

# 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  
6:00 P.M. – CITY HALL AUDITORIUM  
605 SCHOOL STREET  
MAY 24<sup>TH</sup>, 2022  
NEXT ORDINANCE #425  
NEXT RESOLUTION NO. 2-2022**

**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**
  1. Letter from Cal-Trans regarding ADA Annual Certification (Attachemnt)
6. **APPROVAL OF MINUTES**
  - Special Meeting April 19<sup>th</sup>, 2022 (Attachment)
  - Regular Meeting April 19<sup>th</sup>, 2022 (Attachment)
7. **STAFF REPORTS**

**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 April 2022 (Attachment)
- Approval of Bill Sheet April 2022 (Attachment)
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000.00 (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 FEMA Update.
2. Discussion and Possible Action regarding adoption of Resolution 2-2022 Adopting A List of Projects for Fiscal Year 2022-2023 Funded by SB 1; The Road Repair and Accountability Act of 2017 (Attachment)
3. Discussion and Possible Action in regard to payment plan for liability Insurance. (Attachment)

**14. AGENDA INPUT FOR UPCOMING MEETINGS**

**15. BOARD MEMBER CLOSING REMARKS**

**16. ADJOURNMENT**

# CITY CLERK

MAY 24, 2022 REGULAR MEETING OF THE LOYALTON CITY COUNCIL  
OR NEXT CONSECUTIVE MEETING DATE WITH THESE AGENDA ITEMS.

MERTTON FAMILY (515 MAIN ST. LOYALTON CA.); PUBLIC COMMENTS:

**A COMPLIMENT:** HELLO EVERY COUNCIL MEMBER, AND  
CONGRATULATIONS ON

A SUCCESSFUL TIMBER FESTIVAL (FEST.). THIS LAST SATURDAY!!!

JOB WELL DONE TO SIERRA COUNTY SUPERVISOR TERRY LE BLANC AND EVERYONE  
INVOLVED!!!!



**CITY CLERK:** PLEASE RECORD THIS EXACT WORDING IN THE 5/24/22 WRITTEN  
MINUTES.

MAY 24, 2022 REGULAR MEETING OF THE LOYALTON CITY COUNCIL OR  
NEXT CONSECUTIVE MEETING DATE WITH THESE AGENDA ITEMS.

**INQUIRY COMMENTS :** MERTTON COMMENTS ARE APPLIED  
TO THE FOLLOWING AGENDA ITEMS BELOW:

**AGENDA ITEM 8, WE BRING BEFORE COUNCIL FOUR  
SPECIFIC PUBLIC COMMENTS OF INQUIRY:**

**FIRST COMMENT. \*\*\*\*\*THE URGENT REPLACEMENT OF  
THE DIGITAL "RECORDING DEVICE" USED TO**

PROVIDE A PUBLICLY AVAILABLE COMPLETE RECORDING ON CD FOR ALL  
"APPROPRIATE" CITY COUNCIL MEETINGS IS IN IMMEDIATE NEED.

**QUESTION:IS THERE ACTION ON THIS MATTER BEING PLANNED?**

THERE ARE NOW AVAILABLE DEVICES THAT NOT ONLY RECORD, BUT FOR A MONTHLY  
CHARGE CAN AND WILL PROVIDE TYPED TRANSCRIPTS FOR MINUTES ,CAN TYPE  
AND EDIT COUNCIL CORRECTED MINUTES, AND , CAN  
CREATE CDS. ALL THIS CAN BE DONE WITHOUT ENCROACHING ON OFFICE STAFF  
TIME. IS THERE ACTION ON THIS MATTER BEING PLANNED?

**CITY CLERK:** PLEASE RECORD THIS EXACT WORDING IN THE 5/24/22 WRITTEN  
MINUTES.

**DETAILS TO BE REFLECTED IN THE  
MEETING MINUTES:**

MAY 24 ,2022, REGULAR MEETING OF THE LOYALTON CITY COUNCIL OR  
NEXT CONSECUTIVE MEETING DATE WITH THESE AGENDA ITEMS.

## **COMMENT 2: REGARDING AGENDA ITEM 9. FIRE DEPARTMENT REPORT:**

USE OF WATER AND SEWER EMERGENCY SETTLEMENT MONEY.

**QUESTION:** HAS THE COUNCIL HIRED A FULL TIME (AND EMERGENCY  
SERVICE COVERAGE) STATE LICENSED WATER AND SEWER OPERATOR ? YES OR NO?

WATER INFRASTRUCTURE FOR FIRE HYDRANTS AND WATER STORAGE FOR FIRES ARE  
IN NEED OF REVIEW BY

**A WATER AND SEWER STATE LICENSED  
OPERATOR.**

**STATUS INQUIRY: YES OR NO?**

**CITY CLERK:** PLEASE RECORD THIS EXACT WORDING IN THE 5/24/22 WRITTEN  
MINUTES.

**DETAILS TO BE REFLECTED IN THE  
MEETING MINUTES:**

MAY 24, 2022, REGULAR MEETING OF THE LOYALTON CITY COUNCIL OR  
NEXT CONSECUTIVE MEETING DATE WITH THESE AGENDA ITEMS.

## **COMMENT 3. REGARDING AGENDA ITEM 10. FINANCIAL REPORT:**

**TOPIC: USE OF WATER AND SEWER EMERGENCY SETTLEMENT  
MONEY. SEE I. AND II.**

**QUESTION: HAS THE COUNCIL HIRED A FULL TIME (AND EMERGENCY SERVICE  
COVERAGE) STATE LICENSED WATER AND SEWER OPERATOR ? YES OR NO?**

**IF THE ANSWER IS NO:**

**AN IDEA FOR THE COUNCIL'S CONSIDERATION:**

**I. HIRE A "CRWA" RECOMMENDED WATER AND SEWER  
"SPECIALIST". ATTORNEY TO FIND ;**

**\*ALL SETTLEMENT MONEY "CASE JUDGEMENT LANGUAGE" ,**

**\*WITH THE TARGET OF FINDING; ITEMS A, AND B.**

**ITEM A. A LEGAL REMEDY TO DEFINE PRECISELY WHAT THE SETTLEMENT FUNDS CAN  
BE SPENT ON.**

**RATIONAL : THE VAGUE "WATER AND SEWER EMERGENCIES" TERMINOLOGY**

**PUBLICLY DISCUSSED OVER THE LAST 4.5 YEARS IS NOT PRECISE ENOUGH.**

**ITEM B. TO PROVIDE THE CITY COUNCIL WITH A LIST OF ALL S.U.S.P. "TYPE  
"COMPANIES" WHO CAN;**

**FULFILL ALL "FULL TIME" AND "EMERGENCY COVERAGE TIME" NEEDED FROM A  
STATE LICENSED WATER AND SEWER OPERATOR AT LOYALTON'S FACILITIES  
AND, SUCH A COMPANY WITH ABILITY TO ASSIST COUNCIL BY INTERVIEWING  
AND TRAINING NEW HIRES.**

**PLEASE REVIEW YOUR COPY OF S.U.S.P. PROPOSAL OF SERVICES.**

**TOPIC: USE OF WATER AND SEWER EMERGENCY SETTLEMENT MONEY. SEE I. AND II.**

**II.**

**IN ADDITION, CONSIDER HIRING SITKOFF /O'NEIL ACCOUNTANCY CORPORATION IN TRUCKEE CA.**

**THEIR TASK WOULD BE TO ANALYZE THE LAST TWO YEARS OF THE COUNCIL APPROVED AUDITS AND TO CONDUCT THE AUDIT AT THE END OF THIS CURRENT UPCOMING FISCAL YEAR. SEE ITEMS A AND B.**

**ITEM A. THE PURPOSE IS TO AUDIT THE MANAGEMENT OF INCOME AND EXPENSES ONLY RELATED TO THE RUNNING OF THE CITY'S WATER AND SEWER OPERATIONS/ALL RELATED SERVICES.**

**ITEM B. THIS INFORMATION WILL BE NEEDED DURING APPLICATIONS FOR**

**USDA GRANTS :**

**\*RELATED TO INDIVIDUAL PROPERTY OWNER GRANTS (LATERAL INFRASTRUCTURE REPAIRS),**

**\*WATER /SEWER GENERAL MASTER PLAN GRANTS, AND**

**\* MASTER PLAN IMPLEMENTATION GRANTS.**

**STATUS INQUIRY: YES OR NO?**

**CITY CLERK: PLEASE RECORD THIS EXACT WORDING IN THE 5/24/22 WRITTEN MINUTES.**

**DETAILS TO BE REFLECTED IN MEETING MINUTES:**

MAY 24, 2022 REGULAR MEETING OF THE LOYALTON CITY COUNCIL OR  
NEXT CONSECUTIVE MEETING DATE WITH THESE AGENDA ITEMS.

## **COMMENT 4. REGARDING AGENDA ITEM:13.2. RESOLUTION #2-2022**

THIS ALL CAN ALSO BE FURTHER DISCUSSED AT THE JUNE 2022 REGULAR MEETING.

ROAD IMPROVEMENT RESOLUTIONS SHOULD REVIEW THE INFRASTRUCTURE AND  
STATUS OF WATER AND SEWER LINES UNDER THE ROADS BEFORE SPENDING FUNDS  
TO REPAIR THE ROADS OR IMPROVE THE ROADS. THERE IS NOTHING WORSE THAN  
CREATING A BEAUTIFUL ROAD ONLY TO HAVE TO TEAR IT UP DUE TO A 60 TO 100 YEAR  
OLD WATER OR SEWER MAIN OR A 60 TO 100 YEAR OLD WATER OR SEWER LATERAL  
PIPELINE FAILURE.

## **STATUS INQUIRY: YES OR NO?**

**CITY CLERK:** PLEASE RECORD THIS EXACT WORDING IN THE 5/24/22 WRITTEN  
MINUTES.

## **DETAILS TO BE REFLECTED IN MEETING MINUTES:**



Kathy LeBlanc

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**From:** Chang, Joshua@DOT [Joshua.Chang@dot.ca.gov]  
**Sent:** Wednesday, May 11, 2022 9:38 AM  
**To:** ofclerk-cityofloyalton@psln.com  
**Subject:** Point of Contact for Loyalton for public works projects  
**Attachments:** LAPM 9C Form.pdf

Hello,

My name is Josh Chang and I am with Caltrans District 3.

I was wondering who the point of contact is for public works projects.

I am asking because at Caltrans we need that person to fill out an ADA annual certification (LAMP 9C) which I will attach to this email.

Let me know if you have any questions.

Sincerely,  
Joshua Chang  
[Joshua.chang@dot.ca.gov](mailto:Joshua.chang@dot.ca.gov)  
(530)-821-8408

**Exhibit 9-C: Local Agency Americans with Disabilities Act (ADA)  
Annual Certification Form**

Local Agency ADA Annual Certification Form  
49 CFR 27: Nondiscrimination on the Basis of Disability in  
Programs or Activities  
Receiving Federal Financial Assistance

Local Agency: \_\_\_\_\_

State Fiscal Year (July 1-June 30): \_\_\_\_\_

- I. Name of ADA / 504 Liaison Officer: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**NOTE: Section 504 applies to federally funded programs and ADA applies to state and local government funded programs (Title II). An ADA Officer is only required if the agency has 50 or more employees.\***

- II. ADA Grievance / Complaint Procedure Adopted?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, date of completion/last updated: \_\_\_\_\_  
If no, planned date of adoption: \_\_\_\_\_

**NOTE: An ADA Officer is only required if the agency has 50 or more employees.\***

- III. Self-evaluation completed?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, date of completion/last updated: \_\_\_\_\_  
If no, planned date of completion: \_\_\_\_\_

**NOTE: All public entities receiving federal funds are required to complete a self-evaluation. Agencies are required to review and make modifications as needed to the self-evaluation to ensure there is non-discrimination on the basis of disability. Local agencies shall implement a system for periodically reviewing and updating self-evaluations and, if applicable, transition plans. As a best practice, it is recommended to review the self-evaluation every three years prior to submitting or adopting the four-year Transportation Improvement Program.**

\* The Section 8.1000 in Title II, Technical Assistance Manual states, "How does a public entity determine whether it has 50 or more employees? Determining the number of employees will be based on a governmentwide total of employees, rather than by counting the number of employees of a subunit, department, or division of the local government. Part-time employees are included in the determination."

## IV. Transition Plan completed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, date of completion/last updated: \_\_\_\_\_

If no, planned date of completion: \_\_\_\_\_

**NOTE:** In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity with 50 or more employees are required to develop a transition plan.\*

The transition plan is the action plan developed from the results of the self-evaluation. As a best practice, it is recommended to update the transition plan every three to five years after completion of the recommended self-evaluation and to update the schedule of ADA compliant changes that will be accomplished.

## V. Have your agency's policies, procedures, and criteria for implementing ADA compliance improvements in maintenance and capital improvement programs been reviewed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Were deficiencies found?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If deficiencies were found, have the agency's ADA plans been revised to correct those deficiencies?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

## VI. Does the agency have procedures to obtain approval from the Division of State Architect (DSA) for design packages consistent with State law?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

DSA website: <https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Accessibility-Plan-Review>

Reminder: State of California Government Code Sections 4450 - 4454 requires DSA to review and approve the plans and specifications to all buildings, structures, sidewalks, curbs and related facilities constructed in the state, using state, county or municipal funds, or the funds of any political subdivision of the state. These facilities shall be accessible to and usable by persons with disabilities. Please reference Section 9.3 of the Local Assistance Procedures Manual for submittal of design packages to DSA.

The DSA has limited their review to "Safe Routes to School" projects. For ATP Projects, the California Transportation Commission considers Safe Routes to School projects as those "that directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public-school bus stop and the students must be the intended beneficiaries of the project."

## VII. Are agency's Standard Plans reviewed and updated on an ongoing basis for full ADA and California Accessibility compliance?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Signature  
(ADA Liaison Officer)

Date: \_\_\_\_\_

Distribution: (1) Original - DLAE

April 19, 2022

**SPECIAL MEETING**

The special meeting of the Loyalton City Council was called to order by Mayor Jackson on April 19th, 2022 at 5:00 p.m.

**COUNCIL MEMBERS PRESENT**

Mayor Jackson, D. Riede, J. Markum, J. Gerow

**COUNCIL MEMBERS ABSENT:**

**STAFF PRESENT**

Kathy LeBlanc-City Clerk

**GUESTS PRESENT**

**APPROVAL OF AGENDA**

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

**ANNOUNCEMENTS**

None

**STAFF REPORTS**

None

**PUBLIC COMMENT**

None

**CLOSED SESSION**

1. Mayor Jackson adjourned the special meeting to go into closed session. Mayor Jackson reconvened the meeting stating the reportable action will be given during the Regular Meeting to follow.

**MEETING ADJOURNED**

**APPROVED:** \_\_\_\_\_  
Mayor S. Jackson

**ATTEST:** \_\_\_\_\_  
Kathy LeBlanc- City Clerk

April 19<sup>th</sup>, 2022

## **REGULAR MEETING**

The Regular meeting of the Loyalton City Council was called to order by Mayor S. Jackson on April 19<sup>th</sup>, 2022 at 6:00 p.m. Loyalton City Auditorium

**COUNCIL MEMBERS PRESENT** Mayor S. Jackson, J. Markum, D. Riede, J. Gerow

**COUNCIL MEMBERS ABSENT**

## **STAFF PRESENT**

City Clerk- Kathy LeBlanc

## **GUESTS PRESENT**

J. McHenry, L. Sequido, M. Fillippini, P. Fillippini, B. Wagner, S. Dryden, L. Tipton, B. Mертton, J. Mертton, R. DeMartini, P. DeMartini, D. Acevedo, S. Acevedo

## **APPROVAL OF AGENDA**

It was moved by J. Markum, seconded by D. Riede to approve the agenda as posted. Motion carried.

## **ANNOUNCEMENTS**

1. City Clerk informed the council that Nate Smeltzer who is doing a boy scout project with the Veterans banners will need more brackets for more banners. Mayor Jackson by council consensus approved the purchase of brackets.
2. Councilmember Markum informed the Council that Gary Nelson has agreed to become the new Museum Curator. Mayor Jackson by council consensus approved Gary Nelson as Museum Curator.
3. Mayor Jackson reported that J. Mitchell would like to use the Auditorium one day a month providing it is not being used.

## **APPROVAL OF MINUTES**

1. It was moved by D.Riede, seconded by J. Markum to approve the minutes of the Regular Meeting of March 15, 2022. Motion carried.
2. It was moved by D.Riede, seconded by J. Markum to approve the minutes of the Special Meeting of March 24, 2022. Motion carried.
3. It was moved by D.Riede, seconded by J. Markum to approve the minutes of the Special Meeting of April 5, 2022. Motion carried.

## **STAFF REPORTS/WRITTEN COMMUNICATIONS**

1. Mayor Jackson informed the council and public that the State of California has issued a Drought Impact Notice. Mayor Jackson would like water restriction letters to go out in May.
2. Mayor Jackson reported on the Citation the City received from the State Water Control Board for a missed water sample. Councilmember Gerow will contact State as to the process to become compliant.
3. Mayor Jackson address the Water/Sewer accounts that are in arrears, she stated that she would like the City Clerk to send out letters to the accounts that owe \$600.00 or more.

## **TIMED ITEM: FEMA PRELIMINARY FLOOD PLAIN MAP**

Lucas Tipton from Farr West Engineering addressed the council in regards to the Preliminary Flood Plain Maps. He stated that he and Mayor Jackson attended the meeting on February 22, 2022. He reported that FEMA will pause the adoption of the maps, probably for 1-2 years until more data is obtained. Mayor Jackson thanked Lucas for all his time and effort into this project. She would like the City to be involved in this process until it is completed. This item will remain on the agenda for future updates.

## **PUBLIC COMMENT**

1. Mark Schultze from the Mormon Church informed the Council that they will be doing a clean-up at the Cemetery on May 7<sup>th</sup>, 2022 all are welcome to help. He stated that there will be a Fish Fry at 12:30 for all volunteers.
2. Janet McHenry addressed the Council on the National Day of Prayer that will take place on May 5, 2022 at the Fire Station in Loyalton. She encouraged all to attend.

## **FIRE DEPARTMENT REPORT**

1. It was moved by D. Riede, seconded by J. Markum to approve the purchase of New Type 5 Brush Truck and access up to \$100k from the reserve for a 50% deposit. Motion carried.  
Assistant Chief R. DeMartini reported the following: (1) 71 calls so far this year. (2) 4 Explorers will be attending training in Quincy. He also requested that the City surplus the 1988 International Brush Truck 11, Mayor Jackson by consensus approved the request. P. Demartini inquired about the budget and reserve account. She will check in with Kelly Champion in regards to this.

## **FINANCIAL COMMITTEE REPORT/UPDATE**

Mayor Jackson reported that the Finance did not meet. She also reported that the Council has accepted the resignation from Jamie Stockdale-Bookkeeper and we are currently looking for a replacement.

1. It was moved by D. Riede, seconded by J. Markum to approve the reconciled Accounts for March 2022. Motion carried.
2. It was moved by D. Riede, seconded by J. Markum to approve the bill sheet not to exceed \$173,768.07. Motion carried.

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

1. It was moved by J. Markum, seconded by J. Gerow to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion carried.

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

1. (a) Councilmember Gerow reported that 2 new aerators have been ordered which will be more efficient. (b) He would like to replace the locks at the Pool Building. (c) He would also like to install Non-Smoking signs at the Park. (d) He will look into getting surveillance camera's.
2. (a) Councilmember Riede reported that we need to get power cut to re-route the power to the Concession Stand. (b) She also thanked L. Seuido for all his work on the Ball Fields. (c) She stated that the water downtown will be turned on next week.



## **OTHER COMMITTEE REPORTS**

1. (a) Mayor Jackson reported that all the Street Lights will be replaced with LED lights by September. (b) She also reported that she is working on an Electric Car Charging Station. (c) She also had a request for the Street Lights to be turned off for a Dark Sky Night on April 22, 2022 for a meteor shower she is still working on the request. (d) Master Agreement with CTL still in process. (d) She would like to have a Resolution on the May agenda for the Public Works bid process.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

1. Mr Fillippini addressed the Council on the sewer problem at 608 Church Street. He stated that the sleeve option would not work for this problem. He has been in contact with another contractor to solve this problem. After a brief discussion Mayor Jackson authorized him to go ahead with the fix and the City will pay half the cost.
2. Councilmember Markum & Louis Sequido addressed the council on the process to tear down Pool Building. They spoke on the electrical situation from the pool to the Concession Stand and Scoreboards. Councilmember Riede will contact Liberty. L. Sequido met with QED and they are ready for the tear down as soon as electrical issue is solved. The full tear down and fill in should take 5 days. It was moved by J. Markum, seconded D. Riede to approve the cost of the electrical conversion. Motion carried.
3. After a brief discussion on the lease for the Probation Department Lease, It was moved by D. Riede, seconded by J. Gerow to approve the lease for 5 years for \$1000.00 per month. Motion carried.
4. Mr. Acevedo addressed the council on a Special Use Permit to live in a Travel Trailer while he is building a new house. Mayor Jackson informed him that he could go to City Hall to look at the Housing Element.
5. Mayor Jackson reported on the Closed Session. Mayor Jackson stated that an employment offer was made to a previous employee. No reportable action was taken.
6. Mayor Jackson would like to update the Burn Permit Form. Assistant Chief R. DeMartini will contact the Chief to review the form and return it to the Clerk with any changes.
7. After a brief discussion it was decided to table the Employee Fuel cost to a future agenda.
8. It was moved by J. Markum, seconded by D. Riede to approve a letter of support for Tour d Manure. Motion carried.

## **INPUT FOR UPCOMING MEETINGS**

None

## **CLOSING REMARKS**

None

Meeting Adjourned

APPROVED: \_\_\_\_\_  
Mayor 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)	4/30/2022	(\$470,064.69)	In Progress	
CDBG Account (0059)	4/30/2022	(\$11,646.35)	Reconciled	05/05/2022
F.D. Reserve (7243)	3/31/2022	(\$177,748.62)	Reconciled	04/07/2022
General Savings (0322)	4/20/2022	(\$29,438.96)	Reconciled	05/05/2022
Enterprise-W&S (0559)	4/30/2022	(\$366,287.93)	Reconciled	05/05/2022
WWTP Settle. (4387)	3/31/2022	(\$195,531.44)	Reconciled	04/07/2022
COVID (0998)	3/31/2022	(\$0.00)	Reconciled	04/07/2022
LAIF Account (496)	3/31/2022	(\$2,033,284.90)	Reconciled	04/07/2022
CalTrust (29130)	3/31/2022	(\$81,007.24)	Reconciled	04/07/2022

This authorization took place at the council meeting held on 5/17/22 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 5/17/22



### 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	06/03/2022	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	06/10/2022	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	06/17/2022	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	06/24/2022	
	Water		1,500.00
	Sewer		4,500.00

**THIS TOTAL**

**\$24,000.00**

This authorization took place at the council meeting held on 05/17/2022 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 05/17/2022

1:52 PM

05/11/22

Cash Basis

City of Loyaltyon

Bills Paid

As of April 30, 2022

Type	Date	Num	Name	Memo	Paid Amount
<b>Enterprise Loan MM 0559</b>					
Check	04/30/2022		Plumas Bank		-2.00
Check	04/11/2022		Plumas Bank		-10.00
Total Enterprise Loan MM 0559					
<b>General Funds</b>					
<b>General Checking 1956- NEW</b>					
Check	04/30/2022			Service Charge	-2.00
Liability Check	04/01/2022		Employment Development Depart...	69817369	-113.55
Liability Check	04/01/2022		US Treasury-941	94-6000364	-995.36
Liability Check	04/15/2022		US Treasury-941	94-6000364	-1,200.24
Liability Check	04/15/2022		Employment Development Depart...	69817369	-168.09
Liability Check	04/28/2022		Plumas Bank-Vendor	94-6000364	0.00
Check	04/11/2022		Chargeback - NSF		-105.77
Liability Check	04/29/2022		Employment Development Depart...	69817369 QB Tracking # -1932579326	-103.89
Liability Check	04/29/2022		Employment Development Depart...	69817369 QB Tracking # -1932283326	-77.63
Liability Check	04/29/2022		US Treasury-941	VOID: 94-6000364 QB Tracking # -1927354326	0.00
Check	04/01/2022		John Cussins Retiree	April 2022 Pension Payment	-1,171.76
Check	04/01/2022		Patsy Jardin Retiree	April 2022 Pension Payment	-1,957.91
Check	04/01/2022		Orville McGarity Retiree	April 2022 Pension Payment	-268.36
Check	04/01/2022		Donald Yegge Retiree	April 2022 Pension Payment	-513.55
Check	04/01/2022		Kathy LeBlanc	April 2022 City Council	-150.00
Check	04/01/2022		Sarah Jackson	April 2022 City Council	-150.00
Check	04/01/2022		Joy Markum	April 2022 City Council	-150.00
Check	04/01/2022		Jerry Gerow	April 2022 City Council	-150.00
Check	04/01/2022		Darlene Riede	April 2022 City Council	-150.00
Bill Pmt -Check	04/01/2022		Sierra County Auditor	April 2022 City Council	-150.00
Bill Pmt -Check	04/01/2022		S.C.O.R.E.	Police Contract	-1,250.00
Paycheck	04/01/2022		LeBlanc, Katherine L		-3,254.94
Paycheck	04/01/2022		Lundy, Justus		-700.71
Paycheck	04/01/2022		Reeves, Jonathan		-549.26
Paycheck	04/01/2022		Stockdale, Jamie		-1,301.12
Paycheck	04/01/2022		Bastian Engineering		-1,107.97
Bill Pmt -Check	04/06/2022		City of Portola	Groundwater Gradient	-393.75
Bill Pmt -Check	04/06/2022		Farr West Engineering	Building Inspector - Billing Dates 8.27.21 - 3.25.22	-154.00
Bill Pmt -Check	04/06/2022		Gary Price	FEMA Flood Map	-12,802.75
Bill Pmt -Check	04/06/2022		High Sierra Gas LLC	Housing Element	-2,080.00
Bill Pmt -Check	04/06/2022		Kelly Champion		-1,940.41
Bill Pmt -Check	04/06/2022		Ken Morgan	12/01/21-12/31/21	-210.00
Bill Pmt -Check	04/06/2022			Water Equipment Repair	-540.00

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Cash Basis

City of Loyalton  
Bills Paid  
As of April 30, 2022

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	04/06/2022	7487	Pitney Bowes Supplies	Red ink ctg	-169.98
Bill Pmt -Check	04/06/2022	7488	Plumas-Sierra Telecomm.		-218.00
Bill Pmt -Check	04/06/2022	7489	Plumas Sierra Rural Electric		-3,600.86
Bill Pmt -Check	04/06/2022	7490	Sofline Data	Water/Sewer Bill Cards	-275.50
Bill Pmt -Check	04/06/2022	7491	Xerox Corporation	951429299	-187.37
Paycheck	04/15/2022	7492	LeBlanc, Katherine L		-629.36
Paycheck	04/15/2022	7493	Lundy, Justus		-677.59
Paycheck	04/15/2022	7494	Morris, Raymond J		-977.86
Paycheck	04/15/2022	7495	Reeves, Jonathan		-1,330.14
Paycheck	04/15/2022	7496	Stockdale, Jamie		-1,137.92
Bill Pmt -Check	04/13/2022	7497	Office Depot Business Credit	6011566601303179	-34.00
Bill Pmt -Check	04/21/2022	7498	AT&T Fire Landline BAN 9343	BAN 9391059343	-30.04
Bill Pmt -Check	04/21/2022	7499	AT&T Fire Pager BAN 54523	BAN 9391054523	-22.56
Bill Pmt -Check	04/21/2022	7500	AT&T Sewer BAN 54522		-43.71
Bill Pmt -Check	04/21/2022	7501	High Sierra Gas LLC		-2,065.95
Bill Pmt -Check	04/21/2022	7502	Jonathan Reeves (Vendor)	Reimbursement for Education Expense	-164.00
Bill Pmt -Check	04/21/2022	7503	Kelly Champion	0/01/22-01/31/22 Year End	-665.00
Bill Pmt -Check	04/21/2022	7504	Patsy Jardin Retiree	Mileage Reimbursement to Downieville- Hood Case	-57.33
Bill Pmt -Check	04/21/2022	7505	S.C.O.R.E. Liability	Installment #9 of 10 Liability Insurance	-1,211.80
Bill Pmt -Check	04/21/2022	7506	S.C.O.R.E. Property	Installment #9 of 10 Property Insurance	-2,043.14
Bill Pmt -Check	04/21/2022	7507	S.C.O.R.E. Work Comp	Workers Comp	-7,045.28
Bill Pmt -Check	04/21/2022	7508	Silver State Analytical Laboratori...		-653.00
Check	04/21/2022	7509	Bank of America	5472 0640 0001 0235	-1,427.95
Paycheck	04/29/2022	7510	LeBlanc, Katherine L		-570.35
Paycheck	04/29/2022	7511	Lundy, Justus		-580.91
Paycheck	04/29/2022	7512	Morris, Raymond J		-1,384.40
Paycheck	04/29/2022	7513	Reeves, Jonathan		-1,347.00
Check	04/27/2022	7514	Postmaster	W/S Bills	-130.40
Check	04/27/2022	7515	California Department of Conser...	1/1/22-3/31/22 Strong Motion & Seismic Hazard Fee	-0.84
Bill Pmt -Check	04/28/2022	7516	Ca. State Water Resources Cont...	Annual Permit Fee 7/01/2021 - 6/30/2022	-23,783.00
Bill Pmt -Check	04/28/2022	7517	Darlene Riede	Reimburse for WNS for Sprinklers	-134.51
Bill Pmt -Check	04/28/2022	7518	Firetrucks Unlimited	50% Deposit Rebel ATX Brush Truck	-88,500.00
Bill Pmt -Check	04/28/2022	7519	Liberty Utilities		-6,160.12
Bill Pmt -Check	04/28/2022	7520	Loyalton Volunteer Fire Associati...	Reimburse for Fire Academy Training	-750.00
Bill Pmt -Check	04/28/2022	7521	Napa Sierra	02390	-142.71
Bill Pmt -Check	04/28/2022	7522	S.C.O.R.E. Liability	Installment #10 of 10 Liability Insurance	-1,222.48
Bill Pmt -Check	04/28/2022	7523	Silver State Analytical Laboratori...		-288.00
Bill Pmt -Check	04/28/2022	7524	VaraCorp, LLC		-17,550.00
Bill Pmt -Check	04/28/2022	7525	Verizon Wireless	2 Aerators for Sewer Plant 370745244-000001	-98.85

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05/11/22

Cash Basis

City of Loyaltyon  
**Bills Paid**  
As of April 30, 2022

Type	Date	Num	Name	Memo	Paid Amount
Total General Checking 1956- NEW					-201,024.93
<b>General Contingency Saving 0322</b>					
Total General Contingency Saving 0322					
Total General Funds					-201,024.93
<b>Designated Funds</b>					
<b>WWTP Settlement MM 4321</b>					
Total WWTP Settlement MM 4321					
<b>WWTP Construction 1990</b>					
Total WWTP Construction 1990					
<b>Community Dev Block Grant 0059</b>					
Total Community Dev Block Grant 0059					
Total Designated Funds					
<b>TOTAL</b>					<b>-201,036.93</b>

**City of Loyalton**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through April 2022**

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Transfer In From WWTP Reserve	17,550.00			
Transfer In from Fire Reserve	88,500.00			
Transfer Out From General Fund	-10,000.00			
Transfer in to Fire Department	10,000.00	10,000.00	0.00	100.0%
Transfer In	10,000.00			
Donations	1,000.00			
Property Taxes	34,947.80	92,800.00	-57,852.20	37.7%
License & Fee Revenues	56,066.47	164,694.00	-108,627.53	34.0%
Intergovernmental - Federal	86,843.12			
Intergovernmental - State	80,894.58	107,699.00	-26,804.42	75.1%
Enterprise Income	553,805.78	678,200.00	-124,394.22	81.7%
Charges for Current Services	45,549.25	74,760.00	-29,210.75	60.9%
Revenue Use of Money & Property	4,082.16	12,948.00	-8,865.84	31.5%
Miscellaneous Revenue	62.23			
Fire Fighting Revenue	452,984.23			
<b>Total Income</b>	<u>1,432,285.62</u>	<u>1,141,101.00</u>	<u>291,184.62</u>	<u>125.5%</u>
<b>Gross Profit</b>	1,432,285.62	1,141,101.00	291,184.62	125.5%
<b>Expense</b>				
Fire Fighting Expenses	217,039.72			
Tools & Equipment	28,315.29	11,750.00	16,565.29	241.0%
Repairs & Maintenance	32,133.95	28,000.00	4,133.95	114.8%
Building Repairs	1,707.50	3,650.00	-1,942.50	46.8%
Penalties & Interest	109.33			
Utilities	136,081.69	172,158.00	-36,076.31	79.0%
Equipment Repair & Maintenance	14,581.70	22,160.00	-7,578.30	65.8%
Taxes	7,588.54	5,820.00	1,768.54	130.4%
Salaries and Wages	100,629.40	171,212.00	-70,582.60	58.8%
Employee Benefits	40,070.50	78,377.00	-38,306.50	51.1%
Services and Supplies	250,941.87	341,737.63	-90,795.76	73.4%
<b>Total Expense</b>	<u>829,199.49</u>	<u>834,864.63</u>	<u>-5,665.14</u>	<u>99.3%</u>
<b>Net Ordinary Income</b>	603,086.13	306,236.37	296,849.76	196.9%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Transfers Out	10,000.00	20,000.00	-10,000.00	50.0%
Debt Service	299,411.96	284,650.00	14,761.96	105.2%
<b>Capital Outlay</b>	88,500.00	69,799.00	18,701.00	126.8%
<b>Total Other Expense</b>	<u>397,911.96</u>	<u>374,449.00</u>	<u>23,462.96</u>	<u>106.3%</u>
<b>Net Other Income</b>	<u>-397,911.96</u>	<u>-374,449.00</u>	<u>-23,462.96</u>	<u>106.3%</u>
<b>Net Income</b>	<u><u>205,174.17</u></u>	<u><u>-68,212.63</u></u>	<u><u>273,386.80</u></u>	<u><u>-300.8%</u></u>

LOYALTON CITY COUNCIL  
COUNTY OF SIERRA  
STATE OF CALIFORNIA

RESOLUTION NO. 2-2022

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-2023 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of The City of Loyalton are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Loyalton must adopt by resolution a list of all projects proposals to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City of Loyalton will receive and estimated \$ 17,529 in RMRA funding in Fiscal Year 2022-2023 from SB 1; and

**WHEREAS**, this is the fifth year in which the City of Loyalton is receiving funding and will enable the City of Loyalton to continue essential road and maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1: and

**WHEREAS**, the City of Loyalton has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

**WHEREAS**, the City of Loyalton used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City of Loyalton maintain and rehabilitate streets/roads, add active transportation infrastructure throughout the City of Loyalton this year and hundreds of similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City of Loyalton streets and roads are in an “at risk/poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a “better”condition; and

**WHEREAS**, without revenue from SB 1, the City of Loyalton, would have otherwise been canceling projects throughout the community and/or laying off city staff; and

**WHEREAS**, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

**WHEREAS**, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

**WHEREAS**, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

**WHEREAS**, maintaining and preserving the local street and road system in good condition will improve bicycle safety, and make the pedestrian experience safer and more appealing and

**WHEREAS**, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site run-off; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the Loyalton City Council, County of Sierra, State of California, as follows:

1. The foregoing recitals are true and correct.
2. “The following previously proposed and adopted projects may utilize fiscal year 2020-2021 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Loyalton is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:”

Project Description	Project Location	Est. Useful Life	Est. Complete Schedule
Preparation and plans and specification to repair curbs and roadway damaged in the flood of 2017	Railroad Ave and Lewis Ave	3-5 years	8/2022 - 8/2022
Chip Seal and Slurry on all city streets, New Stop Signs, Fix pothole on city streets	<p>Street Boundaries Include: Poole Ln, Beckwith Rd, White St, Jones St, Zollinger St, Meeker St, 1st St, 2nd St, 3rd St, 4th St, E 2nd St, W 3rd St, N 5th St, Church St, Court Ln, Pine St, Railroad Ave, School St, Front St, E Lewis St, Mill St, Taylor Ave, Granite Ave, Patterson Ave, Cemetery Rd, Hill St.</p> <p>All locations have yet to be finalized and are subject to change. Each location will be selected based on priority need and resources throughout the year.</p>	5-10 years	8/2022 - 8/2022

**PASSED AND ADOPTED** by the City Council of the City of Loyalton, County of Sierra, State of California this 17th day of May, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CITY OF LOYALTON

ATTEST:

\_\_\_\_\_  
Darlene Riede, VICE- MAYOR

\_\_\_\_\_  
Kathy LeBlanc, City Clerk



**SCORE - DRAFT PROPOSED Summary of Deposits FY 2022-2023**

MEMBER ENTITY	TOTAL Liability Deposit \$750K SIR (at 75% CL)	\$25K All Risk Deductible Property Premium Due 7/1/2022	TOTAL Work Comp Deposit (at 80% CL)	ERMA EPLI Deposit Due 7/1/2022	EAP Premium Due 7/1/2022	2022-2023 Total Deposit	2021-2022 Total Deposit	% Change	Liability Deposit Due 7/1/2022	WC Quarterly Installment Due 7/1/2022	Crime Coverage Due 7/1/2022
Biggs	\$50,832	\$31,895	\$55,436	\$2,960	\$205	\$141,327	\$138,018	2%	\$50,832	\$13,859	\$2,199
Colfax	\$63,325	\$50,019	\$70,641	\$4,626	\$274	\$188,884	\$195,747	-4%	\$63,325	\$17,660	\$1,047
Dunsmuir	\$120,188	\$57,173	\$94,085	\$6,228	\$296	\$277,970	\$238,165	17%	\$120,188	\$23,521	\$1,047
Etna	\$75,336	\$28,198	\$85,782	N/A	\$319	\$189,635	\$167,046	14%	\$75,336	\$21,446	N/A
Isleton	\$45,339	\$23,903	N/A	N/A	\$274	\$69,515	\$64,716	7%	\$45,339	N/A	N/A
Live Oak	\$142,914	\$114,672	\$138,258	\$10,245	\$1,186	\$407,274	\$349,844	16%	\$142,914	\$34,564	\$1,100
Loomis	\$91,688	\$13,644	\$102,679	\$7,881	\$365	\$216,257	\$203,173	6%	\$91,688	\$25,670	\$1,100
Loyalton	\$23,456	\$40,863	\$25,237	N/A	\$46	\$89,602	\$92,951	-4%	\$23,456	\$6,309	\$1,100
Montague	\$60,166	\$55,279	\$75,215	N/A	\$0	\$190,660	\$157,051	21%	\$60,166	\$18,804	\$1,100
Mt. Shasta	\$217,873	\$41,822	\$255,554	\$31,115	\$1,072	\$547,435	\$471,810	16%	\$217,873	\$63,888	\$1,800
Portola	\$72,679	\$30,622	\$112,637	\$5,797	\$730	\$222,466	\$211,546	5%	\$72,679	\$28,159	\$1,800
Rio Dell	\$92,667	\$43,819	\$119,461	\$8,861	\$0	\$264,808	\$237,882	11%	\$92,667	\$29,865	\$1,100
Shasta Lake	\$293,442	\$187,424	\$283,310	\$30,507	\$1,277	\$795,960	\$732,859	9%	\$293,442	\$70,828	\$1,100
Susanville	\$249,390	\$117,944	\$427,938	\$36,588	\$2,371	\$834,230	\$934,211	-11%	\$249,390	\$106,984	N/A
Tulelake	\$43,290	\$29,935	\$54,036	\$2,867	\$456	\$130,585	\$126,424	3%	\$43,290	\$13,509	N/A
Weed	\$183,488	\$59,073	\$202,288	\$9,314	\$798	\$454,961	\$431,588	5%	\$183,488	\$50,572	\$3,666
Yreka	\$295,354	\$165,566	\$583,904	\$35,631	\$2,348	\$1,082,803	\$985,177	10%	\$295,354	\$145,976	\$2,930
<b>Grand Total</b>	<b>\$2,121,427</b>	<b>\$1,091,850</b>	<b>\$2,686,460</b>	<b>\$192,620</b>	<b>\$12,016</b>	<b>\$6,104,373</b>	<b>\$5,738,209</b>	<b>6%</b>	<b>\$2,121,427</b>	<b>\$671,615</b>	<b>\$21,089</b>

Paid by member direct to ACIP Program