

**Minutes of the Calaveras Resource Conservation District (RCD)**

Special Board Meeting

October 5, 2020

RCD Virtual via GoToMeeting

423 Saint Charles St, San Andreas, CA

**Call to Order:** The meeting was called to order by S. Beckman-President @ 6:00 pm

Board Members & Staff Present: S. Beckman-President; R. Dean-Sec'y/Treas; K. Hafley; M. Robie; F. Schabram; N. Valente-VP; G. Long-Executive Director; Dana Simpson-Staff Accountant; Mary Cole-Admin

Board Members & Staff Absent: B. Dubois

Others Present: None

**Public Comment:** None

**Partners:** None

**Consent Agenda Items:**

1. Approval of 9/3/20 Minutes. Board Action –**F. Schabram made motion to approve, K. Hafley second. On a 6-0-1 vote, minutes were approved.**
2. Approval of September 2020 Finance Reports – **F. Schabram made motion to approve, K. Hafley second. On a 6-0-1 vote, minutes were approved.**

**Old Business:**

1. None

**New Business:**

2. US Forest Service & CalAm Forestry Team Grant Match - Resolution 09-2020 – S. Beckman reported that part of the work we are doing within our CalFire grant (Murphys to Forest Meadows) qualifies as a match for FireSafe Council grant work. G. Long will be sending reports on our progress for their reporting purposes. That work is to be completed by 2022. **B. Dean made motion to approve, F. Schabram second. On a 6-0-1 vote, was approved.**

**Reports:**

6. Committee Reports – None.
7. Other Items for Consideration – M. Robie noted the County won't charge us to do a lot split as we are a Special District. He would like to bring a report to the next Board meeting.  
G. Long would like to schedule a work day for Nov. 7 to clean up board room. Requests an agenda item.
8. **Board Member announcements** – None.
9. **Staff announcements** – M. Cole requests agenda input be received by the Friday before meeting.

**Adjournment of meeting.** Meeting adjourned @ 6:16 pm.

Next meeting scheduled for **Thursday, November 5, 2020** via in-person and GoToMeeting.com.

Attest:  
President, Sid Beckman \_\_\_\_\_

Date \_\_\_\_\_

Secretary, Bob Dean \_\_\_\_\_

Date \_\_\_\_\_

DRAFT

# CALIFORNIA COMMERCIAL LEASE

This Lease Agreement made the first day of September, 2019, by and between Calaveras County Resource Conservation District (CCRCD), of 423/425 E. St. Charles Street, San Andreas, State of California, hereinafter referred to as "Lessor", and Common Ground Senior Services (Common Ground), of 80 Ridge Road, Suite A, Sutter Creek, State of California, hereinafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

**DESCRIPTION OF LEASED PREMISES:** The Lessor agrees to lease to the Lessee the three rooms on the East side of the office building located at 423/425 E. St. Charles Street, San Andreas, State of California.

Hereinafter known as the "Premises".

2. **USE OF LEASED PREMISES:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: Office space for Common Ground Senior Services.

Any change in use or purpose the Premises other than as described above shall be upon prior written consent of Lessor only.

3. **TERM OF LEASE:** The term of this Lease shall be for a period of one (1) year commencing on the first day of September, 2019 and expiring at Midnight on the 31 day of August, 2020. ("Initial Term")

4. **BASE RENT:** The net monthly payment shall be four hundred and twenty-five dollars (\$425.00), payable monthly with the first payment due upon the commencement of the Lease and each monthly installment payable thereafter on the fifth day of each month. Said net monthly payment is-hereafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than 1 month shall be a pro-rata portion of the monthly rent.

5. **OPTION TO RENEW:** (Check One)

- Lessee may not renew the Lease.

- Lessee may have the right to renew the Lease with a total of one renewal period(s) with each term being one year which may be exercised by giving written notice to Lessor no less than 60 days prior to the expiration of the Lease or renewal period.

Rent for each option period shall: (Check One)

- Be renegotiated prior to each renewal

- Increase as calculated by multiplying the Base Rent by the annual change in the Consumer Price Index (CPI) published by the Bureau of Labor Statistics by the most recent publication to the option period start date.

- Increase by \_\_\_\_%

- Increase by \_\_\_\_\_ dollars (\$\_\_\_\_\_)

6. **EXPENSES:** [Check and Initial whether this Lease is Gross, Modified Gross, or Triple Net (NNN)]

- **GROSS**. Tenant's Initials \_\_\_\_\_ Landlord's Initials \_\_\_\_\_

It is the intention of the Parties that this Lease be considered a "Gross Lease" and as such, the Base Rent is the entirety of the monthly rent. Therefore, the Lessee is not obligated to pay any additional expenses which includes utilities, real estate taxes, insurance (other than on the Lessee's personal property), charges or expenses of any nature whatsoever in connection with the ownership and operation of the Premises. The Lessor shall be obligated to maintain the general exterior structure of the Premises, in addition, shall maintain all major systems such as the heating, plumbing, and electrical. The parking area shall be maintained by the Lessor including the removal of any snow or environmental hazards as well as the grounds and lands surrounding the Premises. The Lessor shall maintain at their expense casualty insurance for the Premises against loss by fire which may or may not include any extended coverage. The Lessee will provide and maintain personal liability and property damage insurance as a lessee, at least to the limits of One Million Dollars (\$1,000,000.00), that will designate the Lessor as an "also named insured", and shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease.

**MODIFIED GROSS**. Tenant's Initials  Landlord's Initials \_\_\_\_\_

It is the intention of the Parties that this Lease shall be considered a "Modified Gross Lease".

In addition to the Base Rent, the Lessee shall be obligated to pay the following monthly expenses:

Garbage disposal of generated waste by Common Grounds;  
personal liability and property damage as lessee, at least to the limits of Five Hundred Thousand Dollars (\$500,000) that will designate the Lessor as "also named insured" and shall provide the Lessor with a copy of such insurance certification or policy within 10 days of the effective date of this lease;  
garbage collection of locked parking region where Common Grounds has access for their company vehicles.



Lessor shall pay the following monthly expenses:

Power, water, electricity, sewer, insurance covering building and major systems of building, upkeep of exterior of building, surroundings grounds and parking regions.

**TRIPLE NET (NNN).** Tenant's Initials \_\_\_\_\_ Landlord's Initials \_\_\_\_\_

It is the intention of the Parties that this Lease shall be considered a "Triple Net Lease".

- I. Operating Expenses. The Lessor shall have no obligation to provide any services, perform any acts, or pay expenses, charges, obligations or costs of any kind whatsoever with respect to the Premises. The Lessee hereby agrees to pay one-hundred percent (100%) of any and all Operating Expenses as hereafter defined for the entire term of the Lease and any extensions thereof in accordance with specific provisions hereinafter set forth. The term "Operating Expenses" shall include all costs to the Lessor of operating and maintaining the Premises, and shall include, without limitation, real estate and personal property taxes and assessments, management fee(s), heating, air conditioning, HVAC, electricity, water, waste disposal, sewage, operating materials and supplies, service agreements and charges, lawn care, snow removal, restriping, repairs, repaving, cleaning and custodial, security, insurance, the cost of contesting the validity or applicability of any governmental acts which may affect operating expenses, and all other direct operating costs of operating and maintaining the Premises and related parking areas, unless expressly excluded from operating expenses.
- II. Taxes. Lessee shall pay, during the term of this Lease, the real estate taxes including any special taxes or assessments (collectively, the "taxes") attributable to the Premises and accruing during such term. Lessee, at Lessor's option, shall pay to Lessor said taxes on a monthly basis, based on one-twelfth (1/12) of the estimated annual amount for taxes. Taxes for any fractional calendar year during the term hereof shall be prorated. In the event the Lessee does not make any tax payment required hereunder, Lessee shall be in default of this Lease.
- III. Insurance. Lessee shall maintain, at all times during the Term of this Lease, comprehensive general liability insurance in an insurance company licensed to do business in the California in which the Premises are located and that is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than \_\_\_\_\_ dollars (\$ \_\_\_\_\_) for injury to or \_\_\_\_\_ dollars (\$ \_\_\_\_\_) death of persons and \_\_\_\_\_ dollars (\$ \_\_\_\_\_) for property damage. During the Term of this Lease, Lessee shall furnish the Lessor with certificate(s) of insurance, in a form acceptable to Lessor, covering such insurance so maintained by Lessee and naming Lessor and Lessor's mortgagees, if any, as additional insured.



7. **SECURITY DEPOSIT:** In addition to the above, a deposit in the amount of zero dollars (\$0), shall be due and payable in advance or at the signing of this Lease, hereinafter referred to as the "Security Deposit", and shall be held in escrow by the Lessor in a separate, interest-bearing savings account as security for the faithful performance of the terms and conditions of the Lease. The Security Deposit may not be used to pay the last month's rent unless written permission is granted by the Lessor.

8. **LEASEHOLD IMPROVEMENTS:** The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except for those listed on any attached addenda) shall be made to the leasehold premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold Premises. If the Lessee makes any improvements to the Premises the Lessee shall be responsible payment, except the following \_\_\_\_\_.

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through whom the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Lessee be construed to be the agent, employee or representative of Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

9. **LICENSES AND PERMITS:** A copy of any and all local, state or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

10. **OBLIGATIONS OF LESSEE:** The Lessee shall be primarily responsible whenever needed for the maintenance and general pickup of the entranceway leading into the Premises, so that this is kept in a neat, safe and presentable condition. The Lessee shall also be responsible for all minor repairs and maintenance of the leasehold Premises, particularly those items which need immediate attention and which the Lessees, or their employees, can do and



perform on their own, including but not limited to, the replacement of light bulbs, as well as the normal repair and cleaning of windows, cleaning and clearing of toilets, etc., and the Lessee shall properly maintain the Premises in a good, safe, and clean condition. The Lessee shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules regulations or ordinances.

In the event the structure of the Premises is damaged as a result of any neglect or negligence of Lessee, their employees, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the Premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Lessee.

The Lessee shall, during the term of this Lease, and in the renewal thereof, at its sole expense, keep the interior of the Premises in as good a condition and repair as it is at the date of this Lease, reasonable wear and use excepted. This obligation would include the obligation to replace any plate glass damaged as a result of the neglect or acts of Lessee or her guests or invitees. Furthermore, the Lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state or local authorities and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the Premises. Lessee shall also be responsible for the cost, if any, which would be incurred to bring her contemplated operation and business activity into compliance with any law or regulation of a federal, state or local authority.

11. **INSURANCE:** In the event the Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, Lessor may, but shall not be required to, obtain the same and charge the Lessee for same as additional rent. Furthermore, Lessee agrees not to keep upon the Premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the Premises shall be increased by reason of any use of the Premises made by Lessee, then Lessee shall pay to Lessor, upon demand, such increase in insurance premium as shall be caused by said use or Lessee's proportionate share of any such increase.

12. **SUBLET/ASSIGNMENT:** The Lessee may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased Premises or any part thereof without first obtaining the prior written consent and approval of the Lessor.



13. **DAMAGE TO LEASED PREMISES:** In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of Lessee and which precludes or adversely affects the Lessee's occupancy of the Premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the leased Premises have been rendered unfit for use and occupation by the Lessee and until the demised Premises have been put in a condition at the expense of the Lessor, at least to the extent of the value and as nearly as possible to the condition of the Premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the Premises that in no event shall the Lessor's obligation to restore, replace or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to said damage.

14. **DEFAULT AND POSSESSION:** In the event that the Lessee shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the Premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

In the event any legal action has to be instituted to enforce any terms or provisions under this Lease, then the prevailing party in said action shall be entitled to recover a reasonable attorney's fee in addition to all costs of said action.



Rent which is in default for more than 21 days after due date shall accrue a payment penalty of one of the following:

**(Choose One)**

- Interest at a rate of \_\_\_\_\_ percent (\_\_\_\_%) per annum on a daily basis until the amount is paid in full.

- Late fee of fifty dollars (\$50) and fifty dollars (\$50) per week thereafter until the amount is paid in full.

In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.

15. **INDEMNIFICATION:** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the Premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the Premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject Premises that the Lessor is not aware of at the signing of the lease or at any time during the lease term.

16. **BANKRUPTCY - INSOLVENCY:** The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of 30 days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt; or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased Premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.

17. **SUBORDINATION AND ATTORNMENT:** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage now or hereafter in force against the property or any portion thereof, and to all advances made or hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee



agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attend to the purchaser and recognize such purchaser as Lessor under this Lease.

**18. MISCELLANEOUS TERMS:**

- I. Usage by Lessee: Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Lessee allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.
- II. Signs: Lessee shall not place on any exterior door, wall or window of the Premises any sign or advertising matter without Lessor's prior written consent and the approval of the \_\_\_\_\_ [Municipality]. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or policy that the Lessor may introduce with respect to the building. Upon vacating the Premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.
- III. Pets: Unless otherwise stated in this Lease Agreement, the only pets that shall be allowed on the Premises are those needed legally due to a disability or handicap.
- IV. Condition of Premises/Inspection by Lessee: The Lessee has had the opportunity to inspect the Premises and acknowledges with its signature on this lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. Furthermore, the Lessor makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. Furthermore, the Lessee represents that Lessee has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof.



V. **Right of Entry:** It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building.

19. **ESTOPPEL CERTIFICATE:** Lessee at any time and from time to time, upon at least ten (10) days prior notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and additional rent have been paid, and stating whether or not there exists any default by Lessor under this Lease and, if so, specifying each such default.

20. **HOLDOVER:** Should Lessee remain in possession of the Premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed, if Lessor so elects, to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' notice by either party.

21. **WAIVER:** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

22. **GOVERNING LAW:** This Lease shall be governed by the laws of the State of California.

23. **NOTICES:** Payments and notices shall be addressed to the following:

Lessor:

CCRCD  
PO Box 1041  
San Andreas, CA 95249

Lessee:

Common Ground Senior Services  
80 Ridge Road, Suite A  
Sutter Creek, CA 95685

24. **AMENDMENT:** No amendment of this Lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

25. **BINDING EFFECT:** This Lease and any amendments thereto shall be binding upon the Lessor and the Lessees and/or their respective successors, heirs, assigns, executors and administrators.

IN WITNESS WHEREOF, the parties hereto set their hands and seal this 2 day of DECEMBER, 2019.

**Lessee's Signature**

Elizabeth Thompson

**Printed Name**

Elizabeth Thompson

**Lessor's Signature**

[Signature]

**Printed Name**

GURSON LONG



October 23, 2020

## **Briefing Paper – Determining future options for the CCRCD Facility**

Decision to be made; does the CCRCD want to subdivide the East Saint Charles property into two parcels with one parcel to include the main 3-story building and the second parcel to include the old CCWD Board room. Once the parcel split is complete the first parcel would put up for sale and if successful the proceeds would be used to repair, upgrade and maintain the Board room for CCRCD use.

History: CCRCD purchased the property at 423/425 E. St. Charles Street, San Andreas, California for the price of \$1.00 from the Calaveras County Water District. The building had been on the market for several years before this. Upon ownership the CCRCD approached Calaveras County in 2017 to determine if they had an interest in leasing the building. The County hired a consultant to complete a site assessment to determine necessary maintenance, upgrades and costs. The findings of the survey and other considerations resulted in the County determining they were not interested in leasing the facility. A second conversation with the County in 2020 concerning interest in the facility determined they were again not interested.

CCRCD was able to find two tenants the University of California Cooperative Extension (UCCE) and Common Ground Senior Services. The tenants occupy the 1<sup>st</sup> floor and some storage space in the basement. CCRCD office space is located on the 2<sup>nd</sup> floor and the conference room there is used for monthly Board meetings.

The UCCE lease agreement requires the renter to pay 75% of the monthly utility bills as payment. For reference the cost of August 2020 utilities were approximately \$420. UCCE have also completed and paid for improvements on the first floor for the space they occupy and in the common entry way. Their lease expires June of 2022. Either party may terminate this Agreement at any time by giving ninety (90) days' written notice to the other.

Common Grounds current lease requires them to pay \$425 monthly rent. The lease expires in August of 2020.

Since taking ownership CCRCD made one unsuccessful effort to procure grant funds for upgrade and maintenance of the property.

In the 3-story building there have been multiple costs to repair the heating and air conditioning unit, unclog the sewer system and replace broken plumbing and electrical. These costs have been covered by the rental income and funds collected from administrative work on various grants. No renovations or maintenance has been completed by CCRCD to this building

The Board room is not currently connected to a power source. Raw sewage backed up into the room and caused considerable damage which has not been repaired.

Supporting documents which include the site survey and meeting notes are available from CCRCD.

Prepared by;

Sid Beckman  
CCRCD Board of Directors

Report of Costs involved in Selling main RCD building and splitting lot and keeping the Smaller Building

The cost of splitting a parcel would be in \$9431, however if a Public Agency owns the property, the Fee is waived, so fee to the CCRCD is 0.

A new water meter will cost \$3825.

Survey Cost(attached) are between \$9,000 to \$11,400. I think some of these fees may be waived since we are public agency.

New Sewer line and Hook up to the Sanitation District will be \$3900.00

I did not get ahold of PG&E but a new service and meter is probably under \$5000.

Synopsis. The Costs involved splitting the lot should be less than \$24,000.



209-754-6350

P.V. Gilioz

Amx

Madeline Planning Dept  
209-754-6394



# CALAVERAS COUNTY TAX PARCEL LOOKUP

FOR PUBLIC USE

SELECT LAYER TO SEARCH



385 MOUNTAIN VIEW AV  
042032004  
-120.6744208 38.191673 Degrees



Roark Weber, R.C.E.  
P. O. Box 906  
San Andreas, CA 95249

October 5, 2020

Mike Robie  
Calaveras County  
Resource Conservation District  
P.O. Box 1041  
San Andreas, CA 95249

RE: Adjusted Parcel B (13-PM-18)

Thank you for contacting me and WGA. To follow up on your request for assistance with processing the above, Calaveras County Planning and WGA were contacted to provide the following:

1. Prepare a tentative map application for lot split. (See attached 11" x 17" map.)
2. Coordinate with County offices for map processing.
3. Prepare parcel map for recording.
4. Fees for tentative map submittal and costs typically are:

|                               |    |                     |
|-------------------------------|----|---------------------|
| Tentative Map                 | \$ | 0.00 (-\$9,506.00)* |
| Fish & Wildlife               | \$ | 2,406.75**          |
| Title Report                  | \$ | 50.00               |
| Other (staff and PC meetings) | \$ | 200.00              |
| County Administration Fee     | \$ | 50.00               |
| Subtotal                      |    | \$300 to \$2,706.75 |

See attached County application.

5. Tentative Map and application preparation by WGA are estimated at \$4,000.

\*County Planning was contacted October 1 and advised your District is exempt from tentative map fees.

\*\*District may be exempt from Fish and Wildlife fees as well.

Once tentative map is approved, filing a parcel map requires payment of a map fee of \$1,310, payment of property taxes, and map guarantee. With monumentation identified on 13-PM-18, the parcel map may be prepared from record data at an estimated cost of \$3,000. Should a field survey be required, our surveyor, Nordahl Land Surveying, advises an additional cost of \$800 - \$1,200 should be expected.


These costs summarized are:

|                                  |                               |
|----------------------------------|-------------------------------|
| Tentative Map Preparation by WGA | \$4,000                       |
| County Tentative Map Fees        | \$300 - \$2,706.75            |
| Parcel Map Preparation           | \$3,000.00 (From Record Data) |
| County Map Checking Fee          | \$1,310                       |
| Roark Weber, PE Charges          | <u>\$ 400</u>                 |
| Total                            | \$9,010 - \$11,416.75         |

Should you need anything further, please let me know. Should you choose to proceed, a written Professional Services Agreement (state requirement) will be sent to you, and work will proceed as you direct. Almost all costs will be WGA billings to me (\$4,000 TPM and \$3,000 PM) which will be passed on to you with copies of their invoices. My rate is \$100/hour with a time estimate of 4 hours for \$400.

Should a field survey be required by the County Surveyor, surveying costs will be additional. We will know on this requirement when the tentative map is approved.

Should you have any questions, you can reach me at 754-1824 or 754-4846. I can meet you anywhere in San Andreas should a meeting be required.



Roark Weber, P.E.

Enclosures: 11" x 17" Print of 13-PM-18  
Calaveras County Land Use Applications and Instructions



## Mike Robie

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**From:** Hugh Logan <logansasd@comcast.net>  
**Sent:** Friday, October 23, 2020 12:00 PM  
**To:** Mike Robie  
**Subject:** CCRCD parcel and sewer service  
**Attachments:** \_doc013166.pdf

Mike, we received a partial application this week indicating the parcel may be split. I sent our crew out on Thursday 10/22 and found the private sewer lateral location. Both buildings on the existing parcel share a private lateral. I've attached a google map for your reference, to show the approximate location of the main sewer line, and the approximate location of the parcel's private sewer lateral.

Going forward, the District requires a \$500 application fee to be submitted and we'll have more questions about how you plan to use the two individual parcels. Each parcel will require a separate sewer lateral installed by the property owner, built to the District's standards. Easements for utility access will be required so that both parcels can access their sewer pipe for maintenance. As the application fee is paid and you submit more details about the parcels, then the District will be in a position to issue a will-serve letter that the County will require prior to splitting the parcel. Note, that if the plans become more complicated, additional fee will be required to cover the District's costs.

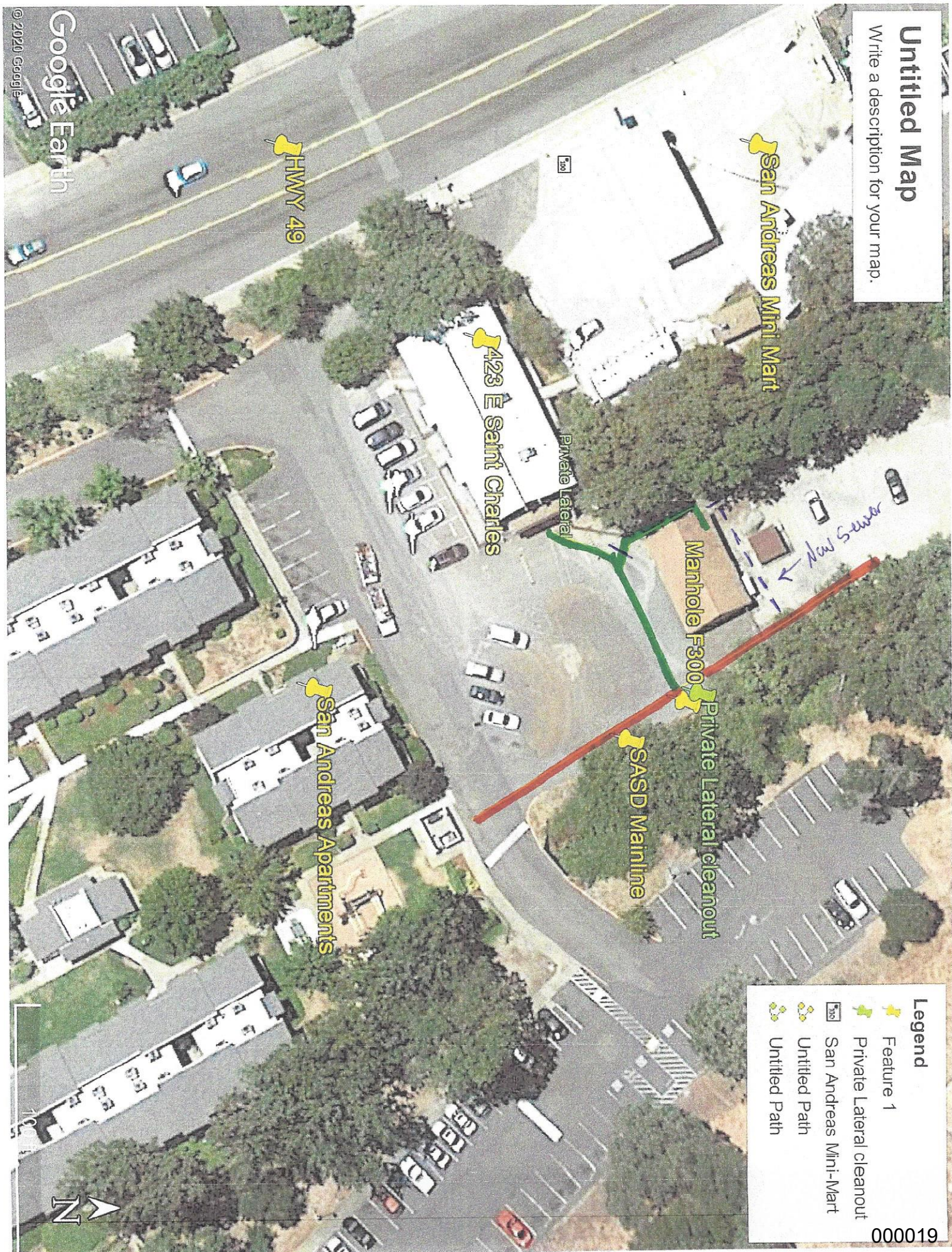
Thanks.  
Hugh

Hugh Logan, District Manager  
San Andreas Sanitary District  
P.O. Box 1630  
675 Gold Oak Road  
San Andreas, CA 95249  
209.754.3281 office



# Untitled Map

Write a description for your map.



**Legend**

- Feature 1
- Private Lateral cleanout
- San Andreas Mini-Mart
- Untitled Path
- Untitled Path

000019



MAST & SONS PLUMBING  
3670 MOUNTAIN RANCH RD.  
SAN ANDREAS CA. 95249

LIC. # 1027861

**Proposal**

|                      |
|----------------------|
| PROPOSAL NO.         |
| SHEET NO.            |
| DATE <u>10/28/20</u> |

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

|                                    |               |
|------------------------------------|---------------|
| NAME<br><u>Mike Robie</u>          | ADDRESS       |
| ADDRESS<br><u>Saint Charles st</u> | DATE OF PLANS |
| PHONE NO.<br><u>916-595-2040</u>   | ARCHITECT     |

We hereby propose to furnish the materials and perform the labor necessary for the completion of \_\_\_\_\_

To install new sewer line connected to city main.  
cap of old sewer line. does not include price of permits

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Three thousand four hundred Dollars (\$ \$3,400.00 ) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Duane Mott

Per \_\_\_\_\_

Note --- this proposal may be withdrawn by us if not accepted within 60 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_