

RESOLUTION
of the

Board of Directors
of

NORTH COAST RAILROAD AUTHORITY

Resolution No. 2019-13

IN THE MATTER OF:
Resolution No. 2019-13
To Establish Fund 74105

WHEREAS, the NCRA Board of Directors approved agreements with the County of Sonoma to provide fiscal accounting services;

WHEREAS, the County of Sonoma requires an approved Board Resolution to establish a separate fund within their fiscal accounting system;

WHEREAS, NCRA wishes to establish a separate fund to account for the FY2019-2020 State of California budget allocation of \$500,000;

WHEREAS, NCRA understands that payments cannot be made from this fund without The prior approval of the SB 1029 Task Force Project Manager;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH COAST RAILROAD AUTHORITY as follows:

Fund 74105 is established to account for the State of California FY2019-2020 budget allocation of \$500,000.

Introduced and adopted this 14th day of October 2019 at a regular meeting of the Board of Directors of North Coast Railroad Authority at Healdsburg, California.

AYES:

NOES:

ABSENT:

ATTEST:

Mitch Stogner
NCRA Executive Director

Richard Marks
NCRA Board of Directors Chair

RESOLUTION
of the

Board of Directors
of

NORTH COAST RAILROAD AUTHORITY

Resolution No. 2019-14

IN THE MATTER OF:
Resolution No. 2019-14

Approving 2019-2020 Fund 74105
Budget

WHEREAS, the NCRA Board of Directors approved Resolution No. 2019-13 to establish Fund 74105;

WHEREAS, the County of Sonoma requires an approved Board Resolution to adopt the budget prior to disbursing funds from Fund 74105;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH COAST RAILROAD AUTHORITY as follows:

1. The 2019-2020 Fund 74105 Budget as presented in the NCRA Overall Work Plan In the State Funds column for the period October 1, 2019 through September 30, 2020 is adopted by NCRA as its Final Budget for Fund 74105.

Introduced and adopted this 14th day of October 2019 at a regular meeting of the Board of Directors of North Coast Railroad Authority at Healdsburg, California.

AYES:

NOES:

ABSENT:

ATTEST:

Mitch Stogner
NCRA Executive Director

Richard Marks
NCRA Board of Directors Chair

Summary of Projected Revenue

NCR Overall Work Plan (October 1, 2019 - September 30, 2020)

Subobj	FUNDING SOURCE	BOARD APPVD BUDGET (7/10/2019)	REVISED BUDGET	FUNDING %	Anticipated Receipt of Funds (Cash Flow)											
					2019			2020								
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Local Funding Sources (PROJECTED)																
44002	Interest on Pooled Cash	\$ 500,000	\$ 500,000	0%	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ 125
44003	Interest Earned	\$ -	\$ -													
44050	Unrealized Gains and Losses	\$ -	\$ -													
44101	Rents-Real Estate	\$ 175,000.00	\$ -	0%												
	Leases Subject to Split		\$ 99,027.03	10%	\$ 7,064	\$ 12,845	\$ 5,695	\$ 12,997	\$ 25,414	\$ 1,824	\$ 3,976	\$ 5,105	\$ 3,819	\$ 10,943	\$ 6,254	\$ 3,091
	Leases Not Subject to Split		\$ 62,483.18	6%	\$ 4,050	\$ 250	\$ 5,194	\$ 16,003	\$ 4,555	\$ 250	\$ 4,918	\$ 6,271	\$ 4,091	\$ 9,330	\$ 5,250	\$ 2,323
44102	Equipment Lease	\$ 140,580.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	33 boxcars in Ohio		\$ 140,580.00	14%	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715	\$ 11,715
	Roll equipment in Schellville		\$ -													
44109	Operator Rent	\$ -	\$ 180,460.00	18%			\$ 45,115			\$ 45,115			\$ 45,115			\$ 45,115
45301	Application Fees	\$ -	\$ -													
45101	Prior Year Revenue	\$ -	\$ -													
46040	Miscellaneous Revenue	\$ -	\$ -													
46041	Discounts Earned	\$ -	\$ -													
46200	PY Revenue - Miscellaneous	\$ -	\$ -													
47003	Gain on Asset Disposal	\$ -	\$ -													
47003	Gain on Asset Disposal	\$ -	\$ -													
48008	Settlement Proceeds	\$ -	\$ -													
47103	Transfers-in from Property Fund	\$ 65,000.00	\$ -													
	LOCAL FUNDING - SUBTOTAL	\$ 381,080.00	\$ 483,050.21	49%	\$ 22,829	\$ 24,810	\$ 67,844	\$ 40,714	\$ 41,684	\$ 59,029	\$ 20,609	\$ 23,091	\$ 64,864	\$ 31,988	\$ 23,219	\$ 62,369
State Funding Sources (REQUESTED)																
	State Budget Act of 2019	\$ -	\$ 499,999.74	51%	\$ 200,000		\$ 300,000									
	TBD	\$ -	\$ -													
	STATE FUNDING - SUBTOTAL	\$ -	\$ 500,000.00	61%	\$ 200,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LOCAL FUNDING - SUBTOTAL	\$ 381,080.00	\$ 483,050.21	49%	\$ 22,829	\$ 24,810	\$ 67,844	\$ 40,714	\$ 41,684	\$ 59,029	\$ 20,609	\$ 23,091	\$ 64,864	\$ 31,988	\$ 23,219	\$ 62,369
	STATE FUNDING - SUBTOTAL	\$ -	\$ 500,000.00	61%	\$ 200,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LOCAL FUNDING - SUBTOTAL	\$ 381,080.00	\$ 483,050.21	49%	\$ 22,829	\$ 24,810	\$ 67,844	\$ 40,714	\$ 41,684	\$ 59,029	\$ 20,609	\$ 23,091	\$ 64,864	\$ 31,988	\$ 23,219	\$ 62,369
	STATE FUNDING - SUBTOTAL	\$ -	\$ 500,000.00	61%	\$ 200,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PROGRAM FUNDING	\$ 381,080.00	\$ 983,050.21	100%	\$ 222,829	\$ 24,810	\$ 67,844	\$ 340,714	\$ 41,684	\$ 59,029	\$ 20,609	\$ 23,091	\$ 64,864	\$ 31,988	\$ 23,219	\$ 62,369

Summary of Expenditures by Funding Source
 NCRCA Overall Work Plan (October 1, 2019 - September 30, 2020)

WE	Work Element Project Description	Board App'vd FY19-20 Cash Budget	Unfunded		Local Funds		State Funds		TOTAL Expenditure	Priority	Anticipated Expenditure of Funds (Cash Flow)											
											2019			2020			2020					
											Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Societies and Benefits - SUBTOTAL	236,276	-	-	-	290,046	290,046	290,046	290,046	High	19,626	19,626	19,626	19,626	19,626	19,626	19,626	20,351	19,626	19,626	19,626	19,626
2	Services and Supplies																					
2.1	Professional Services - SUBTOTAL	291,748	-	-	210,322	113,454	323,776	323,776	323,776	High	40,002	31,736	29,591	31,782	28,957	21,880	22,526	22,865	24,351	24,616	23,209	22,260
2.2	Supplies (Agency Overhead) - SUBTOTAL	66,910	-	-	236,775	-	236,775	236,775	236,775	High	8,410	5,976	49,691	4,576	4,576	4,576	4,576	4,576	4,576	4,576	4,576	2,660
2.3	Travel Expenses (Board and Staff) - SUBTOTAL	5,250	-	-	3,728	-	3,728	3,728	3,728	High	134	134	134	1,181	1,181	134	134	1,181	1,181	134	134	1,181
2.4	Public Safety Maintenance - SUBTOTAL	7,575	-	-	32,225	96,500	128,725	128,725	128,725	High	6,500	25,000	50,020	1,852	1,667	19,167	-	6,130	6,130	6,130	6,130	-
	WE 1 - Societies and Benefits - SUBTOTAL	236,276	-	-	210,322	113,454	323,776	323,776	323,776	High	19,626	19,626	19,626	19,626	19,626	19,626	19,626	20,351	19,626	19,626	19,626	19,626
	WE 2 - Supplies (Agency Overhead) - SUBTOTAL	298,548	-	-	236,775	-	236,775	236,775	236,775	High	40,002	31,736	29,591	31,782	28,957	21,880	22,526	22,865	24,351	24,616	23,209	22,260
	WE 2.3 - Travel Expenses (Board and Staff) - SUBTOTAL	66,910	-	-	3,728	-	3,728	3,728	3,728	High	8,410	5,976	49,691	4,576	4,576	4,576	4,576	4,576	4,576	4,576	4,576	2,660
	WE 2.4 - Public Safety Maintenance - SUBTOTAL	5,250	-	-	3,225	96,500	128,725	128,725	128,725	High	134	134	134	1,181	1,181	134	134	1,181	1,181	134	134	1,181
	OWP EXPENDITURES - TOTAL	614,557	1,022	1,022	483,050	500,000	983,050	983,050	983,050	High	74,672	82,473	149,063	59,017	54,940	110,498	46,862	55,302	99,932	58,082	51,759	144,453

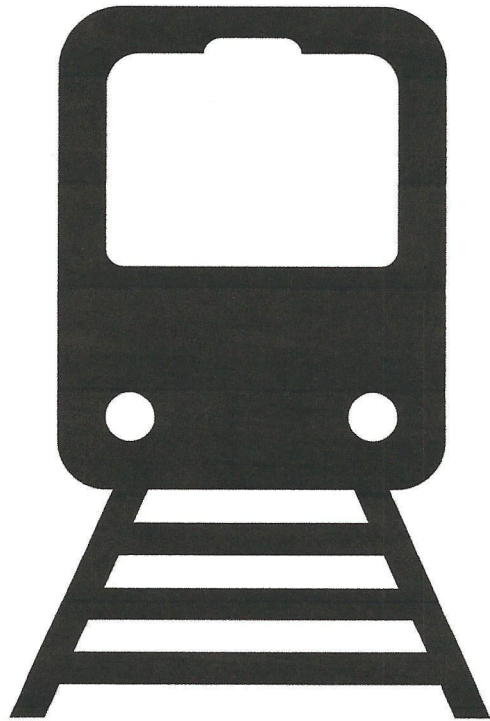
TOTAL EXPENDITURE \$ 983,050
 PROJECTED LOCAL REVENUE \$ 483,050
 REMAINING BALANCE \$ 500,000
 REQUESTED STATE REVENUE \$ 500,000

Summary of Annual Expenditure by Funding Source - Work Element 2.3

WE	SUBOBJ	Work Element Project Description	Board Appvd FY19-20 Cash Budget	(Revised) FY19-20 Cash Budget				Anticipated Expenditure of Funds (Cash Flow)											
				Local Funds	State Funds	TOTAL	Priority	2019			2020			2020			2020		
2	2.3	Services and Supplies						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Travel Expenses (Board and Staff)	\$ 1,000	\$ 500	\$ -	\$ 500	High	\$ 30	\$ 30	\$ 30	\$ 167	\$ 30	\$ 30	\$ 30	\$ 167	\$ 30	\$ 30	\$ 30	\$ 167
	51602	Everca meeting meals	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	High	\$ 104.17	\$ 104.17	\$ 104.17	\$ 910	\$ 104.17	\$ 104.17	\$ 104.17	\$ 910	\$ 104.17	\$ 104.17	\$ 104.17	\$ 910
	51605	Private Care Expense (Mileage reimbursements)	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	High	\$ 104.17	\$ 104.17	\$ 104.17	\$ 1,181	\$ 134	\$ 134	\$ 134	\$ 1,181	\$ 134	\$ 134	\$ 134	\$ 1,181
	52031	Board meeting meals	\$ -	\$ -	\$ -	\$ -		\$ 134	\$ 134	\$ 134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Travel Expenses - SUBTOTAL	\$ 5,250	\$ 4,750	\$ -	\$ 4,750		\$ 134	\$ 134	\$ 134	\$ 1,181	\$ 134	\$ 134	\$ 134	\$ 1,181	\$ 134	\$ 134	\$ 134	\$ 1,181

October 1, 2019
thru
September 30, 2020

North Coast Railroad Authority Overall Work Program



Insert NCRA Logo

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INTRODUCTION

The North Coast Railroad Authority (NCRA) is dedicated to working cooperatively with the Senate Bill 1029 Assessment Task Force Team, the Legislature, and the Governor's Office. The primary goal of this 2019-20 Overall Work Program (OWP) is to provide transparency in NCRA's agency operations while assisting the Task Force, meeting payroll obligations and addressing urgent health and safety risks on unmaintained portions of the right-of-way.

NCRA was formed in 1989 by the Legislature under the North coast Railroad Authority Act, Government code Sections 93000, et seq. The Act was intended to ensure continuation of railroad service in Northwestern California and envisioned the railroad playing a significant role in the transportation infrastructure serving the north coast. However, the decline of the timber industry, coupled with unstable geologic soils along the Eel River Canyon, made this ambitious pursuit nearly impossible. With an aging infrastructure, severe storm damage, and very little economic support, NCRA has been unable to adequately maintain the line for over a decade.

In 2018, Senator McGuire sponsored Senate Bill 1029 to dissolve NCRA and build the Great Redwood Trail in the former railroad right-of-way. The Legislature and former Governor Edmund G. Brown Jr. approved the bill, which went into effect January 1, 2019. Although the bill states an intention to dissolve the NCRA, it does not specify how or when it should be done. Rather, it directs the State Transportation Agency to conduct an assessment of NCRA's assets and liabilities, in consultation with the Natural Resources Agency. The results of the Assessment are to be reported to the Legislature by July 1, 2020.

While the Assessment study is ongoing, NCRA continues to be a fully functioning entity and must meet its contractual obligations. NCRA is governed by a nine-member Board of Directors consisting of two representatives from each of the Counties most affected by the railroad right-of-way (Humboldt, Sonoma, Marin, Mendocino) and one city representative. Its staff include an Executive Director and one Administrative Assistant. All professional staff are retained by contract and include a Professional Engineer, Accountant, Legal Counsel, and an annual Auditor. Payroll and bookkeeping services are provided by the County of Sonoma.

WORK ELEMENTS

With its dissolution looming, NCRA is trying to survive with a dwindling source of revenue. This OWP describes all known income anticipated in the coming year, both from local and state sources. It also breaks down the agency expenditures

into manageable Work Elements (WE) which describe the activities covered and funding source to be used.

- Work Element 1: Salaries and Benefits
- Work Element 2: Services and Supplies
 - Work Element 2.1: Professional Services
 - Work Element 2.2: Supplies (Agency Overhead)
 - Work Element 2.3: Travel Expenses (Board and Staff)
 - Work Element 2.4: Public Safety Maintenance

SUMMARY OF PROJECTED REVENUE

(Insert Table)

SUMMARY OF EXPENDITURES

(Insert Table)

EXPENDITURES BY FUNDING SOURCE

(Insert table)

WORK ELEMENT #1: SALARIES AND BENEFITS

Purpose

Provide for the continual support of NCRA staff to maintain existing workflow and assist with the SB 1029 Assessment effort. Ensures the institutional knowledge of staff is shared with the Assessment Task Force while it gathers and analyzes data.

Tasks

Executive Director (ED):

Under the general direction of the Board of Directors, the Executive Director has broad responsibilities and authority for management of the business and agency affairs of the NCRA including implementation of policy direction, strategic planning, and financial management.

The ED prepares and presents comprehensive reports, monitors legislation, manages contracts, and interacts on behalf of NCRA with representatives of connection railroads.

In addition, the ED exercises direct supervision of administrative staff. The ED supervises financial accounting functions; selects, supervises, trains, and evaluates employees; reviews and approves all revenue, expenses, and invoices. Further, the ED prepares and submits annual, monthly, and other periodic compliance, projects management, tax, and other reports to various governmental agencies; and represents NCRA at short line and other professional meetings/conferences.

Furthermore, the ED prepares, administers, and evaluates the annual budget; researches grant funding and economic development partnership opportunities; prepares and administers grant applications and contracts; prepares applications and performs project management and reporting functions relating to state and federally-funded construction projects; manages other professional services retained; works with the Board of Directors and the Board Committees in developing programs to fulfill agency goals; and develops working relationships with other agency staff including, but not limited to, CPUC, Caltrans, CDF, F&G, FEMA, OES, and UP.

Administrative Assistant (AA):

Under the general supervision, performs responsible and confidential administrative duties for the Executive Director (ED).

The AA carries out assignments given by the ED, using independent judgment in securing the desired results; helps to organize and assist others in organizing and developing modern and effective procedures for the conduct of agency activities; certain recurring projects are to be initiated independently.

In addition, the AA directs the flow of communication, works and activity of the ED; acts as confidential secretary for the ED; confers with individuals and groups to obtain information; maintains related records and files; writes reports on special surveys and studies; assists ED in the preparation of grant applications and administering, monitoring, and coordinating grant programs.

The AA also preforms the duties of accounts clerk working with the accountant on fiscal services such as payroll, accounts payable, accounts receivable, period-end closings, tax reporting, and financial statement preparation.

The AA also schedules and preforms legally required activities for matters such as bond issues; develops and administers a records management and retention program; assists in the preparation and management of contracts and agreements, including tracking effective dates and compliance with insurance requirements.

Further, the AA monitors compliance with Fair political Practices Commission requirements; maintains all employee master personnel files; monitors certificates of insurance, maintains records and advises the public/contractors/staff on required content and form.

The AA also types a variety of documents where knowledge of format and representation are necessary; prepares and replies to written requests for information; gathers, compiles, and computes information and figures for a variety of reports; establishes and maintains projects and confidential files; attends meetings, takes minutes of proceedings; catalogs and files materials; receives, opens, and screens mail; compiles public meeting agendas and prepares meeting information packets; types contracts and specifications; and performs other related duties as required.

1. Regular salaries as described:

- a. Mitch Stogner, Executive Director (\$63.48 hourly rate)
- b. Hiedy Torres, Administrative Assistant (\$21.56 hourly rate)

2. Retirement contributions (CalPERS)

- a. Mitch Stogner, Executive Director (calculation based on 10.21%)
- b. Hiedy Torres, Administrative Assistant (calculation based on 10.21%)

3. Worker's Compensation Contributions
 - a. Mitch Stogner, Executive Director (calculation based on \$63.48 hourly rate)
 - b. Hiedy Torres, Administrative Assistant (calculation based on \$21.56 hourly rate)

4. Health Insurance
 - a. Mitch Stogner, Executive Director (\$1,886.65 per month)

5. Holiday Leave
 - a. Mitch Stogner, Executive Director (\$63.48 hourly rate)
 - b. Hiedy Torres, Administrative Assistant (\$21.56 hourly rate)

Products

Board meeting agendas and minutes, resolutions, staff reports, work program status reports to the SB 1029 Assessment Task Force, draft and final OWP and amendments as necessary, updates to the Legislature and Governor's Office on request, and other status reports as necessary.

Funding Sources and Anticipated Expenditures

Responsible Staff	Monthly Average Rate	Revised Annual Budget	Funding Source
Executive Director Mitch Stogner	\$19,180.16	\$230,162	State Budget Act of 2019 Item 0521-101-0001
Administrative Assistant Hiedy Torres	\$3,866.83	\$46,402	State Budget Act of 2019 Item 0521-101-0001
Worker's Comp	\$77.08	\$925	State Budget Act of 2019 Item 0521-101-0001
CalPERS Unfunded Liability	\$1,046.41	\$12,557	State Budget Act of 2019 Item 0521-101-0001
WE 1 - TOTAL		\$290,046	

Summary of Expenditures by Funding Source – WE 1

(insert table)

WORK ELEMENT #2: SERVICES AND SUPPLIES

TASK 2.1: PROFESSIONAL SERVICES

Purpose

Provide for the continual support of NCRA staff to maintain existing workflow and assist with the SB 1029 Assessment effort. Ensures the institutional knowledge of staff is shared with the Assessment Task Force while it gathers and analyzes data.

Sub-Tasks

1. County of Sonoma Accounting and Payroll Services (\$8,998.00 annual rate)

The County of Sonoma provides regular booking and payroll services to special districts in Sonoma County, including NCRA. The services provided are not duplicated by internal NCRA staff or external accountants and include the following:

- Process invoices for payment;
- Maintaining agency accounts (agency, property, RRIF);
- Process deposit authorizations;
- Process bi-weekly payroll including quarterly and annual reporting;
- CalPERS reporting and payment submission;
- Assist NCRA with reports for annual budget process;
- Provide information necessary for external Auditors;
- Insure accurate input of accounting transactions;
- Provide NCRA with copies of cancelled checks upon request.

These services are rated as a high priority for funding because Sonoma County handles all NCRA payroll, processing of accounts payable, and maintains NCRA financial accounts. The County is under contract for FY 19/20 at the rate not to exceed \$8,998.

2. County of Sonoma Legal Services (\$256.00 per hour)

The County has provided valuable legal counsel services to NCRA since January 2019 when NCRA's previous counsel discontinued his contract in light of the impending dissolution. Sonoma county Counsel has performed 300 hours of legal services and is anticipated to be needed for 12 months in the coming year. The services provided are as follows:

- Providing general advice related to NCRA operations, meetings, ongoing legal compliance issues raised by conduct of general business of NCRA;
- Advising NCRA on real property transactions, including negotiating new and revised lease, license, and easement agreements;
- Assisting with preparation for and process of railbanking to the extent such direction is given;
- Negotiating for completion of ongoing legal and project management disputes related to Ukiah Depot Project; possible legal action related to same;
- Litigation of current and anticipated construction contracting/payment disputes, including but not limited to MCM Construction v. NCRA and;
- Providing advice and assistance with respect to outstanding obligations of NCRA under existing leases and other agreements expected to be retired or modified on a going-forward basis.

The County Counsel is under contract on an on-call basis as needed, and the contract can be cancelled by either party with a 30-day notice.

These items are considered high priority to minimize legal risk and ultimate cost of settling NCRA's outstanding and pending liabilities. Failure to comply with legal requirements with respect to ongoing operations, and failure to negotiate/litigate already-existing disputes properly to minimize exposure will likely lead to additional legal and financial liability and cost NCRA and/or any successor entity significant additional sums.

3. Aycock & Edgmon Accounting Services (not to exceed \$32,000 per year)

Aycock & Edgmon has provided valuable accounting services to NCRA since September 2009. Ms. Edgmon's accounting services are not duplicated by the County of Sonoma and include the following:

- Monthly financial reports for the Board;
- Monthly reconciliation of NCRA's cash accounts;
- Recording prepaid expenses, depreciation, prepaid leases, accrued interest, and adjusted entries as needed on a monthly basis;
- Preparation of Annual Transaction Report;
- Preparation of documents and reconciliations as requested by NCRA's auditors;
- Preparation of the compiled financial statements on a quarterly basis as required by the FRA.

Ms. Edgmon is anticipated to be needed for 12 months in the coming year. This firm is under contract until October 31, 2020. The monthly estimated cost is \$2,667.

These services are rated as a high priority for funding because Ms. Edgmon provides essential accounting services for NCRA.

4. Pimenti & Brinker Annual Auditing Services (\$26,200 FY 18/19 audit)

Pimenti & Brinker has provided annual auditing services to NCRA since June 2009 and is anticipated to be needed to complete FY 18/19 and FY 19/20 audit in the coming year. This firm is under contract for FY 18/19 Audit at the rate of \$26,200.

These services deserve a high rating because they are required under the 2011 FRA loan. Under the FRA RRIF loan NCRA, as a co-borrower with NWP Co., is required to complete this audit under a tight timeframe established by FRA. Failure to meet this timeline puts NCRA in default resulting in a finding of material noncompliance under the terms of the RRIF loan.

5. American Rail Engineers (\$2,100 per month)

American Rail Engineers (ARE) has provided vital Professional Engineering services to NCRA since January 2007 and is anticipated to be needed for 12 months in the coming year. This firm is under a February 8, 2012 contract at the rate of \$2,100 per month.

These services are rated as a high priority for funding. ARE performs essential Engineering services on an on-call basis that include: managing AUTHORITY's rehabilitation program; administering grant funds; engineering design and construction oversight; performing maintenance on AUTHORITY right of way; reviewing encroachment permits; developing funding applications; participating in the selection of the current operator; and providing staff support for coordination with SMART; Caltrans; CTC; Department of Fish and Game; Regional Water Quality Control Board; Department of Toxic Substances; Department of Justice; County of Marin, and other local agencies along the line for engineering support services on an as-needed basis.

6. Lear Asset Management (\$550 per month)

Lear Asset Management has provided security services at the Willits rail yard for NCRA since May 2013. Lear handles maintenance emergencies of all kinds primarily related to homeless encampments and associated vandalism, fire

hazards, trash and brush removal etc., and is anticipated to be needed for 12 months in the coming year. This firm is under contract for \$550 per month until contract is terminated by either party.

Lear Asset Management is under contract to address maintenance emergencies that potentially impact health and safety along the rail line. These issues primarily relate to vandalism and environmental degradation and fires caused by homeless encampments in Cloverdale, Ukiah, Willits and throughout Humboldt county. For this reason, the services provided by Lear Asset Management should be rated as high.

Products

Board meeting agendas and minutes, resolutions, staff reports, work program status reports to the SB 1029 Assessment Task Force, draft and final OWP and amendments as necessary, updates to the Legislature and Governor’s Office on request, and other status reports as necessary.

Funding Sources and Anticipated Expenditures

Responsible Consultant	Monthly Average Rate	Revised Annual Budget	Funding Source
Sonoma Co. Accounting	\$749.83	\$8,998	Local Funds
Sonoma Co. Legal Counsel	\$15,360	\$113,454	State Budget Act of 2019 Item 0521-101-0001
Sonoma Co. Legal Counsel	\$5,905.50	\$70,866	Local Funds
Aycock & Edgmon Accountants	\$2,666.67	\$32,000	Local Funds
Pisenti & Brinker Auditors	\$2,183.33	\$26,200	Local funds
American Rail Engineers	\$2,100	\$25,200	Local Funds
Lear Asset Management	\$550	\$6,600	Local funds
WE 2 - TOTAL		\$283,318	

Summary of Expenditures by Funding Source – WE 2, Sub-Task 2.1

(insert table)

TASK 2.2: SUPPLIES (AGENCY OVERHEAD)

Purpose

Provide for the day to day expenses of running an office and public agency. This Work Element will allow NCRA staff to maintain its existing workflow and assist with the SB 1029 Assessment effort. Along with salaries and benefits, these tasks ensure the institutional knowledge of staff is shared with the Assessment Task Force while it gathers and analyzes data.

Sub-Tasks

1. Communications

- a. AT&T (\$350 average monthly/\$4,200 annual rate)
Business office phone lines and fax line, clerk of the Board tablet, and internet service. Maintaining an office phone is rated as a high priority because NCRA must have a way to reach staff, Directors, the public, and other agencies that it interacts with daily and this is rated as a high priority.
- b. WUCS Conference Telecommunications (\$1400 annual rate)
Teleconferencing service that allows conference calling between staff, Directors, and other agencies. This service is used for Special Board meetings and Committee conferencing calls. This is a high priority because NCRA must have a way to communicate when all involved parties cannot be present at one location.
- c. Net Nation Web Hosting (\$95 annual rate)
Web hosting service that maintains our webpage location. This is a high priority because NCRA is required to have public access to all information, meeting agendas, minutes, and other important information.
- d. Building Rental (\$12,240 annual rate)
Rent for Ukiah NCRA office at 419 Talmage Road, Suite M, Ukiah. This is a high priority as an office and must be maintained by NCRA to conduct its day to day business.
- e. General Office Supplies (\$3,350 annual rate)
General office supplies: ink, paper, toilet paper and paper towels, batteries for recording devices, envelopes of all sizes, staples, pens,

binders, file folders, printers/fax machines as needed, etc. This is a high priority because the office must have these essential items to perform its tasks.

- f. Postage (\$950 annual rate)
Stamps.com is used for postage printing. The service is used to mail out invoices for property collections, transmittals going to Sonoma County, all letters/packets mailed to the Board, and various letters as needed. This is high priority as NCRA must have postage to perform required tasks.

- g. EFS Charges - Sonoma County Charges (\$500 annual rate)
Processing of claims and invoices for payments issued by Sonoma County. This is high priority as NCRA has established Sonoma County as their outside accounting agency.

- h. Software (\$3,200 annual rate)
Parcel Quest – to explore properties owned and maintained by NCRA, Adobe – PDF converter program used to convert files as needed, Microsoft Office – Operating system for all NCRA office computers, etc. This is high priority as NCRA must have software to perform required tasks.

- i. Utilities
 - i. City of Ukiah (\$1,080 annual rate)
Electricity for 5 signal crossing boxes and electricity at the Ukiah office. High priority.

 - ii. City of Healdsburg (\$2,700 annual rate)
Electricity for signal crossings and crossing boxes at 6 locations. High priority.

 - iii. Hopland Utilities District (\$900 annual rate)
Water and Sewer for Hopland property. High priority.

 - iv. PG&E (\$840 annual rate)
Gas service for Ukiah office. High priority.

- j. General Liability Insurance (\$23,000 annual rate)
General liability insurance for NCRA. High priority.

- k. California Special District Annual Dues (\$1,400 annual rate)
Annual dues for enrollment in SDRMA. High priority.

Products

Funding Sources and Anticipated Expenditures

Activity	Monthly Average Rate	Revised Annual Budget	Funding Source
AT&T (Office and internet service)	\$350	\$4,200	Local Funds
WUCS Conference Telecommunications (conference calling service)	\$117	\$1,400	Local Funds
Net Nation Web Hosting (northcoastrailroad.org web hosting)	\$8	\$95	Local Funds
NCRA Office Rent (Leland S. Kraemer et al)	\$1050	\$12,600	Local Funds
Office Supplies (paper, ink, toilet paper/paper towels, batteries, pens, file folder, etc.)	\$279	\$3,350	Local Funds
Postage (stamps.com and postage for mailing out invoices, Board packets, and Sonoma County transmittals)	\$87.50	\$1050	Local Funds
EFS Charges - Sonoma County Charges	\$41.66	\$500	Local Funds
Software (Parcel Quest, Adobe, Microsoft Office, etc.)	\$267	\$3,200	Local Funds
Utilities - City of Ukiah (Ukiah office electricity and 5 signal boxes within the ROW)	\$90	\$1,080	Local Funds
Utilities - City of Healdsburg (electricity for 6 signal boxes within the ROW)	\$225	\$2,700	Local Funds
Utilities - Hopland Utilities District (Water & sewer Hopland property)	\$75	\$900	Local Funds

Utilities - PG&E (Ukiah office gas service)	\$70	\$840	Local Funds
General Liability Insurance (Oct 2019-Oct 2020)	\$1916.66	\$23,000	Local Funds
California Special District Annual Dues	\$117	\$1,400	Local Funds
WE 4 - TOTAL		\$56,315	

Summary of Expenditures by Funding Source – WE 2, Sub-Task 2.2

(insert table)

TASK 2.3: TRAVEL EXPENSES

Purpose

Provide for the continual support of NCRA staff and Board as they travel to monthly Board Meetings which rotate between Eureka, Ukiah, Healdsburg, and Novato.

Sub-Tasks

1. Eureka Meeting Motels (\$500 annual rate)
 Overnight hotel stay for Board meeting in Eureka for Mitch Stogner and Hiedy Torres due to distance and time of meeting. High priority. The expense is necessary for staff to attend Board meetings and travel to required meetings in Eureka.

2. Mileage Reimbursements (\$3000 annual rate)
 Mileage for Mitch Stogner and Hiedy Torres to attend Board meetings and other required meetings in their private vehicle. This total may include parking fees and bridge tolls as needed. High priority. The expense is necessary for staff to attend Board meetings and travel to required meetings at various locations.

3. Board meeting meals (\$1250 annual rate)
 Lunch is provided to the Board at each Board meeting. High priority. Staff provides lunch from Safeway at each regular scheduled Board meeting.

Products

Funding Sources and Anticipated Expenditures

Activity	Monthly Average Rate	Revised Annual Budget	Funding Source
Eureka meeting motels (Overnight stay for staff to attend Eureka Board meeting)	\$42	\$500	Local Funds
Mileage reimbursements (staff reimbursement for mileage to and from Board meetings in Novato, Healdsburg, and	\$250	\$3,000	Local Funds

Eureka, and reimbursement for miles driven to required meetings)			
Board meeting meals (NCRA provides lunch to the Board at its regular monthly Board meeting)	\$104	\$1,250	Local Funds
WE 5 - TOTAL		\$4,750	

Summary of Expenditures by Funding Source – WE 2, Task 2.3

(insert table)

TASK 2.4: PUBLIC SAFETY MAINTENANCE

Purpose

Provides for the maintenance of existing infrastructure and volunteer flora within the railroad right-of-way.

Sub-Tasks

1. Warren Creek Trestle (Professional Engineer's Estimate \$75,000)
This historic wooden trestle bridge crosses a county road and private driveway in rural Humboldt County near the city of Blue Lake. Due to its age and deferred maintenance this trestle is deteriorating and has begun dropping timbers from its structure. NCRA's Professional Engineer has assessed the trestle and determined that it can be stabilized without requiring complete removal. High priority.
2. Crossing Maintenance (\$5,000 annual estimate)
Maintain the roadway surface at crossings. On-going as needed. Health and safety risk protections for the public. High priority.
3. Safety Repairs to Bridge Walkways (\$6,500 annual estimate)
Health and safety risk protections for the public. On-going as needed. High priority.
4. Clean-up Homeless Encampments in northern Sonoma County (Healdsburg-Cloverdale) (\$2,000 annual estimate)
Abatement of trash, debris, and health risks due to illegal encampments. Health and safety risk protections for the public. High priority. On-going as needed and as requested by local law enforcement.
5. Clean-up Homeless Encampments in Ukiah (\$2,500 annual estimate)
Abatement of trash, debris, and health risks due to illegal encampments. Health and safety risk protections for the public. High priority. On-going as needed and as requested by local law enforcement.
6. Vandalism at Brazos Bridge (\$2,500 annual estimate)
Cleanup of vandalism and bridge repainting. High priority. On-going as needed and as requested by local law enforcement.

7. Vandalism at Black Point Bridge (\$2,500 annual estimate)
Cleanup of vandalism and bridge repainting. High priority. On-going as needed and as requested by local law enforcement.
8. Vandalism at Signals (\$4,500 annual estimate)
Painting of graffiti and cleanup of area surrounding signals. Medium priority. On-going as needed. This will not be performed this year unless requested by local law enforcement.
9. Vandalism - Cloverdale Yard (\$3500 annual estimate)
Inspect, clean-up, secure, abatement of trash, debris, and health risks concerns. Medium priority. On-going as needed. This will not be performed this year unless requested by local law enforcement.
10. Weed Abatement in Healdsburg - Eric Dicke (\$5,500 professional estimate)
Weed abatement and brush clearing in downtown Healdsburg. High priority. Required by local fire department and can be fined if this task is not completed annually.
11. Weed Abatement in Willits - Paul Trouette (\$5500 annual estimate)
Clear brush and volunteer flora from ROW bordering Willits High School continuing south to Safeway along Railroad Ave. in Willits. High priority. Required by local fire department and can be fined if this task is not completed annually. This section of the line has not been abated in several years and has heavy overgrowth. NCRA has received a code violation notice in May of 2019 from the city.
12. Weed Abatement in Windsor (\$4500 annual estimate)
Abatement of trash, debris, and health risks due to illegal encampments, clear debris and volunteer flora as required by city to assist with wildfire suppression efforts. High priority. Required by local fire department or can be fined if task is not completed annually. This section of the line has not been abated in several years and has heavy overgrowth.
13. Weed Abatement in Ukiah (\$3500 annual estimate)
Abatement of trash, debris, and health risks due to illegal encampments, clear debris and volunteer flora as required by city to assist with wildfire

suppression efforts. High priority. Required by local fire department or can be fined if task is not completed annually.

- 14. Weed Abatement in Calpella (\$2500 annual estimate)
Abatement of trash, debris, and health risks due to illegal encampments, clear debris and volunteer flora as required by city to assist with wildfire suppression efforts. High priority. Required by local fire department or can be fined if task is not completed annually. This section of the line has not been abated in several years and has heavy overgrowth.
- 15. Weed Abatement and fencing at Ukiah Depot (\$3020 annual rate)
Temporary fence panel rental to deter trespassing and abatement of tall weeds, grasses, volunteer flora and overgrowth at the Ukiah Depot site. High priority. Required by local fire ordinances.
- 16. State Water Resources Control Board Annual Permit (\$185 annual rate)
Annual permit for Gibson Creek Crossing in Ukiah at the JCC site. Required permit. High priority.
- 17. Mendocino Air Quality - Annual Burn Permit (\$20 annual rate)
Calfire requests this permit annually to assist with their weed abatement needs. High priority. Required for burning of debris by Calfire.

Products

Funding Sources and Anticipated Expenditures

Activity	Monthly Average Rate	Revised Annual Budget	Funding Source
Warren Creek Trestle	\$6250	\$75,000	State Budget Act of 2019 Item 0521-101-0001
Crossing Maintenance	\$416.66	\$5,000	Local Funds
Safety Repairs to Bridge Walkways	\$541.66	\$6,500	Local Funds
Clean-up Homeless Encampments in Windsor	\$166.66	\$2,000	Local Funds
Clean-up Homeless Encampments in Ukiah	\$208.33	\$2,500	Local Funds

Vandalism (inspect, clean-up, secure) - Brazos Bridge	\$208.33	\$2,500	Local Funds
Vandalism (inspect, clean-up, secure) - Black Point Bridge	\$208.33	\$2,500	Local Funds
Vandalism (inspect, clean-up, secure) - Signals	\$375	\$4,500	Local Funds
Vandalism (inspect, clean-up, secure) - Cloverdale Yard	\$291.66	\$3,500	Local Funds
Weed Abatement in Healdsburg - Eric Dicke Roadbuilding	\$458.33	\$5,500	State Budget Act of 2019 Item 0521-101-0001
Weed Abatement in Willits - Paul Trouette	\$458.33	\$5,500	State Budget Act of 2019 Item 0521-101-0001
Weed Abatement in Windsor (Engineering estimate)	\$375	\$4,500	State Budget Act of 2019 Item 0521-101-0001
Weed Abatement in Ukiah (Engineering estimate)	\$291.66	\$3,500	State Budget Act of 2019 Item 0521-101-0001
Weed Abatement in Calpella (Engineering estimate)	\$208.33	\$2,500	State Budget Act of 2019 Item 0521-101-0001
Weed Abatement and fencing at Ukiah Depot	\$251.66	\$3,020	Local Funds
State Water Resources Control Board Annual Permit	\$15.41	\$185	Local Funds
Mendocino Air Quality - Annual Burn Permit	\$1.66	\$20	Local Funds
	WE 3 - TOTAL	\$128,725	

Summary of Expenditures by Funding Source – WE 2, Task 2.4

(insert table)

**RESOLUTION
of the
Board of Directors
of
NORTH COAST RAILROAD AUTHORITY**

Resolution No. 2019-15

IN THE MATTER OF:
Resolution No. 2019-15

Approving 2019-2020 Fund 74101
Revised Budget

WHEREAS, the NCRA Board of Directors approved Resolution No. 2019-14 to establish a budget for Fund 74105;

WHEREAS, the NCRA Agency Budget requires revision to exclude expenditures included in Fund 74105 budget approved by Resolution 2019-14;

WHEREAS, the NCRA Agency Budget requires revision to mirror the expenditures as detailed in the NCRA Overall Work Plan;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH COAST RAILROAD AUTHORITY as follows:

1. The 2019-2020 Fund 74101 Budget as presented in the NCRA Overall Work Plan in the Local Funds column for the period October 1, 2019 through September 30, 2020 is adopted by NCRA as its Final Budget for Fund 74101.

Introduced and adopted this 14th day of October 2019 at a regular meeting of the Board of Directors of North Coast Railroad Authority at Healdsburg, California.

AYES:

NOES:

ABSENT:

ATTEST:

Mitch Stogner
NCRA Executive Director

Richard Marks
NCRA Board of Directors Chair