



GREAT REDWOOD TRAIL AGENCY Board of Directors Meeting

REVISED AGENDA

**Thursday, October 19, 2023
10:30am
Healdsburg City Council Chambers
401 Grove Street, Healdsburg
Sonoma County**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. AGENDA APPROVAL**
- D. PUBLIC COMMENT**

Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard and may be further limited at the discretion of the Chairwoman of the Board if the number of commentators reasonably so requires. "Public comment" time is limited to matters under the jurisdiction of the Agency that may not have been considered by the Agency previously and are not on the agenda. No action will be taken. Members of the public may also comment during specific agenda items when recognized by the Chair.

- E. CONDUCT OF BUSINESS**

- 1. Removed per Agenda revision October 17, 2023

- F. CONSENT CALENDAR**

- 1. Approval of Minutes – Regular Board of Directors Meeting – August 17, 2023

2. Approval of Financial Statements – August and September 2023
3. Approval of Warrants Issued - August and September 2023
4. Approval of Cal Card Statements – August and September 2023
5. Possible Action Regarding Approval of Resolution 2023-03 and Environmentally Preferable Purchasing and Practices Policy, as required by CalRecycle Grant Application for Calpella Illegal Dump Cleanup Grant Funding.
6. Possible Action Regarding Approval of Professional Services Agreement with DA MN Enterprises, LLC.
7. Possible Action Regarding approval of a regular Great Redwood Trail Agency Board Meeting Schedule.

G. STAFF REPORT – Karyn Gear

H. MATTERS FROM THE BOARD

I. CLOSED SESSION

1. Conduct Interviews and Discussion of the Board Regarding Appointment of Public Officer, General Manager Position
[Government Code Section 54957(b)(1)]

J. ANNOUNCEMENT OUT OF CLOSED SESSION

K. ANNOUNCEMENT OF NEXT MEETING

Board of Directors Meeting
November 9, 2023, 1:30pm
Healdsburg City Council Chamber
401 Grove Street. Healdsburg
Sonoma County

L. ADJOURNMENT

AGENDA NOTE

All items appearing on the agenda are subject to action by the Board of Directors. Staff recommendations are subject to action by the Board of Directors. Staff recommendations are subject to change by the Board.

AMERICAN WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact Hiedy Torres, at least 72 hours before the meeting by email at: hiedy@thegreatredwoodtrail.org.

ADDITIONS TO AGENDA

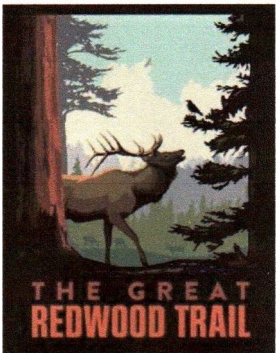
The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when: a) a majority vote determines that an "emergency situation" exists as defined in Section 54956.5, or b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, or c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Written materials related to an item on this agenda submitted to the Board of Directors are available for public inspection in the GRTA office located at 419 Talmage Road, Suite M, Ukiah California with 72-hour notice. Documents maintained for public inspection are considered draft documents until approved by the Board of Directors. Official records are maintained for public inspection in the GRTA office.

CLOSED SESSION

If agendaized, GRTA may adjourn to a closed session to consider litigation or personnel matters. Discussion of litigation or pending litigation may be held in closed session by authority of Government Code Section 54956.9; discussion of personnel matters by authority of Government Code Section 54957; to confer with their negotiator regarding real property by authority of Government Code Section 54956.8.



**GREAT REDWOOD TRAIL AGENCY
Board of Directors Meeting**

Thursday, August 17, 2023, 10:30am
Eureka City Council Chambers
531 K Street, 2nd Floor, Eureka
Humboldt County

MINUTES

A. OPEN SESSION - CALL TO ORDER

Chair Hart called the meeting to order at 10:30am.

B. ROLL CALL

Directors Present: Campbell, Bagby, Madrone, Hunerlach, Hagele (arrived at 10:36am), Sackett, Mulheren, and Chair Hart.

Directors Absent: Haschak

Others Present: Interim Executive Director – Karyn Gear, Legal Counsel – Elizabeth Coleman, and Recording Secretary – Hiedy Torres

C. AGENDA APPROVAL

Upon Motion by Campbell, seconded by Bagby the agenda was approved with the removal of Closed Session Item H.1.
Motion Carried:

AYES: 7- Campbell, Bagby, Madrone, Hunerlach, Sackett, Mulheren, and Chair Hart.

NOES: 0

ABSENT: 2- Haschak and Hagele

ABSTAIN: 0

D. PUBLIC COMMENT

Craig Benson, Humboldt Bay Harbor District Commissioner/Cal Poly Alumni- Mr. Benson thanked the board for coming to Humboldt County and voiced a huge amount of support for the once in a generation Great Redwood Trail. He said the community is very excited about the trail, and he reiterated that public and private partnerships along the rail line are of great value, especially in the Eel River Canyon because that area is a huge concern. The long-term maintenance and care would benefit from partnership with local utilities.

Bruce Silvey, Humboldt Trails Council- Mr. Silvey welcomed the Board to Humboldt County and said that hybrid meetings would allow the public to attend GRTA meetings.

Director Madrone- Dir. Madrone thanked the Humboldt Trails Council for all their hard work and dedication to trails.

Joe Oliver, Member of Timber Heritage Association- Mr. Oliver said he volunteers to keep the right of way clear in Humboldt County with a focus on the coastal area and he would like to mirror the Humboldt Trails Council comments and requested that Zoom meetings be made available for public participation. He also said that public utilities along the right of way are a good option to explore.

E. CONSENT CALENDAR

1. Approval of Minutes - Regular Board of Directors Meeting- June 15, 2023
2. Approval of Financial Statements – June and July 2023
3. Approval of Warrants Issued – June and July 2023
4. Approval of Cal Card Statement – June and July 2023

Chair Hart called for public comment on the Consent Calendar. No public comments were made.

Upon Motion by Director Bagby, seconded by Director Campbell, Agenda Items E.1 through E.4 were approved as presented.
Motion Carried:

AYES: 8- Campbell, Bagby, Madrone, Hunerlach, Hagele, Sackett, Mulheren, and Chair Hart.

NOES: 0

ABSENT: 1- Haschak

ABSTAIN: 0

F. STAFF REPORT

1. Executive Director Report - Karyn Gear

Ms. Gear said she is excited to see the Humboldt Bay Trail South project underway and looks forward to seeing the project move forward. An update regarding Zoom meetings has not been provided, but hopefully when the new General Manager is hired, that can be addressed because public participation is welcomed by the agency.

Hannah Bartee was welcomed and introduced as the new Humboldt County Project Manager. Ms. Gear gave a brief description of Ms. Bartee's knowledge about trails and her familiarity with the counties within the right of way.

Master Plan Community Engagements Meetings are continuing to be conducted. The meetings have been well attended, and a lot of interest has been shown. The next public meetings will be around December when the draft plan is complete.

Chair Hart called for public comment. No public comments were made.

G. MATTERS FROM THE BOARD

No matter from the Board.

Chair Hart called for Public Comment on Closed Session items. No public comments were made.

The Board adjourned to Closed Session at 10:43am.

H. CLOSED SESSION

Item H.1 removed from agenda at Agenda Approval.

1. Discussion with Legal Counsel Regarding Pending Litigation:
Abandonment and Railbanking Filings before Surface Transportation Board, AB 1305X
[Government Code section 54956.9(a)]
2. Conduct Interviews and Discussion of the Board Regarding Appointment of Public Officer, General Manager
Position
[Government Code section 54957(b)(1)]

I. ANNOUNCEMENT OUT OF CLOSED SESSION

The Board reconvened to Open Session at 3:07pm.

Chair Hart- Regarding agenda item H.2, staff was given direction.

J. ANNOUNCEMENT OF NEXT MEETING

Regular Board of Directors Meeting
Thursday, October 19, 2023, 10:30am
Healdsburg City Council Chambers
401 Grove Street, Healdsburg
Sonoma County

K. ADJOURNMENT

Chair Hart adjourned the meeting at 3:08pm.

Great Redwood Trail Agency
Statement of Net Position
August 31, 2023

4:55 PM
10/16/2023
Accrual Basis

	Aug 31, 23	Jul 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Cash Pooled with Sonoma County	322,135.64	270,177.28	51,958.36
10101 · Cash Pooled with County - TCRP	2,764.62	2,764.62	0.00
10104 · Cash Pooled - Property Account	15,953.57	15,953.57	0.00
10105 · Cash Pooled with Co - CalSTA	1,411,605.74	1,422,310.38	-10,704.64
Total Checking/Savings	1,752,459.57	1,711,205.85	41,253.72
Accounts Receivable			
12100 · Account Receivables	227,568.75	215,240.72	12,328.03
Total Accounts Receivable	227,568.75	215,240.72	12,328.03
Other Current Assets			
12105 · Allowance for Bad Debts	-178,379.68	-178,379.68	0.00
15200 · Prepaid Expenses	13,353.65	15,579.26	-2,225.61
15300 · Deposits	2,144.00	2,144.00	0.00
Total Other Current Assets	-162,882.03	-160,656.42	-2,225.61
Total Current Assets	1,817,146.29	1,765,790.15	51,356.14
Capital Assets			
19101 · Land	2,066,625.93	2,066,625.93	0.00
19205 · Buildings and Improvements	8,465,611.52	8,465,611.52	0.00
19299 · Accumulated Depreciation	-8,831,429.08	-8,817,998.22	-13,430.86
19305 · Machinery and Equipment	3,696,863.64	3,696,863.64	0.00
Total Capital Assets	5,397,672.01	5,411,102.87	-13,430.86
Other Assets			
17000 · Deferred Outflow - Pension	36,363.94	36,363.94	0.00
Total Other Assets	36,363.94	36,363.94	0.00
TOTAL ASSETS	7,251,182.24	7,213,256.96	37,925.28
LIABILITIES & NET POSITION			
Liabilities			
Current Liabilities			
Accounts Payable			
20100 · Trade Accounts Payable	134,074.26	109,316.17	24,758.09
20300 · RRIF Payables	5,319.23	5,319.23	0.00
21405 · Interest Payable - American Rai	32,629.20	32,629.20	0.00
21408 · Interest Payable - BBI	295,026.40	295,026.40	0.00
Total Accounts Payable	467,049.09	442,291.00	24,758.09
Credit Cards			
20310 · Cal Card	1,685.12	2,189.15	-504.03
Total Credit Cards	1,685.12	2,189.15	-504.03
Other Current Liabilities			
21100 · Salaries and Benefits Payable	4,160.91	4,160.91	0.00
21400 · Interest Payable	181,344.46	181,344.46	0.00
23200 · Due to State (Due to other governments)	1,446,359.01	1,457,063.65	-10,704.64
25000 · Deferred Inflow - Pension	73,098.14	73,098.14	0.00
25100 · Property Rent Paid Advance	244,671.44	235,962.36	8,709.08
27550 · Net Pension Obligation	121,534.10	121,534.10	0.00

Great Redwood Trail Agency
Statement of Net Position
August 31, 2023

4:55 PM
10/16/2023
Accrual Basis

	Aug 31, 23	Jul 31, 23	\$ Change
Total Other Current Liabilities	2,071,168.06	2,073,163.62	-1,995.56
Total Current Liabilities	2,539,902.27	2,517,643.77	22,258.50
Long Term Liabilities			
21610 · Judgments Payable	25,000.00	25,000.00	0.00
27250 · Notes Payable - Other	124,000.00	124,000.00	0.00
27850 · Long Term Liabilites	217,627.89	217,627.89	0.00
Total Long Term Liabilities	366,627.89	366,627.89	0.00
Total Liabilities	2,906,530.16	2,884,271.66	22,258.50
Net Position			
30500 · Undesignated Net Assets	10,572,702.89	10,572,702.89	0.00
30505 · Retained Earnings	-6,291,254.06	-6,291,254.06	0.00
Net Income	63,203.25	47,536.47	15,666.78
Total Net Position	4,344,652.08	4,328,985.30	15,666.78
TOTAL LIABILITIES & NET POSITION	7,251,182.24	7,213,256.96	37,925.28

No Assurance is Provided.
No Disclosures are Provided.

Great Redwood Trail Agency
Statement of Revenues and Expenses
For the One Month and Two Months Ended August 31, 2023

5:06 PM
10/16/2023
Accrual Basis

	Aug 23	Jul - Aug 23
Income		
42360 · State Grant Revenue	10,704.64	62,383.99
44101 · Rents Real Estate	11,903.60	21,354.36
44102 · Rents - Equipment	30,690.00	42,405.00
45301 · Application Fees	1,000.00	2,000.00
46040 · Misc. Revenues	0.00	0.00
Total Income	54,298.24	128,143.35
Expense		
50101 · Labor-Perm Positions	5,204.95	5,611.19
50102 · Holiday Pay	0.00	203.12
50103 · Sick Leave	457.02	457.02
50104 · Vacation Pay	253.90	863.26
50201 · CalPERS Retirement	457.14	551.30
50205 · FICA Retirement	85.27	102.43
50301 · Health Insurance	1,406.22	2,249.95
50311 · Unemployment-Permanent Position	1.36	1.64
50752 · County Retirement - Local Board	1,602.25	3,204.50
51021 · Telephone / Communication	260.66	521.19
51041 · Insurance Other	2,225.61	4,451.22
51071 · Maintenance - Bldg & Improve	2,146.06	5,184.95
51206 · Audit / Accounting Fees	2,548.00	2,920.00
51207 · Fiscal Accounting Fees	700.00	700.00
51211 · County Counsel - Legal Fees	2,556.00	2,556.00
51212 · Outside Counsel-Legal Services	602.53	602.53
51421 · Rent - Facilities	2,300.00	3,450.00
51602 · Travel	149.34	149.34
51605 · Private Car Expenses	209.60	209.60
51801 · Property Management	1,000.00	2,000.00
52111 · Office Expenses	8.69	967.55
52114 · Postage and Delivery	0.00	46.72
52143 · Software Expense	109.98	124.97
52191 · Utilities Expense	916.02	949.90
53402 · Depreciation Expense	13,430.86	26,861.72
Total Expense	38,631.46	64,940.10
Net Income	15,666.78	63,203.25

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
Statement of Revenues and Expenses - Actual and Budget
For the Two Months Ended August 31, 2023

5:17 PM
10/16/2023
Accrual Basis

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Income				
42360 · State Grant Revenue	62,383.99	750,000.00	-687,616.01	8.32%
44101 · Rents Real Estate	21,354.36	135,000.00	-113,645.64	15.82%
44102 · Rents - Equipment	42,405.00	142,000.00	-99,595.00	29.86%
45301 · Application Fees	2,000.00	28,000.00	-26,000.00	7.14%
46040 · Misc. Revenues	0.00	300.00	-300.00	0.0%
Total Income	128,143.35	1,055,300.00	-927,156.65	12.14%
Expense				
50101 · Labor-Perm Positions	5,611.19	190,000.00	-184,388.81	2.95%
50102 · Holiday Pay	203.12	0.00	203.12	100.0%
50103 · Sick Leave	457.02	0.00	457.02	100.0%
50104 · Vacation Pay	863.26	2,500.00	-1,636.74	34.53%
50201 · CalPERS Retirement	551.30	8,000.00	-7,448.70	6.89%
50205 · FICA Retirement	102.43	15,000.00	-14,897.57	0.68%
50301 · Health Insurance	2,249.95	24,000.00	-21,750.05	9.38%
50311 · Unemployment-Permanent Position	1.64	0.00	1.64	100.0%
50401 · Workers' Compensation Expense	0.00	2,200.00	-2,200.00	0.0%
50752 · County Retirement - Local Board	3,204.50	30,000.00	-26,795.50	10.68%
51021 · Telephone / Communication	521.19	10,000.00	-9,478.81	5.21%
51041 · Insurance Other	4,451.22	35,000.00	-30,548.78	12.72%
51071 · Maintenance - Bldg & Improve	5,184.95	45,000.00	-39,815.05	11.52%
51072 · Weed Abatement	0.00	50,000.00	-50,000.00	0.0%
51206 · Audit / Accounting Fees	2,920.00	75,000.00	-72,080.00	3.89%
51207 · Fiscal Accounting Fees	700.00	35,000.00	-34,300.00	2.0%
51211 · County Counsel - Legal Fees	2,556.00	175,000.00	-172,444.00	1.46%
51212 · Outside Counsel-Legal Services	602.53	200,000.00	-199,397.47	0.3%
51213 · Contract Service Fees	0.00	80,000.00	-80,000.00	0.0%
51244 · Permits and Fees	0.00	2,000.00	-2,000.00	0.0%
51249 · Professional Fees	0.00	12,500.00	-12,500.00	0.0%
51251 · Data Processing Fees	0.00	250.00	-250.00	0.0%
51421 · Rent - Facilities	3,450.00	14,400.00	-10,950.00	23.96%
51602 · Travel	149.34	2,000.00	-1,850.66	7.47%
51605 · Private Car Expenses	209.60	0.00	209.60	100.0%
51801 · Property Management	2,000.00	17,500.00	-15,500.00	11.43%
51911 · Mail Services-Sonoma County	0.00	100.00	-100.00	0.0%
51934 · ERP System Charges - Sonoma Cou	0.00	300.00	-300.00	0.0%
52091 · Membership Expense	0.00	2,000.00	-2,000.00	0.0%
52111 · Office Expenses	967.55	5,000.00	-4,032.45	19.35%
52114 · Postage and Delivery	46.72	350.00	-303.28	13.35%
52143 · Software Expense	124.97	2,000.00	-1,875.03	6.25%
52191 · Utilities Expense	949.90	4,000.00	-3,050.10	23.75%
53402 · Depreciation Expense	26,861.72	0.00	26,861.72	100.0%
Total Expense	64,940.10	1,039,100.00	-974,159.90	6.25%
Net Income	63,203.25	16,200.00	47,003.25	390.14%

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
A/R Aging Summary
As of August 31, 2023

5:20 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1 Ocino, Inc. CPI JAN annually	0.00	0.00	0.00	0.00	97,061.40	97,061.40
12 H & W Vineyards 120.69	0.00	0.00	0.00	0.00	1,176.67	1,176.67
2 Hotel Hopland 99.97 & 100.03	0.00	0.00	0.00	0.00	48,835.94	48,835.94
4 Carr/Parnum/Granite 117.79	0.00	0.00	0.00	0.00	324.00	324.00
5 Dan Crofoot 103.72	0.00	0.00	0.00	0.00	1,194.06	1,194.06
7 Big Daddy Garden Supply 114.31	0.00	0.00	1,512.17	0.00	0.00	1,512.17
7 Comcast 115.20	0.00	0.00	2,459.73	0.00	0.00	2,459.73
7 PGE CTS 101.11-111.70-111.68 app	0.00	0.00	2,813.77	0.00	5,384.07	8,197.84
8 Beckstoffer Vineyards 100.5-110.8-111.0	0.00	808.77	0.00	0.00	0.00	808.77
8 HBMWD Annie&Mary Fiber Optics	0.00	2,191.17	0.00	0.00	0.00	2,191.17
9 Burgess Lumber 119.48	0.00	0.00	0.00	0.00	91.17	91.17
9 Humboldt Redwood Co. MP 237.25	0.00	0.00	0.00	0.00	1,092.73	1,092.73
9 Mendocino Forest Product 116.59	0.00	0.00	0.00	0.00	3,969.89	3,969.89
Caltrans - Trasnprrt Rev Account	0.00	0.00	0.00	2,205.00	-1,180.00	1,025.00
Casey Eliason	0.00	0.00	0.00	0.00	830.00	830.00
Childress 180.0	0.00	0.00	0.00	0.00	0.04	0.04
Cristobal Lopez - PI takeover 7/2017	0.00	0.00	0.00	0.00	500.00	500.00
D/C 2019 1 Lightels Recycling	0.00	0.00	0.00	0.00	324.00	324.00
D/C to Gallo Treasury Wine 4 Foster Wines	0.00	0.00	0.00	0.00	261.76	261.76
DC 2011 8 Carousel Carpets	0.00	0.00	0.00	0.00	324.00	324.00
Department of Transportation	0.00	0.00	0.00	0.00	502.48	502.48
HNTB	0.00	0.00	0.00	0.00	2,851.44	2,851.44
Inyo Networks app fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Kurt Ashurst Shadowbrook Farms	0.00	0.00	0.00	0.00	331.02	331.02
Lampson Tractor	0.00	0.00	0.00	0.00	648.00	648.00
Max Schlienger-02	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Mercer Fraiser	0.00	0.00	0.00	0.00	300.00	300.00
Nor Cal Wood Products	0.00	0.00	0.00	0.00	3,935.00	3,935.00
Pastori 77.77 PI 11 D/C 10-2018	0.00	0.00	0.00	0.00	265.23	265.23
Ron Sheets	0.00	0.00	0.00	0.00	1,153.72	1,153.72
Saracina Vineyard-08	0.00	0.00	0.00	0.00	1,752.46	1,752.46
Simpson Lumber	0.00	0.00	0.00	0.00	229.96	229.96
Skip Gibbs -05	0.00	0.00	0.00	0.00	11,876.82	11,876.82
SMART 3 Hidden Springs Vineyards	0.00	0.00	0.00	0.00	648.00	648.00
SMART Asti Winery/E&J Gallo PI 11	0.00	0.00	0.00	0.00	1,774.59	1,774.59
SMART Black Horse /Mascherini PI 7	0.00	0.00	0.00	0.00	546.36	546.36
SMART City of Healdsburg	0.00	0.00	0.00	0.00	653.47	653.47
SMART Comstock Healdsburg, LLC	0.00	0.00	0.00	0.00	608.19	608.19
SMART Constellation Brands MP 73.70	0.00	0.00	0.00	0.00	1,639.20	1,639.20
SMART Constellation Wines-Simi 70.51	0.00	0.00	0.00	0.00	3,392.73	3,392.73
SMART D/C 2018 Kuimelis Vineyards PI 5	0.00	0.00	0.00	0.00	515.00	515.00
SMART Deborah Bailey	0.00	0.00	0.00	0.00	0.01	0.01
SMART Farms PI 11 Global Ag Properties	0.00	0.00	0.00	0.00	1,639.08	1,639.08
SMART Foley Family Wines 79.60 PI 12	0.00	0.00	0.00	0.00	530.45	530.45
SMART Foley Family Wines 79.72 PI 12	0.00	0.00	0.00	0.00	848.72	848.72
SMART Furlong/Lampson PI 11	0.00	0.00	0.00	0.00	15.45	15.45
SMART Gallo MP 72.97 81.12 81.2 81.3	0.00	0.00	0.00	0.00	6,630.19	6,630.19

Great Redwood Trail Agency
A/R Aging Summary
As of August 31, 2023

5:20 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
SMART Jeff Welch PI 11	0.00	0.00	0.00	0.00	214.55	214.55
SMART K Barr Daughters PI 10	0.00	0.00	0.00	0.00	562.75	562.75
SMART MacDonald Family PI 7	0.00	0.00	0.00	0.00	742.22	742.22
SMART Pastori 77.88 PI 11	0.00	0.00	0.00	0.00	546.36	546.36
SMART Trione Winery	0.00	0.00	0.00	0.00	3,696.00	3,696.00
SMARTGeyser Peak Constelation/Ascentia	0.00	0.00	0.00	0.00	1,944.00	1,944.00
Sonoma Silverado Properties	0.00	0.00	0.00	0.00	324.00	324.00
T-Mobile 09	0.00	0.00	0.00	0.00	-129.04	-129.04
TOTAL	0.00	2,999.94	6,785.67	2,205.00	215,578.14	227,568.75

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
A/P Aging Summary
As of August 31, 2023

5:23 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A T & T-SBC	0.00	0.00	0.00	0.00	1,881.67	1,881.67
Action Rents	0.00	0.00	0.00	0.00	-20.00	-20.00
AFS/IBX Financial Services	0.00	0.00	0.00	0.00	-2,580.94	-2,580.94
American Rail Engineers (ARC)	0.00	19,849.57	2,205.00	270.00	-11,025.18	11,299.39
Arcata Fire Protection District	0.00	0.00	0.00	0.00	6,084.00	6,084.00
Arrow Fencing	250.00	0.00	0.00	0.00	0.00	250.00
Aycock & Edgmon, CPA 655003	2,548.00	372.00	0.00	0.00	0.00	2,920.00
Balfour Beatty Rail Inc.	0.00	0.00	0.00	0.00	6,636.95	6,636.95
Blue Lake Fire Protection District	0.00	0.00	0.00	0.00	549.00	549.00
California State Lands Commission	0.00	0.00	0.00	0.00	2,453.88	2,453.88
CalPers	0.00	0.00	0.00	0.00	1,463.22	1,463.22
City of Arcata - Utility 655011	423.31	0.00	0.00	0.00	1,972.36	2,395.67
City of Cloverdale - utility 655012	0.00	0.00	0.00	0.00	2,152.77	2,152.77
City of Eureka - Utility	0.00	0.00	0.00	0.00	78.46	78.46
City of Healdsburg - Utility 655015	0.00	0.00	0.00	0.00	736.97	736.97
City of Ukiah - Utility 655017	74.08	0.00	0.00	0.00	-631.80	-557.72
City of Willits - Utility	0.00	0.00	0.00	0.00	1,174.00	1,174.00
Cyndee Loagan - 655046	0.00	0.00	0.00	0.00	4,578.12	4,578.12
Department of Fish and Game 655154	0.00	0.00	0.00	0.00	25,435.56	25,435.56
Dietrich Stroeh	0.00	0.00	0.00	0.00	5.17	5.17
Doug McCorkle	0.00	0.00	0.00	0.00	4.98	4.98
Estelle Fennell	0.00	0.00	0.00	0.00	-2.00	-2.00
FEC - Parallel Infrastructure	0.00	0.00	0.00	0.00	7,659.88	7,659.88
Fryman's Septic	0.00	0.00	0.00	0.00	143.12	143.12
Heather Lindsteadt	0.00	0.00	0.00	0.00	0.00	0.00
Hemphill Allan (s-655001)(r-655139)	0.00	0.00	0.00	0.00	548.70	548.70
Hiedy Torres	209.60	0.00	0.00	0.00	-1.57	208.03
HNTB-655180	0.00	0.00	0.00	0.00	32,929.83	32,929.83
Hopland Public Utilities Dist.	75.00	0.00	0.00	0.00	0.00	75.00
Humb Cnty Enviro Health -655121	0.00	0.00	0.00	0.00	639.61	639.61
Intrado	0.00	0.00	0.00	0.00	72.11	72.11
Jerry Peters	0.00	0.00	0.00	0.00	0.08	0.08
Lear Asset Management	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Leland Kraemer	0.00	0.00	0.00	0.00	100.00	100.00
Louisa Morris	0.00	0.27	0.00	0.00	0.00	0.27
MBA OF California	0.00	0.00	0.00	0.00	1,874.92	1,874.92
Mitch Stogner	0.00	0.00	0.00	0.00	66.15	66.15
Net Nation/Conference Call.com	0.00	0.00	0.00	0.00	10.95	10.95
Norton	0.00	0.00	0.00	0.00	75.50	75.50
NRV Bridge Design	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Peterson Tractor Co	0.00	0.00	0.00	0.00	318.30	318.30
PGE - Petaluma	0.00	0.00	0.00	0.00	38.97	38.97
PGE 2595493883-0	335.52	33.88	0.00	0.00	1,708.07	2,077.47
PGE 8254281120-1	0.00	0.00	0.00	0.00	-722.63	-722.63
PGE 8292421004-8	8.11	0.00	0.00	0.00	-1,744.74	-1,736.63
PGE 9923390542-3	0.00	0.00	0.00	0.00	-1,411.74	-1,411.74
Pisenti & Brinker	0.00	0.00	0.00	0.00	4,000.27	4,000.27

Great Redwood Trail Agency
A/P Aging Summary
As of August 31, 2023

5:23 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Precision Roller	0.00	0.00	0.00	0.00	-73.06	-73.06
Rod Whitney 655206	0.00	0.00	0.00	0.00	9.09	9.09
Safeway	0.00	0.00	0.00	0.00	-204.06	-204.06
SDRMA	0.00	0.00	0.00	0.00	337.95	337.95
SHN engineering	570.00	0.00	0.00	0.00	0.00	570.00
Silva Septic Service	0.00	0.00	0.00	0.00	969.10	969.10
SMART	0.00	0.00	0.00	0.00	720.70	720.70
Somoma County Treasurers Office/Taxes/Fee	0.00	0.00	0.00	0.00	3,806.00	3,806.00
Sonoma County Auditors Office	0.00	0.00	1,102.00	0.00	4,492.00	5,594.00
Sonoma County Counsel	0.00	0.00	0.00	0.00	11.50	11.50
State Farm	0.00	0.00	0.00	0.00	1,350.37	1,350.37
State of Ca Dept of Forestry	0.00	0.00	0.00	0.00	464.60	464.60
State Water Resources Control Board	0.00	0.00	0.00	0.00	276.00	276.00
Toshiba Business Solutions 655196	0.00	0.00	0.00	0.00	367.48	367.48
Ukiah Daily Journal	0.00	0.00	0.00	0.00	361.92	361.92
Ukiah Valley Conference Center	0.00	0.00	0.00	0.00	20.00	20.00
US Bank	0.00	0.00	0.00	0.00	-414.64	-414.64
TOTAL	5,493.62	20,255.72	3,307.00	270.00	104,747.92	134,074.26

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
Statement of Net Position
September 30, 2023

5:03 PM
10/16/2023
Accrual Basis

	Sep 30, 23	Aug 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Cash Pooled with Sonoma County	326,070.83	322,135.64	3,935.19
10101 · Cash Pooled with County - TCRP	2,764.62	2,764.62	0.00
10104 · Cash Pooled - Property Account	15,953.57	15,953.57	0.00
10105 · Cash Pooled with Co - CalSTA	1,400,422.96	1,411,605.74	-11,182.78
Total Checking/Savings	1,745,211.98	1,752,459.57	-7,247.59
Accounts Receivable			
12100 · Account Receivables	238,293.65	227,568.75	10,724.90
Total Accounts Receivable	238,293.65	227,568.75	10,724.90
Other Current Assets			
12105 · Allowance for Bad Debts	-178,379.68	-178,379.68	0.00
15200 · Prepaid Expenses	11,128.04	13,353.65	-2,225.61
15300 · Deposits	2,144.00	2,144.00	0.00
Total Other Current Assets	-165,107.64	-162,882.03	-2,225.61
Total Current Assets	1,818,397.99	1,817,146.29	1,251.70
Capital Assets			
19101 · Land	2,066,625.93	2,066,625.93	0.00
19205 · Buildings and Improvements	8,465,611.52	8,465,611.52	0.00
19299 · Accumulated Depreciation	-8,844,859.94	-8,831,429.08	-13,430.86
19305 · Machinery and Equipment	3,696,863.64	3,696,863.64	0.00
Total Capital Assets	5,384,241.15	5,397,672.01	-13,430.86
Other Assets			
17000 · Deferred Outflow - Pension	36,363.94	36,363.94	0.00
Total Other Assets	36,363.94	36,363.94	0.00
TOTAL ASSETS	7,239,003.08	7,251,182.24	-12,179.16
LIABILITIES & NET POSITION			
Liabilities			
Current Liabilities			
Accounts Payable			
20100 · Trade Accounts Payable	139,904.61	134,074.26	5,830.35
20300 · RRIF Payables	5,319.23	5,319.23	0.00
21405 · Interest Payable - American Rai	32,629.20	32,629.20	0.00
21408 · Interest Payable - BBI	295,026.40	295,026.40	0.00
Total Accounts Payable	472,879.44	467,049.09	5,830.35
Credit Cards			
20310 · Cal Card	1,486.54	1,685.12	-198.58
Total Credit Cards	1,486.54	1,685.12	-198.58
Other Current Liabilities			
21100 · Salaries and Benefits Payable	4,160.91	4,160.91	0.00
21400 · Interest Payable	181,344.46	181,344.46	0.00
23200 · Due to State (Due to other governments)	1,435,168.12	1,446,359.01	-11,190.89
25000 · Deferred Inflow - Pension	73,098.14	73,098.14	0.00
25100 · Property Rent Paid Advance	248,267.85	244,671.44	3,596.41
27550 · Net Pension Obligation	121,534.10	121,534.10	0.00

Great Redwood Trail Agency
Statement of Net Position
September 30, 2023

5:03 PM
10/16/2023
Accrual Basis

	Sep 30, 23	Aug 31, 23	\$ Change
Total Other Current Liabilities	2,063,573.58	2,071,168.06	-7,594.48
Total Current Liabilities	2,537,939.56	2,539,902.27	-1,962.71
Long Term Liabilities			
21610 · Judgments Payable	25,000.00	25,000.00	0.00
27250 · Notes Payable - Other	124,000.00	124,000.00	0.00
27850 · Long Term Liabilites	217,627.89	217,627.89	0.00
Total Long Term Liabilities	366,627.89	366,627.89	0.00
Total Liabilities	2,904,567.45	2,906,530.16	-1,962.71
Net Position			
30500 · Undesignated Net Assets	10,572,702.89	10,572,702.89	0.00
30505 · Retained Earnings	-6,291,254.06	-6,291,254.06	0.00
Net Income	52,986.80	63,203.25	-10,216.45
Total Net Position	4,334,435.63	4,344,652.08	-10,216.45
TOTAL LIABILITIES & NET POSITION	7,239,003.08	7,251,182.24	-12,179.16

No Assurance is Provided.
No Disclosures are Provided.

Great Redwood Trail Agency
Statement of Revenues and Expenses
For the One Month and Three Months Ended September 30, 2023

5:07 PM
10/16/2023
Accrual Basis

	Sep 23	Jul - Sep 23
Income		
42360 · State Grant Revenue	11,190.89	73,574.88
44101 · Rents Real Estate	11,404.91	32,759.27
44102 · Rents - Equipment	0.00	42,405.00
45301 · Application Fees	2,000.00	4,000.00
46040 · Misc. Revenues	3,500.00	3,500.00
Total Income	28,095.80	156,239.15
Expense		
50101 · Labor-Perm Positions	3,529.21	9,140.40
50102 · Holiday Pay	203.12	406.24
50103 · Sick Leave	330.07	787.09
50104 · Vacation Pay	0.00	863.26
50201 · CalPERS Retirement	313.86	865.16
50205 · FICA Retirement	58.39	160.82
50301 · Health Insurance	1,405.65	3,655.60
50311 · Unemployment-Permanent Position	0.93	2.57
50752 · County Retirement - Local Board	1,602.25	4,806.75
51021 · Telephone / Communication	260.66	781.85
51041 · Insurance Other	2,225.61	6,676.83
51071 · Maintenance - Bldg & Improve	7,944.69	13,129.64
51206 · Audit / Accounting Fees	0.00	2,920.00
51207 · Fiscal Accounting Fees	0.00	700.00
51211 · County Counsel - Legal Fees	5,254.00	7,810.00
51212 · Outside Counsel-Legal Services	0.00	602.53
51421 · Rent - Facilities	0.00	3,450.00
51602 · Travel	0.00	149.34
51605 · Private Car Expenses	0.00	209.60
51801 · Property Management	1,000.00	3,000.00
52111 · Office Expenses	277.96	1,245.51
52114 · Postage and Delivery	0.00	46.72
52143 · Software Expense	19.99	144.96
52191 · Utilities Expense	455.00	1,404.90
53402 · Depreciation Expense	13,430.86	40,292.58
Total Expense	38,312.25	103,252.35
Net Income	-10,216.45	52,986.80

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
Statement of Revenues and Expenses - Actual and Budget
For the Three Months Ended September 30, 2023

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10/16/2023
Accrual Basis

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Income				
42360 · State Grant Revenue	73,574.88	750,000.00	-676,425.12	9.81%
44101 · Rents Real Estate	32,759.27	135,000.00	-102,240.73	24.27%
44102 · Rents - Equipment	42,405.00	142,000.00	-99,595.00	29.86%
45301 · Application Fees	4,000.00	28,000.00	-24,000.00	14.29%
46040 · Misc. Revenues	3,500.00	300.00	3,200.00	1,166.67%
Total Income	156,239.15	1,055,300.00	-899,060.85	14.81%
Expense				
50101 · Labor-Perm Positions	9,140.40	190,000.00	-180,859.60	4.81%
50102 · Holiday Pay	406.24	0.00	406.24	100.0%
50103 · Sick Leave	787.09	0.00	787.09	100.0%
50104 · Vacation Pay	863.26	2,500.00	-1,636.74	34.53%
50201 · CalPERS Retirement	865.16	8,000.00	-7,134.84	10.82%
50205 · FICA Retirement	160.82	15,000.00	-14,839.18	1.07%
50301 · Health Insurance	3,655.60	24,000.00	-20,344.40	15.23%
50311 · Unemployment-Permanent Position	2.57	0.00	2.57	100.0%
50401 · Workers' Compensation Expense	0.00	2,200.00	-2,200.00	0.0%
50752 · County Retirement - Local Board	4,806.75	30,000.00	-25,193.25	16.02%
51021 · Telephone / Communication	781.85	10,000.00	-9,218.15	7.82%
51041 · Insurance Other	6,676.83	35,000.00	-28,323.17	19.08%
51071 · Maintenance - Bldg & Improve	13,129.64	45,000.00	-31,870.36	29.18%
51072 · Weed Abatement	0.00	50,000.00	-50,000.00	0.0%
51206 · Audit / Accounting Fees	2,920.00	75,000.00	-72,080.00	3.89%
51207 · Fiscal Accounting Fees	700.00	35,000.00	-34,300.00	2.0%
51211 · County Counsel - Legal Fees	7,810.00	175,000.00	-167,190.00	4.46%
51212 · Outside Counsel-Legal Services	602.53	200,000.00	-199,397.47	0.3%
51213 · Contract Service Fees	0.00	80,000.00	-80,000.00	0.0%
51244 · Permits and Fees	0.00	2,000.00	-2,000.00	0.0%
51249 · Professional Fees	0.00	12,500.00	-12,500.00	0.0%
51251 · Data Processing Fees	0.00	250.00	-250.00	0.0%
51421 · Rent - Facilities	3,450.00	14,400.00	-10,950.00	23.96%
51602 · Travel	149.34	2,000.00	-1,850.66	7.47%
51605 · Private Car Expenses	209.60	0.00	209.60	100.0%
51801 · Property Management	3,000.00	17,500.00	-14,500.00	17.14%
51911 · Mail Services-Sonoma County	0.00	100.00	-100.00	0.0%
51934 · ERP System Charges - Sonoma Cou	0.00	300.00	-300.00	0.0%
52091 · Membership Expense	0.00	2,000.00	-2,000.00	0.0%
52111 · Office Expenses	1,245.51	5,000.00	-3,754.49	24.91%
52114 · Postage and Delivery	46.72	350.00	-303.28	13.35%
52143 · Software Expense	144.96	2,000.00	-1,855.04	7.25%
52191 · Utilities Expense	1,404.90	4,000.00	-2,595.10	35.12%
53402 · Depreciation Expense	40,292.58	0.00	40,292.58	100.0%
Total Expense	103,252.35	1,039,100.00	-935,847.65	9.94%
Net Income	52,986.80	16,200.00	36,786.80	327.08%

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
A/R Aging Summary
As of September 30, 2023

5:21 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1 North Fork 139.87 CPI Oct	0.00	1,738.91	0.00	0.00	0.00	1,738.91
1 Ocino, Inc. CPI JAN annually	0.00	0.00	0.00	0.00	97,061.40	97,061.40
12 H & W Vineyards 120.69	0.00	0.00	0.00	0.00	1,176.67	1,176.67
2 Hotel Hopland 99.97 & 100.03	0.00	0.00	0.00	0.00	48,835.94	48,835.94
4 Carr/Parnum/Granite 117.79	0.00	0.00	0.00	0.00	324.00	324.00
5 Dan Crofoot 103.72	0.00	0.00	0.00	0.00	1,194.06	1,194.06
7 Big Daddy Garden Supply 114.31	0.00	0.00	0.00	1,512.17	0.00	1,512.17
7 Comcast 115.20	0.00	0.00	0.00	2,459.73	0.00	2,459.73
7 PGE CTS 101.11-111.70-111.68 app	0.00	0.00	0.00	2,813.77	5,384.07	8,197.84
8 Beckstoffer Vineyards 100.5-110.8-111.0	0.00	0.00	808.77	0.00	0.00	808.77
8 HBMWD Annie&Mary Fiber Optics	0.00	0.00	2,191.17	0.00	0.00	2,191.17
9 Burgess Lumber 119.48	0.00	3,223.94	0.00	0.00	91.17	3,315.11
9 Humboldt Redwood Co. MP 237.25	0.00	1,194.06	0.00	0.00	1,092.73	2,286.79
9 Mendocino Forest Product 116.59	0.00	4,088.99	0.00	0.00	3,969.89	8,058.88
Caltrans - Trasnprrt Rev Account	0.00	0.00	0.00	0.00	1,025.00	1,025.00
Casey Eliason	0.00	0.00	0.00	0.00	830.00	830.00
Childress 180.0	0.00	0.00	0.00	0.00	0.04	0.04
Cristobal Lopez - PI takeover 7/2017	0.00	0.00	0.00	0.00	500.00	500.00
D/C 2019 1 Lightels Recycling	0.00	0.00	0.00	0.00	324.00	324.00
D/C MFP, LLC 115.28	0.00	479.00	0.00	0.00	0.00	479.00
D/C to Gallo Treasury Wine 4 Foster Wines	0.00	0.00	0.00	0.00	261.76	261.76
DC 2011 8 Carousel Carpets	0.00	0.00	0.00	0.00	324.00	324.00
Department of Transportation	0.00	0.00	0.00	0.00	502.48	502.48
HNTB	0.00	0.00	0.00	0.00	2,851.44	2,851.44
Inyo Networks app fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Kurt Ashurst Shadowbrook Farms	0.00	0.00	0.00	0.00	331.02	331.02
Lampson Tractor	0.00	0.00	0.00	0.00	648.00	648.00
Max Schlienger-02	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Mercer Fraiser	0.00	0.00	0.00	0.00	300.00	300.00
Nor Cal Wood Products	0.00	0.00	0.00	0.00	3,935.00	3,935.00
Pastori 77.77 PI 11 D/C 10-2018	0.00	0.00	0.00	0.00	265.23	265.23
Ron Sheets	0.00	0.00	0.00	0.00	1,153.72	1,153.72
Saracina Vineyard-08	0.00	0.00	0.00	0.00	1,752.46	1,752.46
Simpson Lumber	0.00	0.00	0.00	0.00	229.96	229.96
Skip Gibbs -05	0.00	0.00	0.00	0.00	11,876.82	11,876.82
SMART 3 Hidden Springs Vineyards	0.00	0.00	0.00	0.00	648.00	648.00
SMART Asti Winery/E&J Gallo PI 11	0.00	0.00	0.00	0.00	1,774.59	1,774.59
SMART Black Horse /Mascherini PI 7	0.00	0.00	0.00	0.00	546.36	546.36
SMART City of Healdsburg	0.00	0.00	0.00	0.00	653.47	653.47
SMART Comstock Healdsburg, LLC	0.00	0.00	0.00	0.00	608.19	608.19
SMART Constellation Brands MP 73.70	0.00	0.00	0.00	0.00	1,639.20	1,639.20
SMART Constellation Wines-Simi 70.51	0.00	0.00	0.00	0.00	3,392.73	3,392.73
SMART D/C 2018 Kuimelis Vineyards PI 5	0.00	0.00	0.00	0.00	515.00	515.00
SMART Deborah Bailey	0.00	0.00	0.00	0.00	0.01	0.01
SMART Farms PI 11 Global Ag Properties	0.00	0.00	0.00	0.00	1,639.08	1,639.08
SMART Foley Family Wines 79.60 PI 12	0.00	0.00	0.00	0.00	530.45	530.45
SMART Foley Family Wines 79.72 PI 12	0.00	0.00	0.00	0.00	848.72	848.72

Great Redwood Trail Agency
A/R Aging Summary
As of September 30, 2023

5:21 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
SMART Furlong/Lampson PI 11	0.00	0.00	0.00	0.00	15.45	15.45
SMART Gallo MP 72.97 81.12 81.2 81.3	0.00	0.00	0.00	0.00	6,630.19	6,630.19
SMART Jeff Welch PI 11	0.00	0.00	0.00	0.00	214.55	214.55
SMART K Barr Daughters PI 10	0.00	0.00	0.00	0.00	562.75	562.75
SMART MacDonald Family PI 7	0.00	0.00	0.00	0.00	742.22	742.22
SMART Pastori 77.88 PI 11	0.00	0.00	0.00	0.00	546.36	546.36
SMART Trione Winery	0.00	0.00	0.00	0.00	3,696.00	3,696.00
SMART Geyser Peak Constelation/Ascentia	0.00	0.00	0.00	0.00	1,944.00	1,944.00
Sonoma Silverado Properties	0.00	0.00	0.00	0.00	324.00	324.00
T-Mobile 09	0.00	0.00	0.00	0.00	-129.04	-129.04
TOTAL	0.00	10,724.90	2,999.94	6,785.67	217,783.14	238,293.65

No Assurance is Provided.

No Disclosures are Provided.

Great Redwood Trail Agency
A/P Aging Summary
As of September 30, 2023

5:24 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A T & T-SBC	0.00	0.00	0.00	0.00	1,881.67	1,881.67
Action Rents	0.00	0.00	0.00	0.00	-20.00	-20.00
AFS/IBX Financial Services	0.00	0.00	0.00	0.00	-2,580.94	-2,580.94
American Rail Engineers (ARC)	0.00	0.00	19,849.57	2,205.00	-11,025.18	11,029.39
Arcata Fire Protection District	0.00	0.00	0.00	0.00	6,084.00	6,084.00
Aycock & Edgmon, CPA 655003	2,548.00	0.00	0.00	0.00	0.00	2,548.00
Balfour Beatty Rail Inc.	0.00	0.00	0.00	0.00	6,636.95	6,636.95
Blue Lake Fire Protection District	0.00	0.00	0.00	0.00	549.00	549.00
California State Lands Commission	0.00	0.00	0.00	0.00	2,453.88	2,453.88
CalPers	0.00	0.00	0.00	0.00	1,463.22	1,463.22
City of Arcata - Utility 655011	0.00	423.31	0.00	0.00	1,972.36	2,395.67
City of Cloverdale - utility 655012	0.00	0.00	0.00	0.00	2,152.77	2,152.77
City of Eureka - Utility	0.00	0.00	0.00	0.00	78.46	78.46
City of Healdsburg - Utility 655015	0.00	0.00	0.00	0.00	736.97	736.97
City of Ukiah - Utility 655017	67.90	0.00	0.00	0.00	-631.80	-563.90
City of Willits - Utility	0.00	0.00	0.00	0.00	1,174.00	1,174.00
Cyndee Loagan - 655046	0.00	0.00	0.00	0.00	4,578.12	4,578.12
Department of Fish and Game 655154	0.00	0.00	0.00	0.00	25,435.56	25,435.56
Dietrich Stroeh	0.00	0.00	0.00	0.00	5.17	5.17
Doug McCorkle	0.00	0.00	0.00	0.00	4.98	4.98
Enprobe	6,272.34	0.00	0.00	0.00	0.00	6,272.34
Estelle Fennell	0.00	0.00	0.00	0.00	-2.00	-2.00
FEC - Parallel Infrastructure	0.00	0.00	0.00	0.00	7,659.88	7,659.88
Fryman's Septic	0.00	0.00	0.00	0.00	143.12	143.12
Hemphill Allan (s-655001)(r-655139)	0.00	0.00	0.00	0.00	548.70	548.70
Hiedy Torres	0.00	0.00	0.00	0.00	-1.57	-1.57
HNTB-655180	0.00	0.00	0.00	0.00	32,929.83	32,929.83
Humb Cnty Enviro Health -655121	0.00	0.00	0.00	0.00	639.61	639.61
Intrado	0.00	0.00	0.00	0.00	72.11	72.11
Jerry Peters	0.00	0.00	0.00	0.00	0.08	0.08
Lear Asset Management	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Leland Kraemer	0.00	0.00	0.00	0.00	100.00	100.00
Louisa Morris	0.00	0.00	0.27	0.00	0.00	0.27
MBA OF California	0.00	0.00	0.00	0.00	1,874.92	1,874.92
Mitch Stogner	0.00	0.00	0.00	0.00	66.15	66.15
Net Nation/Conference Call.com	0.00	0.00	0.00	0.00	10.95	10.95
Norton	0.00	0.00	0.00	0.00	75.50	75.50
NRV Bridge Design	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Peterson Tractor Co	0.00	0.00	0.00	0.00	318.30	318.30
PGE - Petaluma	0.00	0.00	0.00	0.00	38.97	38.97
PGE 2595493883-0	0.00	0.00	0.00	0.00	1,708.07	1,708.07
PGE 8254281120-1	0.00	0.00	0.00	0.00	-722.63	-722.63
PGE 8292421004-8	7.84	8.11	0.00	0.00	-1,744.74	-1,728.79
PGE 9923390542-3	0.00	0.00	0.00	0.00	-1,411.74	-1,411.74
Pisenti & Brinker	0.00	0.00	0.00	0.00	4,000.27	4,000.27
Precision Roller	0.00	0.00	0.00	0.00	-73.06	-73.06
Rod Whitney 655206	0.00	0.00	0.00	0.00	9.09	9.09

Great Redwood Trail Agency
A/P Aging Summary
As of September 30, 2023

5:24 PM
10/16/2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Safeway	0.00	0.00	0.00	0.00	-204.06	-204.06
SDRMA	0.00	0.00	0.00	0.00	337.95	337.95
SHN engineering	1,672.35	0.00	0.00	0.00	0.00	1,672.35
Silva Septic Service	0.00	0.00	0.00	0.00	969.10	969.10
SMART	0.00	0.00	0.00	0.00	720.70	720.70
Somoma County Treasurers Office/Taxes/Fee	0.00	0.00	0.00	0.00	3,806.00	3,806.00
Sonoma County Auditors Office	0.00	0.00	0.00	1,102.00	4,492.00	5,594.00
Sonoma County Counsel	0.00	0.00	0.00	0.00	11.50	11.50
State Farm	0.00	0.00	0.00	0.00	1,350.37	1,350.37
State of Ca Dept of Forestry	0.00	0.00	0.00	0.00	464.60	464.60
State Water Resources Control Board	0.00	0.00	0.00	0.00	276.00	276.00
Toshiba Business Solutions 655196	0.00	0.00	0.00	0.00	367.48	367.48
Ukiah Daily Journal	0.00	0.00	0.00	0.00	361.92	361.92
Ukiah Valley Conference Center	0.00	0.00	0.00	0.00	20.00	20.00
US Bank	0.00	0.00	0.00	0.00	-414.64	-414.64
TOTAL	11,568.43	431.42	19,849.84	3,307.00	104,747.92	139,904.61

No Assurance is Provided.

No Disclosures are Provided.

4:46 PM

10/16/23

Great Redwood Trail Agency Reconciliation Detail

10100 · Cash Pooled with Sonoma County, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						253,093.05
Cleared Transactions						
Checks and Payments - 3 items						
General Journal	08/02/2023	2024-09		X	-2,134.92	-2,134.92
General Journal	08/16/2023	2024-10		X	-3,568.31	-5,703.23
General Journal	08/29/2023	2024-11		X	-2,162.63	-7,865.86
Total Checks and Payments					-7,865.86	-7,865.86
Deposits and Credits - 11 items						
Payment	07/27/2023	23757...	5 Frank Howard Fou...	X	2,592.00	2,592.00
Payment	07/27/2023	23757...	4 Willits Unified 139...	X	2,777.23	5,369.23
Payment	07/27/2023	23757...	1 Boston Transit Gr...	X	11,715.00	17,084.23
Payment	08/23/2023	23757...	Danco app fees	X	1,000.00	18,084.23
Payment	08/24/2023	23757...	Childress 180.0	X	500.00	18,584.23
Payment	08/24/2023	23757...	5 Frank Howard Fou...	X	648.00	19,232.23
Payment	08/24/2023	23757...	1 North Fork 139.87 ...	X	3,477.82	22,710.05
Payment	08/24/2023	23757...	1 Boston Transit Gr...	X	7,260.00	29,970.05
Payment	08/24/2023	23757...	1 Boston Transit Gr...	X	11,715.00	41,685.05
Payment	08/24/2023	23757...	1&8 PI Willits cell	X	15,373.83	57,058.88
Deposit	08/24/2023			X	19,849.57	76,908.45
Total Deposits and Credits					76,908.45	76,908.45
Total Cleared Transactions					69,042.59	69,042.59
Cleared Balance					69,042.59	322,135.64
Register Balance as of 08/31/2023					69,042.59	322,135.64
New Transactions						
Checks and Payments - 2 items						
General Journal	09/13/2023	2024-12			-2,218.05	-2,218.05
General Journal	09/26/2023	2024-13			-3,623.18	-5,841.23
Total Checks and Payments					-5,841.23	-5,841.23
Deposits and Credits - 10 items						
Payment	09/07/2023	23757...	City of Arcata app fe...		1,000.00	1,000.00
Deposit	09/07/2023				3,500.00	4,500.00
Payment	09/22/2023	23757...	Caltrans - Trasnprrt ...		1,000.00	5,500.00
Payment	09/22/2023	23757...	9 Chevron 281.8		4,276.42	9,776.42
Deposit	10/02/2023				362.97	10,139.39
Payment	10/02/2023	23757...	Humboldt Trails Cou...		692.45	10,831.84
Payment	10/02/2023	53757...	1 North Fork 139.87 ...		1,738.91	12,570.75
Payment	10/02/2023	23757...	8 HBMWD Annie&...		2,191.17	14,761.92
Payment	10/02/2023	23757...	Caltrans - Trasnprrt ...		2,205.00	16,966.92
Payment	10/02/2023	23757...	9 Burgess Lumber 1...		3,223.94	20,190.86
Total Deposits and Credits					20,190.86	20,190.86
Total New Transactions					14,349.63	14,349.63
Ending Balance					83,392.22	336,485.27

1:42 PM

10/16/23

Great Redwood Trail Agency

Reconciliation Detail

10101 - Cash Pooled with County - TCRP, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,764.62
Cleared Balance						2,764.62
Register Balance as of 07/31/2023						2,764.62
Ending Balance						2,764.62

1:43 PM

10/16/23

Great Redwood Trail Agency

Reconciliation Detail

10104 · Cash Pooled - Property Account, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,953.57
Cleared Balance						15,953.57
Register Balance as of 08/31/2023						15,953.57
Ending Balance						15,953.57

1:31 PM

10/16/23

Great Redwood Trail Agency Reconciliation Detail

10105 - Cash Pooled with Co - CalSTA, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,422,310.38
Cleared Transactions						
Checks and Payments - 13 items						
Bill Pmt -Check	08/04/2023	1814	City of Healdsburg - ...	X	-110.70	-110.70
Bill Pmt -Check	08/07/2023	1813	Aycock & Edgmon, ...	X	-519.00	-629.70
Check	08/11/2023	1819	US Bank	X	-1,221.76	-1,851.46
Bill Pmt -Check	08/11/2023	1816	Lear Asset Manage...	X	-1,000.00	-2,851.46
Bill Pmt -Check	08/11/2023	1815	City of Ukiah - Utility...	X	-60.46	-2,911.92
Bill Pmt -Check	08/11/2023	1817	Louisa Morris	X	-30.69	-2,942.61
Bill Pmt -Check	08/11/2023	1818	PGE 8292421004-8	X	-14.25	-2,956.86
Bill Pmt -Check	08/16/2023	1820	CalPers	X	-1,602.25	-4,559.11
Bill Pmt -Check	08/23/2023	EFT 3...	Sonoma County Co...	X	-2,556.00	-7,115.11
Bill Pmt -Check	08/23/2023	1823	CalPers	X	-700.00	-7,815.11
Bill Pmt -Check	08/25/2023	1822	Leland Kraemer	X	-1,150.00	-8,965.11
Bill Pmt -Check	08/25/2023	1821	GKG Law, P.C.	X	-602.53	-9,567.64
Bill Pmt -Check	08/30/2023	1824	Northcoast Environ...	X	-1,137.00	-10,704.64
Total Checks and Payments					-10,704.64	-10,704.64
Total Cleared Transactions					-10,704.64	-10,704.64
Cleared Balance					-10,704.64	1,411,605.74
Register Balance as of 08/31/2023					-10,704.64	1,411,605.74
New Transactions						
Checks and Payments - 16 items						
Bill Pmt -Check	09/13/2023	1832	CalPers		-1,602.25	-1,602.25
Bill Pmt -Check	09/13/2023	1834	SHN engineering		-570.00	-2,172.25
Bill Pmt -Check	09/13/2023	1831	Aycock & Edgmon, ...		-372.00	-2,544.25
Bill Pmt -Check	09/13/2023	1833	PGE 2595493883-0		-335.52	-2,879.77
Bill Pmt -Check	09/13/2023	1828	American Rail Engin...		-270.00	-3,149.77
Bill Pmt -Check	09/13/2023	1829	Arrow Fencing		-250.00	-3,399.77
Bill Pmt -Check	09/13/2023	1830	Hiedy Torres		-209.60	-3,609.37
Bill Pmt -Check	09/13/2023	1826	Hopland Public Utiliti...		-75.00	-3,684.37
Bill Pmt -Check	09/13/2023	1827	City of Ukiah - Utility...		-74.08	-3,758.45
Bill Pmt -Check	09/13/2023	1833	PGE 2595493883-0		-33.88	-3,792.33
Check	09/19/2023	1835	US Bank		-757.19	-4,549.52
Bill Pmt -Check	09/27/2023	EFT 3...	Sonoma County Co...		-5,254.00	-9,803.52
Bill Pmt -Check	09/27/2023	1838	PGE 2595493883-0		-304.26	-10,107.78
Bill Pmt -Check	09/27/2023	1836	Hopland Public Utiliti...		-75.00	-10,182.78
Bill Pmt -Check	09/28/2023	1837	Lear Asset Manage...		-1,000.00	-11,182.78
Bill Pmt -Check	10/04/2023	1825	PGE 8292421004-8		-8.11	-11,190.89
Total Checks and Payments					-11,190.89	-11,190.89
Total New Transactions					-11,190.89	-11,190.89
Ending Balance					-21,895.53	1,400,414.85

4:48 PM

10/16/23

Great Redwood Trail Agency Reconciliation Detail

10100 - Cash Pooled with Sonoma County, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						322,135.64
Cleared Transactions						
Checks and Payments - 2 items						
General Journal	09/13/2023	2024-12		X	-2,218.05	-2,218.05
General Journal	09/26/2023	2024-13		X	-3,623.18	-5,841.23
Total Checks and Payments					-5,841.23	-5,841.23
Deposits and Credits - 1 item						
Deposit	09/07/2023			X	3,500.00	3,500.00
Total Deposits and Credits					3,500.00	3,500.00
Total Cleared Transactions					-2,341.23	-2,341.23
Cleared Balance					-2,341.23	319,794.41
Uncleared Transactions						
Deposits and Credits - 3 items						
Payment	09/07/2023	23757...	City of Arcata app fe...		1,000.00	1,000.00
Payment	09/22/2023	23757...	Caltrans - Trasnprt ...		1,000.00	2,000.00
Payment	09/22/2023	23757...	9 Chevron 281.8		4,276.42	6,276.42
Total Deposits and Credits					6,276.42	6,276.42
Total Uncleared Transactions					6,276.42	6,276.42
Register Balance as of 09/30/2023					3,935.19	326,070.83
New Transactions						
Deposits and Credits - 6 items						
Deposit	10/02/2023				362.97	362.97
Payment	10/02/2023	23757...	Humboldt Trails Cou...		692.45	1,055.42
Payment	10/02/2023	53757...	1 North Fork 139.87 ...		1,738.91	2,794.33
Payment	10/02/2023	23757...	8 HBMWD Annie&...		2,191.17	4,985.50
Payment	10/02/2023	23757...	Caltrans - Trasnprt ...		2,205.00	7,190.50
Payment	10/02/2023	23757...	9 Burgess Lumber 1...		3,223.94	10,414.44
Total Deposits and Credits					10,414.44	10,414.44
Total New Transactions					10,414.44	10,414.44
Ending Balance					14,349.63	336,485.27

1:42 PM

10/16/23

Great Redwood Trail Agency

Reconciliation Detail

10101 - Cash Pooled with County - TCRP, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,764.62
Cleared Balance						2,764.62
Register Balance as of 07/31/2023						2,764.62
Ending Balance						2,764.62

2:41 PM

10/16/23

Great Redwood Trail Agency

Reconciliation Detail

10104 - Cash Pooled - Property Account, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,953.57
Cleared Balance						15,953.57
Register Balance as of 09/30/2023						15,953.57
Ending Balance						15,953.57

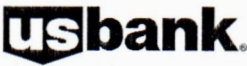
1:52 PM

10/16/23

Great Redwood Trail Agency Reconciliation Detail

10105 - Cash Pooled with Co - CalSTA, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,411,605.74
Cleared Transactions						
Checks and Payments - 16 items						
Bill Pmt -Check	09/13/2023	1832	CalPers	X	-1,602.25	-1,602.25
Bill Pmt -Check	09/13/2023	1834	SHN engineering	X	-570.00	-2,172.25
Bill Pmt -Check	09/13/2023	1831	Aycock & Edgmon, ...	X	-372.00	-2,544.25
Bill Pmt -Check	09/13/2023	1833	PGE 2595493883-0	X	-335.52	-2,879.77
Bill Pmt -Check	09/13/2023	1828	American Rail Engin...	X	-270.00	-3,149.77
Bill Pmt -Check	09/13/2023	1829	Arrow Fencing	X	-250.00	-3,399.77
Bill Pmt -Check	09/13/2023	1830	Hiedy Torres	X	-209.60	-3,609.37
Bill Pmt -Check	09/13/2023	1826	Hopland Public Utiliti...	X	-75.00	-3,684.37
Bill Pmt -Check	09/13/2023	1827	City of Ukiah - Utility...	X	-74.08	-3,758.45
Bill Pmt -Check	09/13/2023	1833	PGE 2595493883-0	X	-33.88	-3,792.33
Check	09/19/2023	1835	US Bank	X	-757.19	-4,549.52
Bill Pmt -Check	09/27/2023	EFT 3...	Sonoma County Co...	X	-5,254.00	-9,803.52
Bill Pmt -Check	09/27/2023	1838	PGE 2595493883-0	X	-304.26	-10,107.78
Bill Pmt -Check	09/27/2023	1836	Hopland Public Utiliti...	X	-75.00	-10,182.78
Bill Pmt -Check	09/28/2023	1837	Lear Asset Manage...	X	-1,000.00	-11,182.78
Bill Pmt -Check	10/04/2023	1825	PGE 8292421004-8	X	-8.11	-11,190.89
Total Checks and Payments					-11,190.89	-11,190.89
Total Cleared Transactions					-11,190.89	-11,190.89
Cleared Balance					-11,190.89	1,400,414.85
Register Balance as of 09/30/2023					-11,190.89	1,400,414.85
Ending Balance					-11,190.89	1,400,414.85



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



NC RAILROAD AUTHORITY

ACCOUNT NUMBER	
STATEMENT DATE	08-22-23
TOTAL ACTIVITY	\$ 757.19

000017958 01 SP 0.630 106481819338369 P

TORRES HIEDY
NC RAILROAD AUTHORITY
419 TALMAGE RD STE M
UKIAH CA 95482-7433

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder	Date	Approver	Date
------------	------	----------	------

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
07-28	07-27	BROTHER INTERNATIONAL 901-3791000 NJ PUR ID: 9400674136 TAX: 0.00	24755423208292086579129	7399	39.46
08-02	08-01	HOTELSCOM7262187979027 HOTELS.COM WA PUR ID: 0 TAX: 0.00	24692163213105654049286	4722	145.35
08-02	08-02	YAHOO *MAIL PLUS 866-562-7228 CA PUR ID: 381451257 TAX: 0.00	24692163214105940424755	4816	5.00
08-03	08-02	ATT*BILL PAYMENT 800-288-2020 TX PUR ID: 321590265 TAX: 0.00	24692163214106664147192	4899	174.68
08-07	08-06	ADOBE *ACROPRO SUBS 408-536-6000 CA PUR ID: KSPF43FZ TAX: 0.00	24492153218719605655948	5734	19.99
08-08	08-07	FRIEDMANS HOME IMPROVEME PETALUMA CA PUR ID: PO219765739450 TAX: 2.62	24801973220608657394501	5200	32.18
08-08	08-07	FRIEDMANS HOME IMPROVEME PETALUMA CA PUR ID: PO219069059148 TAX: 3.93	24801973220608690591485	5200	48.27
08-11	08-10	DOCUSIGN 866-219-4318 WA PUR ID: 79294583 TAX: 0.00	24492153223027792945830	7399	45.00
08-14	08-13	ZOOM.US 888-799-9666 WWW.ZOOM.US CA PUR ID: opsntc0jflauv6 TAX: 0.00	24011343225000039627294	4814	15.99

Default Accounting Code:		
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	
	STATEMENT DATE	DISPUTED AMOUNT
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	08-22-23	\$.00
	AMOUNT DUE	
	\$ 0.00	
	DO NOT REMIT	
	TOTAL ACTIVITY	
PREVIOUS BALANCE		\$.00
PURCHASES & OTHER CHARGES		\$757.19
CASH ADVANCES		\$.00
CASH ADVANCE FEE		\$.00
CREDIT'S		\$.00



Account Name:	TORRES HIEDY
Company Name:	NC RAILROAD AUTHORITY
Account Number:	4
Statement Date:	08-22-23

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-14	08-11	NORTON *NP1479246795 NORTON.COM/CC AZ PUR ID: NP1479246795-1 TAX: 0.00	24692163223103836338527	5734	89.99
08-14	08-12	DROPBOX*BNN229ZYX982 DROPBOX.COM CA PUR ID: 492131204 TAX: 0.00	24692163224104835656082	4816	19.99
08-14	08-11	FRIEDMANS HOME IMPROVEME PETALUMA CA PUR ID: PO223070058134 TAX: 8.85	24801973224608700581340	5200	108.61
08-18	08-16	BAYSIDE INN & SUITES EUREKA CA 0000019231 ARRIVAL: 08-15-23	24000973229277102265052	7011	3.99
08-18	08-17	WALGREENS #4681 EUREKA CA PUR ID: NONE TAX: 0.00	24445003230000741491210	5912	8.69



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

NC RAILROAD AUTHORITY

ACCOUNT NUMBER

STATEMENT DATE 09-22-23

TOTAL ACTIVITY \$ 558.61

000000341 01 SP 0.630 106481843664076 P

TORRES HIEDY
NC RAILROAD AUTHORITY
419 TALMAGE RD STE M
UKIAH CA 95482-7433

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-04	09-03	STAPLES INC 800-3333330 MA PUR ID: 00000000000000000000 TAX: 11.25	24164073246105041146192	5111	137.96
09-04	09-02	YAHOO *MAIL PLUS 866-562-7228 CA PUR ID: 382663530 TAX: 0.00	24692163245101037555158	4816	5.00
09-04	09-02	ATT*BILL PAYMENT 800-288-2020 TX PUR ID: 321590263 TAX: 0.00	24692163245101796229706	4899	174.68
09-07	09-06	ADOBE *ACRC PRO SUBS 408-536-6000 CA PUR ID: Q8W2 IVCD TAX: 0.00	24492153249717502174271	5734	19.99
09-11	09-10	DOCUSIGN 866-219-4318 WA PUR ID: 74315563 TAX: 0.00	24492153254027743155630	7399	45.00
09-13	09-12	DROPBOX*HJL1J37KRHM8 DROPBOX.COM CA PUR ID: 499710665 TAX: 0.00	24692163255106673559601	4816	19.99
09-14	09-13	ZOOM.US 888-799-9666 WWW.ZOOM.US CA PUR ID: opsntdsuw9q8on TAX: 0.00	24011343256000041355621	4814	15.99
09-20	09-19	CA SECRETARY OF STATE WEB 916-6951338 CA PUR ID: 061091919471205 TAX: 0.00	24755423262262624761425	9399	105.00
09-20	09-19	CA SECRETARY OF STATE WEB 916-6951338 CA PUR ID: 061091919471392 TAX: 0.00	24755423262262624763298	9399	35.00

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT		
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	09-22-23	\$.00	PREVIOUS BALANCE	\$.00
			PURCHASES & OTHER CHARGES	\$558.61
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$558.61



MEMO

To: GRTA Board of Directors

From: Louisa Morris, SCC Staff

Date: October 19, 2023

Subject: **Agenda Item F-5** – Possible Action Regarding Approval of Resolution 2023-03 and Environmentally Preferable Purchasing and Practices Policy, as required by CalRecycle Grant Application for Calpella

Background:

In September, GRTA staff submitted a grant application for \$250,000 to CalRecycle to clean up the contents of GRTA's Calpella building. CalRecycle requires (by 10/25/23) (1) a Board Resolution authorizing the application submittal and (2) that GRTA develop, adopt, and implement an Environmentally Preferable Purchasing and Practices Policy.

Staff Recommendation:

Staff requests that the Board consider, approve, and adopt the following items as required by CalRecycle grant and payment programs:

- 1- A Resolution (Exhibit A) authorizing submittal of application(s) for all CalRecycle Grant and Payment Programs for which the Great Redwood Trail Agency is eligible.
- 2- An Environmentally Preferable Purchasing and Practice Policy, as a component of NCRA/GRTA Policy 0600 Procurement of Supplies, Equipment and Services. See Exhibit B for proposed language for this EPPP policy.

(Exhibit A)
Great Redwood Trail Agency
Combined CalRecycle Grants and Payment Program Resolution

Resolution 2023-03 of the Great Redwood Trail Agency authorizing submittal of application(s) for all CalRecycle Grant and Payment Programs for which Great Redwood Trail Agency is eligible

Whereas, Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant and payment programs in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

Whereas, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and administration of the application, awarding, and management of the grant programs; and

Whereas, CalRecycle's procedures for administering payment and grant programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment and grant program.

Now, therefore, be it resolved that Great Redwood Trail Agency is authorized to submit an application to CalRecycle for any and all grant and payment programs offered; and

Be it further resolved that the Interim Executive Director, or her designee is hereby authorized and empowered to execute in the name of the Great Redwood Trail Agency all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project; and

Be it further resolved that these authorizations are effective from the date of adoption through October 19, 2028.

Date Adopted _____

Attest/Certified _____

Name/Title: Karyn Gear, Interim Executive Director

Exhibit B

GREAT REDWOOD TRAIL AGENCY

0600. Procurement of Supplies, Equipment, and Services

**0606. Environmentally Preferable
Purchasing and Practices Policy**

BACKGROUND

The Great Redwood Trail Agency (GRTA) is committed to provide environmental leadership through policy development and implementation.

By incorporating environmental considerations in its purchasing, the GRTA can serve this commitment by reducing its burden on the environment, removing unnecessary hazards from its operations, protecting public health, reducing costs and liabilities, and improving the environmental quality of the region. This policy is an effective way to direct the GRTA's effort in procuring environmentally preferable products and services.

PURPOSE

The primary purpose of this policy is to minimize negative environmental impacts of GRTA's activities by seeking the procurement of services and products that:

- Conserve natural resources, materials, and energy.
- Maximize recyclability and recycled content.
- Reduce toxicity.
- Support markets for recycled goods and other environmentally preferable products and services.

DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this policy:

- A. **Environmentally Preferable Products and Services** means products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- B. **Life Cycle Cost** means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.
- C. **Practical** means sufficient in performance and available at a reasonable price.
- D. **Recyclable Product** means a product which, after its intended end use, can demonstrably be diverted from GRTA's solid waste stream for use as a raw material in the manufacture

of another product.

- E. **Recycled Material** means material and byproducts that have been recovered or diverted from solid waste and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- F. **Virgin Material** means any material occurring in its natural form. Virgin Material is used in the form of raw material in the manufacture of new products.

POLICY

The Great Redwood Trail Agency shall make best efforts to:

1. Procure environmentally preferable products and services where staff is able to identify and apply criteria that have been established by governmental or other widely recognized authorities (e.g., DGS' Buying Green Guide, Energy Star, EPA Eco Purchasing Guidelines).
2. Integrate environmental factors into GRTA's buying decisions where established authoritative criteria do not exist or, in the GRTA's discretion, cannot reasonably be applied. Examples include:
 - Replacing disposables with reusables or recyclables.
 - Supporting eco-labelling practices by buying products bearing such labels in preference to others, where they are available and provide value.
 - Taking into account life cycle costs and benefits.
 - Evaluating, as appropriate, the environmental performance of vendors in providing products and services.
3. Raise staff awareness of environmental issues affecting procurement by providing relevant information and training.
4. Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.
5. Encourage providers of services to consider environmental impacts of service delivery.
6. Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

Nothing in this policy should be construed as requiring the agency or its contractors to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable amount of time. Procedures and Guidelines may be established as necessary to ensure the continuation of a strong Environmental Procurement Program.

Responsibility

The GRTA shall strive to identify and purchase the most environmentally responsible products and services that are available for the intended purpose that meet performance requirements. Factors that should be considered when determining the environmentally preferable good or

service include, but are not limited to:

- Minimization of virgin material use in product or service life cycle.
- Maximization of recycled products used in product or service life cycle.
- Environmental cost of entire product or service life cycle.
- Reuse of existing products or materials in product or service life cycle.
- Recyclability of product.
- Minimization of packaging.
- Reduction of energy/water consumption.
- Toxicity reduction or elimination.
- Elimination of uncertified hardwoods in product or service life cycle.
- Durability and maintenance requirements.
- Ultimate disposal of the product.

Administrative and Management Staff Goals:

1. Maintain information about environmentally preferable products and recycled products containing the maximum practical amount of recycled materials, to be purchased by the agency, consultants, and contractors whenever possible.
2. Require the use of recycled materials and recycled products by incorporating them in bid specifications where practical.
3. As appropriate, disseminate information on recycled and environmentally preferable product procurement requirements, specifications, and performance to assist consultants and contractors.

Agency Goals:

1. Consider the extent to which the specifications for requested product and services could include an environmentally preferable option.
2. Strive for the inclusion of environmentally preferable products and recycled products into contract requirements wherever practical.
3. Expand the awareness and use of environmentally preferable products throughout the agency.

Document Review

This policy should be reviewed every three years.



MEMO

To: GRTA Board of Directors

From: Karyn Gear, Interim Executive Director

Date: October 19, 2023

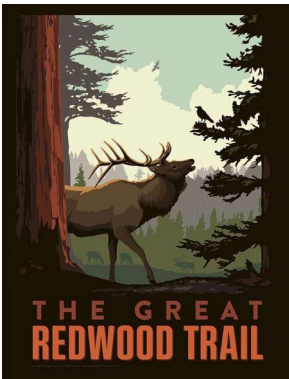
Subject: **Agenda Item F.6** - Possible Action Regarding Approval of Professional Services Agreement with DA MN Enterprises, LLC.

American Rail Engineers Corp. (ARE) is currently providing rail engineering services to GRTA under a contract last modified in 2022, and expiring in December 2023. Engineer Dave Anderson, PE and financial/administrative manager Angel Lucero, formerly of ARE, have been providing engineering support to GRTA in its current statutory form, and previously to North Coast Railroad Authority, for more than 20 years, including general engineering consulting and support, as well as providing technical expertise in support of GRTA's ongoing railbanking efforts. DA MN Enterprises, LLC, is a limited liability company owned and operated by Mr. Anderson and Ms. Lucero, providing engineering and consulting services.

DA MN Enterprises, LLC is willing to provide ongoing, as-needed engineering and consulting work on behalf of GRTA, at a rate of \$150 per hour for standard services, which is lower than the existing contract rate with ARE Corp. Such an agreement will provide a continuity of key personnel and services to GRTA as ongoing need arises.

Staff Recommendation:

In order for GRTA to continue receiving critical professional on-call engineering and related services from its long-time rail engineer Dave Anderson, staff recommends the Board delegate to the Interim Executive Director authority to enter into a professional services agreement with DA MN Enterprises, LLC, in a form approved by counsel, in an amount not to exceed \$90,0000, for work to be performed upon the direction of the Interim Executive Director.



MEMO

To: GRTA Board of Directors

From: Karyn Gear, Interim Executive Director

Date: October 19, 2023

Subject: **Agenda Item F.7** - Possible Action Regarding Approval of Proposed Board Meeting Schedule

Staff Recommendation:

Staff is recommending the Board approve the following schedule for Great Redwood Trail Agency Board Meetings for the remainder of 2023 and 2024.

Date:	Time:	Location:
November 9, 2023	1:30 PM	Healdsburg City Council Chambers, 401 Grove St, Healdsburg
January 25, 2024	10:30 AM	Ukiah City Council Chambers, 300 Seminary Ave., Ukiah
March 21, 2024	10:30 AM	Eureka City Council Chambers, 531 K St., 2 nd Floor, Eureka
May 16, 2024	10:30 AM	Healdsburg City Council Chambers, 401 Grove St, Healdsburg
July 18, 2024	10:30 AM	Ukiah City Council Chambers, 300 Seminary Ave., Ukiah
September 19, 2024	10:30 AM	Eureka City Council Chambers, 531 K St., 2 nd Floor, Eureka
December 5, 2024	10:30 AM	Healdsburg City Council Chambers, 401 Grove St, Healdsburg