



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: April 8, 2024

TIME OF THE MEETING: 6:30 pm

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. CONSENT CALENDAR
 - a. Minutes of the Regular Meeting March 25, 2024
 - b. Invoice Approvals
 - c. Resolution 2023-003 – A Resolution of the City Council of the City of Etna Appointing a Delegate and Alternate Delegate to the Small Cities Organized Risk Effort
4. CURRENT BUSINESS
 - a. Discuss/Approve Notice of Award for Construction of City Pool Solar Project
 - b. Discuss Siskiyou Economic Development Council Presentation and Approve MOU Renewal for 5-year Period Beginning July 1, 2024
 - c. Discuss with SCORE – Current Insurance Policies & SCORE Presentation
 - d. Discuss Presentation/Update on Cat TNR Spay & Neuter Clinic
 - e. Discuss Bicycle Rides Northwest Event
5. CITY COUNCIL STATEMENTS AND REQUESTS
6. CLOSED SESSION:
 - a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation
 1. Federal Home Loan Mortgage vs. City of Etna
 - b. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Appointment
 1. Public Works Employee Position
7. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 832 3357 6876

<https://us06web.zoom.us/j/83233576876>

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. 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



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday March 25, 2024

Members of the Etna City Council met on this 25th day of March in person and via TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and led in the salute to the flag of 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 Comments on Non-Agenda Items:

None.

3. Consent Calendar:

- a. Minutes of the Regular Meeting March 11, 2024**
- b. Invoice Approvals**
- c. Bank Statements**

Councilmember Deppen moved to approve the Consent Calendar, Councilmember Stacher seconded, and the motion passed. Mayor Munson was not present at the last meeting and did not cast his vote.

Ayes: Stacher, Gilmore, Deppen

4. Department Reports:

Police Chief Josh Short provided the Council with a written report in addition to call stats. Chief Short also reported that business has been as usual, he had a meeting regarding the Blue Grass Festival that will be in July. An event packet will be on the agenda for a future meeting. The festival will involve a PAL fundraiser and Scott Valley scholarships. Mayor Munson asked about the number of cases being 4 on the stats provided.

Public Works Director Dan Burbank reported that they removed the juniper tree from the park, and they are going to start filling potholes. Burbank is waiting for the lift to begin repairs on the City Hall building. Councilmember Stacher commented on the Little League Snack Shack building needing some repairs.

Fire Chief Alan Kramer reported that multiple fire departments in the area are continuing to work together. Their evaluation for a fire rating in town was decreased from a 5 to a 4 due to collaboration efforts between the departments. Chief Kramer encouraged the Council to attend a fire department meeting discussing combining the departments.

Ambulance Director Teri Arrwood reported that she has been working on grants for equipment replacement. Councilmember Gilmore asked about calls supporting areas outside of Etna. Arrwood keeps track of all calls outside of Etna.

City Clerk Pamela Eastlick reported that there will be a “meet and greet” with Jeff Mitchem tomorrow with department heads. The next LOLA meeting will be in Mt. Shasta.

Stacher asked about the travel trailer that is located behind the yard that belongs to Arrwood. Arrwood explained that they are planning on using the trailer for trainings and possibly a place to keep animals.

5. Current Business:

a. PUBLIC HEARING: City of Etna Housing Element Update.

Mayor Munson opened the Public Hearing at 5:48 pm.

Michelle Nielson from Planwest Partners was on Zoom and presented the Council the City of Etna Housing Element Update. Neilson explained that the project consists of review and consideration of the revised draft 6th Cycle Housing Element (2023-2031), which was amended following its adoption by the City Council on October 23, 2023, to respond to comments received from the California Department of Housing and Community Development (HCD), comply with state housing law, and obtain state certification. The City is currently working toward a deadline of April 30, 2024, to submit the adopted Housing Element to HCD for 60-day review, as required by law.

Councilmember Gilmore asked about the ten-year plan to end homelessness in Siskiyou County and recommended a change in wording in Program HE.5.1.1 on page 2-15 from “annually” to something more flexible such as “semi-annually.”

Mayor Munson closed the Public Hearing at 6:19 pm.

b. Discuss/Approve Resolution 2024-002 Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

Councilmember Deppen made a motion to make the finding that, on the basis of the entirety of the record before us, including comments received, the proposed project could not have a significant adverse effect on the environment and is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines. Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Councilmember Deppen made a motion to adopt Resolution 2024-002, for the City Council Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments. Councilmember Stacher seconded and the motion passed.

Ayes: Munson, Deppen, Stacher, Gilmore

Mayor Munson adjusted the agenda to address item “e” – Discuss/Approve Trails End Music Festival June 28-29, 2024.

Lance Banks and Ariel Roumasset from Denny Bar requested Council approval for their annual music festival to take place June 28-29, 2024, and addressed the Council's questions and concerns. Their team will clean up Sunday morning and will contact other local businesses on Main Street to include them in the event.

Councilmember Gilmore made a motion to approve the Trails End Music Festival for June 28-29, 2024. Councilmember Stacher seconded the motion and it passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Mayor Munson adjusted the agenda to address item "d" – Discuss/Approve The Siskiyou Child Abuse Prevention Council Collaborative Proclamation and Proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month and April 6-12, 2024, as Week of the Young Child.

Michelle Harris from First 5 Siskiyou was present to discuss with the Council and audience about child abuse prevention and the importance of strengthening families. Mayor Munson read the proclamation. Councilmember Gilmore moved to approve the proclamation, Councilmember Deppen seconded the motion and it passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Councilmember Gilmore requested information to be included in the newsletter. Harris thanked the downtown area for being a space for families to gather and be together.

c. PUBLIC WORKSHOP: General Plan Land Use and Noise Element Updates.

City Planner Richard Tinsman was present and gave the Council a brief background on the project. Discussion regarding historical buildings and maintaining their structure. City Attorney Andrew Jared commented on the importance of ordinances, specifically the zoning code is consistent with the General Plan and all its elements. No action taken.

f. Discuss/Approve Consultant Services Agreement for City Administration/Management Services with Jeff Mitchem.

Jeff Mitchem thanked the City Council and stated that he is looking forward to working with everyone and being a part of this community. Andrew Jared recommended that the Council announce the compensation and benefits of the agreement into public record per government code. Mayor Munson announced the appointment of Jeff Mitchem as City Administrator pursuant to consulting services agreement, the agreement is for an at-will consulting agreement with no term dates and no severance provision. Compensation is \$95.00 per hour capped at 832 hours annually, or \$6,586.67 per month, with no benefits. Mitchem shall obtain no rights to retirement and health benefits or other benefits which may accrue to other employees (e.g., insurance, sick leave, or vacation hours). The right to claim any such benefits is

expressly waived. There is no administration leave, vehicle stipend, or professional development stipend. The fiscal impact to the City could be up to \$79,040 per year.

Councilmember Deppen made a motion to accept the service agreement, Councilmember Gilmore seconded the motion. Councilmember Stacher asked about the writing of “administrator/manager.” The motion passed.

Ayes: Deppen, Munson, Gilmore, Stacher

h. Discuss/Approve Code Enforcement Officer/Police Officer Recruitment and Hire.

Chief Short has a candidate selected for this position and the funding for this position is already available in the budget. The position will transition from Code Enforcement to Police Officer after the necessary trainings are completed. Councilmember Gilmore made a motion to approve Code Enforcement Officer/Police Officer recruitment and hire. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

At a future meeting Chief Short will bring back the employee’s application for final approval.

6. Correspondence:

The City Attorney directed staff to remove this section from future agendas.

7. City Council Statements and Requests:

Councilmember Stacher requested that the topic of EV charging stations be on the next agenda and the possibility of grant funding.

Eastlick informed the Council that item “a-1” under Closed Session will be postponed to the next meeting.

8. CLOSED SESSION:

a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation

1. Federal Home Loan Mortgage vs. City of Etna

2. Klenk vs. City of Etna

City Clerk Eastlick gave the City Council an update.

b. Pursuant to Government Code §54956.9(d)(4) – Conference with Legal Counsel – Anticipated Litigation (City Initiated) – Number of Cases One (1)

The City Council gave directions to staff.

c. Pursuant to Government Code §54956.8 – Conference with Negotiator over Real Property Negotiator: Andrew Jared, Real Property Agreement with Phillip L. Coupland III and Danielle E. Coupland Living Trust

The City Council directed staff and the City Engineer Morgan Eastlick to review the plans for this project.

d. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation

1. City Clerk

By a unanimous vote the City Council approved a \$6,000 bonus to Pamela Eastlick.

9. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 7:36 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 04/05/2024

Time: 1:33 pm

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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

A1 DRAINS	Scott St. Snaked Line	26860	03/18/2024	
			04/05/2024	
3333 FOREST LN.	A1		03/18/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027	1236			150.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		150.00	0.00

Check No.	0	Total:	150.00
Total for	A1 DRAINS		150.00

CASCADE FIRE EQUIPMENT CO.	Fire Shelter	26881	12/31/2023	
			04/05/2024	
PO BOX 4248	CFEC		12/31/2023	0.00
MEDFORD	GF	0	00/00/0000	0.00
OR 97501	INV9217			589.71

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-875.00	SPECIAL DEPT SUPPLIES & EQUIP		589.71	0.00

Check No.	0	Total:	589.71
Total for	CASCADE FIRE EQUIPMENT CO.		589.71

CITY OF MT SHASTA	LOLA Dinner	26846	04/05/2024	
			04/05/2024	
305 N MT SHASTA BLVD	CMS		04/05/2024	0.00
MT SHASTA	GF	0	00/00/0000	0.00
CA 96067				45.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-735.00	TRAVEL & TRAINING		45.00	0.00

Check No.	0	Total:	45.00
Total for	CITY OF MT SHASTA		45.00

COLANTUONO, HIGHSMITH & WHATLEY, PC	Attorney Fees	26877	04/04/2024	
			04/05/2024	
420 SIERRA COLLEGE DRIVE	JARED		04/04/2024	0.00
GRASS VALLEY	GF	0	00/00/0000	0.00
CA 95945-5091	59974			4,700.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		2,302.00	0.00
10-40-780.00	ATTORNEY FEES		1,199.00	0.00
53-40-780.00	ATTORNEY FEES		1,199.00	0.00

Check No.	0	Total:	4,700.00
Total for	COLANTUONO, HIGHSMITH &		4,700.00

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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

E & S ENGINEERS	Monthly Retainer	26878	03/26/2024	
			04/05/2024	
329 WEST MINER STREET	BRAY		03/26/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4438			500.00

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	26879	03/26/2024	
			04/05/2024	
329 WEST MINER STREET	BRAY		03/26/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4460			4,082.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		4,082.00	0.00

E & S ENGINEERS	STIP Project Main Street	26880	03/26/2024	
			04/05/2024	
329 WEST MINER STREET	BRAY		03/26/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4449			7,446.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
24-60-881.35	CLEVELAND ST. REHAB.		7,446.00	0.00

Check No.	0	Total:	12,028.00
Total for	E & S ENGINEERS		12,028.00

HENRY SCHEIN MEDICAL	Medical Supplies	26856	03/14/2024	
			04/05/2024	
PO BOX 7156	HENRYSH		03/14/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	77848796			58.29

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		58.29	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26857	03/14/2024	
			04/05/2024	
PO BOX 7156	HENRYSH		03/14/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	77848807			65.64

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		65.64	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26858	03/15/2024	
			04/05/2024	
PO BOX 7156	HENRYSH		03/15/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	78197100			133.42

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		133.42	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26855	03/18/2024	
			04/05/2024	
PO BOX 7156	HENRYSH		03/18/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	78204022			96.80

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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
50-45-872.00	MEDICAL SUPPLIES		96.80	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26868	03/25/2024	
			04/05/2024	
PO BOX 7156	HENRYSH		03/25/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	79240202			182.17

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		182.17	0.00

Check No.	0	Total:	536.32
Total for	HENRY SCHEIN MEDICAL		536.32

LAW OFFICE OF DARRIN MERCIER	CDBG Foreclosure	26847	03/31/2024	
			04/05/2024	
409 W. CENTER ST	MERCIER		03/31/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	47834			612.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		612.50	0.00

Check No.	0	Total:	612.50
Total for	LAW OFFICE OF DARRIN MERCIER		612.50

LIFE ASSIST	Medical Supplies	26861	03/18/2024	
			04/05/2024	
11277 SUNRISE PARK DRIVE	LA		03/18/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1416976			121.37

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		121.37	0.00

LIFE ASSIST	Medical Supplies	26866	03/26/2024	
			04/05/2024	
11277 SUNRISE PARK DRIVE	LA		03/26/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1419790			111.12

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		111.12	0.00

Check No.	0	Total:	232.49
Total for	LIFE ASSIST		232.49

NBS GOVERNMENT FINANCE GROUP	Qtrly Sewer Assessment	26859	03/20/2024	
			04/05/2024	
32605 TEMECULA PARKWAY	NBS		03/20/2024	0.00
TEMECULA	GF	0	00/00/0000	0.00
CA 92592	202403-1414			1,414.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
47-33-760.00	PROFESSIONAL & CONTRACT SERVCS	April-June 2024	1,414.26	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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	

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

PACIFIC POWER	625 Howell Shop & Amb	26869	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	554.82

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.10	ELECTRIC		61.64	0.00
40-30-840.10	ELECTRIC		61.64	0.00
45-33-840.10	ELECTRIC		61.66	0.00
50-45-840.10	ELECTRIC		369.88	0.00

PACIFIC POWER	440 Main City Hall	26870	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	273.37

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		273.37	0.00

PACIFIC POWER	400 Howell Pool Lites	26871	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	62.45

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		62.45	0.00

PACIFIC POWER	Woodland Fltr Pland	26872	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	107.76

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-840.10	ELECTRIC		107.76	0.00

PACIFIC POWER	155 Diggles PD	26873	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	216.45

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.10	ELECTRIC		108.22	0.00
53-40-840.10	ELECTRIC		108.23	0.00

PACIFIC POWER	448 Main RCD	26874	03/25/2024	
PO BOX 26000	PP		04/05/2024	0.00
PORTLAND	GF	0	03/25/2024	0.00
OR 97256-0001			00/00/0000	101.97

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		101.97	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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

PACIFIC POWER	401 Island Sewerplant	26875	03/26/2024	
			04/05/2024	
PO BOX 26000	PP		03/26/2024	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				372.78

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-840.10	ELECTRIC		372.78	0.00

Check No.	0	Total:	1,689.60
Total for	PACIFIC POWER		1,689.60

PAMELA EASTLICK	Reim: Training & Post Office	26865	04/01/2024	
			04/05/2024	
PO BOX 131	PEAST		04/01/2024	0.00
GREENVIEW	GF	0	00/00/0000	0.00
CA 96037				225.20

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-735.00	TRAVEL & TRAINING	SCORE Meeting	190.20	0.00
10-25-870.00	OFFICE SUPPLIES	PO Box Key	35.00	0.00

Check No.	0	Total:	225.20
Total for	PAMELA EASTLICK		225.20

SCOTT VALLEY DISPOSAL	Monthly Trash Service	26867	03/31/2024	
			04/05/2024	
138 FOREST WALK	SVD		03/31/2024	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

SISKIYOU TELEPHONE	3673 Shop Phone	26848	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				98.37

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-830.00	TELEPHONE EXPENSE		32.79	0.00
40-30-830.00	TELEPHONE EXPENSE		32.79	0.00
45-33-830.00	TELEPHONE EXPENSE		32.79	0.00

SISKIYOU TELEPHONE	3400 PD	26849	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				257.49

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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
10-40-830.00	TELEPHONE EXPENSE		128.74	0.00
53-40-830.00	TELEPHONE EXPENSE		128.75	0.00

SISKIYOU TELEPHONE	3331 Ambulance	26850	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				166.80

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-830.00	TELEPHONE EXPENSE		166.80	0.00

SISKIYOU TELEPHONE	3295 Fire Hall	26851	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				80.10

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-830.00	TELEPHONE EXPENSE		80.10	0.00

SISKIYOU TELEPHONE	3217 City Hall Fax	26852	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				50.36

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		50.36	0.00

SISKIYOU TELEPHONE	5638 PD Fax	26853	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				62.41

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		31.20	0.00
53-40-830.00	TELEPHONE EXPENSE		31.21	0.00

SISKIYOU TELEPHONE	5256 City Hall	26854	04/01/2024	
			04/05/2024	
P O BOX 157	ST		04/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				203.85

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		203.85	0.00

Check No.	0	Total:	919.38
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Total for	SISKIYOU TELEPHONE	919.38
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VERIZON WIRELESS	Monthly Cellular	26876	03/21/2024	
			04/05/2024	
PO BOX 9622	VW		03/21/2024	0.00
MISSION HILLS	GF	0	00/00/0000	0.00
TX 91346-9622				438.17

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		88.08	0.00
10-41-830.30	CELLULAR		88.08	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 04/05/2024

Time: 1:33 pm

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

10-42-830.30	CELLULAR		46.53	0.00
10-60-830.30	CELLULAR		32.68	0.00
40-30-830.30	CELLULAR		32.68	0.00
45-33-830.30	CELLULAR		32.68	0.00
50-45-830.30	CELLULAR		29.36	0.00
53-40-830.30	CELLULAR		88.08	0.00

Check No.	0	Total:	438.17
Total for	VERIZON WIRELESS		438.17

WITTMAN ENTERPRISES, LLC	Ambulance Billing Nov-Dec 23	26863	12/31/2023	
			04/05/2024	
11093 SUN CENTER	WE		12/31/2023	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110	2402467			4,086.46

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		4,086.46	0.00

WITTMAN ENTERPRISES, LLC	Ambulance Billing February	26864	03/26/2024	
			04/05/2024	
11093 SUN CENTER	WE		03/26/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110	2402467			1,891.03

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		1,891.03	0.00

Check No.	0	Total:	5,977.49
Total for	WITTMAN ENTERPRISES, LLC		5,977.49

XEROX CORPORATION	Print Meter	26862	03/06/2024	
			04/05/2024	
PO BOX 7405	XEROX		03/06/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	020939294			33.75

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		33.75	0.00

Check No.	0	Total:	33.75
Total for	XEROX CORPORATION		33.75

Total Invoices: 36

Grand Total:	29,966.87
Less Credit Memos:	0.00
Net Total:	29,966.87
Less Hand Check Total:	0.00
Outstanding Invoice Total:	29,966.87

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 04/05/2024

Time: 1:33 pm

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	

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
20	City Council	45.00	0.00
25	City Clerk	3,927.66	0.00
30	Water	4,316.87	0.00
33	Sewer	2,064.17	0.00
40	Law Enforcement	3,110.51	0.00
41	Police - FJ Station	88.08	0.00
42	DOJ GRANT	46.53	0.00
45	Ambulance Services	7,312.34	0.00
50	Fire Prevention	669.81	0.00
55	Governmental Buildings	500.34	0.00
60	Highways & Streets	7,698.11	0.00
70	Parks & Recreation	187.45	0.00
Grand Total:		29,966.87	0.00



RESOLUTION 2024-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA APPOINTING A DELEGATE AND ALTERNATE DELEGATE TO THE SMALL CITIES ORGANIZED RISK EFFORT

WHEREAS the City Council of the City of Etna is a member of the Small Cities Organized Risk Effort and

WHEREAS it is necessary for them to appoint a delegate and an alternate delegate to serve as a board member to said Small Cities Organized Risk Effort,

NOW THEREFORE, BE IT RESOLVED by the Etna City Council that City Clerk Pamela Easlick is appointed as Board Member and City Administrator Jeff Mitchem is appointed as Alternate.

HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Etna at a regular meeting thereof held on April 8th, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cliff Munson, Mayor

ATTEST:
Pamela Eastlick, City Clerk

By _____



City of Etna

Agenda Request

Date of Meeting: 4.8.24

Spokesperson(s): City Council

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

Subject/Request: Contract Award City Pool Solar

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

Discuss and approve Callahan Solar Services contract proposal for the City Pool Solar Project. Approve Notice of Award to Callahan Solar Services. The contract price for construction is \$64,880.00.

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.

**CITY OF ETNA – CITY POOL SOLAR PROJECT
CONTRACT DOCUMENTS PART B: DIVISION 1: CONTRACT FORMS**

NOTICE OF AWARD

TO: Callahan Solar Services
10703 S. Highway 3
Callahan, CA 96014

FOR: Construction of: **CITY POOL SOLAR PROJECT**

Your Bidder's Proposal dated August 12, 2023, is accepted for construction of the above named Project, for the prices set forth in said Proposal, for items included in Schedule "A", in the total amount of \$64,880.00.

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 – CITY POOL SOLAR 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

, Callahan Solar Services 10703 S. Highway 3 Callahan, CA 96014 (**CONTRACTOR**).

W I T N E S S E T H:

WHEREAS, Contract Documents for the **CITY POOL SOLAR PROJECT** were submitted to competitive bidding by action of the City Clerk of the **CITY OF ETNA** January 2023; and

WHEREAS, the proposal of Callahan Solar Services was accepted by the City Council and the Contract was awarded to same by action of the City Council on April 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 Sixty (60) 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 Five Hundred Dollars (\$500.00) 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 Contract, or delays of subcontractor due to such causes; provided, that the Contractor shall notify the

**CITY OF ETNA – CITY POOL SOLAR PROJECT
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

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 Article 3, Chapter 1, Part 7, Division 2 of the Labor Code of the State of California. 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 Chapter 3, Division 5 of Title 1 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 fourteen (14) 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 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 and remains in full force and effect on the date of the bond. The expense of such bond(s) shall be borne by

**CITY OF ETNA – CITY POOL SOLAR PROJECT
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS**

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: 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 August 12 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 SCHEDULE:

(\$64,880.00)

12: 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 – CITY POOL SOLAR 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)

March 28, 2024

City of Etna
PO Box 428
Etna, CA 96027

Re: City of Etna – Pool Solar 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 Tuesday, August 12, 2023, for the subject project. We have checked the proposal submitted by Callahan Solar Services. It appears that their proposal is all complete and their licenses are clear for performing the work.

Callahan Solar Services of Callahan, CA was the low bidder for Schedule A in the amount of \$64,880.00.

I recommend award to the low bidder for the project, Callahan Solar Services.

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



City of Etna

Agenda Request

Date of Meeting: April 8th, 2024
~~March 25, 2024~~

Spokesperson(s): Tonya Dowse, Kory Hayden, Heather Dodds / SEDC

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

Subject/Request: Siskiyou Economic Development Council MOU

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

The Siskiyou Economic Development Council would like to present an update on its work; and seek City Council's approval for a renewal of its MOU (Jurisdiction Partnership Agreement) for economic development services. The proposed new MOU will cover a 5-year period beginning, July 1, 2024.

Will there be a financial impact to the City? ☒ Yes ☐ No If Yes, \$ 6,000 annually

Will this require a budget increase? ☐ Yes ☐ No Account: _____

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.

ECONOMIC DEVELOPMENT SERVICES

MEMORANDUM OF UNDERSTANDING

BETWEEN

The County of Siskiyou, the Cities of Yreka, Mt. Shasta, Weed, Dunsmuir, Dorris, Etna, Fort Jones, Montague, and Tulelake and the Siskiyou County Economic Development Council for Economic Development Services.

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into this ____ day of ____, 2024 by and between The County of Siskiyou (hereinafter referred to as County), the Cities of Yreka, Mt. Shasta, Weed, Dunsmuir, Dorris, Etna, Fort Jones, Montague, and Tulelake (hereinafter referred to as Cities) and the Siskiyou County Economic Development Council (hereinafter referred to as SCEDC) for Economic Development Services.

WHEREAS, the County and Cities desire to support economic development efforts to increase local employment, stimulate investment, and promote economic growth within their respective jurisdictions.

WHEREAS, the County and Cities are committed to uniting their efforts and have agreed to pursue a shared economic development work plan incorporated and included herein as Attachment A (hereinafter work plan) designed to combine and leverage resources in support of business retention, expansion, and growth.

WHEREAS, the County and Cities wish to enter into this MOU to delineate some specific commitments each will make in support of implementing the shared work plan; and

WHEREAS, SCEDC is acknowledged and supported by the County and Cities as the local, lead agency for economic development and hereby agrees to coordinate and implement the work plan.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. This MOU shall become effective on July 1, 2024 and shall remain in full force and effect for the period of five years through June 30, 2029. Parties included in this MOU may withdraw or terminate their participation at any time during its term upon ninety (90) days written notice to all participating parties and without severing or modifying the participation of the remaining parties. Additionally, other jurisdictions within Siskiyou County, not originally included in this MOU, may be added.
2. A Steering Committee is hereby established consisting of one representative from each party entering into and participating in this MOU. The Steering Committee shall review and monitor progress and evolution of the agreed upon economic development work plan.
3. SCEDC shall:
 - a. Provide appropriate, qualified staff to implement and manage the work plan.
 - b. Conduct economic development activities in mutual cooperation and coordination with County and Cities to encourage and support business retention, expansion, and growth.

- c. Provide regular reports to the Steering Committee, and to report as requested from time-to-time by the County and Cities regarding progress and implementation of the work plan.
 - d. SCEDC shall make every effort to align work with overarching, mutual economic development goals and objectives.
- 4. The County and Cities shall each:
 - a. Provide leadership and coordinate appropriate economic development activities with the SCEDC and refer appropriate businesses, projects, and resources in support of economic development.
 - b. Work with the SCEDC to determine, monitor, and evaluate mutual economic development goals, objectives, and performance metrics and to adjust the work plan as necessary.
 - c. Provide funding levels at the specified minimum annual amounts below to compensate the SCEDC for the activities incorporated within the work plan.
 - i. County of Siskiyou \$156,000
 - ii. City of Yreka \$54,000
 - iii. City of Mt. Shasta \$36,000
 - iv. City of Weed \$30,000
 - v. City of Dunsmuir \$15,000
 - vi. City of Dorris \$6,000
 - vii. City of Etna \$6,000
 - viii. Town of Fort Jones \$6,000
 - ix. City Montague \$6,000
 - x. City of Tulelake \$6,000

5. The terms of this MOU may be amended only by mutual written agreement of all parties.

IN WITNESS WHEREOF, the parties hereto have executed the Memorandum of Understanding on the day, month, and year first written.

COUNTY OF SISKIYOU

BY: _____

DATE: _____

Angela Davis, County Administrator

CITY OF Yreka

BY: _____

DATE: _____

Jason Ledbetter, City Manager

CITY OF Mt. Shasta

BY: _____

DATE: _____

Todd Juhasz, City Manager

CITY OF Weed

BY: _____

DATE: _____

Tim Rundel, City Manager

CITY OF Dunsmuir

BY: _____

DATE: _____

Dustin Rief, City Manager

CITY OF Dorris

BY: _____

DATE: _____

_____, _____

CITY OF Etna

BY: _____

DATE: _____

_____, _____

TOWN OF Fort Jones

BY: _____

DATE: _____

_____, _____

CITY OF Montague

BY: _____

DATE: _____

_____, _____

CITY OF Tulelake

BY: _____

DATE: _____

_____, _____

Siskiyou Economic Development Council

BY: _____

DATE: _____

Tonya Dowse, Executive Director

Siskiyou Economic Development MOU

Attachment A. | Shared Work Plan

Objective: A collaborative work plan for the Siskiyou Economic Development Council and local jurisdictions to leverage investment in shared strategies towards the pursuit of mutual benefits.

- I. **Business Development Services.** Develop and implement strategies that directly support business retention, expansion, and growth.
 1. Cultivate a positive business climate.
 2. Respond to business location inquiries and promote business investment.
 3. Facilitate entrepreneurship and innovation resources and programs.
 4. Provide direct technical assistance to local businesses.
 5. Implement priority business sector strategies.

- II. **Development/Redevelopment Readiness.** Support jurisdictions in preparation for future development and new investment.
 1. Property/site identification, assessment, and prioritization.
 2. Identify, connect, and leverage State and Federal funding (EPA Brownfields, EDA and USDA Infrastructure).
 3. Explore financing tools (Financing Districts, Assessment Districts, Tax Credits).
 4. Steward positive relationships with funding partners, developers, and property owners.
 5. Support feasibility and planning efforts.

- III. **Leadership and Capacity.** Bolster and cultivate economic development leadership in local public and private sectors. Provide professional staff capacity and expertise.
 1. Convene industry employers.
 2. Maintain professional staff.
 3. Advocate for economic development.
 4. Anticipate needs and track priorities (project pipeline).
 5. Monitor and evaluate progress.



City of Etna

Agenda Request

Date of Meeting: 4.8.24 _____

Spokesperson(s): City Council & SCORE _____

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

Subject/Request: SCORE Presentation

Please provide a description of the request and attach supporting documentation:
Presentation from SCORE representatives discussing current insurance policies.

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.



Orientation to:

SMALL CITIES ORGANIZED RISK EFFORT (SCORE)

Presented to:
CITY OF ETNA



Presented By:

Marcus Beverly, marcus.beverly@alliant.com or (916) 643-2704

April 8, 2024

 **Alliant**

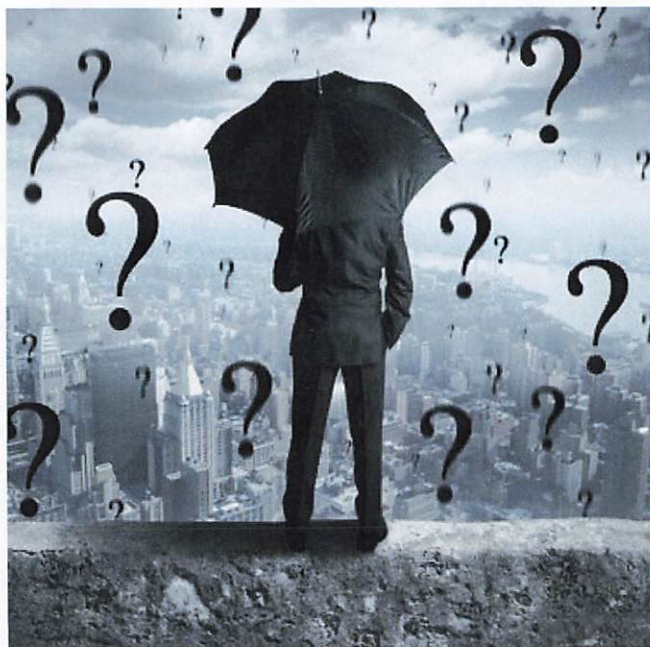
Presentation Outline

Section I

Intro to Pooling & SCORE Program

Section II

SCORE Overview Governance, Coverage Programs, Program Services



A low-angle, upward-looking photograph of several tall skyscrapers in a city. The buildings are made of glass and steel, reflecting the sky. In the center, a commercial airplane is flying upwards towards the top of the frame. The entire image has a blue color cast and is framed by white, torn-edge-like borders at the top and bottom.

Why are we here?

 **Alliant**

Introduction

SMALL CITIES ORGANIZED RISK EFFORT
FY 23/24 ANNUAL REPORT



Etna is a Member of Small Cities Organized Risk Effort (SCORE)

- Administered by Alliant Insurance Services
- Etna is self-insured for claims up to \$25,000 for:
 - Workers' Compensation
 - Liability
 - Property
- Please see Annual Report for More Information



SCORE Program Administrators
Alliant Insurance Services, Inc.
www.alliant.com
Corporate License No. 0C36861



Mission Statement

The Small Cities Organized Risk Effort or SCORE, is an association of municipalities joined to protect member resources by **stabilizing risk costs** in a reliable, economical and beneficial manner while providing members with **broad coverage** and **quality services** in risk management and claims management

Why was SCORE formed?

- To be free of Insurance Industry Cycles
 - Reduce costs overall
 - Stop riding the rollercoaster
- Help each other with risk management issues
- *Provide broader coverage and services for less than members could obtain on their own.*

California's Insurance Market



California Cities:

- Liability - High Risk
 - Public safety, streets and roads, target in litigation.
- Workers Compensation - High Risk
 - Aging workforce, physical labor, public safety presumptions
- Property - High Risk
 - Evolved over the years to be high risk, aging infrastructure, wildfire concerns.

Traditional insurance carriers who offer low retentions do not write coverage for California cities.

Cities needed a solution.





SCORE OVERVIEW

Member Participation FY 23/24

SCORE Members Participating in Each Program FY 23/24

	Self-Insured Programs		Group Purchase Insurance				Individual Purchase					Auto/Mobile Vehicle Damage Insurance		
	Liability	Work Comp	Property; Pollution; & Cyber (APIP)	Contractor's Equipment (APIP)	Alliant Deadly Weapons Response Program (ADWRP)	ID Fraud	Crime Insurance (ACIP)	PRISM Pollution	ERMA (EPL)	ACI Employee Assistance Program (EAP)	Special Events	Auto/Mobile Vehicle Damage (AMVP)	Auto Physical Damage (APIP)	Vehicle Valuation (APIP)
MEMBER CITY														
Deductible	\$25,000 Banking Layer	\$25,000 Banking Layer	\$25,000 Banking Layer	\$5,000* \$10,000	\$10,000	\$0	\$2,500 \$25,000*	\$75,000	\$25,000			\$1,000 = X \$2,000 = XX	\$10,000* \$25,000	Replacement Cost (RC) or Actual Cash Value (ACV)
Expiration Date	7/1/24	7/1/24	7/1/24	7/1/24	07/1/24	7/1/24	7/1/24	7/1/24	7/1/24	9/15/23	1/1/24	7/1/24	7/1/24	7/1/24
Biggs	X	X	X	X	X	X	X	X	X	X	X		X	RC
Colfax	X	X	X	X	X	X	X	X	X	X	X	X	X	RC
Dunsmuir	X	X	X	X	X	X	X	X	X	X	X	X	X*	ACV
Etna	X	X	X		X	X				X	X	XX	None	None
Isleton	X		X	X*	X	X				X	X		X	RC
Live Oak	X	X	X	X	X	X	X	X	X	X	X		X*	ACV
Loomis	X	X	X		X	X	X	X	X	X	X	XX	X*	ACV
Loyalton	X	X	X	X	X	X	X	X		X	X	XX	X	RC
Montague	X	X	X	X	X	X	X	X			X		X	RC
Mount Shasta	X	X	X		X	X	X	X	X	X	X	XX	None	None
Portola	X	X	X	X	X	X		X	X	X	X	X	X	RC
Rio Dell	X	X	X	X	X	X	X	X	X		X		X*	ACV
Shasta Lake	X	X	X	X	X	X	X	X	X	X	X		X*	ACV
Susanville	X	X	X	X	X	X		X	X	X	X	X	X	RC
Tulelake	X	X	X	X	X	X		X	X	X	X	X	X	RC
Weed	X	X	X	X	X	X	X*	X	X	X	X	XX	X*	ACV
Yreka	X	X	X	X	X	X	X	X	X	X	X	XX	X	RC

ERMA= Employment Risk Management Authority(Employment Practices Liability Coverage)

AMVP= Alliant Mobile Vehicle Program serviced by Marilyn Schley in SF office

Special Events serviced by Penny DeWitt in Newport Beach Office

Board of Directors

- All members are represented on the Board by their City-Appointed Representative and Alternate.
- Each Rep, or in their absence the Alternate, has a single vote.
- Minimum of four regular meetings a year:
- 4TH Friday of January, March, June, August and October
- Meeting length is approximately 3 hours
- October Planning & Training Session is 2 days

Liability Coverage Layers

\$40M

Excess Layer

Excess Insurance

\$7,500,000 to \$40,000,000

\$10M

EPL Coverage Limit: \$12,500,000

\$5M

CJPRMA Members

\$750,000 to \$7,500,000



CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

\$750K

Shared Risk Layer

All SCORE Members

\$25,000 to \$750,000

\$25K

Banking Layer

Each Score Member

\$0 to \$25,000

Alliant

Banking Layer Funding

- Annual “premium” is an estimate that includes funding for your claims up to \$25,000.
- Claims are paid through trust account as needed throughout the year – *your money*
- Review conducted annually to compare actual claims to estimate
- Dividend or Assessment declared by Board based on overall funding & performance

Liability Program

- **Mandatory Program - *All SCORE members must participate***
- SCORE's Coverage Follows Excess Coverage *except for Employment Practices Liability*
- CJPRMA provides up to \$40,000,000 limits
 - Property Damage & Bodily Injury
 - Personal Injury
 - Public Officials Errors and Omissions
 - **Employment Practices Liability (EPL) - \$12,500,000 Limit**
- **Optional EPL Coverage** up to CJPRMA retention of \$750,000

Employment Practices Liability



Coverage for claims *arising from employment*, including

- Wrongful Termination
- Sexual Harassment

Members join ERMA to cover claims up to the \$750,000 retention (deductible) for CJPRMA coverage.

Etna is not a member – self-insured up to \$750,000 for EPL claims

SCORE excludes these claims, but they are covered by CJPRMA

Workers' Compensation Program



\$STAT

Excess Layer

\$5M

**Excess Insurance: \$5,000,000 to Statutory
LAWCX Members: \$250,000 to \$5,000,000**

\$250K

Shared Risk Layer

All SCORE members:

\$25,000 to \$250,000

\$25K

Banking Layer

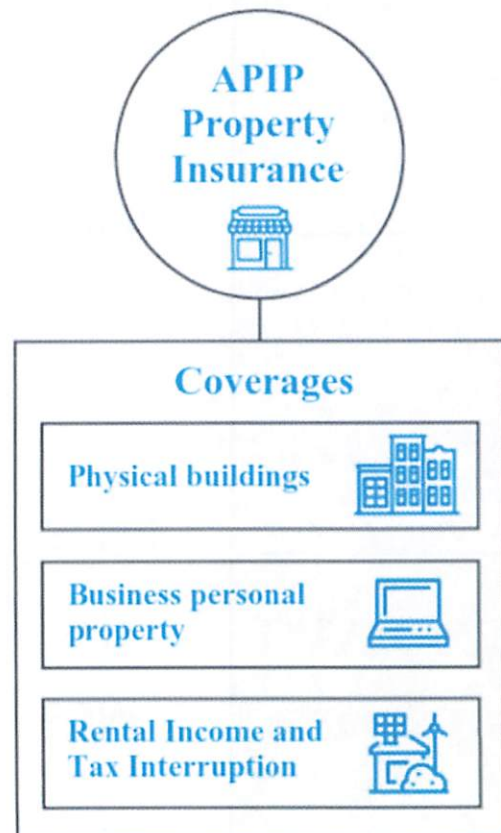
Each SCORE Member:

\$0 to \$25,000

 **LAWCX**
Local Agency Workers'
Compensation Excess JPA

 **Alliant**

Property Program



Etna has **Property Banking Layer** to cover claims from \$1,000 to \$25,000 insurance deductible

- **All Real and Personal Property**
- **Business, Rental, Tax Interruption**
- **“All Risk” Less Exclusions such as:**
 - Earthquake and Flood (Flood available individually)
- **Full Replacement Cost** – *no coinsurance penalty*
- **Auto Physical Damage** - Replacement Cost Value (RCV) if declared, otherwise Actual Cash Value (ACV)
- **Deductibles:** \$25,000 “All Risk” Property,
- \$10,000 Auto Physical Damage for Members with Actual Cash Value (ACV) valuation: Cities of Biggs, Dunsmuir, Isleton, Live Oak, Montague, Rio Dell, Weed, Yreka, and Town of Loomis;
- \$25,000 Auto for *all other members* with Replacement Cost Valuation (RCV),
- \$50,000 for police vehicles with RCV under \$250,000,
- \$100,000 for All Vehicles with RCV of \$250,000 to \$750,000;
- \$250,000 for All vehicles with RCV in Excess of \$750,000.
- Includes Cyber and Pollution Coverage

Pollution Coverage



- **Shared limit of \$2M** between all SCORE members.
 - Sublimits apply to some exposures – Mold, Lead, Sewer, Legionella, Fines
 - Deductible \$250k; \$500k Legionella, Sewer Backup; \$1M Wildfire
- **Pollution or Indoor Environmental Conditions Coverage**: for claims arising out of a pollution condition on, at, under or migrating from a covered location, or an indoor environmental condition at a covered location
- **Transportation Coverage**: First-party and third-party coverage for claims arising out of a pollution condition resulting from transportation
- **Catastrophe management** emergency response costs incurred within seven (7) days (168 hours) following the commencement of a pollution condition, provided the costs are reported to the insurer within fourteen (14) days.

Don't wait – report immediately for assistance!

Cyber Insurance

- **Information Security & Privacy Insurance**
 - **Limit:** Each Member \$2 Million Annual Aggregate; \$40M JPA/Pool Aggregate
 - Deductible: \$50,000
 - Sublimits apply to some exposures
- **Privacy Notification Costs** - \$500,000 limit, increased to \$1M if Insurer Vendor Services are used
- **Cyber Extortion Loss** - \$750K aggregate limit
- **Data Recovery** - \$750K aggregate limit
- **Business Interruption from Breach** - \$750K aggregate limit
- **Fraudulent Instruction** resulting directly from an Insured having transferred, paid, or delivered any Money or Securities as a direct result of Fraudulent Instructions - \$75K limit.
- **Computer Hardware Replacement** - \$100K aggregate limit

Don't wait – report immediately for assistance!

Alliant

Vehicle & Equipment Coverage (AMVP)

- “Comp & Collision” for city property
- Etna has firetrucks, ambulances, police vehicles and public works vehicles & equipment covered
- \$2,000 Deductible
- Value in case of accident, *lesser of*:
 - Cost of repair, *or if “total loss”* -
 - Replacement Cost for *new property for 3 years*
 - Actual Cash Value up to 120% of insured value

Review annually and adjust values as needed

Replacement cost for older vehicles available but higher deductible.

Alliant Deadly Weapons Response Program (ADWRP)



- **Crisis Management & Coverage** for events occurring at a location *on your covered property*
- Limit \$500K per event; \$2.5M Annual Aggregate
- Deductible \$10,000 including Claims Expenses
- \$250,000 Limit – Crisis Management, Extra Expense, Business Interruption.
- \$25k/\$50k Medical Expense/AD&D *Per Person*
- \$15k *Per Person* Counseling / Funeral Expense

Identity Fraud Protection



TRAVELERS SMALL CITIES ORGANIZED RISK EFFORT (SCORE) has purchased the Identity Fraud Expense Master policy from Travelers Bond & Financial Products in order to provide you with this valuable coverage. Your Policy Number is: 106526214 Your Coverage Limit is: \$25,000 Your Deductible is: \$0 If you are a victim of Identity Fraud, please call Travelers to report your claim and begin the Identity Fraud Resolution Process: 800.842.8496	TRAVELERS SMALL CITIES ORGANIZED RISK EFFORT (SCORE) has purchased the Identity Fraud Expense Master policy from Travelers Bond & Financial Products in order to provide you with this valuable coverage. Your Policy Number is: 106526214 Your Coverage Limit is: \$25,000 Your Deductible is: \$0 If you are a victim of Identity Fraud, please call Travelers to report your claim and begin the Identity Fraud Resolution Process: 800.842.8496
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- Member employees receive protection from the impact of identity fraud with Identity Fraud Reimbursement Coverage and Resolution Services through Travelers Insurance Company, with a **limit of \$25,000** and no deductible to reimburse many of the costs and expenses associated with identity recovery, including:
- Reimbursement for certain fees related to medical identity fraud.
- Travel expenses (up to \$1,000 a week for up to five weeks).
- Replacement of government issued identification.
- Lost wages (up to \$1,000 a week for up to five weeks).
- Reasonable attorneys' fees.
- Resolution services to help reclaim your identity and restore credit.
- Access to a consumer fraud specialist

Employee Assistance Program (EAP)



The EAP is a worksite-based program designed to assist City employees in **identifying and resolving personal concerns**, including health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues that may affect job performance.

Who's Eligible?

ACI's program includes employees and ALL their family members – whether or not they live in the home.

The program features a benefit package which includes:

- Mental Health Counseling
- Life Coaching
- Legal and Financial Consultation
- Work-Life Referrals
- Personal Assistant Referrals
- Medical Advocacy
- Website & Webinar Training & Resources



Other Coverage Programs

- ACIP – Crime Insurance Program
- APIP – *Replacement Cost for older vehicles & equipment* is available as an option
- *Special Events Coverage* – Program or *Individual*
- ERMA – Employment Practices Coverage and Services

Other Optional Programs:

- Flood
- Earthquake

Crime Coverage (ACIP)

- Individual Insurance Purchase – *Etna does not participate*
- Etna has separate surety bonds for required positions

Alliant Crime Insurance Program (ACIP) provides:

- Coverage for *all* employees, officials and volunteers
- Employee Theft
- Robbery or Safe Burglary
- Computer Fraud
- **Faithful Performance of Duty**
- Funds Transfer Fraud
- *Investigative Expenses* – Sublimit of \$75,000
- **Treasurer/Tax Collector and Bonded Employees covered**
- Includes specified non-compensated officers as employees



SCORE PROGRAM SERVICES



SCORE Services & Resources



- **Risk Management**

- Best Practices, *Contract & Insurance Review*, Hotlines

- **Claims Management**

- Work Comp, Liability, Property

- **Training**

- *On-site*, Online, Regional

Service Providers to SCORE

- Alliant: Program Administrator and Broker
- George Hills: Liability Claims Administrator
- Intercare: Workers Compensation Claims Administrator
- **DKF Solutions: Risk Control**
- Bickmore Actuarial: Actuary
- Maze & Associates: Financial Auditor
- Additional service providers (legal, training, etc.)

Risk Control Services – DKF Solutions

- On Site Assessments, Assistance, and Training
- OSHA Policy Development and Training
- Sewer Operation Risk Management
- Phone and E-mail Hotline for Questions
- *Customized* Online Training - TrainingLink
- SOP Development and App

David Patzer – dpatzer@dkfsolutions.com

John Balestrini – jbalestrini@dkfsolutions.com

Training Services

- Vector Solutions – Web based training and resources
- Lexipol – Police procedures & training bulletins
- Conference Participation Grants
- Risk Management Grants
- Website resources- www.scorejpa.org



SCOREJPA.org

Small Cities Organized Risk Effort - A Joint Powers Authority

[HOME](#) [AGENDA & MINUTES](#) [PROGRAM & SERVICES](#) [MEMBERS](#) [CONTACT](#)



Member cities first joined together in 1986.

Alliant

Score training topic samples



- Sidewalk Risk Management
- Sexual Harassment & Ethics (AB 1825 and AB1234)
- Contracts and Insurance
- Verbal Judo
- Risk Management 101
- Flagger Training
- Sewer Backup Response
- Tree Maintenance & Risk Management

Let us know what you need!

CAJPA Accredited with Excellence



- Thorough audit of SCORE's operations as compared to pooling best practices set by CAJPA, they review:
 - Governance
 - Finance
 - Risk Management
 - Services

SCORE:

- Accredited since 2006
- Re-accredited every 3 years

Recommended Areas of Focus



- Special Events Risk Management
- Law Enforcement Liability
- Cyber Vulnerability – resources, MFA
- Property Losses: fire hardening, review property and vehicle values annually
- EPL – consider ERMA
- Crime – consider ACIP

Questions?

Program Administration Team:

Marcus Beverly - Marcus.Beverly@alliant.com

Michelle Minnick - Michelle.Minnick@alliant.com

Conor Boughey – cboughey@alliant.com





City of Etna

Agenda Request

Date of Meeting: 4.8.24

Spokesperson(s): Kelly York & Essex Veterinary Services

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

Subject/Request: Cat TNR Spay/Neuter Event.

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

Presentation/update from Essex Veterinary Services and CSO Kelly York regarding the cat spay/neuter event that took place on March 28th & 29th.

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.

City of Etna
Community Cat
Trap and Release Program

I was contacted by Veterinarian Dr. Scott Essex and his wife Jamie about a community cat trap and release program. The Essex's were contacted by several members of the community expressing concerns about the Cities feral cat colonies. The Etna City Council agreed there was a need for this program and Jamie began planning the event and assembling her team. Planning meetings included the Essex's, Purr-Angels and the Etna Police Department.

The event was held between March 27th and March 29th. This was an event that included many volunteers from the community, SNIP and Purr-Angels. The Essex's utilized their experienced team of volunteers from SNIP to assist with surgeries and recovery of the cats. Purr-Angels and their volunteers were extremely skilled at trapping the feral cats. The Karuk Leadership Council had several students that were involved with every aspect of the program. The youths excitedly participated in trapping, recovery, surgeries and release of the cats.

Community volunteers including Penny Wells played an important role orchestrating the autoclave and making sure the cats all had clean blankets. Sherry Glendeinning and Christine Nahmens took on the daunting task of registering cats upon intake. There were several volunteers that provided food, tables and chairs and cared for the cats and kittens throughout the event.

Members of the Etna Police department including Chief Short, Officer Whitchurch, Officer Martin and CSO York worked countless hours both on and off duty. The Etna Police Department was an essential part of the program including locating cat colonies, citizen contacts with feeding and trapping instructions, transporting trapped cats to and from the Fire Hall and most importantly ensuring the safety of the trappers and volunteers throughout the whole event.

In addition to the volunteers, there were several businesses who donated their services to the program. JH Ranch provided an amazing breakfast for both days of the event. Dottie's and Denny Bar kept us well fed with hamburgers and French fries on Thursday and pizza on Friday. Fire Monkey Catering provided beverages for the entire event.

On the morning of Tuesday the 26th Scott and Jen Frick, Jamie Tarne and members of the Police Department deep cleaned the Fire Hall in preparation for the event. On Wednesday afternoon Dr. Essex and the volunteers from SNIP arrived with the mobile surgery vehicle and began preparing for the surgeries. Later that evening the trapping teams from Purr-Angels arrived and received instructions and that night's trapping location. The trapping teams focused on cat colonies in the areas of Scott St, Church St and Sawyers Bar Rd. The trapped cats were housed at the Fire Hall overnight where they were kept warm and dry.

Upon intake, the cats were logged and given a tracking number that stayed with them throughout the entire process. On Thursday, after determining the gender of the cats, they were transferred to the surgical team who prepared the cats for surgery. The cats were then taken inside the fully equipped mobile surgical vehicle where they were spayed or neutered. After Surgery, the cats were closely monitored by the recovery team. As a precaution, the cats were held overnight and released back to the location where they were trapped the next morning.

On Friday, the city offered citizens a \$50 voucher to have their cats spayed or neutered. These cats were brought to the Fire Hall by the owners early on Friday morning and were returned to their owners later that afternoon.

Thanks to everyone's dedication to the program, the outcome of the event was very successful. In total, there were over 25 volunteers and one doctor which resulted in 35 spays, 40 neuters, and 53 kittens that were diverted. One cat had to be euthanized due to health reasons and 15 cats were rehomed to local ranches.

There were several monetary donations made by local businesses and organizations which included The City of Etna who donated \$5000 toward the event. Siskiyou Telephone Company, JH Ranch, Leisure Horse Transport, and citizens from all over Siskiyou County also donated to the program with dollar amounts ranging from \$20 to \$1000.

Every department within the city helped with this project in some way. Alan Kramer provided use of the Fire Hall. Dan from Public Works provided signs and barricades and helped with various tasks as necessary. Terry generously opened the ambulance station for use of the washer and dryer. There were a few glitches at the fire hall including plumbing and electrical issues. Pam and Jenny were very accommodating when the volunteers had to use the facilities and the autoclave had to be moved into the council chambers.

One of the highlights of the event was the involvement of the Cities Mayor Cliff Munson. Cliff enthusiastically participated in trapping, raising funds and relocating cats to local ranches. On Wednesday night after all the trappers had gone home, Cliff burst through the door at the Fire Hall and excitedly said "I got three more."

This program put a huge dent in the city's feral cat problem, however it can quickly get out of control again. I urge the Council to devise a plan to keep the feral cat population from expanding to unhealthy numbers. I recommend conducting a trap and release program every couple of years or instituting a voucher program for low-income residents to have their cats spayed or neutered.

Thanks to all those mentioned in this report, the program was a huge success.

Respectfully Submitted

CSO Kelly York



City of Etna

Agenda Request

Date of Meeting: 4.8.24 _____

Spokesperson(s): City Council & Staff _____

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

Subject/Request: Bicycle Rides Northwest, Inc.

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

Bicycle Rides Northwest (BRNW) is an Oregon nonprofit that promotes interest in bicycling throughout the Pacific Northwest, including Oregon, Idaho, Washington, Montana, and California. They provide two 7-day bicycle tours for up to 300 riders which alternate annually and they are planning to be in Washington and California in 2024.

California 2024 ride route will be Yreka - Happy Camp - Etna - Weed - Yreka. They are scheduled to stay at the City park Tuesday & Wednesday June 25-26 (two overnights.)

BRNW have their own staff and vendors that will be on site. They will have their own shower truck, portable toilets, and caterer.

City staff and PAL have been coordinating with this group for this event since September 2023 and wanted to share this information with the Council.

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

Please describe:

BRNW is providing two community grants each worth \$1,000. PAL will receive one and City Parks & Rec will receive the other. City Clerk Pamela Eastlick will work with BRNW regarding the grants.

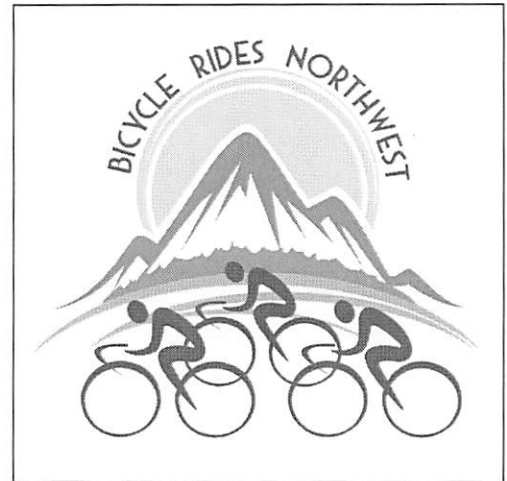
NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

BRNW CALIFORNIA 2024

Bicycle Rides Northwest, Inc. (BRNW) is an Oregon nonprofit established in 1987 to promote and stimulate interest in bicycling throughout the Pacific Northwest, including Oregon, Idaho, Washington, Montana and California.

Our mission is to provide fully supported bicycle tours that deliver an exceptional rider experience, showcase the natural beauty of the Northwest, and benefit communities and businesses in the region.

Thirty-five years later, we're still fulfilling our founding vision by taking adventure-seeking bicyclists on scenic tours through a beautiful region.



General Information

- What We Do:** BRNW provides two 7-day bicycle tours for up to 300 bicycle riders in the states of Oregon, California, Idaho, Montana and Washington. Our tours alternate annually between the states. In 2024 we plan to be in Washington and California.
- Nonprofit:** We are a 501(c)(7) organization; we mainly support host communities, children's bicycle advocacy programs and state, county and city bicycle safety programs, through both community grants and fundraising opportunities.
- Participants:** Our riders' average age is above 60. We are a very mellow group that's usually ready to go to bed as the sun goes down.
- Self-contained:** Our event is mostly self-contained, as we bring our own shower truck, portable toilets and caterer. We encourage communities to engage with our event, and work collaboratively with them.
- Insurance:** We will provide you with a Certificate of Liability Insurance. We carry a \$2,000,000 policy.

BRNW California 2024 Ride Specifics

- Route:** **Tentatively:** Yreka – Happy Camp – Etna – Weed – Yreka
- Dates:** **Tentatively:** June 22-29, 2024. The date is dependent upon the availability of the various communities involved with both our rides.

Our Request from Your Community

In looking over our route and the communities we will be visiting, we would like to request the following:

- Site:** Joss Johnson Park
- Dates:** Tuesday and Wednesday, June 25-26, two overnights
- Times:** Our staff and vendors would begin arriving to set up the facility around 9 a.m. on Tuesday. We would be gone from the site by around 10 a.m. on Thursday.

Our Basic Needs

- Tent Camping Site:** We will need a large area to set up camping tents.
- Water:** Ideally, we can access five water sources (we can use splitters as needed):
- Our shower truck needs potable water. We will arrange for an initial fill-up of the truck (approx. 1,200 gal.), and then we can hook up to a hydrant or water spigot to maintain the shower water.
 - Our caterer and sustainability teams will need access to potable water – a spigot is fine.
 - We set out two drinking water stations for the riders – spigots are just fine.
 - Our Camp Central area needs one water source for drinking water and other uses.
- Electrical:** Ideally, we can access 6-8 electric plugs:
- The shower truck needs access to two 20-amp/120-volt circuits.
 - Our dishwashing machine needs access to a 240-volt outlet.
 - We also need at least another 3 to 4 electrical sources to power our PA system, device-charging station and more.
- We do have generators if electricity is not available. However, we prefer to use electrical hookups to eliminate the noise created by the generators.
- Garbage:** We have a sustainability program to reduce our landfill waste. We still have some garbage at each site; we can use an existing dumpster and pay to have it serviced, order one from a nearby provider, or deliver waste to a local landfill or transfer station. We will pay any costs associated with disposal.
- Sprinkler Systems:** If there are underground sprinklers, we will be responsible in avoiding damaging them, and we ask that they be turned off ahead of and during our visit.

Final Tidbits

- Special Use Permits:** We understand that our request may require a Special Use Permit. Please feel free to send me any necessary paperwork.
- Use Agreement:** If you do not have applications or if we do not need a Special Use Permit, we have a Use Agreement I can prepare to cover our agreement.
- References:** We're happy to provide references from previous sites, upon your request.
-

Thank you for taking the time to consider our request. If you have any questions, please feel free to e-mail or call me. I look forward to meeting you soon.

Jim Moore
Executive Director
Bicycle Rides Northwest, Inc.
5725 NE Cleveland Ave.
Portland, OR 97211
P: 503-281-1526
C: 503-504-2656
jim@brnw.org
www.brnw.org

ETNA - PARK / BALLFIELD

PLAN KEY

BAG	Baggage Drop/Load	SHW	Shower Trailer
CAT	Catering	SUS	Sustainability
CC	Camp Central	T(#)	Toilets, by Bank
CMP	Tent Camping	T&P	Tent & Porter
CS	Charging Station	TOW	Towel Truck
DIN	Dining Canopies	WS	Water Station
DMP	Dumpster		
MAS	Massage		
MEC	Mechanics	W	Water Source
NRV	Non-Rider Vehicles	P	Power Source (#)
PA	PA System/Tent	H	Hydrant
PRK	Truck/Toilet Parking		
RST	Rest Stop Parking		
S/F	Start/Finish		
SAG	SAG/Staff Parking		

