



City of Portola
AGENDA

Regular Meeting

April 24, 2024 06:00 PM

35 Third Ave, Portola, CA 96122

<https://www.cityofportola.com/>

[t:https://zoom.us/j/3583067836](https://zoom.us/j/3583067836)

Mayor Pat Morton • Mayor Pro-Tem Jim Murphy • Councilmember Bill Powers • Councilmember Stan Peiler • Councilmember Leah Turner

REASONABLE ACCOMMODATIONS

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. at the City Hall Council Chambers. Your interest and participation is encouraged and welcome.

As a courtesy, the City Council meeting is also accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836. **Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.**

Any person desiring to address the City Council or any committee, commission or agency under the jurisdiction of the City Council, on any item not on the agenda may do so during public comment period. Public comment during the meeting will be accepted in person only.

Public Comment can be made by clicking on the "[comment](#)" section directly from the agenda, next to each agenda item.

Public comment will also be accepted via email sent to Deputy City Clerk, at admin@cityofportola.com which if received at least 24 hours prior to commencement of the meeting will be distributed to the Council and posted to the City's website prior to the meeting.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate the participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

1. Call to Order

A. Pledge of Allegiance

B. Roll Call

2. Public Comments

☒ Discussion  [Comment](#)

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “**PUBLIC COMMENT**” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

3. CITY COMMUNICATIONS

☒ Discussion  [Comment](#)

- A. City Council Communications / Committee Reports
- B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report
- C. City Manager's Report

4. Consent Agenda

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

- A. **Claims-** Adopt Resolution No. 2572 authorizing payment of claims for the period of April 11, 2024 through April 24th, 2024.

Accounts Payable: \$107,038.91

Payroll: \$20,785.16

Total: \$127,824.07

AP Check Run #45794 – 45836

Deposit Refund Checks: #45837-45840

Payroll Check: #17339

Payroll Remittance Check #17340

- B. Approval of the City Council Minutes from 4-10-24, 3-27-24, and the Finance and Administration Committee Minutes from 4-10-24

5. Councilmember Resignation / Certificate of Appreciation

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Acknowledge Councilmember Peiler's resignation and recognize his time on the Council.

6. Certificate of Appreciation

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Mayor Morton to recognize former Interim City Manager

7. Councilmember Vacancy

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Discuss City Council vacancy and options to fill.

8. Mayor's Appointment to the Airport Land Use Commission

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Discuss ALUC vacancy and options to fill vacancy.

9. Water Treatment Plant Ownership Resolution #2573

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review and adopt Resolution #2573 to transfer ownership of Water Treatment Plant to City of Portola

10. Surplus 1948 Ford firetruck

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Consider Surplussing 1948 Fire Truck

11. Landowner Agreement for the Eastern Plumas Wildfire Protection Project

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review Landowner Agreement and direct Interim City Manager to execute agreement.

12. Adjournment

| VENDOR | I.D. | NAME | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|--------|----------------|--|---------------|---------------|----------|----------|--------------|-----------------|
| 000029 | I-202404182228 | COUNTRY BREEZE CLEANING CLEANING SERVICES | R | 4/24/2024 | | 400.00 | 045794 | 400.00 |
| 000033 | I-202404182245 | MCGINLEY & ASSOCIATES INC SOLID WASTE PROF SERVICES | R | 4/24/2024 | | 7,082.10 | 045795 | 7,082.10 |
| 000049 | I-202404182242 | HERO ENVIRONMENTAL ARPA | R | 4/24/2024 | | 2,741.95 | 045796 | 2,741.95 |
| 000052 | I-202404182239 | INDUSTRIAL CHEM LABS SEWER MAINT | R | 4/24/2024 | | 449.78 | 045797 | 449.78 |
| 0005 | I-202404182246 | AIRGAS, INC. ACETLENE/OXYGEN | R | 4/24/2024 | | 473.69 | 045798 | 473.69 |
| 0015 | I-202404182251 | AMERIGAS CITY HAL PROPANE | R | 4/24/2024 | | 477.35 | 045799 | 477.35 |
| 0015 | I-202404182252 | AMERIGAS PW PROPANE | R | 4/24/2024 | | 286.07 | 045800 | 286.07 |
| 0015 | I-202404182253 | AMERIGAS NS FIREHALL PROPANE | R | 4/24/2024 | | 486.76 | 045801 | 486.76 |
| 0021 | I-202404182250 | AT&T 800 EMER LINES | R | 4/24/2024 | | 4.43 | 045802 | 4.43 |
| 0027 | I-202404182254 | BASTIAN ENGINEERING ENGINEERING SERVICES | R | 4/24/2024 | | 813.75 | 045803 | 813.75 |
| 0035 | I-202404182240 | BRADY INDUSTRIES MATERIALS & SUPPLIES | R | 4/24/2024 | | 355.24 | 045804 | 355.24 |
| 0038 | I-202404182234 | BSN SPORTS PARK SWING REPAIR | R | 4/24/2024 | | 446.63 | 045805 | 446.63 |
| 0039 | I-202404182219 | BULLET INFORMATION TECHNOLOGY IT SERVICES | R | 4/24/2024 | | 1,375.50 | 045806 | 1,375.50 |
| 0046 | I-202404182222 | CASHMAN EQUIPMENT COMPANY EQUIP REPAIR | R | 4/24/2024 | | 652.38 | 045807 | 652.38 |
| 0048 | I-202404182247 | CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS | R | 4/24/2024 | | 22.50 | 045808 | 22.50 |

| VENDOR | I.D. | NAME | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|--------|----------------|--|---------------|---------------|----------|----------|--------------|-----------------|
| 0049 | I-202404182243 | CENTRAL VALLEY SALINITY COALIT PERMIT FEES | R | 4/24/2024 | | 336.48 | 045809 | 336.48 |
| 0052 | I-202404182220 | CITY OF PORTOLA WATER/SEWER BILLS | R | 4/24/2024 | | 2,107.02 | 045810 | 2,107.02 |
| *VOID* | 045811 | VOID CHECK | V | 4/24/2024 | | | 045811 | **VOID** |
| 0055 | I-202404182223 | COATES TIRE CENTER VEH/EQUIP REPAIR | R | 4/24/2024 | | 3,850.68 | 045812 | 3,850.68 |
| 0063 | I-202404182248 | CURRENT ELECTRIC & ALARM, INC ALARMS | R | 4/24/2024 | | 555.00 | 045813 | 555.00 |
| 0071 | I-202404182221 | DIV OF THE STATE ARCHITECT ADA FEES | R | 4/24/2024 | | 16.40 | 045814 | 16.40 |
| 0090 | I-202404182237 | GRAINGER INC LDWTP EQUIP REPAIR | R | 4/24/2024 | | 44.01 | 045815 | 44.01 |
| 0091 | I-202404182235 | GRANITE CONSTRUCTION, INC LINE REPAIR | R | 4/24/2024 | | 6,249.60 | 045816 | 6,249.60 |
| 0101 | I-202404182256 | HUNT & SONS, INC. FUEL CHARGES | R | 4/24/2024 | | 3,755.26 | 045817 | 3,755.26 |
| 0105 | I-202404182226 | INTERMOUNTAIN DISPOSAL REFUSE COLLECTION | R | 4/24/2024 | | 697.89 | 045818 | 697.89 |
| 0111 | I-202404182244 | JEFFERSON SUPPLY COMPANY LDWTP EQUIP REPAIR | R | 4/24/2024 | | 463.86 | 045819 | 463.86 |
| 0132 | I-202404182233 | LEWISPORT USA REFLECTIVE SIGNS | R | 4/24/2024 | | 529.10 | 045820 | 529.10 |
| 0136 | I-202404182230 | MANHARD CONSULTING PLANNING SERVICES | R | 4/24/2024 | | 460.00 | 045821 | 460.00 |
| 0188 | I-202404182255 | PORTER SIMON CORPORATION LEGAL SERVICES | R | 4/24/2024 | | 7,337.00 | 045822 | 7,337.00 |
| 0192 | I-202404182227 | PURCHASE POWER POSTAGE FOR METER | R | 4/24/2024 | | 973.21 | 045823 | 973.21 |

| VENDOR | I.D. | NAME | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|--------|----------------|---|---------------|---------------|----------|-----------|--------------|-----------------|
| 0208 | I-202404182225 | SAUERS ENGINEERING, INC. WATER/SEWER PROF SERVICES | R | 4/24/2024 | | 3,187.50 | 045824 | 3,187.50 |
| 0212 | I-202404182232 | SIERRA CONTROLS, LLC WATER/SEWER PROF SERVICES | R | 4/24/2024 | | 1,464.08 | 045825 | 1,464.08 |
| 0218 | I-202404182231 | SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING | R | 4/24/2024 | | 1,222.00 | 045826 | 1,222.00 |
| 0220 | I-202404182249 | SINDEX PRINTING & GRAPHICS INC UTILITY BILLS | R | 4/24/2024 | | 3,767.00 | 045827 | 3,767.00 |
| 0222 | I-202404182257 | SMALL CITIES ORGANIZED RISK W/C PREMIUM | R | 4/24/2024 | | 27,428.78 | 045828 | 27,428.78 |
| *VOID* | 045829 | VOID CHECK | V | 4/24/2024 | | | 045829 | **VOID** |
| 0222 | I-202404182258 | SMALL CITIES ORGANIZED RISK CJPRMA | R | 4/24/2024 | | 4,446.00 | 045830 | 4,446.00 |
| *VOID* | 045831 | VOID CHECK | V | 4/24/2024 | | | 045831 | **VOID** |
| 0235 | I-202404182229 | SUSAN SCARLETT ACCOUNTING SERVICES | R | 4/24/2024 | | 5,500.00 | 045832 | 5,500.00 |
| 0239 | I-202404182241 | THATCHER , INC SEWER CHEMICALS | R | 4/24/2024 | | 12,774.24 | 045833 | 12,774.24 |
| 0244 | I-202404182224 | TRIPLE CROWN PRODUCTS VEH REPAIR | R | 4/24/2024 | | 151.53 | 045834 | 151.53 |
| 0250 | I-202404182236 | UNITED RENTALS NORTHWEST INC. BRIDGE SIGN | R | 4/24/2024 | | 2,194.47 | 045835 | 2,194.47 |
| 0264 | I-202404182238 | WESTERN NEVADA SUPPLY WATER LINE REPAIR | R | 4/24/2024 | | 886.08 | 045836 | 886.08 |

| | | | | |
|-----------------------------|-----|-----------|------------|---------------|
| * * B A N K T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
| REGULAR CHECKS: | 40 | 0.00 | 106,465.32 | 106,465.32 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 3 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| BANK TOTALS: | 43 | 0.00 | 106,465.32 | 106,465.32 |

** REGISTER GRAND TOTALS *

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|------------|---------------|
| REGULAR CHECKS: | 40 | 0.00 | 106,465.32 | 106,465.32 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 3 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| REGISTER TOTALS: | 43 | 0.00 | 106,465.32 | 106,465.32 |

** POSTING PERIOD RECAP **

| FUND | PERIOD | AMOUNT |
|-------|--------|--------------|
| ----- | | |
| 100 | 4/2024 | 24,645.97CR |
| 207 | 4/2024 | 3,786.83CR |
| 208 | 4/2024 | 10,004.75CR |
| 215 | 4/2024 | 357.86CR |
| 710 | 4/2024 | 23,375.41CR |
| 720 | 4/2024 | 34,955.81CR |
| 730 | 4/2024 | 9,338.69CR |
| ===== | | |
| ALL | | 106,465.32CR |

4/18/2024 11:31 AM
PACKET: 00356 US - Refund
VENDOR SET: 01 CITY OF PORTOLA
BANK: PC POOLED CASH - PLUMAS

REFUNDS CHECK REGISTER
**** CHECK LISTING ****

| VENDOR | I.D. | NAME | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|--------|-------------------|--|---------------|---------------|----------|--------|--------------|-----------------|
| 1 | I-000202403212138 | A LIST OF CALIFORNIA PROPERTIE A LIST OF CALIFORNIA PROPERTIE R | | 4/24/2024 | | 162.63 | 045837 | 162.63 |

| | | | | |
|-----------------------------|-----|-----------|-----------|---------------|
| * * B A N K T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
| REGULAR CHECKS: | 1 | 0.00 | 162.63 | 162.63 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| BANK TOTALS: | 1 | 0.00 | 162.63 | 162.63 |

** REGISTER GRAND TOTALS *

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS: | 1 | 0.00 | 162.63 | 162.63 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| REGISTER TOTALS: | 1 | 0.00 | 162.63 | 162.63 |

** POSTING PERIOD RECAP **

| FUND | PERIOD | AMOUNT |
|-------|--------|----------|
| 710 | 4/2024 | 162.63CR |
| ===== | | |
| ALL | | 162.63CR |

| VENDOR | I.D. | NAME | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|--------|-------------------|--|---------------|---------------|----------|--------|--------------|-----------------|
| 1 | I-000202403212139 | HOLMES, JOHN HOLMES, JOHN | R | 4/24/2024 | | 130.06 | 045838 | 130.06 |
| 1 | I-000202403212140 | VINTON CA ASSOCIATES LLC VINTON CA ASSOCIATES LLC | R | 4/24/2024 | | 110.59 | 045839 | 110.59 |
| 1 | I-000202403212141 | BERGES, SYLVAN & MARY BERGES, SYLVAN & MARY | R | 4/24/2024 | | 170.31 | 045840 | 170.31 |

| | | | | |
|-----------------------------|-----|-----------|-----------|---------------|
| * * B A N K T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
| REGULAR CHECKS: | 3 | 0.00 | 410.96 | 410.96 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| BANK TOTALS: | 3 | 0.00 | 410.96 | 410.96 |

** REGISTER GRAND TOTALS *

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS: | 3 | 0.00 | 410.96 | 410.96 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| REGISTER TOTALS: | 3 | 0.00 | 410.96 | 410.96 |

** POSTING PERIOD RECAP **

| FUND | PERIOD | AMOUNT |
|-------|--------|----------|
| 710 | 4/2024 | 410.96CR |
| ===== | | |
| ALL | | 410.96CR |



City of Portola
Minutes
Regular Meeting
April 10, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Led by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro-Tem Jim Murphy, Councilmember Bill Powers, Councilmember Stan Peiler, Councilmember Leah Turner

Staff Present: Interim City Manager, Susan Scarlett; Deputy City Clerk, Jason Shaw; City Attorney, Steve Gross (remotely)

2. Public Comments

Chuck Dayton, Owner of Jefferson Supply Company, left a public comment about Intermountain Disposal's recycling fees being too high. The City Council informed the public they will be discussing Intermountain Disposal complaints at the next Infrastructure Committee meeting scheduled for May 1st at 3:30 PM at City Hall.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Nothing to report.

Councilmember Stan Peiler: Nothing to report.

Councilmember Bill Powers: Nothing to report.

Mayor Pro Tem Jim Murphy: Attended recent SCORE board meeting. There is still a loss control grant, approximately \$12,000, available to the city.

Attended the LAFCo meeting. City's contribution to LAFCo this year decreased down to \$50,000. Next LAFCo meeting is scheduled for June 10th. Attended the City of Portola Finance and Administration Committee meeting that happened earlier today.

Mayor Pat Morton: Attended the Beckwourth Peak Fire Protection meeting. They hired an attorney and are working on getting a Fire Chief soon. Attended the LAFCo meeting and attended the City of Portola Finance and Administration Committee meeting.

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Fire Report: There was no fire report.

Sheriff's Report: There was no Sheriff's report.

Air Quality Report by Targeted Airshed Specialist Mikki Brown: Still have vouchers for woodsheds and chimney sweeps. Curtailment days end this month. The air quality has been excellent lately. There will be an Air Quality event scheduled for May 18th.

C. City Manager's Report

Minutes from March 27th will be on the next agenda. Just hired a part time City Planner, Susan Summerford. She will mostly work remotely but will be at City Hall as needed. In regards to the bridge, right now Caltrans and MGE Engineering are negotiating the status of the bridge. Water plant takeover resolution should be before the City Council soon. Right now the City and County attorneys are going over it. Held a Finance and Administration Committee meeting today.

Will be flying the pool jobs soon. Looking for a Pool Manager who is over 18 and Lifeguards who are over 14. We have new compliance laws in effect with AB 506 that requires anyone over 18 to have a background check. There is someone local who can do it or the Sheriff's department can. Might also require an additional background check beyond live scanning. Deputy City Clerk Jason Shaw is working on implementing SB 556, which is a new Workplace Violence law. Will require a policy and training update.

The search for a regular City Manager continues. The position will be posted on April 18th and applications are due by June 13th.

On the next agenda, we will need a Councilmember to join the Airport Land Use Committee. Director of Public Works, Todd Roberts has limited availability. Liberty Power will be giving out 300 trees for Arbor Day, April 27, from 9 AM to 3 PM in the City Park.

4. **Consent Agenda**

- A. **Claims-** Adopt Resolution No. 2571 authorizing payment of claims for the period of March 28th, 2024 through April 10th, 2024.

Accounts Payable: \$73,262.66

Payroll: \$31,676.88

Total: \$104,939.54

AP Check Run #45754 - 45793

Payroll Check Run #17338

3 Payroll Direct Deposits

There were no public comments. There were no comments by Council.

Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Leah Turner.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Stan Peiler** Aye **Councilmember Leah Turner**

5. Public Comment – 2024/2025 Budget Preparation

Interim City Manager Susan Scarlett noted that this was the second opportunity for the public to comment on the budget. Next opportunity for the public to comment on the budget will be the budget workshop scheduled for May 8th, at 3:00 PM.

Lindsey Shaw left a public comment about future possible events.

6. Interim City Manager Contract Proposal - Susan Scarlett

Negotiating team, Mayor Pat Morton and Mayor Pro Tem Murphy, met with Interim City Manager Susan Scarlett and City Attorney Steve Gross and came up with this draft interim city manager agreement.

City Attorney Steve Gross explained the particulars of the agreement. The initial agreement will be for 6 months and will continue until a Regular/Permanent City Manager is found. There are no additional benefits or severance.

This is a separate contract from Susan Scarlett's Finance Officer agreement with the city.

Lindsey Shaw left a public comment in favor of the agreement.

Mayor Pro-Tem Jim Murphy motioned to approve. A second was made by Councilmember Leah Turner.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Stan Peiler** Aye **Councilmember Leah Turner**

7. Adjournment

Meeting adjourned by Mayor Pat Morton at 6:36 PM.



City of Portola
Minutes
Regular Meeting
March 27, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Led by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro-Tem Jim Murphy, Councilmember Bill Powers, Councilmember Stan Peiler, Councilmember Leah Turner

Staff Present: Finance Officer, Susan Scarlett; Deputy City Clerk, Jason Shaw; City Attorney, Steve Gross (remotely)

2. Public Comments

There were no public comments.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Had a question about how often the Sheriff's vehicle on Mohawk is moved. It was present during snow removal and needs to be moved now and again.

Councilmember Stan Peiler: No report but wanted to comment that the police car on Mohawk is there to deter people from speeding in that area and has helped with that issue.

Councilmember Bill Powers: Juvenile Justice Council approved their annual budget. Attended the recent Air Quality meeting. EPA was there to go over the new air quality guidelines affecting the City of Portola and Plumas County.

Mayor Pro Tem Jim Murphy: Nothing to report but wanted to comment that Public Works should look into getting regular signs made for the bridge warnings instead of renting the electronic sign.

Mayor Pat Morton: Received a call from Chuck Dayton about IMD fees. Is scheduling an Infrastructure Committee meeting with IMD, Tom Valentino, and Jim Murphy.

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Fire Report: There were 19 calls in the City of Portola in February.

Sheriff's Report: Nothing to report.

Air Quality Report by Targeted Airshed Grant Specialist Mikki Brown: \$1,280,000 of grant funding has been spent to date. 175 homes in the city limits have a new wood stove. Air quality held a meeting with the EPA to go over the new air quality guidelines effecting the City of Portola and Plumas County. Chimney sweep vouchers are available again.

No City Manager Report.

4. **Consent Agenda**

- A. **Claims-** Adopt Resolution No. 2570 authorizing payment of claims for the period of March 14th, 2024 through March 27th, 2024.

Accounts Payable: \$184,771.22

Payroll: \$47,625.56

Total: \$232,396.78

AP Check Run #45721 - 45753

Voided Checks: #44488, 45517, 45325

Payroll Check Run #17336 - 17337

- B. Approval of the Minutes from 3-20-24

Councilmember Leah Turner had a question about Manhard Consulting fees. Finance Officer Susan Scarlett explained they were for services rendered.

Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Stan Peiler** Aye **Councilmember Leah Turner**

5. **Public Comment – 2024/2025 Budget Preparation**

Finance Officer Susan Scarlett explained this was the first of two opportunities for the public to comment on the upcoming budget. Public comments on the proposed budget will also be on April 10th. There is a budget workshop scheduled for May 8th. The public hearing for the budget is scheduled for June.

There were no public comments on the budget.

6. **Search for Regular Full-Time City Manager**

The Ad Hoc Committee met with Leslie and Susan. They worked on an ad and brochure. Application process is going to take a while. First review of applicants will be on May 22nd. Proposed pay range for the Regular City manager position is \$95,000 - \$125,000 and that is based on comparable smaller cities.

Mayor Pro Tem Jim Murphy raised a concern with the pay range being too low. Council agreed to increase the range of pay to \$105,000 - \$135,000 from the previous proposed figure.

It was decided to accept applicants through June 13th.

A member of the public had a question about how the position would be advertised. It was explained that there are government agencies the City can post through, as well as online. Another member of the public asked if the person doing this position would be required to be local? The response was yes, they would be required to live within 15 minutes of the City Limits.

Motion to approve the proposed Regular City Manager pay range of \$105,000 - \$135,000 with the first round of applicants being due by June 13th.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Stan Peiler.

The roll call vote:

Aye Mayor Pat Morton Aye Mayor Pro-Tem Jim Murphy Aye Councilmember Bill Powers Aye Councilmember Stan Peiler Aye Councilmember Leah Turner

7. Review Ad Hoc Committee Tasks

Finance Officer Susan Scarlett said there needed to be a discussion on the scope of the Regular City Manager Search Committee. Originally, the ad hoc committee was setup with a very narrow scope.

The interview process for the Regular City Manager still needs to be decided.

City Attorney Steve Gross commented that the committee can be as broad in scope as the City Council desires.

The committee will meet again in mid May to discuss the interview process.

8. Interim City Manager

The City Council decided to go into closed session for agenda item 9 and 10 before item 8 went up for discussion.

Finance Officer Susan Scarlett said she was willing to step in to be Interim City Manager until a Regular City Manager could be found. This would be a separate agreement with the City of Portola and will be up for review at the first Council meeting in April. It retroactively goes into effect April 1st.

Motion to appoint Susan Scarlett as the City of Portola Interim City Manager.

Note that Councilmember Stan Peiler had to leave the meeting earlier and was absent for this vote.

Councilmember Leah Turner motioned to approve. A second was made by Mayor Pro-Tem Jim Murphy.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

9. Closed Session

- A. Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment - Interim City Manager

No action was taken in closed session.

10. Closed Session

- A. Conference with Labor Negotiators - Negotiating parties for the City, Mayor Morton and Mayor Pro-Tem Murphy

No action was taken in closed session.

11. Adjournment

Meeting adjourned by Mayor Pat Morton at 7:37PM



City of Portola
Minutes
Finance and Administration Committee
April 10, 2024 03:30 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 3:30 pm by Mayor Pat Morton.

A. Roll Call

Present: Mayor Pat Morton, Mayor Pro Tem Jim Murphy

Staff Present: Interim City Manager, Susan Scarlett; Deputy City Clerk, Jason Shaw

2. Public Comments

There were no public comments

3. Budget discussion

During salary review in 2022 all full time staff at that time were changed to a July 1st date for STEP increases. STEPS were set up for every two years with a satisfactory review. The STEP increase of 5% will be discussed and recommended in the 24-25 budget. COLA adjustments will be calculated and taken to the Council for review in the budget process. Interim City Manager Susan Scarlett brought up SB-329, which allows for the pay of Council members to be increased for the first time in very long time. The Committee recommended taking this issue to the full Council at the budget workshop.

4. Pool Operations

Interim City Manager Susan Scarlett reviewed the background check requirements for those over 18 working with children. SB 506 has been reviewed with the City Attorney. The Pool Manager and lifeguards over 18 are subject to this requirement. Live Scans are required and Mayor Pro Tem Jim Murphy stated he recommended doing paper background checks in addition to just live scanning. It was noted there was a person in town who could do live scanning or it can be done through the sheriff's office. Interim City Manager Susan Scarlett asked if the Pool Manager position and the Lifeguard positions should be flown. The Committee gave direction for the positions to be flown.

5. Surplus Fire truck

There is a 48 Ford Firetruck that is not being transferred to the Beckwourth Peak Fire District. Interim City Manager Susan Scarlett recommended to the committee that this vehicle should be

made surplus. She gave copies of the surplus policy to the committee. The committee agreed that it should be surplus as specified in the City's surplus policy. The item will come back to the full council.

Mayor Pro Tem Murphy had a question about the Council reviewing and accepting the construction of the viewing garage at the Williams house for the Historical Firetruck. Interim City Manager Susan Scarlett said they could do that once all the work was completed. It was suggested to have a ceremony when transferring the 1939 LaFrance Fire truck to its new home.

6. Adjournment

Committee Meeting Adjourned at 3:55 PM by Mayor Pat Morton.

From: **Stan Peiler** <stan.peiler@ephc.org>
Date: Fri, Apr 12, 2024 at 4:50 AM
Subject: Resigning my position
To: Pat Morton <patmorton786@gmail.com>

Good morning, Pat

I have decided to resign from my position of councilman. I wanted you to know that I will finish out till the end of April. It`s been a pleasure serving with you and a great learning experience and I thank you personally for my time with you.....

Stan Peiler
Director of Plant Operations, EVS & Security.
530-832-6591 phone
530-514-2048 cell
NOENCR



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Certificate of Appreciation

EXECUTIVE SUMMARY:

Mayor Morton will present a Certificate of Appreciation to Councilmember Stan Peiler for his time on the City Council.



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Certificate of Appreciation

EXECUTIVE SUMMARY:

Mayor Morton will present a Certificate of Appreciation to Jon Kennedy for his time as Interim City Manager



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Council member vacancy discussion

EXECUTIVE SUMMARY:

Information was obtained from City Attorney Steve Gross regarding the requirements to appoint. The Council needs to decide whether they want to call a special election or appoint.

The Council has 60 days from the date of the vacancy to fill the vacancy by calling a special election or by appointment. A vacancy cannot be filled by appointment if the appointment would result in 3 of the Council members having been appointed instead of being elected. If there is less than half the term of the vacant seat and more than 130 days until the next general election, then the person who is appointed to fill the vacancy only serves until the next general election and the seat is filled at the election. If there is less than 130 days before the next general election, then the person serves until the end of the unexpired term.

RECOMMENDATION:

Direct staff to solicit a potential Council member by requesting letters of interest or direct staff to start the process of a special election.

FISCAL IMPACT:

Cost of a special election unknown but an estimate would be between \$5,000 and \$10,000.



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Mayor's appointment to the Airport Land Use Commission

BACKGROUND:

The Plumas County Airport Land Use Commission (ALUC) is comprised of seven citizens appointed as follows: a. The Board of Supervisors shall make 2 appointments; b. The Mayor of Portola shall make 2 city appointments; c. The Airport Managers shall make 2 appointments (people with expertise in aviation); d. The other ALUC members shall make 1 appointment (a person from the general public).

The responsibility of the ALUC is to assist local agencies in ensuring compatible land uses in the vicinity of existing airports. The ALUC is required to prepare and adopt an airport land use plan for each of the airports within its jurisdiction. Plumas County Planning & Building Services provides professional and support services to the commission.

EXECUTIVE SUMMARY:

Councilmember Powers now serves on the Commission and a second appointment is needed. Terms are 4 years. Meetings are quarterly.

RECOMMENDATION:

Solicit interest in the Airport Land Use Commission appointment.



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Water treatment plant ownership transfer

BACKGROUND:

The Lake Davis Water treatment plant was completed in 2012. Both the County and the City funded the treatment plant but the County retained ownership. A number of items needed to be completed before the transfer to the City could occur. Paving was completed in 2018. An operations manual from the Army Corp of Engineers was never obtained but staff feels that it has been able to operate the plant without one. The City has maintained and paid for all operations of the treatment plant since completion.

RECOMMENDATION:

Adopt resolution number 2573 authorizing the transfer of the Lake Davis Water treatment plant to the City of Portola

FISCAL IMPACT:

None, as the City currently pays for all operations and maintenance

ATTACHMENTS:

- A. RESOLUTION 2573 LAKE DAVIS WATER TREATMENT PLANT

RESOLUTION NO. 2573

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA ACCEPTING THE REAL PROPERTY UPON WHICH THE LAKE DAVIS WATER TREATMENT PLANT IS SITUATED, THE LAKE DAVIS WATER TREATMENT PLANT AND OPERATIONAL AND MAINTENANCE RESPONSIBILITY FOR THE LAKE DAVIS WATER TREATMENT PLANT

WHEREAS, the City Council of the City of Portola has been fully advised of the current and proposed ownership of the parcel numbers and responsibility of the Lake Davis Water Treatment Plant described in the Legal Description attached hereto as Exhibit A and the Legal Boundary Map attached hereto as Exhibit B, including all structures on the parcels that comprise the Lake Davis Water Treatment as depicted on the Satellite Map attached hereto as Exhibit C.

WHEREAS, the City Council of the City of Portola has found and determined, and does hereby find and determine, that it is in the best interest of the City of Portola to hereby accept the grant of real property in fee simple consisting of the parcels described as APN: 128-010-027 and 128-010-029 from the Plumas County Flood Control & Water Conservation District as described in the Legal Description attached hereto as Exhibit A and the Legal Boundary Map attached hereto as Exhibit B, including all structures on the parcels that comprise the Lake Davis Water Treatment as depicted on the Satellite Map attached hereto as Exhibit C, and any and all plant, facilities, equipment, parts and supplies for the Lake Davis Water Treatment Plant (collectively the "Water Treatment Plant"), and to accept the Grant Deed for such real property in the form attached hereto as Exhibit D.

WHEREAS, the City Council of the City of Portola has found and determined, and does hereby find and determine, that the City of Portola will hereby accept any and all operation and maintenance responsibilities for the Lake Davis Water Treatment Plant immediately upon approval of the Plumas County Board of Supervisors of a resolution granting the real property and Water Treatment Plant to the City and the execution and delivery of the Grant Deed in the form attached hereto as Exhibit D.

NOW, THEREFORE, THE PORTOLA CITY COUNCIL HEREBY RESOLVES that upon approval of the Plumas County Board of Supervisors of a resolution granting the real property and Water Treatment Plant to the City, the City of Portola will hereby accept the Grant Deed in the form attached here to as Exhibit D transferring the real property described as APN: 128-010-027 and 128-010-029 and accepts ownership of the Water Treatment Plant.

NOW, THEREFORE, THE PORTOLA CITY COUNCIL HEREBY FURTHER RESOLVES that upon approval of the Plumas County Board of Supervisors of a resolution granting the real property and Water Treatment Plant to the City and the execution and delivery of the Grant Deed in the form attached hereto as Exhibit D, the City of Portola will perform all operation and maintenance responsibilities for the Lake Davis Water Treatment Plant.

PASSED, APPROVED AND ADOPTED this 24th day of April, 2024

by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Pat Morton, Mayor

ATTEST:

Jason Shaw, Deputy City Clerk

I, Jason Shaw, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing resolution was duly passed and adopted by the City Council at the City of Portola regular meeting thereof held on April 24, 2024.

Jason Shaw, Deputy City Clerk

EXHIBIT A
LEGAL DESCRIPTION

Those portions of the lands of Section 12, T. 23 N., R. 13 E., M.D.M., conveyed to Plumas County Flood Control, being "Parcel 1" of Book 3 of Record of Surveys, Page 145 filed May 10th, 1971, in the office of the county recorder of Plumas County, California. Also known as Assessor Parcel Numbers (APN): 128-010-027 and 128-010-029.

The certain land more particularly described as follows:

Commencing at the easterly most property corner of said "Parcel 1", being a ½ inch rebar with aluminum cap stamped LS 2843, being the TRUE POINT OF BEGINNING;

thence, S 64°36'18" W, 27.57 feet;

thence, along a tangent curve to the left having a radius of 70.00 feet, an arc length of 62.31 feet, a delta angle of 51°00'00" and a chord length of 60.27 feet;

thence, along a tangent curve to the right having a radius of 130.00 feet, an arc length of 83.95 feet, a delta angle of 37°00'00" and a chord length of 82.50 feet;

thence, S 50°36'18" W, 184.94 feet;

thence, S 31°17'13" E, 70.04 feet;

thence, S 64°34'58" W, 324.69 feet;

thence, N 26°20'37" W, 441.98 feet;

thence, N 63°31'19" E, 500.00 feet;

thence, S 26°37'24" E, 272.17 feet;

thence, along a curve to the left having a radius of 70.00 feet, an arc length of 28.02 feet, a delta angle of 22°56'19" and a chord bearing of N 25°04'27" E and chord length of 27.84 feet;

thence, along a tangent curve to the right having a radius of 130.00 feet, an arc length of 115.72 feet, a delta angle of 51°00'00" and a chord length of 111.93 feet;

thence, N 64°36'18" E, 26.26 feet;

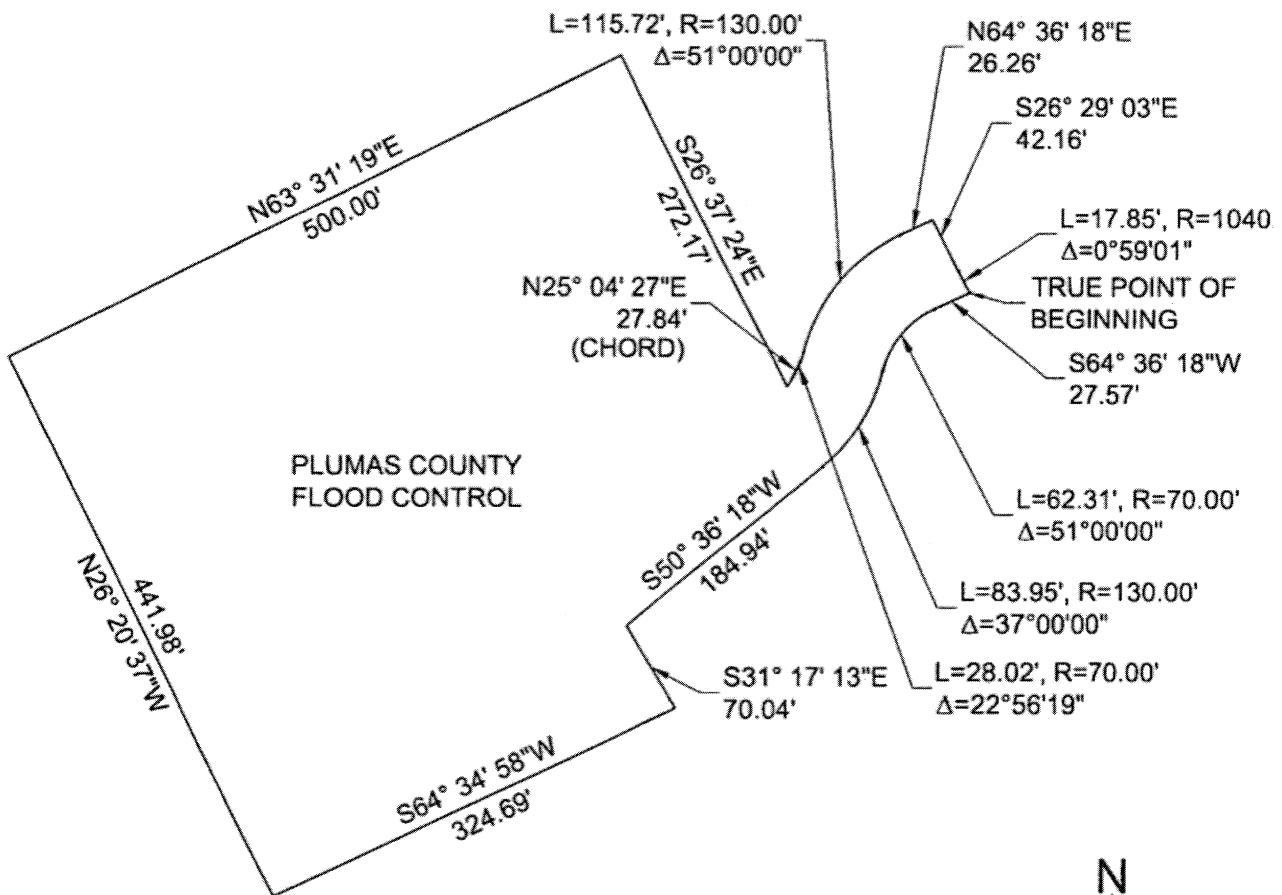
thence, S 26°29'03" E, 42.16 feet;

thence, along a tangent curve to the left having a radius of 1040.00 feet, an arc length of 17.85 feet, a delta angle of 0°59'01" and a chord length of 17.85 feet; returning to the TRUE POINT OF BEGINNING, also being the TRUE POINT OF TERMINUS.

Containing 217,305 square feet (4.989 acres), more or less.



EXHIBIT B
LEGAL BOUNDARY MAP



0 70 140 280



SCALE: 1"=140'

EXHIBIT C



Map Satellite

(PLU) 128-010-027-000
PLUMAS COUNTY FLOOD CONTROL
1230 GRIZZLY RD
GRIZZLY ROAD, CA

(PLU) 128-010-029-000
PLUMAS COUNTY FLOOD CONTROL
1200 GRIZZLY RD
GRIZZLY ROAD, CA

Google

Map data ©2023 Imagery ©2023, Maxar Technologies, USDA/FPAO/Geo 20m

Terms of Use Report a map error

Lat 39.874243° Zoom
Lon: -120.455513° 18

EXHIBIT D

Recorded at the Request of:
Plumas County Public Works
1834 E Main St
Quincy, CA 95971

When Recorded Return to:
Plumas County Public Works
1834 E Main St
Quincy, CA 95971

Grant Deed

This deed, between Plumas County Flood Control and Water Conservation District (Grantor) and City of Portola (Grantee), free of all encumbrances, hereby grants the real property described herein.

Legal Description

Parcel 1 as shown upon that certain Record of Survey filed in Book 3 of
Record of Surveys at Page 124, in the Plumas County Recorder's Office
Quincy, California

APNs: 128-010-027 & 128-010-029

Dated: _____

State of California
County of Plumas

On _____ before me _____, a Notary Public
personally appeared _____, 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 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 WITNESS my hand and official seal.

Signature: _____



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Surplus 1948 Ford Firetruck

EXECUTIVE SUMMARY:

As part of the newly formed Beckwourth Peak Fire District there is an approved list of assets transferred to the new District from the City of Portola. This includes all fire trucks except for the 1939 LaFrance and the 1948 Ford fire truck. The 1939 LaFrance will have a new home soon in a viewing garage at the Williams House. At this time staff is asking that the Council approve the surplussing of the 1948 Ford fire truck. The surplus section of the Fixed Asset Policy of the City is attached. If approved by the Council a resolution to surplus the fire truck will be brought forward at the May 8th Council meeting.

RECOMMENDATION:

Discuss the 1948 Ford fire truck and approve surplussing

FISCAL IMPACT:

Possible income

ATTACHMENTS:

- A. DISPOSAL OF SURPLUS PROPERTY

DISPOSAL OF SURPLUS PROPERTY (Not to include real property)

Value of Property: It shall be the responsibility of each department to appraise property designated as surplus. If it is determined that the property sold as a unit has a market value of more than \$5,000, the property must be declared surplus by the City Council and disposed of by a public bid process with the approval of the City Council. The bid process will be coordinated in conjunction with each respective department and the City Manager. The City Clerk is authorized to advertise such surplus property for sale to the general public. If it is determined that the property sold as a unit has a value less than \$5,000, the property may be disposed of in a manner approved by the City Manager and coordinated with the Finance Department. If the public bid process does not result in the sale of the property then property may be disposed of by any other means.

Disposal Process: Prior to the disposal of any surplus property, each department is required to complete a Surplus Property Report Form (see Attachment I) and return it to Finance/City Manager for approval. Upon completion of the disposal process the Finance Department will be informed of the final disposition in order to remove the asset from the Master List for Fixed Assets.

Methods of Disposition:

- Trade-in – Property declared as surplus may be offered as trade-in for credit toward the acquisition of new property.
- Donation – The City may donate usable items with a minimal fair market value (such as outdated computers and furniture) to a charitable organization within the City.
- Sale – The City may offer surplus property for sale. All surplus property is for sale “as is”. With no warranty, guarantee or representation of any kind, expressed or implied, as to the condition, utility, usability of the property offered for sale. Appropriate methods of sale are as follows:

Public Auction – Surplus property may be sold at public auction including online auction and/or bidding sites.

Public Bids – Public bids may be solicited for the sale of surplus property as described in

the “Value of property” section of this policy.

Selling for Scrap – Surplus property may be sold for scrap if it is deemed that the value of

the raw material exceeds the value of the property as a whole.

Negotiated Sale – Surplus property may be sold outright if it is determined that only one

buyer is available or interested in acquiring the property.

- When the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be recycled, destroyed or disposed of as junk.
- City employees are prohibited from purchasing surplus personal property if it is a violation of Government Code Section 1090.

Proceeds: All proceeds from the sale of surplus property will be allocated to the City’s General Fund unless the property was originally purchased with monies from a specific City fund, in which case, the proceeds will be returned to that specific fund.



MEETING DATE: April 24, 2024

FROM: Susan Scarlett

RE: Landowner agreement for the Eastern Plumas County Wildfire Protection

BACKGROUND:

The City of Portola has five parcels enrolled in one of the Fire Safe Council's hazardous fuels reduction projects known as the **Eastern Plumas Wildfire Protection Project**. This is a grant program, designed to help reduce losses from wildfire and better prepare homeowners and their property.

- CAL FIRE awarded the Plumas County Fire Safe Council nearly \$6 Million to help fund this project.
- It encompasses the communities of Lake Davis, Portola, Gold Mountain, Grizzly Ranch & parts of Clito.
- Treatment types vary from: Commercial Timber Harvest, Mastication, and Hand Thin + Chip.
- The project is roughly 3,000 acres
- There are an additional 2,000 acres which are in a "phase 2" of the project.

EXECUTIVE SUMMARY:

Attached you will find an overview map of the entire project and maps specific to the City of Portola as well as the Landowner agreement.

RECOMMENDATION:

Review the Landowner agreement, discuss concerns of the City Attorney. If concerns are resolved direct the Interim City Manager to execute the agreement.

FISCAL IMPACT:

No cost share to the City

ATTACHMENTS:

- A. FIRE WISE PROJECT LOCATIONS
- B. FIRE SAFE COUNCIL PROTECTION PROJECT
- C. EPWP OVERVIEW 20240319 (1)



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Map data ©2024 Google 200 m

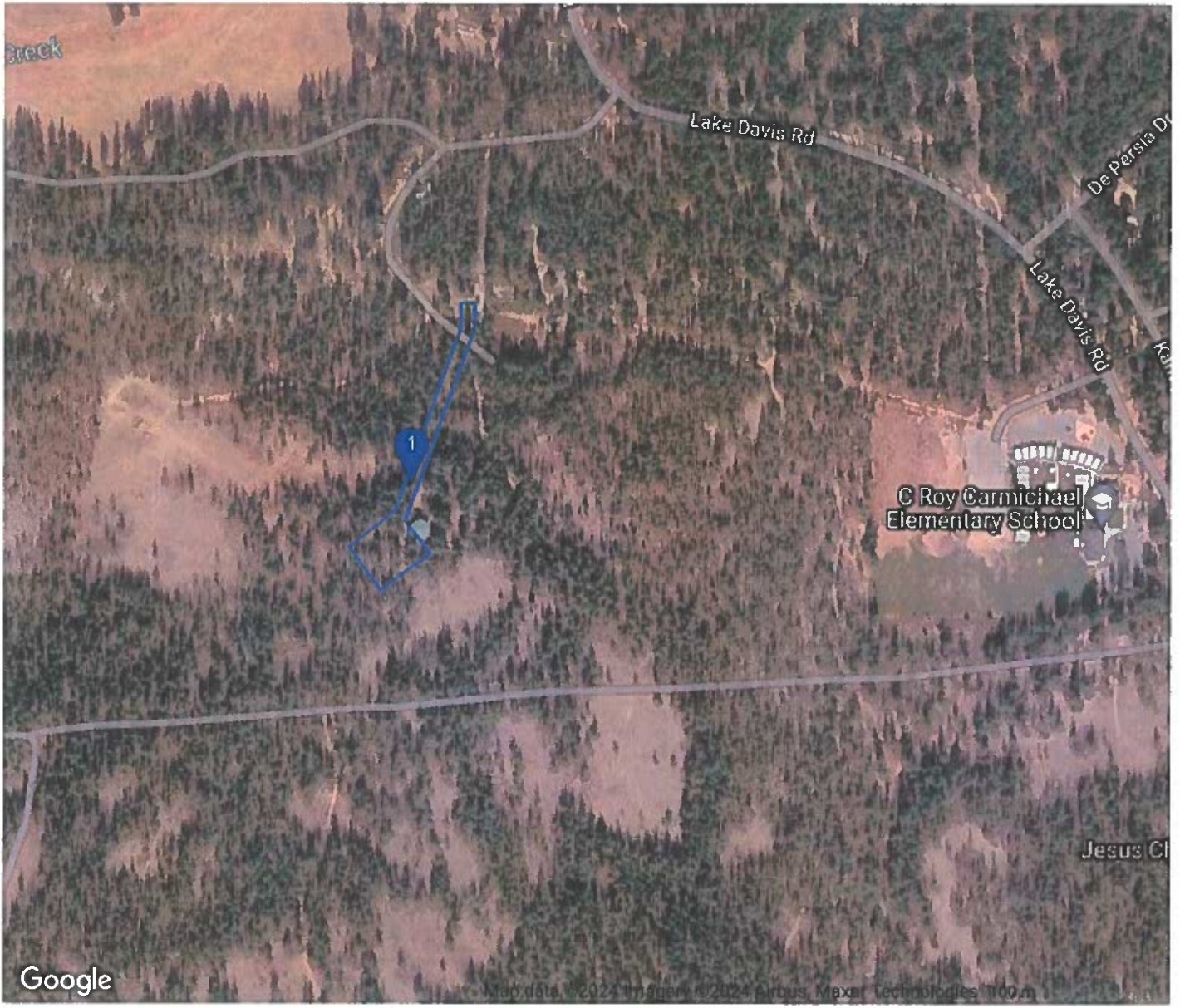
city PARK



© 2015 ParcelQuest www.parcelquest.com (888) 217-8999

Map data © 2024 Imagery © 2024 Airbus Maxar Technologies 100 ft

Treatment Building & OLD Holding pond Below
NORTH TANK.



NORTH TANK



P.O. Box 3880
418 N Mill Creek Rd
Quincy, CA 95971
(530)-283-3739
www.plumascorp.org

March 26th, 2024

Dear Project Participant,

The Plumas County Fire Safe Council is pleased to tell you the Eastern Plumas Wildfire Protection Project is progressing. There are a number of important things for you to know as we get underway:

1. You may have already been in contact with the lead forester on the project, Danielle Bradfield. If you have any questions regarding the project specifications or boundary, you may contact Danielle at: danielle@rforestry.org or (530) 927-7095.
2. Katie Quinn is the project manager at the Fire Safe Council. If you have any questions regarding the landowner agreement or next steps, her contact information is: katie@plumasfiresafe.org or (530) 927-5297.
3. Plumas Corp is the fiscal agent for the project, meaning that all financial matters are handled by the Plumas Corp staff. Scott Corey is the primary contact at Plumas Corp: scott@plumascorp.org or (530) 927-5293.
4. By Friday, April 19th, 2024 please return a signed copy of the Landowner Agreement. The cost-share will be invoiced once the project is complete.
5. An operator contract is scheduled to be awarded this spring. The contractors will be working closely with the forester to complete work no later than March 15, 2025. The forester and contracted operator will determine the workflow. The operator is required to contact you 48 hours prior to commencing work on your property.

Thank you for your patience as we have worked through the layout and environmental compliance portions of the project. Your participation is valuable in making our communities more fire-resilient. We are very excited to get work started.

Sincerely,

Rachel Wehrman
Program Director, Plumas County Fire Safe Council

**LANDOWNER AGREEMENT
EASTERN PLUMAS WILDFIRE PROTECTION PROJECT
"FIRE SAFE" FUEL REDUCTION PROJECT**

This contract is entered into by Plumas Corporation and City of Portola (hereinafter "Landowner.") Landowner owns property, **APN #025-050-027, 025-050-032, 025-100-037** the location at which work will be performed. Facsimile copies and signatures shall be binding on all parties.

WHEREAS, the Plumas County Fire Safe Council has received a grant to conduct "fire safe" projects in which excess timber and vegetation is removed and thinned from the property of local landowners to increase the ability to control and suppress forest fires that may occur in the future; and,

WHEREAS, the Plumas County Fire Safe Council retains Plumas Corporation to provide administrative services to the project; and,

WHEREAS, Landowner desires this work to be performed on his/her property in order to both decrease the risk of fire and the severity of fire damage.

NOW THEREFORE, the parties agree to the following terms and conditions:

SECTION 1 – CONTRACT TERM OF AGREEMENT

1.0 Work shall begin as soon as is feasible upon execution, and be completed prior to 03/15/2025.

SECTION 2 - RESPONSIBILITIES OF PLUMAS CORPORATION

- 2.1 Plumas Corporation will ensure compliance with the California Forest Practice Act, California Environmental Quality Act (CEQA), as well as all other federal, state and local laws and regulations.
- 2.2 Plumas Corporation will ensure completion of all tasks necessary to complete the project including (1) obtaining bids and entering into contracts with contractors to perform work on Landowner's property, (2) obtaining all necessary permits, and (3) performance of any archaeological or biological surveys determined necessary.
- 2.3 Plumas Corporation shall have final authority about how the work described by this contract will be performed, including who will perform the work and when and how the work shall be performed. Plumas Corporation and its contractors will make every reasonable effort to accommodate Landowner interests.
- 2.4 Plumas Corporation is financially responsible for all labor, including independent contractors, required to complete the work subject to this contract, all permit fees, and any archaeological or biological surveys or necessary data base reviews. Plumas Corporation shall provide all equipment and materials that may be required to complete this project, except as specified in "Responsibilities and Duties of Landowner."

- 2.5 Plumas Corporation shall ensure that timber operators and foresters have appropriate insurance and sign written contracts containing an indemnification provision that indemnifies the Plumas County Fire Safe Council, Plumas Corporation, and the Landowner.

SECTION 3 – SALE OF LOGS AND CHIPS

- 3.1 Plumas Corporation may sell or arrange for the purchase of forest products (saw logs, biomass chips, and/or firewood) removed from the property. All merchantable forest product material (i.e. saw logs biomass, chips and firewood) removed from Landowner's property shall be sold to defray the costs of the project. Legal ownership and title of merchantable forest products resulting from the project shall be vested with Plumas Corporation. Landowner will not receive any compensation from the sale of merchantable forest products.
- 3.2 Plumas Corporation will be responsible for the California Timber Yield Tax; if/when any forest products are sold.

SECTION 4 – RESPONSIBILITIES AND DUTIES OF LANDOWNER

- 4.1 Landowner shall allow access to Landowner's property consistent with the scope of this contract, including but not limited to the following purposes: (1) to implement methods to make the property more fire resistant, (2) to plan and perform work contemplated by this contract, (3) to educate the public regarding the project, (4) to monitor results of grant-funded work, and (5) as otherwise necessary to complete this contract.
- 4.2 Landowner shall provide a way to enter and access the property, access roads and methods of crossing streams, as necessary to complete the project.
- 4.3 Landowner shall locate, by survey if necessary, the boundaries of the property.
- 4.4 If Landowner desires a contractor to perform any work not related to this contract, Landowner shall reach a separate written contract with the contractor. Landowner shall be financially responsible for any work performed that is not included in the project specifications as indicated by the Project Forester.
- 4.5 Landowner shall be financially responsible for any improvements needed to complete the project. The needed improvements and estimated costs are:
_____ None _____.
- 4.6 Landowner agrees with and approves the proposed specifications developed by the Registered Professional Forester for treatment and thinning on their property, outlined on the final page of the Landowner Agreement. Landowner shall have an opportunity to review any changes of the treatment and thinning to be done on their property with the Registered Professional Forester (RPF) within a 10- day period after the proposed changes are developed.

- 4.7 Landowner shall not be financially responsible for a cash contribution. Landowner allows contractor selected by Plumas Corporation to treat up to 25.7 acres of the subject ownership. If acreage is revised, Landowner will acknowledge revision with a subsequent signature and date.
- 4.8 Landowner agrees to maintain the property in a fire safe condition after the Fire Safe Council project is complete.

SECTION 5 – OWNERSHIP OF PROPERTY

- 5.1 Landowner warrants that he/she is the owner of record of the property identified in this contract. Notice shall be provided to Plumas Corporation by Landowner prior to the Landowner ceasing to have a legal interest in the property that is to receive the improvements under this Contract, and such transfer will constitute a voluntary termination of the Contract by Landowner.

SECTION 6 – PROPERTY BOUNDARIES

- 6.1 Plumas Corporation may locate the timber harvest fuel reduction treatment and/or timber harvest boundary along the approximate or actual property line as determined by the Landowner, Plumas Corporation or previous surveyor. Plumas Corporation is not a licensed surveyor and fuel reduction/timber harvest boundaries are not considered true property lines even if they follow the correct line location. Any error in determining the property line or property corner location or in establishing timber harvest boundaries along property lines is the Landowner's sole responsibility per section 4.3 above.

SECTION 7 – HOLD HARMLESS PROVISION

- 7.1 The landowner shall defend, indemnify, and hold harmless the Plumas County Fire Safe Council and Plumas Corporation (and their elected and appointed councils, boards, commissions, officers, agents and/or employees) from any claim or lawsuit arising or resulting from the intentional or negligent acts or omissions of Landowner.
- 7.2 Landowner agrees to hold harmless and waives the right to bring any claim or legal action based upon any damage to Landowner roads, driveways or ground resulting from the equipment moving across Landowner property. Landowner shall mark any areas which equipment may not cross, such as septic areas. This hold harmless provision does not apply to damage to structures or improvements on the property.

SECTION 8 – NO EMPLOYEE/AGENT RELATIONSHIP CREATED BY THIS CONTRACT

- 8.1 Plumas Corporation, and each and every employee, agent or independent contractor of Plumas Corporation, shall not be for any purpose an employee of Landowner. Plumas Corporation shall perform its work as an independent contractor. Plumas Corporation at all times shall determine

the method, details, and means of performing the work of this contract. Landowner consultation and agreement will be verified prior to fuel reduction treatment implementation.

SECTION 9 – DESIGNATED REPRESENTATIVES

- 9.1 Jim Wilcox is the Plumas Corporation's representative in this matter. Susan Scarlett is the authorized representative for Landowner. Notice shall be provided prior to any change in the designated representatives or any change in the address at which notices must be provided. All notices required by this contract shall be provided to the following addresses:

Plumas Corporation

Landowner(s)

Jim Wilcox

Susan Scarlett, City Manager

P. O. Box 3880

PO Box 1225

Quincy, CA 95971

Portola, CA 96122

SECTION 10 – DAMAGE CLAUSE

- 10.1 In the event that trees are cut that were not designated for removal or the work causes excessive damage to remaining trees on Landowner's property, Plumas Corporation shall pay Landowner a penalty of the delivered log value(s), as paid by the purchasing mill per species, for the gross volume of the felled or damaged timber. Landowner accepts this penalty amount as a fair value for compensation for any wrongfully harvested or damaged trees.

SECTION 11 – MISCELLANEOUS

- 11.1 Attorney's Fees & Venue. Venue shall be in Plumas County, and in any legal action relating to this contract, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which such party may be entitled.
- 11.2 Waiver. A waiver by any party of any breach of any term, covenant or condition contained in this contract, or a waiver of any right or remedy of such party available at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.
- 11.3 Entire Contract. This contract, together with its specific references and attachments, constitutes all of the contracts, understandings, representations, conditions, warranties, and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made express or implied. This Contract shall supersede any prior contracts, discussions, and commitments, representations, written or oral, between the parties.
- 11.4 Modification. No modification of any provision of this Contract, or its attachments, shall be effective unless such modification is in writing, signed by all parties, and then shall be effective

only for the period and on the conditions(s) and for the specific instance(s) for which the parties have agreed.

- 11.5 Partial Invalidity. If any term, covenant, condition or provision of this Contract is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

SECTION 12 – TERMINATION

- 12.1 Either party may terminate this contract upon ten (10) working days notice to either party.

SECTION 13 – AUTHORITY & EXECUTION

- 13.1 All parties to this Contract warrant and represent that they have the power and authority to enter into this Contract in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s), trust(s) or firm(s) are in full compliance and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Contract have been fully complied with. Furthermore, by their signature below, the parties acknowledge that they understand and agree to all provisions of this contract.

PLUMAS CORPORATION

Signed: _____

Jim Wilcox, Executive Director

Date: _____

4/16/2024

LANDOWNER

Signed: _____

Susan Scarlett, City Manager

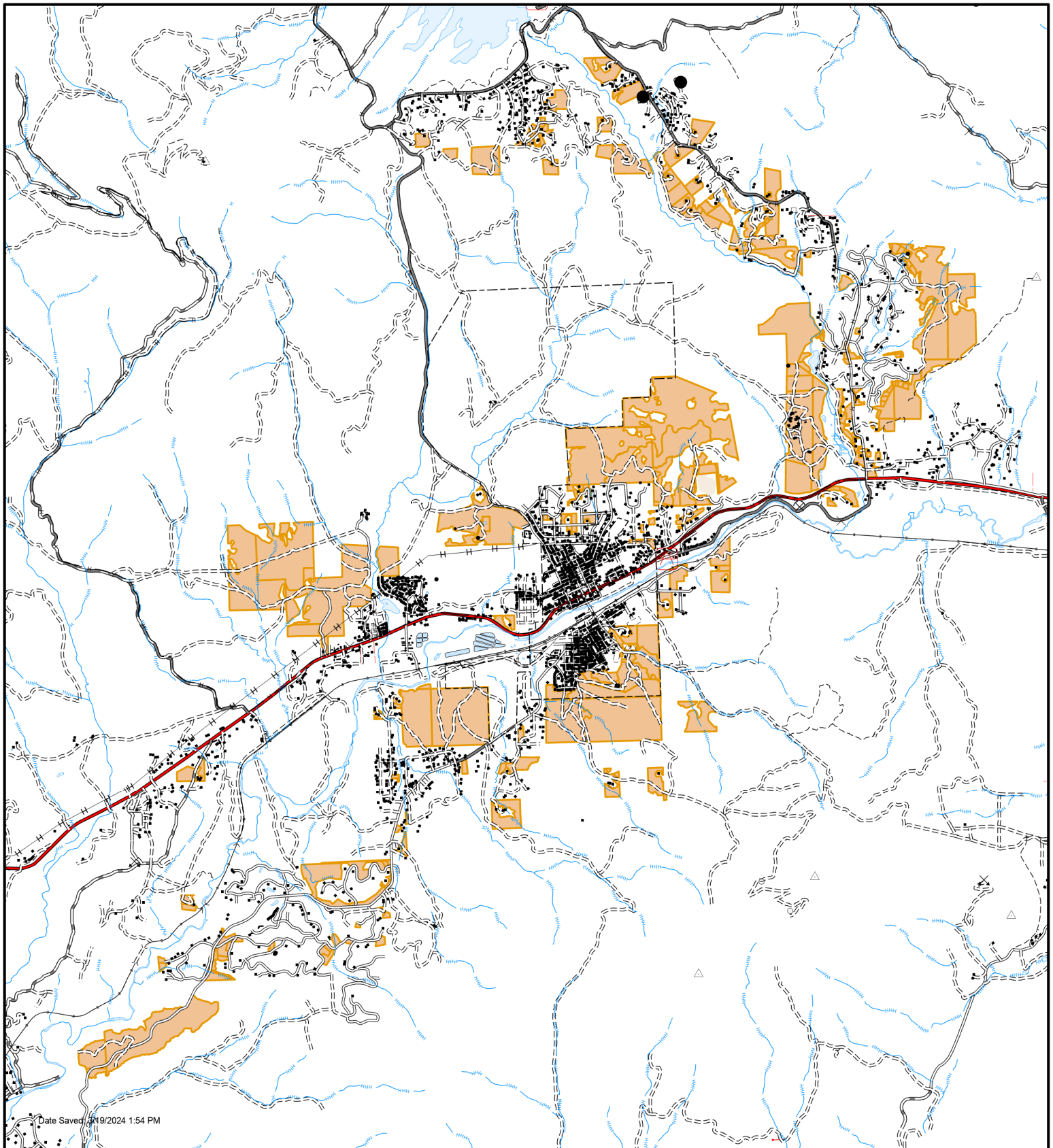
Date: _____

The primary specifications have been developed by the Registered Professional Forester to meet hazardous fuel reduction goals of the Eastern Plumas Wildfire Protection Project and are summarized as follows:

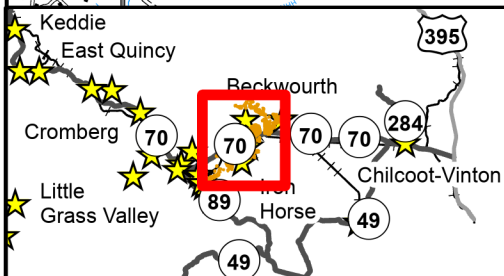
1. Treatment shall be a thinning from below, targeting trees that eliminate the vertical continuity of vegetative fuels and the horizontal continuity of tree crowns, for the purpose of reducing the rate of fire spread, duration intensity, fuel ignitability, or ignition of tree crowns.
2. The residual stand shall consist primarily of healthy and vigorous Dominants and Co-dominants from the pre-harvest stand. Trees retained to meet the Basal Area stocking standards shall be selected from the largest trees available on the project area prior to harvest. In no case shall stocking be reduced below 75 square feet basal area per acre.
3. Quadratic Mean Diameter shall be increased in the post harvest stand.
4. Residual tree spacing will range between 15-30 feet depending on tree diameter, density, and health. 5. Only trees less than thirty (30) inches in stump diameter, measured eight (8) inches above ground level may be removed for commercial purposes. 14 CCR § 1038.3(h).
6. Species retention preference shall be 1) Sugar Pine, 2) Jeffrey/Ponderosa Pine, 3) Incense Cedar, 4) Douglas fir, 5) White fir, 6) Western Juniper. All hardwoods shall be retained unless removal of hardwoods less than 5" DBH is required for operability.

7. Slash and Woody Debris shall be treated to achieve a maximum post-harvest depth of nine inches above the ground except within one-hundred-fifty (150) feet from any point of an approved and legally permitted structure that complies with the California Standards Building Code. Slash shall be treated using mechanical mastication or tracked chipping where needed to achieve the stated maximum postharvest depth.
8. All surface fuels within one-hundred-fifty (150) feet of an Approved and Legally Permitted Structure, which could promote the spread of wildfire, shall be chipped or removed within forty-five (45) days from the start of Timber Operations.
9. All fuel treatments shall be completed within one (1) year from the approval date of the Exemption Notice.
10. The project forester will be developing a more comprehensive prospectus prior to implementation that will be available upon request.

Total Commercial Treatment Acreage: 25.7 acres



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Easter Plumas Wildfire Protection Project Overview Map

 Treatment Area



0 2,000 4,000 8,000 12,000 Feet

1 inch equals 1 foot

1:73,346



Date: 3/19/2024