



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, AUGUST 15, 2017**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE**

***WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.*

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. PUBLIC PRESENTATIONS

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

**F. CONSENT CALENDAR**

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS"*

- 1) 2017/0815.01 - Approve Minutes of the August 1, 2017 Regular Meeting  
**(ACTION)**

- 2) 2017/0815.02 - Approve Pay Request No. 6 to Wahlund Construction in the Amount of \$234,470.32 for Work Related to the Metropolitan Wells Project **(ACTION)** 15
- 3) 2017/0815.03 - Receive & File Measure Z Funding 4<sup>th</sup> Quarter Report and Year-End Summary **(ACTION)** 23
- 4) 2017/0815.04 - Approve Resolution No. 1349-2017 Amending the Operating and Capital Budget for FY 2017/18 to include additional Appropriations of \$17,750 in the Sewer Capital Fund for the Purchase of a Sewer Machine **(ACTION)** 27
- 5) 2017/0815.05- Approve Resolution No. 1350-2017 Approving the Billable Rates for Staff Time for FY 2017/18 **(ACTION)** 32
- 6) 2017/0815.06 - Approve Resolution No. 1351-2017 Amending and Adopting City Master Salary Table and Approval and Authorization For the City Manager to sign the Wastewater Superintendent Trainee Contract and the Third Amendment to the Finance Director's Employment Agreement **(ACTION)** 36
- 7) 2017/0815.07- Receive & File Check Register for July 2017 **(ACTION)** 47
- G. ITEMS REMOVED FROM THE CONSENT CALENDAR
- H. SPECIAL PRESENTATIONS/STUDY SESSIONS
- 1) 2017/0815.08 - Public Works Update and Approval of Resolution No. 1352-2017 to Increase FY 2017/18 Appropriations for Public Works and Authorizing the City Manager to Sign a Scope of Services for the Development of a Sanitary Sewer Evaluation Study (SSES) and Related Presentation from the City Engineer, GHD, Inc. **(DISCUSSION/POSSIBLE ACTION)** 53
- I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- 1) 2017/0815.09 - Evaluation of Minor Trail Alteration Improvements at the Foot of Davis Street to Preserve Preexisting Pedestrian Access to the Eel River via Public Right-of-Way **(DISCUSSION/POSSIBLE ACTION)** 72
- 2) 2017/0815.10 - Discussion and Review of Employee Handbook Update **(DISCUSSION/POSSIBLE ACTION)** 74

3)	2017/0815.11 - Draft Scope of Services between the City of Rio Dell and Dan McCauley, Dan's Custom Metals Related to Wildwood Ave. Sculpture Exhibit <b>(DISCUSSION/POSSIBLE ACTION)</b>	131
4)	2017/0815.12 - Discussion on Wildwood Ave. Median Trees <b>(DISCUSSION/POSSIBLE ACTION)</b>	144
J.	<b>ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS</b>	
1)	2017/0815.13 - Second Reading (by title only) and Adoption of Ordinance No. 358-2017 Establishing Personal Cannabis Cultivation Regulations, Section 17.030.235 of the Rio Dell Municipal Code (RDMC) <b>(DISCUSSION/POSSIBLE ACTION)</b>	147
2)	2017/0815.14 - Second Reading (by title only) and Adoption of Ordinance No. 360-2017 Establishing Chapter 15.25 of the Rio Dell Municipal Code (RDMC) to Establish Expedited Permit Procedures for Electric Vehicle (EV) Charging Stations <b>(DISCUSSION/POSSIBLE ACTION)</b>	161
3)	2017/0815.15 - Introduction and First Reading (by title only) of Ordinance No. 361-2017 Prohibiting Recreational Cannabis Sales, Chapter 5.40 of the Rio Dell Municipal Code (RDMC) <b>(DISCUSSION/POSSIBLE ACTION)</b>	173
K.	<b>REPORTS/STAFF COMMUNICATIONS</b>	
L.	<b>COUNCIL REPORTS/COMMUNICATIONS</b>	
M.	<b>ADJOURNMENT</b>	

*The next regular City Council meeting is scheduled for  
Tuesday, September 5, 2017 at 6:30 p.m.*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
AUGUST 1, 2017  
MINUTES**

The closed session/regular meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Wilson.

ROLL CALL:            Present:        (Closed Session) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes and Strahan, City Manager Knopp and City Attorney Gans

                         Absent:        Councilmember Marks (excused)

                         Present:        (Regular Meeting) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes and Strahan

                         Absent:        Councilmember Marks (excused)

                 Others Present:    City Manager Knopp, Finance Director Woodcox, Interim Chief of Police Beauchaine and Water/Roadways Superintendent Jensen

                         Absent:        Community Development Director Caldwell and City Clerk Dunham (excused)

**CLOSED SESSION**

The Council recessed into closed session at 5:30 p.m. to discuss the following matters:

***Conference with Labor Negotiator – City Manager. Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association and all Contract Employees (Pursuant to §59457.6 of the Government Code)***

***Public Employee Performance Evaluation – Title: Chief of Police (Pursuant to §59457 of The Government Code)***

***Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation (Pursuant to paragraph (2) or (3) of §59459.9) One matter to be discussed. The matter concerns a submitted claim for inverse condemnation allegedly arising from damage caused by flood and/or surface water control facilities.***

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced that with regard to Closed Session Agenda Item No. 0801.02, the Council unanimously determined a qualifying condition for payment of severance to Chief Graham Hill pursuant to Section 4 of the existing employment agreement with Councilmembers Garnes, Johnson, Strahan and Wilson voting in favor.

City Manager Knopp made an announcement for the benefit of the public that Agenda Items 0801.16 and 0801.18 related to Personal Cannabis Cultivation Regulations and Prohibiting the Sale of Recreational Cannabis were removed from the agenda and rescheduled for the August 15, 2017 regular meeting. He noted that a staff member was ill and unable to present these particular items.

## CEREMONIAL MATTERS

Moment of Silence and Declaration to Lower the Flag to Half-Staff in Memory of Dennis Wendt  
Mayor Wilson announced the recent passing of Dennis Wendt who was a dear friend and advisor to the City and declared that the flag be lowered to half-staff for a half day on Wednesday, August 2, 2017 in his honor pursuant to the City's Flag Protocol Policy.

Councilmembers expressed appreciation for the many contributions Dennis made over the years on behalf of the City and the citizens of Rio Dell.

Nick Angeloff noted that Dennis was always an advocate for the Chamber of Commerce and anytime they asked for anything he was eager to help.

Mayor Wilson announced a memorial service would be held on August 13<sup>th</sup> at Fortuna Union High School at 2:00 for anyone who would like to attend and called for a moment of silence in his memory.

### Proclamation Acknowledging and Thanking Graham Hill for his Service to the Citizens of Rio Dell

Mayor Wilson read a Proclamation acknowledging and thanking Graham Hill as the former Chief of Police, Law Enforcement Officer and three-time Interim City Manager between the years of 1995-2017.

Reading of the Proclamation was followed by a long round of applause from the public.

Graham thanked everyone for coming and said it has been an amazing 22 years with his career with the City ending with the best group of people ever, including the current City Council. He added that he was honored to receive the Proclamation.

Mayor Wilson invited councilmembers and members of the public to comment.

Mayor Pro Tem Johnson thanked Graham for assembling a strong police department and commented that Rio Dell is a safe city as the result of the Chief and his officers. He jestingly added that this is a sad day for him as he just lost his favorite police office.

**Ralph Roberts** took the opportunity to announce his retirement from Dentistry and said there is a new dentist that will be taking over his practice. He thanked the Police Department and the City Council for maintaining law and order in the City and said it was a privilege not only to

serve on the Council for 12 years but to be a respected professional in the community and live in such a great place.

**Jeff Conner** commented that he was employed as a police officer in the City from 1993-2002 and actually had the opportunity of being Graham's training officer for a period of time. He said they shared a number of trials and tribulations and became good friends; considering him to be one of his closest friends. He added that it was an honor to be here and wish him luck in the future. He thanked the Council for proclaiming him "Police Officer of the Day."

**Rick Parsells** said he actually met Graham and Jeff on the receiving end of law enforcement but fortunately changed his life after that. He said he owes Graham a lot and hopes there is a lesson learned about hiring local.

**Maggie Fleming, Humboldt County District Attorney** stated that it was a pleasure working with Chief Hill on a professional level and that he did a tremendous job for the City. She said she really appreciated the fact that he had no problem reaching out to their office if there was somebody he was concerned with making sure they were aware of a potential community problem with a particular individual. She expressed appreciation for his numerous years of service in law enforcement and the remarkable police force he developed. She noted that the officers come by their office frequently with search warrants and questions and added that it has been great working with Graham and the department and wished him all the best in any future endeavors.

**Nick Angeloff** commented that he does a lot of traveling and most everybody he has met know that when you come to Rio Dell you can walk down the street and say hello and shake the hand of a police officer referring to an atmosphere here that the rest of America strives to achieve.

**Mayor Wilson** noted that one of the things that make him feel safe is the quick response time of the police department.

## **PUBLIC PRESENTATIONS**

**Nick Angeloff** provided a brief update on Chamber of Commerce activities and said they are moving along with the Christmas decoration cutouts.

He also reported on a conference call that he had along with Mayor Wilson with a group from Washington, D.C. and said that there is a very strong interest in creating a medical research facility at the Humboldt Rio Dell Business Park of a significant scale. He said that some of the folks in D.C. would like to bring in parents of children who are being treated with medical cannabis to make a presentation to the Council at some point. He noted that there are some pretty inspiring success stories and these folks have been looking for a city focused on the medical aspects of cannabis treatment. He said there is real potential for this to work out and

asked the Council and staff to keep an open slot on future agendas for these parents to make a presentation.

### CONSENT CALENDAR

Councilmember Strahan requested that Items 0801.08 (3), 08001.10 (5), and 0801.11 (6) 1347-2017) be removed from the *Consent Calendar* and placed under *Special Call Items* for separate discussion.

City Manager Knopp requested that item 0801.12 (7) also be removed for separate discussion.

### ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Resolution No. 1347-2017 for the Transfer of Reserve Amounts Amending the FY 2017/18 Operating and Capital Budget in the Amount of \$52,537.88 for the Purchase of a Sewer Machine and Blower

Councilmember Strahan questioned the request for a transfer of an additional \$35,000 for the purchase of a sewer machine and whether quotes were obtained.

City Manager Knopp commented that a quote was provided but was inadvertently omitted from the Council packet.

Water/Roadways Superintendent Jensen interjected that one model was around \$60,000 and another was around \$54,000. He said he will need to go back and review the quotes as the former Wastewater Superintendent had originally obtained the quotes.

He further explained that the blower is a separate part of the budget transfer and said two of the current blower motors failed and as a result, the City had to borrow a blower until the new blowers arrived. He noted that three new blower motors were purchased with two up and running and a spare motor on the shelf.

Councilmember Strahan stated that she is opposed to approving a budget transfer for a new sewer machine without having a definite quote on the cost which was also the consensus of the Council.

Councilmember Garnes asked was the status is of the current sewer machine and how often it is used.

Water/Roadways Superintendent Jensen stated that the seals are going out on the current sewer machine and it was estimated it would cost around \$8,000 for parts and another \$2,000 for labor to repair it. He said the use of the sewer machine varies but there are occasions where it's used 2-3 times a day.

He agreed to provide the City Manager with solid quotes for the sewer machine over the next couple of days.

Motion was made by Strahan/Johnson to approve Resolution No. 1347-2017 as amended to postpone the transfer of \$35,000 for the purchase of a new sewer machine and approving only the transfer of reserve amounts amending the FY 2017/18 Operating and Capital Budget in the amount of \$17,537.88 for the purchase of sewer motor blowers. Motion carried 4-0.

Approve Resolution No. 1346-2017 Updating the City's Investment Policy

Councilmember Strahan questioned the current balance in the Reserve account.

Finance Director Woodcox indicated that she did not have a specific figure to report but noted that there is approximately \$4.3 million in cash in the bank excluding any outstanding liabilities.

Councilmember Strahan asked for a recap of the changes in the Investment Policy.

Finance Director Woodcox reviewed the changes and said they are all very minor and was taken straight out of the California Government Code to bring the policy up to date.

Motion was made by Strahan/Johnson to approve Resolution No. 1346-2017 Updating the City's Investment Policy. Motion carried 4-0.

Approve Resolution No. 1345-2017 Authorizing the Investment of City Monies in the Local Agency Investment Fund (LAIF)

Councilmember Strahan asked who normally approves investment of City monies.

Finance Director Woodcox explained that the City Manager and Finance Director have always had that authority and this Resolution simply adds the names with those positions.

Motion was made by Strahan/Garnes to approve Resolution No. 1345-2017 Authorizing the Investment of City Monies in the Local Agency Investment Fund (LAIF). Motion carried 4-0.

Approve Resolution No. 1348-2017 Amending and Adopting the City Master Salary Table and Ratification of Employee Contracts for the Rio Dell Peace Officers' Association, City Clerk and Community Development Director

City Manager Knopp pointed out some minor errors in the Master Salary Table in that the Records Technician position was listed twice; once under the Peace Officers Association table and again under the Rio Dell Employees Association table. He noted that the position listed on page 3 of the Peace Officers Association MOU under Article V – Compensation would need to be removed since that position is not a sworn law enforcement position.

The next correction on the same page of the MOU was corrected to read "If an employee is rated below this standard, the employee shall be re-evaluated at *"the"* six month interval for reconsideration of a step increase."



The last correction was under Article VI – Fringe Benefits – (14) Military Leave (D) with the request to strike the words "separation of employment".

City Manager Knopp said staff's recommendation is to approve the Resolution with the minor modifications as noted.

Motion was made by Johnson/Garnes to approve Resolution No. 1348-2017 Amending and Adopting the City Master Salary Table and Ratification of Employee Contracts for the Rio Dell Peace Officers' Association, City Clerk and Community Development Director as amended. Motion carried 4-0.

Motion was made by Johnson/Garnes to approve the remaining consent calendar items including approval of minutes of the July 18, 2017 regular meeting; approval of Pay Request No. 5 to Wahlund Construction in the amount of \$215,049.63 for work related to the Metropolitan Wells Project; and approval of a Letter of Opposition to SB 679 and authorizing the Mayor to sign. Motion carried 4-0.

#### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

##### Draft Scope of Services between the City of Rio Dell and Dan McCauley, Dan's Custom Metals related to Wildwood Avenue Sculpture Exhibit

City Manager Knopp provided a staff report and said staff prepared a draft Scope of Services between the City and the Artist, Dan McCauley based off of discussions and tentative agreement between the Sculpture Committee, the City Council and Mr. McCauley. He asked the Council to review the scope, make any suggested changes and provide staff direction on how to proceed. He noted that no funding sources have been identified for the project at this time and that Dan McCauley was present to answer any questions the Council may have.

Councilmember Garnes questioned the responsibility of the artist with regard to repair of the sculptures and whether there should be an actual expense amount identified.

Mr. McCauley noted that in the original Sculpture agreement an amount of up to \$500 was mentioned which he was in agreement with. He said with regard to the current Scope of Services everything is acceptable and said he has no problem helping out with installation of two additional pedestals.

Councilmember Strahan referred to the Responsibility of the City under the draft Scope of Services which states that the City agrees to pay the artist a one-time payment of \$4,000.

City Manager Knopp explained that the idea is to get a contract in place so at such time funding becomes available the project will be ready to move forward. He said the agreement will not be executed until the City Council agrees to commit to paying the \$4,000 or alternative financing is in place.

Councilmember Strahan opposed the use of any General Fund dollars to fund the project and agreed that there should be more than one artist displaying art. She suggested Mr. McCauley be allowed to display art on two of the pedestals, leaving the other two for other potential artists. Also, with regard to the four renderings that were presented she really liked the bear and elk but thought the owl sculpture would be in poor taste for this community.

Mayor Pro Tem Johnson reminded the Council that at the end of 5-year agreement, the four sculptures on display at that time will remain as property of the City. As such, what the City is essentially doing is purchasing four sculptures for \$4,000 and getting delivery of them in the meantime.

Councilmember Strahan referred to the option that allows the artist to sell the sculptures on display after 90 days and asked if he would then be asking the City for more money to replace them.

Mayor Wilson clarified that the \$4,000 is a one-time cost and the artist can sell a sculpture provided the sculpture is replaced with another one at the time of sale.

City Manager noted that the City will be committing to construct two additional pedestals and staff will come back to the Council once the design and cost is established.

Mayor Wilson commented that the idea of the Avenue of the Sculptures was to get several sculptures placed along the gateway and hopefully the placement of the first four will inspire more artists to come forward. He said it seems like this is a good starting point and hopefully grant funding can be secured without the use of General Fund dollars.

Mayor Wilson called for public comment on the Draft Scope of Services. No public comment was received.

City Manager Knopp suggested the Council direct staff to authorize the City Attorney to review and edit the Scope of Services as necessary and direct the City Manager to execute the Scope of Services pending identification of funding and further consultation with the City Council.

Motion was made by Wilson/Garnes to approve the recommendation of the City Manager as stated. Motion carried 3-1; Councilmember Strahan dissenting.

#### Discussion and Analysis of Wildwood Avenue Median Trees

City Manager Knopp provided a staff report and said staff consulted with Doug Deppe, a landscape architect with Miller Farms Nursery to provide an analysis of the trees in the center median on Wildwood Ave. from Davis St. to the North 101 off ramp. He said he came down and took a look at the landscape area and from that drafted a letter with a preliminary analysis of the situation.

In the analysis he did not recommend replanting any trees in that particular area of the median due to the depth of the topsoil and the compacted river base underneath. He indicated that the care needed for the existing trees in this section of the median is excessive and costly.

Potential alternatives were presented including modifying planters by digging 9' x 9' tree planters 3-5 feet deep, mixing in topsoil and mulch to allow trees to grow larger with less care and water. Also, root liners could be added on the sides to conserve water. It was noted that grass could remain between the planters or removed and replaced with cobble rock which would reduce maintenance and costs of fertilization, mowing and watering.

The other option was to plant trees that could grow with little topsoil such as Cypress or Palms.

City Manager Knopp provided a handout with a map of the City with potential locations suitable for planting trees. Some of the options included City Hall, Memorial Park or the City owned parcel at 93 Monument Road.

He said another option would be to gift the trees to perhaps the Fire District to plant at Fireman's Park or the Rio Dell School District.

Mayor Wilson questioned the number of trees agreed by Root 101 to be replaced.

Councilmember Garnes commented that five trees were cut down with removal of the median strip and Mr. Smith agreed to replace all five of those trees.

City Manager Knopp said staff believes the best option would be to donate five trees of their choice to the School District.

Mayor Wilson said another thought would be to replace the trees that died on the south end of the gateway with the same variety.

City Manager Knopp stated that it was not included as an option because of the areas needed potentially for additional art pedestals.

Councilmember Garnes supported the idea of trees planted in large planters within the gateway.

Councilmember Strahan thought the original plan was to dig up the existing trees and replant them in another location and supported leaving the existing trees alone and donating five trees to the School District.

Councilmember Garnes suggested putting off any decision regarding the trees for a week or two to allow the Council and the Planning Commission to look around the City for potential locations to plant the trees rather than decide now to simply give them away. She pointed out that they were part of the City's Gateway Project and funded by a grant and play an important

role in providing a first impression of the City when coming into town. She said if after looking around town more closely and it is determined there really isn't suitable locations on City property then perhaps donate them to the School.

Mayor Wilson called for public comment on the issue.

**Nick Angeloff** made the suggestion of perhaps donating fruit trees to be planted at the Community Garden which is undergoing renovation.

**Julie Woodall** stated that she would like to see trees replaced along Wildwood Ave. or perhaps on City Hall property because the idea of the grant was for beautification of the City's Gateway. She said if it ever comes down to where no one can agree on a location then maybe another option could be that Mr. Smith contribute to installation of the pedestals for the sculptures.

**Sharon Wolff** commented that the City has a history of having unfortunate tree choices in where there are planted and possibly in the varieties of trees chosen. She said there were trees in the Gateway that were vandalized and replaced with trees that are now 15 years old yet still very small. She added that there was an attempt to plant trees at City Hall in the past and that didn't work out well. She said hopefully the City will consult with professionals regarding the variety of trees chosen. She added that she personally likes the trees and encouraged the Council to bring back the greenery.

Motion was made by Garnes/Strahan to table the item for at least two weeks to allow the Council and the Planning Commission to explore possible suitable locations to plant the trees.

Mayor Wilson agreed and said he would like the Council to take some time and do the right thing. He noted that summer is not the best time to plant trees so the Council is not tied to a time limit as far as making a decision now. He said due to the sensitivity and feedback on the issue he would like to see the Council take the time even it takes longer than two weeks.

Motion then carried 4-0.

#### Recruitment for Chief of Police

City Manager Knopp provided a staff report and said as the Council is aware, the City will be recruiting for a new Police Chief. He said under the Rio Dell Municipal Code, it states that the City Manager shall appoint a Chief of Police after coordination and confirmation of the City Council to serve in compliance with existing law, ordinance, City Personnel Rules and a services contract or memorandum of understanding.

He said the next step staff intends to undergo is to do an open recruitment and gather applications for the position. He advised the establishment of an adhoc committee to work with the City Manager and at appropriate intervals, bring it back to the Council. He said it

would be appropriate to assign the task to the existing Labor AdHoc Committee with the other option to form a new committee.

City Manager Knopp further explained that the plan is to begin with a local recruitment process and work with the AdHoc Committee to review the applications. If the committee is unsatisfied with the applications the method for recruitment could be altered or the City could elect to hire a recruitment firm to assist in the process.

Mayor Wilson supported establishment of a separate AdHoc Committee with himself and another Councilmember who is not on the Labor AdHoc Committee which would be either Mayor Pro Tem Johnson or Councilmember Strahan. He said the Committee would work with the City Manager in reviewing the applications then bring the top candidates before the City Council as a whole for interviews.

He was not in support of hiring a professional recruitment firm at a likely cost of \$25,000 and was in support of hiring locally if possible.

Mayor Pro Tem Johnson commented that historically the City Manager has approved the appointment of department heads with confirmation of the City Council rather than putting the decision in the hands of the Council. He said he prefers that method because department heads are basically employees of the City Manager so he should make that decision rather than the City Council.

Mayor Wilson noted that various methods have been used for the recruitment of department heads and noted that the City Manager was involved in appointment of the Finance Director, an outside recruitment firm was used in recruitment of the City Manager and it has been 20 years since the recruitment for a Chief of Police. He said he likes the idea of an AdHoc Committee and believes it is in the purview of the City Council to have involvement in the process.

Councilmember Strahan supported the idea of an AdHoc Committee and pointed out that the City Manager has a lot on his plate and will still be involved in the process.

The consensus of the Council regarding formation of an AdHoc Committee was unanimous.

The question arose regarding who would make the final decision on the selection of a Chief of Police; the City Manager or the City Council.

Mayor Pro Tem Johnson suggested waiting to make that decision until there is a full council present. The Council concurred.

Mayor Wilson and Mayor Pro Tem Johnson were appointed to the AdHoc Committee for recruitment of the Chief of Police.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Second Reading (by title only) and Adoption of Ordinance No. 358-2017 Establishing Personal Cannabis Cultivation Regulations, Section 17.030.235 of the Rio Dell Municipal Code (RDMC)  
This item was continued to the meeting of August 15, 2017.

Introduction and First Reading (by title only) of Ordinance No. 360-2017 Establishing Chapter 15.25 of the Rio Dell Municipal Code (RDMC) to Establish Expedited Permit Procedures for Electric Vehicle (EV) Charging Stations

City Manager Knopp provided a staff report and explained that AB 1236, adopted in October 2016, requires jurisdictions with a population of less than 200,000 to establish procedures for expedited, streamlined processes for permitting of electric vehicle (EV) charging stations. He said under this legislation, jurisdictions must adopt an ordinance for this process on or before September 30, 2017. The ordinance must include a requirement to adopt a checklist or guidelines of requirements with which a permit application for an electric vehicle charging station will be eligible for expedited review. He noted that staff prepared "Submittal Guidelines" which are included as Attachment 2 to the draft ordinance.

City Manager Knopp added that the City already has some of the fastest permitting processes in the State and this is basically just a formality.

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

Motion was made by Johnson/Strahan on the introduction and first reading (by title only) of Ordinance No. 360-2017 Establishing chapter 15.25 of the Rio Dell Municipal Code (RDMC) to Establish Expedited Permit Procedures for Electric Vehicle (EV) Charging Stations and to continue consideration, approval and adoption of the proposed ordinance to the meeting of August 15, 2017. Motion carried 4-0.

Introduction and first Reading (by title only) of Ordinance No. 361-2017 Prohibiting Recreational Cannabis Sales, Chapter 5.40 of the Rio Dell Municipal Code (RDMC)  
This item was continued to the meeting of August 15, 2017.

**REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp distributed a written City Manager Update of recent activities and events (Attachment 1 to these minutes) and announced the August 13th date for the Memorial Service for Dennis Wendt; announced the next ATP Safe Routes to School project open house as September 13th; reported the State Housing & Community Development Department approved the City's request for extension of the Architectural Barrier Removal (ADA City Hall Porch Project); reported the Metropolitan Wells Project was nearing completion with the substantial completion date scheduled for August 31, 2017; provided an update on the Track & Trace Program.

Mayor Pro Tem Johnson questioned the start date for the ADA Porch Project.

City Manager Knopp reported that no start date has been established as staff is still awaiting execution of the contract by the contractor. He said the good news is that HCD is being very cooperative with regard to the extension.

Mayor Wilson questioned the status of the City's new website.

City Manager Knopp said the website is in a soft open phase. He noted that it is up on the internet but hasn't officially been released to the public pending the upload of additional documents. He said hopefully it can be fully launched by the end of the month.

Councilmember Strahan asked for clarification on the open house at the school on September 13<sup>th</sup>.

City Manager Knopp explained the purpose of the open house is to review the Active Transportation Plan (ATP) project and receive citizen input. He noted that plans will be available for review at the open house.

Councilmember Strahan also asked why the County opted to go with a track and trace program separate from the State program.

City manager Knopp explained the cultivators and everyone else involved in cannabis activities will still have to be part of the State system so they will have two track and trace systems. The reasoning behind moving forward with SIPCA has to do with branding with the thought that the "Humboldt" name is a marketable resource and the County needs to do everything possible to promote that branding in order to create a niche in the market. He commented that the fees are all paid by the businesses. He said one of the concerns is that the State isn't necessarily looking out for the localities and certainly not looking at branding identifiers and they will get lost in the bar code.

Finance Director Woodcox reported on recent activities in the finance department and said it was business as usual. She was happy to report that 200,000 sheets have gone through DocStar and stored digitally which is fantastic especially when the auditors come. Also, she said when she first came here the City did not accept debit/credit cards and that probably 10% of payments coming in are paid with cards which is very helpful because a lot of time it avoids customer's accounts going to collection. She clarified that there is no cost to the City for using GovTeller since the customers absorb the 3<sup>rd</sup> party fee.

Interim Chief of Police Beauchaine reported on recent activities in the police department noting the department is running smoothly with the transition of Chief Hill leaving and overall things are pretty quiet.

Water/Roadways Superintendent Jensen reported on recent activities in the public works department and said things are also pretty quiet in public works and they are basically trying to keep things going with the limited staff. He said he was really looking forward to the two new employees coming on board to help out.

#### **COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Johnson commented that both his and Councilmember Garnes terms will be expiring in November 2018 and since they both serve as the City's representatives on the League of California Cities Board he would like the other Councilmembers whose terms are not expiring to at least become familiar with what the League does. He said there is a golden opportunity on August 18<sup>th</sup> to attend the quarterly meeting in Fortuna at the River Lodge which includes a dinner at the river Lodge. He said this is a great opportunity to see what they do and encouraged Councilmembers to attend.

Councilmember Garnes agreed that the League of California is a really good resource for the City as well as Councilmembers.

#### **ADJOURNMENT**

Motion was made by Johnson/Garnes to adjourn the meeting at 8:20 p.m. to the August 15, 2017 regular meeting. Motion carried 4-0.

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

Attest:

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



A public memorial for Dennis Wendt is being tentatively scheduled for Sunday August 13. Additional details are expected soon.

An open house for the Safe Routes to School September 13<sup>th</sup> from 4:30 to 5:30pm at the elementary school and just prior to the School Board meeting.

The City has received an extension from the Housing and Community Development Department for the ADA City Hall Porch removal and replacement project. This is positive news and staff is working with the contractor to finalize our contract.

Well site update: Current substantial completion date is set at August 31<sup>st</sup>. The older wells at the site were destroyed yesterday. Pay request number 6 is expected for the 8/15 Council meeting. A small change order is likely in order to perform sandblasting of the Clear Well to remove remaining manganese deposits. The Clear Well holds filtered water just prior to it being pumped into the system.

Track and Trace Update: The City Manager attended the Board of Supervisors meeting on Tuesday, July 25<sup>th</sup>. The Board was informed that the State of California was moving towards Track and Trace services from a vendor called Franwell who operate a system (METRC) used in many other states. The State intends for this system to be up and running by January 2018. In 2016 Humboldt County worked with SICPA to launch a pilot track and trace system at [humboldtorigin.org](http://humboldtorigin.org) and many were surprised to hear the State may go with another vendor. Ultimately, The Board opted to contract with SICPA. In summary, there likely will be two track and trace programs in Humboldt County, one for the State using Franwell, and one for the County using SICPA. Staff will be recommending to the City Council that the City of Rio Dell follow suit. We have been working with representatives from SICPA to develop a contract with a return date to the council yet to be determined.



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

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
August 15, 2017**

**TO:** Mayor and Members of the City Council  
**THROUGH:** Kyle Knopp, City Manager  
**FROM:** Brooke Woodcox, Finance Director  
**DATE:** August 15, 2017  
**SUBJECT:** Metropolitan Well Project Pay Request #6

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**Recommendation**

Approve Pay Request #6

**Budgetary Impact**

Pay Request #6 in the amount of \$234,470.32 will be funded through the United States Department of Agriculture (USDA) Emergency and Imminent Community Water Assistance Grant (ECWAG) funds. The total amount of ECWAG funding is \$373,200. Pay request # 6 will fully expend the grant (pay request #5 and #6 combined).

The total budget for the Metropolitan Well Project is \$1,879,076. Expenditures to date at July 31, 2017 (including pay request #6) are \$1,074,794 (58%).

**Background and discussion**

Pay Request #6 has been approved for payment by the City's Engineering Firm (GHD) and the City Manager.



August 10, 2017

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

RE: Metropolitan Wells Redevelopment Project  
Progress Payment Request No. 6 for Wahlund Construction

Dear Kyle,

Construction of the Metropolitan Wells Redevelopment Project has continued to advance, with significant project progress being made during the pay request period of July 1 through July 31, 2017. Two existing wells at the site (an old well adjacent to Well #1, and Old Well #3) were destroyed per Humboldt County standards. The filter tanks were delivered to the site, installed within the building, and anchored to the concrete slab. Construction of the building roof was begun, and additional site piping (including 240 feet of 18-inch chlorine contact pipe) was installed.

The interior and exterior of the existing clear well were also pressure washed. After pressure washing was complete, there was still residue adhered to the inside of the clear well that is believed to be precipitated manganese. Samples of the residue were analyzed at a lab, and the sample results were non-detect for both lead and asbestos. The Xypex product that will be used to coat the interior of the clear well requires a clean, bare concrete surface to adhere properly. Because pressure washing the clear well did not remove all of the residue on the interior, the clear well needs to be sandblasted. This work will require a change order in an amount of \$4,118.45. GHD staff reviewed the change order cost proposal and found it to be consistent with expected costs. This proposed change order will be circulated for approval by the City and the funding agencies.

The previous pay request (Pay Request No. 5) was for an amount of \$215,049.63, and Pay Request No. 6 is for an amount of \$234,470.32. To facilitate expenditure of USDA Emergency Community Water Assistance Grant (ECWAG) funds prior to USDA's internal deadline of September 10, 2017, all of Pay Request No. 5 and a portion of Pay Request No. 6 will be submitted to USDA for reimbursement, which will use the maximum ECWAG grant amount of \$373,200.

Change Order #3 gave a revised substantial completion date of August 31, 2017, with a final completion date of September 20, 2017. The project is currently on schedule to meet these deadlines, meaning that the State Water Resources Control Board (SWRCB), Drinking Water State Revolving Fund (DWSRF) construction completion deadline of October 3, 2017 will also be met.



Summary of Change Orders

Three change orders for this project have been executed to date, with a fourth pending circulation and approvals.

No.	Change	Cost	Need	Status
1	Adding six inches of class 2 aggregate base underneath slab. Add additional aggregate base underneath new driveway.	\$6,267.59	An additional six inches of class 2 aggregate base will be added underneath the new building slab to provide additional support under the new footings and slab. Some additional aggregate base will also be required underneath the new driveway to match driveway elevations with the new building elevations.	Executed – Work Started
2	Replacing existing asbestos cement pipe with PVC pipe with joint restraints.	\$6,118.02	Replacing the existing ACP at the site will allow for easier connections, prevent damage from the site construction activities in the vicinity of the existing pipe, and reduce potential future risk of damage due to issues with the ACP. This existing pipe will be replaced with new PVC pipe with joint restraints.	Executed – Work Pending
3	Contract Extension	\$0	The wet weather in the winter and early springtime significantly hindered construction progress. The heavy rains had deleterious effects on the workability of the soil, and it likely would not have been possible to achieve adequate compaction of material during this time. Because of this, there was a construction hiatus that spanned months, and a contract extension was required.	Executed
4	Sandblast Clear Well	\$4,118.45	The Xypex product that will be used to coat the interior of the clear well requires a clean, bare concrete surface to adhere properly. Because pressure washing the clear well did not remove all of the residue on the interior, the clear well needs to be sandblasted.	Pending
<b>TOTAL</b>		<b>\$16,504.06</b>		

As shown in the table, the total cost for all change orders is currently \$16,504.06. The construction project currently includes approximately \$100,000 in contingency, of which \$83,495.94 remains. Some contingency funds have also been used to cover administrative costs incurred by the City, which does not offset the \$100,000 contingency for construction.



Pay Recommendation

Wahlund Construction's Pay Request No. 6 is attached to this memo. A summary table is included with the Contractor's submittal which shows the total contract price, approved change orders, the value of work completed to date, the amount of previous payment requested, and the current payment due (which includes subtraction of the required 5% retention). The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed. GHD construction management staff reviewed the accuracy of the percentage of completion estimates for each item.

We recommend payment to Wahlund Construction for Pay Request No. 6 in an amount of \$234,470.32. It is recommended that the City obtain partial reimbursement for this payment with the USDA ECWAG funds that remain after Pay Request No. 5 reimbursement, and obtain reimbursement from the SWRCB to offset the remaining costs for this pay request. Payment to the Contractor is due within 30 calendar days of this recommendation for payment (due by September 9, 2017). Please do not hesitate to contact me if you have any questions regarding the project progress or this pay request.

Sincerely,  
GHD Inc.

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

Nathan Stevens, PE  
Project Engineer  
707-443-8326

ATTACHMENTS  
Wahlund Construction Pay Request No. 6

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

**Contractor's Application for Payment No. 6**

Application Period: 7/1/2017 - 7/31/2017		Application Date: 7/31/2017	
To (Owner): City of Racine	From (Contractor): Ryan Wahland, Wahland Construction	Via (Engineer): Steve McHargel, PE	
Project: Metropolitan Wells Redevelopment Project	Contract: Metropolitan Wells Redevelopment Project		
Owner's Contract No: #150	Contractor's Project No: 43-16	Engineer's Project No: 111-40073	

Application For Payment  
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$6,207.59	
2	\$6,115.02	
3		
<b>TOTALS</b>	\$12,322.61	
<b>NET CHANGE BY CHANGE ORDERS</b>		\$12,322.61

1. ORIGINAL CONTRACT PRICE	\$	1,302,900.00
2. Net change by Change Orders	\$	12,322.61
3. Current Contract Price (Line 1 + 2)	\$	1,315,222.61
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	733,494.65
5. RETAINAGE:		
a. 5% X 733,494.65 Work Completed	\$	36,674.73
b. X Stored Material	\$	-
c. Total Retainage (Line 5.a - Line 5.b)	\$	36,674.73
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$	696,819.92
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	462,347.63
8. AMOUNT DUE THIS APPLICATION	\$	234,472.29
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	615,465.66

**Contractor's Certification**  
The undersigned Contractor certifies, to the best of its knowledge, the following:  
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.  
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and  
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature  
By: Bert Wahland Date: 8/7/17

Payment of \$ 234,472.29  
(Line 8 or other - attach explanation of the other amount)

is recommended by [Signature] 8/9/17  
(Engineer) (Date)

Payment of \$ 234,472.29  
(Line 8 or other - attach explanation of the other amount)

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

# Contractor's Application

## Progress Estimate - Unit Price Work

For (Contract)		City of Rowlett Metropolitan Wells Redevelopment Project		Application Number		6		Application Date		7/1/2017		
Bid Item No.	Description	Units	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Inventory Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remainings	Value of Work Remaining (\$)
1	Stabilization/Rehabilitation (Perks and Insurance)	1	\$ 52,000.00	\$ 52,000.00		\$		100%	100%	\$ 52,000.00		\$
	Preservation Administration	1	\$ 15,000.00	\$ 15,000.00		\$		100%	100%	\$ 15,000.00		\$
	Temporary Facilities	1	\$ 10,000.00	\$ 10,000.00	10%	\$ 1,000.00		70%	80%	\$ 8,000.00	20.0%	\$ 2,000.00
	Equipment Mobilization	1	\$ 7,000.00	\$ 7,000.00	5%	\$ 350.00		75%	80%	\$ 5,650.00	20.0%	\$ 1,400.00
	Demobilization	1	\$ 5,000.00	\$ 5,000.00		\$			100.0%	\$	100.0%	\$ 5,000.00
2	Construction Staking	1	\$ 5,000.00	\$ 5,000.00		\$				\$		\$
	Boundary Staking	1	\$ 4,000.00	\$ 4,000.00		\$		100%	100%	\$ 4,000.00		\$
	Construction Staking	1	\$ 1,000.00	\$ 1,000.00	5%	\$ 50.00		75%	80%	\$ 400.00	20.0%	\$ 200.00
3	Shoring and Trench Safety	1	\$ 1,000.00	\$ 1,000.00	50%	\$ 500.00			50%	\$ 500.00	50.0%	\$ 500.00
4	Erosion and Sediment Control	1	\$ 2,000.00	\$ 2,000.00	10%	\$ 200.00		70%	80%	\$ 1,600.00	20.0%	\$ 400.00
5	Demolition/Removal/Disposal	1	\$ 12,000.00	\$ 12,000.00		\$				\$		\$
	Concrete Demolition	1	\$ 4,000.00	\$ 4,000.00		\$		100%	100%	\$ 4,000.00		\$
	Mechanical / Piping Demolition	1	\$ 4,000.00	\$ 4,000.00		\$		100%	100%	\$ 4,000.00		\$
	Hazardous Materials	1	\$ 3,000.00	\$ 3,000.00		\$		100%	100%	\$ 3,000.00		\$
	Asphalt Pavement	1	\$ 1,000.00	\$ 1,000.00		\$		100%	100%	\$ 1,000.00		\$
6	Clearing/Grubbing, Site Grading, and Percolation Pond Construction	1	\$ 22,000.00	\$ 22,000.00		\$				\$		\$
	Clearing and Grubbing	1	\$ 4,000.00	\$ 4,000.00		\$				\$		\$
	Site Grubbing	1	\$ 6,000.00	\$ 6,000.00		\$		75%	75%	\$ 4,500.00	25.0%	\$ 1,500.00
	Percolation Pond Construction	1	\$ 12,000.00	\$ 12,000.00		\$		50%	50%	\$ 6,000.00	50.0%	\$ 6,000.00
7	Dewatering of Existing Wells	1	\$ 5,700.00	\$ 5,700.00		\$		75%	75%	\$ 4,275.00	25.0%	\$ 1,425.00
	Well Destruction Permitting	1	\$ 1,500.00	\$ 1,500.00	100%	\$ 1,500.00			100%	\$ 1,500.00		\$
	Well Destruction	1	\$ 4,200.00	\$ 4,200.00	100%	\$ 4,200.00			100%	\$ 4,200.00		\$
8	Well #1 Equipment, Piping, and Appurtenances	1	\$ 20,000.00	\$ 20,000.00		\$				\$		\$
	Well #1 Pump	1	\$ 7,500.00	\$ 7,500.00		\$				\$		\$
	Well #1 Piping and Appurtenances Installation	1	\$ 8,000.00	\$ 8,000.00		\$				\$		\$
	Well #3 Equipment, Piping, and Appurtenances	1	\$ 4,500.00	\$ 4,500.00		\$				\$		\$
	Well #3 Pump	1	\$ 17,500.00	\$ 17,500.00		\$				\$		\$
	Well #3 Piping and Appurtenances Installation	1	\$ 8,000.00	\$ 8,000.00		\$				\$		\$
	Well #3 Pump and Appurtenances Installation	1	\$ 4,500.00	\$ 4,500.00		\$				\$		\$
10	Chlorination Equipment and Eye Wash Station	1	\$ 17,000.00	\$ 17,000.00		\$				\$		\$
	Chlorination Equipment	1	\$ 5,000.00	\$ 5,000.00		\$				\$		\$
	Eye Wash Station	1	\$ 5,000.00	\$ 5,000.00		\$				\$		\$
	Installation	1	\$ 7,000.00	\$ 7,000.00		\$		25%	25%	\$ 1,750.00	75.0%	\$ 5,250.00
11	Slabs and Fiberglass Hoistings for Well and Chlorination Equipment	1	\$ 50,000.00	\$ 50,000.00		\$				\$		\$
	Concrete Slabs for Wells	1	\$ 2,500.00	\$ 2,500.00		\$				\$		\$
	Concrete Slab for Chlorination Equipment	1	\$ 5,000.00	\$ 5,000.00		\$				\$		\$
	Fiberglass Hoisting for Wells	1	\$ 15,000.00	\$ 15,000.00		\$				\$		\$
	Fiberglass Hoisting for Chlorination Equipment Installation	1	\$ 20,000.00	\$ 20,000.00		\$				\$		\$
	Pre-tensioning and Grout	1	\$ 7,500.00	\$ 7,500.00		\$				\$		\$
	Electrical and Control System (Electrical Mobilization)	1	\$ 250,000.00	\$ 250,000.00		\$				\$		\$
	Power Panel - Material	1	\$ 7,000.00	\$ 7,000.00		\$		50%	50%	\$ 3,500.00	50.0%	\$ 3,500.00
	Power Panel - Labor	1	\$ 26,500.00	\$ 26,500.00		\$		100.0%	100%	\$ 26,500.00	100.0%	\$
	Power Panel - Labor	1	\$ 15,500.00	\$ 15,500.00		\$				\$		\$

# Contractor's Application

## Progress Estimate - Unit Price Work

For Contract		City of Rio Dell Metropolitan Wells Redevelopment Project		Application Number	6		Application Date	7/1/2017						
Bid Item No	Item Description	Item Quantity	Units	Contract Information	Total Value of Item (\$)	Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Previously Stored	Quantity Invoiced this Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining's	Value of Work Remaining (\$)	
14	Light Fixtures - Materials	1	LS	\$ 2,500.00	\$ 2,500.00		\$				\$	100.0%	\$ 2,500.00	
	Light Fixtures - Labor	1	LS	\$ 2,500.00	\$ 2,500.00		\$				\$	100.0%	\$ 2,500.00	
	Instrumentation & Controls - Materials	1	LS	\$ 103,000.00	\$ 103,000.00		\$			62.26%	\$ 64,124.96	37.7%	\$ 38,875.04	
	Instrumentation & Controls - Labor	1	LS	\$ 35,500.00	\$ 35,500.00		\$					\$	100.0%	\$ 35,500.00
	Trenching and Backfill and Curbsets - Materials	1	LS	\$ 26,500.00	\$ 26,500.00		\$			51.955%	\$ 13,768.20	48.044%	\$ 12,731.80	
	Trenching and Backfill and Curbsets - Labor	1	LS	\$ 31,000.00	\$ 31,000.00		\$			50%	\$ 15,500.00	50.0%	\$ 15,500.00	
	Single Vessel Grounded Filter Packaged Water Treatment System of 300 gpm				\$ 310,000.00		\$					\$		
	Equipment Submittals	1	LS	\$ 31,012.41	\$ 31,012.41		\$					\$		
	Equipment Fabrication	1	LS	\$ 72,362.30	\$ 72,362.30		\$			100%	\$ 72,362.30		\$	
	Equipment Delivery	1	LS	\$ 103,374.71	\$ 103,374.71		100%	\$ 103,374.71		100%	\$ 103,374.71		\$	
	Freight	1	LS	\$ 9,317.46	\$ 9,317.46		100%	\$ 9,317.46		100%	\$ 9,317.46		\$	
	Installation	1	LS	\$ 80,240.29	\$ 80,240.29			\$				\$	100.0%	\$ 80,240.29
	Startup	1	LS	\$ 13,692.83	\$ 13,692.83			\$				\$	100.0%	\$ 13,692.83
	15	CMU Treatment and Controls Building				\$ 170,000.00		\$				\$		
Foundation and Subgrade Prep		1	LS	\$ 25,000.00	\$ 25,000.00		\$				\$	100%	\$ 25,000.00	
Concrete Foundation		1	LS	\$ 50,000.00	\$ 50,000.00			\$		100%	\$ 50,000.00		\$	
CMU		1	LS	\$ 45,000.00	\$ 45,000.00			\$		90%	\$ 40,500.00	10.0%	\$ 4,500.00	
Roofs and Vents		1	LS	\$ 4,000.00	\$ 4,000.00			\$				\$	100.0%	\$ 4,000.00
Road Structure		1	LS	\$ 30,000.00	\$ 30,000.00		20%	\$ 6,000.00				\$	100.0%	\$ 24,000.00
Doors		1	LS	\$ 10,000.00	\$ 10,000.00			\$				\$	100.0%	\$ 10,000.00
Painting		1	LS	\$ 6,000.00	\$ 6,000.00			\$				\$	100.0%	\$ 6,000.00
Clear Well Booster Pumps and Motors		2	EA	\$ 42,000.00	\$ 84,000.00			\$				\$		
Clear Well Booster Pumps and Motors		2	EA	\$ 36,000.00	\$ 72,000.00			\$				\$		
Installation		2	EA	\$ 4,000.00	\$ 8,000.00			\$				\$		
Painting		2	EA	\$ 3,000.00	\$ 6,000.00			\$				\$		
Site Piping, Valves, and Appurtenances					\$ 15,000.00			\$				\$		
Raw Water Piping		1	LS	\$ 7,000.00	\$ 7,000.00			\$				\$		
Drinking Water Piping	1	LS	\$ 5,000.00	\$ 5,000.00			\$				\$			
18	Site Gravel	1	LS	\$ 3,000.00	\$ 3,000.00	15%	\$ 450.00				\$			
	Gravel Driveway	1	LS	\$ 12,000.00	\$ 12,000.00		\$				\$			
19	Clear Well Cleaning, Disinfection, and Resealing				\$ 5,000.00		\$				\$			
	Clear Well Cleaning	1	LS	\$ 3,000.00	\$ 3,000.00	50%	\$ 1,500.00				\$			
	Clear Well Disinfection	1	LS	\$ 1,000.00	\$ 1,000.00		\$				\$			
	Clear Well Resealing	1	LS	\$ 1,000.00	\$ 1,000.00		\$				\$			
A-1	Paved Driveway	1	LS	\$ 10,000.00	\$ 10,000.00		\$				\$			
	Double Vessel Grounded Filter Packaged Water Treatment System at 300 gpm each vessel (difference in cost from Base Bid Item 14)				\$ 116,000.00		\$				\$			
A-3	Equipment Submittals	1	LS	\$ 11,604.65	\$ 11,604.65		\$				\$			
	Equipment Fabrication	1	LS	\$ 27,077.51	\$ 27,077.51		\$			100%	\$ 27,077.51		\$	
	Equipment Delivery	1	LS	\$ 36,682.35	\$ 36,682.35	100%	\$ 36,682.35			100%	\$ 36,682.35		\$	
	Freight	1	LS	\$ 3,486.54	\$ 3,486.54	100%	\$ 3,486.54			100%	\$ 3,486.54		\$	
A-4	Installation	1	LS	\$ 30,025.38	\$ 30,025.38		\$				\$			
	Startup	1	LS	\$ 5,123.77	\$ 5,123.77		\$				\$			
A-4	Serpentine Chlorine Contact Pipe Piping				\$ 29,000.00		\$				\$			
	Installation	1	LS	\$ 29,000.00	\$ 29,000.00	90%	\$ 26,100.00			90%	\$ 26,100.00	10.0%	\$ 2,900.00	
		1	LS	\$ 59,000.00	\$ 59,000.00	90%	\$ 53,100.00			90%	\$ 53,100.00	10.0%	\$ 5,900.00	



# Contractor's Application

## Progress Estimate - Unit Price Work

For (Contract)		Application Number 6		Application Date 7/11/2017								
City of Rio del Mar Metropolitan Water Reclamation Project		Application Number 6		Application Date 7/11/2017								
Application Period 7/11/2017 - 7/11/2017		Application Number 6		Application Date 7/11/2017								
Bid Item No.	Item Description	Contract Information			Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Procured Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining%	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)								
A-5	Woven Geotextile Fabric Under Side Gravel and Driven by Add additional 6" of aggregate base underneath the slab of the CHU Treatment & Control building & driveway	1	LS	\$ 8,708.00	\$ 8,708.00	\$ -	100%	100%	100%	\$ 8,708.00	0%	\$ -
CCD No. 1	Replace the length of existing pipe from the side location (Key note 20 on Drawing C103) to the western property line with new 6-inch C900 PVC pipe with bell restraints.	1	LS	\$ 6,267.59	\$ 6,267.59	\$ -	50%	50%	50%	\$ 3,133.80	50%	\$ 3,133.80
CCD No. 2	Replace the length of existing pipe from the side location (Key note 20 on Drawing C103) to the western property line with new 6-inch C900 PVC pipe with bell restraints.	1	LS	\$ 6,118.02	\$ 6,118.02	\$ -	55.0%	55.0%	55.0%	\$ 3,364.91	45.0%	\$ 2,753.11
<b>Totals</b>					\$ 1,514,285.61	\$ 2,462,110.36	\$ 40,248.30		55.0%	\$ 7,732,494.68	41.2%	\$ 5,817,909.93

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



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
August 15, 2017**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: August 15, 2017

SUBJECT: Measure Z Funding 4th Quarter Report and Year End Summary

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**RECOMMENDATION**

1. Review staff report and attached information

**BACKGROUND AND DISCUSSION**

The City applied for Measure Z funding for fiscal years 2015/16 and 2016/17 and was granted funding for a part-time Police Records Technician in the Rio Dell Police Department (RDPD). This position provides departmental administrative support, and to a smaller degree, code enforcement activities.

Measure Z funded administrative assistance allows the RDPD doors to reliably be open four days per week. In addition, code enforcement logs reflect a total of 147 complaints received with 104 cases closed since July 2015. The Humboldt County Board of Supervisors approved the use of \$5,000 of Measure Z funding to be used towards abatement activities. A total of seventeen (17) vehicles were towed and disposed of through Measure Z.

Each quarter the City submits a quarterly narrative to report on the benefits that Measure Z funding has provided. The 4<sup>th</sup> quarter narrative is attached for Council's reference.

**ATTACHMENT S**

Measure Z Quarterly Narrative Report Form – Q4 2017  
Measure Z Final Summary Report – FY 2017/18

**COUNTY OF HUMBOLDT – MEASURE Z  
Quarterly Narrative Report Form**

Organization Name: CITY OF RIO DELL Report Date: June 30, 2017

Contact Name: Brooke Woodcox Phone: 707.764.3532

1. Please describe the Measure Z activities completed and/or total numbers served or reached.

The purpose of Measure Z funding is to provide clerical support in the City’s police department to support law enforcement, nuisance abatement and code enforcement. With the added administrative support officers are able to spend more time on essential services such as 9-1-1 emergency response, crime investigation/prosecution, drug/illegal marijuana growhouse enforcement prevention, and other law enforcement duties that serve to create a safer community for Rio Dell.

By having the Records Technician in the Police Department law enforcement response times have been shortened. In addition, the Police Department doors are open more often to take calls and assist walk-in traffic. Overall, the community is better served by having someone in the office to immediately assist the public.

The Police Records Technician position has also created an effective plan towards making a more harmonious community through Code Enforcement. By actively responding to complaints and facilitating abatement, the City is also enhancing the housing inventory and improving property values in the City of Rio Dell.

Code enforcement and nuisance abatement activities include animal control, building code enforcement, tampering with City property, marijuana, noise, camping, trash, vehicle, and visual blight nuisances.

FISCAL YEAR 2016/17  
SUMMARY - CODE ENFORCEMENT AND NUISANCE ABATEMENT ACTIVITIES

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	CURRENT YEAR	PRIOR YEAR	PROGRAM TOTAL
<b>OPENED CASES</b>	16	18	22	13	69	78	147
<b>CLOSED CASES</b>	5	9	16	11	41	63	104
<b>CASES OPEN AT June 30, 2017</b>							<b>43</b>

During the 4<sup>th</sup> quarter thirteen (13) new code enforcement cases were received. The majority were for vehicle nuisances (10). Other complaints received during the 4<sup>th</sup> quarter were for garbage (1), animal complaint (1), and trailer camping (1). At the end of the fourth quarter a total of sixty-nine (69) new cases had been received for the 2016/17 fiscal year, and forty-one (41) cases were closed.

2. What difference did Measure Z funding make in the Community and for the population you are serving?

Code enforcement activities are more effectively monitored, which helps to eliminate nuisances in the Rio Dell community. The four day a week clerical position adds safety to the community, as well, by designating more time that an officer can spend in the field, instead of simultaneously being available for active patrol and customer assistance at the Police Department.

3. Describe any unanticipated impacts of receiving Measure Z funding, positive or negative, not already described above. N/A

**ATTACHMENT 1  
QUARTERLY AND FINAL SUMMARY REPORT**

**COUNTY OF HUMBOLDT – MEASURE Z  
Report Form**



**Organization Name:** CITY OF RIO DELL **Report Date:** June 30, 2017

**Contact Name:** Brooke Woodcox **Phone:** (707) 764-3532

Please attach a narrative report addressing the items outlined in section I below. Feel free to attach any other relevant materials or reports.

**I. QUARTERLY NARRATIVE** (please attach a maximum of 1 page, exclusive of attachments)

4<sup>th</sup> Quarter Narrative Attached

**II. FINAL SUMMARY REPORT** (please attach a maximum of 2 pages, exclusive of attachments)

**A. Lessons Learned**

1. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, changes you will make based on your results/outcomes.

The outcome of Measure Z's clerical position in the Police Department has been positive. Since 2010/11, Rio Dell's Police Department (RDPD) had been operating without administrative staff resulting in having one officer at a time on duty managing both the tasks of being in the field and at the Police Department simultaneously. This led to a decline in services, especially for walk in traffic. Measure Z allows officers more time to focus on law enforcement duties and administrative staff is available to answer phones, route officer assistance if needed, provide immediate assistance to walk-in traffic, and provide the necessary clerical support to officers in the Police Department. Overall, the outcome of Measure Z funding has led to a more efficient Police Department.

An especially important feature of having a clerical position funded by Measure Z is that the Police Department is open reliably seven (7) hours per day, four (4) days per week. Clerical staff can quickly assist walk in traffic and reach officers in a timelier and

**ATTACHMENT 1  
QUARTERLY AND FINAL SUMMARY REPORT**

less confusing manner, especially for a victim of crime that approaches City Hall and finds direct contact with staffing made available through Measure Z.

The "Emergency Phone" outside PD is utilized less often by having the Police Department doors open during regular business hours. In the past distressed citizens would have to wait in City Hall parking lot until a uniformed officer arrived to assist them. Currently, these would-be callers that arrive during regular business hours can wait inside the Police Department for officer assistance.

While law enforcement is the first priority, code enforcement activities, as well, have been enhanced through Measure Z funding. Activities such as blight, noise, and other nuisances are better monitored with the administrative assistance funded through Measure Z. The impacts of nuisances have been lessened which potentially creates more healthful neighborhoods where noise, blight, and other nuisances have been observed.

2. What overall public safety improvements has your organization seen as a result of receiving Measure Z funding?


As noted above, victims of crime and those in need of immediate assistance often had to use the telephone outside the police department in order to summon assistance. The Measure Z administrative position allows for an additional and reliable 28 hours per week that citizens can count on the doors being open. This serves to mitigate additional trauma for victims of crime. Moreover, in those instances where citizens need services unrelated to crime, such as dog licensing, clerical staff is on hand. Under such circumstances the "Emergency Phone" wouldn't have been picked up which meant that a customer would be underserved and unable to take care of necessary business that serves the interests of a law-abiding society. With the Measure Z funded position whether it's a victim of crime or a law-abiding citizen needing assistance, the Police Department is there to serve the community by being able to have its doors open, and therefore, open to serve.

---

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



**City of Rio Dell  
Staff Report  
City Council Agenda  
August 15, 2017**

To: Honorable Mayor Wilson and Members of the City Council  
From: Kyle Knopp, City Manager   
Date: August 15, 2017  
Subject: Resolution 1349-2017 Increase Fiscal Year 2017/18 Appropriations for Purchase of Sewer Machine

---

**RECOMMENDATION**

It is recommended that the City Council approve Resolution No. 1349-2017 amending the Operating and Capital budget to include additional appropriations as follows:

- 1) \$17,750 – Sewer Capital Fund

**BACKGROUND**

The budget was adopted with \$4,119,688 in appropriations and \$3,673,014 in revenues. A total of 18.5 full-time equivalents (FTEs) were included in the adopted budget. Amendment(s) to date include an additional \$24,319 in expenditures. Resolution 1349-2017 brings this amount to \$42,069.

The increase in additional appropriations is being requested for a sewer machine (\$17,750) which was originally priced at \$35,000 adopted through the 2017/2018 Operating and Capital Budget. The total purchase is \$52,750.

**BUDGETARY IMPACT**

Increase Sewer Capital Fund appropriations \$17,750 (reserve draw)

## **ATTACHMENTS**

- Resolution 1349-2017 Budget Amendment for Transfer of Reserve Amounts
- Sewer Machine Invoice



**RESOLUTION NO. 1349-2017  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL FOR A TRANSFER OF  
RESERVE AMOUNTS AMENDING THE OPERATING BUDGET  
FOR THE FISCAL-YEAR 2017-2018 FOR  
PURCHASE OF SEWER MACHINE**

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

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

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2017/18 Operating and Capital Budget with the following amendments:

- 1) \$17,750 – Sewer Capital Fund for Sewer Machine

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 15th day of August by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

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





www.obrienmfg.com  
toll-free phone: 800-638-1901



## 3518-SC Trailer Jetter

### "Swinger" Reel—190° Pivot

Makes line cleaning a simple job because it allows for:

- Easy access to the manhole regardless of how trailer is parked
- Tethered hand control
- Variable-speed control
- Hydraulic driven
- 'Catwalk' fenders

[www.obrienmfg.com](http://www.obrienmfg.com)  
[sales@obrienmfg.com](mailto:sales@obrienmfg.com)

### The Ultimate Workhorse

With a water tank that doubles the capacity of any smaller trailer unit and a powerful engine/pump combination, this model efficiently tackles a wide range of line cleaning duties all the way up to 24" mains. The rigid chassis and axle design give it stability, so you can haul a full tank of water at highway speeds.

Standard unit color is safety yellow or white - customer choice. Can be custom painted to match almost any color, for an additional charge.

#### Available Options

- 100' 1/2" Extra Hose on Main Reel (PNOBJ-100-12AH)
- 200' 1/2" Extra Hose on Main Reel (PNOBJ-200-12AH)
- Anti-Freeze System (PN OBJ-234)
- Arrow Board (PN OBJ-144)
- Auto Level Wind Guide Mounted (PN OBJ-9032)
- Cone Holder Only (PN OBJ-137)
- Custom Decals (two)
- 80HP JohnDeere Diesel Engine (PN OBJ-80JDO)
- 85HP Cummins Diesel Engine (PN OBJ-85CO)
- E-Stop Assembly (PN IC-100405-01)
- Foot Control Swinger (PN OBJ-187A)
- Garden Hose Reel 1/2" - 50' (PN OBJ-123000L)
- Garden Hose Reel Electric 100' (PN OBJ-294)
- Garden Hose Reel Manual 100' COX (PN OBJ-293)
- Hydraulic Surge Brakes (PN 35005B)
- IntelACount<sup>®</sup> (PN OBJ-2430E)
- Low Water Shutdown (PN OBJ-2424)
- Level Wind Guide w/Counter (PN OBJ-2430A)
- Paint Custom (Paint Code Required) (PN PAINT-CUSTOM)
- STD** Paint - Safety Yellow (PN PAINT-1Y)
- STD** Paint - White Enamel (PN PAINT-3W)
- Pintle Hitch (PN OBJ-1081P)
- Pulsator LP301A (PN 22737)
- Recirculation System (PN OBJ-1/2"RECIRC)
- Rotating Beacon-Fixed (PN OBJ-241B)
- Side Panels (two) - Painted (PN OBJ-2523P)
- Spare Tire Holder w/Tire 16" (PNOBJ-9060-700016)
- Tank Shroud Aluminum (PN 3500ADS)
- Tank Shroud Steel (PN 3500SS)
- Wireless Remote (PN OBJ-101)

### Standard Components

**350 Gallon Polyethylene Tank**  
Plate mounted with sump and side baffles  
Crowned top & side stabilizers for added strength  
Sufficient water supply for necessary water flow  
12" Manhole with basket

**High-Impact Thermoplastic Sewer Hose**  
Easy to keep clean (retains no bacteria-causing residue).  
Maintains stiffness and is abrasion resistant.

Standard 400' of 1/2" hose reaches from manhole to manhole.  
Reel capacity is 1,000' of 1/2" hose.

**Cummins Diesel Engine 65hp**  
Murphy safety gauges with auto - shutdown  
Variable electronic throttle control

#### Available Accessories

- Artillery Nozzle Kit (PN 121840AR)
- Cavalry Nozzle Kit (PN 121840CA)
- Cone Safety Red 18" tall (PN OBJ-714)
- Fill Hose 25' (PN J-2439)
- Grit Catcher 6" (PN OB00016A)
- Grit Catcher 8" (PN OB00018A)
- Infantry Nozzle Kit (PN 121840IN)
- Kit -Emergency Hand Crank (PN OBJ-300)
- Manhole Cover Hook (PN 015-438)
- Nozzle Extension - Finned 1/2" (PN J-40-7)
- Nozzle Extension - NonFinned 1/2" (PN J-40-3)
- Root Cutter Kit (PN OBJ-1467)
- Rotating Beacon - Magnetic Mount (PN RL650A)
- Strobe Light - Magnetic Mount (PN SL650A)
- Tiger Tail - 2" x 36" (PN J-2204)
- Tiger Tail - 3" x 36" (PN J-2203)
- Tiger Tail - 3" x 42" (PN J-2205)

**18GPM@4,000PSI Pump**

• **Triplex pump**

**Single-Axle Trailer**

The Trailer Jetter is rated to carry a full tank of water to the job . . .

- 6" channel frame
- A-frame hitch
- 2 - 5/16" ball hitch
- 7,000 lb. DOT-rated axle
- ST-235 x 85R16 tires
- Electric brakes

#### Other Standard Components

- Two nozzles: penetrator & flusher
- PVC tank drain valve with stainless steel strainer
- Direct driven "live" hydraulic system with 17-gallon tank
- 17-gallon fuel tank with cap-mounted gauge.
- Air purge system
- 20' Leader hose contrasting color
- Two (2) aux 12V power supply outlets
- 2" PVC fill pipe
- Level Wind Guide

Tire & Rim 16" Spare 8 lug (PN J-700-19)

Upstream Pulley Guide (PN J-2401)

Washdown Gun w/Hose (PN 15007-B)

Work Light - Magnetic Mount (PNOBJ500R)

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Prices and features subject to change

**Toll Free Phone: (800)638-1901**

**Fax: (888) 638-1902**

**3-T EQUIPMENT CO. INC.  
1596 HAMPTON WAY  
SANTA ROSA, CA 95407**

5/19/17

CITY OF RIO DELL  
675 WILDWOOD AVE.  
RIO DELL,+ CA 95562  
ATTN: MR. CAMERON YAPLE  
WASTEWATER SUPERINTENDENT TRAINEE

SUBJECT: O'BRIEN MODELS 3518-SC AND MODEL 7040-SC

MR. YAPLE,

WE ARE PLEASED TO SUBMIT FOR YOUR CONSIDERATION PRICING ON  
TWO O'BRIEN TRAILER MOUNTED HIGH VELOCITY SEWER CLEANERS

1. THE MODEL 3518-SC IS A NEWER VERSION OF YOUR CURRENT  
O'BRIEN JETTER (375 GALLON WATER TANK/SINGLE AXLE)

IT IS AVAILABLE IN EITHER 18GPM @ 4,000 PSI (1/2" HOSE) OR 40 GPM  
@ 2,000 PSI W/ 3/4" HOSE

PRICE.....\$52,750.00

NOTES:

PRICE IS THE SAME FOR EITHER THE 18 GPM @ 4,000 PSI OR THE 40  
GPM @ 2,000 PSI

PRICE INCLUDES FREIGHT AND TRAINING  
ADD CALIFORNIA SALES TAX

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



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
August 15, 2017**

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager *3*  
FROM: Brooke Woodcox, Finance Director *BW*  
DATE: August 15, 2017  
SUBJECT: Approve Resolution 1350-2017 Approving Billable Rates for Staff Time for Fiscal Year 2017/18 and Rescind Resolution 1339-2017

---

**RECOMMENDATION**

Approve Resolution 1350-2017 Approving the Billable Rate for staff time for the fiscal year 2017/18 Rescinding Resolution 1339-2016

**BACKGROUND AND DISCUSSION**

From time to time the City is involved in various activities and projects that require cost recovery for staff time spent on behalf of a customer. In these circumstances the City prepares an invoice detailing all direct and indirect costs incurred by the City. The City bills for staff time actually spent, which is calculated using the employee's salary, benefits, and an overhead rate by department.

A billable rate for each employee for the fiscal year of 2017/18 has been calculated using the following formula:

*Billable Rate:* Hourly Rate + (Hourly Rate x City's Average Benefit Cost %) + Overhead

The result of the formula is a billable rate that allows the City to recover all costs associated with staff time.

*Hourly Rate:* Depending on employee classification the **hourly rate** is set by various employee contract agreements and is based on classification and step.

*Benefit Cost %:* Total Benefits ÷ (Total Salary + Total Benefits)

Overhead Expense\*\*: Total Overhead by Department ÷ Total Department Labor hours

The billable rates are shown in the following chart:

2017-2018 Billable Burdened Rates Resolution No. 1350-2017				
TITLE	HOURLY RATE	AVERAGE BENEFIT COST %	OVERHEAD COST PER LABOR	HOURLY RATE CHARGE
City Clerk	29.03	33%	20.22	58.82
City Manager	54.51	33%	20.22	92.72
Community Development Director	41.16	33%	20.22	74.97
Finance Director	34.41	33%	10.15	55.92
Accountant I	24.15	33%	10.15	42.27
Fiscal Assistant II	18.15	33%	10.15	34.29
Senior Fiscal Assistant	20.81	33%	10.15	37.83
Chief of Police	40.57	33%	9.85	63.81
Police Sergeant	29.16	33%	9.85	48.64
Police Officer	23.65	33%	9.85	41.30
Police Officer	22.29	33%	9.85	39.50
Police Officer	22.29	33%	9.85	39.50
Records Technician	16.90	33%	9.85	32.33
Wastewater Superintendent	26.31	33%	19.73	54.72
Wastewater Superintendent Trainee	24.53	33%	19.73	52.36
Water/Roads Superintendent	33.31	33%	19.73	64.04
Wastewater Treatment Operator I	17.47	33%	19.73	42.97
Utility Worker I	14.83	33%	19.73	39.45
Utility worker I	14.83	33%	19.73	39.45
Public Works Leadman	18.76	33%	19.73	44.69

## ATTACHMENT

- Resolution 1350-2017 approving the billable rate for staff time for the fiscal year 2017/18

*\*\*Overhead expenses are all costs on the income statement except for direct labor, direct materials, and direct expenses. Overhead expenses include accounting fees, advertising, insurance, interest, legal fees, labor burden, rent, repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.*



**RESOLUTION NO. 1350-2017 CITY OF RIO DELL  
 APPROVING THE BILLABLE RATES FOR STAFF TIME  
 FOR FISCAL YEAR 2017/18  
 AND RESCINDING RESOLUTION 1339-2017**

**WHEREAS**, the California Constitution Article XI, 7 grants Cities the authority to enforce all local ordinances and regulations not in conflict with general laws; and

**WHEREAS**, the City has further authority to charge regulatory fees to cover the cost of regulatory programs, and user fees to limited to the cost of providing service, and

**WHEREAS**, the City from time to time must recover the cost of labor and operating expenses; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various projects as follows:

2017-2018 Billable Burdened Rates Resolution No. 1350-2017				
TITLE	HOURLY RATE	AVERAGE BENEFIT COST %	OVERHEAD COST PER LABOR	HOURLY RATE CHARGE
City Clerk	29.03	33%	20.22	58.82
City Manager	54.51	33%	20.22	92.72
Community Development Director	41.16	33%	20.22	74.97
Finance Director	34.41	33%	10.15	55.92
Accountant I	24.15	33%	10.15	42.27
Fiscal Assistant II	18.15	33%	10.15	34.29
Senior Fiscal Assistant	20.81	33%	10.15	37.83
Chief of Police	40.57	33%	9.85	63.81
Police Sergeant	29.16	33%	9.85	48.64
Police Officer	23.65	33%	9.85	41.30
Police Officer	22.29	33%	9.85	39.50
Police Officer	22.29	33%	9.85	39.50
Records Technician	16.90	33%	9.85	32.33
Wastewater Superintendent	26.31	33%	19.73	54.72
Wastewater Superintendent Trainee	24.53	33%	19.73	52.36
Water/Roads Superintendent	33.31	33%	19.73	64.04
Wastewater Treatment Operator I	17.47	33%	19.73	42.97
Utility Worker I	14.83	33%	19.73	39.45
Utility worker I	14.83	33%	19.73	39.45
Public Works Leadman	18.76	33%	19.73	44.69

**PASSED AND ADOPTED** by the City of Rio Dell on this 15<sup>th</sup> day of August, 2017.

Ayes:  
Noes:  
Abstain:  
Absent:

---

Frank Wilson, Mayor

ATTEST:

---

Karen Dunham, City Clerk

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



August 15, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

A handwritten signature in blue ink, appearing to be "K. Knopp", written over the name "Kyle Knopp, City Manager".

SUBJECT: Adoption of Resolution No. 1351-2017 Amending and Adopting City Master Salary Table and Approval of Employee Contracts and Amendments for the Finance Director and Wastewater Superintendent Trainee

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1351-2017 amending and adopting City Master Salary Table and approval and authorization for the City Manager to sign the Wastewater Superintendent Trainee contract and the third Amendment to the Finance Director's employment agreement.

BACKGROUND AND DISCUSSION

Summary of significant changes:

**Finance Director**

- No significant changes, contract extended through June 2018.

**Wastewater Superintendent Trainee**

- A new contract has been established for this currently unfilled position and tentatively accepted by a new hire for the Trainee position. The salary for this position has been amended to \$49,192.

Attached:

Resolution 1351-2017 with proposed salary table  
Copy of the Third Amendment to the Finance Director's employment agreement.  
Copy of the Wastewater Superintendent Trainee Contract.

///

**RESOLUTION NO. 1351-2017  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING AND ADOPTING CITY MASTER SALARY TABLE**

**WHEREAS**, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

**WHEREAS**, an pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated work force, thereby increasing the level of service to the City's residents; and

**WHEREAS**, a salary table helps provide transparency in compensation; and

**WHEREAS**, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Rio Dell hereby amends and adopts the following Master Salary Table and that All prior resolutions (Resolution No. 1318-2017, 1348-2017) concerning compensation for City employees that are in conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective August 15, 2017:

**Peace Officers Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	43,705	45,016	46,367	47,758	49,190
Police Corporal	48,075	49,517	51,003	52,533	54,109
Sergeant	53,895	55,512	57,178	58,892	60,659

**Rio Dell Employee's Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	43,323	44,622	45,961	47,340	48,760
Accountant II	47,655	49,084	50,557	52,074	53,636
Administrative Assistant	29,472	30,356	31,266	32,204	33,170
Administrative Technician	35,775	36,848	37,954	39,092	40,265
Fiscal Assistant I	29,047	29,919	30,816	31,741	32,693



Fiscal Assistant II	32,565	33,542	34,548	35,584	36,652
Office Assistant	24,115	24,839	25,584	26,352	27,142
Public Works Leadman	33,668	34,678	35,718	36,789	37,893
Records Technician	33,146	34,140	35,164	36,219	37,306
Senior Fiscal Assistant	37,337	38,457	39,611	40,799	42,023
Utility Worker I	26,602	27,400	28,222	29,069	29,941
Utility Worker II	29,276	30,154	31,059	31,991	32,951
Water/Wastewater Plant Operator I	35,276	36,334	37,424	38,547	39,703
Water/Wastewater Plant Operator II	38,804	39,968	41,167	42,402	43,674

### Contract Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	53,644	55,253	56,911	58,618	60,377
City Manager	106,875	110,081	113,384		
Chief of Police	79,540	81,926	84,384		
Finance Director	67,473	69,497	71,582		
Community Development Director	73,394	75,595	77,863	81,756	85,623
Wastewater Superintendent Trainee	49,192				
Wastewater Superintendent	54,717	56,359	58,050	59,791	61,585
Water/Streets Superintendent	61,556	63,403	65,305	67,264	69,282

**PASSED AND ADOPTED** by the City of Rio Dell on this 15<sup>th</sup> day of August 2017, by the following roll call vote:

Ayes:  
 Noes:  
 Abstain:  
 Absent:

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

ATTEST:

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

## Contract Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	53,644	55,253	56,911	58,618	60,377
City Manager	106,875	110,081	113,384		
Chief of Police	79,540	81,926	84,384		
Finance Director	67,473	69,497	71,582		
Community Development Director	73,394	75,595	77,863	81,756	85,623
Wastewater Superintendent Trainee	<del>51,022</del>				
Wastewater Superintendent Trainee	49,192				
Wastewater Superintendent	54,717	56,359	58,050	59,791	61,585
Water/Streets Superintendent	61,556	63,403	65,305	67,264	69,282

**THIRD AMENDMENT TO CITY OF RIO DELL FINANCE DIRECTOR EMPLOYMENT AGREEMENT**

This is the Third Amendment to City of Rio Dell Finance Director Employment Agreement (hereinafter this "Third Amendment") is made and entered by and between the CITY OF RIO DELL, a municipal corporation of the State of California, hereinafter referred to as "Employer" and BROOKE WOODCOX hereinafter referred to as "Employee" or "Finance Director", both of whom understand as follows:

**RECITALS**

- A. WHEREAS, Employer and Employee have both executed that certain written agreement entitled City of Rio Dell Finance Director Employment Agreement (hereinafter the "Finance Director Employment Agreement"), with both Employer's and Employee's execution date on April 10, 2014, further amending the agreement with the First Amendment Executed on Tuesday, July 7, 2015 and Second Amendment on December 6, 2016; and
- B. WHEREAS, Employer and Employee mutually intend to amend and modify the Finance Director Employment Agreement as stated in this Third Amendment; and
- C. WHEREAS, the City Council for the City of Rio Dell approved the modifications to the Finance Director Employment Agreement recited in this Third Amendment at its duly noticed public meeting occurring on August 15, 2017.

NOW, THEREFORE, in consideration of the mutual covenants recited herein, Employer and Employee agree to amend and modify Finance Director Employment Agreement as follows:

**AGREEMENT**

- 1. The expiration date of the employee's contract shall be extended through June 30, 2018.

EMPLOYEE

  
Brooke Woodcox, Finance Director 8/11/17  
Date

EMPLOYER

\_\_\_\_\_  
Kyle Knopp, City Manager Date

**CITY OF RIO DELL  
WASTEWATER SUPERINTENDENT TRAINEE  
CONTRACT AGREEMENT**

This employment agreement, is made and entered on or about this \_\_\_\_ day of \_\_\_\_\_, 2017 (the "Effective Date") by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and \_\_\_\_\_, hereinafter referred to as "Employee", both of whom understand as follows:

**WHEREAS**, Employer desires to employ the services of said employee as **Wastewater Superintendent Trainee** of the City of Rio Dell; and

**WHEREAS**, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

**WHEREAS**, Employee desires to accept employment as the **Wastewater Superintendent Trainee** of the said City;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**SECTION 1. DUTIES**

Employer hereby agrees to employ \_\_\_\_\_ as **Wastewater Superintendent Trainee** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the Certified Operator and/or City Manager shall from time to time assign.

As a trainee position, employee is additionally expected to obtain all required educational credits in order to qualify to test, test for, and obtain a Grade III Wastewater Operator certification under the requirements of the California State Water Resources Control Board and the Wastewater Operator Certification Program. It shall be the employee's sole responsibility to apply and complete all required paperwork to accomplish these goals. Employee shall perform any additional training as assigned by the City Manager in fields including but not limited to leadership, management, information technology and public relations.

**SECTION 2. TERM**

This Agreement shall remain in effect through June 30, 2019, or until Employee's term of employment is terminated as provided in this Section 2 and/or Section 3 of this agreement, or by the voluntary resignation of Employee. Employee understands he will provide Employer with forty-five (45) days of notice prior to resignation. This Agreement may be superseded by subsequent written agreements made between Employee and Employer at mutually acceptable times throughout Employee's term of Employment.

- a. **Termination:** Employee's employment is, and at all times shall be considered, "at-will" and employee may be terminated from employment with or without cause at any time during the term of this agreement.
- b. **Severance Pay for Termination Without Cause:** In the case of termination without cause on or before June 30, 2019, the Wastewater Superintendent Trainee shall be entitled to receive severance in a lump sum consisting of all unused vacation and executive leave time and the equivalent of four (4) weeks salary (collectively "Severance").
- c. **Severance Exception:** Should the wastewater Superintendent Trainee voluntarily leave employment with the Employer or be terminated for cause or as a result of a conviction or plea of no contest to a felony, no severance pay will be provided upon termination.

### **SECTION 3. SUSPENSION OR REMOVAL, TERMINATION**

The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell pursuant to Section 2 above or the provisions of City of Rio Dell code or ordinances.

### **SECTION 4. DISABILITY**

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incompetence, or health condition of the Employee or that of a qualifying family member, Employee shall be entitled to leave to the same extent of all other City employees in accord with the terms of and conditions of the City of Rio Dell Employee Handbook and applicable laws relating to disability and family medical leave.

### **SECTION 5. SALARY**

Employer agrees to pay Employee for his services rendered at an annual salary of (\$49,192), divisible in biweekly payments, beginning on the Effective Date of this agreement and payable in the same time and manner as all other City employees. If the Effective Date is a date other than the first of any calendar month, the first month's salary shall be prorated.

Employee shall be provided "Pager Pay" when assigned this duty by the Public Works Director or City Manager. Pager pay compensation shall be provided at the level cited in the Rio Dell Employee's Association agreement.

### **SECTION 6. PERFORMANCE EVALUATION**

The City Manager or Public Works Director shall review and evaluate the performance of the Employee not later than six months following the Effective Date of this agreement. From time to time as may be deemed appropriate by the City Manager, the City Manager or Public Works Director shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Wastewater Treatment Plant and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

**SECTION 7. HOURS OF WORK.** It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off and is deemed an overtime pay exempt, salaried employee of the City.

**SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES**

Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employee's time off. Employee shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

**SECTION 9. AUTOMOBILE**

Employee's duties require that she/he shall have the use at all times during his employment with Employer an automobile to perform Employer's business. Employee's use of his/her private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the Internal Revenue Service. Subject to the provisions of the City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Failure to maintain a valid driver's license or failure to maintain insurable driving standard as defined by City's insurance coverage shall be cause for termination. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

**SECTION 10. VACATION, SICK LEAVE, HOLIDAYS**

Employee will accrue sick leave at 8.00 hours each calendar month, and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to Twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

**SECTION 11. ACCRUED VACATION LEAVE**

The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum, the Employee will not accumulate additional vacation time until such time that the Employee's accrued leave is below the applicable vacation accrual maximum.

**SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT**

Employer agrees to reimburse the Employee such verifiable work related out-of-pocket expenses incurred by the Employee, and a \$500.00 annual clothing allowance reimbursable to the Employee for the purchase of work related clothing and protective gear upon presentation of applicable expense

receipts and as may be approved by the Employer. Employer also agrees to pay Employee a monthly cell phone allowance to ensure Employee can be contacted at all times. Employee must maintain cell phone service. The City's cell phone policy established by separate Resolution of the City Council is applicable in all regards to Employee.

### **SECTION 13. RELOCATION REIMBURSEMENT LOAN**

Employer may loan Employee up to Three Thousand dollars (\$3,000.00) for relocation expenses to Humboldt County, CA via a Relocation Reimbursement Loan. The Relocation Reimbursement Loan shall only be made for eligible costs associated with movers, related equipment rental or services, travel expenses related to the move and related supplies. No reimbursement loan shall be approved for expenses related to acquiring or replacing personal property (except related supplies such as tape or boxes), damaged or otherwise. Requests for a relocation reimbursement loan must be made within the first thirty (30) days of this agreement. With each full year of employment, the loan balance is reduced by one-third. The outstanding loan balance amount is not pro-rated for fractions of a year. With 3 full years of employment, the loan balance is reduced to zero. Recoupment of the any outstanding loan balance shall be deducted from Employee's final paycheck, except where the Employer terminates the services of Employee subject to the provisions set forth in Section 3, in which case the loan balance shall be forgiven. Nothing shall bar the employee from repaying the loan.

### **SECTION 14. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT**

Medical, Dental and Vision Insurance shall be provided for the Employee as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the Employee and 70% of the total premium costs for Employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employee may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for health, vision and dental coverage. Proof of health insurance must be provided to employer.

### **SECTION 15. DEFERRED COMPENSATION**

The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to ten percent (10%) of the Employee's salary to the Deferred Compensation Plan.

### **SECTION 16. LIFE INSURANCE**

A TERM LIFE INSURANCE POLICY IN THE AMOUNT OF Fifty Thousand Dollars (\$50,000.00) shall be provided by the Employer for the Employee during the term of this agreement.

### **SECTION 17. AGREEMENT EFFECTIVE**

This Employment Agreement shall become effective upon execution by the City Manager and shall remain in effect through, June 30, 2019, subject to changes pursuant to amendments or

adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

**SECTION 18. INDEMNIFICATION**

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or other legal action arising out of an alleged negligent act or omission occurring in the performance of Employee's duties as Wastewater Superintendent Trainee.

**SECTION 19. BONDING**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance applicable to Employee's employment.

**SECTION 20. DUES AND SUBSCRIPTIONS**

Employer agrees to budget and to pay for the professional dues and subscriptions of Employee necessary to support growth, advancement and active communication for the good of the City. Employee shall distribute to and share with the City Manager written material and information distributed by the said associations.

**SECTION 21. LICENSING AND TRAINING**

Employer agrees to budget and pay for the professional licensing and continued education of Employee for training as necessary and approved by the City Manager.

**SECTION 22. TRAVEL EXPENSES**

Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

**SECTION 23. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The City Manager may fix any such other terms and conditions of employment, not in conflict with City Ordinances, Rules or Policies, as he/she may determine from time to time, relating to the performance of Employee.

**SECTION 24. NOTICES**

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

**EMPLOYER**

Rio Dell City Hall

675 Wildwood Ave

Rio Dell, California 95562

**EMPLOYEE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of



personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

**SECTION 27. GENERAL PROVISIONS**

- A. The text herein shall constitute the agreement between parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee
- C. This agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the City of Rio Dell has caused this agreement to be signed and executed in its behalf by its City Manager, and the Employee has signed and executed this agreement, both in duplicate.

**EMPLOYEE**

**EMPLOYER**

\_\_\_\_\_, Date  
Wastewater Superintendent Trainee

\_\_\_\_\_, Date  
Kyle Knopp  
City Manager

Approved as to form:

\_\_\_\_\_  
Russ Gans, City Attorney Date



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

City of Rio Dell  
Staff Report  
City Council Agenda  
August 15, 2017

To: Honorable Mayor Wilson and Members of the City Council  
From: Brooke Woodcox, Finance Director *BW*  
Through: Kyle Knopp, City Manager  
Date: August 15, 2017  
Subject: Check Register New Format

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**RECOMMENDATION**

None

**BACKGROUND**

Each month the Finance Department provides in the agenda packet a check register that shows all of the City's disbursements for the month. For purposes of transparency, the report has been reformatted in order to provide additional expenditure detail.

**ATTACHMENTS**

- July Check Register

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

Ref#	Date	Vendor	Description	Amount
5933	7/07/2017	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVICE FOR JUNE 2017	433.00
5934	7/07/2017	[4109] ACCESS HUMBOLDT	SL FRANCHISE OVERSIGHT ON BEHALF OF LFA's PER AGREEMENT OF JUNE 1, 2008	270.00
5935	7/07/2017	[2224] AQUA BEN CORPORATION	HYDROFLOC 748E 5 GAL PAIL	108.59
5936	7/07/2017	[3975] AT&T - 5709	PHONE EXPENSES FOR JUNE 2017	433.16
5937	7/07/2017	[5330] CAPITAL ONE COMMERCIAL	YELLOW PERFORATED WRITING PADS	15.93
5938	7/07/2017	[2302] CLYDE'S TOWING, INC.	VEHICLE ABATEMENT TOWING & DISPOSAL	150.00
5939	7/07/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 6/23/17	120.00
5940	7/07/2017	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR ANNUAL SOFTCARE LICENSE AGREEMENT 7/30/17 - 7/30/18	484.25
5941	7/07/2017	[2356] DOWNEY BRAND LLP	DOCSTAR ANNUAL SOFTCARE LICENSE AGREEMENT 7/30/17 - 7/30/18	
5942	7/07/2017	[2366] EEL RIVER DISPOSAL INC	LEGAL SERVICES FOR MAY 2017	225.00
5943	7/07/2017	[5177] AUSTIN H EVANS	GARBAGE BAGS FOR JUNE 2017	439.25
5944	7/07/2017	[5052] GHD, INC	CLOTHING ALLOWANCE REIMBURSEMENT	259.08
5945	7/07/2017	[3978] GRAFIX SHOPPE	ENGINEERING SERVICES FOR METROPOLITAN WELLS REDEVELOPMENT-CONSTRUCTION PHASE	18,716.00
5946	7/07/2017	[5909] ICMA MEMBERSHIP RENEWALS	TWO REFLECTIVE MARKING KITS FOR WHITE 2017 FORD TAURUSES	877.54
5947	7/07/2017	[3180] JENSEN, RANDY	MEMBERSHIP DUES 7/1/17 - 6/30/18	1,034.00
5948	7/07/2017	[3977] JOE'S AUTO GLASS	MEALS/MILEAGE PER DIEM & TAXI FEE TO ATTEND AEROMOD TRAINING	426.85
5949	7/07/2017	[2551] MIRANDA'S ANIMAL RESCUE	REPLACE WINDOW IN 2014 FORD EXPLORER	510.00
5950	7/07/2017	[4908] MITCHELL BRISSO DELANEY & VRIEZE	ANIMAL CONTROL FOR JUNE 2017	1,000.00
5951	7/07/2017	[3484] NATIONAL METER & AUTOMATION, INC	LEGAL SERVICES FOR JUNE 2017	2,015.46
5952	7/07/2017	[5934] NORTH COAST JOURNAL	24 WATER ERTS	2,467.87
5953	7/07/2017	[2569] NORTH COAST LABORATORIES, INC.	EMPLOYMENT ADVERTISEMENT FOR UTILITY LEAD WORKER & WASTEWATER OPERATOR	122.00
5954	7/07/2017	[3287] NORTH COAST UNIFIED AQMD	FECAL COLIFORM BACTERIA 3X5	461.00
5955	7/07/2017	[4393] NYLEX.net. Inc.	COLIFORM QUANTI-TRAY	
5956	7/07/2017	[4629] OLKIN & JONES, DRS	BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABLE RESIDUE (TSS)	
5957	7/07/2017	[3343] PITNEY BOWES RESERVE ACCOUNT	EPA 3050B METALS DIGESTION; EPA 6010B; MERCURY; PERCENT MOISTURE	
5958	7/07/2017	[5222] R.J. RICCIARDI, INC	PERMIT TO OPERATE FOR STATIONARY EMERGENCY DIESEL GENERATOR	1,344.00
5959	7/07/2017	[6116] RENFER, JORDAN	MONTHLY MAINTENANCE FOR JULY 15, 2017 THROUGH AUGUST 15, 2017	1,140.00
5960	7/07/2017	[2664] ROGERS MACHINERY INC	HEP B VACCINE FOR UTILITY WORKER I	65.00
5961	7/07/2017	[5396] LEA SHAPIRO	POSTAGE PURCHASE FOR RESERVE	400.00
5962	7/07/2017	[4525] SHERLOCK RECORDS MGMT	PROFESSIONAL SERVICES FOR PERIOD ENDING 6/30/17	122.74
5963	7/07/2017	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	CUSTOMER DEPOSIT REFUND	36.40
5964	7/07/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	TWO INLET FILTERS FOR BLOWER	191.40
5965	7/07/2017	[6037] WELLS FARGO VENDOR FIN SERV	CUSTOMER DEPOSIT REFUND	8.86
			STORAGE SERVICE & BOX RETRIEVAL FOR JUNE 2017	96.20
			ANNUAL PREMIUM 7/1/17-6/30/18 FOR LIABILITY, PROPERTY & EPLI INSURANCE; QRTL	95,815.12
			PREMIUM FOR WORKER'S COMPENSATION INSURANCE	
			RETIREMENT FOR PPE 6/23/17	5,363.82
			XEROX COPIER PAYMENT FOR JULY 2017	481.02

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

Ref#	Date	Vendor	Description	Amount
5966	7/07/2017	[2779] WILDWOOD SAW	THREE DIAMOND EDGE TRIMMER LINES	51.92
5967	7/13/2017	[5606] SWRCB/Safe Drinking Water State Revolving Fund	PRINCIPAL PAYMENT FOR DISBURSEMENTS THROUGH MAY 26, 2017	68,000.00
5968	7/13/2017	[0576] 101 AUTO PARTS	METER TAP GREASE FITTING FOR BELT PRESS OPERATING SUPPLIES PARTS FOR BELT PRESS REPAIRS THREE O-RINGS; THREADED LOCK 12 QUARTS 10W30 OIL SCREWS, WASHERS, LOCKWASHERS & NUTS 4 FAN BELTS, SCREWS NUTS, FLAT WASHERS & LOCKWASHERS 8 FAN BELTS	527.63
5969	7/13/2017	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	140.00
5970	7/13/2017	[5750] AERO-MOD	BELT PRESS PARTS	375.17
5972	7/13/2017	[2273] CALIFORNIA RURAL WATER ASSOCIATION	WASTEWATER CERTIFICATION REVIEW CLASS GRADES 1-2	350.00
5973	7/13/2017	[2293] CITY OF FORTUNA	LAB TESTING FOR APRIL 2017 - JUNE 2017	4,215.00
5974	7/13/2017	[5127] DELTA DENTAL	POLICE DISPATCH SERVICES FOR JULY 2017	
5975	7/13/2017	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	DENTAL INSURANCE FOR AUGUST 2017	1,967.06
5976	7/13/2017	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO. INC.	BLOOD ALCOHOL ANALYSIS FOR JUNE 2017	105.00
5977	7/13/2017	[2405] FORTUNA ACE HARDWARE	JD MOWER ROTARY SWITCH	20.74
5978	7/13/2017	[5052] GHD, INC	SPRINKLER POP UP 4" 1/2 BIRD 11 EACH 9V BATTERIES	188.20
5979	7/13/2017	[4099] HARPER MOTORS	ENGINEERING SERVICES TO PREP PRESENTATION & ATTEND CITY COUNCIL MEETINGS FOR METROPOLITAN WELLS, ATP AND SSES PROJECTS	543.00
5980	7/13/2017	[5932] HIGH ROCK CONSERVATION CAMP	SEAT BELT ASSEMBLY	199.07
5981	7/13/2017	[3180] JENSEN, RANDY	BRUSH REMOVAL	200.00
5982	7/13/2017	[2570] NILSEN COMPANY	CLOTHING ALLOWANCE REIMBURSEMENT	101.34
5983	7/13/2017	[2569] NORTH COAST LABORATORIES, INC.	252 40LB BAGS SOLAR SALT	1,276.19
5984	7/13/2017	[6100] NORTHERN CALIFORNIA GLOVE	TOTAL COLIFORM BACTERIA 3X5	45.00
5985	7/13/2017	[6107] PHILLIPS, MICAH	NITRILE GLOVES	185.55
5986	7/13/2017	[2664] ROGERS MACHINERY INC	CUSTOMER DEPOSIT REFUND PARTS FOR GORMAN RUPP PUMPS AT PAINTER ST LIFT STATION	44.24
				17,794.88

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

Ref#	Date	Vendor	Description	Amount
5987	7/13/2017	[2742] SCOTIA TRUE VALUE HARDWARE	TWO 1-1/2 SOLID SET COLLARS CLEARWELD 25 ML SYRINGE TWO 2PK WATER FILTER CARTRIDGES TWO GAL MURIATIC ACID 3/4" BRASS 90 DEGREE STR ELBOW THREE BAGS 80 LB CONCRETE MIX FIVE BAGS 80 LB CONCRETE MIX 24" GRN IN/OUT BROOM 14 GAUGE PRIMARY WIRE; SHRINK TUBE; AWG BUTT CONNECTOR CLEVIS PIN; TIE WRAP MOUNT	177.24
5988	7/13/2017	[2710] STARPAGE	PAGING SERVICE FOR 7/1/17-7/31/17	12.95
5989	7/13/2017	[2719] STATE WATER RESOURCES CONTROL BD	WASTEWATER TREATMENT PLANT OPERATOR GRADE II EXAMINATION	180.00
5990	7/13/2017	[2319] SUDDENLINK	INTERNET SERVICE 7/10/17-8/9/17	134.95
5991	7/13/2017	[5918] EVIE L VALK	REIMBURSEMENT FOR "EMOTIONAL SURVIVAL FOR LAW ENFORCEMENT" SEMINAR	20.00
5992	7/13/2017	[2787] WYCKOFF'S	CHERNE 4" TEST WEENIE-4TW	88.86
5993	7/19/2017	[5750] AERO-MOD	12 SKIMMER GUIDE RODS & 24 SS NUTS	43.97
5994	7/19/2017	[2237] BANK OF AMERICA BUSINESS CARD	HARBER FREIGHT TOOLS - SMALL TOOLS CC MARKET - REFRESHMENTS FOR ATP PROJECT OPEN HOUSE LENOVO GROUP - THINKSTATION P310 ADOBE PRO DC MONTHLY SUBSCRIPTION LEAGUE OF CALIFORNIA CITIES - 2017 ANNUAL CONFERENCE & EXPO LEAGUE OF CALIFORNIA CITIES-2017 ANNUAL CONFERENCE & EXPO SAC CO AIRPORT PARKING MICHAELS - PROCLAMATION FOR COUNCIL MEMBER EXTENDED STAY - LODGING TO ATTEND CANNABIS BUSINESS SUMMIT & EXPO GSMI - CANNABIS BUSINESS SUMMIT & EXPO NEWEGG.COM - ASUS VE278Q 27" MONITOR W/SPEAKERS USPS.COM EVERY DOOR DIRECT-POSTAGE FOR NEWSLETTER MAILING GAIA HOTEL - LODGING TO ATTEND SCORE MEETING COSTCO - WIRELESS KEYBOARD & MOUSE EXPEDIA.COM - AIRFARE TO ATTEND AERO-MOD TRAINING STAPLES - APC 8-OUTLET POWER-SAVING UPS STAPLES - BROTHER INK CARTRIDGES	6,216.45
5995	7/19/2017	[4892] KEVIN T CALDWELL	REIMBURSEMENT FOR GIS & MAP DATA FROM HUMBOLDT COUNTY PLANNING & BUILDING DEPT	150.00
5996	7/19/2017	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING FOR APRIL 2017 THROUGH JUNE 2017	325.04
5997	7/19/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 7/7/17	120.00
5998	7/19/2017	[2485] INDUSTRIAL ELECTRIC	KOYO CYLINDRICAL RADIAL 75 HP BLOWER MOTOR	17,537.88

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

Ref#	Date	Vendor	Description	Amount
5999	7/19/2017	[5334] J.B. FABRICATION	FABRICATE ANGLE BRACKETS OUT OF 3/8 PLATE FOR BLOWERS	100.00
6000	7/19/2017	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	PREPARE ANNUAL LABOR COMPLIANCE REPORT & SUBMIT TO DIR	75.00
6001	7/19/2017	[2603] PG&E	UTILITY EXPENSES FOR JULY 2017	19,743.95
6002	7/19/2017	[4338] QUILL CORPORATION	WIRELESS MOUSE POST-IT PAGE MARKERS; TWO PACKS PENS; SAMSUNG INK CARTRIDGE ONE PACK DRY ERASE MARKERS USB CARD READER	182.79
6003	7/19/2017	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR JUNE 2017 PW FUEL EXPENSES FOR JUNE 2017 PD FUEL EXPENSES FOR JULY 2017 PW FUEL EXPENSES FOR JULY 2017	2,348.70
6004	7/19/2017	[2693] SHELTON'S AUTO LUBE	FULL OIL CHANGE SERVICE; AIR FILTER & OIL FILTER FOR 2013 FORD INTERCEPTOR	75.60
6005	7/19/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 7/7/17	5,481.57
6006	7/19/2017	[2772] WENDT CONSTRUCTION, INC	9 TONS 1/4 TON RIP RAP DELIVERED TO METROPOLITAN SEWER FIELD	450.00
6007	7/19/2017	[5958] WHITMORE, TALISA	CUSTOMER DEPOSIT REFUND	83.18
6008	7/27/2017	[3975] AT&T - 5709	INTERNET SERVICE 6/16/17-7/15/17	75.88
6009	7/27/2017	[6252] AXON ENTERPRISE, INC.	FIVE BODY CAMERAS	3,844.25
6010	7/27/2017	[5330] CAPITAL ONE COMMERCIAL	HOT CUPS; SPONGES	22.82
6011	7/27/2017	[2291] CITY OF EUREKA	STREETS IMPROVEMENT PROJECT - MOBILIZATION; TRAFFIC CONTROL; ACCELERATED CURE SLURRY SEAL	23,425.16
6012	7/27/2017	[2283] COASTAL BUSINESS SYSTEMS	CLEAN PAPER PATH, SCAN GLASS & ALL ROLLERS FOR PANASONIC SCANNER	248.50
6013	7/27/2017	[2315] COUNTY OF HUMBOLDT PLANNING & BUILDING DEPT	CDBG GENERAL ADMIN SERVICES	136.64
6014	7/27/2017	[2928] DAN COLLINGS TREE SERVICE	PRUNE & REMOVE WILLOW TREES IN CREEK AT PAINTER AND MAY STREETS	500.00
6015	7/27/2017	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR AUGUST 2017	312.00
6016	7/27/2017	[2394] FEDEX	SHIPPING CHARGES	78.38
6017	7/27/2017	[2405] FORTUNA ACE HARDWARE	FOUR CANS 15 OZ ORANGE SAFETY SPRAY	21.66
6018	7/27/2017	[2228] HUMBOLDT COUNTY ASSESSOR	CITY OF RIO DELL OWNERSHIP & MAILING ADDRESS	97.85
6019	7/27/2017	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR AUGUST 2017	15,007.35
6020	7/27/2017	[5641] MCDAVITT, AMBER	CUSTOMER DEPOSIT REFUND	300.00
6021	7/27/2017	[5689] MENDES SUPPLY COMPANY	TWO CASES EACH PAPER TOWELS & TOILET TISSUE	246.93
6022	7/27/2017	[5064] LAUNA A SALSBERY	CUSTOMER DEPOSIT REFUND	70.00
6023	7/27/2017	[3923] SHAW COMPUTER SERVICES	COMPUTER HARDWARE	538.75
6024	7/27/2017	[0197] DWAYNE TEACH	CUSTOMER DEPOSIT REFUND	5.90
6025	7/27/2017	[2748] UNDERGROUND SERVICE ALERT	2017 ANNUAL MEMBERSHIP	155.60
6026	7/27/2017	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR AUGUST 2017	319.14
<b>Total Checks/Deposits</b>				<b>330,918.47</b>

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

Ref#	Date	Vendor	Description	Amount
696-768	7/03/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/23/2017	(1,814.53)
5044138	7/03/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/23/2017	(11,796.22)
210906	7/14/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC FOR JULY 2017	(290.70)
670-272	7/17/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/07/2017	(2,184.25)
973798	7/17/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/07/2017	(13,449.52)
1049	7/19/2017	WITHDRAWAL	DEPOSITED ITEM RETURNED	(2,500.00)
9424157	7/20/2017	WITHDRAWAL	BANK ANALYSIS FEE FOR JULY 2017	(45.43)
3855226	7/28/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 7/27/2017	(11,481.94)
273-984	7/28/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 7/27/2017	(2,445.88)
466-240	7/31/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/21/2017	(2,145.56)
957103	7/31/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 7/21/2017	(12,575.06)
<b>Total EFT's/Bank Withdrawals</b>				<b>(60,729.09)</b>
TRX TO PR	7/11/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 7/07/2017	(31,034.73)
TRX TO PR	7/13/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 7/14/2017	(2,724.21)
TRX TO PR	7/25/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 7/21/2017	(2,102.00)
TRX TO PR	7/25/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 7/21/2017	(27,091.36)
TRX TO PR	7/26/2017	TRANSFER FROM CHECK TO CDBG BANK ACCOUNT	TRANSFER YEAR END CDBG TRANSFER FOR FISCAL YEAR 2016/2017	(37,352.01)
TRX TO PR	7/27/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 7/27/2017 FINAL PAY CHECK	(12,247.42)
<b>Total Transfer Between Accounts</b>				<b>(112,551.73)</b>


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



**City of Rio Dell  
Staff Report  
City Council Agenda  
August 15, 2017**

To: Honorable Mayor Wilson and Members of the City Council

From: Kyle Knopp, City Manager 

Date: August 15, 2017

Subject: Public Works Update and Approval of Resolution 1352-2017 Increase Fiscal Year 2017/18 Appropriations for Public Works and Authorizing the City Manager to Sign a Scope of Services for the Development of a Sanitary Sewer Evaluation Study (SSES) and Related Presentation from the City Engineer, GHD Inc.

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**RECOMMENDATION**

It is recommended that the City Council approve Resolution No. 1352-2017 amending the Operating and Capital budget to include additional appropriations as follows:

- 1) \$12,000 – Water Capital Fund for GHD Water Project
  - 2) \$14,000 – Sewer Capital Fund for GHD Sewer Project
- \$26,000

It is further recommended that the City Council authorize the City Manager to sign the attached Scope of Services with City Engineer GHD Inc. for the Development of a Sanitary Sewer Evaluation Study (SSES).

**BACKGROUND**

The budget was adopted with \$4,119,688 in appropriations and \$3,673,014 in revenues. A total of 18.5 full-time equivalents (FTEs) were included in the adopted budget.



Amendment(s) to date include an additional \$42,069 in expenditures. Resolution 1352-2017 brings this amount to \$68,069.

The increase in additional appropriations is being requested for a water treatment plant backwash drain realignment project (\$14,000), and a preliminary engineering evaluation of upsizing sewer line to the treatment plant (\$12,000). Additionally Resolution No. 1352-2017 authorizes the City Manager to sign the attached scope of services to initiate a Sanitary Sewer Evaluation Study (SSES).

All three projects are necessary to comply with the regulatory requirements of the North Coast Regional Water Quality Control Board.

This agenda item will include a general update from the City's engineering firm GHD Inc.

#### **BUDGETARY IMPACT**

Increase Sewer Capital Fund appropriations \$12,000

Increase Water Capital Fund appropriations \$14,000

There is no cost to pursuing a Sanitary Sewer Evaluation Study (SSES).

#### **ATTACHMENTS**

- Resolution 1352-2017 Budget Amendment for Transfer of Reserve Amounts
- Details for
  - Sewer Machine
  - GHD Water Project
  - GHD Sewer Project (Pipe Upsizing)
  - GHD Sewer Project (Sanitary Sewer Evaluation Study – no City Cost)



**RESOLUTION NO. 1352-2017**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF RIO DELL FOR A TRANSFER OF**  
**RESERVE AMOUNTS AMENDING THE OPERATING BUDGET**  
**FOR THE FISCAL-YEAR 2017-2018 FOR**  
**WATER BACKWASH DRAIN REALIGNMENT PROJECT,**  
**AND ENGINEERING EVALUATION OF UPSIZING SEWER LINE,**  
**WITH FURTHER AUTHORIZATION FOR CITY MANAGER TO SIGN SCOPE OF SERVICES**  
**FOR DEVELOPMENT OF A SANITARY SEWER EVALUATION STUDY (SSES)**

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

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

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2017/18 Operating and Capital Budget with the following amendments:

- 1) \$12,000 – Water Capital Fund for GHD Water Project
- 2) \$14,000 – Sewer Capital Fund for GHD Sewer Project
- \$26,000

Further, that the City Manager is authorized to sign the attached Scope of Services with City Engineer GHD Inc. for the Development of a Sanitary Sewer Evaluation Study (SSES).

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 15th day of August by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

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



**Agreement Between the  
City of Rio Dell  
and  
GHD Inc.  
for  
Water Treatment Plant Backwash Drain Realignment Project**

**INTRODUCTION**

This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 14, 2013 and Attachment A for City Engineering Services dated January 15, 2016. All provisions of those agreements apply to this agreement unless noted otherwise in this agreement.

**SCOPE OF SERVICES**

Backwash water from the City's water treatment plant currently flows through a gravity drain line and discharges to the headworks of the wastewater treatment plant. The backwash flow tends to be higher during the winter due to higher turbidity of the source water and the need for more frequent backwashing to keep the filters operational. The wastewater flows in the winter are also higher due to the wet weather and collection system Inflow and Infiltration (I/I). Adding higher backwash flows to higher wastewater flows at the headworks causes operational problems with the wastewater treatment plant. Operational staff would like to reroute the filter backwash flows to several existing unused concrete tanks on site that were part of the old wastewater treatment plant. By using these existing tanks for backwash water, staff will be able to settle solids from the backwash water and can meter flows into the headworks more effectively and reduce peak flows at the wastewater plant and thereby improving operations.

Based on discussions with operations staff, GHD will prepare a conceptual engineering layout of the rerouting of the backwash line. The conceptual layout would then be used by city staff to construct the new backwash line as staff time allows.

**Task 1: Background Research and Consultations with City**

This task consists of a review of record drawings and consultations with the City to determine the City's preferred route for the relocated backwash line. It is envisioned that the rerouting concept will include a new backwash line from the existing backwash manhole in the yard, as well as a new backwash line directly from the Reliant unit. Considerations will include hydraulic capacity/elevation information, known locations of existing utilities in the yard, and constructability. GHD will review record drawings provided by the City and as found in GHD files. GHD will then meet with City staff to review the information and develop a concept layout. GHD consider the option of having the new interceptor line drain by gravity to the old rotating biological contactor (RBC) tank or to the clarifier. This scope assumes that no pumping of the backwash water will be required.

It should be noted that existing drawings reviewed may not show all existing utilities, nor show utilities accurately. Therefore, the City will need to conduct potholing and other utility



investigation techniques to verify type, size, and location of utilities in the vicinity of the new route.

### **Task 2: Engineering Layout and Summary Memo**

After reviewing record drawings and gathering input from the City, GHD will develop a conceptual engineering layout of the rerouted backwash line based on the City performing utility locating and construction work. The conceptual layout will identify the location of significant existing observed surface features, paving, locations of known utilities and other pertinent features from existing reviewed drawings, building footprints and other relevant information. It is envisioned that the conceptual plan will show the rerouted backwash line in plan view, with invert elevations called out at relevant locations. Details will be developed to show additional features of construction as warranted. The backwash line and other features will be sized based on anticipated flow rates and system hydraulic configuration. Relevant summary information will be provided on the conceptual engineering layout and no separate set of specifications or contract documents will be prepared. A brief summary memo will also be prepared highlighting the design considerations and the basis for the alignment.

### **Task 2: Construction Support Allowance**

It is assumed that GHD will not provide regular construction inspection, testing, or management services. However, it is expected that City staff will require assistance from GHD during construction to periodically address construction support issues that arise during the project. Within the project budget, GHD has provided a construction support allowance to be used on an as requested basis to support the City.

## **DELIVERABLES**

GHD will provide the following deliverables:

- Conceptual engineering design drawing(s) [two full-size hard copies, two half-size hard copies, and an electronic version of the full-size and half-size drawing(s) in PDF format]
- Summary memo highlighting design considerations and the basis for the alignment (two hard copies and one electronic version in PDF format)

## **ASSUMPTIONS AND EXCLUSIONS**

This agreement is based on the following assumptions and exclusions:

- GHD is not developing construction plans or specifications for bidding. It is assumed the City will perform the construction in-house.
- The City is responsible for locating all utilities. GHD will include irrelevant information on the conceptual engineering drawings from existing drawings that are reviewed. The city will verify all utilities along the route prior to construction. The City should also contact Underground Service Alert prior to performing any excavation.
- The City will provide any necessary consultation and permitting with the Regional Water Quality Control Board or any other regulatory agencies.



**SCHEDULE**

GHD shall complete the conceptual design and summary memo within six weeks after receiving authorization to proceed.

**COMPENSATION**

The fee will be billed on a time and materials not to exceed basis without prior written authorization. Actual effort between tasks may vary.

Task	Fee Estimate
Task 1: Background Research and Consultations with City	\$3,000
Task 2: Engineering Layout and Summary Memo	\$8,000
Task 2: Construction Support Allowance	\$3,000
<b>Total</b>	<b>\$14,000</b>

**AGREED**

City of Rio Dell

GHD Inc.

\_\_\_\_\_  
Kyle Knopp, City Manager, Date

  
Steven McHahey, Associate, Date

0/9/17

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



**Agreement Between the  
City of Rio Dell  
and  
GHD Inc.  
for**

**Preliminary Engineering Evaluation of Upsizing Sewer Line to the Treatment Plant**

**INTRODUCTION**

This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 14, 2013 and Attachment A for City Engineering Services dated January 15, 2016. All provisions of those agreements apply to this agreement unless noted otherwise in this agreement.

**SCOPE OF SERVICES**

The City of Rio Dell experiences increased wastewater flows in the collection system during wet weather due to Inflow and Infiltration (I/I). Increased flows can result in surcharging of undersized sewer mains and overflows from manholes. The City is managing I/I over the long term through a combination of collection system improvements to reduce I/I into the system and conveyance improvements to reduce surcharging potential and transport the water to the treatment plant. Currently the treatment plant can handle the wet weather flows and so strategic collection system improvements to convey the flows to the plant can be used to reduce the potential for system overflows during wet weather.

One such location with a potential for overflows is the manhole at the foot of Davis Street near the Eel River. This manhole receives flow from upstream pump stations. During dry weather typically only one pump will run in upstream pump stations, but during wet weather two can run. Combined with higher wet weather flows from laterals and other contributing pipes, the manhole has the potential to surcharge. There is a pipe from this manhole to the treatment plant and if upsized, the pipe could convey more water and reduce the potential for surcharging and overflows.

The City understands that upsizing this pipe can reduce, but not eliminate the potential for collection system surcharging and overflows and that additional I/I reduction strategies are needed to manage I/I throughout the City.

This scope of services is to conduct a preliminary evaluation and concept development for upsizing the conveyance pipe from the manhole on Davis Street to the treatment plant. Following this work, a separate scope of services and budget will be developed to prepare plans and specifications for bidding and constructing the preferred improvement project

**Task 1: Background Research and Consultations with City**

This task consists of a review of record drawings and consultations with the City to evaluate existing information regarding existing property boundaries, easements, rights of way, pipeline sizing and alignments, other utilities, wastewater flows, existing sewer line condition, and other existing characteristics. It is assumed the City will provide all existing information including existing utility information.

The general alignment of the existing pipe will be walked with City staff and it is assumed City staff will secure permission from property owners as needed.



It is assumed the City has sufficient existing information regarding the alignment and rights of way and that no survey or title research will be conducted.

The existing conveyance pipeline will be considered as part of a conveyance solution where it could be retained for lower flows and a parallel larger pipe may be installed to take higher flows. Therefore, the alignment and condition of the existing pipe is useful to know. It is assumed the City can complete a TV inspection of this portion of pipe.

### **Task 2: Wastewater Design Flow Analysis and Selection**

An upgrade to this portion of the collection system will be based on a design flow condition. Ideally, this would be based on actual wet weather flow monitoring data during typical wet weather conditions. However, such data is not available. Therefore, the design flow will be estimated based on two approaches. One is that a simple hydraulic model of the last section of gravity pipeline to the treatment plant will be developed and potential flow will be estimated based on upstream surcharging of the manhole and potential downstream conditions at the plant. In addition, GHD will work with City staff to evaluate existing pump station operations and estimate potential flows based on pump station hydraulics plus an estimate of additional downstream collection system flows entering the main. Working with city staff, a design flow value and system hydraulic conditions will be selected. Such an estimate will not address all potential system hydraulic conditions, but rather, is intended to represent reasonable design value for upsizing of the main to the plant. Additional collection system improvements in the future will be necessary to reduce the stormwater entering the collection system to further reduce the potential for overflows.

The design flow selected under this task will be used to develop a preferred conveyance pipeline upgrade configuration

### **Task 3: Conceptual Configuration of Conveyance Improvements**

Based on the background information collected under Task 1 and the design flow development under Task 2, the conceptual configuration of conveyance improvements will be developed. It is envisioned that GHD will consider two alternatives. One is to retain the existing pipe for low flows and install a parallel pipe for higher flows. The viability of such an option depends on the character and condition of the existing pipeline, right of way availability, field conflicts, and other factors. A second option considered will be the replacement of the existing conveyance pipe with a larger pipe. Depending on existing pipe type, alignment, and grade, it could be possible to consider bursting the existing pipe, directional drilling, and open trenching.

Consulting with City staff, a preferred approach will be identified and a conceptual plan and profile drawing will be created. Known property boundaries, right of way lines, utilities, and other information provided by the City under Task 1 will be included on the conceptual plan as appropriate. This preferred approach will be the subject of the summary memo under Task 4.

### **Task 4: Summary Memo of Findings, Recommendations, and Implementation Plan**

A brief summary memo will be prepared highlighting the flow issue being addressed and limitations of any solution, background information reviewed, design flow development, options considered, preferred approach and implementation plan. Following final acceptance by the City, the final design drawings and specifications can be prepared under a separate scope and budget.



**DELIVERABLES**

GHD will provide the following deliverables:

- E mail correspondence regarding interim findings for Task 1, 2, and 3
- Summary memo of findings, recommendations, and implementation plan including the conceptual layout of the preferred approach.

**ASSUMPTIONS AND EXCLUSIONS**

This agreement is based on the following assumptions and exclusions:

- City will provide available background data.
- City will TV inspect the existing sewer line.
- Surveying and title research is not included in this scope.
- Utility locating is not included in this scope.
- GHD is not developing construction plans or specifications under this scope.
- The City will consult with the Regional Water Quality Control Board or any other regulatory agencies as needed.

**SCHEDULE**

GHD shall complete the evaluation and summary memo within four weeks after receiving authorization to proceed and receiving existing background information.

**COMPENSATION**

A fee of will be billed on a time and materials basis not to exceed total amount without prior written authorization. Actual effort between tasks may vary.

Task	Fee Estimate
Task 1: Background Research and Consultations with City	\$2,000
Task 2: Wastewater Design Flow Analysis and Selection	\$3,000
Task 3: Conceptual Configuration of Conveyance Improvements	\$5,000
Task 4: Summary Memo of Findings, Recommendations, and Implementation Plan	\$2,000
<b>TOTAL</b>	<b>\$12,000</b>

**AGREED**

City of Rio Dell

GHD Inc.

\_\_\_\_\_  
Kyle Knopp, City Manager, Date

  
\_\_\_\_\_  
Steven McHaney, Associate, Date

4/30/17

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



**Agreement Between the  
City of Rio Dell  
and  
GHD Inc.  
for  
Development of a Sanitary Sewer Evaluation Study (SSES)**

**INTRODUCTION**

This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 14, 2013 and Attachment A for City Engineering Services dated January 15, 2016. All provisions of those agreements apply to this agreement unless noted otherwise in this agreement.

**SCOPE OF SERVICES**

The City of Rio Dell is subject to the requirements of the Regional Board and a Sanitary Sewer Evaluation Study (SSES) can be used to identify the sources of Inflow and Infiltration (I/I) and determine at what level it is cost effective to reduce I/I versus conveying and treating it, and what is necessary to prevent future sanitary sewer overflows due to collection system capacity issues. The intent of this scope is to help the City decide the best way to manage I/I based on the particular circumstances of the City and the uniqueness of subareas of the collection system. It is anticipated that I/I issues will vary across the City and that a variety of solutions may be appropriate to address specific issues identified.

I/I is caused by direct and indirect surface stormwater inflow into the collection system as well as seasonally high groundwater infiltrating into the collection system. The evaluation of I/I issues therefore must consider the wastewater collection system as well as stormwater issues that affect I/I.

It should be recognized that I/I management will be an ongoing process and that the City should be regularly engaged in evaluating I/I issues and implementing I/I management projects. This is an ongoing part of collection and treatment system management. Changes in the collection system configuration, aging of infrastructure, changes in community characteristics, available conveyance and treatment capacity, regulations, and other factors have an ongoing influence on I/I and appropriate management strategies to address I/I issues. The City will need to continually address I/I issues as part of routine operations, maintenance, and upgrade of the system.

The first task under this scope of services provides the necessary support to submit a competitive application for planning funding available under the Clean Water State Revolving Fund (CWSRF) administered by the State Water Resources Control Board (SWRCB). With the passage of Proposition 1, the SWRCB was provided \$230 million in grant funds awarded through the CWSRF in addition to the annual federal allocations that fund the CWSRF program. This creates an opportunity for the City to apply for and obtain grant funds that are not typically available. Upon potential award of funding, subsequent tasks in this scope will be completed by GHD to develop the SSES using funding obtained from the CWSRF program. This will help

identify City collection system priorities and position the City to apply for funding to complete system upgrades.

## **Scope of Services**

The following tasks define our scope of services:

### **Task 1- CWSRF Application to Fund the SSES**

GHD will work with the City to develop and submit a planning application under the CWSRF to fund the subsequent tasks under this Scope of Services. GHD will work with the City to develop the application package consisting of project information, proposed schedule, managerial information, technical package, environmental package, financial security package, and supporting documentation. GHD will provide the City with guidance on information to be generated by the City in support of the application package that will be assembled by GHD for City submission.

The application for funding is anticipated to provide the funding to complete the SSES as outlined in the subsequent tasks in this scope.

#### **Deliverables:**

- Draft Application Package, Including Scope and Budget for CSD Review
- Final Application Package Incorporating District Comments for Submission to the SWRCB

#### **Assumptions:**

- GHD will develop the Application Package at no fee to the City
- GHD does not guarantee grant award
- The City will provide GHD requested information for the funding application in a timely manner, including financial audits, rate information, budget and capital improvement planning information

If funded, then GHD is authorized to proceed with the following tasks that will be completed and paid for with CWSRF funds.

### **Task 2: Background Research and Consultations with City**

This task consists of a review of record drawings, GIS mapping information, past studies and evaluations, as well as consultations with the City to evaluate existing information regarding I/I issues throughout the City. GHD files will be researched for recent relevant data, reports, and other information related to stormwater, wastewater, and I/I issues. The City will provide additional available documents and information including the most recent GIS layers, reports,

smoke testing information, TV inspections, wastewater plant flow records, pump station operational records, collection system flow monitoring data, maintenance records, and other relevant collection system information. In addition, GHD and City staff will discuss collection system issues during wet weather and other relevant information not included in written reports. The focus of this effort will be to summarize work already completed and to help identify priority areas of the collection system.

**Deliverables:**

- No separate deliverable will be developed for this task, but rather this information will be used to focus study efforts and a summary of information reviewed will be incorporated into the final SSES report.

**Assumptions:**

- City to provide available background reports and reference materials.
- City to provide flow records

**Task 3: Update Collection System Mapping and Analysis**

The City's existing GIS will be updated based on the information collected under Task 2. The GIS will be used to identify collection system sub basins and to consider potential I/I issues by sub basin. The results will be used to help prioritize areas for additional analysis and field investigations and to then document the results in the GIS. The GIS files will be updated throughout the development of the SSES.

**Deliverables:**

- Updated GIS files at conclusion of SSES project

**Assumptions:**

- City to verify GHD has the most current collection system GIS data
- City to provide additional hard copy data for collection system improvements that are not included in the GIS data.

**Task 4: Pump Station Evaluation**

The City operates several wastewater pump stations and force mains that convey flows to downstream gravity sewer segments. High I/I flows cause pump stations to cycle more frequently and to run more than one pump. Data from the pump stations can be used to help evaluate flows from upstream areas. With accurate discharge pressure gauges and pump curves, the pump flow can be determined when flow meters are not installed. Also run time can

also provide useful insights. GHD will evaluate data provided by the City and will work with the City to collect additional field data during wet and dry periods to help characterize upstream area flows. In addition, the effects that wet weather flows have on downstream piping systems will be considered as it relates to surcharging and the potential for overflows.

The results of the pump station evaluations will be included in GIS layers for subsequent analysis.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to open pump stations for visual inspections
- City to provide pump station operational data
- City to provide pump curves
- City to install discharge pressure gauges if none currently installed or accurate and conduct flow tests

**Task 5: Develop and Implement Focused Flow Monitoring Strategy**

The better characterize I/I issues within the collection system, flow monitoring will be implemented at selected strategic locations. Based on the system mapping and identification of sub basins and initial characterization of I/I issues, flow monitoring will be focused on priority areas. Potential manholes for installation of temporary flow logging equipment will be identified based on location within a subbasin, manhole hydraulics, accessibility, and other factors. Several key manholes will be selected for installation of flow logging equipment to gather quantitative information on flow that can then be correlated to rainfall information. Manholes for flow monitoring should be flow through manholes that do not have junctions of pipes within the manhole. The number selected will depend on a number of factors including how many manholes with appropriate characteristics are available for monitoring. Also, additional manholes will be identified for visual observation of flows during wet and dry periods. Since these manholes are for visual observation, junction manholes can be appropriate for visual inspection and the general flow characteristics can be noted. It is assumed that City staff are available to open manholes for inspection.

The results of the flow monitoring, both numerical flow logging and visual inspections will be included in GIS layers for subsequent analysis.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to open manholes for inspection

**Task 6: Develop and Implement Focused Smoke Testing Strategy**

To further characterize I/I issues within the collection system, smoke testing will be completed in several strategic locations. The locations will be selected based on evaluation of existing background information and flow monitoring results to help to identify potential I/I issues. The number of locations selected will depend on a number of factors and the potential value anticipated to be gained through the exercise. Depending on early findings in the SSES study, the effort budgeted for this task may be applied to other aspects of the analysis of the collection system to improve the outcomes. GHD will work with the City who will provide notification to residents who may be affected by smoke testing.

The results of the smoke testing will be included in GIS layers for subsequent analysis.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to open manholes for inspection and smoke testing
- City to provide notification to residents potentially affected by smoke testing.

**Task 7: Develop and Implement Focused TV inspection Strategy**

To further characterize I/I issues within the collection system, TV inspections will be completed in several strategic locations. The locations will be selected based on evaluation of existing background information and flow monitoring results and smoke testing results to help to identify potential I/I issues. The number of locations selected will depend on a number of factors and the potential value anticipated to be gained through further TV inspections. Depending on early findings in the SSES study, the effort budgeted for this task may be applied to other aspects of the analysis of the collection system to improve the outcomes.

The results of the TV inspections will be included in GIS layers for subsequent analysis.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to open manholes for inspection

**Task 8: Evaluation of Selected Stormwater Management Issues Contributing to I/I**

The source of water contributing to I/I is seasonally high groundwater and surface stormwater. Based on previous experience in Rio Dell, surface stormwater is understood to be a significant contributor to I/I. Poor drainage in areas of the City causes ponding and flooding leading to I/I. Attempting to keep this ponded water out of the sewer system is one potential approach, but experience has shown that the problem of ponding stormwater needs to be addressed as well. Therefore this task is based on working with City staff to identify the areas of the City where stormwater ponding and flooding has been historically problematic and is in the vicinity of wastewater pipes and is directly contributing to I/I. Strategies will be developed to reduce stormwater flooding and ponding so as to reduce the potential for stormwater to directly enter the wastewater collection system. This evaluation will include focused local area evaluations and modeling to consider options for addressing stormwater management issues that contribute to I/I. It is envisioned that stormwater management will be one of the overall I/I management strategies to be considered as part of the I/I management program.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to provide information on areas prone to stormwater flooding and ponding that can contribute to I/I issues

**Task 8: Hydraulic Modeling of Selected Collection System Segments**

Based on the work of the previous tasks, it is anticipated that several segments of the collection system will warrant focused hydraulic modeling to better understand the characteristics of critical segments and how I/I reduction affects surcharging, overflows, and other potential hydraulic

issues. The intent is not to model the entire collection system, but rather to develop focused hydraulic models of selected collection system segments to evaluate potential benefits of I/I reduction strategies. The hydraulic models will be calibrated with flow monitoring data as available.

**Deliverables:**

- Updated GIS files at conclusion of SSES project
- Findings will be included in the SSES report

**Assumptions:**

- City to open manholes for inspection

**Task 9: Consideration of I/I Reduction Strategies**

Based on the work of the previous tasks, it is anticipated that a number of strategies for I/I reduction and management will be available to the City. Since the collection system has a variety of characteristics, it is anticipated that the most appropriate strategies will vary across the City. Ultimately, the goal is to apply a series of focused strategies within the collection system over time in a prioritized fashion resulting in effective management of I/I. The tactics may include physical improvements, management approaches, policies, and other approaches.

Under this task we envision considering the issues and opportunities by sub basin within the collection system. Physical improvements to address existing problem areas will be a central theme, while management and policy issues will be considered as well to help with long term I/I management. Reducing I/I from the source will be balanced with conveyance and treatment of I/I to consider an overall management framework rather than simply a reduction framework.

This task is intended to be a collaborative evaluation between GHD and City Staff with the input of the regulatory framework, and consideration of the interests of other stakeholders. Working with the City GHD will present the issues and opportunities by subbasin and will develop qualitative comparisons and consideration of relative costs per volume of I/I reduction. This will help frame the issues and opportunities and will be used to screen options to then be included in the overall SSES report recommendations and implementation strategy.

**Deliverables:**

- Interim summaries to be used to evaluate issues and opportunities with the city
- Final findings and recommendations will be included in the SSES report

**Assumptions:**

- City staff to be actively engaged in the development and consideration of I/I issues and opportunities and the development of preferred strategies to manage I/I

## **Task 10: Development of SSES Report of Findings and Recommendations**

Based on the work of the previous tasks, an overall SSES report will be prepared. The purpose of the report is to provide a summary of the background information reviewed, the additional fieldwork conducted, findings of the field work, options considered with the City, overall findings, and recommendations for I/I strategy implementation. The overall recommendations will be the main focus with a summary of prioritized capital improvement projects, approximate order of magnitude costs of near term elements, and recommended timeframes. It is also anticipated that management and policy recommendations will accompany recommended capital improvements.

The SSES report is intended to be a longer term guidance document to help the City make near term improvements as well as to help management I/I issues over the long term. During the development of the SSES report, it is envisioned there will be regular engagement with City staff and summary presentations at several City Council meetings to provide status updates and to receive direction from the City.

### **Deliverables:**

- Draft and Final SSES Report of Findings and Recommendations
- Updated GIS files including relevant information gathered during the study
- Two City Council presentations

### **Assumptions:**

- City staff to be actively engaged in the development of findings and selection of preferred approaches to manage I/I
- Any implementation work including securing of additional funding, alternative refinement and development, CEQA, special studies, and other permitting, surveying, geotechnical work, and right of way, design, and other services would be completed under a separate scope and budget.

## **Task 11: Project Administration & Grant Reporting Assistance**

In this task, GHD will support the City with grant administration by assisting with quarterly progress reporting detailing the status of the project scope and schedule. It is anticipated the City will have a separate budget for grant administration under the grant. GHD will provide grant project deliverables to the City to be submitted to the SWRCB. GHD will assist with development of grant close out documents the City will submit to the grant agency. Also under this Task, GHD will coordinate with the City on overall grant and project management, including regular check ins on the status of the project, on-going activities, and council updates.



**Deliverables:**

- Quarterly Progress Updates
- Final Grant Close Out Documentation

**Assumptions:**

- The City will compile and submit all quarterly progress reports and reimbursement requests to the SWRCB

**SCHEDULE**

The technical work of developing the SSES will need to span both wet weather and dry weather conditions to allow for the collection of relevant field information for analysis. It is anticipated that the overall project including collaboration with City staff to develop preferred approaches and the preparation of the SSES report can be completed within one (1) year of receiving the notice to proceed from the City after the CWSRF funding is secured.

**COMPENSATION**

The above scope will be completed on a lump sum fee of \$395,000 based on the task allocations presented in the table below. GHD reserves the right to move funds between tasks without exceeding the total budget. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the District within 30 days of receiving compensation from SWRCB.

<b>Task Description</b>		<b>FEE</b>
Task 1	CWSRF Planning Application for Fund the SSES	\$0
Task 2	Background Research and Consultation with City	\$15,000
Task 3	Update Collection System Mapping and Analysis	\$40,000
Task 4	Pump Station Evaluation	\$25,000
Task 5	Develop and Implement Focused Flow Monitoring Strategy	\$80,000
Task 6	Develop and Implement Focused Smoke Testing Strategy	\$30,000
Task 7	Develop and Implement Focused TV Inspection Strategy	\$60,000
Task 8	Evaluation of Selected Stormwater Management Issues Contributing to I/I	\$55,000
Task 9	Hydraulic Modeling of Selected Collection System Segments	\$30,000
Task 10	Development of SSES Report of Findings and Recommendations	\$40,000
Task 11	Project Administration & Grant Reporting Assistance	\$7,500
	<b>TOTAL FEE ALL TASKS</b>	<b>\$382,500</b>

**AGREED**

City of Rio Dell

GHD Inc.

\_\_\_\_\_  
Kyle Knopp, City Manager,    Date

\_\_\_\_\_  
Steven McHaney, Associate,    Date

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



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

August 15, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action to Consider Evaluating Minor Trail Alteration Improvements to Preserve Preexisting Pedestrian Access to Eel River via Public Right-of-Way.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Direct staff to evaluate minor trail alterations at the foot of Davis Street and return to the Council on September 5, 2017.

BACKGROUND AND DISCUSSION

Staff has been working with various regulatory agencies regarding a minor realignment of an existing historical public access to the Eel River at the foot of Davis Street. The trail currently crosses private property and the owner has expressed his desire to terminate access to the river over his property.

A solution has been identified to use a public right-of-way to build a new trail adjacent to the current one.

Staff will work with the City Engineer to identify exemptions to the California Environmental Quality Act in order to move the project forward. Since the project involves the minor realignment of an existing historical use footpath, it is not expected to create new or undesirable impacts. The footpath has historically served residents in the immediately adjacent neighborhood for decades.

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**Davis Street Trail**

 Existing Trail on Ehrlich's Parcel

 Existing Trail on City Property to be Improved

