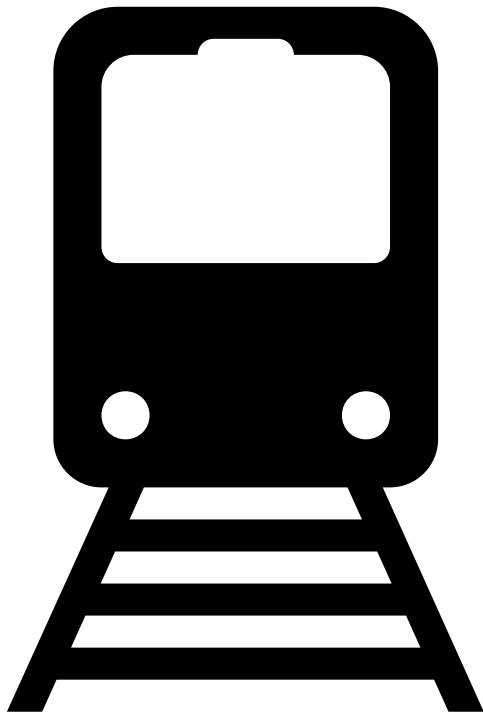


July 1, 2021  
thru  
June 30, 2022

# North Coast Railroad Authority Overall Work Program



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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 2021-22 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. 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 two decades.

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, Mendocino, Sonoma, and Marin) 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
  - Task 2.1: Professional Services
  - Task 2.2: Supplies (Agency Overhead)
  - Task 2.3: Travel Expenses (Board and Staff)
  - Task 2.4: Public Safety Maintenance

### SUMMARY OF PROJECTED REVENUE

SubObj	FUNDING SOURCE	Board Appv'd CASH BUDGET (6/14/2021)
<b>Local Funding Sources</b>		
44002	Interest on Pooled Cash	
44003	Interest Earned	
44050	Unrealized Gains and Leases	
44101	Rents-Real Estate	
44102	Equipment Lease	\$194,702.26
	33 Boxcars in Ohio	\$140,580.00
	Rail equipment in Schellville	
	Open Air Car NWP #101101	\$750.00
44109	Operator Rent	
45301	Application Fees	
45101	Prior Year Revenue	
46040	Miscellaneous	
46041	Discounts Earned	
46200	PY Revenue - Miscellaneous	
47003	Gain on Asset Disposal	
48008	Settlement Proceeds	
<b>LOCAL FUNDING - SUBTOTAL</b>		<b>\$ 336,032.26</b>
<b>State Funding Sources</b>		
State Budget Act of 2019		
TBD		

<b>STATE FUNDING - SUBTOTAL</b>	
LOCAL FUNDING - SUBTOTAL	\$366,032.26
STATE FUNDING - SUBTOTAL	
<b>TOTAL PROGRAM FUNDING</b>	<b>\$ 336,032.26</b>

## SUMMARY OF EXPENDITURES

Work Element Project Description	Board Appv'd CASH BUDGET (6/14/2021)
<b>WE 1 Salaries and Benefits</b>	
Salaries and Benefits - SUBTOTAL	\$304,506.00
<b>WE 2 Services and Supplies</b>	
2.1 Prof. Services and Supplies - SUBTOTAL	\$434,631.13
2.2 Supplies (Agency Overhead) - SUBTOTAL	\$ 74,146.00
2.3 Travel Expenses (Board & Staff) - SUBTOTAL	\$ 1,000.00
2.4 Public Safety Maintenance - SUBTOTAL	\$165,205.00
<b>FY 2021-2022 OWP EXPENDITURES - TOTAL</b>	<b>\$979,488.13</b>

## BALANCE

<b>FY 2021-2022 REVENUE (PROJECTED)</b>	<b>\$ 336,032.26</b>
<b>FY 2021-2022 EXPENDITURE (PROJECTED)</b>	<b>\$ 979,488.13</b>
<b>SAVINGS / (DEFICIT)</b>	<b>\$ 643,455.87</b>

## **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 partner 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.

Finally, 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, California Public Utilities Commission (CPUC), California Department of Transportation (Caltrans), California Department of Forestry and Fire Protection (Cal Fire), California Department of Fish and Wildlife (CDFW), Federal Emergency Management Agency (FEMA), Governor's Office of Emergency Services (OES), and Union Pacific (UP).



**Administrative Assistant (AA):**

Under the general supervision of the ED, performs responsible and confidential administrative duties for the 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: 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 performs 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 performs 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, and 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 (\$2,203.83 per month)
  - b. Hiedy Torres, Administrative Assistant (\$0 – Not Insured)
  
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.

**Anticipated Expenditures**

<b>Responsible Staff</b>	<b>Monthly Average Rate</b>	<b>Board App'vd FY 21-22 Budget</b>
Permanent Positions <ul style="list-style-type: none"> <li>• Exec. Director</li> <li>• Admin. Assist'nt</li> </ul> <p style="text-align: right; margin-right: 20px;">TOTAL</p>	\$10,072.15 <u>\$3,147.76</u> \$13,219.91	   \$158,638.89
Holiday Pay <ul style="list-style-type: none"> <li>• Exec. Director</li> <li>• Admin. Assist'nt</li> </ul> <p style="text-align: right; margin-right: 20px;">TOTAL</p>	\$507.84 <u>\$129.36</u> \$637.20	   \$7,646.00
Sick Leave <ul style="list-style-type: none"> <li>• Admin. Assist'nt</li> </ul>	\$129.36	\$1552.32
Sick Leave Payout at Termination <ul style="list-style-type: none"> <li>• Exec. Director</li> <li>• Admin. Assist'nt</li> </ul>		\$30,470.40 <u>\$3842.85</u>

TOTAL		\$34,313.25
Vacation Taken		
• Exec. Director	\$423.20	\$5,078.40
• Admin. Assist'nt	<u>\$143.73</u>	<u>\$1,724.80</u>
TOTAL	566.93	\$6,803.20
Vacation Payout at Termination		
• Exec. Director		\$20,313.60
• Admin. Assist'nt		<u>\$3,612.16</u>
TOTAL		\$23,925.76
CalPERS Retirement		
• Exec. Director	\$1,986.01	\$23,832.12
• Admin. Assist'nt	<u>\$272.48</u>	<u>\$3,269.76</u>
TOTAL	\$2,258.49	\$27,101.88
FICA/Medicare		
• Exec. Director	\$159.55	\$1,914.56
• Admin. Assist'nt	<u>\$51.48</u>	<u>\$617.74</u>
TOTAL	\$211.03	\$2,532.30
Health Insurance		
• Exec. Director	\$2,203.83	\$26,446.00
CalPERS Unfunded Accrued Liability	\$1,203.83	\$14,446.00
Worker's Comp – Local Bds	\$91.66	\$1,100.00
<b>WE 1 - TOTAL</b>		<b>\$304,506.00</b>

## 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

##### **SUBTASK 2.1.1. Aycock & Edgmon Accounting Services**

FUNDING CRITICALITY : HIGH (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.
- Preparation of NCRA's annual budget and the Overall Work Program.

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 \$2,667.00. Ms. Edgmon's rate for accounting services is at a discounted hourly rate of \$100.00. Assistance with preparation of this OWP was included in this calculation and will affect the hours available for NCRA in the coming year for essential financial accounting requirements.

These services are rated as a high criticality for funding because Ms. Edgmon provides essential accounting services for NCRA. During the dissolution process, Ms. Edgmon will continue to prepare financial reports and monthly reconciliations for the Board and as requested by the State, will assist with preparation of the OWP as requested by the State, and will closeout reports for the agency accounts as required.

### **SUBTASK 2.1.2. Pimenti & Brinker Annual Auditing Services**

FUNDING CRITICALITY : HIGH (\$50,500 two-year audit estimate)  
Pimenti & Brinker has provided annual auditing services to NCRA since June 2009 and is anticipated to be needed to complete the FY 19/20 and FY 20/21 two-year audit. Funding criticality is high as NCRA must submit an annual audit as required by California Special Districts.

### **SUBTASK 2.1.3. County of Sonoma Accounting and Payroll Services**

FUNDING CRITICALITY : HIGH (\$28,000 annually)  
The County of Sonoma provides regular bookkeeping 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;
- Maintain 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;
- Ensure accurate input of accounting transactions;
- Provide NCRA with copies of cancelled checks upon request.

These services are rated as a high criticality 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 21/22 at the rate not to exceed \$28,000.

### **SUBTASK 2.1.4. County of Sonoma Legal Services**

FUNDING CRITICALITY : HIGH (\$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 NCRA's impending dissolution. Sonoma County Counsel 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 criticality 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.

#### **SUBTASK 2.1.4 Outside Counsel Legal Advice**

FUNDING CRITICALITY : HIGH

*(Charles Montange \$250 per hour)*

Charles Montange has been contracted by NCRA and has provided valuable railbanking legal counsel services to NCRA since June of 2020. Outside counsel is anticipated to be needed for 12 months in the coming year. The services provided are as follows:

- Initiating and conducting abandonment proceedings related to railbanking the NCRA right-of-way with the Surface Transportation Board;
- Fieldwork and historical review related to preparation of a historical reports for the Surface Transportation Board
- Providing legal assistance related to railbanking;
- Providing legal representation and communication;
- Providing advisory services.

Charles Montange is under contract until June 30, 2022, and the contract can be cancelled at any time by either party with a 10-day notice.

#### **SUBTASK 2.1.5. American Rail Engineers**

##### FUNDING CRITICALITY : HIGH

*(\$2,100 per month/\$10,000 estimate environmental clean-up Humboldt County)*  
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 until cancelled by either party.

These services are rated as a high criticality for funding. ARE performs essential Engineering services on an on-call basis that include: managing NCRA's rehabilitation program; administering grant funds; engineering design and construction oversight; performing maintenance on NCRA right of way; reviewing encroachment permits; developing funding applications; and providing staff support for coordination with Sonoma Marin Area Rail Transit (SMART), Caltrans, California Transportation Commission (CTC), CDFW, North Coast Regional Water Quality Control Board (NCRWQCB), 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. NCRA must have an on-call engineer to address public health and safety issues up and down the line from Healdsburg (MP 68.2) to Eureka (MP 284). This is an absolute necessity as long as the historic Northwestern Pacific Railroad right of way remains in public ownership. Therefore, ARE also has the responsibility of overseeing the maintenance activities of NCRA's private freight operator, NWP Co., to ensure it appropriately performs necessary maintenance activities per

NCRA's Best Management Practices as required under its operation contract with NCRA and as required by its Operation Plans filed with, and approved by, the NCRWQB. ARE will also assist in the required State Water Board subsurface evaluation in Humboldt County. Finally, it is NCRA's responsibility to protect the public's safety and the integrity of the railroad right-of-way from dangerous and/or negligent railroad encroachments. Therefore, ARE is contracted to review all encroachment permit applications prior to NCRA approval.

#### **SUBTASK 2.1.6. Professional/Special Services – Office Equipment Repair**

FUNDING CRITICALITY : HIGH (\$500 per year)

Necessary repair of office machines that are essential to NCRA functions. These machines include copiers, printers, fax machines, and telecommunication repair needs.

#### **SUBTASK 2.1.7 Data Processing Services – Bank Service Fees**

FUNDING CRITICALITY : HIGH (\$250 per year)

Bank service charges paid to Savings Bank of Mendocino County to retain an account for funds for Ukiah Depot Improvements.

#### **SUBTASK 2.1.8. FEC – 30% of Lease Revenue (PI)**

FUNDING CRITICALITY: HIGH (\$13,966.13 annually)

This contract is being reviewed by Sonoma County Legal Counsel to determine the most appropriate way to withdraw from contract with FEC. Under a 2013 agreement with Parallel Infrastructure, currently FEC Real Estate Services, NCRA is contractually required to divide any new license agreement, 70% to NCRA and 30% FEC Real Estate Services, for new encroachments discovered and negotiated by FEC Real Estate Services. NCRA is required to pay FEC 30% for any new encroachment it discovers with its GIS tool or other means. That's NCRA's obligation as payment for FEC's property management services.

#### **SUBTASK 2.1.9. Lear Asset Management**

FUNDING CRITICALITY : HIGH (\$1,000 per month)

Lear Asset Management has provided security services at the Willits rail yard for NCRA since May 2013 after the request was made by the City of Willits to monitor the rail yard. 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 \$1,000 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 Willits and throughout Mendocino and Humboldt Counties. For this reason, the services provided by Lear Asset Management should be rated as high criticality.

Lear Asset Management also provides weed abatement services on an “on-call” basis as requested by the Executive Director. This is charged outside his normal base rate of \$1,000 per month and is instead an hourly rate plus reimbursement for supplies and equipment rentals costs associated with these on-call requests. Lear Asset Management will provide receipts for equipment rentals, gas, and supplies and an invoice which details completed projects. This task can be found under subtask 51072.

### Anticipated Expenditures

<b>Subtask</b>	<b>Responsible Consultant</b>	<b>Monthly Average Rate</b>	<b>Board App'vd FY 20-21 Budget</b>
2.1.1	Aycock & Edgmon Accountants	\$2,666.67	\$32,000
2.1.2	Pisenti & Brinker Auditors	\$4,208.33	\$78,500
2.1.3	Sonoma Co. Acc'ting	\$2,333.33	
2.1.4	Sonoma Co. Legal Counsel	\$9,000.00	\$108,000.00
2.1.4	Outside Counsel – Legal Advice	\$9,166.66	\$110,000.00
2.1.5	American Rail Engineers		monthly stipend \$25,200.00
	TOTAL	\$6,692.92	prior engineering \$45,115.00 \$80,315.00
2.1.6	Prof/Special Services - Office Equipment Repair	\$41.66	\$500.00
2.1.7	Data Processing Services	\$20.83	\$250.00
2.1.8	FEC – 30% of Lease Revenue	\$1,163.84	\$13,966.13
2.1.9	Lear Asset Management	\$925	\$11,100.00
<b>WE 2.1 - TOTAL</b>			<b>\$375,550.00</b>

## WORK ELEMENT #2: SERVICES AND SUPPLIES, (Cont'd)

### 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

##### **SUBTASK 2.2.16. Communications**

###### **a. AT&T**

FUNDING CRITICALITY : HIGH (\$7331.00 annual rate)

Business office phone lines and fax-line, clerk of the Board tablet, and internet service. Maintaining an office phone, tablet, and internet is rated as a high criticality because NCRA must have a way to reach staff, Directors, the public, and other agencies that it interacts with daily.

###### **b. WUCS Conference Telecommunications**

FUNDING CRITICALITY : HIGH (\$350.00 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 on an as needed basis though out the year. This is a high criticality because NCRA must have a way to communicate when all involved parties cannot be present at one location.

###### **c. Net Nation Web Hosting**

FUNDING CRITICALITY : HIGH (\$84.00 annual rate)

Web hosting service that maintains our webpage location. This is a high criticality because NCRA is a public agency and is required by the Brown Act to maintain public access to all information, meeting agendas, minutes, and other important information.

###### **d. DropBox**

FUNDING CRITICALITY : HIGH (\$240.00 annual rate)

DropBox is a file hosting service that is used to exchange files that are too large to send by email. This is a high criticality because NCRA uses this method to exchange documents, post Board Meeting Agendas and Board Meeting materials for Directors, and to exchange files between NCRA and its Legal Counsel.

#### **e. Zoom Video Conferencing**

FUNDING CRITICALITY : HIGH

*(\$180.00 annual rate)*

Zoom Video Conferencing is a video conferencing service used by NCRA to communicate with its Board, staff, the public and other public agencies. Due to Covid-19, NCRA Board has been holding its quarterly Board of Directors Meetings by video conference. This is a high criticality because NCRA is a public agency that is required to have Board meetings and is required by the Brown Act to maintain public access to all Board of Directors Meetings.

#### **SUBTASK 2.2.17. Building Rental**

FUNDING CRITICALITY : HIGH

*(\$12,600.00 annual rate)*

Rent for Ukiah NCRA office at 419 Talmage Road, Suite M, Ukiah. This is a high criticality as an office and must be maintained by NCRA to conduct its day-to-day business. This office also contains historical files of the NCRA that the SB 1029 Assessment Task Force must have access to, in order to complete the mandated assessment.

#### **SUBTASK 2.2.18. General Office Supplies**

FUNDING CRITICALITY : HIGH

*(\$3,350.00 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 criticality because the office must have these essential items to perform its tasks.

#### **SUBTASK 2.2.19. EFS Charges - Sonoma County Charges**

FUNDING CRITICALITY : HIGH

*(\$500.00 annual rate)*

The Encrypting File System charges represent normal financial system operating and maintenance costs, which are similar in nature to costs previously incurred by the Auditor-Controller for the FAMIS financial system and charged to districts as Accounting Service Charges. The estimated FY 20-21 EFS charges are based on 100% of the projected EFS operating and maintenance costs and are

provided to assist in budget development. Actual EFS charges will be based on the actual EFS operating and maintenance costs incurred in FY 20-21 and will be proportionally allocated to districts based on actual transactional data.

### **SUBTASK 2.2.20. Unclaimable EFS**

FUNDING CRITICALITY : LOW (\$25.00 annual rate)

This 51928 EFS Unclaimable charge accompanies the 51919 claimable charges associated with the cost of EFS for departments. For the Cost Plan 51928 are distinguished as charges that are not able to be passed on as overhead to other departments.

### **SUBTASK 2.2.6. ERP System Charges – Sonoma County Charges**

FUNDING CRITICALITY : LOW (\$666.00 annual rate)

### **SUBTASK 2.2.7. Mail Services – Postage Charged by Sonoma County**

FUNDING CRITICALITY : HIGH (\$100.00 per year)

Mail service charge from Sonoma County. This charge reflects postage for mailing of transmittals back to the NCRA office for final reconciliation, postage for mailing of staff paystubs to the Ukiah office, and postage for mailing of required documents to NCRA office.

### **SUBTASK 2.2.8. Postage**

FUNDING CRITICALITY : HIGH (\$390.00 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 criticality as NCRA must have postage to perform required tasks.

### **SUBTASK 2.2.9. Software**

FUNDING CRITICALITY : HIGH (\$3,200.00 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 criticality as NCRA must have software to perform required tasks.

### **SUBTASK 2.2.10. Utilities**

#### **a. City of Ukiah**

FUNDING CRITICALITY : HIGH (\$390.00 annual rate)

Electricity for 5 signal crossing boxes and electricity at the Ukiah office. This is a required maintenance fee imposed by the city to energize unused crossing signal boxes. High criticality.

**b. City of Healdsburg**

FUNDING CRITICALITY : HIGH (\$2,110.00 annual rate)

Electricity for signal crossings and crossing boxes at 6 locations. This is a required maintenance fee imposed by the city to energize unused crossing signal boxes. High criticality.

**c. Hopland Utilities District**

FUNDING CRITICALITY : HIGH (\$900 annual rate)

Water and Sewer for Hopland property. This fee was imposed by the utility district for sewer and water lines that occupy space at this location. The district charges a flat rate fee regardless of use. High criticality.

**d. PG&E**

FUNDING CRITICALITY : HIGH (\$230.00 annual rate)

Gas service for NCRA's main office in Ukiah. High criticality .

**SUBTASK 2.2.11. Maintenance – Bldg/Imp**

FUNDING CRITICALITY : HIGH (\$12,000 annual rate)

Annual rental of fencing panels at the Willits rail yard and along the NCRA right-of-way to deter vandalism and homeless occupancy. The request to install fencing was made by the City of Willits. This may also include annual rental of fencing panels not normally included but deemed necessary to maintain public health and safety.

**SUBTASK 2.2.12. General Liability Insurance**

FUNDING CRITICALITY : HIGH (\$28,000.00 annual rate)

General liability insurance for NCRA. High criticality. General liability is required by the FRA. This policy has a \$10,000,000 general liability policy limit. \$5,000,000 each occurrence for general liability and \$25,000 per occurrence for fire damage.

**SUBTASK 2.2.13. California Special District Annual Dues**

FUNDING CRITICALITY : HIGH (\$1,500.00 annual rate)

Annual dues for enrollment in California Special District Risk Management Authority. Special District Risk Management Authority Workers' Compensation Program offers an alternative workers' compensation program for special

districts and other public agencies. Responsive claims management and cost containment combined with tailored safety and loss prevention provides members an unequaled full-service workers' compensation program. All claims are handled by a third party TPA, York Risk Services Group.

#### **SUBTASK 2.2.14. Principal Payments – LT Debt**

FUNDING CRITICALITY : HIGH (\$55,667.00 per year)

Under the October 2011 RRIF agreement with NWP Co., NWP Co. is required to pay principal and interest on the RRIF loan. The total combined payment of \$180,460 is required repayment of the federal loan and are paid by the co-borrower, NWP Co., under the October 2011 agreement. As this payment is required by the Federal Government, this is listed as a high criticality.

#### **SUBTASK 2.2.14. Interest**

FUNDING CRITICALITY : HIGH (\$34,563.00 per year)

Under the October 2011 RRIF agreement with NWP Co., NWP Co. in required to pay principal and interest on the RRIF loan. The total combined payment of \$180,460 is required repayment of the federal loan and are paid by the co-borrower, NWP Co., under the October 2011 agreement. As this payment is required by the Federal Government, this is listed as a high criticality.

#### **SUBTASK 2.2.15. Interest – LT Debt**

FUNDING CRITICALITY : HIGH (\$34,563.00 per year)

Under the October 2011 RRIF agreement with NWP Co., NWP Co. in required to pay principal and interest on the RRIF loan. The total combined payment of \$180,460 is required repayment of the federal loan and are paid by the co-borrower, NWP Co., under the October 2011 agreement. As this payment is required by the Federal Government, this is listed as a high criticality.

#### **SUBTASK 2.2.16. Judgements and Damages**

FUNDING CRITICALITY : HIGH (\$0 per year)

Provide for the payment of mandated legal fees, judgements, and damages as required by a judicial order or consent decree.

### Products

Provides essential telecommunication needs, office supplies for functionality of the Ukiah NCRA office, maintaining a Brown Act required public posting website, software to operate essential office computer programs and accounting software, electric charges for Ukiah and Healdsburg signal control boxes that are required to be supplied with electricity by the city, sewer and water flat rate for Hopland property that must remain active or future occupant will be charged a \$10,000 reconnection fee, PG&E gas service for the Ukiah office, general liability insurance, and annual dues for Special District Risk Management Authority.

### Anticipated Expenditures

<b>Sub-task</b>	<b>Activity</b>	<b>Monthly Average Rate</b>	<b>Board App'vd FY 20-21 Budget</b>
2.2.1	Communications	\$682.08	\$8,185.00
2.2.2	NCRA Office Rent (Leland S. Kraemer et al)	\$1050	\$12,600.00
2.2.3	Office Supplies	\$279	\$3,350.00
2.2.4	EFS Charges - Sonoma County Charges	\$41.66	\$500.00
2.2.5	Unclaimable EFS	\$2.08	\$25.00
2.2.6	ERP Charges – Sonoma County Charges	\$55.50	\$666.00
2.2.7	Mail Srvices–Sonoma Co.	\$8.33	\$100.00
2.2.8	Postage	\$32.50	\$390.00
2.2.9	Software (Parcel Quest, Adobe, Microsoft Office, etc.)	\$267	\$3,200.00
2.2.10	Utilities	\$302.50	\$3630.00
2.2.11	Maintenance – Bldg/Imp	\$1,000	\$12,000.00
2.2.12	General Liability Insurance (Oct 2019-20)	\$2,333.33	\$28,000.00
2.2.13	California Special District Annual Dues	\$125	\$1,500.00
2.2.14	Principal Payments – LT Debt (RRIF Loan)	\$0	\$0
2.2.15	Principal Payments – LT Debt (RRIF Loan)	\$0	\$0
2.2.16	Judgements and Damages	\$0	\$0

	<b>WE 2.2 - TOTAL</b>	<b>\$74,146.00</b>
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## WORK ELEMENT #2: SERVICES AND SUPPLIES, (Cont'd)

### TASK 2.3. TRAVEL EXPENSES

#### Purpose

Provide for the continual support of NCRA staff and Board. The Authority has representatives from four north coast counties. At such a time NCRA returns to regular in person Board Meetings, this expense covers travel costs and lodging for staff to travel to Board Meetings in Humboldt County. This cost may also cover mileage reimbursement when staff must travel to attend out of the area meetings.

#### Sub-Tasks

##### **SUBTASK 2.3.1. Eureka Meeting Motels**

FUNDING CRITICALITY : LOW (UNFUNDED - \$500 annual rate)  
Not funded in revised budget.

Overnight hotel stay for Board meeting in Eureka for staff. The expense is necessary for staff to attend Board meetings and travel to required meetings in Eureka. The Eureka meeting is scheduled up to 3 times per year.

##### **SUBTASK 2.3.2. Mileage Reimbursements**

FUNDING CRITICALITY : HIGH (\$500.00 annually)

Mileage for Executive Director and Administrative Assistant to attend Board meetings and other required meetings in their private vehicle. The NCRA does not provide a company vehicle for travel. This total may include parking fees and bridge tolls. The expense is necessary for staff to attend Board meetings and travel to other required meetings at various locations. This expense shall also cover mileage reimbursement for staff to attend required meetings in Sacramento and surrounding areas as needed and will cover staff mileage for travel to complete required material exchanges with Sonoma County offices.

##### **SUBTASK 2.3.3. Board meeting meals**

FUNDING CRITICALITY : LOW (\$0)

In person Board meetings have been placed on hold. At such a time that in person meetings may resume, lunch is provided to the Board at each Board meeting. Staff provides lunch from Safeway at each regular scheduled Board

meeting. This cost is not claimed by Directors and is only used for staff expenses. Low criticality.

**Products**

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. The expense is necessary for staff to attend Board meetings and travel to other required meetings at various locations.

**Anticipated Expenditures**

<b>Sub-Task</b>	<b>Activity</b>	<b>Monthly Average Rate</b>	<b>Board App'vd FY 20-21 Budget</b>
2.3.1	Eureka meeting motels	\$41.66	\$500.00
2.3.2	Mileage reimbursements	\$41.66	\$500.00
2.3.3	Board meeting meals	\$0	\$0
<b>WE 2.3 - TOTAL</b>			<b>\$1,000.00</b>

## WORK ELEMENT #2: SERVICES AND SUPPLIES, (Cont'd)

### 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

##### **SUBTASK 2.4.1. Maintenance Emergencies Related to Trestles**

FUNDING CRITICALITY: HIGH

*(Professional Engineer's Estimate \$126,500.00)*

Due to age and deferred maintenance many trestles have deteriorated and have begun dropping timbers from structures making this a high criticality. NCRA's Professional Engineer has assessed some of the trestles and determined that can be stabilized without requiring complete removal.

##### **SUBTASK 2.4.2. Crossing Maintenance**

FUNDING CRITICALITY : LOW

*(UNFUNDED)*

Maintain the roadway surface at crossings. Health and safety risk protections for the public. Low criticality. Unfunded need. Costs are likely to rise due to deferred maintenance. This will not be performed this year unless requested by local law enforcement/code enforcement officers.

##### **SUBTASK 2.4.3. Safety Repairs to Bridge Walkways**

FUNDING CRITICALITY : LOW

*(UNFUNDED)*

Health and safety risk protections for the public. Low criticality. Underfunded need. Costs are likely to rise due to deferred maintenance. This will not be performed this year unless requested by local law enforcement/code enforcement officers.

##### **SUBTASK 2.4.4. Clean-up Homeless Encampments in Windsor**

FUNDING CRITICALITY : LOW

*(UNFUNDED/SMART)*

Abatement of trash, debris, and health risks due to illegal encampments. Health and safety risk protections for the public. Low criticality. Unfunded need. Costs

are likely to rise due to deferred maintenance. SMART assumed responsibility May 2021.

#### **SUBTASK 2.4.5. Clean-up Homeless Encampments in Ukiah**

FUNDING CRITICALITY : LOW (UNFUNDED)

Abatement of trash, debris, and health risks due to illegal encampments. Health and safety risk protections for the public. Low criticality. Unfunded need. Costs are likely to rise due to deferred maintenance. This will not be performed this year unless requested by local law enforcement/code enforcement officers.

#### **SUBTASK 2.4.6. Vandalism at Brazos Bridge**

FUNDING CRITICALITY : LOW (UNFUNDED/SMART)

Cleanup of vandalism and bridge repainting. Low criticality. This will not be performed this year unless requested by local law enforcement/code enforcement officers. Unfunded need. SMART assumed responsibility May 2021

#### **SUBTASK 2.4.7. Vandalism at Black Point Bridge**

FUNDING CRITICALITY : LOW (UNFUNDED/SMART)

Cleanup of vandalism and bridge repainting. Low criticality. Unfunded need. Costs are likely to rise due to deferred maintenance. SMART assumed responsibility May 2021

#### **SUBTASK 2.4.8. Vandalism at Signals**

FUNDING CRITICALITY : LOW (UNFUNDED)

Painting of graffiti and cleanup of area surrounding signals. This will not be performed this year unless requested by local law enforcement/code enforcement officers. Low criticality. Unfunded need. Costs are likely to rise due to deferred maintenance.

#### **SUBTASK 2.4.9. Vandalism - Cloverdale Yard**

FUNDING CRITICALITY : LOW (UNFUNDED/SMART)

Inspect, clean-up, secure, abatement of trash, debris, and health risks concerns. This will not be performed this year unless requested by local law enforcement. Low criticality. Unfunded need. SMART assumed responsibility May 2021

#### **SUBTASK 2.4.10. Weed Abatement in Healdsburg - Eric Dicke**

FUNDING CRITICALITY : LOW (\$5,000 annual estimate)

Weed abatement and brush clearing in downtown Healdsburg. Low criticality. SMART assumed responsibility May 2021.

#### **SUBTASK 2.4.11. Weed Abatement in Willits - Paul Trouette**

FUNDING CRITICALITY : HIGH (\$8,500 annual estimate)

Clear brush and volunteer flora from the right-of-way bordering Willits High School continuing south to Safeway along Railroad Ave. in Willits. High criticality. Required by local fire department and will be fined if this task is not completed annually. NCRA received a code violation notice in May of 2019 from the City. Municipal Code Section 8.20.020 E-9 prohibits the maintenance of properties such that “weeds and overgrown or uncultivated vegetation which are hazardous conditions.

#### **SUBTASK 2.4.12. Weed Abatement in Windsor**

FUNDING CRITICALITY : LOW (UNFUNDED/SMART)

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. Required by local fire department or will be fined if task is not completed annually. Low criticality. Unfunded need. Costs are likely to rise due to deferred maintenance. SMART assumed responsibility May 2021.

#### **SUBTASK 2.4.13. Weed Abatement in Ukiah**

FUNDING CRITICALITY : HIGH (\$25,000 engineering 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. The City of Ukiah performs routine weed abatement on the NCRA ROW. High criticality. Required by local fire department or will be fined if task is not completed annually by Chapter 11 Municipal Code 4202-G - Overgrown or dead, decayed, or hazardous vegetation, may harbor rats, vermin, or other disease carriers, is an obstruction to the vision of motorists or a hazardous condition to pedestrians, bicyclists, or vehicle traffic, or constitutes a blighted appearance.

#### **SUBTASK 2.4.14. Weed Abatement in Calpella**

FUNDING CRITICALITY : HIGH (UNFUNDED)

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 criticality. Required by local fire department or will be fined if task is

not completed annually as required by Chapter 11 Municipal Code 4202-G - Overgrown or dead, decayed or hazardous vegetation, may harbor rats, vermin or other disease carriers, is an obstruction to the vision of motorists or a hazardous condition to pedestrians, bicyclists, or vehicle traffic, or constitutes a blighted appearance.

**SUBTASK 2.4.15. Weed Abatement and fencing at Ukiah Depot**

FUNDING CRITICALITY : HIGH (UNFUNDED)

Temporary fence panel rental to deter trespassing and abatement of tall weeds, grasses, volunteer flora and overgrowth at the Ukiah Depot site. High criticality. Chapter 11 Municipal Code 4202-G - Overgrown or dead, decayed, or hazardous vegetation, may harbor rats, vermin, or other disease carriers, is an obstruction to the vision of motorists or a hazardous condition to pedestrians, bicyclists, or vehicle traffic, or constitutes a blighted appearance. Judicial Council of California assumed responsibility for this item in April 2021.

**SUBTASK 2.4.16. State Water Resources Control Board Annual Permit**

FUNDING CRITICALITY : HIGH (\$185 annual rate)

Annual permit for Gibson Creek Crossing in Ukiah at the Judicial Council of California site. Required permit. High criticality. NCRA is paying this fee due to lack of funding in the Ukiah Depot Improvement account.

**SUBTASK 2.4.17. Mendocino Air Quality - Annual Burn Permit**

FUNDING CRITICALITY : HIGH (\$20 annual rate)

This fee is assessed by Mendocino Air Quality Management and is required for burning of debris abated by CalFire during their weed abatement process. This fee is not included in the contract for weed abatement as it is required to be obtained by the property owner. High criticality.

**Products**

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

**Anticipated Expenditures**

Sub-task	Activity	Monthly Avg Rate	App'vd FY 21-22 Budget
2.4.1	Maintenance Emergencies Related to Trestles	\$10,541.66	\$126,500.00

2.4.2	Crossing Maintenance	\$0	Unfunded
2.4.3	Safety Repairs to Bridge Walkways	\$0	Unfunded
2.4.4	Clean-up Homeless Encampments in Windsor	\$0	Unfunded/SMART
2.4.5	Clean-up Ukiah	\$0	Unfunded
2.4.6	Vandalism - Brazos Bridge	\$0	Unfunded/SMART
2.4.7	Vandalism - Black Point Bridge	\$0	Unfunded/SMART
2.4.8	Vandalism - Signals	\$0	Unfunded
2.4.9	Vandalism - Cloverdale Yard	\$0	Unfunded/SMART
2.4.10	Weed Abatement in Healdsburg	\$416.66	\$5,000.00
2.4.11	Weed Abatement in Willits	\$708.33	\$8,500.00
2.4.12	Weed Abatement in Windsor	\$0	Unfunded/SMART
2.4.13	Weed Abatement in Ukiah	\$2,083.33	\$25,000.00
2.4.14	Weed Abatement in Calpella	\$0	Unfunded
2.4.15	Weeds and fencing at Ukiah Depot	\$0	Unfunded
2.4.16	SWRCB Annual Permit	\$15.41	\$185.00
2.4.17	MAQ - Annual Burn Permit	\$1.66	\$20.00
<b>WE 2.4- Total</b>			<b>\$165,205.00</b>