



Fort Jones Fire Department

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 52 calls for service in the month of January. Members participated in 16 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department has responded to 52 calls in 2025.

January 2025 Calls

Call Type	City Limits	Out of City
MEDICAL AID	13	21
PUBLIC ASSIST	3	5
AGENCY ASSIST	1	
STRUCTURE FIRE		2
WILDLAND FIRE		2
VEHICLE ACCIDENT		1
FALSE ALARM		1
CANCELLED		3
Total	17	35

On Wednesday 1/8 we were requested and responded with an engine staffed with four firefighters and a utility with a chief officer to the LA area to assist with the multiple fires in the area. While gone we had 2 personnel on shift available for local response. All personnel and equipment returned safely on Friday 1/24.

I have been in contact with Larry Alexander in regard to the fuels reduction project on the east side of town and on the hill above town. They have completed a large portion of the state requirements prior to starting the work, but still have the CEQU and wildlife process to wrap up. He says they hope to have it completed and start groundwork this summer.

Public Works Report

January 2025

Sewer

We recorded all the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS reporting for the month. There were no sanitary sewer spills in the month of January.

We responded to multiple high-water alarms at sanitary sewer pump station 3-2. It was determined that one of the two motors had failed. While pulling the old pump out, the handle on top of the pump broke, causing it to fall back into the hole. It damaged the inlet pipe and the other pump's plumbing. Eventually we got the old pump out, and the other pump plumbed back in. We then worked on ordering a new pump. They don't make that same make and model anymore. We were able to get a comparable pump from Scott River Pump. We wanted to thank them for their help. While working on the system, we noticed the age and deteriorating quality of all the electrical components. It is 32 years old, well past its useful life. When the pumps turn on, there is loud chattering of electricity audible coming from the old control box. We worked with numerous companies to get quotes to install a new control box and 4 new floats. The old system had buried the electrical wires directly in the soil, which is not up to CA building code, and presents an acute electrical shock hazard. Some of the wires were bare, with no insulation whatsoever.

We corresponded with SHN engineering about the 4th quarter Self Monitoring Report. This report is available for review upon request. It outlines all the violations of the Towns Waste Discharge Requirements, which are also available to review upon request. Of note is our flows during the second half of December, when Moffet Creek is flowing through Town. The flows at the plant spike to over 330,000 gallons per day. This is well over our 60,000 gallons a day limit. This is still currently happening, with is slightly subsiding as the water in the creek slowly dries up.

Water

We are using a new water/sewer billing system, and are learning all about it.

We read all the meters and entered the information into the billing software. We handed out shut off notices for non-payment. The SAFER drought reporting for the month has been completed.

We located water lines for all submitted 811 requests within the Town.

We drafted an RFP to do a water rate study and made agenda items for numerous proposed projects. We got advice on the backup generator and researched the best way to provide backup power to the well in the event of an emergency. We worked on getting quotes for a new cellular control system for the tank/well. This will allow us to better manage the levels of the tanks, as well as provide an alarm system for low/high water and abnormal pump operations.

Everett is working on completing all of the items listed in the SWRCB's inspection. Everett is preparing a rough CIP to include into the water rate study, as well as compiling O and M costs, budget projections and debt obligations that the water system currently has.

We met with Shannon Vanella from the Siskiyou County environmental department about our fuel tanks and our backup generator as well as all of the necessary permitting for the generator with them. We completed the necessary permitting for the backup generator.

Parks

We raked up numerous leaves and disposed of them. We planted the live tree that was bought for Christmas at Walker Fields.

We solicited quotes to re-roof the Museum. We worked with E and S Engineers to determine if the current roof is in fact up to code or not. It was determined that no, it is not up to current CA building code and will need to have a pony wall added to it.

Roads

We removed one dead deer that was found during the month and disposed of it. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We filled in a few potholes around Town. We are working with vendors to get quotes for a new work truck. Our current truck is 22 years old, the other one is 28 years old.

We are looking forward to the rehab of Scott River Road which was made possible by an RSTP grant in the amount of \$50,000 dollars. It will crack patch and chip seal all of the Towns portion of Scott River Road.



ADMINISTRATION REPORT

JANUARY 2025

ADMINISTRATOR

- LEAP Grant 15250 (Housing Element & Zoning Ordinances): Final invoice totaling \$9,636.25 was received. Grant is now completed.
- STIP- Butte, Bower, and Cowan Project: Project will begin after Cowan Street has been done.
- Cowan Street: E&S has submitted the quote for work on the project. Awaiting Council approval to proceed. Funding for this project will be made possible through the Bulk Water revenue.
- Per Capita Grant: Will be submitting invoices for reimbursement. We are looking at using the remaining funds to put in a barbecue pit, water fountain, and yellow safety to put around fence. Further discussion on whether the remaining funds can be used towards the Scout Hall are to be addressed once the final expenses are determined.
- RSTP Grant (Chip/Seal Scott River Road): County to assist with the project in Spring 2025.
- CDBG: Completion of CDBG reports was delayed due to handling human resource issues. Year-end letters will be sent out in February 2025.
- Museum: We received a report from E&S Engineers on the status of the roof being in code. It was found that a pony wall would need to be added. The report was sent to the claims adjuster. The adjuster then hired a professional roofing company, Benson and Sons out of Dunsmuir, to come and inspect the roof and report back to the insurance. Work on the roof is expected to begin mid-February. Following the roof repair, there will be a contractor coming in to replace some sheet rock in areas that were determined to contain moisture to prevent any mold growth. I will also be looking into purchasing a de-humidifier to keep at the museum.
- Ball Field Roof: The roof at the ball field will be replaced once the Museum roof has been completed.
- Researched other community centers to get information on what is charged to rent their halls. We are the only ones that have a non profit fee and we are the least expensive. However the Senior Center in Greenview charges \$50 per day which includes supplies.
- Gather information and review 2024 APR for submission.
- Started on the 2024 Financial Transaction Report. The report is almost complete and will be submitted early February.
- Completed the Single Audit Report and submitted to the State Controllers Office.
- Set up training for staff and council using Vector Solutions. Assigned Conflict of Interest training to all and Sexual Harassment training for staff as required.
- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll.

Met with Fire Chief, Mayor DeAndreis & Council member Johnson to discuss plans for fire safety.

Trained Customer Service Clerk on Quickbooks to enter water/sewer payments, hall rentals, business licenses, and dog licenses.

Assist the public when needed.

Handled on-going Personnel issues.

CLERK

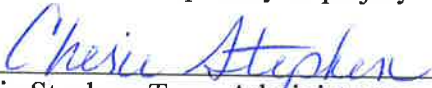
Unavailable at this time.

**Fort Jones Town Council
Regular Meeting Minutes
January 13, 2025**

CERTIFICATION OF POSTING AGENDA

I, Cherie Stephen, Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the January 13, 2025 regular meeting of the Fort Jones Town Council was posted at the Town Hall, near the door of the town council chambers, Ace Hardware, on the front window of the Fort Jones Post Office and on the town's website www.fortjonesca.org on January 10, 2025 by close of business.

I declare under the penalty of perjury that the forgoing is true and correct.


Cherie Stephen, Town Administrator

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 7:00 p.m. In addition to the mayor, council members present were Michelle DeCausmaker, Mercedes Garcia, Paula Johnson, Alex LaRiviere.

Staff present: Cherie Stephen – Town Administrator, Everett Hullquist – Public Works, and Chief Joshua Short – Etna/Fort Jones Police Department

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS:

William Beckwith: Congratulated the new council members; Concerned about projects that were started prior to this council such as the sewer plant and the central park – “Will there be a new park?” He feels that code enforcement has not been doing anything – Quinn property; With the fires in Southern California is public works (infrastructure) and the town's water supply able to handle a fire in town? We need to prepare in advance for fire protection. He addressed the town administrator Cherie Stephen about CalTrans and her responsibility to organize things and to earn her pay. He is troubled that nothing has been done over the last two years.

Dee Jones: A non-resident of town, asked that council reconsider the rental structure for the Fort Jones Community Hall. The hall should benefit the community. What is the difference between non-profit rental fees and a party event?

Adam Filippone: Voiced that he was upset that the museum roof was not on the agenda since it blew off last month. He feels that the buildings such as the Scout Hall and Walker Field are historical buildings and should be important. We need to let the community help.

Mayor DeAndreis explained to the speakers that she has learned that the council can not address them in real time.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

A: Police Department Monthly Report

A written report appears in the agenda packet. Chief Short addressed some of Mr. Beckwith's concerns and told him to come talk with him further. He told he the public the department has a open door policy to ask questions and they are welcome to come on ride-a-longs and get involved. He touched on absentee landowners. The department has sent out citations and the courts are accepting them. He also addressed some other cases and animal control.

The mayor asked about a communication section on the website. They do not have one. She would like to see things like how many deer are hit on the road daily.

B: Fire Department Monthly Report

A written report appears in the agenda packet. Chief Hess is not present as he and other members of the fire department are on the fires in L.A.

Administrator Stephen stated that she spoke with Joseph and that they are doing okay. Right now, they are on the Eaton fire.

Councilmember DeCausmaker would like an email when the department goes out on Strike Team along with what engines are being taken.

C: Public Works Monthly Report

A written report appears in the agenda packet. Everett Hullquist stated that the town received the 2023 water inspection report and explained he has some things to fix or upgrade; Cal WARN is requesting help from agencies for the Eaton fire regarding their water system. He touched on the roof at the museum indicating that the insurance company will be covering the roof repairs and the repairs at Walker Field.

William Beckwith queried about the effects on the wastewater system with all the increased ground water. E. Hullquist explained there been an increase and they had to open another pond to handle the rise.

Councilmember LaRiviere inquired about federal grants to help with sewer plant and the cost.

D. Administrator/Accounting Monthly Report

A written report appears in the agenda packet. Administrator Stephen elaborated on the museum roof, that it is up to code for the insurance to move forward and what that process looked like. They will also be fixing the roof at Walker Field.

Mayor DeAndreis asked why the town did not receive the LEAP reimbursement of \$75,000 for the Housing Element. Admin. Stephen explained that the administrator during that time did not submit invoices for reimbursement and now the program is closed.

E. Verbal Report on the Moffett Creek Meeting

Councilmember LaRiviere gave a verbal report that himself, along with Mayor DeAndreis, Admin. Stephen, and E. Hullquist attended a meeting with Fish and Wildlife about the potential flood hazard the town has with Moffett Creek. The town is awaiting answers on what our limitations are and the process to move forward. It is possible to get on a five-year maintenance program. The permit for this is \$4,500.00.

CONSENT CALENDAR:

1. a.) Approval of Minutes
 - i. Regular Meeting 09 December 2024
 - ii. Special Meeting 03 January 2025
- b.) Ratification of Disbursements: December 01 through December 31, 2024
- c.) Review Budget vs Actual July 1, 2024 through December 31, 2024

Public Comment: None Council Discussion: None

Motion: LaRiviere moves to accept the consent calendar as presented.

Second: Garcia

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Motion: Passes unanimously

PUBLIC HEARING: ORDINANCES:

2. Ordinance 2025-1 Amending Title 13 Public Services and Title 18 Zoning – Approve second reading and adoption.

Public Comment: None

Council Discussion: Mayor and Mayor Pro Tem wanted to table this agenda item again as they were not comfortable with approving it as they still did not understand the ordinance, who wrote it, and why it was being amended. It was suggested that the backgrounds be more detailed. It was explained that PlaceWorks amended the ordinance to be in accordance to state law, that the legal counsel approved the content, and that this item cannot be tabled again because the town would owe a \$50,000 daily fine after the 31st of January. Since ordinances cannot be adopted at special meetings the next regular meeting would not be until 10 February 2025.

Motion: LaRiviere moves to approve the second reading, waive second reading, and adopt Ordinance 2025-1 amending Title 13: Public Services and Title 18: Zoning.

Second: Garcia

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Motion: Passes unanimously

DISCUSSION /REPORTS: ACTION ITEMS:

3. 2025 Employee COLA increase of 2.5%.

Public Comment:

Kevin Hullquist asked if the increase applied to just hourly or salary as well.

Council Discussion:

It was clarified that the increase applied to all employees and that the COLA is applied to the base salary.

Mayor Pro Tem DeCausmaker spoke about the 3.2% COLA increase in 2024 and that she would like to see the office staff and public works get that kind of increase, but she has a problem with the town administrator getting any increase because of the amount of money she makes already. Mayor DeAndreis spoke about the turnover in the office and that the town administrator carries a lot of weight for the town.

Motion: LaRiviere moves to approve the COLA increase of 2.5% for all town of Fort Jones employees effective January 26, 2025.

Second: Johnson

Ayes: M. DeAndreis, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Abstain: M. DeCausmaker

Motion: Passes 4 in favor and 1 abstain

4. Information on committees.

Public Comment:

Liz Chandler: Inquired about what kind of committees the council was talking about. Mayor DeAndreis clarified that she has a project for a splash pad that she would like to move forward with.

Council Discussion:

Discussion ensued between council members about all the information presented to get a better understanding of types of committees and how they are formed and guidelines they should follow.

STAFF COMMENTS:

E. Hullquist thanked the council for the COLA increase.

Administrator Stephen told council she was working on signing up the council for "New Councilmember" training through Vector Solutions.

COUNCIL COMMENTS:

Garcia reminded Admin. Stephen not to forget Ethics, Harassment, and Brown Act training. Mayor DeAndreis said she attended the LOLA dinner and learned a lot. It was very informative. Mayor Pro Tem DeCausmaker states that the COLA is a conflict of interest for the Administrator to put in on the agenda and to make a recommendation to approve it.

ADJOURNMENT:

The meeting was adjourned at 8:46 p.m. The next regular town council meeting is scheduled to be held on February 10th, 2025, at 7:00 p.m.

Attest:

Cherie Stephen, Town Administrator

Approved:

Madeleine DeAndreis, Mayor

Town of Fort Jones
Payroll Summary
January 2025

	Hours	Rate	Jan 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Council Member Stipend	1.00		100.00
Retention Recruitment Officer	1.00		2,560.00
Salary (Administrator)	3.00		13,292.31
Salary (Fire Chief)	5.00		11,680.00
Admin-Hourly	15.50	26.50	344.46
Clerk Payroll	44.50	20.00	832.09
FD Calls	173.00	15.00	2,595.00
FD Training	42.00	15.00	630.00
Fire Hall Seasonal		200.00	0.00
Firefighter Rate	2,201.00	16.00	36,316.50
Holiday - Admin	28.00	20.00	500.60
Holiday - Clerk	24.00	20.00	480.00
Holiday - Janitorial	8.00	18.25	146.00
Holiday - Parks & Rec	32.00	22.00	704.00
Holiday - Water	32.00	26.50	848.00
Janitorial Payroll	122.50	18.25	2,235.63
Library Payroll	74.50	20.00	1,589.00
On-call PW	767.75	2.00	1,535.50
Overtime- Water	2.00	39.75	68.64
Overtime-Roads		33.00	0.00
Overtime-Sewer		39.75	0.00
Overtime - Admin	1.00	30.00	27.78
Overtime - Parks/Rec		39.75	0.00
Paid Admin Leave	140.50	20.00	2,810.00
Parks Payroll	52.00	22.00	1,306.00
Road Payroll	59.00	22.00	1,347.50
Sewer Payroll	98.50	22.00	2,419.00
Sick Pay - Clerk		20.00	0.00
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.25	0.00
Sick Pay - Parks/Rec	17.00	22.00	374.00
Sick Pay - Water	2.00	26.50	53.00
Town Hall	2.00	22.00	44.00
Vacation - Clerk	3.50	20.00	70.00
Vacation - Fire		32.00	0.00
Vacation - Janitorial		18.25	0.00
Vacation - Parks/Rec	1.50	22.00	33.00
Vacation - Water	32.00	26.50	848.00
Water Payroll	308.50	22.00	6,380.31
Total Gross Pay	4,294.25		92,170.32

Town of Fort Jones
Payroll Summary
January 2025

	Hours	Rate	Jan 25
Deductions from Gross Pay			
2520- Med Ins Employee			-1,317.80
Total Deductions from Gross Pay			-1,317.80
Adjusted Gross Pay	4,294.25		90,852.52
Taxes Withheld			
Federal Withholding			-6,527.00
Medicare Employee			-1,336.50
Social Security Employee			-5,714.57
CA - Withholding			-2,233.73
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-15,811.80
Net Pay	4,294.25		75,040.72
Employer Taxes and Contributions			
Federal Unemployment			502.29
Medicare Company			1,336.50
Social Security Company			5,714.57
CA - Unemployment Company			5,183.94
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			12,737.30

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

	Type	Date	Account	Amount
A1 Drains				
	Bill	01/07/2025	2000 - Accounts Payable	350.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-350.00
				<u>0.00</u>
Total A1 Drains				
Aldrich Const.				
Total Aldrich Const.				
AT&T				
	Bill	01/23/2025	2000 - Accounts Payable	888.56
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-888.56
				<u>0.00</u>
Total AT&T				
California Rural Water Assn.				
	Bill	01/07/2025	2000 - Accounts Payable	662.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-662.00
				<u>0.00</u>
Total California Rural Water Assn.				
City of Yreka				
	Bill	01/07/2025	2000 - Accounts Payable	240.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-240.00
				<u>0.00</u>
Total City of Yreka				
Colantuono, Highsmith & Whatley, PC				
	Bill	01/23/2025	2000 - Accounts Payable	3,621.00
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-3,621.00
				<u>0.00</u>
Total Colantuono, Highsmith & Whatley, PC				
Dell				
Total Dell				
Derick Girven				
	Bill	01/23/2025	2000 - Accounts Payable	300.00
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-300.00
				<u>0.00</u>
Total Derick Girven				
E&S Engineers and Surveyors				
	Bill	01/07/2025	2000 - Accounts Payable	844.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-844.00
				<u>-844.00</u>

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

	Type	Date	Account	Amount
Total E&S Engineers and Surveyors				0.00
FEMA Flood Payments				
Total FEMA Flood Payments				
Fort Jones Ace Hardware				
	Bill	01/07/2025	2000 - Accounts Payable	268.29
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-268.29
	Bill	01/23/2025	2000 - Accounts Payable	54.63
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-54.63
				<u>0.00</u>
Total Fort Jones Ace Hardware				
Fort Jones Lumber				
	Bill	01/07/2025	2000 - Accounts Payable	168.94
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-168.94
				<u>0.00</u>
Total Fort Jones Lumber				
Golden State Risk Management Authority				
	Bill	01/17/2025	2000 - Accounts Payable	20,077.00
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-20,077.00
	Bill	01/29/2025	2000 - Accounts Payable	4,682.00
	Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-4,682.00
				<u>0.00</u>
Total Golden State Risk Management Authority				
Kevin Hullquist				
	Bill	01/07/2025	2000 - Accounts Payable	246.40
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-246.40
				<u>0.00</u>
Total Kevin Hullquist				
League of California Cities				
	Bill	01/07/2025	2000 - Accounts Payable	481.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-481.00
	Bill	01/29/2025	2000 - Accounts Payable	100.00
	Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-100.00
				<u>0.00</u>
Total League of California Cities				
Mean Gene's Gas				
	Bill	01/29/2025	2000 - Accounts Payable	373.87

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

	Type	Date	Account	Amount
Total Mean Gene's Gas MuniBilling	Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-373.87
				0.00
Total MuniBilling P&W Service Center	Bill	01/07/2025	2000 - Accounts Payable	1,941.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-1,941.00
Total P&W Service Center PACE Labs				0.00
Total PACE Labs Pacific Power	Bill	01/07/2025	2000 - Accounts Payable	170.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-170.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-3,903.23
	Bill	01/07/2025	2000 - Accounts Payable	96.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-96.00
Total PACE Labs Pacific Power				-3,903.23
Total Pacific Power PlaceWorks	Bill	01/07/2025	2000 - Accounts Payable	6,482.47
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-6,482.47
Total Pacific Power PlaceWorks				0.00
Total PlaceWorks Quad-B Systems	Bill	01/23/2025	2000 - Accounts Payable	627.86
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-627.86
Total PlaceWorks Quad-B Systems				0.00
Total Quad-B Systems Quadient	Bill	01/07/2025	2000 - Accounts Payable	4,254.00
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-4,254.00
	Bill	01/23/2025	2000 - Accounts Payable	1,477.80
	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-1,477.80
				0.00
Total Quad-B Systems Quadient	Bill	01/07/2025	2000 - Accounts Payable	154.41

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Total Quadient	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-154.41
Scott River Pump				<u>0.00</u>
	Bill	01/07/2025	2000 - Accounts Payable	50.34
Total Scott River Pump	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-50.34
Scott Valley Disposal				<u>0.00</u>
	Bill	01/07/2025	2000 - Accounts Payable	330.00
Total Scott Valley Disposal	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-330.00
SHN Consulting Engineers & Geologists				<u>0.00</u>
	Bill	01/23/2025	2000 - Accounts Payable	475.00
Total SHN Consulting Engineers & Geologists	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-475.00
Siskiyou Co Air Pollution Control Distric				<u>0.00</u>
	Bill	01/23/2025	2000 - Accounts Payable	50.00
Total Siskiyou Co Air Pollution Control Distric	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-50.00
Siskiyou County Economic Council				<u>0.00</u>
	Bill	01/23/2025	2000 - Accounts Payable	500.00
Total Siskiyou County Economic Council	Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-500.00
Siskiyou Telephone				<u>0.00</u>
	Bill	01/07/2025	2000 - Accounts Payable	735.74
Total Siskiyou Telephone	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-735.74
State farm Insurance Companies				<u>0.00</u>
Total State farm Insurance Companies				
Stifel				
	Bill	01/07/2025	2000 - Accounts Payable	434.83
	Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-434.83

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

Type	Date	Account	Amount
Bill	01/23/2025	2000 - Accounts Payable	434.83
Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-434.83
			<u>0.00</u>
Bill	01/07/2025	2000 - Accounts Payable	1,551.00
Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-1,551.00
Bill	01/23/2025	2000 - Accounts Payable	1,065.33
Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-1,065.33
Bill	01/29/2025	2000 - Accounts Payable	1,035.56
Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-1,035.56
			<u>0.00</u>
Bill	01/07/2025	2000 - Accounts Payable	1,463.24
Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-1,463.24
			<u>0.00</u>
Bill	01/29/2025	2000 - Accounts Payable	10,000.00
Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-10,000.00
			<u>0.00</u>
Bill	01/23/2025	2000 - Accounts Payable	1,212.09
Bill Pmt -Check	01/23/2025	2000 - Accounts Payable	-1,212.09
			<u>0.00</u>
Bill	01/07/2025	2000 - Accounts Payable	1,343.20
Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-1,343.20
Bill	01/29/2025	2000 - Accounts Payable	740.90
Bill Pmt -Check	01/29/2025	2000 - Accounts Payable	-740.90
			<u>0.00</u>
Bill	01/07/2025	2000 - Accounts Payable	119.07

Total Stifel

Suburban Propane

Total Suburban Propane

SWRCB

Total SWRCB

Thomas Dimitre

Total Thomas Dimitre

USA Bluebook

Total USA Bluebook

Valley Pacific Petroleum Services

Total Valley Pacific Petroleum Services

Verizon Wireless

Town of Fort Jones
Vendor Balance Detail
As of January 31, 2025

Type	Date	Account	Amount
Bill Pmt -Check	01/07/2025	2000 - Accounts Payable	-119.07
			0.00
			<u>-3,903.23</u>

Total Verizon Wireless
Wood Jesse
Total Wood Jesse
TOTAL

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
02-028700	365,781.38
02-810025 - GF	104,472.40
02-810116 - WRF	558,367.08
02-810141	662,953.45
02-810189	941,075.51
1801-CBDG	1,275.23
92 810153	-28,850.38
LAIF 98-47-310	
Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00
Total LAIF 98-47-310	-14,191.00
Total Checking/Savings	2,590,883.67
Accounts Receivable	
1200 - Account Receivable	14,797.08
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76
Sewer Connection	-500.00
Total Accounts Receivable	107,933.62
Other Current Assets	
Payroll Service Customer Asset	-2,609.42
Total Other Current Assets	-2,609.42
Total Current Assets	2,696,207.87
Fixed Assets	
1720 - Utility Plant & Equip	2,390,432.58
1723 - Fire	310,457.81
1724 - Parks and Rec	425,454.00
1725 - Public Works	110,327.10
1726 - Streets and Roads	1,890,938.00
1777 - Accumulated Depreciation	-2,517,541.00
1900 - Town Buildings & Equip.	826,776.26
Total Fixed Assets	3,436,844.75
Other Assets	
1810 B CDBG Loans RLF	
Total 1810 B CDBG Loans RLF	917,895.04
1915 - Public Safety Reserve	49,000.00
CDBG Loans 89-92	
Total CDBG Loans 89-92	821,312.20
Total Other Assets	1,788,207.24
TOTAL ASSETS	7,921,259.86
LIABILITIES & EQUITY	

2:47 PM
02/04/25
Accrual Basis

2700 - Refundable Water Deposit	49.10
2800 - Water Bond Payable	<u>165,317.50</u>
Total Long Term Liabilities	<u>165,366.60</u>
Total Liabilities	199,734.64
Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	8,133,136.78
Net Income	<u>-147,954.17</u>
Total Equity	<u>7,721,525.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,921,259.86</u></u>

Income

11 - General Government Income

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	342.00	-342.00	0.0%
4100 - Secured Current	5,021.57	61,423.29	-56,401.72	8.18%
4101 - Unsecured Current	5,426.01	4,294.03	1,131.98	126.36%
4102 - Unsecured Delinquent	1,073.54	30.86	1,042.68	3,478.74%
4106- Supp Int	0.00	2.62	-2.62	0.0%
4108- Supp Del	7.66	145.13	-137.47	5.28%
4507 - Homeowner Alloc	0.00	1,123.41	-1,123.41	0.0%
4508 - VLF Net	0.00	54,999.60	-54,999.60	0.0%
4512 - Off Highway Vehicle Tax	0.00	0.00	0.00	0.0%
4514- Unsec Interest	0.00	2.62	-2.62	0.0%
4516- Sup Current	269.56	1,661.89	-1,392.33	16.22%
4518 - CA Fish& Game PILT	0.00	0.00	0.00	0.0%
Total 4099 - Property Taxes	11,798.34	124,025.45	-112,227.11	9.51%
4111 - Sales Tax	122,430.47	181,268.91	-58,838.44	67.54%
4214 - Land Use	0.00	100.00	-100.00	0.0%
4215e - Tax Allocation - Parks	0.00	0.00	0.00	0.0%
4216 - Franchises	0.00	0.00	0.00	0.0%
4218 - Business License	82.00	6,083.03	-6,001.03	1.35%
4301- Fees Booking	0.00	0.00	0.00	0.0%
4302- Fees Collection Cost	-11.24	-8.74	-2.50	128.6%
4303 - Vehicle Fees	133.18	47.40	85.78	280.97%
4304-Fees Other	801.00			
4400 - Hall Rental	4,785.00	3,825.00	960.00	125.1%
4410 - Interest General Fund	0.00	15.13	-15.13	0.0%
4504 - Motor Vehicle in Lieu	0.00	0.00	0.00	0.0%
4730 - Miscellaneous	50.00	521.09	-471.09	9.6%
Transfer In - Admin	0.00	0.00	0.00	0.0%

3a - Streets Income - Other	0.00	0.00	0.00	0.00
Total 3a - Streets Income	23,170.66	23,650.22	-479.56	97.97%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	240.00	0.00	240.00	100.0%
4212 - Sewer Revenue	87,081.45	71,442.41	15,639.04	121.89%
4213 - Connections & Fees	1,000.00	7,500.00	-6,500.00	13.33%
4214 - Material Reimbursement	1,021.30			
3b - Sewer Income - Other	3,288.74	4,549.92	-1,261.18	72.28%
Total 3b - Sewer Income	92,631.49	83,492.33	9,139.16	110.95%
3c - Water Income				
4810 - Water Revenue	82,556.50	89,901.95	-7,345.45	91.83%
4812 - Bulk Water Sales	660,214.95	345.00	659,869.95	191,366.65%
4815 - Tax Allocation - Water	0.00	0.00	0.00	0.0%
4820 - Water Interest	0.00	28.18	-28.18	0.0%
4830 - Water Connections	0.00	0.00	0.00	0.0%
4840 - Gretchen Acres Assess	479.54	799.67	-320.13	59.97%
3c - Water Income - Other	1,346.15	5,223.23	-3,877.08	25.77%
Total 3c - Water Income	744,597.14	96,298.03	648,299.11	773.22%
Total 3I - Public Works Income	860,399.29	203,440.58	656,958.71	422.92%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	83,712.28	-83,712.28	0.0%
Total 5I - American Rescue Plan Act	0.00	83,712.28	-83,712.28	0.0%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	66.97	-66.97	0.0%
4900 - CBDG Interest - Other	11,454.63	8,433.94	3,020.69	135.82%
Total 4900 - CBDG Interest	11,454.63	8,500.91	2,953.72	134.75%
4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%
4903 - Library Reimbursement	7,066.14	5,239.48	1,826.66	134.86%
4904 - SWRCB Reimbursement	0.00	0.00	0.00	0.0%
4911 Coronavirus Relief Fund	0.00	-514.80	514.80	0.0%
4950-Housing Interest	0.00	515.02	-515.02	0.0%
6000 - Ball Park				

5600- Misc.	0.00	2,238.86	-2,238.86	0.0%
5700- Publication	0.00	0.00	0.00	0.0%
5705 - Dues and Subscriptions	3,939.00	1,061.00	2,878.00	371.25%
6205- Health Insurance	38,100.00	8,759.86	29,340.14	434.94%
6300- Insurance				
6204- Workers Compensation	40,157.00	4,763.60	35,393.40	843.0%
6303- Liability Insurance	0.00	2,666.73	-2,666.73	0.0%
6304 -Property Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Insurance	0.00	21.44	-21.44	0.0%
6300- Insurance - Other	0.00	0.00	0.00	0.0%
Total 6300- Insurance	40,157.00	7,451.77	32,705.23	538.89%
6301- Insurance Expense	20,077.00	0.00	20,077.00	100.0%
6400- Property Tax	342.96	341.90	1.06	100.31%
6406- 98 Bank Charge	0.00	558.00	-558.00	0.0%
9150-City Hall Expenses				
1-012 - City Hall Power	2,512.91	3,079.82	-566.91	81.59%
133000- City Hall water	0.00	231.48	-231.48	0.0%
2281- City Hall Phone	0.00	0.00	0.00	0.0%
6601-Library Expense	0.00	0.00	0.00	0.0%
9153- Emergency expenses	500.00			
9154 - Disposal 2 yd Bin	980.00	1,234.00	-254.00	79.42%
9155 - Equipment Finance	463.23	2,666.88	-2,203.65	17.37%
9150-City Hall Expenses - Other	66.05	563.85	-497.80	11.71%
Total 9150-City Hall Expenses	4,522.19	7,776.03	-3,253.84	58.16%
9152- Propane	5,244.17	10,054.51	-4,810.34	52.16%
1E- General Government Expense - Other	255.56	1,607.64	-1,352.08	15.9%
Total 1E- General Government Expense	282,048.73	190,095.06	91,953.67	148.37%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	0.00	0.00	0.0%
7125 - Law Enforcement Services	118,272.51	130,174.38	-11,901.87	90.86%
7135- Police Maintenance	0.00	4,000.00	-4,000.00	0.0%

7541- Propane	0.00	514.21	-514.21	0.0%
7540- Fire Dept. Utilities - Other	2,547.53			
Total 7540- Fire Dept. Utilities	7,555.24	7,121.84	433.40	106.09%
2EB- Fire Department Expense - Other	7,468.71	81.00	7,387.71	9,220.63%
Total 2EB- Fire Department Expense	169,378.50	94,708.42	74,670.08	178.84%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	48,104.00	24,900.00	23,204.00	193.19%
Crime Insurance	0.00	39.84	-39.84	0.0%
6311 - Property Insurance	0.00	552.46	-552.46	0.0%
7502 - Auto Insurance	0.00	3,979.56	-3,979.56	0.0%
7505b - Liability Insurance	0.00	2,929.62	-2,929.62	0.0%
7506b - Workers Comp Ins	0.00	5,238.59	-5,238.59	0.0%
7513 Fleet Maintenance - Strike	0.00	19,938.76	-19,938.76	0.0%
7515 - Strike Team Payroll	277,755.18	62,531.79	215,223.39	444.18%
7516 - Payroll Taxes				
7517 - FICA	0.00	0.00	0.00	0.0%
7518 - Medicare	0.00	0.00	0.00	0.0%
7519 - SUI	0.00	0.00	0.00	0.0%
Total 7516 - Payroll Taxes	0.00	0.00	0.00	0.0%
Total 2EC - Strike Team Expenses	325,859.18	120,110.62	205,748.56	271.3%
Total 2E- Public Safety Expense	614,767.99	355,229.35	259,538.64	173.06%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	4.41	-4.41	0.0%
1-000 - Street Lights				
02 HPSV Lights	341.80	337.77	4.03	101.19%
02 HPSV Metal Lights	221.24	160.02	61.22	138.26%
10 HPSV Wood Lights	2,221.75	2,195.50	26.25	101.2%
11 HPSV Lights	1,216.73	879.99	336.74	138.27%
72 HPSV Lights	9,888.98	7,251.17	2,637.81	136.38%
Total 1-000 - Street Lights	13,890.50	10,824.45	3,066.05	128.33%

Total 3EA- Streets	93,999.70	32,895.62	61,104.08	285.75%
3E- Public Works Expense - Other	3,715.00			
Total 3E- Public Works Expense	97,714.70	32,895.62	64,819.08	297.05%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	3.41	-3.41	0.0%
6308-Property Insurance	0.00	732.14	-732.14	0.0%
8505 - Admin Allocation - Sewe	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	9,158.25	5,039.00	4,119.25	181.75%
8520- Sewer Expenses				
1-015 - Sewer Power bill	367.44	215.09	152.35	170.83%
1-019 bbp sewer	144.51	113.32	31.19	127.52%
8521- Sewer Rep & Mtncce				
8524- Cowan Street	2,703.00			
8521- Sewer Rep & Mtncce - Other	3,589.05	1,017.09	2,571.96	352.87%
Total 8521- Sewer Rep & Mtncce	6,292.05	1,017.09	5,274.96	618.63%
8527 Fuel-Oil	0.00	0.00	0.00	0.0%
8553- Auro Insurance	0.00	469.45	-469.45	0.0%
8520- Sewer Expenses - Other	0.00	0.00	0.00	0.0%
Total 8520- Sewer Expenses	6,804.00	1,814.95	4,989.05	374.89%
8522 - Waste Water Monitoring	4,681.21	7,386.40	-2,705.19	63.38%
8530- Sewer Supplies	166.09	34.67	131.42	479.06%
8535-Office	0.00	375.00	-375.00	0.0%
8540- State Fees	32,150.00	28,140.00	4,010.00	114.25%
8549- Mobile Equip.	0.00	110.04	-110.04	0.0%
8550 - Liability Insurance	0.00	417.48	-417.48	0.0%
8551 - Work Comp Insurance	0.00	761.12	-761.12	0.0%
8552 - Training	169.00	215.00	-46.00	78.61%
Sewer Testing	900.57	304.51	596.06	295.74%
3EB- Sewer Expense - Other	26.25			
Total 3EB- Sewer Expense	54,055.37	45,333.72	8,721.65	119.24%
3EC- Water Expense				

3EC- Water Expense - Other	0.00	4,220.70	-4,220.70	0.0%
Total 3EC- Water Expense	103,252.17	126,192.07	-22,939.90	81.82%
3EG -8690 -Water Planning Grant	0.00	592.50	-592.50	0.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	55.14	13,825.12	-13,769.98	0.4%
9115 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	3.41	-3.41	0.0%
9116 - Janitorial Payroll	12,802.38	3,627.80	9,174.58	352.9%
02 Admin Allocation - Parks	0.00	0.00	0.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	0.00	11,654.12	-11,654.12	0.0%
2020 Per Capita - LLP				
Improvements	0.00	27,678.76	-27,678.76	0.0%
LLP Project Payroll	0.00	4,251.50	-4,251.50	0.0%
2020 Per Capita - LLP - Other	0.00	2,979.00	-2,979.00	0.0%
Total 2020 Per Capita - LLP	0.00	34,909.26	-34,909.26	0.0%
03 Parks & Recreation Grants - Other	36.07			
Total 03 Parks & Recreation Grants	36.07	46,563.38	-46,527.31	0.08%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	110.04	-110.04	0.0%
6305- Property Ins Parks - Other	0.00	2,939.91	-2,939.91	0.0%
Total 6305- Property Ins Parks	0.00	3,049.95	-3,049.95	0.0%
9105- Auto Insurance	0.00	469.45	-469.45	0.0%
9106 - Work Comp Parks	0.00	1,522.01	-1,522.01	0.0%
9107 - Liability Ins Parks	0.00	835.19	-835.19	0.0%
9108 - L.L. Park	0.00	4,632.95	-4,632.95	0.0%
9109- Parks Payroll	13,364.38	8,767.50	4,596.88	152.43%
9110 - Park Expense	0.00	0.00	0.00	0.0%
9130- Ball Park Expenses				
1-002 - LLP Snack	387.68	249.54	138.14	155.36%
1-013 - BBP lights	1,871.29	1,266.24	605.05	147.78%
1-014 - LLP lights	203.48	121.99	81.49	166.8%

Gen Adm & Program Delivery					
9710 - Property Tax	934.08				
Gen Adm & Program Delivery - Other	0.00				
Total Gen Adm & Program Delivery	934.08	6,887.40	-6,887.40	0.0%	
Housing Loans		6,887.40	-5,953.32	13.56%	
Gomez	0.00	897.86	-897.86	0.0%	
Total Housing Loans	0.00	897.86	-897.86	0.0%	
Total 9700- CBDG Const Housing	934.08	7,785.26	-6,851.18	12.0%	
Payroll Expenses	82,358.24	-564.52	82,922.76	-14,589.07%	
Reconciliation Discrepancies	0.00	-457.00	457.00	0.0%	
Total Expense	1,325,184.26	947,526.22	377,658.04	139.86%	
Net Income	-147,954.17	-52,697.89	-95,256.28	280.76%	



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator
Subject: Possible appointment of Jessica Monday as the Town Clerk.

Background:

On February 7, 2025, the prior town clerk was terminated from her position for reasons that cannot be disclosed at this time. Direction was given to the town administrator to fill the position with best candidate, which was Jessica Monday. Jessica was hired on February 7, 2025 with an official start date of February 10, 2025.

For Jessica to obtain the position of town clerk, the council must make a motion to appoint her and pass the motion with a majority vote.

Recommendation:

The Town Administrator recommends that the town council appoint Jessica Monday as town clerk for the town of Fort Jones.



Gateway to the Marble Mountains

Town of Fort Jones

**Certificate of Appointment and
Oath of Office**

This is to certify that at the regular meeting of the Fort Jones Town Council held in and for said town, on the 10th day of February 2025

Jessica Monday

was appointed to the office of Town Clerk.

IN WITNESS THEREOF, I have hereunto set my hand and official seal on this 10th day of February 2025, by its mayor thereunto duly authorized.

Jessica Monday, Town Clerk

Do you, Jessica Monday, solemnly swear that you will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that you will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties upon which you are about to enter.

Subscribed and sworn to before me this 10th day of February 2025.

Madeleine DeAndreis, Mayor



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator
Subject: Discuss and possibly take action to approve wages for Jessica Monday – Town Clerk.

Background:

Jessica Monday has been hired for the position of town clerk. As per the town's ordinance it is the responsibility of the town council to approve all employee wages.

The following is a proposal for wages.

Jessica has three years experience working as a city clerk, is a part of the City Clerks Association of California, and is extremely close in earning the required points to submit her application to obtain the certification as a Certified Municipal Clerk.

It is proposed that Jessica receive an hourly wage of \$25.00.

Recommendation:

The Town Administrator recommends that the town council approve the hourly wage of \$25.00.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Everett Hullquist – Public Works Department
Subject: Review and discuss quotes to upgrade the monitoring system for the well and water tanks. Possible action to approve one of the quotes.

Background:

Currently the town uses a PSI sensor at the well head to control the level of water in the tank. This sensor is not adequately controlling the water levels in the tank. This controller also does not have any alarms for low or high-water levels.

It would be great to have a new system that controls the water levels better and that sends alarm warnings to a cellular device. Public works is constantly having to check on the tanks to make sure the levels are adequate. A new system will also reduce the time spent out at the tanks daily.

Attached are quotes for review.

Recommendation:

The Town Administrator recommends that the town council approve upgrading the monitoring system for the well and water tanks.



& Irrigation, Inc.
11231 North Highway 3, Fort Jones, Ca. 96032
Ph.# (530) 468-2916 Fax# (530) 468-2928
Ca. Lic# 851271 E-mail srp@sisqtel.net
Visit our website: ScottRiverPump.com

December 20, 2024

Everett,

Scott River Pump is pleased to provide the following proposal to the Fort Jones Water District. For all material, labor and testing of a Mission Communications Tank & Well Monitoring System.

Scott River Pump, using customers' existing tank transducer, will provide a Mission Communication System that will monitor tank levels, provide low- & high-level alarms, turn on pump at desired level, show pump status & power status of 480V and 12V systems, and have the capability of providing a generator status if needed.

Real-time alarms are delivered via phone call, text message, email, fax or page if desired. Each alarm is logged with a time stamp for tracking and reporting.

Items to be furnished will include: 1 each Mydro 850 RTV at Pump Site; 1 each Mydro 850 RTV at Tank Site; 1 each Solar Hardware Kit with 35 amp/hour back up battery and 1 year subscription of all mounts and necessary cabling for the sum of \$13,455.15 plus tax.

Wendy Smith - Owner
Scott River Pump & Irrigation, Inc.

SCOTT RIVER PUMP & IRRIGATION INC

11231 N State Highway 3
Fort Jones, CA 96032-9702 US
srp@sisqtel.net
www.ScottRiverPump.com

Estimate

ADDRESS

Fort Jones Water District
PO Box 40
Fort Jones, CA 96032

SHIP TO

Fort Jones Water District
PO Box 40
Fort Jones, CA 96032

ESTIMATE # 4087

DATE 12/23/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	Labor: 1 PERSON ALL DAY AT TANK	8	90.00	720.00
	Labor	Labor: 2 PEOPLE ALL DAY AT PUMP SITE	16	90.00	1,440.00
	misc /MISC	MATERIALS	1	11,295.15	11,295.15T

Contact SCOTT RIVER PUMP AND IRRIGATION INC to pay.
THIS IS AN ESTIMATE ONLY. PARTS AND LABOR MAY BE
SUBJECT TO CHANGE ONCE WORK BEGINS DUE TO ANY
UNFORSEEN CIRCUMSTANCES. ANY CHANGES WILL BE
REFLECTED ON INVOICE.

SUBTOTAL	13,455.15
TAX	818.90
TOTAL	\$14,274.05

Accepted By

Accepted Date

SISKIYOU PLUMBING & ELECTRICAL SERVICES, INC./CA
Lic # 431882

P.O. Box 1101
Yreka, California 96097
(530) 842-4585 or text us at 530-572-5698
info@siskiyoplumbing.net



RECIPIENT:

City of Fort Jones

PO Box 40
Fort Jones, CA 96032
Phone: 5305983952

Quote #375

Sent on Jan 16, 2025

Total \$23,885.00

SERVICE ADDRESS:

11960 East Street
Fort Jones, California 96032

Product/Service	Description	Qty.	Unit Price	Total
Contract Amount	This bid is for the installation of a new cellular/wireless tank level control and monitoring setup. We will be installing a transmitter setup at the tank end that will be solar powered. We will be installing new transducers in the tank for level control as well as high and low level alarms. The account setup for the cellular control will need to be done by city crew.(assistance provided) The bid includes the cost for the first year of service. We will be installing a receiver on the well pump house below. This will provide control for the variable frequency drive that runs the pump. This bid includes all necessary labor and materials to complete the job. Any additional work will be billed separately time and material.	1	\$23,885.00	\$23,885.00*
0000	Mission Controls m852 well end controls	1	\$0.00	\$0.00
0000	Mission controls m852SL-50 Upper tank end controls with Solar	1	\$0.00	\$0.00
0000	Service pack 1-year	1	\$0.00	\$0.00
0000	tank and well package from mission controls.	1	\$0.00	\$0.00
0000	level transducers	1	\$0.00	\$0.00

* Non-taxable

Subtotal	\$23,885.00
California, Siskiyou County (1.0%)	\$0.00
California State (6.25%)	\$0.00
California, Yreka City District (0.5%)	\$0.00
Total	\$23,885.00

SISKIYOU PLUMBING & ELECTRICAL SERVICES, INC./CA
Lic # 431882

P.O. Box 1101

Yreka, California 96097

(530) 842-4585 or text us at 530-572-5698

info@siskiyoplumbing.net



This quote is valid for the next 7 days, after which values may be subject to change.



1117 Ream Avenue
Mount Shasta, CA. 96067

PROPOSAL

DATE Proposal #
2/4/2025 5000

The Town of Fort Jones
P.O. Box 40
Fort Jones, California 96032

The Town of Fort Jones
Everett Hullquist
11960 East Street
Fort Jones, CA 96032

VISIT US AND PAY ONLINE
<http://www.diversified-electric.com>

PROJECT	
Sanitary Station #3-2	
DESCRIPTION	TOTAL
1) Demo and remove the old pump control panel, conduit, wiring and floats. None of the existing control or pump wiring is safe or hazardous location rated. 2) Install a breaker in the meter main service panel, run conduit, pull wire, provide install and wire a new duplex pump control panel to the existing meter main sub panel. 3) Provide and install an outdoor gutter below the pump control panes with explosion proof EYS fittings between the pump control panel and the gutter. The gutter will have terminal strips pre-wired for (2) pumps and (4) floats and the EYS fittings sealed off to prevent explosive gasses from making it into the pump control panel. 4) Provide and install (2) 1-1/2" conduits from the gutter to the underground sanitary pump station, and grout around the conduits stubbing into the pit. One conduit for pump power cables, and one conduit for pump float controls. Each device will be simple to change in the future, due to the terminal strip in the outdoor gutter. 5) Provide, install and wire four floats in the pit. Low level Alarm, Start, Stop, and High Level Alarm. 6) Adjust and test each float per The Town of Fort Jones request. 7) Replace the damaged gfci receptacle below the pump panel Small Business Cert # 2021552 DIR # 100000063805 All Prevailing Wage Labor, Materials, Tax and Freight included. No Permit, Engineering, Bonding, or Notary Fees included.	12675.00
VISA/MASTERCARD/AMEX ACCEPTED 1.5% per month finance charge may be added to any balance 30 days past due. Any Questions Call (530) 222.1321 or Fax (530) 222.7605 LIC C10 743483	TOTAL \$12,675.00



1117 Ream Avenue
Mount Shasta, CA. 96067

PROPOSAL

DATE Proposal #
2/4/2025 5005

The Town of Fort Jones
P.O. Box 40
Fort Jones, California 96032

The Town of Fort Jones
Everett Hullquist
11960 East Street
Fort Jones, CA 96032

VISIT US AND PAY ONLINE
<http://www.diversified-electric.com>

PROJECT	
WELL #3 Pump / Tank Control	
DESCRIPTION	TOTAL
BASE BID PUMP HOUSE: Utilize the existing pump control panel. It is a working service disconnect and can be stripped of unnecessary wiring and abandoned components. Remove abandoned components and wiring and properly label devices remaining in use in the panel. Install and wire customer supplied XiO controller and interface wiring with the VFD. TANK SITE: Trench and re-route existing phone cable from the tank ladder junction box to the sample test port on the tank. Provide and install a new transducer on the test port nipple of the tank. Build a strut rack above the old AT&T phone box, and mount customer supplied XiO equipment on the new rack. Provide and install solar panels, battery charge controller, battery and inverter on the new rack. Drive ground rods and bond the rack to the earth. Perform Start up and Testing. Small Business Cert # 2021552 DIR # 100000063805 All Prevailing Wage Labor, Materials, Tax and Freight included. No Permit, Engineering, Bonding, or Notary Fees included.	17595.00
UPGRADE #1 (REPLACE THE PUMP CONTROL PANEL WITH A DISCONNECT AND MAKE THE FOLLOWING CHANGES) PUMP HOUSE: Remove old pump control panel. Most of what is in the cabinet is no longer in service. The only two active devices are an old contactor controlling the power to the chlorinator and a surge suppression device on the feeders after the drive and before the well pump. Provide, install and wire a new 100 amp, 600 volt disconnect for the well pump variable frequency drive. Provide and install a new outdoor junction box at the meter main service and relocate the existing surge suppression device to the new can to protect the whole electrical service, and not only the well pump. Install and wire customer supplied XiO controller and antenna, in the well pump room. Interface wiring with the VFD, included. Install a junction box, re-route conduit and pull new pump feeders from the variable frequency drive.	4,435.00
UPGRADE #2 (PROVIDE AND INSTALL A VARIABLE FREQUENCY DRIVE CHLORINATOR TO DISPENSE CHLORINE) CHLORINATOR Run conduit, pull wire, provide and install a Stenner Chlorinator S-Series chlorinator with 4-20ma input and a 0-10v, 17 gpd. 100 psi rated. This will always add the proper amount of chemical to the water, whether the drive is at 10% or %100.	4,475.00
VISA/MASTERCARD/AMEX ACCEPTED 1.5% per month finance charge may be added to any balance 30 days past due. Any Questions Call (530) 222.1321 or Fax (530) 222.7605 LIC C10 743483	TOTAL \$26,505.00



Shatter Data Silos. Maximize Efficiency.

Operations management applications to visualize, manage, and optimize resources.

ACUITY Hub makes it easy to harness the power of your data.

**Schedule
a demo at
xiowater.com**



Scan to view video



Gain insight into system operations.



Swiftly retrieve regulatory compliance data.



Identify system trends and anomalies.



Capture institutional knowledge.



Manage resources efficiently.



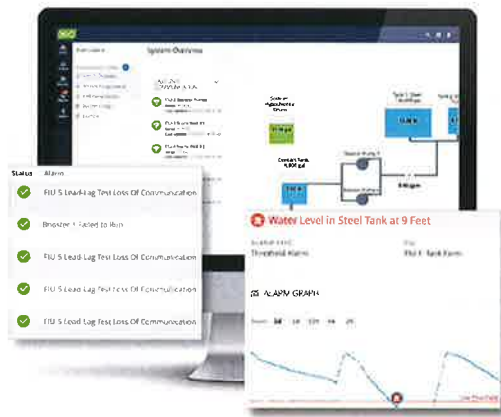
Ready to explore ACUITY Hub? Contact sales@xiowater.com to learn more.



XiO Software Offerings

ACUITY Hub by XiO

A powerful suite of applications for operations management. XiO's cloud platform means no on-premise servers, reducing the IT management burden. Out-of-the-box and ready-to-use applications designed for drinking water, wastewater, and irrigation. Easily customizable. Easily scalable. No coding required.



Views

Gain insight into your system's critical operations through the Views application. Access process flow diagrams for each of your systems, subsystems, and individual assets. Quickly view your system at-a-glance to know where to direct resources.

- Customizable Dashboard Views enable managers and owners to group and organize frequently viewed system information by user.
- Process flow diagrams provide graphical system schematics and processes at-a-glance, allowing users to gain insight into overall system health and status from a single screen.



- High performance (situational awareness) intuitive user interfaces
- Schedule commands and control sequences for equipment
- View the communication status of your hardware in the field
- View real-time data side-by-side with graphs to see trends and anomalies
- View tank levels, flows, pressures, volumes, current and historical data

Charts

Harness the power of your data to improve operational efficiency using visualization tools to highlight performance trends.

- Easily edit pre-built charts
- Quickly chart up to 90 days worth of data at a time
- Zoom in and out on charts to identify problem areas
- Save your favorite charts for quick access
- Easily organize and reorder charts (managers and owners only)
- Export charts as an image or pdf
- Download a CSV file of chart data



Admin System

(FOR SYSTEM ADMINISTRATORS ONLY)

View and manage all system users in one convenient place

- System users — view and manage all system users, easily edit access roles, add and remove users
- System documents — searchable repository for system-related documents uploaded by users
- Device status — searchable at-a-glance view of hardware device communication status and most recent data
- Control history — a complete record of commands (control actions) made by system users and schedulers

Support

- Access XiO's online knowledge base
- Open a technical support ticket

Account

(FOR SYSTEM ADMINISTRATORS AND USERS)

- Edit your personal account profile and contact information
- Adjust your account's security settings and two-factor authentication (coming soon)

ACUITY Hub Additional Included Features:

- Built-in data logging
- Unlimited historian
- Intuitive operator interface
- Operator notes
- Alarm notification by SmS text message, email, pager
- Manage alarms with mobile thin clients (cell phone, tablet, etc.)
- Secure mobile access
- Full system redundancy
- Real-time full system backup





SAFETY STANDARDS AND PROTOCOLS

XiO conforms to the **Federal Risk and Authorization Management Program (FedRamp)**® standard for Cloud Service Providers, which requires documented security protocols, Incident Response Teams, and practice recovery procedures.

XiO's safety standards and protocols align with the **American Water Works Association's (AWWA) Water Sector Cybersecurity Risk Management Guidance** document. XiO maintains a full-time team dedicated to continuously improving cyber security and safety. XiO staff will write to the affected users in case of any system anomaly within 24 hours of discovery.

Accessing PLC data through the cloud replaces the need for vulnerable applications like Remote Desktop and TeamViewer.

This is in alignment with the American Water Works Association's (AWWA) Water Sector Cybersecurity Risk Management Guidance document requirements concerning: "the ability of a community water system or an asset of a community water system to adapt to or withstand the effects of a malevolent act or natural hazard without interruption to the asset's or system's function, or if the function is interrupted, to rapidly return to a normal operating condition."

Secure By Design

Traditional SCADA systems relied on client/server architecture — PLCs, servers, custom software, and baseband radios — representing control technology from over five decades ago — when today's sophisticated cyber threats were impossible to imagine.

XiO's software solutions are 100% cloud native. **XiO brings data directly to the cloud for processing and control, eliminating the vulnerabilities of traditional SCADA communication architecture.** XiO's cloud-native approach means data transmission between sensors, equipment, and users is fully encrypted and protected.

XiO's control system is based on architecture that uses autonomous real-time control with cloud augmentation. **All control on the local OT network will always assume safe default operations** but when a cloud connection is available, typically more than 99% of the time, the cloud will augment the control to optimize operational efficiency.

By moving data acquisition and remote access (control) to a cloud platform, XiO's Cloud SCADA® Control Systems reduce the most vulnerable areas in a conventional network — **places where attacks may come in the form of a "man-in-the-middle" or on the network itself via hardware or software.** In a traditional system, components are "dumb" and perform whatever function they are instructed to do, regardless of where the command originates or if it is a safe and sound command. XiO's cloud solutions are designed with smart control parameters, to keep values within operational limits.

Cloud software solutions eliminate many of the obvious vulnerabilities to on-premise servers from malware and ransomware introduced through internet browsing, USB drives, email attacks, and remote access.

Edge-To-Cloud Solutions

XiO's edge-to-cloud solutions provide remote access to legacy PLC data through a secure cloud platform. Accessing PLC data through the cloud replaces the need for vulnerable applications like Remote Desktop and TeamViewer. This approach can be implemented quickly and delivers a high return on value by lowering risk and improving resiliency.



Cloud-based software offers future-proof technology, by maintaining software as needed and relieving owners of the maintenance burden and expense.

missed, especially on smaller systems that may be utilizing outdated operating systems. Failing to apply patches and updates when available puts your system at significant risk.

Working with a cloud-based software provider means software is continuously updated in real-time, as needed. Cloud-based software offers future-proof technology, by maintaining software as needed and relieving owners of the maintenance burden and expense. Cloud providers keep their software up-to-date to stop threat actors from exploiting known vulnerabilities.

Resiliency — Rebuilding Systems After Catastrophic Failure

Cloud platforms offer full system redundancy and disaster recovery features well beyond the scope of on-premise systems. Cloud platforms protect systems as well as data by maintaining separate databases with restricted user access in multiple geographic regions. In the event of a cyberattack or catastrophic failure, systems can be restored quickly, minimizing downtime.

Cloud data platforms offer numerous security advantages, especially when part of a holistic security strategy that includes on-premise security, employee training, and incident response plans.

XiO, Inc. is a United States corporation with offices in San Rafael, California. Founded by leaders in the instrumentation, control, and database security industries, XiO provides world-class data security and control for critical systems.

FedRAMP®

<https://www.fedramp.gov/>

American Waterworks Association AWWA

<https://www.awwa.org/Resources-Tools/Resource-Topics/Risk-Resilience/Cybersecurity-Guidance>





LIC. C-10 #1123511

530-202-0932

cbarros@ampedelectricco.com

P.O. Box 574 Fort Jones, CA 96032

Proposal



LIC. C-10 #1123511

530-202-0932

P.O. Box 574 Fort Jones, CA 96032

Proposal

To: Town of Fort Jones

Attn: Public Works

Job Name: Mission Communications Tank & Well Monitoring System & Pump Station control panel

Job Location: Fort Jones CA 96032

Amped Electric proposes to provide labor and materials for new duplex control panel at pump station, and installation of mission communications tank and well monitoring system

This proposal includes the following

- Installation of new control panel and conduit to a gutter. Also demo of old or not needed equipment at the pump station
- Installing and commissioning the Mission Communication SCADA system one being solar at the tanks and the second one at the well pump station

TOTAL PROPOSAL: \$26,257.86

Exclusion: Trenching labor and materials, Service Fees, Surveying, Functional Spec, Mechanical Connections, Cranes, Paint and Patch, Disposal Fees.

Terms and Conditions:

- 1) All workmanship and materials are to comply with the requirements of the National Electrical Code, and the applicable local and state codes.
- 2) This Proposal is based upon a lump sum unless otherwise noted. Contractor shall bill monthly. Payment is due within 30 days of the monthly invoice. Sums not paid within the said time shall accrue interest at the rate of 1.5% per month from the date of the invoice until paid.
- 3) The contractor shall not be liable for any charges for liquidated damages resulting from delay in completion of work caused by factors beyond his/her control. Project schedule and completion to be mutually agreed upon prior to beginning work.

AMPED ELECTRIC CA C-10 #1123511

DIR-PWCR #2000007421, DGS-ID 2042683

BY: Carlos Barros Title: Owner/Project Manager Date: 02//2025



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Everett Hullquist – Public Works Department
Subject: Review and discuss quotes to have a Water Rate Study done. Possible action to approve one of the quotes.

Background:

The town of Fort Jones water department is inadequately funded by our current water rates. We do not have enough money to cover any of the much-needed projects in our Capital Improvement Plan. Our water rates are also a lot lower than all the surrounding communities. 11,220 gallons in Fort Jones cost \$35.00. In Etna 11,220 gallons cost \$54.89. They also have a base fee for just having a meter, which is \$20.11 whether you use the water or not. Yreka's rates are even higher.

The water system needs to be adequately funded to ensure that we can deliver safe water to all customers. This rate study will more accurately reflect the actual budgetary needs of our water system.

Attached are several quotes to review.

Recommendation:

The Town Administrator recommends that the town council review all quotes received and approve one so the town can move forward in the process of having a water rate study conducted with intention to implement a new water rate.

SPECIALIZED UTILITY SERVICES PROGRAM, INC.
PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered the _____ day of _____, 2024, by and between Specialized Utility Services Program, Inc., a California corporation and wholly-owned subsidiary of California Rural Water Association, with offices at 1234 North Market Boulevard, Sacramento, CA 95834, hereinafter referred to as "CONSULTANT", and the **Town of Fort Jones**, located at 11960 East Street, Fort Jones, California, 96032, hereinafter referred to as "CLIENT." CONSULTANT and CLIENT may be individually referred to herein as a "party" and jointly as the "parties."

The parties do hereby mutually agree as follows:

1. Services.

On the terms and conditions hereinafter set forth, CLIENT retains CONSULTANT to perform technical water utility related and general engineering consulting services on an "On-Call" basis (the "Services"). The Services to be performed are described in the proposal attached hereto as Attachment 1, which is fully incorporated herein by this reference.

2. Compensation for Services Performed.

CONSULTANT shall perform the Services for a fixed fee not to exceed \$_____, as specified in Attachment 1 hereto. Any additional costs to be paid by CLIENT for Services provided that exceed the scope of work set forth in Attachment 1 will be

compensated at the hourly rates set forth in that attachment or at CONSULTANT's then applicable standard rates if such rates are not specified in Attachment 1.

3. Invoices and Payment.

Two invoices shall be submitted to CLIENT, the first invoice shall be 50 percent of the fixed fee amount, billed once the project starts and the second and final invoice shall be the remaining 50 percent of the fixed fee amount and will be billed at completion of the project. CLIENT shall pay all undisputed invoice amounts within 30 days following receipt of an invoice. Payments shall be remitted to: 1234 North Market Boulevard, Sacramento, CA 95834.

4. Representations and Acknowledgments. Each party represents to the other that:

a. The execution, delivery, and performance of this Agreement is duly authorized by all necessary actions on the part of each obligated party and the agreement is binding on any such obligated party;

b. The execution, delivery, and performance of the duties under this Agreement by any such obligated party shall not, as of the date this Agreement is entered, violate any provision of law, nor will it conflict with or result in a breach of any of the terms or conditions of, or constitute a default under any indenture, mortgage, agreement, or other instrument to which the obligated party is also obligated, where such conflict, breach, or default would have a materially adverse effect on the business operations or financial condition of such party or on its ability to perform its obligations under this Agreement;

c. To the best of each party's knowledge, as of the date this Agreement is entered, there are no actions, suits, or proceedings pending against or involving such party, and to the best of its knowledge, there are no actions, suits, or proceedings threatened against such party, which might have a materially adverse impact on the business operations or financial conditions of such party or on its ability to perform its obligations under this agreement; and

5. CLIENT'S Obligations.

a. CLIENT shall grant or cause to be granted to CONSULTANT access to all locations as necessary for performance of the Services under this Agreement;

b. CLIENT shall furnish or cause to be furnished to CONSULTANT all documents and information known to CLIENT that reasonably relate to the Services. CLIENT specifically represents to CONSULTANT that such information is accurate to the best of the CLIENT's knowledge;

c. Unless noted otherwise, CLIENT shall pay, or reimburse CONSULTANT the cost of all necessary approvals, permits, licenses, easements, and consents necessary for performance of the Services.

d. CLIENT shall have sole ownership and responsibility for all hazardous or toxic substances found or identified at any location at which CONSULTANT performs Services under this Agreement. CLIENT shall have the sole responsibility for the treatment, temporary storage, transport, and disposal of all hazardous or toxic substances found or identified at any location at which CONSULTANT performs Services under this Agreement.

6. CONSULTANT's Obligations.

a. CONSULTANT shall perform the Services with the standard of care, skill, and diligence normally provided by a professional person or firm in the performance of services similar to the Services at the same time, under similar conditions, and in the same or a similar locality. This commitment is in lieu of all other warranties either express or implied.

b. CONSULTANT shall advise CLIENT about the status of the Services and will make reasonable efforts to coordinate its activities with CLIENT, the property owner, and any government agency having regulatory oversight over the underlying activities.

c. CONSULTANT shall accommodate other CLIENT activities at the site. CONSULTANT shall designate an authorized representative to be available for consultation, assistance, and coordination of activities.

7. Confidentiality.

a. To the extent permitted by law (particularly including the California Public Records Act, codified at Government Code Sections 6250 et seq.), each party shall keep confidential all business and technical information identified as "Confidential" and obtained from the other party in connection with the performance of the Services. Any such information shall be labeled "Confidential" and shall be retained in a separate part of the materials comprising this agreement. Neither party shall disclose such information without the other party's consent except to the extent required by (1) the performance of the Services; (2) compliance with the professional conduct standards for preservation of the public safety, health, or welfare; or (3) compliance with any court order or other

governmental directive, including requests from government agency having regulatory oversight over the underlying activities. In the event that there is a request for materials that are identified as "Confidential", the party receiving such request shall promptly notify the party claiming confidentiality, so that the party claiming confidentiality may take appropriate action to protect the claimed confidentiality. The party receiving the request shall not be obligated to take any action to protect the claimed confidentiality, other than notifying the party claiming the confidentiality.

b. Notwithstanding the immediately preceding paragraph, with CLIENT consent, CONSULTANT may include CLIENT's name and a general description of the Services to be provided, including narrative and photographic representations of the Services, in general informational presentations made by CONSULTANT for the promotion of its expertise and experience.

c. The obligations created by this Section 7 shall survive the termination or expiration of this agreement.

8. Ownership of Documents.

All reports, drawings, specifications, and other work products produced under this Agreement, and any materials or documents purchased by CONSULTANT, the cost of which is charged to this Agreement, shall become the property of the CLIENT. The obligations created by this Section 8 shall survive the termination or expiration of this agreement.

9. Insurance.

CONSULTANT now carries and will continue to carry during the term of this agreement the following insurance types and minimum coverages:

- a. Worker's compensation and Occupational Disease Insurance to comply with the laws of the State of California.
- b. Comprehensive General Liability Insurance covering activities performed under this agreement, including coverage of liability assumed in this Agreement, with minimum limits of \$1,000,000 (ONE MILLION DOLLARS) for bodily injury for each occurrence and \$1,000,000 (ONE MILLION DOLLARS) for property damage for each occurrence.
- c. Automobile Liability Insurance covering all non-owned and hired motor vehicles used in connection with the Engagement Services with \$2,000,000 (TWO MILLION DOLLARS) combined single limit for bodily injury and property damage liability.
- d. Professional Errors & Omissions/Pollution Liability Insurance with minimum limits of \$1,000,000 (ONE MILLION DOLLARS) for each claim and \$2,000,000 (TWO MILLION DOLLARS) aggregate.
- e. CLIENT shall be named as an additional insured on all of the insurance policies required by this Section 9. At CLIENT's request, CONSULTANT shall furnish CLIENT certificates evidencing the required coverages and identifying CLIENT as an additional insured.

10. Indemnification.

a. Except as otherwise provided in this Section 10, CONSULTANT shall indemnify and hold harmless CLIENT from and against any and all liability for bodily injury (including death) or third-party property damage to the extent such injury or damage results from CONSULTANT's negligence in connection with and during its performance of the Services, except to the extent such liability results from CLIENT's negligence or intentional misconduct.

b. CLIENT shall indemnify and hold harmless CONSULTANT from and against any and all claims, demands, losses, penalties, fines, and causes of action (including reasonable attorney fees and court costs) arising from or relating to CLIENT's negligence or contractual breach including any noncompliance with the obligations as set forth in Section 5 herein, except to the extent such liability results from CONSULTANT's negligence or intentional misconduct.

c. Each Party shall hold harmless the other Party from and against any and all liability, costs, expenses, damages, claims, suits, or demands for which the Party is solely or may become solely liable on account of bodily injury, disease, or death suffered by any employee of the other Party in connection with the performance of the Services under this Agreement. Each Party shall bear the risk of loss or damage to its own equipment, materials, supplies, structures, or property.

d. CLIENT acknowledges that CONSULTANT has not created, generated, or contributed to the generation or existence of any hazardous or toxic material, or any

other type of environmental hazard, contamination or pollution, whether latent or patent, or the release thereof, or the violation of any law or regulation relating thereto, prior to the date on which the performance of Services is commenced hereunder (collectively referred to as "Preexisting Conditions"). Accordingly, except to the extent included in the Services, or where the injury is solely caused by a failure of CONSULTANT's obligations under Section 6 of this Agreement, CLIENT shall defend (with counsel approved by CONSULTANT) protect, indemnify, and hold harmless CONSULTANT and its employees against all claims, demands, losses, penalties, fines, and causes of action of every kind and character, whether based on contract, tort (including negligence), statute, or regulation (including reasonable attorneys and court costs) arising from or relating to preexisting conditions. CONSULTANT shall have the right, at its sole expense, to join in the defense of any action in which it is made a defendant.

e. The obligations created under this Section 10 shall survive the termination or expiration of this Agreement,

11. Non-Discrimination Clause.

a. During the performance of this Agreement, CONSULTANT and its contractors and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family care leave, or genetic information, gender, gender

identity, gender expression, military and veteran status, or any other protected class under state or federal law.

b. The CONSULTANT, its contractors, and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

c. The CONSULTANT, its contractors, and subcontractors shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated thereunder. (Gov. Code, §12990, subds. (a)-(f) et seq.; Cal. Code Regs., tit. 2, § 7285 et seq.) Such regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

d. The CONSULTANT, its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

e. The CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

12. Limitation of Liability.

a. Neither party hereto, nor any of its affiliates, subcontractors, or vendors at any tier, shall be liable to the other party or its affiliates, subcontractors, or vendors for any loss of profit, loss of product, loss of use, or for any other indirect, consequential, or special damages, even if the claimed injury is caused by the sole or concurrent negligence of such party and even if advised of the possibility thereof.

b. CLIENT agrees that in consideration of this Agreement and the comparative levels of risk taken, all claims for indemnification or contribution shall be limited to the amounts and coverages listed in the insurance provisions in Section 9 herein. All claims against CONSULTANT shall be deemed waived unless made by CLIENT in writing and received by CONSULTANT within six months after CONSULTANT has completed that portion of the Engagement Services with respect to which the claim is made.

c. Any limitation on or exculpation from liability afforded CONSULTANT by this Agreement shall be applicable regardless of whether the action or claim is based on contract, tort (including negligence), statute, strict liability or otherwise and shall likewise limit the liability of CONSULTANT, its affiliates, subcontractors, and vendors of any tier and their respective officers, agents, and employees.

d. There are no third-party beneficiaries of this Agreement and no third party may rely upon obligations or representations herein or on the findings of any report produced hereunder.

e. The obligations created under this Section 12 shall survive the termination or expiration of this Agreement.

13. Changes in Performance.

a. CLIENT may at any time, by written order, make changes within the general scope of the Services contemplated by this Agreement, in any one of the following areas:

- (1) Specific services to be performed;
- (2) Specific deliverables;

(3) Schedule for completion and delivery of product.

b. If any changes requested pursuant to paragraph a. of this Section 13, or otherwise pursuant to any other provision of this Agreement, results in an increase or decrease in the costs of providing those services or in the time required to perform those services, an equitable adjustment shall be made in the (1) Price; (2) Schedule; and, (3) in such other provisions of this agreement as may be appropriate, and this Agreement shall be modified in writing accordingly.

c. It is further understood that field conditions may dictate changes in the Services to be performed, and those services may be required to be performed by written change order from CLIENT prior to an agreement on price, schedule or other relevant provisions of this Agreement. Reimbursement for such activities shall be on a time and materials basis in accordance with the hourly rates and cost-plus provisions included in Attachment 1, or in accordance with CONSULTANT's then applicable standard rates, and extensions to the Schedule shall be based on the actual delays and ramifications caused by said changes in field conditions.

14. Independent Contractor.

The Services shall be performed by CONSULTANT under the sole supervision, management, and control of CONSULTANT. CLIENT shall look to CONSULTANT for results only and shall have no right at any time to direct or supervise CONSULTANT or CONSULTANT's agents or employees in the performance of the Services or as to the manner, means, or methods by which the Services are performed. CONSULTANT shall

be an independent contractor of CLIENT and not an employee, and no such employment relationship is intended to be created by this Agreement.

15. Force Majeure.

It is agreed that in the event CONSULTANT is rendered unable wholly or in part by force majeure to carry out its obligations hereunder, the obligation of CONSULTANT shall be suspended during the pendency of any inability, and such inability shall as far as possible be remedied with all reasonable dispatch. The term "force majeure" as used herein shall mean strikes, lockouts or other industrial and labor disturbances, pandemics, acts of public enemies, wars, insurrections, civil disturbances, explosions, earthquakes, fires, severe storms, floods, or orders, restraints, or prohibitions by any regulatory agency, board, department, commission, or court having jurisdiction over CONSULTANT, or any other cause not within CONSULTANT's control.

16. Termination for Default.

If either party:

- (a) Breaches any material obligation under this Agreement;
- (b) Becomes insolvent or otherwise unable to meet its financial obligations; or,
- (c) Is adjudicated as bankrupt, or has an involuntary petition in bankruptcy filed against it;

the other party may terminate this Agreement without any further liability. If this Agreement is terminated pursuant to the provisions of this paragraph, CLIENT shall be obligated to pay for those Services performed and goods received as of the

date of the termination, along with the reasonable costs of settling outstanding commitments, including the cost of terminating any subcontracts.

17. Termination for Convenience.

Either party may terminate this Agreement for its own convenience by providing the other party thirty (30) days' prior written notice. Should CLIENT terminate this Agreement pursuant to the terms of this Section 17, CLIENT shall be obligated to pay for those Services performed and goods received as of the date of the termination, along with the reasonable costs of settling outstanding commitments, including the cost of terminating any subcontracts.

18. Certain Litigation Expenses.

CLIENT acknowledges that, due to unforeseen future circumstances, litigation may result concerning the subject matter of the Services, to which CONSULTANT may not be named as a party, but for which CONSULTANT, as a consultant to CLIENT, may be compelled by court order or subpoena to retrieve and produce documents in its possession, or to provide testimony related to the Services, and that such document production or testimony entails significant costs, for which CONSULTANT may not be wholly reimbursed under the applicable rules of civil or criminal procedure. Therefore, except where CONSULTANT is also named as a party to the underlying action, and where CONSULTANT is found to be partially or wholly liable in the underlying action, CLIENT agrees to reimburse CONSULTANT for any costs incurred as a result of such compelled document production or testimony that are not reimbursed by others, within 60 days after CLIENT receives an invoice

for such costs. For purposes of this Section 18, "costs" shall include labor costs and other direct costs (including, but not limited to, reproduction, shipping, mileage, lodging, and reasonable per diem) plus 15% charge on direct expenses. The obligations created by this Section 18 survive the termination or expiration of this Agreement.

19. Waiver.

Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver is expressed in writing by the party to be bound.

20. Severability.

If any provision or portion of this Agreement is finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect and shall be binding on the parties hereto.

21. Notice.

Any notice to be given under this Agreement shall be in writing and shall be deemed to have been given when personally delivered, or sent by overnight courier service, the receipt of which is confirmed by telephone, or mailed by certified mail, return receipt requested and postage prepaid, to the address specified on page 1 of this Agreement.

22. Governing Law; Venue.

This Agreement shall be governed by and in accordance with the laws of the State of California.

23. Entire Agreement.

This Agreement is the entire understanding and agreement between the parties and supersedes any previous communications, representations, or agreements by either party, whether oral or written. This Agreement may be changed only by a written instrument signed by both parties.

24. No Assignment. This Agreement shall not be assigned by CONSULTANT without CLIENT's written consent.

25. Counterparts; Electronic Signatures. This Agreement may be signed in counterparts and shall be deemed to be fully executed when so signed. This Agreement may be signed by electronic signatures or signatures transmitted by e-mail, DocuSign or other electronic means and such electronic signatures shall be deemed as valid as an original "wet" signature.

SPECIALIZED UTILITY SERVICES

TOWN OF FORT JONES

PROGRAM REPRESENTATIVE

REPRESENTATIVE

Signature:_____

Signature:_____

Print Name:_____

Print Name:_____

Title:_____

Title:_____

Date:_____

Date:_____



TO: Town of Fort Jones

FROM: Specialized Utility Services Program

DATE: December 17, 2024

SUBJECT: Proposal for a Drinking Water Rate Study

Everett Hullquist,

The Specialized Utility Services Program (SUSP) respectfully submits the following proposal to the Town of Fort Jones based on preceding correspondence requesting assistance with a drinking water rate study.

Specialized Utility Services Program, Inc. (SUSP) started as an active subsidiary of California Rural Water Association (CRWA) in 2010; it was incorporated in 2012. SUSP was developed initially to work with systems that needed contract operations and management. Since then, CRWA developed and assembled a team of professionals to supplement SUSP's capabilities; and today, SUSP provides a full range of managerial, engineering, and technical assistance.

In the last fourteen years, SUSP has provided technical and professional assistance to water and wastewater systems of various sizes from 1 to 10,000 connections across the state. We are pleased to assist the Town of Fort Jones in providing the attached proposal.

Thank You,

Dustin Hardwick

Deputy Director

SUSP

Phone: (916) 283-8531

Email: dhardwick@calruralwater.org

Proposal for a Drinking Water Rate Study Town of Fort Jones

1. Introduction
2. Scope of Services
3. Budget
4. Summary
5. Signatures

1. Introduction

Specialized Utility Services Program, Inc. (SUSP) is a subsidiary company of California Rural Water Association (CRWA). CRWA established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing our technical assistance and training programs. The SUSP program is set up to provide water and wastewater services from engineering and full-scale design; to operations; rate studies; MHI studies; contract management; and operator training.

2. Scope of Services

SUSP will provide the Town of Fort Jones with a comprehensive Rate Study Report including an analysis and recommendations on the Town of Fort Jones' rates. Consultant shall conduct a drinking water rate study to evaluate whether the current rates achieve the objectives of revenue stability, equitable cost recovery, and rate payer affordability. The Consultant will produce administrative reports outlining findings. The administrative reports will include analysis of revenue requirements, cost of service, and recommended rate adjustments. The draft report will be produced within three months after receiving all the necessary data to complete a study. The Rate Study Report will be based on information provided by the Utility's management or designated staff.

Consultant, if requested and for an additional fee, will provide Prop 218 support related to this Rate Study including assistance with a notice to rate payers and attendance at any necessary Prop 218 hearing (virtual or otherwise). Such fees for additional service will be paid only when the work is authorized in writing by the Client in advance of the performance of the additional services.

The Town of Fort Jones will provide Consultant with the following information and data to assist in compiling a Rate Study Report for Drinking Water:

- ✓ Individual customer's monthly billing records (for the last five (5) to ten (10) years)
- ✓ Peaking Demand Data
- ✓ Financial Information
- ✓ Long-term CIP Plans
- ✓ Water Source Information
- ✓ Water demand projections/population growth projections
- ✓ Previously performed rate studies
- ✓ Water system planning documents
- ✓ Any issues or concerns regarding current rates

3. Budget

SUSP will provide the services outlined in Section 2 - Scope of Services for a fixed fee, not to exceed \$12,070 based on 400 connections for the rate study. This price includes travel and time for one (1) meeting (in-person or otherwise) with the appropriate staff, committee, and/or board for review and presentation of the rate study. Any additional meetings/travel will be billed at federal per-diem and mileage rates, plus a fee of \$75.00 per hour.

4. Summary

Although our prices for the services we provide are fixed, we are flexible in providing these services, so please feel free to discuss any aspect of this price proposal with me for clarification. If you would like to see changes in the scope of services, we will be glad to discuss any ideas or options that you might want to bring to the table. Upon acceptance of this proposal, you will be asked to sign our Professional Services Agreement. If you agree with this price proposal, please sign, date, and return to: ncook@calruralwater.org

Submitted by:

 Dustin Hardwick, Deputy Director
 Specialized Utility Services Program, Inc.

 Date

Accepted by:

 Signature

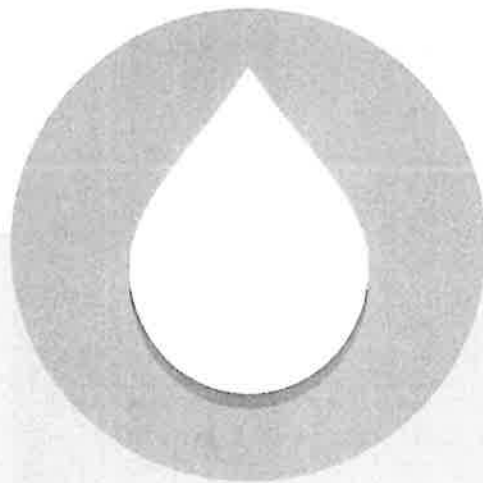
 Date

 Printed Name and Title



Proposal

2025 Water Rate Study (RFP No. 23-2501)



Town of Fort Jones
P.O. Box 40
Fort Jones, CA 96032

February 2025

SHN
350 Hartnell Avenue, Suite B
Redding, CA 96002

#525000.003



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Phone: (530) 221-5424 Email: info@shn-engr.com Web: shn-engr.com
350 Hartnell Avenue, Suite B, Redding, CA 96002

Reference: 525000.003

February 3, 2025

Cherie Stephen, Town Administrator
Town of Fort Jones
P.O. Box 40
Fort Jones, CA 96032

By email: cstephen@fortjonesca.com

**Subject: Proposal to Provide Professional Services for 2025 Water Rate Study
Project, Town of Fort Jones, RFP No. 23-2501**

Dear Town of Fort Jones:

Thank you for inviting SHN to provide the Town of Fort Jones (Town) with this proposal for developing a 2025 water rate study. We understand that evaluations that have the potential to raise rates for utility customers is never an enjoyable task, but one that is vital to ensuring that the rate payers have ongoing reliable and safe drinking water supplies.

SHN has developed rate studies as stand-alone work products in addition to studies we have prepared in conjunction with our design and engineering for new and upgraded facilities. Our team of rate specialists has provided these services to a wide variety of clients in California and Oregon, who are rural communities, just like the Town. Our team is sensitive to the rural character, economic conditions, and the environmental complexity of the area. We will work to provide you and the rate payers with a well thought out and professional developed work product, in addition to being understandable and defensible.

Our proposal outlines a program that can meet the needs of the Town, and will result in a Final Report that clearly presents all necessary information regarding the rate study. The project will be led by Anders Rasmussen, PE, who has been developing municipal projects for many years. In addition, he will be assisted by Richard Culp, PE, who has experience managing public entities, as well as providing the engineering support and analysis for utility rate studies. Please note that, as directed within the RFP, we have included a recent water rate study deliverable for a similarly-sized project and client (Lake Shastina Community Services District).

Thank you for this opportunity to submit this proposal for the Town of Fort Jones. We hope to continue our professional relationship in the effort to continue to provide solutions for the Town and its residents. Please don't hesitate to contact me with any questions or comments by telephone at 541-827-7855 or via email at arasmussen@shn-engr.com.



Town of Fort Jones

2025 Water Rate Study (RFP No. 23-2501) - Proposal

February 3, 2025

Page ii

Respectfully,

SHN



Anders Rasmussen, PE
Project Manager

AHR:dla

Enclosure: Proposal

c. w/Enclosure: Everett Hullquist, Public Works Supervisor



Proposal

2025 Water Rate Study

RFP No. 23-2501

Prepared for



Town of Fort Jones

P.O. Box 40
Fort Jones, CA 96032

February 2025

Prepared by:





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Appendix A. SHN Key Staff Resumes

Appendix B. Example of Rate Study Deliverable





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1. Project Approach

Project Understanding

Water is provided to residents in the Town of Fort Jones (Town) by the water utility located in Fort Jones, California. Fort Jones Water Utility provides services such as pumping, distribution, monitoring, operation, maintenance, customer relations, meter reading and water service billing.

The Town serves about 675 customers and is responsible for the operation, maintenance, preservation, and improvement of the infrastructure. The Town draws groundwater from 1 well site with 2 wells on standby. The water is distributed through approximately 4 miles of pipe. Additionally, the system has 47 hydrants, 58 valves, 400 curb boxes, and 2 water tanks. Water bills are calculated monthly for all customers with a flat base rate and a variable volumetric charge based on metered water usage. The Town has 328 residential, 54 commercial, and 16 government water customers.

As the Town water system ages, state and federal water treatment requirements become more stringent, and water conservation measures are more important, the Town needs to update the water rates to appropriately reflect current, and future, operational and maintenance costs. To do so, a new water rate study needs to be developed, and Town has solicited qualified firms for this work.

SHN understands and has the technical and professional capabilities to perform this work. We have provided both a general and detailed approach to the scope of services provided for this project (pages 5 through 9). In this process, we fully understand the need for transparent communications between the Town and the residents/customers.

All services outlined in the RFP will be provided by SHN staff.



Downtown Fort Jones, California (photo via Town of Fort Jones' website).

1. Project Approach



General Approach to Scope of Work

SHN anticipates approaching the scope of work involved in a comprehensive water rate study through a process of five interrelated phases:

1. Project Scoping
2. Information/Data Gathering
3. Rate Analysis
4. Public Participation
5. Final Rate-study Report



Task 1. Project Scoping

As with most major utility projects, the work begins with a project-scoping phase. This involves primary team members meeting with Town staff to develop a thorough scope of work for the project. The initial scoping session will more clearly define the scope of work and the anticipated outcomes of the study. Scoping will also include a discussion of what information exists that is relevant and available to the study.



Task 2. Information/Data Gathering

The study will be based on pertinent facts and data, which will need to be identified and assembled. Relevant documentation on file with the Town, such as: budget information, customer-use data, fee structures, land-use planning information, regulations and ordinances, studies, and other documents. Following review of the documentation, analyses will ensue.



Task 3. Rate Analysis

The collected data will be subjected to an engineering/financial analysis. Representing the majority of the project's technical "number-crunching," this phase consists of these sub-phases:



Task 3.1. Historical Review

When conducting the user-rate analyses, it is beneficial to review the historical data for specific fiscal characteristics. This background allows the analysis to project fiscal needs into the future. It also helps identify important informational gaps. From the historical review, future revenue and expense growth can be estimated to determine the probable future fiscal condition of the utility funds. This approach supports the development of a more cohesive, sustainable overall rate structure.



Task 3.2. Development of Revenue Requirements

Understanding the costs associated with providing adequate service is a key factor in establishing a set of rates for the system. A revenue-requirement analysis determines the adequacy of overall utility rates. It also leads to the determination of the overall rate adjustment needed to provide adequate and prudent funding for both operating and capital needs.



Task 3.3. Design of User Rate System

This final analytical step in the rate-study process begins with a cost-of-service analyses; this allocates various revenue requirements to the different customer classes of service in a "fair and equitable" manner. Several rate options are then designed for review, with consideration given to the level of the rates and the structure of the rates. This step incorporates the requirements of Prop 218.



Task 4. Public Participation

When working with any type of user charge or fee system, a governing body seeks to develop rates and fees that are fair, equitable, and reasonable. One difficulty in achieving that goal is that these criteria have different meanings to the various stakeholders or parties involved. Thus, when approaching the setting of user rates, disagreements may occur based on differing interpretations. These disagreements can be mitigated by consistent and effective communication.

To address local concerns and interests, following preparation of draft recommendations, SHN will attend up to four meetings; two Town Board meetings (draft and final), Town Staff, and one public hearing to explain the process and rationale behind proposed rate structures. Virtual meetings will use MS Teams or Zoom. In-person attendance by SHN staff will be available upon request.

Additionally, we recommend and will work with the Town to provide public information on the water rate study process on the Town's website homepage, as well as other forms of distribution.



Task 5. Final Rate Study Document

Based upon data collection, analyses and public policy direction received, a final report will be prepared. The plan will include a summary of the project as described in the previous tasks.

1. Project Approach



Detailed Approach to Scope

It is SHN's belief that the role of the consultant is to provide an unbiased review of the real costs of providing water to customers.

Based on the real costs, we evaluate the types of users, options for providing water and present alternatives for decision makers to evaluate. Our role is to be an impartial source of information and evaluation, and we understand that any type of rate increase will potentially affect the public in uneven ways; however, our goal is to provide the facts and figures related to water deliveries.



Study Objectives

The study will accomplish the following objectives:

- Provide a comparison of current water system costs (operations, capital improvements, debt service) against appropriate industry benchmarks.
- Recommend baseline rate structures required to fund water systems and consider annual inflationary, indexed adjustments to rates needed to maintain the utility.
- Recommend ways of communicating utility system costs, including recommendations for restructuring utility bill format.

Study Requirements

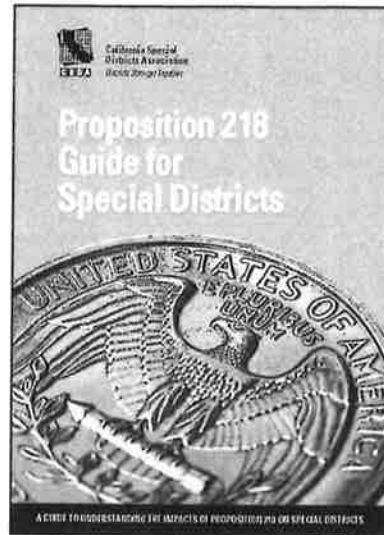
The study will be performed in conformance with the following policy directions:

- The recommended rate structures shall be based on cost of service and shall be sufficient to meet the revenue requirements of the Town.
- The study shall recommend rate structures that consider and make provisions for the following factors:
 - Current and future cost of providing water service in accordance with established and anticipated standards and regulations
 - Projected demands
 - Funding requirements for all long-term debt obligations
- The recommended rate structure shall provide direct identification of revenues appropriated to major funded activities and infrastructure.



1. Project Approach

- The recommended rate structure shall be consistent with industry practice for utility rate making in California and comply with the provision of Article XIII D of the California Constitution (Proposition 218).
- The benefits of any proposed modifications shall be weighed against the financial impact on ratepayers.
- Justification for any special classes of customers (commercial class, low-income, etc.) under the recommended rate structure shall be demonstrated.
- The recommended rate structure shall result in no decrease in stability of the revenue stream, as compared to the current structure. Consideration should be given to funding past and future depreciation.
- The recommended rate structure shall be easy to administer and understand.
- SHN will ensure that the proposed rate structure will be defined to be compatible with the Town's utility billing system, Munibilling.



Compliance with Proposition 218 will be an important aspect of Town's rate study project. SHN has been involved with Proposition 218 while developing rate studies for other communities.

Study Elements

In making its rate structure recommendations, the final report shall explicitly include the following elements and analysis:

- **Current Rate Structure:** Assess the current rate structure's performance as a baseline for comparing recommended changes.
- **Equity:** Assess the equity of recommended rates for all types of property ownership (such as single-family, multi-family, commercial, industrial, etc.), as required by Prop 218.
- **Sensitivity Analysis:** Assess the ability of the revenue stream generated by the recommended rate structures to continue to fully fund system costs. Assessment is to include a sensitivity analysis where the long-term revenue generated under each alternative shall be illustrated when confronted with the impacts of growth.
- **Other Service Charges:** Assess existing customer service fee structure and identify other potential areas for service and system charges and recommended changes.
- **Rate-payer Education and Communication:** Recommend methods for communicating utility costs.
- **Annual operating fund balance targets.**
- **Annual target contingency fund balances and level of liquidity.**
- **Supporting Data:** Provide data supporting conclusions and observations made for each of the areas above and cite within study.

1. Project Approach



Services to be Provided by SHN

In making its rate structure recommendations, the final report shall explicitly include the following elements and analysis:

- Assessment of the equity of recommended rates for all types of customers, including but not limited to residential single family, residential multi-family, commercial, irrigation only.
- Assessment of the impact of the recommended rate structure on responsible water usage and conservation.
- Assessment of potential areas for service and system charges that are not currently part of the rate structure.
- Provide recommended methods for communicating utility costs, including utility bill layout and how it might be used to identify actual costs of providing water services under recommended rate structures.
- Provide recommended operating fund reserve targets.
- Acquire and analyze historical financial data associated with water funds and current rate system.
- Prepare a spreadsheet model of financial elements of the water funds and current rate system to use as a basis for the study.
- Project future expenses related to operations and maintenance (O&M), replacement, debt requirements and other identified expenditures to determine the revenue generating requirements of a user fee.
- Identify and define customers and customer classes.
- Review rate structure alternatives with the Town through modeled scenarios which project impacts on various customer classes.
- Determine preferred rate structure and prepare five-year pro-forma statement of revenues and expenditures along with rate performance.
- Prepare Rate Plan document describing existing conditions, rate setting methodology, analyses of rates and scenarios and recommended rate system.
- Present recommendations to the Town/public with discussion of approach and decision processes.



2. Professional Experience

Firm and Personnel Overview

Founded in 1979, SHN is a registered California C-Corporation. Our Corporate offices are located in Eureka, California. SHN's Redding Regional Office provides services in Northern California and Southern Oregon, covering areas from Sacramento, California, to Medford, Oregon. Additional company information can be found by visiting www.shn-engr.com.

As we have faced a broad array of diverse projects throughout Northern California and Southern Oregon, SHN's engineers have learned to be flexible and to develop cost-effective, site-specific solutions that meet our clients' requirements. We understand the local politics, financial limitations, and funding opportunities that dictate how projects in the region are designed and implemented.



The project will be overseen by an SHN Principal who will provide guidance and direction to staff, coordinate with the Town on contractual matters, and generally provide oversight to ensure that schedules are met and products meet professional and technical standards. For this project, SHN has assigned **Anders Rasmussen, PE**, as the Project Manager. Specializing in municipal engineering, Anders will be the point-of-contact for this project, develop final project schedules, coordination with other professional staff and seeing that the rate study is developed and presented to the Town as required.

Anders' experience with projects involving financial systems include the following:

- Lake Shastina CSD Wastewater Rate Study, Siskiyou County, CA
- Lake Shastina CSD Wastewater Services, Siskiyou County, CA
- Fort Jones Water Availability Analysis, Siskiyou County, CA
- Alturas Wastewater Facility Design Services, Alturas, CA
- Town of Fort Jones Wastewater Planning Study, Siskiyou County, CA



Providing detailed technical development of the rate study will be **Richard Culp, PE**. Richard has more than 30 years of civil and environmental engineering experience with emphasis on municipal utilities, and financial analyses. Richard has considerable experience in performing municipal, utility rate studies along with preparing capital improvement plans. Prior to joining SHN, Richard provided rate study workshops and other training for the Rural Community Assistance Corporation (RCAC). Richard also served as General Manager for the Resort Improvement District in Shelter Cove California, developing utility rates for water, wastewater and electric utility services, for eleven years.

Richard's recent SHN rate studies have included:

- Hoopa Valley Public Utility District, Wastewater Utility Rate Study (in progress)
- Lake Shastina CSD, 2024 Water Rate Study, Siskiyou County, CA
- City of Alturas, 2023 Wastewater Rate Study, Alturas, CA

2. Professional Experience



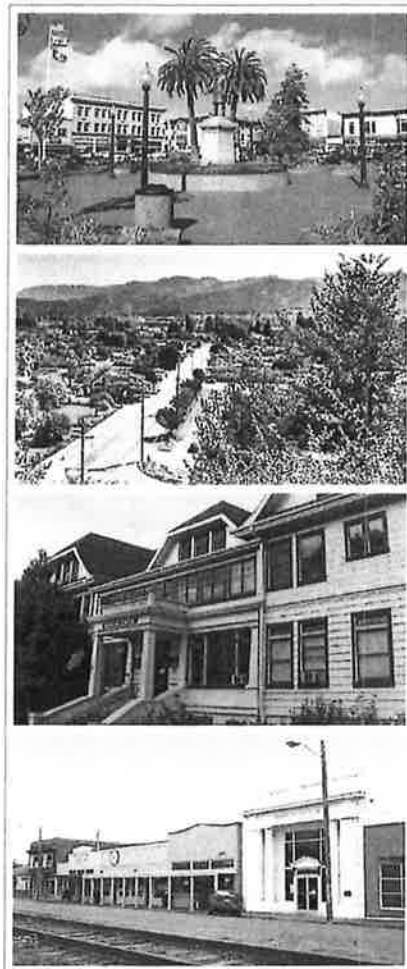
Relevant Experience

SHN has been providing municipal water supply services throughout Northern California and Southern Oregon for over 46 years. We have accumulated a vast amount of water system experience in a variety of fields including groundwater investigations, source and supply expansion, water system modeling and analysis, design of new and replacement storage facilities, water treatment plant analysis and design, surface water intake project design, water line design, and planning and permitting of water-related projects. In short, we know water, and our array of technical expertise can identify solutions that lead to project success.

Rate Study Experience

SHN has worked with several municipalities and districts to facilitate the Proposition 218 process and preparation of rate studies. The process for the provision of services includes formulation and adoption of an operating budget and establishing rates, fees, and assessments through State-mandated guidelines and procedures to acquire revenues for funding its operations. Proposition 218 (Right to Vote on Taxes Act) significantly changed local government finance. This constitutional initiative sets forth specific definitions and procedures for establishing fees and benefit assessments. In order to conform to rules set forth by Proposition 218 and other State regulations and codes, Proposition 218 allows community operated water and wastewater service providers to charge customers through a fee system where a public participation process requires that a user fee report be produced, property owners be informed, and a public hearing be held.

For many years, local governmental agencies within the State have taken advantage of the practice of funding projects through collecting an assessment of special benefits (fire protection and parks & recreation) on affected properties. Such assessments have been applied through use of the defined methods and procedures of what are known as the "Assessment Acts." Proposition 218 establishes a strict definition of "special benefit." For the purposes of all assessment acts, special benefit means "a particular and distinct benefit over and above general benefits conferred on real property located in the district or the public at large." Proposition 218 also defines the public process required to assess a special benefit, and that process includes an engineer's assessment report, informing property owners, mailing out ballots to property owners, and holding a public hearing.



SHN has performed rate studies for several modestly-sized Northern California communities, including the City of Arcata, the City of Blue Lake, Scotia CSD, and Loleta CSD.



2. Professional Experience

SHN's representative rate study projects are from Northern California and Oregon rural communities, and include both water and wastewater studies:

- **Town of Fort Jones, CA.** Prepared Sewer Rate Study for the Town following the Proposition 218 process. Study was funded under a Proposition 1 Small Community Wastewater Planning Grant.
- **City of Alturas, CA.** Prepared Sewer Rate Study for the City following the Proposition 218 process. Study was funded under a Proposition 1 Small Community Wastewater Planning Grant.
- **City of Arcata, CA.** Water user fees analyses and recommendations of new rates as well as wastewater user fees analyses rate recommendations.
- **City of Blue Lake, CA.** Water user fee analyses and rate study.
- **Lake Shastina CSD, Weed, CA.** Prepared both Sewer and Water Rate Studies for the District following the Proposition 218 process. Both studies were funded by State Waterboard Small Community Wastewater and Water Planning Grants.
- **Loleta CSD, CA.** Evaluated District budget, projected project O&M costs, and projected project debt service to estimate new wastewater rates.
- **Samoa CSD, CA.** Developed new District budget based on similarly sized districts that we have worked with, including project O&M costs for new sewer and treatment systems, and projected sewer rates for District given multiple potential growth scenarios.
- **Scotia CSD, Scotia, CA.** Complete "start-up" of community system with operating budget and rate structure for a community that had never had district services.
- **City of Bay City, OR.** Water user fee analyses and recommendations for a "start-up" regional water system including beginning budget, operations and maintenance costs and budget analysis.
- **Green Area Water and Sanitary Authority, OR.** Evaluated the Authority's rate structures and updated their mitigation fee rates for future developments.
- **Harbor Sanitary District, OR.** User fee analyses, rate study and mitigation fees for future development.
- **City of North Bend, OR.** Stormwater utility study and recommendations for utility fee system rates.
- **City of Port Orford, OR.** Wastewater user fee and mitigation fee analyses in addition to new rate structure recommendations.



SHN's rate study experience clients in the state of Oregon includes the City of Bay City, Green Area Water and Sanitary Authority (Roseburg), Harbor Sanitary District (Brookings), the City of North Bend, and the City of Port Orford.

2. Professional Experience



Client References and Record of Performance

The very best evidence of the quality of SHN's work is testimonials from our clients. We encourage you to contact and question all of our references to confirm the quality of our team's services and the reliability of our firm. We recommend asking them about our team's performance and our adherence to scope, schedule, budget, and responsiveness.

Our team is confident that they will tell you that SHN's projects are completed on time, within budget, and that our project managers are reliable and accessible.

Rick Thompson
Interim General Manager
Lake Shastina Community Services District
16320 Everhart Drive
Weed, California 96904
530-938-3281 ext. 103
generalmanager@lakeshastina.com

Warren Farnam
Public Works Director
City of Alturas
200 W. North Street
Alturas, CA 96101
530-233-2052
wfarnam@cityofalturas.us

Amanda Mager
City Manager
City of Blue Lake
111 Greenwood Road
Blue Lake, CA 95525
707-668-5655
citymanager@bluelake.ca.gov



3. Schedule and Pricing

Proposed Schedule

The RFP states that the Town wishes to complete the rate study by the end of November 2025 with recommendations presented to the Board meeting in May 2026. Typically, rate studies like these take four to six months to complete in part due to the time needed for public/board presentation(s) and comment. SHN is aware that a new rate structure will likely be needed to secure funding for upgrades to the water system. A fast-track early completion by May 2025 could be achieved, if the Town can provide rapid and thorough responses to data requests and is willing to schedule special staff and Town council meetings.

If selected, SHN will work with the Town to develop a reasonable schedule for the rate study, knowing the importance of a timely completion.

Cost Proposal

Proposed estimated project costs to provide water rate study services are provided in the table below. Based on our experience, our costs are calculated in relation to water rate studies for similarly sized small districts; however, our costs are open to negotiation if our firm is selected for this project.

As requested in the RFP, our team's cost proposal is provided on the following page.

Project: Town of Fort Jones Water Rate Study RFP No. 23-2501

Job No.: 0
Promo No.: 525000.003
Set-Up Date: January 20, 2025
Modified Date:
Mark Up: 15% On Outside Services

Project Start Date: February 11, 2025
Project Duration (Wks): 35
Project Completion Date: October 14, 2025
Custom Phases/Tasks (Yor N): N
Contingency: 10%

Town of Fort Jones

Billing Group	Phase	Task Leader/ Tasks	Staff:		Anders Rasmussen	Project Manager	Anders Rasmussen	QA/QC	Richard Culp	Sr. Civil Engr.	Evald Kashkenov	Staff Engineer	Jared Goebel	Staff Engineer	Admin. Staff	Clerical	Reimbursables	Outside Services	Outside Services	Totals	Billing Group or Phase	Start Week (#)	Billing Group or Phase	Duration (Wks)
			AHR	AHR	RDC	EXK	JWG	CLR																
			\$210	\$210	\$185	\$115	\$115	\$75												9,740	1	1	35	
		1.1 Review existing conditions	4		8	8	20	8												4,160	1	1	35	
		1.2 Meetings with staff	4		8	24	24													11,640	1	1	35	
		1.3 Conduct analyses		8																8,920	1	1	35	
		1.4 Preliminary Report		8	16	16	16													5,300	1	1	35	
		1.5 Rate Comparison Study (optional)		1	6	16	16													4,760	1	1	35	
		1.6 Final Report		4	8	8	8													2,520	1	1	35	
		1.7 Prop 218 Assist & Hearing (optional)	6		6																			

Total (Hrs) by Staff	14	21	88	92	92	30														47,040	\$			Called
Total (\$) by Staff	2,940	4,410	16,280	10,580	10,580	2,250															\$			4,704
																					\$			51,744

Note: If Fort Jones Staff is willing to add the two optional tasks to their scope, then SHN will reduce the fee by the following amounts:

Contingency: 10%																								
Calculated Total:																								
Call:																								
Optional Tasks (Add to F.J. Staff scope)																								
1.5 Rate Comparison Study + Contingency Reduction																								
Adjusted Total:																								
1.7 Prop 218 Assist & Hearing + Contingency Reduction																								
Adjusted Total:																								
1.5 & 1.7 tasks declined, Total Reductions																								
Adjusted Total:																								



Appendix A.
SHN's Key Staff Resumes



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Appendix A. SHN's Key Staff Resumes

Anders Rasmussen, PE Project Manager

Years of Experience: 30
Years with SHN: 14

Education

M.S., Civil Engineering;
University of Minnesota;
Minneapolis, MN; 1996

B.S., Civil Engineering;
University of the Pacific;
Stockton, CA; 1993

Professional Registrations

Professional Engineer, CA,
#58184

Professional Engineer, OR,
#62601

Anders has over 30 years of civil experience in water resources, water and wastewater, environmental restoration, general civil/site design, and regulatory compliance. Specific areas of expertise and interest include project management, including multidisciplinary teams in multiple offices; client development and client service management; master planning and studies, including economic analysis; conceptual, preliminary, and final design for design/bid/build, CM/GC, and design/build projects; stormwater management; water/wastewater; modeling for water quality, hydrologic, hydraulic (closed pipe and open channel); and site design for major facilities, including water and wastewater treatment plants.

Representative Projects

- Lake Shastina CSD, Water Rate Study, Siskiyou County, CA
- Lake Shastina CSD, Wastewater Rate Study, Siskiyou County, CA
- City of Klamath Falls, Wastewater System Development Charge Study, Klamath Falls, OR
- City of Alturas, Wastewater Rate Study, Alturas, CA

Richard Culp, PE Senior Engineer

Years of Experience: 30
Years with SHN: 4

Education

B.S., Civil Engineering, West
Virginia University,
Morgantown, WV

Professional Registrations

Professional Civil Engineer,
#51419, CA

Richard has more than 30 years of civil and environmental engineering experience with emphasis on municipal utilities, and financial analyses. Richard has considerable experience in performing municipal, utility rate studies along with preparing capital improvement plans. Prior to joining SHN, Richard provided rate study workshops and other training for the Rural Community Assistance Corporation (RCAC). Richard also served as General Manager for the Resort Improvement District in Shelter Cove California, developing utility rates for water, wastewater and electric utility services, for eleven years.

Representative Projects

- Hoopa Valley Public Utilities District, Wastewater Utility Rate Study, Hoopa, CA
- Lake Shastina CSD Water Rate Study, Siskiyou County, CA
- City of Alturas, Wastewater Rate Study, Alturas, CA
- Shelter Cove Resort Improvement District, Development of Water, Wastewater, Electric Utility Rates while serving as General Manager



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Appendix B.
Example of Rate Study
Deliverable
(Lake Shastina CSD,
Water Rate Study, April 2024)



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E & S Engineers & Surveyors, Inc.
Civil Engineers & Land Surveyors

329 West Miner Street
Yreka CA 96097
530 842.6813
530-842.6645 (Fax)

PROPOSAL TO PROVIDE ENGINEERING SERVICES
TO THE TOWN OF FORT JONES FOR
A WATER RATE STUDY

1. Project Approach:

Our work plan would begin with reviewing the current water rate structure being used by the Town of Fort Jones to figure out what the Town is currently charging their water users. We would figure out the current flat rate and rate per gallon of water. Once we know the current rates, we can then perform a cost analysis of the entire water system to figure out how much it is costing the Town of Fort Jones to maintain their water system and whether the current rates are sufficient to cover these costs.

In order to figure out the total cost of the water system, we would figure out the costs of Operation and Maintenance (O&M) and costs of Capital Replacement. Operation and Maintenance costs include employee salaries, utility bills, water treatment supplies, and any other soft costs incurred by the Town. Capital replacement costs would be costs associated with the replacement of the water system itself (water mains, gate valves, tanks, pumps, etc.).

The O&M costs can typically be calculated by generating an expenditure's report of the Town's Water Reserves Fund Account.

Calculating the capital replacement cost for the whole water system is a bit more tricky. We will need to make an inventory list of all the components of the water system, figure out how much longer we estimate the component will last before replacement, and assign a replacement cost to the component based on our experience working on similar public works projects. The older the component is, the less time the Town has to collect the cost of replacement from its water users; thus the older the water system, the higher the water rates need to be.

Over the years we have designed several water works projects for different cities in Siskiyou County and have been tasked with managing the public bid process for this projects as well. By analyzing the contractor bids we have received over the years, we are able to closely estimate the cost of replacement for each water system component.

From the O&M Costs we are able to come up with the water flat rate that the Town will charge its water users since these costs will typically remain constant throughout the five years that the water rate study will cover. Then from the capital replacement costs, we will come up with the rate per gallon that the Town will charge its water users since every gallon of water that runs through the water system has a toll on the useful life of its components and thus should make up for the cost of capital replacement.

Our employees have experience working with local city staff and have a good understanding of the challenges they typically face, therefore I am confident we have the tools needed to bring the project to completion with the least amount of complications.

2. Experience:

Over the last ten years we have performed water and sewer rate studies for the cities of Dorris, Etna, and Montague all within Siskiyou County. By being part of several water works projects, we have a good grasp on the costs of materials and construction for Northern California. This will allow us to accurately set a water rate that will aid the Town of Fort Jones with the replacement costs of its water system. We also have experience presenting to city councils, as we are the City Engineers for the City of Dorris, Etna, Montague and Town of Fort Jones and typically are required to present staff reports to their city councils. We are also familiar with the public hearing process required by law to have the water rates become official. Below is a list of our project team members and references who can attest to our work ethic.

References:

City of Montague: David Dunn, Public Works Supervisor/City Administrator, P:530-459-3030

City of Etna: Pamela Eastlick, City Clerk/Finance, P:530-598-6730

City of Dorris: Joanna Wynant, City Administrator, P:530-397-3511

Project Team:

Morgan D. Eastlick, President - California RCE 62963, Oregon PE 84270, Nevada 22188 – 27 years with the Firm.

Jose M. Hernandez Estrada, Principal Engineer- California RCE 90911, Oregon PE 100041 - 10 years with the Firm.

Selina Darger, Engineer in Training (EIT) – 8 Years with the Firm.

Elizabeth Monday, Engineer in Training (EIT) – 1 Year with the Firm.

3. Schedule:

Our work plan would begin with reviewing the project with the Town staff to determine the Town's expectations for the project and to collect all the data we will need to perform the water rate study.

- Analyze the Town's Fiscal Year 23/24 Operation and Maintenance Expenses.
- Create inventory of water system components, assign remaining useful life to each component, and assign cost of replacement of component.
- Meet with Town staff to discuss preliminary results of Water Rate Study
- Incorporate input from Town's staff into preliminary Water Rate Study report
- Complete preliminary Water Rate Study Report and Tentative Rate Structure
Complete by June 6, 2025

- Present preliminary report and tentative rate structure to Town staff for comments **(June 13, 2025)**

- Present preliminary report and tentative rate structure to City Council at July council meeting **(July 14, 2025)**

- Incorporate City Council Comments into preliminary report
- Create Final Water Rate Study Report and Recommended Rate Structure
Completed August 15, 2025

- Present final report and recommended rate structure to City Council and the public at September council meeting **(September 8, 2025)**

3. Pricing:

1. Preliminary Water Rate Study & Tentative Rate Structure.....Firm Fixed \$7,500
2. Final Water Rate Study & Recommended Rate Structure.....Firm Fixed \$3,000

Total Firm Fixed Price \$10,500

Note:

Subsequent studies will be less costly because the capital inventory spreadsheet will have already been developed.

Consultant Statement:

The undersigned Consulting Engineer does hereby declare and stipulate that this proposal is made in good faith, without collusion, or connection with any other person or persons bidding for the same work; and, that it is made in pursuance of and subject to all the terms and conditions of the Contract, as defined in the Contract Documents, which have been fully examined by the undersigned bidder.

The undersigned Consulting Engineer agrees to execute the Contract.

The Work shall be completed within the Contract Time set forth in the Request for Proposals and included in the Work Plan above.

All the various phases of work enumerated in the proposal with their individual jobs and overhead, whether specifically mentioned, included by implication, or appurtenant thereto, are to be performed by the Consulting Engineer.

The Consulting Engineer hereby states that no key personnel proposed for use on this project, or key personnel subsequently approved for assignment to the project have conflict of interest regarding work within the Town of Fort Jones. All personnel shall sign conflict of interest forms as necessary.

This proposal shall remain in effect for a period of 120 days from the date of submittal.



Jose Hernandez, P.E. 90911

1/29/2025

Date



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator
Subject: Review and discuss rental fees for non-profit groups/organizations from other cities in Siskiyou County and possibly take action to adjust the Town's rental fees for the community center and Scout Hall.

Background:

Dee Jones, a Scott Valley resident, asked in a Fort Jones Town Council Meeting, if the Council would consider lowering the rental fees for non-profits.

The non-profit and Public Agency Group rental fees for the Fort Jones Community Hall are \$15.00 an hour. This fee was introduced and passed in June of 2024 after comparing other non-profit rental fees in Siskiyou County.

Presented are rental fees from six cities in Siskiyou County. Other cities in the county, such as Etna and Tulelake, do not provide or have rental space in their city hall or have a community center. Only Dorris has a lower rate than Fort Jones at \$12.50 an hour. All six cities charge non-profit groups to use their facilities.

In considering the adjustment of the rental fees, please keep in mind that the town must cover the cost of the electric bill, wages to clean the building, insurance, bathroom supplies, and maintenance for wear and tear.

Recommendation:

The Town Administrator recommends that the town council leave the non-profit rental fees for the Fort Jones Community Hall and Scout Hall stay as they are currently.



Community Building Inquiry

From Cindy Smith <cindy@msrec.org>

Date Wed 1/15/2025 10:35 AM

To twostep75@hotmail.com <twostep75@hotmail.com>

Hi Mercedes

The minimum hourly fee to use the Community Building would be \$50 based on the District's current fee schedule for an organized local club.

How often would you need the space ? Which day of the week & time ?
How many members?

Cindy

Cynthia G. Smith

Administrative Assistant

Mt. Shasta / Dunsmuir Recreation & Parks Districts

(530) 926-2494

City of Dorris Fees

Fax	
Send	\$1.00-1 st Page .50-2 or more
Receive	\$1.00 1 st Page .25 2 or more

Copies	
Black	.10
Color	.25

Yard Sale (3-days)	\$5.00
--------------------	--------

City Hall/Youth Bldg	\$15.00/hour
----------------------	--------------

Deposits

Non Alcoholic event	\$100.00
With Alcohol	\$500.00

Non-Profit Discount for other than Fund Raisers	30%
---	-----

Burn Permits	\$5.00
--------------	--------

Parking (Big Rig on Allowable City Streets)	\$10.00 yearly
---	----------------

Animal Control

Licenses

License Spayed or Neutered	\$10.00
License Not Spayed or Neutered	\$20.00
Late License Fee	\$25.00
Impound-1 st Offense	\$50.00
Impound-2 nd Offense	\$100.00
Impound 3rd Offense	\$250.00
Lost License Replacement	\$2.50
Animal or Pack Permit	\$7.50

Contact Humane Society for their daily charges.

Marquee	
Non Profit Organizations	\$5.00/ week
Personal Ads	\$5.00 3-days
Business Licenses	\$44.00 yearly
Delinquent licenses (after 7-31)	\$88.00
Outdoor Advertising Sign	\$100.00/year
Returned Check Fees	\$25.00 per item
Water Connections	\$400.00
Sewer Connections	\$500.00



CITY OF MONTAGUE
200 S. 11th Street, Montague, CA 96064
(530) 459-3030

COMMUNITY HALL RENTAL AGREEMENT AND APPLICATION FOR USE FORM

Thank you for selecting the Montague Community Hall for your event. To ensure that your event will go smoothly, the City requires that a walk-through of the facility be performed prior to the event and after the event. During the walk through, any questions regarding the operation of the facility will be explained and any special needs can be discussed with the city staff.

AGREEMENT AND CONDITIONS:

1) Applicant agrees that the Auditorium, Kitchen, Club Room and Barbeque, (if using the Barbeque) are rented in clean and good condition, intact and in working order.

All applicants have the right to check the premises and make notations as to the conditions of the premises. All applicants are encouraged to do a walk through and inspection of the premises. Failure to do so, the applicant waives the right to any claims for damages which may have existed prior to the applicant's use of the facilities.

2) Applicant agrees to leave the facilities in clean condition. All items such as tables, chairs, kitchen utensils etc., shall be put away or restored to original positions according to the city staff. Under no circumstances will city equipment be removed from the facility. The individual or organization granted use of the facilities will be held responsible for any loss or damage to the property caused by such use.

A FEE OF EQUAL REPLACEMENT WILL BE CHARGED

3) If applicant has rented the auditorium and there is evidence during post-event inspection that the Rotary room has also been used, an additional fee of \$75 will be due for use of the club room. Such fee must be paid before the deposit will be returned.

4) If applicant has rented the Community Hall and if there is evidence during pre-event and/or post-event inspection that the renter set up the day prior or cleaned up the day after their event, an additional fee of \$75 will be billed for each additional day other than the event day. Such fee must be paid before the deposit will be returned.

5) **FLOORS:** No other cleaning solutions except those provided by the City will be used on the floors. You will be given strict instruction in the care for the wood floors during the walk through.

6) **LIGHTING:** After turning off the lights, there is security lighting on sensors that will come on if you reenter the building. PLEASE do not turn off the circuit breakers as this will turn off all power including the refrigerators

7) **BARBEQUE:** If the Barbeque is to be used you will be instructed specifically on its usage and care. A deposit for use of the barbeque is in addition to the other deposits. A separate check is required; if the barbeque and its equipment is left in good condition pursuant to this rental agreement and application for use your deposit will be refunded. The individual or organization granted use will be held responsible for any loss or damage to the property caused by such use.

Initials _____

**CITY OF MONTAGUE
COMMUNITY HALL RENTAL AGREEMENT
AND APPLICATION FOR USE FORM**

8) **TRASH:** All trash accumulated from event can be placed inside dumpster located on site. Combination for dumpster is located on the community hall key chain. If excess trash is left outside of the dumpster after your event you will be liable for an additional \$35 fee:

9) **ABSOLUTELY NO STAPLES, NAILS, PUSH PINS OR OTHER TYPES OF FASTENERS OR DUCT TAPE WILL BE USED TO HANG DECORATIONS ANYWHERE IN THE BUILDING and NO HANGING ANYTHING FROM THE CEILING. NO EXCEPTIONS.** Please check with the city staff for types of tape or hangers to be used (only blue painters' tape may be used).

10) **ABSOLUTELY NO MOTORIZED VEHICLES OR HAY ALLOWED INSIDE THE BUILDING. NO ROLLER SKATES, SKATEBOARDS OR ROLLER SHOES ALLOWED.**

11) **ABSOLUTELY NO SMOKING IN THE BUILDING.** By law this is a **Non-Smoking Facility**

12) Applicant may bring additional equipment (their own private equipment) to the facility to be used for their event. However, all additional equipment must be described in this agreement; and must be removed when the event is over.

13) If your event is a private party (not open to the public) the following shall be adhered to:

A. Any law enforcement official shall have the right to enter the premises at any time during the event.

B. Any law enforcement official shall have the authority to close the facility and declare the event closed; if in their opinion conditions warrant such action.

C. If alcoholic beverages are to be sold to the general public, a valid license and or permit must be obtained as required by State Law and the Bureau of Alcohol Beverage Control. A copy thereof must be presented to the City Clerk's office at the time the rental agreement is signed. The City Clerk must authorize such use of the facilities.

14) **KEYS:** All keys must be returned to City Hall within 72 hours after the event has concluded.

15) **DEPOSITS:** A separate payment in the form of a personal check, cash, or money order is required for all deposits. No deposit shall be returned until the facilities have been inspected by a city staff member and the keys have been returned to City Hall. Deposits will be returned within two working days after that inspection.

16) **RENTAL PAYMENT:** A separate payment in the form of a personal check, cash, or money order is required for the rental of the facility. If your event is cancelled, please notify City Hall immediately so the facility may be available to others.

17) **CLEAN UP:** If applicant needs to be contacted for the rented facility not being efficiently cleaned the day that follows; the event, or the previously rented clean- up day, there will be a \$150.00 fee that will be taken out of the deposit.

If you need to contact a City employee after hours: 530-598-1020.

Initials _____

**CITY OF MONTAGUE
COMMUNITY HALL RENTAL AGREEMENT
AND APPLICATION FOR USE FORM**

17) FACILITY USAGE:

Auditorium **\$200.00** all day (includes kitchen and garbage) Deposit **\$800.00**
Rotary Room **\$120.00** all day (includes kitchen and garbage) Deposit **\$500.00**
Barbeque Liability Deposit: **Included in Deposit**
PA System Liability Deposit **\$400.00**
Set up day prior to event additional **\$75.00**
Clean up day after event additional **\$75.00**
Liquor License Liability Certificate **\$60.00**
Liability Insurance **\$81.00** (under 100 people) **\$113.00** (over 100 people)

A) Date of Application: _____

B) Name of Applicant/Lessee: _____

C) Address: City: _____

D) Phone Number: _____

E) Date of Event: _____

F) Type of Event: _____

G) Name of Sponsoring Organization: _____

H) Contact Person: _____

I) Clean Up Person: _____

J) Private Event: ____ Yes ____ No Open to Public: ____ Yes ____ No

K) Will Food be Served: ____ Yes ____ No Caterer: Yes ____ No ____

L) Name of Caterer: _____

M) Will Alcohol be: Served ____ Yes ____ No / Sold ____ Yes ____ No

Initials _____

**CITY OF MONTAGUE
COMMUNITY HALL RENTAL AGREEMENT
AND APPLICATION FOR USE FORM**

18) INSURANCE REQUIREMENT:

The lessee agrees to provide and/or purchase liability insurance with an "A" rated insurance carrier and a minimum of \$1,000,000.00 (1-Million Dollars), naming the "City of Montague" as an additional insured, regarding the event held on city premises, at the facility;

A) The specific language on the "Certificate of Insurance" under the Additional Insured endorsement must state: "The City of Montague, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of the rental of the facility located at 200 South 11th Street, Montague, including work or operations performed by or on behalf of the Renter and materials, parts, or equipment furnished in connection with such work or operations." Also named as a Policy Holder.

B) "The specific language on the "Certificate of Insurance" under the Policy Holder the city also needs to be listed as a policy holder:

Additional Insured Policy Holder: "The City of Montague, 200 South 11th Street, Montague, CA 96064"

(* The city offers the required liability insurance for an addition cost, separate of the costs for the facility rental and deposit(s). Inquire at the City Clerk's Office for insurance rates).

19) The lessee agrees to provide a legal defense and to indemnify and hold harmless and free from liability the City of Montague, its officers, agents, servants or employees while acting as such, from any and all claims for damages, demands, costs, or expenses which the lessee shall become obligated to pay by reason of liability imposed by law because of injury to property or injury to or death of persons received or suffered by reason of any act, omission or negligence of the lessee, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by lessee.

20) The lessee is responsible, or the applicant representing the lessee is responsible, agrees to pay any costs incurred in repairing or replacing damaged city equipment or facilities.

21) If applicant purports to be the representative of any group, he/she hereby affirms that he/she is empowered to bind said group to this agreement.

22) All items numbered above (1 thru 19) and pages numbered (1 of 4; 2 of 4; 3 of 4; and 4 of 4) are incorporated as if read fully and constitute the entire **RENTAL AGREEMENT AND APPLICATION FOR USE FORM.**

APPLICANT: Date: _____

Signature of Applicant / Lessee Print Name

CITY: Date: _____

Signature of City Employee

Initials _____

**RELEASE AND HOLD HARMLESS AGREEMENT
AND AGREEMENT NOT TO SUE**

I, fully understand that my participation in the (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the CITY OF MONTAGUE and its officers, agents and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event/class from whatever cause, including the active or passive negligence of the CITY OF MONTAGUE and its officers, agents and employees, or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall ***indemnify and hold harmless*** the CITY OF MONTAGUE and its officers, agents and employees from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class. I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND AGREEMENT NOT TO SUE THE CITY OF MONTAGUE AND ITS OFFICERS, AGENTS AND EMPLOYEES AND FULLY UNDERSTAND ITS CONTENTS.

I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I AM SIGNING IT ON MY OWN FREE WILL.

DATE: _____

Signature Parent/Guardian if under age 18

Initials _____

PERMIT/FACILITY USE AGREEMENT WEED COMMUNITY CENTER

161 E. Lincoln Ave Weed, Ca 96094

(530) 938-4685

Contact Person: _____ Email Address: _____

Organization: _____ Non-Profit Tax ID: _____

Contact Person Address: _____

Contact Person Telephone Number(s): _____

Date(s) of Event: _____

Time(s) of Event: _____

Which room(s) are needed? _____

Purpose for which room(s) will be used: _____

Expected Attendance: _____ IS THIS A PRIVATE EVENT YES _____ NO _____

A. INDEMNIFICATION

1. The **(USER/RENTER)** shall indemnify, defend, and hold harmless **(Weed Recreation & Parks District)**, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the **(USER/RENTER)**'s use or occupancy of a facility or property controlled by the **(Weed Recreation & Parks District)**, unless solely caused by the gross negligence or willful misconduct of **(Weed Recreation & Parks District)**, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.
 - a. Such insurance shall name **(Weed Recreation & Parks District)**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the **(Weed Recreation & Parks District)**, which shall be endorsed to provide thirty (30) days' notices to the **(Weed Recreation & Parks District)** of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the **(Weed Recreation & Parks District)** may deny access to the facility.
 - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the **(Weed Recreation & Parks District)**'s self-insurance pool.
 - c. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally

provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the **(Weed Recreation & Parks District)** requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to **(Weed Recreation & Parks District)**.

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES & REGULATIONS

1. A **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The **(USER/RENTER)** further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. **(Weed Recreation & Parks District)** reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the **(Weed Recreation & Parks District)** shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The **(USER/RENTER)** waives any right of recovery against **(Weed Recreation & Parks District)** and the **(USER/RENTER)** shall not charge results of "acts of God" to **(Weed Recreation & Parks District)**, its officers, employees, or agents.

Weed Recreation & Parks District is happy to tentatively reserve space for your event. A minimum non-refundable payment of \$50.00 is required at the time of your reservation to confirm your rental and will be applied toward your total payment.

- Payment in full is due 14 days prior to your event.
- We will also require your signature on the form enclosed. Your signature as a representative of the group using the building constitutes an agreement to release the Weed Recreation & Parks District from all liability during, or resulting from, your scheduled event.
- **Proof of liability insurance coverage must be provided by the renter 14 days before the event. Must be in the name of the renter.**
- **If an outside caterer is used for the event, proof of the caterer's liability insurance is also required 14 days before the event.**
- There will be an additional \$100.00 fee charged for the use of the kitchen (stove/cooking).
- Early Access to room is available for a fee of \$25.00
- A Key/Damage/Security deposit of \$200.00 is required. If any of the \$200.00 is not needed, it will be refunded.
- A Cleaning/Set-up/Breakdown Fee Non-Refundable of \$50-\$100 is mandatory.
- Our building is smoke free.

Building Rental Agreement

This completed form accompanied with your deposit and signed agreement reserves the space you requested.

Weed Recreation & Parks District and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing so that your rental can be recorded on the **Weed Recreation & Parks District** event calendar. The contract can be returned to:

Weed Recreation & Parks District, 161 E. Lincoln Ave. Weed, CA 96094

- (Renting Organization or Individual) is responsible for the following:
- Renters must supply their own dishes, bar towels, utensils, pots and pans, cups, and glasses.
- Clean kitchen after use. Wiped down range, sinks, floor drains, tables. Clean cutting boards.
- All debris and garbage must be put in garbage bags and placed in the dumpster.
- Wipe down all tables and chairs if necessary.
- If there is a spill, wipe it up with water only.
- Do not stand on the tables or chairs. Please provide your own ladder.
- When moving tables and chairs, lift them and do not drag them across the floor.
- When attaching table coverings to the tables, use masking tape only. Remove all tape.
- No decorations of any kind are to be attached to the ceilings, light fixtures, sound baffles, or heater.
- Use of staples, pins, nails, or thumb tacks is prohibited on all walls and moldings. Except for Duct tape, or painters' tape may be used and must be removed.
- The renter is responsible for the conduct of guests.
- It shall be the responsibility of the renter to pay for any damage to the structure or the furniture during the rental period. Charges will be assessed for replacement cost of items missing or for damages and deducted from the damage/security deposit. Or turned into your Liability Insurance for collection.

WEED RECREATION & PARKS DISTRICT COMMUNITY CENTER RENTAL FEES			
Room/Space	Member	Non-Profit	Non-Member
Grand Room	\$350.00	\$400.00	\$500.00
with kitchen	\$450.00	\$500.00	\$600.00
Fitness	\$100.00	\$120.00	\$130.00
with kitchen	\$200.00	\$220.00	\$230.00
Conference/Classroom	\$100.00	\$120.00	\$130.00
Kitchen Only	\$150.00	\$180.00	\$195.00
Pool	\$150.00	\$180.00	\$195.00
with party room	\$175.00	\$205.00	\$220.00
Set-up/Breakdown Fee Non-Refundable	\$50-\$100	\$50-\$100	\$50-\$100
Refundable Key Deposit/ Damage/Cleaning/Security Deposit	\$200.00	\$200.00	\$200.00

The Weed Recreation & Parks District will be responsible for the following:

- Set up of tables and chairs
- Providing a clean and orderly space.
- Orientation of the building and equipment use, if necessary.
- A garbage can liner to hold all garbage.
- Access to the dumpster.

- Providing a key to the building which must be returned upon checkout with Nancy or Christy.
- If the key is not returned, the key deposit of \$200.00 will be forfeited by the renter.

The renter will be responsible for the following:

- During the event, emergency doors must remain unlocked.
- Securing building after your event.
- Check that ALL doors are securely locked. People may have exited from a door you did not previously unlock.
- Close and lock all windows.
- Make sure all blinds or curtains are open.

AS LAWFUL CONSIDERATION for being permitted by the Weed Recreation and Parks District to use this facility, I hereby represent that I am authorized by the organization/party named on this application/contract to execute this agreement on its behalf. I have carefully read this entire agreement and fully understand its contents. I agree to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out its use of the District's facilities. I agree to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

I am aware that this is a release of liability and a contract between the Weed Recreation & Parks District and me and/or the organization named above and have signed this agreement of my own free will.

Signed by: _____ Date: _____

On behalf of (Organization): _____

Signed by **Weed Recreation & Parks District** Rental Representative: _____

Member(s) on call for this event:

Name _____ Telephone # _____

Name _____ Telephone # _____

.....

Weed Recreation & Parks District Use Only:

Proof of Liability Insurance Received Date: _____

Proof of Caterer's Insurance Date Received: _____

\$ Total Room Cost without Deposit: _____

\$ Payment fee enclosed (minimum of \$50.00): _____ Date Paid: _____

\$ Key/Damage/Security Deposit: _____ Date Paid: _____

\$ Bal. due 14 days before event: _____ Date Paid: _____

.....

ABSOLUTLY NO DRIVING, PARKING OR NO UNLOADING ON SIDEWALKS OR PATIO
(CONCRETE)

FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT

INITIAL

CHECKLIST

EQUIPMENT NEEDS TO BE COMPLETE BY RENTER

_____ chairs (approximate number)
_____ tables (approximate number)
_____ projector and HDMI cord _____
_____ microphone
_____ sound system
_____ TV control
_____ stove
_____ bar

ORIENTATION CHECKLIST TO BE COMPLETE BY Weed Recreation & Parks District REPRESENTATIVE AND RENTER

_____ sound system
_____ bar
_____ light switches
_____ cutting boards (3) red, white and blue boards
_____ stove use
_____ dumpster unlocked/ garbage can liners supplied
_____ air/heating system
_____ all door locks

_____ WRPD Rep. Signature & Date

_____ Renter Signature & Date

REQUIREMENTS FOR CERTIFICATE OF LIABILITY INSURANCE, YOU CAN GET THIS FROM YOUR HOMEOWNERS INSURANCE AS A RYDER OR CALL MARKETPLACE INSURANCE IN MT SHASTA

Marketplace Insurance Services, Inc. (530) 926-4500

LIMITS

EACH OCCURRENCE \$ 1,000,000
DAMAGE TO RENTED PREMISES (Ea. occurrence)\$ 100,000
MED EXP (Any one person) \$ 5,000
PERSONAL & ADV INJURY \$ 1,000,000
GENERAL AGGREGATE \$ 2,000,000
PRODUCTS - COMP/OP AGG \$ 2,000,000
Deductible \$ 1,000

CERTIFICATE HOLDER

Weed Community Center
Weed Recreation & Parks District
161 E Lincoln Ave
Weed CA 96094

Name Of Additional Insured Person(s) Or Organization(s):

Weed Community Center
Weed Recreation & Parks District
161 E Lincoln Ave
Weed, CA 96094

YREKA COMMUNITY CENTER

APPLICATION FOR USE

(SUBMIT APPLICATION WITH \$50 NON-REFUNDABLE HOLDING DEPOSIT)

- 1) Date of Application _____
- 2) Name of Organization or Wedding Party _____
- 3) Billing Address _____
- 4) Contact Person _____ Cell Phone _____
- 5) Clean-up Chairperson _____ Cell Phone _____
- 6) Activity _____
- 7) Estimated Attendance _____ (Maximum Occupancy: Dinner Seating/Service - 261)
- 8) Date of Event _____

9) Facility Usage: PORTABLE BAR PERMITTED IN DESIGNATED AREA ONLY	Entire Center (w/ kitchen & dishes)		\$350	_____		
	Entire Center (w/ kitchen, no dishes)		\$300	_____		
	Entire Center (no kitchen, no dishes)		\$250	_____		
	Main Room	\$100	_____	Kitchen	\$95	_____
	Dining Room	\$75	_____	Room A	\$50	_____
	Library/TV Room*	\$50	_____	Room B	\$50	_____
	*Locking Conference Room (*not included in packages)					\$75

- 10) If food or alcohol is to be served at the event, please check the appropriate boxes and list the caterer and/or beverage provider and a daytime phone number for both.

Food: Yes _____ No _____
Caterer _____ Phone _____

Alcohol: Liability Insurance Yes _____ No _____
is required See Exhibit "B" Licensee _____ Phone _____

Quote for Special Event Insurance: \$ _____ Purchased: Yes _____ No _____

- 11) Please note dates and times requested for use of facility:
All events and clean-up must be concluded by 12am (midnight).

Date	Hours
_____	_____
_____	_____
_____	_____

12) Rental Fee _____
 Cleaning Deposit _____
Total Fees _____

**PLEASE NOTE: THE
 COMMUNITY CENTER
 DOES NOT PROVIDE
 LINEN SERVICE.**

13) Will the activity be open to the public? Yes _____ No _____
 Will there be an admission charged? Yes _____ No _____
 a) If yes, set forth prices: _____

14) Indicate any of the following Center-owned equipment to be used with your event.

		Available	
Tables:	8'	25	Dinnerware _____
	4'	5	Flatware _____
	5' Round	42	Refrigerator _____
Chairs:	Blue	249	Chest Freezer _____
	Green	77	Stove/Ovens _____
Center PA System _____	Portable Bar _____		Dishwasher _____
	Other _____		Steam Table _____
			Coffee Maker _____

15) Describe **all** additional equipment that will be brought in by applicant to be used for this event:

A refundable cleaning deposit of \$100.00 will be held pending completion of satisfactory clean-up of facility. (To be checked out by Building Attendant.)

Applicant agrees to comply with all terms listed on User Policy & Guidelines attached as Exhibit "A"

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

RETURN THIS APPLICATION TO: YREKA COMMUNITY CENTER, ATTN: LYSANDRA
 C/O YREKA CITY HALL
 701 FOURTH STREET, YREKA, CA, 96097
QUESTIONS? CALL (530) 841-2332

FOR OFFICE USE ONLY			
Date Contract Received _____		PAID IN FULL ☐	
	Amount	Date	Ck #/Cash
Total Fees Due			
Rental Deposit Paid			
Balance Due			
Balance Received			

YREKA COMMUNITY CENTER

USER POLICY AND GUIDELINES

Exhibit "A"

1. Reservations for use of the Community Center may be made up to eighteen (18) months in advance by contacting the Yreka City Hall Office 8:00 A.M. - 5:00 P.M., Monday through Friday at (530) 841-2332. Reservation forms should be filled out at Yreka City Hall, 701 Fourth Street, Yreka, California, 96097. A holding deposit of \$50.00 must accompany the completed Yreka Community Center Application for Use Form before a use date will be confirmed. This amount will be applied to the total amount due for the reservation. **IN THE EVENT THAT THE RESERVATION IS CANCELLED, THE YREKA COMMUNITY CENTER WILL NOT ISSUE A REFUND OF THE HOLDING DEPOSIT.** In addition to the use fee, a refundable Cleaning Deposit of \$100.00 will be levied. This Cleaning Deposit shall be refunded provided the applicant has complied with all terms of the User Policy. To the extent the City incurs a cost for non-compliance by the applicant, the deposit may be applied against such cost. Also, the applicant shall remain liable for any additional costs to the City as a direct result of non-compliance. The balance of fees plus the cleaning deposit is due in full 14 days before the event.

Groups may not contract the facility before 8:00 A.M. or beyond 12:00 A.M. midnight. Facility clean-up must be concluded by 12:00 A.M. midnight. The building is locked and secured at that time. Failure to end the event and/or clean-up by midnight may result in forfeiture of part or all of the cleaning deposit.

Any activity in which the City's facilities are utilized will be conducted according to law, and will conform to the oral and written policy of the City. No one shall be granted use in such a manner as to constitute a monopoly for the benefit of any person or organization. Only City of Yreka sponsored or co-sponsored programs may be scheduled on a recurring basis.

2. All items such as tables, chairs, kitchen utensils, dishes and silverware, shall be put away or restored to original positions according to the building attendant. The individual or organization granted use of the facilities will be held responsible for any loss or damage to the property caused by such use. **A FEE OF EQUAL REPLACEMENT WILL BE CHARGED.** Under no circumstances will any City equipment be removed from the facility. The Community Center provides a dumpster that can hold 7.77 cubic feet of garbage. Any fees for excess garbage removal will be deducted from the Cleaning Deposit.
3. **An Alcoholic Beverage Sales License and Permit will be required if alcoholic beverages are being sold.**
4. **When alcoholic beverages are being served or sold, the City of Yreka requires renter to provide "Event Liability Insurance, with liquor liability coverage" with limits of no less than \$1,000,000 naming the City of Yreka as Additionally Insured. See Exhibit "B", attached hereto and made a part hereof, for specific insurance requirement.**
5. By law, the Community Center is a **SMOKE FREE** facility. **No smoking is allowed in the building or within 20' of any doorway.**
6. Control of lights, heating and cooling systems, public address systems and other equipment is the responsibility of the building attendant. Any request for changes must be directed to them. **The electrical system of the Center is designed to handle no more than 20 amps per circuit. Any equipment brought in for use must meet those requirements.**
7. Plans for decorations must be discussed with the City at the time of reservation and approved at least two (2) weeks prior to event. Decorations, props, equipment, scenery, etc. must be removed before the group leaves the facilities unless prior arrangements have been made with the City.
 - a) **The use of duct tape, adhesives, nails, screws, staples, etc. must be made in writing to the City and approved at least two weeks prior to the scheduled event. At NO time may glitter or confetti be used as decoration.**
 - b) All decorations must be fireproof or fire retardant materials.
 - c) At no times shall emergency exits be covered or obstructed.
 - d) The City cannot provide supplies of any kind to groups using the facilities.
 - e) **All decorations, tape, staples, nails, screws, etc. used by permittee for the event must be removed upon conclusion of the event.**
8. Security guards and chaperones may be required to be on duty during events such as dances, music concerts, etc. Determination of the number of chaperones and officers required shall be made by the City on the basis of the nature of the activity and the number of people in attendance. The cost of such shall be borne by the group or organization sponsoring the activity and the amount per assignment shall be set forth by the Chief of Police or responsible authority.
9. All groups and organizations are responsible for their event's own ticket sales, publicity, and promotion.
10. The User agrees to defend, indemnify, and hold harmless the City of Yreka, its officers, agents, servants, or employees, from any and all claims for damages, demands, costs, or expenses because of injury to property or injury to or death of persons received or suffered by reason of any act, omission, whether intentional or negligent of the User, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by the User. The User responsible, or the applicant representing the User responsible, agrees to pay any costs incurred in repairing or replacing damaged City equipment or facilities.

City of Yreka Community Center

Date

User Signature

Date

User Name (Printed)



Exhibit B
CITY OF YREKA Insurance Requirements
for Use/Rental of Facilities

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.



Waiver of Subrogation

Renter hereby grants to Entity a waiver of any right to subrogation which any insurer of said Renter may acquire against the Entity by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Renter shall furnish the Entity with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity *at least five days* before Renter commences activities. **We strongly recommend** obtaining a copy of the policy declarations and endorsement page (make this a requirement in your Contract) to facilitate verification of coverages and spot any undesirable policy limitations or exclusions.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance

In some cases the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the Entity.

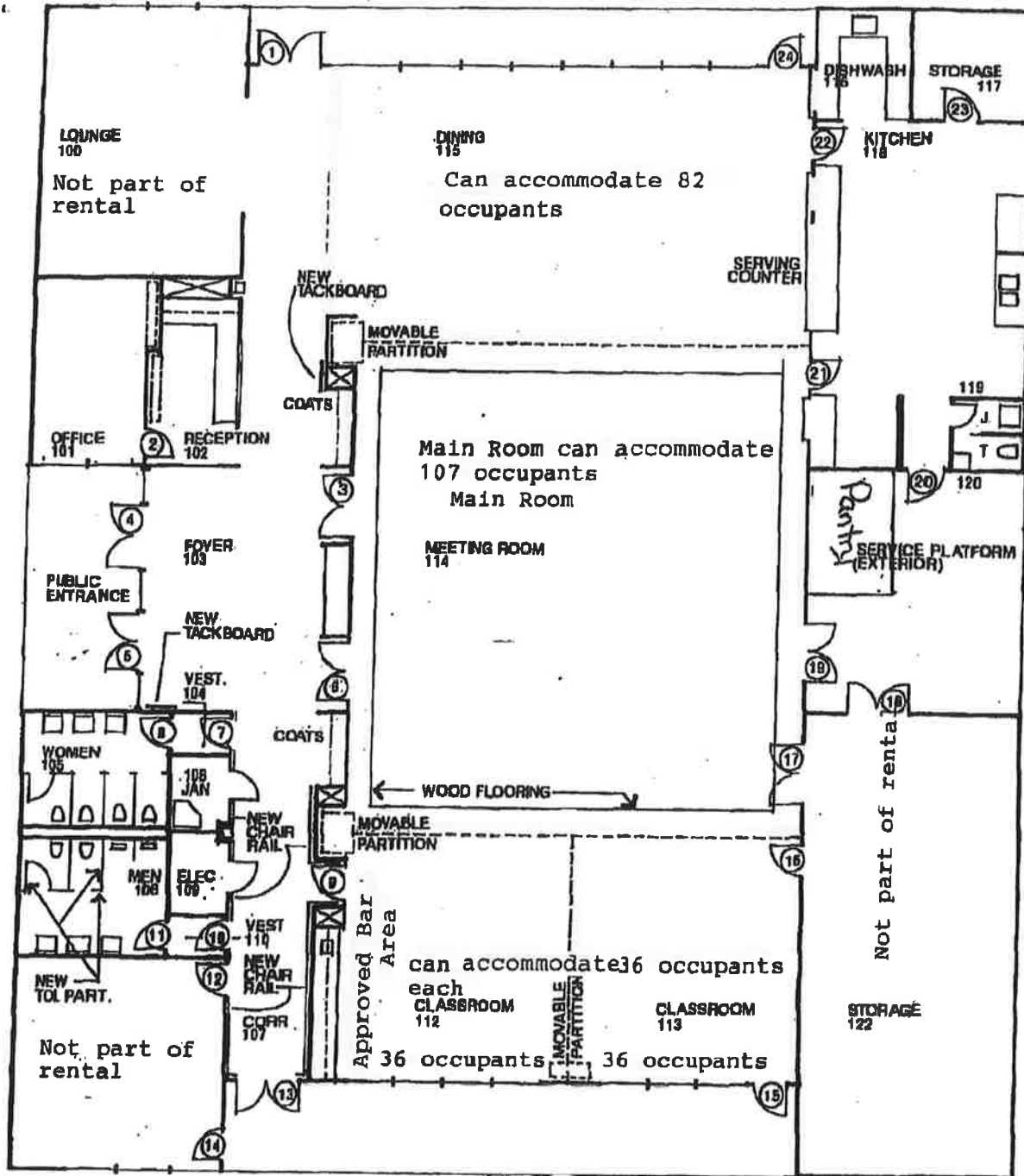
Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from Entity.

Special Risks or Circumstances

Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

OUTDOOR ACTIVITY AREA



Maximum Occupancy for Rental of Facility (261- Seating)

COMMUNITY CENTER FLOOR PLAN

Rental space outlined in yellow





The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator
Subject: Possible amendment to the Job Certification and Continuing Education Policy

Background:

At the regular meeting on 12 November 2024, the town council approved a policy, that is attached, to regulate the number of job certifications that would automatically receive a dollar increase in pay, and that schooling to be paid by the Town needed approval from the Town Council. The policy also stated the guidelines for the Town to follow in determining whether the cost of a particular certificate or schooling was covered by the Town.

Prior to this policy employees were signing up for classes without prior approval expecting the Town to pay for all the expenses including food, travel, and hotel for schooling that was not required by law or needed for their position. Classes that receive a certification such as Asbestos and Hazardous Materials, Backflow, D1, T1 WW2, got an automatic dollar increase in pay without limitation.

At the 09 December 2024 meeting, public works employee Everett Hullquist brought the policy back asking that it be amended so that if passed the Town Administrator would be making all approvals and that the cap of three certificates be removed so that all certificates get the automatic \$1.00 increase.

In my research, no city in Siskiyou County gives an automatic pay increase for certificates or schooling.

The current policy was sent to the Town's legal counsel as requested by the town council and was sent back with approval. Email of approval is attached.

Recommendation:

The Town Administrator recommends that the council not approve the removal of the certificate cap and to decide if they would like the administrator to replace the council as the decision maker on this policy.



Mercedes Garcia <twostep75@gmail.com>

Job Cert. Policy - FJ**Andrew L. Jared** <ajared@chwlaw.us>

Tue, Jan 7, 2025 at 1:05 PM

To: Mercedes Garcia <twostep75@gmail.com>, Cherie Stephen <cstephen@fortjonesca.com>

I see no issues with the policy as written.

I see no barrier to any employee getting as much training as they want. (Item 5).

This policy only acts to

- set a limit on the number of trainings that one can get a wage increase for (3 trainings) (Item 3)
- clarify that only those trainings that required by the job description, California law, or to perform job duties qualify for the wage increase (Items 1 and 2)
- explain when studying on city-time will be allowed (Item 5)

Andrew

Andrew L. Jared

Colantuono, Highsmith & Whatley, PC

790 E. Colorado, Suite 850 | Pasadena, CA 91101

Direct 213-542-5739 | **Main** 213-542-5700

gjared@chwlaw.us | Web: www.chwlaw.us

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The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator and Morgan Eastlick – E & S Engineering and Surveyors, Inc., and Everett Hullquist – Public Works
Subject: Review, discuss, and take action to approve one of the proposals from E&S Engineering for the Cowan Street Sewer Improvement Project.

Background:

On September 9th 2024 the town council approved a proposal from E & S Engineering and Surveyors, Inc to develop improvement plans, specification, and estimates including construction oversight for sewer and drainage improvements on Cowan Street.

Currently the sewer mainline runs through the properties of the residents that live on Cowan Street in which the town does not have easements to maintain the lines. For the homeowner to grant the town easement, the cost can range between \$2000 to \$15,000 dollars.

If the current sewer mainlines were abandoned and new mainlines established down Cowan Street the homeowner would be responsible for the cost to connect their sewer lateral to the new mainline. This would cost the homeowner approximately \$150 to \$250 dollars a linear foot.

E & S has presented two improvement estimates which are attached. One is an estimate to replace the existing sewer line that runs through private parcels on Cowan for \$149,000.00 and one that moves the sewer line to Cowan Street for \$257,000.00.

The public works staff recommends choosing the estimate that moves the sewer line to the street to avoid future problems with the development of private parcels, root intrusions, and damage from other activities.

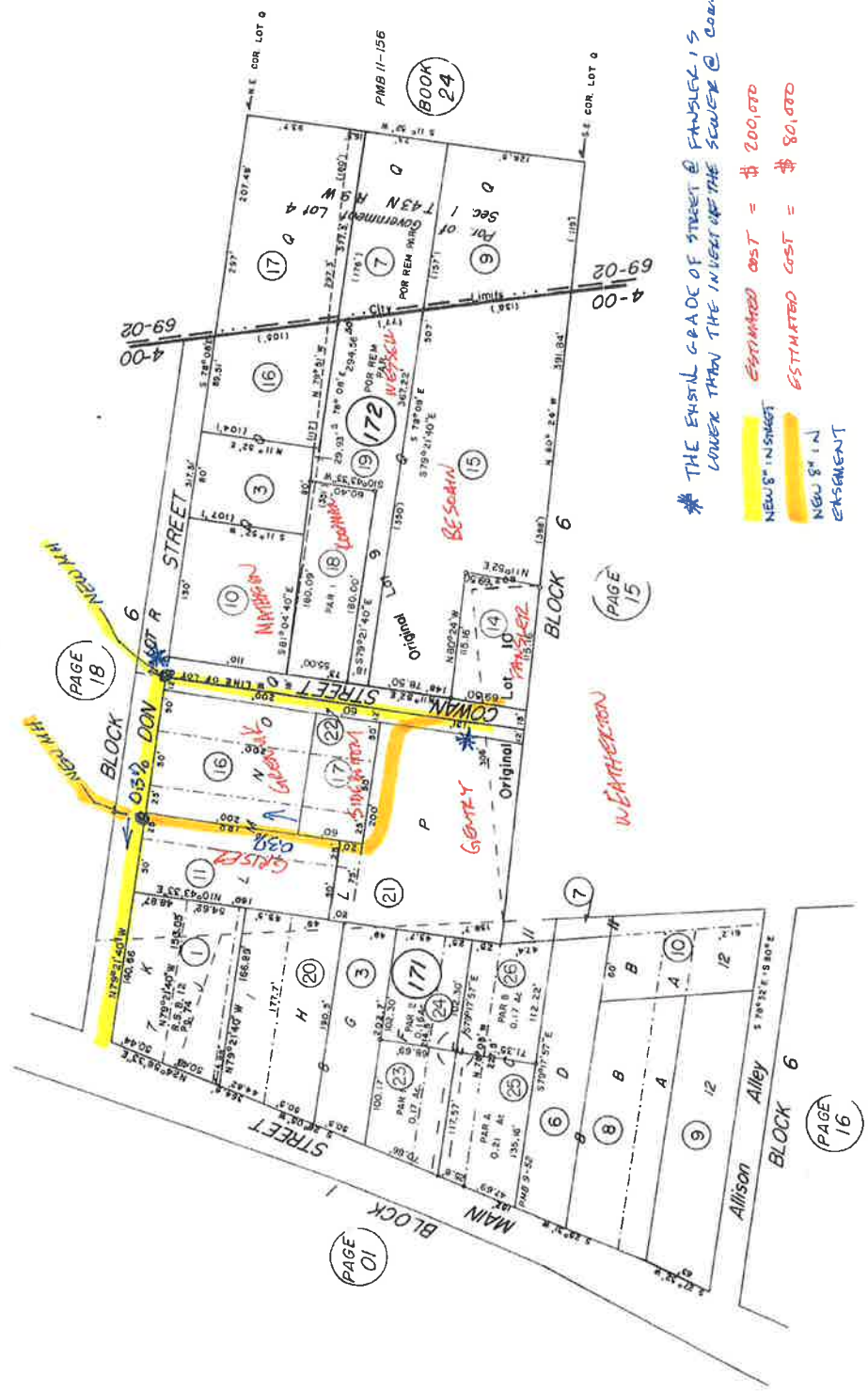
The funds for this improvement project will come from the bulk water sales.

Recommendation:

The Town Administrator recommends that the town council approve the estimate from E&S Engineering that places the mainline down Cowan Street.



Reichman Subdivision
Part of Original Lots 7, 8, 9, & 10 of Block 6
Lots 11 & 12 Block 6
Fort Jones, California



* THE EXISTING GRADE OF STREET @ FANSELY IS LOWER THAN THE INVERT OF THE SEWER @ CORNER & DON.

ESTIMATED COST = \$ 200,000
NEW 8" IN SAG
ESTIMATED COST = \$ 80,000
NEW 8" IN
ENHANCEMENT

NOTE:

PUMPING OF SEWER IS NOT A VIABLE OPTION DUE TO UNIT TERM COST & INSTALLATION COST.



Civil Engineering Land Surveying

eandsengineersandsurveyors.com

329 West Miner Street
Yreka, CA 96097
530-842-6813
530-842-6645(Fax)

ENGINEER'S ESTIMATE

TOWN OF FORT JONES COWAN STREET SEWER IMPROVEMENTS - EASEMENT

Date: January 16, 2025

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	\$7,500.00	\$7,500.00
A2	Construction Site Management	1	Lump Sum	\$5,000.00	\$5,000.00
A3	Traffic Control	1	Lump Sum	\$3,500.00	\$3,500.00
A4	8" SDR26 Sewer Piped Installed	440	Lin. Ft.	\$90.00	\$39,600.00
A5	SS ManHole (Don Street)	1	Each	\$5,000.00	\$5,000.00
A6	SS ManHole (Cowan)	1	Each	\$5,000.00	\$5,000.00
A7	SS Manhole (Easement)	1	Each	\$5,000.00	\$5,000.00
A8	Connect Existing Sewer Service (low side)	2	Each	\$2,000.00	\$4,000.00
A9	Connect Existing Sewer Service (high side)	4	Each	\$2,000.00	\$8,000.00
A10	Move Water Main on Don Street (at Cowan SSMH)	1	Lump Sum	\$7,500.00	\$7,500.00

Subtotal Construction Cost:	\$90,100.00
30% Easements, Plans, Specifications & Estimates	\$27,030.00
Total Construction Cost:	\$117,130.00
10% Construction Administration and Oversight Services:	\$9,010.00
25% Project Contingencies:	\$22,525.00
Total Project Costs:	\$148,665.00



Civil Engineering Land Surveying

eandsengineersandsurveyors.com

329 West Miner Street
Yreka, CA 96097
530-842-6813
530-842-6645(Fax)

ENGINEER'S ESTIMATE

TOWN OF FORT JONES COWAN STREET SEWER IMPROVEMENTS - IN STREET

Date: January 16, 2025

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	\$7,500.00	\$7,500.00
A2	Construction Site Management	1	Lump Sum	\$7,500.00	\$7,500.00
A3	Traffic Control	1	Lump Sum	\$5,000.00	\$5,000.00
A4	8" SDR26 Sewer Piped Installed	635	Lin. Ft.	\$150.00	\$95,250.00
A5	SS ManHole (Cowan & Don Streets)	1	Each	\$17,500.00	\$17,500.00
A6	SS ManHole (Main & Don Streets added)	1	Each	\$7,000.00	\$7,000.00
A7	Connect Existing Sewer Service (low side)	2	Each	\$8,000.00	\$16,000.00
A8	Connect Existing Sewer Service (high side)	4	Each	\$2,000.00	\$8,000.00
A9	Lower Water Main @ Main on Don Street	1	Lump Sum	\$7,500.00	\$7,500.00

Subtotal Construction Cost: \$171,250.00
15% Plans, Specifications & Estimates \$25,687.50
Total Construction Cost: \$196,937.50

10% Construction Administration and Oversight Services: \$17,125.00
25% Project Contingencies: \$42,812.50

Total Project Costs: \$256,875.00



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator
Subject: Possible action to move the town's employee retirement to CalPERS.

Background:

At the regular meeting in May of 2024, the council voted to move the town's employee retirement from Mission Square to Stifel as it was difficult to communicate with Mission Square. We are now in a position where the town can be a part of CalPERS. Being associated with CalPERS would give the town a better advantage of attracting candidates for future employment.

Recommendation:

The Town Administrator recommends that the town council approve moving forward with changing the town's employee retirement from Stifel to CalPERS.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 10, 2025
From: Cherie Stephen – Town Administrator and Everett Hullquist – Public Works
Subject: Discussion about a permanent versus trailer-mounted emergency generator at the main well. Possible action to choose an option.

Background:

The town, years ago, purchased a generator as a backup power source for the main well. The original plan was to mount the generator to a trailer for emergency portable use. For whatever the reason the trailer was never purchased. Since then, it has just been sitting unused and unmaintained.

Recently, the generator has been serviced and is running well. It is now ready to provide backup power to our main well and potentially our sewer-lift stations when needed.

The public works department would like the council to consider purchasing a trailer specifically for this generator to be mounted on for portable use.

Doing my due diligence, I have reached out to two sources at the Rural Water Association for guidance in regards to whether this generator should be stationary on a slab or mounted on a trailer.

First response is from Craig Bunas, which is attached. He states “Even though the Redding office does not have jurisdiction and does not enforce regulations for fuel containment; however, this office does have jurisdiction over protecting the Well recharge areas and prevent any “potentially contaminating activities” (PCAs) from polluting the groundwater near the wellheads.”

His email suggests the town develop a *Spill Prevention Control and Countermeasures Plan* (SPCC) and recommends other sources to contact for guidance on this matter.

Second response is from Darin McCosker, which is also attached. He stated that after speaking with several people with expertise on the subject the preference would be to have a propane generator permanently mounted at the well and pumping station. His email explains further and mentions that he could attend one of our meetings to help council make a decision.

The council needs to decide whether they would like the generator to be permanent at the well, portable on a trailer, or to table the item for additional research and/or discussion with Mr. McCosker at a later time.

Recommendation:

The Town Administrator recommends that the town council discuss the options on whether they want it on a fixed foundation or a portable trailer after reviewing the above mentioned correspondence.



Mercedes Garcia <twostep75@gmail.com>

Generator - Fort Jones

Darin McCosker <dmccosker@calruralwater.org>
To: Mercedes Garcia <twostep75@gmail.com>

Mon, Feb 3, 2025 at 1:11 PM

Hello Mercedes,

I have spoken to several people who have expertise in this area. I wanted to be as accurate as possible with the information I am giving you.

The preference would be to have a permanently mounted, propane generator for the well and pumping station on the hill. (I can't remember the name of it)

The diesel fuel generators do not require secondary containment unless you increase significantly, the gallon amount and storage of that fuel. You also must complete a spill prevention plan, usually created by an engineering firm. (not necessary with up to 500 gallons of propane)

It would be nice if you could mention this (I could also attend your meeting), and place some of the decision making on another timeline.

I would like to get you tied into some potential emergency grant/loan funding opportunities. I would need a little bit of time to get you tied into the potential for USDA funding and your power provider (Northern Pacific I think), for some matching incentives.

Brian Hoffman, our CRWA energy efficiency expert, has "guesstimated" the cost for two generators at between 100K and 130K. We can also discuss this with one of our preferred providers, **Generac**.

I can also come up there and visit with Everette and see what the actual needs are for the system. Brian mentioned that if you purchased a portable, you would risk Everette not having the manpower to move the unit to where he needed it, as well as the potential for theft of the generator and cabling. People steal the cables for the copper.

So let me know what you would like to see happen and we will try to accommodate. I hope this is the information you need.

Sincerely,

Darin McCosker

Circuit Rider

California Rural Water Association

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Mercedes Garcia <twostep75@gmail.com>

FORT Jones Public Water System; Generator Trailer or Not?**Bunas, Craig@Waterboards** <Craig.Bunas@waterboards.ca.gov>

Fri, Jan 31, 2025 at 8:50 AM

To: Mercedes Garcia <twostep75@gmail.com>

Cc: Everett Hullquist <ehullquist@fortjonesca.com>, "Sutter, Barry@Waterboards" <Barry.Sutter@waterboards.ca.gov>, Dan Wessell <dwessell@co.siskiyou.ca.us>, "Gilbreath, Scott@Waterboards" <Scott.Gilbreath@waterboards.ca.gov>

Mercedes,

I am replying to your phone call from a few days ago.

I am not an expert on the regulations for installation and use of permanent or trailer-mounted emergency generators.

This office (DDW-Redding) does not have jurisdiction and does not enforce regulations for fuel containment; however, this office does have jurisdiction over protecting the Well recharge areas and prevent any "potentially contaminating activities" (PCAs) from polluting the groundwater near the wellheads.

Depending on the amount and type of fuel stored for the generator, either Siskiyou County Environment Health or the SWRCB, RWQCB, Santa Rosa is the regulatory authority for this situation.

My opinion is that Fort Jones needs to clearly identify the use(s) of the generator(s) and be specific for the job. For example, maybe Well 3 should have a dedicated on-site generator (if not subject to flood), and obtain a trailer-mounted generator for other uses. Or, if the only generator is going to be mounted on a trailer, park it (and use it) in a manner and at locations that minimize the risk of a fuel spill into the environment.

In any scenario, even if not required by the regulations, I recommend that Fort Jones develop a *Spill Prevention Control and Countermeasures Plan* (SPCC) which should include secondary containment of any fuel spills, and strict protocol for delivery of fuel to the generator(s). The SPCC plan is required for much larger fuel facilities, but the principles of risk abatement are important at any scale.

The prevention of fuel spills near any well is of highest importance in protecting the fate of the water supply for the community. There is ample guidance on the internet to develop a SPCC plan and it is a good format to understand the risks associated with placement of a generator near a well.

Also consider the different risks between supplying propane, gasoline or diesel for an emergency generator. The propane will escape as a gas (higher explosion hazard?) but has far less chance of polluting the groundwater that gasoline or diesel. This would also be considered in the SPCC plan.

I hope this helps with making your decisions regarding the generators for the Fort Jones public water system.

Please contact me if you have questions or comments. Thank you.

Craig M. Bunas, P.E.