



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, JANUARY 17, 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
- F. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not 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.*

- G. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council embers 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) 2017/0117.01 - Approve Minutes of the December 14, 2016 Special Meeting **(ACTION)** 1
- 2) 2017/0117.02 – Approve Minutes of the January 3, 2017 Regular Meeting **(ACTION)** 2
- 3) 2017/0117.03 - Approve Appointment of Bryan Richter as Alternate on the Rio Dell Planning Commission **(ACTION)** 14
- 4) 2017/0117.04- Approve Appointment of Kim Reid to the Wildwood Ave. Sculpture Committee **(ACTION)** 18
- 5) 2017/0117.05 - Adopt Resolution No. 1319-2017 Approving Authorized Signers on all City US Bank Accounts **(ACTION)** 22
- 6) 2017/0117.06 - Adopt Resolution No. 1320-2017 Designating the Membership Structure of the Humboldt County Solid Waste Local Task Force **(ACTION)** 26
- 7) 2017/0117.07 - Approve Letters of Support for Assembly Bill 1 and Senate Bill 1 Authorizing the Mayor to Sign **(ACTION)** 33
- 8) 2017/0117.08 - Receive and File Check Register for December 2016 42

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2017/0117.09 - Approve Appointments to the Various Boards, Committees and Commissions **(DISCUSSION/POSSIBLE ACTION)** 46
- 2) 2017/0117.10 - Approve Supplemental Scope of Services with GHD, Inc. Related to Project Approval and Environmental Documentation for the Active Transportation Program's Safe Route's to School Grant and authorize the City Manager to Sign the Agreement **(DISCUSSION/POSSIBLE ACTION)** 49

3) 2017/0117.11 - Advise Mayor Related to Appointments made by the Mayor Selection Committee (**DISCUSSION/POSSIBLE ACTION**) 78

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2017/0117.12 - Introduction and First Reading (by title only) of Ordinance No. 353-2017 "Commercial Medical Cannabis Land Use Regulation" Section 17.30.195 of the Rio Dell Municipal Code (**DISCUSSION/POSSIBLE ACTION**) 86

L. REPORTS/STAFF COMMUNICATIONS

M. COUNCIL REPORTS/COMMUNICATIONS

N. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
Tuesday, February 7, 2017 at 6:30 p.m.*

RIO DELL CITY COUNCIL  
SPECIAL MEETING  
DECEMBER 14, 2016  
MINUTES

A Special Meeting of the Rio Dell City Council was called to order at 4:00 P.M. by Mayor Wilson.

**ROLL CALL:** Present: Mayor Wilson, Mayor Pro Tem Johnson,  
Councilmembers Garnes, Marks and Thompson

Others Present: City Manager Knopp and (Acting) City Attorney  
Ryan Plotz

**SPECIAL MEETING MATTERS**

**Closed Session – Conference with Labor Negotiator – City Manager  
Concerning Labor Negotiations with Rio Dell Employees Association, Rio Dell Police  
Officers Association, and all Contract Employees**

The Council recessed into closed session with the City Manager and City Attorney to discuss labor negotiations with the above referenced bargaining units.

The meeting reconvened at 5:45 p.m.

Mayor Wilson announced there was no reportable action taken in closed session.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:46 p.m. to the next regular meeting on January 3, 2017.

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk



**RIO DELL CITY COUNCIL  
REGULAR MEETING  
JANUARY 3, 2017  
MINUTES**

The closed session/regular meeting of the Rio Dell City Council was called to order at 6:00 p.m. by Mayor Wilson.

ROLL CALL: Present: (Closed Session): Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Thompson

Others Present: City Manager Knopp

(Regular Meeting): Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Thompson

Others Present: City Manager Knopp, Finance Director Woodcox, Water/Roadways Superintendent Jensen and City Clerk Dunham

Absent: Chief of Police Hill, Community Development Director Caldwell, and Wastewater Superintendent Trainee Yaple (excused)

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:**

Conference with Labor Negotiator – City Manager Concerning Labor Negotiations with Rio Dell Employees Association, Rio Dell Police Officers Association, and all Contract Employees

The Council recessed into closed session with the City Manager at 6:00 p.m. to discuss the above matter.

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced there was no reportable action taken in closes session.

**CEREMONIAL MATTERS**

Swearing in and Seating of Newly Elected Councilmembers Sue Strahan and Frank Wilson  
City Clerk Dunham administered the Oath of Allegiance to the two newly elected councilmembers.

Councilmember Thompson said as the City Council is aware he pursued on numerous occasions the idea of establishing a bottled water enterprise for the City's springs. He said although it never materialized he wanted to introduce to the public the first bottled water. He held up a bottle of water that was presented to him by the City to commemorate his efforts.

The label read: "Monument Springs Bottled Water Co., Rio Dell, CA., The World's Finest Natural Spring Water, and Trademark by the Honorable Jack Thompson."

He continued by stating that it has been a pleasure serving the citizens of Rio Dell but there is still a lot to be accomplished. He said the Council did their best and hopefully in the future the City will continue to improve. He specifically thanked the City Council, City Manager, Finance Director, City Clerk and Water/Roadways Superintendent for all their help.

With that he stepped down and relinquished his seat to Councilmember Strahan. He received a round of applause from the public.

#### Election of Mayor and Mayor Pro Tem

City Clerk Dunham reviewed the procedures for selecting the Mayor and Mayor Pro Tem as set forth in Resolution No. 1127-2011 and pointed out that all councilmembers are considered to be nominated unless a councilmember chooses to decline nomination for one or both positions. There were no members who declined. She stated that each term will be for two years ending with the 2018 General Election and called for questions from the Council or public regarding the selection process. There were no questions or comments at this time.

Beginning with the position of Mayor, followed by the position of Mayor Pro Tem, each Councilmember was presented with a written ballot and asked to vote for the candidate of their choice.

Jack Thompson addressed the Council and said as the Council considers their vote he would like to personally recommend Councilmember Johnson for the position of Mayor. He commented that he has served as Mayor Pro Tem for the past two years and has served on various committees including LAFco and has earned tremendous respect from his colleagues.

The ballots were passed to the City Clerk who announced the results. With Councilmember Wilson receiving three votes and Councilmember Johnson receiving two votes for the position of Mayor, Councilmember Wilson was selected as Mayor for two more years. Councilmember Johnson received four out of five votes and was selected as Mayor Pro Tem for two more years.

#### Proclamation Acknowledging and Thanking Jack Thompson for his Extraordinary Service to the Citizens of Rio Dell

Mayor Wilson read a proclamation expressing sincere thanks to Jack Thompson for his extraordinary service to the citizens of Rio Dell for the past 16 years, serving on the Planning Commission, City Council as both Councilmember and Mayor as well as representing the City on various committees throughout the County. His dedication to public service, fairness, kindness and good humor will truly be missed. He was then presented with a framed proclamation signed by the Mayor.



## **PUBLIC PRESENTATIONS**

**Sean Molyneaux**, 1013 Pine St. addressed the Council regarding an ongoing drainage problem on Pine Street that he has been dealing with over the past 6 years. He said he currently has 8 inches of standing water in his back yard. He commented that he talked to City staff on numerous occasions about the problem but nothing has been done. As such, he said he had no choice but to consult an attorney. He said at the advice of his attorney he presented a Public Records Request to the City asking for a substantial completion date for fixing the drainage problem on his property as well as the street. He commented that he received a letter from the City today saying that all of the documents he requested are not yet available and that it would take approximately 2 more weeks to compile the information.

He said he understands part of the problem is that those parcels on that block were created by lot line adjustments but regardless, it is causing major issues for him. He noted that he spends an hour every day pumping water out of his yard and the neighbors. He said he had a realtor come out who said his property is worth at least \$5,000 and probably closer to \$15,000 less because of the drainage issue. He noted that he had to dig a trench to get water off of his foundation.

He said he feels like the City is turning their back on the situation and the problem with the drainage is that it was obviously not engineered properly. He said that he was told that the developer/owner of the property, Andy Albin was supposed to install drainage improvements years ago but apparently proper drainage was not installed. He said he is here to let the City Council know that he is trying to solve this problem amicably because it would be better for him and the City to resolve the issue without attorney fees.

**Julie Woodall** addressed the Council regarding the election of Mayor and pointed out that most citizens have the perception that the Mayor has more authority than councilmembers do but in Rio Dell the Mayor basically facilitates the meetings and ceremonial matters; other than that, that position is merely one vote among a five-member council. She said she would like to know that the Mayor treats everyone with the same respect no matter who they are related to or who they know and he should also treat fellow councilmembers with the respect they deserve and encourage dialog even if there is a disagreement. She reminded the Council that the City Council directs staff as a City Council rather than individual Councilmembers.

## **CONSENT CALENDAR**

Motion was made by Johnson/Garnes to approve the consent calendar including approval of minutes of the December 6, 2016 regular meeting; adoption of Resolution No. 1316-2017 accepting the Certification of Votes for the November 8, 2016 General Election; approval of a letter of support for Jack Thompson for appointment to the Citizens Advisory Committee on Measure Z authorizing the Mayor to sign; and adoption of Resolution No. 1318-2017 amending



and adopting a Master Salary Table and approving employee contracts for Rio Dell Employees' Association and the City Clerk. Motion carried 5-0.

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

##### 2017 Asphalt Paving Plan and Micro-Sealing with Related Authorization for the City Manager to Draft and Issue Proposal

City Manager Knopp provided a staff report and said in the current budget the Council authorized an \$80,000 General Fund subsidy of the Streets Fund to cover some small paving projects in areas that have been problematic to the City.

He referred to the photos identifying the proposed projects which included repairs to Davis Street in preparation for slurry sealing in the near future; work on the bridge interface with the Highway 101 overpass; repairs to the asphalt curb in Belleview; repairs to various failing utility cuts along Belleview Avenue; an overlay at the intersection of Webster Street and Belleview Avenue and crack sealing along specified sections of Monument Road. He said in addition the City would pursue micro-sealing along Davis Street from Rigby Avenue to Pacific Avenue through a regional contract with neighboring jurisdictions.

He further reported that staff is working with GHD to develop more accurate cost estimates but at this point it seems likely that the estimates will exceed the available funding for the projects. He noted that funds from the Water and Sewer funds could be used to cover specific costs related to the failed utility cuts and the project could be scaled down to better fit the available funding.

Staff requested authorization from the City Council to further pursue the project and develop bids, send out RFP's then once the costs are more defined bring the item back to Council for authorization including modification of the project or a possible budget amendment if needed.

Mayor Pro Tem Johnson stated that he discussed the various projects with the City Manager and one of his concerns is that some of these utility intrusions may have been caused by PG&E so they could have some liability if there needs to be further repairs to patches they put in, even though it may have been years ago. Also, related to the Belleview Avenue Drainage and Curb Replacement work, when it was originally built there should have been a high side super ditch and the City wouldn't be having this problem if it was built correctly. He was concerned that anything short of a high side ditch it is not really going to solve the problem over the long term.

Councilmember Garnes asked if that means that it would be a waste of money to proceed with the work as proposed.



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Mayor Pro Tem Johnson commented that this area is in close proximity to the Active Transportation Planning (ATP) grant project and it would be good if it could be rolled into that project which will take place over the next two years or so.

City Manager Knopp explained the bulk of the ATP project is up the street about 300 yards at the off ramp from southbound 101 and Wildwood Ave. which will reconfigure that off ramp.

Mayor Wilson said he understood the original ATP plan included construction of sidewalks for kids walking to school.

City Manager Knopp agreed to double check the plans but believes in this particular area there were to be some changes to the roadway striping to create bike lanes.

Councilmember Garnes questioned the practicality of slurry sealing the area from an engineering standpoint versus doing the job properly.

Mayor Pro Tem Johnson said he would absolutely opt to not slurry seal in order to do it right and said if money is short he would probably opt for not doing some other area in order to do this area properly. He explained that in order to do it correctly it means going out and doing some excavation work and grinding off and removing the existing shoulder and putting in a ditch at perhaps a minus 5 percent in order to have a defined flow line with a dyke on the backside in order to send the water down the edge of the road rather than having it go across the road which is what it has been doing for 35 years.

City Manager Knopp reiterated that the Council will have the option at a later time to either modify the scope of work to fit the budget or allocate additional resources or complete the scope as represented.

Councilmember Strahan questioned how these particular projects were selected and if Sean Molyneaux's drainage problem on Pine Street was looked at.

City Manager Knopp explained that they looked at main arteries both in and out of the City as well as bus routes. Staff also looked at Rigby Ave. which is another area of concern but ultimately staff decided to remove it from the list due to available funds (\$80,000). He said the idea was to try and identify areas where there would be the most gain with the limited amount of funds available.

Councilmember Strahan asked if the idea is to complete all aspects of the Belleview project so it doesn't happen again.

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City Manager Knopp explained in this particular instance it would involve replacing an already existing but broken asphalt dyke and would not necessarily be a permanent fix.

Councilmember Marks referred to the Davis Street Bridge Interface project and asked where Caltrans responsibility lies with regard to these approaches.

City Manager Knopp said staff has been working with Caltrans on that particular issue but his understanding is that the City is responsible for the approach. He said obviously if it is determined otherwise, the scope would be amended.

Mayor Pro Tem Johnson commented that historically there would be a pre-dated agreement from the late 60's or early 70's when the project was first designed and is likely in the City's archives and certainly in Caltrans files that will define the responsibility of each party.

City Manager Knopp pointed out that the neighboring cities are moving forward and trying to select a contractor for the micro-sealing and are looking at a timeframe of June or July. In order for the City to save money and utilize the same contractor, the projects would need to be identified soon. He noted that if the project is postponed even for a couple of years, the road surface will deteriorate to the point where the project would no longer just be reconstruction of the ditch but actually reconstruction of the whole roadway in that particular section.

Councilmember Garnes asked if when the City goes out for an RFP if a cost comparison can be done to do a complete job or as a temporary fix as proposed on the Belleview work.

City Manager Knopp said that is a possibility although the cost would be significantly more to do a complete project.

Water/Roadways Superintendent Jensen agreed that the ultimate fix would be to construct a new ditch and valley gutter but a cheaper option would be to go on the backside and excavate some of the material and put in a pipe (basically a French drain) 3 to 6 inches below to catch the runoff taking it down to the drain on Belleview and Wildwood. The point he was making is that there are lower cost projects that could be incorporated with the asphalt berm so at least what's there now can be preserved.

Mayor Wilson asked for clarification that it is possible for staff to get costs for both options; City Manager Knopp confirmed that it is.

Mayor Wilson called for public comment on the proposed project.

**Mike Strahan** addressed the Council and stated that Mayor Pro Tem Johnson is a civil engineer and he worked with him for years on Caltrans projects and that he thinks his idea is a far better idea. He said putting in a French drain behind the dyke will be a higher cost than a high side super ditch and a new dyke. He said putting in a new dyke by itself would cost



around \$10 or \$12 a lineal foot and it's going to fall apart because of the moisture that exists coming through there. Basically the City will be throwing money away. He expressed support for Mayor Pro Tem Johnson's idea as a person who has done this kind of thing for 40 years.

Mayor Pro Tem Johnson suggested staff move forward and get both estimates for the Belleview area as discussed. Council concurred.

Discussion Regarding California Public Resources Code §42700 on the Use of Recycled Materials in Public Works Projects

City Manager Knopp provided a staff report and explained that State law requires local agencies to either adopt standards developed by Caltrans related to the purchase of paving materials, base, subbase, pervious backfill to include provisions for the use of recycled materials or at minimum, discuss the matter at a regularly scheduled meeting why the standards are not being adopted.

He said the requirements are quite extensive and include targets for how many tons of various materials Caltrans will use in their projects as well as developing a means to determine whether use of those materials are cost effective.

He noted that the City does a relatively small amount of paving and earthwork projects in any given year and in some years do none. Adopting standards that require evaluating the cost effectiveness of using recycled materials would take a significant amount of staff time to analyze and implement. Also, the City currently makes use of recycled materials and utilizes a small stockpile of asphalt grindings for filling pot holes and various other projects.

Staff's recommendation was to forego adopting these recycling standards.

Mayor Pro Tem Johnson shared a story that happened about 15 years ago when he was working for Caltrans who is probably the biggest paving organization in the United States. He said they wanted to use some recycled rubber in their concrete so they wrote up a contract to incorporate it in and everything was fine until it came time to bid the project. Apparently Mendocino County said they would not site a rubber asphalt plant in their County so the contractors had to go over to Lake County to site the plant which resulted in the project costs almost doubling from what the engineers had estimated. The point he was trying to make is that a company better be big or have a lot of money if they want to get into recycled asphalt products.

Mayor Wilson asked for a consensus of the Council.

Mayor Pro Tem Johnson made the statement: "we've heard it, we've discussed it, and we're not doing it." Council concurred.

Consider River's Edge RV Park Sign Request



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City Manager Knopp provided a staff report and said staff was recently contacted by the owners of the River's Edge RV Park inquiring about the possibility of placing a directional sign below the existing "Not a Through Street" sign at the corner of Davis Street and Rigby Avenue. Apparently a number of potential guests of the RV Park see the sign and turn around thinking there may not be a place to turn around or not realizing the RV Park is at the end of Davis Street.

He said the matter was discussed with the Police Chief who is the City's Traffic Specialist and he felt this request fell outside the purview of the Traffic Committee. As such, staff is presenting the request to the Council for consideration.

Staff further stated that the owners have prepared a draft sign and that the owners would be responsible for all costs including staff time, estimated at \$150 - \$200.

A representative of the RV Park was present to address the Council. She presented the actual sign they were proposing to have installed which read "River's Edge RV Park Straight Ahead" with an arrow pointing up. She indicated that the sign is really necessary as the existing "Not a Through Street" caused confusion for travelers trying to get back on Highway 101 South. She also commented that the existing sign with the new sign attached above it should probably be moved further down on Davis St.

Mayor Wilson suggested she work with staff on placement of the sign and called for public comment on the item.

**Julie Woodall** asked what will happen when other businesses come in and want to advertise their business on City Municipal signs. She said it may sound petty but she thinks allowing the RV Park's sign on a City sign opens up a can of worms. She also commented on the sign for the Community Resource Center that was attached to the back of the Stop sign across from the new coffee shop on Wildwood Avenue which she said is not the best idea. She added that she thinks the sign post should be used for its intended use only and if a business needs signage they should not be allowed to put it on the same post as a municipal sign.

Mayor Pro Tem Johnson commented about 20 years ago, Caltrans realized they needed to give more information to the traveling public on freeways so they started putting in the blue signs that tell travelers there are such things as food, gas and lodging ahead. He said the reason for doing this was because people were taking the wrong exists and getting confused and causing accidents. As a traffic engineer you don't want to have people confused about where they are going. He said the location of the sign as proposed is in the right location as far as a traffic engineer would be concerned because it's the last opportunity to deviate from going east on Davis Street and taking either a right, left or U-turn. He commented that the last thing you would want to happen is to have a 48 foot 18-wheeler going down Davis Street and realizing there is no way to turn around. He expressed support for the proposal as submitted.



Motion was made by Johnson/Garnes to approve the request from the owners of River's Edge RV Park to work with staff on placement of a sign below the "Not a Through Street" sign at the corner of Davis Street and Rigby Avenue as proposed. Motion carried 4-1; Councilmember Strahan dissented.

Discussion Regarding Future Priority Setting Agenda for 2017

City Manager Knopp said this item comes before the Council at the request of Mayor Wilson and the recommendation is to discuss setting a date for a future priority setting agenda for 2017 either on a regular meeting night or at a special study session. He noted it will also provide an opportunity for individual Councilmembers to discuss priority issues they would like to see addressed over the next year.

Mayor Wilson said because of the Brown Act the Councilmembers can't get together and discuss matters as a group outside a public meeting so he suggested the Council set a time to discuss priorities for the year. He said he has some issues that he feels are pressing such as the need to address recreational cannabis, finances and update of the Employee Handbook. He commented that he would like to set up a calendar so everyone knows what is planned for the year. He said last year the Council got side tracked in an area with a so called big elephant in the room and other things got pushed aside. He said some of those things are starting to surface so the Council needs to identify priorities and keep focused on those items.

Discussion continued regarding a potential date for the meeting.

The consensus of the Council was to have a study session on a separate night from the regular City Council meeting.

City Manager Knopp suggested staff poll the Council and set aside a day with the meeting starting at 5:00, potentially on January 16<sup>th</sup> or 18<sup>th</sup> if possible. He said he would follow up with an email to Councilmembers.

**ORDINANCES/SPECIAL RESOLUTIONS**

Second reading (by title only) and Adoption of Ordinance No.352-2016 amending Chapter 15.05 "Construction Codes" Sections 15.05.020 and 15.05.050 of the Rio Dell Municipal Code (RDMC)

City Manager Knopp provided a staff report and explained it is routine for staff to bring to the Council every three years, update of the new building codes. He said the proposed ordinance amends Chapter 15.05 of the RDMC and adopts the 2016 California Building Codes.

He said included with the adoption of the California Building Standards Code is the 2015 International Property Maintenance Code which provides the City authority to abate structures that are imminent hazards to the public in a quick and efficient manner. Staff also is recommending amending the penalty provisions, Section 15.05.050 of the RDMC increasing



the penalty from \$500 to \$1,000 to be consistent with the penalty provisions of the Nuisance and Zoning regulations.

A public hearing was opened to receive public input on the proposed ordinance.

There being no public comment, the public hearing was closed.

Motion was made by Johnson/Garnes to approve the second reading (by title only) and adopt *Ordinance No. 352-2016 amending Chapter 15.05, "Construction Codes". Sections 15.05.020 and 15.05.050 of the Rio Dell Municipal Code (RDMC)* and direct the City Clerk, within 15 days after adoption of the Ordinance, to post an adoption summary of the Ordinance as required.

## REPORTS/STAFF COMMUNICATIONS

City Manager Knopp began by proposing a joint study session be scheduled on January 10, 2017 with the City Council and Planning Commission to discuss future Economic Development opportunities in the City including an overview of the proposed development at the former Eel River Sawmill Site. The study session was scheduled for January 10, 2017 at 5:00 p.m. prior to the Special Planning Commission meeting scheduled for 6:30 p.m.

City Manager Knopp distributed a written City Manager update of recent activities and events (Attachment 1 to these minutes), and said staff is working with attorneys at Downey Brand to assist staff with the National Pollutant Discharge Elimination System (NPDES) Permit permitting process which is required to be updated every five years; reported the State has issued its draft Notice of Rescission for Cease and Desist orders that were issued to the City in 2003 for chronic violations at the Wastewater Treatment Plant; the EV Charging Station signs have been installed; staff continues to work with the contractor in preparation for work to begin on the Old Ranch Road water line project; said the Department of Housing and Community Development has approved the City's request to sole source the architecture/engineering of the CDBG Architectural Barrier Removal project; and the traffic study for the interface of Northwestern Avenue and Highway 101 has been signed by the City Manager and W-Trans and the study that has been funded by the developers is underway.

Mayor Pro Tem Johnson said as the City Manager pointed out the NPDES permit is updated every five years and is a huge deal for the City. He reminded the public that some of the requirements they impose are certainly negotiable and the City needs to negotiate for the best possible deal as the permit will be in place for a long time. He said in that respect he is glad to see the City working with a legal firm to get the best possible deal.

City Manager Knopp stated that he feels good about the process and that staff wasn't going to use outside consultants but Fortuna convinced staff that it was a good way to go. He said they will be questioning some of the fundamental assertions the State has put on the City since

some of the requirements are pretty stringent considering there are no municipal users pulling out of the river below Rio Dell.

Mayor Pro Tem Johnson commented that it seems there should be two sets of discharge requirements; one for the wet season when stuff is being significantly diluted and one for the dry season when irrigation actually occurs in the field where nutrients are taken up by the grass. He commented that he feels the City is in a very strong negotiating position as far as the State Board and where the City is.

He also asked if there is a start date for the Old Ranch Road waterline project; City Manager commented that no definite date has been determined.

Finance Director Woodcox reported on recent activities in the finance department and said the auditors will be here on January 19<sup>th</sup> and 20<sup>th</sup> to look at the information for FY 2015-2016. She also reported on the scheduled water rate increase effective at the end of the month resulting in an increase of \$6/month to the base rate and \$.40 increase on the unit charge for an overall average increase of \$8.00 to \$10.00 a month for the normal household as well as a \$25.00 increase to the Dinsmore Zone customers on top of those rates. She also said she will bring the mid-year budget review to the Council in February.

City Manager Knopp reported that the public works crew was called out at 3:00 p.m. on Thursday to address a huge water leak on the Dinsmore Plateau and wanted to point out that the crew got called out and had to work under adverse conditions with limited staff and people don't always notice how hard they work to keep the system running. He thanked Water/Roadways Superintendent Jensen and the public works crew for everything they do.

Water/Roadways Superintendent Jensen stated that a customer was doing some earthwork with a backhoe and broke the 6 inch main draining half of the water in the 100,000 gallon tank. He said they were able to do a temporary patch to the line and Wendt Construction would be doing the permanent fix on Thursday.

Mayor Pro Tem Johnson asked if the property owner will be responsible for the cost of the repairs.

Staff responded that the property owner will be billed staff was working on putting the charges together.

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

Mayor Pro Tem Johnson reported that the League of California Cities watches over legislative bills and said there are approximately 2,000 bills submitted in a typical cycle between the



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Senate and Assembly. The League reviews those bills to see how cities would be impacted and of those bills, there are probably 100-150 that are of real interest to the League.

He said a couple bills of interest to him and should be of prime interest to the City is AB-1 introduced by Assemblyman Frasier and SB-1 introduced by Senator Beal. He said they are parallel bills and have to do with funding for streets and roads. It was estimated that Rio Dell would receive \$116,000 a year in funding if the bills are passed and signed by the Governor. He expressed the importance of sending letters encouraging approval of those bills as it gets closer to the time of getting the bills in committee.

Councilmember Garnes thanked staff for everything they did during the year and wished everyone a very happy new year.

She also asked if staff was going to respond to Sean Molyneaux drainage complaint.

City Manager Knopp noted that the City received an information request in writing and staff is working on compiling the documents and also working with the City's risk group and the City Attorney on what, if any liability the City has with regard to this issue.

**ADJOURNMENT**

Motion was made by Johnson/Garnes to adjourn the meeting at 7:50 p.m. to the January 10, 2017 Joint Study Session. Motion carried 5-0.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk



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675 Wildwood Avenue  
Rio Dell, CA 95562



TO: Rio Dell City Council  
THROUGH: Kyle Knopp, City Manager  
FROM: Karen Dunham, City Clerk  
DATE: January 17, 2017  
SUBJECT: Appointment of Planning Commission Alternate

**RECOMMENDATION**

Approve appointment of Bryan Richter as Alternate on the Rio Dell Planning Commission for a three-year term ending December 31, 2019

**BACKGROUND AND DISCUSSION**

As the Council is aware, Section 2.60.020 the Rio Dell Municipal Code (RDMC) was amended to include one alternate position on the Planning Commission. At the August 2, 2016 regular meeting, Sandy Blakely was appointed to that position however; decided to decline the appointment for personal reasons.

A Notice of Vacancy was posted on September 15, 2016 advertising the position with the final date for submission of applications set for September 29, 2016. Since there were no responses, the application deadline was then extended to October 26, 2016 with still no responses.

On January 10, 2017, an application was received from Bryan Richter expressing interest in serving.

Provided there are no objections from the Council, staff is recommending the Council approve the appointment of Mr. Richter to the position for the term ending December 31, 2019 since there have been no other applicants wishing to be considered for appointment. If approved, the Commissioner will be sworn in and seated at the next regular meeting of the Rio Dell Planning Commission scheduled for February 28, 2017.

ATTACHMENT: Application for Planning Commission Alternate - Bryan Richter



RECEIVED

1-10-17

Rd



**CITY OF RIO DELLS  
APPLICATION FOR  
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

**PERSONAL DATA:**

Name: BRYAN K RICHTER

Address Where you Reside: 60 NORTH STREET, RIO DELL

Mailing Address (if different): ↑

Home Phone: 707-764-2502 Cell Phone: 707-496-7427

Email Address: SKYPILOT87@HOTMAIL.COM

**EDUCATIONAL DATA:**

High School: FORTUNA UNION HIGH SCHOOL

College/University: \_\_\_\_\_

**EMPLOYMENT DATA:**

Current Employer/Occupation When Employed: RICHTER CONSTRUCTION, OWNER CONTRACTOR

**GENERAL INFORMATION:**

Do you currently serve on a City Board or Commission? \_\_\_\_\_ Yes  No

If yes, please list: \_\_\_\_\_

Please list any past or present community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: I AM SEEKING

A ROLE IN THE COMMUNITY TO AID IN THE PROCESSES WHICH

WILL DETERMINE THE DIRECTION THE CITY WILL GO IN THE FUTURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. \_\_\_\_\_ Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE OF APPLICANT:**

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: 12.19.16 SIGNATURE: 

**RETURN COMPLETED APPLICATION TO:**

**Karen Dunham, City Clerk  
675 Wildwood Avenue  
Rio Dell, CA 95562  
Phone: 764-3532  
admin1@riodellcity.com**



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



For Meeting of: January 17, 2017

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: January 12, 2017

Subject: Appointment of Kim Reid as the Eagle Prairie Arts District (EPAD member to the Wildwood Avenue Sculpture Committee

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**Recommendation:**

That the City Council:

1. Appoint Kim Reid to the Wildwood Avenue Sculpture Committee

**Discussion:**

As the Council is aware the City established a Sculpture Committee in 2014 to review and approve potential sculptures to be placed on two pedestals that were constructed as part of the Wildwood Avenue enhancement project.

The Wildwood Avenue Sculpture Committee is responsible for reviewing and approving applications for the placement of sculptures along the Wildwood Avenue corridor. The Committee consists of the Community Development Director, one member of the City Council (Mayor Wilson) and one alternate City Council member, one member from the Rio Dell-Scotia Chamber of Commerce (Susan Pryor), one member from the Eagle Prairie Arts District (Jim Box) and one public member (Robert Agnew) residing within the City limits. The alternate City Council member only participates when the regular City Council member is unable to serve due to scheduling concerns or a conflict of interest. The Committee meets on call.

The EPAD representative, Jim Box recently resigned. Adam Dias of EPAD suggested staff reach out to Kim Reid to inquire if she would be interested in serving on the Committee. Staff did send Mrs. Reid a letter which is included as Attachment 1. Mrs. Reid did submit her application. Mrs. Reid's application is included as Attachment 2. As such, staff recommends that the Council appoint Mrs. Reid as the EPAD Member.

### **Attachments**

Attachment 1: Letter of January 4, 2017 to Mrs. Reid.

Attachment 2: Mrs. Reid's application.



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



January 4, 2017

Kim Reid  
305 Columbus Street  
Rio Dell, CA. 95562

Subject: Sculpture Committee

Dear Mrs. Reid:

Adam Dias has recommended you to be a member of the Wildwood Avenue Sculpture Committee. You would be replacing Jim Box who recently resigned as the Eagle Prairie Arts District (EPAD) representative. We hope you consider volunteering for the Committee. Enclosed is a copy of the Wildwood Avenue Sculpture Guidelines which summaries goals of the Committee and provides some additional background information.

The Wildwood Avenue Sculpture Committee is responsible for reviewing and approving applications for the placement of sculptures along the Wildwood Avenue corridor. The Committee consists of the Community Development Director, one member of the City Council (Mayor Frank Wilson), one member from the Rio Dell-Scotia Chamber of Commerce (Susan Pryor), one member from the Eagle Prairie Arts District (vacant, formerly Jim Box) and one public (Robert Agnew) member residing within the City limits.

As part of the Wildwood Avenue Enhancement Project which was completed in 2013/2014, two sculpture pedestals were installed in the medians. Unfortunately, there has not been a lot interest from the art community to display their work. Furthermore the City does not have the financial resources to purchase sculptures for the pedestals. Hopefully you may have contacts in the local art community and/or are willing to contact some folks in the community who may be interested in displaying their work.

If you have any questions or need additional information, please feel free to contact me at (707) 764-3532. We look forward to hearing from you.

Sincerely,

**COPY**

Kevin Caldwell  
Community Development Director

Enclosures

Copy:  
City Council  
City Manager  
Sculpture Committee

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



APPLICATION FOR  
**WILDWOOD AVENUE SCULPTURE COMMITTEE**

SEE BACK PAGE FOR INFORMATION ON THE COMMITTEE

Name: Kim Reid Date: 1-8-17  
Address: 305 Columbus St. Phone: Home: 707-681-6717  
Rio Dell, CA 95562 Cell: 707-681-6819  
Occupation: Graphic Artist, Illustrator Email: KimReidStudio@gmail.com

How long have you lived in Rio Dell? 3 years Do you rent or own?  Rent  Own

Are you available to meet during regular business hours?  YES  NO

Why are you interested in serving on the Sculpture Committee? To help my local community of artists & bring interesting art to the streets of Rio Dell. I hope people driving through Rio Dell might stop to admire the sculptures and then shop or eat in our city.

Professional and/or Community Activities: EPAD Gallery Coordinator and also providing Graphic Design services to this organization. Future member of the Fortuna Arts Council.

What type of skills, experience or education do you have that would be useful to the committee and community? I am selling my paintings in many Humboldt art galleries. I have been a Graphic Artist & Illustrator for over 30 years. To see a list of current galleries visit my portal website: KimArtandDesign.com click on the Shows tab.

Identify two (2) local references: Name: Adam Dias Phone: 707-267-4920  
Name: Tracy Oconnel Phone: 707-267-6052

Return application to the City of Rio Dell, 675 Wildwood Avenue, Rio Dell, CA. 95562

Fax: (707) 765-5480




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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [cm@riodellcity.com](mailto:cm@riodellcity.com)



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 17, 2017**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager 

FROM: Brooke Woodcox, Finance Director 

DATE: January 17, 2017

SUBJECT: Resolution 1319-2017 Authorizing Council Members and City Staff to sign on behalf of the City on all U.S. Bank Accounts.

**RECOMMENDATION**

Rescind Resolution 1250-2015 and approve Resolution 1319-2017 Authorizing the update of Signature Cards on all U.S. Bank Accounts.

**BUDGETARY IMPACT**

None.

**BACKGROUND AND DISCUSSION**

The City of Rio Dell has established accounts with U.S. Bank to meet the City's banking needs for daily operations. Maintenance of the accounts is assigned to the finance department and include daily deposits, check processing and other authorized draws, monitoring and reconciliation. Each draw on the account requires the signature of two authorized signers designated by the City Council.

The City's current signature cards need to be updated to include Council Members and City Staff as there can be difficulties acquiring two signatures. If approved the updated list of signers will be:

Signers: CITY COUNCIL  
Frank Wilson, Mayor  
Gordon Johnson, Mayor Pro-tem  
Debra Garnes, Council Member

Signers Cont.: CITY STAFF  
Kyle Knopp, City Manager  
Graham Hill, Chief of Police  
Karen Dunham, City Clerk

\*Authorized Representative: Brooke Woodcox, Finance Director

The City's Authorized Representative is allowed informational access to the account, and is authorized to make transfers between approved city accounts as listed:

US Bank  
General Checking Account #: xxxxxxxx5415  
Payroll Checking Account #: xxxxxxxx5571  
CDBG Account #: xxxxxxxx9758  
Construction Account#: xxxxxxxx5169





**RESOLUTION NO. 1319-2017  
A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF RIO DELL AUTHORIZING  
THE UPDATE OF SIGNATURE CARDS  
ON ALL U.S. BANK ACCOUNTS**

**WHEREAS**, U.S. Bank was selected and designated as a depository of funds of this body to meet the City's daily operating needs and is maintained by and in the name of the City of Rio Dell, upon and subject to such terms and conditions as the officers hereinafter designate; and

**THEREFORE, BE IT RESOLVED**, that all checks, drafts and other instruments for the payment from said account or at said office be signed on behalf of this body by two authorized signers as Listed:

Frank Wilson, Mayor  
Gordon Johnson, Mayor Pro-tem  
Debra Garnes, Council Member  
Kyle Knopp, City Manager  
Graham Hill, Chief of Police  
Karen Dunham, City Clerk

**THEREFORE, BE IT FURTHER RESOLVED**, that the Finance Director is listed as a representative of the City with authorization to make deposit and withdrawal transfers between the following authorized accounts:

**US Bank**  
General Checking Account #: xxxxxxxx0525  
Payroll Checking Account #: xxxxxxxx5571  
CDBG Account #: xxxxxxxx9758  
Construction Account#: xxxxxxxx5169

**THEREFORE, BE IT RESOLVED**, that the Clerk of this body be and hereby is authorized and directed to certify to said agency that these resolutions have been duly adopted and are in conformity with the by-laws of the body, and to further certify to said bank to names and specimen signatures of the present officers of the body authorized to sign as aforesaid, and, if and when any change be made in the personnel of said officers, the fact of such change and the name and specimen signature of each new officer; and

**NOW THEREFORE, BE IT RESOLVED**, that said agency be and hereby is requested and authorized to honor, receive, certify or pay any such instrument signed or endorsed in

accordance with the foregoing resolutions and the certification then in effect as above provided for, including any such instrument drawn or endorsed to the personal order of, or presented for negotiation or encashment by, any officer signing or endorsing the same; and

**BE IT FURTHER RESOLVED**, that these resolutions and each such certification shall remain in full force and effect, and said agency is authorized and requested to rely and act thereon, until it shall receive at its office to which the certified copy of these resolutions is delivered, either a certified copy of a further resolution of the Council amending or rescinding these resolutions or a further certification as above provided for, as the case may be.

**PASSED AND ADOPTED** by the City of Rio Dell on this 17<sup>th</sup> day of January 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk



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



January 17, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Approval of Resolution No. 1320-2017 Designating the Membership Structure of the Humboldt County Solid Waste Local Task Force

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Approve Resolution No. 1320-2017

**BACKGROUND AND DISCUSSION**

The resolution designates the membership structure of the Humboldt County Local Task Force to assist in the implementation of the integrated management of solid waste.

The Humboldt County Local Task Force began convening in 1990 in response to the California Integrated Waste Management Act of 1989 (AB 939). On June 30, 2016, Eureka Parks & Recreation Director Miles Slattery was selected as the LTF Chair and Mike Johnson of the City of Fortuna as Vice-Chair. The LTF met again on September 29, 2016 and approved a resolution for LTF members to approve which will officially resume meetings of the LTF in Humboldt County.

Under the Integrated Waste Management Act of 1989 (AB 939), every county in California is required to convene a Local Task Force (LTF) to assist in coordinating the development of its Countywide Integrated Waste Management Plan. California Public Resources Code Section 40950 states that "the membership of the task force shall be determined by the county and a majority of the cities within the county which contain a majority of the population of the incorporated area of the county," and that the task force shall do all of the following:

1. Identify solid waste management issues of countywide or regional concern
2. Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region.
3. Facilitate the development of multijurisdictional arrangements for the marketing of recyclable materials.

4. To the extent possible, facilitate resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements.

The LTF must be convened at a minimum once every five years. City representative attending LTF meetings will be the City Manager as the designee for the Local Task Force.

Although the LTF is countywide in scope, it is separate from the Humboldt Waste Management Association (HWMA) and it includes members which do not participate in HWMA.

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**RESOLUTION NO: 1320-2017  
OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
DESIGNATING MEMBERSHIP STRUCTURE OF THE  
HUMBOLDT COUNTY SOLID WASTE LOCAL TASK FORCE**

**WHEREAS**, the California Integrated Waste Management Act of 1989 (AB939), as amended, mandates each county to convene a task force to assist in the implementation of the integrated management of solid waste; and

**WHEREAS**, the membership of the task force, in accordance with Public Resources Code, Section 40950, is to be determined by “the county and by a majority of the cities within the county which contain a majority of the population of the incorporated area of the county”; and

**WHEREAS**, in 2003 the Humboldt Waste Management Authority Board, representing the county and by a majority of the cities within the county containing a majority of the population of the incorporated area of the county, re-structured the membership of the Solid Waste Local Task Force through approval of Resolution 2003-4, who then periodically convened; and

**WHEREAS**, at the September 29, 2016, Solid Waste Local Task Force members expressed their wish to restate the membership of the Solid Waste Local Task Force and clarify the roles and responsibilities of the Solid Waste Local Task Force members and jurisdictions.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council that the Integrated Solid Waste Management Task Force, a.k.a. Solid Waste Local Task Force (LTF), is hereby established as follows:

**1. AUTHORITY**

The Solid Waste Local Task Force is formed pursuant to Public Resources Code, Section 40950. The Solid Waste Local Task Force is created and its members appointed by resolution of the Humboldt County Board of Supervisors, which has the authority to establish and disband the Solid Waste Local Task Force on Integrated Waste Management.

**2. PURPOSE**

The purpose of said Solid Waste Local Task Force is to:

- (a) Assist in coordinating the review, revision and implementation of county and city source reduction and recycling elements, household hazardous waste elements, and non-disposal facility elements;
- (b) Review the county-wide siting element;
- (c) Ensure a coordinated and cost-effective regional integrated system for the management of waste by:

Identifying new and ongoing solid waste management issues of county-wide or regional concern.

Assisting, advising, and facilitating the development of solid waste collection systems, processing facilities, and marketing arrangements that can serve more than one local jurisdiction within the region.

To the extent possible, facilitating resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements, household hazardous waste elements, and non-disposal facility elements.

(d) Develop goals, policies and procedures which are consistent with the guidelines and regulations adopted by the CalRecycle to guide the development of the county-wide integrated waste management plan.

(e) Review and comment, as required by the Local Enforcement Agency and CalRecycle, on proposed actions, programs and facilities which affect the management of solid waste and diverted materials in Humboldt County.

(f) Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues.

(g) Provide advice and other advisory tasks as requested by the jurisdictions of Humboldt County.

### **3. MEMBERSHIP & ALTERNATES**

The Solid Waste Local Task Force shall be composed of the total of eight (8) members, such that the City Manager of each city jurisdiction and the County Administrative Officer in Humboldt County shall be entitled to designate one representative to the LTF. This designated representative may be, but is not required to be, the jurisdiction's staff person who handles waste reduction matters for the agency.

Any duly appointed representative may appoint an alternate representative to attend and to participate in any official LTF activity.

### **4. TERM OF OFFICE**

The term of any staff person serving as a representative will not exceed the term of their employment with the jurisdiction.

### **5. OFFICERS AND DUTIES**

A Chairperson and Vice-Chairperson shall be elected annually by the members at the first meeting of each calendar year by a simple majority of the local task force representatives present. The Vice-Chair person shall assume the responsibilities of the Chairperson in his/her absence. Either the Chairperson or the Vice-Chairperson shall attend each meeting of the local task force.



## **6. ATTENDANCE**

Solid Waste Local Task Force members are expected to regularly attend and participate in scheduled meetings. The absence of a task force representative, or their alternate, shall be cause for the Chairperson to contact the jurisdiction representative to discuss participation in the meetings. Whenever a representative, or their alternate, fails to attend three (3) consecutive meetings, without good cause, the Chairperson will contact the City Manager, or in the case of the County, the County Administrative Officer of the jurisdiction to request a new representative.

The jurisdiction represented by the member will have 90 days to designate a representative.

## **7. QUORUM**

A quorum shall consist of a minimum of five (5) Solid Waste Local Task Force members.

## **8. VOTING**

Each representative shall have one vote, with a simple majority of votes needed to constitute action. Voting by proxy is not permitted.

## **9. MEETINGS**

The Solid Waste Local Task Force shall meet at least annually, with additional meetings as necessary. The meeting place and time will be as agreed upon by the members.

The Chairperson will call the meeting and notify the members. The member agency representative hosting the meeting will post the meetings in accordance with the Brown Act.

## **10. MEETING AGENDAS**

Meeting agendas, for all regular Solid Waste Local Task Force meetings, shall be transmitted in advance, in writing to all Solid Waste Local Task Force representatives and other interested persons who have submitted a request in writing. Agendas will be developed by the Chair, or if unavailable, the Vice-Chair.

Agendas must be presented in their final form, electronically, to the representative of the member agency hosting the upcoming meeting no later than ten to five (10-5) working days prior to a scheduled meeting. Where appropriate and feasible, reports and other informational material should be submitted concurrently with the proposed agenda.

The representative of the member agency will post agendas in accordance with Brown Act requirements, and Section 14.

Agendas and supporting documents should be emailed by the Chairperson, or Vice-Chairperson, to Solid Waste Local Task Force members a minimum of 72-hours in advance of the meeting. An E-mail distribution will be used for the distribution of agendas and appropriate documents.

## **11. OFFICIAL ACTION**

All official action by the Solid Waste Local Task Force shall be recorded by meeting minutes that have been reviewed and approved by the Solid Waste Local Task Force.

Following review and approval, meeting minutes shall be submitted to the County of Humboldt for permanent recordkeeping retention. It is the responsibility of the Solid Waste Local Task Force to ensure that the County of Humboldt receives the most current meeting minutes.

## **12. ADMINISTRATIVE SUPPORT**

Administrative support shall be divided up among the agencies represented in the Solid Waste Local Task Force.

## **13. COMMITTEES**

The members of the Solid Waste Local Task Force may from time to time create committees as needed to assist with the business of the Solid Waste Local Task Force, including but not limited to a citizens' advisory committee, consisting of members of the general public, and a technical advisory committee, consisting of members with expertise in waste management and waste reduction. The purpose, term and composition of any such committees shall be at the pleasure of the Solid Waste Local Task Force.

## **14. NOTICE & POSTINGS OF MEETINGS**

Notice of the meetings shall be provided to all Solid Waste Local Task Force representatives by mail, fax or e-mail.

Notice of the meetings will be posted by the City of Eureka at their regular posting location and at the meeting location:

Posting Location: Eureka City Hall  
501 K Street  
Eureka, CA 95501

Regular Meeting Location: Adorni Center  
1011 Waterfront Drive  
Eureka, CA 95501

Solid Waste Local Task Force members are encouraged to provide a courtesy posting of the agenda in their respective communities for additional public participation.

The Regular Meeting Location is subject to change by vote of the Solid Waste Local Task Force, and will be noticed on the posted agenda.

## **15. PROCEDURES**

The Solid Waste Local Task Force shall carry out its functions in accordance with procedures that are consistent with State and local law.

## **16. STANDARDS OF ETHICS AND CONDUCT**

### **Responsibilities of Public Office**



Individuals appointed to the Solid Waste Local Task Force are agents of the public and serve for the benefit of the public. They shall uphold and act in accordance with the Constitution of the United States of America, and the Constitution of the State of California.

All members of the Solid Waste Local Task Force shall be required to complete the Conflict of Interest forms, entitled "Statement of Economic Interests for Designated Officials and Employees", Form 700 of the Fair Political Practices Commission (FPPC). Forms must be filed annually with the Humboldt County Clerk of the Board.

**17. MEMBERSHIP AMENDMENTS**

Pursuant to Public Resources Code, Section 40950, membership of the Solid Waste Local Task Force is to be determined by the County and majority of cities within the county which contain a majority of the population of the incorporated area of the county.

Proposed membership amendments may be considered by the Solid Waste Local Task Force, with recommended amendment(s) circulated to the County and jurisdictions for consideration. Jurisdictions that contain a majority of the population of the incorporated area of the County are required to vote in the affirmative to modify the membership. The final vote(s) will then be forwarded to the Humboldt County Board of Supervisors for revision of this resolution.

**18. REPEAL**

With the adoption of this resolution, all prior resolutions regarding the subject of the Solid Waste Local Task Force are hereby repealed.

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 17<sup>th</sup> day of January 2017, by the following vote:

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*

January 17, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Discussion and Possible Action Approving Letters of Support for Assembly Bill 1 and Senate Bill 1 with Further Authorization for the Mayor to Sign.

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Approve the letters and authorize the Mayor to sign.

**BACKGROUND AND DISCUSSION**

Please see the attached documents describing the latest proposal by the State Legislature to provide some financial relief for a portion of the roads throughout the State and Rio Dell. The League of California Cities recommends the City endorse this legislation. After full phase in of this proposal (5 years), the City of Rio Dell could anticipate an additional \$116,000 in annual revenue dedicated to the Streets Fund.

///



## **\$6 Billion Transportation Funding Proposals Introduced, including \$2.2 Billion for Local Streets and Roads**

As the first order of business in the new legislative session, Senator Beall and Assembly Member Frazier introduced similar transportation funding proposals on December 5, 2016, under SB 1 and AB 1, respectively. Upon full implementation, each proposal will generate approximately \$6 billion annually, with about \$2.2 billion going to local streets and roads.

These proposals present an opportunity in the new legislative session for all sides to negotiate on a comprehensive package to send to the Governor. The League of California Cities supports these proposals as a starting place for negotiations, but also understands that there is still work needed to get the necessary two-thirds vote in each legislative chamber. The League will continue to help advance the discussion and will provide cities with the tools it needs to advocate when the legislature is closer to reaching a deal.

Below, the League has summarized the key provisions in each of these proposals, as well as highlight the key differences under specific provisions:

### **Reforms**

- **Establishes local reporting requirements.** Cities and counties would be required to send the CTC a list of projects they propose to fund with Road Maintenance and Rehabilitation Account (RMRA) funds, specifying the location, description, proposed schedule, and estimated useful life for each project each fiscal year.
- **Requires cities and counties to maintain existing general fund levels for transportation funding.** The bills require cities and counties to maintain their general fund transportation levels at equal to or greater than their annual average expenditures during the 2009-10, 2010-11, 2011-12 fiscal years, which is known as a maintenance of effort requirement. The bill authorizes the State Controller's Office to audit local governments for compliance and subject local governments to reimbursing the state for non-compliance.
- **Makes permanent the National Environmental Protection Act (NEPA) delegation authority.** Permanently extends the authority for CalTrans to participate in the federal NEPA delegation pilot program, which allows projects involving federal funds to be delivered faster.
- **Promotes employment and training opportunities through preapprenticeship.** Requires state and local agencies to create programs that promote employment in advanced construction through preapprenticeship as a condition of receiving RMRA funds.
- **Incorporates "complete streets" design concept into the Highway Design Manual.** Requires Caltrans to incorporate the "complete streets" design concept into the Highway Design Manual.
- **Restores independence to the California Transportation Commission (CTC).** The bills move the CTC out from under the California State Transportation Agency, establishing it as its own entity within state government to help it fulfill its oversight role.

- **Creates the Office of Transportation Inspector General as an independent entity and office within state government.** Its role will be to ensure that all other state agencies that receive state transportation funds are operating efficiently, effectively, and in compliance with federal and state laws. The Inspector General would be appointed by the Governor to a six-year term and would have the authority to conduct audits and investigations involving state transportation funds with all affected state agencies.
- **Permanently extends and expands the limited CEQA exemption for transportation repair, maintenance, and minor alteration projects to existing roadways.** The bills delete the January 1, 2020 sunset of the existing law and expand the exemption to cities and counties with populations greater than 100,000 and apply the exemption to state roadways.
- **Creates an Advanced Mitigation program for transportation projects.** The bills authorize the Natural Resources Agency to prepare, approve, and implement advance mitigation plans for one or more planned transportation projects. An advanced mitigation plan is defined as a regional or statewide plan that estimates the potential future mitigation requirements for one or more transportation projects and identifies mitigation projects, sites, or credits that would fulfill some or all of those requirements. The Agency would be authorized to administer the program, establish mitigation banks, secure areas for the purpose of providing mitigation, and allow transportation agencies to use mitigation credits to fulfill mitigation requirements. The program's intention is to supplant existing CEQA requirements, not substitute for them.

#### **Additional Revenues (Approximate)**

- **\$1.8 billion from a 12 cent increase to the gasoline excise tax, adjusted every 3 years for inflation.** The revenue generated from this particular increase would help restore the gas tax' lost purchasing power due to inflation. The funds attributable to the 12 cent increase would be transferred to the newly created Road Maintenance and Rehabilitation Account (RMRA) for distribution.
  - **Key Difference:** SB 1 (Beall) phases in the 12 cent increase over 3 years, while AB 1 (Frazier) does not include a phase in period.
- **\$1.1 billion from ending the Board of Equalization (BOE) "true up" and resetting the rate to the historical average of 17.3 cents per gallon, adjusted every 3 years for inflation.** This provision would "reset" the priced based excise tax on gasoline to its original rate of 17.3 cents. Funds would be distributed using current formulas.
- **\$1.3 billion from a \$38 increase to the Vehicle Registration Fee, adjusted every 3 years for inflation.** After the California Department of Motor Vehicles deducts their administrative costs from imposing and collecting the fee, the funds from the increase would be deposited into the RMRA for distribution.
- **\$500 million from restoration of half the truck weight fees to transportation projects.** Restoration of truck weight fee revenue would be phased-in over a five-year period and half would no longer be allowed to be transferred out of the state highway account (SHA) after the 2020-21 fiscal years. The funds would remain in the SHA, which would prevent HUTA funds from the variable gas tax from having to offset the SHA weight fee transfer.



- **Key Difference:** SB 1 (Beall) phases in a percentage of the truck weight fees back to transportation projects, while AB 1 (Frazier) phases in specific weight fee amounts every year. SB 1 caps the weight fee transfer at 50% in FY 2020-21, while AB caps the weight fee transfer at \$500,000,000 in FY 2020-21.
- **\$600 million from a 20 cent per gallon increase to the diesel excise tax, adjusted every 3 years for inflation.** The funds attributable to the 20 cent increase to the diesel excise tax would be transferred to the Trade Corridors Improvement Fund (TCIF). Federal FAST Act funds for freight would also be deposited into the TCIF.
- **\$300 million from unallocated cap and trade funds.** This continuous appropriation of cap and trade funds would essentially double the amount going towards the Transit and Intercity Rail Capital Program (TIRCP) and the Low Carbon Transit Operations Program (LCTOP).
- **\$263 million from 3.5 Percent Increase to the diesel sales tax.** The funds generated through the additional 3.5 percent increase to the diesel sales tax would deposit \$263 million into the State Transportation Account for transit and intercity rail purposes.
  - **Key Difference:** SB 1 (Beall) would impose an additional 0.5 percent to this sales tax which would generate a \$40 million set aside for intercity rail and commuter rail.
- **\$60 million from miscellaneous transportation revenues.** The bills delete the transfer of miscellaneous revenues to the Transportation Debt Service Fund and instead redirect the funds to the RMRA.
- **\$20 million from Vehicle Registration Fee on zero emission vehicles, starting in the 2<sup>nd</sup> year of ownership, adjusted every 3 years for inflation.** Per the authors, this provision will help make up for the fact that owners of zero emission vehicles do not pay any gas tax to maintain the roads they drive on. Revenues would be deposited into the RMRA for distribution.
  - **Key Difference:** SB 1 (Beall) imposes a \$100 Vehicle Registration Fee on zero emission vehicles generating, while AB 1 (Frazier) imposes a \$165 Vehicle Registration Fee

**The revenues generated from these proposals, would provide the following allocations:**

**From the \$3.2 billion in the RMRA:**

- State Highway System - \$1.45 billion annually for maintenance and rehabilitation of the state highway system.
- Local Streets and Roads – \$1.45 billion annually for maintenance and rehabilitation of local streets and roads.
- Self-help counties – \$200 million for existing and aspiring self-help counties.
- Active Transportation Programs – \$80 million annually for Active Transportation and up to an additional \$70 million through Caltrans efficiencies.
- Advanced Mitigation – \$120 million one-time funds for implementation of the Advanced Mitigation program over the first four years.
- California State University – \$2 million for transportation research and workforce training.
  - **Key Difference:** University of California – \$3 million under AB 1 (Frazier) for the Institutes for Transportation Studies.

**From restoration/returned revenue from the HUTA:**

- State Transportation Improvement Program - \$770 million annually for capital projects and improvements on the state's highway system.
- State Highway Operation and Protection Program – \$210 million annually for maintenance and rehabilitation of the state highway system.
- Local Streets and Roads - \$770 million annually for local streets and roads.

**From Cap and Trade revenues and diesel tax increase:**

- Transit and Intercity Rail – \$563 million annually for transit and intercity rail capital projects and operations, \$40 million additionally set aside for intercity and commuter rail under SB 1 (Beall).

**From the TCIF:**

- Freight, trade corridors, and goods movement – \$600 million annually for freight, trade corridors, and goods movement.

**From loan Repayments:**

- \$706 million one-time funds for transportation loan repayment.

While not yet introduced, the League of California Cities will continue to advocate for constitutionally protecting the additional revenue for transportation purposes.

The League has prepared preliminary estimates (insert link) of the revenues each city could receive for transportation maintenance and repair under the proposal. The time for the legislature and Governor to act is now and these proposals provide a solid framework to move the discussion forward.

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



January 17, 2017

The Honorable Jim Beall  
Chair, Senate Transportation Committee  
California State Capitol, Room 2082  
Sacramento, CA 95814  
FAX: (916) 651-4915

**RE: SB 1 (Beall). Transportation Funding. (as introduced December 5, 2016)**  
**Notice of Support**

Dear Senator Beall:

The City of Rio Dell is pleased to support your SB 1, which represents a comprehensive transportation proposal inclusive of sensible reforms, modest increases to existing revenue sources, and robust infrastructure investment. The proposal presents an opportunity for the new legislature to advance a comprehensive framework to address the overwhelming backlog of repair and deferred maintenance as well as other transportation needs in the early part of 2017.

It would be an understatement to say the time to act is now to address the \$73 billion unmet funding need for local streets and roads and \$72 billion backlog to the State's Highway System. For local streets and roads alone, the funding need grows by an additional \$20 billion in just ten years. With the expressed commitment of Legislative Leadership and this Administration to getting this done in the early parts of 2017, we urge this legislature's immediate attention to this proposal as the vehicle to deliver this victory for California.

When fully phased in, SB 1 would generate an additional \$6 billion annually to provide desperately needed funding for the state and local transportation network. To repair and maintain existing transportation infrastructure, the proposal would generate up to \$2.4 billion and \$2.2 billion annually for the state's highway system and local streets and roads, respectively. The bill also provides nearly \$600 million for freight and the state's trade corridors, over a half billion for transit and intercity rail, and up to \$150 million to support active transportation programs throughout the state.

The proposal takes the approach of raising revenue over a variety of sources, such as a 12 cent increase to the gas tax to restore some of its purchasing power phased in over three years, ending the Board of Equalization's "true up" process on the price based excise tax on gas, a \$38 increase



to the vehicle registration fee, a \$100 vehicle registration fee on zero emission vehicles, a 20 cent increase to the diesel excise tax, \$300 million from existing cap and trade funds, and returning \$500 million in vehicle weight fees phased in over five years.

In addition to raising revenue, the proposal includes a series of reforms to improve efficiency, transparency, and accountability, such as restoring independence to the California Transportation Commission, creating the Office of the Transportation Inspection General with audit and investigation authority over the state's transportation spending, and establishing local reporting requirements on local transportation spending. To streamline roadwork, the bill permanently extends and expands on the limited exemptions to California's Environmental Quality Act (CEQA) for repair, maintenance, and minor alteration projects on existing roadways to cities and counties with populations greater than 100,000 and state roadways. The proposal also creates an advanced mitigation program which authorizes the Natural Resources Agency to establish state and regional transportation mitigation plans and mitigation banks to allow transportation projects to fulfill their environmental requirements in advance.

Overall, this proposal provides a comprehensive transportation reform and funding package that picks up where we left off at the end of the special session, while giving this legislature an opportunity for early action. While the legislature has had success in recent years in balancing the state budget, we can no longer afford to ignore our most basic repair and maintenance needs if we wish to avoid systematic failure of the state's entire transportation infrastructure. There may be no better way to put Californians back to work and stimulate our economy than making the roads we and our children rely on everyday safe again.

For these reasons, the City of Rio Dell **Supports** SB 1 (Beall).

Sincerely,

Frank Wilson  
Mayor  
City of Rio Dell

cc: Senator McGuire  
Senator Jim Beall, Fax (916) 651-4915  
Kristine Guerrero, League of California Cities, [kguerrero@cacities.org](mailto:kguerrero@cacities.org)

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



January 17, 2017

The Honorable Jim Frazier  
Chair, Assembly Transportation Committee  
California State Capitol, Room 3091  
Sacramento, CA 95814  
FAX: (916) 319-2111

**RE: AB 1 (Frazier). Transportation Funding. (as introduced December 5, 2016)**  
**Notice of Support**

Dear Senator Beall:

The City of Rio Dell is pleased to support your AB 1, which represents a comprehensive transportation proposal inclusive of sensible reforms, modest increases to existing revenue sources, and robust infrastructure investment. The proposal presents an opportunity for the new legislature to advance a comprehensive framework to address the overwhelming backlog of repair and deferred maintenance as well as other transportation needs in the early part of 2017.

It would be an understatement to say the time to act is now to address the \$73 billion unmet funding need for local streets and roads and \$72 billion backlog to the State's Highway System. For local streets and roads alone, the funding need grows by an additional \$20 billion in just ten years. With the expressed commitment of Legislative Leadership and this Administration to getting this done in the early parts of 2017, we urge this legislature's immediate attention to this proposal as the vehicle to deliver this victory for California.

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The proposal takes the approach of raising revenue over a variety of sources, such as a 12 cent increase to the gas tax to restore some of its purchasing power, ending the Board of Equalization's "true up" process on the price based excise tax on gas, a \$38 increase to the



vehicle registration fee, a \$100 vehicle registration fee on zero emission vehicles, a 20 cent increase to the diesel excise tax, \$300 million from existing cap and trade funds, and returning \$500 million in vehicle weight fees phased in over five years.

In addition to raising revenue, the proposal includes a series of reforms to improve efficiency, transparency, and accountability, such as restoring independence to the California Transportation Commission, creating the Office of the Transportation Inspection General with audit and investigation authority over the state's transportation spending, and establishing local reporting requirements on local transportation spending. To streamline roadwork, the bill permanently extends and expands on the limited exemptions to California's Environmental Quality Act (CEQA) for repair, maintenance, and minor alteration projects on existing roadways to cities and counties with populations greater than 100,000 and state roadways. The proposal also creates an advanced mitigation program which authorizes the Natural Resources Agency to establish state and regional transportation mitigation plans and mitigation banks to allow transportation projects to fulfill their environmental requirements in advance.

Overall, this proposal provides a comprehensive transportation reform and funding package that picks up where we left off at the end of the special session, while giving this legislature an opportunity for early action. While the legislature has had success in recent years in balancing the state budget, we can no longer afford to ignore our most basic repair and maintenance needs if we wish to avoid systematic failure of the state's entire transportation infrastructure. There may be no better way to put Californians back to work and stimulate our economy than making the roads we and our children rely on everyday safe again.

For these reasons, the City of Rio Dell **Supports** AB 1 (Frazier).

Sincerely,

Frank Wilson  
Mayor  
City of Rio Dell

cc: Assembly Member Wood  
Assembly Member Jim Frazier, Fax (916) 319-2111  
Kristine Guerrero, League of California Cities, [kguerrero@cacities.org](mailto:kguerrero@cacities.org)



**CITY OF RIO DELL  
CHECK REGISTER**

**General Checking - US Bank of California**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
5299	12/07/2016	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BIMONTHLY PEST CONTROL @ 675 WILDWOOD AVE	245.00
5300	12/07/2016	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	343.43
5301	12/07/2016	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPY CHARGES FOR NOVEMB	349.37
5302	12/07/2016	[2225] AQUA SIERRA CONTROLS, INC	SERVER FAN; XANTRAX C35 SOLAR CONTROLLER	188.67
5303	12/07/2016	[3975] AT&T - 5709	PHONE EXPENSES FOR NOVEMBER 2016	460.68
5304	12/07/2016	[2285] CC MARKET (1)	20 LB CRUSHED ICE & PACKING TAPE TO SHIP WAST	20.25
5305	12/07/2016	[2302] CLYDE'S TOWING, INC.	VEHICLE ABATEMENT TOWING	450.00
5306	12/07/2016	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 11/25/16	120.00
5307	12/07/2016	[5944] COLANTUONO, HIGHSMITH & WHATLEY,	LEGAL SERVICES REGARDING MUNICIPAL REVENUES	3,119.45
5308	12/07/2016	[5127] DELTA DENTAL	DENTAL INSURANCE FOR JANUARY 2017	2,185.76
5309	12/07/2016	[2366] EEL RIVER DISPOSAL INC	GARBAGE BAGS FOR NOVEMBER 2016	419.65
5310	12/07/2016	[2405] FORTUNA ACE HARDWARE	TWIST LOCK LIGHT CONTROL	126.10
5311	12/07/2016	[5052] GHD, INC	ENGINEERING SERVICES FOR METROPOLITAN WELL PR	1,679.00
5312	12/07/2016	[2437] HACH	PHD, PEEK, PH-WIDE RANGE; EQUITRANSFERRANT PH	1,327.25
5313	12/07/2016	[4099] HARPER MOTORS	SIDE MIRROR/ CIGARETTE LIGHTER KNOB BASE FOR	234.15
5314	12/07/2016	[5932] HIGH ROCK CONSERVATION CAMP	BRUSH REMOVAL - PACIFIC AVE, BELLEVIEW AVE,	600.00
5315	12/07/2016	[2474] HUMMEL TIRE & WHEEL, INC	MULTI TRAC TIRE FOR MOWER; SIDEWINDER MUDDER	192.99
5316	12/07/2016	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR NOVEMBER 2016	1,000.00
5317	12/07/2016	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR NOVEMBER 2016	3,064.50
5318	12/07/2016	[3484] NATIONAL METER & AUTOMATION, INC	24 - ERW-1300-408 ITRON 100WP+, INTEGRAL CONN	2,472.99
5319	12/07/2016	[2570] NILSEN COMPANY	252 40# BAGS SOLAR SALT	1,279.15
5320	12/07/2016	[2569] NORTH COAST LABORATORIES, INC.	AMMONIA NITROGEN W/O DISTILLATION; NITRATE NI	140.00
5321	12/07/2016	[6100] NORTHERN CALIFORNIA GLOVE	ASSORTED GLOVES	428.63
5322	12/07/2016	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR DECEMBER 15, 2016 THR	1,120.00
5323	12/07/2016	[5786] PEREZ,CHRISTINA	CUSTOMER DEPOSIT REFUND	14.66
5324	12/07/2016	[2616] PIERSON BUILDING CENTER	RETURN FOUR 2 PK 15W FLOOD LIGHTS	241.34
5325	12/07/2016	[3343] PITNEY BOWES RESERVE ACCOUNT	QUARTERLY LEASING PAYMENT FOR 9/30/16 - 12/29	168.73
5326	12/07/2016	[2659] RIO DELL PETTY CASH	SERVING DISHES 7 CREAMER FOR METRO WELLS GROU	12.31
5327	12/07/2016	[6036] SANDUM, AMBER & KAYLIE	CUSTOMER DEPOSIT REFUND	53.46



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<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
5328	12/07/2016	[2742] SCOTIA TRUE VALUE HARDWARE	1-1/2 ROOFING NAILS	17.74
5329	12/07/2016	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE; BOX RETRIEVAL FOR NOVEMBER 2	151.80
5330	12/07/2016	[2710] STARPAGE	PAGING SERVICE FOR DECEMBER 2016	12.95
5331	12/07/2016	[2717] TIMES-STANDARD-CIRCULATION	52 WEEK SUBSCRIPTION	188.62
5332	12/07/2016	[2481] VANTAGEPOINT TRANSFER AGENTS-	RETIREMENT FOR PPE 11/25/16	4,561.37
5333	12/07/2016	[6037] WELLS FARGO VENDOR FIN SERV	XEROX COPIER PAYMENT FOR DECEMBER 2016	482.13
5334	12/07/2016	[6102] WHITLOCK & WEINBERGER	TRAFFIC IMPACT STUDY FOR EEL RIVER SAWMILL SI	15,100.00
5335	12/14/2016	[0576] 101 AUTO PARTS	ONE PAIR GLOVES	196.74
5336	12/14/2016	[4473] ANALYTICAL TECHNOLOGY, INC	A10-66 GAS PHASE SULFITE SENSOR FOR ANALYZER	339.87
5337	12/14/2016	[2285] CC MARKET (1)	3 GAL DISTILLED WATER; 20 LB CRUSHED ICE TO S	13.71
5338	12/14/2016	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR DECEMBER 2016	2,075.00
5339	12/14/2016	[2340] DEPARTMENT OF JUSTICE ACCOUNTING	BLOOD ALCOHOL ANALYSIS FOR NOVEMBER 2016	70.00
5340	12/14/2016	[2393] FASTENAL COMPANY	MISC PARTS/FITTINGS FOR REPAIRS	54.72
5341	12/14/2016	[5970] GRAAF, REBEKAH	CUSTOMER DEPOSIT REFUND	222.51
5342	12/14/2016	[3940] INTERSTATE ALL BATTERY CENTER	24 PACK 1.5V ALK AA WORKAHOLIC BATTERIES; 24	26.36
5343	12/14/2016	[5416] JAMES WILBEE CO, INC.	TWO - CBM PUMPS 115V/90RPM	641.24
5344	12/14/2016	[2501] KEENAN SUPPLY	12 - AYM 5129-099 74755M 3/4 FEMALE FLARE X 3	184.53
5345	12/14/2016	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM PRESENCE/ABSENCE; TOTAL COLIFORM BAC	95.00
5346	12/14/2016	[4629] OLKIN & JONES, DRS	PRE-EMPLOYMENT DRUG TESTING FOR TREATMENT PLA	150.00
5347	12/14/2016	[2603] PG&E	UTILITY EXPENSES FOR NOVEMBER 2016	15,090.05
5348	12/14/2016	[2742] SCOTIA TRUE VALUE HARDWARE	ONE GE 55W CFL BULB	101.88
5349	12/14/2016	[5380] SCOTT MOORE TRUCKING DBA SPRING	TRUCKING FOR 1 LOAD SAND & 2 LOADS 3/4" ROCK	150.00
5350	12/14/2016	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR NOVEMBER 2016	1,967.96
5351	12/14/2016	[2693] SHELTON'S AUTO LUBE	FULL OIL CHANGE SERVICE FOR 2007 FORD CROWN V	64.76
5352	12/14/2016	[4570] SHRED AWARE	SHREDDING	70.00
5353	12/14/2016	[2319] SUDDENLINK COMMUNICATIONS	INTERNET SERVICE 12/10/16 - 1/9/17	134.95
5354	12/14/2016	[2714] SWRCB ACCOUNTING OFFICE	ANNUAL PERMIT FEE FOR WASTEWATER TREATMENT FA	7,431.00
5355	12/14/2016	[5606] SWRCB/Safe Drinking Water State	PRINCIPAL PAYMENT FOR DISBURSEMENTS THROUGH N	68,000.00
5356	12/14/2016	[2758] USDA RURAL DEVELOPMENT	CASE #04-012-0941603860; CODE 92; LOAN NO 03	1,500.00

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5357	12/14/2016	[2787] WYCKOFF'S	BRASS NIPPLE	3.77
5358	12/20/2016	[2237] BANK OF AMERICA BUSINESS CARD	RAYS - CRUSHED ICE, 24 PACK WATER & COOKIES F	3,633.11
5359	12/20/2016	[2303] COAST CENTRAL CREDIT UNION	POA DUES FRO PPE 12/9/16	120.00
5360	12/20/2016	[2411] DEARBORN NATIONAL LIFE INSURANCE	LIFE INSURANCE FOR JANUARY 2017	304.00
5361	12/20/2016	[2385] EUREKA READYMIX	13.5 TONS SAND; 25.84 TONS CRUSHED ROCK	485.59
5362	12/20/2016	[2485] INDUSTRIAL ELECTRIC	7.5/1800 GE 213T FRAME PREMIUM EFFECIENCY MOT	768.85
5363	12/20/2016	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR JANUARY 2017	15,967.82
5364	12/20/2016	[2569] NORTH COAST LABORATORIES, INC.	BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABEL RES	130.00
5365	12/20/2016	[2714] SWRCB ACCOUNTING OFFICE	LARGE WATER SYSTEM FEES FOR 1/1/16 THROUGH 6/	3,883.60
5366	12/20/2016	[2481] VANTAGEPOINT TRANSFER AGENTS-	RETIREMENT FOR PPE 12/9/16	4,504.06
5367	12/20/2016	[5569] BROOKE D E WOODCOX	REIMBURSEMENT FOR LODGING IN ANDERSON FOR SCO	88.34
5368	12/28/2016	[2889] EEL RIVER TRANSPORTATION & SALVAGE	TRAILER TOWING, DISPOSAL & DEMOLITION	1,269.45
5369	12/28/2016	[2394] FEDEX	SHIPPING CHARGES FOR WASTEWATER SAMPLES	463.08
5370	12/28/2016	[2405] FORTUNA ACE HARDWARE	3 - 1" PIPE STRAPS; 2 - 1" BARBXMPT POLY CO	56.03
5371	12/28/2016	[2437] HACH	PHD, PEEK, pH-WIDE RANGE	1,051.80
5372	12/28/2016	[3940] INTERSTATE ALL BATTERY CENTER	24-3V 1.55AH LIT 2/3A CR123A CARD BATTERIES;	110.28
5373	12/28/2016	[2569] NORTH COAST LABORATORIES, INC.	BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABLE RES	130.00
5374	12/28/2016	[2664] ROGERS MACHINERY INC	PAINTER ST LIFT STATION REPAIRS	466.20
5375	12/28/2016	[4699] SIERRA CHEMICAL CO	CONTAINER DEPOSIT REFUND	3,228.15
5376	12/28/2016	[4460] SIX RIVERS SOLAR	TWO 12V DEEP CYCLE BATTERIES	339.30
5377	12/28/2016	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR JANUARY 2017	319.14
5378	12/28/2016	[4310] CAMERON D YAPLE	REIMBURSEMENT FOR AFLAC PAYROLL INSURANCE DED	45.00
5379	12/29/2016	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF	361.01
<b>Total Checks/Deposits</b>				<b>202,674.02</b>
9424149	12/19/2016	WITHDRAWALS	BANK ANALYSIS FEE FOR DECEMBER 2016	(29.54)
964570	12/02/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC FOR DECEMBER 2016	(335.70)
074-496	12/22/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR FINAL PPE 12/21/2016	(68.68)



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<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
838-144	12/05/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/25/2016	(2,088.86)
12/19/201	12/19/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 12/09/2016	(2,083.00)
2148334	12/22/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR FINAL PPE 12/21/2016	(158.04)
105169	12/05/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/25/2016	(11,458.84)
3479661	12/19/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 12/09/2016	(11,923.08)
304361	12/29/2016	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA ACH RETIREMENT PAYMENT FOR PPE	(4,477.86)
<b>Total EFT's/Bank Withdrawals</b>				<b><u>(32,623.60)</u></b>
TRX TO PR	12/2/2016	TRANSFER FROM CHECK TO US BANK ACCOUNT	TRANSFER TO US BANK CONSTRUCTION ACCOUNT	(100.00)
TRX TO PR	12/14/2016	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/25/2016	(32,370.00)
TRX TO PR	12/21/2016	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/25/2016	(878.69)
TRX TO PR	12/27/2016	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/25/2016	(29,972.95)
<b>Total Transfer Between Accounts</b>				<b><u>(63,321.64)</u></b>

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



## STAFF REPORT

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager  
FROM: Karen Dunham, City Clerk  
DATE: January 17, 2017  
SUBJECT: 2017-2018 Appointments to Boards, Committees and Commissions

### RECOMMENDATION

Approve the appointments and alternates to the external organizations and internal advisory bodies listed on the following attachment:

### BACKGROUND AND DISCUSSION

Chapter 2.55 of the Rio Dell Municipal Code (RDMC) provides authority for the City Council by majority vote for the appointment of Councilmembers as representatives of the City to serve on various boards, commissions, committees and task forces. The operational identities of such organizations are defined by law, ordinance or resolution. It is the responsibility of those representatives to report events of the organization to the City Manager and Council at reasonable intervals or as defined by ordinance, law or resolution.

Attached is a list of the agencies and their respective meeting days and times. The addition of a Labor Adhoc Committee has also been added to the list. Appointments for this committee as well as appointments to the boards represented by former Councilmember Thompson will need to be made at this time. Please review the list and comment on any changes or suggestions you may have.

### ATTACHMENTS:

City Council Board/Committee/Commission Assignments





CITY COUNCIL BOARD/COMMIITTEE/COMMISSION ASSIGNMENTS

	<u>Appointee</u>	<u>Alternate</u>
Humboldt County Association of Governments (HCAOG) <ul style="list-style-type: none"> <li>• Meets 3rd Thursday at 4:00 PM in Eureka</li> </ul>	Johnson	Thompson
Humboldt County Convention & Visitors Bureau <ul style="list-style-type: none"> <li>• Meets Quarterly for lunch (various locations)</li> </ul>	Garnes	Marks
Humboldt Waste Management Authority (HWMA) <ul style="list-style-type: none"> <li>• Meets 3<sup>rd</sup> Thursday @ 5:30 PM in Eureka</li> </ul>	Thompson	Johnson
Humboldt Transit Authority (HTA) <ul style="list-style-type: none"> <li>• Meets 3<sup>rd</sup> Wednesday at 9:00 AM at HTA</li> </ul>	Marks	Thompson
League of California Cities (Redwood Empire Division) (LOCC) <ul style="list-style-type: none"> <li>• Meets Quarterly (various locations)</li> </ul>	Johnson	Garnes
Redwood Region Economic Development Commission (RREDC) <ul style="list-style-type: none"> <li>• Meets 4<sup>th</sup> Monday at 6:30 PM in Eureka</li> </ul>	Wilson	Johnson
Local Agency Formation Commission (LAFCo) (Appointed Dec. 2014 to term ending 6/30/16)	Johnson	None
Redwood Coast Energy Authority <ul style="list-style-type: none"> <li>• Meets 3<sup>rd</sup> Monday at 3:00 PM in Eureka</li> </ul>	Marks	Thompson
Humboldt/Del Norte Hazardous Response Authority <ul style="list-style-type: none"> <li>• Meets Quarterly at 4:30 PM in Eureka</li> </ul>	Garnes	Wilson

## INTERNAL COMMITTEES

**Traffic Committee:** Chief of Police Hill, Community Development Director Caldwell, City Manager Knopp, Rio Dell Fire Chief Wilson, Water/Roadways Superintendent Jensen, Mayor Wilson and Councilmember Marks  
(Meetings scheduled as needed)

**Nuisance Hearing Committee:** City Manager Knopp, Community Development Director Caldwell, Chief of Police Hill, Councilmember Johnson and Marks, and 2 public members, Julie Woodall and Joseph Frye

(There is no establishment of a “Nuisance Committee”)

**Sculpture Committee:** Community Development Director Caldwell, Mayor Wilson, Susan Pryor, Ranjith Jim Box

**Liaison to Rio Dell Fire District:** Councilmember Garnes/**Thompson** (Alternate)

**Liaison to Rio Dell/Scotia Chamber of Commerce:** Councilmember Marks/Garnes (Alternate)

**Labor Adhoc Committee**





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

January 17, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *zk*

SUBJECT: Discussion and Possible Action Approving a Supplemental Scope of Services with the City Engineer, GHD Inc., for Services Related to Project Approval & Environmental Documentation for the Active Transportation Program's Safe Route's to School Grant.

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Authorize the City Manager to sign the agreement between the City of Rio Dell and GHD Inc. for Project Approval & Environmental Documentation for the project.

**BACKGROUND AND DISCUSSION**

The City Council will be provided an update on the Active Transportation Plan (ATP) project for northern Wildwood Avenue and nearby streets and offramps. The Council is being asked to authorize the City Manager to proceed to the next phase of the project with the City Engineer for project approval and environmental documentation (PA & ED).

The ATP grant is from the City and GHD's successful application for Cycle 2 funding. The grant is in the amount of \$1,533,000.00 and requires no city match.

Please see the attached agreement and draft Powerpoint for more information.

///



**Agreement Between**

**The City of Rio Dell**

**And**

**GHD Inc.**

**For**

**Project Approval & Environmental Document (PA&ED)**

**For the SRTS Safety Improvement and Community Outreach Project**

This agreement is between the City of Rio Dell and GHD Inc. to provide planning, environmental, and preliminary engineering services for the SRTS Safety Improvement and Community Outreach Project. This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 3, 2013. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

**INTRODUCTION**

In May of 2015, the City with the assistance of GHD applied for a Safe Routes to School (SRTS) Grant under Caltrans' Active Transportation Program (ATP) – Cycle 2. The City was awarded a \$1.533 million grant in October 2015. The ATP project improves main routes from city residential areas to and from the center of town, with a focus on providing safe pedestrian and bicycle routes between neighborhoods and Eagle Prairie Elementary/Monument Middle School. Proposed infrastructure improvements include the installation of curb ramps, buffered bike lanes, striping, sidewalk/crosswalk improvements and traffic calming modifications to busy intersections along Wildwood Avenue, Scenic Way, Eeloa Avenue, and Davis Street. Non-infrastructure components include educational programs for students, event planning and implementation and preparation of a Rio Dell Bicycle and Pedestrian Route Map.

The total project budget awarded in October 2015 for \$1.533 million of ATP Cycle 2 funds is broken out by phase and approximate timing in the table below. The allocation deadline is the date by which the City must request the funds through a Caltrans process. The City met the first allocation deadline for the Project Approval and Environmental Document (PA&ED) and must initiate work on the project. Construction is tentatively scheduled to be completed in summer of 2020.

Phase	Funding Amount	Allocation Deadline
Project Approval and Environmental Document (PA&ED)	\$80,000	* October 19, 2016
Plans, Specifications and Estimates (PS&E)	\$140,000	October 15, 2017
Right-of-Way	\$100,000	April 15, 2018
Construction	\$1,177,000	April 15, 2019
Non-Infrastructure (NI)	\$36,000	**April 15, 2019
<b>TOTAL</b>	<b>\$1,533,000</b>	

\* Progressive invoice due 6 months after allocation (needed by April 19, 2017)

\*\* Can request allocation of NI at any time, once the LAP Exhibit 22-R (working plan) is approved





Based on our conversations and meetings with City of Rio Dell and Caltrans Local Assistance personnel, as well as experience obtained from completing similar state and federally funded transportation projects constructed locally, GHD has developed the following technical approach and scope of work required to complete the PA&ED phase of the City of Rio Dell's SRTS Safety Improvement and Community Outreach Project.

## **SCOPE OF SERVICES**

The following tasks define our scope of services:

### **Task 1 –Project Coordination and Outreach**

#### Task 1.1 - Kick-off Meeting

GHD will initiate, organize and attend a project kickoff meeting with the City. The meeting will be crucial for starting the project off on the right track by gaining consensus on key design approaches while at the same time bringing everyone to a similar understanding of the overall project scope, budget, and schedule. The meeting will also help to define any special requirements for the project. Meeting topics will include the project description, information needs, and project schedule. GHD will prepare meeting minutes and highlight action items, and other items to be addressed later in the project. We anticipate participants in the meeting to include City staff, Caltrans Local Assistance Engineers, and representatives from Eagle Prairie Elementary and Monument Middle School (if interested and requested by the City).

#### Task 1.2 - Public/Stakeholder Meeting

GHD will participate in one (1) public workshop meeting with the general public, specific stakeholders, and/or property owners adjacent to the project area identified by the City. The stakeholder/public meeting will consist of a two-hour workshop in the evening on a weeknight. The workshop space will include large maps, diagrams, schematics, photographs, and other visual aids. The workshop will be an informal, open house style session. As attendees arrive, they will be provided with handouts and encouraged to ask questions and share their input. No formal presentation will be provided.

We assume that the City will be responsible for identifying and notifying specific stakeholders or the general public regarding the meetings, and will provide a meeting venue. GHD will assist the City with the preparation of notification flyers to be distributed by the City.

#### Task 1.3 - Regular Coordination Meetings with the City and Schools

As part of the ongoing project coordination, GHD will regularly interface with the City and schools. GHD anticipates participating with the City and schools in regular meetings or conference calls to provide updates on project status, review projects concepts and issues, and receive input and direction. GHD will be available to attend up to two (2) City Council meetings and one (1) School Board meeting to present the project, if requested.

#### Task 1.4 – Project Management

Leadership and management of the project are essential to its successful completion. This project will require regular communication and close coordination with team members, the City, and other project partners including stakeholders and the general public. This task includes monitoring the project



progress on a regular basis, providing updates to the City in the form of emails, memorandums, and presentations, managing project budgets and schedules, assisting the City in coordinating with the various stakeholders, and coordinating and performing quality control reviews.

This task also includes the time required for GHD's Project Manager, with administrative assistance, to administer the project contract, coordinate team personnel and sub-consultant activities, prepare and maintain the project schedule, and prepare invoicing.

*Task 1 Deliverables: Meeting notes will be provided to document key decisions as one (1) electronic PDF only.*

**Task 1 Fee: \$20,000**

## **Task 2 –Design Development**

### **Task 2.1 - Boundary Survey**

GHD will provide boundary surveying services for the project. The existing right-of-way shall be determined for the following locations:

- Portions of Davis Street
- The intersections of Wildwood Avenue with Belleview Avenue; and
- The intersection of Scenic Way with Eeloa Avenue.

The boundary surveying services will include the following:

1. Research existing records to determine the location of existing right-of-way monuments in the project area. Known monuments with coordinates based on the North American Datum of 1927 and/or the National Geodetic Vertical Datum of 1929 as shown on that certain map recorded in Book 50 of Surveys at Pages 133-135, Humboldt County Records will have their coordinates and or elevations converted to NAD 83 and NAVD 88.
2. A site reconnaissance to locate the existing monuments will be performed to verify their existence and physical condition. Any existing monuments that are found to be disturbed will be so noted. Their use as control monuments may need to be excluded in determining the right-of-way.
3. Once all applicable right-of-way monuments have been located, a field survey shall be performed to establish horizontal coordinates on all right-of-way monuments and intermediate control points that will be utilized for subsequent topographic mapping. This will include performing a level loop over all points to establish their elevations.
4. Once horizontal coordinates and elevations have been determined for all right-of-way and intermediate control monuments, the existing right-of-way shall be determined.
5. After completing right-of-way mapping, all points surveyed will be downloaded to AutoCAD Civil 3D (2016).

Coordinates and elevations of all right-of-way and control points surveyed shall be based upon the North American Datum (NAD) of 1983, State Plane Coordinates Zone 1 and the North American Vertical Datum (NAVD) of 1988.





### Task 2.2 - Topographic Survey

GHD will provide topographic surveying and mapping services for the project at the following locations:

- Portions of Davis Street at specified curb ramps and connections to existing sidewalks;
- The intersections of Wildwood Avenue with Belleview Avenue; and
- The intersection of Scenic Way with Eeloa Avenue.

Since there is no lane widening or excavations identified for the bike lane striping and signage improvements along Bellview Avenue, Wildwood Avenue and Davis Street, it is assumed that no topographic mapping is required. The preliminary design will be based on high resolution aerial imagery and field measurements only.

After completing all topographic mapping, all points surveyed will be downloaded to AutoCAD Civil 3D (2016). All pertinent surface features shall be indicated and a surface model of the mapped areas will be developed. An Existing Conditions map shall be prepared for use in developing the concept drawings and final improvement plans.

Coordinates and elevations topographic points surveyed shall be based upon the North American Datum (NAD) of 1983, State Plane Coordinates Zone 1 and the North American Vertical Datum (NAVD) of 1988.

### Task 2.3 - Preliminary Design

Following completion of the surveys, GHD will develop preliminary design plans and cost estimate for the proposed project improvements. The preliminary design will be presented in plan view only and will establish the scale and relationships of the various components of the project and their orientation on the site.

Upon completion and initial submittal to the City, GHD will participate in a meeting with the City and stakeholders to review and discuss the design and solicit feedback. The purpose of meeting is to confirm the design elements and direction prior to the next level of development (as these concepts were developed with buy-in from the stakeholders, the public and the City).

The design of the buffered bike lanes, sidewalks and curb ramps will conform to the City requirements and applicable standards. Per Attachment E of the grant application (included in this Scope of Services as Exhibit B), the project generally consists of the following components:

- **Belleview Ave:** 12' travel lanes with a 3' striped buffer and a 5' minimum bike lane;
- **Wildwood Avenue:** 12' travel lanes with a 5' minimum bike lane;
- **Davis Street (from Wildwood Avenue to Ireland Street):** 20' shared travel lanes with 8' parallel parking;
- **Davis Street (from Ireland Street to Rigby Avenue):** 12' travel lanes with a 5' minimum bike lane. Additional pedestrian safety improvements include curb ramps and crosswalks at



Ireland Street, the off-ramp from Southbound Hwy 101 and the on-ramp to northbound Hwy 101;

- **Intersection of Scenic Way with Eeola Avenue:** Reconfiguration of the intersection to provide better visibility and circulation, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements; and
- **Intersection of Wildwood Avenue with Belleview Avenue:** Reconfiguration of the intersection to provide better visibility, circulation and minor drainage improvements, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements.

The regulatory, advisory and directional signs and striping will be designed in accordance with the California MUTCD, NACTO guidelines and other appropriate sources.

*Task 2 Deliverables: Preliminary Design Plans provided as one (1) electronic PDF and two (2) hard copies*

**Task 2 Fee: \$45,500**

### **Task 3 – Environmental Documentation**

The Safe Routes to School project is subject to the California Environmental Quality Act (CEQA). The project potentially meets the definition for a CEQA Class 1 Categorical Exemption (§15301.1(c)) which allows for minor alterations, repairs and permitting of existing highways, streets, sidewalks, gutters and bicycle/ pedestrian trails involving negligible or no expansion of use. The City will be the lead agency under CEQA. GHD will assist the City with the preparation of a Notice of Exemption (NOE) for CEQA, and will assist with filing the NOE with the Humboldt County Recorder.

*Task 3 Deliverables: CEQA NOE provided as one (1) electronic PDF and one (1) hard copy*

**Task 3 Fee: \$3,000**

### **Task 4 – PS&E Allocation Request**

#### **PS&E Allocation Request**

After CEQA is completed for the project, GHD will assist the City in preparing the PS&E allocation request for the California Transportation Commission (CTC). Once the PS&E funds have been allocated by the CTC, reimbursable design engineering work can begin.

The PS&E allocation submittal will each include the following required forms:

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

*Task 4 Deliverables: PS&E Allocation Forms provided as one (1) electronic PDF*

**Task 3 Fee: \$1,500**





### GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project. Should additional services not identified in this scope be requested or required, a separate scope and budget amendment will be prepared for City review and approval.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The project design will be based on the conceptual drawings that were included in the successful grant application.
- The scope does not include any geotechnical investigations, pavement or material testing, construction staking.
- The scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment).
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review.
- The City will be responsible for overall grant management and submittal of Caltrans Reimbursement Requests to the District Local Assistance Engineer. GHD will provide support for project progress reporting.
- The appropriate CEQA document is a Notice of Exemption.

### PROPOSED WORK SCHEDULE AND MILESTONES

Milestones	Deadline
Notice to Proceed issued by the City	January 30, 2017
Start boundary and topographic survey	February 20, 2017
Start preliminary design	March 1, 2017
CEQA NOE Filed with County	March 8, 2017
Begin public and stakeholder meetings	April 1, 2017
Complete preliminary design	July 31, 2017
Complete PA&ED Phase	September 15, 2017

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



**COMPENSATION**

GHD will complete the above scope of services on a **time and materials basis, not to exceed an initial budgeted amount of \$70,000** (without written authorization). The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City, the Caltrans and other agencies. GHD reserves the right to move budget between phases.

**AGREED**

City of Rio Dell

GHD

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve McHaney, Associate

\_\_\_\_\_  
Date



# City of Rio Dell

## Safe Routes to School (SRTS) Safety and Community Outreach Project



City Council Meeting

January 17, 2017

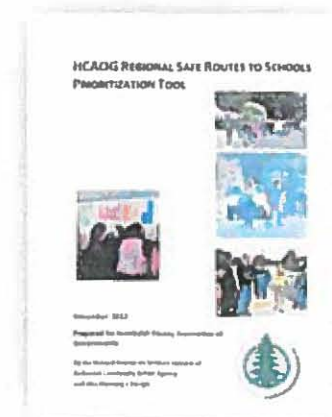
# Presentation Overview

- Background
- Project Goals
- Proposed Improvements
- Project Schedule & Next Steps
- Questions



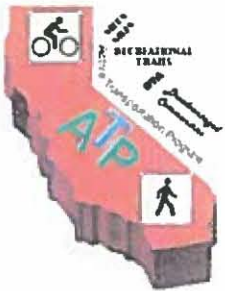
# Background

- **Dixie Street, Wildwood Avenue** and the intersection of **Scenic Way and Eeloa Avenue** were listed in the Regional Complete Streets Projects of the Regional Transportation Plan (RTP) - 2014 update, as “Top Priority Regional Complete Streets”.
- **Davis Street, Belleview Avenue** and **Wildwood Avenue** were identified in the Humboldt Regional Bicycle Plan - 2012 Update, as proposed bikeway projects
- The City of Rio Dell submitted a SRTS grant application in May 2015
- In October 2015, the City was awarded \$1.533 M of ATP Cycle 2 funds for the project
- The first phase of funding for the Project Approval and Environmental Documentation (PA&ED) was approved in October 2016 for \$80,000



# Project Goals and Components

- Create safer, more pedestrian and bicycle friendly routes, and to encourage students to safely use active modes of transportation to and from school.
- The SRTS Safety and Community Outreach Project includes infrastructure and non-infrastructure components:
  - **Infrastructure** (Roads, sidewalk, ramps, striping, “hard construction”):
    - Belleview buffered bike lane
    - Wildwood bike lanes
    - Davis Street Improvement
    - Scenic Ave and Eeloa Street Intersection Reconfiguration
    - Highway 101, Belleview and Wildwood Intersection Reconfiguration
  - **Non-Infrastructure** (Education and Community Outreach):
    - Pedestrian Safety Education (for 2nd graders) In-class and outdoors
    - Bicycle Safety Education (for 5th graders) includes helmet and bike fitting info
    - Walk to School Day events
    - Campus-wide competitions (Students track walking activity, classes with highest percent of walkers win the 'Golden Sneaker' award) for the month
    - Develop a Walking Map with suggested routes
    - Hold a Bicycle Rodeo (Bike Skills Course for students) with helmet giveaway





# Primary Paths of School Non-Motorized Transportation (Existing and Needed Facilities)



<p>Paper Size A1(24" x 36")</p> <p>0 112 225 450 675 900 Feet</p> <p>Map Projection: NAD 83 UTM Zone 18N          Map Scale: 1" = 112.5 Feet          Date: 07/15/14</p>		<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li><span style="color: red;">—</span> Existing Non-motorized Transportation Facilities</li> <li><span style="color: yellow;">—</span> Needed Non-motorized Transportation Facilities</li> <li><span style="color: red;">●</span> Existing Street Light Pole</li> <li><span style="color: red;">○</span> Student Loading/Unloading Point of Concern</li> </ul>	<ul style="list-style-type: none"> <li> School Administration and Primary Existing Path of Travel</li> <li> Existing Path of Travel for Non-motorized Facility</li> <li> Existing Path of Travel for Non-motorized Facility</li> <li> Existing Path of Travel for Non-motorized Facility</li> <li> Existing Path of Travel for Non-motorized Facility</li> </ul>		<p>City of Rio Dell          ATP SRTS Application</p> <p><b>Primary Paths of School Non-motorized Transportation          Existing and Needed Facilities</b></p>	<p>Job Number: 0410747          Revision: A          Date: 17 May 2014</p>
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Figure 2



# Bellevue Avenue (from Spring Street to Wildwood Avenue)

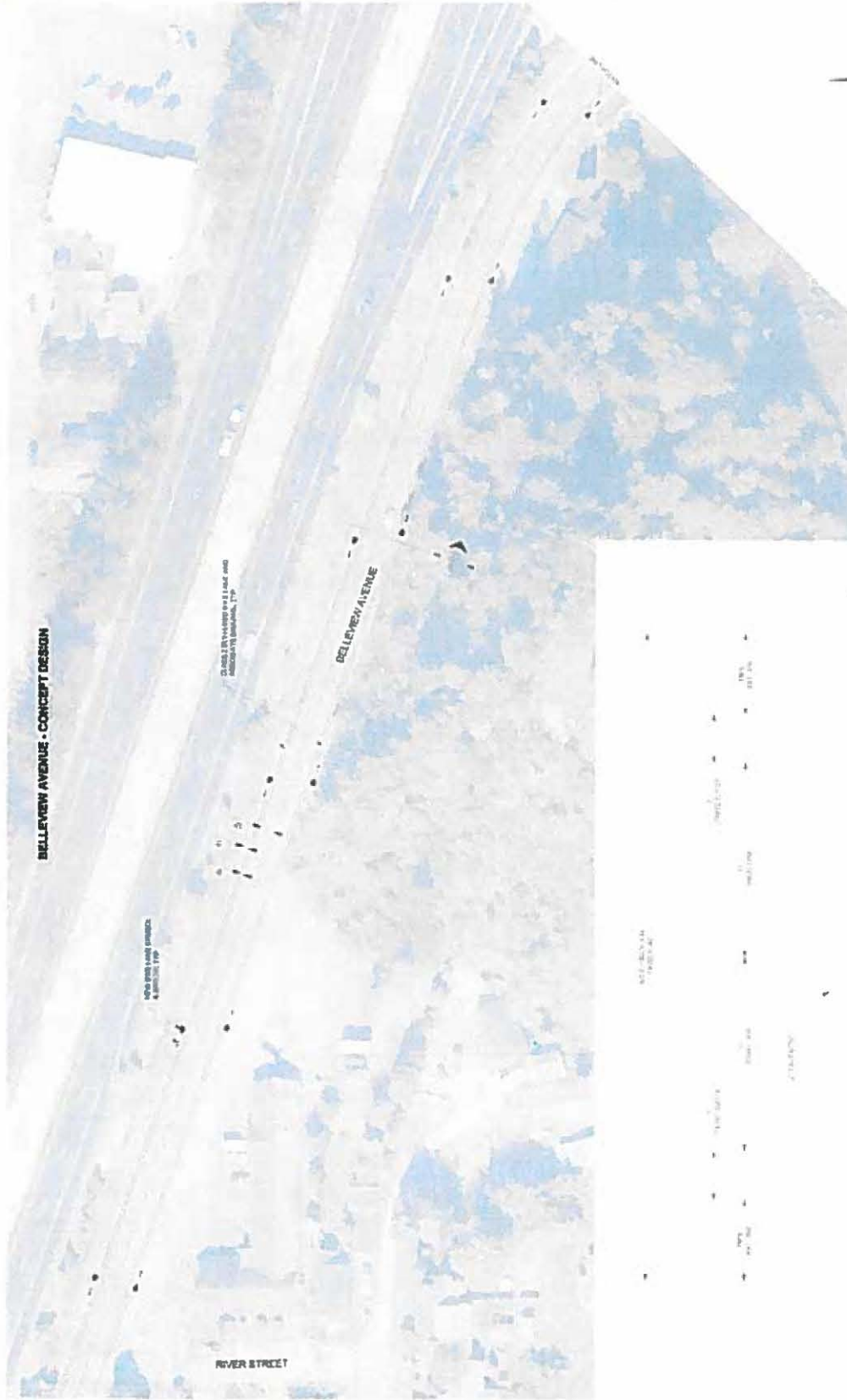
12' travel lanes with a 3' striped buffer and a 5' minimum bike lane



NO.	DATE	DESCRIPTION
1	10/1/14	ISSUED FOR PERMITTING
2	10/1/14	ISSUED FOR PERMITTING
3	10/1/14	ISSUED FOR PERMITTING
4	10/1/14	ISSUED FOR PERMITTING
5	10/1/14	ISSUED FOR PERMITTING
6	10/1/14	ISSUED FOR PERMITTING
7	10/1/14	ISSUED FOR PERMITTING
8	10/1/14	ISSUED FOR PERMITTING
9	10/1/14	ISSUED FOR PERMITTING
10	10/1/14	ISSUED FOR PERMITTING

CITY OF RIO DELL  
 SAFE ROUTES TO SCHOOL 2014  
 ATP APPLICATION  
 CONCEPT DESIGN  
 BELLEVUE AVENUE

SHEET NO. C-1  
 OF 1







# Wildwood Avenue (from Belleview Avenue to Davis Street)

12' travel lanes with a 5' minimum bike lane



**CITY OF RIO DELTA  
SAFE ROUTE TO SCHOOL 2014  
ATP APPLICATION  
CONCEPT DESIGN  
WILWOOD AVENUE**

DATE	11/10/14
BY	JAC
CHKD BY	JAC
APP'D BY	JAC

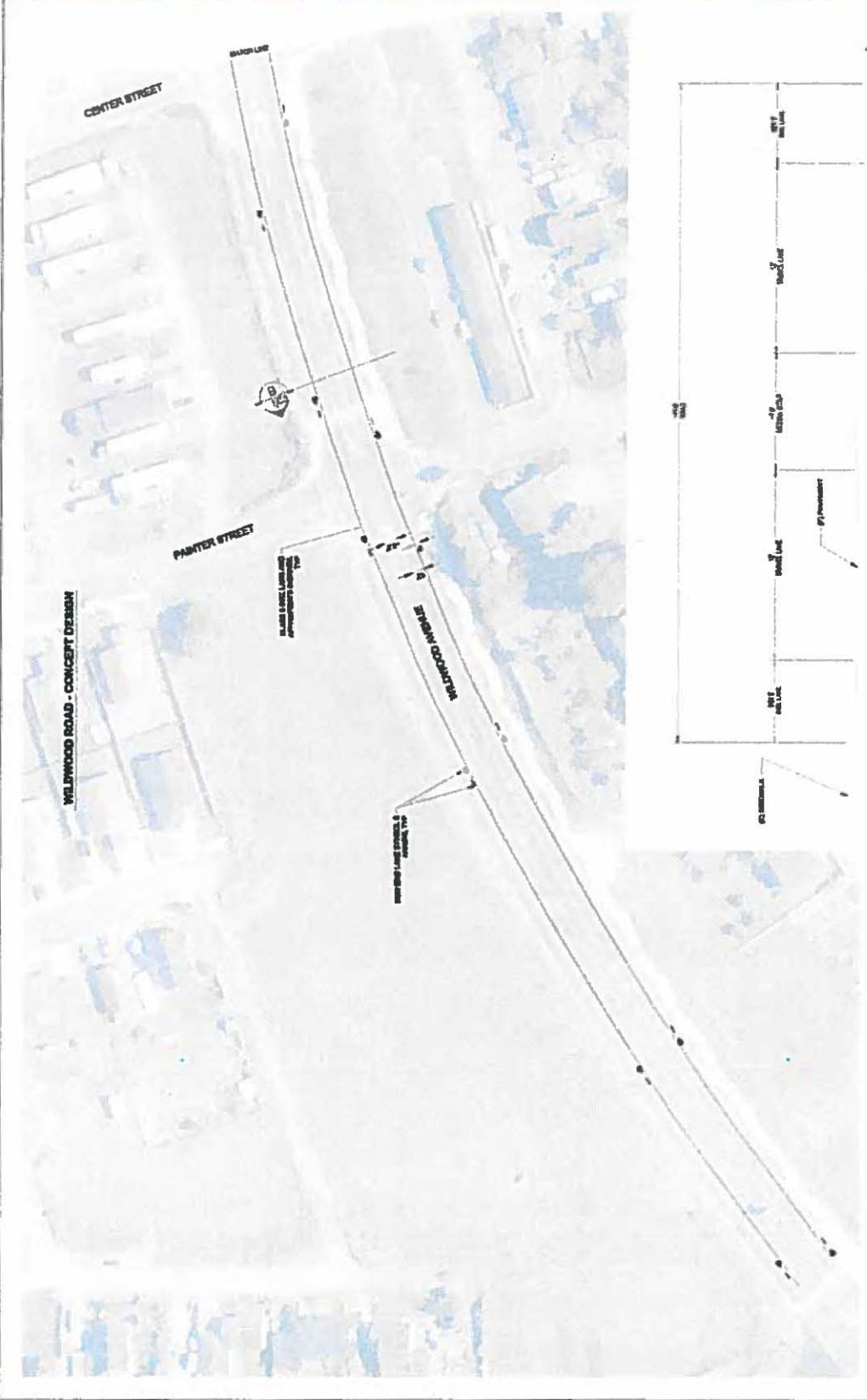
**C-3**

NO.	DATE	DESCRIPTION

THE DESIGN OF THIS PROJECT AND THE PRESENTATION OF THE SAFETY PLAN IS THE RESPONSIBILITY OF THE DESIGNER. THE CITY OF RIO DELTA DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED HEREON. THE CITY OF RIO DELTA DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED HEREON.



WILWOOD AVENUE PROJECT  
CONCEPT DESIGN  
ATP APPLICATION  
NOV 10 2014



**WILWOOD AVENUE  
TYPICAL CROSS SECTION**



DATE: 11/10/14  
BY: JAC  
CHKD BY: JAC  
APP'D BY: JAC  
PROJECT: WILWOOD AVENUE  
SHEET: C-3



**CITY OF RIO DEL  
SAFE ROUTES TO SCHOOL 2014  
ATP APPLICATION  
CONCEPT DESIGN  
WILWOOD AVENUE**

DATE	DESCRIPTION

THIS APPLICATION IS FOR THE PROPOSED WILWOOD AVENUE FROM DAVIS STREET TO THE EAST SIDE OF THE SCHOOL SITE. THE PROPOSED ROUTE IS SHOWN IN RED AND THE EXISTING ROUTE IS SHOWN IN BLACK. THE ROUTE IS PROPOSED TO BE A TWO-WAY STREET WITH A CENTER TURN LANE AND SIDEWALKS ON BOTH SIDES. THE ROUTE IS PROPOSED TO BE 20 FEET WIDE AND TO BE ADJACENT TO THE EXISTING ROUTE. THE ROUTE IS PROPOSED TO BE ADJACENT TO THE EXISTING ROUTE.

**CH2M HILL**  
11111 17th Avenue, Suite 100  
Boulder, CO 80501  
303.440.1000  
www.ch2m.com



**WILWOOD AVENUE  
TYPICAL CROSS SECTION**

**CH2M HILL**  
11111 17th Avenue, Suite 100  
Boulder, CO 80501  
303.440.1000  
www.ch2m.com

THIS DOCUMENT IS THE PROPERTY OF CH2M HILL AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

# Davis Street

(from Wildwood Avenue to Ireland Street)

20' shared travel lanes with a 8' parallel parking





**DAVIS ROAD (WEST)  
TYPICAL CROSS SECTION**



**DAVIS STREET (WEST) - CONCEPT DESIGN**

DATE: 08/27/14  
 DRAWN BY: J. B. BROWN  
 CHECKED BY: J. B. BROWN  
 APPROVED BY: J. B. BROWN  
 PROJECT NO: 14-000000-0000

**CITY OF RIO DELL**  
**SAFE ROUTES TO SCHOOL 2014**  
**ATP APPLICATION**

**CONCEPT DESIGN**  
**DAVIS STREET**

NO.	DATE	DESCRIPTION

DATE: 08/27/14  
 DRAWN BY: J. B. BROWN  
 CHECKED BY: J. B. BROWN  
 APPROVED BY: J. B. BROWN  
 PROJECT NO: 14-000000-0000



# Davis Street

## (from Ireland Street to Rigby Avenue)

12' travel lanes with a 5' minimum bike lane.  
Additional pedestrian safety improvements include curb ramps and crosswalks at Ireland Street, the off-ramp from Southbound Hwy 101 and the on-ramp to northbound Hwy 101





**D DAVIS ROAD (EAST) TYPICAL CROSS SECTION**



100' 0" = 1" (Vertical Scale)  
 1" = 100' (Horizontal Scale)  
 DATE: 08/14/14  
 DRAWN BY: J. WILSON  
 CHECKED BY: M. WILSON  
 APPROVED BY: M. WILSON

**C-6**

**CITY OF RIO DELL  
 SAFE ROUTES TO SCHOOL 2014  
 ATP APPLICATION**

**CONCEPT DESIGN  
 DAVIS STREET**

NO.	DESCRIPTION	DATE	BY

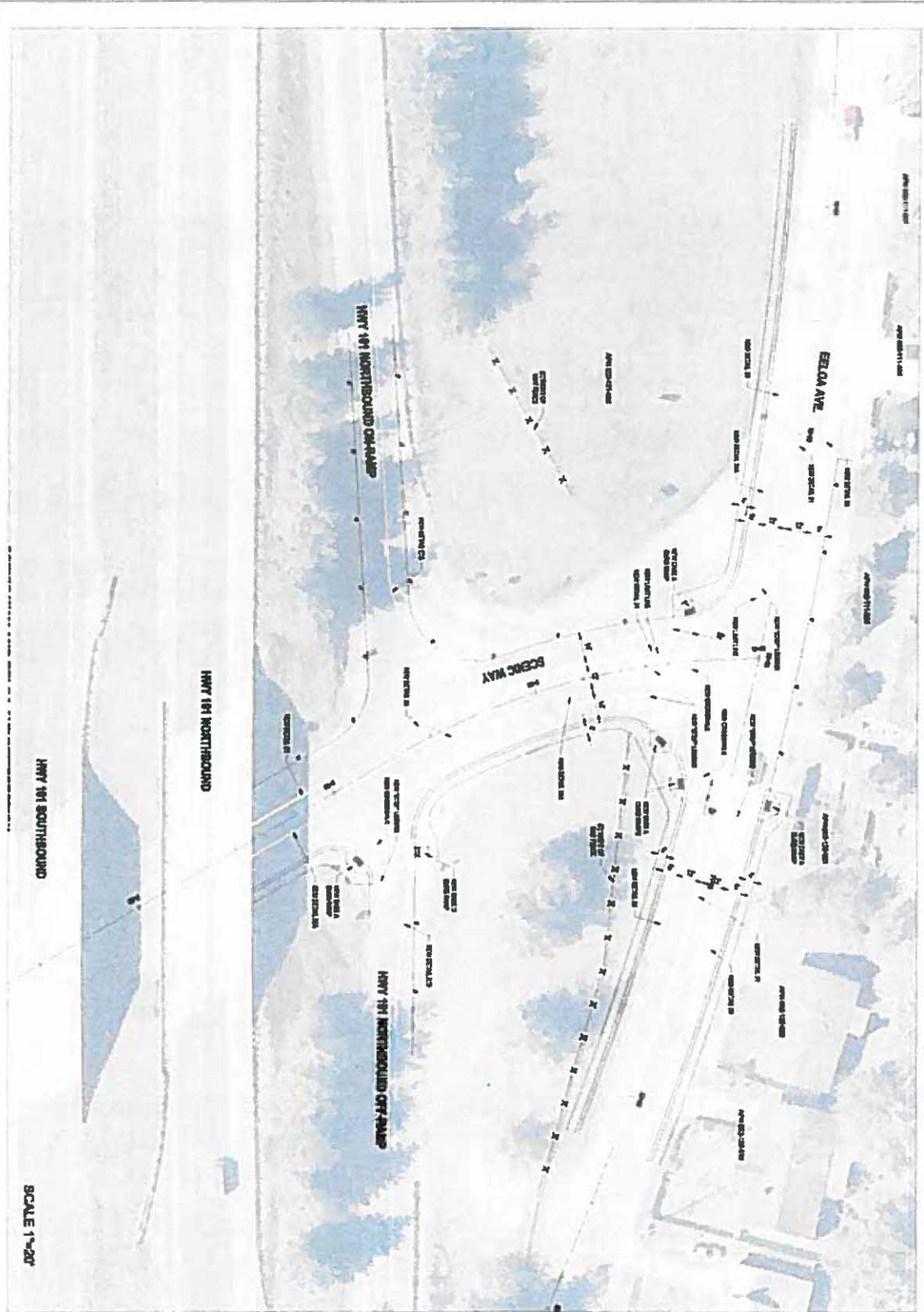
**GHD Inc.**  
 700 North Street, Suite 400, Colorado Springs, CO 80901  
 P: 719.575.0000 F: 719.575.0001  
 www.ghd.com

# Intersection of Scenic Way and Eeloa Avenue

Reconfiguration of the intersection to provide better visibility and circulation, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements







SCALE 1"=200'

**CITY OF RIO DELL  
SCENIC WAY AND EELOA AVE  
SAFE ROUTES TO SCHOOL**

**CONCEPT DESIGN  
Scenic Way and Eeloa Ave.  
Intersection**

NO.	DATE	DESCRIPTION

THIS IS NOT A FINAL DESIGN. IT IS A CONCEPTUAL DESIGN. THE DESIGNER AND THE CLIENT AGREE TO HOLD EACH OTHER HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, IN CONNECTION WITH THIS DESIGN. THE CLIENT AGREES TO HOLD THE DESIGNER HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, IN CONNECTION WITH THIS DESIGN.

**CH2M HILL**  
A global infrastructure and engineering firm.

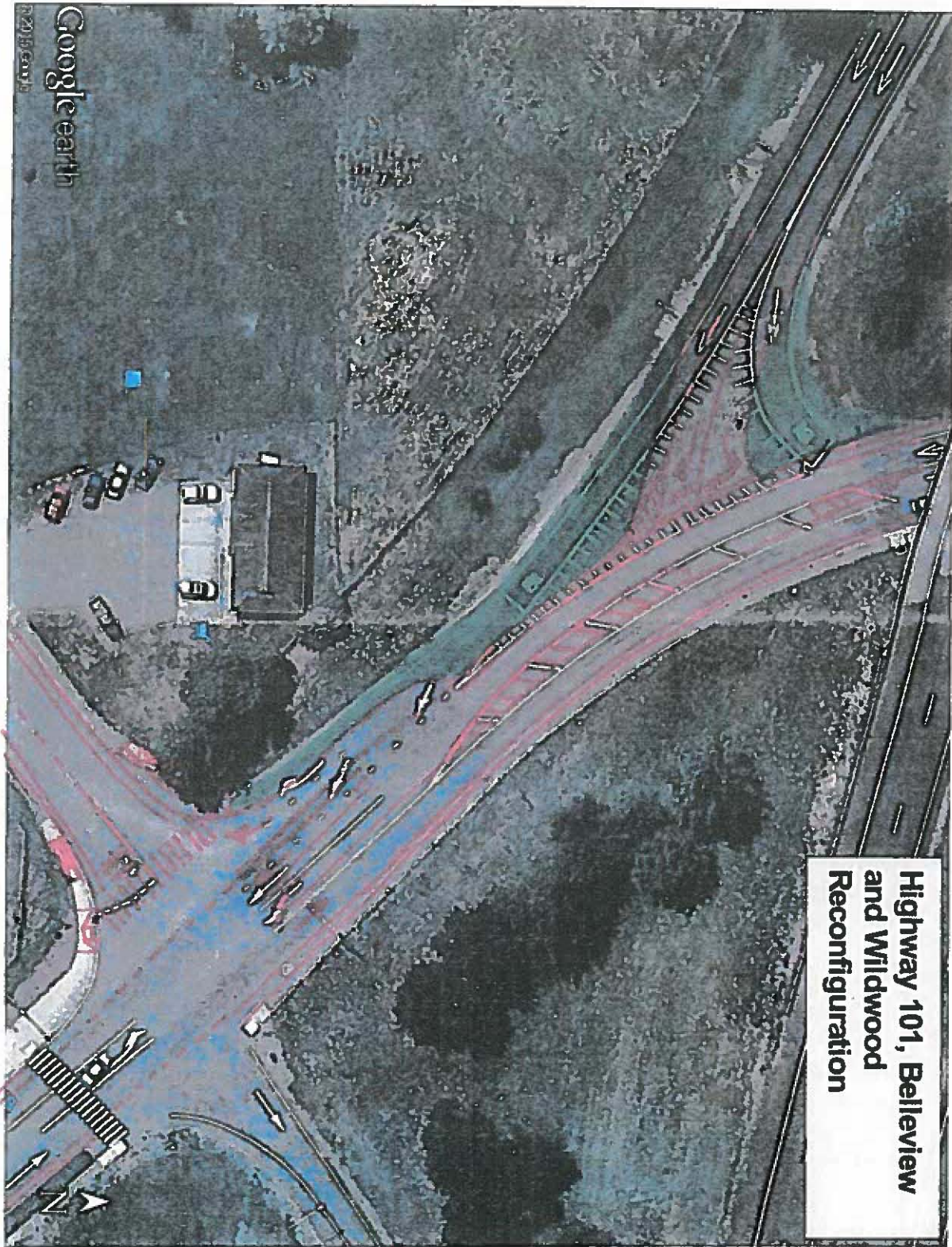
C-7

## Intersection of Wildwood Avenue and Belleview Avenue

Reconfiguration of the intersection to provide better visibility, circulation and minor drainage improvements, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements



**Highway 101, Belleview  
and Wildwood  
Reconfiguration**





# Project Schedule & Next Steps

- **PA&ED Phase**
  - Begin Boundary & Topographic Survey – February 2017
  - Begin Preliminary Design– March 2017
  - Complete CEQA (Environmental) – March 2017
  - Begin Public and Stakeholder Meetings – April 2017
  - Complete Preliminary Design – September 2017
  
- **Begin PS&E Phase (October 2017 Funding Allocation Deadline)**
  
- **Begin Construction (April 2019 Funding Allocation Deadline)**



# Questions?





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

January 17, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *Y*

SUBJECT: Discussion and Possible Action Related to Appointments Made by the Mayor City Selection Committee

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Discuss and advise the Mayor.

**BACKGROUND AND DISCUSSION**

The Mayors City Selection Committee will be meeting on January 19, 2017 in Eureka City Hall at 3:00p.m. The purpose of the meeting is to make an appointment to the North Coast Unified Air Quality Management District Governing Board and to nominate one city council member (from one of the cities) for appointment to the California Coastal Commission for an appointment made by the Governor.

It is important to note that Rio Dell is not in the Coastal Zone and thus not under the jurisdiction of the Coastal Commission, however, Rio Dell's Mayor still casts a vote for the cities nomination. Historically, the Governor typically appoints representatives to the Coastal Commission from one of the Board of Supervisor's nominations between Del Norte, Humboldt and Mendocino counties.

Sue Long, Mayor of the City of Fortuna, has written a letter (attached) expressing her interest in being appointed to the North Coast Unified Air Quality Management District Governing Board.

This agenda item serves as an opportunity for Councilmembers to provide input to the Mayor for the meeting of the Mayor City Selection Committee.

///



# Mayor City Selection Committee

## A G E N D A

### Special Meeting

January 19, 2017 – 3:00 p.m.

Eureka City Hall

531 K Street, Room #207

Eureka, CA 95501

**I. Call to Order**

**II. Public Participation**

This agenda item is reserved for matters not on the agenda that may be presented by the public.

**III. Approval of the meeting record – June 16, 2016 (Attached)**

**IV. Appointment of Mayor/City Council Representative to serve on the North Coast Unified Air Quality Management District Governing Board - The Committee will consider the appointment of one (1) Mayor/City Councilmember to replace Councilman Ken Mierzwa's seat whose appointment on the NCUAQMD Governing Board expired on December 8, 2016.**

**Note:** The North Coast Unified Air Quality Management District letter dated November 18, 2016 requesting this appointment is attached.

**V. Nomination of One (1) City Council Member for Appointment to the California Coastal Commission for the seat requiring a representative from the North Coast Region.**

**Note:** The letter dated January 3, 2017 from Mona Pasquil Rogers, Appointment Secretary from the Office of the Governor, State of California requesting this nomination is attached.

**VI. Adjournment**

**North Coast Unified  
Air Quality Management District**  
707 L Street, Eureka, CA 95501  
Telephone (707) 443-3093 FAX (707) 443-3099  
<http://www.ncuaqmd.org>



November 15, 2016

Mr. Frank Jaeger, Chairman  
Mayors City Selection Committee  
531 K Street  
Eureka, CA 95501

NOV 17 2016

**RE: Appointment Needed to the North Coast Unified Air Quality Management District Governing Board**

Dear Mr. Jaeger:

The purpose of this correspondence is to provide notification that Ferndale City Councilman Ken Mierzwa's appointment to the North Coast Unified Air Quality Management District's (District) Governing Board is due to expire on December 8, 2016. The Governing Board has requested a meeting of the City Selection Committee be held as soon as possible to appoint a replacement for Councilman Mierzwa's seat, whose elected term would expire after December 31, 2018. Our Unified District encompasses Del Norte, Humboldt and Trinity Counties.

The District's Administrative Code Part A, (Board approved on 3/28/03, and last amended on 5/24/10) outlines the requirement for filling the position:

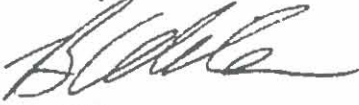
Section 1: Governing Board - As a result of the passage of AB-75 (effective 1-1-94), a majority of incorporated cities within the Unified District shall appoint a Mayor/City Council Representative to serve on the District Board.

Section 1.2: Terms - b. Elected representatives appointed by the Incorporated City Selection Committee shall serve for a two-year term specified by the City Committee. All appointments specified by the Incorporated City Selection Committee shall be specified in writing and shall include the name of the elected official appointed, his/her city, and a copy of the minutes of the City Selection Committee in which the appointment was made, and itemizing the city attendees present.

The District's Governing Board has discussed this item in open session at two separate meetings, but this has not resulted in a nomination(s) that can be provided to the Committee. Consequently, the District respectfully requests that the Committee provide a suitable appointment to replace Councilman Mierzwa's seat.

Thank you for your assistance in this matter, and if you have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Wilson', written in a cursive style.

Brian Wilson  
Air Pollution Control Officer

cc: Kathy Hayes, Humboldt County Clerk of the Board





RECEIVED  
BOARD OF SUPERVISORS

JAN 06 2017

AM 10:45:16 PM

OFFICE OF THE GOVERNOR

January 3, 2017

Ms. Kathy Hayes  
Clerk of the Board  
Humboldt County Board of Supervisors  
825 Fifth Street, Room 111  
Eureka, California 95501

Dear Ms. Hayes:

Pursuant to Section 30301.2 of the Public Resources Code, we are requesting the county and city selection committees of Del Norte, Humboldt and Mendocino counties to nominate at least one board supervisor and at least one city council member for appointment to the California Coastal Commission for the seat requiring a representative from the North Coast Region.

Please submit your list of nominees from Humboldt's county and city select committee to Ms. Kristin Stauffacher, Appointments Advisor, Office of the Governor, State Capitol, California 95814 within 45 days of receipt of this request.

Candidates for consideration should be officials committed to and knowledgeable about coastal preservation and conservation.

If you have any questions concerning the nomination or selection process, please do not hesitate to call me at (916) 445-4541.

Sincerely,

Mona Pasquil Rogers  
Appointments Secretary

cc: Kristin Stauffacher, Appointments Advisor

City Selection Committee  
531 K Street, Room #207  
Eureka, CA 95501

## Mayor City Selection Committee **DRAFT MEETING RECORD**

Special Meeting  
June 16, 2016  
Eureka City Hall Conference Room #207  
531 K Street, Eureka, CA 95501

**Present:**

Mayor Frank Jager, Chair	City of Eureka
Mayor Michelle McCall-Wallace	City of Blue Lake
Mayor Paul Patino	City of Arcata
Mayor Sue Long	City of Fortuna
Mayor Frank Wilson	City of Rio Dell

**Absent:**

Mayor Jon Mutchler	City of Ferndale
Mayor Dwight Miller	City of Trinidad

**Staff:**

Kathy Hayes	Clerk of the Board Humboldt County
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**Guest:**

George Williamson	LAFCO Administrator
Gordon Johnson	Rio Dell Council Member

1. **Call to Order**  
Chair, Frank Jager called the meeting to order at 3:00 p.m.

2. **Public Participation**  
No public participation occurred on matters agendized.

3. **Approval of Meeting Records (December 5, 2014)**

**Motion was made** (Long/Wilson) to approve the meeting records as submitted.

**Motion carried by the following votes:**

**AYES:** Jager, McCall-Wallace, Patino, Long, Wilson

**NOES:** None

**ABSTENTIONS:** None

4. **Appointment of City Representative to the Local Agency Formation Commission (LAFCO)**  
- the Committee considered the appointment of one (1) City of Rio Dell Regular Member to LAFCO to fill the expiring term of Gordon Johnson on June 30, 2016

It was noted by the Clerk that at the time of this writing, no other applications for consideration had been received. Further, City of Rio Dell Mayor Frank Wilson submitted a letter from the Rio Dell City Council in support of reappointing Gordon Johnson to the LAFCO Board for another four-year term. (The letter is attached)

Mr. Johnson addressed the committee and gave input into his prior service on the LAFCO board, stating that he had been a solid contributor to the work of committee, that he enjoyed being part of the process and that he would appreciate being reappointed for an additional four-year term.

**Motion was made** (Patino/Long) to reappoint Gordon Johnson to the LAFCO Commission for another four-year term expiring on June 30, 2020.

**Motion carried by the following votes:**

**AYES:** Jager, McCall-Wallace, Patino, Long, Wilson

**NOES:** None

**ABSTENTIONS:** None

**5. Adjournment**

The meeting adjourned at 3:10 p.m.



Sue Long  
3621 Clifton Way  
Fortuna, CA 95540  
(707) 599-6826

January 4, 2017

Mayor Select Committee

Re: North Coast Unified Air Quality Management District

I would like to be appointed to the open city position on the governing board for NCUAQMD. This will enable me to be apprised and have input regarding current and new regulations imposed by this agency. I have been on the Fortuna city council for six years and am currently starting my third year as mayor. The southern portion of the county should be represented, and I am ready to make that commitment.

Your consideration of this request is greatly appreciated.

Respectfully submitted,

Mayor Sue Long  
City of Fortuna

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



For Meeting of: January 17, 2017

To: City Council  
From: Kevin Caldwell, Community Development Director   
Through: Kyle Knopp, City Manager   
Date: January 12, 2017  
Subject: Amendments to Ordinance No. 353-2016 Commercial Medical Cannabis Land Use Regulations Section 17.30.195 Rio Dell Municipal Code (RDMC).

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**Recommendation:**

That the City Council:

1. Receive staff's report and introduce (first reading) of Ordinance No. 353-2017 amending Ordinance No. 348-2016 Commercial Medical Cannabis Land Use Regulations Section 17.30.195 Rio Dell Municipal Code regarding Permit Renewals, Changes to Ownership or Modifications to Premises, Inspections, Cultivation setbacks in the Industrial Commercial Zone and the definition of "Indoor" cultivation; and
2. Open the public hearing, receive public input and deliberate; and
3. Continue consideration, approval and adoption of the proposed Ordinance to your meeting of February 7, 2017 for the second reading and adoption.

**Background**

The City Council recently adopted Cannabis Activity Permit fees. Based on the fee structure minor amendments are needed regarding Permit Renewals, Changes to Ownership or Modifications to Premises and Inspections. The recommended amendments are below:

**(14) Term of Conditional Use Permit; ~~Inspections.~~**

- (a)** Any Conditional Use Permit issued pursuant to this section shall expire after one (1) year after date of issuance, and on the anniversary date of such issuance each year

thereafter, unless the required compliance inspections have been conducted and the permitted site has been found to comply with all conditions of approval and the renewal fee and operation fee submitted.

(a) Permit Renewal. A Permit renewal application, renewal fee and operating fee must be submitted at least forty-five (45) days before the expiration of the Permit. Failure to submit a renewal application prior to the expiration date of the license will result in the automatic expiration of the Permit on the expiration date. A Permit may not be renewed if any violations of or non-compliance with the Permit or these regulations exists. Permit renewal is subject to the laws and regulations effective at the time of renewal, which may be substantially different than the regulations currently in place and may require the submittal of additional information to ensure the new standards are met.

(15) Changes to Ownership or Modification to Premises.

A Conditional Use Permit is non-transferable to another location and no transfer to another Owner or modifications to a permitted facility may be made except in accordance with these regulations.

(a) Transfer of Ownership. A request for change in Permit ownership shall be submitted to the City at least sixty (60) days prior to the anticipated transfer, together with the required fee. Requests submitted less than sixty (60) days before the transfer will be processed only in the City's discretion and may be subject to an expedited processing fee. A new Owner(s) shall meet all requirements for applicants of an initial permit. The request shall include the following information:

i. Identify information for the new Owner(s) and management as required by the initial permit application, including names and contact information and Section 17.30.195(i) of the Rio Dell Municipal Code; and

ii. The specific date on which the transfer is to occur; and

iii. Acknowledgement of full responsibility for complying with the existing permit and any conditions attached thereto.

(b) Modifications to the Facility. Prior to making any modifications to a permitted facility, the permittee shall submit to the City, at least thirty (30) days in advance of initiating the modifications, a request for determination of City approvals, together with the appropriate fee. The request shall contain a detailed description to allow the City to determine what, if any permits and/or other approvals are needed.



(16) Inspections

Each permitted activity is subject to a minimum of at least one quarterly on-site compliance inspection, to be conducted by appropriate City officials during regular business hours (Monday – Friday, 9:00 am – 5:00 pm, excluding holidays). The applicant shall be required to pay the Inspection Fee in effect at that time.

If the inspector or other City official determines that the site does not comply with the conditions of approval, the inspector shall serve the permit holder with a written statement identifying the items not in compliance, and the action that the permit holder may take to cure the non-compliance, or file an appeal within ten (10) days of the date that the written statement is delivered to the permit holder. Personal delivery or mailing the written statement to the mailing address listed on the application by regular mail, plus three (3) days after date of mailing, shall constitute delivery. The permit holder may request a reinspection to determine whether or not the permit holder has cured all issues of non-compliance. Failure to request reinspection or to cure any items of noncompliance shall terminate the Conditional Use Permit and License, immediately upon the expiration of any appeal period, or final determination of the appeal if an appeal has been timely filed.

(15) (17) Appeal of Annual Inspection Determination

Within ten (10) business days after delivery of the statement of non-compliance, the determination by the inspector that the site is or is not in compliance may be appealed by any interested party to the Planning Commission. The appeal shall be made, in writing, on a form provided by the City. The fee for filing the appeal is based on the adopted fee schedule in effect at the time of the appeal.

- (a) The appeal shall be heard by the Planning Commission within thirty (30) days following the filing of the appeal. The Planning Commission shall render a written ruling on the appeal within three (3) business days following the hearing.
- (b) The decision of the Planning Commission may be appealed to the City Council in accordance with Section 17.35.050 of the Rio Dell Municipal Code. If a timely appeal to the City Council is not filed, the ruling by the Planning Commission shall be final.

(18) Revocation by Operation of Law

Any Conditional Use Permit issued under this Section shall be revoked by operation of law, and without prior notice to the permit holder, in the event the permitted activity is made illegal under the laws of the State of California.

The City shall notify any state license authority, as defined by the MCRSA, whenever the Conditional Use Permit and License has been revoked or terminated.

~~(16)~~ **(19) Fees, Taxes and Other Charges**

The Council may establish fees, taxes or other charges for a commercial cannabis activity permit by resolution or ordinance. The failure to pay all applicable fees, taxes and other charges when due shall be a violation of the Section as contemplated by subsection 17.30.195(5), above.

Staff is also recommending amending the current cultivation setback requirement of fifty (50) feet in the **Industrial Commercial** zone to zero (0) feet. As the Commission is aware, cultivation activities are allowed in the Industrial Commercial and Natural Resources zones. The originally recommended setback of fifty feet was based on possible cultivation activities in the Rural (R) zoning designation. The Industrial Commercial zone allows a zero (0) foot setback. Below is the recommended language:

**(10) Performance Standards for all MCCLUO Cultivation Operations:**

- (c) The area of cannabis cultivation shall be located as shown on the application site plan, set back at least 50 feet from any property line in the Natural Resource (NR) zone and 1000 feet from any School. Cannabis cultivation is declared to be development, subject to compliance with Section 17.30.110, Environmentally Sensitive Habitat Area's (ESHA's). For purposes of this section, where enhanced, reduced, or modified watercourse or wetland setbacks have been agreed to by the operator and the RWQCB under enrollment pursuant to NCRWQB Order No. 2015-0023 and/or preparation of a Water Resources Protection Plan, these may control and supersede any setback applied pursuant to Section 17.30.110.

Staff was recently approached by a potential permittee regarding indoor cultivation in a building (not a greenhouse by definition) with a clear roof. The idea is to reduce energy consumption by supplementing the indoor grow with sunlight. Apparently this type of cultivation is gaining popularity due to its ability to reduce energy consumption associated with indoor cultivation. This building type is a hybrid between the "indoor" and mixed light definition. See below:

"Indoor" means indoor cultivation using exclusively artificial lighting.

"Mixed-Light" means cultivation occurring in a greenhouse using a combination of natural and supplemental artificial lighting at a maximum threshold as set forth in performance standards in Section 17.30.190(8) of this ordinance, or as to be determined by the Department of Food and Agriculture, whichever is less.

Staff is recommending that the "indoor" definition be amended as follows:

"Indoor" means indoor cultivation using exclusively artificial lighting or a combination of artificial lighting and natural sunlight in a building with a glass, polycarbonate plastic or similar roof.



## Procedural Requirements

Pursuant to Section 17.35.010 of the City of Rio Dell Municipal Code, the following City procedures are required to amend the Ordinance:

- An amendment may be initiated by one or more owners of property affected by the proposed amendment, as set out in Section 17.35.010(3), or by action of the Planning Commission, or the City Council.
- The application of one or more property owners for the initiation of an amendment shall be filed in the office of the City Clerk on a form provided, accompanied by a filing fee.
- Subject only to the rules regarding the placing of matters on the Planning Commission agenda, the matter shall be set for a public hearing.
- Notice of hearing time and place shall be published once in a newspaper of general circulation at least ten calendar days before the hearing or by posting in at least three public places.
- At the public hearing, the Planning Commission shall hear any person affected by the proposed amendment. The hearing may be continued from time to time.
- Within 40 days of the conclusion of the hearing, the Planning Commission shall submit to the City Council a written report of recommendations and reasons therefore.
- Subject only to the rules regarding the placing of matters on its agenda, the City Council, at its next regular meeting following the receipt of such report, shall cause the matter to be set for a public hearing. Notice of the time and place of the hearing shall be given as provided in Section 17.35.010(5), hereof.
- At the public hearing, the City Council shall hear any person affected by the proposed amendment. The hearing may be continued to a specified future date, but shall be concluded within 60 days of the commencement thereof.
- The City Council shall not make any change in the proposed amendment until the proposed change has been referred to the Planning Commission for a report, and the Planning Commission report has been filed with the City Council.

## Zone Reclassification Required Findings

**1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.**

There are a no polices in the General Plan which preclude or discourage the recommended minor text amendments. As such, the proposed amendments are consistent and compatible with the General Plan.



**2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).**

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a *significant* effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed minor text amendments, staff believes there is no evidence to suggest that the minor amendments will have a *significant* effect on the environment.

**Attachments**

Attachment 1: Ordinance No. 353-2017 amending Ordinance No. 352-2016 Commercial Medical Cannabis Land Use Regulations Section 17.30.195 Rio Dell Municipal Code regarding Permit Renewals, Changes to Ownership or Modifications to Premises, Inspections, Cultivation setbacks in the Industrial Commercial Zone and the definition of "Indoor" cultivation.

**ORDINANCE NO. 353-2017**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING ORDINANCE NO. 348-2016, COMMERCIAL MEDICAL CANNABIS  
LAND USE REGULATIONS SECTION 17.30.195 RIO DELL MUNICIPAL CODE  
REGARDING PERMIT RENEWALS, CHANGES TO OWNERSHIP OR MODIFICATIONS  
TO PREMISES, INSPECTIONS, CULTIVATION SETBACKS IN THE INDUSTRIAL  
COMMERCIAL ZONE AND THE DEFINITION OF "INDOOR" CULTIVATION.**

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

**WHEREAS** the City recently adopted Cannabis Activity Permit fees; and

**WHEREAS** based on the fee structure minor amendments are needed regarding Permit Renewals, Changes to Ownership or Modifications to Premises and Inspections; and

**WHEREAS** the City was recently approached by a potential permittee regarding indoor cultivation in a building (not a greenhouse by definition) with a clear roof; and

**WHEREAS** the idea is to reduce energy consumption by supplementing indoor cultivation with sunlight; and

**WHEREAS** this type of cultivation is gaining popularity due to its ability to reduce energy consumption associated with indoor cultivation; and

**WHEREAS** this building type is a hybrid between the "indoor" and mixed light definition; and

**WHEREAS** the Planning Commission recommending the definition of "Indoor" to include this type of building; and

**WHEREAS** the Planning Commission is also recommending amending the current cultivation setback requirement of fifty (50) feet in the Industrial Commercial zone to zero (0) feet; and

**WHEREAS** cultivation activities are allowed in the Industrial Commercial and Natural Resources zones; and

**WHEREAS** the originally recommended setback of fifty feet was based on possible cultivation activities in the Rural (R) zoning designation; and

**WHEREAS** the Industrial Commercial zone allows a zero (0) foot setback for all other uses; and

**WHEREAS** the Planning Commission held a Public Hearing on January 10, 2017 to consider and discuss the proposed amendments; and

**WHEREAS** the Planning Commission recommends the City Council approves the proposed amendments; and

**WHEREAS** the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

**WHEREAS** the City has reviewed and processed the proposed amendment in conformance with Section 17.35.010 of the City of Rio Dell Municipal Code; and

**WHEREAS** the City finds that based on evidence on file and presented in the staff report that the proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected; and

**WHEREAS** the proposed amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

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

**Section 1.** Section 17.30.195 of the Rio Dell Municipal Code is amended to read in as follows:

**(6) Definitions**

“Indoor” means indoor cultivation using exclusively artificial lighting or a combination of artificial lighting and natural sunlight in a building with a glass, polycarbonate plastic or similar roof.

**(10) Performance Standards for all MCCLUO Cultivation Operations:**

- (c) The area of cannabis cultivation shall be located as shown on the application site plan, set back at least 50 feet from any property line in the Natural Resource (NR) zone and 1000 feet from any School. Cannabis cultivation is declared to be development, subject to compliance with Section 17.30.110, Environmentally Sensitive Habitat Area’s



(ESHA's). For purposes of this section, where enhanced, reduced, or modified watercourse or wetland setbacks have been agreed to by the operator and the RWQCB under enrollment pursuant to NCRWQB Order No. 2015-0023 and/or preparation of a Water Resources Protection Plan, these may control and supersede any setback applied pursuant to Section 17.30.110.

**(14) Term of Conditional Use Permit; ~~Inspections.~~**

- (a)** Any Conditional Use Permit issued pursuant to this section shall expire after one (1) year after date of issuance, and on the anniversary date of such issuance each year thereafter, unless the required compliance inspections have been conducted and the permitted site has been found to comply with all conditions of approval and the renewal fee and operation fee submitted.

(a) Permit Renewal. A Permit renewal application, renewal fee and operating fee must be submitted at least forty-five (45) days before the expiration of the Permit. Failure to submit a renewal application prior to the expiration date of the license will result in the automatic expiration of the Permit on the expiration date. A Permit may not be renewed if any violations of or non-compliance with the Permit or these regulations exists. Permit renewal is subject to the laws and regulations effective at the time of renewal, which may be substantially different than the regulations currently in place and may require the submittal of additional information to ensure the new standards are met.

**(15) Changes to Ownership or Modification to Premises.**

A Conditional Use Permit is non-transferable to another location and no transfer to another Owner or modifications to a permitted facility may be made except in accordance with these regulations.

(a) Transfer of Ownership. A request for change in Permit ownership shall be submitted to the City at least sixty (60) days prior to the anticipated transfer, together with the required fee. Requests submitted less than sixty (60) days before the transfer will be processed only in the City's discretion and may be subject to an expedited processing fee. A new Owner(s) shall meet all requirements for applicants of an initial permit. The request shall include the following information:

- i. Identify information for the new Owner(s) and management as required by the initial permit application, including names and contact information and Section 17.30.195(i) of the Rio Dell Municipal Code; and

ii. The specific date on which the transfer is to occur; and

iii. Acknowledgement of full responsibility for complying with the existing permit and any conditions attached thereto.

(b) Modifications to the Facility. Prior to making any modifications to a permitted facility, the permittee shall submit to the City, at least thirty (30) days in advance of initiating the modifications, a request for determination of City approvals, together with the appropriate fee. The request shall contain a detailed description to allow the City to determine what, if any permits and/or other approvals are needed.

**(16) Inspections**

Each permitted activity is subject to a minimum of at least one quarterly on-site compliance inspection, to be conducted by appropriate City officials during regular business hours (Monday – Friday, 9:00 am – 5:00 pm, excluding holidays). The applicant shall be required to pay the Inspection Fee in effect at that time.

If the inspector or other City official determines that the site does not comply with the conditions of approval, the inspector shall serve the permit holder with a written statement identifying the items not in compliance, and the action that the permit holder may take to cure the non-compliance, or file an appeal within ten (10) days of the date that the written statement is delivered to the permit holder. Personal delivery or mailing the written statement to the mailing address listed on the application by regular mail, plus three (3) days after date of mailing, shall constitute delivery. The permit holder may request a reinspection to determine whether or not the permit holder has cured all issues of non-compliance. Failure to request reinspection or to cure any items of noncompliance shall terminate the Conditional Use Permit and License, immediately upon the expiration of any appeal period, or final determination of the appeal if an appeal has been timely filed.

**~~(15)~~ (17) Appeal of ~~Annual~~ Inspection Determination**

Within ten (10) business days after delivery of the statement of non-compliance, the determination by the inspector that the site is or is not in compliance may be appealed by any interested party to the Planning Commission. The appeal shall be made, in writing, on a form provided by the City. The fee for filing the appeal is based on the adopted fee schedule in effect at the time of the appeal.



- (a) The appeal shall be heard by the Planning Commission within thirty (30) days following the filing of the appeal. The Planning Commission shall render a written ruling on the appeal within three (3) business days following the hearing.
- (b) The decision of the Planning Commission may be appealed to the City Council in accordance with Section 17.35.050 of the Rio Dell Municipal Code. If a timely appeal to the City Council is not filed, the ruling by the Planning Commission shall be final.

#### **(18) Revocation by Operation of Law**

Any Conditional Use Permit issued under this Section shall be revoked by operation of law, and without prior notice to the permit holder, in the event the permitted activity is made illegal under the laws of the State of California.

The City shall notify any state license authority, as defined by the MCRSA, whenever the Conditional Use Permit and License has been revoked or terminated.

#### **~~(16)~~ (19) Fees, Taxes and Other Charges**

The Council may establish fees, taxes or other charges for a commercial cannabis activity permit by resolution or ordinance. The failure to pay all applicable fees, taxes and other charges when due shall be a violation of the Section as contemplated by subsection 17.30.195(5), above.

#### **Section 2. Severability**

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

#### **Section 3. Limitation of Actions**

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

#### **Section 4. Effective Date**

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



I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on January 17, 2017 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 7, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 353-2017 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 7, 2017.

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Karen Dunham, City Clerk, City of Rio Dell