



RIO DELL CITY COUNCIL
VIRTUAL MEETING AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, SEPTEMBER 21, 2021
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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

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

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

Public Comment by Email:

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

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

Zoom Public Comment:

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

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

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

F. CONSENT CALENDAR

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

- 1) 2021/0921.01 - Approve Minutes of the September 7, 2021 Regular Meeting **(ACTION)** 1
- 2) 2021/0921.02 - Approve Resolution No. 1503-2021 Awarding the 2021 Street Striping Bid to Apply-A-Line, LLC **(ACTION)** 5
- 3) 2021/0921.03 - Approve Resolution 1502-2021 Amending the City's Credit Card Policy and Repealing Resolution No. 1195-2013 **(ACTION)** 8
- 4) 2021/0921.04 - Receive and File Check Register for August **(ACTION)** 13

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- 1) 2021/0921.05 - City Manager/Staff Update **(RECEIVE & FILE)** 18

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

1) 2021/0921.06 - Discussion on Clean California Grant (DISCUSSION/POSSIBLE ACTION)	20
2) 2021/0921.07 - Update on 2021 Drought (RECEIVE & FILE)	23
J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS	
K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
1) 2021/0921.08 - Resolution No. 1504-2021 Declaring a Stage 2 Drought Related Water Storage Emergency (Mandatory Reductions) (DISCUSSION/POSSIBLE ACTION)	27
L. COUNCIL REPORTS/COMMUNICATIONS	
M. ADJOURNMENT	

*The next regular City Council meeting is scheduled for
Tuesday, October 5, 2021 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 7, 2021**

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

ROLL CALL: Present: Closed Session: Mayor Garnes, Councilmembers Carter, Wilson and Woodall, City Manager Knopp, City Attorney Gans, Community Development Director Caldwell, Finance Director Dillingham, and Water/Roadways Superintendent Jensen.

Absent: Mayor Pro Tem Johnson (excused)

Present: Regular Meeting: Mayor Garnes, Councilmembers Carter, Wilson and Woodall

Absent: Mayor Pro Tem Johnson (excused)

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

Absent: Chief of Police Conner

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

The Council adjourned to closed session at 5:00 p.m. to discuss the following items:

Conference with Legal Counsel – Litigation/Consideration of Initiation Pursuant to Gov't Code §54956.9(d)(4): One Matter; and

Conference with Legal Counsel – Threat of Litigation Pursuant to Gov't Code §54956.9(a)(2): One Matter

PUBLIC COMMENT REGARDING CLOSED SESSION

No public comment was received.

ORAL ANNOUNCEMENTS REGARDING CLOSED SESSION

The Council reconvened into open session at 6:30 p.m. Mayor Garnes announced that there was nothing to report out of closed session.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on matters not on the agenda. No public comment was received.

CONSENT CALENDAR

Mayor Garnes asked if any councilmember, staff or member of the public, would like to remove any item from the Consent Calendar for separate discussion. No items were removed.

Motion was made by Wilson/Carter to approve the Consent Calendar including approval of Minutes of the August 17, 2021 regular meeting, authorizing the Mayor to sign correspondence to the Chamber of Commerce endorsing the display of flags along Wildwood Avenue, approval of appointment of one public member to the Beautification, Walkability and Pride Committee, authorizing the purchase of turbidity meters for the Surface Water Treatment Facility, and authorizing the Mayor to sign a letter to the Governor requesting a veto of SB9 related to housing. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and pointed out the replacement of new trash/recycling receptacles throughout town. He reported that the City received N95 masks which were distributed to the business community and gave special mention on the recent appointment of Mayor Garnes to the State Seismic Safety Commission by Governor Newsom.

Councilmember Woodall congratulated Mayor Garnes for her appointment to the commission and said that staff had a very busy month and extended her thanks to staff.

Councilmember Carter thanked Public Works for trimming the tree on Edwards Dr. and for riding their bikes to work.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1501-2021 Adopting a Display of Flags Policy

City Manager Knopp commented that the City has a very nice and robust display of flags during holidays thanks to the work of Nick Angeloff and the Chamber of Commerce as well as numerous volunteers and contributors to the project. He said that it is clear that it is a very well-received project and would like to see that continue for the long term. He said that it is important for the City to have a flag policy related to the display of flag material which can encompass a wide variety of displays.

He noted that the Police Department received some questions regarding one of the former flag displays related to the display of a non-friendly foreign government flag which spurred conversation regarding the adoption of a flag policy. He said that Community Development Director Caldwell put together a basic policy to avoid any future conflict or confrontation.

Community Development Director Caldwell explained that the policy establishes guidelines for the exhibition of the United States of America flag, the California State flag, hopefully one day the City of Rio Dell flag, and the display of ceremonial flags at City facilities and City Hall.

He said that the intent of the policy is to keep it simple and to ensure that the policy is in conformance with Federal and State laws.

He commented that the policy also includes guidelines for displaying flags of official Sister Cities and Ceremonial flags that are of significance to the City's history or flags that commemorate special observances.

The Mayor and councilmembers were in support of the policy as presented.

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

Motion was made by Carter/Woodall to adopt Resolution No. 1501-2021 *Adopting a Display of Flags Policy*. Motion carried 4-0.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Carter reported on her attendance at the August 23rd Redwood Region Economic Development Commission (RREDC) meeting and said that they received a presentation from Humboldt State University about turning into a Poly Tech University which was really exciting.

Councilmember Wilson reported that he would be attending an HWMA meeting on Thursday and said that they are still trying to recruit for an Executive Director to replace the current director who is retiring.

Mayor Garnes reported that she attended the first meet-and-greet with the Seismic Commission today and will be attending the first regular commission meeting on Thursday. She said that the chairman of the Commission is actually on the ground in Haiti and will be providing a report live from Haiti so the Commission will hear first-hand what is happening with regard to the recent earthquake.

She also reported that they set up a meeting with the Beautification, Walkability and Pride Committee however, it had to be changed and since they are welcoming a new member tonight they will coordinate a date for another meeting with the full committee.

She thanked Supervisor Bushnell for attending tonight's meeting.

ADJOURNMENT

Motion was made by Wilson/Carter to adjourn the meeting at 6:52 p.m. to the September 21, 2021 regular meeting. Motion carried 4-0.

Attest:

Debra Garnes, Mayor

Karen Dunham, City Clerk



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

September 21, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1503-2021 Awarding the 2021 Street Striping Bid to Apply-A-Line, LLC.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1503-2021

BACKGROUND AND DISCUSSION

Closing out the streets projects for the summer of 2021, staff issued a bid for street striping services to stripe Eeloa and place stop bars and other refreshed striping in locations throughout town. Apply-A-Line was the lowest responsible and responsive bidder for the project.

2021 Street Striping	
Bidder	Bid
Apply-A-Line, LLC	\$16,487.00
Chrisp Company	\$22,439.50
Average Bid	\$19,463.25

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**RESOLUTION NO. 1503-2021
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AWARDING THE 2021 STREET STRIPING BID
TO APPLY-A-LINE, LLC**

WHEREAS, the City of Rio Dell has conducted asphalt pavement repairs and maintenance on various streets; and

WHEREAS, some street striping requires a refresh; and

WHEREAS, on September 1 2021, the City of Rio Dell issued and publicized a notice inviting bids ("Notice") entitled 2021 Street Striping ("Project"), pursuant to Section 20160 et seq. of the California Public Contract Code and the Rio Dell Municipal Code; and

WHEREAS, the Notice required all bids for the Project to be delivered to Rio Dell City Hall on or before September 13, 2021; and

WHEREAS, two bid proposals were received as follows:

2021 Street Striping	
Bidder	Bid
Apply-A-Line, LLC	\$16,487.00
Chrisp Company	\$22,439.50
Average Bid	\$19,463.25

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rio Dell, California, as follows:

1. That the award for construction services for the Project be awarded to the lowest responsible bidder, Apply-A-Line, LLC for \$16,487.00
2. That the City Manager is authorized to negotiate and execute a contract with Apply-A-Line, LLC for pavement striping services in conjunction with the City Attorney up to \$16,487 and further authorizing the City Manager to authorize change orders up to a total expenditure of \$20,000.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 21st day of September, 2021 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



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

DATE: September 21, 2021
TO: Mayor and Members of the City Council
FROM: Cheryl Dillingham, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Amend Credit Card Policy

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve attached Resolution 1502-2021 amending the Credit Card Policy and repealing old Credit Card Policy Resolution 1195-2013.

BACKGROUND AND DISCUSSION

The City's credit card policy was last updated on March 5, 2013 by Resolution 1195-2013. Staff has reviewed the policy and revised it to reflect current practices and to allow the City Manager to determine which City employees will be issued credit cards. Specifically, Section 3 of the policy is recommended for amendment as follows:

Cardholder and Approving Official: The City Approving Official is the Finance Director through the City Manager. The Cardholder is the employee whose name is on the City credit card. City credit cards will be *issued to City officials as determined by the City Manager* ~~provided to the following staff at their request:~~

- A. ~~City Manager~~
- B. ~~Chief of Police~~
- C. ~~Finance Director~~
- D. ~~City Clerk~~
- E. ~~Water & Roadways Superintendent~~
- F. ~~Wastewater Superintendent~~
- G. ~~Community Development Director~~

The requested change will allow for more flexibility when organizational changes are made. Other minor changes include adding online purchases and modifying Finance Department responsibilities regarding balancing statements, canceling and ordering new credit cards. It is recommended that Resolution 1502-2021 amending the Credit Card Policy be adopted and that the old Resolution 1195-2013 be repealed.

ATTACHMENTS

Resolution 1502-2021



**RESOLUTION NO. 1502-2021
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING THE CREDIT CARD POLICY**

WHEREAS; the City has authorized the distribution of City credit cards to employees for the purpose of making supply purchases, securing reservations, paying travel expenses, and doing City business in the most efficient and cost-effective manner possible; and

WHEREAS; the Credit Card Policy provides guidance on the internal controls and responsibilities of being a City credit card holder; and

WHEREAS; the City would like to update to the existing policy established on March 5, 2013 by Resolution 1195-2013 to reflect current practices and allow the City Manager to determine cardholders.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby rescind Resolution 1195-2013 and adopt an amended Credit Card Policy as follows:

1. **Purpose of City Credit Card:** A City credit card shall be issued to employees for the purpose of making supply purchases, securing reservations, paying travel expenses, placing online orders, and doing City business in the most efficient and cost-effective manner possible. Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts.
2. **Acknowledgement and Receipt of Credit Card:** When a City credit card is issued, the Finance Department shall make a copy of the front and back of the card and ask the employee to sign a form acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the credit card.
3. **Cardholder and Approving Official:** The City Approving Official is the Finance Director through the City Manager. The Cardholder is the employee whose name is on the City credit card. City credit cards will be issued to City Officials as determined by the City Manager.

If the holder of a credit card authorizes its use by a staff person, the holder of the card will be responsible for the appropriateness of the charges.

The Approving Official is responsible for maintaining credit card control procedures, and verifies that purchases comply with City policies. The Finance Department will collect all receipts from the cardholders ensuring proper documentation, prior to payment authorization.

4. **Restricted Use of City Credit Card:** The following restrictions are placed on all City credit cards:
 - A. Credit cards are issued to City employees for the sole purpose of conducting official business of the City. Improper use of a City credit card will be treated as misuse of public funds and will subject the Cardholder to disciplinary action up to and including termination and prosecution.
 - B. Cardholders must ensure that sufficient funds are available prior to making purchases. The Finance Department can assist the Cardholder with the budget review.
 - C. Purchases cannot exceed the single card limit of \$5,000 or the 30-day total aggregate limit of \$25,000 for all City credit cards. Purchases must not be split to circumvent purchasing policies.
 - D. Credit cards will not be utilized at a business which has an open purchase order with the City.
 - E. Personal charges, entertainment, and gifts are prohibited even if the intent is to reimburse the City.
 - F. No cash advances are allowed.

5. **Safekeeping of City Credit Card:** The Cardholder is responsible for the security of the City credit card. If the City credit card is used infrequently, the Finance Department shall store the credit card while it is not in use. The Finance Department shall maintain a sign in/out sheet for stored credit cards.

6. **Credit Card Purchase and Statement Procedure:** Cardholders shall complete the following steps with each purchase:
 - A. Require the vendor to provide the following information on the sales receipt:
 - Vendor name and identification.
 - Date of purchase.
 - Amount of sales tax and amount of total purchased.
 - Brief but specific description of items being purchased.
 - B. For any meal charges, the names of the persons for whom the meals were purchased will be written on the receipt or provided as an attachment.
 - C. Retain the sales receipt/invoice.
 - D. For online, phone or mail orders, maintain a copy of the order form/receipt.

The credit card statement is sent to City Hall care of the Finance Department at the end of each billing cycle. Cardholders shall complete the following steps before the end of each billing cycle:

- A. Provide sales receipts for all transactions made during the billing cycle to the Finance Department for approval and payment processing. All items must be accounted for on the credit card statement with a supporting receipt/invoice, etc.
 - B. Indicate the account number to be charged for each item by writing it on the receipt/invoice.
7. **Billing Errors and Returned Items:** If a purchased item is billed incorrectly or returned, the Cardholder is responsible for contacting the vendor and/or the issuer. The Cardholder shall notify the Finance Department of "disputed items", and provide a brief written explanation. Disputed items will be paid and a credit issued to the Cardholder's account by the vendor when the matter is resolved. Fraudulent charges should be reported as soon as possible to the Finance Department and the bank.

 8. **Replacement of Worn Out/Defective Card:** If a City credit card needs to be replaced, the Cardholder shall notify the Finance Department of the need for replacement.

9. **Lost or Stolen Credit Card:** Should a Cardholder lose or have his/her City credit card stolen, it is his/her responsibility to notify the Finance Department as soon as possible so the card can be canceled and a new card issued.
10. **Cardholder Changes:** Changes to a Cardholder's name or address shall be reported immediately to the Finance Department. Upon leaving the City the Cardholder shall return the City credit card to the Finance Department who will cancel the card immediately.

PASSED AND ADOPTED by the City of Rio Dell on this 21st day of September 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Karen Dunham, City Clerk

Debra Garnes, Mayor

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

Ref#	Date	Vendor	Description	Amount
10284	8/11/2021	[0576] 101 AUTO PARTS	Gasket Material, Battery, Core Deposit, and CA Battery Environmental Fee, Gal15w40; Napagold oil Filter; Oil Pump, 1gal Antifreeze	296.87
10331	8/24/2021	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	170.00
10285	8/11/2021	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR JULY 2021	375.10
10267	8/04/2021	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JULY2021-PD, FAX LINE EXPENSES FOR JULY2021-CITY HALL	56.73
10332	8/24/2021	[6252] AXON ENTERPRISE, INC.	BASIC EVIDENCE.COM LICENSE; PRO EVIDENCE.COM LICENSE; INCLUDED STORAGE	1,188.00
10286	8/11/2021	[5114] BEST BEST & KRIEGER LLP	LEGAL SERVICES THROUGH JULY 31, 2021	1,716.00
10287	8/11/2021	[4937] CALIFORNIA DEPT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING APRIL 2021 THROUGH JUNE 2021	206.78
10288	8/11/2021	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR AUGUST 2021	5,766.66
10289	8/11/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 07/30/2021	150.00
10333	8/24/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 08/13/2021	150.00
10290	8/11/2021	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR ANNUAL SOFTCARE LICENSE AGREEMENT 8/8/21 TO 8/7/22	1,840.00
10268	8/04/2021	[2928] DAN COLLINGS TREE SERVICE	Tree clearing for May&Painter St.	2,000.00
10269	8/04/2021	[2346] DEPT OF HOUSING & COMMUNITY DEVELOP	Form 433A&513C for APN 052-281-025	22.00
10334	8/24/2021	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Fingerprint APPS; Fingerprint - FBI	49.00
10311	8/19/2021	[2105] KAREN L DUNHAM	Reimbursement - Costco: Binders, Clorox Wipes, Garbage Bags	41.48
10270	8/04/2021	[2386] EUREKA RUBBER STAMP CO.	2 3/4x3 Glossy Gold/Bk Plates "Utility Worker III" & "Alfonso Garcia"; 1 3/4x4 Glossy Gold/Bk Plates "Mary Clark"	23.67
10312	8/19/2021	[5871] FASTRAK	Gold Gate Bridge Toll	9.05
10271	8/04/2021	[2405] FORTUNA ACE HARDWARE	2gals Distilled Water, Grout Bag; for Contact Basin Repair	32.71
10291	8/11/2021	[2405] FORTUNA ACE HARDWARE	Popup Sprinkler; Galvanized 1/2x1-1/2 Nipple	62.19
10313	8/19/2021	[2405] FORTUNA ACE HARDWARE	Hose Bibb; Hex Bush; Nipples; Black Cap; Plugs	124.23
10335	8/24/2021	[2405] FORTUNA ACE HARDWARE	2Lbs PP Exterior 9x3, Two 16oz Mineral Oil, Slip Cap; Brass Padlock; Slip Test Plug, Test Plug Slip 2", 100pk Industrial Nitrile Gloves (Large), 100pk PF Nitril Gloves (Large)	21.68
10314	8/19/2021	[5052] GHD, INC	Two 101.10oz Waterproof Sealant	244.75
10272	8/04/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	Dinsmore Tank BOD Plan	178.12
10292	8/11/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	Little Giant 5MSP Submersible Pump	115.96
10336	8/24/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	Nuts & Bolts for Dryer, Multi-Spray Nozzle Pistol Metal; Flexogen Hose; Steel Hose Hanger, 6 Plastic insert, 4 PVC Threaded Plug, 4 PVC Street MPTxFPT, and 6 PVC Nipple	1.91
15	8/19/2021	[2437] HACH	Chain for locking back gate	461.73
			3 Reagent Set, Cholrine Free CL17; 3 Reagent Set, Cholrine Total CL17;	

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

Ref#	Date	Vendor	Description	Amount
10293	8/11/2021	[4451] HARBOR FREIGHT TOOLS	Assorted Small Tools	276.83
10316	8/19/2021	[2452] HORIZON BUSINESS PRODUCTS	1000 #10 Window Return Addressed Envelopes	365.70
10294	8/11/2021	[2457] HUMBOLDT COUNTY CLERK-RECORDER	COPIES	6.00
10283	8/09/2021	[3943] HUMBOLDT COUNTY DEPT OF PUBLIC WORKS	Annexation review deposit fee	400.00
10295	8/11/2021	[2474] HUMMEL TIRE & WHEEL, INC	Four tires for the Riding Mower	169.93
10273	8/04/2021	[2485] INDUSTRIAL ELECTRIC ARCATA, INC	Sew Motor for Belt Press, Contact Basin Repair	805.48
10296	8/11/2021	[6719] JOHNSON, JOHNNA & BONES, HENRY	REFUND CUSTOMER DEPOSIT	171.61
10297	8/11/2021	[6930] KOFF & ASSOCIATES	Create Project Manager Position - Class & Comp	1,880.00
10337	8/24/2021	[6998] MAD RIVER COMMUNITY HOSPITAL	PRE-EMPLOYMENT PHYSICAL & DRUG SCREENING - CSO Position	315.00
10317	8/19/2021	[2546] MERCER-FRASER CO. INC	ATP project retention For FY 2020-21	64,182.70
10274	8/04/2021	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for July 2021	1,900.00
10275	8/04/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; PAPER TOWELS; CLEAN MOP HEAD	85.98
10298	8/11/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	39.72
10318	8/19/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; PAPER TOWELS; ANTIBACTERIAL FOAM HAND SOAP; CLEAN MOP HEAD	240.15
10338	8/24/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; ANTIBACTERIAL FOAM HAND SOAP; CLEAN MOP HEAD	79.27
10319	8/19/2021	[2570] NILSEN COMPANY	315 Salt Softener Solar 40#	1,812.46
10276	8/04/2021	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence & Quanti-tray; Pickup Charge; Total Coliform Bacteria 3x5, BOD/NFR, Coliform Presence/Absence; Pickup Charge; Total Coliform Bacteria 3x5	580.00
10299	8/11/2021	[2569] NORTH COAST LABORATORIES, INC.	Haloacetic Acids; Nitrate and/or Nitrite; Nitrate/Nitrite; Purgeables by GC/MS; Total Dissolved Solids; Total Nitrogen, BOD/NFR	840.00
10320	8/19/2021	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence; Pick Up Charge; Total Coliform Bacteria 3x5	130.00
10339	8/24/2021	[2569] NORTH COAST LABORATORIES, INC.	BOD/NFR; Drinking Water Digestion; ICAP Metals	295.00
10321	8/19/2021	[3287] NORTH COAST UNIFIED AQMD	ANNUAL RENEWAL FEE; AIR TOXICS FEE; AIR MONITORING FEE; GREENHOUSE GAS & SURCHARGE FEE	861.75
10340	8/24/2021	[6100] NORTHERN CALIFORNIA GLOVE	Nitrile PF Blue 6m Large Exam 10 Boxes; Nitrile Organge Large Textured PF 8m 4 Boxes	339.66
10277	8/04/2021	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR AUGUST 15 THROUGH SEPTEMBER 15, 2021; AND SECURITY GATEWAY FOR PD	1,340.00
10300	8/11/2021	[6989] OWENS, JEFF & KENDALL SMITH	CUSTOMER DEPOSIT REFUND	27.73
10322	8/19/2021	[6943] PACE SUPPLY CORP	245 individual items from PVC Pipe to Brass fittings for inventory	5,457.77
1031	8/11/2021	[2601] PETERSON	Travel, Labor, and Parts for Wells Generator Maintenance	931.76

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

Ref#	Date	Vendor	Description	Amount
10341	8/24/2021	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR SEPTEMBER	30.00
10342	8/24/2021	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchase for Reserve Aug2021	400.00
10302	8/11/2021	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR JULY 2021	105.25
10278	8/04/2021	[2659] RIO DELL PETTY CASH	PETTY CASH FOR JULY 2021: Plan Mailing; PD Vehicle Cleaning Supplies	99.35
10323	8/19/2021	[4215] ROCHA'S AUTOMOTIVE, INC.	Lube, Oil & Filter Service; Cabin Air Filter; BG 5k Oil Service	197.38
10343	8/24/2021	[7166] ROCKET ROOTER	Cleaned Main Sewer Line & Cleanout @ PD	165.00
10303	8/11/2021	[2664] ROGERS MACHINERY INC	Service and parts for Boiler	310.00
10324	8/19/2021	[2668] RWS SERVICES	Metal Partition, T Rail Freestanding Utility, Dual Weapons & Labor	3,192.43
10279	8/04/2021	[7196] S T RHOADES CONSTRUCTION, Inc.	Rio Dell - 2021 Road Improvements	300,893.69
10280	8/04/2021	[5772] SACRAMENTO VALLEY ASSOCIATION OF	Webinar (8/3/2021): Applying the Codes to Cannabis Facilities	125.00
10325	8/19/2021	[5376] SCOTTY'S CUTTERS EDGE	Honda Generator	1,193.49
10304	8/11/2021	[2693] SHELTON'S AUTO LUBE	Full Oil Change for 2017 Ford Taurus	63.51
10305	8/11/2021	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR AUGUST 2021	124.00
10326	8/19/2021	[4570] SHRED AWARE	Shredding out dated purchase orders and work orders, as well as standard PD shredding	140.00
10281	8/04/2021	[5378] SHULTZ, JOHN	CREDIT REFUND CLOSING ACCOUNT, CUSTOMER DEPOSIT REFUND	145.59
10344	8/24/2021	[3372] SPECIALTY TRAFFIC SYSTEMS	34 Reflective Cones	910.05
10345	8/24/2021	[7185] STAPLES ADVANTAGE	500 Qty of #10 Peel and Seal Standard Envelope, 4 Cartons of Purcell Advanced Gel Hand Sanitizer Refill for TFX; 4 gals of Petra Antibacterial Gel Hand Sanitizer w/ Pump, Sheet protectors, Sharpie Markers, Doorstop, Brother High Yield Toner	395.54
10306	8/11/2021	[5457] STEPHENS' CANDLERY (NO LONGER ACTIVE)	REFUND CUSTOMER DEPOSIT	134.51
10307	8/11/2021	[6825] SUDDENLINK	INTERNET SERVICES AUGUST 2021	900.00
10327	8/19/2021	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 8/10/21 - 9/9/21	546.52
10308	8/11/2021	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR JULY 2021, LEGAL SERVICES FOR JULY 2021	5,415.00
10346	8/24/2021	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 8/8/21-9/8/21	61.05
10282	8/04/2021	[2750] USA BLUEBOOK	KPSI 750 Submers; Telescopic Gate Wrench; Siphon King Utility Pump	1,529.26
10347	8/24/2021	[6173] VACMASTERS	Starter, Kubota 1505T Engine	766.32
10309	8/11/2021	[3373] VALLEY LUMBER & MILLWORK	Lumber and materials for sneeze guards council of chambers	39.52
10328	8/19/2021	[3373] VALLEY LUMBER & MILLWORK	24 1KA Pad Locks; 24 3KA Padlocks	481.30
10329	8/19/2021	[7190] VICTORY SIGNS & DESIGN	Removed and made 2 new signs, Wire brushed and Stained posts, Installed both signs and Gold Letters, and 2 trips	1,581.96
10348	8/24/2021	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR SEPTEMBER 2021	391.07
10349	8/11/2021	[2772] WENDT CONSTRUCTION, INC	Base delivered and Dirt hauled out	977.50

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

Ref#	Date	Vendor	Description	Amount
10330	8/19/2021	[2787] WYCKOFF'S	Push Fit Valve, Coupling Compressions, PVC Caps, PVC Plugs, Cap Malleables, Brass Caps, Tubing, PVC Pipe, 3/4" Poly Male, 1/2" PVC Spring Valve, 1/2" Poly Male, 1/2" Poly Male Adapter, PVC Slip Bushings, PVC Nipples, Tape, Couplings, Elbows, Hose Bib, Plug, Valves, Master Lock and Pipe Straps	337.35
Total Checks/Deposits				420,490.76

Ref#	Date	Vendor	Description	Amount
Invoice#10	8/02/2021		DEBIT TRANSACTIONS TO MCGLONE INSURANCE SERVICE FOR NOTARY BOND & SUPPLIES	-66.90
8312021	8/31/2021		DEBIT FOR POSTAGE TO MAIL U/B BILLS FOR AUGUST 2021	-440.74
Total Debit Card Withdrawals				-507.64

Ref#	Date	Vendor	Description	Amount
9837057	8/02/2021		BANK DEPOSIT SLIPS FOR THE CITY OF RIO DELL	-114.46
582901	8/03/2021		EFT FOR ICMA-RC/MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 07/30/2021	-7914.15
8182021	8/03/2021		EFT FOR ONLINE DEARBORN LIFE INSURANCE PAYMENT FOR SEPT 2021.	-390.00
9302021	8/04/2021		EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL ONLINE PAYMENT FOR SEPTEMBER 2021	-2099.94
995345	8/06/2021		DEPOSITED ITEM RETURNED	-72733.90
744344	8/09/2021		EFT FOR AFLAC INSURANCE FOR JULY 2021	-730.30
121-120	8/09/2021		EFT FOR EDD PAYROLL TAXES FOR PPE 07/30/2021	-2569.93
3539665	8/09/2021		EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/30/2021	-13951.52
3338495	8/09/2021		EFT FOR ONLINE WEXBANK/SHELL FUEL CO PAYMENT FOR JULY & AUG 2021.	-3043.06
9510689	8/17/2021		BANK ANALYSIS FEE FOR JULY 2021	-291.84
518-816	8/17/2021		EFT FOR EDD PAYROLL TAXES FOR PPE 08/13/2021	-2571.90
3237414	8/17/2021		EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/13/2021	-13868.18
9510690	8/17/2021		EFT FOR ICMA-RC/MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 08/13/2021	-7914.15
9006	8/19/2021		DEPOSITED ITEM RETURNED	-125.69
8182021	8/20/2021		EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY COALITION ONLINE PAYMENT FOR SEPTEMBER 2021	-22569.07

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

Ref#	Date	Vendor	Description	Amount
BOAAUGUST 2021	8/23/2021		EFT FOR BANK OF AMERICA CREDIT CARDS ONLINE PAYMENT FOR FIRST PART OF AUGUST 2021	-961.01
BOAJULY2021	8/23/2021		EFT FOR BANK OF AMERICA CREDIT CARDS ONLINE PAYMENT FOR LAST PART OF JULY 2021.	-3433.38
8232021	8/23/2021		EFT FOR PG&E ONLINE PAYMENT FOR AUGUST 2021	-21971.79
3057250	8/23/2021		EFT FOR VSP INSURANCE ONLINE PAYMENT FOR SEPTEMBER 2021	-373.07
Total EFT's/Bank Withdrawals				<u>-177,627.34</u>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	8/3/2021		TRANSFER FROM CHECK TO PAYROLL ACCOUNT	-36,797.23
TRX TO PR	8/17/2021		TRANSFER TO PAYROLL ACCOUNT FOR PPE 07/30/2021	-36,896.75
TRX TO PR	8/30/2021		TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/13/2021	-35,462.62
Total Transfer Between Accounts				<u>-109,156.60</u>



Staff Highlights – 2020-08-04

City Council

City Manager

Resubmission of Cycle 4 ATP Application related to sidewalks as a request for RTIP funding.

Admin Analyst recruitment underway.

Meetings with Water/Sewer Rate consultant.

Attended 2022 Regional Slurry Seal meeting.

Street Striping Bid.

City Clerk

Processed three (3) Building Permit Applications:

1111 Riverside Dr. – Re-Roof Residence

186 River St. – Re-Roof Residence

236 Second Ave. – Re-Roof Residence

Processed two (2) Business License Applications:

Blue Sky Roofing – Non-Resident Contractor

Star of Babylon Press – Internet Book Sales

Processed Two (2) Encroachment Permits

120 First Ave. – New Sidewalk

PG&E – Replacement of five poles on Davis St.

Misc:

Submitted Bureau of Labor Statistics Report for September

Submitted CHF-CIRB Building Permit Report – August

Completed 2021 LAWCX Compliance Survey – (SCORE)

Completed 2021 Payroll Exposure Collection Survey – (SCORE)

City Attorney



Human Resources, Risk & Training

Finance Department

Public Works Water

Public Works Wastewater

- Meeting with GHD and Water superintendent Jensen to discuss incorporating the Water and Storm drain mapping on the Collection GIS map.
- Tesla update: Work crew placed batteries and inverter on concrete foundations. Crew was called out to other higher priority projects with plan outages. Will be returning shortly to complete wiring and a soft shut down to tie into the main power system.
- Routine Sewer collection system cleaning and hot spot wash downs.
- Clean the plant clarifiers and Contact basins.
- Ammonia Analyzers were shipped and received. Discussing installation specs for a possible pilot test to the irrigation fields to determine if Chloramination is a suitable replacement to the Free chlorine for effluent disinfection.
- Email discussion with Larry Walker and associates about NPDES permit renewal and title 22 engineering report for the effluent disposal fields and application.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



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

September 21, 2021

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Discussion on Clean California Grant

IT IS RECOMMENDED THAT THE CITY COUNCIL:

It is recommended the City Council refer this item to the Beautification, Walkability and Pride Committee to identify and select a project and meet in consultation with the City Manager before returning to the Council in November with an action item to pursue a Clean California Grant.

BACKGROUND AND DISCUSSION

Governor Gavin Newsom launched Clean California, a \$1.1 billion initiative to revitalize California's streets and public spaces through litter abatement and local beautification projects. The statewide program includes potential projects in all 58 counties, with nearly a third of the funds being directly invested into cities, counties, tribes and transit agencies to clean and enhance local streets and public spaces. Caltrans will award \$296 million in matching grants to fund impactful projects on local streets and roads, tribal lands, parks, pathways and transit centers in underserved, rural and urban communities. The Department is developing a needs-based formula that will provide additional support to underserved communities, with a goal of funding more than 100 local projects a year. Clean California also includes funding for a public education campaign to foster a sense of shared responsibility for litter prevention to help protect our waterways, natural resources, public safety and health.

According to the current data from the Clean California program, Rio Dell could be competitive for such a grant, meeting the criteria as a disadvantaged community where no match would be required. Additionally the community is bifurcated by US101 and receives heavy commercial and industrial traffic.

Potentially eligible project ideas include:

Eel River Trail – This project has preliminary design and cost estimates already produced for the City and has been submitted for prior grant funding, including a community petition.

Gateway Enhancements – Enhancements and the creation of more drought tolerant landscaping has been discussed. Most current trees in the gateway are not in the healthiest condition. ///



CLEAN CALIFORNIA

Local Grant Program

The Clean California Local Grant Program, administered by the California Department of Transportation (Caltrans), will provide approximately \$296 million as part of a two-year program to beautify and improve streets and roads, tribal lands, parks, pathways, and transit centers to restore pride in public spaces.

Applicants must be local or regional public agencies, transit agencies, or tribal governments. Nonprofit organizations may be sub-applicants.

Project Types

Eligible projects shall include, but not be limited to:

- Community litter abatement and beautification
- Community litter abatement events and/or educational program

Funding

The grant program guidelines are being developed with a framework that recognizes the diverse funding needs of potential applicants throughout the state.

- The local match component will range from 0% to 50% of the project costs.
- Half of the overall program funds will benefit or be located in underserved communities.
- The maximum grant is \$5 million.



110/28th Street, Los Angeles



CLEAN CALIFORNIA

Local Grant Program

Project Selection Criteria

Caltrans will develop project selection criteria that will incorporate:

- Community need
- Potential to enhance and beautify public space
- Potential for greening to provide shade, reduce the urban heat island effect, and use native drought-tolerant plants
- Potential to improve access to public space
- Public engagement in the project proposal that reflects community priorities
- Benefit to underserved communities

These funds shall not be used to displace people experiencing homelessness. Projects must be completed by June 30, 2023.

Program Guidelines & Call for Projects

Caltrans is developing program guidelines and will solicit input through stakeholder workshops.

Event	Date
Workshop #1	September 1, 2021*
Workshop #2	October 7, 2021*

* Pre-Registration for the workshops will be on the website listed below.

Projected timeline:

Milestone	Date
Call for Projects	December 2021**
Project Application Deadline	February 2022**
Project Award Notification	March 2022**

** Visit the website listed below for the most up-to-date information.

Prepare Your Project(s) Now!

- Identify potential project site(s) and/or educational program concept(s)
- Plan and begin your community engagement
- Start project/program design plans
- Stay informed on guideline drafts and updates through workshops and website

For more information, please visit: <https://cleancalifornia.dot.ca.gov/local-grants>

Sign up for our mailing list [HERE](#)

Questions? Email: CleanCA.LocalGrant@dot.ca.gov



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September 21, 2021

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Update on 2021 Drought

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation.

BACKGROUND AND DISCUSSION

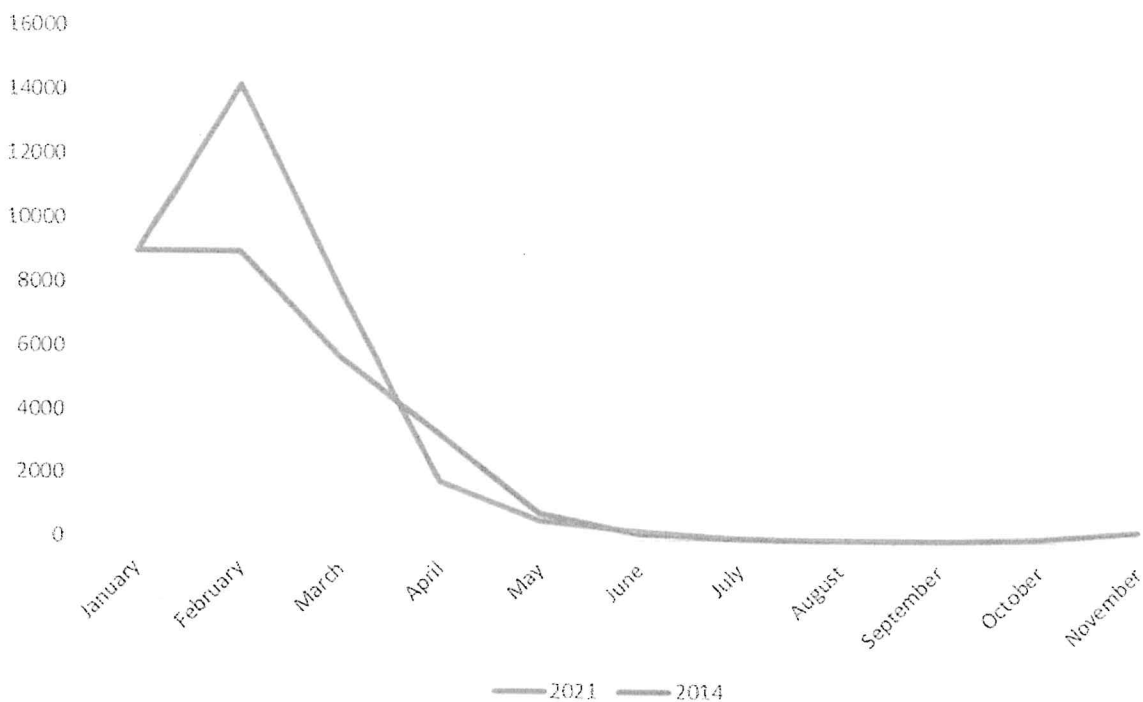
The Rio Dell City Council declared a Drought Emergency on June 22, 2021 at a stage 1 level that calls for voluntary reductions in water use. Using figures from July 1st and projected use through September 30th, the city has developed some figures to inform the Council of water use changes from 2020.

Rio Dell Infiltration Gallery Production in Million Gallons		
Month	2020	2021
July	11.088	7.633
August	10.745	8.083
September	9.157	8
TOTAL	30.99	23.716

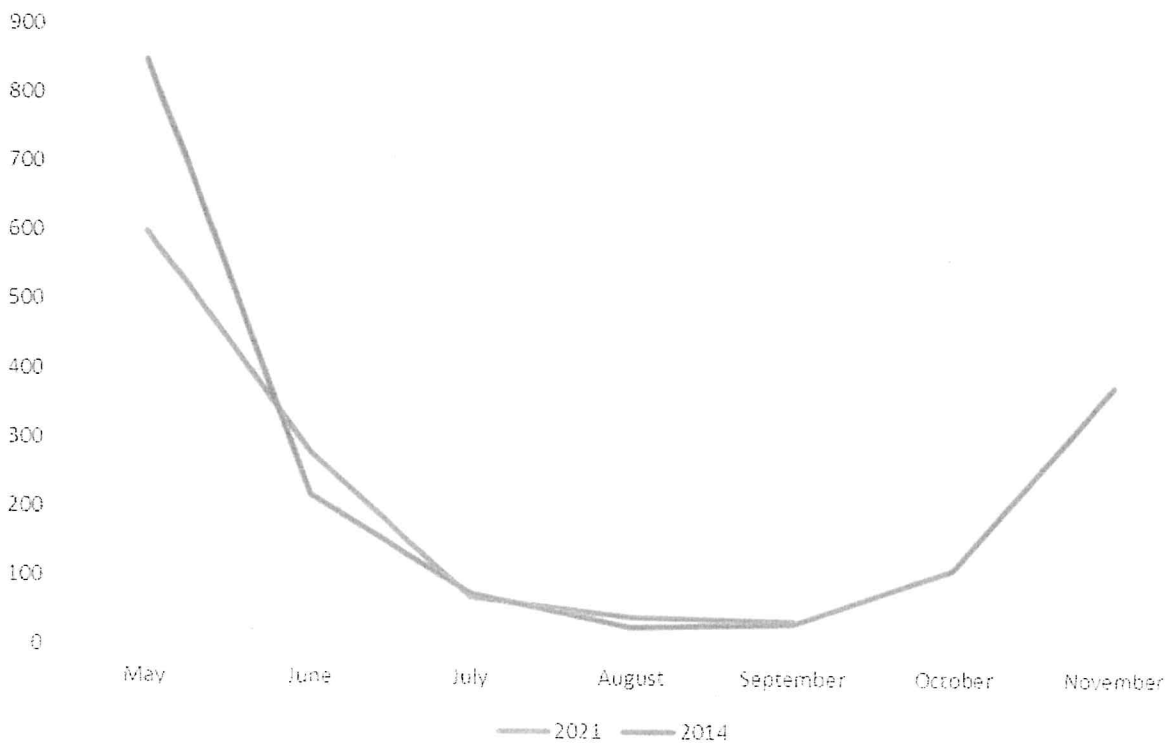
* September 2021 figure is an estimate.

Total Infiltration Gallery draw has been reduced by 23.5% compared to the year 2020. This equates to approximately 24.55 acre feet. When accounting for supplemental water supplies to the City from the Metropolitan Wells, the net reduction in overall water use is 15.4% compared to 2020.

Scotia Guage CFS Comparison 2014 to 2021 - January to November

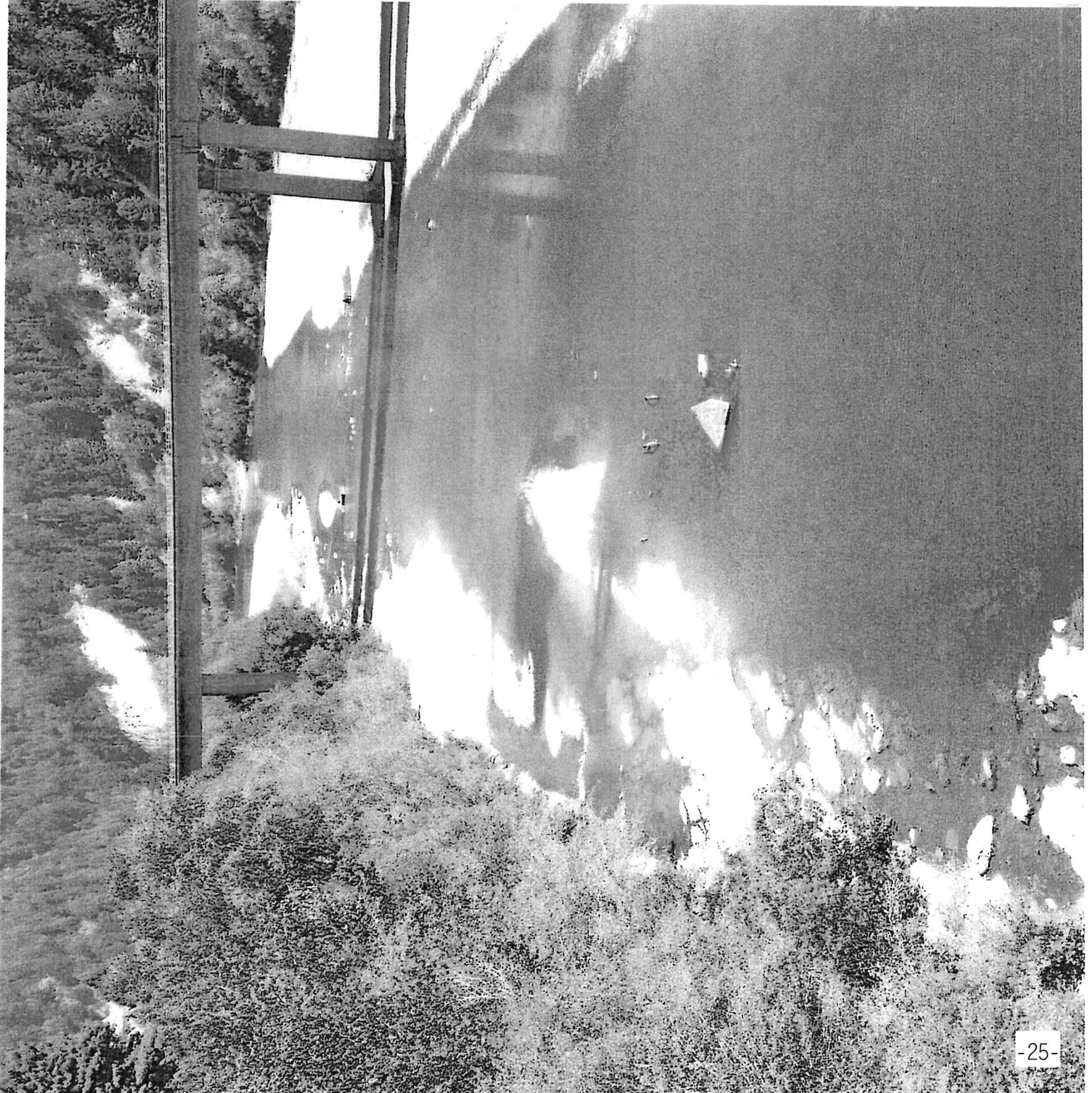


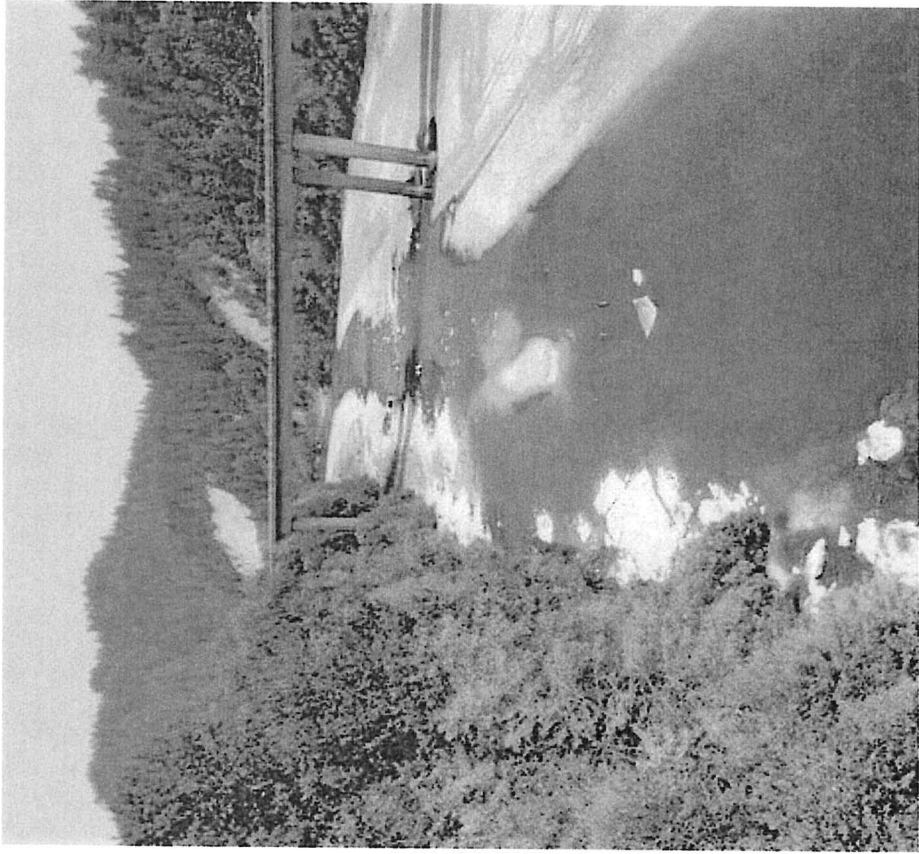
Scotia Guage CFS Comparison 2014 to 2021 - May to November



///

September 15, 2014. Eel River from the Eagle Prairie Bridge. Infiltration Gallery located on the far left side of the river, middle of the photo.





SEPTEMBER 15, 2021.



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
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cityofriodell.ca.gov*

September 21, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1504-2021 Declaring a Stage 2 Drought Related Water Shortage Emergency (Mandatory Reductions)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1504-2021

BACKGROUND AND DISCUSSION

Shortly before agenda publication, staff became aware that on September 16, 2021 that the River Gauge at Scotia had been recalibrated and now shows Eel River CFS levels around 28 CFS. Prior to this adjustment, river CFS levels appeared to be hovering around 38 CFS.

Rio Dell's Water Shortage Contingency Plan calls for the drought stage to be elevated after CFS levels reach below 30 CFS. Therefore staff is recommending the declaration of a Stage 2 Drought Emergency which now calls for mandatory reductions in water use. See the attached description of Stage 2.

However, as of agenda publication, a rain event is anticipated to occur over the weekend that has the potential to provide 0.5 inch of rain to the area. Staff will continue to monitor and if river levels increase above 30 CFS, the agenda item may be pulled.

///



RESOLUTION NO. 1504-2021
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
DECLARING A DROUGHT RELATED STATE OF EMERGENCY AND
UPDATING THE CITY OF RIO DELL WATER SHORTAGE CONTINGENCY PLAN

WHEREAS, on May 10, 2021 Governor Gavin Newsom declared a drought State of Emergency in Humboldt County; and

WHEREAS, on June 14, 2021 the Wiyot Tribal Council voted to declare a State of Emergency due to extreme low flows and drought conditions on the Eel River; and

WHEREAS, much of the West is experiencing severe to exceptional drought and California is in a second consecutive year of dry conditions, resulting in drought or near-drought throughout many portions of the State; and,

WHEREAS, Rio Dell is located in an Severe Drought (D2) drought zone and some portions of the Eel River Watershed are identified as being located in an Extreme Drought (D3) and Exceptional (D4); and,

WHEREAS, the City of Rio Dell desires to be a good neighbor and respectful of the environment, river system and limited water supplies; and,

WHEREAS, The Rio Dell City Council declared a Stage 1 Drought Related Water Shortage Emergency via Resolution No. 1493-2021 on June 22, 2021; and

WHEREAS, the City of Rio Dell's Water Shortage Contingency Plan calls for elevation of a drought declaration to Stage 2 when CFS measurements are below 30 CFS; and

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

- 1.) Declares a drought related Stage 2 Water Shortage Emergency and directs staff to inform the public of mandatory conservation measures.

PASSED AND ADOPTED by the City of Rio Dell on this 21st day of September 2021.

Ayes:

Noes:

Abstain:

Absent:

Debra Garnes, Mayor

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1504-2021 adopted by the City Council of the City of Rio Dell on September 21, 2021.

ATTEST:

Karen Dunham, City Clerk

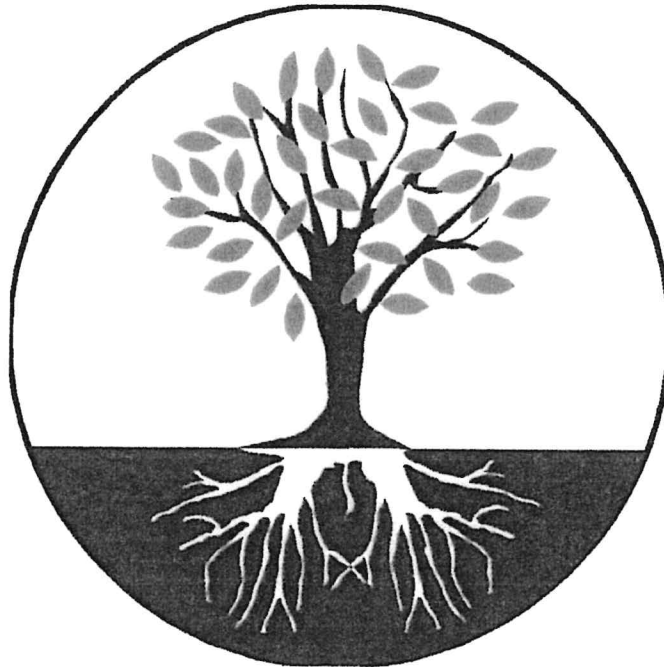


City of Rio Dell

Humboldt County
California

WATER SHORTAGE CONTINGENCY PLAN

Updated June, 2021



OVERVIEW

The City of Rio Dell was incorporated in 1965 and provides municipal water and wastewater services. The population of Rio Dell is approximately 3,400 serving 1,292 accounts. Rio Dell is located in Humboldt County in the Eel River watershed and approximately 2 miles upstream of the river's confluence with the Van Duzen River.

WATER USAGE

Current annual customer water usage, based on consumption from January 2020 through December 2020 (a non-drought year) is 89.754 million gallons (MG). Of this total amount, 87.728MG or 97.75 percent was derived from the City's infiltration gallery located in the Eel River and 2.026MG or 2.25 percent was derived from the City's backup water supply at the Metropolitan Wells in the Eel River Groundwater Basin. Consumption ranged from a monthly low of 4.24MG in February 2020 to a high of 11.088MG in July of 2020. During 2020, the Metropolitan Wells were utilized only in January during a short period of high river turbidity. The City of Rio Dell provides water to single family residences, multi-family residence, commercial, institutional and irrigation customers.

Accounts		
Type	Number	Approx. Percentage of Use
Residential	1,223	95
Non-Residential	69	5
Total	1,292	100

WATER SUPPLY

The City of Rio Dell's main source of water is an infiltration gallery located on a bank of the Eel River adjacent to the Eagle Prairie Bridge and the Scotia gauge. The system came online in 2006. The system is capable of extracting up to 600gpm under ideal river conditions, and 400gpm under low flows or high turbidity. The system is prone to complications from clay and silt deposits on top of the gallery that vary from year to year. In 2014, the city acquired emergency permits to excavate these deposits across the top of the gallery to maintain water supply during the summer. The system reaches a critical point when the river flows are below 40cfs.

In 2018 the City brought the Metropolitan Wells site online as a backup supply. The site was previously the primary source of municipal water for the community since 1955 through 2006. The wells were discontinued due to high manganese and iron in the well supply. Beginning in 2016, two wells were rehabilitated at the site and an extensive manganese and iron filtration system were added. The site is surrounded by monitoring wells for early detection of pollutants. The system is capable of providing 300gpm and derives water from the Eel River Groundwater Basin aquifer. This aquifer has been identified by the State as being a medium priority basin in the Sustainable Groundwater Management Act. To date, no Groundwater Management Agency has been formed as no

unsustainable draw of groundwater has been detected in either the short or long term including no saltwater intrusion from the Pacific Ocean since monitoring began in 1975. Studies are ongoing however as of 2021. Evidence shows the aquifer is recharged annually, most likely from the areas heavy rains.

Additionally, the City's wastewater operations dispose of 45.053mg of treated wastewater in an irrigation field (installed 2013) located 1/8 of a mile downstream from the Metropolitan Wells site and also located in the Eel River Valley Groundwater Basin. It is estimated that 40.548mg is returned to the aquifer annually through this facility. This is a net contribution considering the total draw out of the basin through the Metropolitan Wells was 2.026mg in the year 2020.

WORST CASE SUPPLY SITUATION

Under a worst case scenario, both the Eel River Infiltration Gallery and Metropolitan Well Site would need to fail in order for the City's water supply system to fail. The system has had a redundant supply since 2018 making this less likely. Prior to this date the system has experienced periodic service interruptions related to construction of the Infiltration Gallery, well site failure due to high manganese concentrations and decades of deferred well site maintenance. Additionally the Metropolitan wells service the city via a pipeline that utilizes a Caltrans bridge. The bridge partially collapsed during the 1964 flood events and the line was eventually moved to the cement southbound bridge. This bridge does not meet current seismic safety standards and both northbound and southbound bridges are being look at for replacement.

The greatest threats to the system remain flood and seismic in nature. While drought occurrences are increasing, water supply diversification and access to the Eel River Groundwater Basin have significantly reduced this threat. However, additional concerns have emerged in recent years related to extended electrical supply disruptions and subsequent fuel supply disruptions. The city is seeking grants for seismically resilient Eel River crossings and is actively pursuing power supply diversification through solar and battery storage.

Should the city's two main sources of water fail, the City would rely on a 150,000 gallon, 250,000 gallon and 500,000 gallon storage tanks, collectively 900,000 gallons split across two pressure zones. The tanks provide pressure to the system via gravity. This supply is estimated to cover a three day period, possibly up to five days for the main pressure zone with strict conservation. A significant fire event, or damaged mains would drain this supply within hours if the two main sources remained offline.

Historically, both the City of Rio Dell and "Town of Scotia LLC" (Currently the Scotia Community Services District) have stretched fire hose lines along the Eagle Prairie Bridge to supply water to either jurisdiction during major crises. The last known time this occurred was in 2000 when the city wells were unable to keep up with water demand due to the build-up of manganese on the well casings. This method's usefulness remains dubious at best as either a short-term or long-term solution.

EMERGENCY ACTION STAGES AND TRIGGER LEVELS

The following action stages and trigger levels have been developed to implement this plan. These stages are intended to serve as guidelines. However, unforeseeable circumstances may cause

declaration of a higher action stage or postponement of an action stage other than when trigger levels occur. The Director of Public Works will determine the action stage. All restrictions under each applicable action stage shall be implemented immediately upon declaration of such stage. The Director of Public Works based upon current conditions affecting the water supply will determine lifting of an emergency action stage and resumption to the normal operating stage. The action will be put forward to the City Council for ratification at the next regularly scheduled City Council meeting.

Stage 1 – Voluntary Conservation Measures. Voluntary compliance with conservation measures and groundwater augmentation.

Drought Contingency (200 cfs): The City will activate the Metropolitan Wells site with a daily goal to diversify the City's water supply by no less than 20% groundwater and reduce the use of the Eel River Infiltration Gallery by the same percentage.

The City will initiate a water conservation program to provide public information on ways to reduce water use. Water customers and the community will be made aware of the emergency action stages and restrictions under the water storage contingency plan.

Customers are encouraged to reduce water usage by taking the following voluntary water conservation measures:

- Refrain from landscape watering between the hours of 10:00 a.m. and 6:00p.m.;
- Restrict outdoor water usage to an 'Odd Even' water conservation plan. Under this plan
- Odd numbered homes and businesses will be asked to restrict outside water usage to Wednesday and Friday. Even numbered homes and businesses will be asked to water outdoors only on Tuesday and Thursday;
- Refrain from allowing water to run off any lawns, landscape, or garden into adjoining streets, gutters, sidewalks, parking lot or alley;
- Refrain from hosing or washing sidewalks, walkways, driveways, parking lots or other hard surfaced areas;
- Refrain from washing cars, boats, trailers, or other vehicles except by hose with a shut off nozzle and bucket;
- Equip any hose with a shut off nozzle;
- Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems;
- Equip ornamental fountains, ponds or lakes with a water recycling system;
- Equip commercial car washes with a water recycling system;
- Refrain from filling or refilling a swimming pool, spa or hot tub;
- Install low flow shower heads, low flush water closets and faucet aerators;
- Operators of restaurants provide on each table a notice of water emergency and refrain from serving drinking water except upon specific request by a customer;
- Operators of hotels and motels provide in each room a notice of water situation or emergency.

Stage 2 - Mandatory Conservation Measures. Mandatory implementation of conservation Measures with increased augmentation.

The City will increase daily supply from the Metropolitan Wells site to no less than 30% and reduce the use of the Eel River Infiltration Gallery by the same percentage.

Customers shall comply with the following water conservation measures:

- Refrain from landscape watering between the hours of 10:00 a.m. and 6:00p.m.;
- Restrict outdoor water usage to an 'Odd Even' water conservation plan. Under this plan
- Odd numbered homes and businesses will be asked to restrict outside water usage to Wednesday and Friday. Even numbered homes and businesses will be asked to water outdoors only on Tuesday and Thursday;
- Refrain from allowing water to run off any lawns, landscape, or garden into adjoining streets, gutters, sidewalks, parking lot or alley;
- Refrain from hosing or washing sidewalks, walkways, driveways, parking lots or other hard surfaced areas;
- Refrain from washing cars, boats, trailers, or other vehicles except by hose with a shut off nozzle and bucket;
- Equip any hose with a quick acting shut-off nozzle;
- Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems;
- Equip ornamental fountains, ponds or lakes with a water recycling system;
- Equip commercial car washes with a water recycling system;
- Refrain from filling or refilling a swimming pool, spa or hot tub;
- Restaurants provide on each table a notice of water emergency and refrain from serving drinking water except upon specific request by a customer;
- Hotels and motels provide in each room a notice of water emergency.

Customers will be notified via news media and other methods of this stage of water shortage emergency and implementation of mandatory conservation measures.

Industrial water users will be specifically notified via telephone and City staff will make every attempt to keep them informed of the status of the water emergency so they can prepare for a possible shutdown of production.

This stage takes effect when tank levels drop below 50% of their capacity or the river level is below 30 cfs.

Warnings will be issued for water waste, over-watering and water leaks. Citations will be issued and Fines and Penalties imposed in accordance with City Ordinances.

Stage 3 - Serious Water Shortage. Mandatory Reduction. Increased mandatory water conservation and augmentation.

The City will increase daily supply from the Metropolitan Wells site to no less than 40% and reduce the use of the Eel River Infiltration Gallery by the same percentage.

Customers will be notified via news media and other methods of this stage of water shortage emergency. Industrial users will be notified specifically via telephone and will be asked to voluntarily shutdown production during a Stage 3-water emergency.

City staff will make every attempt to keep the industrial users informed of the status of a water emergency prior to the declaration of a Stage 3 water emergency so they can prepare for a possible shutdown of production.

The following water uses will be prohibited for all water users:

- Landscape irrigation or watering of lawns or gardens;
- Washing of cars, boats, trailers or other vehicles;
- Filling of swimming pools or hot tubs;
- Serving of drinking water at restaurants unless requested;
- Filling or operating ornamental fountains, ponds or lakes;
- Sewer system maintenance, fire protection training or flushing of hydrants;
- Street cleaning or dust control;
- Use of hydrants for anything other than an emergency.

This stage takes effect when tank levels drop below 10 feet, or river levels drop below 25 cfs.

Citations will be issued for water waste, over-watering and water leaks. Fines and Penalties will be imposed in accordance with City Ordinances.

Stage 4 - Disaster Shortage/Rationing. Major catastrophe or contamination of the water supply. Priorities for all water use will be for human consumption, sanitation and fire protection.

All water users will be limited to amounts required for human consumption, sanitation and fire protection. No water will be available for nonessential use or for commercial or industrial processes.

Customers will be notified via news media and other methods of this stage of water emergency. If contamination of the water supply occurs, consult with County/State health officials on the need to institute a boil order before use of any water.

This stage will take effect when a disaster related event impacting the water supply occurs. Citations will be issued for water waste, over-watering and water leaks. Double Fines and Penalties will be imposed in accordance with City Ordinances.

WATER USE MONITORING

Our water source is metered and readings are recorded daily. All customer accounts are metered and read monthly. Water production records are reviewed on a regular basis.

The water system facilities, including storage tanks levels, system pressure and pump operations are inspected daily.

When emergency action Stages 2, 3 and 4 are in effect, system facilities will be monitored (around the clock) as often as needed each day with the results reported to the Director of Public Works and the City Manager.

Existing record keeping and monitoring methods will allow us to determine actual reductions in water use during a water shortage emergency. ///