



RIO DELL CITY COUNCIL  
**VIRTUAL MEETING AGENDA**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, NOVEMBER 17, 2020**  
CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE, RIO DELL

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

**SPECIAL PUBLIC HEALTH EMERGENCY 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](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) and email no later than one hour prior to the start of the Council meeting. Your comments will be read out loud, for up to three minutes.

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

**Zoom Public Comment:**

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. 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 intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

F. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the 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) 2020/1117.01 - Approve Minutes of the November 3, 2020 Special Meeting **(ACTION)** 1
- 2) 2020/1117.02 - Approve Minutes of the November 3, 2020 Regular Meeting **(ACTION)** 8
- 3) 2020/1117.03 - Receive and File the Check Register for October **(ACTION)** 23
- 4) 2020/1117.04 - Adopt Resolution No. 1458-2020 Amending the FY 2020-2021 Budget and Authorizing Purchase of Vehicles for the Police Department and Public Works **(ACTION)** 27

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- 1) 2020/1117.05 - City Manager/Staff Update **(RECEIVE & FILE)** 30

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

- J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
- L. COUNCIL REPORTS/COMMUNICATIONS
- M. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
**Tuesday, December 3, 2020 at 6:30 p.m.***

**RIO DELL CITY COUNCIL  
SPECIAL MEETING MINUTES  
NOVEMBER 3, 2020**

Mayor Garnes called the Special "Virtual" Meeting of the Rio Dell City Council to order at 4:00 p.m.

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

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

Absent: Chief of Police Conner

**PUBLIC PRESENTATIONS**

No public comments were received.

**SPECIAL MEETING MATTERS**

Streets Planning Workshop

City Manager Knopp provided a staff report and said that one of the City Council's top priorities for this fiscal year is streets planning and improvement projects with the emphasis of this meeting on streets planning.

Councilmembers were provided a list of available street projects along with maps of proposed streets planning projects.

City Manager Knopp explained that this is the ideal time for public agencies to submit Requests for Proposals (RFP's) noting that bids need to go out no later than February to avoid cutting into construction times when contractors are busy. Waiting further out to solicit bids typically results in higher bids.

He explained that \$150,000 was allocated in the current budget for streets with clear direction to staff to focus on streets planning. The idea is to not pave a street that later has to be dug up to repair or replace infrastructure. He noted that he worked with Water/Roadways Superintendent Jensen and Wastewater Superintendent Taylor and did an assessment and has been working on a grant for water infrastructure projects. He said that unfortunately, wastewater remains a mystery in that there is no assessment of which part under the street needs to be replaced. He commented that storm water is another piece of the puzzle and that there is no plan to develop an assessment and maps of the storm water system. He noted that public works staff has been videoing the collection system which is good.



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City Manager Knopp referred to the Pavement Management Update done by Nichols Consulting Engineers in 2016 which provided a broad overview of costs to increase the City's Pavement Condition Index (PCI) to 70%, estimated at \$400,000 to \$500,000 annually. He noted that the study is already outdated due to the work the City has performed on the streets since that time.

He pointed out that the City was able to cover a lot of area for street repairs over the last six months for a reasonable amount of money noting that \$240,000 was spent from City funds not including the ATP project funding. The Nichols Study pointed out that it costs much less to maintain streets in good condition than to repair street that have failed and recommended developing a maintenance strategy to improve the overall condition of the network to an optimal PCI and then sustain it at that level. Since the City cannot always come up with \$400,000 to \$500,000 in any given year, maintenance paving is important.

City Manager Knopp noted that the City has been fortunate to get good deals on regional slurry sealing and the hope is to continue doing so.

He then referred to a map with a very basic 2-tiered rating system. Streets highlighted in yellow were streets proposed for prep work and slurry seal. Streets highlighted in red were streets proposed for overlay or reconstruction.

He then referred to the Monument Road slip out area and said that hopefully construction of that project would start next summer as it represents a liability to the City. He expressed the need for the City to proactively maintain that area to avoid further deterioration.

Water/Roadways Superintendent Jensen asked the Council to keep in mind that drainage is a big issue which is not being addressed

City Manager Knopp recommended the City do some prep work on the streets including culvert work in anticipation of slurry seal but was not sure if there would be coordination for regional slurry sealing this year.

Councilmember Strahan asked when the Nichols Study was done.

City Manager Knopp indicated that the original study was relatively old but they did an update in 2016-17.

Councilmember Strahan commented that there will be a lot of truck traffic on Monument Road during the repair of the slip out and suggesting waiting to do any work on culverts in that area until the construction is complete. She asked if the Planning Commission is tasked with discussing Streets Planning and providing a recommendation to the Council.

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Community Development Director Caldwell noted that the Planning Commission is only charged with land use and zoning and is not involved with public works projects.

Mayor Garnes asked if the Council would be sorting out whether to plan for one large streets project or multiple smaller projects. She pointed out that during the priority setting session she thought the plan was to come up with a 5-year plan for streets projects. She expressed the need for the Council and staff to be on the same page.

City Manager Knopp explained that the idea is to go through and create a baseline of streets with good probability that they won't need to be dug up after paving. He suggested prioritizing what streets can be done up front and to schedule streets for future maintenance.

He said that Eureka and Fortuna dropped out of this year's regional slurry seal project and Rio Dell was the only agency that did not lower or eliminate its bid. He suggested prepping the street for slurry seal so they will be ready when everyone comes together with a regional bid.

Councilmember Strahan referred to the areas highlighted in red on the map and asked what the plan is for those streets.

City Manager Knopp explained that for the Cherry Lane/Orchard Road Loop, the road needs to be ground down and relayed on at least half of the roadway with grind outs and overlay on the rest including replacement of manholes and stormwater drains. He noted that one reason for marking this area in red was that there are no plans to replace water lines in that area.

Councilmember Strahan asked if the City is successful in getting the water infrastructure grant if it will cover the street repairs.

City Manager Knopp indicated that it would not cover any street repairs.

Councilmember Strahan suggested doing streets with new infrastructure and thought that developing a 5-year plan was a great idea. She said that it seems to her that the Planning Commission should develop the plan and make a recommendation to the Council.

Water/Roadways Superintendent Jensen noted that the yellow areas on the map represents streets without a lot of problems that the City could move forward with soon. He said that this provides an option for moving forward with smaller projects and the red areas require significantly more money to complete.

Mayor Pro Tem Woodall said that she would like input from public works staff to see how

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they would prioritize the streets projects.

Councilmember Johnson said that he noticed new slurry seal coming down Monument Road toward Cherry Lane and asked why it did not continue down Pacific Ave. since that is the designated truck route.

City Manager Knopp said that the slurry seal was stopped where culvert work is needed.

Water/Roadways Superintendent Jensen added that it stopped at the section of roadway where the waterline is scheduled to be replaced under the Capital Improvement Plan (CIP).

Councilmember Wilson commented that there is a lot of work that needs to be done with \$150,000 expressing the need to prioritize the streets. He thought it would be a good idea to concentrate on the yellow areas, come up with a 5-year plan, then figure out a strategy for funding. He suggested determining what is reasonable for the first year and to move on from there.

Water/Roadways Superintendent Jensen suggested looking at the traffic volume in prioritizing the streets.

Councilmember Wilson said that the end of Davis St. toward the river is not as much of a high traffic area as Monument Road and pointed out that Blue Slide Road is a disaster.

City Manager Knopp continued with review of the list of available street projects and noted that Ash St. is in good condition with high use so slurry seal is needed to keep it in good condition. The Avenues need a bit of investment and need some pipe replacement near Atlanta St. but are ideal for slurry seal along with the East side of Davis St. and Pacific Ave.

Streets identified for maintenance paving were Rio Dell Ave., West Painter St., Townsend and Butcher St.

Councilmember Johnson commented that it seems that Dixie St. needs to be identified as red due to the large number of potholes. He said that Second St., Columbus St. and Davis St. also have a collection of potholes.

Water/Roadways Superintendent Jensen explained that slurry seal with a leveling course can smooth out and preserve those streets and said that they are not included in the water or wastewater projects. He also pointed out that there is no water line at the end of Davis St.

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SPECIAL MEETING MINUTES  
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Community Development Director Caldwell pointed out that according to the Nichols Study, Dixie St. has a PCI of 31 and questioned why it was put in the yellow category.

City Manager Knopp said that one thing that was not included on the list of projects is the City Hall parking lot which he recommended including in the next slurry seal project.

Discussion continued regarding the suggested repairs for streets on Sheets 4 through Sheet 9 of the list.

City Manager Knopp said that because of poor construction and design of the drainage at Miller and Tyme Ct., there is a failed section of asphalt which staff tried to tie in with the Hooven Paving Project but funds were not available. What is needed is to install a concrete valley gutter which he recommended getting done as soon as possible.

He noted that there are some complications with the drainage on West Riverside and Fern St. with required engineering. In the meantime, staff is recommending that travel lanes be repaired and slurry sealed, leaving the parking lanes and drainage unaddressed at this time.

Wastewater Superintendent Taylor said that there is a problem with the fall especially at the bend and there tends to be a grease buildup in the pipes there. He said that it is a pretty easy fix but that it needs to be mapped out more clearly.

City Manager Knopp explained that the paving project extending from Miller Ct. to the intersection at Eeloa and Wildwood was between \$110,000 and \$120,000 giving the Council an idea of how much area can be done for the \$150,000 streets budget.

Councilmember Wilson commented that at the intersection where N. Pacific crosses the CC Market parking lot, there are people coming across there in wheel chairs and suggested patching and slurry sealing that area to make the transition smoother.

Water/Roadways Superintendent indicated that the area was also in need of some asphalt repair.

City Manager Knopp reported that the loop between River and Spring St. on Ogle Ave. are in need of additional manholes and manhole repair and is a candidate for an overlay with grind outs. The west end of Ogle Ave. however, needs stormwater drainage improvements.

He pointed out that the City is responsible for the entire roadway on Blue Slide Road to the city limits and needs ditch dig outs, drainage evaluation and repairs, overlays, slurry seal or chip sealing.

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Councilmember Wilson commented that there is a slip out waiting to happen on Blue Slide Road and said that the City previously worked with the County to take over that road but was unsuccessful.

Water/Roadways Supervisor Jensen indicated that one option would be to do a couple of asphalt repairs to help stabilize that area of Blue Slide Road.

Mayor Garnes asked if this report is being provided to the Council as information only and if public works would be coming back to the Council with a list of prioritized streets projects.

City Manager Knopp explained that staff is asking for input from the Council so staff can provide a list of potential projects.

Councilmember Strahan identified Miller Ct. as the first priority followed by Dixie St. She also expressed concern about Eeloa at CC Market for wheel chairs. Next was Ogle Ave. which she referred to as horrible and felt that Blue Slide Road needed to be looked at.

Mayor Garnes agreed with Councilmember Strahan's suggestions and questioned the funding and whether it was all City funding or partially grant funding.

City Manager Knopp explained that there are no opportunities for street surface grants that the City would be competitive for. The only other possible funding source would be through the CDBG Program which is unlikely. He suggested the funding come from streets and the general fund. He said that \$150,000 was included in the current budget for streets projects plus a small carryover from last year however, the Council could allocate more funding if desired noting that the City currently has a healthy fund balance. He said that the City spent \$240,000 last year on streets projects and staff's recommendation would be move toward that amount again this year.

Councilmember Strahan suggested using CDBG funds to include all of Pacific Ave. as an extension of the County's slip out project. She recommended putting in a request to HCAOG for funding.

City Manager Knopp noted that Pacific Ave. is a core street which gets a lot of traffic and said it would be beneficial in the long run to focus on CDBG as a funding source.

Mayor Pro Tem reiterated that she would like to know how public works would prioritize the projects to get the best bang for the buck.

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Councilmember Johnson suggested two spreadsheets; one for the yellow categorized streets and one for the red streets with two different contractors. He recommended for this year to identify a red contract such as Miller Ct. and Ogle/Spring/River, allocating \$250,000.

Councilmember Wilson liked the idea of two lists and also a prioritization of streets by public works. He also agreed with Councilmember Strahan's suggestion for tying in Pacific Ave. with the Monument Road slip out project as well as any high priority public works projects.

City Manager Knopp asked councilmembers if they would like the item to come back to the Council at a regular meeting or at a workshop.

Consensus of the Council was to have another workshop.

City Manager Knopp indicated that staff would break up the projects into a 5-year plan and bring it back to the Council in late November or early December.

Mayor Garnes commented that she also liked the idea of creating two separate lists between the yellow and red category.

Mayor Garnes called for public comment in which no public comment was received.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:33 p.m. to the November 3, 2020 regular meeting at 6:30 p.m.

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

Attest:

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

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 3, 2020**

The regular “virtual” meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Garnes.

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

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

**CEREMONIAL MATTERS**

Proclamation – The Great American Smoke-Out

Mayor Garnes read the proclamation in recognition and support of the American Cancer Society’s Great American Smoke-Out on November 19, 2020.

Jay McCubbrey, PhD, Project Director of Tobacco-Free North Coast, Michelle Postman, Tobacco Education Network, and Megan, a high school student was present to speak briefly on the subject and receive the proclamation.

Michelle noted that more than 54 cities and counties have completely eliminated the sale of flavored tobacco products which attract kids.

Jay commented that it is nearly an epidemic with regard to teen vaping and that the State actually passed a law banning the sale of flavored tobacco. A lawsuit was filed which overturned the ban.

Megan said that many of her peers have taken up vaping because of peer pressure.

Proclamation – National American Indian Heritage Month

Mayor Garnes read the proclamation in recognition of National American Indian Heritage Month.

Virginia Howard Mullan and Darla McGrath from the American Indians Committee were present to receive the proclamation.

**PUBLIC PRESENTATIONS**

Mayor Garnes asked if there were any public comments. There were no public comments received.

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**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 Strahan removed consent calendar Item 2 for separate discussion.

Motion was made by Johnson/Wilson to approve the consent calendar including the minutes of October 20, 2020 regular meeting. Motion carried 4-0; 1 abstain (Mayor Pro Tem Woodall).

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

Authorize the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim for FY 2020-21

Councilmember Strahan asked if the issue of providing bus tickets for residents of the River Bluff Cottages was included in the claim.

City Manager Knopp explained that the concern related to bus tickets was submitted to HCAOG as a separate item.

Motion was made by Strahan/Woodall to authorize the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim for FY 2020-21. Motion carried 5-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp stated that the highlight of the staff update was the submittal of the grant application for energy resiliency at City Hall to include solar and battery backup at the Police Department and City Hall. He reported that Mercer Fraser would be back in a couple of weeks to complete the final phases of the ATP project including additional paving and some random cleanup work. Some additional sidewalk improvements were also scheduled with the sub-contractor. Discussions occurred with the AdHoc Committee on the Mural Program, a bill was received from Fortuna for the regional slurry seal project, and work on the median island landscaping was underway.

He commented that Chief Conner had been very busy with the homicide trial so the Police Department Staff Update was not included in the Council packet but was emailed to individual councilmembers after publication of the agenda packet.

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Councilmember Strahan asked if the Police Department Staff Update would be attached to the minutes as supplemental information so that it becomes part of the record.

City Clerk Dunham confirmed that it would be included. (Included as attachment 1 to these minutes).

Councilmember Strahan commented that she would still like to be included in the meetings with representatives of the River Bluff Cottages.

City Manager Knopp said that the Thursday meeting would need to be rescheduled to fit in with the Chief Conner's schedule.

Mayor Pro Tem Woodall asked for an update on the hiring of a Community Services Officer (CSO).

City Manager Knopp reported that Chief Conner had completed the background on the applicant and the hiring process was moving forward.

Mayor Pro Tem Woodall referred to the October 20, 2020 minutes and a comment made by Councilmember Strahan related to low-income housing projects requiring voter approval to construct and asked Community Development Director Caldwell to elaborate.

Community Development Director Caldwell explained that the comment was made in reference to the County's Measure I and Arcata's Measure B. What it means is if the County or City wanted to develop and operate a low-income housing project they would have to amend Article 34 of the Constitution which requires voter approval. He clarified that it does not apply to private developments such as the Danco project.

Councilmember Johnson asked for a timeline on the Coleman murder trial.

Chief Conner reported that the prosecution and defense closed but the defense attorney may open back up for an additional witness. The court is dark on Wednesday but he expected the jury to begin deliberations on Thursday.

Councilmember Wilson referred to the energy resiliency grant for City Hall and asked if the electricity would go back into the grid.

City Manager Knopp was not sure since this is a small-scale project and agreed to look into it. He noted that the electrical interface at City Hall is dated so there are some minor complications that would need to be worked out.

Mayor Garnes called for public comment on the Staff Update.

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City Clerk Dunham said that she received an email from Steve and Sharon Wolfe asking if the testing of the city wastewater influent is going to be done regularly in the future to monitor for community spread.

City Manager Knopp reported that the testing is projected to continue through December with funding through a federal grant and that the results are provided to County Public Health.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

Receive and File the FY 2019-20 Annual Financial Report

Interim Finance Director Dillingham provided a staff report and explained that this is the Annual Financial Report on the financial performance of the City for last year. She noted that it summarizes budgeted versus actual amounts and describes any significant variances at year-end.

In summary, total City revenues were \$5,069,495 which exceeded total expenditures of \$3,867,803 resulting in an increase to reserves of \$1,201,692 with an overall total ending fund balance of \$7.68 million.

She noted that General Fund revenues were \$1.5 million, which was 31% above the estimated budget primarily due to cannabis revenue and increase in Sales Tax revenue. Expenditures were reported at \$1.3 million which was 19% below budgeted appropriations. The only funds with revenues lower than budgeted amounts were the Streets funds and the Building fund. She said that Streets revenues were slightly higher than the previous year but still lower than the budgeted amount.

She continued with review of the enterprise funds. The Sewer funds total revenues were \$1,351,668 which was 11% more than estimated in the budget with expenditures reported at 14% less than budgeted. Water fund revenues were \$1,291,920 compared to budgeted amounts of \$1,188,893 with expenditures which was 26% less than budgeted.

Interim Finance Director Dillingham commented that the City received \$161,980 in revenue in the Supplemental Law Enforcement Services Fund (SLESF) which is an increase from the minimum grant amount of \$100,000. The CDBG revenues were \$38,990 compared to expenditures of \$2,359 resulting in an increase to the fund balance of \$36,631 and a total ending fund balance of \$173,666 which is available for eligible CDBG projects.

She concluded the report and called for Council questions.

Councilmember Wilson mentioned that General Fund expenditures were below budgeted appropriations because of capital projects not being completed and asked if that amount was carried over to the current budget.



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Interim Finance Director Dillingham explained that the unspent funds were carried over in the current budget and that it was anticipated that some of those funds would not be spent by the end of the fiscal year.

Councilmember Wilson asked for clarification on whether there were savings in electricity costs in the Water Fund or the Sewer Fund.

Interim Finance Director Dillingham clarified that the electricity savings were in the Water Fund.

Councilmember Johnson made the observation that the overall ending fund balances were \$7.6 million making Rio Dell somewhat unique and in a position for capital projects.

Councilmember Strahan referred to the Water/Sewer AdHoc committee and commented that she hoped the committee would be looking into potential rate adjustments.

Discussion on Joint Use Agreement for Davis Street Park

City Manager Knopp provided a staff report and said that the Council at their meeting of October 20, 2020 discussed graffiti at the Davis Street Park and the Joint Use Agreement with the School District. The Council requested the agreement be agenized for further discussion. He provided background on the Davis Street Park and associated agreement.

City Attorney Gans was present on line to provide his legal opinion on the agreement.

Attorney Gans began by stating that the agreement contains a number of terms that are not defined. He noted that the agreement contains a rather long term, continuing for twenty years, theoretically until 2027. Section 11 does however, provide for an early termination provision and regardless of which direction the City Council may want to take, they should be mindful of the term provision option.

With respect to the school's obligations, it seems clear that they are required to perform normal maintenance on district facilities.

City Manager Knopp commented that questions were raised as to the signatory authority of the agreement and whether the person signing the agreement had that authority. He said that there is some due diligence that only the School District can do as the property owner. In discussing it with the City's risk group, they made it clear that the property owner has a delegable responsibility to maintain their property, and that is something staff would encourage the school to look into.

He said that staff's recommendation ultimately remains the same as it was previously in that for a true park facility, it would be advantageous for both the City and the School District if the

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City were to own the piece of property containing the facilities. It doesn't really serve the community to have the current park in the obscure arrangement that exists.

Mayor Garnes said that she didn't see any reason for the agreement to continue noting that the turf area is now fenced off and locked so public works can't even access the area to mow. She agreed with the City Manager that it would be advantageous for the City and the School District if the City owned that piece of property.

Mayor Pro Tem Woodall pointed out that the Davis Street Park isn't much of a park and is not really even being utilized. She agreed that it would be a good idea for the City to acquire the property and the agreement as it is, is not a good idea.

Councilmember Strahan asked Attorney Gans who originally constructed the buildings and if the maintenance includes the tennis courts, baseball field and the buildings.

Attorney Gans referred to Section 5 (I) and (E) that recites that the City is responsible for maintaining the turf and playing areas. He said that the Council should note that Section 2 of the agreement implies "City owned facilities, certain fields and parking lot."

City Manager Knopp commented they he worked with the City Clerk in researching records to see if the City owned any of the facilities and discovered that none of the facilities are owned by the City. He said that State funding was used to construct the facilities and a joint use agreement was required for the City to leverage funds since it was not on City owned property. He noted that when the tennis courts were constructed, the State's requirements were much less stringent. He expressed the need for the City to own the property and develop it as a public park. The agreement only allows the park to be open when school is in session 180 day a year so the remaining time, the park is not open to the public.

He reviewed the deconstruction clause under Section 7(C) which stated that "each party may, for good cause, require the demolition or removal of any alternations, additions, or improvements at the expiration or termination of this agreement." As such, it makes sense for the City to own the property and have a comprehensive plan.

Councilmember Strahan said that she doesn't think the School District is interested in selling the property and if there are problems with the existing agreement then a new agreement needs to be created. She said that it's the kids and the City that are losing and said that the City did put up the Little League buildings.

City Manager Knopp said that staff was not aware of the City constructing the Little League buildings and pointed out that if the School District was aware of their liability for the park they might be willing to let go of that piece of property. He clarified that the school district would be compensated for the property rather than the property being gifted to the City.

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Councilmember Strahan suggested updating the agreement to work out the issues and spell out whether the City wants to maintain the park and/or put in new facilities.

Attorney Gans said that the City could have a clearer agreement and do an evaluation of responsibilities.

He commented that previous City Manager's also struggled with the agreement for quite some time and that it is inherently ambiguous and needs clarity in terms of maintenance obligations. To the extent that the City has spent resources for this property and wants to protect the public need for this property, this is something that needs to be built into the agreement.

City Manager Knopp said that another alternative would be to enter into a long-term lease with the School District if grants could be obtained under that scenario. Perhaps the School District would be willing to a lease at \$1/year or a market value lease amount of perhaps \$5,000/year with a term of 30 or even 50 years.

He indicated that the School District needs to be the primary driver and come to a solution that is specific to their mission which is education.

Councilmember Wilson asked if the baseball park is usable and said that he would hate to see the tennis courts and ball field go away. He agreed with Councilmember Strahan's comment about the school not being interested in selling the property.

City Manager Knopp said that he was under the impression that the Little League field was no longer being used and that people were using it as a dog park. In response to complaints, the City installed signs to say that dogs were not allowed. Since that time, the school has fenced the area with a locked gate so the City hasn't been able to get in and mow. He pointed out that at the beginning of the Little League season it is wet and difficult to mow.

Water/Roadways Superintendent Jensen clarified that a couple of days ago, they were provided a key to access the ball park field but with the installation of the new solar array, they will need to investigate how they are going to get in there with the mower. He admitted that they had not mowed the field for quite some time. He said that he did notice that some work was done to clean up the parking lot over the weekend.

Councilmember Johnson commented that perhaps it is time to approach the School District and have a conversation and come up with a clear agreement and explore the possibility of entering into a long-term lease. He pointed out that there is a lot of ground there not being utilized which is not serving the community well.

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Mayor Garnes said if the School District doesn't want to do anything to maintain the park and doesn't want to sell the property, why would the City build something there for the community. She said that it doesn't make sense to lease the property, especially for \$5,000/yr. when it still doesn't belong to the City. She was perplexed as to why they would hang onto property that they don't want to maintain. She noted that the current agreement is doing no good for either party.

Councilmember Strahan commented that the School District does do some maintenance on the property and that it is not that they don't want to but the agreement needs to be clear on the levels of responsibility.

Councilmember Wilson said the work done in the parking lot over the weekend sounds like some sort of community involvement.

City Manager Knopp said that it was likely the church group that is partnering with the City to maintain the median.

City Manager Knopp stated that the current Joint Use Agreement with the School District is clearly not workable and suggested the formation of an AdHoc committee to approach the Rio Dell School Board to provide clarification on what their intent is regarding the Davis St. Park.

Mayor Pro Tem Woodall and Councilmember Johnson were appointed to the committee as Councilmembers Wilson and Strahan expressed conflicts of interest with family members being on the School Board.

City Manager Knopp said that he would get together with the committee and draft a letter and requesting a written response back from the school.

#### **ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Adopt Resolution No. 1467-2020 Approving the 2019-2027 Housing Element and direct staff to forward it to the Department of Housing and Community Development for Certification  
Community Development Director Caldwell provided a staff report recommending approval of Resolution No. 1467-2020 approving the 2019-2027 Housing Element and directing staff to forward it to the Department of Housing and Community Development for certification. He said that as the Council is aware, the City has been working on the Housing Element for some time. The Department of Housing and Community Development (HCD) provided funding and retained PlaceWorks to complete the Housing Element for the City.

He noted that the Planning Commission held three workshops to discuss the mandatory elements and to solicit public participation. The City also conducted a Housing Survey to get

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input from the community. At their October 13, 2020 meeting the Planning Commission reviewed and approved the Housing Element and discussed the City's Regional Housing Needs Allocation (RNHA). As part of RHNA, the California Housing and Community Development determines the total number of new homes the City needs to provide and how affordable those homes need to be. He noted that the River Bluff Cottages provided 25 of the 32 units identified for the extremely low, very low, and low housing needs. As such, the City's biggest need is for 13 moderate and 36 above moderate-income homes which the city has the capacity to provide.

He noted that a copy of the Housing Element was previously provided to Councilmembers for review and comment and the only comment received was from Councilmember Johnson stating that he thought the document was very well written.

Community Development Director Caldwell continued with review of the four major components of the Housing Element which included:

- Housing Needs Assessment
- Evaluation of Constraints to Housing
- Identification of Potential Housing Sites
- Program Strategy to Address Needs

He pointed out that once the Housing Element is approved, there are a number of funding opportunities for the City including CDBG funding.

The City prepared a Negative Declaration of environmental impact and circulated it through the State Clearinghouse of the Office of Planning and Research. Only one comment was received which was from the Native American Heritage Commission reminding staff to refer the document to the local Wiyot Tribal Officer.

With that, he recommended adoption of the Resolution approving the Housing Element as submitted.

Councilmember Strahan said that she did not receive an email from the Community Development Director and that she had several comments and/or questions.

She asked what the cycle is for updating the Housing Element.

Community Development Director Caldwell explained that the normal cycle is eight years however, this Housing Element is subject to a four-year revision because the City did not meet the statutory timeframe deadlines of adopting two consecutive updates. As such, the City is obligated to do an update before August 31, 2023.



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Councilmember Strahan questioned why the update would be done now rather than wait for the 2020 census results to be published.

Community Development Director Caldwell commented that the Housing Element was outdated which is why HCD offered to provide funding to help get it completed. In addition, an updated Housing Element is needed for the City to obtain grants.

Councilmember Strahan asked if the Planning Commission had reviewed the Housing Element in detail.

Community Development Director Caldwell indicated that the Planning Commission held three workshops in 2019 to review and discuss the Housing Element and again at their October 13, 2020 meeting when they discussed and approved it.

Community Development Director Caldwell pointed out how critical it is for staff to receive the Council's questions prior to the meeting so they can be better prepared to provide answers.

Councilmember Strahan asked if the Housing Element was prepared by the Community Development Director.

Community Development Director Caldwell clarified that HCD hired PlaceWorks to work with the City and prepare the document.

Councilmember Wilson commented that he participated in the discussions at the Planning Commission meeting and recalled having discussions about the RHNA numbers and the Danco project bringing those numbers up to help meet the City requirement for affordable housing. He said that he thought the Housing Element was an outstanding document.

Councilmember Strahan questioned the availability of land in zoning designations that allow for low-income housing.

Cynthia Walsh from PlaceWorks was in attendance and responded to Councilmember Strahan's question.

She explained that when they do a Housing Element they look at density and high-density areas relate to affordability. She said that they did not change any zoning designations in updating the City's Housing Element.

Councilmember Strahan referred to page 55 of the Council packet under *Goals and Policies* noting that Policy A-6 was removed. Policy A-9 states: "Provide capacity for City staff to respond to, and apply for, federal and state loans and grants." She suggested there be a

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process for City Council approval and recommended adding the words "as directed by the City Council" to the end of Policy A-9.

Community Development Director Caldwell explained that it is inherent in the State requirements when applying for federal or state loans or grants to include a Resolution approved by the City Council.

Councilmember Strahan asked why the Danco Project did not come before the Council for approval.

Community Development Director Caldwell commented that the City did not apply for any type of funding because it was a private development.

Councilmember Strahan referred to conclusions on pages 55 and 60 of the staff report related to zoning and density bonuses.

Ms. Walsh explained that all of the proposed amendments are necessary to comply with state law.

Councilmember Strahan referred to Program B-6 related to the First Time Home Buyer Program and questioned the objective that the City assist five households during the 2019-2027 planning period.

Community Development Director Caldwell said that the Planning Commission was supportive of reinstating the First Time Home Buyer Program to assist low-income households with loans and/or grants to help with down payments and other related costs.

Councilmember Strahan referred to Program D-1, *Maintain an Inventory of Affordable Housing Units* related to lot consolidation.

Community Development Director Caldwell explained that if a property owner owns two separate lots that are side by side, they are allowed to merge the lots together to be able to construct higher density projects. He said that the Notice of Merger only requires ministerial approval.

He referred to page 65 of the staff report under *Review of Previous Programs* which were programs identified during the previous Housing Element and noted that almost all of those programs were completed. He noted that the Density Bonus provisions were codified into the City Municipal Code in 2014.

Councilmember Strahan referred to Program B-2, *Housing Affordability* related to projects expected to be constructed and asked if the Danco project was included in those numbers.

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Community Development Director Caldwell reiterated that the Danco project provided 25 of the 32 housing units identified for extremely-low, very-low to low-income housing needs.

Councilmember Strahan commented that some of the tables were using 2018 data and that she would like to have data from the 2020 census included.

Ms. Walsh explained that Housing Element updates are on an 8-year cycle and if that deadline is missed, agencies are put on a 4-year cycle. She said that they rely on the American Community Survey and the Department of Finance and 2018 is the most recent data available.

Councilmember Johnson reminded councilmembers that the Housing Element is one of seven elements of the General Plan. Seven years ago, he was on the Planning Commission so this is not the first time he has reviewed a Housing Element. He commented that it is probably the most complex and far reaching of all seven elements and an excellent plan for the City. He referred to page 45 of the packet which was the Resolution and asked if it should reflect the dates of 2019-2027 or if it should be amended to read 2019-2023 since that is the next required update.

Ms. Walsh explained that the planning period is still eight years however, there is an update required in four years so the Resolution was correct.

Mayor Garnes called for public comment on the Housing Element in which no public comment was received.

Motion was made by Johnson/Wilson to adopt Resolution No. 1467-2020 approving the 2019-2027 Housing Element and directing staff to forward it to the Department of Housing and Community Development (HCD) for certification. Motion carried 4-1; Councilmember Strahan dissenting.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Wilson reported on the last Redwood Coast Energy Authority (RCEA) meeting and apologized to Interim Finance Director Dillingham for laughing at her when she indicated that PG&E rates might actually go down. He said that it is very possible that they will go down. He explained that PG&E actually paid too much for power years ago so as a result, ratepayers will be paid back through a reduction in rates. In turn, RCEA will have to lower their rates as part of the Community Choice Aggregation (CCA) Program to keep their rates slightly lower than PG&E rates as agreed.

He reported that he would be attending a Humboldt Waste Management Authority (HWMA) meeting next week and expected to get an update on the CRV program.

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Councilmember Johnson announced that the Redwood Region Economic Development Commission (RREDC) meeting was cancelled. He congratulated Councilmember Wilson on his re-election and to Amanda Carter on her election on the City Council.

Mayor Garnes congratulated Councilmember Johnson on his re-election as well.

Councilmember Strahan announced that the Humboldt County Association of Governments (HCAOG) meeting was cancelled and also the Humboldt/Del Norte Hazardous Response Authority meeting.

Mayor Garnes reported on her attendance at a special meeting of the League of California Cities (LOCC) last night with the Office of Emergency Services (OES), the Fire Districts and the National Guard. She said that they wanted to let everyone know that should there be any civil unrest due to the election, they are prepared to help with whatever the city needs. She noted that the National Guard would be available throughout the week.

**ADJOURNMENT**

Motion was made by Johnson/Garnes to adjourn the meeting at 8:30 p.m. to the November 17, 2020 Regular meeting. Motion carried 5-0.

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Debra Garnes, Mayor

Attest:

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Karen Dunham, City Clerk

Staff Update for 11/3/2020

Police Department

The Department had the following statistics for the period of October 14, 2020 to October 27, 2020. This period of time saw a higher than average number of calls for service, number of reports and number of arrests as compared to this year to date. 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	15	2	0
Beauchaine	20	2	0
Landry	65	12	8
Mitchell	53	7	3
Burns	56	5	2
Fielder	37	3	0
Totals	213	31	13
Averages	15.2 per day	15.5 per week	6.5 per week
2020 Yearly Average	13.9 per day	13.4 per week	5.3 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit
488	10/17/2020	17:43:13	355 CENTER ST	R613
459A	10/19/2020	17:51:16	355 CENTER ST	R613
VI	10/19/2020	19:31:42	355 CENTER ST	R613
FI	10/20/2020	2:09:02	355 CENTER ST	R615
TS	10/26/2020	19:33:43	355 CENTER ST	R615
415	10/27/2020	2:09:28	355 CENTER ST	R615
FU	10/27/2020	2:50:05	355 CENTER ST	R615

488 – Petty Theft

459A – Burglary or Fire Alarm

VI – Vehicle Investigation

FI – Field Interview (contact with a pedestrian)

TS – Traffic Stop

415 – Disturbance

FU – Follow Up

R613 – Officer Crystal Landry

R615 – Officer Liam Burns

During the period October 14, 2020, to October 27, 2020, there were six calls for service related to animal control issues. A local, homeless man brought in a litter of puppies that his dog had given birth

ATTACHMENT 1



to. The five puppies were about seven weeks old and had been weaned. In addition, a kitten of about the same age was brought to the station by a concerned resident. All six baby animals were taken to Miranda's Rescue to adoption.

Chief Conner and Sergeant Beauchaine have both testified in the trial of Demetrius Coleman for the murder of Johnny Renfro, which occurred on Monument on August 29, 2019. Chief Conner is the investigating officer for the trial, which requires him to be in court every day. The prosecution's case is expected to rest on the morning of October 29, 2020. It is expected that the defendant will testify in his defense. Testimony is expected to be completed by the time of November 3, 2020, Council Meeting and an additional update is likely at that time.

On October 24, 2020, Officers Burns and Landry responded to a report of a man and a woman fighting in the street. Both subjects claimed that they had been struck by a large stick at the hands of the other. Nearby surveillance video was checked and it was determined that the man had been arguing with his ex-girlfriend and not letting her leave. When she finally turned and walked away, he threw the stick, which he had been using as a walking cane, at her, striking her in the leg. She picked up the stick and when the heartbroken beau approached again, she whacked him with the same stick on the upper arm. The woman continued to retreat while the man adopted a fighting stance. Fortunately, the two officers arrived before any more blows could be landed. The man was arrested for assault with a dangerous weapon and domestic violence as it was apparent that he was the primary aggressor.

On October 26, 2020, Officer Burns spotted a car parked in Scotia that appeared suspicious. He approached the car and found two women inside. Next to one of the women was an open bag of marijuana and a bong. Officer Burns searched the car for additional contraband. He located approximately three ounces of methamphetamine and about an ounce of heroin. One of the women was cited for possession of a controlled substance for sales. The car was towed.

On October 27, 2020, Officer Landry spotted a known thief riding a bicycle while carrying another. She was aware that a Public Works employee had reported his bike stolen the same day. She stopped the man and examined the bike he was carrying. It was quickly determined that the carried bike was in fact the stolen bicycle. The man claimed that he was headed to the Police Department to turn in the bicycle, however, he was headed in the wrong direction. He then claimed that he had just called the department and no one had answered. However, Sergeant Beauchaine arrived from the office and was aware that no one had called in the last hour. The man then tried to show that he made the call by showing the officers the call log on his phone. The last call had been made three hours prior and was not anywhere close to the Police Department's phone number. His last excuse was that he had found the bike and therefore, it was not stealing. He was cited for possession of stolen property and a probation violation. The bike was returned to its rightful owner.

#### Code Enforcement

The Comcate system was offline for maintenance at the time that this report was generated and consequently the department is unable to report on code enforcement issues at this time. The update for November 17, 2020 meeting will include information from this reporting cycle.

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

Ref#	Date	Vendor	Description	Amount
9431	10/06/2020	[4109] ACCESS HUMBOLDT	SL FRANCHISE OVERSIGHT ON BEHALF OF LFA'S PER AGREEMENT OF JUNE 1, 2008	270.00
9432	10/06/2020	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BL-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE, RODENT & INSECT CONTROL @ 475 HILLTOP DR	275.00
9433	10/06/2020	[4295] AMBROSINI & SONS ELECTRIC, INC	RELOCATE TRANSFORMER	1,978.76
9434	10/06/2020	[3975] AT&T - 5709	FAX LINE EXPENSES FOR SEPTEMBER 2020-PD, FAX LINE EXPENSES FOR SEPTEMBER 2020-CITY HALL	53.35
9435	10/06/2020	[4938] BANDEIRA USA	TWO 12" PLASTIC PIPE	261.83
9436	10/06/2020	[7039] BIOBOT ANALYTICS, INC.	COVID19 WASTEWATER EPIDEMIOLOGY SERVICE FOR SEPTEMBER SAMPLING	8,400.00
9437	10/06/2020	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR JULY THROUGH SEPT 2020	9.90
9438	10/06/2020	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR OCTOBER	4,030.33
9439	10/06/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 9/25/20	120.00
9440	10/06/2020	[2342] DEPT OF CONSERVATION DIVISION OF	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR JULY THRU SEPT 2020	37.71
9441	10/06/2020	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR JULY THROUGH SEPT 2020	37.20
9442	10/06/2020	[6588] EVANS, BRITTANY	CUSTOMER DEPOSIT REFUND	172.96
9443	10/06/2020	[2405] FORTUNA ACE HARDWARE	THREE LITHIUM 3V BATTERIES	26.01
9444	10/06/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT, ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT, ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT, ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT	53,155.30
9446	10/06/2020	[4099] HARPER MOTORS	CONTROL MODULE REPROGRAMMING FOR 2014 FORD EXPLORER	2,597.23
9447	10/06/2020	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT ASSESSMENT FEE FOR JULY 2020 THROUGH SEPT 2020	196.80
9448	10/06/2020	[6514] INTERWEST CONSULTING GROUP	PLAN REVIEW FOR 281 WILDWOOD AVE	360.15
9449	10/06/2020	[6671] JEWETT, MICHELLE R	CUSTOMER DEPOSIT REFUND	177.54
9450	10/06/2020	[6653] CRYSTAL L LANDRY	REIMBURSEMENT FOR FULL UNIT REPLACEMENT BATTERY	33.59
9451	10/06/2020	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR SEPTEMBER 2020	1,900.00
9452	10/06/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	96.20
9453	10/06/2020	[6654] LOGAN D MITCHELL	REIMBURSEMENT FOR MILEAGE, MEALS & LODGING TO ATTEND FIREARM'S TACTICAL RIFLE TRAINING	2,385.89
9454	10/06/2020	[2569] NORTH COAST LABORATORIES, INC.	LEAD AND COPPER ICPMS	505.00
9455	10/06/2020	[6100] NORTHERN CALIFORNIA GLOVE	VIEWSONIC LED MONITOR 20", TWO LENOVO THINKCENTRE TOWERS, TWO SAMSUNG 24" LED MONITORS, APPLE IPAD, A LENOVO THINK PAD, MONTHLY MAINTENANCE FOR OCT. 15 THROUGH NOV.15, 2020	77.87
9456	10/06/2020	[4393] NYLEX.net, Inc.	NITRILE PF GLOVES	5,926.60
9457	10/06/2020	[6607] OSORIO, JAIME	CUSTOMER DEPOSIT REFUND	142.56
9458	10/06/2020	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR OCTOBER	30.00
9459	10/06/2020	[4338] QUILL CORPORATION	RULE PADS & 1/2X11, RULED PADS 5X8, BROTHER BLACK TONER	108.50
9460	10/06/2020	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR SEPTEMBER 2020	90.27
9461	10/06/2020	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 9/30/20	94.00
9462	10/06/2020	[2659] RIO DELL PETTY CASH	CLEANING SUPPLIES, CAR WASH FOR CITY CAR	39.73
9463	10/06/2020	[6139] ROOT 101 NURSERY	TWO FISKARS NYGLASS TRANSPLANTER, TWO PVC 3/4" THREADED COUPLER, TWO PVC 3/4" X 1/2" MXF	15.77
9464	10/06/2020	[2693] SHELTON'S AUTO LUBE	THREAD BUSHING, QUIKRETE CONCRETE MIX, 60 LBS BAG	69.67
9465	10/06/2020	[4525] SHERLOCK RECORDS MGMT	FULL OIL CHANGE SERVICE FOR 2014 NISSAN ALTIMA LICENSE #1225241	124.80
9466	10/06/2020	[4570] SHRED AWARE	STORAGE SERVICE FOR OCTOBER	70.00
			SHREDDING	

City of Rio Dell  
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
9467	10/06/2020	[3112] SIX RIVERS PORTABLE TOILETS LLC	HANDWASH UNIT RENTAL & 1 X WEEK (9/11/2020-9/19/2020) CLEANING SERVICE: WILDWOOD AVE & ELKO ST. HANDWASH UNIT RENTAL & 1 X WEEK (9/18/2020-/2020) CLEANING SERVICE: 220 WILDWOOD AVE	37.65
9468	10/06/2020	[2682] SMALL CITIES ORGANIZED RISK EFFORT	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION INSURANCE 7/1/20 - 6/30/21	23,427.02
9469	10/06/2020	[2719] STATE WATER RESOURCES CONTROL BD	DRINKING WATER OPERATOR GRADE T3 CERTIFICATION RENEWAL	90.00
9470	10/06/2020	[2750] USA BLUEBOOK	SC200 DIGITAL DUAL-INPUT	2,461.70
9471	10/06/2020	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR OCTOBER 2020	534.58
9472	10/06/2020	[2772] WENDT CONSTRUCTION, INC	THREE LOADS OF BASE ROCK DELIVERED	187.50
9473	10/15/2020	[0576] 101 AUTO PARTS	CUT-OFF WHEEL, FLOOR DRY FINE CUPLER HOSE, FERRULES, HOSE END, TIRE VAL, 1/8 SCREW ON TIRE	186.12
9474	10/15/2020	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR SEPTEMBER 2020	404.23
9475	10/15/2020	[4949] ASAP Lock & Key	URGENT LOCKOUT CALL - RDPD SEARCH WARRANT @ FORTUNA	75.00
9476	10/15/2020	[2293] CITY OF FORTUNA	LAB TEST JULY THRU SEPT 2020-COLIFORM QUANTI-TRAY, BOD, TSS/MUSS; COLIFORM PA; COLIFORM 3X5	1,525.00
9477	10/15/2020	[2302] CLYDE'S TOWING, INC.	VEHICLE TOWING @ 75 WILDWOOD; 2014 FORD EXPLORER LIC# 1435242	187.50
9478	10/15/2020	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES FOR SEPTEMBER 2020	345.00
9479	10/15/2020	[2889] EEL RIVER TRANSPORTATION & SALVAGE	DISPOSAL OF CONCRETE SEWER PIPE	36.00
9480	10/15/2020	[2385] EUREKA READYMIX	38.77 TONS 3/4 BASE ROCK	490.87
9481	10/15/2020	[2405] FORTUNA ACE HARDWARE	ITEMS FOR WATER BUILDING PAINTING, FOUR GALLONS DISTILLED WHITE VINEGAR	199.21
9482	10/15/2020	[5052] GHD, INC	STREETS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT, ENGINEERING SERVICES	2,485.50
9483	10/15/2020	[4922] GRUNDMAN'S SPORTING GOODS INC.	AMMUNITION	543.75
9484	10/15/2020	[2457] HUMBOLDT COUNTY CLERK-REORDER	2008 FORD F-250 PLATE #1267533; FOUR NEW TIRES	3.00
9485	10/15/2020	[2474] HUMMEL TIRE & WHEEL, INC	FINANCIAL STMT AUDIT PLANNING, PREP & INTERIM FIELDWORK FYE 6/30/2020	682.62
9486	10/15/2020	[6299] JIACPA, INC.	MAINTENANCE & LAUNDRY UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	8,050.00
9487	10/15/2020	[3006] MISSION LINEN SUPPLY, INC	EMPLOYMENT ADVERTISEMENT - HELP WANTED	125.31
9488	10/15/2020	[5934] NORTH COAST JOURNAL	HALOACETIC ACIDS, NITRATE/NITRITE, PERCHORATE, TRIHALOMETHANES, NITRATE AND/OR NITRITE;	112.00
9489	10/15/2020	[2569] NORTH COAST LABORATORIES, INC.	NITRATE/NITRITE; PURGEABLES BY GC/MS; TOTAL DISSOLVED SOLIDS; TOTAL NITROGEN	1,200.00
9490	10/15/2020	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
9491	10/15/2020	[6349] RECOLOGY EEL RIVER	NUISANCE ABATEMENT @483 FOURTH AVE	1,755.18
9492	10/15/2020	[7042] RESTIF CLEANING SERVICE	WASH: OUTSIDE WINDOWS, BUILDING EXTERIOR (LP), MASONRY/FLATWORK	1,615.00
9493	10/15/2020	[4215] ROCHAS AUTOMOTIVE, INC.	2002 GMC SIERRA 2500; 15W-40 OIL (10 QUT), OIL FILTER, LABOR, FUEL	252.36
9494	10/15/2020	[2664] ROGERS MACHINERY INC	GRP-95-981 AUTO DRAINS; FACTORY FREIGHT	509.37
9495	10/15/2020	[2668] RWS SERVICES	INSTALL & PARTS: RADIO, ANTENNA, LIGHTS & SIREN; INTO NISSAN ALTIMA, PORTABLE VHF 6 WATT, BATTERY LI-ION, CHARGER, ANTENNA VHF, SPEAKER/MICROPHONE, PROGRAMMING & SETUP	5,456.78
9496	10/15/2020	[5376] SCOTT'S CUTTERS EDGE	WEEDEATER ITEMS	81.33
9497	10/15/2020	[6825] SUDDENLINK	INTERNET SERVICES 10/1/20-10/31/20	900.00
9498	10/15/2020	[6373] THATCHER COMPANY, INC.	ONE 330 G TOTE SIERRA SANI-CHLOR & CONTAINER DEPOSIT, CONTAINER DEPOSIT REFUND	1,359.72
9499	10/15/2020	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR SEPTEMBER 2020, LEGAL SERVICES FOR SEPTEMBER 2020, LEGAL SERVICES FOR SEPTEMBER 2020	6,270.00
9500	10/15/2020	[2750] USA BLUEBOOK	CHLORINE REAGENT SET - CL17 (2557000)	228.02
9501	10/15/2020	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR NOVEMBER 2020	628.34
9502	10/15/2020	[6672] WEX BANK	PD FUEL EXPENSES FOR OCTOBER 2020, PW FUEL EXPENSES FOR OCTOBER 2020, ADMIN FUEL EXPENSES FOR OCTOBER 2020, ADMIN FUEL EXPENSES FOR SEPTEMBER 2020, PD FUEL EXPENSES & CAR WASH FOR SEPTEMBER 2020, PW FUEL EXPENSES FOR SEPTEMBER 2020	1,873.54

City of Rio Dell  
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
9503	10/15/2020	[2779] WILDWOOD SAW	DIAMOND EDGE TRIMMER LINE, 280FT PREMIUM TIMER LINE	53.05
9504	10/15/2020	[2787] WYCKOFFS	WATER FILTER O-RING, TWO BRASS TEE, FOR WATER REPAIR @ 590 PACIFIC	31.65
9505	10/21/2020	[2237] BANK OF AMERICA BUSINESS CARD	ADobe PRO DC MONTHLY SUBSCRIPTION, FEDEX - FIVE PEACE OFFICER TABS, GOOGLE - PSPS AD VIDEO, AMAZON - PACK OF 15 TAPE LOGIC JUMBO MAILING TUBES, AMAZON - ONE 2PACK ENERGIZER CR2430 LITHIUM COIN BUTTON CELL BATTERY, COSTCO - TWO SANDISK, 3PACK, COSTCO - TISSUES, CUPS W/ LIDS, CHASING CELL PHONES - ORDER REFUND, COSTCO - TRASH BAGS CLEAR 45 GAL AND FLEX-TECH 13 GAL, INDEED - UTILITY I/II POSITIONS, INDEED - FINANCE DEPT: EMPLOYMENT AD, FEDEX - ENVELOPE STANDARD RATE, ZOOM - COMMUNICATION VIA COMPUTER/PHONE, VISTAPRINT - 35 CUSTOM MASKS	1,460.40
9506	10/21/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 10/09/20	120.00
9507	10/21/2020	[2340] DEPARTMENT OF JUSTICE ACCOUNT OFFICE	BLOOD ALCOHOL ANALYSIS FOR SEPTEMBER 2020	105.00
9508	10/21/2020	[2347] DEPT OF MOTOR VEHICLES	REGISTRATION RENEWAL FOR PW VAC. TRAILER: LICENSE# SE697770, VIN 1U9BX1624K087091	27.00
9509	10/21/2020	[2405] FORTUNA ACE HARDWARE	MAXPOWER CAR WASH, TWO DELUXE ALUM TOOL SET	61.81
9510	10/21/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR DEVELOPMENT OF SANITARY SEWER EVALUATION STUDY	6,584.25
9511	10/21/2020	[2461] HUMBOLDT COUNTY TAX COLLECTOR	2020/2021 PROPERTY TAX ASSESSMENT #: 205-111-039	2,438.30
9512	10/21/2020	[6785] MARTIN, BETTY 1	CUSTOMER DEPOSIT REFUND	124.76
9513	10/21/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	48.10
9514	10/21/2020	[4338] QUILL CORPORATION	DELL DRYXTONER CARTRIDGE; NXT 4PORT USB	117.43
9515	10/21/2020	[2693] SHELTON'S AUTO LUBE	PULL OIL CHANGE SERVICE FOR 2017 FORD POLICE INTERCEPTOR LICENSE #FAH126402	55.59
9516	10/21/2020	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 10/10/20 - 11/9/20	531.32
9517	10/21/2020	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 10/8/20 - 11/7/20	60.46
9518	10/27/2020	[7054] DOOLEY ENTERPRISES, INC.	AMMUNITION (TWO QTY 40 S&W FULL META & HALF QTY 40 S&W RANGER T)	781.02
9519	10/27/2020	[7052] GREGG STUTCHMAN & ASSOCIATES	DIGITAL VIDEO FORENSIC CASE# 19-0000387	1,386.00
9520	10/27/2020	[2475] HUMBOLDT TOWING, INC.	TOW FROM NEWBURG TO ROCHA'S AUTOMOTIVE FOR 2002 GMC LICENSE PLATE# 1139153	95.00
9521	10/27/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	48.10
9522	10/27/2020	[5934] NORTH COAST JOURNAL	EMPLOYMENT ADVERTISEMENT - HELP WANTED	112.00
9523	10/27/2020	[4393] NYLEX.net, Inc.	CORD REPLACEMENT BACKUP DRIVE & PD NEW BACKUP DRIVE, NEW POLICE DEPARTMENT WORKSTATIONS, NEW LAPTOP SETUP FOR COUNCILMEM WILSON, UPDATING ACCUFUND DATABASE AND APPLICATION	1,321.01
9524	10/27/2020	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR NOVEMBER	30.00
9525	10/27/2020	[6139] ROOT 101 NURSERY	VULCAN 42 GAL CONTRACTOR BAG, 3 MIL, 50 CT	72.41
9526	10/27/2020	[3112] SIX RIVERS PORTABLE TOILETS LLC	HANDWASH UNIT RENTAL & 1 X WEEK (9/20/2020-10/17/2020) CLEANING SERVICE: WILDWOOD AVE & ELKO ST, HANDWASH UNIT RENTAL & 1 X WEEK (9/20/2020-10/17/2020) CLEANING SERVICE: 220 WILDWOOD AVE	191.76
9527	10/27/2020	[2709] STAPLES DEPT. 11-04079109	BOX OF 144 0.75"W BINDER CLIPS; DOZEN BIC GRIP ROLLERS PENS; THREE PLASTIC CLIPBOARDS; BOX OF 36 ULTRA FINE SHARPIES; SAMSUNG BLACK TONER CARTRIDGE	153.49
9528	10/27/2020	[2787] WYCKOFFS	TWO PVC NIPPLE, TWO CHECK VALVE PVC - PUMP ROOM LINES	20.62
9529	10/30/2020	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF OCTOBER 2020	367.36
Total Checks/Deposits				164,987.61
Ref#	Date	Vendor	Description	Amount
841425616	10/1/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR WEX BANK/SHELL PAYMENT FOR SEPTEMBER 2020	-1,749.10
653-408	10/05/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 09/25/2020	-2,030.15
502926	10/05/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 09/25/2020	-11,896.00



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

Ref#	Date	Vendor	Description	Amount
USBankSettlement	10/14/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA-RC ONLINE RETIREMENT FOR PPE 09/25/2020	-6,308.71
687588	10/15/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR DELTA DENTAL INSURANCE FOR SEPTEMBER 2020.	-443.42
274687	10/15/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR DELTA DENTAL/ALLIED ADMINISTRATORS ONLINE: DENTAL INSURANCE FOR NOVEMBER 2020.	-2,015.35
480-224	10/19/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/09/2020	-2,119.69
431446	10/19/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 10/09/2020.	-12,900.72
USBankSettlement	10/19/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA-RC ONLINE RETIREMENT FOR PPE 10/09/2020	-6,489.64
9424216	10/20/2020	WITHDRAWALS	BANK ANALYSIS FEE FOR NOVEMBER 2020	-267.22
9424217	10/20/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/Public Agency Coalition Enterprise Health Insurance Online for November 2020.	-20,433.92
695687	10/20/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP ONLINE FOR THE MONTH OF NOVEMBER 2020.	-323.33
DBNPAY000224708	10/22/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE ONLINE FOR NOVEMBER 2020.	-292.50
2651,4161,5241	10/22/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR PACIFIC GAS & ELECTRIC ONLINE FOR CHARGES THROUGH OCTOBER 2020.	-22,176.16
2282533055	10/30/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/23/2020	-2,937.07
<b>Total EFT's/Bank Withdrawals</b>				<b>-92,382.98</b>

Ref#	Date	Vendor	Description	Amount
10092020	10/14/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 10/09/2020	-3,000.00
10092020	10/14/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 10/09/2020	-28,488.37
10122020	10/14/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR FINAL PAY-CHECK 10/12/2020. FINANCE DEPT.	-3,386.27
10232020	10/27/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 10/23/2020	-37,473.43
<b>Total Transfer Between Accounts</b>				<b>-72,348.07</b>



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

November 17, 2020

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No 1458-2020 Adjusting the FY 2020-21 General Fund Budget and Authorizing the Purchase of Vehicles for the Police Department and Public Works

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1458-2020

BACKGROUND AND DISCUSSION

The current budget, FY 2020-21 appropriated funds for the purchase of two new vehicles for the Police Department (\$90,800) and two new vehicles for Public Works (\$78,000). The Police Department planned to replace one SUV and purchase a 4x4 truck. Public works needs a vehicle capable of heavy load tows and also to replace the current utility truck, a 1980's Chevrolet pickup.

In recent discussions with the Chief of Police regarding the staffing level increases in the Department and our recent experience in maintaining the current Police Interceptors, staff is recommending the purchase of a third Police vehicle (A SUV) be added to this year's acquisition. The current SUV's are from model year 2014 and are experiencing increasing levels of maintenance expenditures and lower levels of reliability. The department plans to retain one of the 2014 model year SUV's and down-fit the vehicle for the use of the new CSO employee. The other SUV will be either placed in storage or auctioned.

Bid requests were issued to various regional dealers however responses were only received from local Humboldt County dealers. The Police Department considered the purchase of Dodge SUV's and trucks for the new fleet purchases but have decided continuing the Ford fleet to be optimal. Public Works considered Ford, Dodge and Toyota for fleet purchases and has concluded that Dodge would work best as a tow vehicle and that a Tacoma pickup best meets the requirements for the department.

The cost of the Ford Police vehicles includes some up-fit features (lights, sirens etc.) however staff will likely need to return to the Council for an additional appropriation to complete the up-fit. Estimates are not available at this time.

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**RESOLUTION NO. 1458-2020  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE ADOPTED BUDGET  
FOR FISCAL YEAR 2020-21  
AND AUTHORIZATION FOR THE PURCHASE OF  
VEHICLES FOR THE POLICE DEPARTMENT AND PUBLIC WORKS**

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

**WHEREAS**, any adjustment that increases appropriations in a fund must be approved by the City Council and additional costs have been identified that should be added to the FY 2020-21 Budget; and

**WHEREAS**, the FY 2020-21 Budget included \$90,800 for Police Vehicles and \$78,000 for public works vehicles; and

**WHEREAS**, the authorization for the purchase of new vehicles requires approval from the Rio Dell City Council; and

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

1.) Amend the City of Rio Dell FY 2020-21 Operating and Capital Budget to increase appropriations for the purchase of Police Vehicles as follows:

\$64,332	6400 14 000 0000	General Fund Projects
\$64,332	TOTAL INCREASED APPROPRIATIONS	

2.) Authorize the purchase of the following vehicles:

Police Department

Two (2) 2021 Ford Police Interceptor Explorer SUV AWD  
One (1) 2021 Ford F-150 SSV Package 4X4

Public Works

One (1) 2021 Dodge Truck 2WD  
One (1) 2021 Toyota Tacoma SR 4X4

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 17<sup>th</sup> day of November, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Debra Garnes, Mayor

ATTEST:

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Karen Dunham, City Clerk



## **Staff Update – 2020-11-17**

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### **City Council**

### **City Manager**

Staff has received word from High Rock Conservation Camp that the State plans to immediately begin depopulation and closure of the facility. High Rock crews have been used periodically by the City, at very low cost, to perform various weed abatement projects. Staff is looking at alternatives, including the Eel River camp out of Redway.

Staff is working with GHD on additional grant applications for pre-disaster mitigation funding for projects including replacement of the Redwood Douglas water tank and fire hydrants, realignment of the water line between the Metropolitan Well Site and the main City distribution grid, and upgrades to the power resilience of our wastewater lift stations.

Since October, the City has been conducting CoVID-19 testing at the wastewater treatment plant and providing that information to the County's Department of Public Health. COVID-19 was detected in October at low levels and has since been registered as "non-detect" through October 29, 2020 with two subsequent tests. The next two tests will occur on November 19<sup>th</sup> and December 3<sup>rd</sup>. Staff believes this testing may be a useful tool in gauging the severity and existence of any possible virus resurgence. Testing will continue through December. Results are attached to this report.

### **City Clerk**

Processed four (4) Building Permits

110 Ash St. – Furnace

151 Second Ave. – Water Heater

209 Second Ave. – (3) 100 Amp Service Panels

671 Side St. – Sewer Lateral

Processed three (3) Business License Applications

K.C. Property Services – Non-Resident Contractor

Chase Alameda – Rentals

Bob's Yard Service – Landscaping and Lawn Care

Misc.

Submitted CHF-CIRB Building Permit Report for October

Submitted Employment Data Report for November



Address verification letter for 1150 Dinsmore Ranch Road

Completed and submitted application packet for Pollution Liability renewal policy

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

**Public Works Water**

Water service shut off replacement at 209 Second Ave. (Broken Curb stop)

Repair water leak at 925 Martin DR

Repair water lean on Monument Rd just after fire hydrant.

Work at Rio Dell Metropolitan Wells, Clean and Flush filters.

Set up new water meters at First Ave and Berkey to assign meter to the 4 plex apartments.

Roadways and Parks mowing / weed eating.

Replace bad ERTS from water meters.

Investigate Danco Housing for NO water at Main Office Building.

**Public Works Wastewater**

Phone conference calls with GHD: GIS mapping, Flow monitoring locations and next steps for Chloramines disinfection.

Working on sludge dryer and reached out to a Crescent City company about Biosolids disposal.

Repaired a manhole at Spring and Ogle.

Installed a new lower lateral at 691 Side ST.

Sewer lateral testing at: 178 Center St, 441 First Ave and 211 Belleview.

Assisted the utilities crew with water leaks.

Cleaned and switched contact basins.

Plant wash down of the Clarifiers.



Repaired piping manifold on the Chlorine injection system.

**Public Works Streets, Buildings and Grounds**

Safety meetings Monday mornings.

Installed Sewer Cleanout at 265 Ogle Ave.

Coordinate with J&G Landscaping for South Gateway Islands Cleanup

Routine maintenance on Generators at Wastewater lift stations

Scraped and spray weeds on roads around town

Mow and Weed eat Gateway

Picked up Garbage at Infiltration Gallery, City Parking Lot and Memorial Park

Cleanup trash at Edwards Dr River Bar Access and on Riverbar

Patched Potholes throughout town

Tree and Brush Removal along Pacific and Kelly.

General tools and equipment organization at City Corp Yard.

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

The Department had the following statistics for the period of October 28, 2020 to November 10, 2020. This period of time saw an average number of calls for service, number of reports and number of arrests as compared to this year to date. The summation of Calls for Service may 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	2	1
Beauchaine	13	0	0
Landry	29	4	2
Mitchell	63	11	5
Burns	46	8	3
Fielder	22	1	0



Totals	184	26	11
Averages	13.1 per day	13.0 per week	5.5 per week
2020 Yearly Average	13.9 per day	13.4 per week	5.3 per week

**Calls for Service at 355 Center Street**

Type	Date	Time	Location	Primary Unit	Case #
415	10/28/2020	03:54:21	355 CENTER ST	6S1	
415	10/28/2020	16:36:20	355 CENTER ST	R614	
415	10/28/2020	18:20:37	355 CENTER ST	6S1	
415	10/29/2020	08:08:09	355 CENTER ST	R614	20-0000518
FU	10/30/2020	19:30:57	355 CENTER ST	R615	
FU	11/01/2020	10:50:25	355 CENTER ST	6A1	
VI	11/03/2020	17:37:27	355 CENTER ST	R613	
FOOT	11/04/2020	19:39:33	355 CENTER ST	R613	

VI – Vehicle Investigation

415 – Disturbance

FU – Follow Up

FOOT – Foot Patrol

R613 – Officer Crystal Landry

R615 – Officer Liam Burns

6S1 – Sergeant John Beauchaine

R614 – Officer Logan Mitchell

6A1 – Chief Jeff Conner

During the period October 28, 2020, to November 10, 2020, there were six calls for service related to animal control issues. No animals were transported to Miranda’s Rescue. On November 3, 2020, Officer Landry responded to a report of a large dog attacking a much smaller dog on 3<sup>rd</sup> Avenue. The larger dog took offense when the smaller dog stopped to pee in her neighborhood and grabbed her by the neck. This resulted in three puncture wounds that needed treatment. The large dog’s owner agreed to help pay for the veterinarian bills.

The trial of Demetrius Coleman for the murder of Johnny Renfro concluded on November 5, 2020. Mr. Coleman testified on his own behalf and claimed that he had been “hunkered down” in the back seat of the car during the shooting, but a man, known to him only as Dread, was responsible for the murder. The jury returned a verdict of guilty of first-degree murder on November 10, 2020. His sentencing hearing is scheduled for January 7, 2021. However, the Judge has very little discretion in the matter and Mr. Coleman will likely spend the rest of his life in prison.

Sergeant John Beauchaine is currently on a well-deserved vacation for two weeks. He will return to work on November 17, 2020.

On October 29, 2020, Officer Logan Mitchell was called about a hit and run accident that had occurred on Willow Lane. The man in possession of the damaged truck had borrowed it from his girlfriend





without asking. It wasn't reported stolen, but Officer Mitchell checked him for warrants and learned that he was on probation in San Joaquin County. Officer Mitchell searched him per the terms of his probation and found a concealed dagger. The man was cited for the weapons offense as well as a violation of his probation. Officer Mitchell later spoke with his probation officer, who was unaware that her client was in Humboldt County. He is currently wearing a GPS monitor so that he does not return. Officer Mitchell also completed the traffic accident report and it will be available to the truck's owner for insurance purposes.

On November 8, 2020, at about 2:30 in the morning, Officer Liam Burns was patrolling on the north side of the Eel River when he saw a car parked in the middle of an empty lot. He contacted the two persons in the car; a man who claimed that he had parked there so that he could change his pants and a woman who was passed out in the passenger seat. The woman eventually opened her eyes, but could not provide answers to simple questions like her name or birthday. Officer Burns saw drug paraphernalia in the car and searched it for more. He found both heroin and methamphetamine. Both persons were cited for possession of a controlled substance and released.

### **Code Enforcement**

During the period of October 28 to November 10, 2020, the Department opened two new cases dealing with junk vehicles and closed twelve. Eleven of the offending vehicles were towed by the city while the remaining vehicle was moved off the street. There are seven open cases at the end of this reporting period.

During the period of October 28 to November 10, 2020, the Department did not open any new code enforcement cases and closed two. Both of the closures were properties that had been troublesome in the past. A hoarder's house on Berkeley was sold to a new owner, who promptly removed all of the solid waste from both the inside and out. The other closed case was resolved when the Estate of the owner evicted the occupants and then cleaned up the property. There were fifty-three open cases at the end of this reporting period

### **Community Development Department**

#### **Intergovernmental**

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

**City of Rio Dell WWTF**  
Sample collection date: **October 1, 2020**

**SARS-CoV-2 virus in sewage**

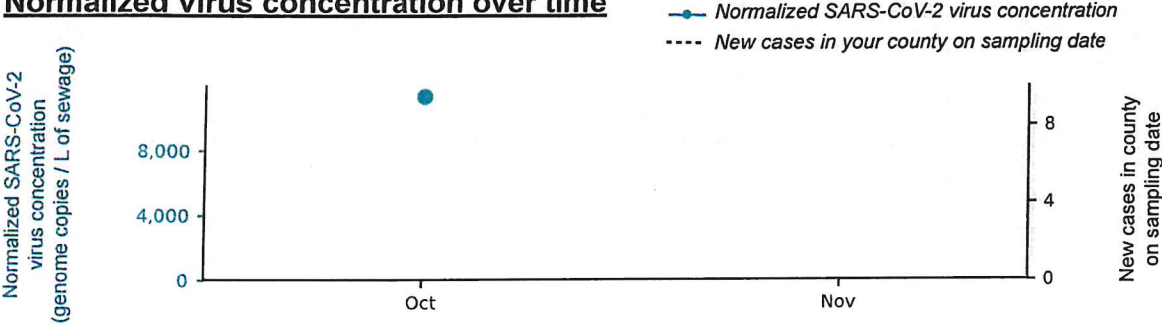
**DETECTED**

Virus concentration  
(genome copies per liter of sewage)  
**22,607**

Normalized\* virus concentration  
(genome copies per liter of sewage)  
**11,363**

*\*Normalized virus concentration value is derived by adjusting the raw virus concentration to the PMMV fecal marker in order to account for dilution*

**Normalized virus concentration over time**



**Regional overview of normalized virus concentration levels - West**

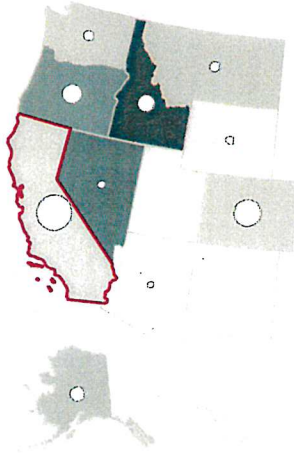
State-level median of collected samples (since June 1st)

lower higher

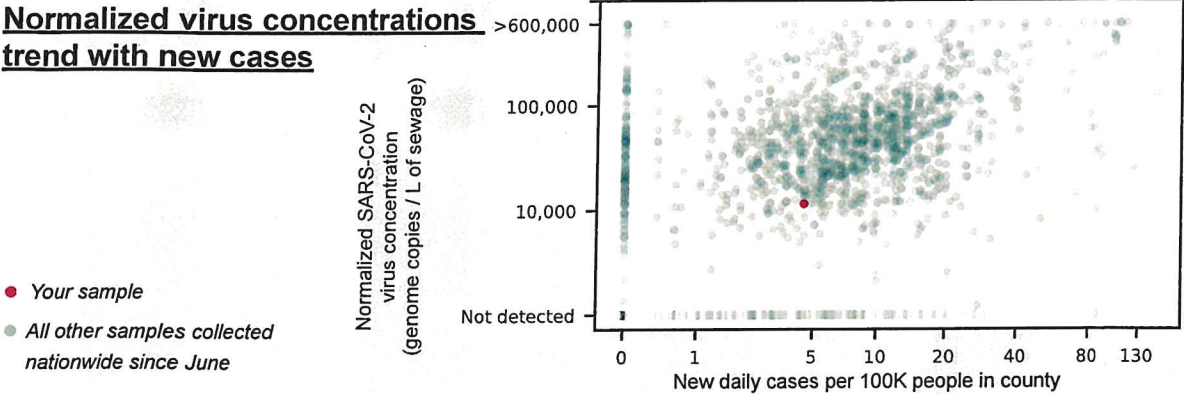
Color indicates normalized virus concentration level

Your state outlined in red

Size of circle indicates population served by participating facilities, ranging from 10k to 9mil

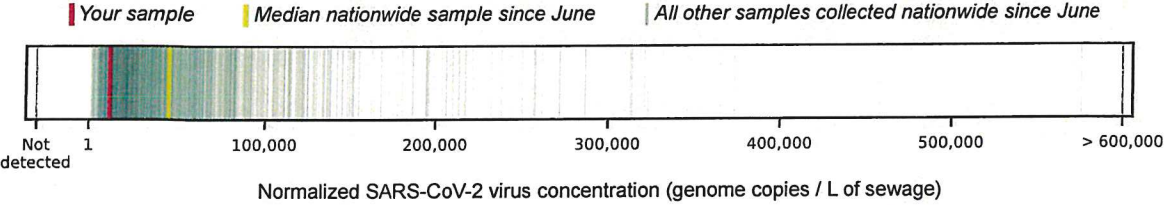


**Normalized virus concentrations trend with new cases**



**Normalized virus concentrations in comparison**

Your sample has higher concentration levels than **10%** of all quantifiable samples collected since June.



**Biobot COVID19 incidence estimate\***

\* using Biobot's current analysis model v2.0, which reflects active R&D and will change over time with developing research

**< 1 new cases / day**  
(0.002% incidence rate)

Using a reported flow rate of 0.19 MGD

For more information, read the whitepaper:  
<https://doi.org/10.1101/2020.06.15.20117747>

This incidence estimate represents the projected average of **confirmed new clinical cases (per day)** that will be reported in your community 7 days from the sampling date. This estimate reflects active R&D.

This number is derived from Biobot's latest proprietary case model, leveraging thousands of samples analyzed for Covid-19. For context, USAFacts reports **6 new cases** on this sampling date in **Humboldt County, CA**.

Visit our website for more details behind the process:  
<https://www.biobot.io/case-estimates>  
<https://www.biobot.io/updated-model>



## **Biobot's Covid-19 wastewater testing product**

### Lab protocol

Our methods for detecting SARS-CoV-2 in sewage are adapted from CDC protocols. Our approach relies on detecting genetic fragments of the virus that are excreted in stool by qPCR analysis, which does not determine if the virus is dead or active.

### Limit of detection (LOD)

The LOD for our lab protocol is 3,600 copies/L of sewage (see more details in Release Notes below). In terms of case estimates, we reliably detect the virus (>99%) when there is at least 1 infected person in a population of 6,500 people.

### Data use

Biobot's wastewater data provides an alternative metric to guide response to the Covid-19 outbreak. We recommend sharing this information with local public health officials. We believe this work has the greatest impact on a statewide level, and hope that you will reach out to your local officials and encourage the expansion of our partnership across your state.

### Questions and support

For questions specific to your report, email [support@biobot.io](mailto:support@biobot.io).

## **Biobot's QA/QC protocol**

Biobot has an in-house lab facility with a team of scientists dedicated 100% to Covid-19 wastewater testing. All reported data passes our QA/QC protocol:

### 1) Sample collection

- 3 x 50 ml samples are shipped with a frozen pack to keep 4C temperature control.
- Documentation collected via online form: location, date, time, flow rate on sampling day, sampling type, precipitation events.

### 2) Storage

- Raw sewage samples are received at Biobot and immediately pasteurized. Pasteurized samples are stored at 4C for up to 3 days before viral concentration.
- Extracted RNA is stored at 4C for no longer than 24h before analysis by RT-qPCR.
- Extracted RNA is stored at -80C for the next 12 months.

### 3) Sample processing

- 15 mL of sewage sample is used for viral concentration and RNA extraction.
- Second and third replicates are kept at 4C for 30 days as back-up.
- Pepper Mild Mottle Virus, PMMoV, is a fecal indicator used as internal control.
- CDC Primers N1 and N2 are used to target SARS-CoV-2.
- Each test primer (N1 and N2) is run in triplicate in the qPCR assay.
- Four positive controls (synthetic SARS-CoV-2 N gene) are run in each 96-well plate.
- Two negative controls (no template) are run in each 96-well plate.
- Standard curves (synthetic SARS-CoV-2 N gene) are run once a week.

## **Biobot's data interpretation**

### Raw viral concentration (genome copies per L of sewage)

The raw SARS-CoV-2 viral concentration is directly measured by the laboratory qPCR assay.





Normalized viral concentration (genome copies per L of sewage)

We normalize the SARS-CoV-2 viral concentration to a fecal indicator, to account for differences in dilution. We use PMMV as this fecal indicator, which is an RNA virus that is commonly excreted in stool.

Biobot's Covid-19 incidence estimate

Our latest Covid-19 incidence estimation model is built from Biobot's dataset, the largest Covid-19 dataset in the world to date. We mined this dataset to derive an empirical relationship between the amount of virus in sewage samples and the number cases reported in the associated communities over the next 7 days. This means that our model provides an estimate of the number of cases that will be reported in your community in the next week.

We convert the raw viral concentration into a Covid-19 case estimate using the following equation:

$$\text{Number of Covid19 cases} = \frac{\text{Viral concentration} * \text{Flow rate on sampling date}}{\text{Virus shed per reported case per day}^{**}}$$

\* We use the raw viral concentration in this calculation because dilution is accounted for by multiplying the raw concentration with the daily flow.

\*\* Parameter currently derived from Biobot's dataset. Learn more at: <https://www.biobot.io/updated-model>

The incidence estimation equation uses your reported flow rate and the measured virus concentration, but does not use your reported catchment population. If we do not have a reported flow rate for your sample, we use your location's average influent flow rate that you provided during onboarding in the calculation.

You can interpret this incidence estimate as the number of cases that will be reported in your community in the next 4-7 days. For more information on the predictive nature of wastewater data, read our blog post: <https://www.biobot.io/case-estimates>. For more information on our new incidence estimation model, read our blog post: <https://www.biobot.io/updated-model>. For more technical details on both aspects, read the preprint: <https://doi.org/10.1101/2020.06.15.20117747>.

Our model is built in part on data from clinically confirmed cases. Reported cases include only patients who sought out Covid-19 testing and received a positive test result. This population likely does not include most asymptomatic patients or individuals without access to testing. Because reported cases are an undercount of the true number of infected individuals, our estimate is also likely a conservative projection of the number of new cases in your population. We are working actively to update our model based on the latest science and data sets available.

Incidence rate (%)

The incidence rate is calculated by dividing the Biobot case estimate by your reported catchment population.

**Release notes**

Lab protocol versions

We are continuously working to improve our protocols to increase the sensitivity of our measurements and reduce variability. You can find the protocol that was used to generate your data at the bottom of each page of this report:

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We are constantly iterating on and improving our data processing, analysis, and Covid-19 models to improve the interpretability of our data. You can see which version of our analysis and model was used in this report at the bottom of each page, and you can find more specific details in the release notes below.

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v1.2	We updated our normalization process for the virus concentration to retain units of copies/L of sewage. We multiply the raw lab concentration by a scaling factor ( $scaling\ factor = \frac{reference\ PMMV}{kit\ PMMV}$ ). The reference PMMV is derived empirically from our entire database. As in previous versions, the case estimate is calculated using the raw SARS-CoV-2 concentration and accounts for dilution by using the flow rate provided.
v1.1	We updated detection thresholds to reduce the chance of false positives. Specifically, we've raised our limit of detection to ensure that all measurements can be confidently quantified, and are requiring two positive measurements per sample (out of six) to consider a sample detected.





Data Analysis & Model version	Description
v1.0	Raw viral concentration and Covid-19 case estimates are reported. The model parameter (virus shed per infected person per day) is determined from direct communications with Professor Kyle Bibby and Dr. Aaron Bivins and based on clinical viral shedding reported in Wolfel et al. <i>Nature</i> (2020).

Report design versions

We are continually making updates to our report based on internal R&D and feedback from our customers.

Report Design version	Description
v3.2.3 (current)	Minor changes: <ul style="list-style-type: none"><li>• Added the external Kit ID reference in addition to Biobot's internal Kit ID.</li></ul>
v3.2.2	Minor changes: <ul style="list-style-type: none"><li>• Updated the case estimate title to incidence estimate to better reflect the interpretation of our current model.</li><li>• Changed the incidence estimate description to better reflect the updated model, and provided details around the methodology of how we arrived at the new model.</li></ul>
v3.2.1	Minor changes: <ul style="list-style-type: none"><li>• The case estimate is provided with an updated viral shedding parameter, and reflects the number of cases which will be reported in your community next week.</li><li>• We've included information about your county's reported new cases back into the report.</li></ul>



Report Design version	Description
v3.2	<p><b>Major changes:</b></p> <ul style="list-style-type: none"><li>• The normalized viral concentration is shown in the report, so you can reproduce the time series plot on your own.</li><li>• The sampling date shows the sampling end date (before it was the start date) to be in line with the industry standard.</li><li>• We removed the box with county-level data from USA Facts on cumulative and new cases, so you can compare the Biobot data with your most relevant local datasets.</li></ul> <p><b>Minor changes:</b></p> <ul style="list-style-type: none"><li>• We changed the language around case estimates based on internal R&amp;D to reflect new cases that will be predicted in your county by next week.</li><li>• We updated language on charts to reflect the new normalization units, and removed redundant explanatory text.</li><li>• We added legends to the timeseries and sample distribution plots.</li><li>• We updated all visualizations to reflect data collected since June.</li><li>• We removed the "percent change" callout in the time series and added axes with units.</li></ul>

# City of Rio Dell WWTF

Sample collection date: **October 15, 2020**

## SARS-CoV-2 virus in sewage

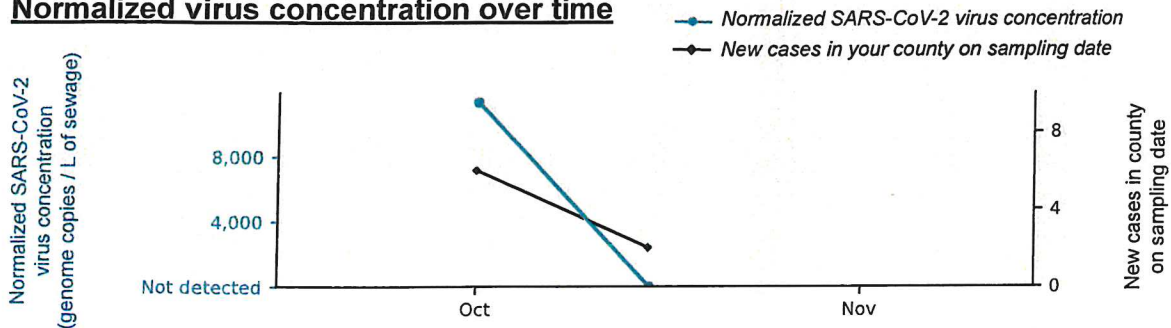
**NOT DETECTED**

Virus concentration  
(genome copies per liter of sewage)  
--

Normalized\* virus concentration  
(genome copies per liter of sewage)  
--

*\*Normalized virus concentration value is derived by adjusting the raw virus concentration to the PMMV fecal marker in order to account for dilution*

### Normalized virus concentration over time



### Regional overview of normalized virus concentration levels - West

State-level mean of samples  
(collected in the past 6 weeks)

lower higher

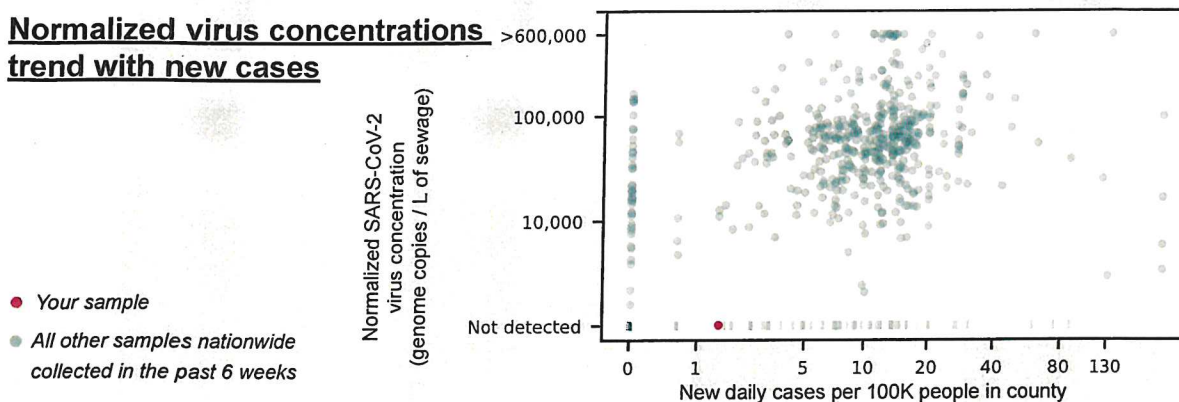
Color indicates normalized virus concentration level

Your state outlined in red

Size of circle indicates population served by participating facilities, ranging from 10k to 2mil

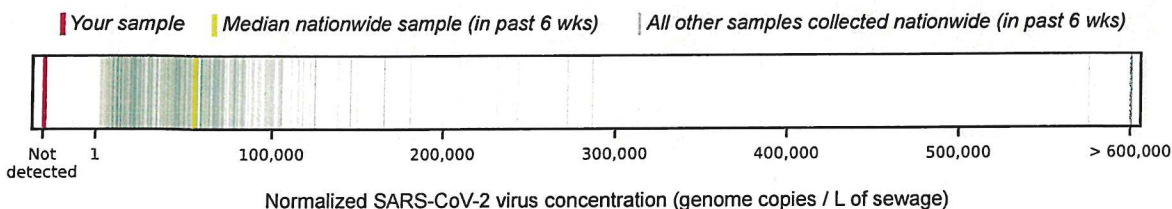


**Normalized virus concentrations trend with new cases**



**Normalized virus concentrations in comparison**

Your sample had no detectable levels of SARS-CoV-2. 17% of all samples collected in the past six weeks also had no detectable levels.



**Biobot COVID19 incidence estimate\***

\* using Biobot's current analysis model v2.0, which reflects active R&D and will change over time with developing research

**-- new cases / day**  
(--% incidence rate)

Using a reported flow rate of 0.21 MGD

For more information, read the whitepaper:  
<https://doi.org/10.1101/2020.06.15.20117747>

This incidence estimate represents the projected average of **confirmed new clinical cases (per day)** that will be reported in your community 7 days from the sampling date. This estimate reflects active R&D.

This number is derived from Biobot's latest proprietary case model, leveraging thousands of samples analyzed for Covid-19. For context, USAFacts reports **2 new cases** on this sampling date in **Humboldt County, CA**.

Visit our website for more details behind the process:  
<https://www.biobot.io/case-estimates>  
<https://www.biobot.io/updated-model>



## **Biobot's Covid-19 wastewater testing product**

### Lab protocol

Our methods for detecting SARS-CoV-2 in sewage are adapted from CDC protocols. Our approach relies on detecting genetic fragments of the virus that are excreted in stool by qPCR analysis, which does not determine if the virus is dead or active.

### Limit of detection (LOD)

The LOD for our lab protocol is 3,600 copies/L of sewage (see more details in Release Notes below). In terms of case estimates, we reliably detect the virus (>99%) when there is at least 1 infected person in a population of 6,500 people.

### Data use

Biobot's wastewater data provides an alternative metric to guide response to the Covid-19 outbreak. We recommend sharing this information with local public health officials. We believe this work has the greatest impact on a statewide level, and hope that you will reach out to your local officials and encourage the expansion of our partnership across your state.

### Questions and support

For questions specific to your report, email [support@biobot.io](mailto:support@biobot.io).

## **Biobot's QA/QC protocol**

Biobot has an in-house lab facility with a team of scientists dedicated 100% to Covid-19 wastewater testing. All reported data passes our QA/QC protocol:

### 1) Sample collection

- 3 x 50 ml samples are shipped with a frozen pack to keep 4C temperature control.
- Documentation collected via online form: location, date, time, flow rate on sampling day, sampling type, precipitation events.

### 2) Storage

- Raw sewage samples are received at Biobot and immediately pasteurized. Pasteurized samples are stored at 4C for up to 3 days before viral concentration.
- Extracted RNA is stored at 4C for no longer than 24h before analysis by RT-qPCR.
- Extracted RNA is stored at -80C for the next 12 months.

### 3) Sample processing

- 15 mL of sewage sample is used for viral concentration and RNA extraction.
- Second and third replicates are kept at 4C for 30 days as back-up.
- Pepper Mild Mottle Virus, PMMoV, is a fecal indicator used as internal control.
- CDC Primers N1 and N2 are used to target SARS-CoV-2.
- Each test primer (N1 and N2) is run in triplicate in the qPCR assay.
- Four positive controls (synthetic SARS-CoV-2 N gene) are run in each 96-well plate.
- Two negative controls (no template) are run in each 96-well plate.
- Standard curves (synthetic SARS-CoV-2 N gene) are run once a week.

## **Biobot's data interpretation**

### Raw viral concentration (genome copies per L of sewage)

The raw SARS-CoV-2 viral concentration is directly measured by the laboratory qPCR assay.





#### Normalized viral concentration (genome copies per L of sewage)

We normalize the SARS-CoV-2 viral concentration to a fecal indicator, to account for differences in dilution. We use PMMV as this fecal indicator, which is an RNA virus that is commonly excreted in stool.

#### Biobot's Covid-19 incidence estimate

Our latest Covid-19 incidence estimation model is built from Biobot's dataset, the largest Covid-19 dataset in the world to date. We mined this dataset to derive an empirical relationship between the amount of virus in sewage samples and the number cases reported in the associated communities over the next 7 days. This means that our model provides an estimate of the number of cases that will be reported in your community in the next week.

We convert the raw viral concentration into a Covid-19 case estimate using the following equation:

$$\text{Number of Covid19 cases} = \frac{\text{Viral concentration} * \text{Flow rate on sampling date}}{\text{Virus shed per reported case per day}^{**}}$$

\* We use the raw viral concentration in this calculation because dilution is accounted for by multiplying the raw concentration with the daily flow.

\*\* Parameter currently derived from Biobot's dataset. Learn more at: <https://www.biobot.io/updated-model>

The incidence estimation equation uses your reported flow rate and the measured virus concentration, but does not use your reported catchment population. If we do not have a reported flow rate for your sample, we use your location's average influent flow rate that you provided during onboarding in the calculation.

You can interpret this incidence estimate as the number of cases that will be reported in your community in the next 4-7 days. For more information on the predictive nature of wastewater data, read our blog post: <https://www.biobot.io/case-estimates>. For more information on our new incidence estimation model, read our blog post: <https://www.biobot.io/updated-model>. For more technical details on both aspects, read the preprint: <https://doi.org/10.1101/2020.06.15.20117747>.

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#### Incidence rate (%)

The incidence rate is calculated by dividing the Biobot case estimate by your reported catchment population.

### **Release notes**

#### Lab protocol versions

We are continuously working to improve our protocols to increase the sensitivity of our measurements and reduce variability. You can find the protocol that was used to generate your data at the bottom of each page of this report:



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v1.1	We updated detection thresholds to reduce the chance of false positives. Specifically, we've raised our limit of detection to ensure that all measurements can be confidently quantified, and are requiring two positive measurements per sample (out of six) to consider a sample detected.



Data Analysis & Model version	Description
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Report Design version	Description
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**City of Rio Dell WWTF**  
Sample collection date: **October 29, 2020**

**SARS-CoV-2 virus in sewage**

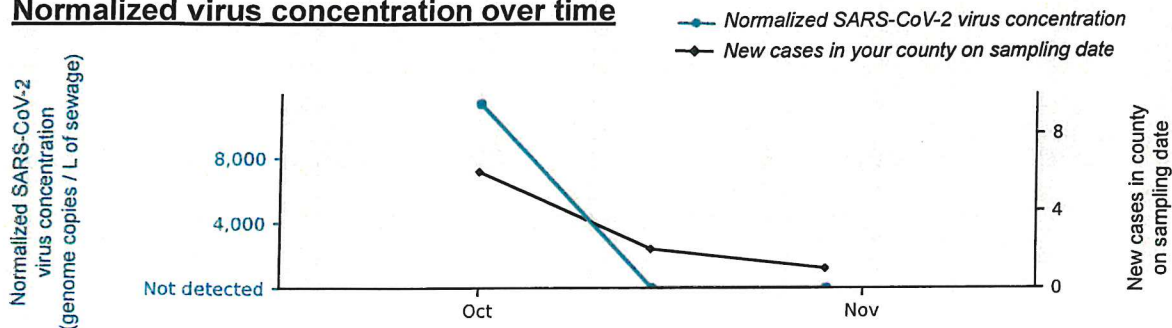
**NOT DETECTED**

Virus concentration  
(genome copies per liter of sewage)  
--

Normalized\* virus concentration  
(genome copies per liter of sewage)  
--

*\*Normalized virus concentration value is derived by adjusting the raw virus concentration to the PMMV fecal marker in order to account for dilution*

**Normalized virus concentration over time**



**Regional overview of normalized virus concentration levels - West**

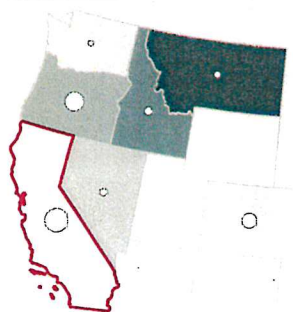
State-level mean of samples  
(collected in the past 6 weeks)

lower higher

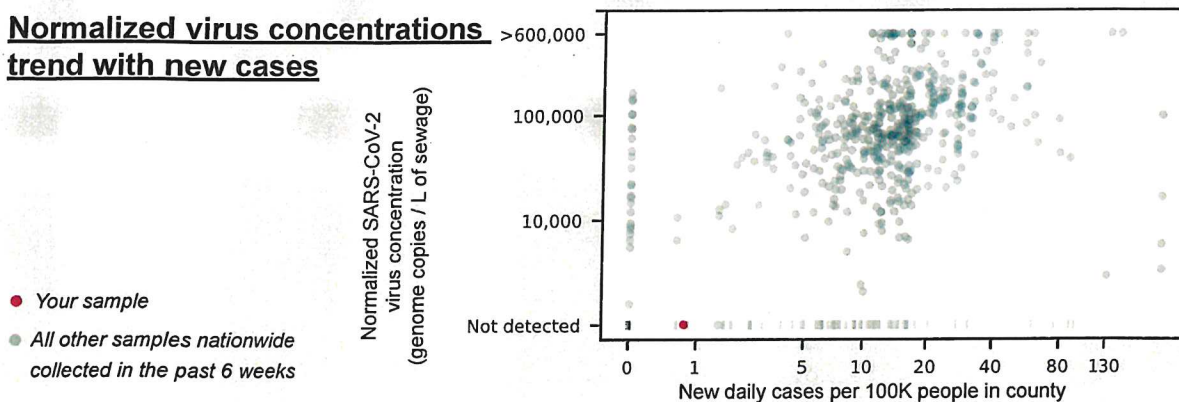
Color indicates normalized virus concentration level

Your state outlined in red

Size of circle indicates population served by participating facilities, ranging from 6k to 1mil

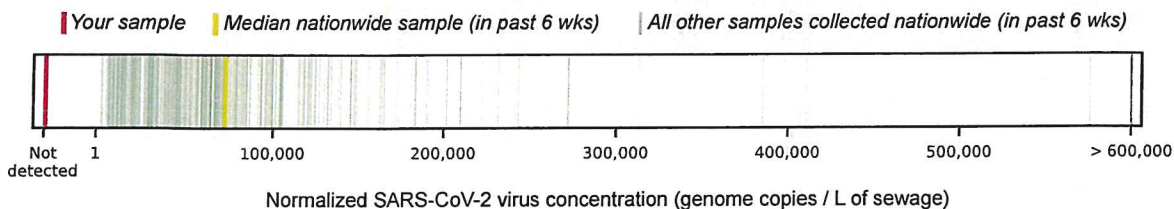


**Normalized virus concentrations trend with new cases**



**Normalized virus concentrations in comparison**

Your sample had no detectable levels of SARS-CoV-2. 16% of all samples collected in the past six weeks also had no detectable levels.



**Biobot COVID19 incidence estimate\***

\* using Biobot's current analysis model v2.0, which reflects active R&D and will change over time with developing research

**-- new cases / day**  
(--% incidence rate)

Using a reported flow rate of 0.17 MGD

For more information, read the whitepaper:  
<https://doi.org/10.1101/2020.06.15.20117747>

This incidence estimate represents the projected average of **confirmed new clinical cases (per day)** that will be reported in your community 7 days from the sampling date. This estimate reflects active R&D.

This number is derived from Biobot's latest proprietary case model, leveraging thousands of samples analyzed for Covid-19. For context, USAFacts reports **1 new cases** on this sampling date in **Humboldt County, CA**.

Visit our website for more details behind the process:  
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## **Biobot's Covid-19 wastewater testing product**

### Lab protocol

Our methods for detecting SARS-CoV-2 in sewage are adapted from CDC protocols. Our approach relies on detecting genetic fragments of the virus that are excreted in stool by qPCR analysis, which does not determine if the virus is dead or active.

### Limit of detection (LOD)

The LOD for our lab protocol is 3,600 copies/L of sewage (see more details in Release Notes below). In terms of case estimates, we reliably detect the virus (>99%) when there is at least 1 infected person in a population of 6,500 people.

### Data use

Biobot's wastewater data provides an alternative metric to guide response to the Covid-19 outbreak. We recommend sharing this information with local public health officials. We believe this work has the greatest impact on a statewide level, and hope that you will reach out to your local officials and encourage the expansion of our partnership across your state.

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- 3 x 50 ml samples are shipped with a frozen pack to keep 4C temperature control.
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- Standard curves (synthetic SARS-CoV-2 N gene) are run once a week.

## **Biobot's data interpretation**

### Raw viral concentration (genome copies per L of sewage)

The raw SARS-CoV-2 viral concentration is directly measured by the laboratory qPCR assay.



#### Normalized viral concentration (genome copies per L of sewage)

We normalize the SARS-CoV-2 viral concentration to a fecal indicator, to account for differences in dilution. We use PMMV as this fecal indicator, which is an RNA virus that is commonly excreted in stool.

#### Biobot's Covid-19 incidence estimate

Our latest Covid-19 incidence estimation model is built from Biobot's dataset, the largest Covid-19 dataset in the world to date. We mined this dataset to derive an empirical relationship between the amount of virus in sewage samples and the number cases reported in the associated communities over the next 7 days. This means that our model provides an estimate of the number of cases that will be reported in your community in the next week.

We convert the raw viral concentration into a Covid-19 case estimate using the following equation:

$$\text{Number of Covid19 cases} = \frac{\text{Viral concentration} * \text{Flow rate on sampling date}}{\text{Virus shed per reported case per day}^{**}}$$

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#### Incidence rate (%)

The incidence rate is calculated by dividing the Biobot case estimate by your reported catchment population.

#### Release notes

##### Lab protocol versions

We are continuously working to improve our protocols to increase the sensitivity of our measurements and reduce variability. You can find the protocol that was used to generate your data at the bottom of each page of this report:



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Data Analysis & Model version	Description
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v1.1	We updated detection thresholds to reduce the chance of false positives. Specifically, we’ve raised our limit of detection to ensure that all measurements can be confidently quantified, and are requiring two positive measurements per sample (out of six) to consider a sample detected.



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### Report design versions

We are continually making updates to our report based on internal R&D and feedback from our customers.

Report Design version	Description
v3.3.1 (current)	Minor changes: <ul style="list-style-type: none"><li>• Show Maryland and Delaware in Northeast map instead of South.</li></ul>
v3.3	Major changes: <ul style="list-style-type: none"><li>• All plots with aggregate data analyze samples based on a six week rolling window up to and including the date the sample was collected.</li></ul> Minor changes: <ul style="list-style-type: none"><li>• Added visual indicators to timeseries plot for new cases reported on the sampling date.</li><li>• Regional geographic maps display the mean of the samples taken during the six week window, instead of the median.</li></ul>
v3.2.3	Minor changes: <ul style="list-style-type: none"><li>• Added the external Kit ID reference in addition to Biobot's internal Kit ID.</li></ul>
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v3.2.1	Minor changes: <ul style="list-style-type: none"><li>• The case estimate is provided with an updated viral shedding parameter, and reflects the number of cases which will be reported in your community next week.</li><li>• We've included information about your county's reported new cases back into the report.</li></ul>



Report Design version	Description
v3.2	<p><b>Major changes:</b></p> <ul style="list-style-type: none"><li>• The normalized viral concentration is shown in the report, so you can reproduce the time series plot on your own.</li><li>• The sampling date shows the sampling end date (before it was the start date) to be in line with the industry standard.</li><li>• We removed the box with county-level data from USA Facts on cumulative and new cases, so you can compare the Biobot data with your most relevant local datasets.</li></ul> <p><b>Minor changes:</b></p> <ul style="list-style-type: none"><li>• We changed the language around case estimates based on internal R&amp;D to reflect new cases that will be predicted in your county by next week.</li><li>• We updated language on charts to reflect the new normalization units, and removed redundant explanatory text.</li><li>• We added legends to the timeseries and sample distribution plots.</li><li>• We updated all visualizations to reflect data collected since June.</li><li>• We removed the “percent change” callout in the time series and added axes with units.</li></ul>