



**RIO DELL CITY COUNCIL
VIRTUAL MEETING AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, OCTOBER 19, 2021
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL**

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

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

Due to the unprecedented public health threats posed by COVID-19 and the resultant need for social distancing, changes to the City Council meeting format are required. Executive Order N-25-20 and N-29-20 from Governor Gavin Newsom allow for telephonic Council meetings of the City Council and waives in-person accessibility for Council meetings, provided that there are other means for the public to participate. Therefore, and effective immediately, and continuing only during the period in which state or local public health officials have imposed or recommended social distancing measures, the Rio Dell City Council will only be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink channels on Cable TV.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda). Your comments will be read out loud, for up to three minutes.

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

Zoom Public Comment:

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- 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 allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

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 Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

- 1) 2021/1019.01 - Approve Minutes of the October 5, 2019 Regular Meeting **(ACTION)** 1
- 2) 2021/1019.02 - Adopt Resolution No 1507-2021 Approving Year-End Budget Amendments to the FY 2020-2021 Budget **(ACTION)** 14
- 3) 2021/1019.03 - Approve Declaration of City Vehicles and Equipment as Surplus and Authorize Staff to Proceed with Sale **(ACTION)** 18
- 4) 2021/1019.04 - Receive and File Check Register for September 28

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

1) 2021/1019.05 - City Manager/Staff Update **(RECEIVE & FILE)** 33

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2021/1019.06 - Second Reading (by title only) and Adoption of Ordinance No. 387-2021 Amending Section 2.60.030(4) of the Rio Dell Municipal Code Changing the Meeting Time for Regular Planning Commission Meetings **(DISCUSSION/POSSIBLE ACTION)** 41

2) 2021/1019.07 - Adopt Resolution No. 1506-2021 Authorizing Participation in the California Water and Wastewater Arrearages Payment Program and Authorizing the City Manager or Designee to Request Funding **(DISCUSSION/POSSIBLE ACTION)** 45

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, November 2, 2021 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 5, 2021**

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

ROLL CALL: Present: (Closed Session): Mayor Garnes, Mayor Pro Tem Johnson, Councilmembers Carter, Wilson and Woodall, City Manager Knopp, Community Development Director Caldwell, and City Attorney Gans

(Regular Meeting): Mayor Garnes, Mayor Pro Tem Johnson, Councilmembers Carter, Wilson and Woodall

Others Present: City Manager Knopp, Finance Director Dillingham, Chief of Police Conner, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, and City Clerk Dunham

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Gov’t Code §54956.9(d)(2) (e) (1): One Potential Case

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

The Council reconvened into open session at 6:30 p.m.

Mayor Garnes announced that there was nothing to report out of closed session.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on non-agenda matters. No public comments were received at this time.

CONSENT CALENDAR

Mayor Garnes asked if any councilmember, staff or member of the public, would like to remove any item from the consent calendar for separate discussion.

Councilmember Woodall removed Item 2, Resolution No. 1505-2021, from the consent calendar for separate discussion.

Motion was made by Johnson/Carter to approve the consent calendar including approval of minutes of the September 21, 2021 regular meeting. Motion carried 5-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Resolution No. 1505-2021 Declaring the Need for Virtual City Council and Commission Meetings During the Declared State of Emergency Pursuant to Government Code Section 54953 (AB 361)

Councilmember Woodall asked for clarification on AB 361 and asked if it just extends the exceptions to the Brown Act while meetings are held remotely or are if it extends the date to January 1, 2024. She said that it was her understanding that the Mayor had the authority to determine whether meetings were to resume in person or continue to be held remotely. She asked if the County were to lift the mask requirements, if the City Council would be allowed to resume meeting in person prior January 1, 2024.

City Clerk Dunham explained that basically what AB 361 does, is that it extends exceptions to the Brown Act teleconferencing requirements to January 1, 2024 during a declared state of emergency and when state or local health officials have imposed or recommended measures to promote social distancing.

She said that the main exemptions from the Brown Act requirements are that the City does not have to provide a physical location for each of the Councilmembers of where they are meeting remotely. In addition, the Council cannot require public comments to be submitted in advance of the meeting, although they can allow them to be provided prior to the meeting as an option.

If the state of emergency remains active for more than 30 days, the Council must make certain findings, by majority vote to continue using the bill's exemptions to the Brown Act teleconferencing rules. The findings are that 1) the Council has reconsidered the circumstances and determined that the state of emergency continues to directly impact the ability of members to meet safely in person or 2) the state or local officials continue to impose or recommend social distancing measures.

As such, provided the emergency still exists, the matter will come back to the Council at the November 2, 2021 regular meeting for further consideration.

Mayor Garnes called for public comment on the proposed Resolution. No public comment was received.

Motion was made by Woodall/Johnson to approve *Resolution No. 1505-2021 Declaring the Need for Virtual City Council and Commission Meetings During the Declared State of Emergency Pursuant to Government Code Section 54953 (AB 361)*. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and noted that during the week of October 11, 2021, a sidewalk assessment survey would be done with the focus on the downtown area from Davis Street to the Eagle Prairie Bridge. He said that the cost would be funded through SCORE, the City's risk provider. Staff would provide information to Council in terms of existing sidewalks and needed repairs at a subsequent meeting.

He also reported that staff scheduled street sweeping for October 15, 2021, and urged residents to not park on Davis Street or Wildwood Avenue on that morning. He noted that there may also be some street sweeping on portions of Rigby Avenue as well as Belleview Avenue and some of the other larger streets in the City.

He added that staff met with prospective contractors for the City Hall Solar Project and was pleased to have multiple vendors expressing interest in the project.

Councilmember Carter asked if staff needed help with the sidewalk assessment and if she could participate.

City Manager Knopp explained that the assessment would be conducted by a third party, Precision Concrete. He said that they are doing some work in Humboldt County so the opportunity presented itself for the City to get it done. He said that the exact date is unknown but he would let her know once he receives the date.

Mayor Pro Tem Johnson said that he understood the City Manager contacted the school regarding the agreement between the City and the Rio Dell School District and asked if there was any movement in that regard.

City Manager Knopp indicated that he followed up with an email to the school district today and said that they are working on identifying a time to meet with their board. Once staff gets a response, he will try to set up a meeting with the Ad Hoc committee.

Councilmember Wilson asked for an update on the Todd property.

City Manager Knopp reported that staff was in the process of seeking an appraisal of the property with the permission of the property owner.

Mayor Garnes referred to the Public Works Water Update and asked what SCADA stands for.

Water Superintendent Jensen said that the Scada System is the monitoring system that tracks the levels of the water tanks.

Councilmember Wilson said that SCADA stands for "Supervisory Control and Data Acquisition."

Mayor Garnes called for public comment on the Staff Update. No public comment was received.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Unmet Transit Needs Public Hearing

City Clerk Dunham provided a staff report and said that this is the City's annual public hearing on unmet transit needs. Each year HCAOG is required to conduct a citizen participation

process to identify any “unmet transit needs” within Humboldt County. This process is required prior to allocation of TDA funding the following fiscal year. All comments deemed to meet the definition of an unmet transit need will then be analyzed to determine if the need is “reasonable to meet.”

She explained that in addition to the County unmet transit needs hearing, HCAOG recommends each entity conduct a separate public hearing to receive public comments specific to their jurisdiction. TDA funds must be allocated first to unmet transit needs, which are found to reasonable to meet within a jurisdiction, before any remaining funds can be allocated for non-transit purposes such as bicycle and pedestrian facilities or streets and roads.

She said that Stevie Luther from HCAOG was present to answer any questions regarding the process.

Stevie Luther addressed the Council and provided a brief overview of the process.

Mayor Garnes opened the public hearing to receive public comment on unmet transit needs. No public comment was received and the public hearing was closed.

Staff agreed to send a letter to Humboldt County Association of Governments (HCAOG) relaying that no public comments were received during the public hearing.

Senate Bill 307 Related to Rail Rights-of-Way North of Willits Along the Old North Coast Rail Authority Line

City Manager Knopp provided a staff report and said that at the September 21, 2021 Council meeting, it was requested by Councilmember Wilson with the consensus of the Council to place an item on the agenda for discussion related to SB 307, a bill submitted by Senator McGuire that aims to prevent the rehabilitation of the old North Coast Rail Authority (NCRA) line for train service.

He said as the Council is well aware, there were many decades of attempts to restart rail service on the 300-mile stretch of the Northwestern Pacific Railroad which at one point ran from Marin County to Eureka.

Senator McGuire, back in 2018 introduced the Great Redwood Trails Act (SB 1029) which is a bill to convert the publicly owned line into a destination for bikers and hikers. In August, 2021, a filing before the Surface Transportation Board by a newly formed corporation called the North Coast Railroad Authority objected to the efforts to move The Great Redwood Trail forward and alleged that they intended to rebuild the dormant rail line.

He said that from some reporting, it appears that it is potentially coal interests from Wyoming that are interested in this activity so the suspected use for this transportation rehabilitation of the rail line is potentially involved with moving coal to the port of Humboldt for exportation to East Asia. SB 307 seeks to make alterations to state law to prevent that from occurring.

City Manager Knopp advised the Council on today's action by the Board of Supervisors on the unanimous vote to adopt a Resolution titled "Declaration of the County's Opposition to Potential Coal Export Through Humboldt County and Reaffirming Support for The Great Redwood Trail."

Councilmember Woodall asked if the rail service were to be restored, if it could be used for other purposes other than for exporting coal.

City Manager Knopp noted that in theory, the rail line could be used for multiple purposes.

Councilmember Wilson thanked staff for reporting on the Board of Supervisors declaration opposing the potential export of coal through Humboldt County and their support for The Great Redwood Trail. He pointed out that the cost for rehabilitation of the rail line is beyond comprehension. He commented that AB 307 specifically calls out that state funds cannot be used as part of this if it relates to coal. If it were to be used for something other than coal, then funds might be available but it specifically targets the idea that coal proposals would need to come through the county which he believes would be a bad idea.

Councilmember Carter felt that rehabilitation of the rail line was probably not a good idea and definitely not a good idea for the export of coal.

Mayor Pro Tem Johnson said that he fully supported SB 307 stating that it is the right direction for the state of California to go and as far as a north/south rail line, an estimate of \$3.4 billion was given which is absolutely monstrous, not to mention the environmental damage and timeline to remove the line.

Mayor Garnes also expressed support for SB 307 and suggested the Council support the bill in the form of a letter.

Motion was made by Garnes/Johnson directing staff to draft a letter in support of SB 307 and authorizing the Mayor to execute the letter. Motion carried 5-0.

Review 5-Year Streets Plan and Authorize City Manager to Execute Agreements with GHD and Whitchurch Engineering for 2022 Streets Projects totaling \$87,000

City Manager Knopp provided a staff report and said as the Council may recall, during the priority setting session for the FY 2020-21 budget, the Council identified Street Planning and Implementation as the top priority. A preliminary 5-year streets plan was then adopted, targeting streets where underground infrastructure was not anticipated to need replacement in the near future.

He said that the summer of 2021 was the first year for the implementation of the program with the largest self-funded street projects completed in recent years. In the past, the City has largely relied on grant funding. He said that the City is in a position financially where it can make these investments into some of the deferred maintenance. Again, this year the City had an expenditure in the amount of \$450,000 for street work, primarily on Eeloa, Ogle, Spring,

River, Butcher and Dixie Street. In addition, significant drainage and wastewater enhancements were conducted on Ogle/Spring Street areas as well as Rio Dell Avenue.

For the upcoming 2022 streets projects, it was recommended to include additional improvements to the Ogle drainage system, and overlay/grinding of Riverside, Cherry Lane and Orchard. In addition, the plan includes regional slurry sealing on various streets and some design work to be performed on Blue Slide Road and the Northwestern Avenue/US 101 interface for future projects.

City Manager Knopp referred to page 53 of the Council packet showing a summary of the work to be completed under the 5-Year Streets Improvement Plan. Items highlighted in yellow represented proposed streets projects for 2022 which included the following:

- Culvert and Drainage Assessment/Repair – Blue Slide Rd. and Upper Monument
- DI Upgrades – Edwards Dr.
- Regional Slurry Seal Program – Various areas within the Avenues
- Ogle/Belleview Drainage Access/Construction
- Drainage Plan Prep – Riverside: Miller Ct. to Eagle Prairie
- Grind and Pave – Riverside: Miller Ct. to Eagle Prairie
- Grind and Pave and DI's – Cherry-Orchard Loop
- US 101 and Northwestern Interface – Northwestern Ave.

He commented that staff feels confident that Caltrans will be a good partner in terms of helping the City solve the Northwestern Interface problem for the long term.

He said that in order to accomplish this plan, staff will need the assistance of some engineers. A proposed scope for the 2022 Rio Dell Road Improvement Plan was presented by GHD at approximately \$36,000. In addition, staff proposed engaging the services of Whitchurch Engineering related to drainage prep work for potential cost of up to \$51,000 which includes interfacing private property.

He said that this is the initial step to allow the City to get started and as it gets closer to project fruition, staff will have better cost estimates. If the costs over exceed the budget, the projects could be cut back or the budget could be amended if the Council wants to expand the scope of work.

He then reviewed the projects that have been completed on the 5-Year Plan thus far.

When tallying all the costs for the 2021 streets projects, the probable total costs was around \$465,000. For next year, the preliminary costs associated with the projects proposed for 2022 are somewhere around \$700,000 with another record expenditure in terms of investing in streets.

Councilmember Wilson commented that staff provided a very good update and said that he was glad that Blue Slide Road is one of the areas identified for repair.

OCTOBER 5, 2021 MINUTES
Page 7

Councilmember Carter noted that she hears compliments from people on how good the streets are looking and thanked staff for making it possible.

Mayor Pro Tem Johnson commented that he got on the City Council nine years ago with the desire to see the water, sewer and streets well-funded. He said that the City has come a long way in that nine-year period and that he is pleased to see the actions taken in that regard. This proposal represents a 67% increase over what the Council designated. The word "robust" hardly does justice to what is being proposed.

He referred to page 59 of the Council packet under item (10) of the Whitchurch Engineering Agreement which stated: "All documents created by the Consultant shall remain the property of the Consultant." He said that normally plans and specs are transmitted to the City electronically and in paper form.

City Manager Knopp explained that the last part of the sentence was cut off and that it should read: "until accepted by the Client" so all the documents remain theirs until accepted by the City which is pretty standard language. He noted that the language will be corrected prior to executing the agreement.

Councilmember Woodall asked if the sections of the avenues for slurry seal had been identified.

City Manager Knopp indicated that those street sites had not yet been identified and that is an item that will be coming back to the Council where staff will present the proposed slurry seal work. As of now, it is very preliminary in identifying who is going to participate in the Regional Slurry Seal Program and roughly how much money the entities have. He said that he and Streets Superintendent Jensen are currently looking into doing some prep work on the streets targeted for slurry seal.

Councilmember Woodall said that on Riverside Dr. the plan is to patch and slurry seal Riverside North and noticed that on Riverside at Miller Ct. some drainage work is anticipated. Does that mean that no drainage improvements are needed on Riverside North?

City Manager Knopp noted that the drainage problems are not as severe on the north end as the southern end of Riverside but Riverside North is one of the areas they will be looking at over the next couple of years to identify exactly what needs to be done there. The idea was to chip seal or slurry seal that area for a relatively low cost but staff hasn't gotten to the point where there is a definitive plan on what needs to happen there.

Councilmember Woodall thanked staff for getting the streets improved and as Councilmember Carter said, people are noticing.

Mayor Garnes called for public comment. No public comment was received.

Motion was made by Johnson/Carter to authorize the City Manager to execute agreements with GHD and Whitchurch Engineering for the 2022 Streets Projects totaling \$87,000. Motion carried 5-0.

Appointment of Two Members of the City Council to an Ad Hoc Committee Related to the Development of a Façade Improvement Program

City Manager Knopp provided a staff report and explained that as part of the City's Economic Development Plan and the current Immediate Action Plan (IAP), the Council adopted the development of a Façade Improvement Program as a high priority. He said that he and the Community Development Director have been working with the City Attorney to determine the best path in moving forward with a Façade Improvement Program. Staff's recommendation is to appoint two members of the Council to an Ad Hoc Committee to help refine and develop a proposal to submit to the City Council. He reminded the Council that a couple of years ago, the Council set aside \$300,000 in the budget for these types of economic development projects. He noted that even a few facades would be a great and recognized improvement to the downtown and it ties into some of the public benefits such as removal of blight and the connection between blight and crime and the need for revitalization of the commercial core of the City.

Councilmembers Woodall and Carter were appointed to the Façade Improvement Program Ad Hoc Committee.

Discussion on Crossing Guard Sentry Box Located on the Corner of Wildwood and Center

City Manager Knopp provided a staff report and said that the City is engaging efforts to remove blight in the City and the police department now has a full-time Community Service Officer to work on these issues. One issue that has been identified is the small red crossing guard/sentry box located on the corner of Center and Wildwood Ave. He said that it was originally used by the crossing guard during increment weather as a shelter while waiting to walk kids going to and from school. The shelter has not been utilized for many years since installation of the electronic crossing guard (flashing crosswalk). The sentry box is beginning to deteriorate and is in need of repair or possible removal.

He noted that ownership of the structure is not clear as there is nothing in writing specifically identifying that any one group is responsible for the repair of the box. Ultimately it becomes the responsibility of the City because it is located within the City right-of-way. Staff is seeking direction from the Council to either have the sentry box repaired or removed in its entirety. He indicated that the repairs would be relatively inexpensive consisting of the replacement of a couple boards and paint which could be done by a local handyman or contractor.

Mayor Pro Tem Johnson said that since the sentry box has not been used for several years, he sees no need to have it there suggesting it be removed.

Councilmember Woodall said that she finds it to be cute, noting that it provides a place for people to sit while on a walk. She said that she would however, agree with what the majority of the Council wants to do.

Councilmember Wilson said that it makes sense to remove it but he also sees Councilmember Woodall's point as it makes a nice stopping place for pedestrians when it's raining.

Councilmember Carter agreed that the sentry box is cute but could see it being used by some people as a bathroom which we don't need.

Mayor Garnes said that she had a suggestion given to her to utilize the sentry box for a free library like there are in neighborhoods where people could pick up book and return books.

Mayor Garnes called for public comment on the matter.

City Clerk Dunham said that she received one public comment which she then read for the record. It was from Steve and Sharon Wolff and included with these minutes as Attachment 1.

Councilmember Woodall said that she liked the idea of a library box and asked if that is something that could be further explored, perhaps referring it to the Beautification, Walkability and Pride Committee.

Mayor Pro Tem Johnson commented that the Scotia CSD has a free community library and suggested as part of the review, that the committee look at that library or contact someone involved.

Motion was made by Woodall/Carter to refer the matter to the Beautification, Walkability and Pride Committee with the committee reporting back to the Council. Motion carried 5-0.

Discussion on City's Horse Regulations

Community Development Director Caldwell provided a staff report and said that at the meeting of September 21, 2021, the Council requested that staff review any local regulations related to horses on sidewalks. He then reviewed Chapter 6, Animal Care and Control, Section 6.05.120(1) of the Rio Dell Municipal Code which contained provisions related to horses on public streets, sidewalks and alleys. The code read as follows:

- *Horses – No person shall drive, ride, lead or tie an animal on any sidewalk or allow any animal attached to any vehicle to stand across or on any crossing of any street or sidewalk or allow any animal upon a public street or alley without being securely tied or under the control of its owner or manager, or stake out any animal in the public streets or parks for the purpose of allowing the animal to graze or any other purpose.*

He noted that one of the issues associated with horses on public streets or sidewalks, is the potential deposit of fecal matter. He said that this is not addressed in the City's horse regulations however, Section 6.05.050(22) of Chapter 6 does address dog fecal matter.

He said that the regulations could be modified to say that horses are not allowed on city streets or sidewalks or to require that all deposited fecal matter be picked up, although it would be difficult to enforce.

Councilmember Wilson asked for clarification that horses are not allowed on sidewalks.

Community Development Director Caldwell said that basically what the code says is that horses are not allowed on sidewalks.

Councilmember Wilson commented that he would like to see it stated that it is wrong to leave fecal matter on the sidewalks or streets even if it's hard to enforce.

Councilmember Carter suggested modifying Section 6.050.050(22) to read: "No owner shall permit his dog *"or any animal"* to deposit fecal matter on property, other than his or her own, unless such owner shall cause the fecal matter to be removed immediately and properly disposed of. She also suggested something to that affect be put in a city newsletter.

Councilmember Woodall said that she thought the current regulations are adequate and said that she rarely sees horses on sidewalks in the City.

Mayor Pro Tem Johnson commented that 43 years ago, his daughter acquired a horse which she road all over town. He said that he would be against prohibition of horses on city streets. He did agree that it would be good to remind horse owners to be considerate and clean up horse droppings.

Mayor Garnes said that she liked the idea of putting a reminder in the newsletter and maybe even insist they attach an under-the-tail bag since someone riding a horse would not likely have a shovel with them.

Consensus of the Council was to leave the regulations as they are with a reminder in a city newsletter.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Introduction/First Reading (by title only) of Ordinance No. 387-2021 Amending Section 2.60.030(4) of the Rio Dell Municipal Code Changing the Meeting Time for Regular Planning Commission Meetings

Community Development Director Caldwell provided a staff report and said that the Planning Commission previously discussed changing their meeting time from 6:30 p.m. to 6:00 p.m. However, Commissioner Wilson was unable to meet at 6:00 p.m. because of her work schedule. Since then, Commissioner Wilson retired and is now available to meet at 6:00 p.m. At their September 28, 2021 meeting, the Planning Commission voted unanimously to change the regular meeting time from 6:30 p.m. to 6:00 p.m.

Staff's recommendation was to introduce Ordinance No. 387-2021 amending Section 2.60.030(4) of the Rio Dell Municipal Code changing the Planning Commission's monthly regular meeting from 6:30 p.m. to 6:00 p.m. and to continue consideration, approval and adoption of the ordinance to the next regular meeting of October 19, 2021 for its second reading and adoption.

Mayor Garnes opened the public hearing to receive public comment on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Johnson/Woodall to introduce Ordinance No. 387-2021 amending Section 2.60.030(4) of the Rio Dell Municipal Code changing the Planning Commission's monthly regular meeting from 6:30 p.m. to 6:00 p.m. and to continue consideration, approval and adoption of the ordinance to the next regular meeting of October 19, 2021 for its second reading and adoption. Motion carried 5-0.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson announced that he would be out of town and unable to attend the October 19, 2021 regular City Council meeting or the next HCAOG meeting.

Councilmember Woodall asked for the date of the next HCAOG meeting so she could attend as alternate on the Board.

Mayor Pro Tem Johnson commented that the meetings are held on the third Thursday, (the next meeting being October 21, 2021) and held in person in the Eureka City Council Chambers.

Councilmember Wilson reported that the opening of the CRV redemption center in Arcata targeted for October 1, 2021 was delayed until November 1, 2021.

Councilmember Carter reported on her attendance at the September 27, 2021 RREDC meeting and said that they heard from the Director of Economic Development from the County of Humboldt and that they are looking at proposing a Samoa Peninsula Enhancement Infrastructure Finance District which sounds interesting. The website for anyone interested in this proposal can go to www.gohumbo.com where there is a link to access information.

She also reported on her attendance at the Cal Cities Annual Conference in Sacramento on September 22-24, 2021 and said that it was a great experience and highly motivational and was looking forward to attending future conferences.

Mayor Garnes announced that the first meeting of the Beautification, Walkability and Pride Committee was scheduled for the following night (October 6, 2021 at 6:30 p.m.). The purpose of the meeting would be for member introductions and setting up ground work for the committee. She noted that there would be a webinar on Thursday, October 7, 2021 on the Clean California Grant Program and that all committee members were encouraged to attend.

She also reported that her year as President of the Cal Cities Redwood Empire Division comes to an end on Thursday with the installation of new officers. She said that it has been a great experience and said that she was looking forward to continue working with them.

ADJOURNMENT

Motion was made by Johnson/Wilson to adjourn the meeting at 7:49 p.m. to the October 19, 2021. regular meeting. Motion carried 5-0.

Attest:

Debra Garnes, Mayor

Karen Dunham, City Clerk

10/3/21

To be read for Public Comments on agenda item O-5 Discussion on Crossing Guard Sentry Box located on the corner of Wildwood and Center:

We wanted to make sure the public record for this agenda item included the history of why that crossing guard sentry box was installed at that location without a proper foundation and unclear ownership.

Around 2004, we were forced to fight the city and Redwood Community Action Agency over their administration of the CDBG First-Time Homebuyers program after we had bought a fixer-upper in Rio Dell. The series of events and the battle over trying to get the foundation to the house and structure beams repaired is well documented at our web-site, www.riodelltimes.com. During the dispute, RCAA's project manager Larry Miller, their designated contractor Joe Buccola, the city and their building inspector Arnie Kemp were attempting to force cosmetic only repairs to our house despite extensive known structural failures. As part of that cosmetic work, they purchased a supply of Hardi-plank siding with the intent of covering the original redwood shiplap siding on the house – one of the few nice features of this house at that time. We resisted and the Hardi-plank was returned.

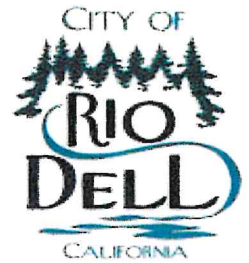
That Hardi-plank was then used to build the Crossing Guard Sentry Box – not as a safety feature for the crossing guard but as a city sanctioned “screw you” to our family and anyone else complaining about misappropriation of funds. Then building inspector Arnie Kemp and others constructed the shelter, apparently without a proper concrete foundation which is ironic considering the fact that Mr. Kemp ignored the failing foundation and structure beams on our home in the first place.

The ownership of the shelter is in question, according to the agenda item, because at that time those connected with city hall didn't need to bother with things like ownership or permits. The gool ol' boys ran the city and did whatever they liked without fear of any repercussions. A few things have changed for the better since then, thankfully. It is important to recognize the history and record it for future generations in order to learn from the past. The shelter was never designed and built as a safety feature for a crossing guard and it should be removed entirely at this point.

Perhaps the people that put it there in the first place, without ownership or permits, should be asked to contribute to the costs of repair or removal.

Thank you,

Steve and Sharon Wolff



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

October 19, 2021

TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager

FROM: Cheryl Dillingham, Finance Director *CD*

SUBJECT: Adoption of Resolution No. 1507-2021 for Year-End Budget Amendments

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1507-2021 for year-end budget amendments to the Fiscal Year (FY) 2020-21 Budget.

BACKGROUND AND DISCUSSION

The recommended budget amendments for FY 2020-21 are needed to cover unanticipated costs that exceeded budget appropriations as follows:

- The City Manager (02) budget needs an increase of \$8,678 to cover COVID-19 related expenditures that are reimbursable through the CARES Act.
- The General Fund (00) General Purpose budget needs an increase of \$10,020 to cover COVID-19 related expenditures that are reimbursable through the CARES Act.
- The General Government (06) budget requires an increase of \$445 for legal costs, excess appropriation in Finance (03) are available to transfer.
- A supplemental budget for Measure Z of \$12,563 is being done because the County did not approve the City's application until January 2021.
- There were unbudgeted funds (\$3,537) remaining in a Police (07) grant fund that were expended on equipment.
- Recycling (04) funds (\$5,000) that are passed through to Humboldt Waste Management Authority were not included in the budget.
- The Sewer Capital fund needs an adjustment of \$8,035 to cover boiler repairs.
- Sewer Operations (08) maintenance costs were \$15,500 over due to boiler/sludge dryer maintenance costs.
- Design costs for the Dinsmore tank water line upgrades (\$665) were not included in the adopted budget.

- TDA fund Facilities and Grounds (19) needs an increase in appropriations of \$4,145 to cover costs for FY 2020-21; there are additional revenues available to cover the increase.
- The CDBG fund needs an increase of \$3,250 for unanticipated expenses; there are revenues available from interest on loans to cover the costs.

The requested action is recommended to provide sufficient appropriations to cover actual expenditures that occurred in FY 2020-21.

///



RESOLUTION NO. 1507-2021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
FOR YEAR-END BUDGET AMENDMENTS
TO THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, the City adopted Resolution 1453-2020 establishing the City’s Operating and Capital Budget for Fiscal Year (FY) 2020-21; and

WHEREAS, the budget is an estimated fiscal plan that now requires adjustments to expenditure appropriations to align the budget with actual year-end financial activities for FY 2020-21; and

WHEREAS, all adjustments in excess of \$10,000, any transfers between budget units within the same fund and increases to the overall budget must be approved by the City Council;

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2020-21 Budget as follows:

FUND		DEPARTMENT	INCREASE/ (DECREASE)	REASON FOR BUDGET ADMMENDMENT
Expenditures:				
5104 02 000	General Fund	City Manager	1,162	Printing - COVID expense
5112 02 000	General Fund	City Manager	1,858	Legal - COVID expense
5115 02 000	General Fund	City Manager	2,015	Engineering
5119 02 000	General Fund	City Manager	110	Safety Supplies - COVID
5173 02 000	General Fund	City Manager	3,533	Computer - COVID expense
5115 00 000	General Fund	Misc	10,020	CARES Act expenditures
5112 06 000	General Fund	General Government	445	Legal costs more than budgeted
5110 03 000	General Fund	Finance	(445)	Accounting costs lower than budgeted due to no single audit
5026 07 044	Measure Z	Police	12,563	Measure Z Grant approved mid-year by County
5119 07 046	Grant	Police	1,730	Safety Supplies close fund
5139 07 046	Grant	Police	1,807	Equipment close fund
5115 04 074	Recycling	Recycling	5,000	Pass through to HWMA
6200 14 052	Sewer	Capital Projects	8,035	Boiler Repair
6500 14 052	Sewer	Capital Projects	(8,035)	Unused I & I funds available to transfer
5135 08 050	Sewer	Sewer Operations	15,500	Maintenance
5115 08 050	Sewer	Sewer Operations	(15,500)	Transfer unspent funds
6500 14 064	Dinsmore	Capital Projects	665	Dinsmore tank water line upgrades design
5000 19 024	TDA	Facilities & Grounds	2,355	Cover overage
5040 19 024	TDA	Facilities & Grounds	1,000	Cover overage
5135 17 024	TDA	Facilities & Grounds	790	Cover overage
5115 06 039	CDBG	General Government	1,750	CDBG expenses not budgeted
5135 06 039	CDBG	General Government	1,500	CDBG expenses not budgeted
TOTAL			47,858	
Revenues:				
4716 00 000	General Fund	Revenue	18,698	CARES Act
4045 024 000	TDA Fund	Revenue	4,145	TDA revenue received over budget
4747 00 044	Measure Z	Revenue	12,563	Measure Z Grant approved mid-year by County
4310 00 039	CDBG	Revenue	3,250	CDBG interest revenue not budgeted
4654 00 064	Dinsmore	Revenue	665	Increased development fees
3010 00 046	Grant	Revenue	3,537	Available fund balance
4746 00 074	Recycling	Revenue	5,000	Unbudgeted recycling revenue
TOTAL			47,858	

PASSED AND ADOPTED by the City Council of the Rio Dell on this 19th day of October 2021, by the following vote:

Ayes:

Noes:

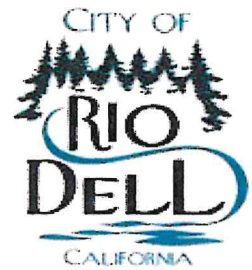
Abstain:

Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



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

October 19, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Declaration of City Vehicles and Equipment as Surplus

IT IS RECOMMENDED THAT THE CITY COUNCIL:

That the City Council declares the following vehicles and equipment as surplus and authorizes staff to sell said items at auction or directly to other public agencies:

- 1.) 1995 Ford F350 Utility Truck, VIN 2FTHF36G2SCA06739
- 2.) 1988 Koehring LRT110, 7.5 Ton Rough Terrain Crane, US Military Surplus VIN 98466
- 3.) 1993 GMC Sonoma Light Utility Truck, VIN 1GTCS1923P0515843
- 4.) 1997 Clark CGP 25 (LP) Forklift, VIN P365L-0858-9397FB

BACKGROUND AND DISCUSSION

On August 17, 2022 the City Council declared a 2014 Ford Interceptor as surplus. Staff is recommending the addition of 4 vehicles/equipment that are surplus to the needs of the City.

///

2021 Surplus Auction

City of Rio Dell

Year: 1995

Make/Brand: FORD

Model: F350

VIN/Serial: 2FTHF36G2SCA06739

Miles/Hours: 150,000 +

Condition Description: Good. Runs. UTILITY BED



2021 Surplus Auction

City of Rio Dell

Year: 1988

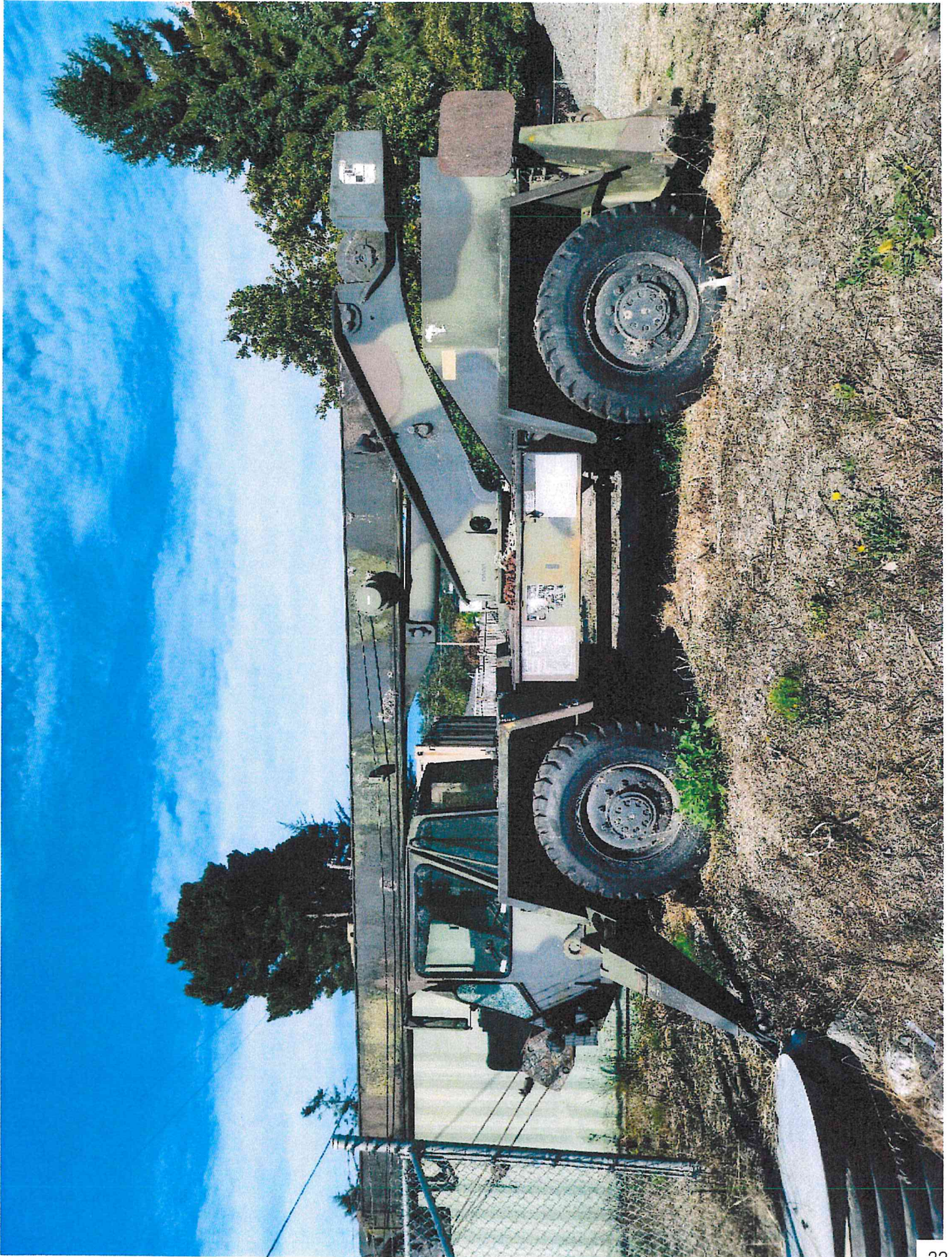
Make/Brand: KOEHRING LRT110

Model: 7 1/2 TON ROUGH TERRAIN CRANE

VIN/Serial:

Miles/Hours: 298.97 Hours

Condition Description: RUNS. NEEDS BATTERY.



2021 Surplus Auction

City of Rio Dell

Year: 1993

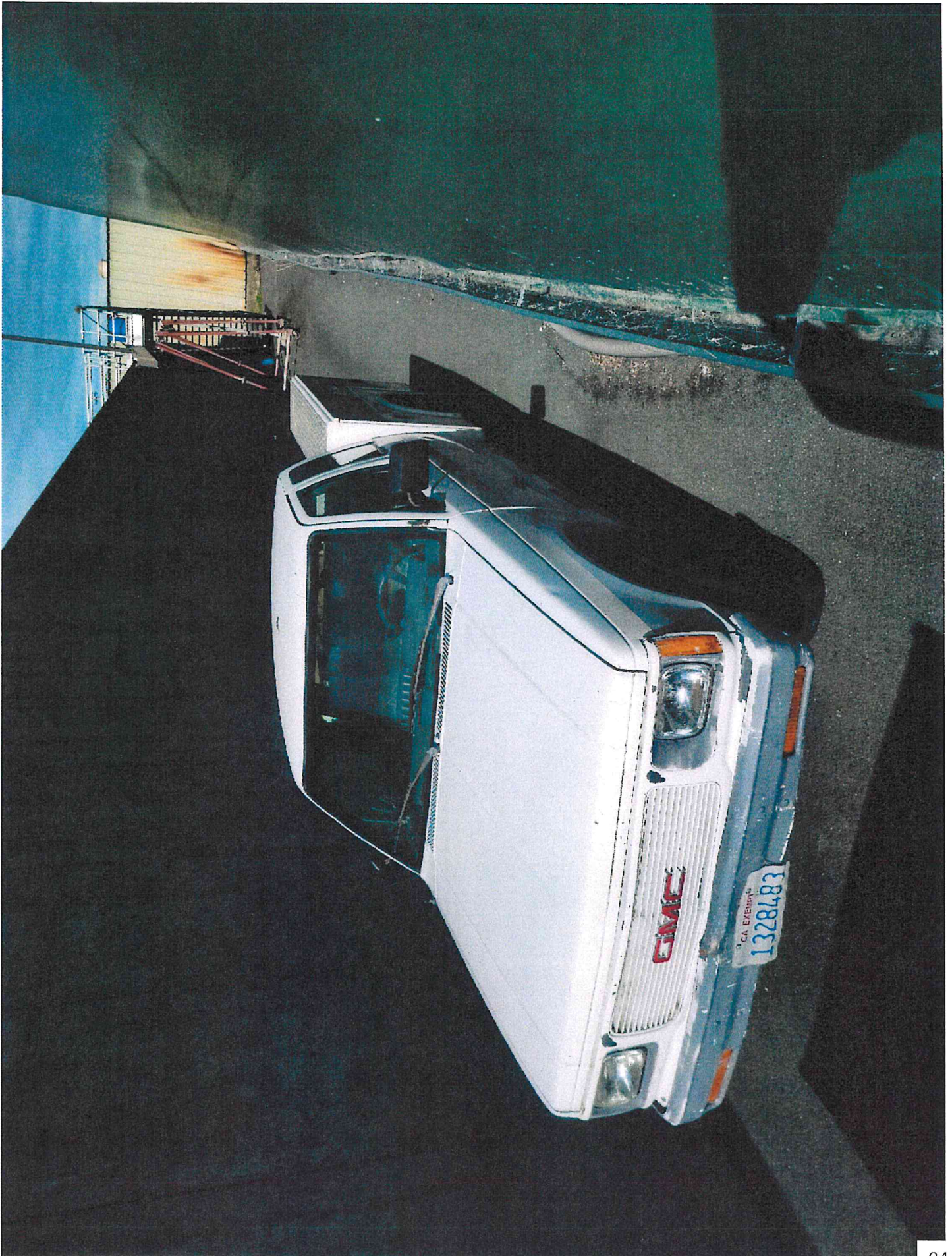
Make/Brand: GMC

Model: SONOMA

VIN/Serial: 1GTCS19Z3P0515843

Miles/Hours: 100,000 + (BROKEN ODOMETER)

Condition Description: RUNS, OVERALL GOOD CONDITION, SMOKES AT STARTUP.



2021 Surplus Auction

City of Rio Dell

Year: 1997-2002

Make/Brand: CLARK

Model: CGP 25 TYPE LP

VIN/Serial: P365L-0858-9397FB

Miles/Hours: 8454.9 Hours

Condition Description: NEEDS BATTERY - IS OPERATIONAL.



2021 Surplus Auction

City of Rio Dell

Year: 2013

Make/Brand: Ford

Model: Police Interceptor

VIN/Serial: 1FM5K8AR3EGA60098

Miles/Hours: 107,481

Condition Description: Fair ~~by~~ Turn signals had ~~no seat, but we have it~~
Bank seat uninstalled.

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

Ref#	Date	Vendor	Description	Amount
10349	9/02/2021	[3975] AT&T - 5709	FAX LINE EXPENSES FOR AUGUST 2021-PD & CITY HALL	56.29
10350	9/02/2021	[6969] LIAM J BURNS	TRAINING EXPENSE	226.05
10351	9/02/2021	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR JULY 2021	35.00
10352	9/02/2021	[2405] FORTUNA ACE HARDWARE	LED SOLR MOTION 600L WH, RETURNED LED SOLR MOTION 600L WH	151.88
10353	9/02/2021	[5052] GHD, INC	Basis of Design & Implementation Plan for Douglas Tank to Dinsmore Tank Waterline Improvement Project	664.50
10354	9/02/2021	[4922] GRUNDMAN'S SPORTING GOODS INC.	Two cameras	304.47
10355	9/02/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, ANTIBAC SOAP, HARDWIND CASC 8"X600	99.73
10356	9/02/2021	[5934] NORTH COAST JOURNAL	Management Analyst I/II Help Wanted Section, Management Analyst I/II NCI.com Occupation Destination, Management Analyst I/II for NCI.com Top Ads, Management Analyst I/II North Coast Journal Section Employment	273.00
10357	9/02/2021	[2569] NORTH COAST LABORATORIES, INC.	Purgeables by GC/MS	425.00
10358	9/02/2021	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	Prepared Annual Labor Compliance Report	75.00
10359	9/02/2021	[4393] NYLEX.net. Inc.	Samsung TDSourcing SSD 2TB SATA 6GB	715.10
10360	9/02/2021	[6349] RECOLOGY EEL RIVER	Garbage Bags Month of August 2021	69.50
10361	9/02/2021	[2659] RIO DELL PETTY CASH	Petty Cash for Month of August 2021- Flash Drive, Oath & Bond for Notary, Padlock for Evidence Storage	95.76
10362	9/02/2021	[2668] RWS SERVICES	VHF Portable Radio, Battery, STD Antenna, Charger, Speaker/Microphone, Conv License Key	2,792.99
10363	9/02/2021	[2693] SHELTON'S AUTO LUBE	Full Oil Change Service with Oil Filter and Extra oil. Ford Taurus License Plate 1523876	61.85
10364	9/02/2021	[3112] SIX RIVERS PORTABLE TOILETS LLC	HANDWASH UNIT RENTAL & 1 X WEEK (07/29/21-08/12/21) CLEANING SERVICE: 50 W CENTER ST, HANDWASH UNIT RENTAL & 1 X WEEK (07/29/21-08/12/21) CLEANING SERVICE: 675 WILDWOOD, HANDWASH UNIT RENTAL & 1 X WEEK (07/29/21-08/12/21) CLEANING SERVICE: 112 DAVIS ST, HANDWASH UNIT RENTAL & 1 X WEEK (07/29/21-08/12/21) CLEANING SERVICE: 225 WILDWOOD AVE	618.75
10365	9/02/2021	[6373] THATCHER COMPANY, INC.	Container Deposit Refund	2,402.22
10366	9/02/2021	[2750] USA BLUEBOOK	330 G TOTE SIERRA SANI-CHLOR 83000409 & CONTAINER DEPOSIT	142.14
10367	9/02/2021	[2787] WYCKOFF'S	Nalgene Heavy Duty Bottle, 2 pack, Manganese LR Reagent	74.57
10368	9/02/2021	[5381] ALTERNATIVE BUSINESS CONCEPTS	Drain Pipe Solid Flex, NDS Plug, NDS Grate, Univ Offset Adapter, NDS 2 Hole, PGJ Sprinkler	246.90
10369	9/02/2021	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR AUGUST 2021	246.90

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

Ref#	Date	Vendor	Description	Amount
10369	9/02/2021	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR SEPTEMBER 2021	5,766.66
10370	9/02/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 08/27/2021	150.00
10371	9/02/2021	[2386] EUREKA RUBBER STAMP CO.	Two 3/4x4 Name Plates (RUSSELL "CONAN" JOHNSON & MARY CLARK)	17.97
10372	9/02/2021	[6577] EVERBRIDGE, INC.	Nixle Engage - Q-60546	3,000.00
10373	9/02/2021	[2457] HUMBOLDT COUNTY CLERK-RECORDER	CDBG for 360 SEQUOIA AVE -APN 053-141-008	49.00
10374	9/02/2021	[6125] JAMES, SARAH & JEREMIAH	CUSTOMER DEPOSIT REFUND	152.76
10375	9/02/2021	[0911] TRACY LAZARUS	DEPOSIT REFUND, REFUND..Deposit Date: 12/19/01	177.54
10376	9/02/2021	[7203] LECHOWICZ & TSENG MUNICIPAL CONSULTANTS, LLC	Water/Sewer Rate Study	2,785.00
10377	9/02/2021	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for August 2021	1,900.00
10378	9/02/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS;CLEAN MOP HEAD	101.00
10379	9/02/2021	[6951] NARAYANA, LEENA	CUSTOMER DEPOSIT REFUND	166.50
10380	9/02/2021	[6100] NORTHERN CALIFORNIA GLOVE	6Boxes of Nitrile 8mil PF Gloves, 2Boxes of 600 Sparkplug Earplugs, 2 Tool Handz Plus XL Black, 6 Tool Handz Plus L Black, Med Sweatshirt, Large Sweatshirt	374.75
10381	9/02/2021	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR SEPTEMBER 15 THROUGH OCTOBER 15, 2021; AND SECURITY GATEWAY FOR PD	1,340.00
10382	9/02/2021	[6315] PROVIDENCE FAMILY PRACTICE	Adult HEP A & B Vaccine	155.00
10383	9/02/2021	[4338] QUILL CORPORATION	WeCare KN95 Mask, Black, 60-Pack, KN95 Mask, White, 10/pack	75.01
10384	9/02/2021	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR SEPTMEBER 2021	124.00
10385	9/02/2021	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR AUGUST 2021, LEGAL SERVICES FOR AUGUST 2021, LEGAL SERVICES FOR AUGUST 2021	2,465.50
10386	9/14/2021	[0576] 101 AUTO PARTS	Two Slide Terminals, Napa Battery, Core Deposit, CA Battery Environmental Fee, 4 in 1 Battery Brush, Latex Disposable Gloves, Lamp, Two cans Black Paint	219.43
10387	9/14/2021	[2102] JOHN D BEAUCHAINE	Reimbursement - Costco: 5 Totes	62.77
10388	9/14/2021	[5114] BEST BEST & KRIEGER LLP	LEGAL SERVICES THROUGH AUGUST 31, 2021	9,808.42
10389	9/14/2021	[7237] BPR CONSULTING GROUP	Rio Dell Flat Fee Plan Check for Pancoast	1,022.82
10390	9/14/2021	[2405] FORTUNA ACE HARDWARE	Utility Pump Kit	75.94
10391	9/14/2021	[5052] GHD, INC	SRTS Safety Improvement & Community Outreach Project	995.00
10392	9/14/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	Security System Sign Self Adhesive (HSV-201), Self drilling screw for new garbage cans, CHAPIN SureSpray 2gals, Plastic Insert Coupler 3/4"	51.21
10393	9/14/2021	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	21.00
10394	9/14/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	51.87

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

Ref#	Date	Vendor	Description	Amount
10395	9/14/2021	[5934] NORTH COAST JOURNAL	Employment Advertisement for Management Analyst I/II	217.00
			Employment Advertisement for Management Analyst I/II	
			Employment Advertisement for Management Analyst I/II	
10396	9/14/2021	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 6/30/2021 - 9/29/2021	98.11
10397	9/14/2021	[6349] RECOLOGY EEL RIVER	40 yd Debris Box for River Bar Cleanup	2,473.26
			30 yd Debris Box for Abatement at 66 Davis	
10398	9/14/2021	[6825] SUDDENLINK	INTERNET SERVICES SEPTEMBER 2021	900.00
10399	9/14/2021	[2779] WILDWOOD SAW	Chain Saw with 16 in bar & chain	206.14
10400	9/14/2021	[2787] WYCKOFF'S	PTFE Tape, Hose Adapter, Insert Adapter, Poly Male Adapter, Water Flow Meter	33.85
10401	9/21/2021	[7214] MARY E CLARK	Reimbursement for City uniform-sweatshirt, polos, and jacket....	188.18
10402	9/21/2021	[2405] FORTUNA ACE HARDWARE	Small tools, LED lights for water building	298.31
10403	9/21/2021	[6299] JACPA. INC.	Financial Statement Audit Planning, Preparation & Interim Fieldwork	7,870.00
10404	9/21/2021	[6605] KEN GRADY COMPANY, INC.	Auto-Chem Monitor	13,346.38
10405	9/21/2021	[6434] LEON, JENNIFER	-CREDIT-CUSTOMER DEPOSIT REFUND	88.27
10406	9/21/2021	[3006] MISSION LINEN SUPPLY, INC	Uniform Service, Safety Hardware, Tissue, Soap, & Clean Mop Head	480.51
			Sanmar Caps Ds	
10407	9/21/2021	[5934] NORTH COAST JOURNAL	Employment Advertisement for Management Analyst I/II	329.00
			Employment Advertisement for Management Analyst I/II	
10408	9/21/2021	[2569] NORTH COAST LABORATORIES, INC.	Total Coliform Bacteria 3x5, Pick Up Charge	85.00
10409	9/21/2021	[6100] NORTHERN CALIFORNIA GLOVE	10 boxes of Black Nitrile Exam Gloves	206.08
10410	9/21/2021	[6943] PACE SUPPLY CORP	Water Parts	33.15
10411	9/21/2021	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchase for Reserve September 2021	400.00
10412	9/21/2021	[4338] QUILL CORPORATION	Envelopes, clipboards, pens, and rubber bands	105.36
10413	9/21/2021	[4139] REACHING FOR INDEPENDENCE, INC	Nuisance Abatement	225.00
10414	9/21/2021	[4570] SHRED AWARE	Shredding	70.00
10415	9/21/2021	[2672] ST. JOSEPH HOSPITAL EUREKA	SART Sane Exam Acute, SA0093606094 21-0000455	1,800.00
10416	9/21/2021	[7006] STEBBINS, JACOB	CUSTOMER DEPOSIT REFUND	203.40
10417	9/21/2021	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 9/10/21 - 10/9/21	546.52
10418	9/21/2021	[2730] THRIFTY SUPPLY CO.	Repair clamps for Water Dept.	272.03
10419	9/21/2021	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 09/08-10/07/2021	66.05
10420	9/21/2021	[7190] VICTORY SIGNS & DESIGN	Refresh wooden Rio Dell City Hall sign including three trips to Rio Dell	1,377.50
10421	9/28/2021	[3114] 3T EQUIPMENT CO., INC.	Parts for Sewer Jetter	120.18
10422	9/28/2021	[5750] AERO-MOD	Pneumatic Actuator Double Acting, parts for basins	824.26
10423	9/28/2021	[2224] AQUA BEN CORPORATION	WATER CHEMICALS: 851 TOTE (HYDROFLOC)	2,975.40

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

Ref#	Date	Vendor	Description	Amount
10424	9/28/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	PVC Thread Bushing	2.33
10425	9/28/2021	[7256] HOW'S IT HANGING	Picture Framing ..	309.23
10426	9/28/2021	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance during NPDES permit reissuance. For services rendered through 08/31/2021	4,477.25
10427	9/28/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDRER UTILITY WORKERS SHIRTS; PAPER TOWELS; CLEAN MOP HEAD	96.40
10428	9/28/2021	[2569] NORTH COAST LABORATORIES, INC.	Testing for Haloacetic Acids, Nitrate and or Nitrite, Perchlorate, Trihalomethanes	1,060.00
10429	9/28/2021	[6943] PACE SUPPLY CORP	Three stainless steel repair clamps and water parts, Meter couplings & repair clamps, Gaskets	2,431.68
10430	9/28/2021	[6806] PINTERMEDIA LLC	Monthly Web Hosting Fee October 2021	30.00
10431	9/28/2021	[7185] STAPLES ADVANTAGE	Envelopes 6"x9", Phone Cord	61.51
10432	9/28/2021	[2251] STATE BOARD OF EQUALIZATION	Tax Area Services Section, MIC:59, Annexation of Field in Metropolitan	1,500.00
10433	9/28/2021	[6037] WELLS FARGO VENDOR FIN SERV	Lease Kyocera Copier for October 2021	391.07
10434	9/28/2021	[2787] WYCKOFF'S	Nylon Adapters	5.43
Total Checks/Deposits				86,843.69

Ref#	Date	Vendor	Description	Amount
9837058	9/02/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL ONLINE PAYMENT FOR OCT 2021	-2,539.80
598729	9/03/2021	ELECTRONIC FUNDS TRANSFER	EFT FORMISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 08/27/2021	-8,099.61
9032021	9/03/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR AUGUST 2021	-754.36
261-280	9/07/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/27/2021	-2,424.35
3586296	9/07/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/27/2021	-13,384.32
7386161	9/08/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ONLINE WEXBANK/SHELL FUEL CO PAYMENT FOR AUG & SEPT 2021-2022.	-2,775.07
606605	9/14/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 09/10/2021.	-8,099.61
949-536	9/20/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 09/10/2021	-2,648.42
2430515	9/20/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 09/10/2021	-14,195.56
9837061	9/21/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ONLINE DEARBORN LIFE INSURANCE PAYMENT FOR OCT 2021.	-420.00
9837059	9/21/2021	WITHDRAWAL	BANK ANALYSIS FEE FOR SEPTEMBER 2021	-289.58
5238321	9/21/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARDS ONLINE PAYMENT FOR LAST PART OF AUGUST & FIRST PART OF SEPTEMBER 2021	-2,345.63
9837063	9/21/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY COALITION ONLINE PAYMENT FOR OCT 2021	-26,214.85

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

Ref#	Date	Vendor	Description	Amount
9837062	9/21/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR OCTOBER 2021	-429.47
9837060	9/22/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR SEPTEMBER 2021	-24,076.77
Total EFT's/Bank Withdrawals				-108,697.40

Ref#	Date	Vendor	Description	Amount
TRX TO PR	9/15/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 09/10/2021	-37,961.92
TRX TO PR	9/29/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 09/24/2021	-37,462.19
Total Transfers Between Accounts.				-75,424.11

Ref#	Date	Vendor	Description	Amount
7125872	9/30/2021	WITHDRAWAL	DEBIT FOR POSTAGE TO MAIL OCTOBER UTILITY BILLS FY2021/2022.	-441.46
Total Debit Card Withdrawals				-441.46



Staff Highlights – 2021-10-19

City Council

City Manager

Developed and issued patch repair bid for street work.

Met with RCEA, collected bids for the City Hall energy project.

Researched options for city owned street sweeper.

Worked with Precision Concrete Cutting on assessment for existing sidewalks.

Attended HCAOG TAC meeting – the TAC recommended to move forward a City Grant application for sidewalk work based upon our unsuccessful 2018 Safe Routes to School grant application. Potential award could be \$857,000. Next steps will involve a final TAC meeting and debate/approval before HCAOG.

City Clerk

Processed two (2) Building Permit Applications:

168 Birch St. – PV Solar
1121 Miller Ct. – PV Solar

Processed one (1) Business License Application

Alex Redin Solar – Non-Resident Contractor

Misc:

Submitted Quarterly Seismic Activity Report
Submitted Quarterly SB 1473 Building Standards Report
Submitted Quarterly SB 1186 Disability Access & Education Fee Report
Attended the Beautification, Walkability and Pride Committee Meeting 10/06/21
Attended Webinar on Clean California Local Grant Program 10/07/21
Submitted Monthly CHF-CIRB Building Permit Report for September
Submitted Monthly Bureau of Labor Statistics Employment Report for October

City Attorney

Human Resources, Risk & Training



Finance Department

Public Works Water

Monthly report to SWRCB

Replaced Failed Meters, Erts and Registers

Maintenance at Wells

Fix Water leak in Filter Building

Fix Water at 597 View St

Public Works Wastewater

Submitting Quarterly CWIQS Report to State.

Repaired Monitoring well MW-4. The hay cutter ran over the cover, replaced with like protective box and repaired stand pipe

Discussion Q&A with Larry Walker and associates regarding the Permit renewal.

Routine Collection system cleaning.

Preparing Collection system and Wastewater plant for winter/wet season.

Biosolid hauling to disposal site.

Sewer lateral inspection at 1157 Riverside

OIT training and Math study session with Andrew

Certification Renewals and operator Testing applications.

Tesla Update: Currently in a holding pattern waiting for Tesla crew to return and finish with the final hook up(wiring) to the Corp yard.

Public Works Streets, Buildings and Grounds

Cold patched at the east end of Davis St, Blueslide Rd. and Kelly/ View.

Filled dog bag stations around town.

Removed leaning redwood tree on Blueslide Rd for safety.

Removed weeds from south gateway islands.



Repainted red zone curbs at Monument, East Bridge St and Edwards Dr.

WWTP Gator maintenance,

Touched up Water DI on Ogle and River St

Street Sweeping

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of September 29, 2021, to October 12, 2021. This period of time saw average numbers across all of the metrics. The increase from the last few reports is due to the return of all of the full-time officers from injury and vacation. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	12	1	0
Beauchaine	5	1	1
Landry	68	16	6
Mitchell	64	6	2
Burns	53	6	2
Johnson	44	6	3
Fielder	0	0	0
Clark	33	0	N/A
Totals	242	36	14
Averages	17.3 per day	18.0 per week	7.0 per week
2021 Yearly Average	17.5 per day	15.4 per week	8.0 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
459A	09/29/2021	18:20:47	355 CENTER ST	R615	
415	09/30/2021	02:32:13	355 CENTER ST	R615	
CUSTODY	10/05/2021	14:21:08	355 CENTER ST	6A1	
FU	10/05/2021	17:14:38	355 CENTER ST	R615	
FOOT	10/07/2021	01:44:20	355 CENTER ST	R615	
242	10/09/2021	16:44:36	355 CENTER ST	R618	21-0000583
415	10/10/2021	07:15:08	355 CENTER ST	6A1	
FU	10/11/2021	19:57:33	355 CENTER ST	R618	



CUSTODY – Child custody issue
415 – Disturbance
459A – Burglary alarm
FU – Follow up or a generic contact
FOOT – Foot patrol
242 – Assault and battery

R615 – Officer Liam Burns
R618 – Officer Conan Johnson
6A1-Chief Jeff Conner

During the period of September 29 to October 12, 2021, there were 12 calls for service related to animal control issues. Five dogs were transported to Miranda's Rescue. On October 1, 2021, Corporal Landry and CSO Clark went to an address on Painter Street. The dogs that reside at this residence have a history of chasing and killing cats. They explained to the pet owner that they intended to start the process to have the dogs declared to be potentially dangerous and the consequences of what would happen should they get out again. The dog owner agreed to relinquish the dogs as he no longer had the energy to deal with the young, active animals. On October 12, 2021, CSO Clark took custody of a cat that was in distress. The cat was transported to the Vet and a determination was made that the cost of the surgery to repair the cat's colon was too expensive, in part because there was a significant likelihood that the condition would return. Consequently, the animal was put down.

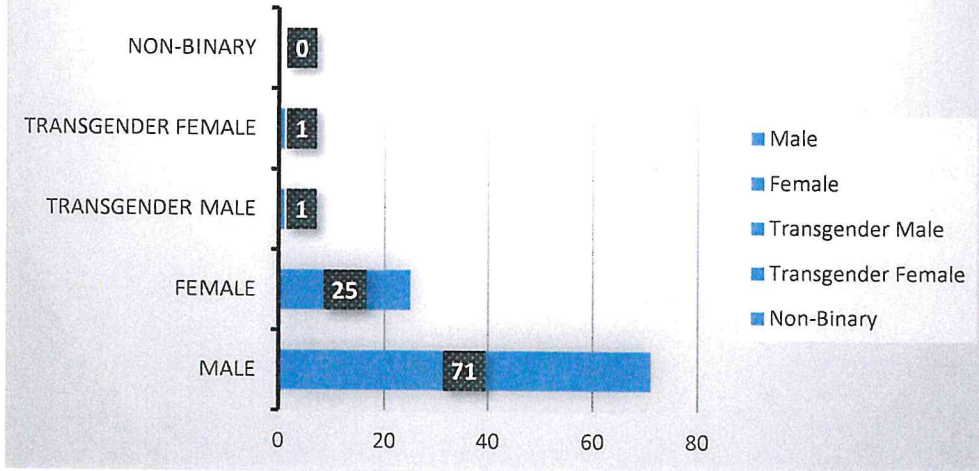
Reserve Officer Fielder has been taking some time off to deal with a family situation.

Sergeant Beauchaine, assisted by Chief Conner when he is available, has been conducting an inventory of the Evidence Room. The primary purpose of this chore is to determine what evidence is no longer needed and can be disposed of. A secondary purpose is to free up some of the room used to store evidence so that it can be used for other purposes.

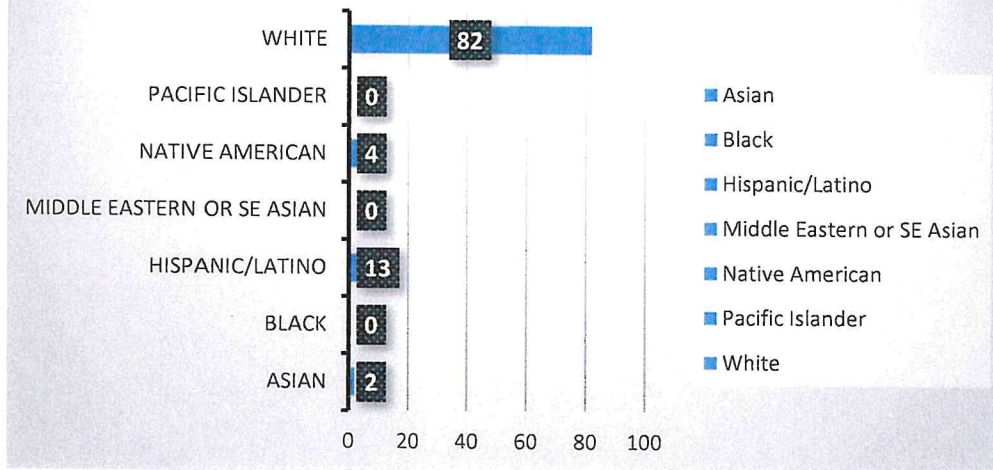
The Department has started to collect stop data as required by the Race and Identity Profiling Act of 2015. The following charts show the data for gender, race, searched by race, and arrested by race in the months of August and September. There were 98 detentions/searches in that time period. We have started to submit our data to the Department of Justice testing site. We are on schedule for submitting our data to the Stop Data Portal by January 1, 2022.



RDPD Stop Data - Gender

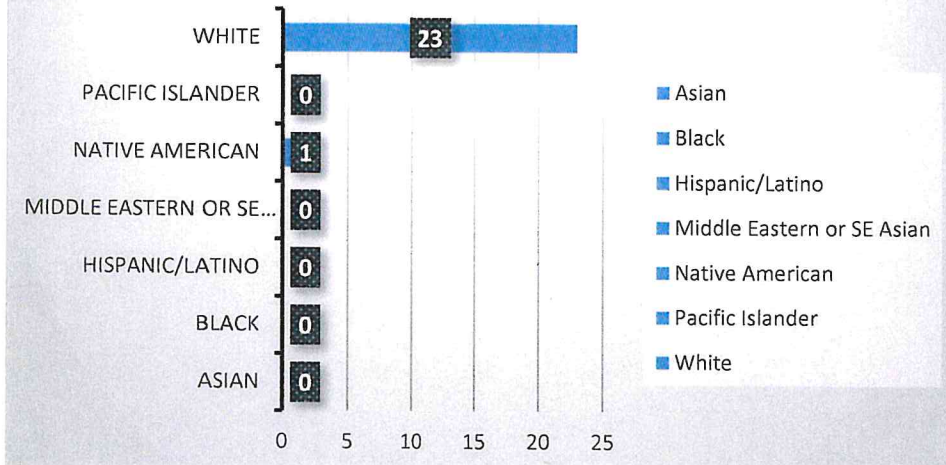


RDPD Stop Data - Race

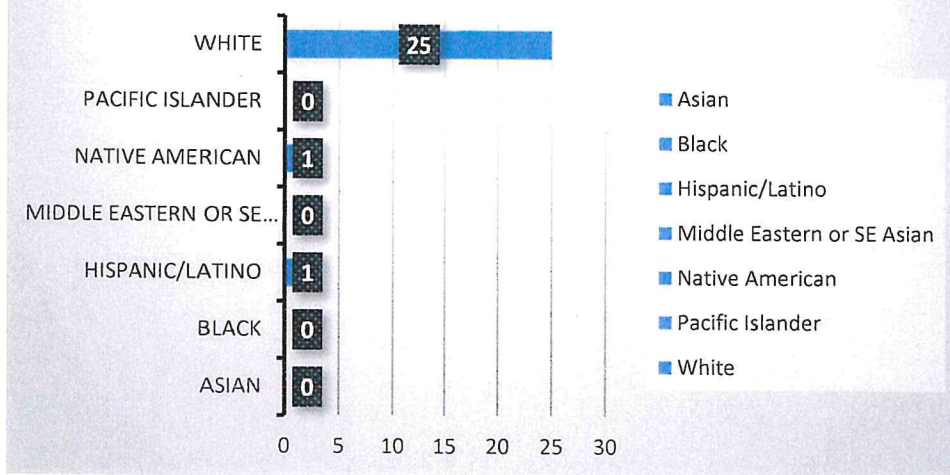




RDPD Stop Data - Search by Race



RDPD Stop Data - Arrest by Race



On October 1, 2021, Officers Burns and Johnson were patrolling together when they spotted a vehicle parked next to a Wildwood Avenue business. The vehicle matched the description of a vehicle that had been reported stolen. They scrumptiously obtained the truck's license plate number and then drove around the block while they had Dispatch confirm that the truck was stolen. When the confirmation was made, they returned to the truck and had the occupant exit at gun point. He was arrested for being in possession of a stolen vehicle and for a probation violation. He was booked into the jail without further incident.

On October 3, 2021, Officer Mitchell and Chief Conner responded to a report of shots being fired during a confrontation on Ogle. Officer Mitchell was able to determine that the sound heard by the reporting party had not been gunshots, but of a woman hitting the windshield of a car with a shovel. Further



investigation found that the woman's partner had threatened to drive off and leave the woman behind as she was taking too long to get ready. When he got into the car with their child and would not unlock the door, she picked up a shovel that was handy and proceeded to destroy the windshield. The man, perhaps fearing for his safety, unlocked the door. The woman climbed in and they departed. The car belonged to the woman, so it was not vandalism. A report of the incident was sent to Child Welfare Services for their use.

On October 10, 2021, Officer Johnson was contacted at the station by a woman who claimed that her ex-boyfriend had spit in her face, slapped her, threatened to kill her, and held her against her will. Officer Johnson was able to locate two witnesses who had observed parts of the assault. In addition, the suspect's brother admitted that the suspect had been at his house, but left for his mother's house in Fortuna. The suspect called the station the next day and told officers that he had not been in Rio Dell at all the previous night and that his ex-girlfriend was making up a story. Officer Johnson asked if he could talk to him in person and the suspect agreed. He was taken into custody for domestic violence related charges and transported to the jail. He continued to claim that he had not been in Rio Dell at the time of the incident. When Officer Johnson returned from the jail, he contacted the suspect's mother. She also claimed that her son had been at her house that evening. However, when asked, she admitted that she had been gone for a couple of hours, which just happened to be the time frame where the assault was alleged to have taken place.

Code Enforcement

During the period of September 29 to October 12, 2021, the Department opened six new cases and closed nine dealing with junk or inoperable vehicles. Four of the closed cases had the vehicles moved by their owners while the remaining five were towed by the City. CSO Clark and Officer Mitchell needed to respond when the owner of three of the vehicles to be towed became irate with the tow truck driver. One of the vehicles was towed, another was moved and the third was left where it was to avoid further escalation. It will be dealt with at a later time. There were thirteen open cases at the end of this reporting period.

During the period of September 29 to October 12, 2021, the Department opened one new code enforcement case and closed. The new case was for solid waste and junk vehicles at a parcel on Rio Dell Avenue. Of the eight closed cases, five were for excessive vegetation, two were for solid waste, and the last was a dog issue. All of the closed cases were a result of the property owner taking responsibility for the conditions on their properties. There were fifty open cases at the end of this reporting period.

Community Development Department

Roof (Tear-Off) and front porch framing Inspection 120 First Avenue.

Attend Electric Vehicle Code Requirements Webinar.

Respond to numerous inquiries regarding the Todd property RFQ/RFP.

Second Review Giacomini PV Plans

Weiner PV Plan Check



Guidry Solar Inspection 528 First Avenue

Johnson Electrical Inspection 165 Sequoia Avenue

Attend local REAP virtual meeting

Attend APA/AEP webinar regarding Tribal Consultations

Tele-meeting with Interwest regarding Northwestern Flower Company required corrections, number of follow-up emails.

Attend Local REAP RCAP/VMT virtual meeting

Review and discuss cannabis tax with City Manager and City Attorney

Review Energy Code and Green Code related to Solar Systems.

Roof sheathing and porch framing inspection 128 First Avenue

Review Kang/Huang Variance application, justification and required findings, email to applicant re: unable to recommend approval.

Prepare Staff Report for second reading and adoption of text amendment related to Planning Commission meeting time.

Review City Hall floor plan, possible changes to accommodate analyst, discuss with City Manager.

Meeting with Ron Brown (Wendt Construction) and Jesse Jeffries regarding Plan Check and associated corrections.

Review Pancoast LLA Notices, forward to City Surveyor for review and approval.

Tele w/City Engineer regarding Cortazar Major Subdivision, potential improvements, email TIS and RDMC undergrounding provisions.

Intergovernmental


Humboldt-Rio Dell Business Park

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



For Meeting of: October 19, 2021

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: October 12, 2021

Subject: Second reading, approval and adoption of Ordinance No. 387-2021 amending Section 2.60.030(4) of the Rio Dell Municipal Code to change the Planning Commission's regularly scheduled meeting time from 6:30 p.m. to 6:00 p.m.

Recommendation:

That the City Council:

1. Receive staff's report regarding the proposed text amendment;
2. Open the public hearing, receive public input, and deliberate; and
3. Approve and adopt Ordinance No. 387-2021 amending Section 2.60.030(4) of the Rio Dell Municipal Code (RDMC) changing the Planning Commission's monthly regular meeting from 6:30 p.m. to 6:00 p.m.

Background/Summary

As reported at your meeting of October 5, 2021, the Planning Commission is requesting that their regular monthly meeting time be changed from 6:30 p.m. to 6:00 p.m. Section 2.60.030(4) of the Rio Dell Municipal Code (RDMC) needs to be amended accordingly. Below is a copy of the current and recommended language.

The Commission shall hold at least one regular meeting each month. The regular meeting of the Planning Commission shall be held at ~~6:30~~ 6:00 p.m. on the fourth Tuesday of the month and, in the event that the fourth Tuesday falls on a legal holiday, the meeting shall be held the following day at the same hour. Location shall be in the Rio Dell City Hall Council Chambers at 675 Wildwood Avenue.

Attachments

1. Draft Ordinance No. 387-2021 amending Section 2.60.030(4) of the Rio Dell Municipal Code (RDMC) changing the Planning Commission's monthly regular meeting time from 6:30 p.m. to 6:00 p.m.

ORDINANCE NO. 387-2021



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING SECTION 2.60.030(4) OF THE RIO DELL MUNICIPAL CODE (RDMC)
CHANGING THE PLANNING COMMISSION'S MONTHLY REGULAR MEETING TIME
FROM 6:30 P.M. TO 6:00 P.M.**

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS the Planning Commission holds one regularly scheduled meeting on the fourth Tuesday of the month at 6:30 p.m.; and

WHEREAS Commissioner Wilson recently retired and is available to meet at 6:00 p.m.; and

WHEREAS the Commission discussed possible changes to the meeting time at their meeting of September 28, 2021; and

WHEREAS the Planning Commission is recommending that the meeting time be changed from 6:30 p.m. to 6:00 p.m.; and

WHEREAS should the Council decide to approve the Planning Commission's recommendation to change the meeting time from 6:30 p.m. to 6:00 p.m., staff and the Planning Commission recommends that Section 2.60.030(4) be amended; and

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

Section 1. Section 2.60.030(4) of the Rio Dell Municipal Code is hereby amended as follows:

The Commission shall hold at least one regular meeting each month. The regular meeting of the Planning Commission shall be held at ~~6:30~~ 6:00 p.m. on the fourth Tuesday of the month and, in the event that the fourth Tuesday falls on a legal holiday, the meeting shall be held the following day at the same hour. Location shall be in the Rio Dell City Hall Council Chambers at 675 Wildwood Avenue.

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on October 5, 2021 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the October 19, 2021 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 387-2021 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the October 19, 2021.

Karen Dunham, City Clerk, City of Rio Dell



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

DATE: October 19, 2021

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Finance Director *CD*

THROUGH: Kyle Knopp, City Manager

SUBJECT: Adopt Resolution 1506-2021 Authorizing Participation in the California Water and Wastewater Arrearages Payment Program and Authorizing the City Manager or Designee to Request Funding

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1506-2021 authorizing the City of Rio Dell to participate in the California Water and Wastewater Arrearages Payment Program and authorizing the City Manager or designee to request funding for unpaid water and wastewater bills incurred during the COVID-19 pandemic and to execute all program requirements.

BACKGROUND AND DISCUSSION

The COVID-19 pandemic has made it difficult for many Californians to pay their bills due to job loss and other hardships. As a result, systems that provide water services to customers have been financially impacted. Funds were appropriated to the State Water Resources Control Board (SWRCB) in the Fiscal Year 2021-22 budget for the California Water and Wastewater Arrearage Payment Program (Program). The State allocated \$985 million of federal funding from the American Rescue Plan Act (ARPA) for the Program. Funding to community water systems will be prioritized and disbursed through January 31, 2022. If the Program still has funding available, it will be extended to cover wastewater residential and commercial arrearages. The initial assessment indicates that funding will be available for wastewater arrearages.

The Water Arrearages Program is unique in that the water providers apply for the funds on behalf of their customers. The customers themselves do not need to apply to receive assistance under the Program and the funds will be sent directly to the City. In order for a customer to be eligible, they must be either a residential or commercial customer who currently has a past due balance that was incurred during the COVID-19 pandemic relief period covering March 4, 2020 through June 15, 2021. Staff has estimated that the City currently has 100 eligible customers with just over \$35,000 in water only arrearages. The Program provides an additional three percent (3%) to help cover administrative costs incurred complying with the Program requirements.

The SWRCB Guidelines require that water systems participating in the Program do the following:

- Waive eligible customer late fees for any arrearages accrued during the COVID-19 pandemic bill relief period in their entirety;
- Allocate payments as bill credits to customer accounts within 60 days of receiving payment;
- Notify customers of the amount credited;
- Offer to enroll customers with remaining debt into a payment plan by direct notification to each customer;
- Allow customers 30 days to enroll in a payment plan;
- Not discontinue water service until the customer defaults on the payment plan or misses the deadline to enroll in the payment plan;
- Not discontinue water service prior to December 31, 2021;
- Comply with all terms and conditions of payment; and
- Report on expenditures and customer credits.

The SWRCB is required to establish the wastewater arrearage program no later than February 1, 2022. Staff estimates that the City currently has 75 eligible customers with \$31,400 in wastewater only arrearages.

It is recommended that the City Council approve the attached resolution authorizing the City of Rio Dell to participate in the California Water and Wastewater Arrearages Payment Program and to request funding for eligible customer accounts with past due water and wastewater bills incurred during the COVID-19 pandemic.

ATTACHMENTS

1. Resolution 1506-2021
2. SWRCB – California Water and Wastewater Arrearage Payment Program Guidelines: Water Arrearages



RESOLUTION NO. 1506-2021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AUTHORIZING PARTICIPATION IN THE CALIFORNIA WATER AND WASTEWATER ARREARAGES
PAYMENT PROGRAM AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO REQUEST
FUNDING**

WHEREAS, the COVID-19 pandemic has made it difficult for many people to pay their water and wastewater bills due to job loss and other hardships; and

WHEREAS, funding is available from the State Water Resources Control Board through the California Water and Wastewater Arrearage Payment Program to pay the City of Rio Dell for eligible customers unpaid water and wastewater bills incurred during the COVID-19 pandemic relief period covering March 4, 2020 through June 15, 2021; and

WHEREAS, the City of Rio Dell has water and wastewater customers that have been determined to be eligible to receive assistance from the Arrearages Payment Program.

NOW THEREFORE BE IT RESOLVED that the City of Rio Dell City Council does hereby authorize participation in the California Water and Wastewater Arrearages Payment Program and authorizes and directs the City Manager or designee to apply for funding and to execute all program requirements.

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 19th day of October, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

**CALIFORNIA WATER AND WASTEWATER
ARREARAGE PAYMENT PROGRAM
GUIDELINES: WATER ARREARAGES**

*Adopted
September 21, 2021*



CALIFORNIA

Water Boards

STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Table of Contents

INTRODUCTION.....	3
DEFINITIONS	3
SECTION A: ELIGIBILITY.....	6
SECTION B: PROGRAM REQUIREMENTS.....	6
B.1 REQUIREMENT FOR ALL COMMUNITY WATER SYSTEMS–REGARDLESS OF PARTICIPATION IN THE PROGRAM	7
SECTION C: PROPORTIONAL ALLOCATION OF FUNDS TO COMMUNITY WATER SYSTEMS.....	7
C.1 PURPOSE AND OVERVIEW.....	7
C.2 TOTAL STATEWIDE WATER NEED.....	7
C.3 METHODOLOGY TO ESTABLISH PROPORTIONAL ALLOCATION.....	8
SECTION D: APPLICATION REQUIREMENTS	8
D.1 SMALL COMMUNITY WATER SYSTEMS	9
D.2 LARGE COMMUNITY WATER SYSTEMS.....	9
D.2.1 Application Process	9
D.2.2 Application Review Process.....	9
D.3 COMMUNITY WATER SYSTEMS WITH COMBINED BILLING SYSTEMS .	10
D.4 LATE APPLICATIONS.....	10
SECTION E: DISBURSEMENT PROCESS AND PRIORITY.....	10
SECTION F: WATER SYSTEM ALLOCATION TO CUSTOMERS	11
F.1 ALLOCATION METHODOLOGY.....	11

F.1.1 Customer Bill Credits.....	11
F1.2 Debt Transferred to Third Parties	11
F.1.3 Late Fees	11
F.2 CUSTOMER CREDIT AND NOTIFICATION	12
F.2.1 Notification of Customer Bill Credits	12
F.2.2 Payment Plans	12
F.2.3 Shut Off Prohibition	13
F.2.4 Consumer Debt Reporting and Third-Party Collection.....	13
F.2.5 Tax Information	14
F.3 RETURN OF FUNDS NOT CREDITED TO CUSTOMERS.....	14
SECTION G: REPORTING REQUIREMENTS	14
SECTION H: WASTEWATER ARREARAGE PROGRAM	15

INTRODUCTION

The purpose of this document is to establish the process and criteria for the allocation and administration of the funds appropriated to the State Water Resources Control Board (State Water Board) in the Fiscal Year 2021-22 Budget for the California Water and Wastewater Arrearage Payment Program: Water Arrearages (Program). The criteria include requirements associated with establishing payment plans for customers, and prohibitions on discontinuation of service for water systems participating in the Program. The funding source for the Program is the American Rescue Plan Act (ARPA) of 2021. Any federal requirements associated with the funding source may be requirements of the Program. The State Water Board will notify water systems' administrative contacts via email if any requirements change during Program implementation and correspondingly post changes to its website.

The Deputy Director of the Division of Financial Assistance (DFA) and the Deputy Director of the Division of Drinking Water (DDW) may make clarifying, non-substantive amendments to these Guidelines. Future changes to these Guidelines may be necessary due to changes in law or in State Water Board policy. If substantive changes are necessary, amendments to the Guidelines will be considered by the State Water Board.

DEFINITIONS

Arrearage – amount of money owed to a water system from nonpayment of residential and commercial accounts that accrued from completed billing periods during the COVID-19 pandemic bill relief period. Arrearage does not include late fees and interest on outstanding balances.

Community water system – a system described and regulated under the Safe Drinking Water Act (commencing with section 116270 of the Health and Safety Code): a public water system that serves at least 15 service connections used by permanent residents or regularly serves at least 25 permanent residents of the area served by the system. (Health & Saf. Code, § 116275, subd. (i).)

Commercial customer – a water system customer or connection that serves a commercial/institutional customers e.g., hotels, motels, restaurants, office buildings, government and military facilities, gas stations, hospitals, educational institutions, retail establishments, dormitories, nursing homes, churches, jails, prisons, mental health facilities, addiction recovery centers, farmworker housing, and campgrounds. Commercial customer does not include industrial (manufacturing, chemical, refineries, cooling towers, animal & food processing, etc.); agriculture irrigation (crops, aquaculture, etc.); or landscape irrigation (parks, golf courses, etc.).

COVID-19 pandemic bill relief period – the period from March 4, 2020, to June 15, 2021, inclusive, and includes any customer billing period that includes these dates.

Customer notification – a written notification to residential and commercial water system customers or connections of the amount of debt/arrearage bill credit provided by the Program. Notification must acknowledge the source of funds from the State. Notification language will be provided at a later date.

Default – either of the following:

- A customer's failure to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more;
- A customer's failure to pay current residential service charges for 60 days or more from its due date, regardless of whether the customer is subject to an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges.

Disadvantaged Community (DAC) – a community with an annual median household income that is less than 80 percent of the statewide annual median household income. (Wat. Code, § 79505.5.)

Large community water system – a community water system that serves more than 3,300 connections or a yearlong population of more than 10,000 persons.

Past-due bills – customer water bills that are 60 days or more past due and includes both active and inactive accounts and accounts that have payment plans or payment arrangements.

Payment plan – a plan for deferred or reduced payment including, but not limited to minimum payments, alternate payment schedules, or amortization of unpaid balances. The payment plan should allow 12 or more months for repayment of outstanding balances.

Residential customer – water service customers, including groundwater well owners charged for water in managed basins, residing in single-family residences, multifamily residences, mobile homes, including, but not limited to, mobile homes in mobile home parks, or farmworker housing that receive a bill for water service.

Small community water system – a community water system as defined above that serves no more than 3,300 service connections or a yearlong population of no more than 10,000 persons. (Health and Saf. Code, § 116275, subd. (z).)

State – the State of California.

Wastewater treatment provider – city, county, special district, or joint powers authority that provides wastewater collection, treatment or disposal services through a publicly owned treatment works. (Health & Saf. Code, § 116773.2 subd. (g).)

Water enterprise revenue shortfall – water service revenue decrease accrued as a difference between a water system's 2019 fiscal or calendar year and its 2020 fiscal or calendar year as a result of the COVID-19 pandemic.

Water shutoff – discontinuation of water service for nonpayment.

SECTION A: ELIGIBILITY

The following are eligible for funding:

- Community water systems that accrued residential and commercial customer arrearages during the COVID-19 pandemic bill relief period are eligible for the Program. This includes community water systems that transferred arrearage debt to a third-party such as a county under a Teeter Plan or a debt collection entity.
- Community water systems that collect eligible customer revenue through property tax rolls are also eligible if they are able to identify drinking water arrearages and can directly credit customers' accounts.
- Community water systems that accrued residential and commercial customer arrearages during the COVID-19 pandemic bill relief period and used a customer assistance program for that arrearage.

SECTION B: PROGRAM REQUIREMENTS

Water systems that participate in the Program must:

- Waive customer late fees for any arrearages accrued during the COVID-19 pandemic bill relief period in their entirety;
- Allocate payments as bill credits to customer accounts within 60 days of receiving payment;
- Notify customers of the amount credited, and if splitting the credit between tax years, when the second credit will be applied;
- Offer to enroll customers with remaining debt into a payment plan by direct notification to each customer;
- Allow customers 30 days to enroll in a payment plan;
- Not discontinue water service until the customer defaults on the payment plan or misses the deadline to enroll in the payment plan;
- Not discontinue water service prior to the date established in 116733.4 (e)(2)(A);
- Comply with all terms and conditions of payment; and
- Report on expenditures and customer credits.

More detail on Program requirements is provided below.

Participating water systems that do not comply with Program requirements may be subject to enforcement actions by the Division of Drinking Water and may be required to return moneys to the State Water Board.

B.1 REQUIREMENT FOR ALL COMMUNITY WATER SYSTEMS – REGARDLESS OF PARTICIPATION IN THE PROGRAM

All community water systems, regardless of size or participation in the Program, must offer payment plans to customers with arrearages, pursuant to AB 148. The payment plans and their associated rules must be consistent with the Water Shutoff Protection Act established under Health and Safety Code section 116900 et seq. (Health and Safety Code, § 116773.4, subd. (e).) Associated rules include, but are not limited to, rules and practices relating to the timing and manner of notice and discontinuation of service for payment plan defaults. Community water systems that violate provisions of the Water Shutoff Protection Act may be subject to enforcement action by DDW or the Attorney General.

SECTION C: PROPORTIONAL ALLOCATION OF FUNDS TO COMMUNITY WATER SYSTEMS

C.1 PURPOSE AND OVERVIEW

Section C of the Guidelines describes the process the State Water Board will use to establish the total statewide need and the allocation methodology. One-time payments will be made to water systems based on the allocation methodology established in this section. Community water systems receiving payments will credit customer bills in accordance with the methodology established in Section E after receiving payment from the State Water Board.

C.2 TOTAL STATEWIDE WATER NEED

The State Water Board surveyed all community water systems from August 11, 2021 through September 10, 2021 to determine accrued residential and commercial arrearages, as well as revenue loss, during the COVID-19 pandemic bill relief period (March 4, 2020 through June 15, 2021). Approximately 87% of community water systems that charge for water submitted the survey. For systems that were not able to disaggregate the arrearages for drinking water from other non-water charges on their bill, State Water Board staff used data from systems that reported all debt information to estimate drinking water arrearages for those systems.

For the 13% of community water systems that charge for water and did not respond to the survey, the State Water Board staff estimated their residential and commercial arrearages based on the average reported arrearages of systems of similar size proportionally by the proportion of reported accounts in arrears. These estimates were added to the total statewide need numbers.

Table 1 shows the data and calculations used to establish the total statewide need.

Table 1: Drinking Water Arrearage Survey Data Analysis

	Reported	Estimated	Total
Community Water Systems (2,844)	2,293 (80.6%)	n/a	
Community Water Systems that Charge for Water	1,845 (86.7%)	283 (13.3%)	2,128
Total Arrearages	\$315,400,661	\$8,324,272	\$323,724,934
Residential	\$276,583,036	n/a	
Commercial	\$42,817,626	n/a	
Total Late Fees	\$16,009,161	\$578,291	\$16,587,992
Residential	\$13,008,330	n/a	
Commercial	\$3,001,371	n/a	
3% Administrative Costs*	\$8,031,399	\$267,077	\$8,298,416
TOTAL Estimated Maximum Program Need**:	\$339,441,221	\$9,169,640	\$348,611,342
*Not to exceed \$1 million.			
**This total includes the addition of late fees as they were reported in the survey, but does not mean they will be an eligible amount.			

C.3 METHODOLOGY TO ESTABLISH ALLOCATION

Because the funding amount is sufficient to cover the full statewide need plus requested administrative costs, the State Water Board will provide water systems with 100 percent of their requested amounts (arrears plus administrative costs). Water systems may update the arrearage amounts they reported in the survey as part of the application.

SECTION D: APPLICATION REQUIREMENTS

State Water Board staff sent multiple emails to water systems requesting initial documents (i.e., Payee Data Record (STD. 204)) that systems are required to provide in order to process applications and receive state funds. Technical assistance was provided to water systems that requested help in completing the documents. Systems that have not completed the initial documents **MUST** submit them as part of their application.

State Water Board staff will provide an application package to all eligible community water systems and begin accepting complete applications within 14 days of State Water Board adoption of these Guidelines. The applications will be accepted through the EAR or another online portal. Technical assistance will be available through the Division of Drinking Water staff, and outside providers to assist community water systems that need help completing the application.

The application will consist of the following forms:

- Application/disbursement form - identifying the maximum amount of funding the water system may apply for. The application form must be signed by the community water system's authorized representative or designee.
- Conditions of payment form – details the program requirements with which the authorized representative, on behalf of the system, agrees to comply.

There will be an initial 60-day application period. State Water Board staff will attempt to contact any community water system that does not apply during the initial application period and provide technical assistance with the application. State Water Board staff will also contact community water systems with incomplete applications to assist them.

D.1 SMALL COMMUNITY WATER SYSTEMS

The State Water Board will provide small community water systems with an application that identifies the amount of funding the system is eligible to receive based on the reported or estimated arrearages. Small community water systems may update their reported arrearages as part of the application. Small community water systems must upload the application, signed by the authorized representative or designee for the system, to the application portal or mail the forms to the State Water Board prior to December 6, 2021. The authorized representative, or its designee, must attest that the application is true and accurate based on the community water system's documentation or the methodology used by the State Water Board if the community water system lacks documentation on customer arrearages or revenue shortfalls.

D.2 LARGE COMMUNITY WATER SYSTEMS

D.2.1 Application Process

State Water Board staff will notify large community water systems of the amount of funding the system is eligible to receive based on their reported arrearages. Large water systems may update their reported arrearages as part of the application. Large water systems must provide documentation from accounting or billing systems verifying the reported arrearages as part of the application. Applications must be submitted no later than December 6, 2021. The authorized representative, or its designee, must attest to the accuracy of the application material and the reported arrearages.

D.2.2 Application Review Process

State Water Board staff will verify that the reported arrearages are supported by the community water systems' documentation. Staff may request additional information if the arrearages submitted with the application differ from those reported in the survey, or documentation is inadequate to support the amount. Technical assistance may be available for systems serving disadvantaged communities that lack supporting documentation of arrearages.

D.3 COMMUNITY WATER SYSTEMS WITH COMBINED BILLING SYSTEMS

For systems that combine water with other utilities including but not limited to wastewater, stormwater, refuse, and/or energy, only the water-related portion of the arrearage is eligible for total or partial reimbursement. Community water systems with combined billing may not shut off water due to non-payment of the portion of the bill for other services that accrued during the COVID-19 pandemic relief bill period. This prohibition does not apply to debt accrued before or after the COVID-19 pandemic relief bill period.

For systems that cannot determine the proportion of the arrearage related to water service for each customer account, the water system will use an average customer approach to estimate the proportion of a system's arrearage that is attributable to the water portion of the bill for its residential and commercial customer classes. For each customer class, the water system will first calculate the average annual bill. Next the water system will calculate the average annual water portion of the average annual customer bill. Then the average annual water portion will be determined using the following formula:

$$\text{Average Annual Percentage of Water Charge} = (\text{Average Annual Water Charges} / \text{Total Average Annual Bill}) \times 100$$

The average annual percentage of water charge will be the percentage that is applied to the water system's customer arrearages.

The Deputy Director of DDW is authorized to resolve any disputes regarding the estimation methodology.

D.4 LATE APPLICATIONS

The State Water Board will allow water systems that did not respond to the initial survey to complete an abbreviated survey and apply for funds. The State Water Board will also hold funds allocated to water systems that do not complete the application by December 6, 2021 until January 15, 2022. The State Water Board will contact water systems that are late with applications to assist the systems in applying. Third-party technical assistance providers will also be utilized to assist systems. State Water Board staff will post lists of systems that have not applied during the initial 60-day application period on the Program website. Community water systems that submit late surveys and applications are not guaranteed funding.

SECTION E: DISBURSEMENT PROCESS AND PRIORITY

State Water Board staff will process disbursements as soon as complete applications are received and reviewed. Staff will prioritize the timing of disbursements to small community water systems. State Water Board staff may also prioritize the timing of disbursements to community water systems serving disadvantaged communities. Staff

will begin disbursing funds by November 1, 2021. In order to expedite payments, checks may be sent to either the water system's physical address or the address of the Authorized Representative, if that address is on file with DFA.

Staff will contact systems with incomplete or missing applications to assist systems and expedite payments.

SECTION F: WATER SYSTEM ALLOCATION TO CUSTOMERS

F.1 ALLOCATION

Community water systems may expend up to three percent (3%), or up to \$1 million, whichever is less, for costs the system incurs in applying for assistance or complying with Program requirements. Because there are sufficient funds to cover the statewide arrearage total plus the administrative costs, system may request enough funds to cover both. System costs to apply for funds and comply with Program requirements must be documented and reported to the State Water Board. The State Water Board will provide a template for reporting administrative costs.

F1.1 Debt Transferred to Third Parties

Community water systems that have transferred their arrearages that qualify for the Program to a third party are eligible and may still apply to receive funding. Community water systems that no longer hold the arrearage debt may credit qualifying customer accounts by doing any of the following: (1) directly paying the third party to reduce or eliminate the debt; (2) refunding the credited amount to the customer; or (3) creating a positive balance for customers to apply toward future water bills. Community water systems must notify their customers of this credit and must indicate that the relief afforded by this credit should be used to pay down the debt that was transferred to the third party.

F.1.2 Water Systems that Utilized Customer Assistance Funds

Community water systems that utilized an existing customer assistance program to aid customers with qualifying arrearages may be eligible for the Program and receive payment for those arrearages previously covered by their customer assistance program. Eligibility will be determined after consultation with the State Water Board to determine that all program requirements can be met.

F.1.3 Late Fees

Water systems must waive late fees for customers with arrearages. Late fees cannot be included in the calculation of the system's total arrearages, or deducted from the amount to credit to customers' bills.

F.2 CUSTOMER CREDIT AND NOTIFICATION

F.2.1 Notification of Customer Bill Credits

Water systems must allocate the funds as bill credits to customers within 60 days of receiving funds. Water systems may apply the credits in two installments within different tax years provided they notify the customer when the second credit will be applied and meet the requirement to remit any moneys not credited to customers within six months of receipt back to the State Water Board. Water systems must notify customers in writing of the amount credited. The acknowledgement must state that the credited amount is being provided through the California Water and Wastewater Arrearage Payment Program through funding from the State Water Resources Control Board using federal ARPA funds.

F.2.2 Payment Plans

Water systems must offer to enroll any residential and commercial customers with remaining balances after the credits have been applied in a payment plan. The notice offering the payment plan must provide the customer with 30 days to enroll in the plan from the date of the notice. All other provisions of Health and Safety Code section 116900 related to payment plans apply to any plans established under this Program, regardless of the size of the community water system.

- Policies and related notices must be in English and any other language spoken by 10% or more of the community water system's customers
- A formal mechanism for a customer to contest or appeal a bill must exist and must be shared with customers.
- The community water system must provide a telephone number to allow a customer to contact a system representative to discuss options for averting water shutoff for nonpayment.

Water systems must also include a referral statement in the payment plan notice that additional assistance may be available through the Low Income Household Water Assistance Program administered by the Department of Community Services and Development (CSD) and other low-income assistance programs, including a contact number for appropriate Local Service Provider(s) or other program hotline to help with enrollment in those programs.

The State Water Board recommends that water systems enter into agreements with CSD and other appropriate agencies and local service providers to share appropriate information to identify and target assistance to customers at risk of being shutoff so that eligible customers receive benefits through those and other assistance programs. The State Water Board further recommends that water systems that offer local customer assistance programs consider entering into data sharing agreements with IOUs participating in the California Alternate Rates for Energy (CARE) program to support ongoing enrollment.

F.2.3 Shut Off Prohibition

A community water system receiving funds from this Program due to non-payment of bills may not discontinue water service before the later of the following dates: (1) the date identified in Health and Safety Code section 116773.4 (i.e., September 30, 2021 or a later date if amended); or (2) for a customer that has been offered a payment plan, the date the customer misses the enrollment deadline for, or defaults on, the payment plan. A community water system may not discontinue water service to a customer that remains current on a payment plan. Community water systems, regardless of size, must comply with Health and Safety Code section 116908 *et seq.* regarding discontinuation of service.

F.2.4 Consumer Debt Reporting and Third-Party Collection

The community water system must agree to not furnish information regarding arrearages for which credits have been provided to customers under this Program to any consumer reporting agency, as that term is defined at 15 U.S.C. section 1681a, subdivision (f). The system must also agree not to assign to a third party any arrearage for which a credit has been provided to a customer under this Program for purposes of collection.

If a water system has furnished information regarding arrearages for which credits have been provided to customers under this Program to a consumer reporting agency, as that term is defined at 15 U.S.C. section 1681a, subdivision (f), the water system agrees to, within thirty days of receiving payment:

Instruct each such consumer reporting agency to delete all information regarding the arrearages for which credits have been provided to customers under this Program; and

Cease further furnishing of information regarding the arrearages for which credits have been provided to customers under this Program to any consumer reporting agency.

If a water system has assigned arrearages for which credits have been provided to customers under this Program for purposes of collection to a third party that is not a tax agency, the water system agrees to recall the debt. If the third party at any time furnished information regarding the debt to one or more consumer reporting agencies, as that term is defined at 15 U.S.C. section 1681a, subdivision (f), the water system agrees to, within thirty days of receiving payment, require the third party to:

Instruct each such consumer reporting agency to delete all information regarding the debt; and

Cease further furnishing of information regarding the debt to any consumer reporting agency.

F.2.5 Tax Information

Water systems should consult with tax professionals regarding potential tax liability and reporting requirements. The State Water Board is not authorized to provide federal or state tax advice to water systems.

The State Water Board has been directed to issue a 1099-G to each community water system that receives funding. A water system's tax liability will depend on various factors, which may include the water system's entity status, if the water system has an offsetting loss, any other relevant factors specific to each water system, and current federal and state tax laws. Water systems should consult their own tax professional for questions about potential tax liability.

Some water systems may be subject to tax reporting requirements, including the issuance of a 1099-C or other tax form to customers who receive debt relief. Water systems must include in the notification to customers of the bill credits a statement that the bill credits may be taxable and that customers should consult with their own tax advisors regarding taxability. Water systems should also repeat this statement in a notice to credited customers in January of the next calendar year after the bill credits were allocated (i.e., the year that taxes on the allocations may be due). Water systems should consult their own tax professional for questions about tax reporting requirements. If the State Water Board receives clarifying information regarding tax information for this Program from the Internal Revenue Service, a notice will be posted on the website and an email will be sent to all participating community water systems.

F.3 RETURN OF FUNDS NOT CREDITED TO CUSTOMERS

Water systems must remit any funds not credited to customers, or used by the water system to apply for funds and comply with Program requirements, back to the State Water Board within six months of receiving payment.

SECTION G: REPORTING REQUIREMENTS

All community water systems that receive funds must provide certification to the State Water Board that, except for authorized administrative costs, Program funds were applied as credits to customer bills to offset COVID-19 arrearages. Systems must report the total amount credited, the number of accounts credited, the number of customers enrolled in a payment plan and the number of customers that did not enroll in a payment plan. Systems must also report the amount used for administration of the Program. The State Water Board will provide a template or online portal for reporting, including a template for reporting administrative costs. The State Water Board may request the supporting documentation to validate the reported amounts. Water systems accepting funds may be audited and must retain documentation supporting the reported amounts for seven years following final reporting.

SECTION H: WASTEWATER ARREARAGE PROGRAM

Because the appropriated amount exceeds the Statewide Need for water system arrearages and the total amount requested by water systems, the State Water Board will initiate a program for funding wastewater treatment provider arrearages and revenue shortfalls. The State Water Board will establish the wastewater arrearage program no later than February 1, 2022.