU was posted to the Housing Element on the City website.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
4-1-1 Market Rate Housing Program	Encourage the production of market-rate rental and ownership housing for moderate- and above moderate-income households through its land development policies.	Immediately for production of two units by June, 2024	City continues to encourage the development of market rate housing. None produced in 2023.
4-1-2 Housing Rehabilitation and Homebuyers Assistance	Investigate the possibility of collaborating with other local agencies to secure grant funding and provide a low-income homeowners housing rehabilitation program and homebuyers assistance program for Loyalton.	Provide funding for rehabilitating three houses by 2024	City does not have capacity to create and administer this program on its own. The City will continue working with Sierra and Plumas County to create this program.
4-1-3 Code Enforcement Funding	Continue to seek grant funding to support an enhanced Code Enforcement Program.	Ongoing	Ongoing
4-1-4 Housing Inspection Program	Maintain operation of a housing inspection program through the Plumas County Community Development Commission (PCCDC).	Ongoing	The City does not currently have any Section 8 rentals, but will seek systematic / annual housing inspections through Plumas County Community Development Commission at such a time as Section 8 rentals become available within the City.

Program	Objective	Timeframe	Status of Program Implementation
4-1-5 Energy Conservation	Promote several current ongoing energy conservation programs offered to Loyalton residents, including the Home Energy Assistance Program and the free Home Weatherization Improvement Program (provided by the Plumas County Community Development Commission) and the Energy Rate Reduction Program (provided by PG&E).	Ongoing	HEAP and Home Weatherization Improvement Program information Posted on the website in 2023.
4-1-6 Title 24 Energy Code Administration	Continue to enforce the State of California's Title 24 energy requirements.	Ongoing	Ongoing-Building Department implementation
4-2-1 Housing Rehabilitation/Code Enforcement Coordination Program	Upon securing grant funding, establish a Housing Rehabilitation program to be coordinated with the City's Code Enforcement program	Upon securing a grant, begin funding in 2023 for three rehabilitated houses	City does not have capacity to create and administer this program on its own. The City will continue working with Sierra and Plumas County to create this program.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
5-1-1 Assistance to public regarding housing and housing discrimination and Affirmatively Furthering Fair Housing	Continue to serve as liaison between the public and appropriate agencies in matters concerning housing discrimination.	Create AFFH plan by September 2021	In 2024, City will create and disperse informational flyers on fair housing, and work on including an annual fair housing presentation during City Council Meetings.
5-1-2 Reasonable Accommodation Regulations	Regularly monitor the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	Ongoing	Zoning code, including reasonable accommodation regulations updated in October, 2021. No reasonable accommodation requests were received in 2023.
5-1-3 Post EESC Information	Maintain posting of Equal Employment Opportunity Commission (EEOC)-generated brochures and leaflets at City offices, the public library and police stations for discrimination complaints.	Ongoing	Ongoing
6-1-1 Section 8 Housing Vouchers	Continue to support the Plumas County Community Development Commission to expand Housing Choice Vouchers (Section 8) allocations	Ongoing	Ongoing. City does not have any authority to expand this program.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
6-2-1 Affordable Housing Agency Outreach	Work with Federal, State, nonprofit housing organizations, and/or other entities that target smaller scale residential infill projects, such as Habitat for Humanity, to provide new single-family and multifamily residential workforce housing units for lower income families	Strategy by December 2021; Two new workforce housing units by 2024	No accomplishments to report in 2023.