



# City of Etna

## AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: January 8, 2024

TIME OF THE MEETING: 5:30pm

PLACE OF THE MEETING: 442 Main Street Etna, CA, and TELECONFERENCE (Zoom)

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
2. Public Comment - Non-Agenda Items - The City Council cannot take action or comment on non-agenda items.
3. PUBLIC HEARING: Discussion of Possible City of Etna Application for Funding Under the State Community Development Block Grant (CDBG) Program.
4. CONSENT CALENDAR
  - a. Minutes of the Regular Meeting December 11, 2023
  - b. Minutes of the Special Meeting December 18, 2023
  - c. Invoice Approvals
5. CURRENT BUSINESS
  - a. Discuss/Approve Notice of Award to Whitehawk Construction for the 2024 Water System Improvement Project (Agreement #: 4600014615
  - b. Discuss/Review Job Descriptions for Grant Writer/Administrator and Approve Requesting Proposals for the Position.
  - c. Discuss/Approve New Fire Department Employee Andre van der Merwe
  - d. Discuss/Approve Setting Interview for Pool Manager Position. Review and Approve Pool Manager Job Description
6. CORRESPONDENCE
  - a. 3<sup>rd</sup> Addendum to the Memorandum of Understanding & Agreement to Provide Dispatch & Records Services
  - b. E&S Engineers & Surveyors Civil Engineering & Land Surveying Services Rate Adjustment
7. CITY COUNCIL STATEMENTS AND REQUESTS
8. ADJOURNMENT

### Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 831 2205 6440

<https://us06web.zoom.us/j/83122056440>

The City of Etna does not discriminate based on disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available. If any accommodations are needed, please contact Pamela Eastlick at 530-467-5256 [p.eastlick@etnaca.com](mailto:p.eastlick@etnaca.com). Requests should be made as soon as possible but recommended between three days to one week prior to the scheduled meeting.

442 Main Street • P.O. Box 460 • Etna, CA 96027

P: 530-467-5256 • F: 530-467-3217



### **Notice of Public Meeting for Discussion of Possible State CDBG Application**

NOTICE IS HEREBY GIVEN that the City of Etna will conduct a public meeting on January 8, 2024, at 5:30 pm at 442 Main St., Etna, CA 96027 to discuss possible applications for funding under the State Community Development Block Grant (CDBG) Program and to gather residents' ideas for possible activities to be included in the application.

The City of Etna anticipates submitting an application during the next CDBG program year. The City of Etna has or anticipates receiving approximately \$500,000 in CDBG Program Income.

The purpose of this hearing is to review CDBG eligible activities and collect residents' views on housing and community development needs (which includes services, facilities, and/or infrastructure that will improve livability within the community).

The following information related to the project is available at 442 Main St., Etna, CA between the hours of 8-5pm on M-TH and 8-3pm on Fri. or by emailing the contact listed below:

- A. Amount of funds available and range of activities that may be undertaken.
- B. Information on proposed project(s).
- C. Estimated amounts of funds proposed to be used for activities benefiting persons of low- and moderate-income.
- D. Plans for minimizing displacement of persons because of activities associated with CDBG funds and plans for providing assistance to persons displaced because of CDBG-funded activities.
- E. Records regarding the past use of CDBG funds.

If you are unable to attend the public hearing, you may direct written comments to the City of Etna, at the address above, or you may contact Pamela Eastlick by telephone or email at 530-467-5256 #1 or [p.eastlick@etnaca.com](mailto:p.eastlick@etnaca.com) no later than (5pm) on (Dec.7, 2023) to ensure placement in the official record of the hearing.

The City of Etna does not discriminate based on race, color, national origin, sex, sexual orientation, gender identify, age, religion, or disability. If you require specific accommodations to participate in the public hearing, please contact Pamela Eastlick) at least 5 days prior to the scheduled hearing.



**MINUTES**  
**REGULAR MEETING OF THE ETNA CITY COUNCIL**  
**Monday December 11, 2023**

Members of the Etna City Council met on this 11<sup>th</sup> day of December in person and via TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

**1. Call to Order:**

**a. Roll Call**

Councilmembers Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present. Councilmember Fawaz was absent.

**2. Public Comments on Non-Agenda Items:**

None.

**3. CLOSED SESSION: 5:30 – 6:00 pm**

- a. Pursuant to Government Code §54956.9(d)(1) Pending/Existing Litigation (Non-Settlement) – Conference with Legal Counsel – Existing Litigation
  - a. Federal Home Loan Mortgage Corporation, as Trustee for the Benefit of the Freddie Mac Seasoned Credit Risk Transfer Trust, Series 2018-3 VS City of Etna; Albert E. Facey; Valeda M. Facey; Mid Valley Title Escrow Company; and Does 1-20, Inclusive
- b. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation
  - a. City Clerk
- c. Pursuant to Government Code §54956.9(d)(4) Anticipated Litigation – Conference with Legal Counsel Number of Cases: One (1)

Mayor Munson reported that the Council was partially finished with the closed session items. The Council unanimously approved moving forward with item ‘a’ of the closed session. The Council did not report any action on item ‘c,’ and they will resume item ‘b’ after the regular meeting.

**4. Consent Calendar:**

- Minutes of the Regular Meeting November 13, 2023
- Minutes of the Special Meeting November 20, 2023
- Invoice Approvals
- Resolution 2023-016 – A Resolution of the City Council of the City of Etna Establishing the City Council Regular Meeting Schedule
- 2024 Holiday Schedule

**\*\*Technical issue with audio\*\*** The Council unanimously approved the Consent Calendar.

**5. City Council/Department Reports:**



Police Chief Josh Short gave a brief report and thanked staff for their help with the annual PAL Christmas party. Chief Short answered questions from the Council regarding dogs at large and the new city manager for Fort Jones.

City Clerk Pamela Eastlick reported that she has been working on current grants and reporting requirements.

Public Works Director Dan Burbank reported that they have been working on issues with the wastewater table. They replaced 30 feet of the main sewer section down Callahan, and they have been working on city vehicle repairs.

Mayor Munson wished everyone a Merry Christmas and Happy New Year.

Councilmember Gilmore reported that the flow meter is online, and they are working on calibration issues.

Councilmember Stacher commented on the flag needing to be lit.

**6. Current Business:**

**a. Discuss/Approve Contract for Legal Services with the Law Office of Darrin W. Mercier.**

Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**b. Discuss/Approve City Attorney Services with Colantuono, Highsmith, Whatley, PC.**

Mayor Munson explained that the City of Yreka, Weed, and Montague use this city attorney as well. Councilmember Deppen asked how long the contract was for. Mayor Munson replied that this is an agreement to enter into a contract. Deppen made a motion to retain Colantuono, Highsmith, Whatley, PC as city attorney, Councilmember Gilmore seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**c. Discuss/Approve Siskiyou County Local Transportation Fund – Transportation Claim (LTC) 2023/2024 and Approve Budget Amendment.**

Clerk Eastlick gave a background on this item and answered questions. Eastlick anticipated more money which is the reason for the budget amendment.

Councilmember Gilmore made a motion to approve the Siskiyou County Local Transportation Fund and moved to approve the budget amendment as recommended by the City Clerk. Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**d. Discuss/Approve Website Proposal from Town Web.**



Clerk Eastlick requested approval to hire a professional company to redesign the City website. Fort Jones uses the same company. Eastlick reached out to the company, and they gave a presentation, and she is recommending working with this company. Councilmember Deppen asked about the payment portal, total cost, and which funds will pay for the website. Eastlick explained that all funds will contribute to the total cost of the new website. Chief Short mentioned that PAL, if connected to the website, can help with the cost of the website. Deppen made a motion to approve, Councilmember Gilmore seconded, and the motion passed. Gilmore clarified that it is a three-year subscription.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**e. Discuss/Approve Use of City Owned Facilities by the Community and Other Organizations.**

Mayor Munson would like a fee to be established when City Hall is used by outside organizations. Clerk Eastlick said that City Hall gets used one to two times a month, and she expressed concern of not knowing who and when the building gets used. Eastlick commented on security risks etc. Councilmember Deppen recommended clarifying use between individuals and nonprofits. More discussion on tax paying citizens, heating of the building, and lights. Deppen recommended any use of a city facility should be approved by staff. Discussion on liability. The City Council tabled this item for the next meeting.

**f. Discuss/Approve Charging the Usage Fee to the Customer for Credit Card Payments.**

Historically the City of Etna waived the transaction fee for customers who make payments with a credit card/debit card fee. Councilmember Deppen made a motion to begin charging the transaction fee to the customer beginning February 2024. Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**g. Discuss/Approve Accepting Asst. Fire Chief Resignation and Approve Clint Whitchurch as Asst. Fire Chief.**

Councilmember Deppen made a motion to accept and approve. Councilmember Gilmore seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**h. Discuss/Approve Ambulance Team Member Jayson Scroggins.**

Councilmember Gilmore moved to approve Jayson Scroggins as a new team member for the ambulance department. Councilmember Stacher seconded and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**i. Discuss/Approve Hiring a Grant Writer.**

Councilmember Deppen made a motion to send out a request for proposals (RFP) for a grant writer. Chief Short asked if this is for a writer, or a manager, or both. Deppen amended his motion to approve sending an RFP for a grant writer and administrator. Councilmember Gilmore asked if the RFP would come back for review. Eastlick will have grant writer job descriptions for review at the next regular meeting.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**j. Discuss/Approve Setting Interviews for the Pool Manager Position.**

There are two applications that have been submitted for the position. Councilmember Deppen recommended setting up a workshop meeting to create an updated job description for the position before interviewing the potential candidates. Councilmember Gilmore will schedule a workshop meeting with Friends of the Pool, Pam, Dan, and Josh.

**k. Discuss/Approve Providing Direction to Staff Regarding City Owned Vacant Lot on Charles Street.**

The City Council approved tabling this item to a later meeting.

**l. Discuss & Accept the Fiscal Year 2023 Annual Street Report.**

Clerk Eastlick gave a background regarding this report that is required by the State. This report has been completed by our Auditor Charles Pillon. Councilmember Gilmore made a motion to accept the 2023 Annual Street Report. Councilmember Deppen seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**m. Discuss & Accept the June 30, 2023 & 2022 Local Transportation Audit.**

Clerk Eastlick gave a background on the audit. This is Fund 29 in the budget and most of the money is used to pay for electricity for streetlights. Councilmember Gilmore made a motion to accept. Councilmember Deppen seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**7. Correspondence:**

Clerk Eastlick explained that the City is no longer under contract with Garland Tech and is no longer offering IT services and call-in services. Mayor Munson will collaborate

with the City Clerk and Sean Garland from Garland Tech. Councilmember Deppen requested this topic to be on the next agenda.

**8. City Council Statement and Requests:**

None.

**9. Adjournment**

There being no further business Mayor Munson adjourned the regular session meeting at 7:00 pm and resumed closed session item “b”. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation

a. City Clerk

The City Council unanimously approved temporarily promoting City Clerk Pamela Eastlick to City Administrator. The promotion will be re-evaluated in June of 2024.

Respectfully submitted,

Jenny Bennett  
Asst. City Clerk





**MINUTES**  
**SPECIAL MEETING OF THE ETNA CITY COUNCIL**  
**Monday December 18, 2023**

Members of the Etna City Council met on this 18<sup>th</sup> day of December, via in person and TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

**1. Call to Order:**

a. Roll Call

Councilmembers Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present. Councilmember Brandon Fawaz was absent.

**2. Public Comment on Non-Agenda Items:**

None.

**3. Current Business:**

a. **Discuss/Approve New Vehicles to be Purchased for the Etna Police Department.**

Police Chief Josh Short explained to the Council that there is an opportunity to purchase two new Chevy Silverado trucks that are outfitted. Councilmember Deppen asked how the vehicles will be purchased. City Clerk Pamela Eastlick explained that there is \$180,000 in COPS and the purchase of the vehicles will be split between Fort Jones, PAL, COPS, and Law Enforcement funds. Eastlick also mentioned that there is an option to lease the vehicles with a finance charge. Chief Short was quoted approximately \$50,000 for each vehicle. The two used vehicles will be for the two new officers that will be hired. Chief Short is recommending purchasing two used vehicles and one new vehicle. Mayor Munson commented on the fuel bill being high. Discussion on key fobs being used incorrectly. Eastlick clarified that the purchase will be for two used vehicles and the third new vehicle will be leased.

Councilmember Deppen made a motion to acquire all three vehicles and the Chief of Police and City Clerk use their best judgement for financing them. Councilmember Stacher seconded and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**4. CORRESPONDENCE:**

None.

**5. CITY COUNCIL STATEMENTS AND REQUESTS:**

Clerk Eastlick mentioned that the new City Attorney is planning to visit, and she will let the department heads know when that will be.

Councilmember Deppen requested that all vehicles have the Etna PD shield on them.

Councilmember Stacher requested a list of all vehicles that are not in use. Stacher asked about Detective Mendes's truck.

## **6. Adjournment**

There being no further business Mayor Munson adjourned the meeting at 5:45 pm.

Respectfully submitted,

Jenny Bennett  
Asst. City Clerk

DRAFT

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 12/12/2023

Time: 2:06 pm

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GARLAND TECH, INC	July Service	26594	07/01/2023	
			12/12/2023	
15303 GLENWOOD PLACE	GARLAND		07/01/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	5238			391.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		65.16	0.00
10-40-760.01	I.T.		65.16	0.00
10-50-760.01	I.T.		65.20	0.00
40-30-760.01	I.T.		65.16	0.00
45-33-760.01	I.T.		65.16	0.00
50-45-760.01	I.T.		65.16	0.00

GARLAND TECH, INC	August Service	26595	08/01/2023	
			12/12/2023	
15303 GLENWOOD PLACE	GARLAND		08/01/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	5239			391.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		65.16	0.00
10-40-760.01	I.T.		65.16	0.00
10-50-760.01	I.T.		65.20	0.00
40-30-760.01	I.T.		65.16	0.00
45-33-760.01	I.T.		65.16	0.00
50-45-760.01	I.T.		65.16	0.00

GARLAND TECH, INC	August IT Work	26596	08/01/2023	
			12/12/2023	
15303 GLENWOOD PLACE	GARLAND		08/01/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	5104			1,406.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		1,156.25	0.00
50-45-760.01	I.T.		250.00	0.00

GARLAND TECH, INC	September IT Work	26597	09/01/2023	
			12/12/2023	
15303 GLENWOOD PLACE	GARLAND		09/01/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	005146			2,775.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		156.25	0.00
10-40-760.01	I.T.		2,313.50	0.00
10-50-760.01	I.T.		305.25	0.00

GARLAND TECH, INC	Nov IT Service & Work	26598	11/01/2023	
			12/12/2023	
15303 GLENWOOD PLACE	GARLAND		11/01/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	005250			1,197.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		281.25	0.00
10-25-760.01	I.T.		65.16	0.00
10-40-760.01	I.T.		525.00	0.00
10-40-760.01	I.T.		65.16	0.00



# INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 12/12/2023

Time: 2:06 pm

Page: 2

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
10-50-760.01	I.T.		65.16	0.00
40-30-760.01	I.T.		65.16	0.00
45-33-760.01	I.T.		65.16	0.00
50-45-760.01	I.T.		65.20	0.00

Check No. 0 Total: 6,160.50

Total for GARLAND TECH, INC 6,160.50

Total Invoices: 5

Grand Total: 6,160.50  
Less Credit Memos: 0.00  
Net Total: 6,160.50  
Less Hand Check Total: 0.00  
Outstanding Invoice Total: 6,160.50

## Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
25	City Clerk	1,789.23	0.00
30	Water	195.48	0.00
33	Sewer	195.48	0.00
40	Law Enforcement	3,033.98	0.00
45	Ambulance Services	445.52	0.00
50	Fire Prevention	500.81	0.00
Grand Total:		6,160.50	0.00

# INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 12/19/2023

Time: 3:12 pm

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

CROSS CONNECTIONS MOBILE	50/50 Grant Purchase	26599	02/28/2023	
COMMUNICATIONS			12/19/2023	
35860 PAUBA ROAD	CROSSCONNE		02/28/2023	0.00
TEMECULA	GF	0	00/00/0000	0.00
CA 92592	2022-5-4-ETNA FD #2			19,217.24

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
60-50-875.00	SPECIAL DEPT SUPPLIES & EQUIP		19,217.24	0.00

Check No.	0	Total:	19,217.24
Total for	CROSS CONNECTIONS MOBILE		19,217.24

Total Invoices: 1

Grand Total:	19,217.24
Less Credit Memos:	0.00
Net Total:	19,217.24
Less Hand Check Total:	0.00
Outstanding Invoice Total:	19,217.24

## Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
50	Fire Prevention	19,217.24	0.00
Grand Total:		19,217.24	0.00

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

BOUND TREE MEDICAL, LLC	Medical Supplies	26618	12/05/2023	
			12/20/2023	
23537 NETWORK PLACE	BOUND		12/05/2023	0.00
CHICAGO	GF	0	00/00/0000	0.00
IL 60673-1235	85174410			134.35

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		134.35	0.00

Check No.	0	Total:	134.35
Total for	BOUND TREE MEDICAL, LLC		134.35

CAMPORA	625 Howell	26614	11/27/2023	
			12/20/2023	
PO BOX 992424	CAMPO		11/27/2023	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96099-2424	5210959			260.44

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.20	HEATING		86.82	0.00
40-30-840.20	HEATING		86.81	0.00
45-33-840.20	HEATING		86.81	0.00

CAMPORA	625 Howell Propane	26633	12/18/2023	
			01/04/2024	
PO BOX 992424	CAMPO		12/18/2023	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96099-2424	5405718			310.21

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.20	HEATING		103.40	0.00
40-30-840.20	HEATING		103.41	0.00
45-33-840.20	HEATING		103.40	0.00

Check No.	0	Total:	570.65
Total for	CAMPORA		570.65

CNA SURETY	Clerk Bond	26644	01/04/2024	
			01/04/2024	
8137 INNOVATION WAY	CNA		01/04/2024	0.00
ST LOUIS	GF	0	00/00/0000	0.00
MO 60682-0081				280.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-755.00	FAITHFUL PERFORMANCE BONDS		280.00	0.00

Check No.	0	Total:	280.00
Total for	CNA SURETY		280.00

E & S ENGINEERS	Monthly Retainer	26645	12/21/2023	
			01/04/2024	
329 WEST MINER STREET	BRAY		12/21/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4334			500.00



## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 2

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-782.00	ENGINEER FEES		500.00	0.00

E & S ENGINEERS	Emergency Drought Grant	26646	12/21/2023	
			01/04/2024	
329 WEST MINER STREET	BRAY		12/21/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4341			2,395.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		2,395.25	0.00

Check No.	0	Total:	2,895.25
-----------	---	--------	----------

Total for	E & S ENGINEERS	2,895.25
-----------	-----------------	----------

ELLIES ESPRESSO AND BAKERY	LOLA Dinner	26649	01/05/2024	
			01/05/2024	
79 S WEED BLVD. #1	ELLIESESPR		01/05/2024	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094				47.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-735.00	TRAVEL & TRAINING		47.00	0.00

Check No.	0	Total:	47.00
-----------	---	--------	-------

Total for	ELLIES ESPRESSO AND BAKERY	47.00
-----------	----------------------------	-------

HENRY SCHEIN MEDICAL	Medical Supplies	26619	11/20/2023	
			12/20/2023	
PO BOX 7156	HENRYSH		11/20/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	62582722			33.95

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		33.95	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26642	12/11/2023	
			01/04/2024	
PO BOX 7156	HENRYSH		12/11/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	64960901			8.96

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		8.96	0.00

Check No.	0	Total:	42.91
-----------	---	--------	-------

Total for	HENRY SCHEIN MEDICAL	42.91
-----------	----------------------	-------

KIEP-ER KLEEN	Cleaning Service	26612	12/02/2023	
			12/20/2023	
PO BOX 404	KK		12/02/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027-404				45.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		31.50	0.00

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 3

City of Etna									
Vendor Name	Invoice Description1	Ref No.	Discount Date						
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date						
Vendor Address	Vendor Number		Due Date					Taxes Withheld	
City	Bank	Check No.	Check Date					Discount Amount	
State/Province	Zip/Postal	Invoice Number						Check Amount	

10-40-760.00	PROFESSIONAL & CONTRACT SERVCS		13.50	0.00
--------------	--------------------------------	--	-------	------

Check No.	0	Total:	45.00
Total for	KIEP-ER KLEEN		45.00

LAW OFFICE OF DARRIN MERCIER	Attorney Services	26622	11/30/2023	
			12/20/2023	
409 W. CENTER ST	MERCIER		11/30/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	47319			700.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		700.00	0.00

Check No.	0	Total:	700.00
Total for	LAW OFFICE OF DARRIN MERCIER		700.00

LIFE ASSIST	Medical Supplies	26643	12/20/2023	
			01/04/2024	
11277 SUNRISE PARK DRIVE	LA		12/20/2023	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1390609			107.51

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		107.51	0.00

Check No.	0	Total:	107.51
Total for	LIFE ASSIST		107.51

MEAN GENE'S GAS	Bulk Fuel Diesel	26628	11/30/2023	
			01/04/2024	
P O BOX 534	MGM		11/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				676.06

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-865.00	VEHICLE FUEL & OIL		676.06	0.00

MEAN GENE'S GAS	Bulk Fuel Unleaded	26629	11/30/2023	
			01/04/2024	
P O BOX 534	MGM		11/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				2,177.45

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		414.84	0.00
10-41-865.00	VEHICLE FUEL & OIL		414.84	0.00
10-42-865.00	VEHICLE FUEL & OIL		414.84	0.00
10-50-865.00	VEHICLE FUEL & OIL		115.67	0.00
10-60-865.00	VEHICLE FUEL & OIL		100.55	0.00
40-30-865.00	VEHICLE FUEL & OIL		100.55	0.00
45-33-865.00	VEHICLE FUEL & OIL		100.57	0.00
50-45-865.00	VEHICLE FUEL & OIL		100.75	0.00
53-40-865.00	VEHICLE FUEL & OIL		414.84	0.00

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 4

City of Etna

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

MEAN GENE'S GAS	Diesel Heat City Hall	26630	11/30/2023	
			01/04/2024	
P O BOX 534	MGM		11/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				874.86

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.20	HEATING		874.86	0.00

Check No.	0	Total:	3,728.37
Total for	MEAN GENE'S GAS		3,728.37

NBS GOVERNMENT FINANCE GROUP	Qtrly Sewer Assessment	26641	12/20/2023	
			01/04/2024	
32605 TEMECULA PARKWAY	NBS		12/20/2023	0.00
TEMECULA	GF	0	00/00/0000	0.00
CA 92592	202312-3767			1,414.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
47-33-760.00	PROFESSIONAL & CONTRACT SERVCS		1,414.26	0.00

Check No.	0	Total:	1,414.26
Total for	NBS GOVERNMENT FINANCE GR		1,414.26

PACIFIC POWER	625 Howell Shop & Amb	26635	12/26/2023	
			01/04/2024	
PO BOX 26000	PP		12/26/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				522.65

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.10	ELECTRIC		58.09	0.00
40-30-840.10	ELECTRIC		58.07	0.00
45-33-840.10	ELECTRIC		58.07	0.00
50-45-840.10	ELECTRIC		348.42	0.00

PACIFIC POWER	440 Main St. City Hall	26636	12/26/2023	
			01/04/2024	
PO BOX 26000	PP		12/26/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				272.77

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		272.77	0.00

PACIFIC POWER	401 Howell Pool Lites	26637	12/26/2023	
			01/04/2024	
PO BOX 26000	PP		12/26/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				45.11

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		45.11	0.00

PACIFIC POWER	155 Diggles PD	26638	12/26/2023	
			01/04/2024	
PO BOX 26000	PP		12/26/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				284.15



## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 5

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.10	ELECTRIC		142.08	0.00
53-40-840.10	ELECTRIC		142.07	0.00

Check No.	0	Total:	1,124.68
Total for	PACIFIC POWER		1,124.68

PITNEY BOWES GLOBAL FINANCIAL	SendPro Qtrly Lease	26620	11/29/2023	
SERVICES LLC.			12/20/2023	
PO BOX 981022	PITNEYBOWE		11/29/2023	0.00
BOSTON	GF	0	00/00/0000	0.00
MA 02298-1022	3106399258			175.38

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		175.38	0.00

Check No.	0	Total:	175.38
Total for	PITNEY BOWES GLOBAL FINANCI		175.38

PRENTICE, LONG, & EPPERSON	Attorney Fees	26631	01/01/2024	
			01/04/2024	
2240 COURT STREET	PRENTICE		01/01/2024	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96001	6324			3,098.48

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		1,188.00	0.00
10-40-780.00	ATTORNEY FEES		346.50	0.00
53-40-780.00	ATTORNEY FEES		1,563.98	0.00

Check No.	0	Total:	3,098.48
Total for	PRENTICE, LONG, & EPPERSON		3,098.48

PURCHASE POWER	Postage	26639	12/26/2023	
			01/04/2024	
PO BOX 856042	PURCHASE P		12/26/2023	0.00
LOUISVILLE	GF	0	00/00/0000	0.00
KY 40285-6042				301.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-820.00	POSTAL EXPENSE		301.50	0.00

Check No.	0	Total:	301.50
Total for	PURCHASE POWER		301.50

SCOTT VALLEY AUTO PARTS	Maint & Supplies	26613	11/30/2023	
			12/20/2023	
P O BOX 215	SVAP		11/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				57.35

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-880.00	MAINTENANCE & SUPPLIES	Temp Head	17.69	0.00

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 6

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

10-55-880.00	MAINTENANCE & SUPPLIES	City Hall Heating	39.66	0.00
--------------	------------------------	-------------------	-------	------

Check No.	0	Total:	57.35
-----------	---	--------	-------

Total for	SCOTT VALLEY AUTO PARTS	57.35
-----------	-------------------------	-------

SCOTT VALLEY DISPOSAL	December Trash	26632	12/31/2023	
			01/04/2024	
138 FOREST WALK	SVD		12/31/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				375.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.30	TRASH		125.00	0.00
10-60-840.30	TRASH		125.00	0.00
10-70-840.30	TRASH		125.00	0.00

Check No.	0	Total:	375.00
-----------	---	--------	--------

Total for	SCOTT VALLEY DISPOSAL	375.00
-----------	-----------------------	--------

SHASTA VALLEY CHAIN SAW	Power Sweep	26615	12/06/2023	
			12/20/2023	
1445 S. MAIN ST	SVCS		12/06/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				899.69

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
25-60-900.00	CAPITAL OUTLAY		899.69	0.00

Check No.	0	Total:	899.69
-----------	---	--------	--------

Total for	SHASTA VALLEY CHAIN SAW	899.69
-----------	-------------------------	--------

SHASTA VALLEY PEST CONTROL	Pest Control	26624	12/21/2023	
			12/28/2023	
467 SOUTH 7TH ST.	SHASTA		12/21/2023	0.00
MONTAGUE	GF	0	00/00/0000	0.00
CA 96064	12.21.23-8			80.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		80.00	0.00

Check No.	0	Total:	80.00
-----------	---	--------	-------

Total for	SHASTA VALLEY PEST CONTROL	80.00
-----------	----------------------------	-------

SISKIYOU COUNTY COMMUNITY	Pool Permit	26621	12/06/2023	
DEVELOPMENT DEPT.			12/20/2023	
806 S. MAIN ST	SCCDD		12/06/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				300.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-790.00	LICENSE & PERMITS		300.00	0.00

Check No.	0	Total:	300.00
-----------	---	--------	--------

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 7

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	SISKIYOU COUNTY COMMUNITY	300.00
-----------	---------------------------	--------

SISKIYOU COUNTY EDC	MOU Dec 2023	26616	12/01/2023	
			12/20/2023	
1512 SOUTH OREGON ST	SCEDC		12/01/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	Dec '23			416.67
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		416.67	0.00

Check No.	0	Total:	416.67
-----------	---	--------	--------

Total for	SISKIYOU COUNTY EDC	416.67
-----------	---------------------	--------

SISKIYOU DAILY NEWS	Bids 2024 Water Imp Project	26617	11/30/2023	
			12/20/2023	
P O BOX 129	SDN		11/30/2023	0.00
YREKA	GF	0	00/00/0000	0.00
OH 96097	0006070791			638.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		638.00	0.00

Check No.	0	Total:	638.00
-----------	---	--------	--------

Total for	SISKIYOU DAILY NEWS	638.00
-----------	---------------------	--------

TEHAMA TIRE SERVICE INC	Charger 1 Tires	26640	12/27/2023	
			01/04/2024	
525 ANTLEOPE BLVD.	TTS		12/27/2023	0.00
RED BLUFF	GF	0	00/00/0000	0.00
CA 96080	0020015728			615.51
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		615.51	0.00

Check No.	0	Total:	615.51
-----------	---	--------	--------

Total for	TEHAMA TIRE SERVICE INC	615.51
-----------	-------------------------	--------

TOWN OF FORT JONES	1/2 Battery for Trailer	26623	11/09/2023	
			12/20/2023	
PO BOX 40	TFJ		11/09/2023	0.00
FORT JONES	GF	0	00/00/0000	0.00
CA 96032	55066			276.41
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-880.00	MAINTENANCE & SUPPLIES		276.41	0.00

Check No.	0	Total:	276.41
-----------	---	--------	--------

Total for	TOWN OF FORT JONES	276.41
-----------	--------------------	--------

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 8

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

VERIZON WIRELESS	Monthly Cellular	26634	12/21/2023	
			01/04/2024	
PO BOX 9622	VW		12/21/2023	0.00
MISSION HILLS	GF	0	00/00/0000	0.00
TX 91346-9622				878.38

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		82.36	0.00
10-41-830.30	CELLULAR		377.55	0.00
10-42-830.30	CELLULAR		142.28	0.00
10-60-830.30	CELLULAR		33.60	0.00
40-30-830.30	CELLULAR		33.61	0.00
45-33-830.30	CELLULAR		33.60	0.00
50-45-830.30	CELLULAR		93.02	0.00
53-40-830.30	CELLULAR		82.36	0.00

Check No.	0	Total:	878.38
Total for	VERIZON WIRELESS		878.38

XEROX CORPORATION	Print Charges	26647	12/06/2023	
			01/04/2024	
PO BOX 7405	XEROX		12/06/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	020339993			39.02
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		39.02	0.00

Check No.	0	Total:	39.02
Total for	XEROX CORPORATION		39.02

Total Invoices:	34	Grand Total:	19,241.37
		Less Credit Memos:	0.00
		Net Total:	19,241.37
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	19,241.37

# INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:01 am

Page: 9

City of Etna					
Vendor Name	Invoice Description1	Ref No.	Discount Date		
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date		
Vendor Address	Vendor Number			Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount	
State/Province	Zip/Postal	Invoice Number	Check Amount		

## Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
20	City Council	463.67	0.00
25	City Clerk	3,215.40	0.00
30	Water	3,415.70	0.00
33	Sewer	1,796.71	0.00
40	Law Enforcement	4,112.14	0.00
41	Police - FJ Station	792.39	0.00
42	DOJ GRANT	557.12	0.00
45	Ambulance Services	1,583.02	0.00
50	Fire Prevention	115.67	0.00
55	Governmental Buildings	1,312.29	0.00
60	Highways & Streets	1,407.15	0.00
70	Parks & Recreation	470.11	0.00
<b>Grand Total:</b>		<b>19,241.37</b>	<b>0.00</b>



## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:06 am

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

AMAZON.COM	Silverado 1500 Repairs	26600	11/08/2023	
			12/20/2023	
	AMAZON		11/08/2023	0.00
	EFT	0	00/00/0000	0.00
00000				57.65

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE	tie rods	57.65	0.00

AMAZON.COM	PD Vehicle Parts	26601	11/14/2023	
			12/20/2023	
	AMAZON		11/14/2023	0.00
	EFT	0	00/00/0000	0.00
00000				278.29

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		278.29	0.00

AMAZON.COM	City Hall Boiler Fix	26608	11/15/2023	
			12/20/2023	
	AMAZON		11/15/2023	0.00
	EFT	0	00/00/0000	0.00
00000				38.13

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-880.00	MAINTENANCE & SUPPLIES		38.13	0.00

AMAZON.COM	City Hall Heat Parts	26607	11/20/2023	
			12/20/2023	
	AMAZON		11/20/2023	0.00
	EFT	0	00/00/0000	0.00
00000				273.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-880.00	MAINTENANCE & SUPPLIES		273.26	0.00

Check No.	0	Total:	647.33
Total for	AMAZON.COM		647.33

ENPLAN	Parcel Viewer Annual	26610	11/17/2023	
			12/20/2023	
1840 CHURN CREEK RD	EN		11/17/2023	0.00
REDDING	EFT	0	00/00/0000	0.00
CA 96002				319.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		159.50	0.00
10-40-750.00	DUES AND SUBSCRIPTIONS		159.50	0.00

Check No.	0	Total:	319.00
Total for	ENPLAN		319.00

RECREATION.GOV	City Tree Permit	26609	11/17/2023	
			12/20/2023	
	RECGOV		11/17/2023	0.00
	EFT	0	00/00/0000	0.00
				12.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
-----------	-------------	-------------------------------	----------------	-----------------

## INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:06 am

Page: 2

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

10-25-870.00	OFFICE SUPPLIES	12.50	0.00
--------------	-----------------	-------	------

Check No.	0	Total:	12.50
Total for	RECREATION.GOV		12.50

SNIDER ENERGY	Mendes Fuel Nov	26602	11/07/2023	
PACIFIC PRIDE			12/20/2023	
DEBIT	SNIDER		11/07/2023	0.00
	EFT	0	00/00/0000	0.00
				69.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL		69.25	0.00

SNIDER ENERGY	Mendes Fuel Nov	26603	11/14/2023	
PACIFIC PRIDE			12/20/2023	
DEBIT	SNIDER		11/14/2023	0.00
	EFT	0	00/00/0000	0.00
				107.80

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL		107.80	0.00

SNIDER ENERGY	Mendes Fuel Nov	26604	11/22/2023	
PACIFIC PRIDE			12/20/2023	
DEBIT	SNIDER		11/22/2023	0.00
	EFT	0	00/00/0000	0.00
				93.07

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL		93.07	0.00

SNIDER ENERGY	Mendes Fuel Nov	26605	11/30/2023	
PACIFIC PRIDE			12/20/2023	
DEBIT	SNIDER		11/30/2023	0.00
	EFT	0	00/00/0000	0.00
				130.20

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL		130.20	0.00

Check No.	0	Total:	400.32
Total for	SNIDER ENERGY		400.32

U S POSTAL SERVICE	Water Bill Postage	26611	11/02/2023	
STAMP FULFILLMENT SERVICES			12/20/2023	
PERSONALIZED ENVELOPE PROGRAM	USPS		11/02/2023	0.00
KANSAS CITY	EFT	0	00/00/0000	0.00
MO 64141-6208				147.37

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-880.00	MAINTENANCE & SUPPLIES		73.69	0.00
45-33-820.00	POSTAL EXPENSE		73.68	0.00

Check No.	0	Total:	147.37
Total for	U S POSTAL SERVICE		147.37

# INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:06 am

Page: 3

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

US BANK CREDIT CARD	Police Supplies	26625	11/08/2023	
			01/04/2024	
	USBANK		11/08/2023	0.00
	EFT	0	00/00/0000	0.00
				1,097.28

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-870.00	OFFICE SUPPLIES	Amazon	109.88	0.00
10-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	Amazon	176.95	0.00
10-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	Fullidentity	24.50	0.00
53-40-735.00	TRAVEL & TRAINING	Asset Forf Training	160.00	0.00
53-40-735.00	TRAVEL & TRAINING	Gold Rush Burgers	28.97	0.00
53-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	Galls	307.42	0.00
53-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	Amazon	289.56	0.00

US BANK CREDIT CARD	City Clerk Supplies	26626	11/08/2023	
			01/04/2024	
	USBANK		11/08/2023	0.00
	EFT	0	00/00/0000	0.00
				429.53

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-735.00	TRAVEL & TRAINING	Pilot Fuel Lawsx	100.00	0.00
10-25-735.00	TRAVEL & TRAINING	United Pacific Fuel Lawsx	101.51	0.00
10-25-870.00	OFFICE SUPPLIES	Best Buy	99.99	0.00
10-25-870.00	OFFICE SUPPLIES	Costco	68.05	0.00
10-25-875.00	SPECIAL DEPT SUPPLIES & EQUIP	TJ Max	59.98	0.00

US BANK CREDIT CARD	Ambulance Supplies	26627	11/08/2023	
			01/04/2024	
	USBANK		11/08/2023	0.00
	EFT	0	00/00/0000	0.00
				166.56

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-870.00	OFFICE SUPPLIES	Amazon	11.09	0.00
50-45-870.00	OFFICE SUPPLIES	Amazon	18.76	0.00
50-45-870.00	OFFICE SUPPLIES	Dollar General	20.91	0.00
50-45-872.00	MEDICAL SUPPLIES	Amazon	47.18	0.00
50-45-872.00	MEDICAL SUPPLIES	Amazon	68.62	0.00

US BANK CREDIT CARD	Public Works Supplies	26648	11/08/2023	
			01/04/2024	
	USBANK		11/08/2023	0.00
	EFT	0	00/00/0000	0.00
				207.41

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-880.00	MAINTENANCE & SUPPLIES	Costco	177.92	0.00
45-33-880.00	MAINTENANCE & SUPPLIES	Dollar General	29.49	0.00

Check No.	0	Total:	1,900.78
Total for	US BANK CREDIT CARD		1,900.78

ZOOM.US	Zoom Subscription Nov	26606	11/14/2023	
			12/20/2023	
EFT	ZOOM		11/14/2023	0.00
	EFT	0	00/00/0000	0.00
				40.00

# INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 01/05/2024

Time: 11:06 am

Page: 4

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		40.00	0.00

Check No.	0	Total:	40.00
Total for	ZOOM.US		40.00

Total Invoices: 16

Grand Total:	3,467.30
Less Credit Memos:	0.00
Net Total:	3,467.30
Less Hand Check Total:	0.00
Outstanding Invoice Total:	3,467.30

## Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
25	City Clerk	641.53	0.00
30	Water	73.69	0.00
33	Sewer	103.17	0.00
40	Law Enforcement	2,170.96	0.00
45	Ambulance Services	166.56	0.00
55	Governmental Buildings	311.39	0.00
Grand Total:		3,467.30	0.00



# City of Etna

## Agenda Request

Date of Meeting: 1/8/2024

Spokesperson(s): City Council

Is this for Discussion ☒ or are you requesting an Action ☒

Subject/Request: 2024 Water System Improvement Project Contract Award

Please provide a description of the request and attach supporting documentation:

Approve 2024 Water System Improvement Project contract award to Whitehawk Construction.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$ \_\_\_\_\_

Please describe:

*NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.*



## NOTICE OF AWARD

TO: Whitehawk Construction  
PO Box 181  
Palo Cedro, CA 96073

FOR: Construction of: **2024 WATER SYSTEM IMPROVEMENT PROJECT**  
(Agreement. #: 4600014615)

Your Bidder's Proposal dated December 20, 2023, is accepted for construction of the above-named Project, for the prices set forth in said Proposal, for items included in Schedule "A" + Schedule "B", in the total amount of \$ 1,271,119.00.

You are required by the Instructions to Bidders to execute the Agreement (Contract Forms in Part B, Division 2 of these Contract Documents), and to furnish the required Performance and Payment Bonds and Certificates of Insurance, all with Fourteen (14) calendar days from the date of mailing of this Notice.

If you fail to execute the Agreement and to furnish said BONDS within Fourteen (14) days from the date of this Notice, the OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND or such other BID SECURITY as you have provided. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE of AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

The CITY OF ETNA  
OWNER

By \_\_\_\_\_

Title \_\_\_\_\_

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by \_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By \_\_\_\_\_

Title \_\_\_\_\_



**CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF ETNA, Siskiyou County, California, (**OWNER**), and

**WHITEHAWK CONSTRUCTION PO Box 181 Palo Cedro, CA 96073, (CONTRACTOR).**

**W I T N E S S E T H:**

**WHEREAS**, Contract Documents for the **2024 WATER SYSTEM IMPROVEMENT PROJECT (Agreement. #: 4600014615)** were submitted to competitive bidding by action of the City Council of the **CITY OF ETNA** and

**WHEREAS**, the proposal of Whitehawk Construction was accepted by the City Council and the Contract was awarded to same by action of the City Council on January 8, 2024;

**NOW THEREFORE**, in consideration of the premises and of the mutual covenants herein contained, the parties hereto expressly agree as follows:

**1: WORK**

The Contractor shall furnish and pay all costs, including sales tax and all other applicable taxes and fees, of all the necessary materials not furnished by the Owner, and shall furnish and pay for all superintendence, labor, plant, tools, equipment, and transportation, and perform all work required for the construction of all items accepted by the Owner in strict accordance with the Contract Documents.

**2: COMPLETION OF WORK**

The Contractor shall commence the work covered by this Contract within a period of **twenty (20)** calendar days after the date on which the Notice to Proceed is issued by the Owner and shall complete the same within a period of **One Hundred Fifty (150)** calendar days after the date of said Notice unless the time for completion is extended as provided for in the Contract Documents.

It is agreed that in case all work is not completed within the time set forth herein, damage will be sustained by the Owner, and it is impracticable and extremely difficult to ascertain and determine the amount of damages which the Owner will sustain in such event; and it is therefore agreed that the Contractor shall pay to the Owner the sum of One Thousand Dollars (\$1000.00) for each and every calendar days delay in finishing the work, beyond the time prescribed; and the Contractor agrees to pay said liquidated damages as herein provided, and in case the same are not paid, agrees that the Owner may deduct the amount thereof from any monies due or that may come due under the contract.

It is further agreed that in case the work called for under the Contract is not finished and completed in all parts and requirements within the time specified, the Owner, by action of the City Council shall have the right to increase the time or not, as may seem best to serve the interest of the Owner, and if they decide to increase the said time, they shall further have the right to charge to the Contractor, his heirs, assigns, or sureties and to deduct from the final payment for the work, in addition to the liquidated damages set forth above, all or any part, as they may deem proper, of the actual cost of engineering, inspection, superintendence, and other expenses which are directly chargeable to the Contract and which accrue during the period of such extension, except that the cost of final surveys and preparation of final estimate shall not be included in such charges. The Contractor shall not be assessed with liquidated damages nor the additional cost of engineering and inspection during any delay beyond the time named for the completion of the work caused by acts of God, acts of a public enemy, acts of Owner, fire, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and inability to get materials ordered by the Contractor or subcontractor from the material man within ten (10) calendar days of the signing of this

**CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

Contract, or delays of subcontractor due to such causes; provided, that the Contractor shall notify the Owner in writing of the causes of the delay within ten (10) days from the beginning of any such delay, and the Owner shall ascertain the facts and the extent of the delay, and his findings of the facts thereon shall be final and conclusive.

If the Contractor is delayed by reason of alterations made in these Contract Documents, or by any act of the Owner not contemplated by the Contract, the time of completion shall be extended proportionately, and the Contractor shall be relieved during the period of such extension of any claim for liquidated damages, engineering, or inspection charges or other penalties. The Contractor shall have no claim for any other compensation for any such delay.

**3: LABOR**

To conform strictly with the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code. To forfeit as a penalty to the Owner the sum of TWENTY-FIVE AND NO/100 (\$25.00) DOLLARS for each laborer, workman, or mechanic employed by the Contractor or by any subcontractor under him in the execution of this Contract, for each calendar day during which any laborer, workman, or mechanic is required or permitted to work more than eight (8) hours in violation of the provisions of Sections 1770 to 1861 of the Labor Code of the State of California.

**4: FORFEITURES**

That all sums forfeited under the provisions of the foregoing sections shall be deducted from the payments to be made under the terms of this Contract.

**5: PREFERENCE FOR MATERIALS**

To comply with the provisions of Sections 4300 to 4334, inclusive, of the Government Code of California, prescribing preference for materials to be used.

**6: BONDS**

To comply with the provisions of Title 1, Division 6 of the Government Code of California and to the requirements contained in the Contract Documents for this Project for furnishing Performance and Payment Bond(s):

**PERFORMANCE AND PAYMENT BONDS**

The Contractor shall, within ten (10) days after the mailing of the Notice of Award, and before the commencement of any operations hereunder, execute this Construction Contract and furnish the Owner with a performance and payment bond or bonds. The bond covering performance shall be in the amount of 100 percent of the Contract Price and conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and agreements of the Contract. The bond covering payment shall be labor and materials bond in the amount of 100 percent of the Contract Price and conditioned upon the prompt payment by the Contractor to all persons supplying labor and materials to be used in the performance of the Work. (A combination Performance and Payment Bond, if submitted instead of separate bonds, shall be in the amount of 100 percent of the Contract Price). Such bond(s) shall also run in favor of any other person or entities required by law and shall be in the form(s) required by applicable statutes, if any, and acceptable to the Owner. The Bond(s) shall be executed by the Contractor and by a corporate surety acceptable to Owner and licensed to transact such business in the State of California. Evidence of authority of an Attorney-in-Fact acting for the corporate surety must be provided in the form of a certificate as to his power of attorney and to the effect that it is not terminated

**CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

and remains in full force and effect on the date of the bond. The expense of such bond(s) shall be borne by the Contractor. If at any time a surety on such bond(s) becomes irresponsible or loses its right to do business in the aforementioned State, the Owner may require another surety, which the Contractor shall furnish within ten (10) calendar days after receipt of written notice to do so.

**7: ALTERATIONS, EXTRA WORK, CHANGES**

Alterations, Extra Work, and Changes are defined in the General Conditions, and will only be recognized if made as prescribed therein and will only be paid for as provided therein.

**8: INDEMNITY**

Contractor agrees to indemnify, protect, and hold harmless the City of ETNA, the State of California, the Engineer as named in these Contract Documents, and each of their officers, employees and agents from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work under this Contract, provided that such losses or damages are not proximately caused by the negligence or willful misconduct of any person indemnified hereunder. Negligence or willful misconduct by any one person indemnified hereunder shall not relieve the Contractor from protecting all other parties indemnified hereunder.

**9: INSURANCE**

Contractor agrees to obtain and to carry in force throughout the Contract Time, Comprehensive General Liability Insurance, Workmen's Compensation Insurance, and other Insurance Coverage(s) as set out in the General and Supplementary Conditions.

**10: CONDITIONS NOT MUTUALLY DEPENDENT**

It is expressly understood and agreed by and between the parties hereto that waiver of any of the conditions of this Contract shall not be considered a waiver of any of the other conditions thereof.

**11: SUPPLEMENTAL SPECIAL CONDITIONS**

No supplemental special conditions in this contract.

**12: PAYMENT**

The Owner agrees to pay the Contractor for the Work herein contemplated in the manner and amounts set forth in these Contract Documents, at the rates and for the prices set forth in the Proposal for the Work submitted by the Contractor dated December 20, 2023. Subject to additions, alterations, and deductions as provided for in said General and Supplementary Conditions, the Basic Contract Price is the amount of the Total Bid Price for the BID SCHEDULES "A" + "B":

**One Million Two Hundred Seventy One Thousand One Hundred Nineteen and 00/100  
(\$1,271,119.00)**

**13: TIME OF THE ESSENCE**

It is further understood and agreed by and between the parties hereto that time is of the essence of this Contract in all respects.

**CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, on the date first above written.

**OWNER**

:

CITY OF ETNA

(SEAL)

By\_\_\_\_\_

Type Name\_\_\_\_\_

**ATTEST:**

Title\_\_\_\_\_

\_\_\_\_\_

Type Name\_\_\_\_\_

Title\_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_

By\_\_\_\_\_

Type Name\_\_\_\_\_

Title\_\_\_\_\_

Employer Identification

Number\_\_\_\_\_



## E & S Engineers & Surveyors, Inc.

Civil Engineers & Land Surveyors  
eandsengineersandsurveyors.com

329 West Miner Street  
Yreka CA 96097  
530.842.6813  
530-842.6645 (Fax)

January 2, 2024

City of Etna  
442 Main Street  
Etna, CA 96027

**Re: City of Etna – 2024 Water System Improvement Project - Award of Contract**

Ladies and Gentlemen:

This is to advise you that we have verified the unit price extensions and reviewed the bids received Wednesday, December 20, 2023, for the subject project. We have checked the proposal submitted by Whitehawk Construction. It appears that their proposal is all complete and their licenses are clear for performing the work.

Whitehawk Construction of Palo Cedro, CA was the low bidder for Schedule A + B in the amount of \$1,271,119.00.

I recommend award to the low bidder for the project, Whitehawk Construction.

The City will need to send a Notice of Award and duplicate originals of the contract forms to the Contractor.

The Contractor should provide the signed contract and bond(s) to the City within 14 calendar days.

Let us know if you have any questions regarding the bids or budget numbers.

Respectfully submitted,

Morgan D. Eastlick, P.E. 62963  
City Engineer

# SUMMARY OF BIDS RECEIVED

## CITY OF ETNA - 2024 WATER SYSTEM IMPROVEMENT PROJECT

Date: December 20, 2023

				Engineer's Estimate		Whitehawk Construction Palo Cedro, CA		RB Aldrich Construction Fort Jones, CA		Allen Gill Construction Palo Cedro, CA			
Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	\$15,000.00	\$15,000.00	\$26,925.00	\$26,925.00	\$31,180.00	\$31,180.00	\$21,117.00	\$21,117.00	\$0.00	\$0.00
A2	Construction Site Management	1	Lump Sum	\$5,000.00	\$5,000.00	\$20,600.00	\$20,600.00	\$12,740.00	\$12,740.00	\$58,695.00	\$58,695.00	\$0.00	\$0.00
A3	3/4" Water Meter Installation	3	Each	\$3,000.00	\$9,000.00	\$3,530.00	\$10,590.00	\$3,400.00	\$10,200.00	\$13,922.00	\$41,766.00	\$0.00	\$0.00
A4	1" Water Meter Installation	3	Each	\$3,500.00	\$10,500.00	\$3,640.00	\$10,920.00	\$5,200.00	\$15,600.00	\$14,613.00	\$43,839.00	\$0.00	\$0.00
A5	2" Water Meter Installation	4	Each	\$3,750.00	\$15,000.00	\$4,125.00	\$16,500.00	\$12,600.00	\$50,400.00	\$17,267.00	\$69,068.00	\$0.00	\$0.00
A7	6" Water Meter Installation	1	Each	\$6,500.00	\$6,500.00	\$10,080.00	\$10,080.00	\$29,749.00	\$29,749.00	\$24,994.00	\$24,994.00	\$0.00	\$0.00
A8	3/4" Water Meter Replacement	407	Each	\$520.00	\$211,640.00	\$486.00	\$197,802.00	\$815.00	\$331,705.00	\$805.00	\$327,635.00	\$0.00	\$0.00
A9	1" Water Meter Replacement	7	Each	\$700.00	\$4,900.00	\$629.00	\$4,403.00	\$1,450.00	\$10,150.00	\$1,284.00	\$8,988.00	\$0.00	\$0.00
A10	1.5" Water Meter Replacement	4	Each	\$750.00	\$3,000.00	\$2,735.00	\$10,940.00	\$6,325.00	\$25,300.00	\$2,075.00	\$8,300.00	\$0.00	\$0.00
A11	2" Water Meter Replacement	8	Each	\$800.00	\$6,400.00	\$2,921.00	\$23,368.00	\$5,125.00	\$41,000.00	\$2,332.00	\$18,656.00	\$0.00	\$0.00
A12	3" Water Meter Replacement	2	Each	\$1,500.00	\$3,000.00	\$6,930.00	\$13,860.00	\$9,700.00	\$19,400.00	\$5,474.00	\$10,948.00	\$0.00	\$0.00
A13	4" Water Meter Replacement	1	Each	\$2,000.00	\$2,000.00	\$12,280.00	\$12,280.00	\$12,560.00	\$12,560.00	\$17,878.00	\$17,878.00	\$0.00	\$0.00
A14	Replacement Meter Box	6	Each	\$750.00	\$4,500.00	\$995.00	\$5,970.00	\$950.00	\$5,700.00	\$2,063.00	\$12,378.00	\$0.00	\$0.00
A15	Replacement Meter Setter	2	Each	\$350.00	\$700.00	\$900.00	\$1,800.00	\$800.00	\$1,600.00	\$3,409.00	\$6,818.00	\$0.00	\$0.00
Total Bid Schedule "A"				Total =	\$297,140.00	Total =	\$366,038.00	Total =	\$597,284.00	Total =	\$671,080.00	Total =	\$0.00

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount
B1	Mobilization	1	Lump Sum	\$28,000.00	\$28,000.00	\$15,850.00	\$15,850.00	\$20,000.00	\$20,000.00	\$21,117.00	\$21,117.00	\$0.00	\$0.00
B2	Construction Site Management	1	Lump Sum	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00	\$15,000.00	\$15,000.00	\$83,527.00	\$83,527.00	\$0.00	\$0.00
B3	250,000 gallon Welded Steel Reservoir	1	Lump Sum	\$550,000.00	\$550,000.00	\$731,471.00	\$731,471.00	\$610,000.00	\$610,000.00	\$889,285.00	\$889,285.00	\$0.00	\$0.00
B4	Free Chlorine Analyzer System	1	Lump Sum	\$15,000.00	\$15,000.00	\$32,300.00	\$32,300.00	\$9,900.00	\$9,900.00	\$76,779.00	\$76,779.00	\$0.00	\$0.00
B5	Reservoir Piping	1	Lump Sum	\$20,000.00	\$20,000.00	\$107,460.00	\$107,460.00	\$184,000.00	\$184,000.00	\$114,609.00	\$114,609.00	\$0.00	\$0.00
Total Bid Schedule "B"				Total =	\$618,000.00	Total =	\$905,081.00	Total =	\$838,900.00	Total =	\$1,185,317.00	Total =	\$0.00

Total Schedules "A" & "B" =				\$915,140.00	\$1,271,119.00	\$1,436,184.00	\$1,856,397.00	\$0.00
-----------------------------	--	--	--	--------------	----------------	----------------	----------------	--------

Low Bid

2nd Low

3rd Low

4th Low



CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

## PROPOSAL FOR PUBLIC WORK

For Construction of: **2024 WATER SYSTEM IMPROVEMENT PROJECT**

To the **CITY COUNCIL, CITY OF ETNA:**

In response to your Notice to Contractors, Invitation for Sealed Proposals dated 12/20/2023, 2023, and subject to all conditions thereof, I, we, or either of us:

**Contractor:** Whitehawk Construction

(Indicate whether individual, corporation, partnership, etc.): Sole Proprietor

Address: P.O. Box 181

Palo Cedro CA

Zip: 96073

Contractor's License Number: 831256

(Hereinafter referred to as "undersigned bidder") do(es) hereby offer and promise and agree in case this Bid is accepted, to furnish and complete all of the Work set forth in the Contract Documents for the said **2024 WATER SYSTEM IMPROVEMENT PROJECT** in strict accordance with the terms, conditions, and provisions contained in said Contract Documents, for the prices shown herein.

The undersigned bidder 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 bidder agrees to execute the Contract and a Performance Bond, and Payment Bond (or Bonds), or Alternative Securities, in the manner and for the amount specified in the Contract Documents, and to deliver said Contract Forms and Bonds to the City of Etna within Ten (10) days of the date of mailing of the "Notice of Award" to his address given herein.

The name and address of the corporate surety with which the undersigned bidder proposes to furnish the required Bonds is:

Travelers Casualty & Surety Co. of America C/O Nor Cal Pacific

850 Remor St. Redding CA 96002, 530-221-2300, Colleen McHugh

CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

If this proposal shall be accepted and the undersigned bidder shall fail to contract as aforesaid and to furnish the Bonds in the amounts and forms specified, with surety satisfactory to the Owner, within the time stated, the Owner may, at its option, determine that the bidder has abandoned the Contract, and thereupon this proposal and the acceptance thereof shall be null and void and the forfeiture of the security accompanying this proposal shall operate and the same shall be the property of the City of Etna.

The Work shall be completed within the Contract Time set forth in the Supplementary Conditions, Division B-4 of these Contract Documents. The per diem rate for liquidated damages shall be \$1,000.00 a day, which is in addition to actual cost of Engineering and Inspection.

The undersigned BIDDER agrees to abide by the requirements of Executive Order No. 11246, as amended, and to comply with all requirements of law of the State of California with respect to Equal Opportunity in Employment Practices. To that end, the BIDDER submits the executed Certification of Fair Employment Practices and Non-Segregated Facilities.

All the various phases of work enumerated in the Contract Documents with their individual jobs and overhead, whether specifically mentioned, included by implication, or appurtenant thereto, are to be performed by the Contractor under one of the items listed in the Bid Schedule, irrespective of whether it is named in said list.

The following quantities are approximate only, being given as a basis for the comparison of bids, and the City of Etna does not, expressly or by implication, agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of the work or to omit portions of the work, as may be deemed necessary or advisable by the Engineer.

All proposals shall set forth for each item, of work, in clearly legible figures, an item price and a total price for the item in the respective spaces provided. Illegible or ambiguous figures shall be cause for rejection.

The unit price or lump sum price bid for each item of work shall include full payment for labor, materials, tools, equipment and incidentals and for doing all work involved in constructing or installing that item as shown and as specified, complete and in place.

Full compensation for complying with all of the requirements of the Contract Documents shall be included in the prices bid for the various items of work listed in the Proposal and no separate payment will be made for items of work shown on the Plans or specified in the Contract Documents, but which are not listed in the Proposal. Full compensation for such work shall be included in the unit price or lump sum price bid for the most applicable item of the Proposal.

Any total cost found inconsistent with the unit cost when the bids are examined will be deemed in error and corrected to agree with the unit cost which shall be considered correct.

# CITY OF ETNA

## WATER METER REPLACEMENT PROJECT

### BID SCHEDULE "A" - BASE BID

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	26,925.00	26,925.00
A2	Construction Site Management	1	Lump Sum	20,600.00	20,600.00
A3	3/4" Water Meter Installation	3	Each	3,530.00	10,590.00
A4	1" Water Meter Installation	3	Each	3,640.00	10,920.00
A5	2" Water Meter Installation	4	Each	4,125.00	16,500.00
A7	6" Water Meter Installation	1	Each	10,080.00	10,080.00
A8	3/4" Water Meter Replacement	407	Each	486.00	197,802.00
A9	1" Water Meter Replacement	7	Each	629.00	4,403.00
A10	1.5" Water Meter Replacement	4	Each	2,735.00	10,940.00
A11	2" Water Meter Replacement	8	Each	2,921.00	23,368.00
A12	3" Water Meter Replacement	2	Each	6,930.00	13,860.00
A13	4" Water Meter Replacement	1	Each	12,280.00	12,280.00
A14	Replacement Meter Box	6	Each	995.00	5,970.00
A15	Replacement Meter Setter	2	Each	900.00	1,800.00
Total Bid Schedule "A" =					366,038.00

### BID SCHEDULE "B" - Reservoir No. 4 - 250,000 gallon

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	15,850.00	15,850.00
A2	Construction Site Management	1	Lump Sum	18,000.00	18,000.00
A3	250,000 gallon Welded Steel Reservoir	1	Lump Sum	731,471.00	731,471.00
A4	Free Chlorine Analyzer System	1	Lump Sum	32,300.00	32,300.00
A5	Reservoir Piping	1	Lump Sum	107,460.00	107,460.00
Total Bid Schedule "B" Additive =					905,081.00

CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

Accompanying this bid is (1) cash, or (2) a cashier's check of a responsible bank, or (3) a check certified by a responsible bank, payable to the order of the City of Etna for an amount of not less than ten percent (10%) of the Total Base Bid of the proposal, or (4) a Bidder's Bond executed as a surety by a corporation authorized to issue surety bonds in the State of California, made out in favor of the City of Etna for an amount not less than ten (10%) of the Total Base bid of the proposal.

If this bid is not accepted, the cash, cashier's check, certified check, or Bidder's Bond will be returned to the undersigned.

When the Contract for doing said work or furnishing said supplies has been duly entered into and the bonds accompanying the same have been duly approved and filed, the City Clerk shall certify said facts to the City Council who shall cause a warrant to be drawn upon the appropriate fund for the return to the Contractor of the Bid Security, (Bonds will not be returned unless requested). If the bidder fails or refuses to enter into the contract to do said work or furnish said supplies or to furnish the required bonds, within 10 days after the award is made, then the cash, cashier's check, or certified check shall be forfeited to the City as liquidated damages and shall be transferred to the general fund, or the obligation of the bidders bond shall be enforced and the proceeds placed in the general fund. The City Council of the City of Etna shall have the power to relieve from or to remit such forfeiture.

Bidder represents that there will be no joint contractors unless they have been signed jointly with bidder herein below:

It is understood that this proposal may be rejected at the discretion of the City Council of the City of Etna.

Bidder: Whitehawk Construction

Richard "Dale" Cox

Date 12/20/23

By 

Title Owner

NOTE: No bids containing any erasure or interlineations shall be received or be considered by the City, and all bids without the proper affidavit shall be absolutely void.

ADDENDA ACKNOWLEDGED AND ATTACHED: 1, 2, 3, (4/Updates)

CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

The California DWR program must be implemented in a manner consistent with the federal act. Among the requirements of the federal act is that designated projects conform with additional federal "cross cutting" laws, including the Disadvantaged Business Enterprise regulations. The objective of the federal DBE requirement is to provide meaningful opportunities for these businesses to participate in contracts and subcontracts for DWR funded projects. The mechanism through which the DWR funding recipient will fulfill this requirement is by incorporating DBE requirements in the bid solicitation for construction of the funded project, maintaining related documentation, and reporting to CDPH on these efforts. The USEPA, Region 9, and CDPH, Safe Drinking Water State Revolving Fund, have adopted the following goals for participation of Minority Business Enterprises and Women's Business Enterprises in designated DWR funded projects by CDPH.

Procurement Category	MBE Participation Goals	WBE Participation Goals
Construction	11%	4%
Supplies	2%	1%
Services	4%	2%
Equipment	2%	2%

## SUBCONTRACTOR LIST FORM

## DESCRIPTION OF WORK

LOCATION

**LICENSE #**

DIR #

**A4-6**



CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

**FAIR EMPLOYMENT PRACTICES CERTIFICATION  
and  
CERTIFICATION OF NON-SEGREGATED FACILITIES**

To: The City of Etna  
Siskiyou County, California

**FAIR EMPLOYMENT PRACTICES CERTIFICATION:**

The undersigned in submitting a bid for performing the **2024 WATER SYSTEM IMPROVEMENT PROJECT** by contract, hereby certifies that he has or will meet the standards of affirmative action to assure compliance with all applicable nondiscrimination and fair employment practices requirements of Federal, State or Local statutes, ordinances, rules, regulations and/or orders.

(Wherever the term "he" appears in these documents, it refers to the Bidder, without regard to gender).

**CERTIFICATION OF NON-SEGREGATED FACILITIES:**

By the submission of this bid, the bidder, or subcontractor, certifies that he does not maintain or provide for his employees any segregated facility at any of his establishments, and that he does permit employees to perform their services at any location under his control, where segregated facilities are maintained. The bidder further certifies that he will not maintain or provide for employees any segregated facilities at any of his establishments and will not permit employees to perform their services at any location under his control where such facilities are maintained. The bidder, offeror, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause of this contract. He further certifies that, except where identical certifications have been obtained from proposed subcontractors for specific time periods including this project time, that he will assure compliance with the Equal Opportunity Clause by all subcontractors on the work.

SIGNED



DATE 12/20/23

FOR: Whitehawk Construction  
(Company Name)

Contractor's License Number: 831256 Class A

CITY OF ETNA – 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

**BIDDER'S BOND**

**KNOW ALL MEN BY THESE PRESENTS:**

That we, WHITEHAWK CONSTRUCTION  
\_\_\_\_\_, as PRINCIPAL  
and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA  
\_\_\_\_\_, a corporation organized  
and existing under the laws of the State of CONNECTICUT, and duly  
authorized to transact business under the laws of the State of California as SURETY, are  
held and firmly bound unto the City of Etna, a political subdivision of the State of California,  
duly created and existing under and by virtue of the laws of the State of California, as  
obligee, in the just and full sum of TEN PERCENT TOTAL AMOUNT BID – Dollars  
(\$ 10%) in lawful money of the United State of America (being  
ten percent (10%) of the total Proposal amount of the Contract Price) for the payment  
whereof well and truly to be made to the said City of Etna, the Said Principal and Surety bind  
themselves, their successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION** of the foregoing obligation is such that, **WHEREAS** the above  
bounded Principal has submitted to the City of Etna a certain proposal attached hereto  
and hereby made a part hereof, to enter into a Contract in writing for construction of the **2024**  
**WATER SYSTEM IMPROVEMENT PROJECT.**

(continued next page)

CITY OF ETNA - 2024 WATER SYSTEM IMPROVEMENT PROJECT  
CONTRACT DOCUMENTS - PART A, DIVISION 4: PROPOSAL FORMS

**BIDDER'S BOND (continued)**

**NOW, THEREFORE**, if the above principal is awarded the Contract and shall fail, neglect, or refuse to enter into a contract to perform said work and furnish labor, equipment, and material, and to furnish a Performance Bond and a Payment Bond, each in the amount of 100 percent of the aggregate of the proposal, executed by a corporate surety licensed to do business in the State of California, within the time specified in the Instructions to Bidders after written notice that the Contract has been awarded to said principal, then the amount herein, the penalty of this bond, which accompanies the bid, shall be declared forfeited and shall be forfeited to the City of Etna.

**IN WITNESS WHEREOF**, said Principal and said Surety have caused these presents to be duly SIGNED AND SEALED this 6TH day of DECEMBER 2023.

WHITEHAWK CONSTRUCTION

By

  
PRINCIPAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

SURETY

BY

  
ATTORNEY-IN-FACT BOBETTE WINTON

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of SHASTA

On 12/6/2023 before me, SUZANNE P. HENDRICKS, NOTARY PUBLIC  
(insert name and title of the officer)

personally appeared Bobette Winton  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Suzanne P. Hendricks (Seal)





**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Bobette Winton** of **REDDING**, **California**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

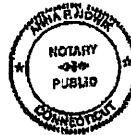
City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

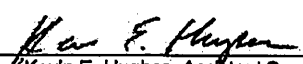
**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 6th day of DECEMBER, 2023



  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

November 13, 2023

## **ADDENDUM NO. 1**

**TO:**

### **CONTRACT DOCUMENTS**

### **2024 WATER SYSTEM IMPROVEMENT PROJECT**

**CITY OF ETNA**

**SISKIYOU COUNTY, CALIFORNIA**

**(BID OPENING 1:00 PM, December 5, 2023, @ CITY HALL, 442 Main Street, Etna, CA)**

---

**THIS ADDENDUM #1 IS ISSUED TO PROVIDE THE FOLLOWING ADDITIONS AND CLARIFICATIONS TO THE CONTRACT DOCUMENTS:**

- **Revised Basis of Award** – The following Section A2-2.12 replaces Section A2-2.12 Basis of Award as included in the job specifications:

#### **2.12 Basis of Award**

(a) The low bidder for purposes of award shall be the conforming responsible bidder offering the low aggregate amount for the first or base bid item, plus or minus (in order of priority listed in the Schedule) those additive or deductive bid items providing the most features of the work within the funds determined by the City to be available before bids are opened. If addition of another bid item in the listed order of priority would make the award exceed those funds for all bidders, it shall be skipped and the next subsequent additive bid item in a lower amount shall be added for each bid if award on it can be made within the funds.

(b) An example for one bid is an amount available of \$100,000, a bidder's base bid of \$85,000, and four successive additives of \$10,000, \$8,000, \$6,000, and \$4,000. In this example, the aggregate amount of the bid for purposes of award would be \$99,000 for the base bid plus the first and fourth additives, the second and third additives being skipped because either of them would cause the aggregate bid to exceed \$100,000.

(c) All bids shall be evaluated on the basis of the same additive or deductive bid items. The listed order of priority must be followed only for determining the low bidder. After determination of the low



November 20, 2023

**ADDENDUM NO. 2**

**TO:**

**CONTRACT DOCUMENTS**

**2024 WATER SYSTEM IMPROVEMENT PROJECT**

**CITY OF ETNA**

**SISKIYOU COUNTY, CALIFORNIA**

**(BID OPENING 1:00 PM, December 20, 2023, @ CITY HALL, 442 Main Street, Etna, CA)**

---

THIS ADDENDUM #2 IS ISSUED TO PROVIDE THE FOLLOWING ADDITIONS AND CLARIFICATIONS TO THE CONTRACT DOCUMENTS:

- **Steel Reservoir Roof Design** – A cone roof design as specified in AWWA D100 3.6.1.9 with a single column shall be an acceptable design.
- **Seismic Design Steel Reservoir** – Seismic design requirements for the steel reservoir shall be as outlined on page 6 of the project Geotechnical Investigation Report dated October 2017. Please disregard seismic design requirements outlined on page C5-2 of the Job Special Provisions. A copy of the project Geotechnical Investigation Report has been included for your use in bidding on the project.
- **Water Meter Warranty** – Water meters with a 20-year warranty (10-year full replacement – 10 year prorated) shall be considered for the project.



**Whitehawk Construction**

Is Requesting Quotations From All Qualified MBE/WEBE/WBE/SBE/DBE/DVBE  
Sub-contractors And Material Suppliers For The Following Project:

**2024 WATER SYSTEM IMPROVEMENT PROJECT**

Project Location: Etna Siskiyou, CA 96027

**Bid Date: 12/20/2023 Bid Time: 1:00 PM**

Whitehawk Construction – P.O. Box 181, Palo Cedro, CA 96073 – CSL: 831256

Dale Cox, email: [whitehawk@frontier.com](mailto:whitehawk@frontier.com)  
Phone: (530) 547-5944, Fax: (530) 547-5944  
ad run: 11/7/2023-12/19/2023

12/20/2023

23-03728

12/20/2023

1:00 PM

AD 4

Etna: 2024 Water System Improvement Project

**CONTACT:** E & S Engineers & Surveyors, Inc.

**PHONE:** (530) 842-6813 **Fax:** (530) 842-6645

**CONTACT:** City of Etna

**PHONE:** (530) 467-5329

**Prebid Conference:** Inspection Trips may be arranged by calling E&S Engineers and Surveyors at (530) 842-6813. Work consists of replacement of existing metered services with new meters (439 to be installed) throughout the City's service area, including location of missing services and construction of a new 250,000-gallon welded steel water storage reservoir. License Required: A Questions must be submitted in writing.

**CONFIRMED BIDDERS**

<u>Company Name*</u>	<u>Phone</u>	<u>Fax</u>
Allen Gill Construction Inc.	5305471112	5305471118
AP Traffic Services, Inc.	9169976653	
Badger Daylighting Corporation	5306059687	
Dickinson Builders, Inc.	(530) 467-4120	
Ferguson Waterworks	5302210878	5302212082
PACE Supply Corp.	12092923731	
R.B. Aldrich	5304685649	5304685943
Resource Development Company Inc	(775) 356-8004	(775) 356-0610
United Rentals	5305143392	
Whitehawk Construction	530-547-5944	530-547-5944

## # WHITEHAWK CONSTRUCTION

21600 Hidden Beryl Ln • Palo Cedro, CA 96073 • (530)547-5944 • Fax 547-5944  
License #831256A

City of Etna  
2024 Water System Improvement Project

DBE Outreach

**Whitehawk Construction**  
Is Requesting Quotations From All Qualified DBE  
Sub-contractors And Material Suppliers For The Following Project:

**2024 Water System Improvement Project**  
**Bid Date: 12/20/2023 Bid Time: 1:00 pm**

Whitehawk Construction – P.O. Box 181, Palo Cedro, CA 96073 – CSL: 831256  
Phone: 530-547-5944, Fax: 530-547-5944

± WHITEHAWK CONSTRUCTION

P.O. Box 181 • Palo Cedro, CA 96073 • (530) 547-5944 • Fax 547-5944  
License #831256A

November 8, 2023

{company name}  
{address}  
{city, state, zip code}

Re: DBE, WBE, MBE, DVBE Solicitation, Request for Proposal

To Whom it May Concern:

We are currently in the process of preparing our bid for the City of Etna Water System Improvements Project, that bids on December 20, 2023, at 1:00 p.m. We are inviting sub-bids and material quotes from certified DBE, MBE, WBE, SBE, & DVBE firms that would like to participate in this project, all trades. Specifically, Electrical, Concrete, Tank, Fence, Carpentry & Trucking. If your firm qualifies and you are interested in any of the subcontract or material supplies opportunities, please contact us at 530-547-5944 (phone & fax) or e-mail us at [whitehawk@frontier.com](mailto:whitehawk@frontier.com).

You can view project documents by logging into Shasta Builder's Exchange.

Scope of Project is as follows: The Project consists of replacement of existing metered services with new meters (429 to be installed) throughout the City's service area and construction of a new 250,000-gallon welded steel water storage reservoir.

Thank You,  
Whitehawk Construction



# City of Etna

## Agenda Request

Date of Meeting: 1/8/2024

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Job Description Grant Manager

Please provide a description of the request and attach supporting documentation:

Review examples of grants manager job descriptions and make changes as needed. Approve posting RFP for position.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$\_\_\_\_\_

Please describe:

*NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.*



# Grants Manager

## Class Title

Grants Manager

## Salary

## WORK OBJECTIVE

Provides advanced level professional work in the Grants Division for the purpose of centralizing city-wide grants activities. Monitors and coordinates the financial and administrative operations of the City-wide Grants Program, with primary areas of responsibility including administering grants compliance monitoring, application writing and review, technical assistance, training, accounting, financial reporting, budget management, and audits. Oversees any grant services or activities performed by a third-party contractor. Provides senior level technical, analytical, and administrative support in multiple functional areas of accounting including accounts payable, accounts receivable, payroll, fixed assets, annual audit, investments, debt obligation, year-end closing, and the general ledger. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position seeks technical guidance only on unusual or complex problems or issues.

## EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, implements, administers, coordinates, monitors, and evaluates the specific activities of all assigned grant financial and administrative functions.
- Coordinates and performs a full range of professional accounting duties associated with specialized fiscal grants administration tasks.
- Ensures compliance with all applicable federal and state accounting and financial reporting requirements.
- Develops policies/procedures/systems for the effective administration of grants to ensure compliance and effective internal controls.
- Monitors grant budgets and appropriations, produces reports as needed, performs various budget analysis, calculates budget adjustments and coordinates grant budget amendments.
- Monitors grant expenditures for allowability; monitors grant revenue and coordinate/prepares draw down of funds for approval and submittal.
- Ensures compliance with grant maintenance of efforts or matching requirements.
- Reviews and approves routine, major and/or unusual transactions, key internal and external reports.
- Prepares a variety of regular and special internal accounting/financial reports for staff, management, and the Commission.
- Prepares required year-end schedules including the Schedule of Expenditures of Financial Assistance (SEFA) and coordinates the City's Single Audit.

- Coordinates the internal approval of applications; assists with preparation and submission of proposals, including budget preparation, compliance with all requirements, and coordination with federal, state, and other grant officials.
- Assist with grant writing activities for federal, state, and local funding.
- Maintains collaborative and effective working relationships with external interests (i.e., auditors, banking institutions, investment companies, and state regulators).
- Serves as a member of various employee and City committees, as needed.
- Provides training and technical assistance related to all grant activities.
- Assists, as needed, in multiple functional areas of accounting including accounts payable, accounts receivable, payroll, fixed assets, annual audit, debt obligation, investments, year-end closing, and the general ledger in accordance with City policies and procedures and regulatory standards governing the work.

**Supervision:**

- Schedules personnel and provides or coordinates staff training.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance, or related field; supplemented by five or more years' progressively responsible experience in grants administration and professional accounting, preferably in a governmental environment, and one or more years' experience leading the work of others; or an equivalent combination of education, certification, training and/or experience. Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements) or obtain within one year of employment. CPA, CGFO, or CPRO preferred.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Advanced knowledge of generally accepted accounting principles and practices
- Advanced knowledge of applicable federal, state, and local regulatory laws, standards and requirements for governmental accounting and grant administration
- Advanced knowledge of the principles and practices utilized in governmental accounting and administration
- Skill in application of principles and techniques utilized in business mathematics
- Skill in critical thinking for issues resolution and process improvement recommendations
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events
- Skill in working independently and following through with assignments with minimal direction

- Advanced ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software
- Ability to establish and maintain accurate, organized, and detailed documentation and files for ready access and retrieval
- Ability to research, compile and develop clear, concise, and accurate reports and associated documentation to facilitate effective decision making
- Ability to articulate, demonstrate and train others concerning current laws, standards and best practices as applied to governmental accounting and grants administration
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports
- Ability to communicate effectively verbally and in writing
- Ability to interface with City consultants, department heads, grant project coordinators, grantors, elected officials and the public

## **OTHER REQUIREMENTS**

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception/discrimination. Tasks require oral communications ability.

## **Grants Manager**

### **Job Description**

ESSENTIAL AND GENERAL RESPONSIBILITIES:

- Plan, develop and implement the City's grant program.
- Coordinate and perform grants administration and reporting, including researching and evaluating grant funding opportunities relative to City policies
- Analyze, review, and ensure compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and protocols and procedures; facilitates documentation requirements.
- Develop and maintain specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned projects. Prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make recommendations.
- Advise and guide Grant Writer Consultants on the application of grant funding policies, regulations, and procedures.
- Services as liaison with grant funding organizations pertaining to grant submissions and future funding. Provides information and assistance to the Grant Writer Consultants regarding research of funding opportunities. Receives and responds to questions relating to assigned areas of responsibility.
- Oversee and participate in special projects and programs, as directed by the City Manager.
- Prepare and monitor assigned departmental budget.
- Develop presentations related to Grant program activities and services.
- Analyze State and Federal legislation. Coordinate, update and implement the City's legislative platform.
- Coordinate with legal counsel on the development and preparation of agreements and leases.
- Maintain files, databases and records related to grant programs. Prepares a variety of written reports, memoranda, and correspondence.
- Prepare requests for proposals (RFP) and

participate in the selection and oversight. • Represent the City in meetings with members of other public and private organizations, community groups, and the public. • Perform periodic program evaluation and auditing. Provide financial analysis and tracking of grant funds. • Provide periodic grant progress reports. • Attend meetings, conferences, workshops, and training sessions to remain current on grant funding policies, regulations, and procedures. Prepare reports of changes to management and provides recommendations on implementation and impact of changes. • Perform related duties as assigned

#### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum of four (4) years of increasing experience in grant writing and municipal government experience.

Experience in grant administration, grant management, grant coordination and obtaining funding for grant projects and programs.

Bachelors' Degree in Urban Planning, Public Policy, Public or Business Administration, Finance (Preferred), or a related field that provides equivalent knowledge, skills, and abilities.

Valid California driver's license, automobile insurance, with a good driving record.

# **Grants Manager Job Description Template**

We are searching for a methodical and strategic grants manager to work with our organization in enhancing funding models, identifying new sources of funding, and developing sustainable and effective grants programs. Duties for the grants manager will include managing overall grant efforts, documenting payments and expenditure, optimizing the grant administration process, overseeing fund-raising, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports. Your skills and expertise in successful grants management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding grants manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

## **Grants Manager Responsibilities:**

- Designing grant programs.
- Determining funding needs.

- Researching funding opportunities.
- Reporting to the board of directors.
- Coordinating and engaging with grant writers.
- Identifying support agencies.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.

### **Grants Manager Responsibilities:**

- Degree in business administration or equivalent.
- Methodical and strategic thinking.
- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Budgeting and accounting experience.
- Computer literacy.
- Knowledge of auditing policies.
- Knowledge of donor agencies.
- Strong writing skills.





# City of Etna

---

## Agenda Request

Date of Meeting: 1/8/2024

Spokesperson(s): Fire Chief Alan Kramer

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Fire Department Member

Please provide a description of the request and attach supporting documentation:

Approve new Fire Department member Andre van der Merwe.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$\_\_\_\_\_

Please describe:

*NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.*

Applications for Membership  
ETNA VOLUNTEER FIRE DEPARTMENT

Date: 2024-01-04

Name: Andre van der Merwe Date of Birth: 13-04-1964

Street Address: [REDACTED] Mailing Address: [REDACTED]

City: Etna State: Cal Zip Code: 96027

Home/Cell Phone: [REDACTED] Work Phone: [REDACTED]

SSI#: [REDACTED] E-mail: [REDACTED]

Employer: \_\_\_\_\_ Employment Address: \_\_\_\_\_

Height: 6.0 Weight: 205

Driver's License #: \_\_\_\_\_ Class: \_\_\_\_\_ Endorsement(s): \_\_\_\_\_

Describe your general health: Good Average Fair

Have you ever had any back problems? Yes No

If yes, describe: \_\_\_\_\_

Marital Status:

Single Married Separated Widowed

Spouses Name: \_\_\_\_\_ Number of children: \_\_\_\_\_

Name(s) of Children: \_\_\_\_\_

In case of Emergency, notify:

Name: Wendy Duming Phone: [REDACTED]

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Military Branch: \_\_\_\_\_

List any Firefighting experience you have: No: South African  
Police (Captain) 20 yrs.



# City of Etna

## Agenda Request

Date of Meeting: 1/8/2024

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Pool Manager Position

Please provide a description of the request and attach supporting documentation:

Approve Pool Manager Job Description and discuss scheduling dates and times for interviews.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$\_\_\_\_\_

Please describe:

*NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.*

## **Dotty Olson Pool Supervisor Job Description**

Hour expected to work: 32-40 hours

Hourly rate: \$xx

### **Purpose and Scope of Work:**

Under general supervision, perform a variety management and supervisory duties related to the overall operations of a swimming pool/aquatics facility, and its assigned temporary employees; plan, organize, coordinate, develop, implement, promote, and evaluate aquatic activities and programs for all ages.

### **Personal Attributes**

- Dedication to the community and the position
- Be respectful
- Sound work ethic
- Be consistent and fair
- Be flexible
- Possess cultural awareness and sensitivity
- Be a self-starter

### **Essential Functions And Responsibilities:** *(include but are not limited to the following)*

#### *Management & Vision*

- Work with City Hall, Public Works, City Council and Friends of the Pool to develop Pool Operational Manual prior to the 2024 season.
- Plan, organize and supervise swimming activities and aquatics programs at the pool; ensure that swim lessons are taught to City standards.
- Assist in the development and implementation of goals, objectives, policies, and promotions for the City's pool programs.
- Work with Public Work staff to develop pool facility maintenance procedures and train staff regarding the procedures.
- Develop and oversee protocols regarding the handling of all monies for pool attendance, swimming lessons, private parties and all revenue generated by the snack shack. Work closely with City Hall to record, track and turn in all monies at the end of each day.
- Work closely with City Hall and Public Works Director purchasing pool material, supplies and equipment.
- Work with Friends of the Pool about the needs for the snack shack including the inventory, tracking and organizing all material.
- Complete written reports and records as required; organize and monitor equipment inventory of the pool.
- The Pool Supervisor reports to the Etna City Pool Commissioner and will report monthly to the City Council during the months of May, June, July and August.

#### *Staff Management*

- Exercise direct and indirect supervision over all assigned staff including temporary and seasonal staff, independent contract instructors and volunteers, and other assigned staff.
- Assist City staff and Council members in recruiting temporary, part-time, or seasonal staff as

required.

- Supervise assigned temporary staff; schedule, train and monitor staff relative to lifeguard duties and swim instruction; review assigned staff payroll records for accuracy, set work schedules and ensure accountability of pool staff.

#### *Safety*

- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required; ensure the safety of pool users and enforce all user rules and policies for the pool facility.
- Complete, review, and file accident and incident reports; assist with follow-up related to reports; purchase, check, and maintain First Aid Equipment; perform daily safety checks and inspections of the facility and all equipment.

#### *Maintenance, Chemicals & Cleaning*

- Assist in preparation of the pool office for operation including cleaning and organizing before the pool opens for the season.
- Oversee proper sanitation and maintenance of pool water which would include taking water samples both in the morning and evening. These samples include documenting the chlorine and pH readings for the pool. Responsible for recording all samples in appropriate locations determined by the Public Works Director.
- Ensure cleanliness of restrooms, dressing rooms and public areas; Report maintenance conditions affecting facility operation and security to the Public Works Director and/or City Police Chief.
- Oversee the safe and proper operation of the pool; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and, refer escalated issues to assigned supervisor or proper authorities.
- Keep the pool, pool deck, and auxiliary buildings/areas clean and free of litter and debris.

#### *Community Development*

- Maintaining, tracking and responding to public inquiries on the City phone and email.
- Promotion, advertising and scheduling all pool events, including swimming lessons, pool hours, private parties and any other events that get scheduled by the City Hall, Etna PAL and/or City Council.
- Create and maintain a welcoming environment for the pool community.

#### **Physical, Mental And Environmental Working Conditions:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 60 pounds or more is also required.

The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold and is required to swim.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

- High school diploma or equivalent.

**Certificate Requirement**

- CPR for Professional Rescuer (or equivalent)
- First Aid for Public Safety Personnel (Title 22)
- Water Safety Instructor (or equivalent)
- Red Cross Lifeguard Training or acceptable current certification in lifeguarding

**License Requirement:**

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Other Requirements:**

This position requires evening, weekend, or other shift work.

**Knowledge/Abilities/Skills:** *(The following are a representative sample of the necessary skills to perform essential duties of the position.)*

**Knowledge of:**

Philosophy, principles, and practices of public aquatic and related recreation programs; pool activities suitable for children, adults, disabled, and senior citizens; routine swimming pool maintenance, chlorinators, heaters, and other equipment used in a pool facility; basic pool chemistry, including chemicals used to disinfect water and maintain proper PH in a public pool; practices and principles of first aid and CPR lifesaving safety measures at a public pool; health and safety codes applicable to the operation of a public pool; practices of training and supervision; principles and practices of customer service; modern office equipment, methods, procedures; computer hardware and software; report writing techniques.

**Ability to:**

Supervise a variety of summer programs; communicate clearly and concisely, both orally and in writing; supervise and instruct individuals and groups in aquatic and related recreation activities; establish and maintain effective working relationships with those contacted in the course of work; interpret community demand for aquatic programs; successfully resolve a variety of customer service related matters; respond to emergency situations in a calm and effective manner; administer first aid and CPR; work outdoors in a variety of weather conditions.

**3RD ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING & AGREEMENT TO  
PROVIDE DISPATCH & RECORDS SERVICES**

THIS THIRD ADDENDUM is to that Memorandum of Understanding (MOU) entered into on August 6<sup>th</sup>, 2019 and amended on December 10<sup>th</sup>, 2019 and February 21<sup>st</sup>, 2023 by and between the County of Siskiyou, Office of the Sheriff ("County") and City of Etna ("City") and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

**WHEREAS**, the MOU expired on June 30<sup>th</sup>, 2023 and services continued to be required after that date; and

**WHEREAS**, the parties desire to extend the term of the MOU;

**WHEREAS**, the cost of services to be provided under the MOU is expected to exceed the amount provided in the MOU; and

**WHEREAS**, the parties desire to increase the amount of compensation payable under the MOU.

**WHEREAS**, the County contacts listed in Section 1 and Section 2 of the MOU needs to be updated;

**NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. Section 4.A., page 2 of the MOU, shall be amended to extend the term of the Contract through **June 30<sup>th</sup>, 2024**.
2. Section 4.A in the MOU, on page 2, shall be amended to add fiscal year 2023-2024.
3. Add an additional total of Twenty Thousand Five Hundred Dollars and No Cents **(\$20,500.00)** as outlined in the first addendum to Exhibit A, Section B, on page 1; increasing the total compensation payable under the MOU to an amount not to exceed Ninety-Seven Thousand Nine Hundred Thirty Two Dollars and No Cents **(\$97,932.00)**.
4. Designated County representative within Section 1, page 1 of the MOU:  
Jeremiah LaRue, Sheriff-Coroner (530) 842-8300
5. County contacts for Notices within Section 2, page 1 of the MOU:  
Courtney Greenley, Administrative Services Manager: Contracts (530) 842-8326  
Elizabeth Johnson, Fiscal Technician: Billings (530) 842-8315

All other terms and conditions of the Contract shall remain in full force and effect.



IN WITNESS WHEREOF, County and City have executed this third addendum to the MOU on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

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

\_\_\_\_\_  
Ed Valenzuela, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy

Date: 12/14/23

Date: 12/14/23

CITY: City of Etna

Cliff Murson, Mayor  
Cliff Murson, Mayor

Pamela Eastlick  
Pamela Eastlick, City Clerk

License No.: \_\_\_\_\_  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. \_\_\_\_\_

ACCOUNTING:  
Fund      Organization      Account      Activity Code (if applicable)  
**1002      202010      551400**

Encumbrance number (if applicable):

If not to exceed, include amount not to exceed: **\$97,932.00**

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*



## E & S Engineers & Surveyors, Inc.

Civil Engineers & Land Surveyors

eandsengineersandsurveyors.com

329 West Miner Street  
Yreka CA 96097  
530.842.6813  
530-842.6645 (Fax)

December 18, 2023

Clients

**Re: Civil Engineering & Land Surveying Services  
Rate Adjustment**

Dear Clients:

First of all, we would like to thank all of you for allowing us to serve you by providing engineering and land surveying services for your projects in the past.

As you know fuel prices have gone up substantially and inflation this year in California was at 3.2%. We try to keep our rates as stable as possible, but the cost of doing business has increased in 2023.

This letter is to inform you that we are implementing a cost of living increase effective January 1, 2024. Our rates have been adjusted approximately 4% to account for the increased cost of doing business.

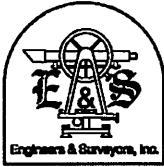
At E & S, we strive to keep our rates fair to our clients, keep our rates as stable as possible and provide outstanding service for those who employ us.

We hope you understand that our rates must be adjusted to keep up with the ever growing cost of doing business here in California.

We look forward to providing outstanding service for you in all your future projects.

Respectfully submitted,

  
Morgan D. Eastlick, President



**E & S Engineers & Surveyors, Inc.**  
**Civil Engineers & Surveyors**  
eandsengineersandsurveyors.com

329 West Miner Street  
Yreka CA 96097  
530.842.6813  
530-842.6645 (Fax)

**SCHEDULE OF FEES FOR SERVICES**

Effective: January 1, 2024

**PERSONNEL SERVICES:**

Licensed Civil Engineer, Principal .....	\$172.00/hr.
Licensed Civil Engineer .....	154.00/hr
Engineer in Training E.I.T. ....	126.00/hr
Licensed Land Surveyor, Principal* .....	132.00/hr.
Licensed Land Surveyor * .....	126.00/hr
Engineering/Surveying Technician III .....	114.00/hr.
Engineering/Surveying Technician II .....	80.00/hr.
Field Survey Crews:	
1-man Survey Crew:(Includes vehicle & GPS System as needed). . .	156.00/hr
2-man Survey Crew (Includes vehicle & GPS System as needed). . .	240.00/hr.

Prevailing Wage (Government Jobs) 1-man 240.00/hr or 2-man 364.00/hr

Note: All personnel rates apply "portal-to-portal" from the office, and include all costs for vehicle use, stakes, paint, flagging, rebar-&-cap property corner markers, and all surveying equipment.

\* Land Surveying services may be sub-contracted out depending on current staffing.

**INCIDENTAL ITEMS:**

Prints/copies: 8-1/2" x 11" ... 20¢/ea	Map Size (18" x 26")..	\$ 5.00/ea.
8-1/2" x 14" ... 30¢/ea.	Plan Size (22" x 34")..	\$ 8.00/ea.
11" x 17" .... 90¢/ea.	Plan Size (24" x 36")..	\$ 9.00/ea.
Monument and Special Materials; & Equipment Rentals,		
Outside Consultants; Expenses (per diem & other expenses) .....		Cost + 10%

**A Current Preliminary Title Report must be furnished by Client for All Surveys.**

**All Public Agency Fees Must Be Paid Directly by Client.**

**ESTIMATES:** No charge for first 1/2 hour; additional time at above rates.

**PAYMENT:**

Statements are generally issued monthly as work progresses, generally on or about the last day of the month for work through the 25th. Jobs of less than a month are billed on completion. Statements are due and payable upon issuance and are delinquent if remaining unpaid after 30 days.

**A Late Charge of 1.5% per month will be applied to all amounts 30 days or more past due, computed from date due.**

Work will be interrupted or stopped on any project if Client is more than 30 days past due on any account, unless other arrangements have been made in advance of the start of work.

\*\*\*\*\*

## **JOB TASK FUNCTION CODES**

---

### **100 ENGINEERING**

---

101 STUDY  
102 PRELIMINARY ESTIMATES  
103 TENTATIVE MAPS  
104 PRELIM. IMPROVEMENTS DESIGN  
105 FIELD INVESTIGATIONS  
106 ENVIRONMENTAL PROCEDURES  
107 APPLICATIONS  
108 CONFERENCES/CONSULTATION  
109 IMPROVEMENTS DESIGN  
110 SPECIFICATIONS  
111 REPORTS  
112 EARTHWORK  
113 QUANTITY ESTIMATES  
114 COST ESTIMATES  
115 CHECKING SUBMITTALS  
116 PUBLIC AGENCY COORDINATION  
117 ENGR'G PROJECT SUPERVISION  
118 CONTRACT PROCESSING  
119 CONSTRUCTION INSPECTION  
120 ENGR. PROJ. SITE VISIT  
121 SAMPLING & TESTING  
122 COMPACTION TESTING (By Others)  
123 ENGINEERING COMPUTATIONS  
124 ENGINEERING DRAFTING  
125 NEGOTIATION  
126 WITNESS (By agreement)  
127 AS-BUILT DRAWINGS  
128 ENGINEER'S JOB SUPERVISION  
129 POST-CONST'N FOLLOW-UP  
130 CONTRACT CHANGE ORDERS  
131 CORRESPONDENCE  
132 BIDDING PROCESSING  
133 PERCOLATION TESTING  
134 EASEMENTS & R.O.W.  
135 MISC. TECH. SVCS; FIELD  
136 MISC. TECH. SVCS; OFFICE  
137 MISC. CONSULTING ENGR. SVCS  
138 RESIDENT ENGINEER SERVICES  
139 PRINCIPAL REVIEW

### **200 FIELD SURVEYS**

---

201 EVIDENCE EVALUATION  
202 CONTROL SURVEY  
203 LOCATION SURVEY  
204 TOPO SURVEY  
205 LEVEL CIRCUITS  
206 CONSTRUCTION STAKING  
207 MONUMENTATION  
208 RESTAKING  
209 MARKING PROPERTY LINE  
210 CLEARING AND MARKING LINE  
211 PREVAILING WAGE

### **300 SURVEYING - OFFICE**

---

301 RESEARCH  
302 COMPILE RECORD DATA  
303 COMPILE SURVEY DATA  
304 FIELD INVESTIGATIONS  
305 BOUNDARY RESOLUTIONS  
306 SURVEY COMPUTATIONS  
307 HARDCOPY PREPARATION  
308 PLOT PLAN  
309 GRADE CALCULATIONS  
310 SURVEY MAPPING  
311 SURVEY DRAFTING  
312 LEGAL DESCRIPTIONS  
313 LEGAL DESCRIPTIONS EXHIBITS  
314 MAP PROCESSING CITY/COUNTY  
315 PROPOSALS  
316 PRINCIPAL REVIEW  
317 CORNER RECORDS  
318 MISC. TECH. SVC. FIELD  
319 MISC. TECH SVC. OFFICE

### **400 SERVICES & SUPPLIES**

---

401 MATERIALS  
402 PRINTING (Out-of-office)  
403 EQUIPMENT RENTAL  
404 EXPENSES  
405 LONG DISTANCE TELEPHONE  
406 SECRETARIAL (by agreement)  
407 COMPUTER CHARGES BY OTHERS  
408 VEHICLE USE, General  
409 4WD or SURVEY VEHICLE  
410 OUTSIDE CONSULTANT FEES  
411 CITY/COUNTY FEES paid by us

### **500 ADMINISTRATIVE**

---

501 GENERAL BUSINESS ADMINISTRATION  
502 PROMOTION  
503 EXPENSES  
504 TRAVEL  
505 SECRETARIAL/CLERICAL  
506 HOLIDAY  
507 VACATION  
508 SICK LEAVE  
509 JURY DUTY  
510 COMPUTER PROGRAMMING  
511 CORRECTIONS  
512 PROPOSALS & ESTIMATES  
513 CORRESPONDENCE