

**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, JANUARY 2, 2018**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE**

***WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. 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. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*



*In compliance with the American with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Assistance listening devices are now available for the hearing impaired. Please see the City Clerk for a receiver.*

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL MATTERS

1) 2018/0102.01 - Swearing in of Jeffrey Conner as Chief of Police

E. 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 intended. 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 2/3rds 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.*

F. 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 Council embers 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 in the next section, "SPECIAL CALL ITEMS"*

- 1) 2018/0102.02 - Approve Minutes of the December 5, 2017 Regular Meeting **(ACTION)** 1
- 2) 2018/0102.03 - Approve Minutes of the December 13, 2107 Special Meeting **(ACTION)** 9
- 3) 2018/0102.04 - Approve Resolution No. 1370-2017 Summarily Vacating a Portion of an Alley Located Along the Westerly Boundary of the Todd Parcel **(ACTION)** 14
- 4) 2018/0102.05 - Approve Pay Request No. 4 in the amount of \$36,954 to DCI Builders for work related to the CDBG Architectural Barrier Removal (Porch) Project **(ACTION)** 23
- 5) 2018/0102.06 - Approve Pay Request No. 10 in the amount of \$2,095.05 to Wahlund Construction for work related to the Metropolitan Wells Project **(ACTION)** 27
- 6) 2018/0102.07 - Receive and File Check Register for November 2017 **(ACTION)** 35
- 7) 2018/0102.08 – Approve Scope of Services for Inflow & Infiltration (I & I) Reduction Project Related to Wastewater Collection **(ACTION)** 41
- 8) 2018/0102.09 – Approve Memorandum of Understanding with Humboldt Waste Management Authority (HWMA) for Recycling Materials **(ACTION)** 43
- 9) 2018/0102.10 – Receive and File 1st Quarter Financial Report for FY 2017-18 **(ACTION)** 49

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. SPECIAL PRESENTATIONS/STUDY SESSIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

1) 2018/0102.11 - Approve Design and Approximate Location for Sculpture Pedestals <b>(DISCUSSION/POSSIBLE ACTION)</b>	53
J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
1) 2018/0102.12 - Approve Resolution No. 1368-2018 Amending the Wastewater Budget for Needed Improvements <b>(DISCUSSION/POSSIBLE ACTION)</b>	57
2) 2018/0102.13 - Approve Resolution No. 1371-2018 Amending the Budget to Include a Classification and Compensation Review <b>(DISCUSSION/POSSIBLE ACTION)</b>	80
K. REPORTS/STAFF COMMUNICATIONS	
L. COUNCIL REPORTS/COMMUNICATIONS	
M. ADJOURNMENT	

*The next regular City Council meeting is scheduled for  
Tuesday, January 16, 2018 at 6:30 p.m.*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
DECEMBER 5, 2017  
MINUTES**

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

ROLL CALL: Present: Closed Session: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Strahan

Others Present: City Manager Knopp and City Attorney Gans

Regular Meeting: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Strahan

Others Present: City Manager Knopp, Community Development Director Caldwell, Finance Director Woodcox, Wastewater Superintendent Trainee Purvis and City Clerk Dunham

Absent: Acting Chief of Police Beauchaine and Water/Roadways Superintendent Jensen (excused)

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:**

Public Employee Performance Evaluation – Title: City Manager (Pursuant to §54957 of the Government Code)

The Council recessed into closed session with the City Attorney at 5:00 p.m. to discuss the above matter.

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced there was no reportable action taken in closed session.

**PUBLIC PRESENTATIONS**

Councilmember Garnes thanked Nick Angeloff, President of the Rio Dell-Scotia Chamber of Commerce for their efforts with regard to the Christmas decorations and tree lighting event and commended them for doing a great job.

**Nick Angeloff** provided an update on activities of the Chamber of Commerce and commented that the Annual Tree Lighting Ceremony went well. He thanked the many businesses for their generous contributions toward this year's lights and decorations and said he would be putting together a list of contributors for a more formal recognition at a later date.

**CONSENT CALENDAR**

Councilmember Strahan requested that Item #3 (Resolution No. 1366-2017) be removed from

the consent calendar for separate discussion.

Motion was made by Johnson/Marks to approve the consent calendar including approval of minutes of the November 21, 2017 regular meeting; and approval of Pay Request No. 3 to DCI Builders, Inc. in the amount of \$141,251.10 for work related to the CDBG Architectural Barrier (Porch) Project. Motion carried 5-0.

### **ITEMS REMOVED FROM THE CONSENT CALENDAR**

#### Approve Resolution No. 1366-2017 Accepting the Certification of Votes for the November 7, 2017 Consolidated Districts Election

Councilmember Strahan asked who wrote the wording for the ballot measure and questioned the vote requirements for a General Tax versus a Special Tax.

City Manager Knopp informed Councilmember Strahan that the City Attorney wrote the ballot language and explained that a General Tax requires a simple majority vote whereas a Special Tax requires a 2/3rds (66%) majority vote.

Motion was made by Johnson/Strahan to approve Resolution No. 1366-2017 *Accepting the Certification of Votes for the November 7, 2017 Consolidated Districts Election*. Motion carried 5-0.

### **SPECIAL CALL ITEMS**

#### Consider Pernett Alley Abandonment Request

Community Development Director Caldwell provided a staff report and said the City received an application for a request for abandonment of the entire alley located along the westerly boundary of the Todd parcel as identified on the Map as submitted of the First Addition to the New Rio Dell Tract dated April 14, 1930.

He noted that during review of the application City Clerk Dunham remembered that in 2008 Paul Bareilles made application for a minor subdivision on behalf of the Matteucci family and during the review it was discovered that a portion of the existing improvements encroached into the 20 foot alley. At that time the applicant requested that the City abandon the alley however; the City was interested in retaining the alley in order to provide additional access points to the Todd property in anticipation of future commercial development of that parcel. As such, the subdivision was conditioned to require the removal of the non-conforming structures prior to the sale or transfer of the parcel.

Community Development Director Caldwell noted that there are at least two other structures that appear to be encroaching into the 20 foot alley.

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He further reported that the Matteucci home was constructed in 1943 when building permits were not required and in 1979 there was an addition to the home but there is no evidence of a building permit for that addition.

He said staff is asking for direction from the Council on one of three options to either:

- 1) Proceed with the request;
- 2) Not support the request; or
- 3) Not support the request and notify those property owners with improvements in the alley that the improvements must be removed.

He said should the Council decide to support the abandonment; staff is recommending that the portion of the alley extension of Third and Fourth Avenues not be abandoned so as to provide access to the Todd parcel. He also noted that with approval of the abandonment, staff will return to Council at a subsequent meeting for formal approval of the abandonment by Resolution.

Staff noted that Mr. Bareilles was present to answer any questions the Council may have.

Mayor Wilson expressed support for the abandonment noting that the alley is not functional.

Mayor Wilson called for public comment on the matter in which no public comment was received.

Motion was made by Johnson/Garnes to direct staff to proceed with the abandonment request (Option 1) retaining the portion of the alley extension of the streets labeled C and D, commonly known as Third and Fourth Avenues to provide access to the Todd parcel.

Councilmember Garnes asked for clarification on the specific areas of abandonment.

Community Development Director Caldwell explained that the City would not be abandoning the easement labeled "E St." on the map and would basically just extend that property line south of Fourth Avenue to the Todd property, including Third Avenue, Dixie and Columbus Streets. He stated for clarification that every access point the City now has will be maintained.

Motion then carried 5-0.

Community Development Director Caldwell left the meeting at this time, 6:45 p.m.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Approve Resolution No. 1367-2017 Approving North Coast Regional Water Quality Control Board Compliance Project and Approval of Related Budget Adjustment

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City Manager Knopp provided a staff report and explained that this item relates to a compliance project for some violations that the wastewater treatment plant received starting in early 2014 through March of 2015. He said there were 12 violations related to effluent limit violations, only 9 of which are subject to Mandatory Minimum Penalties (MMP's). He noted the penalties total \$27,000 and are specifically related to exceeding the limitations on Nitrogen, Ammonia and Nitrate and are primarily a consequence of bringing the City's new wastewater treatment plant online.

He commented that the City is allowed to make improvements to the wastewater treatment plant and have those costs applied toward the fine as long as the improvements are related to the violation. As such, staff is recommending some modifications to the WWTP that will help prevent future violations. He said the proposed project includes new computer software, installation of 4 new Dissolved Oxygen (DO) probes, and installation of 4 air sensors with actuating valves to better control the air flowing to each aeration tank. He reported the total costs for Aeromod to supply the equipment and field trip services are \$47,075 which clearly exceeds the \$27,000 penalty. He said once the project is complete, all fines and penalties will be forgiven and the environmental situation at the WWTP will be vastly improved.

City Manager Knopp then introduced Wastewater Superintendent Trainee Ethan Purvis who was present to answer any technical questions and go into more detail about what ammonia and nitrogen means as far as the wastewater treatment process. He commented that everyone is excited to have Ethan here as he has already proven to be an asset to the operations of the wastewater treatment plant.

Ethan began by thanking the City and the Council for being given the opportunity to work for the city and commented that Rio Dell is a phenomenal place to live. He said he and his family moved here from Orland, CA which is insanely hot in the summer. He added that staff has been great and the facility is fantastic and he hopes to be here for a long time.

He explained that as City Manager Knopp indicated, the fines are essentially \$27,000 as broken down by violation in Attachment A of the report. He pointed out that the majority of the fines are due to the startup of the wastewater treatment plant and that bringing these plants online is extremely tricky. He said the State is aware of that and for that reason have shown a little leniency on some of the violations. He noted that the plant is no longer in a constant violation state and as he pointed out before it was basically just a start up hiccup of the plant.

He further explained that there are fairly strict nitrate and ammonia levels for the plant and he doesn't expect those to get any looser over the next permit cycle so this corrective action to add some valves and DO probe to the plant will serve as a long term solution. He noted that the new valves that will be installed now come as standard equipment with the new Aeromod treatment plants.

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City Manager Knopp said in essence what staff is asking is for the City Council to approve the resolution which will take the \$27,000 fine and apply it towards needed improvements at the wastewater treatment plant and basically bring it up to current Aeromod plant standards. He said the City will be utilizing the services of Aeromod to make the upgrades.

Councilmember Garnes asked if the \$47,000 in improvements is in addition to the \$27,000.

City Manager Knopp referred to the State's approved timeline and said as long as the City meets that timeline and performs the \$47,075 in improvements the \$27,000 fine will be forgiven so the total financial impact to the City will be the \$47,075.

Mayor Pro Tem Johnson noted that the last violation listed on Attachment A is dated March 31, 2015 and the fines ceased at that time so it appears the plant has stayed in compliance since then as far as ammonia and nitrates.

Wastewater Superintendent Trainee Purvis indicated that for the most part, they have managed to stay in compliance since then.

Mayor Pro Tem Johnson said before Rick Chicora, the former wastewater superintendent left, he asked him what he saw the state cracking down on and his response was that it would be nitrogen levels.

Councilmember Strahan asked for confirmation that the wastewater plant had received no violations since 2015.

Wastewater Superintendent Trainee Purvis responded that to his knowledge there have been no further ammonia or nitrate violations.

City Manager Knopp pointed out that the majority of the violations occurred during major storm events so part of the contributing factor to these violations has been due to the City's I & I problem so there is no guarantee there won't be future violations whether it be due to technical or human error. These upgrades however; will reduce that risk substantially.

Councilmember Marks asked if these upgrades will cover any potential changes by the State as far as the allowable levels of nitrogen and ammonia.

Wastewater Superintendent Trainee Purvis indicated that this is probably the biggest step the City can take for the least cost. He noted that the results seen by adding these valves have taken levels of nitrogen and ammonia from a 10 to a 3. Although the City is meeting the monthly standards this will keep the plant out of the danger zone and show good faith efforts on the City's part which is what the State wants to see.

Mayor Wilson questioned the warranty with Aeromod and said in 2013 when the new plant was brought online the City received an award for having what was believed to be a state of the art



facility then Aeromod took it to the next level to perfect it and now they are charging the City for the upgrade. He said it seems that Aeromod sold the City a plant that didn't do what they said it would do.

Wastewater Superintendent Trainee Purvis explained that this valve wasn't a standard part of the plant when the City purchased it and the way Aeromod looks at it is once the plant is built and operational it is in the hands of the operator and the City to do whatever is necessary to keep in compliance with the State.

Motion was made by Johnson/Garnes to approve *Resolution No. 1367-2017 For a Transfer of Reserve Amounts Amending the Budget for Wastewater and Approving Related Compliance Project Resulting from North Coast Regional Water Quality Control Board Administrative Civil Liability Compliant No. R1-2016-0050*. Motion carried 5-0.

## REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written City Manager Update of recent activities and events (Attachment 1 to these minutes) and gave a potential date of December 13, 2017 for a Special meeting to confirm the appointment of a Chief of Police; announced the cancellation of the December 19, 2017 regular meeting; reported on a tentative date of March 2018 for representatives from the Scotia CSD to provide to the Council a status update on District; said the Memorial Park is nearing full capacity with room for only 7 more signs; said he met with a representative from Habitat for Humanity regarding the habitat parcel on Monument Road; the second art sculpture was scheduled to be erected toward the end of the month; provided a brief update on the Metropolitan Wells Project and the CDBG Architectural Barrier Removal (Porch) Project; and reported on activities in the Community Development Department including the submittal of applications from Rio Dell Holdings for design review, subdivision and cannabis activity permits; and said the existing and proposed sign regulations have been sent to existing businesses for comment.

Councilmember Garnes expressed disapproval of the paint color on the wall of the new porch and said the beige color against the green building is not a good match.

Mayor Wilson commented on the new city website and noted that emails are still going to his old email address and said since the ca.gov email addresses are printed on the new business cards, the entire council needs to set their devices up to receive mail with the new addresses. In the meantime, he suggested staff send emails to both addresses.

Finance Director Woodcox reported on recent activities and events in the finance department and said she was glad to be back to work after recent shoulder surgery.

She reported that the FY 2016-2017 Audit is done and she emailed the auditing firm to try and arrange a time for them to come and present the final audit report to the Council.

She also thanked the finance staff for holding down the fort in her absence.

Wastewater Superintendent Trainee Purvis had nothing further to report.

**COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Johnson mentioned that every one of the two hundred plus Statewide Lafco general sessions included reciting the Pledge of Allegiance and no one "took a knee" or kneeled.

**ADJOURNMENT**

Motion was made by Johnson/Garnes to adjourn the meeting at 7:22 p.m. to the December 13, 2017 special meeting. Motion carried 5-0.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk

Potential Wednesday December 13<sup>th</sup> at 4:00pm – Special City Council Meeting. Staff will be potentially ready by this date to make a recommendation for the hiring of a Chief of Police.

Potential cancellation of regularly scheduled December 19, 2017 meeting. This meeting is typically cancelled if nothing of urgency is on the agenda.

Tentatively re-scheduled for Early March, 2018, representatives from the Scotia Community Services District will appear before the Council to present a status update on the District, a recap of events from 2017 and what can be expected in 2018.

Memorial park signage is nearing capacity. Available space is limited. Approximately seven spaces are left.

Habitat Parcel: Staff has met with representatives from Habitat for Humanity and are working with them to make contact with contractors to perform repair work.

The 2<sup>nd</sup> Dan McCauley sculpture is scheduled to be placed around the weekend of the 30<sup>th</sup>. Future Christmas tree placement by the Chamber of Commerce will need to be relocated over the term of the 5-year contract.

There is a Holiday Giving Tree in the City Hall lobby for anyone who would like to donate gifts prior to Christmas. There is also a canned food drive available in the lobby – this will be in place through January.

Staff is waiting for a memorandum from staff at the North Coast Water Board to begin pumping water from Metropolitan Wells into the system. The Wells are ready to be activated.

ADA porch project continues, next up is painting the railing and lighting .

Rio Dell Holdings has submitted design review, subdivision and cannabis activity permit applications to the planning commission, to be heard in January. The proposed facility includes over 100,000 square feet of buildings, over 60,000 square feet of cultivation, as well as facilities for processing packaging, and distribution. 53 jobs are proposed at the site, potentially making it Rio Dell's single largest employer, and most likely the single largest employer in city history who is conducting business within city limits.

Existing and proposed sign regulations have been sent to existing businesses for comment.

**RIO DELL CITY COUNCIL  
SPECIAL MEETING  
DECEMBER 13, 2017  
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 4:00 P.M. by Mayor Wilson.

**ROLL CALL:** Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers  
Garnes and Strahan

Absent: Councilmember Marks (excused)

Others Present: City Manager Knopp, Interim Chief of Police Beauchaine, City  
City Clerk Dunham and City Attorney Gans

**SPECIAL MEETING MATTERS**

Confirm Appointment of Chief of Police and Authorize the City Manager to Sign  
Employment Agreement

City Manager Knopp provided an overview of the recruitment process and said as the Council is aware it has been a lengthy process. He said he was excited to announce the selection of Jeffrey Conner as the new Chief of Police for the City. He pointed out that although the City and the department are small; the challenges for the Chief of Police are diverse and very intense at times. He added that this position requires someone with a very well-rounded disciplined character with unquestioned integrity and he believes the City has found that in Mr. Conner. Also, that he is the person to take the department forward to help make sure the department is adjusting to the changing legal environment and to the standards that all peace officers across the nation are held to.

He said the staff recommendation is for the City Council to confirm the appointment of Jeffrey Conner as Chief of Police and to further authorize the City Manager to execute the proposed employment contract.

Councilmember Strahan asked if the Council was given prior opportunity to review the employment agreement as submitted.

Mayor Wilson indicated that this was the first review by the Council as a whole.

Councilmember Strahan questioned the two year term for a new hire and said she would like to see a one year term with a 90 day grace period before the term of the contract begins. The reasoning behind it was to avoid payment of the 3-month cash severance pay in the event the employee volunteered to resign or was terminated by the City without cause during the first 90 days.

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City Manager Knopp explained that employee contracts typically have anywhere from a one year to a three year term or more however; it could be created strictly as an "at-will" position depending on what the Council wants to do.

City Attorney Gans explained that it is not typical for department head type positions to have a probationary period clause included the contract however; if that is the wish of the Council, it could be created. He said in essence, the position of Chief of Police is an "at-will" position which means the contract can be terminated at any time but the City would be obligated to pay three month's severance if it was terminated without cause. He noted that the effective date of the contract could be delayed along with the severance provision for the 90 days or whatever probationary period agreed upon by the Council.

Discussion continued regarding past practices with regard to contract terms and probationary periods for other department heads.

Mayor Wilson expressed support for an initial one-year contract.

Mayor Pro Tem Johnson said he supported a two or even a three-year contract. He pointed out that Mr. Conner was well vetted, was a previous long-term employee of the City, is well known to the department and the community and as such supports staff's recommendation.

Motion was made by Mayor Pro Tem Johnson to confirm the City Manager's appointment of Jeffrey Conner as Chief of Police for the City of Rio Dell and to further authorize the City Manager to execute the employment agreement as proposed.

Councilmember Strahan interjected that it is nothing personal toward Mr. Conner but as the newest member on the City Council she has some additional questions.

She referred to the three step salary range and asked if the annual step increases are automatic.

City Manager Knopp explained the step increases are subject to performance review and approval by the City Manager which is typical.

Mayor Wilson noted that the salary range was predicated on the 2010 Total Compensation Study and reorganization of the City. He said the police department staff was reduced and salaries were adjusted including the Chief of Police's salary. Since then there have been some cost-of-living increases but no major adjustments.

Councilmember Garnes further explained that a step salary range is standard with any civil service job and typically there are five steps. She said normally a new employee starts at

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Step A unless that particular employee has a greater skill set so it gives the employer leeway to start someone at a higher step if it's deemed appropriate. She said the employee normally moves up to the next step based on an annual performance evaluation.

Councilmember Strahan then asked for clarification of Section 7, *Hours of Work*.

City Manager Knopp explained that often times the Chief of Police is expected to work in excess of 80 hours per pay period such as during an emergency and this protects the City and makes sure that it is clear in the contract.

City Attorney Gans further explained that the law would interpret him to be an administrative employee exempt from overtime entitlement and this is a contractual recital of that.

Councilmember Strahan referred to the Sick Leave provision under Section 10 of the contract which states that the employee will accrue a sick leave benefit of eight (8) hours per month and said she is assuming that applies to all employees. She pointed out that the law only requires employers to provide 24 hours of sick leave per year.

City Manager Knopp clarified that the 8 hours per month accrual applies to all full time employees in the City which is standard throughout the State.

Councilmember Strahan asked if the medical and dental benefit of 100% coverage for the employee and 70% coverage for dependents also applies to all employees in which the Mayor confirmed that it does.

Councilmember Garnes asked what is expected of the employee for the 80 hours of executive leave.

City Manager Knopp explained the executive leave is in recognition that management employees often spend additional time at work to either attend City council meetings or to deal with other unforeseen issues that may come up. He said this is standard among all management employees exempt from overtime pay and also comes with a cash-out provision. He added that it is similar to a CTO bank but is capped at 80 hours.

Councilmember Garnes commented that the City Manager, the City Clerk and the Finance Director basically attend all City Council meetings so the executive leave is justifiable for those employees and questioned the benefit for the management employees that don't regularly attend meetings.

Mayor Wilson said one of the previous city managers, Ron Henrickson required that all department heads attend City Council meetings but that is not the current practice. He noted that generally all department heads put in far more than 80 extra hours per year.

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City Manager Knopp commented that he typically only requires department heads to attend meetings if they have something on the agenda that pertains to them or their department but he can change that upon direction by the Council. He indicated that it will be his expectation with the new Chief of Police to start out with regular attendance at meetings so the Council can gain familiarity with him and he can become familiar with the operations of the City Council.

He noted that during the last employee contract negotiations, the Council recognized that the City Clerk also attends Planning Commission meetings and as such adjusted her executive leave benefits to accommodate for the extra hours worked.

He added that with the next contract negotiations, the Council may want to have the discussion of perhaps establishing a CTO bank where the employee would specifically identify actual hours worked which would then go into that CTO in lieu of executive leave.

The motion on the floor was then seconded by Councilmember Garnes. Motion carried 3-1 with Councilmember Strahan dissenting.

City Manager noted that the ceremonial swearing-in will take place at the January 2, 2018 regular meeting but Chief Conner will be on board before the end of the month.

Councilmember Strahan thanked Sergeant Beauchaine for filling in as Interim Chief of Police during the past few months.

Sergeant Beauchaine thanked the Council for confirming the appointment and said as the Council is aware, the department has been short staffed and having Chief Conner come on board will be an asset to the department.

City Attorney Gans left the meeting at this time, 4:28 p.m.

Approve Resolution No. 1369-2017 Amending the Operating and Capital Budget to include additional appropriations in the Sewer Capital Fund in the amount of \$4,616

City Manager Knopp stated that the recommendation is that the City Council approves Resolution No. 1369-2017 to include additional appropriations of \$4,616 in the Sewer Capital Fund to cover the unanticipated sales tax portion for the new sewer machine purchase.

Motion was made by Strahan/Johnson to approve *Resolution No. 1369-2017 Approving \$4,616 from Reserve Amounts Amending the Operating Budget for the FY 2017-2018 for the Sewer Machine Purchase*. Motion carried 4-0.

**ADJOURNMENT**

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Motion was made by Johnson/Wilson to adjourn the meeting at 4:29 p.m. Motion carried 4-0.

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk



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



**For Meeting of: January 2, 2018**  
 Consent Item;  Public Hearing Item

To: City Council  
From: Kevin Caldwell, Community Development Director   
Through: Kyle Knopp, City Manager   
Date: December 28, 2017  
Subject: Perkett Resolution to Summarily Vacate a Portion of an Alley Located Along the Western Boundary of the Todd Parcel.

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**Recommendation:**

That the City Council:

1. Adopt the attached Resolution to summarily vacate a portion of a alley located along the western boundary of the Todd parcel at the request of Kerry Perkett pursuant to Section 8331 of the Streets and Highways Code; and
2. Direct the City Clerk to record in the Office of the County Recorder, a certified copy of the Resolution.

**Discussion**

As was presented at your meeting of December 5<sup>th</sup>, the City recently received an application to abandon the City's interest in an alley located along the western boundary of the Todd parcel. Please refer to Map of the First Addition to New Rio Dell Tract, included as Attachment 1.

In 2008 Paul Bareilles made application for a subdivision of a parcel located on Third Avenue. During the review of the application it was discovered that a portion of the existing improvements encroached into the 20 foot alley. Please refer to the survey included as Attachment 2. It should be noted that there are at least two other structures (APN's 053-074-002 and 053-154-004) that appear to be encroaching into the 20 foot alley.

At that time the applicant requested that the City abandon the alley. However, at that time the City was interested in retaining the alley to provide additional access points to the Todd property. As such the subdivision was conditioned to remove the non-conforming structures prior to the sale or transfer of the parcel.

As the Council is aware the property was recently sold and that portion of the structure encroaching into the alley was not removed. Staff presented the situation to your Council at the meeting of December 5<sup>th</sup> requesting direction from the Council.

After a brief discussion at the Council meeting of December 5<sup>th</sup>, the Council supported vacating the City's interest in the alley, provided that the portion of the alley between extensions of Third and Fourth Avenues not be abandoned so as to provide access to the Todd parcel. Staff has prepared the formal Resolution abandoning the said portions of the alley as directed by the Council. Please refer to Attachment 3.

The proposed vacation is being processed via the Summary Vacation Procedures pursuant to the provisions of Streets and Highways Code Section 8331. This code section states a legislative body of a local agency may summarily vacate a street or highway if both of the following conditions exist: (a) for a period of five consecutive years, the street or highway has been impassable for vehicular travel; (b) no public money was expended for maintenance on the street or highway during such period.

Staff has physically inspected the portion of the alley proposed for vacation. The portion of the alley has not been open on the ground for more than five consecutive years and is impassable for vehicular traffic. Alleys are not in the City's maintained road system, therefore, the City has not performed maintenance on the portion of the alley proposed for vacation.

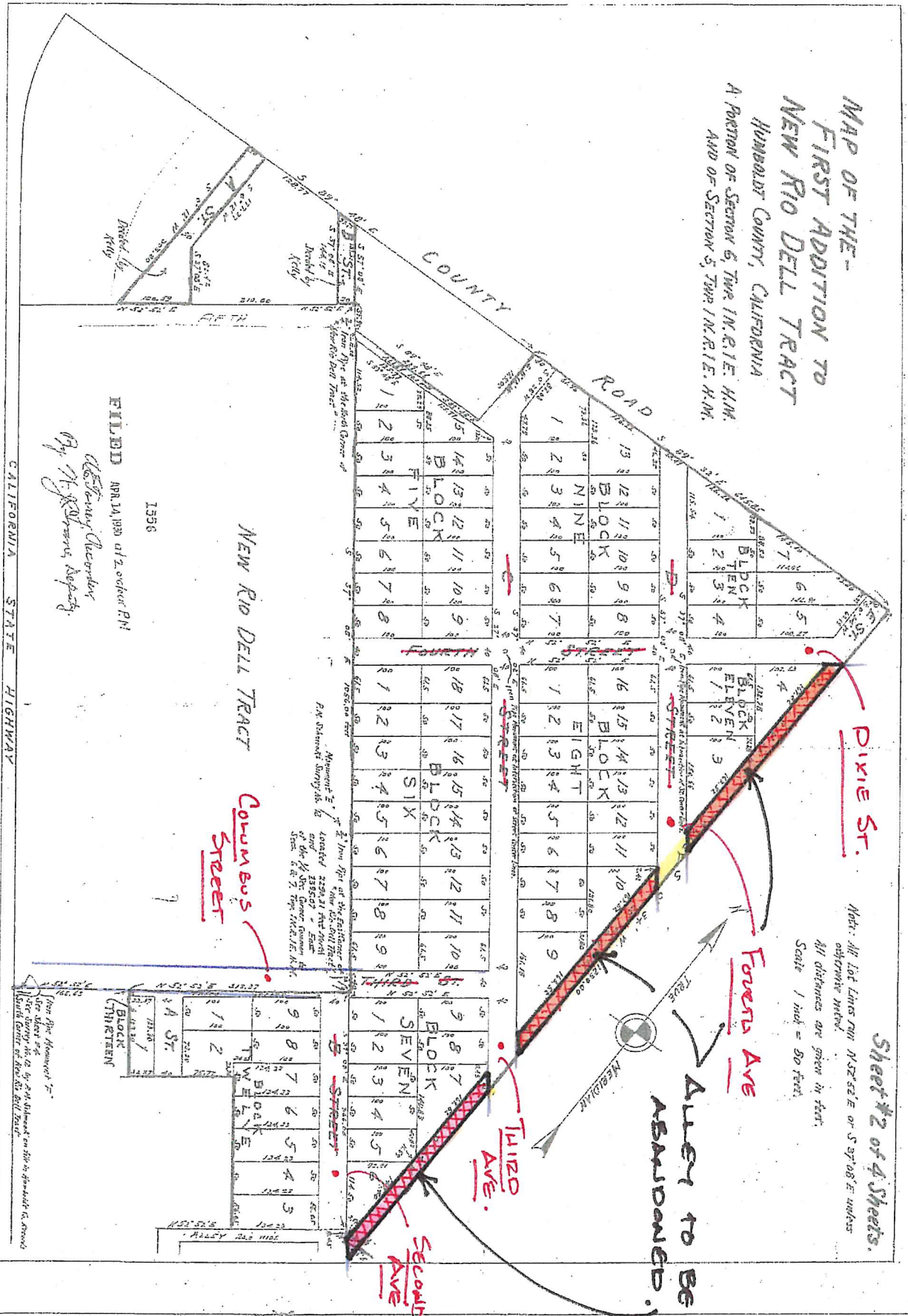
Staff has determined that the proposed vacation is of a "minor" nature and is, therefore, exempt from a Planning Commission Report for Acquisitions, Dispositions, and Abandonments pursuant to Government Code Section 65402(a).

There are no public utilities located within the area proposed for vacation. The City reached out to Pacific Gas and Electric (PG&E), Suddenlink Communications and AT&T. No concerns were expressed and no requests to reserve easements were made.

## **Attachments**

- Attachment 1: Map of the First Addition to New Rio Dell Tract with area to be Abandoned.
- Attachment 2: Map of Survey Identifying the Alley Encroachment
- Attachment 3: Resolution No. 1370-2018

This map is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



MAP OF THE -  
FIRST ADDITION TO  
NEW RIO DELL TRACT  
HUMBOLDT COUNTY, CALIFORNIA  
A PORTION OF SECTION 6, TWP. 10. N., R. 12. E., 4th. 11M.  
AND OF SECTION 5, TWP. 10. N., R. 12. E., 4th. 11M.

DIXIE ST.

FOREST AVE

ALLEY TO BE  
ABANDONED.

THIRD AVE.

SECOND AVE.

COLUMBUS STREET

FIELD APR 14, 1930 at 2 o'clock P.M.  
By *[Signature]* Clerk  
By *[Signature]* Deputy

1356

CALIFORNIA STATE HIGHWAY

Sheet #2 of 4 Sheets.  
Note: All lot lines run N-S-E-W or S-N-E-W unless  
otherwise noted.  
All distances are given in feet.  
Scale 1 inch = 80 feet.

Book 11 of Maps, Page 77



## **RESOLUTION NO. 1370-2018**



### **RESOLUTION TO SUMMARILY VACATE A PORTION OF ALLEY BETWEEN SECOND AVENUE AND DIXIE STREET**

**WHEREAS**, a City street for purposes of the Public Streets, Highways, and Service Easements Vacation Law (Streets and Highways Code Section 8300 et seq.) includes all or part of any right in, a public highway, road, street, avenue, alley or lane (Streets and Highways Code Section 8308); and

**WHEREAS**, the hereafter described portion of alley between Second Avenue and Dixie Street, excluding the extensions of Third and Fourth Avenues, has been impassable for vehicular travel for a period of five consecutive years; and

**WHEREAS**, no public money was expended for maintenance on said portion of alley for a period of five consecutive years; and

**WHEREAS**, the vacation will not terminate any public service easement; and

**WHEREAS**, the vacation will not cut off all access to any person's property; and

**WHEREAS**, this summary vacation is made pursuant to the provisions of Section 8331 of Streets and Highways Code; and

**WHEREAS**, the vacation is minor in nature and exempt from the Planning Commission Report for Acquisitions, Dispositions and Abandonments pursuant to Government Code Section 65402(a); and

**WHEREAS**, the vacation will have no significant environmental effect and is exempt from the California Environmental Quality Act (CEQA) as per the provisions in the Guidelines for Implementation of CEQA (14 California Code of Regulations Section 15305);

#### **NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Rio Dell City Council finds that all of the recitations contained hereinabove are true and correct.
2. The hereafter described portion of alley has been impassable for vehicular travel for a period of five consecutive years.

3. No public money was expended for maintenance on said portion of alley during such period.
4. There are no public utilities in place that are in use or would be affected by the vacation of said undeveloped alley.
5. The vacation will not cut off all access to any person's property.
6. The summary vacation is made pursuant to the provisions of Section 8331 of the Streets and Highways Code.
7. The vacation is minor in nature and exempt from the Planning Commission Report for Acquisitions, Dispositions and Abandonments pursuant to Government Code Section 65402(a).
8. The vacation is not in conflict with the General Plan.
9. The vacation does not have a significant environmental effect and is exempt from CEQA as per the provisions in the Guidelines for Implementation of CEQA (14 California Code of Regulations Section 15305).
10. Said portion of alley to be vacated is not necessary for present or prospective public use or useful as a non-motorized transportation facility.
11. Said portion of alley is hereby ordered vacated.
12. From and after the date of recordation of this resolution, said portion of alley described in Exhibit A and shown on Exhibit B will no longer constitute a public right of way.
13. The City Clerk is directed to record a certified copy of this Resolution in the Office of the Humboldt County Recorder.

**I HEREBY CERTIFY** that the forgoing Resolution was PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on January 2, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify under penalty of perjury under the laws of the State of California that the above and foregoing to be a full, true and correct copy of Resolution No. 1370-2018 adopted by the City Council of the City of Rio Dell on January 2, 2018.

---

Karen Dunham  
City Clerk, City of Rio Dell

## **EXHIBIT A**

All that real property situated in the City of Rio Dell, County of Humboldt, State of California, described as follows:

All that portion of the alley strip, 20 feet wide, lying northeast of Block Seven, Block Eight and Block Eleven, as shown on the Map of The First Addition to New Rio Dell Tract filed in Book 11 of Maps, pages 76, 77, 78 and 79, described as follows:

### **PARCEL ONE**

All that portion of the alley strip, 20 feet wide, lying northeast of Block Seven as shown on the Map of The First Addition to New Rio Dell Tract filed in Book 11 of Maps, pages 76, 77, 78 and 79, described as follows:

Bounded on the South by the Southeasterly extension of the Northeast line of B Street as shown on said Map; and

Bounded on the North by the Southeasterly extension of the Southwest line of C Street as shown on said Map.

### **PARCEL TWO**

All that portion of the alley strip, 20 feet wide, lying northeast of Block Eight as shown on the Map of The First Addition to New Rio Dell Tract filed in Book 11 of Maps, pages 76, 77, 78 and 79, described as follows:

Bounded on the South by the Southeasterly extension of the Northeast line of C Street as shown on said Map; and

Bounded on the North by the Southeasterly extension of the Southwest line of D Street as shown on said Map.

### **PARCEL THREE**

All that portion of the alley strip, 20 feet wide, lying northeast of Block Eleven as shown on the Map of The First Addition to New Rio Dell Tract filed in Book 11 of Maps, pages 76, 77, 78 and 79, described as follows:

Bounded on the South by the Southeasterly extension of the Northeast line of D Street as shown on said Map; and

Bounded on the North by the Northeasterly extension of the Southeast line of Fourth Street as shown on said Map.



This maplet is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown hereon.

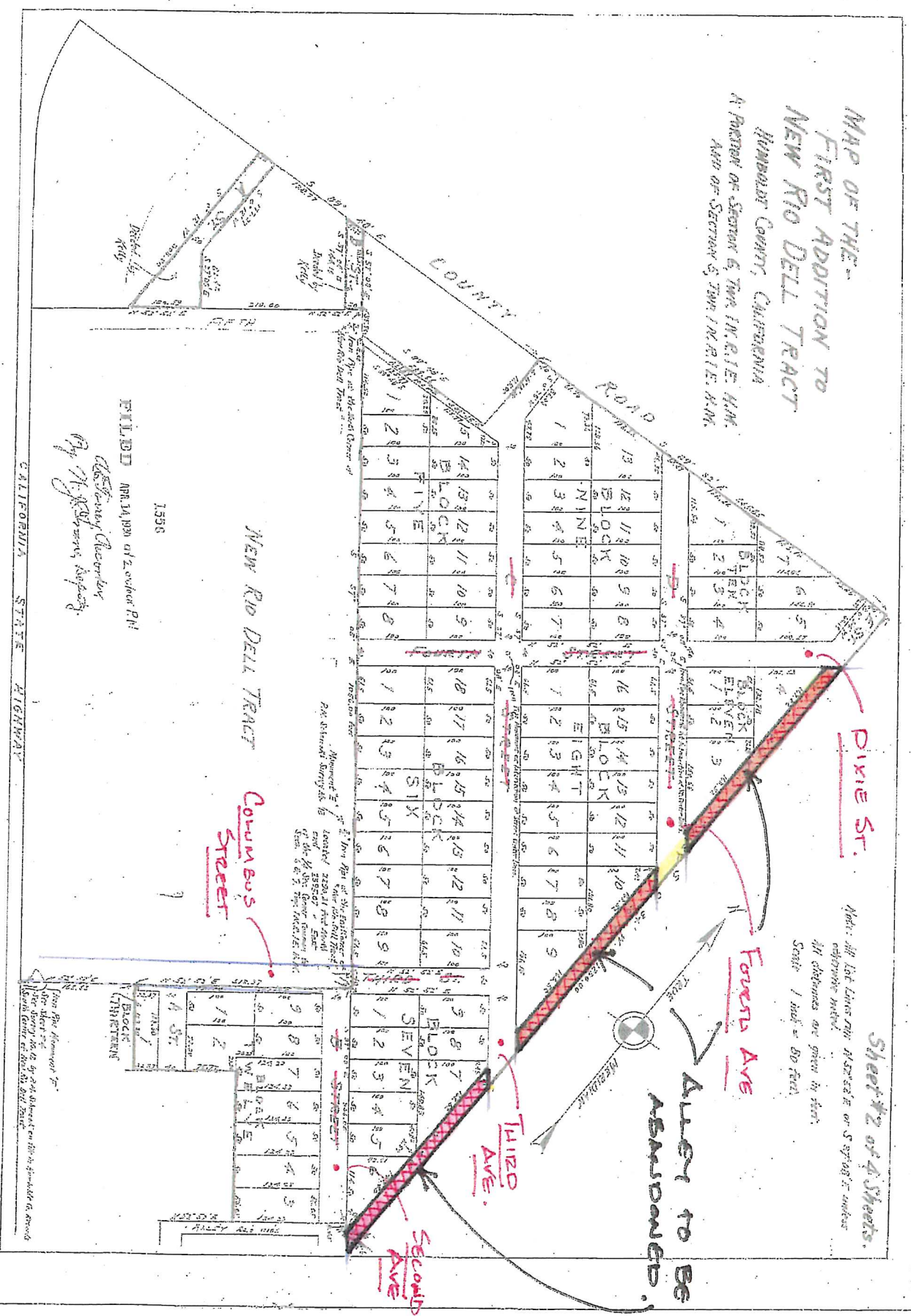


EXHIBIT B



675 Wildwood Avenue  
 Rio Dell, CA 95562  
 (707) 764-3532  
 (707) 764-5480 (fax)  
 E-mail: kknopp@cityofriodell.ca.gov

**CITY OF RIO DELL  
 STAFF REPORT  
 CITY COUNCIL AGENDA  
 January 2, 2018**

TO: Mayor and Members of the City Council  
 THROUGH: Kyle Knopp, City Manager *Y*  
 FROM: Brooke Woodcox, Finance Director *BW*  
 DATE: January 2, 2018  
 SUBJECT: CDBG Architectural Barrier Removal Pay Request #4 – DCI Builders

**Recommendation**

Approve Pay Request #4

**Background and discussion**

The City Council approved construction at City Hall for architectural barrier removal (ABR) on June 6, 2017. Construction for the project began September 18, 2017 and is nearly complete. Pay request #4 totals \$36,954. The project is funded through CDBG program income General Fund monies.

Total Contract Cost	\$296,785.00
Change order #1 – Removal of Decorative Walls	(7,000.00)
Change order #2 – Rot Removal	553.17
Change order #3 – Phone line repair reimb.	<u>(185.00)</u>
Total Costs	\$290,153.17
Less Pay Request #1	(25,940.25)
Less Pay Request #2	(45,047.25)
Less Pay Request #3	(141,251.10)
Less Pay Request #4	<u>(36,954.00)</u>
Remaining Balance	\$ 40,960.57
Less 10% Retention to Date	<u>(27,668.07)</u>
 Total amount to finish	 <u>\$ 13,272.50</u> (5%)

**DCI BUILDERS**  
**118 PORT KENYON ROAD**  
**FERNDALE, CA 95536**  
**(707) 786-5450 Fax (707) 786-4566**

**CUSTOMER #: CORD**  
**INVOICE #: 68439**  
**INVOICE DATE: 12/25/17**  
**DUE DATE: 12/31/17**

**BILL TO:**  
 CITY OF RIO DELL  
 675 WILDWOOD AVENUE  
 RIO DELL, CA 95562

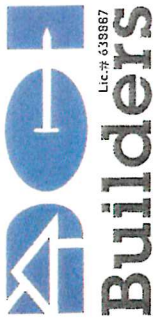
**JOB: 17260**  
 CITY OF RIO DELL  
 ARCHITECTURAL BARRIER  
 REMOVAL IMPROVEMENTS  
 RIO DELL, CA 95562

CODE	DESCRIPTION	CURRENT CONTRACT	PREVIOUS BILLED	PREV %	% COMPL	CURRENT BILLING
------	-------------	------------------	-----------------	--------	---------	-----------------

PLEASE SEE ATTACHED SCHEDULE OF VALUES FOR A MORE COMPREHENSIVE BILLING DETAIL.

00	Contract	296,785.00	240,517.50	81.0	95.5	42,995.00
<b>TOTALS:</b>		296,785.00	240,517.50	81.0	95.5	42,995.00
C001	REMOVE DECORATIVE	-7,000.00	-5,250.00	75.0	100.0	-1,750.00
C002	REMOVE ROT	553.17	553.17	100.0	100.0	
C003	PHONE WIRES CUT	-185.00			100.0	-185.00
<b>CHANGE ORDER TOTALS:</b>		-6,631.83	-4,696.83	70.8	100.0	-1,935.00
						<b>SUBTOTAL:</b> 41,060.00
						<b>LESS RETENTION:</b> -4,106.00
						<b>NET DUE:</b> 36,954.00

**Thank you! We appreciate your business!**

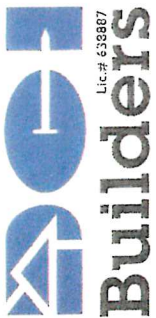


17260 ~ City of Rio Dell- ADA Barrier Removal Project at City Hall

Application No: 4  
 Application Date: 12/25/17  
 Period To: 12/31/17  
 Contract/SOV Date: 08/03/17

Schedule of Work Completed

Description of Work	Scheduled Value	From Previous Application	This Period	Materials Presently Stored(not in D or E)	Total Completed & Stored to Date (D+E+F)	% Complete (G/C)	Balance To Finish (C-G)	10% Retention
General Requirements/mobilization	9,375.00	8,437.50			8,437.50	90.00%	937.50	843.75
Demolition/disposal	18,700.00	16,830.00	1,870.00		18,700.00	100.00%	0.00	1,870.00
Site prep/layout	1,750.00	1,750.00			1,750.00	100.00%	0.00	175.00
Footing excavation	3,900.00	3,900.00			3,900.00	100.00%	0.00	390.00
Parking/stripping/signage	2,460.00				0.00	0.00%	2,460.00	0.00
Fill material	16,100.00	16,100.00			16,100.00	100.00%	0.00	1,610.00
Landscaping	1,075.00		1,075.00		1,075.00	100.00%	0.00	107.50
Concrete- forming	54,050.00	54,050.00			54,050.00	100.00%	0.00	5,405.00
Concrete- strip forms	7,950.00	7,950.00			7,950.00	100.00%	0.00	795.00
Concrete- rebar/ties	14,350.00	14,350.00			14,350.00	100.00%	0.00	1,435.00
Concrete- pour	45,475.00	45,475.00			45,475.00	100.00%	0.00	4,547.50
Concrete- decorative/stamp walls	17,500.00	13,125.00	4,375.00		17,500.00	100.00%	0.00	1,750.00
Metal fabrication/painting	40,650.00	20,325.00	20,325.00		40,650.00	100.00%	0.00	4,065.00
Carpentry- temporary access	4,500.00	3,375.00	1,125.00		4,500.00	100.00%	0.00	450.00
Storefront doors	24,500.00	12,250.00	12,250.00		24,500.00	100.00%	0.00	2,450.00
Windows	11,800.00	11,800.00			11,800.00	100.00%	0.00	1,180.00
Plumbing	2,900.00	2,900.00			2,900.00	100.00%	0.00	290.00
Electrical/light fixtures	19,750.00	7,900.00	1,975.00		9,875.00	50.00%	9,875.00	987.50
<b>Total Contract:</b>	<b>296,785.00</b>	<b>240,517.50</b>	<b>42,995.00</b>	<b>0.00</b>	<b>283,512.50</b>	<b>95.53%</b>	<b>13,272.50</b>	<b>28,351.25</b>
Change Order #1: Remove Decorative Pattern Stamped Walls/Change to Standard Formed Walls & Colored/Pattern Stamped Walks	(7,000.00)	(5,250.00)	(1,750.00)		(7,000.00)	100.00%	0.00	(700.00)
<b>Total Change Orders PR #1:</b>	<b>(7,000.00)</b>	<b>(5,250.00)</b>	<b>(1,750.00)</b>	<b>0.00</b>	<b>(7,000.00)</b>	<b>100.00%</b>	<b>0.00</b>	<b>(700.00)</b>
Change Order #2: Remove Rot	553.17	553.17			553.17	100.00%	0.00	55.32



17260 ~ City of Rio Dell- ADA Barrier Removal Project at City Hall

Application No: 4  
 Application Date: 12/25/17  
 Period To: 12/31/17  
 Contract/SOV Date: 08/03/17

Schedule of Work Completed

<b>Total Change Orders PR #3:</b>	553.17	553.17	0.00	0.00	553.17	100.00%	0.00	55.32
Change Order #3: Outside Phone Lines Cut - Repaired by Stewart Telecommunications and Billed to City of Rio Dell	(185.00)	(185.00)	(185.00)		(185.00)	100.00%	0.00	(18.50)
<b>Total Change Orders PR #4:</b>	(185.00)	0.00	(185.00)	0.00	(185.00)	100.00%	0.00	(18.50)
<b>Total Adjusted Contract:</b>	290,153.17	235,820.67	41,060.00	0.00	276,880.67	95.43%	13,272.50	27,688.07
		<b>Total to Bill:</b>	<b>41,060.00</b>					



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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [knoppk@cityofriodell.ca.gov](mailto:knoppk@cityofriodell.ca.gov)

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 2, 2018**

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager *yk*  
FROM: Brooke Woodcox, Finance Director *BW*  
DATE: January 2, 2018  
SUBJECT: Metropolitan Well Project Pay Request #10

---

**Recommendation**

Approve Pay Request #10

**Budgetary Impact**

Pay Request #10 in the amount of \$2,095.05 will be reimbursed through Prop 84 funds. The project is nearly complete and staff will come back at a later date to provide project close out information.

**Background and discussion**

Pay Request #10 has been approved for payment by the City's Engineering Firm (GHD) and the City Manager.

Contractor's Application for Payment No. 10

Application Period: 11/1/2017 - 11/30/2017		Application Date: 11/30/2017
To (Owner): City of Roanoke	From (Contractor): Ryan Wahlund, Wahlund Construction	Via (Engineer): Steve McHaney, PE
Project: Metropolitan Wells Redevelopment Project	Contract: Metropolitan Wells Redevelopment Project	
Owner's Contract No: 60190	Contractor's Project No: 43-1a	Engineer's Project No: 111-0073

Application For Payment  
Change Order Summary

Approved Change Orders				
Number	Additions	Deductions		
1	\$6,267.59		1. ORIGINAL CONTRACT	\$ 1,324,960.00
2	\$6,113.02		2. Net change by Change Or	\$ 21,957.00
3			3. Current Contract Price (1	\$ 1,324,857.80
4	\$6,185.01		4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$ 1,324,857.80
5	\$1,621.83		5. RETAINAGE:	
6	\$1,765.35		a. 5% N 1,324,857.80 Work Completed	\$ 66,242.89
7			b. X Stored Material	\$ -
			c. Total Retainage (Line 5.a + Line 5.b)	\$ 66,242.89
<b>TOTALS</b>	<b>\$21,957.80</b>		6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$ 1,258,614.91
<b>NET CHANGE BY</b>	<b>\$21,957.80</b>		7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 1,256,519.86
<b>CHANGE ORDERS</b>			8. AMOUNT DUE THIS APPLICATION	\$ 2,095.05
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$ 66,242.89

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Paul Payne Date: 12-4-17

Payment of \$ 2,095.05  
(Line 8 or other - attach explanation of the other amount)

is recommended by [Signature] (Date) 12/13/17

Payment of \$ 2,095.05  
(Line 8 or other - attach explanation of the other amount)

is approved by \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

**Progress Estimate - Unit Price Work**

**Contractor's Application**

Item No.	Item Description	Unit	Quantity	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed This Period	Value of Work Installed This Period	Materials Presently Stored	Quantity Previously Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining	Value of Work Remaining (\$)
1	<b>Mobilization Demobilization</b>												
	Health and Hygiene	LS	15	15,000.00	225,000.00				100%	100%	15,000.00		\$ -
	Personnel Protective Equipment	LS	15	15,000.00	225,000.00				100%	100%	15,000.00		\$ -
	Personnel Housing	LS	15	10,000.00	150,000.00				100%	100%	10,000.00		\$ -
	Personnel Transportation	LS	15	7,000.00	105,000.00				100%	100%	7,000.00		\$ -
	Personnel Food	LS	15	5,000.00	75,000.00				100%	100%	5,000.00		\$ -
2	<b>Construction Staking</b>												
	Concrete Staking	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
3	<b>Shoring and Trench Safety</b>												
	Shoring	LS	15	1,000.00	15,000.00				100%	100%	1,000.00		\$ -
4	<b>Excavation and Shoring Control</b>												
	Excavation	LS	15	2,000.00	30,000.00				100%	100%	2,000.00		\$ -
5	<b>Foundation Removal and Repair</b>												
	Concrete Removal	LS	15	5,000.00	75,000.00				100%	100%	5,000.00		\$ -
	Mechanical/Pipe Removal	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
	Hazardous Materials	LS	15	3,000.00	45,000.00				100%	100%	3,000.00		\$ -
	Disposal Fees	LS	15	3,000.00	45,000.00				100%	100%	3,000.00		\$ -
6	<b>Clearing/Grubbing, Site Grading, and Percolation Pond Construction</b>												
	Clearing and Grubbing	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
	Site Grubbing	LS	15	6,000.00	90,000.00				100%	100%	6,000.00		\$ -
	Percolation Pond Construction	LS	15	12,000.00	180,000.00				100%	100%	12,000.00		\$ -
7	<b>Dewatering of Existing Wells</b>												
	Dewatering	LS	15	5,000.00	75,000.00				100%	100%	5,000.00		\$ -
8	<b>Well Distribution</b>												
	Well Distribution	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
9	<b>Well of Equipment, Piping, and Appurtenances</b>												
	Well of Equipment	LS	15	2,000.00	30,000.00				100%	100%	2,000.00		\$ -
	Well of Piping and Appurtenances	LS	15	8,000.00	120,000.00				100%	100%	8,000.00		\$ -
	Well of Electrical	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
10	<b>Well of Equipment, Piping, and Appurtenances</b>												
	Well of Equipment	LS	15	5,000.00	75,000.00				100%	100%	5,000.00		\$ -
	Well of Piping and Appurtenances	LS	15	8,000.00	120,000.00				100%	100%	8,000.00		\$ -
	Well of Electrical	LS	15	4,000.00	60,000.00				100%	100%	4,000.00		\$ -
11	<b>Shaw and Fiberglass Hoopings for Well and Chlorination Equipment</b>												
	Shaw and Fiberglass Hoopings	LS	15	3,000.00	45,000.00				100%	100%	3,000.00		\$ -
	Chlorination Equipment	LS	15	5,000.00	75,000.00				100%	100%	5,000.00		\$ -
	Eye Wash Station	LS	15	2,000.00	30,000.00				100%	100%	2,000.00		\$ -
	Hand Washing	LS	15	2,000.00	30,000.00				100%	100%	2,000.00		\$ -
12	<b>Electrical and Control System</b>												
	Electrical and Control System	LS	15	15,000.00	225,000.00				100%	100%	15,000.00		\$ -
13	<b>Power Panel, Material</b>												
	Power Panel, Material	LS	15	20,000.00	300,000.00				100%	100%	20,000.00		\$ -
	Power Panel, Labor	LS	15	15,000.00	225,000.00				100%	100%	15,000.00		\$ -
	Power Panel, Material	LS	15	2,000.00	30,000.00				100%	100%	2,000.00		\$ -



**Progress Estimate - Unit Price Work**

City of Rowlett Metropolitan Water Redevelopment Project  
 11/1/2017 - 11/30/2017

**Contractor's Application**

Item	Quantity	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed This Period	Value of Work Installed This Period	Materials Research Stored	Quantity Progress Period	Quantity Complete Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)	
<p>Contract Information</p> <p>Contract Number: 1113000000</p> <p>Contract Value: \$ 11,000,000</p>												
<p>Contract Description</p> <p>14 Single Vessel Greenand Filter Packaged Water Treatment System at 409 gpm</p>												
14	1	\$ 11,000,000	\$ 11,000,000				100%	100%	\$ 11,000,000	100%	\$ -	
<p>Contract Description</p> <p>15 CME Treatment and Controls Building</p>												
15	1	\$ 2,500,000	\$ 2,500,000				100%	100%	\$ 2,500,000	100%	\$ -	
<p>Contract Description</p> <p>16 Clear Well Booster Pumps and Motors</p>												
16	2	\$ 4,000,000	\$ 8,000,000				100%	100%	\$ 8,000,000	100%	\$ -	
<p>Contract Description</p> <p>17 Site Piping, Valves, and Appurtenances</p>												
17	1	\$ 15,000,000	\$ 15,000,000				100%	100%	\$ 15,000,000	100%	\$ -	
<p>Contract Description</p> <p>18 Site Gravel</p>												
18	1	\$ 11,000,000	\$ 11,000,000				100%	100%	\$ 11,000,000	100%	\$ -	
<p>Contract Description</p> <p>19 Gravel Driveway</p>												
19	1	\$ 13,000,000	\$ 13,000,000				100%	100%	\$ 13,000,000	100%	\$ -	
<p>Contract Description</p> <p>20 Clear Well Cleaning, Dismantling, and Reconfig</p>												
20	1	\$ 5,000,000	\$ 5,000,000				100%	100%	\$ 5,000,000	100%	\$ -	
<p>Contract Description</p> <p>A-1 Paved Driveway</p>												
A-1	1	\$ 11,000,000	\$ 11,000,000				100%	100%	\$ 11,000,000	100%	\$ -	
<p>Contract Description</p> <p>A-2 Equipment Structures</p>												
A-2	1	\$ 11,000,000	\$ 11,000,000				100%	100%	\$ 11,000,000	100%	\$ -	
<p>Contract Description</p> <p>A-3 Spraying Chlorine Contact Pips</p>												
A-3	1	\$ 8,000,000	\$ 8,000,000				100%	100%	\$ 8,000,000	100%	\$ -	
<p>Contract Description</p> <p>A-4 Woven Geotextile Fabric Under Site Gravel and Driveway</p>												
A-4	1	\$ 8,000,000	\$ 8,000,000				100%	100%	\$ 8,000,000	100%	\$ -	





December 21, 2017

Kyle Knopp  
City Manager  
City of Rio Dell  
675 Wildwood Ave  
Rio Dell, CA 95562  
(707) 764-3532

RE: Metropolitan Wells Redevelopment Project  
Progress Payment Request No. 10 for Wahlund Construction

Dear Kyle,

Construction of the Metropolitan Wells Redevelopment Project is complete. The Contractor executed a process performance test on the treatment system December 12-14, and the system produced potable water that met the performance requirements for the system and State water quality standards. There are a few minor clerical items that need to be completed by the Contractor (e.g. providing anchorage seismic calculations for the filter tanks and a start-up report from the filter supplier), but all of the field work is complete. The final miscellaneous items will be completed in the coming weeks.

Summary of Change Orders

Six change orders have been fully executed for this project to date.

No.	Change	Cost	Need	Status
1	Adding six inches of class 2 aggregate base underneath slab. Add additional aggregate base underneath new driveway.	\$6,267.59	An additional six inches of class 2 aggregate base will be added underneath the new building slab to provide additional support under the new footings and slab. Some additional aggregate base will also be required underneath the new driveway to match driveway elevations with the new building elevations.	Executed
2	Replacing existing asbestos cement pipe with PVC pipe with joint restraints.	\$6,118.02	Replacing the existing ACP at the site will allow for easier connections, prevent damage from the site construction activities in the vicinity of the existing pipe, and reduce potential future risk of damage due to issues with the ACP. This existing pipe will be replaced with new PVC pipe with joint restraints.	Executed
3	Contract Extension	\$0	The wet weather in the winter and early springtime significantly hindered construction progress. The heavy rains had deleterious effects on the workability of the soil, and it likely would not have been possible to achieve adequate compaction of material during this time. Because of this, there was a construction hiatus that spanned months, and a contract extension was required.	Executed



4	Sandblast Clear Well	\$6,185.01	The Xypex product that will be used to coat the interior of the clear well requires a clean, bare concrete surface to adhere properly. Because pressure washing the clear well specified did not remove all of the residue on the interior, the clear well needs to be sandblasted. In addition, City Staff requested pipes in the chlorine enclosure be raised for easier access.	Executed
5	Additional Exterior Lighting	\$1,621.83	The original design included exterior lighting on the front and the side of the treatment building. The wells and chlorination enclosure are located at the rear of the building, so two additional exterior lights were added at this end.	Executed
6	Wiring/Relays to Booster Pump Motor Heaters; Additional 220V Outlet for Future Building Heater; Additional Light Switch for Independent Control of Exterior Lights	\$1,765.35	<p>The motors for the booster pumps have heaters inside them to reduce condensation. For the heaters to work, wire, conduit, and relays need to be installed to the motors.</p> <p>City staff will need a heater in the building that can be turned on when required during the cold winter months. An additional 220V outlet will be installed inside the building to allow for a heater to be plugged in.</p> <p>The new exterior lights on the building are all controlled by one light switch. The lights on the front of the building shine onto neighboring properties and buildings. The City needs to be able to turn the front lights off to not be a nuisance to neighbors while keeping the lights in the back of the building on for working and security purposes. An additional light switch will be installed to allow for the independent control of the exterior lighting.</p>	Executed
<b>TOTAL</b>		<b>\$21,957.80</b>		

A seventh change order will be required for an upgrade to the chemical feed metering pump, but we are still waiting on information from the Contractor before this change order is processed. It is estimated that this change order will cost approximately \$4,000.

Per the budget update memo provided to the City on December 21, 2017, the original project contingency of \$130,290 has been reduced due to construction change orders and other various items. After considering remaining costs to be expended on this project, it was estimated in the memo that there will be approximately \$50,000 in funds remaining upon project completion that can be put toward other items related to the project (e.g. a portable generator).



Pay Recommendation

Wahlund Construction's Pay Request No. 10 is attached to this memo. A summary table is included with the Contractor's submittal which shows the total contract price, approved change orders, the value of work completed to date, the amount of previous payment requested, and the current payment due (which includes subtraction of the required 5% retention). The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed. The Contractor is requesting to be paid up to 100% for all of the construction items given in the lump sum breakdown. The City has withheld a 5% retention from all pay requests. The remaining contract sum (i.e. the 5% retention) after paying the Contractor for Pay Request No. 10 is \$66,242.89. The only other cost due to the Contractor will be the amount for change order #7 (approximately \$4,000). Once the final miscellaneous items are received from the Contractor, GHD will prepare a Notice of Completion for the project that is to be signed and filed by the City. The retention can be released to the Contractor 35 days after the Notice of Completion is filed.

We recommend payment to Wahlund Construction for Pay Request No. 10 in an amount of \$2,095.05. Payment to the Contractor is due within 30 calendar days of this recommendation for payment (due by January 20, 2017). Please contact me if you have any questions regarding the pay request.

Sincerely,  
GHD Inc.

A handwritten signature in black ink that reads "Nathan Stevens".

Nathan Stevens, PE

ATTACHMENTS  
Wahlund Construction Pay Request No. 10

CC:  
Brooke Woodcox, Rio Dell Finance Director, 675 Wildwood Avenue Rio Dell, CA 95562  
Quinn Donovan, USDA Area Specialist 777 Sonoma Avenue, E Street Annex, Santa Rosa, CA 95404;  
Kevin Warring, Water Resources Control Engineer, SWRCB

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

Ref#	Date	Vendor	Description	Amount
6306	11/03/2017	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVICE FOR OCTOBER 2017	433.00
6307	11/03/2017	[5235] ADVANTAGE FINANCIAL-SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	343.08
6308	11/03/2017	[4949] ASAP Lock & Key	DOCSTAR USER LICENSES AND SYSTEM SOFTWARE	
6309	11/03/2017	[3975] AT&T - 5709	KEYS	55.34
6310	11/03/2017	[4603] CALIF. BUILDING STANDARDS COMMISSION	PHONE EXPENSES FOR OCTOBER 2017	428.29
6311	11/03/2017	[2303] COAST CENTRAL CREDIT UNION	PERMIT ASSESSMENT FEES FOR APRIL THROUGH JUNE 2017	51.30
6312	11/03/2017	[5127] DELTA DENTAL	PERMIT ASSESSMENT FEES FOR JULY THROUGH SEPTEMBER 2017	
6313	11/03/2017	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	POA DUES FOR PPE 10/27/17	120.00
6314	11/03/2017	[6082] DIBBLE, DANEN	DENTAL INSURANCE FOR DECEMBER 2017	2,254.66
6315	11/03/2017	[5568] DIVISION OF THE STATE ARCHITECT	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEES FOR APRIL THROUGH JUNE 2017	116.75
6316	11/03/2017	[5352] JOANNE E FARLEY	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEES FOR JULY THROUGH SEPTEMBER 2017	
6317	11/03/2017	[2405] FORTUNA ACE HARDWARE	CUSTOMER DEPOSIT REFUND	153.10
6318	11/03/2017	[2414] FRANCHISE TAX BOARD	DISABILITY ACCESS & EDUCATION FEES FOR APRIL THROUGH JUNE 2017	58.20
6319	11/03/2017	[5052] GHD, INC	DISABILITY ACCESS & EDUCATION FEES FOR JULY THROUGH SEPTEMBER 2017	
			MILEAGE REIMBURSEMENT	18.20
			CONTRACTOR FARM HOSE 3/ 4X75, & PIPE	223.41
			PIPE & MISC FITTINGS	
			EARNINGS WITHHOLDING ORDER FOR TAXES FOR PPE 10/27/17	250.00
			PA&ED FOR THE SRTS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT	25,873.89
			ENGINEERING SERVICES FOR TEASLEY MINOR SUBDIVISION - REVIEW	
			ENGINEERING SERVICES FOR HUMBOLDT RIO DELL BUSINESS PARK WATER LINE REVIEW AND STAKEHOLDER MEETING	
			ENGINEERING SERVICES FOR TAC MEETING AND TRANS PLANNING	
			ENGINEERING SERVICES FOR METROPOLITAN WELLS REDEVELOPMENT - CONSTRUCTION PHASE	
			ENGINEERING SERVICES FOR WATER TREATMENT PLANT BACKWASH DRAIN REALIGNMENT PROJECT	
6320	11/03/2017	[2437] HACH	aa REAGENT SET, CHLORINE FREE CL17	201.16
6321	11/03/2017	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	KOPKIT (D-10 D-50 & D-75) & 97 GPD; 25 PSI (D-75) PERISTALTIC METERING PUMPS 97 GPD; 25 PSI (D-75) PERISTALTIC METERING PUMP RETURNS - PERISTALTIC METERING PUMPS: TWO KOPkit (D-10 D-50 & D-75); FIVE 97 GPD 25 PSI (D-75)0	1,198.92
			SENSOR CAP ASSY LDO MODEL 1 PROCESS DO PROBE (5791100), MYERS MS33D10 1/3HP SUMP PUMP, AND REED MID-LINE VISE	

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

Ref#	Date	Vendor	Description	Amount
6322	11/03/2017	[5932] HIGH ROCK CONSERVATION CAMP	BRUSH REMOVAL	800.00
6323	11/03/2017	[2484] INDEPENDENT BUSINESS FORMS	LASER PAPER FOR SHUT OFF NOTICES LASER PAPER FOR WATER BILLS	1,187.51
6324	11/03/2017	[6299] JACPA. INC.	FINANCIAL STATEMENT AUDIT PLANNING, PREPARATION & YEAR END FIELDWORK PERFORMED 9/18/2017 THRU 9/21/2017 FOR FYE 6/30/2017	6,875.00
6325	11/03/2017	[5689] MENDES SUPPLY COMPANY	TWO CASES PAPER TOWELS; ONE CASE LIQUID HAND SOAP	178.59
6326	11/03/2017	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR OCTOBER 2017	1,000.00
6327	11/03/2017	[2570] NILSEN COMPANY	378 40# BAGS SOLAR SALT	1,995.75
6328	11/03/2017	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABLE RESIDUE (TSS) HARDNESS; NITRATE/NITRITE; ORGANIC NITROGEN - WATER; TOTAL NITROGEN; TOTAL PHOSPHATE PHOSPHORUS	444.00
6329	11/03/2017	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR NOVEMBER 15, 2017 THROUGH DECEMBER 15, 2017	1,140.00
6330	11/03/2017	[2619] PITNEY BOWES, INC.	TWO BOXES RED INK CARTRIDGES	184.85
6331	11/03/2017	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE FOR NOVEMBER 2017 ONSITE WEB TRAINING	315.00
6332	11/03/2017	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR OCTOBER 2017	351.00
6333	11/03/2017	[2659] RIO DELL PETTY CASH	GATE CLICKER BATTERIES; OIL CHANGE & WASH FOR CITY CAR	121.11
6334	11/03/2017	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE; ACCESSION FEE; PERMANENT REMOVAL OF BOXES	148.78
6335	11/03/2017	[2719] STATE WATER RESOURCES CONTROL BD	DRINKING WATER TREATMENT OPERATOR CERTIFICATION RENEWAL	90.00
6337	11/03/2017	[2319] SUDDENLINK	MONTHLY BROADBAND 11/1/2017-11/30/2017 INTERNET SERVICE 10/19/17-11/18/17	452.10
6338	11/03/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 10/27/2017	4,969.28
6339	11/03/2017	[2771] WECO INDUSTRIES	REPAIRS TO CAMERA	317.48
6340	11/03/2017	[6037] WELLS FARGO VENDOR FIN SERV	REIMBURSEMENT FOR PERSONAL PROPERTY TAXES ON XEROX COPIER	57.32
6341	11/03/2017	[2787] WYCKOFF'S	MALE ADAPTERS; 2' PVC SCH 80 90' 2' PVC COUPLING; 2' STL INSRT COUPLING; 2" X 6" REPAIR CLAMPS; 2' STL INSRT MALE ADAPTERS; 4' #36 HOSE CLAMPS; AND 2' PVC COMP COUPLING 2" SCH 80 MALE ADAPTERS FOUR 2" SCH 80 FEMALE ADAPTERS	195.50
6342	11/08/2017	[2932] DCI BUILDERS	PAYMENT REQUEST #2 FOR ABR ADA IMPROVEMENTS AT CITY HALL	45,047.25
6343	11/08/2017	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST #8 FOR METROPOLITAN WELLS REDEVELOPMENT PROJECT	176,975.42

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

Ref#	Date	Vendor	Description	Amount
6344	11/15/2017	[0576] 101 AUTO PARTS	20 BULBS OIL, AIR & FUEL FILTERS; ROPEPHDL; 5 QTS 10W30 OIL OIL, AIR & FUEL FILTERS; 12 QTS 10W30 OIL 8 CP SCREWS; 16 FLAT WASHERS; 8 NO 8 NUTS; 8 LOCKWASH 8 CAP SCREWS; 8 HEX NUTS 2 3/4 X 10 G8 THREADED RODS 2 THREADED RODS; CP/SCREW 12 F/WASHERS 1-1 16IN 12P COM WREN; GEARWRENCH 4 NO 8 NUTS; 4 CAP SCREWS; 4 LOCKWASHERS; 2 ELECTRICAL TAPE 4 FITTINGS; 2 VALVE FULL BRASS BALLS; 2 TUBING BUTT CONNECTOR SPADE TERMINAL	556.71
6345	11/15/2017	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	170.00
6346	11/15/2017	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPY CHARGES FOR SEPTEMBER 2017	2,541.99
6347	11/15/2017	[4949] ASAP Lock & Key	MONTHLY MAINTENANCE & COPY CHARGES FOR OCTOBER 2017	107.24
6348	11/15/2017	[4938] BANDERA USA	SERVICE CALL TO WORK ON LOCKS; KEYS & PADLOCK	2,298.31
6349	11/15/2017	[2237] BANK OF AMERICA BUSINESS CARD	TEN 20FT 18" PLASTIC PIPE	1,501.77
6350	11/15/2017	[2293] CITY OF FORTUNA	SHELL - FUEL CRAIGSLIST - ADVERTISEMENT FOR POLICE OFFICER ADOBE PRO DC MONTHLY SUBSCRIPTION AMAZON - REFUND FOR 5 CASES COPY PAPER CHARGED & NEVER RECEIVED SHOPLET - ONE BOX BALLPOINT PENS; ONE BOX LEGAL SIZE FLAT FILE POCKET FOLDERS; ONE BOX LEGAL SIZE GREEN HANGING POCKETS SHOPLET - ONE CASEBOUND ROUND RING BINDER; ONE BOX BALLPOINT PENS; TWO 3- MONTH WALL CALENDARS; TWO MONTHLY WALL CALENDARS; FIVE YEARLY WALL CALENDARS ANKO PRODUCTS - FOUR PERISTALTIC ANALYZER PUMPS USPS.COM - EVERY DOOR DIRECT NEWSLETTER MAILING GOVERNMENT FINANCE - BETTER BUDGETING WEB STREAMING EVENT COSTCO - RETURN MK620 BUNDLE	2,141.00
6351	11/15/2017	[4181] CSMFO	PRE-EMPLOYMENT FINGERPRINTING FOR CHIEF OF POLICE	110.00
635	11/15/2017	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	POLICE DISPATCH SERVICES FOR NOVEMBER 2017	245.00
			2018 MEMBERSHIP DUES	110.00
			BLOOD ALCOHOL ANALYSIS FOR OCTOBER 2017	245.00



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

Ref#	Date	Vendor	Description	Amount
6353	11/15/2017	[2407] FORBUSCO LUMBER	6M X 8 X 100 BLACK POLY; 2X60 YD HVAC TAPE	60.46
6354	11/15/2017	[2405] FORTUNA ACE HARDWARE	RUG DOCTOR MACHINE RENTAL CULTIVATOR WOOD ACE 4T; GAUGE WATER PRSR 100 PSI LF; MAGNET ROUNDBASE 95# PULL TWO GAL MURIATIC ACID; SEALANT PIPE THRD T+2 4 OZ SIX COUPL HOSE 5/8" CLINCH SIX COUPLHOSE 3/4" CLINCH; RETURN 4 COUPL HOSE 5/8" CLINCH VALVE SWING CHECK 1" . IPS LF 12 EA 4X4X12 DOUG FIR PT; 24 EA 60# QUIKRET; 10 EA TB WEED & FEED TIEDOWN RATCHET 1200# PK4	819.78
6355	11/15/2017	[4855] FRESHWATER ENVIRONMENTAL SERVICES	CONSULTING SERVICES FOR NPDES COMPLIANCE SCHEDULE	2,700.00
6356	11/15/2017	[2485] INDUSTRIAL ELECTRIC	CONSULTING SERVICES FOR SWPPP 2017 7.5/1800 G.E. 213T FRAME PREM EFF MOTOR & LABOR TO CHANGE ASSEMBLY ON MOTOR	1,714.14
6357	11/15/2017	[2501] KEENAN SUPPLY	6 DI C110 STD BLIND FLNG	78.30
6358	11/15/2017	[5814] ZACH KHAN	CUSTOMER DEPOSIT REFUND	300.00
6359	11/15/2017	[2546] MERCER FRASER CO., INC.	2.01 TONS 1/2" PG ASPHALT CONCRETE	181.01
6360	11/15/2017	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR OCTOBER 2017	2,444.64
6361	11/15/2017	[5968] MOBLEY CONSTRUCTION	TRUCKING & LABOR FOR WATER REPAIRS ON MONUMENT RD	2,380.00
6362	11/15/2017	[2570] NILSEN COMPANY	PYGMY GOAT W/RUMENSIN; WHEAT STRAW	26.40
6363	11/15/2017	[2569] NORTH COAST LABORATORIES, INC.	EPA 524.2; GENERAL MINERAL & INORGANIC-MINERALS; HEXAVALENT CHROMIUM-LOW LEVEL; ICPMS-GM & INORGANIC-EXTENDED METALS; PERCHLORATE; PHYSICAL; SURFACTANTS-MBAS	2,000.00
6364	11/15/2017	[2603] PG&E	UTILITY EXPENSES FOR OCTOBER 2017	19,559.03
6365	11/15/2017	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
6366	11/15/2017	[5973] PRECISION INTERMEDIA	ONSITE WEB TRAINING & PROGRAMMING	807.50
6367	11/15/2017	[2655] RENNER PETROLEUM	173 GAL DIESEL FUEL	512.40
6368	11/15/2017	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR OCTOBER 2017 PW FUEL EXPENSES FOR OCTOBER 2017 PD FUEL EXPENSES FOR NOVEMBER 2017 PW FUEL EXPENSES FOR NOVEMBER 2017	2,066.69
6369	11/15/2017	[2710] STARPAGE	PAGING SERVICE 11/1/17 - 11/30/17	12.95
6370	11/15/2017	[2715] STEWART TELECOMMUNICATION	ASSIST WITH CUTOVER TO SUDDENLINK ASSIST WITH CUTOVER TO SUDDENLINK	327.24
6370	11/15/2017	[2319] SUDDENLINK	PHONE & INTERNET EXPENSES 11/10/17 - 12/9/17	341.11
6370	11/15/2017	[1843] KIMBERLY TAFT	CUSTOMER DEPOSIT REFUND	49.42

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

Ref#	Date	Vendor	Description	Amount
6373	11/15/2017	[2717] TIMES-STANDARD-CIRCULATION	52 WEEK SUBSCRIPTION	228.86
6374	11/15/2017	[6037] WELLS FARGO VENDOR FIN SERV	XEROX COPIER PAYMENT FOR NOVEMBER 2017	481.02
6375	11/15/2017	[2787] WYCKOFF'S	2 EA 3/4"X6" REPAIR CLAMPS; 3/4"X3" REPAIR CLAMP	33.99
6376	11/22/2017	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST#9 FOR METROPOLITAN REDEVELOPMENT PROJECT	53,007.33
6377	11/28/2017	[2224] AQUA BEN CORPORATION	HYDROFLOC 750L 55 GAL DRUM	1,624.73
6378	11/28/2017	[5330] CAPITAL ONE COMMERCIAL	COSTCO - EIGHT CASES COPY PAPER	278.31
6379	11/28/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 11/10/17	112.50
6380	11/28/2017	[2411] DEARBORN NATIONAL LIFE INSURANCE CO.	LIFE INSURANCE FOR DECEMBER 2017	253.50
6381	11/28/2017	[2394] FEDEX	POSTAGE FOR TWO ENVELOPES SHIPPED 2 DAY AM	75.66
6382	11/28/2017	[2405] FORTUNA ACE HARDWARE	TWO GAL DISTILLED WATER; TWO ACE EXT POLE THREE CERAMIC TOWER HEATERS TOILET TANK REPAIR KIT ACE DELUXE SPREADER	239.14
6383	11/28/2017	[2414] FRANCHISE TAX BOARD	EARNINGS WITHHOLDING ORDER FOR TAXES FOR PPE 11/10/17	250.00
6384	11/28/2017	[4855] FRESHWATER ENVIRONMENTAL SERVICES	CONSULTING SERVICES - WELL DATA REVIEW & SUMMARY; FIELD PREPARATION & SAMPLING; SAMPLE HANDLING, LAB COORDINATION & SHIPPING CONSULTING SERVICES FOR CROSS CONNECTION CONTROL IMPLEMENTATION	1,800.00
6385	11/28/2017	[5932] HIGH ROCK CONSERVATION CAMP	BRUSH REMOVAL WWTP FIELD, WWTP CORP YARD & PACIFIC AVE	400.00
6386	11/28/2017	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR DECEMBER 2017	16,568.12
6387	11/28/2017	[2501] KEENAN SUPPLY	ROMAC CB 4-215 SEWER SADDLE	108.09
6388	11/28/2017	[6364] MUNIQUIP, LLC	CHEMICAL FEED PUMP	4,815.94
6389	11/28/2017	[6304] PICHULO, HANNAH	CUSTOMER DEPOSIT REFUND	214.63
6390	11/28/2017	[2371] POWERPLAN	JD 310 SJ BACKHOE REPAIRS/MAINTENANCE	1,881.19
6391	11/28/2017	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE FOR DECEMBER	30.00
6392	11/28/2017	[2709] STAPLES DEPT. 00-04079109	LOGITECH WIRELESS KEYBOARD & MOUSE; HIGH SPEED HDMI CABLE; DESKTOP SPEAKER SYSTEM; HP BLACK TONER CARTRIDGE HP ENVY DESKTOP COMPUTER; WINDOWS 10 PRO SOFTWARE	1,457.16
6393	11/28/2017	[2251] STATE BOARD OF EQUALIZATION	WR STF 094-008968 ANNUAL WATER RIGHTS FEES 7/1/17 - 6/30/18 WR STF 094-013239 ANNUAL WATER RIGHTS FEES 7/1/17 - 6/30/18 WR STF 094-008969 ANNUAL WATER RIGHTS FEES 7/1/17 - 6/30/17	553.95
6394	11/28/2017	[2715] STEWART TELECOMMUNICATION	TEMPORARY REPAIR FOR OUTSIDE TELEPHONE LINES CUT BY CONSTRUCTION WORKERS	185.00
6395	11/28/2017	[2319] SUDDENLINK	INTERNET & PHONE SERVICE FOR PD	463.84
6396	11/28/2017	[6359] SYAR INDUSTRIES, INC.	FOUR PALLETS EZ STREET ASPHALT	1,770.45
6397	11/28/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 11/10/17	4,882.71
6398	11/28/2017	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR DECEMBER 2017	354.07

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

Ref#	Date	Vendor	Description	Amount
6399	11/28/2017	[2787] WYCKOFF'S	CLEAR TUBING - 32 EA	10.07
6400	11/29/2017	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF NOVEMBER 2017	350.29
<b>Total Checks/Deposits</b>				<b>413,508.88</b>
1000102004	11/01/2017	WITHDRAWALS	DEPOSITED ITEM RETURNED	(71.39)
684758	11/03/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR NOVEMBER 2017.	(225.69)
301-056	11/06/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/27/2017	(1,770.01)
1193355	11/06/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 10/27/2017	(10,475.60)
191075	11/07/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS FOR PAYROLL TAXES FINAL PAYCHECK ON 11/05/2017	(2,045.80)
110517	11/08/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR FINAL PAYCHECK 11/05/2017.	(466.21)
9424161	11/14/2017	WITHDRAWALS	BANK ANALYSIS FEE FOR NOVEMBER 2017.	(93.56)
450-624	11/20/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/10/2017.	(2,134.06)
909584	11/20/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/10/2017.	(12,061.28)
<b>Total EFT's/Bank Withdrawals</b>				<b>(29,343.60)</b>
TRX TO PR	11/06/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/05/2017	3,206.02
TRX TO PR	11/14/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/10/2017	29,364.08
TRX TO PR	11/28/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/24/2017	28,869.30
<b>Total Transfer Between Accounts</b>				<b>61,439.40</b>



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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*

January 2, 2018

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager *3*  
SUBJECT: Approve Inflow & Infiltration Reduction Project Related to Wastewater Collection

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the Scope of Services for Sanitary Sewer Manhole Rehabilitation.

BACKGROUND AND DISCUSSION

The City's Public Works Department has received a scope of work and cost to move forward with the rehabilitation of six manholes. This project was budgeted for in the FY 17-18 budget and the cost of the project is \$43,550. Public Works staff were unable to identify other qualified contractors willing to submit a proposal. Monies for the project will come from the Sewer Fund.

The project is necessary in order to help reduce levels of Inflow & Infiltration (I&I) into the wastewater collection system. During major storm events, I&I can reach levels that can cause "Sanitary Sewer Overflows" (SSO's). These SSO's have been identified as a problem by the Regional Water Quality Control Board who expect the City to make an immediate effort to begin remedying this situation. In addition, work is underway to plan and design an upsizing of a portion of the wastewater collection system to help move more of this I&I water into the treatment plant where it can be properly processed. Finally, the City has made application for a grant to conduct a Sanitary Sewer Evaluation Study (SSES) in order to develop a long term plan and leverage additional grant dollars to address the high levels of I&I over a longer period of time.

///



dba Rapid Rooter  
 P.O. Box 591-I, Healdsburg, CA 95448-0590  
 1-888-UNPLUGU (707) 433-8053 FAX (707) 433-8085  
[www.unplugu.com](http://www.unplugu.com)  
 Contractor's License 544530, A, C-36, Haz

December 15, 2017

City Of Rio Dell  
 Ethan Purvis  
 (530) 646-5294  
 Ethan.purvis@yahoo.com

**Scope of work: 6 Sanitary Sewer Manholes Rehabilitation**

Hydro blast the inertial walls of the manholes to remove all loose debris. Debris will be dumped at the city yard. We will use Water Plug Gel Grout or Hyperform to stop all infiltration, some bench work. Spray Aluminaliner (cement) 100% and Solid Epoxy if approved by client. If client decides not to want Spray Epoxy and go with just Aluminaliner only.

Cleaning	\$ 3,860 per day x 2 days	\$ 7,720.00
All prepping	\$ 5,650.00 per day x 2 days	\$ 11,300.00
Spray Aluminaliner only 6 manhole's 2 days		\$ 22,250.00
Per Diem 5 nights		<u>\$ 2,250.00</u>
Labor and material		\$ 43,550.00
If sprayed with Epoxy Additional		\$ 22,250.00 <i>NO</i>

**Conditions:**

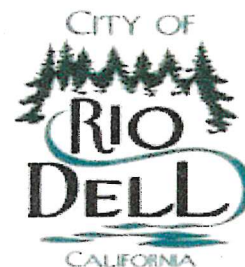
- MSI will be allowed unlimited and uninterrupted access to the jobsite
- Any changes, modifications or additions to this scope of work will require a change order.
- Unknown subsurface conditions and undetected utilities may exist that would directly affect the performance of this contract. Discovery of such conditions can alter the cost of material, equipment, and labor. Additional work will not be undertaken without prior consent, and will require a written change order.

Thank you for the opportunity to present our proposal for this project. Please contact us if you have any questions or comments. This quote will remain valid for 30 days.

Gary Miksis  
 President  
 Miksis Services, Inc.

Authorized Signature for Bid Acceptance

Date




---

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*

January 2, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Adopt Memorandum of Understanding with the Humboldt Waste Management Authority for Recyclable Materials

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt the attached MOU and authorize HWMA to begin issuance of an RFP for recyclable materials.

BACKGROUND AND DISCUSSION

On November 21, 2017 the City Council heard a presentation from staff, the HWMA Executive Director and representatives from the City's recyclable materials collector, Recology Eel River, on the proposal for a regional recycling agreement. The Council at the time had a favorable reception to the proposal and directed staff to return and agendaize an item to formally participate in the Regional Recycling MOU.

The Board of the Humboldt Waste Management Authority (HWMA) adopted a ten year strategic plan in 2013. That strategic plan included the goal to "*Work with Member Agencies to Procure Regional Source-Separated Recyclables Processing Capacity*" and to do so on behalf of member agencies. The City of Rio Dell is a member agency of HWMA. The goal of the regional recycling procurement is to provide participating agencies with comprehensive, stable and cost effective recycling processing and marketing services. Combining tonnage and recycling processing contract management responsibilities into the Authority's system would reduce duplicative administrative efforts for member agencies to solicit and manage individual recyclable material contracts, and could maximize leveraging opportunities to secure more competitive proposals for the combined tonnage in a transparent and equitable manner.

ATTACHMENTS

1. MOU between HWMA and Member Agencies.

///

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
HUMBOLDT WASTE MANAGEMENT AUTHORITY AND ITS MEMBER AGENCIES  
TO PARTICIPATE IN A RECYCLING PROCESSING AND MARKETING OF  
REGIONAL CURBSIDE COLLECTED RECYCLABLE MATERIAL PROPOSAL**

This Memorandum of Understanding is entered into by and between the Humboldt Waste Management Authority (“HWMA”), a joint powers authority, and the undersigned participating member agencies (each, a “Participating Agency”) and is effective this \_\_\_\_\_ day of (“Effective Date”).

**Recitals**

- A. HWMA is a joint powers authority formed by the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and the County of Humboldt for purposes of efficient solid waste management.
- B. Based on the interests of its member agencies, HWMA is preparing to solicit a request for proposals for cost-effective regional recyclables materials processing services, evaluate said proposals and enter into an agreement for services.
- C. In order to solicit and secure a competitive proposal, member agencies are asked to commit their source-separated and mixed recyclable tonnage to HWMA.
- D. HWMA anticipates that said agreement with the Authority’s designated contractor for recyclable services will contain the following key components:
  - 1. Acceptance of source-separated or mixed recyclable materials from franchise haulers at either the HWMA facility (1059 W. Hawthorne Street, Eureka, CA), or other facilities approved by the HWMA and Contractor for purposes of implementing the Regional Recyclable Materials Processing Contract.
  - 2. A term of ten years, with a five-year extension option.
  - 3. Payment by the contractor for the recyclable materials at a rate to be determined through the negotiation process, with share of revenue distributed to member agencies based on contributed tonnage.
  - 4. Low-cost and efficient local recycling, receiving and processing services.
  - 5. Maximize commodities for high value end market.
  - 6. Flexibility to adapt to market fluctuations and trends to secure most competitive price rates.
  - 7. A quarterly market value credit to the Authority based on the tons processed.
  - 8. The demonstrated ability, and expressed interest, to accept and market additional materials.
  - 9. Maintain quarterly facility total residual disposal to less than 8% of inbound materials from the franchise haulers.

10. Meet or exceed all current and future state and local regulations and permitting conditions, and have an Operations Plan approved by local regulatory authorities at the time the Processing Agreement goes into effect.
11. Creation of good quality jobs and fair treatment of employees.
12. Full cooperation with member agency franchise operators, as well as the Hawthorne Street Transfer Station.
13. Maintain a high level of service (timely, courteous, and responsive) to the Authority and its Member Agencies.
14. Ensure the cost competitiveness and effectiveness of the services provided; and
15. Pursuant with CA Assembly Bill 32, minimize the carbon footprint; reduce overall greenhouse gas emissions and other adverse environmental impacts while maximizing the sustainability of the services.

The undersigned HWMA member agencies would like to participate in the HWMA Regional Recycling RFP process, and ensure combined recycling tonnage is committed for recyclables materials processing.

NOW THEREFORE, based on the terms recited above, the parties enter into this memorandum of understanding:

1. Recyclable Materials Processing Agreement. HWMA shall solicit proposals and enter into an agreement for recyclable processing and marketing services with the Authority's Designated Recycling Contractor ("Contractor") with basic terms as outline above ("Recyclable Materials Processing Agreement").
2. Recyclable Materials Flow Control. For the term of the Recyclable Materials Processing Agreement, each Participating Agency agrees to direct its franchise collection hauler to deliver all recyclable materials it collects under agreement with the Participating Agency to either the HWMA transfer facility located at 1059 W. Hawthorne Street, Eureka, or other facility approved by the HWMA for receipt by Contractor for purposes of implementing the Regional Recyclable Materials Processing Agreement, unless otherwise specified in existing franchise agreements.
3. Reuse in Value Added Product. Participating Agencies may request that HWMA divert specified recyclable materials for reuse in a value-added, local product.
4. Reporting. HWMA will provide quarterly and annual summary reports to each Participating Agency indicating the tonnage of recyclable materials processed for that period from the jurisdiction of each Participating Agency, a statement of revenues received from the Contractor, and any other information concerning contract administrator as the Participating Agency should request.
5. Contract Management. HWMA shall manage and administer the Recyclable Materials Processing Agreement based on direction from the HWMA Board of Directors.



6. Meetings and Consultation. HWMA staff agrees to meet as needed with Participating Agency staff to coordinate and discuss the ongoing management of the Recyclable Materials Processing Agreement.
7. Revenue Distribution. Revenue received by HWMA from the Contractor derived from the sale of recyclable commodities shall be disbursed to each Participating Agency quarterly on the following basis:
  - a. HWMA shall retain for contract administration 15% of the agreed upon \$ per ton base revenue received from all single-stream and source separated recyclable commodities;
8. Education. The HWMA and Participating Agencies shall undertake coordinated educational and outreach activities to assist the Contractor in achieving a diversion rate of 92% of all recyclable materials received. The HWMA and Participating Agencies will coordinate, prepare and implement an annual education campaign, including periodic collection route audits to identify excessive residuals in the recycling stream.
9. Additional Participation. HWMA member agencies not initially participating in this MOU shall be permitted to enter into this MOU and thereby participate in the Recyclable Materials Processing Agreement subject to modified terms and conditions, if any, acceptable to both the HWMA Board of Directors and Contractor.
10. Third Party Beneficiaries. Participating Member Agencies are not considered third party beneficiaries under the Recyclable Materials Processing Agreement.
11. Indemnity. Pursuant to the HWMA Joint Powers Authority Agreement, the HWMA shall indemnify each Participating Agency for any defense to claims, as well as cost of any judgments imposed for claims resulting from actions by the HWMA in relations to its management and implementation of the Recyclable Materials Processing Agreement.
12. Counterparts. This MOU may be executed in separate counterparts, and all counterparts when signed, shall constitute and enforceable agreement.
13. Humboldt County Nuclear Free Ordinance Compliance. The Contractor has certified to the HWMA that it is not a Nuclear Weapons Contractor, in that it does not knowingly or intentionally engage in the research, development, production, or testing of nuclear warheads, nuclear weapon systems, or nuclear weapons components as defined by the County of Humboldt Nuclear Free Humboldt County Ordinance. The Contractor will agree to notify HWMA if it becomes a Nuclear Weapons Contractor as defined above, and the HWMA retains the authority to immediate terminate the Recyclable Materials Processing Agreement if it determines that the Contractor's certification is false or if the Contractor becomes a Nuclear Weapons Contractor.

WHEREFORE, the governing bodies of each of the parties below has authorized and approved this Memorandum of Understanding on the date stated below:

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**

Dated:

By: Board Chair

Attested to by:

Dated:

Executive Director Signature:

**CITY OF ARCATA**

Dated:

By: Its Mayor

Attested to by:

Dated:

City Clerk Signature:

**CITY OF BLUE LAKE**

Dated:

By: Its Mayor

Attested to by:

Dated:

City Clerk Signature:

**CITY OF EUREKA**

Dated:

By: Its Mayor

Attested to by:

Dated:

City Clerk Signature:

**CITY OF FERNDALE**

Dated:

By: Its Mayor

Attested to by:

Dated:

City Clerk Signature

**COUNTY OF HUMBOLDT**

Dated:

By: Its Chair of the Board

Attested to by:

Dated:

County Clerk Signature:

**CITY OF RIO DELL**

Dated:

By: Its Mayor

Attested to by:

Dated:

City Clerk Signature:

DRAFT



---

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

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 2, 2018**

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager *[Signature]*  
FROM: Brooke Woodcox, Finance Director *[Signature]*  
DATE: January 2, 2018  
SUBJECT: 2017/18 First Quarter Financial Report

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**Recommendation**

Receive and file fiscal year 2017/18 first quarter financial report

**Background and Discussion**

The Quarterly Financial Report is a benchmark for budgeted versus actual amounts and to explain significant variations below or above 25%. Overall, revenues and expenditures are meeting expectations at September 30, 2017.

The quarterly financial report is for informational purposes and a more in depth report will be provided at the mid-year mark. Annual financial information can be found in the audited Financial Statements, which are generally completed in the early part of the calendar year.

**Attachments**

- Fiscal year 2017/18 First Quarter Financial Report
- Summary of Expenditures

# QUARTERLY FINANCIAL REPORT

SEPTEMBER 30, 2017

FIRST QUARTER REPORT 2017/18

City-wide revenues and expenditures are generally on track at the end of the first quarter for fiscal year 2017/18. The following information is a summary of departmental spending and revenue recognition through September 30, 2017.

## BUDGET VARIANCE BY DEPARTMENT

DEPT. EXPENDITURES	YTD ACTUAL	BUDGET	%
City Manager	63,952	286,143	22%
Finance	104,572	374,815	28%
City Council	5,464	19,330	28%
Police Department	184,841	683,983	27%
General Government	6,641	28,778	23%
Streets	40,504	236,713	17%
Water	62,928	444,365	14%
Sewer	134,483	558,996	24%
Building & Grounds	18,403	36,598	50%
Building	13,053	63,213	21%
Planning	15,973	74,790	21%
<b>TOTAL DEPT. EXPENDITURE</b>	<b>650,814</b>	<b>2,807,724</b>	<b>23%</b>
ACTIVITY EXPENDITURES			
Admin. Car	-	2,650	0%
Recycling/Solid Waste	561	8,511	7%
Capital Projects	768,003	825,070	93%
<b>TOTAL ACTIVITY EXPEND.</b>	<b>768,564</b>	<b>836,231</b>	<b>92%</b>
<b>TOTAL CITY-WIDE</b>	<b>1,419,378</b>	<b>3,643,955</b>	<b>39%</b>
<i>* Public Works Total</i>	<i>256,318</i>	<i>1,276,672</i>	<i>20%</i>

At September 30, 2017 total spent appropriations were \$1.4 million with most departmental budget variances at or under the expected benchmark of 25%. In some cases, expenditures are significantly below 25% such as:

- Water Dept. (14%) – Public Works activities have been focused in other PW departments
- Admin Car (0%) –The car had very little use during the first quarter
- Rec/Solid Waste – Expenditures are intermittent

Departments that surpassed the 25% benchmark at the end of the first quarter were the Finance, City Council, Police, and Buildings and Grounds departments. Excess spending was mainly for wage increases, which were

approved after the adoption of the FY 2017/18 budget. Salary amounts will be amended at mid-year.

- Finance (28%) – Significant audit service costs were in the first quarter; wage increases
- City Council (28%) – Conference costs were in the first quarter and higher than budgeted amount
- Police Department (27%) – Wage increases
- Buildings and Grounds (50%) – Public Works B&G maintenance activities have increased
- Capital Projects (93%) – Expenditures include grant funded projects that weren't budgeted. All capital project information and amendments will be presented at mid-year

## EXPENDITURES BY CATEGORY

Overall, operating costs related to salaries and benefits are at expected levels of 25% for the first quarter, while services and supplies are at 20%.

MAJOR CATEGORY	YTD ACTUAL	BUDGET	%
Salaries & Benefits	421,541	1,685,868	25%
Services & Supplies	229,273	1,121,856	20%
	650,814	2,807,724	23%
Activities	768,564	836,231	92%
	<u>1,419,378</u>	<u>3,643,955</u>	<u>39%</u>

## REVENUES

Revenues are at 19% of \$3.67 million budgeted. Separate fund information is provided in the chart below.

REVENUES BY FUND	YTD Actual	BUDGET	%
General Fund	43,914	923,580	5%
SLESF	-	100,000	0%
Streets	7,041	236,797	3%
Building Fund	6,638	35,131	19%
Sewer	311,616	1,214,781	26%
Water	318,665	1,102,763	29%
Other	1,214	59,961	2%
<b>TOTAL</b>	<b>689,088</b>	<b>3,673,013</b>	<b>19%</b>

Low variances in the Governmental funds are attributable to the modified accrual basis of accounting where revenues are recorded when received and later accrued at year end. Enterprise fund revenues for sewer and water are slightly above the 25% benchmark.

SUMMARY  
 OPERATING EXPENDITURES BY LINE ITEM  
 For the period ended September 30, 2017

EXPENDITURE	ACTUAL	BUDGET	AMENDED	AMENDED BUDGET	%
5000 Full Time Salaries	258,614	1,051,457	-	1,051,457	25%
5026 Part Time Temporary Salaries	5,719	24,621	-	24,621	23%
5030 Overtime Salaries	7,579	23,405	-	23,405	32%
5035 Benefit - ICMA City 457	35,064	141,181	-	141,181	25%
5040 Benefit - Health Insurance	56,812	199,950	-	199,950	28%
5042 Benefit - Life Insurance	1,327	3,864	-	3,864	34%
5044 Benefit - Dental/Vision Insur	8,227	28,329	-	28,329	29%
5045 Worker Compensation Insurance	20,452	85,815	-	85,815	24%
5050 FICA	20,129	72,659	-	72,659	28%
5050 FICA/MEDI	3,156	11,451	-	11,451	28%
5055 Unemployment Insurance	400	9,047	-	9,047	4%
5060 Clothing Allowance	1,745	6,759	-	6,759	26%
5069 Accrued Payroll Taxes Expense	(3,800)	-	-	-	0%
5080 Hiring Costs	653	3,000	5,000	8,000	8%
5101 Office Supplies	2,229	8,664	-	8,664	26%
5102 Operating Supplies	1,034	7,620	-	7,620	14%
5102 Operating Supplies	503	3,334	-	3,334	15%
5103 Postage	2,070	12,631	-	12,631	16%
5104 Printing - Forms	1,808	14,533	-	14,533	12%
5105 Advertising	771	1,648	-	1,648	47%
5106 Promotional	188	702	1,500	2,202	9%
5107 Memorial Park Expense	-	1,100	-	1,100	0%
5108 Streets	1,852	21,000	-	21,000	9%
5109 Chemicals	3,246	59,055	-	59,055	5%
5110 Accounting	18,045	32,000	-	32,000	56%
5112 Legal	11,731	47,250	-	47,250	25%
5115 Contract/Professional Services	16,915	102,663	-	102,663	16%
5116 Bank Fees	164	1,200	-	1,200	14%
5117 Animal Control	3,000	12,000	-	12,000	25%
5119 Safety Supplies & Equipment	150	5,699	-	5,699	3%
5120 Cell Phones	2,404	10,890	-	10,890	22%
5121 Telephone - Pager	2,128	11,129	-	11,129	19%
5122 Training - Conference	6,050	19,412	-	19,412	31%
5123 Automobile - Transportation	2,934	12,819	-	12,819	23%
5125 Publications - Books	55	1,989	-	1,989	3%
5126 Dues & Memberships	1,520	10,172	-	10,172	15%
5127 License	585	1,160	-	1,160	50%
5128 Employee Relations	-	510	-	510	0%
5130 Rents - Leases	2,640	12,575	-	12,575	21%
5131 Records Maintenance	355	2,314	-	2,314	15%
5135 Maintenance - Repair	7,556	106,349	(4,417)	101,932	7%

SUMMARY  
OPERATING EXPENDITURES BY LINE ITEM  
For the period ended September 30, 2017

EXPENDITURE	ACTUAL	BUDGET	AMENDED	AMENDED BUDGET	%
5136 Parks Maintenance - Repair	-	2,023	-	2,023	0%
5138 Office Equipment	43	7,803	-	7,803	1%
5138 Office Equipment - P.W.	749	1,950	-	1,950	38%
5139 Equipment	(414)	18,025	4,417	22,442	-2%
5141 General Liability Insurance	15,024	58,135	-	58,135	26%
5143 Property Insurance	2,819	9,860	-	9,860	29%
5144 Emp Practice Liab Insurance	724	2,169	-	2,169	33%
5144 Employee Practice Liab Insurance	191	1,013	-	1,013	19%
5144 Employee Practice Liability Insuranc	310	678	-	678	46%
5150 Electricity	55,222	192,754	-	192,754	29%
5151 Natural Gas	4,170	22,987	-	22,987	18%
5152 Water	15,012	29,822	-	29,822	50%
5153 Sewer	9,969	44,665	-	44,665	22%
5154 Garbage	-	100	-	100	0%
5160 Elections	-	2,000	-	2,000	0%
5162 Medical	328	3,650	-	3,650	9%
5163 Property Tax Admin Fees	-	2,800	-	2,800	0%
5164 Regulatory Fees	1,418	18,910	-	18,910	7%
5165 Property Tax Assessment	2,385	2,443	-	2,443	98%
5166 LAFCO Fees	-	1,850	-	1,850	0%
5167 Seismic Fees	-	165	-	165	0%
5171 Computer Software	45	1,950	-	1,950	2%
5171 Property Insurance	-	575	-	575	0%
5173 Computer Maintenance - Support	6,294	31,555	-	31,555	20%
5174 Web Design Services	89	3,819	-	3,819	2%
5192 Code Enforcement	-	500	-	500	0%
5193 Nuisance Abatement-Vehicle	1,732	1,750	-	1,750	99%
5212 Gas & Oil	4,374	28,092	-	28,092	16%
5213 Vehicle Repair	2,508	10,500	-	10,500	24%
5215 Public Works - Small Tools	408	3,055	-	3,055	13%
5217 License	-	40	-	40	0%
5225 Public Works - Lab Testing	2,398	22,300	-	22,300	11%
5227 Public Works - Eqiup. Repair	638	4,555	-	4,555	14%
5227 Public Works - Equip. Repair	3,326	16,301	-	16,301	20%
5229 Public Works - Equip. Rental	1,868	2,250	-	2,250	83%
5308 Dispatch Service Due	6,225	24,900	-	24,900	25%
5430 Fines/Penalties	-	1,000	-	1,000	0%
5514 Engineering	5,440	9,204	26,000	35,204	15%
5520 Improvements	-	1,220	-	1,220	0%
5900 RDFD and Library Water/Sewer	1,509	5,900	-	5,900	26%
<b>TOTAL EXPENDITURES</b>	<b>650,814</b>	<b>2,775,224</b>	<b>32,500</b>	<b>2,807,724</b>	<b>23%</b>



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*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*

January 2, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *JK*

SUBJECT: Discussion and Possible Action Related to Sculpture Pedestal Placement

IT IS RECOMMENDED THAT THE CITY COUNCIL:

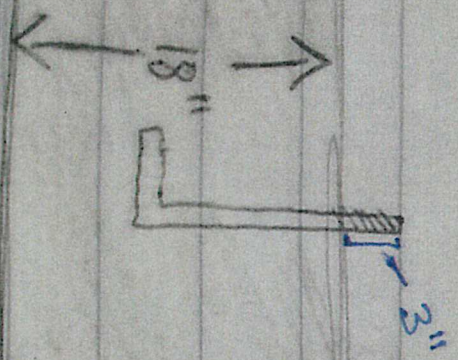
Approve the design and approximate location for the sculpture pedestals.

BACKGROUND AND DISCUSSION

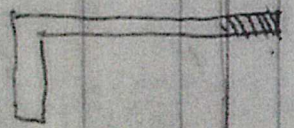
The City Council will need to approve of the placement and plan for the creation of two new art pedestals along Wildwood Avenue. Approximate locations are on the northern section of Wildwood Avenue and are attached to this agenda item.



2x4x8

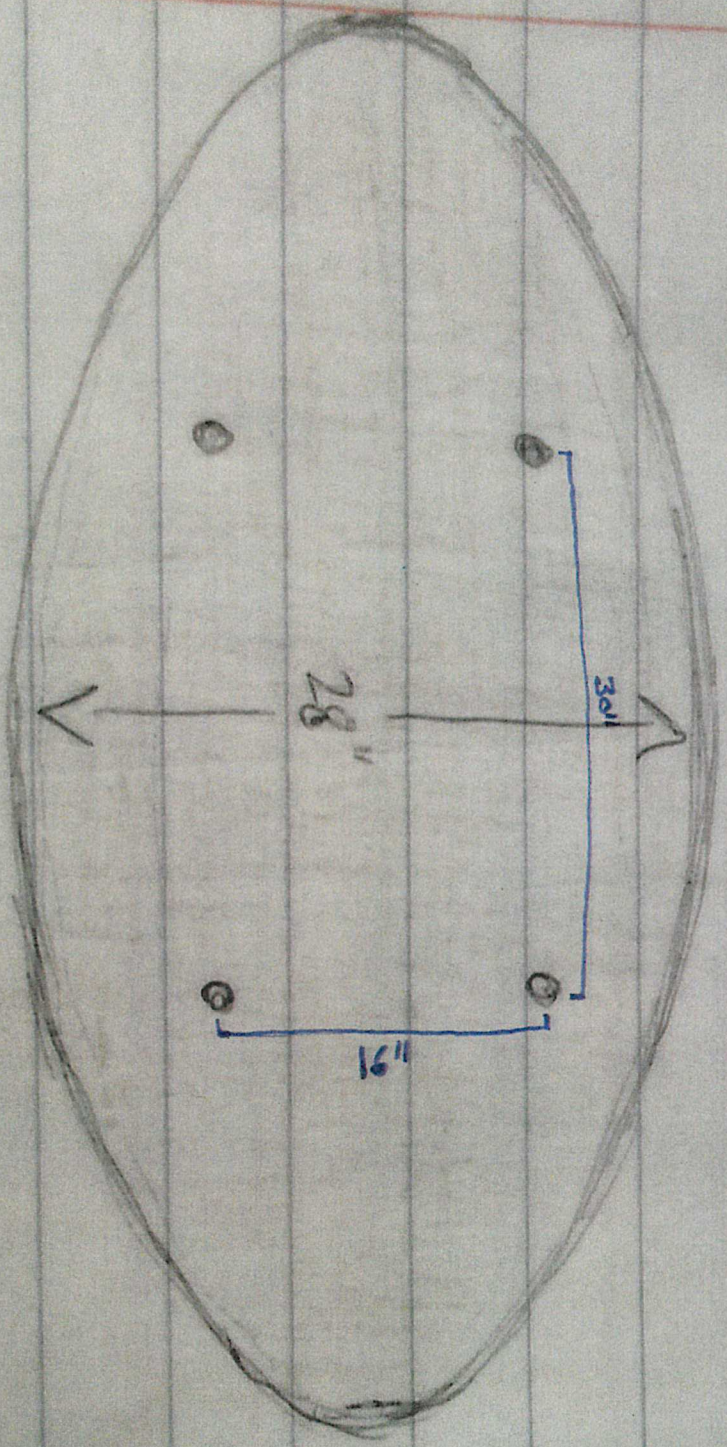


48"



4" H

2x4x8



\* 4 "5" l

Ceme

\*<sup>or</sup> 16-80 lb

\* 20-60 lb

## Kyle Knopp

---

**From:** Dan McCauley <danscustommetals@gmail.com>  
**Sent:** Friday, December 08, 2017 11:09 AM  
**To:** Kyle Knopp  
**Subject:** Pedestal Drawing  
**Attachments:** KIMG5864.jpg

### Sculpture Pedestals

- Proposing to construct/pour 2 bases with a 4 bolt pattern protruding so the sculptures can be securely fastened. Location of the bases are to be determined by the City of Rio Dell.







#### - Materials/ Tools -

- Cement Mixer Rental Cost	\$160
- Cement Cost	
Qty 40 - 60lb bags	\$600
- "J" Bolts/Nuts Cost	
Qty 8	\$120
- Finishing tools and labor donated	

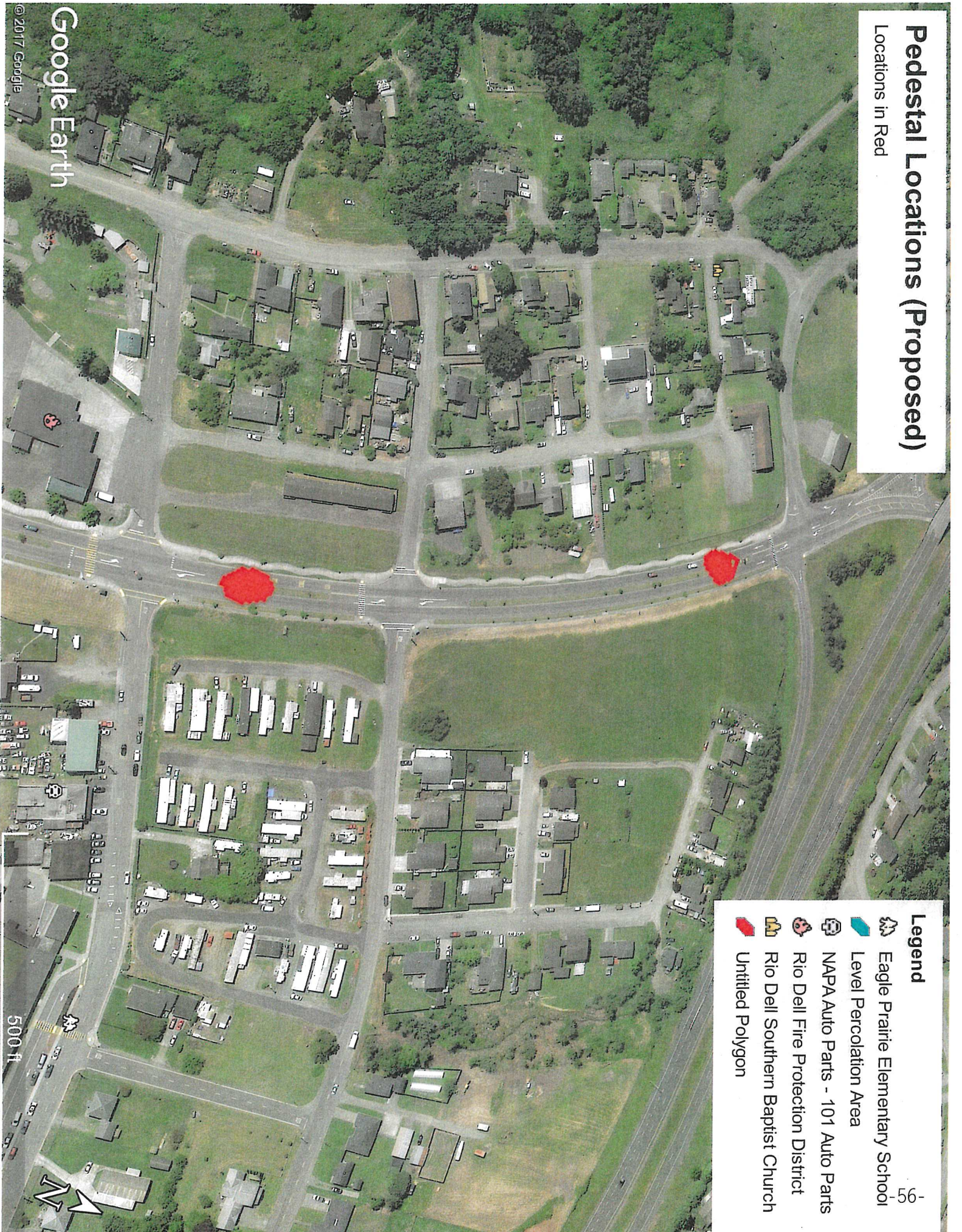
Total Projected Cost.   \$880

# Pedestal Locations (Proposed)

Locations in Red

- Legend**
-  Eagle Prairie Elementary School
  -  Level Percolation Area
  -  NAPA Auto Parts - 101 Auto Parts
  -  Rio Dell Fire Protection District
  -  Rio Dell Southern Baptist Church
  -  Untitled Polygon

Google Earth  
© 2017 Google





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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*

January 2, 2018

TO: Rio Dell City Council

FROM: Ethan Purvis, Wastewater Superintendent Trainee; Through, *EP*  
Kyle Knopp, City Manager *Y*

SUBJECT: Discussion and Possible Action Approving Resolution No. 1368-2018 Amending the Wastewater Budget for Needed Improvements.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1368-2018

BACKGROUND AND DISCUSSION

Superintendent Randy Jensen and Wastewater Superintendent Trainee Ethan Purvis have reviewed the capital needs of the wastewater system through the remainder of this fiscal year. They have identified nine projects needing to be addressed. The total budget adjustment request is \$141,281.82. Mr. Jensen and Mr. Purvis will be available to discuss the necessity of each item listed below. A ten percent contingency has been added to the request to absorb unforeseen costs. Available quotes are attached.

*Flygt influent pump- \$26,769*

The influent pump station has no spare pump at this time. In the case of an emergency when a pump goes down due to failure, it is not possible to keep peak weather flows through the plant moving. Having a stand by pump on site is recommended to avoid a violation with the state in case of such an event. (Sales tax not included)

*Dryer room conveyor- \$5,897*

The sludge dryer disposal system requires the wastewater treatment staff to remove dried solids from a bin, every five hours. In the past this has caused hourly staff to accrue a considerable amount of overtime hours worked due to the process running into the evening to remove enough solids. The conveyor system eliminates the bin system altogether reducing, if not eliminating, the overtime hours worked. (sales tax not included)

*So3 chemical pumps- \$4,140.09*

The existing So3 pumps are not functioning on a regular basis or do not meet our flow requirements. A third pump has been borrowed from the water treatment department to get the system by for the last year when discharging to receiving waters. The new so3 pumps will be sized to the plant's changes in flow and are capable of keeping up with the flow requirements while one is offline for maintenance. The overall maintenance on these units will be lower as well. The service life before maintenance will be necessary is roughly two years whereas the current pumps are required to be serviced every six months. The maintenance kits themselves are also more cost efficient with less parts required.

*Dryer repair and servicing- \$20,000\* (High Priority)*

The solids dryer needs to be serviced on a regular basis annually to insure the service life of the equipment remains intact. Without a sludge disposal system in place the Wastewater facility loses its ability to remove solids from the system and comply With State regulations laid out by the North Coast Regional Water Quality Control Board. Desorber Solutions is a recommended company by the manufacturer that is willing to come on site to do some of the repair work as well as train Wastewater staff on properly maintaining the equipment going forward. \*Costs are currently estimated with room for replacement parts from manufacturer, once identified.

*Chlorine generator- \$23,911 (High Priority)*

Parts and repairs to the chlorine generator performed by Tel Star. The generator system supplies the chlorine to the plant. This system needs to be serviced on a regular basis in order to insure proper function. The technician will again provide repair services to equipment and to train staff on proper maintenance techniques and guidelines. This cost would be a one time service cost to restore proper function of equipment and is not considered an ongoing cost for servicing. (Sales tax not included)

*Chlorine pumps Grundfos- \$14,952*

New pumps will provide a greater maintenance cost reduction and provide the operational staff with greater control of chemical dosing parameters. The cost for maintaining the current pump set up is roughly \$800 twice a year while the newer pumps would not need any maintenance for upwards of two years. At which time the cost to service is closer to \$100 dollars. The brushless motors on each pump will also provide a significant cost reduction in power usage. The pumps we have will be stored on site and maintained for back up use, in case of emergency, allowing for even greater redundancy in the system.

*Hach Composite Sampler-\$4,148*

The NPDES Permit issued to the City of Rio Dell requires the use of a Composite Sampler for the testing of BOD and TSS. Currently the older of the two samplers the City owns needs extensive repair and is not functional. Replacement of the unit would be the most cost-effective solution. (Sales tax not included)

*Reclaimed Water Pump-\$3,945*

The City of Rio Dell Wastewater Plant uses Water in almost every process. The Water Pumps that supply the water are one of the most vital pieces of equipment on site. In October of this year one of the two Reclaimed Water Pumps Failed after 15+ years of operation. Leaving the Wastewater plant with no redundancy in the event of a failure. (Sales tax not included).

*Painter Street Lift station-\$20,000\**

Additional costs for the ongoing Painter Street Lift Station Project incurred for parts and labor. Project is ongoing as One of the Two lift station pumps has been unable operate consistently. Rogers Machinery, Gormen Rup and Wastewater staff have been working to access and diagnose the final corrective actions needed for the pump station become fully operational. \*Cost is estimated.

**Budgetary Impact-**

<i><b>Budget Item:</b></i>	<i><b>Service Company:</b></i>	<i><b>Amount:</b></i>	<i><b>Capital/Operating:</b></i>
Chlorine Generator	Telstar Instruments	\$23,911.00	Capital
Sludge Dryer	BCR/ Desorber Solutions	\$20,000.00	Capital
Chlorine Pumps	Muniquip	\$14,952.48	Capital
So3 Pump	Muniquip	\$4,140.09	Operating
Influent Pump	Flygt/xylem	\$26,769.00	Capital
Sludge Conveyor	Munnell And Sherill	\$5,897.00	Capital
Composite Sampler	Hach	\$4,148.00	Operating
Reclaimed Pump/Motor	Rogers Machinery	\$3,945.00	Operating
Painter St Lift Station	Rogers Machinery	\$20,000.00	Capital
Capital Total	\$ 111,529.48		
Operating Total	\$12,233.09		
Sales Tax	\$5,143.00		
10% contingency	\$12,376.25		
Total	\$141,281.82		

*Attachments:*

Resolution No. 1368-2018

Attachment A: Quote for Flygt Influent Pump

Attachment B: Quote for Chlorine Generator Repair

Attachment C: Quote for Chlorine Pumps

Attachment D: Quote for So3 Pump

Attachment E: Quote for Sludge Conveyor

Attachment F: Thermoflite Standard repair and maintenance Practices

Attachment G: Quote for Hach Composite Sampler

Attachment H: Quote for Reclaimed Water Pump



**RESOLUTION NO. 1368-2018  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL FOR A TRANSFER OF  
RESERVE AMOUNTS AMENDING THE BUDGET FOR WASTEWATER  
AND APPROVING RELATED CAPITAL AND OPERATING BUDGETS.**

**WHEREAS**, the City has identified high priority capital and operational needs of the Wastewater Department through the end of the fiscal year for maintaining and replacing existing equipment; and,

**WHEREAS**, the projects and related budget amendment will help ensure the Wastewater Treatment Plant operates efficiently and within the parameters of the Law.

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby ordain the following:

- 1) The proposed Wastewater Capital/Operating Budget Amendment is hereby approved, and purchases are authorized.
- 2) \$141,281.82 shall be made available from the City's Wastewater Reserve to amend the Capital/Operating budget accordingly.

**PASSED AND ADOPTED** by the City Council of the City of Rio Dell on this 2nd day of January, 2018 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

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





**Xylem Water Solutions USA, Inc.  
Flygt Products**

November 8, 2017

790-A Chadbourne Rd  
Fairfield, CA 94534  
Tel (707) 422-9894  
Fax (707) 422-9808

CITY OF RIO DELL  
675 WILDWOOD AVE  
RIO DELL CA 95562

Quote # 2017-FFB-0632  
Re:City of Rio Dell Replacement Options

Flygt, a Xylem brand, is pleased to provide a quote for the following:

**Replacement Pump**

Qty	Part Number	Description	Unit Price	Extended Price
1	3171.095-0077	Flygt Model NP-3171.095 Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 34 HP 1750 RPM motor, 434 impeller, 1 x 50 Ft. length of SUBCAB 4G10+S(2x0,5) submersible cable, FLS leakage detector	\$ 26,180.00	\$ 26,180.00

<b>Total Project Price</b>	<b>\$ 26,180.00</b>
<b>Freight Charge</b>	<b>\$ 589.00</b>
<b>Total Project Price</b>	<b>\$ 26,769.00</b>

**Terms & Conditions**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

**Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2010)  
See Freight Payment (Delivery Terms) below.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

**Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report





damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Terms & Conditions:** Attached please find our Standard Terms & Conditions of Sale that apply to this order.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Terms of delivery:** PP/Add Order Position

**Terms of Payment:** 90% Net 45 days, 10% Net 120 days.

**Exclusions:** This Quote includes only the items listed specified above.

**Validity:** This Quote will expire in ninety (90) days unless extended in writing by Xylem Water Solutions USA, Inc..

**Schedule:** Please consult your local Flygt Branch Office to get fabrication and delivery lead times. 7-9 weeks

We thank you for your interest in Flygt equipment from Xylem Water Solutions USA, Inc., and look forward to being of service to you in the near future.

Sincerely,

Derek Dusome  
Inside Sales Engineer  
Phone: 951-332-3702

derek.dusome@xyleminc.com

John Maupin  
Direct Sales Representative  
Phone: 707-430-0181  
Cell: 707-317-4707

john.maupin@xyleminc.com

**Xylem Water Solutions USA, Inc.  
Flygt Products**

:



**Customer Acceptance**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2017-FFB-0632  
Customer Name: CITY OF RIO DELL  
Job Name: Replacement Options  
Total Amount: \$ 26,180.00  
(excluding freight)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

(PLEASE PRINT)

Company/Utility: \_\_\_\_\_ PO: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Fax: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE  
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

December 13, 2017

City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

Sent via Email: [purvise@cityofriodell.ca.gov](mailto:purvise@cityofriodell.ca.gov)

Attn: Ethan Purvis  
Subject: City of Rio Dell, Clortec CT-100 OSG Service  
Reference: SR 32122

Drawings: N/A  
Specifications: N/A

Dear NAME,

Telstar is pleased to provide a quote for the referenced project. Clortec CT-100 Onsite Sodium Hypochlorite Generator Service

Telstar is the Exclusive Authorized De Nora/Clortec Installation, Service and Parts Distributor for Northern California and Northern Nevada.

**By accepting this proposal from Telstar you agree to treat this as confidential information.**

**SCOPE OF SUPPLY / SERVICES**

1. Two (2) Day On-Site Diagnostics/Troubleshooting by Factory Authorized Clortec Technician  
Recommendations for repair to existing CT-100 Clortec Onsite Sodium Hypochlorite Generation System. Technician will make repairs subject to parts available on his truck, and pre-ordered parts. The cost of truck stock parts is not included in this scope and will be billed separate to this scope. System is stated as running at this time. Additional parts and/or site visits may be required per technician's diagnostics. The condition of the CT-100 Cell is unknown at this time.
2. Travel and Lodging, Portal to Portal, Concord CA.

**Time and Materials Estimate for this Scope     \$5,318.00**



**Estimated Additional Parts that may be required**

3. One (1) Replacement CT-100 Cell CT6-0100B2 Price Each: \$ 16,334.00
4. Two (2) Replacement Flo-Line Level Transmitters LU83-5101 Price Each: \$ 890.00 X 2 =  
\$ 1,780.00
5. One (1) Replacement Bellows Pump 6100-008 Price Each: \$ 385.00
6. Replacement Bellow, 1.5" 6200-008 Price Each: \$ 94.00

Shipping and Handling for Telstar Supplied Materials IS NOT INCLUDED  
Sales Tax IS NOT INCLUDED

**CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS**

- a. All pricing is based on Telstar's standard Terms and Conditions.
- b. Telstar's quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- c. We assume no responsibility for performance, applicability, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- d. Telstar is supplying only equipment specified and noted above.

**TERMS AND CONDITIONS**

**Base Terms:** Quotation is valid for 30 days from above date. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless agreed to in writing by Telstar Instruments. We accept no responsibility for consequential damages and our standard warranty applies. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar Instruments. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls carry a 4-hour minimum per person.

Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar Instruments.

**Limitation of Liability:** (a) In no event shall Telstar Instruments, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of the Purchaser or other third parties for any damages. Telstar Instruments liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed one-fourth (1/4) of the purchase price allocable to the Equipment or part thereof or Services which gives rise to the claim. (b) All causes of action against Telstar Instruments arising out of or relating to this Agreement or the performance or breach hereof shall expire unless brought within one year of the time of



accrual thereof. (c) In no event, regardless of cause, shall Telstar Instruments be liable for penalties or penalty clauses of any description or for indemnification of Purchaser or others for costs, damages, or expenses arising out of or related to the Equipment and/Services.

**Force Majeure:** Telstar Instruments shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

**Cancellation:** Any order may be cancelled by Purchaser only upon prior written notice and payment of termination charges, including but not limited to, all costs identified to the order incurred prior to the effective date of notice of termination and all expenses incurred by Telstar Instruments attributable to the termination, plus a fixed sum of ten (10) percent of the final total price to compensate for disruption in scheduling, planned production and other indirect costs.

**Entire Agreement:** This Agreement constitutes the entire agreement between Telstar Instruments and Purchaser. There are no agreements, understandings, restrictions, warranties, or representations between Telstar Instruments and Purchaser other than those set forth herein or herein provided.

**Bonding:** Cost of Bonding is not included. Contact Telstar Instruments for a quote if bonding is required.

We look forward to working with you on this project. If you have any questions, please contact me at the phone number below.

Sincerely,

*Kevin Ward*

Kevin Ward  
Chemical Feed Sales and Service  
Telstar Instruments  
(925) 671-2888



# MUNIQUIP, LLC

Your Source For Water & Wastewater Equipment



DATE: November 3, 2017

QUOTE #MQ17-1570

TO: City of Rio Del

ATTN: Ethan Purvis

RE: Grundfos Dosing Pumps – Chlorine Pumps

Dear Konor,

We are pleased to offer the following items for your consideration:

ITEM	PART NO.	DESCRIPTION	QTY	UNIT PRICE	LINE AMOUNT
1	99159489	DDAXL 200-4 – FCM-PVC/E/C-F-32A7A7BG, 52.8GPH max flow, 60 max PSI, 800:1 turndown, with spring loaded valves	2	\$6,152.00	\$12,304.00
2	96609016	Analog Input Cable – 16'	2	\$54.00	\$108.00
3	96632922	Analog Output Cable – 16'	2	\$71.00	\$142.00
<b>SUBTOTAL</b>					<b>\$12,554.00</b>
TAX (8.75%)					\$1,098.48
Start Up Services			1		\$1,200.00
FREIGHT (Estimated)					\$100.00
<b>TOTAL USD</b>					<b>\$14,952.48</b>

Clarification:

•

**NOTES:**

Installation by others.

Freight is F.O.B. factory.

Quotation is valid for 90 days.

This proposal is subject to the attached MuniQuip Terms & Conditions and/or the Terms and Conditions of the individual companies MuniQuip has quoted.



# MUNIQUIP, LLC

Your Source For Water & Wastewater Equipment



DATE: December 1, 2017

QUOTE #MQ17-1589

TO: City of Rio Del

ATTN: Ethan Purvis

RE: SO2 Larger Flow Pump

Dear Ethan,

We are pleased to offer the following items for your consideration:

ITEM	PART NO.	DESCRIPTION	QTY	UNIT PRICE	LINE AMOUNT
1	97722647	DDA 17-7 FCM-PVC/T/C-F-311004BG	1	\$3,550.00	\$3,550.00
2	96609016	Analog Input Cable – 16'	1	\$54.00	\$54.00
3	96632922	Analog Output Cable – 16'	1	\$71.00	\$71.00
4	97691906	U7 Universal Hose Connection Kit for: .17"x1/4", 1/4" X 3/8", 3/8" X 1/2" Hoses	2	\$43.00	\$86.00
				<b>SUBTOTAL</b>	<b>\$3,761.00</b>
				TAX (8.75%)	\$329.09
		Start Up Services.	1		
				FREIGHT (Estimated)	\$50.00
				<b>TOTAL USD</b>	<b>\$4,140.09</b>

**Clarification:**

- Pump Mounted Back Pressure & Pressure Relief Valve – PVC Connector with EPDM Gasket PN 95730816 - \$265.00
- Fixed Pressure Pump Mounted Back Pressure Valve – PVC Connector with EPDM Gasket PN 95730328 - \$85.00

**NOTES:**

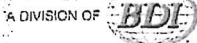
Installation by others.

Freight is F.O.B. factory.

Quotation is valid for 90 days.

This proposal is subject to the attached MuniQuip Terms & Conditions and/or the Terms and Conditions of the individual companies MuniQuip has quoted.





QUOTE PRINT  
 MUNNELL & SHERRILL, INC.  
 P.O. BOX 13249  
 PORTLAND, OREGON 97213  
 WWW.MUNNELL-SHERRILL.COM

NO. 112013

Page 1

08/10/17

Ship-to: TEMP  
 CITY OF RIO DELL  
 RANDY  
 845-7394  
 ARCATA, CA

Bill-to: 0-06  
 ARCATA CASH SALES  
 ARCATA, CA

=====

REFERENCE #	EXPIRES	DISP	TERMS	WH	FREIGHT	SHIP VIA
SCREW CONVEYOR	NONE	61	DUE ON RECEIPT	06	BILLED	DELIVER

=====

QUOTED BY: DLD QUOTED TO: RANDY

TEM	DESCRIPTION	ORDERED	UM	PRICE	UM	EXTENSION
CONVEYOR	MTO SCRW CONVEYOR 6" DIA. X 26' CONVEYOR LOOSE PARTS ONLY SCREW MILD STEEL	1.00	EA	.00	EA	.00
6CTF10-10	6" X 10GA X 10' TROUGH	2.00	EA	310.92	EA	621.84
6CTF10	MTO TROUGH 6' DAL	1.00	EA	289.86	EA	289.86
6TSD14	6" DISCHARGE LOOSE	1.00	EA	53.76	EA	53.76
6TFF	6" TROUGH FOOT	2.00	EA	6.57	EA	13.14
6TEF3-BB-P	6' T/E W/FT FOR RB/BB	2.00	EA	49.94	EA	99.88
TEB3BB	1-1/2" BB FLANGE UNIT	1.00	EA	81.74	EA	81.74
CSW3	WASTE PK SEAL W/LIP LOOSE	1.00	EA	80.93	EA	80.93
CE3BB-W	1-1/2 X 10" END SHAFT	1.00	EA	17.93	EA	17.93
CAULK LATEX	CAULK, LATEX	1.00	EA	3.78	EA	3.78
6H312-R	6" X 9'-10" HELI SCREW	2.00	EA	228.66	EA	457.32
6H312-R	MTO SCREW 5'-10" DAL RIGHT HAND MILD STEEL	1.00	EA	272.82	EA	272.82
6CH2253	6" X 1-1/2" 226 HANGER	2.00	EA	45.87	EA	91.74
CHB2203MBR	HANGER BEARING	2.00	EA	74.96	EA	149.92

=====

CONTINUED



MUNNELL & SHERRILL, INC.  
 P.O. BOX 13249  
 PORTLAND, OREGON 97213  
 www.munnell-sherrill.com

Ship-to: TEMP  
 CITY OF RIO DELL  
 RANDY  
 845-7394  
 ARCATA, CA

Bill-to: 0-06  
 ARCATA CASH SALES  
 ARCATA, CA

=====

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
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SCREW CONVEYDR	NONE	61	DUE ON RECEIPT	06	BILLED	DELIVER
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QUOTED BY: DLD QUOTED TO: RANDY

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TEM	DESCRIPTION	ORDERED	UM	PRICE	UM	EXTENSION
CC3	1-1/2' COUPLING SHAFT	2.00	EA	17.81	EA	35.62
CCB3-H	1/2 X 3 COUP BOLT W/NUT GR5	12.00	EA	6.34	EA	76.08
6TCF14-10	MTO COVER 10'-0" OAL C/W FITTED BUTTSTRAPS	2.00	EA	95.88	EA	191.76
6TCF14	MTO COVER 6'-3" OAL	1.00	EA	71.85	EA	71.85
SP100	1/8" X 1' BLACK SPONGE GASKET	57.00	EA	.97	EA	55.29
DSC-2	SCREW COVER CLAMP	30.00	EA	8.43	EA	252.90
6CID	6' DETACHABLE INLET LOOSE	1.00	EA	101.93	EA	101.93
BOLTS	BOLTS (1 LOT OF ASSEMBLY BOLTS)	1.00	EA	63.75	EA	63.75
DRIVE	MTO DRIVE 2HP AT 54RPM TAIL DRIVE FOR ABOVE SCREW SHIP ON PALLET  SCHED SHIP DATE: 20 WORKING DAYS  FOB NORMAL SHIPPING BRANCH SCHEDULED SHIP DATE MAY VARY WITH ORDER PLACEMENT	1.00	EA	2350.80	EA	2350.80

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
5434.64	.00	461.94	.00	5896.58

=====

THANK YOU DLD

=====

**SCOPE OF WORK**

Yakama IC-1800 Dryer Upgrade  
Cost Estimate

Document: 5099-SOW  
Revision: A  
Author: SRM  
Date: 6/8/2017  
Printed: 12/27/2017

**Purpose:**

Develop cost estimate to upgrade operation at captioned plant location to improve operation achieve 50-100% daily capacity increase.

**Description:**

NO.	ISSUE	DESCRIPTION & ACTION
1.	<i>Lack of feed time</i>	<p>The customer reports operation based on one 8-hour day/per week. Including startup and shutdown, net feed time is approximately 4 hours per day/batch. Early start can add 4-6 hours feed time per day.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>A. Implement programming changes to start dryer prior to arrival of operators in morning.</li> <li>B. Upgrade HMI and implement datalogging for tuning and troubleshooting. Include most current temperature monitoring and alert levels. Scope of work by Bill Harding.</li> <li>C. Automate starting of dryer including condenser and cooling screw water flows.</li> </ul> <p><b>Scope of Work: (costs are BCR cost without freight, margin, overhead or profit)</b></p> <ul style="list-style-type: none"> <li>A. Scope of work by Bill Harding. Programming to conform to EAR</li> <li>B. Scope of work by Bill Harding.</li> <li>C. Condenser water auto valve               <ul style="list-style-type: none"> <li>a. 3" Bray wafer butterfly valve; \$500</li> <li>b. Electric actuator, XP, \$1500</li> <li>c. Installation and pipe-fitting, \$1200 (1 manday)</li> <li>d. Conduit and wiring, \$1000</li> <li>e. Misc. materials, tools, etc., \$200</li> <li>f. Testing, \$500</li> <li>g. <b>Subtotal, \$4900</b></li> </ul> </li> <li>D. Cooling conveyor auto valve               <ul style="list-style-type: none"> <li>a. 1-1/2" stainless-steel ball valve; \$200</li> <li>b. Electric actuator, XP, \$1000</li> <li>c. Installation and pipe-fitting, \$900 (0.75 manday)</li> <li>d. Conduit and wiring, \$1000</li> <li>e. Misc. materials, tools, etc., \$200</li> <li>f. Testing, \$500</li> <li>g. <b>Subtotal, \$3700</b></li> </ul> </li> </ul>

## SCOPE OF WORK

Yakama IC-1800 Dryer Upgrade  
Cost Estimate

Document: 5099-SOW

Revision: A

Author: SRM

Date: 6/8/2017

Printed: 12/27/2017

NO.	ISSUE	DESCRIPTION & ACTION
2.	<i>System Air Intrusion</i>	<p>The customer reports plugging of discharge system indicating lack of material plug in discharge system, lack of level control and possible excessive air intrusion.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>A. Add or modify programming to automatically start cooling conveyor and cooling water following establishment of material plug.</li> <li>B. Add or modify programming to implement discharge chute material "plug level" control</li> <li>C. Install material level sensor.</li> <li>D. Install rotary air-lock valve with UHMW wiper upgrade.</li> <li>E. Install pressure transmitter on condenser to control foul-air fan</li> </ul> <p><b>Scope of Work:</b> (costs are BCR cost without freight, margin, overhead or profit)</p> <ul style="list-style-type: none"> <li>A. Scope of work by Bill Harding. Programming to conform to EAR</li> <li>B. Scope of work by Bill Harding. Programming to conform to EAR</li> <li>C. Material level sensor: <ul style="list-style-type: none"> <li>a. Monitor paddle switch; \$600</li> <li>b. Nozzle installation/welding; \$1200</li> <li>c. Conduit and wiring, \$750</li> <li>d. Misc. materials, tools, insulation, etc., \$1000</li> <li>e. Testing, \$500</li> <li>f. Nitrogen purge with flow indicator and solenoid; \$500</li> <li>g. Installation, tubing; \$900</li> <li>h. Conduit and wiring, \$750</li> <li>i. Misc. materials, tools, etc., \$200</li> <li>j. Testing, \$500</li> <li>k. <b>Subtotal, \$6900</b></li> </ul> </li> <li>D. Rotary air-lock valve: <ul style="list-style-type: none"> <li>a. Air-Lanco stainless rotary valve; \$4500</li> <li>b. Installation/lower xfer conveyor; \$3600 (3 man-days)</li> <li>c. VFD; \$900</li> <li>d. Conduit and wiring, \$1000</li> <li>e. Misc. materials, tools, etc., \$200</li> <li>f. Testing, \$500</li> <li>g. <b>Subtotal, \$10700</b></li> </ul> </li> <li>E. System pressure transmitter: <ul style="list-style-type: none"> <li>a. Rosemount XP PIT 4-20mA; \$2000</li> <li>b. Installation welding/pipe fitting; \$1200 (1 man-days)</li> <li>c. Fan VFD; \$900</li> <li>d. Conduit and wiring, \$750</li> <li>e. Misc. materials, tools, etc., \$200</li> <li>f. Testing, \$500</li> <li>g. <b>Subtotal, \$5500</b></li> </ul> </li> </ul>

**SCOPE OF WORK**

Yakama IC-1800 Dryer Upgrade  
Cost Estimate

Document: 5099-SOW  
Revision: A  
Author: SRM  
Date: 6/8/2017  
Printed: 12/27/2017

NO.	ISSUE	DESCRIPTION & ACTION
3.	<i>Maintenance and Operation</i>	<p>Site inspection by Senior Process Engineer and interviews with operating personnel to determine other opportunities for system improvements, provide process operating documents and training as required.</p> <p><b>ACTION:</b></p> <p><b>A. Site Inspection and Training</b></p> <p><b>Scope of Work:</b> (costs are BCR cost without freight, margin, overhead or profit)</p> <p>B. Scope of work by Bill Harding. Programming to conform to EAR 140312-1.</p> <p>C. Scope of work by Bill Harding. Assume 2 BCR mandays for EAR and programming.</p> <p>D. Forced Cooldown:</p> <ul style="list-style-type: none"> <li>a. Design/drawings by Fulton; \$1000</li> <li>b. Conduit, wiring and relay (heater panel); \$1000</li> <li>c. Misc. materials, tools, etc., \$200</li> <li>d. Testing, \$500</li> <li>e. <b>Subtotal, \$2700</b></li> </ul>
4.	<i>Reduce time for Shutdown Steps</i>	<p>During the shutdown process, the dryer first enters Finishing Processing Step wherein feed to the dryer is stopped and the dryer contents are further dried and discharged. This Step typically required 120-240 minutes. To prevent the discharge of wet material the lower limit for this user-selected timer should be 120-150 minutes. During this period, all material temperatures will eventually rise to approach the thermal-fluid temperature. When all three material temperatures (wet/feed, middle and dry/discharge) have risen above 300°F for 10 minutes and the thermal fluid heater has been shut off due to dryer ΔT as described herein, the dryer contents have been sufficiently dried to permit discharge and automatic transition to Stopping the Burner Step followed by Clearing the Dryer.</p> <p><b>ACTION:</b></p> <p><b>E. Implement automatic burner shutdown per EAR 140312-1.</b></p> <p><b>F. Implement Step transition when cooling conveyor not called for 15-30 minutes (new programming)</b></p> <p><b>G. Implement forced cooldown.</b></p> <p><b>Scope of Work:</b> (costs are BCR cost without freight, margin, overhead or profit)</p> <p>H. Inspect mechanical integrity, evaluate system operation, rate equipment performance, provide recommended settings and adjustments and provide refresher training</p> <ul style="list-style-type: none"> <li>a. Travel and subsistence, cost + 20% (est. \$1800)</li> <li>b. Inspection, training, technical support, \$5000</li> <li>c. Report of Findings, \$1000</li> <li>d. <b>Subtotal, \$7800</b></li> </ul>

End



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Now In: Sampling Equipment / Peristaltic/Vacuum Samplers & Accessories / Hach AS950 Compact Portable Sampler w/ 2.5-Gallon Bottle, 120V, ASP.CXXXC221XX



[View larger image](#)



### Hach AS950 Compact Portable Sampler w/ 2.5-Gallon Bottle, 120V, ASP.CXXXC221XX

E-mail this product to a friend

- Lightweight for easy transport
- Copy sampler programs and download data via USB port

Item: 51389  
Weight: 28.3 lbs

Catalog Price: **\$4,148.00**

Quantity:

These portable samplers are available as 115 VAC-powered models or battery-powered units ideal for remote, project-based sampling needs. Both models feature a reliable peristaltic pump with corrosion-resistant Delrin® resin construction, requiring little maintenance. Intake line thoroughly purges before and after every sample collected, reducing any chance of cross-contamination. If the unit detects a sample attempt failure, it performs a repeat cycle using a high-pressure purge before retaking.

The programmable datalogging controller stores up to 325,000 records, each with start time, sample time, sample ID and more. Transfer data via USB memory stick (sold separately). The user interface display shows all programmable criteria in a single screen. The screen also instantly displays alerts for sampling errors and maintenance issues.

The rugged NEMA 4X/6 housing consists of three sections—the bottle/base section, center control system and cover. Stainless steel latches hold the housing together and let you connect an optional suspension harness. The double-walled insulated base has room for 8.5 lbs of ice or gel packs to maintain your samples at EPA-mandated 4°C (±1°C). The lockable top cover protects the controller from weather and tampering (padlock not included).

Samplers include: sample bottle(s), 25 feet of vinyl intake tubing and Teflon®/SS strainer.

#### Tech Specs

Temperature limits: 32 to 120°F (0 to 49°C)

Sample cooling: double-walled insulated base (direct bottle contact from user-supplied ice)

Accuracy: ±3%; Repeatability: ±5%

Power requirements: 12 VDC (2.25A avg.) supplied by optional 115 VAC power converter or 7Ah 12-VDC battery

Dimensions: 19-7/8"Dia x 28-3/16"H; Weight: 32 to 35 lbs

#### Related Accessories



Hach Sigma Sampler Pump Tubing  
3/8"ID x 5/8"OD, 15ft, 460015

\$114.00



Junction Box, 4-20mA Aux Input for  
AS950 Hach Samplers, 9501000

\$323.00

#### Related Products



Manning Portable Sampler 24Bot  
Peristaltic, PST8B2B2C6C3



Hach AS950 Compact Portable Sampler



Hach AS950 Standard Portable Sampler



Hach AS950 Standard Portable Sampler



**ROGERS  
MACHINERY  
COMPANY, INC.**

COMPRESSORS  
PUMPS  
BLOWERS  
VACUUM SYSTEMS  
ENERGY AUDITS

November 7, 2017

City of Rio Dell  
Public Works  
475 Hilltop Ave  
Rio Dell, CA 95562

(PHONE 707/764-3541)  
(CELL 707/845-7394)

jensenr@cityofriodell.ca.gov

Attention: Randy Jensen

Subject: Goulds Pump Quotation

As requested of Jim Heiser, we are pleased to quote on the following pump & motor.

1-only Goulds submersible pump model 275H15, 3-stage, 3" NPT discharge port.

NET PRICE.....\$1,680.00  
**Lead time...5 to 7 days**

1-only Goulds 6" submersible motor model 6M154, 15 HP, 3/60/460 volt.

NET PRICE.....\$2,265.00  
**Lead time...5 to 7 days**

All prices quoted are net ex works Fresno, CA. All prices quoted are firm for thirty (30) days from this date. Our terms of payment are net 30 days, subject to approved credit. **Prices quoted do not include any freight, installation, Federal, State or local taxes.**

Thank you for your continued interest in our equipment. If you have any questions or would like additional information, please contact us.

Regards,

ROGERS MACHINERY COMPANY, INC.

Tony Giraud-Branch Manager

H:\12\SALES\QUOTES\MISC\PUMP\CITY OF RIO DELL\2017\GOULDS 275H15 110717.DOC

Enclosures



# Submittal Data

## H Series Submersible Submersible Pumps MODEL : 275H15 3

Hydraulic Data				Motor Data	H Series 6 inch Submersible
Maximum Flow	Flow at Duty Point	Maximum TDH	TDH at Duty Point	Voltage / Phase / Enclosure	Model
440 US g.p.m.	275 US g.p.m.	201 ft	150 ft	460V 3 Phase	275H15 3

Submittal Prepared for: \_\_\_\_\_ Job: \_\_\_\_\_  
 Engineer: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Submittal Prepared by: \_\_\_\_\_ Company: \_\_\_\_\_  
 Submittal Date: 07.11.2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

### Engineering Data

Pump Code: 275H15 3  
 Pump Size: 6 Inch High Capacity  
 Pump Max Horsepower: 0.00 hp  
 Pump Shut Off Head: 201 ft  
 Motor Speed: 3600 rpm  
 Max. Temperature:  
   Liquid: Water  
 Motor Code: 6M154  
 System Input Power: 3~ 460 V  
 Motor Rated Horsepower: 15.01 hp  
 Max. Frequency: 60  
 Electrical Enclosures: --  
 Motor Standard: --  
 Suction Flange Standard:  
 Suction Flange Rating:  
 Suction Size:  
 Discharge Flange Standard:  
 Discharge Flange Rating:  
 Discharge:  
 Approximate Net Weight: On demand lb  
 Impeller Size: "  
 Impeller Construction: Closed  
 Impeller Type: Radial impeller  
 Impeller Material:  
   ASTM B584 C87500  
 Sense of Rotation: Clockwise from the drive end  
 Shaft Seal:

### Standard Equipment / Capability:

**FEATURES**  
 Powered for Continuous Operation: All ratings are within the working limits of the motor manufacturer. Pump can be operated continuously without fear of damage to the motor.  
 Completely Field Serviceable: Easy to install and service. All parts easily dismantled if field service is ever necessary. No special tools needed. No shipping back to factory.  
 Diverse Application: Designed for commercial, municipal, and agricultural water needs.  
 Bearings: Replaceable fluted bearings allow excellent abrasives handling and wear resistance.  
 Shaft Sleeves: Replaceable stainless steel, hex-driven, sleeves help protect shaft from abrasives.  
 Pump Shaft: Precision straightened hex shaft.  
 Coupling: Heavy duty stainless steel, splined coupling for maximum load-carrying capability.  
 Bowls: Cast iron turbine bowl design with replaceable silicon brass wear rings.  
 Impellers: Silicon brass impellers dynamically balanced for smooth operation.  
 Suction Strainer: Stainless steel strainer restricts gravel and other debris from entering the pump.  
 Cable Guard: Stainless steel cable guard surrounds and protects motor leads.  
 Fasteners: All fasteners are stainless steel.  
 Franklin Electric Motor: Stainless steel casing and epoxy coated end bells resist corrosion.  
 Water filled design provides a constant supply of lubrication. Hermetically sealed stator assures moisture free windings. Durable Kingsbury type thrust bearing absorbs all thrust.  
 Replaceable motor lead assembly.

**SYSTEM COMPONENTS**  
 Pump/Water End:  
 • 6" Pump. • 4" Motor Adapter on 3 and 5 HP models.  
 • 6" Motor Adapter on 7.5 HP and larger models.  
 Motor:  
 • 4" Motor required for 3 HP and 5 HP pumps.  
 • 6" Motor required for 7.5 HP and larger pumps.  
 • Effective February, 1994, 4" and 6" Franklin Electric Motors have motor leads installed at the factory.  
 Control Box: Required for all single phase motors.  
 Magnetic Starter:  
 A magnetic starter and heaters\* are required for all three phase units.  
 \*Requires 3 ambient compensated (K type) quicktrip heaters.  
**ALL COMPONENTS MUST BE ORDERED SEPARATELY AND ARE PACKAGED SEPARATELY.**

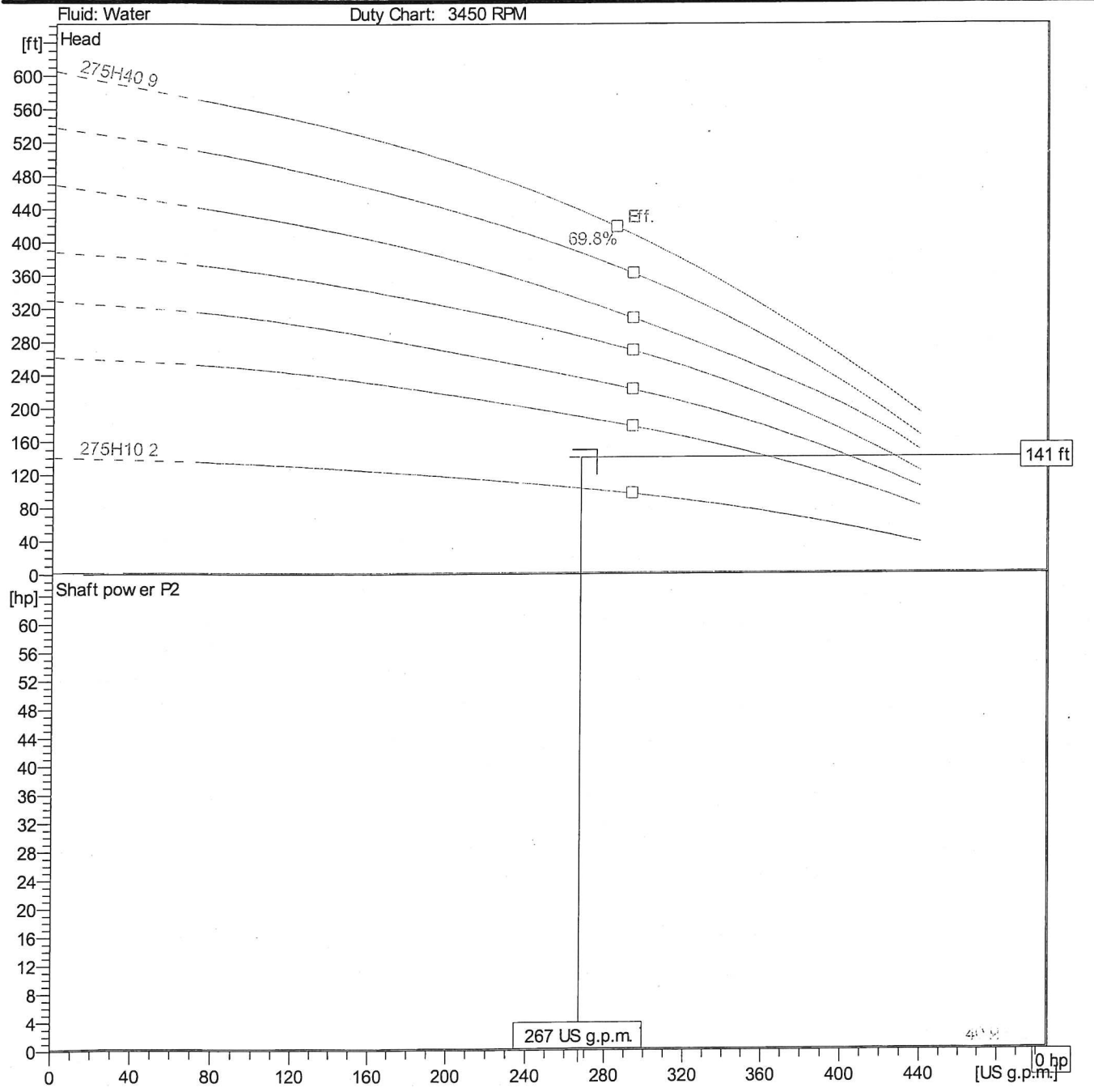


**H Series Submersible**  
Submersible Pumps  
**MODEL : 275H15 3**

**Performance Data**

Hydraulic Data				Motor Data	H Series 6 inch Submersible Model
Maximum Flow	Flow at Duty Point	Maximum TDH	TDH at Duty Point	Voltage / Phase / Enclosure	
440 US g.p.m.	275 US g.p.m.	201 ft	150 ft	460V 3 Phase	275H15 3

Submittal Prepared for: \_\_\_\_\_ Job: \_\_\_\_\_  
 Engineer: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Submittal Prepared by: \_\_\_\_\_ Company: \_\_\_\_\_  
 Submittal Date: 07.11.2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



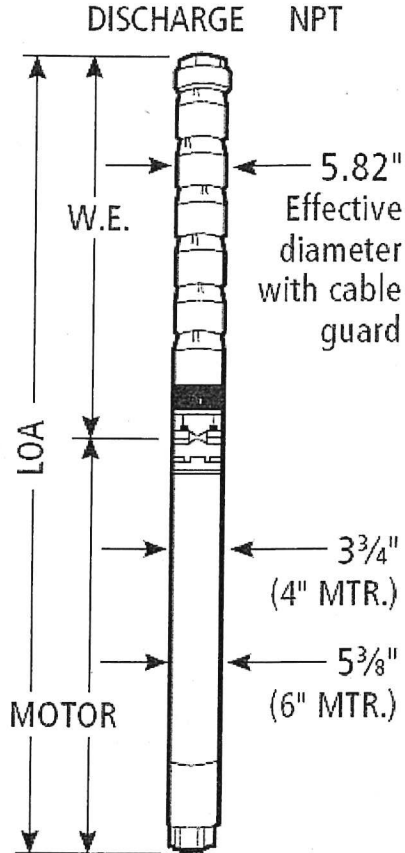
**H Series Submersible**  
Submersible Pumps  
**MODEL : 275H15 3**

**Unit Dimensions**

Hydraulic Data				Motor Data	H Series 6 inch Submersible
Maximum Flow	Flow at Duty Point	Maximum TDH	TDH at Duty Point	Voltage / Phase / Enclosure	Model
440 US g.p.m.	275 US g.p.m.	201 ft	150 ft	460V 3 Phase	275H15 3

Submittal Prepared for: \_\_\_\_\_  
 Engineer: \_\_\_\_\_  
 Submittal Prepared by: \_\_\_\_\_  
 Submittal Date: 07.11.2017

Job: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Dimension	Value
Discharge	3" NPT
Motor Length	28
W.E. Length	24 <sup>5/16</sup>
Weight	225 lbs



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*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellicity.com*

January 2, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Approval of Resolution No. 1371-2018 Amending the Budget to Include and Approving a Classification and Compensation Review

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1371-2018

Alternatives: Delay for inclusion in the FY 18-19 budget; take no action.

BACKGROUND AND DISCUSSION

The last classification and compensation review was conducted in October of 2010 by the firm CPS Human Resources. These studies help to provide third party labor market data which can be useful for a number of purposes, including helping the Council in the consideration of salary levels. A Classification and Compensation Review helps establish guidelines for compensation decisions that help reassure all parties that independent data is being collected and used in the decision-making process.

The costs of an updated study are \$22,540 total. These costs include \$7,990 to update the job classifications in the City and \$11,050 for a total compensation study. The amount also includes \$3,500 should in-person meetings or presentations be required.

Staff recommends that the City Council approve a budget adjustment transferring \$8,275 from the City Manager Department budget to other departments and to approve the new study. Resolution 1371-2018 identifies transfer amounts by fund based on departmental allocations.



**RESOLUTION NO. 1371-2017**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF RIO DELL FOR A TRANSFER OF**  
**RESERVE AMOUNTS AMENDING THE OPERATING BUDGET**  
**FOR THE FISCAL-YEAR 2017-2018 FOR**  
**COMPENSATION STUDY**

**WHEREAS**, the City adopted Resolution 1333-2017 establishing the City's Operating and Capital Budget for the Fiscal-Year 2017/18; and

**WHEREAS**, the City has approved and its 2017/18 fiscal year Operating and Capital Budgets and have identified additional costs that should be included to update the 2017/18 fiscal-year budget; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2017/18 Operating and Capital Budget with the following amendments to increase (decrease) budgeted appropriations for a compensation study:

<u>FUND</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
SEWER FUND	Contract/Prof Services	(1,832)
WATER FUND	Contract/Prof Services	(1,832)
GEN FUND	Contract/Prof Services	1,620
GAS TAX	Contract/Prof Services	1,119
TDA FUND	Contract/Prof Services	530
RSTP FUND	Contract/Prof Services	195
SOL WAS FUND	Contract/Prof Services	200
		-

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 2<sup>nd</sup> day of January, 2018 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

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

REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

CITY MANAGER \_\_\_\_\_ 02 \_\_\_\_\_  
Department Dept. #

2-Jan-18 \_\_\_\_\_  
Date

BUDGET AMENDMENT

- Transfer within expenditure/revenue category < \$3,000 (with Finance Director Approval)
- Transfer between expenditure/revenue category < \$10,000 (with City Manager & Finance Director Approval)
- Transfer to or from Contingency (with Council Approval)
- Increase/decrease budget unit appropriation (with Council Approval)
- Establish/transfer funds in Fixed Assets <\$5,000 (City Manager & Finance Director's Approval)
- Establish/transfer funds in Fixed Assets >\$5,000 (with Council Approval)

2.)

FUND	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT Increase(decrease)
SEWER FUND	Contract/Prof Services	5115-050	(1,832.00)
WATER FUND	Contract/Prof Services	5115-060	(1,832.00)
GEN FUND	Contract/Prof Services	5115-000	1,620.00
GAS TAX	Contract/Prof Services	5115-020	1,119.00
TDA FUND	Contract/Prof Services	5115-024	530.00
RSTP FUND	Contract/Prof Services	5115 - 026	195.00
SOL WAS FUND	Contract/Prof Services	5115-027	200.00

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.

A) TO COVER COSTS FOR UPDATED COMPENSATION STUDY; B) THE CITY MANAGER DEPT. BUDGET HAS SUFFICIENT FUNDS TO TRANSFER TO OTHER DEPARTMENTS; C) A FULL COMPENSATION STUDY HASN'T BEEN DONE SINCE 2010 AND INFORMATION IS OUTDATED

4.) Department Authorization: \_\_\_\_\_ Date: \_\_\_\_\_ (Signed) \_\_\_\_\_

5.) Account balances verified by Finance Director Date: 12/29/17 (Signed) B. Woodley

6.) \_\_\_\_\_/Approv \_\_\_\_\_/Not Approved \_\_\_\_\_/Recommended \_\_\_\_\_/Not Recommended  
City Manager Date: \_\_\_\_\_ (Signed) \_\_\_\_\_

7.) \_\_\_\_\_/Approv \_\_\_\_\_/Not Approved \_\_\_\_\_/Recommended \_\_\_\_\_/Not Recommended  
\_\_\_\_\_/Tabled \_\_\_\_\_/Modified \_\_\_\_\_/Next Meeting  
City Council Date: \_\_\_\_\_ (Signed) \_\_\_\_\_

PROPOSAL

# City of Rio Dell

## Classification and Compensation Review

December 11, 2017

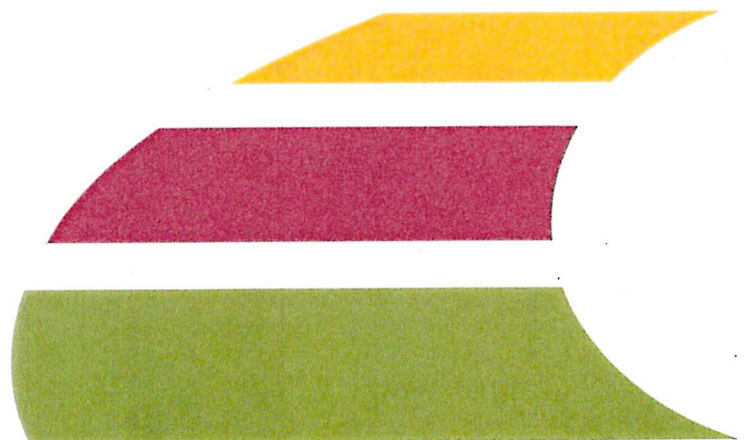
SUBMITTED BY:

**VICKI QUINTERO BRASHEAR**

*Director of Products and Services*

CPS HR Consulting  
2450 Del Paso Road Suite 220,  
Sacramento, CA 95834  
P: 916-471-3481  
vbrashear@cpshr.us  
Tax ID: 68-0067209

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

December 11, 2017

Kyle Knopp, City Manager  
City of Rio Dell  
675 Wildwood Way  
Rio Dell, CA 95562

*Submitted via e-mail: [knoppk@cityofriodell.ca.gov](mailto:knoppk@cityofriodell.ca.gov)*

Dear Mr. Knopp:

CPS HR Consulting (CPS HR) is pleased to submit this proposal to provide an updated classification and compensation study to the City of Rio Dell. CPS HR conducted a classification and compensation study in 2010 and will update the information based upon new data. In the following pages, we present a work plan describing the specific CPS HR services involved in this project, a timeline and proposed cost. We are happy to work with the City to further tailor our approach to best fit the City's needs and objectives.

Thank you for this opportunity; we very much look forward to working with the City of Rio Dell. Should you have any questions, please do not hesitate to contact Dr. Bruce Davis by **email at [bdavis@cpshr.us](mailto:bdavis@cpshr.us) or by phone at (916) 471-3481.**

Sincerely,



Vicki Quintero Brashear  
Director of Products and Services

# Table of Contents

Statement of Work..... 1  
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    Work Plan ..... 1  
    Timeline ..... 1  
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Project Team ..... 3  
About CPS HR Consulting ..... 12



## Statement of Work

---

### Understanding

The City of Rio Dell has requested that CPS HR Consulting review their classification and compensation system which was last updated in 2010. The City would like the review and any updates completed in Spring 2018.

### Work Plan

**Task 1 – Project Initiation/Preparation** – Upon receiving approval from the City to proceed, CPS HR will contact the City’s Project Representative to gather background information and ensure that the Project Consultant has a full understanding of any relevant compensation issues.

**Task 2 – Market Data Survey** – The Project Consultant will gather benchmark base salary data from the City’s established market. Given the relatively small scope of this project, CPS HR anticipates that most of this data can be obtained through the Internet. However, the CPS HR consultant will individually contact the market agencies as needed to verify the accuracy of the data.

**Task 3 – Preparation of Data Spreadsheets** – The Project Consultant will summarize the survey data into spreadsheets which are designed to clearly demonstrate the market salary relationships.

**Task 4 – Preparation/Presentation of the Draft Compensation Report**

Based on the information gathered in Tasks 1-3 above, the Project Consultant will prepare a Draft Compensation Project Report that includes the data spreadsheet, outlines the project steps, and describes the analysis/market findings. The report will be submitted to the City’s Project Representative for review. CPS HR presumes that these draft documents can be initially submitted electronically. The Project Consultant will schedule a conference call to review the Draft Report with the City’s Project Representative. The purpose of this meeting is to discuss the initial recommendations and address issues or concerns before finalizing the study.

**Task 5 – Prepare and Submit Final Compensation Report** – After the City’s Project Representative reviews the Draft Compensation Report, the Project Consultant will make appropriate changes before finalizing and submitting the Final Compensation Report to the City. This proposal presumes that the final report can be submitted electronically and/or by regular mail.

### Timeline

Based upon the scope of work described within this proposal, we anticipate that the work can be completed within a four- to five-month timeframe.

## **Project Cost**

---

CPS is proposing a professional services fixed fee of **\$7,990** to update 25 classes and a fixed fee of **\$11,050** for a total compensation study.

The fixed-fee cost outlined above is based on the assumption that all meetings can be conducted via teleconference call and that no on-site meetings will be required. Should the City require any on-site visits, we would do so with each addition trip billed at \$1,000.

Actual out-of-pocket expenses for such items as consultant travel, printing/copying, binding, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses. We estimate a total of **\$3,500** for expenses if face-to-face meetings are required.

## Project Team

---

CPS HR is committed to meeting the highest professional standards of quality. Our consultants have been selected for their relevant experience and professional maturity in dealing with projects of this nature. We firmly believe that the most important factors in ensuring the highest quality of consultant performance is first, the commitment the consultant brings to the engagement, and second, the experience of the firm and the individual consultants working on the project.

### **Bruce W. Davis, Ph.D., SPHR, SHRM-SCP**

#### **Profile**

Dr. Bruce Davis is the manager of our classification and compensation services with CPS HR and possesses over 20 years of human resources experience in the public and private sectors. His experience is as broad as it is deep in a variety of human resources areas that include: talent management and succession planning; leadership development and assessment; employment testing for recruitment and selection; compensation and classification studies; data analysis and development of staffing models.

#### **Employment History**

- Classification and Compensation Services Manager, CPS HR Consulting
- Project Consultant, CPS HR Consulting
- Executive Director Human Resources, City of Scottsdale, AZ
- Senior Human Resources Manager, County of Los Angeles, CA
- Consulting, PSI, Burbank, CA
- Deputy Program Manager, Transportation Security Administration
- Senior Manager, Cooperative Personnel Services (now CPS HR Consulting)
- Personnel Research Psychologist, County of San Diego, CA
- Human Resources Management Analyst, North County Transit District, Oceanside, CA

#### **Professional Experience**

##### **Classification and Compensation**

- Directed the City of Scottsdale's classification and compensation team in its mission of studying one-third of the job classifications each year which reduced the number of classifications by 10% of the number studied; assisted the Finance Department and Community and Economic Development Departments with reorganizations which reduced the number of classifications and produced cost savings. Completed the City Treasurer recruitment process.

- Worked with senior management team at Los Angeles County to streamline classification approach and improve the standardization and format of the job descriptions; desired end-goal was a multi-purpose job analysis to be used for classification and compensation; recruitment and selection; and training.
- Submitted County of Los Angeles' workforce plan to IPMA-HR for inclusion in its Benchmarking Study.
- Completed a compensation analysis using the Office of Personnel Management's Factor Evaluation System (a derivative of the Hay System) for the State of Alaska that was presented at a Society of Industrial and Organizational Psychology convention with CPS (now CPS HR); developed and presented to all managers CPS HR's pay for performance plan; and introduced training content for entry-level analysts that would be delivered to public sector agencies.
- Performed compensation and classification studies for the North County Transit District to include developing job descriptions for all jobs covered under a union contract; Assisted with the reorganization of the Environmental Health Department; developed selection processes for many of the County of San Diego's diverse job classifications.

#### **Project Management**

- Served as the Deputy Program Manager, Transportation Security Administration (TSA) to lead complete start-up of this project with seven organizations that had not previously worked together; worked with all levels of TSA to offer unique human resource solutions for an emerging, rapidly changing organization; developed staffing models, recruitment strategies, and hiring plans and conducted organizational studies for an organization comprised of over 67,000 employees; managed team of seven unique subcontractors to fulfill the requirements of this contract; oversaw project for the Federal Flight Deck Officers testing program to allow pilots to carry weapons in the cockpit; and coordinated with subcontractors.
- Negotiated TSA subcontracts with a number of vendors and worked with a variety of union groups in multiple jurisdictions to gain acceptance of proposed solution; hired and developed a staff of high performers in a department that consistently received outstanding customer satisfaction ratings.

#### **Leadership Development**

- Revamped the County of Los Angeles' succession planning program to include assessment of gaps in the successor ranks.
- Analyzed retirement data to forecast leadership attrition and prepare for wave of retirements expected to occur in a five-year period.
- Introduced leadership assessments for LA County and City of Scottsdale leadership; conducted one-on-one meetings with several leaders to discuss strengths and weaknesses and explore possible stretch assignments.

### **Professional Affiliations**

- American Psychological Association
- Society of Industrial Organizational Psychology
- Academy of Management
- Senior Professional Human Resources, HRCI

### **Education**

- B.A., Psychology, San Diego State University
- M.A., Industrial/Organizational Psychology, Louisiana State University
- Ph.D., Industrial/Organizational Psychology Minor: Business Administration, Louisiana State University
- SPHR Society for Human Resource Management (2003)

### **Cecilia (Andi) Bernard, B.S.**

#### **Profile**

Ms. Bernard is a Project Consultant with CPS HR Consulting. She has over 20 years of compensation and classification experience. She is an experienced professional with a successful track record of delivering effective strategies to obtain business initiatives. She has worked administratively and strategically with the Riverside Sheriff's Department and the Riverside County Department of Social Services while developing and maintaining trustworthy cross-functional partnerships with all levels of management. She has successfully led multiple department initiatives to streamline systems and processes.

#### **Employment History**

- Project Consultant, CPS HR Consulting
- Senior Employee Relations Manager/HR Manager, County of Orange, HR Services, Santa Ana, CA
- Social Services HR Services Manager, County of Riverside, Human Resources, Riverside, CA
- Sheriff's HR Services Manager, County of Riverside, Human Resources, Riverside, CA
- Senior HR Analyst, County of Riverside, Human Resources, Riverside, CA
- HR Analyst II, County of Riverside, Human Resources, Riverside, CA
- On-Premise Manager, Spherion, Recruitment & Staffing Branch, Ontario, CA
- On-Premise Supervisor, Recruitment & Staffing Branch, Ontario, CA

## Professional Experience

### ■ County of Orange, Human Resource Services (HRS) - Santa Ana, CA

Management responsibilities for all aspects of human resources over the Probation Department supporting approximately 1,200 employees. Core responsibilities for the Probation Department include records management, FMLA/ADA/PDL/EEO/WC compliance, workforce planning, classification and compensation, employee relations (sworn and non-sworn), labor relations, and leave management.

Key accomplishments:

- Established a classification and compensation presence on the Probation Human Resource Services Satellite Team. This included training Administrative Managers on fundamental concepts of classification studies including the involvement of labor unions, position description questionnaires, desk audits, reallocation recommendations for current employees, and workforce planning.
- Identified critical areas of noncompliance with FMLA, ADA, and POBR, and implemented training and procedures to mitigate financial liability.
- Established esteemed rapport with the Orange County Employees Association to implement complex side letters and settlement agreements impacting the daily operation of Juvenile Hall.

### ■ County of Riverside, Human Resources (HR) – Riverside, CA

**Social Services Human Resources Services Manager.** Management responsibilities for all aspects of human resources over the Department of Public Social Services supporting 3,485 employees. Core responsibilities include recruitment, assessment, talent development, workforce planning, classification & compensation, employee relations, and leave management.

Key accomplishments:

- Reengineered the Eligibility Technician recruitment and expedited the process from approximately four months to seven weeks.
- Implemented a leave management system to return employees to work or manage their leave time expeditiously.
- Increased the time to certify recruitment lists from an average of 60 days to 28 days on average for the Department of Public Social Services.
- Managed analysts conducting classification and compensation studies including reviewing and authorizing PDQ analysis, classification and compensation recommendations, job specification revisions, creation of new classifications and the reclassification of current employees.

**Sheriff's Human Resources Services Manager.** Management responsibilities for all aspects of human resources over the Sheriff's Department supporting 3,800 employees. Core responsibilities include recruitment, assessment, promotional processes, talent development, workforce planning, classification and compensation, employee relations, and leave management. Staff included up to 22 direct reports including supervisors, analysts, recruiters, clerical support, and polygraph examiners.

Key accomplishments:

- Executed a strategic recruitment initiative to hire 1,400 difficult-to-recruit law enforcement candidates through revamping and automating their paper-based recruitment model.
- Increased applicant assessments by 62% and decreased lag time of notification from six weeks to immediate notification.
- Reduced recruiting and hiring costs through recruitment automation, increased screening processes, and created more efficient use of staff time.
- Managed analysts conducting classification and compensation studies including reviewing and authorizing PDQ analysis, classification and compensation recommendations, job specification revisions, the creation of new classifications, reclassification of current employees, and the assignment of additional compensation for difficult to fill positions.
- Implemented a leave management system to return employees to work or manage their leave time expeditiously.

**Professional Affiliations**

- Member of the California Public Employers Labor Relations Association (CALPELRA)

**Education**

- B.S., Chemistry, California State Polytechnic University, Pomona, CA

**Christi Tenter, B.S.**

**Profile**

Ms. Tenter is a Principal Human Resources consultant with CPS HR Consulting. She is a tenured professional in Human Resources who possesses over 20 years' experience in the field with significant Classification and Compensation expertise and a strong understanding of the various stakeholder interests in the process.

## **Employment History**

- Principal HR Consultant, CPS HR Consulting
- Human Resources Manager, City of Bakersfield
- Sr. Human Resources Manager, Dean Foods (aka Morningstar Foods)
- Manager, Human Resources, Unified Western Grocers, Inc.

## **Professional Experience**

### **City of Bakersfield**

- Provide Human Resources leadership and program direction under authority of City Manager.
- Develop and maintain a sustainable classification and compensation system for the City of Bakersfield.
- Develop and execute strategic Human Resources programs (Training, Compensation & Benefits, Recruitment, etc.)
- Coaching and conflict management solutions including progressive disciplinary actions citywide.
- Facilitate effective negotiation strategies with represented units.
- Oversee operating and capital budgets for Human Resources and participate in City Budget Committee.
- Ensure government compliance with local, State and Federal regulations (i.e., ADA, FMLA, EEOP, etc.)
- Serve as commission secretary for three different commissions.

### **Dean Foods; aka Morningstar Foods, LLC.**

- Provide Human Resources leadership to six (6) dairy manufacturing facilities within California and Texas.
- Maintain labor relations with bargaining unit employees governed by five applicable CBAs.
- Coaching and conflict management solutions including progressive disciplinary actions for salaried personnel.
- Conducted division audits to ensure HR programs are compliant under applicable laws and company guidelines.
- Responsible for recruitment and talent development efforts within division.



- Member of Corporate Legal Policy Advisory Committee charged with creating companywide policies for HR.
- Ensure government compliance, ADA, FMLA, COBRA, AAP, Worker's Comp, etc.

#### **Unified Western Grocers, Inc.**

- Supervise Human Resources functions for Northern California Division (Sales, Marketing, Operations and Administration).
- Maintain labor relations with bargaining until employees under six (6) applicable collective bargaining agreements.
- Coaching and conflict management solutions including progressive disciplinary actions for salaried personnel.
- Responsible for all recruitment and selection efforts for division.
- Ensure government compliance, ADA, FMLA, COBRA, Worker's Comp, etc.

#### **Professional Affiliations/Certifications**

- Certified Facilitator, Development Dimensions International (DDI)
- Professional In Human Resources (PHR)
- Society in Human Resources Management (SHRM)

#### **Education**

- B.S., Business Administration; Management with emphasis in Human Resources, California State University, Stanislaus, Turlock, CA

### **Justin Tucker, M.A.**

#### **Profile**

Mr. Tucker is an HR Consultant with CPS HR Consulting. He has a Master's Degree in Industrial & Organizational Psychology with vast experience in surveys, job analysis, need analysis, statistical procedures, and program evaluation.

#### **Employment History**

- HR Consultant, CPS HR Consulting
- Industrial Psychologist, FedEx Freight
- Assessment & Development Spct, Personnel Board of Jefferson County, AL
- Training & Development Intern, Biltmore Estates

### **Professional Experience**

- Plan and utilize applied industrial psychology methodology (e.g., surveys, job analyses, need analyses, statistical procedures, and program evaluations).
- Assist with the design, development, and implementation of content valid performance management and selection procedures.
- Assist in the research, design and implementation of training/education in HR procedures including assessment, selection, and performance management.
- Perform statistical analyses and interpret data for a various human resource issues (e.g., employee survey results, AI analysis).
- Participate in or coordinate projects and/or Subject Matter Expert teams working to resolve specific human resources issues.
- Update policies, procedures, and intranet sites needed in the areas of assessment, selection, performance management, training, and testing.
- Conducted job analyses by gathering background information, meeting with subject matter experts, and collecting and analyzing data in order to define job domains (e.g., work behaviors, tasks, and KSAs).
- Developed legally defensible and content valid selection tools (e.g., structured interviews, work samples, minimum qualifications) based on job analyses.
- Assisted in yearly Classification and Compensation survey of jobs by conducting job analyses and desk audits to identify and document changes in work tasks, and to determine if employees are properly classified.

### **Education**

- M.A., Industrial and Organizational Psychology, Western Kentucky University, KY
- B.A., Psychology, University of Alabama, AL

## **Sarah Williams**

### **Profile**

Ms. Sarah Williams has been an Administrative Technician with CPS HR Consulting's Licensure and Test Development Department for five years and has recently transferred to Classification and Compensation. She brings a total of 14 years in administrative, technical and operations support to the Classification and Compensation team.

### **Employment History**

- Administrative Technician, CPS HR Consulting
- Information Agent, FedEx

- Senior Customer Service Agent, FedEx
- Administrative Assistant, TritonX

#### **Professional Experience**

- Assisted in conducting licensure and certification test development and test administration for large scale State, Federal, and Certification programs. The services performed include preparing job analysis materials, recruiting and managing Subject Matter Experts, scheduling test development panels, item development, exam construction, standard setting, and technical report preparation.
- Analyze technical constraints in software and existing systems, processes, and procedures in order to plan, design, and implement customized solutions for client needs.
- Provided project management support including managing project timelines, coordinating staff, budget tracking and improving procedure and process efficiency and quality.

#### **Education**

- B.A., Organizational Communication, Minor in English, California State University, Sacramento

## About CPS HR Consulting

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CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. CPS HR was formed as a JPA public agency in 1985. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients for more than 31 years. The distinctive mission of CPS HR is to transform human resource management in the public sector.

With more than 115 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that dramatically transform public sector organizations to positively impact the communities they serve. CPS HR is headquartered in Sacramento, California, with regional offices in Littleton, Colorado and Austin, Texas.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet the City's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of classification and compensation, organizational strategy, recruitment and selection, and training and development.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a JPA, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.