



CITY COUNCIL AGENDA
STUDY SESSION – 5:00 P.M.
REGULAR MEETING
TUESDAY, APRIL 18, 2023 6:30 PM

City Council Chambers - 675 Wildwood Avenue, Rio Dell

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

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

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

Public Comment by Email:

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

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

Zoom Public Comment:

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

A. CALL TO ORDER

B. ROLL CALL

C. STUDY SESSION - 5:00 P.M.

- [1.](#) 2023/0418.01 - City Council Priority Setting Session for FY 2023-24
(DISCUSSION/POSSIBLE ACTION) - Pg. 4

D. PLEDGE OF ALLEGIANCE

E. CEREMONIAL MATTERS

F. PUBLIC PRESENTATIONS

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

G. CONSENT CALENDAR

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

- [1.](#) 2023/0418.02 - Approve Minutes of the March 21, 2023 Regular Meeting **(ACTION) - Pg. 6**
- [2.](#) 2023/0418.03 - Authorize City Manager to sign and submit the NYLEX City of Rio Dell Service Level Agreement 2023 **(ACTION) - Pg. 13**
- [3.](#) 2023/0418.04 - Authorize Mayor to sign letter urging California Legislature to address the State's Interconnection Crisis and Ensure Timely and Equitable Access to the Electrical Grid **(ACTION) - Pg. 22**
- [4.](#) 2023/0418.05 - Receive & File Check Register for March **(ACTION) - Pg. 23**

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

I. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2023/0418.06 - City Manager/Staff Update **(RECEIVE & FILE) - Pg. 29**

J. SPECIAL PRESENTATIONS/STUDY SESSIONS

- [1.](#) 2023/0418.07 - Presentation and Update from City Engineer GHD and Possible Authorization for City Manager to Sign Three Scopes for Service Related to (1) Rio Dell Neighborhood Pedestrian Connectivity Improvements, (2) Douglas Tank and Water System Improvements, (3) Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1 A in a total amount of \$2,421,199.00 **(DISCUSSION/POSSIBLE ACTION)** - Pg. 34

K. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2023/0418.08 - Approve formation of Ad-Hoc Committees for Per Capita Grant (Dog Park) and Clean California Gateway Beautification Grant **(DISCUSSION/POSSIBLE ACTION)** - Pg. 69

L. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- [1.](#) 2023/0418.09 - Approve Resolution No. 1597-2023 Authorizing the County of Humboldt to Administer the City CDBG and CalHome Project and Programs including the City Owner Occupied and Rental Rehabilitation Programs **(DISCUSSION/POSSIBLE ACTION)** - Pg. 73
- [2.](#) 2023/0418.10 - Introduction and First Reading (by title only) of Ordinance Amending Chapter 10.5 "Use of Streets for Storage of Vehicles Prohibited", Section 10.5.530 of the Rio Dell Municipal Code (RDMC) **(DISCUSSION/POSSIBLE ACTION)** - Pg. 77

M. COUNCIL REPORTS/COMMUNICATIONS

N. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, May 2, 2023 at 6:30 PM.*



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

April 18, 2023

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Study Session to Develop Priorities for FY 2023-24

IT IS RECOMMENDED THAT THE CITY COUNCIL:

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

BACKGROUND AND DISCUSSION

Annually the City Council discusses their individual and collective priorities for the coming year. This information helps to inform staff and the budget process. As a priority setting session, the Council eventually reduces the list to five specific areas of focus. The session is meant to be conversational between Councilmembers and staff to help elevate information about where limited City funds and staff time can be applied.

Last Year's FY 2022-23 priorities are as follows:

- Personnel Retention & Recruitment
- Measure U/J Extension
- Todd Property
- Economic Development Plan Implementation
- Infrastructure Development

Other items discussed in last year's Priority Setting Session:

- HRDBP Buildout
- Dinsmore Plateau Infrastructure
- Staff Recruitment/Retention
- Todd Property
- Sewer Evaluation/Collection System
- Economic Development
- Nuisance Abatement/Code Enforcement
- Employee Retention/Staffing Levels
- Public Works Infrastructure
- Todd Property

- Radar Gun/Traffic Study
- Measure J Extension
- Todd Property
- Nuisance Abatement
- Public Works Infrastructure
- Measure J Extension
- Economic Development (Action on IAP or Revision)
- Public Works Infrastructure (I&I)
- Employee Recruitment/Retention
- SB 1383/Universal Collection
- Todd Property
- Public Works Infrastructure (Water/Sewer)
- Economic Development
- Measure J Extension
- Long-Term Plan for the "Avenues"

The results of the previous 6 priority setting are listed below.

Priorities					
2017	2018	2019	2020	2021	2022
Street Work	Street Work	Code Enforcement	Street Planning & Work	Econ Dev non Canna.	Recruitment/ Retention
Habitat Parcel	River Access	Police Employees	Code Enforcement	Canna. Expansion	Measure U/J
I&I Mitigation	Habitat Parcel	Street Work	Public Safety General	Staff Turnover	Todd Property
Tax Measure	Code Enforcement	Water Sewer Study	Economic Development	Code Enforcement	Econ. Dev. Plan
Proposition 64	Access Humboldt	Economic Development	Personnel General	SB 1383	Infrastructure

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**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 21, 2023**

The regular 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 Carter, Councilmembers Orr, Wilson and Woodall

Others Present: City Manager Knopp, Finance Director Sanborn, Chief of Police Allen, Wastewater Superintendent Taylor
Superintendent Taylor, and Senior Fiscal Assistant Maciel

Absent: Community Development Director Caldwell, Water/Roadways Superintendent Jensen and City Clerk Dunham (excused)

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on non-agenda items.

An unidentified member of the public addressed the Council and said that he had a home in McKinleyville for 20 years, was diagnosed with cancer and moved closer to his son in Eureka and was ultimately evicted, lost his job and his kid and has been going through resources for the homelessness since then. He expressed disappointment in the County Board of Supervisors for allowing this to happen. He said it was a struggle to get the County to let him have one shower. He said that he has to walk 22 miles a day to catch the bus to get to Rio Dell and although Fortuna is closer, Rio Dell is a lot friendlier place. He commended Sarah and the Community Resource Center for doing a great job and urged her and her staff to find solutions for the homeless.

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. No items were removed.

Motion was made by Woodall/Carter to approve the consent calendar including the following items:

- 1) Minutes of the March 7, 2023 regular meeting;
- 2) Receive & File FY 2023-24 Operating and Capital Budget Calendar;
- 3) Approve purchase of Wastewater DE Nora CT-100 Onsite Hypochlorite Generator;
- 4) Authorize the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim for FY 2023-24; and
- 5) Receive and File Check Registers for December, January and February

Motion carried 5-0.

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REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and announced that on Wednesday, March 29th there would be tsunami warning test taking place. He also reported on the tour of the most recent indoor cannabis cultivation site at the Humboldt-Rio Dell Business Park, and gave special kudos to Supervisor Bushnell for requesting speed radar signs be deployed by Caltrans to the Belleview neighborhood in anticipation of the weekend closure of Fernbridge. He noted that staff is working on the California Disaster Assistance Act (CDAA) compliance and had a kickoff meeting with CalOES, and GHD.

Mayor Pro Tem Carter asked Finance Director Sanborn about the discussion he had with the new owner of 70 Wildwood Ave. regarding the Façade Improvement Program.

Finance Director Sanborn said that the owner did inquire about fixing their plumbing and possibly adding some paint and improvements to the front of their building. He said that he provided them a Façade Improvement packet and application and staff is assisting them through the process.

Councilmember Wilson mentioned reports regarding speeding traffic on Belleview Ave. and questioned enforcement.

Chief Allen commented that the department is in the process of trying to install speed signs in various spots in the City and there is a grant application pending to purchase electronic speed signs.

Councilmember Woodall commented that apparently there were some kids on the bridge throwing paint balls and asked the Chief if he was aware of the incident.

Chief Allen said that he was aware of it and that they are trying to identify the responsible parties, noting that one of the police vehicles actually had some damage.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Approve Resolution No. 1578-2023 temporarily waiving sewer fees for customers whose residences have been “Red-Tagged” by the December 20, 2022 Earthquake Disaster
Finance Director Sanborn provided a staff report and explained that widespread damage was reported throughout Humboldt County as a result of the recent earthquakes with major disruptions to homes and infrastructure in the City of Rio Dell which included approximately 45 homes deemed to be “Red-Tagged”.

At the February 21, 2023 City Council meeting, the Council directed staff to take action on this item with regard to sewer bills for homes that were possibly red-tagged. As such, staff

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established a Sewer Bill Adjustment Claim Policy that offers ratepayers whose homes were red-tagged the ability to file claims to waive their sewer bill for up to six months after the December and January earthquake disasters. The claim form will offer up to 100% forgiveness on sewer charges incurred after the earthquake disasters. The program would become effective immediately and end on June 30, 2023.

Councilmember Woodall noted that she had asked staff if the City Attorney had reviewed the policy and if the red-tagged homes had water shut off. Staff informed her that the City Attorney had reviewed the policy and that there was no water being supplied to red-tagged homes at this time.

Councilmember Wilson questioned the number of red-tagged homes and said that he understood there were more than 90 red-tagged homes rather than the 45 as quoted in the staff report.

City Manager Knopp said that the number may be in error and recalled the last count as 81 red-tagged homes. He noted that staff did not anticipate that number going up and expected the number to go down with some homes now being downgraded to yellow or green tags.

Mayor Pro Tem Carter said that she agreed with the proposed Sewer Bill Adjustment Claim Policy as proposed.

Mayor Garnes asked if the red-tagged homes would automatically have the sewer bill waived for the six months, or if the waiver would end as the homes are downgraded.

Finance Director Sanborn explained that once the repairs are done and the customer is able to utilize those services, the waiver no longer applies.

Mayor Garnes called for public comment on the proposed resolution.

Steve Saunders, 762 Rigby Ave. addressed the Council and said that he has been a home-owner on Rigby Ave. for 10 years and loves Rio Dell. His home was red-tagged and sustained major damage from the earthquakes. He said that his water and sewer utilities were compromised yet he is being billed for services he can't use. He presented a utility bill for \$54.00 with an additional late fee. He said that he wanted make sure that the City is being fair with regard to red-tagged homes and expressed concern that 6 months may not be long enough to get repairs done. He said that homeowners should not have to pay for utilities they cannot use.

Sharon Wolfe, 3 Painter St. asked for clarification that customers with red-tagged homes will have all water and sewer rates (base rate and usage) waived for 6 months if they sign up for this program. Also, if a home continues to be red-tagged after six months, will they be able to continue to receive the waiver.

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Finance Director Sanborn explained that there is no base rate water charge so if water is shut off there is no water charge. The base rate only applies to sewer. He said that the current policy as presented, expires on June 30, 2023 and to extend it beyond that date, it would require City Council approval.

Councilmember Woodall asked if the waiver would be retro-active.

Finance Director Sanborn explained that the waiver would cover the six-month period from January-June 2023 so customers would get a credit for any sewer fees paid for that period.

Councilmember Wilson expressed concern that some of the red-tagged homes may not be repaired by June 30th and asked if the Council should consider extending the waivers for those customers.

Mayor Garnes suggested adopting the policy as proposed and to bring the matter back to the Council prior to the end of the fiscal year for further discussion.

City Manager Knopp explained that the City recently went through a rate analysis study to establish the current wastewater charges so setting up a plan obsolesce of the relief program is necessary to ease the administrative burden onto staff and contain the costs. He said this is certainly in the Council's purview but reminded the Council that the next item for discussion is the \$25 million worth of infrastructure damage; most of which is related to the wastewater system. He noted that it is not in the best interest of the community to deviate from the original rate structure plan too much. He said that it is understandable to feel for the residents experiencing these issues but there are some resources available to help get some of these repairs done including repairs to water and sewer services.

Councilmember Wilson commented that he didn't have a problem with adopting the policy through June 30, 2023 however, these residents with red-tagged homes need to be a priority. He said that he can't believe that the City would need to go out and have a rate study done in order to allow sewer adjustments to 80 or so customers. He said that he understands infrastructure concerns with the \$25 million in damages which is a big deal for the City but \$54.00/month for Mr. Sanders is a lot for him. He said that right is right and the City needs to do the right thing and help the people that were impacted the most.

City Manager Knopp clarified that he is not suggesting the City do a new rate study but is simply saying that administratively there needs to be a cutoff date for the waivers; whether the Council decides to extend that is entirely up to the Council.

Councilmember Wilson agreed to adopt the policy as proposed and bring it back before June 30th, look at where things are and decide whether to continue the waivers then.

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Motion was made by Carter/Woodall to approve Resolution No. 1578-2023 temporarily waiving sewer fees for customers whose residences have been “Red-Tagged” by the December 20, 2022 Earthquake Disaster. Motion carried 5-0.

Discussion on Earthquake Related Damage to City-Owned Public Infrastructure

Finance Director Sanborn provided a brief update on damages to City owned public infrastructure including water, wastewater and streets and the process for repair.

He reported that staff met with CalOES representative Michael McIntosh who will be helping the City with the recovery process on expenses related to the recent earthquake damage. He presented the list of projects discussed at the meeting and noted that as of the kickoff meeting last Thursday, the City has 60 days to finalize the list.

The initial project list consisted of 15 items including the following:

- 1) Debris Removal - 75,000
- 2) Distribute Aid/Information - 10,000
- 3) Building Inspection Costs - 2,500
- 4) Sanitation/Water Services - 130,000
- 5) Sanitary Sewer Overflow/WWTP Costs - 10,000
- 6) Donated Materials - 25,000
- 7) Metro Wells – Well #1 Damage - 1,000,000
- 8) Emergency Water Line Repairs - 180,000
- 9) Replace Water Holding Tank - 1,600,000
- 10) Sidewalk Damage - 50,000
- 11) On-site Hypochlorite Generator - 250,000
- 12) Contain Basin - 6,000,000
- 13) Damaged Wastewater Collection Pipes - 10,202,272
- 14) Equipment/Building Damage - 50,000
- 15) Damaged Water Distribution Pipes - 5,835,364

Finance Director Sanborn reported that staff submitted two of the items to the State today for reimbursement. He said that the minimum reimbursement rate will be at 75% and staff will be requesting that it be increased to 100% given that the Safety Element of the City’s General Plan was amended to include additional language. Staff is continuing to work with County OES and State partners to make sure the City’s earthquake related expenses are reimbursable.

Mayor Pro Tem Carter asked which two items were submitted for reimbursement.

Finance Director Sanborn explained that the two that were submitted were completed noting that many of these items have lingering invoices or work that is remaining. He said that Item 1, Debris Removal was submitted which captured all of the costs for the dumpsters, and Item 4 was also submitted which included the portable toilets and showers as well as the initial purchase of drinking water.

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Mayor Pro Tem Carter asked if staff was hopeful about the reimbursement process going well.

Finance Director Sanborn said that the City has had great support from CalOES and that they have been incredible in terms of communication with the City. He noted that they came to Rio Dell, met with staff and walked around the City so are very familiar with the infrastructure and have been extremely easy to work with.

Councilmember Woodall questioned the amount expensed for debris removal at \$75,000 versus the amount on the check register of \$51,472 to Recology Eel River.

Finance Director Sanborn pointed out that the numbers on the list are estimates and staff tried to capture the high end of the estimate to make sure all the costs are covered. He explained that the \$75,000 estimate included the \$51,472 as well as a second invoice for \$12,905 to Recology Eel River. He said that the equipment cost for use of the backhoe was also captured in that expense as well as some staff time.

Councilmember Wilson pointed out some of the high dollar amounts totaling approximately \$20 million and asked if that would trigger potential FEMA reimbursement.

Finance Director Sanborn explained that for this disaster, the City did not meet the threshold to qualify for FEMA funding and that those numbers were included in the initial calculation. He commented that related to some of these high cost projects, there are possible avenues for getting advance payment for some of the costs as the City can't obviously take on those expenses up front. There is absolute intent that the State will reimburse the City at least 75% for these project costs.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Carter announced that there would be a Nuisance Advisory Committee meeting tomorrow at 4:00.

Councilmember Woodall reported that she attended an HCAOG meeting on Thursday and they had a presentation on the recent survey done on Humboldt County streets. She will be sharing the report once she receives a copy. She said that she also attended a Rio Dell School Board meeting, and that she went on a ride-along with Officer Landry yesterday which was great. She challenged other council members to go on a ride-along before discussing the upcoming budget as it relates to adding another officer to the force. She added that it is a real eye-opener when you actually go out and see what the officers do.

Councilmember Wilson reported that he would be attending a Redwood Coast Energy Authority (RCEA) meeting on Thursday.

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Councilmember Orr had nothing to report but said that he is happy to be back after being out of town for the past few weeks.

Mayor Garnes reported that she had a Community Services Policy meeting with CalCities last Friday and on March 24th there is going to be a CalCities Business meeting in Arcata. She said that all councilmembers are invited to attend and after the business meeting there will be a reception, walk around the Arcata Marsh followed by a dinner.

ADJOURNMENT

Motion was made by Woodall/Carter to adjourn the meeting at 7:10 p.m. to the April 7, 2023 regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

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



DATE: April 18, 2023
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: NYLEX City of Rio Dell Service Level Agreement 2023

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to sign and submit the NYLEX City of Rio Dell Service Level Agreement 2023

BACKGROUND AND DISCUSSION

The City of Rio Dell contracts with NYLEX as primary information technology consultants. The City was presented with the 2023-2024 proposed service contract for review. This contract will supersede all existing contracts with NYLEX and provide services at a cost of \$3,230 a month. The contract is based on 34 users with full Microsoft Office 365 premium suite applications and email. The contract provides network and end-user security required by Cal DOJ for CLETS and RIMS access. This contract also implements mobile device management required for RIMS access on iPhones and iPads on the First Net Network. The security policies and methods will fulfill the two-factor authentication and encryption requirements for sensitive documents and communications. This contract is for one year. An hourly rate sheet has also been provided as a reference for services that fall outside the scope of this agreement.

ATTACHMENTS

- City of Rio Dell Service Level Agreement 2023
- NYLEX Hourly Rate Price Structure



Service Level Agreement

For: City of Rio Dell
By: Mohsin Aziz
Effective Date:4/1/2023
Document Owner: *Mohsin Aziz*

Version

Version	Date	Comment	Author
1.0	3/9/2023	First version	Mohsin Aziz

Monthly Bill

Customer Name agrees to pay NYLEX a sum of \$3230 per month due by 1st of every month for the Maintenance Services described herein. The contract amount may be renegotiated if a significant change occurs to the size or complexity of the managed system.

Approval

Company	Role	Name	Signed
NYLEX.Net Inc.	Service provider		
City of Rio Dell	Customer		
User Count	34		

Signature Date: _____
Review Period: Yearly (1 year)
Previous Review Date: _____
Next Review Date: _____

Service Agreement

Features (software and service)

- Office 365: Office applications including Word, Excel, Outlook, PowerPoint, and Publisher.
- Email: Professional outlook email with calendar sharing, mobile and desktop options, including anti-spam, and other security features.
- Email Encryption: Ability to encrypt attachments and messages with confidential information.
- Server Management: Automatic Windows Server operating system and security updates.
- Unified Threat Manager: Edge device to monitor, log, and filter network traffic entering and leaving your site. This prevents threats from reaching your servers and desktops at the network gateway.
- Endpoint Security: Highly customizable and effective security for your desktops, laptops, and mobile devices which prevents introduction of malware through Internet sites or USB sticks.
- On-Premises backups of Servers: On-premise backup of servers and shared data to provide fast recovery from backups for up to 30 days.
 - Option to store for longer period and off-site storage of backup devices is available for an additional charge.
 - Backup of cloud-based file storage such as SharePoint and OneDrive will require additional features and cost.
- The contract amount is based upon number of devices and users. Any change in these number may lead to a change in contract amount. The current user count is 34 users.

Specialty Software and Hardware

NYLEX will work with software vendors and their support to facilitate changes, and updates as required to specialty software or practice management software. The customer is responsible for maintaining a current support contract with the software vendor. NYLEX cannot replace third party software support and maintenance contract. Examples of such software include Allscripts, Sage, M-Files, Dynamics, Yardi, Autoclerk, Accufund, or other packages referred to as "Practice Management Software".

Equipment and Software Purchases

Computers, laptops, and peripherals purchased through NYLEX will not incur setup charges, but Data transfer charges may apply. Setup and configuration for hardware and software not purchased from NYLEX will be charged according to our rate sheet.

Projects

Tasks, other than regular support, which lead to significant changes to systems covered under this agreement will be worked and billed as Projects outside of this Agreement. Projects may be billed as time and materials, or a lump sum agreed upon in a scope of work document.

Service Hours

- Normal Business Hours: 8:00 A.M. to 5:00 P.M. Monday – Friday.
- Nylex is closed on weekends and for federal and state holidays.
- Calls received outside normal business hours will be forwarded to email.
- Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day.
- Email support: Monitored 8:00 A.M. to 5:00 P.M. Monday – Friday.
- Support portal and general voicemail is monitored for emergency requests by an on-call technician. Please specify if your request is urgent.

Service Delivery Systems

- Help Desk Portal: Customers submit support tickets by sending email to helpdesk@nylex.net. These tickets are logged and tracked for prompt response and resolution.
- Manned Telephone Support: If you are unable to submit an online ticket then please call our office number at 707-443-4944 to report trouble and open a ticket.
- Remote Assistance: We use our remote support tools to connect and resolve the support ticket if an Internet connection is available on the effected system.
- Onsite Assistance: If the issues cannot be solved remotely then a tech will be dispatched. There is no charge for on-site support for calls within our service area.
- Emergency Assistance: If the trouble is urgent then please call our office and specify that it is an urgent matter. Our general voice mailbox is monitored for afterhours emergency calls. We will respond as soon we receive the message. After hour emergencies will be billed under our hourly rate.

Response Time

NYLEX will respond to submitted requests as follows:

- 0-1 hour for Emergencies.
- 0-4 hours for all other requests (during business hours).
- Please specify if you need emergency assistance.

Hourly Rates

Services, outside the scope of this agreement, will be billed at our current rates as specified in the attached rate sheet. Support and installation time is billed on a per incident basis. The minimum time unit billed will be a half hour, and total time will be rounded up to the next half hour. Refer to the attached rate sheet.

Pricing for Additional Services

- NYLEX has experienced cabling techs who can run, terminate, and certify CAT5 and CAT6 ethernet cabling. Troubleshooting or installing and running network cable is excluded from the support agreement and will be billed separately.
- Incidental equipment, parts, software, and/or tools purchased exclusively for use at Customer's offices will be billed to Customer with a 15% handling/carrying fee.
- Connection setups to outside facilities, agencies, customers, clients, or vendors will be billed separately using the current hourly rate.
- Support provided during normal business hours (8:00am – 5:00pm M-F), that is outside the scope of this agreement, will be billed separately using the current hourly rates.
- Time spent on cyber insurance required audits, documentation, or changes beyond the support agreement will be billed at our current hourly rates.
- Support provided outside of normal working hours, holidays, or weekends will be billed separately using current, after hours/holiday rates.
- *The customer* is responsible for all mileage, travel time, lodging, and per diem for service outside the service area.
- Onsite response area is Trinidad to Rio Dell and east to Blue Lake.
- Equipment purchased from a third-party vendor will be configured and installed at NYLEX's standard hourly rate.
- Nylex will dispose of e-waste securely charged according to the Rate Sheet.

Exclusions

- NYLEX is not a warranty repair provider. Warranty is provided by the equipment manufacturer. Any warranty issues on equipment purchased through NYLEX or another vendor will be passed on to the manufacturer to address.
- Cameras, phones, or other hardware not installed by NYLEX are not covered by this contract and time spent on such systems will be billed at our regular hourly rate.
- NYLEX is not required to train or instruct staff on how to resolve technical problems, but such training sessions may be provided outside the contract. The

billing rate for such sessions will depend on the nature and requirements of such training.

Printers

NYLEX is not an authorized printer reseller or service shop. NYLEX will facilitate printer driver and software feature installation. The customer should have a current maintenance contract with their managed print services provider.

Reporting Personnel Changes (Hiring and Firing)

The customer should use NYLEX onboarding and offboarding forms for employee account creation and deletion. Onboarding and offboarding forms should be submitted through the help desk portal.

Submitting a Help Desk Ticket

NYLEX maintains a ticketing portal and help desk. Non-emergency requests should be submitted through the help desk portal by sending an email to helpdesk@nylex.net. In case of a technical emergency please call our office at 707-4434-4944.

Primary Contact

Customer should designate a Primary and Secondary (backup) point of contact. The Primary Contact is responsible for facilitating communication between NYLEX and the customer. NYLEX will communicate with the Primary Contact when scheduling onsite visits, sending quotes for hardware, requesting clarification or authorization, etc.

- Primary Facilities Contact: _____
- Backup Facilities Contact: _____
- Primary Billing Contact: _____

Environment

Provide a safe and secure location for network and server and networking equipment, preferably secured by a lock, and properly ventilated including a cooling system.

End of Service

This contract is for 1 year. Both parties maintain the right to terminate this contract before the next review period. Cancellation requires a 45-day written notice. The final date of service shall be referred to as the Final Out Date. Customer is responsible for all outstanding and recurring fees until the end of the contract period.

The customer must return any NYLEX owned equipment, such as the Edge Network Appliance, the backup system, and components within 5 days of the Final Out Date. The customer will be billed if NYLEX owned equipment is not returned or damaged.

Periodic Review and Renewal

This Agreement is valid from 4/1/2023 and is valid until further notice. This Agreement should be reviewed once per fiscal year. The contract will be auto renewed unless canceled by a written notice 45 days before the renewal date.



Pricing Structure for Humboldt, DelNorte and Trinity Markets

Hourly Rates Listed by Type of Service Performed

- Support and installation time is billed on a per incident basis. The minimum time unit billed will be thirty minutes, and total time will be rounded up to the next half hour. Billable activities consist of, but are not limited to: on-site, telephone, and remote support, research and information gathering, hardware and other purchase related activities, and any other activities required to keep the customer's computer(s) and networking equipment in working order. Phone calls and inquiries that are basic in nature, where NYLEX is not required to resolve an issue or determine the cause of a problem, will not be considered billable.
- PC and desktop support, virus and spyware removal, workgroup troubleshooting, wireless, hardware, software installation and support, application support, smart phone setup, desktop operating system trouble-shooting: **\$125.00 per hour.**
- Server operating systems, directory services, VPN, terminal services, security configurations, installation, and support: **\$150.00 per hour.**
- Cisco switches and routers, VOIP phone and PBX, MPLS/DS3/T1, and Polycom video installation and support: **\$175.00 per hour**
- NYLEX.net, Infrastructure Group:** running CAT5, CAT6, RG6, fiber optic, installation and repair of copper Ethernet cabling, other types of data line wiring, installing punch panels, wall outlets, cover molds, and campus and municipal wireless system installation and support. Install, program, troubleshoot, and service phones: **\$120.00 per hour.**
- Tower climbing for wireless antenna and bridge installation (does not include man-lift rental or equipment configuration): **\$225.00**

7. **RATE TABLE:** Billing rates and charges

	Mon-Fri 8-5:30	Sat-Sun	After Hours Scheduled	Holidays/Emergency
Hourly Customers	Hourly Rate + travel time	1.5xHourly Rate 2 hour minimum + travel time	1.5xHourly Rate 2 hour minimum + travel time	2xHourly Rate 2 hour minimum + travel time
Service-Level Agreement Customers	See SLA	See SLA	See SLA	See SLA

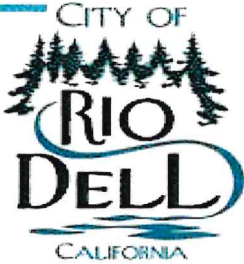
If work started during working hours extends into afterhours, then only work performed after 5:30 will be subject to over time rates. All parts billed separately.

- Hosted Services:** NYLEX provides hosted email, Sharepoint, and Data Center services. These services may be tailored to meet your needs in and out of the office. Please ask us for a more

detailed quote based upon number of users and access type.

- a. **Email service** provides email, calendar, and address book functions on desktop and mobile devices using Microsoft Exchange Server and includes MS Outlook as client front end. Mailboxes are not limited by size or number.
 - b. **Sharepoint** service allows you to store your documents and information on our cloud based system and access them from anywhere using a web based front end.
 - c. **Data Center** services host a server to provide your local and remote users with a full Windows desktop over an encrypted connection. The service can include other Microsoft software such as Office 2016 and Visio.
9. **Phone Systems:** NYLEX is an authorized installer and reseller for a number of hybrid and Voice over IP phone systems. We can replace your existing phone system or integrate multiple offices into a single phone system to allow three digit dialing, mobile extensions, soft phones, and phone line cost sharing. Ask us for a quote tailored to your needs.
 10. **Nylex.net is an authorized HP Enterprise, Lenovo Enterprise, and IBM hardware reseller**, but the customer may purchase from another source. NYLEX will provide purchasing recommendations at the customer's request. Reimbursable expenses for consumables such as small parts or one-time software purchases sent to the customer with an additional 15% handling fee.
 11. Travel time billed at the regular hourly rate for services provided greater than a distance of 20 miles from our Eureka office. Work performed outside of the Humboldt, Del Norte, and Trinity markets will be subject to our San Francisco Bay Area, Sacramento Valley, and Los Angeles/San Diego hourly rates and per diem charges.
 12. Data backup monitoring is available and can be set up to occur on a daily basis. We will monitor the progress of your backups and report any issues so they can be addressed and resolved. Customer is responsible for providing hardware and software.
 13. Unpaid invoices will incur a charge of 18% annual after 30 days.

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



The City of Rio Dell urges the California Legislature to address the state’s interconnection crisis and ensure timely and equitable access to the electrical grid

The City of Rio Dell urges California policy makers to take action to address unacceptable delays in connecting new construction, critical services, renewable energy, building decarbonization, and other projects to the state’s distribution and transmission grids.

California is facing an unprecedented climate crisis and is pursuing bold efforts to transition to zero-carbon energy. At the same time, California has a housing availability and affordability crisis which demands the rapid construction of new buildings. These goals cannot be realized because many projects cannot connect to the power grid. This results in long delays, ranging from months to years, that harm residents, businesses, and the state and local economies.

Severely delayed and abandoned electrical projects are a growing problem in communities throughout California. Hundreds of local projects have been delayed or cancelled, including service extensions to new affordable housing units and critical service sites ranging from hospitals to police/fire stations. Hook ups for new electric vehicle charging stations and utility-scale and residential renewable energy projects are also in peril.

Interconnection delays and resulting project cancellations threaten California’s ability to respond to the climate and housing crises; prevent Californians from accessing important critical services; and harm communities by increasing project costs and reducing job opportunities.

We respectfully urge California policy makers to take immediate and decisive action. We must ensure interconnection and service extensions to new construction, renewable energy, building decarbonization, and other electrical projects are completed in a timely manner in order to achieve our state’s ambitious climate, housing, equity, and economic development goals and mandates.

Thank you for considering our request. We stand ready to work with you to build our state’s future.

Sincerely,

Debra Garnes, Mayor
City of Rio Dell

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

<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
11786	3/08/2023	[0576] 101 AUTO PARTS	Fittings	22.76
11787	3/08/2023	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	220.00
11788	3/08/2023	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR FEBRUARY 2023, City Hall & COPIER CHARGES FOR FEBRUARY 2023 - PD	681.75
11789	3/08/2023	[2224] AQUA BEN CORPORATION	Hydrofloc 750L 55gal. Drums	2,437.09
11790	3/08/2023	[3975] AT&T - 5709	FAX LINE EXPENSES FOR FEBRUARY 2023-PD, FAX LINE EXPENSES FOR FEBRUARY 2023-CITY HALL	58.01
11791	3/08/2023	[7237] BPR CONSULTING GROUP	Rio Dell Flat Fee Plan Check - Job #RD22-0005	1,122.91
11792	3/08/2023	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR MARCH 2023	5,766.66
11793	3/08/2023	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 2/24/2023, POA Dues for PPE 12/10/2022	240.00
11794	3/08/2023	[5944] COLANTUONO, HIGHSMITH &	Special Counsel Services	570.00
11795	3/08/2023	[2356] DOWNEY BRAND LLP	For Services Rendered Through January 31, 2023 - Permitting and Regulatory Issues	425.00
11796	3/08/2023	[5052] GHD, INC	For Professional Services Rendered Through 2/25/2023: Water - Web GIS Water System, For Professional Services Rendered Through 2/25/2023 - Rio Dell Eel River Trail	4,613.42
11797	3/08/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	Submersible/Inline Pump 396gph, Disposable Hand Warmers, Straight Pipe to Tube Adapter, Contractor Bags	163.59
11798	3/08/2023	[2437] HACH	Ammonia TNT	121.74
11799	3/08/2023	[6475] HARRALSON, CHARLENE	CUSTOMER DEPOSIT REFUND	0.94
11800	3/08/2023	[2452] HORIZON BUSINESS PRODUCTS	Earthquake Related Copies	147.32
11801	3/08/2023	[2457] HUMBOLDT COUNTY CLERK-REORDER	Copies - Code Enforcement	8.00
11802	3/08/2023	[2458] H.C. DIVISION OF ENVIRONMENTAL	HAZARDOUS MATERIALS FACILITY FEE	961.37
11803	3/08/2023	[2484] INDEPENDENT BUSINESS FORMS	LASER PAPER FOR UTILITY BILLS	1,080.21
11804	3/08/2023	[2501] KEENAN SUPPLY	Brass Ball Stop @ Center & Ireland, Tap Cap @ Center & Ireland	1,473.66
11805	3/08/2023	[6605] KEN GRADY COMPANY, INC.	10ft of ATI Tubing	104.55
11806	3/08/2023	[7220] LARRY WALKER ASSOCIATES, INC.	For Services Rendered Through 1/31/2023 - Assistance During NPDES Permit Reissuance	1,075.50
11807	3/08/2023	[2521] LEAGUE OF CALIF. CITIES	Membership Dues for Redwood Empire Division (2023)	75.00
11808	3/08/2023	[7195] METER, VALVE & CONTROL, Inc	FCS Software, FCS Install and Training	8,025.00
11809	3/08/2023	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for February 2023	1,900.00

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**City of Rio Dell
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<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
11810	3/08/2023	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; ANTBACTERIAL FOAM HAND SOAP; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	273.92
11811	3/08/2023	[7519] NATIONAL PEN CO. LLC	100 Soft Touch Pens	141.30
11812	3/08/2023	[2570] NILSEN COMPANY	SALT SOLAR 40#	763.90
11813	3/08/2023	[6087] NORCAL TRANSPORT & CONTAINERS	1-20' Container Rental Fee - March '23	200.00
11814	3/08/2023	[2569] NORTH COAST LABORATORIES, INC.	Acid Digestion, Ammonia Nitrogen -Un-ionized (calculation), Ammonia Nitrogen w/o distillation, Conductivity, ELAP Certification fee, Hardness, ICAP Metals, Nitrate &/or Nitrite, Total Dissolved Solids, Total Nitrogen, Total Phosphate Phosphorus, Turbidity, Acid Digestion, Ammonia Nitrogen -Un-ionized (calculation), Ammonia Nitrogen w/o distillation, Conductivity, ELAP Certification fee, Hardness, ICAP Metals, Nitrate &/or Nitrite, Total Dissolved Solids, Total Nitrogen, Total Phosphate Phosphorus, Turbidity	1,842.00
11815	3/08/2023	[6100] NORTHERN CALIFORNIA GLOVE	Nitrile Orange and Tool Handz Plus Gloves	242.00
11816	3/08/2023	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR MARCH 15 THROUGH APRIL 15, 2023; AND SECURITY GATEWAY FOR PD	1,320.00
11817	3/08/2023	[2319] OPTIMUM BUSINESS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 2/10/23 - 3/09/23	503.26
11818	3/08/2023	[6943] PACE SUPPLY CORP	Copper Tub Nuts, Ball Stops, Dual Wedge, Bolt, Gasket, and Tapped Cap	609.19
11819	3/08/2023	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 12/30/2022 - 3/29/2023	180.85
11820	3/08/2023	[4338] QUILL CORPORATION	Dell 2Fv35 Black Toner	148.97
11821	3/08/2023	[2662] RIO DELL-SCOTIA CHAMBER OF	Christmas Decor	2,771.94
11822	3/08/2023	[4215] ROCHA'S AUTOMOTIVE, INC.	'21 Toyota Tacoma SR Maintenance	300.35
11823	3/08/2023	[2693] SHELTON'S AUTO LUBE	Oil Change for '21 Ford Explorer	74.00
11824	3/08/2023	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR MARCH 2023	176.00
11825	3/08/2023	[3151] SHN CONSULTING ENGINEERS	Professional Services - Monument Rd GEO (JPB)	581.20
11826	3/08/2023	[7316] SILKE COMMUNICATIONS SOLUTIONS,	Amber Grille Lights, Traffic Advisor, Misc. Parts/Radio, Labor	2,325.80

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<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
11827	3/08/2023	[2715] STEWART TELECOMMUNICATION	Correctional Maintenance, Correctional Maintenance, Wildix Phone System - Service Period: March/April 2023	724.52
11828	3/08/2023	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR FEB 2023, LEGAL SERVICES FOR FEB 2023	1,824.00
11829	3/08/2023	[2750] USA BLUEBOOK	13.2 GPD 65 PSI FLEXFLO A-100N, Ammonia Standard, USABB pH Buffer Pack, (HM) Sulfuric Acid	2,251.31
11830	3/08/2023	[3917] VERIZON WIRELESS	Safety Phones PD & PW: Jan 17 - Feb 16, 2023	446.40
11831	3/08/2023	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR MARCH 2023	391.07
11832	3/08/2023	[2772] WENDT CONSTRUCTION, INC	Base Delivery	315.00
11833	3/08/2023	[2744] JULIE WOODALL	Mileage Reimbursement for Humboldt Transit Authority Meeting in February 2023, Mileage Reimbursement for Humboldt Transit Authority Meeting in March 2023	71.54
11834	3/08/2023	[2787] WYCKOFF'S	Adapter, Locknut, Bushings, and Battery	10.32
11835	3/15/2023	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE	105.00
11836	3/15/2023	[2224] AQUA BEN CORPORATION	Hydrofloc 851	3,037.39
11837	3/15/2023	[7237] BPR CONSULTING GROUP	February Fixed Fee - SFD Additon 859 Rigby Ave (Rio Dell Flat Fee Plan Check)	1,002.29
11838	3/15/2023	[7478] COLEMAN, HEATHER	CUSTOMER DEPOSIT REFUND	63.62
11839	3/15/2023	[4855] FRESHWATER ENVIRONMENTAL SERVICES	Travel and CERS Data Retrieval & Review	763.00
11840	3/15/2023	[5052] GHD, INC	For Professional Services Rendered Through 2/25/2023 - SRTS Safety Improvement & Community Outreach Project	1,096.50
11841	3/15/2023	[6884] GR SUNDBERG, INC.	2022 Rio Dell Road Improvements Projects - Change Order	2,725.71
11842	3/15/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	Vinyl Tubing	1.12
11843	3/15/2023	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies (Earthquake Related)	6.00
11844	3/15/2023	[6653] CRYSTAL L LANDRY	25% Post-Travel Funds for ICI Child Abuse Classes	85.25
11845	3/15/2023	[3539] LEXIPOL LLC	Cordico Law Enforcement Wellness App	849.58
11846	3/15/2023	[6008] SABRINA M LUMPKIN	Reimbursement - Training Supplies	49.31
11847	3/15/2023	[6785] MARTIN, BETTY 1	CUSTOMER DEPOSIT REFUND	191.7
11848	3/15/2023	[7526] MOBILE DIESEL REPAIR	Lift Station Generator Repair	170.0
11849	3/15/2023	[5934] NORTH COAST JOURNAL, INC	Employment: Water Treatment Operator I-III/Utility Worker	284.0
11850	3/15/2023	[4393] NYLEX.net. Inc.	Add Second IP for Stewart's VOIP System	581.4

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<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
11851	3/15/2023	[6825] OPTIMUM	INTERNET SERVICES MARCH 2023	900.00
11852	3/15/2023	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserve on 3/10/2023	400.00
11853	3/15/2023	[2659] RIO DELL PETTY CASH	Supplies for PD Training, Dollar General Council Coffee	56.23
11854	3/15/2023	[6373] THATCHER COMPANY, INC.	Sodium Bisulfite 25% - 275 G Tote; Sierra Sani-Chlor - 330 G Tote	5,856.62
11855	3/22/2023	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 3/10/2023	150.00
11856	3/22/2023	[3461] CRIMESTAR CORPORATION	RMS Annual Product Support	350.00
11857	3/22/2023	[2889] EEL RIVER TRANSPORTATION & SALVAGE	Trailer/MH Disposal @ 471 Painter St	846.65
11858	3/22/2023	[2405] FORTUNA ACE HARDWARE	Brush Deck	21.68
11859	3/22/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	PVC Bushings Threaded, PVC Threaded Coupler, Vinyl Tubing	47.79
11860	3/22/2023	[2437] HACH	Colorimeter & Tubing Kit for Wells Maintenance	929.99
11861	3/22/2023	[2457] HUMBOLDT COUNTY CLERK-REORDER	2023 CEQA Document Declaration fee (Notice of Exemption)	50.00
11862	3/22/2023	[2474] HUMMEL TIRE & WHEEL, INC	4 Tires Changed on '21 Ford Interceptor	686.09
11863	3/22/2023	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	204.41
11864	3/22/2023	[2570] NILSEN COMPANY	Salt Solar 40#	1,718.78
11865	3/22/2023	[5934] NORTH COAST JOURNAL, INC	Employment: Water Treatment Operator I-III/Utility Worker	284.00
11866	3/22/2023	[2569] NORTH COAST LABORATORIES, INC.	BOD/NFR, ELAP Certification fee, Coliform Quanti-tray, ELAP Certification fee	430.00
11867	3/22/2023	[2319] OPTIMUM BUSINESS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 3/10/23 - 4/09/23	508.60
11868	3/22/2023	[2709] STAPLES DEPT. 11-04079109	Wireless Logitech, Mouse Pads, Ink, Swiss Legacy LapTop Case,	647.34
11869	3/22/2023	[6373] THATCHER COMPANY, INC.	Sodium Bisulfite 25% - 275 G Tote; Sierra Sani-Chlor - 330 G Tote	8,175.12
11870	3/22/2023	[2772] WENDT CONSTRUCTION, INC	Birch St. Tie in & Install 340Ft of 6" C900 w/ Valve and 11 Water Services	66,872.00
11871	3/22/2023	[2744] JULIE WOODALL	Travel Reimbursement for HCAOG	35.76
11872	3/29/2023	[2356] DOWNEY BRAND LLP	For Services Rendered Through February 28, 2023 - Permitting and Regulatory Issues	127.50
11873	3/29/2023	[5052] GHD, INC	For Professional Services Rendered Through 1/28/2023 - Rio Dell City Engineer Services, For Professional Services Rendered Through 2/28/2023; Rio Dell City Engineer Services	13,745.5
11874	3/29/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	Tread Bushing	11.7

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<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
11875	3/29/2023	[7220] LARRY WALKER ASSOCIATES, INC.	For Services Rendered Through 2/28/2023 - Assistance During NPDES Permit Reissuance	3,778.50
11876	3/29/2023	[6998] MAD RIVER COMMUNITY HOSPITAL	XR Chest 1 View, EKG Stress REG TRD	1,899.93
11877	3/29/2023	[7195] METER, VALVE & CONTROL, Inc	Badger HR-E Encoder Registers for M35 Meters	1,275.96
11878	3/29/2023	[6943] PACE SUPPLY CORP	Band Repair Clamp, Dual Armor Ford, Air Release	1,788.29
11879	3/29/2023	[2693] SHELTON'S AUTO LUBE	Oil Change for '21 Fod Explorer	92.24
11880	3/29/2023	[7446] SPAULDING, JADA	CUSTOMER DEPOSIT REFUND	300.00
11881	3/29/2023	[7185] STAPLES ADVANTAGE	Phone Cord, Toner, Folders, Tape Strips, Gel Pens, Notepads, Tape, Binder Clips, Lead Refill, Toner, Neon Pink Labels, Pilot G2 Bold Pens, Return of G2 Gel Pens	354.81
11882	3/29/2023	[2719] STATE WATER RESOURCES CONTROL BD	WASTEWATER TREATMENT PLANT OPERATOR GRADE III CERTIFICATE RENEWAL	110.00
11883	3/29/2023	[3917] VERIZON WIRELESS	Safety Phones PD & PW: Feb 17 - Mar 16, 2023	699.99
11884	3/29/2023	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR APRIL 2023	391.07
11885	3/29/2023	[2772] WENDT CONSTRUCTION, INC	Sanitary Sewer Vault: Dig Out, Includes Trenching & Paving	6,939.46
Total Checks/Deposits				181,481.41

<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
941443	3/01/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR FEB 2023.	-1,585.90
9837197	3/02/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMIN-DELTA DENTAL PAYMENT FOR APRIL FY2022/2023.	-1,950.95
6181436	3/02/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 02/24/2023	-11,395.02
9837195	3/06/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 02/24/2023	-3,553.36
9837196	3/06/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 02/24/2023	-18,862.38
259-488	3/14/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/10/2023	-3,142.95
9837204	3/14/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 03/10/2023	-11,554.05
2283127	3/20/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/10/2023	-17,563.2
9837206	3/20/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR MARCH 2023	-25,836.8
230257	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR ACCUFUND ANNUAL RENEWAL MAINTENANCE AND SUPPORT. FY2023-24.	-5,953.7

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22277	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR ACCUFUND SUPPORT AND TRAINING ON NEW PAYMENT PORTAL.	-400.00
4012023	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR APRIL FY2022-2023	-26,208.59
3172023	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE PAYMENT FOR APRIL 2023.	-420.00
7504946	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR APRIL 2023	-387.43
759296	3/21/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL FUEL COMPANY ONLINE PAYMENT FOR FEBRUARY/MARCH FY2022-2023	-3,224.50
300119031	3/22/2022	ELECTRONIC FUNDS TRANSFER	EFT BANK OF AMERICA PAYMENT FOR MARCH 2023	-2,706.42
2117	3/27/2023	WITHDRAWAL	DEPOSITED ITEM RETURNED	-1,952.82
ERROR	3/27/2023	ELECTRONIC FUNDS TRANSFER	DUPLICATE EFT FOR VSP INSURANCE ONLINE PAYMENT FOR APRIL 2023. VENDOR PULLED THE PAYMENT TWICE. REFUNDED	-387.43
995350	3/30/2023	WITHDRAWAL	DEPOSITED ITEM RETURNED	-3,000.00
Total EFT's /Bank Withdrawals				-140,085.64

<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
TRX TO PR	3/10/2023	TRANSFER FROM CHECK TO PAYROLL	TRANSFER TO PAYROLL ACCT FOR FINAL PAYCHECK FOR PW	-3,756.79
TRX TO PR	3/14/2023	TRANSFER FROM CHECK TO PAYROLL	TRANSFER TO PAYROLL ACCT FOR PPE 03/10/2023	-46,788.42
TRX TO PR	3/30/2023	TRANSFER FROM CHECK TO PAYROLL	TRANSFER TO PAYROLL ACCT FOR PPE 03/24/2023	-48,937.68
Total Transfer Between Accounts				-99,482.89

<u>Ref#</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Feb-23	3/01/2023	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR FEBRUARY 2023.	-495.37
9837205	3/08/2023	WITHDRAWALS	DEBIT CARD FOR DEPOSIT BAGS FOR US BANK DAILY DEPOSITS	-34.58
9837207	3/30/2023	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR MARCH 2023.	-490.56
Total Debit Card Withdrawals				-1,020.51

Section G, Item 4.



Staff Highlights – 2023-04-18

City Council

City Manager

The number of earthquake victims utilizing the County's hotel voucher system has been reduced to two households from a high of over 100 in the first weeks following the earthquake.

Attached to the staff update is the latest release from Humboldt County OES, including information for a new call line for disaster victims seeking assistance with their properties.

On the evening of Thursday, April 13th the City Manager attended a meeting at the Fire Hall to discuss the earthquake and its response with various area officials.

On the evening of April 10th the City Manager met with Political Science students at Cal Poly Humboldt to discuss local government as an alumni.

On April 5th the City Manager met with Congressman Jared Huffman to discuss FEMA and the earthquake. The CM was joined by the Mayor and key City/County/NGO officials involved with the Eel River Valley Long Term Recovery Group.

Rio Dell's annual clean up day will continue this year on Saturday, May 13th the day before Mother's Day.

A Hazard Mitigation Grant round is opening up. The City, in conjunction with Redwood Coast Energy Authority is pursuing a grant for adding solar at the Corporation Yard, an objective of the Council for many years. The City should be competitive for a 100% grant based on new programs unveiled by the State. The City is also looking at other potentially competitive projects to submit.

Sadly, Small Cities Organized Risk Effort (SCORE) Board member and Treasurer Roger Carroll was killed in a hit and run accident in Sutter County on April 9th. Roger was a trusted and wise Board member and informal advisor to many Northern California finance and administration professionals. He was also the Finance Director for the Town of Loomis. Rio Dell is a member of SCORE and has a seat on the Board.

City Clerk

Processed Eighteen (18) Building Permit Applications:



111 Ogle Ave. – Foundation/Drywall
948 Rio Dell Ave. – Earthquake Repairs/Wood Stove
306 Wildwood Ave. – 40 Gallon Water Heater
506 Wildwood Ave. – Gas Heater
350 Woodland Ave. – PV Solar
56 North St. – Re-Roof Residence
53 W. Center St. – Repair Stucco on Siding and Misc. Repairs
545 Davis St. – Rebuild Porch/Foundation Work
64 Fern St. – Re-Roof Residence (Partial)
1010 May Ave. – New Perimeter Foundation
671 Rigby Ave. – PV Solar
141 N. Pacific Ave. – Re-Roof Residence
130 Wildwood Ave. – Rebuild Carport and Stairs
255 Ogle Ave. – Foundation Repair
409 Davis St. – Water Heater and Waterline
45 Fern St. – Replace 3 exterior walls, siding and framing
279 Belleview Ave. – Earthquake Repairs
168 Ogle Ave. Unit C – Earthquake Repairs

Processed Four (4) Business License Applications:

O & M Industries – Non-Resident Contractor
RDM & Co., Inc. – Non-Resident Contractor
Lindstrom Construction, Inc. – Non-Resident Contractor
Blue Timber Real Estate – Real Estate Sales/Renovations

Misc.

Submitted U.S. Dept. of Commerce Building/Zoning Permit Report for March
Submitted Quarterly Seismic Report to Department of Conservation
Submitted Quarterly AB 1473 Building Standards Report
Submitted Disability Access & Education (DSA) Fee Quarterly Report
Submitted CHF/CIRB Building Report for March
Letter to Heather Watkins Re: Business License for Blue Timber Real Estate
Submitted Bureau of Labor Statistics Report for April
Sent Address Verification Letters for new ADU at 855 Rigby Ave.
Submitted First Quarter Building Permit Report to County Assessor

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water



Public Works Wastewater

Corresponding with the SWQCB on compliance project for the disinfection By products.

Reviewing and possible approval of the Time Schedule Order extension for the upcoming permit renewal

Annual Acute and Chronic Toxicity Testing.

Submitted 1st Quarter SMR to the CWIQS database.

Interviews for Operator, utility and part time utility positions.

Coordinating with the irrigation field farmers for reseeding and grading field for summer land discharge.

Routine collection system cleaning.

Ordering and Purchase of the Chlorine generator replace with Travis Sanborn and Telstar

Budget Time submit a draft budget to Travis for review.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of March 15 to March 28, 2023. 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
Allen	11	3	0
Conner	3	1	0
Beauchaine	21	1	0
Landry	46	5	5
Burns	48	6	5
Johnson	50	10	7
Fielder	19	0	0
Clark	40	1	N/A
Totals	213	27	17
Averages	15.2 per day	13.5 per week	8.5 per week
2022 Yearly Average	14.1 per day	12.7 per week	5.7 per week

Calls for Service at 355 Center Street



Type	Date	Time	Location	Primary Unit	Case #
415	03/17/2023	01:32:06	355 CENTER ST	6S1	
415N	03/17/2023	20:31:04	355 CENTER ST	6S1	
FU	03/18/2023	21:44:25	355 CENTER ST	R618	
415	03/19/2023	14:49:00	355 CENTER ST	6S2	
5150	03/23/2023	13:31:55	355 CENTER ST	R615	
WELFARE	03/25/2023	19:56:47	355 CENTER ST	R618	
FU	03/25/2023	20:05:45	355 CENTER ST	R618	
415N	03/27/2023	23:59:08	355 CENTER ST	R618	

415 – Argument or disturbance
 FU – Follow up or generic call for service
 415N – Noise Complaint
 5150 – Mental health evaluation
 WELFARE – Mental or physical health check

6S1 – Sergeant John Beauchaine
 R618 – Officer Russell Johnson
 6S2 – Corporal Crystal Landry
 R615 – Officer Liam Burns

During the period of March 15 to March 28, 2023, there were seventeen calls for service related to animal control issues. Six dogs were transported to Miranda's Rescue. One of the dogs was extremely difficult to capture and was only taken into custody with the assistance of his human. The human relinquished the dog and he was transported to Miranda's Rescue. He apparently enjoyed the vagrant lifestyle that he was accustomed to and managed to chew his way through the chain link kennel where he was housed and then jump a seven-foot wall. He roamed through Fortuna despite the efforts of both CSO Mary Clark and CSO Amy Carrington of the Fortuna Police Department. His human was finally able to grab ahold of him and agreed to try and rehouse him out of the area. Our last information was that he was headed to the Willow Creek area. CSO Clark also assisted Public Works in rescuing an elderly horse from a mud bog. A backhoe was used to remove some of the mud and then the horse was gently dragged to firmer ground. It managed to regain its feet and started to graze. CSO Clark also took a dog into custody that was being housed in an abandoned car without adequate food or water. The dog had been inside of the car for at least two weeks and the interior was covered with feces. The dog's human agreed to move it to another location, but when CSO Clark returned the next day, it was back in the car, prompting the seizure. An animal abuse case has been prepared and may be forwarded to the District Attorney's Office depending upon the human's actions post-seizure.

On March 20, 2023, Officer Johnson stopped a motorcycle with expired registration. The driver had a suspended license and was taken into custody. A search incident to arrest found suspected fentanyl. The driver told Officer Johnson that he was in town to meet his daughter who was having financial problems and he was going to give her some money. Officer Johnson towed the motorcycle, putting the father on foot looking for his daughter. As the bike was being pulled onto the bed of the tow truck, Officer Johnson heard that Officer Burns was attempting to pull over a truck nearby. He responded to



assist. The driver of the truck finally yielded after several blocks. As it pulled to the curb, a woman jumped out of the passenger side and took off on foot. Officer Burns elected to stay with the driver, but Officer Johnson was just arriving and followed the running woman in his patrol vehicle until she began to tire. He then gave chase on foot. She stopped when it became apparent that she was not going to get away. She was arrested on several warrants from all over Northern California as well as possession of fentanyl and delaying/obstructing an officer. The driver was also arrested for similar charges. And yes, your suspicion that the woman was the daughter of the motorcycle rider is correct. He arrived on foot just as the couple were being driven away in route to the jail.

On March 25, 2023, Officer Johnson spotted a vehicle speeding on Pacific, but could not catch up to it in order to make a traffic stop. A short time later, he saw the same car at the gas station. He parked where he could watch the car without being easily seen. The driver went inside the business. When he left, he accelerated rapidly, breaking traction as he did so. Officer Johnson was able to get behind him and clocked the speeding sedan at 50 mph on Wildwood. When he turned on his emergency lights, the car took the southbound onramp to US 101 and continued to accelerate. Officer Johnson followed in pursuit. The two cars travelled at over 100 mph until they reached the Stafford area where Officer Johnson ended the pursuit for safety reasons. The next morning Corporal Landry went back to the gas station and watched their security camera footage. She showed it to Officer Johnson and they were able to identify the driver. The car was registered to his girlfriend. Both officers went to the suspect's address in Scotia and took him into custody. As they were preparing to transport him to jail, Corporal Landry was dispatched to a fight in progress. Officer Johnson elected to cite the miscreant so that he could back his partner.

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



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

April 18, 2023

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Presentation and Update from City Engineer GHD and Possible Authorization for the City Manager to Sign Three Scopes for Service Related to (1) Rio Dell Neighborhood Pedestrian Connectivity Improvements, (2) Douglas Tank and Water System Improvements, and the (3) Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A in a Total Amount of \$2,421,199.00

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and discuss. Authorize the City Manager to execute scope(s) of service for:

- (1) Rio Dell Neighborhood Pedestrian Connectivity Improvements,
- (2) Douglas Tank and Water System Improvements,
- (3) Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A; or

Request additional information and continue the item to May 2nd.; or,

Take no action. This is not recommended.

BACKGROUND AND DISCUSSION

The City is in the final stages of transitioning from the grant award process to engineering work for three separate projects related to transportation and the water system. The City has been working on all three projects for several years now with GHD and the projects are ready to move further along in their respective process.

Transportation:

- Pedestrian Connectivity Improvements on Painter, Ireland, and Center Streets Contract for \$212,000. This project has programmed STIP funds and each task will get allocated as the project progresses.

Water:




City Engineer Update

→

- **Transportation**
- **Drinking Water**
- **Wastewater**
- **Earthquake Engineering Support**
- **Future Funding Opportunities**

1



Transportation

Active Projects

- 2019 Rio Dell Safe Routes to School Project
 - Construction completed at the end of 2022 following Caltrans inspection
 - ATP user count is needed to do final project closeout. Awaiting on Caltrans approval of user count methodology provided by GHD
- 2022 Eel River Trail Project
 - Pedestrian trail between Edwards Dr and Davis St along the Eel River
 - Design and environmental permitting is ongoing
 - Construction to start in 2024
- 2022 Pavement Condition Survey
 - County wide project being completed by NCE, funded through HCAOG
 - Final report provided Feb 2023

2

City Engineer Update | GHD

2

Transportation

Upcoming Projects



- 2021 Neighborhood Pedestrian Connectivity Improvements
 - Rio Dell was programmed for \$857,000 to design and construct the Rio Dell Neighborhood Pedestrian Connectivity Improvement Project
 - New sidewalks/Curb Ramps/Crosswalks on Painter, Ireland, and Center Streets
 - \$819,000 programmed in RTIP funds anticipated to be allocated by July, 2025
 - \$41,000 of locally committed funds
 - Scope on City Council Agenda for Engineering and permitting support.

- Citywide Street Improvements
 - 2nd Street – road condition, drainage issues, complications of underground utilities
 - Elko Street – grind and repave
 - Oogle Ave – address drainage issues, drainage study partially completed
 - Projects depend on funding availability through HCAOG or other sources

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3

Transportation



Rio Dell Neighborhood Pedestrian Connectivity Improvement Project

- Missing sidewalk, curbs and ADA ramps
- Missing crosswalks at intersections
- Sidewalk terminates between driveways

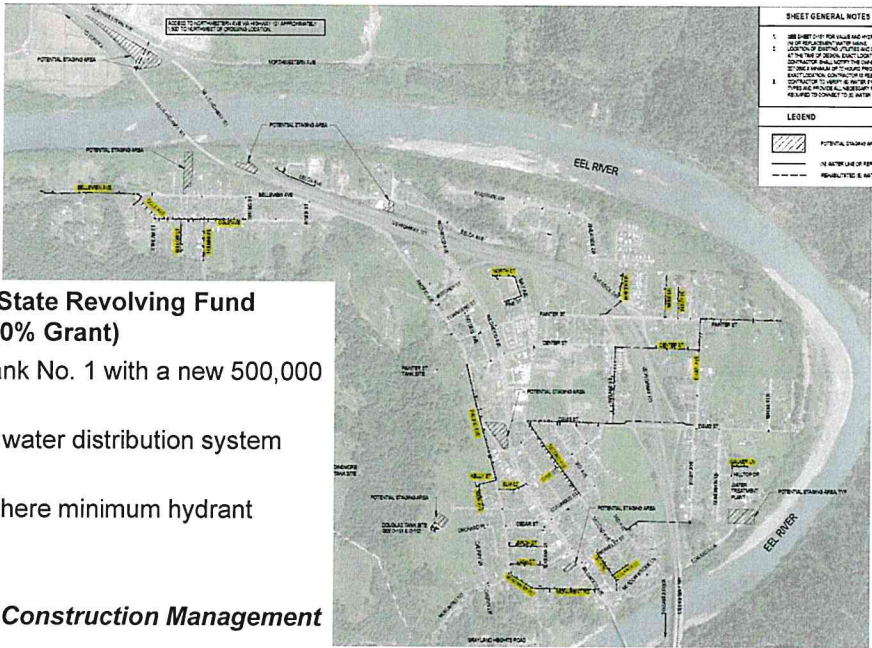


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4

Water Distribution System Upgrade Project



SWRCB Clean Water State Revolving Fund Grant \$12,862,989 (100% Grant)

- Replaces Douglas Tank No. 1 with a new 500,000 gallon tank
- Replace high-priority water distribution system lines and valves
- Install fire hydrants where minimum hydrant spacing is not met

Scope for Design and Construction Management on Council Agenda

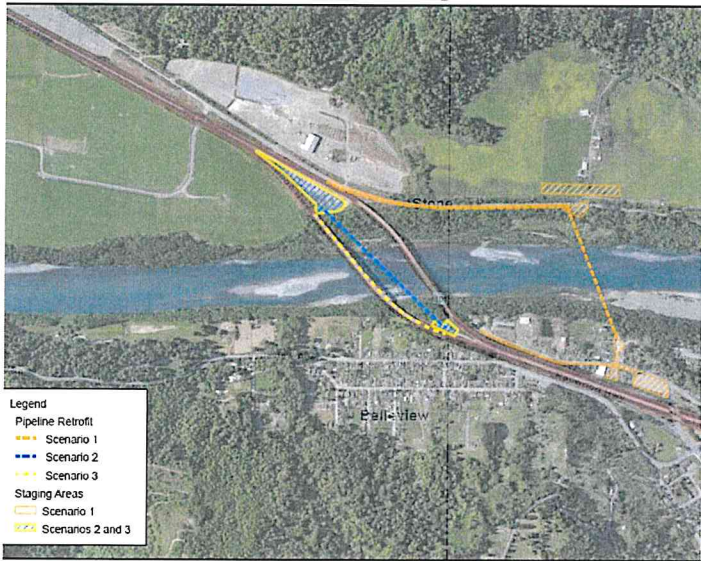
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Water Eel River Crossing Pipeline Retrofit Project

FEMA Hazard Mitigation Grant Program Funding

- \$3,375,160 in Project Funds (75% Reimbursable)
- \$166,464 in Grant Management Budget (100% Reimbursable)
- Replaces the 8" Yellowmine pipe located in the Southbound Highway 101 Bridge, which is the only connection to the Metro Well Water System.

Scope for Phase 1A Design and Environmental Work on Council Agenda

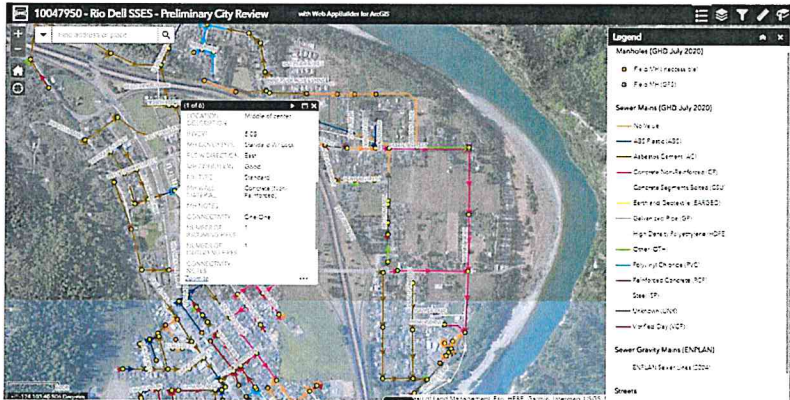


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Wastewater



- Sanitary Sewer Evaluation Study
 - Project continues to move forward
 - City has requested a funding and schedule amendment for additional camera inspection and for 90% Design
 - Disinfection Analysis and Testing to address Compliance Orders Continues



7

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Wastewater Painter Line Upsizing



- Clean Water State Revolving Fund Application Submitted for final design and Construction for \$1,490,550



8

City Engineer Update | GHD

8

Earthquake Engineering Support

- Developing a scope of work to support the City in compiling data for damage reports which will eventually lead to project funding to address earthquake damage.
 - Areas of Particular Interest include:
 - Damages to the City's Chlorine Contact Basin
 - Damages to the Painter Street Tank
 - Water And sewer highway undercrossing
 - Wastewater Lift Stations

Future Funding Opportunities



- **Hazard Mitigation Grant Funding**
 - Notices of Interest (NOI) will be due to Cal OES by May 10th through the Cal OES Engage Portal. If eligible, you will then be invited to submit a subapplication by August 4th.
- **State Water Resources Control Board**
 - Clean Water State Revolving Fund
 - Drinking Water State Revolving Fund
- **Community Development Block Grant**
 - Target Areas for full road rehabilitation
- **Active Transportation Funding**
 - Next Cycle in 2025.

- Rio Dell Douglas Tank and Water System Improvements Project Contract for \$1,815,399. This project is 100% funded by the State Water Resources Control Board and builds off of previously completed planning work.
- Eel River Crossing Pipeline Seismic Retrofit Project (Phase 1A) Contract for \$393,800. This project is 75% funded by a FEMA Hazard Mitigation Grant. The City and GHD are working on obtaining state matching funds for Phase 1B and Phase 2 of the Project.

The total amount of funds between the three scopes amounts to \$2,421,199.00 with potential exposure to the Water Fund of \$98,450 which is accounted for in the Water Rate study Adopted on May 3rd, 2022. The remaining funds are all non-city monies.

Attachments:

- Draft GHD Powerpoint Presentation
- Scope for Rio Dell Neighborhood Pedestrian Connectivity Improvements,
- Scope for Douglas Tank and Water System Improvements,
- Scope for Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A;

///



City of Rio Dell
Scope of Services
Rio Dell Neighborhood Pedestrian Connectivity Improvements
Final Design and Construction Engineering
April 13, 2023

Introduction

This Scope of Services adheres to the professional service agreement between the City of Rio Dell and GHD, extended in February 2022. All provisions of the professional service agreement apply to this agreement unless otherwise noted herein. This Scope of Services is limited to the Rio Dell Neighborhood Pedestrian Connectivity Improvements based on the Project Study Report (PSR), which was developed by GHD and approved on September 15, 2021 and as further described under Task 2.

Project Understanding

The City would like to complete a sidewalk infill project that is envisioned to include construction and reconstruction of sidewalks, curb ramps, driveways, pavement reconstruction and other improvements primarily within the existing public right-of-way. This project is limited to Painter Street, Ireland Street, and Center Street as presented in the approved PSR and further described in Task 2. State Transportation Improvement Plan (STIP) funds for the approved PSR has been programmed by Caltrans and Humboldt County Association of Governments (HCAOG). Funds for each task will be allocated following completion of the previous task.

Scope of Services

Based on our understanding of the project, GHD has developed the following scope of services for the project based on the following four tasks:

- Task 1 – Project Approval & Environmental Documentation (PA&ED)
- Task 2 – Plans, Specifications & Estimate (PS&E)
- Task 3 – Right of Way Engineering
- Task 4 – Construction Engineering

Task 1 – Project Approval & Environmental Document (PA&ED)

The PA&ED phase will require a site environmental survey to assess the project areas within the scope of this sidewalk infill project and to evaluate the potential environmental impacts and the appropriate CEQA document for the project. The site environmental survey will consist of a plant survey and a wetland delineation, which will

serve as the basis for summarizing the anticipated environmental considerations to confirm the CEQA approach. Based on a preliminary review of the project and the site conditions, it is assumed under this scope that no further detailed environmental studies or evaluations will be required and that a Notice of Exemption (NOE) under CEQA Guidelines Section 15301 Existing Facilities is the appropriate CEQA document.

Assumptions:

- No further detailed environmental studies or evaluations will be required.
- A Notice of Exemption is the appropriate CEQA document.
- The 2019/2020 Rio Dell cultural and biological study done by GHD covers the project area and will not need to be updated. Cultural and biological studies are not included in this scope.
- No Preliminary Jurisdictional Delineation (PJD) is required.

Deliverables:

- Brief technical memo summarizing findings from the plant survey and wetland delineation.
- Draft and final NOE to City in electronic format.
- Final NOE to be posted to the State Clearinghouse.

Task 2 – Plans, Specifications & Estimate (PS&E)

The primary objective of the PS&E phase is to develop a set of plans and specifications suitable for bidding and construction. The final design will be based on the Project Study Report (PSR), which was developed by GHD and approved on September 15, 2021.

GHD's understanding is that the City is interested in incorporating the following improvements:

- **Painter Street:** 5' wide sidewalk connectivity, ±1,250 ft in length from Wildwood Ave to Ireland St, curb ramps, curb and gutters, and enhanced crosswalk striping.
- **Ireland Street:** 5' wide sidewalk connectivity, ±1,180 ft in length from Painter St to Davis Street, curb ramps, curb and gutters, and standard crosswalk striping.
- **Center Street:** 5' wide sidewalk connectivity, ±550 ft in length adjacent to Rio Dell Elementary, curb ramps, curb and gutters, and enhanced crosswalk striping

The final design features will conform to applicable standards while within the City's right-of-way and conform to the Caltrans standards for the improvements within the State's right of way. The regulatory, advisory and directional signs and striping will be designed in accordance with the California MUTCD, NACTO guidelines and other appropriate sources.

Sub Task 2.1 - Project Management

The PS&E phase will require regular communication and coordination with team members, the City, and Caltrans. Any communication with landowners within the project area will be conducted by the City. This task also includes reviewing the project status on a regular basis, providing progress updates to the City, managing project budgets and schedules, assisting the City in coordinating with the various agencies involved, and coordinating and performing quality control and quality assurance reviews.

Sub Task 2.2 - Plans, Specifications and Estimates

GHD will work with the City to further develop the project in accordance with the scope, Local Assistance guidelines and available funding. The plans, specifications and estimates will be prepared based on the standards of practice in the industry.

GHD will utilize the topographic survey developed and utility information provided by the City to determine the approximate location of existing utilities within the project area. No surveying or utility locating services are included in this scope.

The design documents will be limited to sidewalk infill elements for non-motorized transportation. The Construction plans, specifications and estimate will make up the design set and will be submitted to the City for review at 60%, 90% and 100% completion stages. The City will have the opportunity to comment on the 60% and 90% design sets, and the 100% will be ready to issue for construction.

Construction Plans

The Construction Plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. All plans will be stamped and signed by a professional engineer and will be used as part of the construction documents. Construction plans are expected to include the following types of sheets that GHD will adjust as required:

- Title Sheet
- General Notes, Symbols and Abbreviation Sheet
- Demolition Plans
- Layout Plans
- Typical Cross Sections
- Construction details
- Signage and Striping Plans
- Construction Area Signs Plan
- Survey Control Plan, and
- other sheets we deem necessary to convey the design intent

Technical Specifications

GHD will prepare technical specifications consisting of Special Provisions to amend and supplement the State of California Department of Transportation Standard Specifications (2022). Technical Specifications for this project will include information specific to the project and work items, such as order of work, testing and quality control, cast in place concrete, asphalt concrete, roadside signs, thermoplastic paving markings, etc. To the extent possible, references will be made to the 2022 Caltrans Standard Specifications.

Construction Estimates

The engineer's opinion of probable construction costs will be prepared using standard engineering estimate procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans. Actual construction costs will vary, and the low bidder may be higher than the Opinion of Probably Construction Cost due to availability of labor, equipment, materials, market conditions, or other factors.

Bidding Package

GHD will assist the City in developing the bidding package including: advertisement for bid, bid schedule, bidding requirements, contract forms, special contract requirements, general conditions, and state requirements (EEO Certification, Non-Lobbying Certification, prevailing wage, etc.), technical specifications, and construction plans. Given that there is a fixed budget, the project may be structured with a base bid and additive bid items.

Subtask 2.3 – PS&E Allocation Request

When the PA&D package is near completion, GHD will assist the City in preparing the PS&E allocation request for the California Transportation Commission (CTC). Once the PS&E funds have been allocated by the CTC, reimbursable PS&E work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the PS&E allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

Sub Task 2.4 - Caltrans Encroachment Permit Application

The project will require an encroachment permit from Caltrans for improvements constructed within the State right of way. GHD will prepare an encroachment permit application for the City to submit to Caltrans. GHD will also print and distribute preliminary plans to Caltrans to support the application, address questions, and provide supporting information. The City will directly pay any associated fees.

Sub Task 2.5 - Construction Allocation Request

When the PS&E package is near completion, GHD will assist the City in preparing the construction allocation request for the California Transportation Commission (CTC). Once the construction funds have been allocated by the CTC, reimbursable construction and construction engineering work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the construction allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

Assumptions:

- No surveying or utility locating services are included in this scope.
- City to directly pay any fees.
- The project's estimated area of ground disturbance is less than 1-acre and assumes a formal SWPPP is not required.
- No geotechnical service are included in this scope.

Deliverables:

- 60% PS&E Submittal: Plans, and Estimates
- 90% PS&E Submittal: Plans, Specifications, and Estimates
- 100% PS&E Submittal: Plans, Specifications, and Estimates
- Final Bidding Package
- Construction Allocation Request Submittals
- GHD will provide one (1) electronic PDF and up to five (5) hard copies for each of the above documents. In addition, final plans will be provided as AutoCAD Civil 3D files.

- Paper copies of plans will be provided in 11x17 format
- Other forms and documents related to Task 2, as required by Caltrans local assistance procedures will be provided as one (1) electronic PDF and one (1) hard copy (if requested).

Task 3 – Right of Way Engineering

Although no additional right of way is anticipated for this project, the City must certify that work is completed in areas within existing rights of way. Using the topographic survey developed and information provided by the City, GHD will evaluate the location of City right of way relative to the proposed project improvements. Items such as fences, landscaping, and other private property which are found to be located within the City right of way may need to be relocated by the owner, or the City may need to issue an encroachment permit. In addition, driveway and sidewalk grade conforms will likely extend outside the City's right of way. To the extent practical, the project will be configured to avoid the need for temporary or permanent right of way. Where additional right of way is unavoidable, the right of way will need to be acquired consistent with the guidelines for right of way acquisition in the Local Assistance Procedures Manual. In this situation, GHD will assist the City by preparing a list of adjacent property owners, addresses and APN's. GHD will also prepare Permit's to Enter and Construct forms. The City shall be responsible for communicating with affected property owners and obtaining their permission to enter their property and construct improvements for the benefit of the public. Because the project will be utilizing State Only Funding (no federal participation), a formal Right of way Certification will not be required or prepared.

If existing utilities are found to conflict with planned improvements, GHD will contact the affected utility owner(s) to discuss any adjustments or relocations necessary as part of the project. GHD will also assist the City in preparing the relocation documentation to verify ownership, financial responsibility and relocation in accordance with the proposed construction schedule. Once completed, the documents (Notice to Owner, Utility Agreements, maps, etc.) will be provided to the City.

Subtask 3.1 - Allocation Request

When the PS&E package is near completion, GHD will assist the City in preparing the Right of Way Engineering allocation request for the California Transportation Commission (CTC). Once the Right of Way Engineering funds have been allocated by the CTC, reimbursable Right of Way Engineering work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the Right of Way Engineering allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

Assumptions:

- City to communicate with property owners and obtain permission to enter and construct.
- Assumes City provided survey contains right of way boundaries.
- Right of way acquisition is not included in this scope.

Deliverables:

- Permit to Enter and Construction Forms.
- All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.

Task 4 – Construction Engineering

GHD will provide construction engineering services during the construction of the project. The following services will be provided:

- Bidding Assistance
- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Project Closeout Assistance

Sub Task 4.1 - Bidding Assistance

Bidding assistance by GHD will include the following:

- Print and distribute plans and specifications to contractors at cost (no cost to builders exchange or City)
- Respond to contractor questions
- Issue Addenda during bidding
- Organize and conduct a pre-bid meeting/conference
- Summarize the pre-bid conference and addressing questions from the conference for distribution to bidders
- Organize and conduct a public bid opening
- Prepare a bid summary and review contractor bids
- Work with selected contractor on obtaining and verifying bonds and insurance
- Work with City with preparing the contract documents for approval
- Notice of Award
- Contract/Agreement
- Notice to Proceed

Sub Task 4.2 - Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review public noticing requirements and schedule with contractor.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, safety, coordination with utilities, materials testing, equal employment opportunity and disadvantaged business enterprise requirements.

Sub Task 4.3 - Construction Management

GHD's Construction Manager will coordinate communication between the Contractor, City, Caltrans, utility companies and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing provided by the contractor and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Maintain project records and files as needed for general compliance with Caltrans requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- At the request of the City, participate in preparation of public information bulletins and updates during construction (web site, emails, etc.);
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, City and Caltrans of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Submit copy of CCO memorandum and CCOs to the City and Caltrans.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Subtask 4.4 - Periodic On-site Construction Observation

GHD will provide the following periodic onsite construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor daily activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance.
- Reject or Recommend deductions for materials not meeting the project requirements.

Subtask 4.5 - Project Closeout

Following final acceptance of the project by the City and Caltrans, GHD will prepare a Notice of Completion for approval by City and submittal to Humboldt County for Recording.

GHD will also prepare and transmit Record Drawings to the City (in electronic pdf format only), incorporating any noted changes, change orders or other changes deemed necessary by the Engineer.

Assumptions:

- Effort is based on conducting up to two project walkthroughs inclusive of substantial completion and final completion.
- GHD assumes a total construction period of 120 working days with a maximum of 160 working hours requiring inspection.
- On-site inspection will be paid at State prevailing wages.
- The contractor will be required to provide the services of an independent testing laboratory for necessary special inspections and materials testing. Contractor will perform all coordination and scheduling of special inspections and materials testing.
- The contractor will be responsible for construction staking.

Deliverables:

- Final project summary letter
- Project photo log
- Submittals
- Inspection and observation reports
- Materials testing and inspection records and final reports
- Meeting records
- All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.

General Exclusions and Assumptions

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- The project design will be based on the conceptual drawings that were included in the PSR.
- The scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment). The City shall be responsible for preparing and securing any necessary permits and for paying all deposits and fees required for the project.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review.
- The City will be responsible for overall grant management and submittal of Caltrans Reimbursement and Allocation Requests to the District Local Assistance Engineer. GHD will provide support for project progress reporting.
- The scope of services does not include any design exceptions as none are anticipated for this project.

Proposed Work Schedule and Milestones

Major Milestones	Tentative Date
Program Project	Dec 2021
Begin Environmental PA&ED Phase	Apr 2023
Complete Environmental Document	Jun 2023
End Environmental Phase	Jun 2023
Begin Design Phase	May 2023
End Design Phase	Dec 2023
Begin Right of Way Phase	May 2023
End Right of Way Phase	Dec 2023
Begin Construction Phase	Jun 2024
End Construction Phase	Dec 2024
Begin Closeout Phase	Jan 2025
End Closeout Phase	Jun 2025

The exact dates for the timeline will depend on the turnaround time on reviews by the City, Caltrans, and other agencies. Because of the involvement (reviews) of third party agencies, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we will work with the City and revise the schedule as necessary.

Compensation

GHD will complete the above scope of services on a time and materials basis, not to exceed the initial budgeted amount below. The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City, the Caltrans, and other agencies. Additional services can be provided through a separate scope and budget amendment.

Task	Compensation
Task 1: Project Approval & Environmental Documentation (PA&ED)	\$38,000
Task 2: Plans, Specifications & Estimate (PS&E)	\$30,000
Task 3: Utility and Right of Way Engineering	\$23,000
Task 4: Construction Engineering	\$121,000
Total	\$212,000

Approvals

City of Rio Dell

GHD

 Kyle Knopp, City Manager Date

 Lindsey Van Parys, Principal Date



718 Third Street,
Eureka, California 95501
United States
www.ghd.com

Our ref: 8410747

April 13, 2023

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

Scope of Work for City of Rio Dell Douglas Tank and Water System Improvements Project

Dear Kyle,

GHD is pleased to submit this Final Draft Scope of Services (Scope) for the City of Rio Dell Douglas Tank and Water System Improvement Project. This scope of services covers the final design, construction management, and grant administration assistance for the Project and is based on the concept project and budget developed for the Drinking Water State Revolving Fund and awarded to the City of Rio Dell (City).

Regards

A handwritten signature in black ink that reads 'Rebecca Crow'. The signature is written in a cursive, flowing style.

Rebecca Crow
Technical Director
+1 707 497-9294
rebecca.crow@ghd.com

Copy to: Michelle Davidson, GHD Project Manager
Greg Watanabe, GHD Business Group Leader, Water Transmission

**Final Draft
Scope of Services
City of Rio Dell
Douglas Tank and Water System Improvement Project**

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

The City of Rio Dell (City) was awarded a Drinking Water State Revolving Fund (DWSRF) Funding agreement through the Regional Water Quality Control Board. The scope of the funding is the final design and construction of the replacement of the existing redwood Douglas Tank No. 1 and the replacement of multiple sections of 8" water mains, 6" water mains, 4" water mains, CIPP under Highway 101, and other related appurtenances and repairs, based on the existing SWRCB project plans and as funds are available for construction. The 60% design of the Douglas Tank and the 95% design of the other water system improvements have been completed under a previous contract. The City's funding agreement is a total of \$12,862,989, of which \$11,047,590 is for the construction project and contingency, and the remainder is for engineering and administrative soft costs.

Under this scope of services, GHD will finalize the engineering design, prepare the plans and specifications package for bidding, provide bid period services, provide inspection and management services during construction, and assist the City with grant administration and project closeout. GHD will prepare one bid package that incorporates both the replacement Douglas Tank and the water system improvements.

Based on our understanding of the project and the typical project execution approach, GHD has developed this scope of services based on the following major permitting and design items:

- Task 1: Project Management and Grant Reporting Assistance
- Task 2: Engineering Design Finalization
- Task 3: Bid Period Services
- Task 4: Construction Inspection and Management

These items will be completed through a series of project tasks as further described below.

Task 1. Project Management and Grant Reporting Assistance

1.1 Project Management and Coordination

This task consists of the project management performed by the team to coordinate GHD team member and subcontractors and to coordinate technical and managerial aspects of the project with the City, State Board, and Regulatory Agencies. This includes regular project updates, responses to Requests for Information relating to technical design or environmental data, and project updates to City Council and staff.

Task 1.1 Deliverables:

- Project Kick off meeting minutes
- Up to 4 council presentations

1.2 Grant Reporting Assistance

GHD will provide the City support with grant reporting tasks. GHD will prepare monthly invoices for services based on the approved grant requirements to be provided to the City. The City will complete reimbursement requests for SWRCB Division of Financial Assistance. GHD will support with preparation of quarterly grant progress reports.

Task 1.2 Deliverables:

- Monthly GHD invoices
- Quarterly Progress Reports

Assumptions:

- The project duration will be approximately 9 months for the design phase, and 10 months for the construction phase, and a total of 26 months from start until project closeout.

2. Task 2. Engineering Design Finalization

The engineering design under this scope builds off the design documentation and analyses completed to date and consists of additional engineering work necessary to incorporate the findings from the previously completed geotechnical report, and to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

2.1 Geotechnical Report Review and Incorporation

A site specific geotechnical report has previously been completed for the proposed replacement water tank. Under this task construction requirements resulting from the geotechnical investigation will be incorporated into the design and included on the plans and specifications for the tank.

Task 2.1 Deliverables:

- No deliverables for this task. Geotechnical information to be included in the final plans and specifications.

2.2 Develop 95% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Tank Replacement

GHD previously prepared 60% plans and specifications and estimate for the Douglas Tank replacement. After comments are received from the 60% design submittal, the project team will prepare 95% design plans and technical specifications for Douglas Tank. The intent of the 95% plans is to address comments from the 65% submittal and provide a complete set of design and revegetation plans. The 95% plans will be reviewed with the City and comments will be incorporated into the 100% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AAE Class 2) will be submitted with the 95% design plans.

Task 2.2 Deliverables:

- 90% Design Plans
- 90% Technical Specifications
- Opinion of Probable Construction Cost

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

2.3 Develop Draft and Final 100% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Tank Replacement and Water System Improvements

GHD previously prepared 95% plans and specifications and estimate for the water system improvements. GHD will review the work completed previously and will refine and finalize the plans for bidding. GHD will begin with a review of the 95% draft plans and comments with City staff and discuss any questions or comments on the existing concepts of both the Douglas Tank and water system improvements. Based on feedback on the draft plans, GHD will prepare a final 100% design set of plans, specifications, and estimate for bidding that incorporates the tank replacement and the water system improvements into a single bid package. Working with City Staff, GHD will establish dates for bidding and a timeframe for construction. The General Conditions will be updated with the agreed upon dates and bidding information. The technical specifications will be updated, and the design plans will be updated and finalized for bidding and construction.

GHD will update the previously prepared Opinion of Probable Cost for the bid ready drawings submittal, identifying quantities, unit costs, and total construction costs for major construction items. The opinion shall be based on the final Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

Given the recent bidding environment, GHD will develop the contract as a base bid project, plus additive bid items to allow the City to choose project components to construct within the available budget based on the actual bids.

Task 2.3 Deliverables:

- 100% Design Plans
- 100% Specifications
- Opinion of Probable Construction Cost

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

Task 3. Bid Period Services

The project be publicly let out for bid, and a construction contractor will be selected per a bid process in conformance with State and Federal requirements. Bid period services include advertising bids, responding to contractor questions and comments, conducting site visits, conducting the bid opening, reviewing contractor bids, and preparing the letter of recommendation for award, once all the Contractor certification have been checked.

GHD will provide the following bid period services:

- Compile bid package including CEQA/permit conditions and front-end contract.
- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct a pre-bid site meeting
- Plan and participate in bid opening
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Board approval and execution

Task 3 Deliverables:

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

Assumptions:

- Does not include redesign of project elements during bidding
- City to post advertisement for bid in local publication
- All fees to be paid directly by the City

Task 4. Construction Inspection and Management

GHD will provide construction engineering services throughout the construction of the project. The following construction engineering services will be provided:

- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Construction Project Closeout

4.1 Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor safety responsibilities, coordination with utilities, materials testing, labor and employment compliance.

Task 4.1 Deliverables:

- Email correspondence regarding preconstruction issues addressed

Assumptions:

- All correspondence in electronic format
- Legal review and support, if needed, by others

4.2 Construction Management

GHD will provide overall coordination of communication between the Contractor, the City, and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Review labor compliance
- Maintain project records and files as needed for general compliance with funding requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Review encroachment permit requirements with Contractor.
- Submit copy of CCO memorandum and CCOs to the City.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Task 4.2 Deliverables:

- Email correspondence regarding construction issues
- Labor compliance review
- Written responses to RFI's and Submittals
- Change orders
- Progress pay reviews

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

4.3 Periodic On-site Construction Observation

GHD will provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.

- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.

Task 4.3 Deliverables:

- Field observation reports
- Construction photographs

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

4.4 Construction Project Closeout

GHD will complete the following project closeout activities:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the Contractor
- Compile and provide to the City in electronic format:
 - Project photographs
 - Submittals
 - Inspection and observation reports
 - Materials testing and inspection records and final reports
 - Meeting records
 - Record Drawings
 - Other relevant project information

Task 4.4 Deliverables:

- All deliverables will be in electronic format
- Final project documentation

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The project design will be finalized based on the drawings previously completed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City's control.
- The scope does not include any pavement or material testing, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.

- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following review.
- The project environmental documentation was completed previously and no new field surveys are included. The previously identified mitigation measures will be incorporated into the project plans and specifications.

PROPOSED WORK SCHEDULE AND MILESTONES

Major Submittal Milestones	Grant Due Date
Additional Submittal to Division	
Final Plans and Specifications	1/31/2024
Final Budget Approval Package	4/30/2024
Advertise Project for Construction	2/15/2024
Bid Opening	3/30/2024
Start Construction	5/15/2024
Construction Completion	3/15/2025
Reports	
Progress Reports	Quarterly
Final Inspection and Certification	3/15/2025
Project Completion Report	5/31/2025

The exact dates for the timeline will depend on the turnaround time on reviews by the City and other agencies. Because of the involvement (reviews) of third-party agencies, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we will work with the City and revise the schedule as necessary.

Our ref: 12609125

April 13, 2023

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

Proposal for Eel River Crossing Pipeline Seismic Retrofit Project

Dear Mr. Knopp:

GHD Inc. (GHD) is pleased to provide this final draft proposal for professional engineering, environmental and permitting services for the Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A (Project) the City of Rio Dell (City). The project is being 75% funded by the City's Hazard Mitigation Grant Program Funding, administered by the California Office of Emergency Services, and which were awarded to the City in January 2023.

Phase 1A of the Project consists of selection of final pipeline alignment, easement evaluation, an environmental site assessment/corridor study, and other administrative tasks. GHD's proposal is based on the preliminary concept design developed as part of the State Board Planning Grant and the HMGP grant support services previously completed by GHD and discussions with City staff.

Regards



Rebecca Crow, PE
Technical Director
+1 707-267-2244
Rebecca.crow@ghd.com

Copy to: Gregory Felter, GHD Project Manager
Greg Watanabe, GHD Business Group Leader, Water Transmission

Attachments:
1. Draft Schedule

**Final Draft
Scope of Services
City of Rio Dell
Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A**

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

Understanding

The City of Rio Dell (City) was awarded Hazard Mitigation Grant Program (HMGP) funding through the Federal Emergency Management Agency (FEMA) administered by the California Office of Emergency Services (Cal OES) for the Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A. The total FEMA HMGP Project budget, which is 75% reimbursable, is \$3,375,160, and Phase 1A is \$378,800. In addition, the City was allocated a separate grant management budget which is 100% reimbursable through FEMA estimated at \$166,464, and includes \$20,815.00 for Phase 1A.

The Project will replace the existing vulnerable water pipeline routed across the California Highway 101 South Bridge over the Eel River with a resilient pipeline under the Eel River to address seismic hazards in Rio Dell, California. The Eel River Pipeline serves as the only connection between the Metro Wells water source and most of the City’s customers. The Eel River Pipeline is susceptible to seismic damage. It was bonded with glue and is resting unrestrained on pipe stands. The Highway 101 southbound bridge is owned and maintained by the California Department of Transportation (Caltrans). The City has an easement for the pipeline, but access is difficult and the City has no control over maintenance of the Bridge. Damage to the bridge or the Eel River Pipeline would result in the City losing the connection between the Metro Wells and most of the City’s water customers.

Scope of Services

The scope of services for Phase 1A of this project will include project coordination, engineering design, NEPA Support, and preliminary permitting. In addition, a Project Management Task is included to facilitate coordination with Cal OES and quarterly reporting. Phase 1A will consist of preliminary design and environmental investigations sufficient to allow FEMA to perform NEPA prior to releasing full project funding. The Phase 1A project tasks as further described below.

Phase 1A

Task 1. Surveying, Geotechnical Evaluation, and Preliminary Design

1.1. Final Topographic Survey

GHD will oversee completion of a topographic survey at the project site. The preliminary engineering design requires an analysis of the drilling alignment, a survey of the drilling site, and confirmation of right of way

boundaries which will inform both the final design and the environmental permitting process for construction of the pipeline using horizontal directional drilling.

Topographic survey information at the locations of open trenching, Horizontal Directional Drilling (HDD) receiving and drill pits on either side of the Eel River, and points of connection to the existing transmission and distribution system will be collected. A topographic survey giving elevation contours and locations of structures and other relevant features will be required to allow for design of the project. Ground features including grade breaks and ground shots sufficient to create a digital terrain model will be determined. Topographic survey will include structures, paved areas, underground utilities, fences, trees 12" and larger, and other miscellaneous topographic items will also be shown on the survey. The survey will be used to create a base map suitable for development of the 65% and designs.

Temporary construction easements will likely be required and additional permanent easements may be required, which will be confirmed during preliminary design. While no impacts to local private property owners are anticipated, this will also be confirmed at the preliminary stage of the design process.

Deliverables:

- Draft and final topographic and boundary survey (electronic PDF and DWG)

Assumptions:

- The proposed alignment, along with the associated lay down areas will be surveyed.
- City staff will provide support site access.

1.2. Preliminary Geotechnical Investigation

A site-specific geotechnical report will be initiated for the pipeline crossing to develop appropriate parameters for conceptual design and to determine the final locations for geotechnical borings. GHD will contract with Crawford & Associates, Inc. (Crawford) to complete a geotechnical investigation at the project site. While ground disturbing activities typically are not allowed until FEMA completes their NEPA review of the project. The locations of the proposed geotechnical borings will be established and specifically cleared as part of the NEPA/CEQA Special Studies task.

Crawford will complete a desktop study of existing geologic and geotechnical data, including review of regional geologic maps, water well drilling logs, groundwater monitoring data from the State's Geotracker website, existing subsurface exploration from previous nearby geotechnical and other relevant data. Historic topographic maps and aerial photos of the project area will also be reviewed to document potential variations at the crossing location (e.g. changes in land use, surface topography, creek channel migration etc.).

Deliverables:

- Draft and Final Preliminary Geotechnical Memorandum (electronic PDF)

Assumptions:

- Encroachment permits are not required.
- City will provide existing geotechnical information and data.

1.3. 65% Engineering Design

Under this task, the project 65% design will be developed to the level needed for NEPA analysis and permit development. The design documents will include final alignment for the HDD pipeline. A drilling profile will be developed based on the size of the pipe and the topographic survey to ensure sufficient cover and acceptable bend radii on the pipe. This will also establish the locations of the entry and exit pits for the drilling. The data from the Geotechnical Report will be incorporated into the design. The City has existing right-of-way to be leveraged for the new pipeline, and the design will attempt to remain within the existing City right-of-way. Temporary construction easements will likely be required, which will be established in the 65% Design.

1.3.1. Basis of Design Technical Memorandum: GHD will prepare a Basis of Design (BOD) Technical Memorandum (TM) for the design of the selected alternative with the intent of conveying the overall design concept to the City and associated stakeholders. At this stage, the deliverables will consist of high-level assessments of the Project alternatives and design considerations and decisions. The BOD TM will summarize and provide an overview of the basic design elements including pipeline alignment, trenchless sections, and additional assessments and analyses required at final design. The BOD TM will also identify the tie-in locations to ensure constructability. An updated preliminary design will also be provided at this stage with a rough layout of the pipeline and the expected construction methods. The BOD TM will also include strategies to address the impacts of HDD including the excavated materials, water disposal procedure, truck trips, noise, and vibration, among other aspects.

1.3.2. 65% Plans

GHD will prepare the 65% design submittal for the Eel River transmission pipeline. The intent at this stage is to provide the City with a moderately detailed design that includes drawings and specifications. Drawings will be developed to depict the proposed HDD alignment and the tie in locations to the existing main. The drawings will show the surveyed boundaries, topography/bathymetric, existing utilities, detail in areas with vegetative cover, areas under which the HDD will occur, Eel River bottom, and other key features. The drawings will show the plan and profile of the Eel River crossing but will not include details at this stage.

1.3.3. 65% Specifications and Opinion of Probable Cost

An index listing all technical specifications applicable to the design will be provided. The specifications will indicate all of the appropriate sections for the project, including those specific to HDD and the City's Front End specifications. A Class V opinion of probable cost will be developed at this stage.

Deliverables

- Draft and Final Basis of Design Technical Memorandum (electronic PDF)
- 65% Plans (electronic DWG and PDF)
- 65% Specifications and Opinion of Probable Cost (electronic PDF)

Assumptions:

- The City will provide one set of consolidated comments for the drawings and specifications.

Task 2. NEPA, Wetlands Delineation, and Preliminary Permitting Support

2.1. NEPA Support

Under this task, the Project Team will work with CalOES and FEMA to supply supporting environmental documents for the NEPA process. This task also includes one site visit to show the project to the FEMA NEPA team. Once the wetland delineation is completed it will also be provided to the FEMA Environmental Team.

Deliverables:

- Draft and Final APE Map (electronic PDF)
- Draft and Final Cultural Resources Study (electronic PDF)

Assumptions:

- Impacts to special-status species can be avoided through the use of work windows, pre-construction surveys, or other appropriate means. No Biological Assessment, in support of Formal Section 7 Consultation, will be required.
- No Restoration/Revegetation Plan will be required, other than reseeding of temporarily disturbed areas and implementation of standard BMPs. Any project impacts to waters or wetlands are assumed to be able to be avoided.

2.2. Wetlands Delineation

A qualified wetlands team will conduct a wetlands delineation focused on identifying wetlands that meet the definition of the U.S. Army Corp of Engineers (USACE) criteria. Specifically, the wetlands team will conduct a formal wetland delineation at areas that would be affected by the Project and that are considered “possible wetlands” or “probable wetlands.” The field effort and approach will follow the requirements of the USACE, including the routine determination methodology published in the 1987 USACE Wetland Delineation Manual (1987 Manual), Regional Supplement to the USACE Wetland Delineation Manual: Arid West Region (Version 2.0), and A Field Guide to the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the Western U.S. Final areas to be surveyed will be based on the final Eel River Pipeline Alignment and needed staging areas finalized in the 65% design. Once wetland and upland characteristics are determined, the wetland boundaries will be mapped. The results will be compiled into a Wetlands delineation report.

Deliverables:

- Draft and Final Wetlands Delineation Report (electronic PDF)

Assumptions:

- No protocol-level surveys will be required.

2.3. Preliminary Permitting Analysis

Under this task initial discussions with Permit Agency will be held and integrated into the 65% designs. Effort under this task included meetings with regulatory agencies, provision of initial environmental and design documents, and summaries of initial findings. Potential permits for the proposed project include:

- Clean Water Act Section 404 (if wetlands and/or the Eel River may be impacted)
- North Coast Regional Water Board Clean Water Act Section 401 certification (if wetlands and/or the Eel River may be impacted)
- State Lands Commission Lease or Permit
- California Department of Fish and Wildlife 1600 Permit
- Caltrans Encroachment Permit
- Humboldt County Encroachment Permit

A summary memo documenting the preliminary permitting analysis and likely required permits will be prepared.

Deliverables:

- Draft and Final Preliminary Permitting Analysis Memorandum (electronic PDF)

Assumptions:

- GHD will identify permit and CEQA approach only; this scope does not include obtaining permits.
- No special-status species or their habitat exist within the Project footprint.
- No protocol-level surveys will be required.

2.4. Easement Evaluation

Easement support is anticipated as the alternative HDD alignment staging areas cross private property. This item represents the engineering and surveying support needed to investigate the Project's easements locations and continue discussions with landowners.

Deliverables:

- Easement Evaluation Memorandum (electronic PDF)

Assumptions:

- This task does not include any surveying work, which will take place under a separate item.

2.5. Environmental Site Assessment / Corridor Study

A qualified environmental team will review available database information including historical topographic maps and aerial photographs of the parcels and adjacent areas in general conformance with the most recent American Society for Testing and Materials (ASTM) E1527 13 Standard (Standard). The team will obtain and review Environmental Data Resources, Inc. (EDR) reports and perform a desk based GeoTracker review of the Project boundary with a focused search distance of 1/8th mile radius of the identified study area. The team will then produce a preliminary hazardous

materials constraints map template. The map template, EDR data and data from the client will be loaded into a handheld GPS unit, which the field team will utilize to conduct field reconnaissance throughout the study area and surrounding properties focusing on surface/near surface potential environmental impacts to Project design.

Deliverables:

- Draft and Final Environmental Site Assessment (electronic PDF)

Assumptions:

- No additional data will be required for input into the GPS unit other than those specified above.

Grant Management

Task A Phase 1A Project Coordination

This task is for overall project management, team coordination, progress meetings, project administration, health and safety, and related managerial items related to Phase 1A. It also includes quality assurance and quality control (QA/QC), and project invoicing. GHD will provide effective project management so that quality documents are prepared on time and within budget.

GHD will also maintain regular contact with the City via phone calls and email to make sure communication remains open and consistent during project design. This includes monthly check in calls with the GHD and City project managers.

Assumptions:

- Phase 1A will be completed by November 2024.
- Monthly invoices will be provided in the same format as previous invoices submitted as part of the master services contract.
- City staff will make available the appropriate staff for project meetings and site visits.

General Assumptions and Exclusions

This proposal is based on the following assumptions and exclusions:

1. Materials testing or quality assurance for materials testing is excluded.
2. All fees will be paid for by the City.

Schedule

GHD will commence the project upon receipt of NTP. A draft schedule for the Project has been developed by GHD and estimates a Phase 1A Project duration of 19 months. The current project schedule is detailed in Attachment 1, and includes both Phase 1A as well as the future project phases.

Attachment 1

Draft Schedule

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



DATE: April 18, 2023
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Formation of Ad-Hoc Committees for Per Capita Grant (Dog Park) and Clean California Gateway Beautification Grant

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Discussion and review of Per Capita Grant (Dog Park) and Clean California Gateway Beautification Grant with the Mayor’s appointment of an Ad-Hoc committee, and the Council’s concurrence, for final review with staff to create an RFP.

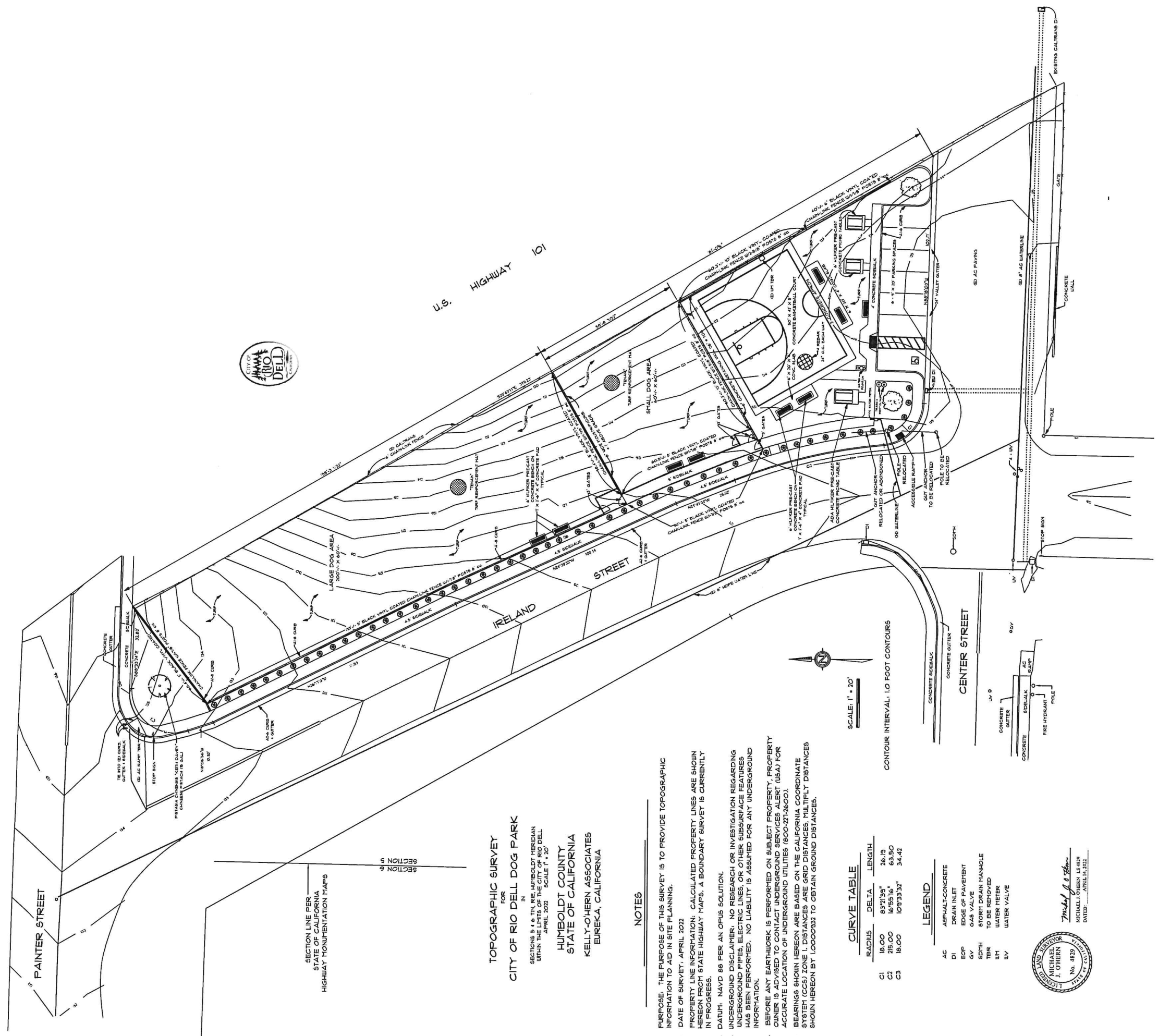
BACKGROUND AND DISCUSSION

The City of Rio Dell applied for and was awarded a 2018 Parks Bond Act Per Capita Grant in the amount of \$177,952 to build a proposed dog park. The proposed dog park would include two run areas, one for small dogs and one for large dogs. The project proposal includes fencing, concrete walkways, turf mesh/netting, landscaping, irrigation, picnic tables, and reinforced concrete pads. Additionally, a water fountain, a concrete half-court basketball court with associated striping, along with a parking area would be included. The project performance period ends on June 30, 2024.

The City of Rio Dell applied for and was awarded a Clean California Grant or Gateway Beautification in the amount of \$197,870. This project will beautify the northern segment of Wildwood Avenue, from Elko Street to Belleview Avenue. Existing unhealthy trees in medians and the landscaped area will be removed, and trees will be replanted that are sensitive to the City’s character, drought-tolerant, low-maintenance, and aesthetically pleasing. The existing irrigation system will be modified to match the placement and water needs of the new trees. Near the southern end of the project, Memorial Park will be revitalized and enhanced with the addition of exercise equipment such as a push-up bar, chin-up bar, and a sit-up bench. The project performance period ends on December 31, 2024

ATTACHMENTS

- Per Capita Grant Site renderings
- Clean California Gateway Beautification Grant Site Renderings



SECTION LINE PER
STATE OF CALIFORNIA
HIGHWAY MONUMENTATION MAPS

TOPOGRAPHIC SURVEY
FOR
CITY OF RIO DELL DOG PARK
IN
HUMBOLDT COUNTY
STATE OF CALIFORNIA
KELLY-O'HERN ASSOCIATES
EUREKA, CALIFORNIA

SECTIONS 3 & 6 T1N, R1E, HUMBOLDT MERIDIAN
WITHIN THE LIMITS OF THE CITY OF RIO DELL
APRIL 2022 SCALE 1" = 20'

NOTES

1. PURPOSE: THE PURPOSE OF THIS SURVEY IS TO PROVIDE TOPOGRAPHIC INFORMATION TO AID IN SITE PLANNING.
2. DATE OF SURVEY: APRIL 2022
3. PROPERTY LINE INFORMATION: CALCULATED PROPERTY LINES ARE SHOWN HEREON FROM STATE HIGHWAY MAPS. A BOUNDARY SURVEY IS CURRENTLY IN PROGRESS.
4. DATUM: NAVD 88 PER AN OPUS SOLUTION.
5. UNDERGROUND DISCLAIMER: NO RESEARCH OR INVESTIGATION REGARDING UNDERGROUND PIPES, ELECTRIC LINES, OR OTHER SUBSURFACE FEATURES HAS BEEN PERFORMED. NO LIABILITY IS ASSUMED FOR ANY UNDERGROUND INFORMATION.
6. BEFORE ANY EARTHWORK IS PERFORMED ON SUBJECT PROPERTY, PROPERTY OWNER IS ADVISED TO CONTACT UNDERGROUND SERVICES ALERT (USA) FOR ACCURATE LOCATION OF UNDERGROUND UTILITIES (800-271-7600).
7. BEARINGS SHOWN HEREON ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM (CCS) ZONE 1. DISTANCES ARE GRID DISTANCES. MULTIPLY DISTANCES SHOWN HEREON BY 1.0000933 TO OBTAIN GROUND DISTANCES.

CURVE TABLE

RADIUS	DELTA	LENGTH
C1	83°21'33"	26.19
C2	16°55'16"	63.50
C3	109°33'32"	34.42

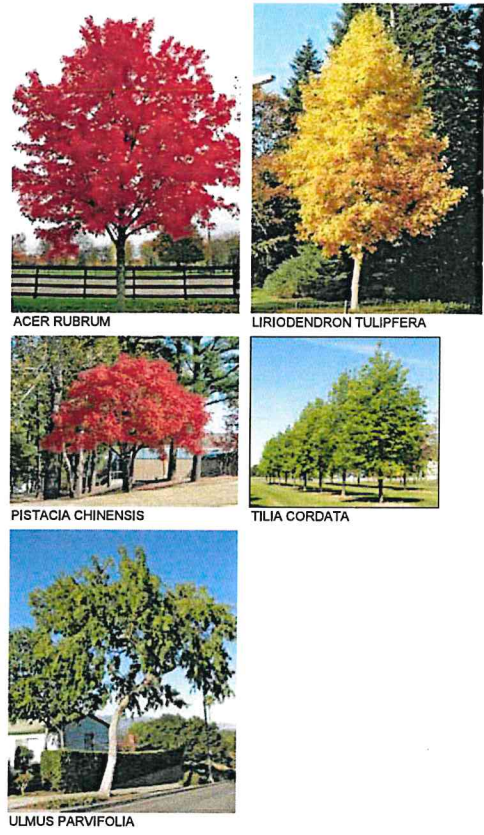
LEGEND

- AC ASPHALT-CONCRETE
- DI DRAIN INLET
- EOP EDGE OF PAVEMENT
- GV GAS VALVE
- SDMH STORM DRAIN MANHOLE
- TBR TO BE REMOVED
- WTM WATER METER
- WV WATER VALVE

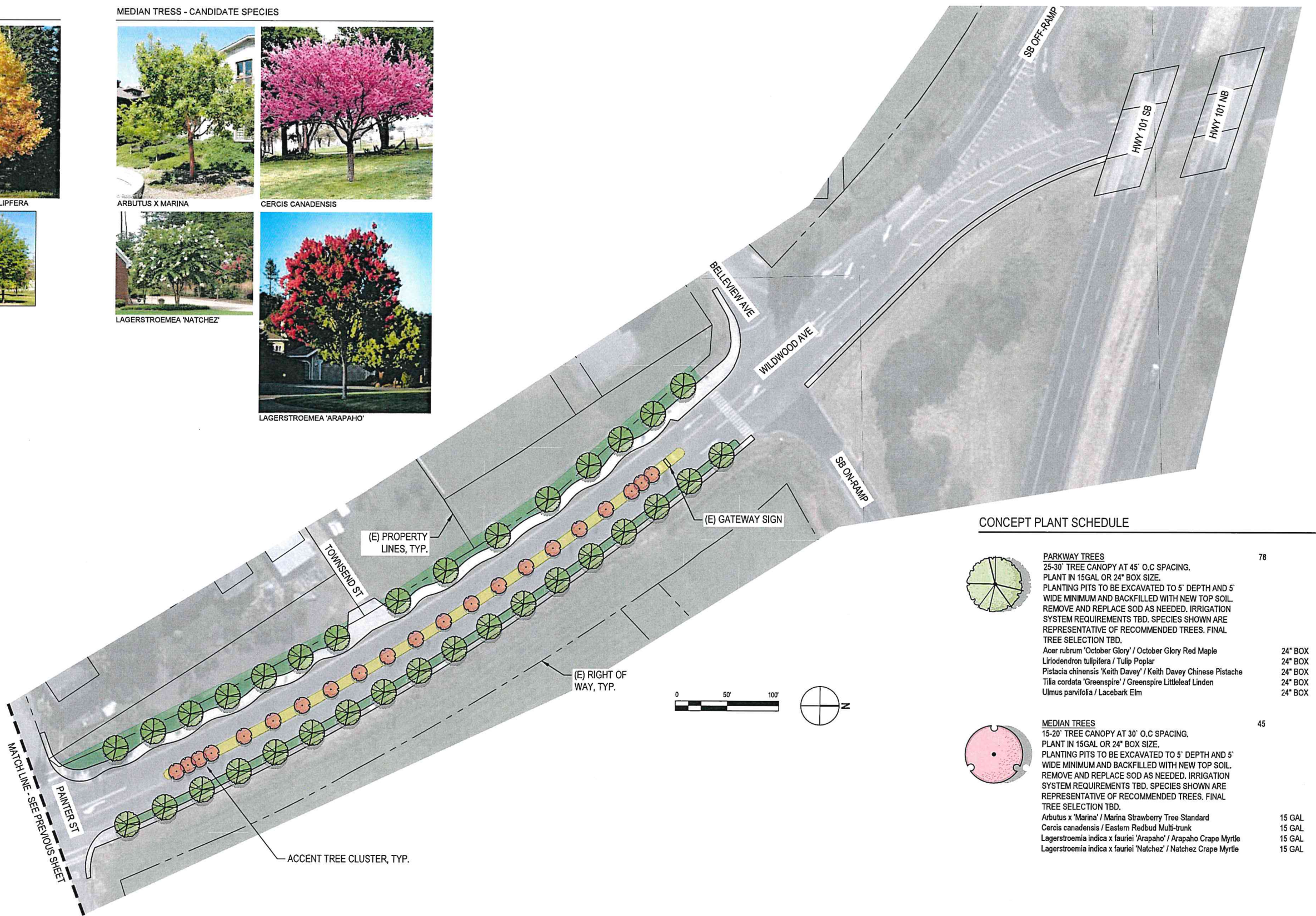
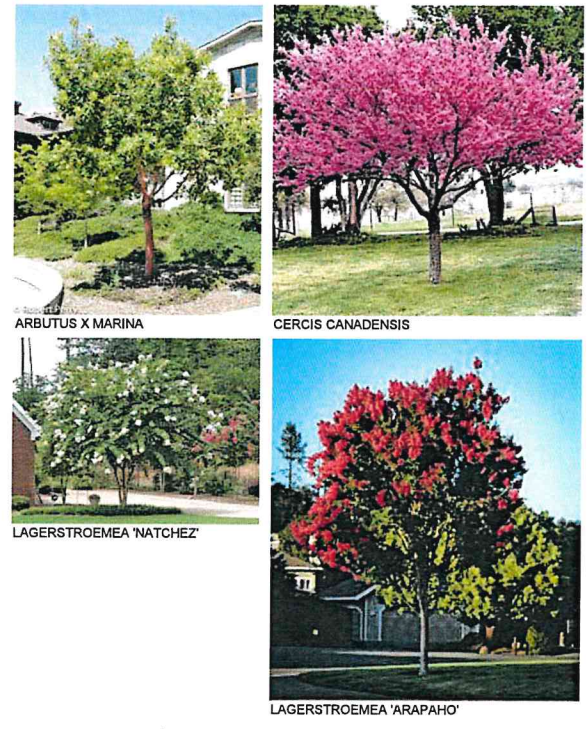


Michael J. O'Hern
MICHAEL J. O'HERN
No. 4729
DATED: APRIL 14, 2022

PARKWAY TRESS - CANDIDATE SPECIES



MEDIAN TRESS - CANDIDATE SPECIES



CONCEPT PLANT SCHEDULE

Tree Species	Quantity
PARKWAY TREES 25-30' TREE CANOPY AT 45' O.C SPACING. PLANT IN 15GAL OR 24" BOX SIZE. PLANTING PITS TO BE EXCAVATED TO 5' DEPTH AND 5' WIDE MINIMUM AND BACKFILLED WITH NEW TOP SOIL. REMOVE AND REPLACE SOD AS NEEDED. IRRIGATION SYSTEM REQUIREMENTS TBD. SPECIES SHOWN ARE REPRESENTATIVE OF RECOMMENDED TREES. FINAL TREE SELECTION TBD.	78
Acer rubrum 'October Glory' / October Glory Red Maple	24" BOX
Liriodendron tulipifera / Tulip Poplar	24" BOX
Pistacia chinensis 'Keith Davey' / Keith Davey Chinese Pistache	24" BOX
Tilia cordata 'Greenspire' / Greenspire Littleleaf Linden	24" BOX
Ulmus parvifolia / Lacebark Elm	24" BOX
MEDIAN TREES 15-20' TREE CANOPY AT 30' O.C SPACING. PLANT IN 15GAL OR 24" BOX SIZE. PLANTING PITS TO BE EXCAVATED TO 5' DEPTH AND 5' WIDE MINIMUM AND BACKFILLED WITH NEW TOP SOIL. REMOVE AND REPLACE SOD AS NEEDED. IRRIGATION SYSTEM REQUIREMENTS TBD. SPECIES SHOWN ARE REPRESENTATIVE OF RECOMMENDED TREES. FINAL TREE SELECTION TBD.	45
Arbutus x 'Marina' / Marina Strawberry Tree Standard	15 GAL
Cercis canadensis / Eastern Redbud Multi-trunk	15 GAL
Lagerstroemia indica x fauriei 'Arapaho' / Arapaho Crape Myrtle	15 GAL
Lagerstroemia indica x fauriei 'Natchez' / Natchez Crape Myrtle	15 GAL



PRELIMINARY

No.	Issue	Checked	Approved	Date
1	Author T. MCGOWAN			
2	Designer T. HESSEL			
3	Drafting Check N. SANGER			
4	Design Check N. SANGER			
5	Project Manager N. SANGER			
6	Project Director N. SANGER			

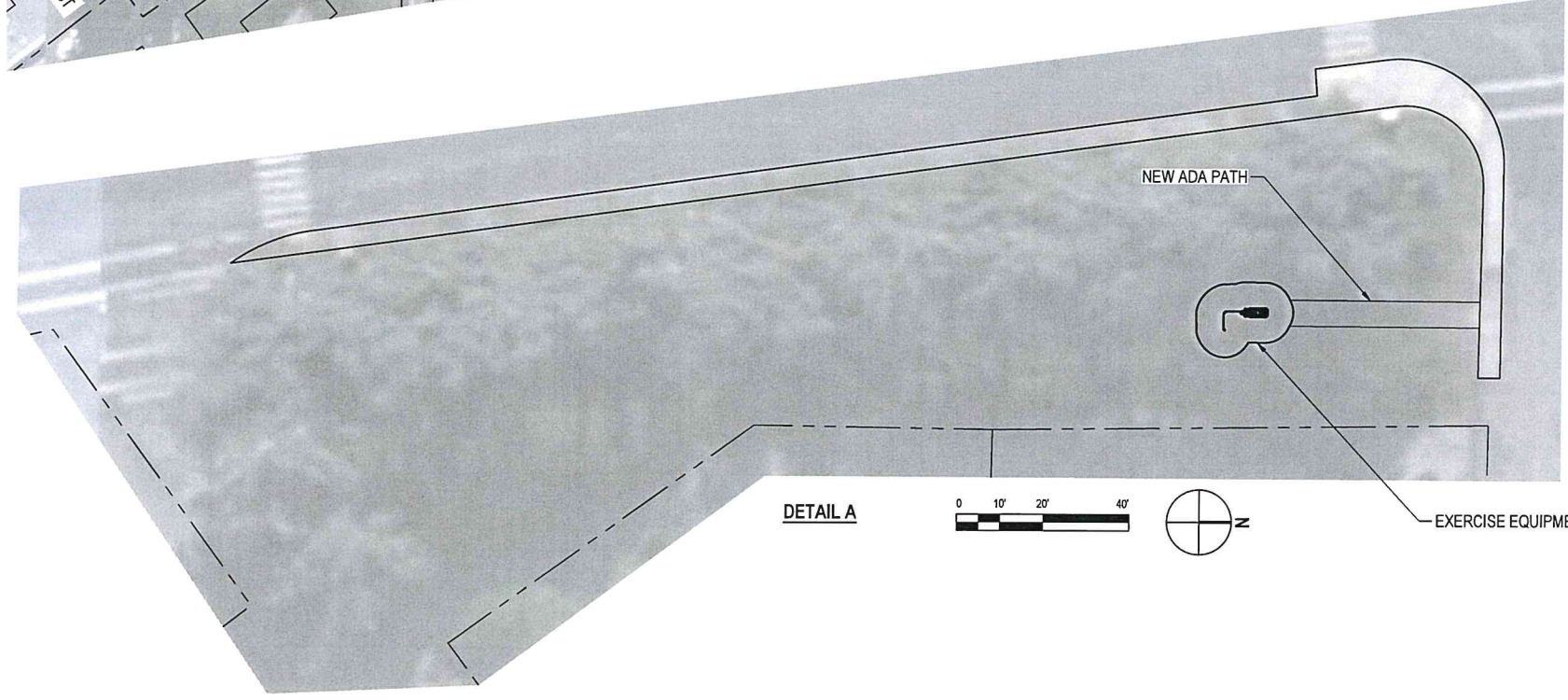
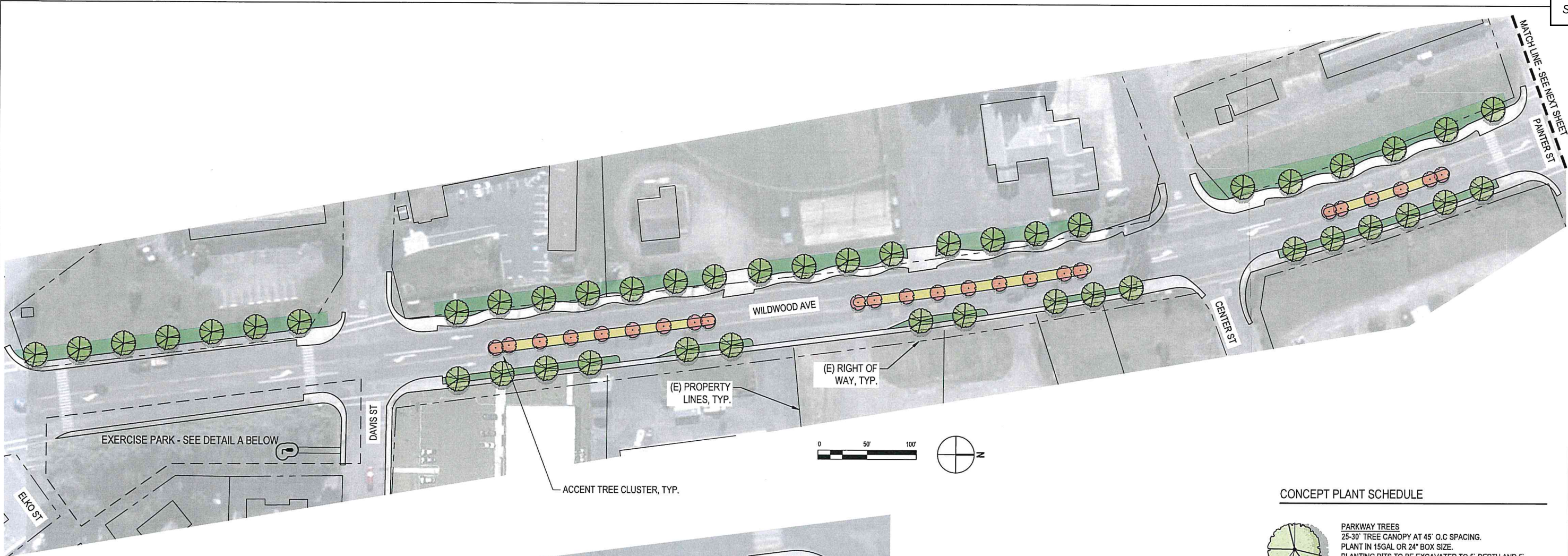
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GHD Inc.
718 Third Street
Eureka California 95501 USA
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www.ghd.com

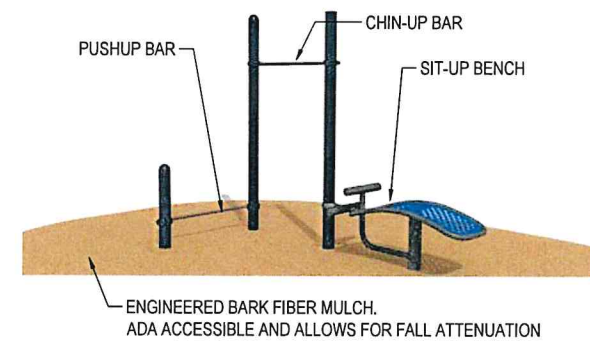
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Client	CITY OF RIO DELL
Project	RIO DELL GATEWAY BEAUTIFICATION
Project No.	12571468
Date	2022-02-01
Scale	1" = 50'

Title	SITE PLAN
Sheet No.	G-002
Sheet	2 of 2



EXERCISE EQUIPMENT



CONCEPT PLANT SCHEDULE

- PARKWAY TREES**
25-30' TREE CANOPY AT 45' O.C SPACING.
PLANT IN 15GAL OR 24" BOX SIZE.
PLANTING PITS TO BE EXCAVATED TO 5' DEPTH AND 5' WIDE MINIMUM AND BACKFILLED WITH NEW TOP SOIL. REMOVE AND REPLACE SOD AS NEEDED. IRRIGATION SYSTEM REQUIREMENTS TBD. SPECIES SHOWN ARE REPRESENTATIVE OF RECOMMENDED TREES. FINAL TREE SELECTION TBD.
Acer rubrum 'October Glory' / October Glory Red Maple
Liriodendron tulipifera / Tulip Poplar
Pistacia chinensis 'Keith Davey' / Keith Davey Chinese Pistache
Tilia cordata 'Greenspire' / Greenspire Littleleaf Linden
Ulmus parvifolia / Lacebark Elm
- MEDIAN TREES**
15-20' TREE CANOPY AT 30' O.C SPACING.
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Arbutus x 'Marina' / Marina Strawberry Tree Standard
Cercis canadensis / Eastern Redbud Multi-trunk
Lagerstroemia indica x fauriei 'Arapaho' / Arapaho Crape Myrtle
Lagerstroemia indica x fauriei 'Natchez' / Natchez Crape Myrtle

PRELIMINARY

No.	Issue	Checked	Approved	Date	
Author	T. MCGOWAN	Drafting Check	N. SANGER	Project Manager	N. SANGER
Designer	T. HESSEL	Design Check	N. SANGER	Project Director	N. SANGER

Bar is one inch on original size sheet
0 10' 20' 40' 1"

GHD GHD Inc.
718 Third Street
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Client CITY OF RIO DELL
Project RIO DELL GATEWAY BEAUTIFICATION
Project No. 12571468
Date 2022-02-01
Scale AS SHOWN

Title SITE PLAN
Size ANSI D
Status Code
Sheet 1 of 2
G-001

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



For Meeting of: April 18, 2023

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: April 11, 2023
Subject: Resolution Authorizing the County to Administer the City's Program Income for the City's CDBG and CalHome Owner Occupied and Rental Rehabilitation Programs.

Recommendation:

That the City Council:

1. Receive a brief staff presentation regarding the need for a Resolution authorizing the County to Administer the City CDBG and CalHome Projects and Programs, including the City Owner Occupied and Rental Rehabilitation Programs; and
2. Open the public hearing, receive public input, close the public hearing; and
3. Approve Resolution No. 1579-2023 authorizing the County to Administer the City CDBG and CalHome Projects and Programs, including the City Owner Occupied and Rental Rehabilitation Programs.

Background and Discussion

At your meeting of February 7, 2023 your Council authorized the City Manager to execute Memorandum of Understanding (MOU) with the County to Administer the City CDBG Projects

and Programs. Also, as you know the County recently made application for a CalHome Grant for additional Owner Occupied and Rental Rehabilitation funds. The County has requested a Resolution from the Council documenting, resolving the Council's authorization to administer the City CDBG and CalHome Projects and Programs, including the City Owner Occupied and Rental Rehabilitation Programs.

Attachment 1: Resolution No. 1579-2023 authorizing the County to Administer the City CDBG and CalHome Projects and Programs, including the City Owner Occupied and Rental Rehabilitation Programs.

RESOLUTION NO. 1579-2023



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AUTHORIZING THE COUNTY OF HUMBOLDT TO ADMINISTER THE
CITY’S PROGRAM INCOME FOR THE CITY’S CDBG AND CALHOME
OWNER OCCUPIED AND RENTAL REHABILITATION PROGRAMS.**

WHEREAS on February 7, 2023 the City Council adopted Resolution No. 1571-2023 reallocating the use of the City’s CDBG Program Income back to the City’s Owner-Occupied Rehabilitation program due to the recent earthquakes; and

WHEREAS, Resolution No. 1571-2023 also authorized the City Manager, or designee, to execute and deliver all applications and act on the City’s behalf in all matters pertaining to all such applications; and

WHEREAS, at the meeting of February 7, 2023 the Council also authorized the City Manager to execute Memorandum of Understanding (MOU) with the County to Administer the City CDBG Projects and Programs.

BE IT RESOLVED by the City Council of the City of Rio Dell as follows:

SECTION 1:

The City Council hereby authorizes the County of Humboldt to Administer the City CDBG and CalHome Projects and Programs, including the City Owner Occupied and Rental Rehabilitation Programs.

SECTION 2:

The City expects that the County shall comply with all state and federal public participation requirements in the administration of the programs.

SECTION 3:

The City hereby authorizes the County to execute and deliver all CDBG and CalHome applications and act on the City's behalf in all matters pertaining to all such applications.

PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on April 18, 2023 by the following vote:

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

Mayor Debra Garnes

STATE OF CALIFORNIA
City of Rio Dell

ATTEST:


I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1579-2023 adopted by the City Council of the City of Rio Dell on April 18, 2023.

Karen Dunham, City Clerk, City of Rio Dell

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



For Meeting of: April 18, 2023

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: April 11, 2023
Subject: Amendment of Section 10.05.530, Parking and Storage of Vehicles on Streets.
Ordinance No. 398-2023.

Recommendation:

That the City Council:

1. Receive a brief staff presentation regarding the proposed amendments; and
2. Introduce (first reading) Ordinance No. 398-2023 amending Chapter 10.05, "Use of streets for storage of vehicles prohibited", Section 10.05.530 of the Rio Dell Municipal Code (RDMC); and
3. Open the public hearing, receive public input and deliberate; and
4. Continue consideration, approval and adoption of the proposed Ordinance to your meeting of May 2, 2023 for the second reading and adoption.

Background and Discussion

The City's Community Services Officer (CSO) is tasked for enforcing the City's various regulations, including parking regulations. One of the difficulties in enforcing the regulations

regarding the parking or storage of vehicles, including trailers, recreational vehicles and boats, the fact that many property owner's move the vehicles ever so slightly. The CSO recently discussed this problem with both the Nuisance Committee and Traffic Committee and suggested the amendments below to the regulations.

10.05.530 Use of streets for storage of vehicles prohibited.

(1) No person who owns or has possession, custody or control of any vehicle, including trailers, recreational vehicles and boats shall park such vehicle upon any street or alley for more than a consecutive period of 72 hours. [Ord. 173 § 33-11.050, 1983.]

(2) After any vehicle including trailers, recreational vehicles and boats has been parked or left standing in the same location on a street or alley for 72 or more consecutive hours, such vehicle must be moved at least one block or 300 lineal feet, whichever is more, to avoid violation of California Vehicle Code Section 22651(k) or this section.

(3) In the event a vehicle is parked, including trailers, recreational vehicles and boats stored or left standing upon a street or alley in excess of 72 hours, the City may cause to remove such vehicle from the street or alley subject to the requirements of the California Vehicle Code.

Both Committees supported the proposed amendments and recommends that the Council codify the changes. Ordinance No. 398-2023 amending Chapter 10.05, "Use of streets for storage of vehicles prohibited", Section 10.05.530 of the Rio Dell Municipal Code (RDMC) is included as Attachment 1.

Attachment 1: Ordinance No. 398-2023 amending Chapter 10.05, "Use of streets for storage of vehicles prohibited", Section 10.05.530 of the Rio Dell Municipal Code (RDMC).

ORDINANCE NO. 398-2023



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING CHAPTER 10.05, “USE OF STREETS FOR STORAGE OF VEHICLES
PROHIBITED”, SECTION 10.05.530 OF THE RIO DELL MUNICIPAL CODE (RDMC).**

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

WHEREAS the City’s Community Services Officer (CSO) is tasked for enforcing the City’s various regulations, including parking regulations; and

WHEREAS one of the difficulties in enforcing the regulations regarding the parking or storage of vehicles, including trailers, recreational vehicles and boats, the fact that many property owner’s move the vehicles ever so slightly; and

WHEREAS the CSO recently discussed this problem with both the Nuisance Committee and Traffic Committee; and

WHEREAS both Committees supported the proposed amendments and recommends that the Council codify the changes; and

WHEREAS the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3).

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

Section 1.

Chapter 10.05.530 of the Rio Dell Municipal Code is hereby amended to read in as follows:

10.05.530 Use of streets for storage of vehicles prohibited.

(1) No person who owns or has possession, custody or control of any vehicle, **including trailers, recreational vehicles and boats** shall park such vehicle upon any street or alley for more than a consecutive period of 72 hours. [Ord. 173 § 33-11.050, 1983.]

(2) **After any vehicle including trailers, recreational vehicles and boats has been parked or left standing in the same location on a street or alley for 72 or more consecutive hours, such vehicle must be moved at least one block or 300 lineal feet, whichever is more, to avoid violation of California Vehicle Code Section 22651(k) or this section.**

(3) **In the event a vehicle is parked, including trailers, recreational vehicles and boats stored or left standing upon a street or alley in excess of 72 hours, the City may cause to remove such vehicle from the street or alley subject to the requirements of the California Vehicle Code.**

Section 2. Severability

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

Section 3. Limitation of Actions

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

Section 4. Effective Date

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

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on April 18, 2023 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the May 2, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 398-2023 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the May 2, 2023.

Karen Dunham, City Clerk, City of Rio Dell