

CROCKETT COMMUNITY SERVICES DISTRICT

Special Business Meeting
AGENDA FOR TUESDAY, DECEMBER 22, 2020

TIME: 4:00 PM

PLACE: **** Meeting to be held by teleconference ****

IMPORTANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See Resolution No. 19/20-18)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128. Enter the Meeting ID# 841 4879 3052 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeONOA5qL> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/84148793052> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 841 4879 3052.

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1. CALL TO ORDER – ROLL CALL
 2. ADMINISTRATIVE:
 - a. Consider acceptance of Employment Agreement for Recreation Department Manager Wilson.
 - b. Approve Pay Scale of Wages for 2021.
 - c. Consider report on progress of new office building.
 - d. Consider acceptance of bid(s) for work on new office building.
 - e. Update District Board on actions taken by Directors Kirker and Peterson on behalf of the District.

3. CLOSED SESSION:

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

4. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

5. ADJOURNMENT:

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

EMPLOYMENT AGREEMENT EXTENSION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and Ronald Wilson ("Employee") and approved by the District Board on December 18, 2013 is hereby extended as follows. The Agreement extension is contingent upon approval by the District's Board of Directors.

SECTION II – TERM (d) extension added to contract:

- (d) The term of this Agreement shall be extended not to exceed thirty-six (36) months beginning January 1, 2021 and ending on December 31, 2023, unless modified, extended, or terminated as herein provided.

All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.


Employee – Ron Wilson

Dated: 12/20/20


District – Michael Kirker, Acting General Manager

Dated: 12/18/2020

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (Proposal 12-16-2020 - ADOPTED _____ - EFFECTIVE DATE _____)

CCSD Administration

Acting General Manager⁽¹⁾ - Part Time Position - Average work load 8 hours per week

Probation	Level I			Level II			Level III			Level IV			Level V			
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	
n/a	\$1,000	\$1,048	\$1,095	\$1,143	\$1,191	\$1,238	\$1,286	\$1,334	\$1,381	\$1,429	\$1,476	\$1,524	\$1,572	\$1,619	\$1,667	
* Monthly salary		Monthly Income= \$1,000 min. \$1,667 max.					Annual Base Full Time Equivalent= \$12,000 minimum					\$20,000 maximum				

\$20,000

District Secretary - Part Time Position - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$3,754	\$3,910	\$4,066	\$4,222	\$4,378	\$4,534	\$4,690	\$4,846	\$5,002	\$5,158	\$5,314	\$5,470	\$5,626	\$5,782	\$5,938	\$6,094	\$6,250
* Hourly salary, paid bi-weekly		Monthly Income= \$3,754 min. \$6,250 max.					Annual Base Full Time Equivalent= \$45,048 minimum					\$75,000 maximum					

\$2,600 max. benefits
 \$22,600 net
 eff. rate \$48.08 per hr

\$2,600

\$49,517

\$10,151

Administrative Services Manager⁽¹⁾ - Part Time Position - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$5,581	\$5,753	\$5,925	\$6,097	\$6,269	\$6,441	\$6,613	\$6,785	\$6,957	\$7,129	\$7,301	\$7,473	\$7,645	\$7,817	\$7,989	\$8,161	\$8,333
* Monthly salary		Monthly Income= \$5,581 min. \$8,333 max.					Annual Base Full Time Equivalent= \$66,976 minimum					\$100,000 maximum					

\$59,668 net
 eff. rate \$29.76 per hr

\$15,375 max. benefits

\$68,442

\$11,840

District Engineer - Part Time Position - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$6,545	\$6,712	\$6,879	\$7,046	\$7,213	\$7,380	\$7,547	\$7,714	\$7,881	\$8,048	\$8,215	\$8,382	\$8,549	\$8,716	\$8,883	\$9,050	\$9,217
* Monthly salary		Monthly Income= \$6,545 min. \$9,217 max.					Annual Base Full Time Equivalent= \$78,536 minimum					\$110,600 maximum					

\$80,282 net
 eff. rate \$41.13 per hr

\$17,300 max. benefits

\$96,572

\$16,707

Sanitary Departments

CVSAN Dept. staff⁽¹⁾ - Non-exempt Position - Average work load 30 hours per week.

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary		Monthly Income= \$4,510 min. \$7,832 max.					Annual Base Full Time Equivalent= \$54,120 minimum					\$93,984 maximum									

eff. rate \$46.43 per hr

\$72,648

\$12,568

PCSAN Dept. staff⁽²⁾ - Non-exempt Position - Average work load 10 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary		Monthly Income= \$4,510 min. \$7,832 max.					Annual Base Full Time Equivalent= \$54,120 minimum					\$93,984 maximum									

eff. rate \$34.93 per hr \$85,216 net

Recreation Department

\$39,861 net

2.6.

Recreation Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
n/a	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862	\$3,987	\$4,114	\$4,246
* Monthly salary					Monthly Income= \$2,250 min. \$4,246 max.					Annual Base at 19 hours per week = \$27,002 minimum					\$50,946 maximum						
										Annual Base Full Time Equivalent = \$56,845 minimum					\$107,255 maximum						

\$35,911

(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

\$11,798 max. benefits

\$3,950

\$39,861 net

eff. rate \$36.35 per hr

Recreation Facilities Manager ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$21.76	\$23.00	\$23.61	\$24.23	\$24.85	\$25.47	\$26.08	\$26.70	\$27.32	\$27.94	\$28.55	\$29.17	\$29.79	\$30.41	\$31.02	\$31.64	\$32.26	\$32.88
* Hourly salary, paid bi-weekly					Monthly Income= \$3,189 min. \$4,559 max.					Annual Base Full Time Equivalent= \$47,840 minimum					\$68,390 maximum		

\$51,617

(4) Recreation Facilities Manager performs the duties of the Assitant District Secretary when position is vacant.

\$14,020 max. benefits

\$10,582

\$62,199 net

eff. rate \$31.02 per hr

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$15.52	\$16.30	\$17.08	\$17.86	\$18.64	\$19.42	\$20.20	\$20.98	\$21.76	\$22.28	\$22.80	\$23.32	\$23.84	\$24.36	\$24.88	\$25.40	\$25.92	\$26.44
* Hourly salary, paid bi-weekly					Monthly Income= \$2,119 min. \$3,437 max.					Annual Base Full Time Equivalent= \$33,904 minimum					\$54,995 maximum		
** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step.															\$6,049 max. benefits		

eff. rate \$0.00 per hr

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I															
Per Hour	Step a	Step b	Step c	Step d	Step e											
\$14.48	\$15.00	\$15.52	\$16.04	\$16.56	\$17.08											
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$0 max.					Annual Base Full Time Equivalent= \$31,200 minimum					\$35,526 maximum	

\$3,908 max. benefits

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week

eff. rate \$0.00 per hr

Probation	Level I					Level II					Level III					
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a					
\$19.50	\$19.75	\$20.25	\$20.75	\$21.25	\$21.75	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50					
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,610 max.					Annual Base Full Time Equivalent= \$41,080 minimum					\$50,960 maximum	

\$5,606 max. benefits

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

eff. rate \$0.00 per hr

Probation	Level I					Level II										
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b									
\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00									
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,094 max.					Annual Base Full Time Equivalent= \$37,440 minimum					\$43,680 maximum	

eff. rate \$0.00 per hr

\$4,805 max. benefits

Head Lifeguard / Pool Office Manager - Seasonal - 0 to 34 hours per week

\$39,861 net

Probation	Level I					Level II							
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e			
\$14.75	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00			
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income=		\$0	min.	\$2,652	max.	Annual Base Full Time Equivalent=		\$30,680	minimum	\$37,440	maximum

Lifeguard ^{(5) (6)} - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II							
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e			
\$14.25	\$14.25	\$14.40	\$14.55	\$14.70	\$14.85	\$15.00	\$15.15	\$15.30	\$15.45	\$15.60			
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income=		\$0	min.	\$2,298	max.	Annual Base Full Time Equivalent=		\$29,640	minimum	\$32,448	maximum

Aquatics Instructor - Seasonal - 0 to 20 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$14.00	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60								
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income=		\$0	min.	\$1,265	max.	Annual Base Full Time Equivalent=		\$29,120	minimum	\$30,368	maximum

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$14.00	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60								
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income=		\$0	min.	\$2,151	max.	Annual Base Full Time Equivalent=		\$29,120	minimum	\$30,368	maximum

Maintenance Attendant ⁽⁷⁾ - Hourly - 0 to 20 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$14.00	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60								
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income=		\$0	min.	\$1,265	max.	Annual Base Full Time Equivalent=		\$29,120	minimum	\$30,368	maximum

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.

(6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.

(7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.

\$463,104 SUM



Coastwide Environmental Technologies, Inc.

BID 20 - 15681 B

December 21, 2020

Mackenzie Const Services
PO Box 49
Port Costa, CA 94569
Phone: 510 367 6098
Fax:
Attn: John Mackenzie

Job: Crockett Community Services
Location: 1 Ralph Park Dr, Crockett, CA
Class of Work: Asbestos

SCOPE OF WORK

Remove and dispose of hazardous building material as follows:
As described in job walk to Coastwide Supervisor Miguel Lopez, sheetrock walls throughout, scrape popcorn ceiling (leave substrate), garage wall and ceiling finish, second floor apartment VFT. Excludes ceramic tile in bath near garage.

Coastwide to provide containment, negative air, HEPA (High Efficiency Particulate Air) vacuuming & cleaning and personal air sampling. All hazardous and non-hazardous material transported to appropriate disposal site. All work to Cal/OSHA and EPA regulations. Assumes one mobilization to remove all material. If the service of an independent hygienist for clearance air monitoring/sampling is desired, it is the responsibility of the building owner/occupant. A 10-day air pollution control district notification is required, fee is included.. Value of salvaged material is reflect

Abatement

\$85,000.00

Stewart Peterson
Stewart Peterson CEO

Digitally signed by
Stewart Peterson
Date: 2020.12.21
11:46:16 -08'00'

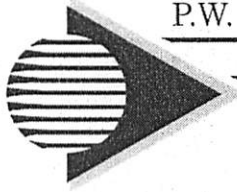
Stew Peterson, CEO
831-901-2160

Prices are good 60 days from bid date.

Owner/General Contractor to ensure job site is accessible and free from obstructions. Not responsible for incidental tape, staple or safety procedure damage. A 1 1/2 % interest charge will be applied monthly to any unpaid balance past 30 days from original invoice.

170 SECOND STREET. WATSONVILLE, CA 95076 (831) 761-5511 FAX (831) 761-5513
License # 523560 B, ASB, C-21, C-22 DOSH # 058 SBE # 3174 NorCal Laborers Signatory
DIR Reg # 1000001357

2.d.



P.W. STEPHENS ENVIRONMENTAL, INC.

ASBESTOS • LEAD • MOLD REMEDIATION • DUCT CLEANING

RESIDENTIAL / COMMERCIAL

December 9, 2020

Hosselkus Chapel
1 Rolph Park Drive
Crockett, CA 94525
Attn: John Mackenzie
510.367.6098
Claim #
Email: 1mackbuild@gmail.com

Mackenzie Construction Services Inc.
P.O. Box 49
Port Costa, CA 94569
Attn: John Mackenzie
510.367.6098
Email: 1mackbuild@gmail.com

Re: Abatement: asbestos removal

Dear John Mackenzie,

We are pleased to submit our proposal for work located at the above address. The purpose of this document is to define the scope of work and pricing structure and to identify any conditions that would require coordination in order to complete your project in a safe and timely manner.

The pricing schedule and work items included in the bid proposal are effective for 60 days from today.

As part of our standard operating procedures, P.W. Stephens Environmental, Inc. provides a number of protective measures that may not be available from other contractors. Among these are:

- Five million dollars of True Occurrence General Liability insurance.
- An independent in-house Project Quality Inspection Program that insures adherence to stringent quality control systems
- Licensed patent usage of the GPAC negative air filtration system.

This project requires a notification period to various regulatory agencies. Please plan accordingly to eliminate possible coordination problems.

We hope this proposal meets your approval and look forward to working with you. I will follow-up to discuss the status of your project. If you have any questions, please call.

Respectfully,

Ralph Perez

This proposal includes supplying all labor, material, equipment, personal air monitoring, permits, and fees associated with the removal of the following asbestos, mold or lead containing materials.

<i>Area</i>	<i>SCOPE OF WORK</i>	<i>Quantity</i>	<i>Line Total</i>
Mobilization	Mobilization charges to and from jobsite during abatement process. Also includes set up and containment of entire work area with plastic sheeting to prevent dispersion of dust and debris during remediation process. Those charges include but are not limited to decontamination chambers, hot and cold water for showers, zippers, duct tape, 4-mil plastic, signs, barricades and small equipment necessary for proper work conditions.	1	\$4,800.00
Front Lobby	Remove wallboard and insulation from walls and soffit. Bag debris for disposal	511	\$1,405.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	511	\$485.45
Men's restroom	Remove wallboard and insulation from walls. Bag debris for disposal	140	\$385.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	140	\$133.00
Women's restroom	Remove wallboard and insulation from walls and soffit. Bag debris for disposal	157	\$431.75
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	157	\$149.15
Extra large conference area	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	556	\$1,668.00
	Remove wallboard and insulation from walls and soffit. Bag debris for disposal.	882	\$2,425.50
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	1438	\$1,366.10
Multi-Office space	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	182	\$546.00
	Remove wallboard and insulation from walls and soffit. Bag debris for disposal.	473	\$1,300.75
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	655	\$622.25
Office	Please note: Do not remove walls behind wood paneling		
	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	84	\$252.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	84	\$79.80
Office hallway w/offsets	Remove wallboard and insulation from walls and ceiling. Bag debris		

	for disposal.	560	\$1,540.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	560	\$532.00
Coat closet			
	Remove wallboard and insulation from walls and ceiling. Bag debris for disposal.	95	\$261.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	95	\$90.25
Conference (next to Chapel)			
	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	213	\$639.00
	Remove wallboard and insulation from walls and soffit. Bag debris for disposal.	508	\$1,397.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	721	\$684.95
Front stairwell			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	544	\$1,496.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	544	\$516.80
Front stairwell upper landing			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	174	\$478.50
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	174	\$165.30
Upper closet			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	109	\$299.75
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	109	\$103.55
Hall to Garage			
	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	78	\$234.00
	Remove wallboard and insulation from walls and soffit. Bag debris for disposal.	240	\$660.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	318	\$302.10
Garage			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	1448	\$3,982.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	1448	\$1,375.60
Embalming room			
	Remove upper 2 ft. wallboard above wall tile and insulation from all walls and ceiling. Bag debris for disposal.	318	\$874.50
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	748	\$710.60
Rear stairwell			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	656	\$1,804.00

Conference (behind chapel)	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	656	\$623.20
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	1200	\$3,300.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	1200	\$1,140.00
Apartment			
Kitchen w/pantry offset	Remove all exposed wallboard and insulation from walls and ceiling. Bag debris for disposal.	484	\$1,331.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	484	\$459.80
	Please note: Do not remove walls behind wood paneling		
Living	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	234	\$702.00
	Remove all wallboard and insulation from walls. Bag debris for disposal.	192	\$528.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	426	\$404.70
	Please note: Do not remove walls behind wood paneling		
Family	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	380	\$1,140.00
	Remove all wallboard and insulation from walls. Bag debris for disposal.	444	\$1,221.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	824	\$782.80
	Please note: Do not remove walls behind wood paneling		
Bedroom 1 w/closets	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	94	\$282.00
	Remove all wallboard and insulation from walls and closet ceiling. Bag debris for disposal.	488	\$1,342.00
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	582	\$552.90
	Please note: Do not remove walls behind wood paneling		
Hallway	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	70	\$210.00
	Remove all wallboard and insulation from walls and closet ceiling. Bag debris for disposal.	417	\$1,146.75
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	487	\$462.65
	Please note: Do not remove walls behind wood paneling		
Laundry	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	275	\$756.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	275	\$261.25
	Please note: Do not remove walls behind wood paneling		
Hall Bath			

	Remove all exposed wallboard and insulation from walls and ceiling. Bag debris for disposal.	171	\$470.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	426	\$404.70
Master bedroom			
	Please note: Do not remove walls behind wood paneling		
	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	188	\$564.00
	Remove all wallboard and insulation from walls and closet ceiling. Bag debris for disposal.	475	\$1,306.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	663	\$629.85
Dressing area			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	294	\$808.50
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	294	\$279.30
Master Bathroom			
	Remove all wallboard and insulation from walls and ceiling. Bag debris for disposal.	171	\$470.25
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	171	\$162.45
Bedroom 2 w/closets			
	Wet and scrape acoustic texture from ceiling (do not remove wallboard from ceiling after scrape). Bag debris for disposal.	182	\$546.00
	Remove all wallboard and insulation from walls and closet ceiling. Bag debris for disposal.	537	\$1,476.75
	Wet wipe, HEPA vacuum and clean horizontal and vertical surfaces in work area	719	\$683.05
	General Items		
Equipment			
	Provide negative air filtration system to prevent dispersion of dust and debris during clean-up process.	8	\$600.00
De-Mobilization			
	Demobilization to include containment removal, equipment pick-up, waste pick-up and equipment decontamination.	1	\$2,200.00
Disposal			
	Properly bag, label, manifest, transport and dispose of waste to licensed landfill as required by State, Local or federal guidelines.	6	\$13,800.00
Permits & Fees			
	Administration fees to process manifest, notification, fees and permits to regulatory agencies only. *Does not include any city, building or other permits and fees.*	1	\$4,031.00

QUOTATION TOTAL: \$79,275.80

This proposal is based on visual inspection and Survey provided for the property. This excludes any hidden or inaccessible wallboard located behind paneling, wallboard free of skimcoat texture, HVAC, built-in cabinetry, ceramic wall tile, or any wallboard directly located in the Main Chapel.

Hosselkus Chapel

1 Rolph Park Drive

Crockett

CA 94525

Please Initial

The State Board of Equalization will assess a fee for each generator that produces five tons or more of hazardous waste. This ASSESSED FEE IS NOT INCLUDED IN THIS CONTRACT. Please be aware that if you generate more than five tons of hazardous waste, the BOE will bill you the required fee.

Current fees are as follows:

Generator Size:	Fee:
Less than 5 tons/year	\$0.00
5 but less than 25 tons/year	\$199.00
25 but less than 50 tons/year	\$1,594.00
50 but less than 250 tons/year	\$3,986.00

Contact your P.W. Stephens Environmental, Inc. representative to help assist you in approximating your Generator Fee.

Recent lead laws require that any pre 1978 structure where lead paint will be disturbed must have the paint tested or presume that it is positive. P.W. Stephens Environmental, Inc. (P.W.S.E.I.) strongly recommends that these painted surfaces be tested for lead content prior to performing work. If P.W.S.E.I. has not been provided with lead testing results, we will assume all painted surfaces to be lead containing. P.W.S.E.I. will profile and characterize these materials for the proper handling and disposal.

Pending the results of the lead profile and characterization, additional disposal costs may be charged at a price to be determined.

General Items

1. Due to pre-existing conditions in home P.W. Stephens Environmental, Inc. is not responsible for contamination of dwelling or contents in surrounding areas of home.
2. Removal of inaccessible asbestos, mold or lead containing materials is not covered in estimate. Additional charges will apply if materials have to be removed to uncover asbestos, mold or lead containing products.
3. Plumbing supply lines may be faulty and may need to be replaced. This cost is not covered in the removal estimate.
4. Doors, lights, ceiling fans, curtains and other items may need to be removed by P.W. Stephens Environmental, Inc. to perform abatement work. P.W. Stephens Environmental, Inc. will not re-install these items.
5. Contents and appliances need to be removed from work area prior to abatement. Additional costs will be applied if contents need to be removed, unless otherwise stated in the Scope of Work in this contract.
6. P.W. Stephens Environmental, Inc. is not responsible for damages of contents or personal items left in work area and or moved out of work area by P.W. Stephens Environmental, Inc. employees, unless the moving of these items is included in the Scope of Work of this contract.
7. Due to odors caused by chemicals for mastic removal, the areas will be razor scraped to remove majority of mastic but residual mastic will be left after scraping and will be sealed with an E.P.A. approved encapsulant.
8. Electrical wiring, telephone wiring, security wires and plumbing inside wall cavities may be damaged as a result of remediation activities. Repairs to these items are not the responsibility of P.W. Stephens Environmental, Inc. and should be thoroughly checked by a licensed contractor before drywall is reinstalled.
9. Clearance testing is not included unless otherwise stated in the Scope of Work of this contract. Testing should be performed by an Independent Laboratory hired directly by the owner of the property or the owner's representative.
10. Doors, door casings, windows, window sills, baseboards, cabinets, walls, wallpaper and paneling may be damaged as a result of containment installation. These surfaces may or may not contain lead based paint. Please make arrangements with contractor for additional cost of repairs. This cost is not covered by P.W. Stephens Environmental, Inc.

By initialing here, I acknowledge that I have read and agree to the terms listed in items 1-10 above.

Please Initial

Personal Property and Content Waiver

11. Any and all contents and/or personal property left within the work area at the time P.W. Stephens Environmental, Inc. begins its work will be considered abandoned by its owner. P.W. Stephens Environmental, Inc. may conclusively conclude that these items are abandoned and are authorized to dispose of these items in a manner it deems advisable. By signing this document, the undersigned agrees to waive any and all claims against P.W. Stephens Environmental, Inc. pertaining to the disposal of said property.
12. I may elect to keep selected contents from my home/unit. P.W. Stephens Environmental, Inc. has advised me that these items should be disposed of as hazardous containing waste. I choose to keep them at my sole discretion. I understand P.W. Stephens Environmental, Inc. will clean the contents using state of the art methodology (i.e. wet wiping and hepa vacuuming). I agree to indemnify and hold harmless P.W. Stephens Environmental, Inc. their agents, employees, administrators, officers, directors, attorneys, insurers and assignees, from any future claims or disputes for which I have executed this contract.

By initialing here, I acknowledge that I have read and agree to the terms listed in items 11-12 above.

Please Initial

Mold Remediation Specific Items

13. Unless source of water intrusion is promptly and adequately repaired, mold growth is likely to reoccur. P.W. Stephens Environmental, Inc. is not responsible for identifying and/or repairing the source of the water intrusion, unless specifically stated so in the scope of work.
14. Should additional mold reservoirs be discovered, P.W. Stephens Environmental, Inc. will communicate this to Insurance Company and the homeowner. This may affect final cost.

By initialing here, I acknowledge that I have read and agree to the terms listed in items 13-14 above.

Please Initial

Conditions of the Proposal

The project will be scheduled and worked on a straight time, normal working schedule of eight hours per day, Monday thru Friday, excluding holidays.

This proposal is based on private wage rates.

The customer will provide all necessary water and usable electrical power.

The customer will provide toilet facilities.

The customer is responsible for removing all moveable objects and furniture from the abatement area.

Heating, ventilating and air-conditioning equipment supplying the work area must be shut off.

Parking spaces for one (1) vehicle must be provided near the work area.

P.W. Stephens Environmental, Inc. will supply project records, including air monitoring, employee training, medical certifications and waste disposal records upon request.

This proposal includes all specified and reported asbestos, mold and lead containing materials identified in the scope of work. It does not include any materials that are not subject to view and inspection.

All work performed on an hourly rate will be charged at a Portal to Portal basis.

All work to be performed by trained and accredited personnel.

Minor damage to walls, wallpaper, ceilings and floors, wood and all painted surfaces may occur as a result of containment installation. This is necessary to insure the integrity of the containment. These surfaces may or may not contain lead based paint. Every attempt will be made to keep such occurrence to a minimum. This proposal does not include the cost of any repair which may be required as a result of our containment installation.

Access to the area inside containment will be limited to P.W. Stephens Environmental, Inc.'s employees and the customer's authorized visitors.

All asbestos removal will be in accordance with federal, state and local regulations including 40 CFR, Part 61; 29 CFR, Part 1926.58; CCR Title 8, Section 1529; and local AQMD / APCD guidelines.

Lead abatement will be in accordance with federal, state and local regulations, including 40 CFR Part 745, Title 17, CCR, Division 1 Chapter 8, Title 8 Section 1532 and Federal OSHA 29 CFR 1926.62.

This proposal is based upon our terms and conditions as outlined in this proposal.

This proposal is subject to change and may be withdrawn if not accepted within sixty (60) days of this date.

Legal Terms and Conditions

The Work : P.W. Stephens Environmental, Inc (P.W.S.E.I.) will supply all work as described in the proposal, in accordance with the time schedule, if applicable.

Schedule Change : Where a schedule is applicable, P.W.S.E.I.'S obligation whereunder is based upon the Schedule, both as to duration and sequence. In the event of any significant change in Schedule, the bid price and Schedule shall be equitably adjusted. P.W.S.E.I. shall also receive an equitable adjustment of the bid price if this contract is terminated otherwise than for P.W.S.E.I.'S material breach.

Work Week : Unless otherwise stated, P.W.S.E.I. will supply labor for the Work on a regular 40-hour week without overtime. If the Customer requires overtime in excess of that which has been included in the proposal, P.W.S.E.I. will be reimbursed for the premium portion of wages paid (including payroll taxes and insurance) plus a reasonable allowance for loss of productivity caused by the overtime.

Guarantee: P.W.S.E.I. warrants and guarantees that for a period of one year from date of completion of the Work, it will repair or replace any Work which is defective in materials or workmanship or which does not conform to the specifications set forth in the Bid Documents. P.W.S.E.I.'S liability is limited to the foregoing and it shall not in any case be liable for indirect, incidental or consequential damages of any kind. Additionally, P.W.S.E.I. does not guarantee the performance of any material for other than those used for which the material is intended. In no case shall P.W.S.E.I.'S liability exceed that of the product manufacturer's guarantee.

Insurance : P.W.S.E.I. will supply worker's compensation insurance for its employees in the forms and amounts required by law. In addition, P.W.S.E.I. will supply general liability and auto insurance described in a certificate of insurance (supplied to the customer on request) with a combined single limit of \$1,000,000 per occurrence (or higher if stated in the proposal) written on an occurrence form.

Site Access : Customer agrees to insure that prior to any abatement operations, the control area and/or storage area shall be vacated and shall remain closed to all persons (other than P.W.S.E.I. employees) for the duration of the project. In the event that any individual other than P.W.S.E.I. employees enters the control area, Customer agrees to indemnify, defend and hold P.W.S.E.I. harmless, including its officers, directors, employees, agents and related affiliated entities, from and against any and all claims, demands losses, liabilities, costs, expenses (including reasonable attorneys' fees), fees, actions, suits, proceedings and judgments arising from or relative to asbestos, mold or lead exposure arising there from. If unauthorized visitors cannot be controlled by Customer, P.W.S.E.I., in its sole discretion, may terminate this contract and vacate the jobsite immediately. Customer shall be liable for the work performed by P.W.S.E.I. up to the date of termination, plus any losses incurred by P.W.S.E.I. as a result of said termination. Customer agrees to insure that all authorized visitors shall read and sign P.W.S.E.I.'S visitor policy. If an authorized visitor fails to read and sign P.W.S.E.I.'S visitor policy, customer agrees to indemnify, defend and hold P.W.S.E.I. harmless, including its officers, directors, employees, agents and relating affiliated entities, from and against any and all claims, demands, losses, liabilities, costs, expenses (including reasonable attorneys' fees), fees, actions, suits, proceedings and judgments arising from or relative to asbestos exposure arising there from.

Bonds : Upon request and at the expense of Customer, P.W.S.E.I. will furnish performance and payment bonds written by a corporate surety. The cost of any such bond is not included in the bid price unless specifically stated otherwise.

Cancellations : The owner may cancel this contract at any time prior to midnight of the third (3rd) day after signing this contract. Schedule changes must be made no later than 24 hours in advance. In the event our abatement crew shows up at the job site as scheduled, and are not able to start work, you agree to pay \$125.00 for 2 hours show up time.

Changes and Extras : Customer may change the Work at any time and from time to time, including changes in scope, methods, scheduling or performance requirement, in which case the contract price and completion date will be equitably adjusted. All change orders must be acknowledged in writing.

Supplied Property : Whenever the Customer, its employees, contractors (other than P.W.S.E.I.), use ladders, scaffolding, tools, vehicles, equipment or property of any kind either owned or rented by P.W.S.E.I., Customer shall indemnify and hold P.W.S.E.I. harmless from any and all claims, demands, damages, causes of action and suits of whatsoever nature and kind, arising out of or connected with the use of such ladders, scaffolding, tools, vehicles, equipment or property, except when caused by the sole active negligence of P.W.S.E.I..

Differing Site Conditions : If P.W.S.E.I. encounters subsurface or latent physical conditions at the site, differing materially from those indicated in the bid documents, or unknown physical conditions at the site, of any unusual nature, P.W.S.E.I. will promptly notify the Customer. If such conditions cause an increase or decrease in the cost of, or the time required for, performance of any part of the Work an equitable adjustment in price shall be made and the contract time modified accordingly.

Legal Terms and Conditions (continued)

Force Majeure : P.W.S.E.I. shall not be deemed in default nor be liable for damages for any failure or delay in performance of its Work which arise out of caused beyond its reasonable control. Such caused may include, without limitation, acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, material shortages, or unusually severe weather. In the event the Work is delayed by such causes, the time for performance will be extended accordingly.

Insurance Payment : Customer further agrees that upon receipt of any insurance check and/or draft for that portion of the work performed by P.W.S.E.I. for which the insurance Company is to pay or has paid under any insurance policy, that Customer will endorse and deliver said check/draft to P.W.S.E.I. within seven (7) days of receipt. Customer hereby assigns said insurance payment to P.W.S.E.I. By signing below, Customer further grants to P.W.S.E.I. a special irrevocable Power of Attorney giving P.W.S.E.I. the power and authority to endorse in the place and stead of Customer any check or draft from any such insurance company that is in payment or reimbursement for such work performed by P.W.S.E.I.

Litigation : In the event of any dispute based upon, arising out of, or related to the breach, enforcement or interpretation of any of the provisions of this Agreement and/or if any of the parties hereto fails to perform any of their obligations under this Agreement, then the prevailing party, as the case may be, shall be entitled to recover payment from the non-prevailing or defaulting party, of all of its actual costs and expenses reasonably incurred on account of such dispute or default, and/or enforcing its rights under this Agreement, including, but not limited to, attorneys' fees, costs and expenses.

Legal Effect : This proposal offers to the Customer the terms and conditions upon which P.W.S.E.I. will perform the work described herein and is made without regard to any of the provisions in the Bid Documents not expressly incorporated herein by reference or otherwise agreed to in writing signed by P.W.S.E.I.. Upon acceptance, the proposal will represent the entire agreement of the parties with regard to performance of and payment for the Work and supersedes any and all previous understandings, representations and agreements between the parties hereto, whether written or oral.

Governing Law, Venue and Jurisdiction : This agreement shall be construed, interpreted and enforce according to the laws of the State of California. The parties agree that any and all disputes under this Agreement shall be brought in the state courts and/or the Federal courts located in the County in which the Customer signed this Agreement, or the County in which the Customer resides at the time a lawsuit is filed.

Severability : If any provision of this Agreement is deemed to be void and unenforceable, that provision shall be omitted only to the extent necessary to make this Agreement valid and enforceable, and the remainder shall remain in full force and effect.

No Implied Waiver : The failure to either party at any time to require performance by the other party of any provision hereof or to otherwise enforce any provisions hereof shall not affect in any way such party's right to require such performance or to enforce such provisions at any later time, nor shall a party's waiver of a breach by the other party of any provisions hereof be taken or held to be a waiver of such provision.

Additional Terms and Conditions Specific to Mold Remediation

Protocol and/or Clearance Testing : If protocol and/or clearance testing is not included in the Scope of Work, Customer by and through his/her independent industrial hygienists and/or environmental consultants, represents that he/she has performed or will perform a thorough environmental investigation (including post-remediation/ clearance sampling) and will specify the methods and extent of remediation. Customer hereby releases P.W.S.E.I. and its employee, officers and successors from any liability for error or omission made in the preparation of the protocol and the remediation methods by the independent industrial hygienists and/or environmental consultants. Furthermore, should Customer elect not to hire independent industrial hygienists and/or environmental consultants to perform a thorough environmental investigation (including post-remediation clearance sampling), Customer agrees to indemnify, defend and hold P.W.S.E.I. harmless, including its officers, directors, employees, agents and related affiliated entities, from and against any and all claims, demands, losses, liabilities, costs, expenses (including reasonable attorneys' fees), fees, actions, suits proceedings, and judgments arising from or relative to mold exposure arising from the Affected Areas and/or any mold regrowth in and around the Affected Areas including but not limited to: Toxic, allergic, infectious and/or inflammatory illnesses and structural damage including warp, decay and dry rot.

Disclaimer: If not promptly and properly addressed, the Property may become biologically contaminated causing substantial additional damage that may present health hazards. If the customers' independent industrial hygienist's and/or environmental consultant's recommendations are refused, mold, fungi and/or bacteria could grow in or around carpet, padding, walls, cabinets and elsewhere within the structure, causing further property damage and/or resulting in a "sick" building – which may be a health hazard. Owner understands that problems may result including but not limited to: Toxic, allergic, infectious and/or inflammatory illnesses and structural damage including warp, decay and dry rot.

Standard Billing and Payment Terms

Billing: Final Payment is Due In Full Upon Completion of Work.

Interest at the rate of .83% per month will be charged on all past due accounts. In the event of failure to pay any of the amount due on this contract, all collection cost and/or attorney fees in the collection of any such amount will be paid by the customer

These Billing and Payment Terms are a standard policy and cannot be changed without written agreement approved and signed by the Company's President.

All Terms and Conditions are considered incorporated into any Purchase Order or Contract that is issued or signed by a P.W. Stephens Environmental, Inc. authorized employee.

Insurance Authorization to Release Funds

Customer agrees to authorize payment for services rendered to be paid Directly to P.W. Stephens Environmental, Inc. from my Insurance Company or Authorized Agent.

Hosselkus Chapel	510.367.6098
Name	Phone Number
1 Rolph Park Drive	
Address	Claim Number
Crockett, CA 94525	December 9, 2020
City / State / Zip	Date

Please Initial

Notice to Owner


Under California Mechanics Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps improve your property, but is not paid for his/her work or supplies, has a right to enforce his/her claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This could happen even if you have paid your contractor in full if the subcontractor, laborers or suppliers remain unpaid.

P.W.S.E.I is authorized and requested to sign the Hazardous Waste Manifest on my behalf.

Please Initial

I hereby agree to the P.W. Stephens Environmental Inc. proposal pages 1 through 8 : Agreed:

Please Initial

Date:	Date: December 9, 2020
_____ Authorized Signature	 _____ P.W. Stephens Environmental, Inc.
_____ Name typed or printed:	Ralph Perez _____ Name typed or printed of Sales Representative
Start Date: _____	End Date: _____

Please sign and return this original contract in its entirety upon agreement, including its: Cover Letter, Scope of Work, General Items, Conditions of the Proposal, Legal Terms and Conditions and Standard Billing and Payment Terms.