

**DEPARTMENT OF TRANSPORTATION**

DISTRICT 1, P. O. BOX 3700  
EUREKA, CA 95502-3700  
PHONE (707) 445-6399  
FAX (707) 441-2048  
TTY 711



*Serious drought.  
Help save water!*

February 3, 2015

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

Dear Mr. Knopp,

As you are aware, there is an issue with the City of Rio Dell's Downtown (Wildwood Avenue) Pedestrian and Streetscape Improvement Project – Federal Aid Project Number RPSTPLE-5396(007). Specifically, during the final inspection conducted on November 18, 2014 by Local Assistance, a center median island was discovered to have been constructed on Wildwood Avenue approximately 150 feet north of the intersection of Elko Street (also referenced as Side Street). The National Environmental Policy Act (NEPA) document for this project defined the project limits as Wildwood Avenue between Elko Street and the Eagle Prairie Bridge. Since the above mentioned center median island was constructed outside the limits of the NEPA document, it is in violation of the NEPA documentation. Therefore, the labor and materials expended to create this particular island are not eligible for Federal or State reimbursement.

In the future, should the need arise to extend the project limits of a Federally funded project, please contact our office as soon as the need presents itself, prior to initiating any construction activity outside the defined scope of the project. We will respond as quickly as possible to initiate revalidation of the applicable NEPA documents (CEQA revalidation is the responsibility of the City). A revalidation can only be performed prior to the start of physical construction activity in the area outside the existing project scope.

It is our sincere desire to continue assisting the City to support the use of any future Federal funds on projects overseen by the Office of Local Assistance. Per Chapter 20 Deficiencies and Sanctions of the Local Assistance Procedures Manual (LAPM), once major project deficiencies are identified on a project, corrective action must be implemented for the future programming and use of Federal or State Funds.

As part of Caltrans' commitment to the City, we have developed an action plan for your agency to follow to ensure adequate project administration and compliance with all applicable Federal laws, regulations, and policies. The purpose of this action plan is to avoid problems before they arise, particularly any unrecoverable deficiencies that could make a project ineligible for reimbursement. The action plan also assures the Federal Highway Administration (FHWA) that the Federal-aid process will be adhered to; therefore, keeping the City eligible to receive Federal funds.

Attachment 1 lists actions needed for the City to complete in order to be eligible to receive future Federal funds, and Attachment 2 is a checklist to help monitor these actions as they are completed. As the actions are completed, Caltrans will update the status on the checklist and provide a copy to the City for your files. Both attachments are intended to be useful tools for the City and Caltrans to work together as this plan is completed.

With this plan in place, we are confident that future Federal-aid projects administered by the City of Rio Dell will be successful. Thank you for working with us on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Suzanne Theiss', written in a cursive style.

SUZANNE THEISS, PE  
District Local Assistance Engineer

c: Jesse Willor, City Engineer/Project Manager, GHD  
Brandon Larsen, Senior Environmental Planner, Caltrans  
Brett Gronemeyer, Local Assistance Engineer, Caltrans  
Brad Mettam, Chief of Planning & Local Assistance, Caltrans  
Mohammad Maljai, Division of Local Assistance, Caltrans  
Gary Sweeten, FHWA

## **Attachment 1: City of Rio Dell Action Plan**

### **ACTIONS:**

1. Provide to Caltrans an “As-built” plan set to document the project, as constructed, including the median built outside of the NEPA scope of work.
2. Calculate the cost to construct the center median island, north of Elko Street. Provide a bid item list with additional columns to break out the quantities and costs associated with the center median island constructed north of Elko Street from the total project quantities and costs. These items will not be reimbursable.
3. Provide a written explanation documenting how and why this NEPA violation happened.
4. Develop a process (such as a standard operating procedure) to be used by the City to ensure that this type of violation does not happen again. This process will be reviewed by Caltrans and FHWA to provide comments, and then be adopted by the City.
5. Attend training: Federal Aid Series program offered by Caltrans and Sacramento State:  
[http://www.cce.csus.edu/conferences/caltrans/localAssistance/training\\_trainTopic.cfm](http://www.cce.csus.edu/conferences/caltrans/localAssistance/training_trainTopic.cfm)
  - a. Engineer in responsible charge for the City shall complete all 5 days of the Federal Aid Series program. A certificate of completion shall be provided to Caltrans upon completion.
  - b. City employee who has oversight of the City Engineering Consultant Contract shall complete Day 1 of the Federal Aid Series program titled “*Getting Your Federal-Aid Project Started.*” Completion of all 5 days of the Federal Aid Series is strongly recommended. A certificate of completion shall be provided to Caltrans upon completion.

## Attachment 2: City of Rio Dell Action Plan Checklist

Item	Action	Responsibility	Status/ Completion date
1	Provide "As-built" plan set.	City Engineer	
2	Provide bid item list showing the quantities and costs to construct the center median island north of Elko Street from the total project quantities and costs.	City Engineer	
3	Provide documentation on how and why this NEPA violation happened.	City Engineer	
4	Adopt a procedure to ensure this violation doesn't happen again.	City Consultant Contract Manager	
5a	Complete entire 5 Day Federal Aid Series.	City Engineer	
5b	Complete at least Day 1 of Federal Aid Series.	City Consultant Contract Manager	