

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 REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – CITY HALL AUDITORIUM
605 SCHOOL STREET
OCTOBER 15, 2024
NEXT ORDINANCE #425
NEXT RESOLUTION NO. 6-2024**

**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 September 17, 2024 (Attachment)
Special Meeting September 25, 2024 (Attachment)
7. **STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS**
 1. Musica Sierra regarding electrical meter.

8. 6:30 TIMED ITEM PUBLIC HEARING FOR WATER RATE INCREASE

9. HOUSING ELEMENT COMMENTS FOR HOUSING ELEMENT 2024-2029

10. 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**

11. FIRE DEPARTMENT REPORT

12. FINANCIAL COMMITTEE REPORTS

1. Financial Committee Report/Update

- Approval of Reconciled Accounts for July, August and September 2024 (Attachment)
- Approval of Bill Sheet September 2024 (Attachment)
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000. (Attachment)

2. Discussion and Possible Action regarding repayment to the City from LAIF Account.

13. PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

14. OTHER COMMITTEE REPORTS

15. 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 approval of Resolution 6-2024 Authorizing Overtime and Portal to Portal pay employees.
4. Discussion and Possible Action regarding approval of Task Order 16 from DOWL Engineering to assist the City of Loyalton with on-call request and Annual wastewater report required by the state.
5. Discussion and Possible Action regarding approval of Task Order 17 regarding Floodplain Management Services.
6. Discussion and Possible Action regarding an amendment for the Waterline Replacement and additional services for compliance with EPA.

16. **AGENDA INPUT FOR UPCOMING MEETINGS**

17. **BOARD MEMBER CLOSING REMARKS**

18. **ADJOURNMENT**

September 17, 2024

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Mayor Riede on September 17, 2024, at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS PRESENT: J. Markum, B. Mertton, S. McIlravy , D. Riede

COUNCIL MEMBERS ABSENT:

STAFF PRESENT

City Clerk- Kathy LeBlanc, Gary Price- City Planner

GUESTS PRESENT

J. Dines, L. Garza. N. Rogers, J. Buck, J. Gerow, G. Clark, L. Horner

APPROVAL OF AGENDA

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

ANNOUNCEMENTS

Councilmember McIlravy thanked Sherriff M. Fisher for paying for the cleaning of the Social Hall. Councilmember Merron inquired about the protest letter for the Water Rate Increase.

APPROVAL OF MINUTES

1. It was moved by S. McIlravy, seconded by J. Markum to approve the minutes of the Regular meeting of August 20, 2024, as amended. Motion carried.
2. It was moved by S. McIlravy, seconded by B. Mertton to approve the minutes of the Special meeting of August 27, 2024. Motion carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS

None

TIMED ITEM HOUSING ELEMENT UPDATE 2024-2029

1. G. Price addressed the Council on the draft Housing element and components of Housing Element. Mr. Price asked for public comments before the document goes to the State for a 90-day review period. (1) Councilmember McIlravy inquired about Housing Condition Survey. (2) J. Buck inquired about the vacant houses. Mr. Price would like the council and community to review the Housing Element Document and get any more comments back to the city or him by October 15, 2024

PUBLIC COMMENT

None

FIRE DEPARTMENT REPORT

None

FINANCIAL COMMITTEE REPORT/UPDATE

1. No Report given.
2. It was moved by B. Mertton, seconded by J. Markum to approve the Reconciled for July and August 2024. Motion carried.
3. It was moved by J. Markum, seconded by B. Mertton to approve the bill sheet for August 2024 not to exceed \$77,008.80. Motion carried.
4. Councilmember Markum asked Mayor Riede to step down from the Finance Committee and as Mayor. Mayor Riede agreed to step down from the finance committee and step down as Mayor reluctantly at the end of this meeting.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS.

1. After a brief discussion it was moved by J. Markum, seconded by B. Mertton to approve the fund transfer from General Account 1956 to Enterprise Loan MM 0559 not to exceed \$24,000. Motion carried.

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

Councilmember McIlravy gave an update on the Soft Ball Fields.

Mayor Riede stated that K. Bennette worked well with the Fire Personnel during the Bear Fire.

OTHER COMMITTEE REPORTS

Councilmember McIlravy reported that Cal-Trans has done some painting lines in town she will check on the painting of cross walks on main street.

DISCUSSION AND POSSIBLE ACTION ITEMS

1. After a brief discussion It was moved by B. Mertton, seconded by J. Markum to reaffirm our State of Emergency Water Distribution System. Motion carried. (This item will be added to the next agenda)
2. Councilmember Mertton gave a brief report on the water distribution system. He stated that the City is working with EPA on contract. Councilmember Markum stated that there may be a grant for a new water tank. She also stated that we are making progress.
3. City Clerk K. LeBlanc addressed the Council on the proposed billing software from G- Works and I-works. After a brief discussion it was moved by S. McIlravy, seconded by B. Mertton to go with the quote from G-Works for our billing software. Motion carried.
4. After a discussion it was moved by S. McIlravy, seconded by B. Mertton, to approve the credit card increase for the fire department cards to \$3000.00 per card. Motion carried.

5. After a discussion regarding Resolution 6-2024 Authorizing Overtime and Portal to Portal pay Fire Department employees this will be brought back for the next agenda.
6. It was moved by S. McIlravy, seconded by B. Mertton to approve the placement of the sign for Musica Sierra. Motion carried.

INPUT FOR UPCOMING MEETINGS

1. Resolution 6-2024 Fire Department

CLOSING REMARKS

Meeting Adjourned

APPROVED: _____
Mayor Riede

ATTEST: _____
Kathy LeBlanc, City Clerk

DRAFT

September 25th, 2024

SPECIAL MEETING

The special meeting of the Loyaltown City Council was called to order by Councilmember Mertton on September 25, 2024, at 5:30 p.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT:

STAFF PRESENT: City Clerk-Kathy LeBlanc

GUESTS PRESENT: J. Buck, J. Dines, J. Gerow, T. Easley, L. Easley, N. Pondeau, D. Hollingshead, L. Garza, S. Camara, L. McIntosh, O, McIntosh

APPROVAL OF AGENDA

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

ANNOUNCEMENTS

None

STAFF REPORTS

None

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION

1. D. Riede rescinded her action of stepping down as Mayor. It was moved by S. McIlravy, seconded by B. Mertton to accept the action of D. Riede. It was then moved by B. Mertton, seconded by S. McIlravy to appoint D. Riede as Mayor. Roll Call: D. Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried. Mayor Riede then took over the meeting.
2. It was moved by D. Riede, seconded by B. Mertton to appoint J. Markum as Vice-Mayor. Roll Call: D. Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried.
3. Mayor Riede stated that all committees will remain the same except J. Markum will now be on the Finance Committee.
4. After a brief discussion and a amendment to Resolution 6-2024. It was moved by S. McIlravy, seconded by B. Mertton to approve Resolution 6-2024 Authorizing Overtime and Portal pay for Fire Department. Roll Call: D. Riede-Aye, J. Markum-Aye, B. Mertton-Aye, S. McIlravy-Aye. Motion carried.
5. Councilmember McIlravy addressed the council regarding the electrical panel for the Musica Sierra and the application for a permit to install electrical panel. Councilmember

Markum stated that a permit was given to L. McIntosh but has not been returned to City Hall for approval. After a discussion with the Council and Musica Sierra representatives. It was decided by consensus that the City will have the City Attorney issue an addendum to the lease with Musica Sierra and that all costs associated with this shall be charged to Musica Sierra. It was moved by S. McClravy, seconded by B. Mertton to move forward with Building Permit application for Electrical panel for Musica Sierra. Motion carried.

AGENDA IMPUT FOR UPCOMMING MEETING

COUNCIL MEMBER CLOSING REMARKS

MEETING ADJOURNED

APPROVED: _____
Mayor Darlene Riede

ATTEST: _____
Kathy LeBlanc- City Clerk

DRAFT

Elect: Bill - TOSH

mess/s

Nanette Rondeau <nanetterondeau@gmail.com>
To: councilwomansmcilravy@gmail.com

Tue, Oct 1, 2024 at 11:27 AM

Hi Sue:

I hope this email finds you doing well. Again, thank you for your patience and support with the permitting process for TOSH.

Before we proceed with the lease addendum and our other arrangements, could we find a time to discuss how the electrical expenses are to be handled going forward? I am doing my best to understand the appropriate process.

It was recently brought to our attention by Chuck Henson that the probation office is currently covering the electrical costs for the entire building.

Thank you, I look forward to coordinating a meeting in the meantime, would it be appropriate hold off on any billable hours regarding this issue with the lawyer?

Sincerely,

Nanette Rondeau
530-966-0618

Sue McIlravy <councilwomansmcilravy@gmail.com>
To: Nanette Rondeau <nanetterondeau@gmail.com>

Tue, Oct 1, 2024 at 12:03 PM

Will have to get back to you on this

[Quoted text hidden]

Sue McIlravy <councilwomansmcilravy@gmail.com>
To: Nanette Rondeau <nanetterondeau@gmail.com>

Thu, Oct 3, 2024 at 11:55 AM

After doing research on the Electric meter at Social Hall, it was discovered that there is only one meter servicing the entire building. After a conversation with Chuck Henson and our financial person and not having the personnel to manage a sub meter. You will have to contact Liberty Utility and establish your own account and install a Liberty maintained meter.

Thank You Sue

[Quoted text hidden]

Sue McIlravy <councilwomansmcilravy@gmail.com>
To: Joy Markum <CouncilwomanMarkum@gmail.com>
Cc: Nanette Rondeau <nanetterondeau@gmail.com>

Thu, Oct 3, 2024 at 11:59 AM

[Quoted text hidden]



Electrical Bill - TOSH

1 message

Nanette Rondeau <nanetterondeau@gmail.com>

Thu, Oct 3, 2024 at 5:18 PM

To: Sue McIlravy <councilwomansmcilravy@gmail.com>

Cc: Joy Markum <CouncilwomanMarkum@gmail.com>

Hi Sue,

Thank you for looking into this and letting me know the outcome.

Much appreciated,
Nanette

[Quoted text hidden]

**NOTICE OF PUBLIC HEARING
CITY OF LOYALTON**

Notice is hereby given that the City of Loyalton will hold a public hearing to consider water rate adjustments. The hearing will take place on Tuesday, October 15th, 2024, at 6 p.m. at the City Hall Auditorium at 605 School Street, Loyalton, CA 96118. The City Council will review the amount of the proposed rates as well as the methodology for calculating the proposed rates. At the conclusion of the hearing, all written protests received will be counted and validated. Absent a majority protest, the City Council will consider implementing the water rate increases. If approved, the first increase would go into effect January 1, 2025.

Kathy LeBlanc
City Clerk

CITY OF LOYALTON

CITY COUNCIL STAFF REPORT

MEETING OF: October 15, 2024

Subject: General Plan Amendment GPA 2024-01;
Housing Element Update

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



Recommended Action: Solicit comments from the public of the draft 2024-29 Housing Element and offer any initial comments to the staff/consultant team for further consideration.

BACKGROUND:

The Housing Element, one of seven State mandated elements that comprise the General Plan, is a policy document that provides an assessment of housing characteristics and needs in the community and establishes programs to improve housing to meet these needs. In accordance with California Government Code Sections 65580-65589, the Housing Element must be updated, generally, every five years. The City’s current Housing Element was approved by the State Department of Housing and Community Development (“HCD”) for the period 2019-24. The Update, which includes significant changes, such as a new chapter on fair housing, is intended to bring the City into compliance with State Housing Law for the period of 2024-29.

The City conducted a public workshop with the City Council on the Housing Element Update on May 21, 2024, kicking off the project. In accordance with State Housing Law requirements, the first draft of the Housing Element Update has been released for a minimum 30-day public comment period starting September 12, 2024, 2024. During the September 17, 2024, City Council meeting, the draft was an item of public review and discussion. The Council requested more time to review the document and requested it to be rescheduled for this October 15, 2024, Regular Meeting. Council members are encouraged to contact Gary Price, Planning Consultant, who prepared the document with any questions on the project at (530) 272-6434 or at gary@plannerprice.com. Due to cost constraints, Gary will not be attending this second meeting on this 30-day review. The City Clerk will be taking notes of any comments the public and/or Council has at this meeting but won’t be able to answer any technical questions on the project. Comments received during this second public review will be considered in the preparation of a preliminary draft document that is then submitted for statutory review by the California Department of Housing and Community Development (HCD). We ask that any public comments, such as technical questions made at the meeting, include their contact information so

that Gary can reach out separately to answer their questions or respond to their comments.

Public Review/Availability/Website:

The City’s website was recently updated with a Planning Resources section that offers a variety of information ranging from the General Plan to the City’s Accessory Dwelling Unit (ADU) Program. Towards the end of the page is a public announcement of the 30-day review period and access to the draft update at:

<https://www.cityofloyalton.org/planning-resources.html>

Regional Housing Need Allocation (RHNA): With each housing element cycle, HCD determines the number of projected housing units each City/County in California is required to accommodate in terms of land/zoning availability for all income levels as projected by HCD. This allocation is called RHNA or Regional Housing Need Allocation . The City is not obligated to produce this housing but needs to demonstrate the ability to provide housing production opportunities to meet RHNA. The RHNA allocation for the 2024-29 cycle calls for a five-year with the objective of producing 2 housing units, both of which would be for lower-income families.

Table 1-1. Loyalton Regional Housing Needs Allocation (2024-2029)

Income Category	Income Range	RHNA (New Construction Need)
Very Low	\$0 to \$45,000 per year	1
Low	\$45,001 to \$72,000 per year	1
Moderate	\$72,001 to \$108,000 per year	0
Above Moderate	More than \$108,000 per year	0
Total Units		2

For a family of 4, Median Income is \$90,000.

Source(s): Income Levels – HCD Income Limits for 2024; Regional Housing Need Determination for 7th Housing Element Planning Cycle

This type of housing is more challenging to provide, considering minimum density requirements and the cost of producing market rate housing. Other reference income levels are Moderate and Above-Moderate income which is typically housing that can be produced through the market. Although the County’s RHNA is limited to lower income housing, the Update needs to include a complete analysis of housing characteristics and needs for all income levels.

The Draft Housing Element Update focusses on creating the two lower income housing units via enhancing the City’s Accessory Dwelling Unit programs (see Programs section below).

Furthering Fair Housing:

Chapter 4 of the update, Assessment of Fair Housing, consists of a new chapter of the Housing Element that evaluates fair housing. In accordance with California Government Code Section 65583 (10)(A)(ii) this section requires the City to analyze racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs, including displacement risk. This, among many other newer housing statutes has made updating the housing element a much bigger task than past practices.

Programs: The substance of the Housing Element are the programs and measures to implement housing law. These are found in Chapter 8, Objectives, Policies, Implementing Actions and Quantified Objectives. This chapter references all the proposed programs that the City will need to complete over the next 5-years to maintain compliance with State housing laws. Referring back to Chapter 7, Housing Achievements During the 2019-24 Planning Cycle, programs were evaluated for performance and then included in the new programs as either modified or omitted in the 2024-29 draft update. Many new programs were developed to also comply with the newer State housing laws. Many of these programs were developed with the intension of meeting RHNA, but they have all been considered based on the City's limited resources to complete them. Most programs are mandated by statute with some of the more significant programs summarized as follows:

- *Streamlined Approval (SB 35) and Permit Streamlining Act.* The City will develop a preliminary application form and procedure or will adopt the Preliminary Application Form developed by HCD pursuant to SB 330. The City will also establish a written policy and/or procedure and other guidance, as appropriate, to specify the SB 35 streamlining approval process (Government Code 65913.4) and standards for eligible projects under Government Code Section 65913.4.
- *Housing Element Regulatory Amendments:* Amend the Zoning Code and other regulations to comply with State Housing Law and review the Zoning Code annually to determine if additional updates need to be completed as needed. Immediate Zoning Code/Other Regulation.
- *Accessory Dwelling Unit Master Plan Program:* The City will partner with the Regional Partnership for Achievable Housing Program with Sierra County and others to provide master plans for constructing new accessory dwelling units. This will include providing ADU plans to folks at a cost of \$1,200 to incentivize development of ADUs at market rental rates. The City will provide these plans at no cost to property owners that reserve rental rates at lower-income rental rates for a minimum 50 years (maximum 2 units per year).
- *Housing Conditions Survey:* The City will complete a Housing Conditions Survey in older neighborhoods and neighborhoods with lower median incomes, to evaluate rehabilitation need.
- *Assistance to public regarding housing and housing discrimination and Affirmatively Furthering Fair Housing:* The City will continue to serve as liaison between the public and appropriate agencies in matters concerning housing discrimination. The City will promote equal housing opportunities through the posting of information and distribution of literature at City buildings. The City will refer discrimination complaints to Legal Services of Northern California (LSNC) and the State Fair Employment and Housing

Commission.

- *The City will develop a plan to Affirmatively Further Fair Housing (AFFH).* The AFFH Plan shall take actions to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

Environmental Review:

Adoption of the Housing Element Update will require the City Council to determine that the project is exempt from the California Environmental Quality Act Guidelines (CEQA). The Housing Element, a policy document, qualifies under the general rule of CEQA. Section 15061(b)(3), which states that CEQA applies only to projects “Where it can be seen with certainty there is no possibility that the activity in question may have a significant effect on the environment, ...” Since this Update is not expected to result in any significant changes to development and/or growth in the City, there are no contemplated scenarios from this Update that would show that this activity would have a significant effect on the environment.

Next Steps:

After receiving public comments at this meeting and after the 30-day public review period the staff consultant team will consider these comments and make further changes to the document readying it for submittal to HCD for statutory review. HCD then has 90 days to review the document and work with the City to create a fully complying housing element. Once HCD issues a letter indicating that the draft meets State housing law, the document will be prepared for adoption through a notice public hearing, by the City Council. We hope that all this can be completed by the end of the year depending on how long HCD takes to complete their review.

City of Loyaltan
 Bills Paid
 September 2024

12:47 PM
 10/08/24
 Cash Basis

Type	Date	Numb	Name	Memo	Paid Amount
General Funds					
General Checking 1956- NEW					
Paycheck	09/01/2024	8983	LeBlanc, Katherine L		-138.53
Paycheck	09/01/2024	8985	McIlravy, Susan L		-138.52
Paycheck	09/01/2024	8986	Merton, William J		-138.52
Paycheck	09/01/2024	8987	Riede, Darlene F		-138.52
Paycheck	09/01/2024	8984	Markum, Joy L		-138.52
Check	09/01/2024	8988	Patsy Jardin Retiree	September 2024 Pension Payment	-2,249.88
Check	09/01/2024	8989	John Cussins Retiree	September 2024 Pension Payment	-1,379.57
Check	09/01/2024	8990	Donald Yegge Retiree	September 2024 Pension Payment	-604.64
Check	09/01/2024	8991	Orville McGarity Retiree	September 2024 Pension Payment	-315.95
Liability Check	09/01/2024	8991	US Treasury-941	94-6000364 QB Tracking # 408635010	-114.78
Bill Pmt -Check	09/03/2024	E-pay	Gary Price	Houseing Element Update	-13,572.97
Liability Check	09/10/2024	9013	Employment Development Department	69817369 QB Tracking # -2139703482	-390.45
Liability Check	09/11/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # -2139699482	-2,686.68
Liability Check	09/11/2024	E-pay	Lundy, Justus		-1,549.12
Paycheck	09/12/2024	9018	Bennett, Kenneth E		-3,020.51
Paycheck	09/12/2024	9014	Lane, Daniel J		-1,807.60
Paycheck	09/12/2024	9015	LeBlanc, Katherine L		-725.24
Paycheck	09/12/2024	9016	Loneragan, Greg		-1,258.49
Paycheck	09/12/2024	9017	DOWL / Farr West Engineering	Task 15 Waterline Replacement Design	-2,886.25
Bill Pmt -Check	09/12/2024	9019	Kelly Champion	Accounting	-2,030.00
Bill Pmt -Check	09/12/2024	9020	S.C.O.R.E.	Annual Insurance Premium	-10,000.00
Bill Pmt -Check	09/12/2024	9021	Employment Development Department	69817369 QB Tracking # 1298433010	-317.04
Liability Check	09/25/2024	E-pay	US Treasury-941	94-6000364 QB Tracking # 1298441010	-2,543.74
Liability Check	09/25/2024	E-pay	Lundy, Justus		-2,098.02
Paycheck	09/26/2024	9026	Bennett, Kenneth E		-2,143.47
Paycheck	09/26/2024	9023	Lane, Daniel J		-1,713.74
Paycheck	09/26/2024	9024	LeBlanc, Katherine L		-833.67
Paycheck	09/26/2024	9025	Loneragan, Greg		-1,099.69
Bill Pmt -Check	09/26/2024	9036	Alliant Insurance Services, Inc.	CRIME0708 / CL142052	-2,106.00
Bill Pmt -Check	09/26/2024	9037	Alliant Insurance Services, Inc.	CRIME0708 / CL142052	-1,233.00
Bill Pmt -Check	09/26/2024	9038	Integrity Heating and Air	R&R 2 Furnaces, Auditorium & City Hall	-2,000.00
Bill Pmt -Check	09/26/2024	9039	S.C.O.R.E.	Annual Insurance Premium	-11,733.82
Bill Pmt -Check	09/26/2024	9040	Plumas-Sierra Rural Electric-2941	Sewer Shed- 3 mos	-278.39
Bill Pmt -Check	09/26/2024	9041	Plumas-Sierra Rural Electric-17386	Pool Lane	-8,392.26
Bill Pmt -Check	09/26/2024	9042	Silver State Analytical Laboratories, Inc		-1,250.00
Bill Pmt -Check	09/26/2024	9043	DOWL / Farr West Engineering	Waterline Replacement Design 2023	-2,350.00
Check	09/26/2024	9044	Postmaster	Enterprise Billing	-184.80
Total General Checking 1956- NEW					-85,562.38
Total General Funds					-85,562.38
TOTAL					-85,562.38

From: Luke Tipton <LTipton@dowl.com>
Sent: Wednesday, October 2, 2024 8:22 PM
To: Joy Markum; Kathy LeBlanc
Subject: DOWL Contracts
Attachments: TO 16 - FY 25 General Services.pdf; TO 17 - Floodplain Management Consulting Services.pdf; Amendment 1_signed.pdf

Joy,

Per our last conversation I am forwarding you two (2) task orders and one (1) task order amendment for the City Council's consideration.

- Task Order 16 is a FY 25 General Services Task Order for \$15,000. This contract is T&M and we typically do not bill for the full \$15,000. This task order allows us the ability to assist the City with on-call requests and prepare the annual wastewater report required by the State.
- Task Order 17 is a FY 25 Floodplain Management Services Task Order for \$15,000. We did not complete the entire floodplain ordinance update last year and the City will not qualify for FEMA protection services or insurance if the City does not adopt an updated ordinance.
- The last document is a contract amendment for the Waterline Repair project. This amendment is necessary to cover all the additional services required to gain project compliance with EPA.

I would be happy to discuss any item related to these contracts with you anytime and the last item I want to make sure is understood is that DOWL cannot commence work on any of these projects until all outstanding invoices are paid. Thank you for your time and consideration, Joy.

Luke Tipton, PE, WRS
Market Sector Lead Water & Wastewater

DOWL

(775) 851-4788 | office
(775) 853-7253 | direct
(775) 815-3289 | cell

dowl.com



DOWL Project No.: TBD

TASK ORDER

Task Order No.: 16

Issued under the authority of Professional Services Master Task Order Agreement

dated: June 20, 2023

Task Order Title: FY 25 General Services

Effective Date: July 1, 2024

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated June 20, 2023 between City of Loyalton (CLIENT) and DOWL (DOWL).

The following representatives have been designated for the work performed under this Task Order:

CLIENT: City of Loyalton

DOWL: Luke Tipton

SCOPE OF WORK: (attach additional sheet(s) as required)

Task 1 - Professional Services

Objective

Provide professional engineering services on an on-call basis as requested by the City.

Approach

The following approach applies:

- DOWL will respond to requests generated by the City.
- DOWL will attend meetings or make site visits as requested by the City.
- DOWL will develop Scopes of Work for larger projects and generate individual task orders for significant projects as requested by the City.
- DOWL will prepare Contract Documents and Technical Specifications for the bidding of improvement projects as requested by the City.
- DOWL will review product submittals and provide construction engineering as requested by the City.

Deliverables

The following will be delivered under this task:

- Monthly status updates and invoices.
- Maps, exhibits, and permit applications.

Assumptions

The following assumptions apply:

- Any amendment to the Project budget will be executed in writing between the City and DOWL.
- A new General Services Task Order shall be executed every year.



**DOWL
COMPENSATION:**

DOWL shall be reimbursed on a Time & Materials basis not to exceed \$15,000 (fifteen thousand dollars). DOWL shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF: Persons authorized to commit the resources of the Parties have executed this Task Order and this Task Order may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

City of Loyalton

By: _____

Title: _____

Date: _____

DOWL Luke Tipton



By: _____

Title: Market Sector Lead Water & Wastewater

Date: 10/2/2024

Fed. ID. No. 92-0166301



DOWL Project No.: TBD

TASK ORDER

Task Order No.: 17

Issued under the authority of Professional Services Master Task Order Agreement

dated: June 20, 2023

Task Order Title: FY 24 Floodplain Management Services

Effective Date: July 1, 2024

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated June 20, 2023 between City of Loyalton (CLIENT) and DOWL (DOWL).

The following representatives have been designated for the work performed under this Task Order:

CLIENT: City of Loyalton

DOWL: Luke Tipton

SCOPE OF WORK: (attach additional sheet(s) as required)

Task 1 - Professional Services

Objective

Provide professional floodplain management consulting services on an on-call basis as requested by the City.

Approach

The following approach applies:

- DOWL will respond to requests generated by the City in relation to floodplain management; these requests may include, but are not limited to:
 - Assist with the issuance and denial of floodplain development/building permits.
 - Inspect development to assure compliance with the local ordinance.
 - Review City processes for floodplain development records maintenance and recommend improvements.
 - Review and provide recommended revisions to the City's floodplain management ordinance to meet both the minimum NFIP criteria and State of California required regulatory standards.
 - Assist with compliance and/or preparation for a FEMA Regional Office or state NFIP coordinating agency periodic review.
 - Complete OMB Form 3067-0018 (FEMA NFIP Biennial Report) as required by 44 CFR 59.22.
 - Assist with floodplain management enforcement actions.
- DOWL will attend meetings or make site visits as requested by the City.

Deliverables

The following will be delivered under this task:

- Monthly status updates and invoices.



Assumptions

The following assumptions apply:

- Any amendment to the Project budget will be executed in writing between the City and DOWL.
- Costs associated with floodplain management development permit reviews and site visits should be recovered through fees assessed to developers and plan reviews.
- A new Floodplain Management Services Task Order shall be executed every year.

COMPENSATION:

DOWL shall be reimbursed on a Time & Materials basis not to exceed \$15,000 (fifteen thousand dollars). DOWL shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF: Persons authorized to commit the resources of the Parties have executed this Task Order and this Task Order may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

City of Loyaltan

By: _____

Title: _____

Date: _____

DOWL

Luke Tipton

Digitally signed by Luke
Tipton
DN: CN=Luke Tipton,
OU=Standard, OU=Users,
O=Staff, DC=DOWL,
DC=COM
Date: 2024.10.02
20:12:27 -07'00'

By: _____

Title: Market Sector Lead Water & Wastewater

Date: 610/2/2024

Fed. ID. No. 92-0166301



AMENDMENT TO TASK ORDER

AMENDMENT NO. 001 TO TASK ORDER NO. 15

DOWL Project Number / Agreement Number: 7363.30215.01

Client: City of Loyaltan

Project Name: Waterline Replacement Design 2023

Effective Date of Task Order July 18, 2023

The above Task Order is hereby amended as follows:

1. SCOPE OF SERVICES/SCHEDULE:

- Provide additional services required to meet to EPA funding agency/procurement requirements.
- All NEPA services and reporting to be completed by others.
- Contract expiration date extended to 12/31/25
- Commencement of work is contingent on DOWL receiving payment for all outstanding invoices and receipt of \$20,000 retainer.

2. COMPENSATION:

Original Contract:	\$73,340
<u>This Amendment:</u>	<u>\$40,000</u>
New Contract Budget:	\$113,430

All other terms and conditions of the original Task Order and Master Service Agreement not modified by this or previous Amendments remain in effect and unchanged.

IN WITNESS WHEREOF, the parties of the original Agreement have executed this Amendment as of the date of the last signature provided below.

Accepted for Client:

By: _____
 Printed Name: _____
 Title: _____
 Date: _____

Accepted for DOWL:

By: _____
 Printed Name: Luke Tipton, PE
 Title: Market Sector Lead Water & Wastewater
 Date: _____

