



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**ADMINISTRATION**  
County of Placer

TO: Board of Supervisors DATE: March 30, 2021

FROM: Todd Leopold, County Executive Officer  
By: Bekki Riggan, Deputy County Executive Officer  
Melissa Magee, Staff Services Analyst

SUBJECT: Contract with Placer Dispute Resolution, Inc. for Dispute Resolution Services

---

**ACTION REQUESTED**

Approve and authorize the County Executive Officer to sign an agreement for dispute resolution services with Placer Dispute Resolution, Inc., a California non-profit, for a two-year term from April 1, 2021 through March 31, 2023 in a total contract amount not to exceed \$175,000, funded by civil court filing fee pass through revenues.

**BACKGROUND**

The Dispute Resolution Programs Act of 1986 (the Act) provides for the local establishment and funding of informal dispute resolution programs. The goal of the Act is to create a state-wide system of locally-funded programs which provide dispute resolution services (primarily conciliation and mediation) to county residents. These services assist in resolving disputes informally and function as alternatives to more formal court proceedings. The program is funded through civil court filing fees which are paid in monthly installments to participating counties. Contractors funded by this program must be non-profit organizations.

In addition to receiving the filing fee pass-thru funds, contractors are expected to charge clients for services on a sliding scale based upon their ability to pay. Contractors are also required to solicit volunteers and community partnerships to assist in providing the dispute resolution services.

Due to the fluctuating nature of the revenue for this program, it can be difficult for counties to find a provider for these services. After contracting with the same provider for many years, Placer wished to seek new ideas for revitalizing the dispute resolution program with the goal of increasing community utilization. In early 2020, Placer County went through a competitive selection process and the prevailing bidder was Placer Dispute Resolution, Inc. (PDR, Inc.).

Shortly after the results of the RFP were announced, the pandemic hit the US and impacted our implementation timeline. This slowdown has allowed PDR, Inc. the time to craft an innovative new program for providing community mediation services. This new approach includes partnering with experienced mediators from Nevada County's Conflict Resolution Center, creating a case management database, development of a new website, a plan for a robust social media presence, and a strategy for active outreach to create new community partnerships. PDR, Inc. has office spaces conveniently located near the Santucci Justice

Center in Roseville as well as in Tahoe City near the Tahoe Superior Court to serve eastern Placer County residents.

This two-year contract includes a one-time payment of \$25,000 to cover start-up costs and an annual contract amount of \$75,000. This contract will be paid through the existing fund balance reserved for this program as well as through a pass through of monthly court filing fee revenues. There is no general fund impact for this program.

**FISCAL IMPACT**

This contract is fully funded through civil court filing fee revenues, at no county cost.

**ATTACHMENTS**

Attachment 1 – Contract

CONTRACT FOR SERVICES  
ALTERNATE DISPUTE RESOLUTION PROGRAM

This Agreement is made and entered into on the 1st day of April, 2021 by and between the County of Placer, hereinafter referred to as "COUNTY" and Placer Dispute Resolution, Inc., a non-profit community mediation program hereinafter referred to as "CONTRACTOR", and jointly referred to as "PARTIES".

WITNESSETH

WHEREAS the Dispute Resolution Programs Act of 1986 (Stats 1986, Ch. 1313, SB 2064-Garamendi and Stats 1987, Ch. 28, SB 123-Garamendi and codified at California Business & Professions Code Section 465 et seq.) hereinafter referred to as the Act and/or DRPA, provides for the local establishment and funding of informal and voluntary alternate dispute resolution programs. The goal of the Act is the creation of a statewide system of locally funded programs that will provide dispute resolution services (primarily conciliation and mediation) to county residents. These services assist in resolving problems informally and function as alternatives to more formal court proceedings; and

WHEREAS, COUNTY and CONTRACTOR desire to enter into a new agreement for the services to be provided herein;

NOW, THEREFORE, the PARTIES agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this agreement, CONTRACTOR shall provide the services described in Attachment A.
2. APPLICABLE LAWS. CONTRACTOR shall provide its alternate dispute resolution services in accordance with the Act, the Regulations, and other applicable federal and state statutes, regulations, and directives and any changes or amendments thereto. The laws of the State of California shall principally govern this Agreement, and the State Department of Consumer Affairs has authority, pursuant to applicable sections of the Business and Professions Code, to monitor and evaluate funded programs as to compliance with the dispute resolution program rules and regulations.
3. TERM. This is a two-year agreement commencing on April 1, 2021 and terminating on March 31, 2023.
4. EXPIRATION. If not renewed by mutual written agreement of both parties, upon the expiration of this Agreement CONTRACTOR shall promptly discontinue services and shall deliver promptly to COUNTY record of all completed cases and cases in progress.
5. TERMINATION. This Agreement can be terminated by either party at any time with 30 days advance written notice. Upon notice of termination, CONTRACTOR shall continue to provide dispute resolution services in only those cases taken on prior to notice of termination and shall work to bring those cases to resolution within 30 days. At the conclusion of 30 days CONTRACTOR shall follow procedures noted in Section 4 of this agreement.
6. CONTRACT AMOUNT. This agreement includes CONTRACTOR's initial start-up cost of \$25,000, as well as an annual amount of \$75,000. The total amount of this Agreement shall not exceed \$175,000. Amounts are payable as indicated in Attachment C.

7. PAYMENT. On or around the 15<sup>th</sup> day of each month, CONTRACTOR shall invoice COUNTY per payment schedule in Attachment C. COUNTY shall issue payment upon receipt of invoice.

8. PARTICIPANT FEES. In accordance with Business & Professions Code Section 467.2 C, CONTRACTOR shall assess participant fees on a sliding scale basis, and without cost to indigents. The definition of indigent includes, but is not limited to, persons whose income and resources meet the financial qualifications for federal Supplemental Security Income (SSI) benefits. All participant fees shall be dedicated 100% to the furtherance of the dispute resolution program pursuant to this Agreement, and no other program or project.

9. CONTRACTOR LISTED ON COUNTY WEB SITE. Throughout the term of this Agreement, CONTRACTOR shall be linked to, or provide ongoing updated information to the COUNTY for placement on the COUNTY web site as the provider of Alternate Dispute Resolution Services in Placer County.

10. PERFORMANCE. In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Agreement, CONTRACTOR shall notify the COUNTY within one COUNTY business day by email.

11. DISCRIMINATORY CONDUCT PROHIBITED. CONTRACTOR shall not unlawfully discriminate or knowingly permit unlawful discrimination on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, political beliefs, veteran's status, or any other legally protected characteristic with respect to employment, subcontracting, and service provisions.

12. CONTRACTOR NOT COUNTY AGENT. CONTRACTOR shall have no authority, express or implied, to act on behalf of the COUNTY in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied pursuant to this Agreement, to bind the County to any obligation whatsoever.

13. COMPREHENSIVE AGREEMENT. This Agreement contains the entire understanding of COUNTY and CONTRACTOR with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.

14. NOTIFICATION. Any notice or demand desired or required to be given herein shall be made in writing via email, or personally delivered or deposited in US mail, postage prepaid, and addressed to the parties as follows:

COUNTY:  
Placer County Executive Office  
Attn: Dispute Resolution Coordinator  
175 Fulweiler Avenue  
Auburn, CA 95603  
Email: briggan@placer.ca.gov

CONTRACTOR:  
Placer Dispute Resolution, Inc.  
Attn: Dan Koukol  
3785 Placer Corporate Dr. #550  
Rocklin, CA 95765  
Email: admin@placerdisputeresolution.com

IN WITNESS WHEREOF, the PARTIES hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Agreement to be executed as of the date first above written.

COUNTY

CONTRACTOR

\_\_\_\_\_  
Todd Leopold, County Executive Officer  
County of Placer

\_\_\_\_\_  
Dan Koukol  
Placer Dispute Resolution, Inc.

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Robert Sandman, Supervising Deputy County Counsel  
Office of Placer County Counsel

- Attachment A: Scope of Work
- Attachment B: Insurance and Indemnity Requirements
- Attachment C: Payment Schedule

ATTACHMENT A  
SCOPE OF WORK

**PROGRAM POLICIES AND SERVICE PRIORITIES FOR THIS CONTRACT**

It is the goal of Placer County to promote the use of conflict management and dispute resolution skills throughout the County. The priorities for services provided by the contracting DRPA service provider, are as follows:

1. Providing early, effective and low-cost dispute resolution services to individuals, business groups, public agencies and other organizations at the earliest possible point in conflicts, to maximize effective community interactions, to minimize the destructive potential of disputes and to develop and utilize a trained resource group of community volunteers for this purpose. Early intervention shall be encouraged by systematic outreach to public and private service agencies that have historically experienced disputes. Disputes that are resolved as early as possible minimize the cost to the community in time, resources, and community cohesion. Accordingly, CONTRACTOR shall take all reasonable steps to promote the use of DRPA-funded services before disputes consume substantial resources from other entities, including public agencies and private organizations. An emphasis shall be placed on minimizing the costs of individual DRPA mediations, which shall not exceed the cost for similar services available elsewhere in the County and State.
2. Promoting and advocating the use of early and cost-effective dispute resolution services. Continuous community outreach and education shall be provided by CONTRACTOR, including print and social media exposure as well as promotional efforts through various community organizations. Public agencies and private organizations are to be regularly solicited for receipt of dispute resolution services, and then served by CONTRACTOR. These shall include but are not limited to: government agencies and functions such as animal control, police, sheriff, county planning, city and county attorneys, public schools; and private organizations such as bar and trade associations, industry, employers and employee groups, civic service clubs and community advocacy organizations; as well as other public or private organizations that interact with citizens having potential conflicts that might be best resolved through this type of service.
3. Teaching conflict management skills to as many individuals as possible; promoting and teaching the skills necessary for individuals to resolve disputes on their own. It shall be the goal of CONTRACTOR to train a broad cross-section of the community in conflict management skills. Through facilitated face-to-face interaction between disputants, parties in conflict can learn to resolve disputes effectively. In training volunteer community mediators to model appropriate conflict management skills, it is expected that disputants will then leave the mediation experience with a greater ability to peacefully handle their own future conflicts without professional intervention.

**COMMUNITY MEDIATION SERVICES AND ACTIVITIES**

CONTRACTOR shall meet the following specific requirements:

1. Dispute Resolution / Mediation Services
  - a. In collaboration with Placer County Superior Court, as well as other public and private agencies, offer and provide countywide, community-based dispute resolution / mediation services
  - b. Develop and utilize an intake and case development process for case review and referral of the most appropriate dispute resolution process, providing: (1) referral of those cases not appropriate for these dispute resolution services to an appropriate

- resource, (2) conciliation services to one or more than one party to assist in self-resolution of the dispute, and (3) face-to-face, multi-party, community mediation.
- c. Provide persons indicating an intention to utilize the dispute resolution process with a written statement prior to the dispute resolution proceeding, in language easy to read and understand, stating all of the following:
    - i. The nature of the dispute.
    - ii. The nature of the dispute resolution process.
    - iii. The rights and obligations of the parties, including, but not limited to, all of the following:
      1. The right to call and examine witnesses.
      2. The right of the parties to be accompanied by counsel, who may participate as permitted under the rules and procedures of the Act.
      3. The procedures under which the dispute resolution will be conducted.
      4. If the parties enter into arbitration, whether the dispute resolution process will be binding.
    - iv. An agreement resolving a dispute entered into with the assistance of a Contractor shall not be enforceable in a court nor shall it be admissible as evidence in any judicial or administrative proceeding, unless the consent of the parties or the agreement includes a provision that clearly states the intention of the parties that the agreement or any resulting award shall be so enforceable or admissible as evidence.
    - v. The parties may agree in writing to toll the applicable statute of limitations during the pendency of the dispute resolution process.
  - d. Conduct mediations by staff or volunteers who are adequately trained in conflict resolution techniques as required by the Act.
  - e. Utilize a sliding scale for fees for mediations, with no cost to indigents.
  - f. Upon consent of the parties, a written agreement resolving a dispute will be issued setting out a settlement of the issues involved in the dispute and the future responsibilities of each party.
  - g. Maintain neutral procedures applicable equally to all participants without any special benefit or consideration given to persons or entities providing funding for the programs.
  - h. Ensure that participation in the program is voluntary and that the parties are not coerced to enter dispute resolution.
  - i. Provide parties of mediations with anonymous participant survey questionnaires to receive program feedback.
2. Outreach
- a. In order to raise awareness and maximize utilization of the program, provide a minimum of one presentation per quarter to private businesses; civic organizations and governmental agencies, including: chambers of commerce, social welfare organizations, trade groups, property owners/managers, and any other groups that may potentially have the opportunity to utilize the program. In selecting groups for these presentations, priority shall be given to organizations that have not been previously addressed.
  - b. Utilize print, media, and social media to advertise the program, including but not limited to: informational pamphlets, county news releases, website, posters, Facebook page, etc.

### 3. Training

- a. Provide training to all staff and volunteer mediators that meets the requirements of the Act.
- b. Provide training for community members and/or prospective volunteers on an annual basis. A fee may be charged for these trainings.

## **DEVELOPMENT OF OUTSIDE SOURCES OF REVENUE**

It shall be a priority of CONTRACTOR, as part of their contractual obligation, to seek additional revenue by offering fee-based mediation, conflict management consulting, and training programs to individuals, governmental agencies, and private businesses or organizations.

## **REGIONAL COLLABORATION**

If and whenever possible, engage and work with members of the community as well as fellow non-profit mediation services throughout the region to provide the community with a collaborative approach to alternate dispute resolution and increase the overall quality and citizen utilization of the program.

## **PROGRAM ADMINISTRATION; RECORDS AND REPORTING**

1. CONTRACTOR shall maintain all client records in a database or other suitable computer record. This data must be current at the end of the Agreement period, and a report that is up to date shall be provided to the Dispute Resolution Coordinator or designee.
2. CONTRACTOR shall track and record data in order to provide the reporting required in section 6.a. REPORTING below.
3. CONTRACTOR shall track and record the number of advocacy and outreach activities conducted, along with the outcomes of those efforts.
4. CONTRACTOR shall track and record the number of training and development activities conducted, including the number of mediators trained, the number of volunteer and other mediators added or deleted from the mediator panel.
5. CONTRACTOR shall maintain, at all times, complete detailed records with regard to work performed under this Agreement in a form acceptable to the COUNTY. In accordance with DRPA Section 470.1, County may inspect, examine and audit the fiscal affairs of the program and the projects funded under the DRPA, at any reasonable time during normal business hours, by any person designated by the COUNTY Dispute Resolution Program Coordinator or designee. CONTRACTOR shall assure the provision of reasonable and adequate workspace for any such periodic review.

6. REPORTING

- a. Provide County with monthly statistical reports including the following information:
- number of referrals received
  - identities of referring entities,
  - number of independent, non-referral contacts,
  - number of mediations performed, by type of dispute,
  - number of disputes resolved through agreement,
  - number of persons served by the program,
  - number of persons utilizing the process more than once,
  - and the duration of and the estimated costs of the hearings conducted by the program.

The data shall maintain the confidentiality and anonymity of the persons employing the dispute resolution process.

- b. Provide County with copies of all anonymous participant survey questionnaires.
- c. Provide County with an annual financial report at the close of the fiscal year. A county and its representatives may inspect, examine, and audit the fiscal affairs of the programs and the projects funded under this chapter.

7. All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall remain the property of CONTRACTOR. CONTRACTOR agrees to provide all statistical information needed by COUNTY under State law and required under the Scope of Work of this Agreement on completion of the services hereunder.

ATTACHMENT B  
INSURANCE AND INDEMNIFICATION

1. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT. The CONTRACTOR hereby agrees to protect, defend, indemnify, and hold PLACER COUNTY free and harmless from any SUIT involving PLACER COUNTY and CONTRACTOR, including, but not limited to, the amounts of judgments, court costs, legal fees, pre-judgment and/or post-judgment interest and all other expenses incurred by PLACER COUNTY arising in favor of any party in any SUIT involving PLACER COUNTY and CONTRACTOR, (including employees of the PLACER COUNTY) in connection with or arising directly or indirectly out of the SERVICES under this Contract performed by CONTRACTOR. CONTRACTOR agrees to investigate, handle, respond to, provide defense for, and defend any such SUIT involving PLACER COUNTY and CONTRACTOR at the sole expense of the CONTRACTOR. CONTRACTOR also agrees to bear all other costs and expenses related to any SUIT involving PLACER COUNTY and CONTRACTOR, even if such SUIT contains claims or allegations that are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against CONTRACTOR or PLACER COUNTY or to enlarge in any way CONTRACTOR'S liability, but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages arising from CONTRACTOR'S SERVICES performed pursuant to this Contract.

As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

As used above, the term SUIT means a civil proceeding in which damages because of CONTRACTOR'S PROFESSIONAL SERVICES performed under this Contract are alleged against PLACER COUNTY and CONTRACTOR. SUIT includes an arbitration proceeding involving PLACER COUNTY and CONTRACTOR in which such damages are claimed or alleged and to which PLACER COUNTY and CONTRACTOR must submit or do submit, or any other alternative dispute resolution proceeding in which such damages are claimed and to which PLACER COUNTY submits with CONTRACTOR'S consent.

2. INSURANCE: CONTRACTOR shall file with COUNTY concurrently herewith a Certificate of Insurance, in companies acceptable to COUNTY, with a Best's Rating of no less than A-:VII showing.

3. WORKER'S COMPENSATION AND EMPLOYERS LIABILITY INSURANCE: Worker's Compensation Insurance shall be provided as required by any applicable law or regulation. Employer's liability insurance shall be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease.

If there is an exposure of injury to CONTRACTOR'S employees under the U.S. Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations, or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.

Each Worker's Compensation policy shall be endorsed with the following specific language:

Cancellation Notice - "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer".

Waiver of Subrogation - The workers' compensation policy shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against the County, its officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this agreement by the CONTRACTOR.

CONTRACTOR shall require all SUBCONTRACTORS to maintain adequate Workers' Compensation insurance. Certificates of Workers' Compensation shall be filed forthwith with the County upon demand.

4. GENERAL LIABILITY INSURANCE:

A. Comprehensive General Liability or Commercial General Liability insurance covering all operations by or on behalf of CONTRACTOR, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:

(1) Contractual liability insuring the obligations assumed by CONTRACTOR in this Agreement.

B. One of the following forms is required:

- (1) Comprehensive General Liability;
- (2) Commercial General Liability (Occurrence); or
- (3) Commercial General Liability (Claims Made).

C. If CONTRACTOR carries a Comprehensive General Liability policy, the limits of liability shall not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:

→One million dollars (\$1,000,000) each occurrence

→Two million dollars (\$2,000,000) aggregate

D. If CONTRACTOR carries a Commercial General Liability (Occurrence) policy:

(1) The limits of liability shall not be less than:

→One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)

→One million dollars (\$1,000,000) for Products-Completed Operations

→Two million dollars (\$2,000,000) General Aggregate

(2) If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits shall be two million dollars (\$2,000,000).

E. Special Claims Made Policy Form Provisions: CONTRACTOR shall not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of COUNTY, which consent, if given, shall be subject to the following conditions:

(1) The limits of liability shall not be less than:

→One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)

→One million dollars (\$1,000,000) aggregate for Products Completed Operations

→Two million dollars (\$2,000,000) General Aggregate

(2) The insurance coverage provided by CONTRACTOR shall contain language providing coverage up to one (1) year following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

Conformity of Coverages - If more than one policy is used to meet the required coverages, such as a separate umbrella policy, such policies shall be consistent with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.

5. ENDORSEMENTS: Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

A. "The County of Placer, its officers, agents, employees, and volunteers are to be covered as an additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."

B. "The insurance provided by the CONTRACTOR, including any excess liability or umbrella form coverage, is primary coverage to the County of Placer with respect to any insurance or self-insurance programs maintained by the County of Placer and no insurance held or owned by the County of Placer shall be called upon to contribute to a loss."

C. "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer."

6. AUTOMOBILE LIABILITY INSURANCE: Automobile Liability insurance covering bodily injury and property damage in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Covered vehicles shall include owned, non-owned, and hired automobiles/trucks.

7. PROFESSIONAL LIABILITY INSURANCE (ERRORS & OMISSIONS): Professional Liability Insurance for Errors and Omissions coverage in the amount of not less than \$1,000,000 each occurrence, \$2,000,000 General Aggregate.

The insurance coverage provided by the CONTRACTOR shall contain language providing coverage up to one (1) year following completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

8. ADDITIONAL REQUIREMENTS:

Premium Payments - The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.

Policy Deductibles - The CONTRACTOR shall be responsible for all deductibles in all of the CONTRACTOR's insurance policies. The maximum amount of allowable deductible for insurance coverage required herein shall be \$25,000.

CONTRACTOR's Obligations - CONTRACTOR's indemnity and other obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of this agreement.

Verification of Coverage - CONTRACTOR shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Material Breach - Failure of the CONTRACTOR to maintain the insurance required by this agreement, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.

ATTACHMENT C  
PAYMENT SCHEDULE

<b>Month</b>	<b>Year</b>	<b>Payment Amount</b>
April	2021	\$ 31,250
May	2021	\$ 6,250
June	2021	\$ 6,250
July	2021	\$ 6,250
August	2021	\$ 6,250
September	2021	\$ 6,250
October	2021	\$ 6,250
November	2021	\$ 6,250
December	2021	\$ 6,250
January	2021	\$ 6,250
February	2021	\$ 6,250
March	2021	\$ 6,250
April	2022	\$ 6,250
May	2022	\$ 6,250
June	2022	\$ 6,250
July	2022	\$ 6,250
August	2022	\$ 6,250
September	2022	\$ 6,250
October	2022	\$ 6,250
November	2022	\$ 6,250
December	2022	\$ 6,250
January	2022	\$ 6,250
February	2022	\$ 6,250
March	2022	\$ 6,250
<b>Total</b>		<b>\$ 175,000</b>

