



**RIO DELL CITY COUNCIL AGENDA**  
**STUDY SESSION – 5:00 P.M.**  
**REGULAR MEETING – 6:00 P.M.**  
**TUESDAY, MAY 07, 2024**

City Council Chambers  
675 Wildwood Avenue, Rio Dell

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**Welcome** - Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue and available on the City's website at [cityofriodell.ca.gov](http://cityofriodell.ca.gov). Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERNATIONS TO MEETING FORMAT  
CORONAVIRUS (COVID 19)**

City Council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink (Optimum) channels on Cable TV.

**Public Comment by Email:**

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) **and email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes.

Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

**Zoom Public Comment:**

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting **ID 987 154 0944** and press star (\*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have 3 minutes to comment.

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. STUDY SESSION - 5:00 p.m.**

- [1.](#) 2024/0504.01 - City Council Priority Setting Session for FY 2024-25 **(DISCUSSION/POSSIBLE ACTION)** - Pg. #4

**D. PLEDGE OF ALLEGIANCE**

**E. CEREMONIAL MATTERS**

**F. PUBLIC PRESENTATIONS**

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

**G. CONSENT CALENDAR**

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

- [1.](#) 2024/0507.02 - Approve Minutes of the April 16, 2024 regular meeting **(ACTION)** - Pg. #9
- [2.](#) 2024/0507.03 - Approve Establishment of a Parks Master Plan Adhoc Committee and Appoint Mayor Pro Tem Carter and Councilmember Woodall to the Committee **(ACTION)** - Pg. #21
- [3.](#) 2024/0507.04 - Approve the Award of Bid to Mobley Construction for the Eel River Trails Project in the Amount of \$1,373,644 **(ACTION)** - Pg. #23
- [4.](#) 2024/0507.05 - Approve Award of Bid to Wahlund Construction for the Water Infrastructure Improvement Project in the amount of \$10,027,410 **(ACTION)** - Pg. #30
- [5.](#) 2024/0507.06 - Adopt the Façade Improvement Program Round 2 Fiscal Year 2024-25 **(ACTION)** - Pg. #38
- [6.](#) 2024/0507.07 - Receive and File Check Register for April **(ACTION)** - Pg. #47

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**I. REPORTS/STAFF COMMUNICATIONS**

[1.](#) 2024/0507.08 - City Manager/Staff Update (**RECEIVE & FILE**) - Pg. #51

**J. SPECIAL PRESENTATIONS/STUDY SESSIONS**

**K. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

**L. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

**M. COUNCIL REPORTS/COMMUNICATIONS**

**N. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
Tuesday, May 21, 2024 at **6:00 p.m.***



*Rio Dell City Hall  
675 Wildwood Avenue  
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May 7, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Study Session to Develop Priorities for FY 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive a presentation from staff and discuss top priorities for the City over the coming year.

If the Council would like more time for this discussion, it is recommended the item be continued to the end of tonight’s meeting agenda.

BACKGROUND AND DISCUSSION

This is an opportunity for the Council to discuss individual priorities and develop the collective priorities of the City Council for the coming year. Councilmembers are asked to eventually develop a list of five such priorities that are then collectively arranged and presented to the Council at the following meeting for approval.

Attached are the minutes from last year’s prioritization that serves as a good summary of those discussions. Below is the summary chart of the priorities from the last five years.

Priorities				
2019	2020	2021	2022	2023
Code Enforcement	Street Planning & Work	Economic Development	Economic Development Plan Implementation	Economic Development Implementation
Police Employees	Code Enforcement	Code Enforcement	Measure U/J Extension	Community Development
Street Work	Public Safety	Staff Turnover Reduction	Personnel	Public Works - Underground Infrastructure
Water Sewer Study	Economic Development	Cannabis Expansion	Todd Property	Personnel
Economic Development	Personnel	SB 1383-Organic Waste	Infrastructure	Public Safety

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**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
MAY 2, 2023**

The study session/regular meeting of the Rio Dell City Council was called to order at 5:03 p.m. by Mayor Garnes.

**ROLL CALL:** Present: Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson and Woodall

Others Present: City Manager Knopp, Finance Director Sanborn, Chief of Police Allen, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Community Development Director Caldwell

**STUDY SESSION – 5:00 P.M.**

City Council Priority Setting Session for FY 2023-24

City Manager Knopp provided a staff report and said at the last meeting, the City Council held a priority setting session to evaluate individual and collective priorities for the upcoming fiscal year. The item was continued to this meeting to further define the top five priorities with an exercise where individual councilmembers would write their top five priorities on colored post-it notes for placement on a board under the corresponding categories.

Mayor Garnes questioned whether implementation of SB 1383 should be listed as a priority since it was essentially state mandated and something the City is required to do anyway.

City Manager Knopp explained that one of the things coming up that will be a major transition for the City is consideration of implementing universal collection and going through that process. He noted that staff already has pretty clear direction from the Council with unanimous support to move in that direction. As such, SB 1383 could be left off of the priority list because the Council is basically already moving in that direction. He said that is going to be a major structural community change because only about 50% of households in Rio Dell currently subscribe for waste collection. In looking at some initial cost projections, it appears that there will be a significant uptick in the rates.

He further explained that the Council does have the option of utilizing the 5-year waiver the City qualified for and not participate until that expires (in 2027) however, the City will eventually have to do it anyway.

Mayor Pro Tem Carter asked Chief Allen for his priorities since he was not present at the last priority setting session.

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Chief Allen indicated that his main priority is staffing. Another critical issue is Measure Z funding which has historically funded the half-time records clerk position in the police department. It is unlikely that this position will be funded this year from Measure Z funds. He commented that both the cities of Eureka and Arcata came out with \$50,000 signing bonuses for officers so there is a chance the City will lose two officers this year.

He said the second priority is security fencing where the police vehicles are parked on the south end of City Hall. He noted that they have numerous people coming to the back door of the department and have access to the police vehicles. He said that most police departments have a secure back entrance into their departments.

Councilmember Woodall referred to completion of the initial reports for earthquake damages and said that the City won't know whether the State will be reimbursing 75% or 100% of the project costs until after the projects are complete. She asked Finance Director Sanborn if the reimbursements could go beyond the next fiscal year.

Finance Director Sanborn explained that some of the projects and reimbursements could likely extend past the current and upcoming fiscal year as staff and the engineers continue to explore the best ways to tackle some of the bigger infrastructure projects.

City Manager Knopp said with almost certainty that the projects will extend into the next fiscal year or beyond.

Finance Director Sanborn said that 75% of the earthquake damage repairs will be covered for sure; the remaining 25% will be on a case by case base as projects are completed.

Councilmember Wilson identified his list of priorities for the year and said that his first priority is to survive as a City. Another was the need to recruit new businesses, mentioning the empty store fronts downtown and said that the City needs to find a way to counteract that. He noted that the Humboldt Rio Dell Business Park is defunct; partially due to the collapse of the cannabis industry with little doubt for resurgence. He commented that the indoor cannabis market seems to be doing okay but it still doesn't create enough revenue to the City to subsidize the needed infrastructure projects. He said that the City has accomplished a lot of street paving projects over the past few years but needs to focus now on underground infrastructure projects. He said that getting red and yellow-tagged houses repaired is also a priority as well as moving toward a plan for repairing Second Ave. on a minimal scale.

He asked Chief Allen what it would take to get his department fully staffed.

Chief Allen said that provided that nobody leaves and with the newest officer completing the academy followed by 10-12 weeks of field training, the department will be fully staffed, although it will still not provide for 24-hour coverage.

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The priorities for FY 2023-24 were as follows (in no particular order of importance):

Mayor Garnes

- Underground Infrastructure – PG&E
- Long-Term Plan for Avenues
- Wastewater Rehaul
- Economic Development
- Labor Retention

Mayor Pro Tem Carter

- Code Enforcement
- Long-Term Plan for the Avenues
- Underground Infrastructure – Wastewater Collection System
- PG&E Blocks to Economic Development
- Employee Retention

Councilmember Orr

- River Access – Great Redwood Trail
- Public Works Training
- Law Enforcement Staffing
- Recruitment of Family-Style Businesses

Councilmember Wilson

- Survive as a City
- Business Recruitment
- Wastewater Infrastructure
- Repair of Red and Yellow Tagged Homes
- Plan for Second Ave. Repairs

Councilmember Woodall

- Staffing for Police Department – F/T Records Clerk Position
- Extra Position – Management Analyst
- Infrastructure – Earthquake Recovery
- Rental Inspection Program
- Security Fencing for Police Department

The results on the number of items under each category were as follows:

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- Personnel 3
- Public Safety 3
- Finance 1
- Economic Development 4
- Transparency 0
- Public Works 7
- Community Development 6
- Organization/Administration 0
- Planning/Building 0

City Manager Knopp said that staff would collate the priorities and bring the list back to Council at the next meeting for final approval.

At the conclusion of the study session, the meeting was recessed for a short break prior to the start of the regular meeting.

The Council reconvened into open session with Mayor Garnes calling the regular meeting to order at 6:30 p.m.

**CEREMONIAL MATTERS**

Proclamation Declaring May as Older Americans Month

Mayor Garnes read the proclamation declaring May as Older Americans Month urging every resident to celebrate our older citizens, to help to create an inclusive society, and accept the challenge of flexible thinking around aging.

Maggie Kraft, Executive Director of Area I on Aging was present to receive the proclamation.

Mayor Garnes expressed special thanks to Maggie for everything she did for the City and residents of Rio Dell during, before and after the earthquake.

Maggie Kraft said that she especially wanted to come tonight at the beginning of Older Americans Month to recognize this community for everything the City is doing for the elderly who live here which is a large part of the population. She indicated that she came down to Rio Dell on December 20<sup>th</sup> after the first earthquake and went to the Fire Hall to see what she could do to help the elderly and what she witnessed was a community that pulled together to help their neighbors with volunteers delivering meals and other services to those in need. She said that the Area I on Aging wants to continue to provide support to the older adults in the community and encouraged the City to reach out and let them know what they can do to help.

**PUBLIC PRESENTATIONS**



**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 16, 2024**

The regular meeting of the Rio Dell City Council was called to order at 5:00 p.m. by Mayor Pro Tem Carter.

**ROLL CALL:** Present: Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall

Absent: Mayor Garnes (excused)

Others Present: City Manager Knopp, Chief of Police Allen, Finance Director Sanborn, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Wastewater Superintendent Kelly, Senior Fiscal Assistant Maciel, and City Clerk Dunham

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Public Employee Performance Evaluation – Title: Chief of Police

Conference with Real Property Negotiation – Property: 325 Second Ave. (APN 053-152-007) Agency Negotiators: Kyle Knopp, City Manager, Kevin Caldwell, Community Development Director, Russell Gans, City Attorney – Negotiating Parties: Rio Dell Church of Christ, a California Non-Profit Corporation, Dale Wohlend – Under Negotiation: Real Property Acquisition, price and/or terms of payment

**PUBLIC COMMENT REGARDING CLOSED SESSION**

There was no public comment received.

**RECESS INTO CLOSED SESSION**

The Council recessed into closed session with City Manager Knopp, Community Development Director Caldwell, and City Attorney Gans at 5:00 p.m.

**RECONVENE INTO OPEN SESSION**

The Council reconvened into open session at 6:00 p.m. Mayor Pro Tem Carter announced that there was nothing to report out of closed session.

**PUBLIC PRESENTATIONS**

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Mayor Pro Tem Carter invited public comment on non-agenda matters. No public comment was received.

**CONSENT CALENDAR**

Mayor Garnes asked if any councilmember, staff or member of the public would like to remove any item from the consent calendar for a separate discussion. No items were removed.

A motion was made by Woodall/Orr to approve the consent calendar including the following items:

- 1) Minutes of the April 2, 2024 regular meeting;
- 2) Resolution No. 1602-2024 authorizing the City Manager to execute and submit an application to the Humboldt County Tax Collector for the purchase of the Tax Defaulted property identified as APN: 053-152-007;
- 3) Authorizing the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim for FY 2024-25; and
- 4) To receive and file the Check Register for March

Motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp provided highlights of the staff update beginning with an update on Measure Z. He said that Chief Allen submitted an application requesting approximately \$80,000 of Measure Z funding. While Rio Dell came in very close, it was not included in the committee's recommendation for funding with only \$45,000 in remaining funds available. The committee forwarded their recommendations to the Board of Supervisors for consideration at their May 7, 2024 meeting, with the Board having discretion over the remaining \$45,000. He invited any interested council members to attend the meeting and advocate funding for the City.

He announced that on May 3<sup>rd</sup>, the City will be hosting the League of California Cities Redwood Empire Division meeting. The business meeting will take place at the Rio Dell Fire Hall followed by a dinner reception at Scotia Lodge and a tour one of the cannabis facilities at the Humboldt-Rio Dell Business Park.

He reported that staff will be working on updating the City's Emergency Operation Plan and possibly hiring a consultant to help with that effort; said that bids for the Water CIP project are due on April 18, 2024; should be getting some bids on the Eel River Trails project in a couple weeks after that; and staff did some research on possible replacement of the City's LED sign with a modernized version that will display more information.

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Councilmember Woodall mentioned the Earth Day event occurring at the Rio Dell Fire Hall on Sunday and asked if they had obtained the required permits from the City.

City Manager Knopp explained that since the event will be mostly held on Fire Department property, the City just wanted to be informed of the event. If there are any complications with this year's event, such as traffic concerns involving more coordination with the City, then staff would take a closer look at future events and coordinate with the Fire Department for any necessary permits.

**SPECIAL PRESENTATIONS**

Presentation – JJA, CPA, Inc. on the City's Audited Financial Statements for FY 2022-23  
Finance Director Sanborn provided a staff report and explained that each year an independent auditing firm audits and prepares financial statements for the City of Rio Dell in accordance with Generally Accepted Accounting Principles (GAAP) and the standards for financial audits contained in Government Auditing Standards, issued by the Controller General of the United States. Those standards require that an audit be performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

He said that the City received an unqualified opinion and no material weaknesses were identified. An unqualified opinion means that the auditor has concluded the financial statements present fairly the results of the City's operations and its financial position according to generally accepted accounting principles. A material weakness is one or more deficiencies in internal control where a reasonable possibility exists that a material misstatement will not be prevented, detected, or corrected in a timely manner. The auditor found no such weakness.

He introduced Brett Jones from the auditing firm of JJA, CPA, Inc. who was present remotely to provide an update to the to the Council, on the FY 2022-23 audited Financial Statements and accompanying information.

Brett provided a brief presentation to the Council and said that they issued an unmodified opinion on the City's audited financial statements which is the highest opinion they can give. He provided a brief overview of what the auditor's responsibilities are regarding the audit and said that they exercise professional judgment and maintain professional skepticism throughout the audit process. They identify and assess the risks of material misstatement of the financial statements, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements. In addition, they obtain an understanding of internal control relevant to the audit and evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial

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statements. They conclude whether there are conditions or events that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

He then reviewed the format of the financial statements and provided a brief overview of each section of the financial statement, including the Management's Discussion and Analysis (MD&A) to the City Council providing a general overview of the City's finances.

The City's adopted FY 2023-24 budget reflects a balanced position and although the near-term economic outlook is uncertain, remains relatively stable. The stability stems from a diversified tax base bolstered by the passage of Measure J (1% sales tax) and Measure X (cannabis tax), the absence of significant pension debt, and utility rates sufficient to cover operational and capital expenditures. However, the lingering uncertainties exist regarding the long-term costs associated with the December 2022 earthquake and the potential impact of the upcoming Taxpayer Protection Act on the City's local sales tax revenue.

Brett concluded the presentation and said that overall, the audit process went very well as expected.

Mayor Pro Tem Carter called for questions from the Council on the audit.

Mayor Pro Tem Carter thanked Brett and the auditing team for completing the audit.

Councilmember Woodall thanked Finance Director Sanborn and his staff for all their work.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

Scope of Work Agreement with Engineering Firm of GHD in the Amount of \$210,839 for the Painter Street Wastewater Upsize Project

City Manager Knopp provided a staff report on the Painter Street Wastewater Upsize Project. He explained that completion of the City's wastewater treatment plant was in 2013. The collection system is divided into two main segments, divided by Davis St. 50% of the wastewater collected goes in through the north side of the plant and 50% goes into the south side of the plant. The north side (the Painter St. segment) is particularly problematic and has a number of problems, including the lack of size and appropriate grade (maintains less than 1%) for gravity to move the material to the plant. It also has a number of dips where sections of the pipe are always submerged in water and requires a siphon effect to pull water back up into the plant.

The largest consequence of this underperforming collection line is the occurrence of Sanitary Sewer Overflows (SSO's). SSO's occur at the foot of Painter Street where there is the lowest manhole in the collection system so when the City experiences overflows, that is the common location for that to occur.

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The current design is very old and inefficient and needs to be replaced. The complication with this adds to the general need for this pipe to be replaced with a larger pipe.

For a number of years, the City has been aware of the problems in this area and the need to address them. The ultimate cause of the SSO's is Inflow and Infiltration (I & I) which essentially is that water that gets into the pipes beyond what is flushed down toilets, down sinks, or shower drains.

He said that in the State regulations, any material that leaves the sanitary sewer system is considered raw sewage. Practically speaking, the cause of the I & I is just rain water saturating into the pipes through sewer laterals and while technically it is considered an SSO, because of the dilution, you can go down to the site and not smell an odor or see any material due to the level of water coming through the piping system.

The City Council, over the years at the request by the State Water Resources Control Board has instituted a number of policies. One being that Rio Dell was one of the first agencies on the North Coast Region to implement a Sewer Lateral Replacement Policy. Whenever any property is to be sold or transferred, the sewer lateral to the property must be tested for infiltration and all necessary repairs or replacements performed to prevent additional water from entering the system and creating I & I.

He noted that the City has made significant improvements over the years and engaged in over 200 sewer lateral repairs. Prior to the December 2022 earthquake, the system demonstrated vast improvement however, the earthquake set that needle back. There are now additional damages to the collection system that are difficult to identify or locate with some likely being on private property.

Specifically, with the Painter Street upsize project, it has been in the City's radar for a number of years, as a way to alleviate the SSO's. There has been a lot of work over the years to secure planning grants for this project from the State of California Water Resources Control Board to move the project forward. He noted that the earthquake helped to move it forward and expressed appreciation to Senator McGuire for his help in getting this project prioritized.

Despite the State's current financial situation, it is his understanding that this is on the top of their list of projects to be funded. Based on prior conversations with State representatives, the City was hoping to have the project funded during the first quarter of 2024 but was informed that it would likely be June. The problem associated with the June award date is that it then allocates the money for engineering services to get to the final biddable design but if the work doesn't occur until July 1<sup>st</sup>, it likely would not go out to bid for 2-3 months, going through another wet season without any work getting done.

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He said that this item is coming before the Council as a way to continue pushing the item forward regardless of the funding delays and gets the City to a position to possibly be able to bid the project out early enough and potentially get the project constructed before the next rainy season.

There are a couple of different way to do this and right now the State has given the City some assurances that it can use remaining Sanitary Sewer Evaluation Study (SSES) funds, which is a separate grant, to do the remaining work that needs to be done on getting to the final bid arrangement.

He reiterated that this is a very high-priority project and commented that it is stressful to staff to deal with SSO's and embarrassing to the City as well as not being good for the environment. As such, this needs to be addressed as soon as possible and hope that our partners at the State understand that the City cannot do this project without their help.

Staff's recommendation is to move forward with the current scope of services in hopes of getting the construction moving forward before the 2024/25 rainy season. He added that yesterday, the City was served with a Notice of Violation for one of the recent SSO events. With the Notice of Violation, the City potentially faces fines and penalties up to \$10,000/day with this ultimately borne by the ratepayers.

Staff is hopeful the State will understand the overall situation and realize the need for this project to be funded. Staff is working on the Notice of Violation and has a meeting on Friday to go over it with staff and develop a response strategy to the notice. The response will be predicated on the fact that the City has a plan and knows what the solution is, but needs State funding to make it happen.

City Manager Knopp pointed out that the City has avoided these SSO violations in the past because of the enforcement of the Sewer Lateral Replacement Ordinance and has made a number of investments to the collection system on its own including repairs on Ogle Ave., Riverside Dr. and some enhancements on Fern St. as well as some camera work on the system and reduced the number of 90-degree bends in the final segment of the piping system. In addition, the City is undergoing the Sanitary Sewer Evaluation Study (SSES) that will outline the overall strategy for the collection system.

He commented that the wastewater rates in the City are very high and the City simply cannot afford to incur these costs on the backs of the ratepayers. The City has asked the State for debt forgiveness in the past but have not received those assurances but in moving forward, appear to be eligible for 100% grant funding for multiple projects which is great news.

Again, the item before the Council is to fast track this project and have the best opportunity for construction before the next year's rainy season.

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He then turned it over to Rebecca Crow from GHD to answer any questions and provide a technical overview of the project.

Rebecca provided a map showing the portion of the Painter St. pipeline that is proposed for replacement. She drew the Council's attention to the manhole and said when there is a lot of rainfall and high ground water, infiltration into the sewer occurs. This project will help to keep the City in compliance with the State and help city staff to better manage their time so they don't have to come out all hours of the day and night to address the problem.

She noted that the majority of the proposed alignment is located within existing easements however, there are some areas that are connected to private property so there is some work there to finalize those permissions.

Leveraging funding from the Sanitary Sewer Evaluation Study (SSES) will allow this project to move forward to the point where they have the environment compliance covered, the conceptual design covered, and completed the easement and property owner analysis. Upsizing the Painter Street pipe will allow more space to get to the treatment plant when the sewer flows hit that manhole.

She noted that until the City has a funding agreement in place, there are no assurances for reimbursement however, the City does have a funding agreement in place for the Sanitary Sewer Evaluation Study (SSES) and have confirmed with the State Water Board that this piece of the study is eligible for reimbursement under the existing executed planning study. The goal is to get ahead of the curve in terms of timing. If the State comes through and the City gets the funding agreement in June or July, we want to be ready to put the project out to bid. She said that this is the best chance the City has in getting the design work completed and getting the project moving forward.

Mayor Pro Tem Carter called for questions from the Council.

Councilmember Orr asked for clarification on whether the design for the project is funded.

Rebecca explained that the design is reimbursable up to 90% through the Sanitary Sewer Evaluation Study (SSES) Planning Agreement.

Councilmember Wilson said that if he understands it correctly, the grant was submitted for the project but funding is needed to get the project done to meet an earlier timeframe. The funding from the SSES grant would pay for the remaining design by GHD.

Rebecca explained that there are two funding processes going on; the first is the planning grant which the City requested a time extension on and has been granted and executed. The other funding pursued is the construction of the Painter Street improvements in which the City does not have a funding agreement in place.

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The State was asked if the design work would be reimbursable under the existing grant and they confirmed that it would be reimbursed.

Councilmember Wilson said that this effort has been on the City's radar for several years and he agreed that the City should not miss the opportunity to get this project done before the next rainy season. He thanked staff and GHD for their efforts in getting this project moving forward.

Mayor Pro Tem Carter said that she also was looking forward in seeing this completed before the next rainy season. She asked if the design work was done.

Rebecca said that the conceptual design was prepared and funded and the effort before the Council is to take it from the conceptual design to final bid design.

Mayor Pro Tem Carter referred to the final page of the agreement and asked if the rates listed includes every person assigned to work on the project.

Rebecca said that this is a standard GHD rate table and that they have been working with the City to be more consistent and more transparent. She said that typically what you see for these projects is staff listed under the A3-A10 level working on these projects rather than senior engineer staff. She said that GHD also went through a significant process in submitting the on-call engineering services proposal and went through and determined what is a reasonable rate for GHD to be charging its local clients, noting that the numbers actually represent a discounted rate in recognition of the local climate.

Mayor Pro Tem Carter asked how feasible it is to get this project done in 12 months.

Rebecca said that ideally, they would be done in October or November of this year but there was no guarantee. She said that the project could be put out to bid but construction would not be initiated until a funding agreement is in place.

Mayor Pro Tem Carter called for questions from the public. No public comment was received.

Motion was made by Orr/Woodall to approve the Scope of Work Agreement with Engineering Firm of GHD in the Amount of \$210,839 for the Painter Street Wastewater Upsize Project. Motion carried 4-0.

Receive and Discuss a Potential Parks Master Plan

City Manager Knopp provided a staff report and said that Community Development Director Caldwell put together the written staff report covering some discussion items regarding the current inventory of parks in the City, some of which are owned by the City which is a very small segment of the inventory. He noted that the two primary parks are



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Fireman's Park, owned by the Rio Dell Fire Protection District and the Davis Street Park which is owned by the Rio Dell School District. These are the two largest traditional park areas in the City.

In the past the City has inquired into acquiring the Davis St. Park for future development and potential access to grant funding and even had a surveyor's map developed but that acquisition never came to fruition. The City has a Joint Use Agreement with the School District but is very poorly written and only requires the City to maintain the turf (grass) area of the park. That agreement will be expiring very soon and the City has issued termination notices to the School regarding that agreement.

The two City owned and maintained parks are Memorial Park and Triangle Park which are considered Pocket Parks based on their size.

City Manager Knopp noted that there are a number of other potential sites for parks expansion however, because there are already two park facilities in the City, there may be some disadvantages in terms of acquiring grants. Most park development grants that become available are looking at park deficit and there is a factor that comes into judging the feasibility of additional parks. He said that the criteria can range between applications but it can be difficult for the City to apply for park grants when there are existing parks in the City.

He said that the development of a Parks Master Plan was brought forth by Mayor Pro Tem Carter and with consensus of the Council is being presented to the Council for consideration. Mayor Pro Tem Carter has been interacting with the Rio Dell School Board and the Fire District to see if there is an interest in coming up with a strategy for community facilities.

He explained that the past practice has not worked very well. What has happened is that various State grant opportunities have come up and the City or the Fire Districts gets grant funding to build a capital project but when it comes to maintaining those facilities it tends to fall by the wayside.

He said that there needs to be a strategic plan and one of the key points of this is to start at a very basic level and build some consensus by conducting an adequate study to find out what the community wants with regard to park facilities. He said coming up with a long-term strategy and getting the City, the Fire District and the School on the same page is important.

Community Development Director Caldwell commented that it is easy to find locations for parks and fairly easy to obtain grants for acquisition of parkland but funding the maintenance for those facilities is the issue. He noted that a lot of the land for parks in

**APRIL 16, 2024 MINUTES**  
**Page 10**

larger cities was land that was gifted to them by wealthy members of those communities which is one thing the City has not had the benefit of.

He pointed out that many of the more progressive communities establish Benefit Assessment Districts but that would be hard to sell in a disadvantaged community such as Rio Dell. He agreed that the first step is to engage the community.

City Manager Knopp suggested starting at the basic level and see where there is a consensus. Primarily from a staff perspective, the most value-added input is from the individual councilmembers and from the public members present. From there, let that drive the conversation and set the time for the next discussion on this subject.

Mayor Pro Tem Carter said that she asked for this item to be on the agenda and thanked the two fire commissioners who were present.

She said that parks are a direct reflection on the quality of life and the health of any given community. She said that the first thing that people look for when moving to a community is what the school is like and what there is for the kids to do. Rio Dell has made leaps and bounds and come a long way in many ways, but this is one area where the City could improve on.

She commented that a Parks Master Plan is not something that is going to happen overnight and although she is optimistic, she is also realistic. She said that with the Joint Use Agreement with the school expiring, if anything is going to happen, there needs to be a plan. Community engagement is the most important thing and she would like to do a statistically valid survey to gauge what types of amenities they would like to see so that when and if the City gets the opportunity, everyone is ready. Even if the Parks Master Plan sits on a shelf for a while, it will be there when it is needed.

She indicated that she has someone on board that is willing to do the statistics part of the survey and felt that it is very important to work collaboratively with the fire department, the school, and the community in generating the survey so it reflects what the whole community would like to see.

She suggested the formation of an Adhoc committee that encompasses City Council, the Fire District Board of Directors, and the Rio Dell School Board and begin by generating a survey.

She said that she was in full support of establishing a Parks Master Plan and either developing new parks or rehabilitating the existing parks. She added that there are park features that do not require a lot of maintenance.

**APRIL 16, 2024 MINUTES**  
**Page 11**

Councilmember Woodall agreed that it is important to have community parks and that the first thing would be to get input from the community as well as getting the school kids involved.

Councilmember Orr pointed out that the City is likely not going to get anyone gifting property to the City for a park but when they are approached for possible purchase of the property, they need to have clarity on exactly what the property is going to be used for. He mentioned a property owner that was approached by the City in the past in attempt to acquire property for a park and it was around the same time that the Danco Project at 355 Center St. was being constructed and they were afraid that the property would be used for the same purpose (supportive housing).

He expressed the need for maintenance at the Davis St. Park and said that he would be afraid to let his kids play there in its current condition. He said that Fireman's Park is great as long as it is maintained and the problem with grants is that they need to be used for "usable" parks.

Councilmember Wilson said that it would be nice to see a formal plan come together. He noted that in almost every community there is a Fireman's Park usually put together by the volunteer firemen of that community. He expressed thanks for the Rio Dell Volunteer Fire Department for developing Fireman's Park and for working together with the City and the community where in the past that was not always the case, noting that the earthquake brought everyone together. He supported moving forward with the development of the Parks Master Plan.

Mayor Pro Tem Carter called for public comment on the development of a Parks Master Plan.

Fire Commissioners Joe Timmerman and Mickey Barsanti were present on behalf of the Rio Dell Fire District. Joe said that as a board member of the Fire District, he is always grateful with anything the City or the school can do to help and thanked the City for the generous donation of \$2,500 toward new playground equipment. He said that Mayor Pro Tem Carter attended their last board meeting and gave them a presentation on the Parks Master Plan and that the Fire District is on board with it. Like the City, the goal of the Fire District is to develop facilities for kids and the entire community.

Mickey Barsanti volunteered to be on the Adhoc committee for the Parks Master Plan.

Councilmember Woodall also volunteered to serve on the Adhoc committee.

City Manager Knopp agreed to add the appointment of the Adhoc committee on the agenda for the next regular meeting on the May 7, 2024.

**APRIL 16, 2024 MINUTES  
Page 12**

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Orr reported that he would be attending an HCAOG meeting tomorrow and said that he spent some time with Amy at the Community Resource Center and reminded the public that there are still opportunities available for citizens who experienced damages to their homes as a result of the earthquake and need assistance.

Councilmember Wilson reported on the last HWMA meeting and said that they are still talking about SB 1383 and although Rio Dell received an extension on the compliance because of the size of the City, it will still need to be compliant. He said that the State regulations are still somewhat vague and suggested the City Council receive a presentation from HWMA staff at some point to clarify what the City needs to do.

He said that he would be attending the RCEA meeting next week and said that bio-mass is still a big topic of discussion and there is a group that is very much against bio-mass, particularly the Scotia power plant and anytime the subject is discussed they have protestors show up.

Mayor Pro Tem Carter reported that she would be attending a RREDC meeting on Monday, she attended a Chamber of Commerce Sub-Committee meeting, a Fire District meeting, and a Rio Dell School board meeting.

She requested a study session be scheduled to discuss Second Ave. improvements and possible funding sources.

City Manager Knopp said that one of the items coming before the Council soon is related to Project Study Reports (PSR's) and doing some pre-work for future projects. The plan is to have conversations about Second Ave., the remainder of Ogle Ave., Pacific Ave. and Davis St. as a way of being able to jump on funding opportunities more aggressively by having projects in the que. Budget meetings would be occurring soon so perhaps the study session could be included with one of the budget meetings.

Consensus of the Council was to schedule a study session as requested.

**ADJOURNMENT**

A motion was made by Woodall/Orr to adjourn the meeting at 7:13 p.m. to the May 7, 2024, regular meeting. The motion carried 4-0.

\_\_\_\_\_  
Debra Garnes, Mayor

Attest:


\_\_\_\_\_  
Karen Dunham, City Clerk



675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532

**For Meeting of May 7, 2024**

Consent Item;  Public Hearing Item

To: City Council  
From: Kevin Caldwell, Community Development Director   
Through: Kyle Knopp, City Manager  
Date: May 1, 2024  
Subject: Parks Master Plan Ad Hoc Committee

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**Recommendation:**

That the City Council:

1. Establish a Parks Master Plan Ad Hoc Committee; and
2. Appoint Mayor Pro Tem Carter and Council Member Woodall to the Committee.

**Discussion:**

At the City Council meeting of April 16, 2024, 2024, at the request of Mayor Pro Tem Carter, the Council discussed moving forward with a Parks Master plan for the City. A critical component of a Parks Master Plan is community involvement. The Council was supportive of the establishment of an Ad Hoc Committee including representatives from the Rio Dell Fire Protection District and the Rio Dell School District. Both Mayor Pro Tem Carter and Council Member Woodall volunteered to be on the Committee. Mayor Pro Tem Carter subsequently reached out to the seventh-grade student body and recommends that two student body members be included on the Ad Hoc Committee.

Staff recommends that the composition of the Ad Hoc Committee be as follows:

- Two Members of the City Council (Carter & Woodall).
- Two Members of the Rio Dell Fire Protection District Board.
- One Member of the Rio Dell School District Board.
- Two representatives from the Seventh-Grade Student Body.

It's anticipated that the representatives from the Fire District, a representative from the School District Board, and the two students will be appointed at the City Council meeting on May 21, 2024.



*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
cityofriodell.ca.gov*

May 7, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award Bid for the Eel River Trail Project in the Amount of \$1,373,644.00 to Mobley Construction

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award bid for the Eel River Trail Project in the amount of \$1,373,644.00 to Mobley Construction.

BACKGROUND AND DISCUSSION

Please see the attached memorandum from City Engineer GHD related to the Eel River Trail Project.

This project is fully grant funded through Governor Newsom’s Clean California initiative. The Council will recall that staff received authorization from the Clean California program to allow the project to be broken into phases due to escalating construction costs, an unexpected realignment of the trail and the lack of additional funding for the project. The project will indeed need to be phased due to the bids received. The final ADA segment of the trail at Davis Street will need to be funded through alternative methods in the future. It appears that the Clean California program will not be continuing into the future at this time, however there are other potential funding sources for the remaining ADA compliant trail segment.

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# Memorandum

May 02, 2024

<b>To</b>	City of Rio Dell		
<b>Copy to</b>	Rebecca Crow, Josh Wolf		
<b>From</b>	Luke Halonen	<b>Tel</b>	+1 707 443 8326
<b>Subject</b>	City of Rio Dell Eel River Trail Project	<b>Project no.</b>	12592002

## 1. Bid Summary

As you are aware, GHD opened bids electronically on April 30, 2024 at 2 p.m. for construction of the Eel River Trail, which is being funded through the Clean California Local Grant Program. Table 1 below lists the two bids that were received.

*Table 1: Summary of bid results*

Bidder	Total Bid
Mobley Construction	\$2,085,945.50
McCullough Construction, Inc.	\$2,884,661.98

The Total Bid (Base Bid plus Additive Bid) listed above was the basis for determining the lowest bid as stated in the bid forms. Mobley Construction is the apparent low bidder based on the bids received. As stated in the Bidding Requirements, the basis for contract award is the lowest, responsive, responsible bidder. "Responsive" refers to the "bid" while "responsible" refers to the "bidder".

In considering whether a bid is "responsive", GHD evaluated whether the bid appropriately met the relevant requirements of the bidding documents including submission of appropriate forms. GHD confirmed that all requested bid forms provided by Mobley Construction were complete. If there were any irregularities in the bid, GHD would determine as to whether the irregularity in the bid gives the bidder a material advantage or benefit not enjoyed by other bidders. Upon review of Mobley's bid, GHD found that they appear to be responsive in their bid and that there were no irregularities resulting in a material advantage. Upon review of the bid prices, a \$20 discrepancy was identified between the Total Base Bid Schedule price and the sum of the line items prices. However, this does not affect the low bidder outcome and is considered a minor irregularity that the City can accept. The bid prices shown in this memo reflect the correct bid amounts based on the bidder's unit prices.

Regarding whether a bidder is "responsible", GHD checked the Department of Consumer Affairs Contractors State License Board and determined Mobley Construction has the appropriate active license as well the subcontractors listed in the bid. In addition, GHD checked the State Department of Industrial Relations (DIR) Division of Labor Standards Enforcement website and determined Mobley Construction and the subcontractors listed in the bid have active DIR registrations. Lastly, GHD verified with SAM.gov that Mobley Construction is



not currently debarred from public bidding. Based on this information, Mobley Construction appears to be responsible.

## 2. Bid Analysis and Recommendation for Award

The project is grant funded through the California Clean Local Grant Program with an available construction budget of \$1,716,445, which includes contingency. Mobley’s total bid exceeds the currently available construction budget but allows for awarding the Base Bid, so Additive Bid Item A, for the ADA Ramp, cannot be awarded. Therefore, Additive Bid Item B should be awarded, which addresses the work required to terminate the trail if Additive Bid Item A cannot be awarded. See Attachment 1 for a detailed pricing of each bid item.

Based on the bid results, GHD recommends the City of Rio Dell award the Eel River Trail Project to Mobley Construction with a Base Bid amount of \$1,369,994.00 and \$3,650.00 of the Additive Bid B for the total amount of \$1,373,644.00. This award will result in an available contingency of \$342,801.00, which is approximately 25% of the awarded contract.

A summary of the bid items recommended to be awarded is presented in Table 2 below.

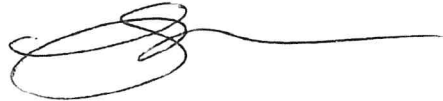
Table 2: Bid award breakdown

Bid Items	Cost
Base Bid	\$1,369,994.00
Additive Bid Item B	\$3,650.00
<b>Total</b>	<b>\$1,373,644.00</b>

Following City award of the project, GHD will issue the Notice of Award to Mobley Construction. Mobley Construction will then provide bonds and Insurance, and upon review, GHD will prepare the contract forms and the Notice to Proceed for City execution.

Please feel free to contact GHD with any questions.

Regards



**Luke Halonen**  
Project Manager

**Attachments:**

- Attachment 1 – Bid Tabulation
- Attachment 2 – Notice of Award

# Attachment 1

## Bid Tabulation



City of Rio Dell  
Eel River Trail Project

BID TABULATION  
April 30, 2024, at 2:00 P.M.

BASE BID SCHEDULE ITEMS				Mobley Construction	
Item No.	Description	Quantity	Units	Unit Cost	Subtotal
1	MOBILIZATION/DEMOLITION	1	LS	\$ 81,400.00	\$ 81,400.00
2	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 6,000.00	\$ 6,000.00
3	CONSTRUCTION STAKING	1	LS	\$ 18,000.00	\$ 18,000.00
4	WATER POLLUTION CONTROL	1	LS	\$ 3,500.00	\$ 3,500.00
5	BONDED FIBER MATRIX	78319	SOFT	\$ 0.75	\$ 58,739.25
6	ROLLED EROSION CONTROL PRODUCT (NETTING)	2471	SOFT	\$ 1.50	\$ 3,706.50
7	HYDROMULCH	80790	SOFT	\$ 0.75	\$ 60,592.50
8	FIBER ROLLS	1534	LF	\$ 13.00	\$ 19,942.00
9	HYDROSEED	80790	SOFT	\$ 0.75	\$ 60,592.50
10	COMPOST	501	CY	\$ 150.00	\$ 75,150.00
11	CLEARING AND GRUBBING	1	LS	\$ 96,000.00	\$ 96,000.00
12	TEMPORARY HIGH VISIBILITY FENCING (TREE PROTECTION)	900	LF	\$ 10.00	\$ 9,000.00
13	INVASIVE SPECIES CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00
14	REMOVE ASPHALT CONCRETE PAVEMENT	4155	SOFT	\$ 2.75	\$ 11,426.25
15	REMOVE CULVERT	2	EA	\$ 1,500.00	\$ 3,000.00
16	ADJUST (WV) FRAME AND COVER TO GRADE	1	EA	\$ 600.00	\$ 600.00
17	EXCAVATION	600	CY	\$ 35.00	\$ 21,000.00
18	EMBANKMENT	1194	CY	\$ 38.00	\$ 45,372.00
19	DECORATIVE BOULDERS	16	EA	\$ 1,200.00	\$ 19,200.00
20	FURNITURE: BOLLARDS	1	EA	\$ 2,500.00	\$ 2,500.00
21	FURNITURE: TRASH CONTAINER	1	EA	\$ 5,500.00	\$ 5,500.00
22	FURNITURE: DRINKING FOUNTAIN	1	EA	\$ 9,500.00	\$ 9,500.00
23	FURNITURE: KIOSK	1	EA	\$ 25,000.00	\$ 25,000.00
24	FURNITURE: INTERPRETIVE SIGN FOUNDATION	2	EA	\$ 900.00	\$ 1,800.00
25	DRINKING FOUNTAIN DRAIN PIT	1	LS	\$ 1,500.00	\$ 1,500.00
26	MITIGATION PLANTING	1	LS	\$ 191,160.00	\$ 191,160.00
27	PLANT ESTABLISHMENT WORK (90 DAYS)	1	LS	\$ 45,000.00	\$ 45,000.00
28	DECOMPOSED GRANITE (STABILIZED)	356	SOFT	\$ 45.00	\$ 16,020.00
29	METAL EDGING (ALUMINUM)	42	LF	\$ 50.00	\$ 2,100.00
30	BIORETENTION AREA	188	SOFT	\$ 65.00	\$ 12,220.00
31	COBBLE ENERGY DISSIPATOR (3"-6" SIZE RIP RAP)	1	CY	\$ 1,500.00	\$ 1,500.00
32	CLASS 2 AGGREGATE BASE	578	CY	\$ 150.00	\$ 86,700.00
33	HOT MIX ASPHALT (TYPE A)	271	TON	\$ 425.00	\$ 115,175.00
34	STRUCTURAL CONCRETE (SEAT WALL)	4	CY	\$ 2,100.00	\$ 8,400.00
35	12" SD HDPE	80	LF	\$ 130.00	\$ 10,400.00
36	18" SD HDPE	91	LF	\$ 150.00	\$ 13,650.00
37	18" PLASTIC FLARED END SECTION	1	EA	\$ 960.00	\$ 960.00
38	12" AUTOMATIC DRAINAGE GATE	1	EA	\$ 840.00	\$ 840.00
39	18" AUTOMATIC DRAINAGE GATE	1	EA	\$ 1,200.00	\$ 1,200.00
40	ROCK SLOPE PROTECTION (20 LB, CLASS I, METHOD B)	9	CY	\$ 300.00	\$ 2,700.00
41	ROCK SLOPE PROTECTION (60 LB, CLASS II, METHOD B)	290	CY	\$ 300.00	\$ 87,000.00
42	8" GRAVEL FILTER	100	CY	\$ 135.00	\$ 13,500.00
43	DETECTABLE WARNING SURFACE	42	SOFT	\$ 45.00	\$ 1,890.00
44	MINOR CONCRETE (DEEP FLUSH CURB)	110	LF	\$ 60.00	\$ 6,600.00
45	MINOR CONCRETE (WHEEL STOP)	1	EA	\$ 300.00	\$ 300.00
46	WATER SERVICE CONNECTION AND METER	1	LS	\$ 12,000.00	\$ 12,000.00
47	CHAIN LINK FENCE (TYPE CL-6)	950	LF	\$ 40.00	\$ 38,000.00
48	3-RAIL WOOD FENCE	783	LF	\$ 43.00	\$ 33,669.00
49	ROADSIDE SIGN - ONE POST	5	EA	\$ 500.00	\$ 2,500.00
50	PAINT TRAFFIC STRIPE (2-COAT)	2137	LF	\$ 7.00	\$ 14,959.00
51	PAINT PAVEMENT MARKING (2-COAT)	25	SOFT	\$ 40.00	\$ 1,000.00
52	PAINT CURB (2-COAT)	51	LF	\$ 30.00	\$ 1,530.00
<b>Total Base Bid Schedule</b>					<b>\$ 1,369,994.00</b>

ADDITIVE ALTERNATE A BID SCHEDULE: Concrete Ramp & Stairs (Phase 2)				Mobley Construction	
Item No.	Description	Quantity	Units	Unit Cost	Subtotal
A1	MOBILIZATION/DEMOLITION	1	LS	\$ 40,000.00	\$ 40,000.00
A2	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
A3	CONSTRUCTION STAKING	1	LS	\$ 5,000.00	\$ 5,000.00
A4	WATER POLLUTION CONTROL	1	LS	\$ 3,500.00	\$ 3,500.00
A5	BONDED FIBER MATRIX	734	SOFT	\$ 0.75	\$ 550.50
A6	FIBER ROLLS	111	LF	\$ 13.00	\$ 1,443.00
A7	HYDROSEED	734	SOFT	\$ 0.75	\$ 550.50
A8	COMPOST	5	CY	\$ 150.00	\$ 750.00
A9	CLEARING AND GRUBBING	1	LS	\$ 6,500.00	\$ 6,500.00
A10	TEMPORARY HIGH VISIBILITY FENCING (TREE PROTECTION)	60	LF	\$ 10.00	\$ 600.00
A11	REMOVE ASPHALT CONCRETE PAVEMENT	90	SOFT	\$ 2.75	\$ 247.50
A12	FURNITURE: TRASH CONTAINER	1	EA	\$ 5,500.00	\$ 5,500.00
A13	FURNITURE: WOOD BENCH	1	EA	\$ 4,500.00	\$ 4,500.00
A14	FURNITURE: INTERPRETIVE SIGN & POST INSTALLATION	1	EA	\$ 1,400.00	\$ 1,400.00
A15	STRUCTURE EXCAVATION (RETAINING WALL)	604	CY	\$ 50.00	\$ 30,200.00
A16	STRUCTURE BACKFILL (RETAINING WALL)	370	CY	\$ 115.00	\$ 42,550.00
A17	DECOMPOSED GRANITE (STABILIZED)	84	SOFT	\$ 45.00	\$ 3,780.00
A18	METAL EDGING (ALUMINUM)	26	LF	\$ 50.00	\$ 1,300.00
A19	STRUCTURAL CONCRETE (RETAINING WALL)	149	CY	\$ 2,000.00	\$ 298,000.00
A20	HELICAL PILES	52	EA	\$ 800.00	\$ 41,600.00
A21	DETECTABLE WARNING SURFACE	24	SOFT	\$ 45.00	\$ 1,080.00
A22	MINOR CONCRETE (SLAB)	42	CY	\$ 1,700.00	\$ 71,400.00
A23	GUARDRAIL WITH PICKETS AND HANDRAIL (METAL)	375	LF	\$ 200.00	\$ 75,000.00
A24	WALL MOUNTED HANDRAIL (METAL)	479	LF	\$ 150.00	\$ 71,850.00
<b>Total Additive Alternate A Bid Schedule</b>					<b>\$ 712,301.50</b>

ADDITIVE ALTERNATE B BID SCHEDULE: No Ramp				Mobley Construction	
Item No.	Description	Quantity	Units	Unit Cost	Subtotal
B1	DECORATIVE BOULDERS - 30"	2	EA	\$ 1,200.00	\$ 2,400.00
B2	ROADSIDE SIGN - NO POST	1	EA	\$ 500.00	\$ 500.00
B3	EMBANKMENT	15	CY	\$ 50.00	\$ 750.00
<b>Total Additive Alternate B Bid Schedule</b>					<b>\$ 3,650.00</b>

BID SUMMARY		Mobley Construction	
Total Base Bid		\$	1,369,994.00
Total Additive Alternate Bid A		\$	712,301.50
Total Additive Alternate Bid B		\$	3,650.00
<b>Total Base Bid Plus Additive Alternate Bid A Plus Additive Alternate Bid B</b>		<b>\$</b>	<b>2,085,945.50</b>

# Attachment 2

## Notice of Award

NOTICE OF AWARD

TO: Mobley Construction
1939 Market Street
Ferndale, California 95536

PROJECT Description:
City of Rio Dell Eel River Trail Project

The OWNER has considered the BID submitted by you for the above described WORK
in response to its Advertisement for BIDS dated April 30, 2024 and Information for BIDDERS.

You are hereby notified that your BID for the Base Bid Schedule and Additive Bid B Schedule has been accepted for items
in the amount of
\$ 1,373,644.00

You are required by the Information for BIDDERS to execute the Agreement and furnish the required Contractor's
certificates of insurance within seven (7) calendar days from the date this Notice is received by you.

If you fail to execute said Agreement and to furnish said INSURANCE within seven (7) days from the date of receipt of this
Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as
abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by
law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Owner City of Rio Dell

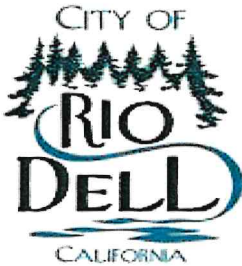
By \_\_\_\_\_ Title \_\_\_\_\_

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:
\_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_ Title \_\_\_\_\_



---

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
cityofriodell.ca.gov*

May 7, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award Bid for the Drinking Water Infrastructure Improvement Project in the Amount of \$10,027,410.00 to Wahlund Construction

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award bid for the Drinking Water Infrastructure Improvement Project in the amount of \$10,027,410.00 to Wahlund Construction.

BACKGROUND AND DISCUSSION

Please see the attached memorandum from City Engineer GHD related to the Drinking Water Infrastructure Improvement.

This project is fully grant funded through the State Water Resources Control Board’s Drinking Water State Revolving Fund. The City and its engineer, GHD continue to pursue additional funding form the State for full completion of the project (remaining additive items left off of this award) and will explore all available options. Overall staff is satisfied with the bid results and the project as it appears today should cover identified water distribution damage that resulted from the December 2022 earthquakes, resulting in significant savings for water rate payers over the short and long term.

///



# Memorandum

May 02, 2024

<b>To</b>	City of Rio Dell		
<b>Copy to</b>	Rebecca Crow, Steve McHaney		
<b>From</b>	Michelle Davidson	<b>Tel</b>	+1 707 443 8326
<b>Subject</b>	City of Rio Dell Drinking Water Infrastructure Improvement Project	<b>Project no.</b>	12609126

## 1. Bid Summary

As you are aware, GHD opened bids electronically on April 18, 2024 at 2 p.m. for 2024 construction of the Drinking Water Infrastructure Improvement Project, which is being funded through a State Water Resources Control Board (SWRCB) Drinking Water State Revolving Fund (DWSRF) grant. Table 1 below lists the three bids that were received.

Table 1: Summary of bid results

Bidder	Total Bid
Wahlund Construction, Inc.	\$11,938,620.00
GR Sundberg Inc.	\$ 23,858,520.00
Mercer Fraser Company	\$ 16,929,905.00

The Total Bid (Base Bid plus Additive Bid) listed above was the basis for determining the lowest bid as stated in the bid forms. Wahlund Construction is the apparent low bidder based on the bids received. As stated in the Bidding Requirements, the basis for contract award is the lowest, responsive, responsible bidder. "Responsive" refers to the "bid" while "responsible" refers to the "bidder".

In considering whether a bid is "responsive", GHD evaluated whether the bid appropriately met the relevant requirements of the bidding documents including submission of appropriate forms. GHD confirmed that all requested bid forms provided by Wahlund Construction were complete. If there were any irregularities in the bid, GHD would determine as to whether the irregularity in the bid gives the bidder a material advantage or benefit not enjoyed by other bidders. Upon review of Wahlund's bid, GHD found that they appear to be responsive in their bid and that there were no irregularities resulting in a material advantage.

Regarding whether a bidder is "responsible", GHD checked the Department of Consumer Affairs Contractors State License Board and determined Wahlund Construction has the appropriate active license as well the subcontractors listed in the bid. In addition, GHD checked the State Department of Industrial Relations (DIR) Division of Labor Standards Enforcement website and determined Wahlund Construction and the subcontractors listed in the bid have active DIR registrations. Lastly, GHD verified with SAM.gov that Wahlund is not currently debarred from public bidding. Based on this information, Wahlund Construction appears to be responsible.

## 2. Bid Analysis and Recommendation for Award

The project is grant funded through the SWRCB DWSRF with a construction budget of \$10,042,590 and a contingency budget of \$1,005,000. Working with City Staff, GHD developed a Base Bid and Additive Bid strategy, whereby the City could choose desired additive bid items to award based on the contractor's bid line item amounts and the available funds. Wahlund's bid exceeds the currently available construction budget, and so not all the additive bid items can be awarded at this time. GHD and the City are working to potentially secure additional funds to construct all the proposed improvements, however, to expedite the commencement of construction, the City can initially award the Base Bid and selected Additive Bid items. Additional items could be awarded later through Change Order as funds allow.

GHD coordinated with City staff who selected a suite of additive items within the existing construction budget that City staff deemed would provide the best value. See Attachment 1 for a detailed pricing of each bid item.

Based on the City's priorities, GHD recommends the City of Rio Dell award the Drinking Water Infrastructure Improvement Project to Wahlund Construction with a Base Bid amount of \$7,485,610 and \$2,541,800 of the Additive Bid items for the total amount of **\$10,027,410**. A summary of the bid items recommended to be awarded is presented in Table 2 below. A breakdown of the proposed base bid and additive quantities recommended for award can be seen in Attachment 1.

Table 2: Bid award breakdown

Bid Items	Unit	Quantity	Cost
Base Bid	LS	1	\$7,485,610
Additive Items 2 & 3: Site Distribution Piping and Associated Work, Meters, and Valves (Associated with Crossings)	LS	1	\$524,000
Additive Item 3.1: Provide and Install Fire Hydrant Assembly (Replacements)	EA	30	\$600,000
Additive Item 4: Valve Replacements and Associated Work Per Sheet C-201	EA	54	\$387,300
Additive Item 5.1-5.6: Trenchless Water Line Installation-Highway Crossings	LS	1	\$1,030,500
<b>Total</b>			<b>\$10,027,410</b>

Following City award of the project, GHD will issue the Notice of Award to Wahlund Construction, which is included as Attachment 2. Wahlund Construction will then provide bonds and Insurance, and upon review, GHD will prepare the contract forms and the Notice to Proceed for City execution.

Please feel free to contact GHD with any questions.

Regards



**Michelle Davidson**  
Staff Civil Engineer

**Attachments:**

- Attachment 1 – Bid Tabulation and Bid Award Tabulation
- Attachment 2 – Notice of Award



# Attachment 1

## Bid Tabulation and Bid Award Tabulation

City of Rio Dell Project  
Summary Recommended Bid Award Quantities

Project Owner: City of Rio Dell  
 Project Name: Drinking Water Infrastructure Improvement Project  
 Project Location: City of Rio Dell, CA  
 Date of Bid: 4/18/2024 2:00pm  
 Project Number: 12609126

BASE, ADDITIVE, & ALTERNATE BID SCHEDULE

Item No.	Description	Units	Quantity	Wahlund Construction		Award	
				Unit Cost	Total Cost	Award Quantity	Award Total Cost
1.1	MOBILIZATION/ DEMOBILIZATION	LS	1	\$250,000.00	\$250,000.00	1	\$250,000.00
1.2	CONSTRUCTION STAKING	LS	1	\$34,000.00	\$34,000.00	1	\$34,000.00
1.3	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	1	\$1,000.00
1.4	WATER POLLUTION CONTROLS	LS	1	\$18,900.00	\$18,900.00	1	\$18,900.00
1.5	HAZARDOUS MATERIALS ABATEMENT	LS	1	\$3,000.00	\$3,000.00	1	\$3,000.00
1.6	POTHOLING AND OTHER UTILITY LOCATING	LS	1	\$17,500.00	\$17,500.00	1	\$17,500.00
1.7	TANK DEMOLITION	LS	1	\$25,000.00	\$25,000.00	1	\$25,000.00
1.8	MISCELLANEOUS YARD PIPING AND PUMP HOUSE DEMOLITION AND PIPING MODIFICATIONS	LS	1	\$33,400.00	\$33,400.00	1	\$33,400.00
1.9	TANK FOUNDATION INCLUDING EARTHWORK	LS	1	\$225,000.00	\$225,000.00	1	\$225,000.00
1.10	NEW 500,000 GALLON GLASS FUSED TO STEEL WATER TANK	LS	1	\$1,000,000.00	\$1,000,000.00	1	\$1,000,000.00
1.11	YARD PIPING INCLUDING MODIFICATIONS TO EXISTING PIPING	LS	1	\$45,000.00	\$45,000.00	1	\$45,000.00
1.12	ELECTRICAL AND CONTROL SYSTEM MODIFICATIONS	LS	1	\$43,500.00	\$43,500.00	1	\$43,500.00
1.13	FINAL SITE GRADING, GRAVEL, AND RESTORATION	LS	1	\$17,200.00	\$17,200.00	1	\$17,200.00
2.1	MOBILIZATION/ DEMOBILIZATION	LS	1	\$1,000,000.00	\$1,000,000.00	1	\$1,000,000.00
2.3	8" C900 PVC DR18 PIPE	LF	10960	\$200.00	\$2,192,000.00	10960	\$2,192,000.00
2.4	6" C900 PVC DR18 PIPE	LF	1014	\$230.00	\$233,220.00	1014	\$233,220.00
2.5	4" C900 PVC DR18 PIPE	LF	1399	\$180.00	\$251,820.00	1399	\$251,820.00
2.6	2" SCH 80 PVC PIPE	LF	189	\$190.00	\$35,910.00	189	\$35,910.00
2.7	SERVICE LINES (SINGLE)	EA	194	\$6,540.00	\$1,268,760.00	194	\$1,268,760.00
2.8	SERVICE LINES (DUAL)	EA	40	\$7,000.00	\$280,000.00	40	\$280,000.00
2.9	10" GATE VALVE	EA	1	\$8,500.00	\$8,500.00	1	\$8,500.00
2.10	8" GATE VALVE	EA	43	\$7,100.00	\$305,300.00	43	\$305,300.00
2.11	6" GATE VALVE	EA	21	\$6,300.00	\$132,300.00	21	\$132,300.00
2.12	4" GATE VALVE	EA	1	\$5,500.00	\$5,500.00	1	\$5,500.00
2.13	2" GATE VALVE	EA	3	\$1,500.00	\$4,500.00	3	\$4,500.00
2.14	AIR RELEASE VALVE ASSEMBLY	EA	5	\$9,100.00	\$45,500.00	5	\$45,500.00
2.15	BLOW OFF VALVE ASSEMBLY	EA	4	\$2,200.00	\$8,800.00	4	\$8,800.00
2.2	10" C900 PVC DR18 PIPE	LF	1390	\$223.00	\$309,970.00	1390	\$309,970.00
2.3	8" C900 PVC DR18 PIPE	LF	2136	\$200.00	\$427,200.00	0	\$0.00
2.4	6" C900 PVC DR18 PIPE	LF	57	\$230.00	\$13,110.00	57	\$13,110.00
2.5	4" C900 PVC DR18 PIPE	LF	310	\$180.00	\$55,800.00	0	\$0.00
2.7	SERVICE LINES (SINGLE)	EA	32	\$6,540.00	\$209,280.00	3	\$19,620.00
2.8	SERVICE LINES (DUAL)	EA	3	\$7,000.00	\$21,000.00	1	\$7,000.00
2.9	10" GATE VALVE	EA	57	\$8,500.00	\$484,500.00	32	\$272,000.00
2.10	8" GATE VALVE	EA	29	\$7,100.00	\$205,900.00	12	\$85,200.00
2.11	6" GATE VALVE	EA	43	\$6,300.00	\$270,900.00	23	\$144,900.00
2.12	4" GATE VALVE	EA	2	\$5,500.00	\$11,000.00	2	\$11,000.00
2.13	2" GATE VALVE	EA	3	\$1,500.00	\$4,500.00	2	\$3,000.00
2.14	AIR RELEASE VALVE ASSEMBLY	EA	5	\$9,100.00	\$45,500.00	5	\$45,500.00
2.15	BLOW OFF VALVE ASSEMBLY	EA	3	\$2,200.00	\$6,600.00	0	\$0.00
3.1	PROVIDE AND INSTALL FIRE HYDRANT ASSEMBLY	EA	58	\$20,000.00	\$1,160,000.00	30	\$600,000.00
3.2	PROVIDE 3/4" METER AND TRANSMITTER	EA	50	\$277.00	\$13,850.00	0	\$0.00
3.3	PROVIDE 1" METER AND TRANSMITTER	EA	10	\$554.00	\$5,540.00	0	\$0.00
3.4	PROVIDE 2" METER AND TRANSMITTER	EA	10	\$1,266.00	\$12,660.00	0	\$0.00
3.5	REMOVE EXISTING METER AND TRANSMITTER AND INSTALL NEW METER AND TRANSMITTER	EA	70	\$500.00	\$35,000.00	0	\$0.00
3.6	PROVIDE AND INSTALL SINGLE METER BOX AND LID - NON-TRAFFIC RATED	EA	20	\$1,200.00	\$24,000.00	0	\$0.00
3.7	PROVIDE AND INSTALL SINGLE METER BOX AND LID - TRAFFIC RATED	EA	10	\$1,800.00	\$18,000.00	0	\$0.00
3.8	PROVIDE AND INSTALL DOUBLE METER BOX AND LID - NON-TRAFFIC RATED	EA	30	\$1,600.00	\$48,000.00	0	\$0.00
3.9	PROVIDE AND INSTALL DOUBLE METER BOX AND LID - TRAFFIC RATED	EA	10	\$2,000.00	\$20,000.00	0	\$0.00
5.1	MOBILIZATION/ DEMOBILIZATION (ITEM 5.2 THROUGH 5.6)	LS	1	\$440,000.00	\$440,000.00	1	\$440,000.00
5.2	BERKELEY ST HIGHWAY 101 CROSSING (C-141)	LS	1	\$99,500.00	\$99,500.00	1	\$99,500.00
5.3	DAVIS ST HIGHWAY 101 CROSSING (C-142)	LS	1	\$132,000.00	\$132,000.00	1	\$132,000.00
5.4	CENTER ST HIGHWAY 101 CROSSING (C-143)	LS	1	\$99,500.00	\$99,500.00	1	\$99,500.00
5.50	PAINTER ST HIGHWAY 101 CROSSING (C-144)	LS	1	\$99,500.00	\$99,500.00	1	\$99,500.00
5.6	EEOA AVE HIGHWAY 101 CROSSING (C-145)	LS	1	\$160,000.00	\$160,000.00	1	\$160,000.00
6.1	Deconstruct Redwood Tank and Salvage Planks for City	LS	1	\$20,000.00	\$20,000.00	0	\$0.00
<b>TOTAL BASE BID AMOUNT</b>					<b>\$7,485,610.00</b>		<b>\$7,485,610.00</b>
<b>TOTAL ADDITIVE BID AMOUNT</b>					<b>\$4,453,010.00</b>		<b>\$2,541,800.00</b>
<b>TOTAL BID AMOUNT</b>					<b>\$11,938,620.00</b>		<b>\$10,027,410.00</b>
<b>TOTAL AWARD AMOUNT SHALL BE \$10,027,410.00</b>							

# Attachment 2

## Notice of Award

City of Rio Dell  
Drinking Water Infrastructure Improvement Project

**NOTICE OF AWARD**

TO: Wahlund Construction Inc.  
PO Box 6486  
Eureka, CA 95502

PROJECT: City of Rio Dell Drinking Water Infrastructure Improvement Project

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for BIDS dated February 21, 2024 and Information for BIDDERS.

You are hereby notified that your BID has been accepted for items shown in attached Table 1 in the amount of

Ten Million twenty seven thousand four hundred and ten and zero cents Dollars (  
\$10,027,410.00)

You are required by the Information for BIDDERS to execute the Agreement and furnish the required Contractor's certificates of insurance within ten (10) calendar days from the date this Notice is received by you.

If you fail to execute said Agreement and to furnish said INSURANCE within ten (10) calendar days from the date of receipt of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Owner: City of Rio Dell

By: \_\_\_\_\_ Title: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

\_\_\_\_\_  
(Name of Contractor)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Table 1- Notice of Award Bid Items City of Rio Dell Drinking Water Infrastructure Improvement Project						
	Item No.	Description	Units	Unit Cost	Award Quantity	Award Total Cost
<b>BASE BID</b>	1.1	MOBILIZATION/ DEMOBILIZATION	LS	\$250,000.00	1	\$250,000.00
	1.2	CONSTRUCTION STAKING	LS	\$34,000.00	1	\$34,000.00
	1.3	TRAFFIC CONTROL	LS	\$1,000.00	1	\$1,000.00
	1.4	WATER POLLUTION CONTROLS	LS	\$18,900.00	1	\$18,900.00
	1.5	HAZARDOUS MATERIALS ABATEMENT	LS	\$3,000.00	1	\$3,000.00
	1.6	POTHOLING AND OTHER UTILITY LOCATING	LS	\$17,500.00	1	\$17,500.00
	1.7	TANK DEMOLITION	LS	\$25,000.00	1	\$25,000.00
	1.8	MISCELLANEOUS YARD PIPING AND PUMP HOUSE DEMOLITION AND PIPING MODIFICATIONS	LS	\$33,400.00	1	\$33,400.00
	1.9	TANK FOUNDATION INCLUDING EARTHWORK	LS	\$225,000.00	1	\$225,000.00
	1.10	NEW 500,000 GALLON GLASS FUSED TO STEEL WATER TANK	LS	\$1,000,000.00	1	\$1,000,000.00
	1.11	YARD PIPING INCLUDING MODIFICATIONS TO EXISTING PIPING	LS	\$45,000.00	1	\$45,000.00
	1.12	ELECTRICAL AND CONTROL SYSTEM MODIFICATIONS	LS	\$43,500.00	1	\$43,500.00
	1.13	FINAL SITE GRADING, GRAVEL, AND RESTORATION	LS	\$17,200.00	1	\$17,200.00
	2.1	MOBILIZATION/ DEMOBILIZATION	LS	\$1,000,000.00	1	\$1,000,000.00
	2.3	8" C900 PVC DR18 PIPE	LF	\$200.00	10960	\$2,192,000.00
	2.4	6" C900 PVC DR18 PIPE	LF	\$230.00	1014	\$233,220.00
	2.5	4" C900 PVC DR18 PIPE	LF	\$180.00	1399	\$251,820.00
	2.6	2" SCH 80 PVC PIPE	LF	\$190.00	189	\$35,910.00
	2.7	SERVICE LINES (SINGLE)	EA	\$6,540.00	194	\$1,268,760.00
	2.8	SERVICE LINES (DUAL)	EA	\$7,000.00	40	\$280,000.00
	2.9	10" GATE VALVE	EA	\$8,500.00	1	\$8,500.00
	2.10	8" GATE VALVE	EA	\$7,100.00	43	\$305,300.00
	2.11	6" GATE VALVE	EA	\$6,300.00	21	\$132,300.00
	2.12	4" GATE VALVE	EA	\$5,500.00	1	\$5,500.00
	2.13	2" GATE VALVE	EA	\$1,500.00	3	\$4,500.00
2.14	AIR RELEASE VALVE ASSEMBLY	EA	\$9,100.00	5	\$45,500.00	
2.15	BLOW OFF VALVE ASSEMBLY	EA	\$2,200.00	4	\$8,800.00	
<b>ADDITIVE BID</b>	2.2	10" C900 PVC DR18 PIPE	LF	\$223.00	1390	\$309,970.00
	2.3	8" C900 PVC DR18 PIPE	LF	\$200.00	0	\$0.00
	2.4	6" C900 PVC DR18 PIPE	LF	\$230.00	57	\$13,110.00
	2.5	4" C900 PVC DR18 PIPE	LF	\$180.00	0	\$0.00
	2.7	SERVICE LINES (SINGLE)	EA	\$6,540.00	3	\$19,620.00
	2.8	SERVICE LINES (DUAL)	EA	\$7,000.00	1	\$7,000.00
	2.9	10" GATE VALVE	EA	\$8,500.00	32	\$272,000.00
	2.10	8" GATE VALVE	EA	\$7,100.00	12	\$85,200.00
	2.11	6" GATE VALVE	EA	\$6,300.00	23	\$144,900.00
	2.12	4" GATE VALVE	EA	\$5,500.00	2	\$11,000.00
	2.13	2" GATE VALVE	EA	\$1,500.00	2	\$3,000.00
	2.14	AIR RELEASE VALVE ASSEMBLY	EA	\$9,100.00	5	\$45,500.00
	2.15	BLOW OFF VALVE ASSEMBLY	EA	\$2,200.00	0	\$0.00
	3.1	PROVIDE AND INSTALL FIRE HYDRANT ASSEMBLY	EA	\$20,000.00	30	\$600,000.00
	3.2	PROVIDE 3/4" METER AND TRANSMITTER	EA	\$277.00	0	\$0.00
	3.3	PROVIDE 1" METER AND TRANSMITTER	EA	\$554.00	0	\$0.00
	3.4	PROVIDE 2" METER AND TRANSMITTER	EA	\$1,286.00	0	\$0.00
	3.5	REMOVE EXISTING METER AND TRANSMITTER AND INSTALL NEW METER AND TRANSMITTER	EA	\$500.00	0	\$0.00
	3.6	PROVIDE AND INSTALL SINGLE METER BOX AND LID – NON-TRAFFIC RATED	EA	\$1,200.00	0	\$0.00
	3.7	PROVIDE AND INSTALL SINGLE METER BOX AND LID – TRAFFIC RATED	EA	\$1,800.00	0	\$0.00
	3.8	PROVIDE AND INSTALL DOUBLE METER BOX AND LID – NON-TRAFFIC RATED	EA	\$1,600.00	0	\$0.00
	3.9	PROVIDE AND INSTALL DOUBLE METER BOX AND LID – TRAFFIC RATED	EA	\$2,000.00	0	\$0.00
	5.1	MOBILIZATION/ DEMOBILIZATION (ITEM 5.2 THROUGH 5.6)	LS	\$440,000.00	1	\$440,000.00
	5.2	BERKELEY ST HIGHWAY 101 CROSSING (C-141)	LS	\$99,500.00	1	\$99,500.00
	5.3	DAVIS ST HIGHWAY 101 CROSSING (C-142)	LS	\$132,000.00	1	\$132,000.00
5.4	CENTER ST HIGHWAY 101 CROSSING (C-143)	LS	\$99,500.00	1	\$99,500.00	
5.50	PAINTER ST HIGHWAY 101 CROSSING (C-144)	LS	\$99,500.00	1	\$99,500.00	
5.6	EELOA AVE HIGHWAY 101 CROSSING (C-145)	LS	\$160,000.00	1	\$160,000.00	
6.1	Deconstruct Redwood Tank and Salvage Planks for City	LS	\$20,000.00	0	\$0.00	
<b>TOTAL BASE BID AMOUNT</b>					<b>\$7,485,610.00</b>	
<b>TOTAL ADDITIVE BID AMOUNT</b>					<b>\$2,541,800.00</b>	
<b>TOTAL BID AMOUNT</b>					<b>\$10,027,410.00</b>	
<b>TOTAL AWARD AMOUNT SHALL BE \$10,027,410.00</b>						

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*675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)*



DATE: May 7, 2024  
TO: Mayor and Members of the City Council  
FROM: Travis Sanborn, Finance Director  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Adoption of Facade Improvement Program Round No. 2

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the Facade Improvement Program Round No. 2 Fiscal Year 2024-2025 for adoption.

BACKGROUND AND DISCUSSION

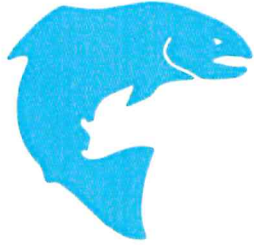
One of the goal directives from the Economic Development Ad Hoc, Goals, and Actions to Achieve Economic Development was to reduce downtown vacancy rates and improve storefront facades. An action item to implement a city-funded Facade Improvement Program (FIP) was developed.

On May 2, a Facade Ad Hoc meeting was held at City Hall. The draft policy was constructed with guidance from Councilmember Carter, Wilson, and city staff. The FIP aims to induce private investment that results in quality improvements and enhancements to business-use properties. The City intends that the FIP serve as a public-private incentive for significant aesthetic improvements to the commercial area in which the property is located. The program will be funded through the City's Economic Development Fund. The City will set aside \$45,000 for Round 2, the equivalent of three fully funded projects.

The staff recommends the City Council adopt the Facade Improvement Program Round No. 2 Fiscal Year 2024-2025.

Attachments:

Facade Improvement Program Round No. 2 Program Guide and Application



# City of Rio Dell

Humboldt County  
California

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## Facade Improvement Program Round No. 2 Fiscal Year 2024-2025

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### Program Description

The Facade Improvement Program (FIP) is a reimbursement grant program provided to a business and/or property owner for the improvement of existing commercial buildings throughout the City of Rio Dell. The program provides a matching grant of 50% of the facade improvement cost to the business and/or owner up to a maximum dollar amount \$15,000 per approved project.

The purpose of the FIP is to induce private investment that results in quality improvements and enhancements to business-use properties. The City's intention is that the FIP serve public-private incentive for significant aesthetic improvements to the commercial area in which the property is located.

The private investment will need to be equal to or greater than the grant funds awarded.

The Community Development Department will administer the grant program (Project Administrator) in conjunction with the City's Planning Commission and Department of Finance. The Community Development Department will handle project approval, processing and permitting. No commitment of funds will be made until the Planning Division has evaluated the project for code compliance, received a complete project application and received approval from the City's Planning Commission / Design Review that the project is appropriate to proceed.



Project applications must be complete and collateral information must be provided to the Program Administrator before a grant will be processed for funding; no advances will be made of grant funds.

Projects must make an exterior improvement easily visible from public view. Grants will be given only for improvements done in a professional manner and approved through the City's Design Review process. A final inspection will be conducted by the City to confirm the work has been completed and conforms to the approved plans, colors and/or materials.

As part of the approval process, a Letter of Commitment will be issued by the Program Administrator.

Applicants are expected to complete projects in the timeframe outlined in the Letter of Commitment. The City aims to fund as many projects as possible and will not tie up funds with applicants who are not completing their projects. The City will hold stringently to the time frame specified in the Letter of Commitment.

Round No. 2 of the program will focus on commercial areas. Further areas of focus may be added or refined in future rounds if the program is successful.

### **Definition of Significant Facade Improvements or Renovations**

*“Improvements or renovations of existing buildings that are ten years of age or older, when a combination of two or more of the following are included: structural facade improvements, paint, awnings, signs, addition of architectural detail to facade, facade tile or stone accents, decorative entry walkway area, outside dining with decorative fencing, outside decorative lighting and new windows. Mural art projects can be considered as a significant façade improvement with or without other improvements.”*

### **Eligibility & Processing**

The property must meet the following criteria:

- Be located within Rio Dell city limits.
- Be a retail or commercial project (except for those listed under the section titled "Ineligible for Grants.").





- Proposed project must be in conformance with all applicable City codes and design standards.
- Must submit a completed grant application, with all requested collateral materials, to the Program Administrator.
- Must be a permitted or conditionally permitted use; legal non-conforming uses are not eligible (example: improvements to a legal non-conforming sign, structure, or a structure housing a non-conforming use will not be eligible).
- Must receive all necessary approvals before any work is started for which grant funds are being requested.
- Must submit original invoices stamped paid or accompanied by copies of cancelled checks, or proof of payment for materials, or for work performed by others before receiving the grant.

## Grants

All grants are up to 50% of the cost of the approved improvements up to a maximum reimbursement of \$15,000.

At this time, properties having a building with multiple businesses/suites qualify for one grant only. Unoccupied commercial buildings are also eligible for the grant.

Work must be completed within a specified time period stated in the Letter of Commitment; if work is not completed in the time frame, the applicant can still receive a grant only if funds are available when they complete the work.

Applicants will not be compensated for labor they perform themselves. Only materials used, and/or the work of a contractor will be eligible and the work must be done in a professional manner. The property owner assumes all risk. All work must be in conformance with applicable building codes.

Proof of property owner acknowledgement is required as part of the application process.

## Design Standards and Requirements

- Applicants requesting grants must propose and complete projects that meet the standards set through the design review process and the Planning



commission. Projects must meet or exceed design standards (where applicable).

- Formulation of color pallets, renderings and building plans will, in most cases, require professional design assistance that may be provided by the City.
- If repainting is involved, the entirety of the building, including portions of the building not visible from the street frontage, must be painted in the same color scheme.
- High quality "before" photos of the property must accompany the application. "After" photos will be required to be submitted with receipts or paid invoices before receiving the grant when the project is complete.

### Process

1. Applicant contacts the Program Administrator to arrange a pre-application concept meeting. No drawings or plans are required, but the applicant must be able to describe the plan in detail.
2. Upon tentative approval of the project, the Program Administrator will assign the applicant a licensed architect to work with on the development of a cost estimate and visual representation of the design, at no cost to the applicant. The cost of the licensed architect's work is not to exceed \$2,000.00.
3. The applicant completes and submits the formal application with appropriate permits, architect-developed cost estimates, architect-developed visual representation of the final design and if necessary owner approval of the project.
4. Project will be submitted to the Planning Commission for Design Review and approval.
5. Once the application has been approved, a Letter of Commitment & Project Agreement will be sent to the applicant from the Program Administrator. This material will specify the amount of the grant funds to be set aside and a time frame in which the work must be completed to receive a grant. The Program Administrator will hold funds within FIP budget.
6. Once the Project Agreement is signed by the applicant and Program Administrator, the applicant may then begin work on the proposed project. The project **must be completed** by the deadline listed in the Project Agreement to receive funds. Extensions can be approved by the Program Administrator on a case-by-case basis.



7. Upon completion of work on the proposed project, final inspection of the project is performed by the City.
8. The Building Inspector and/or Program Administrator will review the work for compliance with the Planning Commission approved application. If approved by the Program Administrator, the applicant will submit invoices to the City's Department of Finance to receive payment in accordance to the grant agreement within 30 days of submittal. If the Building Inspector and/or Program Administrator deems the final work to be in non-compliance with the approved design, or not in compliance with applicable building code, the matter will be automatically referred to the Planning Commission for review and ratification, within 60 days, at no cost to the applicant. Work performed, or modifications made that do not conform to the approved project plans, will not receive funds.

### Projects Eligible for Grants

- Areas of eligibility: Must be commercially zoned. Must be on or visible from the following streets: Wildwood, Eeloa & Northwestern.
- Significant facade improvements and renovations (see above, "**Definition of Significant Facade Improvements or Renovations**").
- Building additions, when the entire building is improved, that is, the addition does not appear to be an add-on but integrates with the building (ex: building addition of compatible architecture and repainting of entire building to match the addition).
- Security features integrated with a façade improvement (example: shatter resistant windows, door locks, lighting) only if part of an approved façade improvement or renovation and adds a visible improvement.
- New roof material only if part of a significant facade improvement or renovation and adds a visible improvement.
- Upgraded and uniform facade improvements in older commercial buildings with multiple spaces that enhance the entire building (if the facility has more than one individual property ownership, there must be a comprehensive signage plan, color pallet and/or architectural facade plan in place; improvements made must conform to the plans or color pallet).
- Front facing landscaping.
- Block walls and fencing only if part of a comprehensive landscaping project and approved by the Planning Commission.
- Signs, awnings and painting of structures if they meet City design requirements.



- Murals, if they have the appropriate approvals (Design Review).
- Screening of roof-top equipment only in conjunction with other exterior property improvements.
- Creation of fixed outdoor patio areas (non-fixed assets are not eligible. Example: removable patio furniture, mobile heaters, etc.).
- Creation of customer entrances from the alley, especially when parking is available in the rear of a building or the alley side is visible from a public street; this must be done in conjunction with an approved facade improvement.
- Other improvements can be considered on a case-by-case basis, but must make a significant improvement to the property appearance and not be one of the excluded items.

**Ineligible for Grants:**

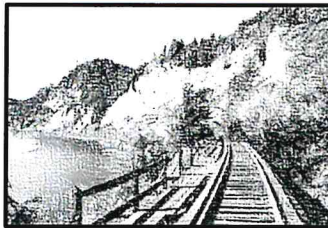
- New buildings. Buildings ten (10) years of age or more recently constructed.
- Motion detected lighting.
- Internally illuminated "can" signs or otherwise non-permitted signs.
- Land clearing or tree removal costs.
- Parking area paving, resurfacing, repair or striping.
- Chain link fencing with or without slats.
- City permits or processing fees.
- Residential projects, apartments, day care facilities located in residential neighborhoods.
- Religious facilities (ex: churches), unless they have street frontage in a business area.
- Non-profit facilities, unless they have street frontage in a business area.
- Projects that are receiving any other public funds.





675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
cityofriodell.ca.gov

**CITY OF RIO DELL**  
HUMBOLDT COUNTY  
CALIFORNIA



Rio Dell Bluffs

**FACADE IMPROVEMENT PROGRAM  
GRANT APPLICATION**

APPLICANT INFORMATION						
Applicant:	_____				<input type="checkbox"/> Building Owner	<input type="checkbox"/> Tenant
Property Address:	_____					
Mailing Address:	_____					
Name of Business:	_____					
Daytime Phone Number:	_____	Email Address:	_____			
OWNER INFORMATION						
Property Owner:	_____					
Mailing Address:	_____					
Daytime Phone Number:	_____	Email Address:	_____			
CONTRACTOR INFORMATION						
Contractor:	_____					
Mailing Address:	_____					
Daytime Phone Number:	_____	Email Address:	_____			
License Number:	_____	License Class:	_____	Exp. Date:	_____	

**TYPE OF IMPROVEMENTS BEING PROPOSED**

- Building Addition/Alteration  
  Creation of Outdoor Patio Area  
  Painting/Mural  
 Awnings  
  New Entrance  
  Landscaping  
  Signage  
  Other: \_\_\_\_\_

Briefly Describe the Improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION SUBMITTAL REQUIREMENTS**

1. Photographs clearly showing existing conditions of the building/facilities to be improved; and
2. A complete written description of the proposed work; and
3. Drawings/renderings (with color scheme) that adequately and comprehensively show the proposed project; and
4. List of proposed materials, including material specifications; and
5. A detailed cost estimate for all aspects of the proposed improvements prepared by the Contractor or Design Professional; and
6. A project construction timeframe, including start date, milestones and completion date.

**PROJECT COSTS**

1. MATERIALS	\$ _____
2. LABOR	\$ _____
<b>TOTAL COSTS:</b>	\$ _____
<b>GRANT AMOUNT REQUESTED:</b>	\$ _____

**Grants up to 50% of the project cost, not to exceed \$15,000.**

*I/we have read the description of the Facade Improvement Program (pages 1-6) and commit to following the procedures/guidelines set forth if I/we choose to participate in the Program. I/we understand that I/we cannot start work on any improvement until the application is approved and I/we have signed a Letter of Commitment from the City of Rio Dell.*

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
13010	4/04/2024	[0576] 101 AUTO PARTS	Lucas Fuel Treat	15.54
13011	4/04/2024	[4109] ACCESS HUMBOLDT	1st Quarter fee Ending 3/31/2024	270.00
13012	4/04/2024	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR MARCH 2024 - City Hall & COPIER CHARGES FOR MARCH 2024 - PD	758.00
13013	4/04/2024	[3975] AT&T - 5709	FAX LINE EXPENSES FOR MARCH - PD, FAX LINE EXPENSES FOR MARCH 2024 - CITY HALL	67.40
13014	4/04/2024	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR JANUARY THROUGH MARCH 2024	26.10
13015	4/04/2024	[2293] CITY OF FORTUNA	Police Dispatch for April 2024	6,328.33
13016	4/04/2024	[3461] CRIMESTAR USA, LLC	RMS Annual Product Support	350.00
13017	4/04/2024	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR JAN - MARCH	50.09
13018	4/04/2024	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR JANUARY THROUGH MARCH 2024	3.60
13019	4/04/2024	[2407] FORBUSCO LUMBER	Unused Credit, Lumber, Ball, Hinges, Screws	2,016.32
13020	4/04/2024	[2405] FORTUNA ACE HARDWARE	Batteries	35.78
13021	4/04/2024	[7246] GARCIA, GAVIN	CUSTOMER DEPOSIT REFUND	28.87
13022	4/04/2024	[5765] GARNES, DEBRA	Reimbursement: LCC Policy Committee Meeting	362.52
13023	4/04/2024	[5052] GHD, INC	Professional Services Rendered Through 2/25/2023 - Development of a Sanitary Sewer Evaluation Study (SSES), Professional Services Rendered Through 6/30/2023 - Development of a Sanitary Sewer Evaluation Study (SSES)	8,082.85
13024	4/04/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Outlet Box	13.54
13025	4/04/2024	[4922] GRUNDMAN'S SPORTING GOODS INC.	870 REM	160.00
13026	4/04/2024	[2501] KEENAN SUPPLY	Elbow, Shear Ring, Pipe	982.40
13027	4/04/2024	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance During NPDES Permit Reissuance	812.00
13028	4/04/2024	[7195] METER, VALVE & CONTROL, Inc	Meters	3,960.87
13029	4/04/2024	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control March 2024	1,900.00
13030	4/04/2024	[7491] MORRIS, AUSTIN	CUSTOMER DEPOSIT REFUND	156.98
13031	4/04/2024	[6100] NORTHERN CALIFORNIA GLOVE	Gloves	215.00
13032	4/04/2024	[7716] RESTORATION FIRST RESPONDER NETWORK	Monthly Contracted Rate - for Therapy	315.38
13033	4/04/2024	[2693] SHELTON'S AUTO LUBE	Oil Change '21 Ford Explorer	96.24
13034	4/04/2024	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR APRIL 2024	150.00
13035	4/04/2024	[2772] WENDT CONSTRUCTION, INC	Deliver Cold Mix	1,040.00
13036	4/04/2024	[2787] WYCKOFF'S	Water Filter, Sump Pump	198.19
13037	4/10/2024	[7066] CARTER, SAMANTHA & DIXON, JAKE	CUSTOMER DEPOSIT REFUND	83.98
13038	4/10/2024	[4063] CITY OF FERNDALE	Police Services	592.60
13039	4/10/2024	[2293] CITY OF FORTUNA	LAB TESTING -COLIFORM QUANTI-TRAY; BOD; TSS/MLSS; COLIFORM PA; COLIFORM 3X5	4,070.00
13040	4/10/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 4/5/2024	108
13041	4/10/2024	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	Special Counsel Services	1,220
13042	4/10/2024	[2340] DEPT OF JUSTICE ACCT OFFICE	Blood Alcohol Analysis for March 2024	35
13043	4/10/2024	[2405] FORTUNA ACE HARDWARE	Wire and Nozzle	310
13044	4/10/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Spade Bit, Circular Saw Blade, T50 Staples	62
	4/10/2024	[2437] HACH	Sensor Cap Replacement	239

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
13046	4/10/2024	[2447] HILFIKER PIPE CO.	18" Cast Iron Frame & Grate	310.26
13047	4/10/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies for Kevin	39.00
13048	4/10/2024	[2471] HUMBOLDT WASTE MANAGEMENT AUTHORITY	Payment Program CCpp - Recycling Signage	536.67
13049	4/10/2024	[7076] JAGIMO CORP INC/ J&G LAWN AND GARDEN	Gateway Beautification	44,220.00
13050	4/10/2024	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance During NPDES Permit Reissuance	12,032.50
13051	4/10/2024	[2569] MICROBAC LABORATORIES, INC.	Ammonia Nitrogen w/o Distillation, ELAP Certification Fee	195.00
13052	4/10/2024	[7570] RYAN P MILLER	Reimbursement: Strehl's Family Shoes	216.26
13053	4/10/2024	[3006] MISSION LINEN SUPPLY, INC	Clean Mop Head, Maintenance & Cleaning of PW Shirts,Bath Tissues, Hand Towels, Bath Tissues	414.23
13054	4/10/2024	[2570] NILSEN COMPANY	Salt Softner Solar 40#	2,334.67
13055	4/10/2024	[6349] RECOLOGY EEL RIVER	Garbage Bags for March 2024	258.54
13056	4/10/2024	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 3/31/2024	154.00
13057	4/10/2024	[2659] RIO DELL PETTY CASH	Pledge	13.05
13058	4/10/2024	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - May 2024, Phone Lines City Hall - May 2024	560.80
13059	4/10/2024	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR MARCH 2024	3,010.50
13060	4/10/2024	[2787] WYCKOFF'S	Fasteners, Flex Conduit	10.71
13061	4/17/2024	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	220.00
13062	4/17/2024	[2218] AMERICAN WATER WORKS ASSN	Renewal of Membership California-Nevada Section 7/1/24-6/30/25	501.00
13063	4/17/2024	[7237] BPR CONSULTING GROUP	Flat Fee Plan Check - Jeffries Foundation Only @ 1275 Northwestern Ave	898.24
13064	4/17/2024	[7517] CROSBY, BAYLEE & HARRALSON, BRENDON	CUSTOMER DEPOSIT REFUND	20.70
13065	4/17/2024	[2394] FEDEX	Shipping	126.27
13066	4/17/2024	[2405] FORTUNA ACE HARDWARE	Lysol Wipes, Hooks and Links	59.47
13067	4/17/2024	[5052] GHD, INC	Professional Services Rendered Through 11/25/2023 - PW Rio Dell Water Distribution System improvement Project, Professional Services Rendered Through 12/16/2023 - PW Rio Dell Water Distribution System improvement Project	283,019.82
13068	4/17/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Trim Saw Blade, Wood Shim, Standard U-Shim	23.01
13069	4/17/2024	[2437] HACH	Plug	12.29
13070	4/17/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	3.00
13071	4/17/2024	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form January - March 2024	228.95
13072	4/17/2024	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	204.41
13073	4/17/2024	[2569] MICROBAC LABORATORIES, INC.	Coliform Quanti-tray, ELAP Certification Fee	130.00
13074	4/17/2024	[7635] NAPA AUTO PARTS FORTUNA	Cables, Butt Connector, Tubing, Test Clip	352.40
13075	4/17/2024	[3287] NORTH COAST UNIFIED AQMD	ATC Permit #s 001194-1 & 001195-1	161.00
13076	4/17/2024	[4215] ROCHA'S AUTOMOTIVE, INC.	Vehicle Maintenance	534.40
13077	4/17/2024	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	4th Quarter Premium for Worker's Compensation Insurance	34,560
13078	4/17/2024	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor - 330 G Tote, Deposit Return	2,343
13079	4/17/2024	[7706] THE WE CARE GROUP, INC.	CUSTOMER DEPOSIT REFUND	148
13080	4/17/2024	[2757] US POSTMASTER	Permit #1; Permit Type Pl; Fee Type First-Class Presort	320
13081	4/17/2024	[2750] USA BLUEBOOK	Sample Cell, Telescopic Gate Wrench	513
48	4/24/2024	[2218] AMERICAN WATER WORKS ASSN	Annual Membership Dues 7/1/24-6/30/25	501

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
13083	4/24/2024	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	Signals & Lighting Billing Jan - March 2024	439.68
13084	4/24/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 4/19/2024	84.90
13085	4/24/2024	[2105] KAREN L DUNHAM	Reimbursement: CDBG Conveyance Copies	48.00
13086	4/24/2024	[2889] EEL RIVER TRANSPORTATION & SALVAGE	Utility Trailer Demo and Disposal	709.70
13087	4/24/2024	[2717] EUREKA TIMES-STANDARD	52 Week Subscription	637.71
13088	4/24/2024	[2394] FEDEX	Shipping	511.29
13089	4/24/2024	[2405] FORTUNA ACE HARDWARE	Bolts, Cord, Pan	55.71
13090	4/24/2024	[6299] JJACPA. INC.	Professional Audit Services for the Period Ended June 30, 2023	2,225.00
13091	4/24/2024	[2501] KEENAN SUPPLY	Long Sweep, Pipe Lube	1,118.40
13092	4/24/2024	[7220] LARRY WALKER ASSOCIATES, INC.	Services Rendered Thyriugh 2/29/2024 - Assistance during NPDES Permit Reissuance	2,569.25
13093	4/24/2024	[2569] MICROBAC LABORATORIES, INC.	Aqueous Sample Digestion, Dissolved Organic Carbon, ELAP Certification Fee, Haloacetic Acids, ICP-OES Metals, ICP-OES Metals, Organochlorine Pesticides and PCBs, Ammonia Nitrogen - Un-ionized (calculation); Ammonia Nitrogen w/o distillation; Conductivity @ 25.0 @C; ELAP Certification fee; Hardness, Nitrate and/or Nitrite; THM by EPA 624; Total Dissolved Solids; Total Nitrogen; Total Phosphate Phosphorus; Turbidity	917.00
13094	4/24/2024	[7635] NAPA AUTO PARTS FORTUNA	Tube-O-Lube, Battery and Core Deposit	225.55
13095	4/24/2024	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR MAY 2024	3,230.00
13096	4/24/2024	[2664] ROGERS MACHINERY INC	Services Performed on Pump	232.50
13097	4/24/2024	[2750] USA BLUEBOOK	Ammonia Tests	188.77
13098	4/24/2024	[6173] VACMASTERS	Hose	377.54
13099	4/24/2024	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR MAY 2024	391.07
<b>Total Checks/Deposits</b>				<b>438,269.27</b>

Ref#	Date	Vendor	Description	Amount
567-184	4/01/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/22/2024	-3,430.66
392-464	4/01/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/29/2024. Final Paycheck for P.O. Sierra.	-44.59
3479646	4/01/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/22/2024	-18,736.78
2457280	4/01/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/29/2024. Final Paycheck for P.O. Sierra.	-360.80
6881723	4/02/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 03/22/2024	-12,662.38
9837314	4/08/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL PAYMENT FOR MAY 2024.	-2,419.58
9837311	4/09/2024	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 04/05/2024 & Final Check-P.D.	-12,352.75
6314785	4/10/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL FUEL COMPANY PAYMENT FOR MARCH/APRIL 2024.	-3,731.79
9837313	4/11/2024	WITHDRAWAL	ANALYSIS SERVICE CHARGE FOR APRIL 2024.	-484.93
9837315	4/15/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR APRIL 2024	-24,995
878-352	4/15/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/05/2024	-3,334
162-401	4/15/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARD PAYMENTS FOR MARCH & APRIL 2024	-13,568
1887764	4/15/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 04/05/2024	-18,158
9837316	4/16/2024	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR MAY FY2023-2024	-31,782
17	4/18/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE PAYMENT FOR MAY 2024.	-382

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
9837318	4/22/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE PAYMENT FOR MAY 2024	-408.45
6863984	4/23/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 04/19/2024	-12,224.89
9837319	4/23/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E PAYMENT FOR APRIL 2024 FOR NORTHWESTERN STREET LIGHTS	-33.13
575-952	4/29/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/19/2024	-3,472.57
1910689	4/29/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 04/19/2024	-18,634.68
<b>Total EFT's/Bank Withdrawals</b>				<b>-181,220.43</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	4/11/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 04/05/2024	-48,154.50
TRX TO PR	4/25/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 04/19/2024	-47,776.22
<b>Total Transfer Between Accounts</b>				<b>-95,930.72</b>

Ref#	Date	Vendor	Description	Amount
9837309	4/02/2024	WITHDRAWAL	DEBIT CARD TO PAY PASS DUE FIBER OPTIMUM BILL. RECEIVED LATE IN THE MAIL.	-900.00
2460843	4/09/2024	WITHDRAWAL	DEBIT CARD TO PAY PUBLIC WORKS OPTIMUM BUSINESS BILL. To avoid late fees.	-212.60
04/30/2024	4/30/2024	WITHDRAWAL	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR APRIL 2024	-523.86
1249348	4/19/2024	WITHDRAWAL	DEBIT CARD: PAY MONTHLY BUS FIBER OPTIMUM BILL-APRIL 2024. INVOICE#101249348.	-900.00
<b>Debit Card Withdrawals</b>				<b>-2,536.46</b>



## Staff Highlights – 2024-05-07

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### City Council

#### City Manager

Multiple discussions with PG&E regarding status of substation project and distribution line upgrades, including potential conflicts with water infrastructure project.

Attended the Humboldt Community Organizations Active in Disasters (COAD) quarterly meeting.

Discussed a potential project submission from developer Glen White at the Humboldt Rio Dell Business Park.

Two CDBG Owner Occupied Rehabilitation Loan agreements signed.

Work on response to Notice of Violation for the Sanitary Sewer Collection System.

#### City Clerk

##### Processed Four (4) Building Permit Applications:

207 Cherry Lane – Re-Roof Residence

406 Wildwood Ave. – Electric Service Panel Upgrade

126 Dixie St. – Re-Roof Residence

1395 Eeloa Ave. – Sewer Cleanout

##### Processed Three (3) Business License Applications:

Loco Cookie, LLC – Wholesale Cookie Sales

Barnard Pipeline – Non-Resident Contractor

Magenta Granzberg – Vacation Dwelling Unit – 105 Douglas St.

##### Processed Two (2) Encroachment Permit Applications:

PG&E – Replace overhead service conductor at 127 Berkeley St.

PG&E – Replace anchor, guystub, and pole at 210 Center St.

**Misc:**

Submitted Employment Data for April to the Bureau of Labor Statistics

Submitted CIRB/CHF Building Permit Report for March

Sent Address Verification letter to County Assessor's Office – 585 View Ave.

Provided an Address Verification letter to the resident at 115 Dixie St.

Attended Beautification, Walkability & Pride Committee meeting on 4/26/24

Attended Workplace Violence Awareness & Prevention Training (SB553) on 5/1/24

**City Attorney****Human Resources, Risk & Training****Finance Department**

Budget Development, proposed staffing plan, salary costs, revenue forecasting, compiling budget worksheets from department heads

Collected 100% of cannabis taxes owed through Q3 of the current fiscal year.

Submitted information to Rural Community Assistance Corp (RCAC) for financing /bridge loan for the CIP Water Infrastructure project.

Clean CA Gateway / Eel River Trail quarterly reports and invoicing.

Completed ARPA annual reporting

Submitted quarterly progress report and invoicing to State Waterboard for Rio Dell CIP Water Project

Participated in Police Department interviews

Process Billing #10 for Sanitary Sewer Evaluation Study (SSES)

Continuing to encourage CDAA/CalOES to process Rio Dell's Earthquake work/claim requests.

Submitted updated Quality Assurance Program (QAP) to Caltrans

Met with HCD, County, and City staff to discuss CDBG program and dispersal of PI funds to qualified applicants

**Public Works Water**

USAs Tickets



CIP Water Line Project meetings

Maintenance at Rio Dell Metro Well site

Water Building Maintenance

Analyzer(s) maintenance and Calibrations

Meeting with PG&E to go over Substation Project and NEW underground power installs.

Work with Wendt Const on Corp Yard Cleanup and mowing

### **Public Works Wastewater**

Irrigation fields were mowed and prepped for use.

Pulled out of the river for Effluent, now using EFF-003 (Irrigation Fields).

Operations are using the camera to inspect lower laterals for separation's on Ogle.

Collection system checked weekly.

SO3 feed system taken down and cleaned for the season in preparation for the wet season.

New Level Transducer installed at the Painter Street lift station wet well.

New water softener for the Chlorine generator arrived and is being installed.

### **Public Works Streets, Buildings and Grounds**

Fill with top soil sunken areas left when park concrete benches where removed

Mowed and weed eaten all city parks and fields

Reinstall stop sign @ W Davis and Pacific St.

Mow road ways and weed eat hillsides

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**



## Community Development Department

Roof inspections 1213 Riverside Drive

Roof Inspections 715 Walnut Ave

Final Inspection 585 View Ave

Prepare Certificate of Occupancy for 162 Grayland Heights

Prepare Draft Parks Survey

Prepare concept plan for Riverside Acres Triangle Park

Review SnapInspect software for RHIP

Correspondence with County regarding Traffic/Speed Survey

Assess \$100 fine to Dollar General for not maintaining grounds, prepare Invoice.

Meet with Dollar General landscaping team regarding maintenance.

Assemble Performance Bond Information for Dinsmore Plateau Farms/Cortazar.

Electrical Panel Inspection 655 Gunnerson Lane

Prepare Letter of Objection regarding Tax Default property 325 Second Ave, submit and discuss with Tax Collector.

Meet w/Steve Saunders, HCD staff, H4H, County regarding CDBG loan

Framing, rough electrical and plumbing inspection 745 Ireland

Refer Humboldt Family Motorcycle Club to BPR for accessibility-egress review.

Attend Energy Code webinar for plan checkers/building inspectors.

Follow-up with Moore Roofing 673 Rigby Ave, Final/Certification.

Complete HCAOG REAP report for Housing Element activities reimbursement.

Begin MWELO annual report.

Foundation inspection Northwestern Flower Company, Building B.

Review Saunders CDBG Loan Agreement, Deed of Trust and Promissory Note.



Contact owner 371 & 375 Wildwood regarding Building Permit and dispensary intentions.

Meet with potential lessee's for Dinsmore Plateau Farms.

Follow-up with Eel River Investments 1420 Eeloa Ave re: Smoke and Carbon Monoxide Alarm Affidavit.

Follow up on Building Permit status 540 Second Ave (Red-Tagged).

Memo to owner 715 Walnut Ave re: Smoke and Carbon Monoxide Alarm Affidavit.

Email to owners 441 Fourth Ave re: Building Permit status – re-roof.

Modify Saunders CDBG Work Write-Up description.

Meeting with Façade Improvement Program Ad Hoc Committee.

### **Intergovernmental**

#### **Humboldt-Rio Dell Business Park**