

A G E N D A
RIO DELL CITY COUNCIL
STUDY SESSION - 5:30 P.M.
REGULAR MEETING- 6:30 P.M.
TUESDAY, JUNE 21, 2011
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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 Americans 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 this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. STUDY SESSIONS - 5:30 P.M.

1) 2011/0621.01 - City Council Applicant Interviews

E. CONSENT CALENDAR

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

1) 2011/0621.02 - Approve Minutes of the June 7, 2011 Regular Meeting (ACTION)	1
2) 2011/0621.03 - Approve Minutes of the June 14, 2011 Special Meeting (ACTION)	7
3) 2011/0621.04 - Approve Resolution No. 1115-2011 Authorizing the Update of Signature Cards on all U.S. Bank Accounts (ACTION)	10
4) 2011/0621.05 - Authorize Purchase of Pipe Patch Spot Repair System and Individual Repair Patches for an Amount not to Exceed \$8,000 (ACTION)	14

- 5) 2011/0621.06 - Authorize Finance Director to Engage the Audit Services of Mann, Urrutia, Nelson, CPS's for Fiscal Year 2010-2011 (ACTION) 18

F. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
2) 2011/0621.07 - Appointment of City Council Member to Fill the Unexpired Term Ending With the November, 2012 General Election (ACTION) 24
3) 2011/0621.08 - Ratify Mayor's Appointment of an Alternate to the Humboldt Waste Management (HWMA) Board (ACTION) 33

G. ORDINANCES/SPECIAL RESOLUTIONS

H. 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. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, 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 5 minutes.

I. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Finance Director
3. Chief of Police

J. COUNCIL REPORTS/COMMUNICATIONS

K. ADJOURNMENT

***The next Regular meeting will be on July 5, 2011
at 6:30 PM in the City Council Chambers***

**RIO DELL CITY COUNCIL
REGULAR MEETING
JUNE 7, 20011
MINUTES**

The Regular Meeting/Closed Session of the Rio Dell City Council was called to order at 5:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Councilmembers Leonard, Marks and Thompson

Others Present: City Manager Henrickson, Finance Director Beauchaine,
Wastewater Superintendent Chicora and City Clerk Dunham

Absent: Chief of Police Hill and Water Superintendent Jensen

CLOSED SESSION – 5:30 P.M.

Anticipated Litigation – Significant Exposure to Litigation – 2 cases

Mayor Woodall announced the City Council would be adjourning to closed session to discuss the above matter and asked for public comment regarding closed session.

Walt Johnson, President of K.G. Walters Construction Co. addressed the City Council regarding Wastewater Project II and said as the second lowest bidder on the project, they were present to appeal to the Council's sense of fairness and give their perspective on the bidding process. He said they bid on the project with the same set of rules as the other contractors and put in a lot of time, energy and money and their fear was that they may be penalized by those not following the rules. He said the rules for submitting bid packages are well known in the construction industry and unfortunately the same common problems exist among contractors with regard to bidding. He said the documents allow the award of the bid to someone other than the lowest bidder and said it would be compromising to general contractors to re-bid the project.

Dave Backman, Senior Vice President of K. G. Walters Construction also spoke to the Council and said he oversaw the last project they did for the City (Solids and Disinfection Management Project) and said they were qualified to handle the current project and would like the opportunity to do the job. He said they were acting in good faith and were present to provide information to the Council in hopes of providing them with a better level of comfort in making the decision to award the bid rather than re-bidding the project.

There being no further questions or comments, the Council recessed to closed session at 5:38 P.M.

The regular meeting reconvened at 6:30 P.M. Mayor Woodall announced there was no reportable action taken in closed session.

CONSENT CALENDAR

Mayor Woodall announced the items to be approved on the consent calendar and asked the staff, the public and the Council members if there was anyone who wished to have any item removed from the consent calendar for separate discussion.

Councilmember Thompson asked that Item 4, and Councilmember Marks asked that Item 5 be removed from the consent calendar for separate discussion under *Special Call Items*.

Motion was made by Leonard/Thompson to approve the consent calendar including approval of minutes of the May 17, 2011 regular meeting; approval of minutes of the May 19, 2011 special meeting; authorization for the submission of the City's Annual Transportation Development Act (TDA) Claim; and approval of the 2011 Maintenance Paving Project Progress Payment Request No. 1 for Thomas R. Bess, Inc. Motion carried 4-0; Councilmember Marks abstained from vote on the minutes of the May 17, 2011 regular meeting.

SPECIAL CALL ITEMS

Motion was made by Woodall/Thompson to add an unlisted item to the agenda titled "Approval of Amended TDA Claim for FY 2010-2011" pursuant to Government Code Section 54954.2 (b.2) because the need to take action arose subsequent to the agenda having been posted. Motion carried 4-0.

Approve Amended TDA Claim for FY 2010-2011, Authorize Submission and Approve Budget Amendment increasing TDA Fund Revenues and Expenditures by \$12,041.86

Finance Director Beauchaine reported each year the City submits an annual Transportation Claim to receive TDA funds for transportation services and street maintenance, stating last year's claim totaled \$84,130. She said she was contacted by Humboldt County Association of Governments (HCAOG) this week that the TDA funds received for the 2010-2011 year exceeded projections and that each of the eligible jurisdictions has additional funds in their respective TDA accounts. The City's amount totaled \$12,041.86 and in order to access those funds, an amended TDA claim would need to be submitted in addition to approving a budget amendment.

Beauchaine stated that street costs for the current year exceeded initial projections due to additional street repairs to Monument Road so if appropriated; the additional TDA funding could negate the need to amend the annual street budget with reserves at the end of the year.

Motion was made by Leonard/Marks to authorize the Finance Director to submit and an amended TDA Claim for FY 2010-2011; and approve a budget amendment increasing TDA Fund Revenue and Expenditures by \$12,041.86. Motion carried 4-0.

Approve Contract Agreement with Adult Day Health Services for Transportation Services

Councilmember Thompson referred to No. 2 on page 1 of the Contract Agreement which states "City shall compensate Provider per ride, round trip, up to a total compensation of \$6,500" and asked if this was the amount the City paid for the entire year; Finance Director Beauchaine explained the City pays that amount all at one time and that the Senior Resource Center actually subsidizes the difference between what the City pays and actual expenses based on the number of trips. She also noted that the proposed increase for the year is only \$250 even though costs were expected to go up significantly with the closing of the Adult Day Health in Fortuna.

Motion was made by Marks/Thompson to approve the contract agreement with Adult Day Health Services for transportation services. Motion carried 4-0.

West Coast Rodeo Company Lease Agreement

Councilmember Marks referred to the property lease agreement under "Repairs" where it states "Lessee will maintain the fences on the property at his own expense" and suggested language be added to say "to standard in place on June 1, 2011."

Councilmember Thompson asked if the agreement was limited to a specific number of animals; City Manager Henrickson said it wasn't however the Council should keep in mind the limited term of the contract.

Motion was made by Marks/Leonard to approve the lease agreement between the West Coast Rodeo and the City of Rio Dell as amended. Motion carried 4-0.

Quarterly Financial Reports

Finance Director Beauchaine provided a review of the Budget Variance Report for the period ending March 31, 2011 as submitted and reported that both revenues and expenditures are proportionate to one another and to the fiscal period ended. She then provided highlights of each of the various funds and noted that building activities have increased and are now on target with annual projections.

A citizen present in the audience asked if the City still has plans to implement consumption based sewer rates and said as a single person in a household, he felt it was unfair to pay the same as a large family. City Manager Henrickson explained the idea was still being explored and that the rate schedule revision would require notification to rate payers and public hearings.

Councilmember Marks stated in years past there were customers who carried forward large balances on their utility bills and asked if that problem was remedied; Finance Director Beauchaine explained that some customers monthly bills are fairly significant and if they don't pay by the end of the month when the new bill goes out the balance can be quite high although stricter enforcement of the ordinance is being followed.

Councilmember Thompson asked if staff is doing a better job locating customers when they move and leave an outstanding bill; Finance Director Beauchaine said the policy has changed

that requires the customer to provide more information when applying for water and sewer services which has helped with the collection of closed accounts.

Humboldt Waste Management Authority (HWMA) Proposed Rate Changes for FY 2011-2012
City Manager Henrickson reported the City has an agreement with HWMA which requires them to provide notice to the member agencies of proposed rate changes. At the May 12, 2011 regular meeting of HWMA they adopted Waste Management Fees for the 2011-2012 fiscal year beginning July 1, 2011. He said HWMA reduced their current rates by 2.5% which will ultimately have a positive impact on Rio Dell rate payers. He said the recommended action was to simply receive and file the report.

Approve Proposed Annual CPI Rate Adjustment with Eel River Disposal Co. and Accept as Amendment to City's Solid Waste and Recycling Franchise Agreement Effective July 1, 2011
City Manager Henrickson reported the solid waste franchise with Eel River Disposal includes a provision for an annual CPI adjustment for operational costs provided the CPI adjustment has approval of the City Council as to the accuracy prior to the adjustment taking effect. He said the proposed rate adjustment for this year actually reduces the monthly rate for a 32 gallon can by .09 cents from the current rate.

Mayor Woodall announced that Karen Smith, Office Manager from Eel River Disposal was present to answer any questions. No questions were raised by Council or the public.

Motion was made by Thompson/Leonard to approve the proposed rate adjustment with Eel River Disposal Co., and accept it as an amendment to the City's Solid Waste and Recycling Franchise Agreement effective July 1, 2011. Motion carried 4-0.

Approve Award of Contract to Design Air in the Amount of \$23,913.00 for City Hall HVAC Replacement Project

Finance Director Beauchaine reported the City was awarded funding through the North Coast Integrated Regional Water Management Plan Energy Efficiency and Block Grant for up to \$25,000 for the replacement of the HVAC System at City Hall, and we are now ready to award the contract and begin the project. She said staff obtained three proposals with the low bid being submitted from Design Air in the amount of \$23,913.00. She explained the project will require Labor Compliance Monitoring and since the exact cost is unknown at this time, asked that the Council also approve an additional \$1,000 to cover those costs. She noted the City will be required to interview the contractor's staff and monitor labor compliance and that the City Manager has the authority to hire an additional contractor to do the monitoring.

City Manager Henrickson said for clarification the City has been without air conditioning and heating in portions of the building for several months and needs to get the work underway.

Motion was made by Marks/Leonard to approve the award of contract to Design Air in the amount of \$23,913.00 for the City Hall HVAC Replacement Project and authorize the City Manager to execute the Contract Agreement; and to authorize a Capital Budget Amendment adding General Fund Revenues of \$23,913.00 and General Fund expenditures in the amount of \$25,500.00. Motion carried 4-0.

Motion was made by Marks/Leonard to authorize the necessary funds not to exceed \$1,000.00 from the General Fund for Labor Compliance Monitoring. Motion carried 4-0.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1113-2011 Adopting the 2011-2012 Fiscal Year Operations Budget Dell

City Manager Henrickson reported City staff has been working on the budget process since March, 2011 and although some Reserves were used in order to come up with a balanced budget, the assumption is that COPS funding will become available at a later date.

Finance Director Beauchaine then proceeded with a power point presentation on the Draft Operations Budget for Fiscal Year 2011-2012 beginning with an overview of Budget Contents. She reported this year's Operations Budget includes 1 Revenue Budget and 9 Department Expense Budget proposals. The anticipated Citywide Operations Revenue totaled \$2,203,406 representing an operational decrease of \$5,127 from the prior year. She reported that this year's expenditure program was largely shaped by the work of the Compensation Committee which included a revised salary schedule; and elimination of 7 positions and addition of 2 positions resulting in a net reduction of 10,400 labor hours per year. These changes were geared to increase the efficiency of the City, with the goal of providing a higher level of services at a lower cost to the community.

Motion was made by Thompson/Leonard to approve Resolution No. 1113-2011 *Adopting the Operating Budget for the Fiscal Year 2011-2012*. Motion carried 4-0.

PUBLIC PRESENTATIONS

None

REPORTS/STAFF COMMUNICATIONS

City Manager Henrickson reported on the E-Waste Collection Event that took place on June 3rd and 4th and said it was very successful and thanked Recycling Coordinator Ralston and the rest of the staff that worked to make it happen.

Finance Director Beauchaine reported on recent activities in the finance department and stated the auditors were wrapping up the 2009-2010 audit and would have a draft report at the next regular meeting; and said she will be recommending the City engage the services of the current auditor, Mann, Urrutia, Nelson, CPA's for the next year's audit and that the engagement letter would be forthcoming.

City Manager Henrickson stated that his recommendation is that the City change auditors every 3 years or so however, was in agreement with the finance director to contract with them for another year then go out with RFQ's in January for audit services for the subsequent year.

Finance Director Beauchaine also reported that the previous week there were 3 of the 4 authorized check signers unavailable to sign checks and as a result had to delay sending out the utility bills for a day. She said to avoid this from happening in the future she would like to add one or more council members to the list of authorized signers. Council concurred to add Councilmembers Leonard and Thompson as authorized signers. Finance Director Beauchaine said she would bring a resolution forward for approval at the next regular meeting.

COUNCIL REPORTS/COMMUNICATIONS

None

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:13 P.M. to the June 21, 2011 Regular Meeting.

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
SPECIAL MEETING
JUNE 14, 2011
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 10:00 A.M. by Mayor Pro Tem Marks.

ROLL CALL: Present: Mayor Pro Tem Marks, Councilmembers Leonard and Thompson

Absent: Mayor Woodall

Others Present: City Manager Henrickson, Finance Director Beauchaine, Wastewater Superintendent Chicora and City Clerk Dunham

SPECIAL MEETING MATTERS/PUBLIC HEARINGS

Approve Resolution No. 1114-2011 Rejecting All Bids for the Wastewater Treatment Plant Upgrade and Disposal Project and Authorizing the City Manager to Re-bid the Project

City Manager Henrickson stated what is before the Council is a resolution for consideration which states that the City received and filed bids for the Wastewater Treatment Plant Upgrade and Disposal Project on April 19, 2011; and is hereby rejecting all bids and authorizing the City Manager to re-bid the project. His recommendation was that the City Council approves the resolution.

Mayor Pro Tem Marks reported that she had spoken to a local resident, Joe Baratti regarding the subject and invited him to attend the meeting.

Walt Johnson, President of K.G. Walters Construction Co. stated the resolution being considered is incorrect and that the bid process puts forward a strict set of guidelines which the City needs to follow. He said the State confirmed that there was a problem with the bid documents from the apparent low bidder naming 6 steps that were not followed. He said if bids are competitive such as with this project, the award of bid can go to the next lowest bidder if the low bid package is incomplete. He said they were acting in good faith and for some unknown reason the City has elected to take action to reject all bids and re-bid the project which he said is not normal practice. He said if the City does not follow the State bidding process it could be in jeopardy for State funding and face potential litigation. He added that this is not a unique problem and the documents clearly spell out the rules when State funding is involved. He asked the Council to reconsider their position and not pass the resolution since there is a qualified contractor with a responsive bid.

Justin Zabel, from Mercer Fraser stated they were surprised because K.G. Walters Construction seems to know more about the issues with their bid documents than they do even though they are

the low bidder on the project. He said they were not informed of the reason for the rejection of bids.

City Manager Henrickson stated for clarification that the City has the right to reject any or all bids without stating a reason.

Rob McBeth, Fortuna Iron stated that while the City does not have to state the basis for rejecting all bids, it is the right thing to do. He said the City should put all the cards on the table and allow the contractor the opportunity to respond to the issues. He said that a lot of money was spent by sub-contractors in bidding the project and it was basically for nothing since all the bids were rejected.

Chuck from Maples Plumbing stated he understands there are problems within the workings of inner government but also felt the contractor should have the opportunity to address the City's concerns regarding the bid documents. People make plans based what is coming down the road stating this project was bid several months ago and it was unbelievable to him that Mercer Fraser was not even told why their bid was being rejected.

Dean, representative from K.G. Walters Construction stated he believed the reason the City made the decision to reject bids and re-bid the project was to avoid potential litigation.

Joe Baratti stated he has worked in the construction business for 25 years and has never heard of this happening. His opinion is that it is not right and makes the City look bad.

Dennis Wendt stated that although he is not involved in this project, recommended the Council table action, provide the proper information to Mercer Fraser and allow them the opportunity to respond.

Justin Zabel, Mercer Fraser, stated they had bid on other State projects the same way as this project and had no problems with the bid documents. He said they would like to know what the problems are in regard to the bid to avoid making the same mistakes in the future.

There being no further public comment, the public comment period was closed.

Councilmember Thompson asked if the Council could recess to closed session to discuss the matter further; City Manager Henrickson stated that the Council could not recess to closed session without proper noticing.

Motion was made by Thompson/Leonard to approve *Resolution No. 1114-2011 Rejecting All Bids for the Wastewater Treatment Plant Upgrade and Disposal Project and Authorizing the City Manager to Re-bid the Project*. Motion carried 3-0.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 10:17 A.M. to the June 21, 2011 regular meeting.

Attest:

Melissa Marks, Mayor Pro Tem

Karen Dunham, City Clerk

DRAFT

**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
June 21, 2011**

TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: June 16, 2011

SUBJECT: Authorizing two new Council Members to sign on behalf of the City on all U.S. Bank Accounts.

RECOMMENDATION

Approve Resolution 1115-2011 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 two additional signers as we have encountered difficulties acquiring two signatures particularly during the summer months when staff and council vacation. If approved the updated list of signers will be:

Signers: Julie Woodall, Mayor
Melissa Marks, Mayor Pro-tem
Jack Thompson, City Councilmember
Bud Leonard, City Council Member
Ron Henrickson, City Manager
Graham Hill, Chief of Police
Karen Dunham, City Clerk

*Authorized Representative: Stephanie Beauchaine, 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 #: xxxxxxxx5517

Customer Deposit Checking Account #: xxxxxxxx5852

RESOLUTION NO. 1115-2011

**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:

Julie Woodall, Mayor
Melissa Marks, Mayor Pro-tem
Jack Thompson, City Councilmember
Bud Leonard, City Council Member
Ron Henrickson, 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 #: xxxxxxxx5415
Payroll Checking Account #: xxxxxxxx5517
Customer Deposit Checking Account #: xxxxxxxx5852

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 21th day of June 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

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



To: Mayor and Rio Dell City Council
Through: Ron Henrickson, City Manager *RHA*
From: Rick Chicora, Wastewater Superintendent
Date: June 16, 2011
Subject: Fernco Pipe Patch Sewer Repair System

Recommendation

It is recommended that the City Manager authorize the purchase of a new Pipe Patch Spot Repair System and individual repair patches for an amount not to exceed \$8,000.00.

Budgetary Impact

The costs for this project will be taken out of the current wastewater budget.

Discussion

As you are aware, the City's Sewer Collection System is in dire need of repair. This repair kit will enable staff to do patch repairs on the pipes where water is infiltrating into the collection system. The kit allows us to repair the pipe without digging up the street and the pipe to remain in service while the repair is being made. 3T Equipment is the only supplier of this system in our area.

I also discussed this kit with Lisa Bernard with the North Coast Regional Water Quality Control Board and she said a few the systems she over sees purchased this and it has really reduced I & I issues in those communities. If we purchase this kit it will show the Regional Board we are addressing our own I & I problem.

Attachments:

1. 3T Equipment Quote
2. Data Sheet



3T EQUIPMENT COMPANY, INC.

SAFETY, PIPE INSPECTION AND SEWER MAINTENANCE
EQUIPMENT FOR THE PROFESSIONAL

610/11

CITY OF RIO DELL
DEPARTMENT OF PUBLIC WORKS
675 WILDWOOD AVE
RIO DEL, CA 95562
ATTN: MR. RICK CHICORA
WATER/WASTEWATER SUPERINTENDENT

SUBJECT: SOURCE ONE "PIPE PATCH" SPOT REPAIR SYSTEM

MR. CHICORA,

WE ARE PLEASED TO SUBMIT FOR YOUR CONSIDERATION PRICING ON THE
FOLLOWING FERNCO "PIPE PATCH" SEWER REPAIR SYSTEM

24" LONG PIPE PATCH SYSTEM

6" TO 10" FLOW THRU PACKER-FPP-PACK610FT	\$1,980.00 ✓
[REDACTED]	[REDACTED]
FLEX ADAPTOR-FPP-ADAPTER	\$ 39.00 ✓
AIR REGULATOR 0 TO 60 PSI-FPP-REG-ASM	\$ 144.00 ✓
5 FOOT PUSH RODS-FPP-PUSHROD	\$ 67.20 EACH × 40
6" X 24" PIPE PATCH KIT-FPP-6S	\$ 360.00 EACH ✓
8" X 24" PIPE PATCH KIT-FPP-8S	\$ 420.00 EACH ✓
10" X 24" PIPE PATCH KIT-FPP-10S	\$ 480.00 EACH ✓

[REDACTED]

EACH KIT INCLUDES:

- | | |
|------------------------------|-----------------------------|
| 1EA FIBERGLASS MAT | 1EA WORK SURFACE |
| 1EA POUCH RESIN/HARDNER | 2 PAIRS DISPOSABLE GLOVES |
| 1EA PACKER PROTECTION SLEEVE | 3 SETS NYLON ZIP TIES |
| 1EA SPREADING SPATULA | 1EA ROLL ELECTRICIAN'S TAPE |

OPTIONS:

P.O. BOX 7325, SANTA ROSA, CA. 95407-7325 (707) 543-8555 FAX (707) 543-8558 15



3T EQUIPMENT COMPANY, INC.

SAFETY, PIPE INSPECTION AND SEWER MAINTENANCE
EQUIPMENT FOR THE PROFESSIONAL

250 FOOT PIPE PATCH PULL CABLE	\$ 120.00
500 FOOT PIPE PATCH PULL CABLE	\$ 240.00 ✓
300 FOOT HOSE REEL WITH CART	\$2,200.00

NOTES:

PATCH KITS COME IN SUMMER AND WINTER MIXES. THE WINTER KIT SETS UP QUICKER TAKES ABOUT ONE HOUR TO SET. THE SUMMER KIT IS SLOWER SETTING ABOUT 1 ½" HOURS TO SET. THE PRICE IS THE SAME FOR EITHER MIX

OTHER TOOLS NEEDED:

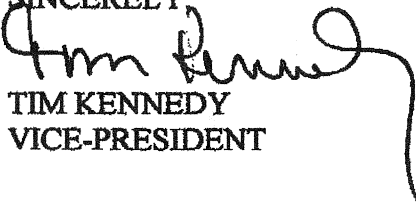
- PORTABLE OR MAINLINE CAMERA SYSTEM
- GENERATOR
- AIR COMPRESSOR
- AIR HOSE

DELIVERY: 7 TO 10 DAYS

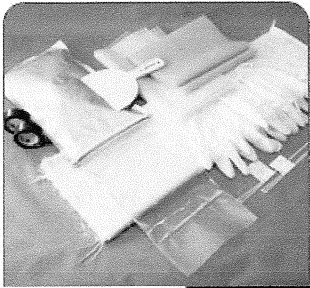
TRAINING: WE WILL DO THE FIRST REPAIR WITH THE CITY FOR NO CHARGE

.IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE IN CONTACTING ME AT 1-707-799-5997 OR GO TO OUR WEBSITE AT WWW.3TEQUIPCO.COM

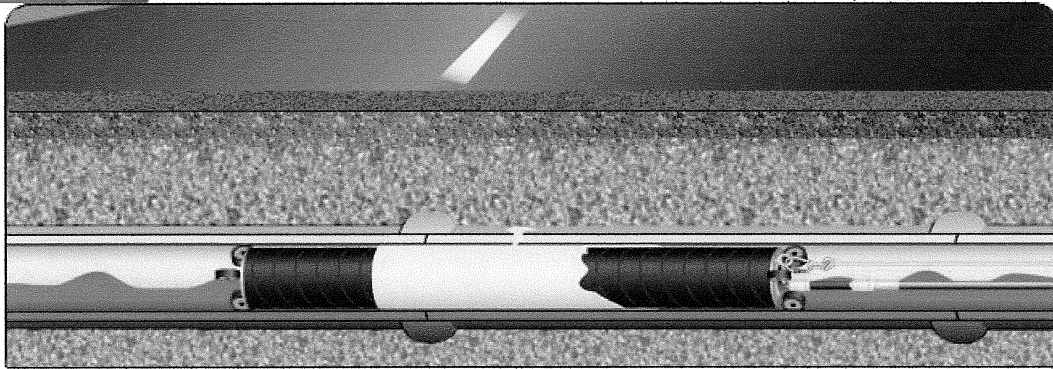
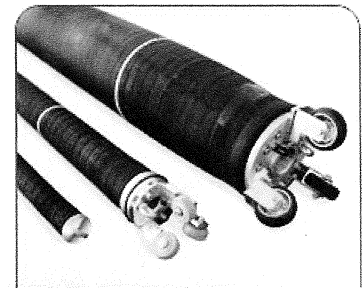
SINCERELY,



TIM KENNEDY
VICE-PRESIDENT



PipePatch®



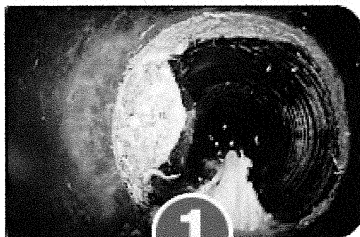
An Environmentally Sound Alternative To Underground Pipe Rehabilitation

Pipe lining of existing and aging underground infrastructure is an expensive and major challenge that municipalities and engineers face on a daily basis. These underground infrastructures, which include water and sewer systems installed over 50 years ago. These have been subjected to deterioration due to corrosion, cracking, joint separation, sediment buildup and root penetration. This often leads to damaging sewage overflows that end up threatening to contaminate your community's water sources.

Point Repair

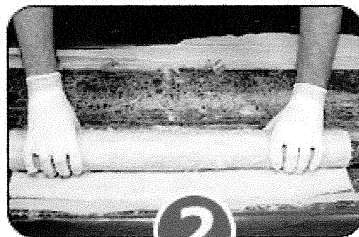
Point Repair is PipePatch's cost saving process of lining only the areas that require point repair versus lining the entire length of pipe. PipePatch's point repair system not only saves material costs but also man-hours. Depending on the pipes diameter, PipePatch requires only 1 to 3 technicians to complete a repair in one to three hours normally

PipePatch is available in the following diameters 3 inch, 4 inch, 6 inch, 6 to 10 inch, 12 to 15 inch and 16 to 24 inch and patch lengths of 24 or 48 inches. An affordable and simple system



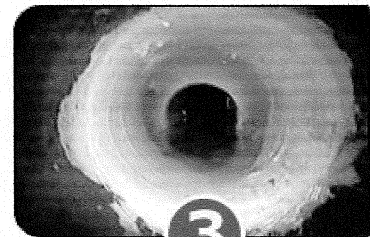
STEP 1

Locate the leak using sewer camera. Clean area to be repaired using rootering or waterjetting.



STEP 2

Prepare the resin and wrap the patch around the flow thru packer and secure.



STEP 3

Push the packer into the sewer line to the area to be repaired. When the resin has set - the repair is complete.



WASTE AND STORM WATER MANAGEMENT SYSTEMS

SOLD BY : 3T EQUIPMENT COMPANY INC.

800-969-3001

WWW.3TEQUIPCO.COM

*675 Wildwood Avenue
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: June 15, 2011

SUBJECT: Mann, Urrutia, and Nelson CPA's Engagement Letter for 2010/2011 fiscal year auditing services.

RECOMMENDATION

Authorize the Finance Director to engage the services of Mann, Urrutia, and Nelson CPA's to complete the City's 2010-2011 fiscal year audit.

BUDGETARY IMPACT

Costs are proposed not to exceed \$25,000. Funds will be allocated in the 2011-2012 City operating budget.

BACKGROUND AND DISCUSSION

Mann, Urrutia, and Nelson CPA's have been working with the City since 2006. Staff has been very pleased with the services provided and recommends the engagement of services for the upcoming year.

Staff will further recommend at a later date that we prepare an RFQ for auditing services for next years' annual audit pursuant to GFOA's best auditing practices.

Attachments: Mann, Urrutia, and Nelson CPA's Engagement Letter



May 18, 2011

To the Honorable Mayor and
 Members of the City Council
 City of Rio Dell
 Rio Dell, California

We are pleased to confirm our understanding of the services we are to provide City of Rio Dell for the year ended June 30, 2011. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of City of Rio Dell as of and for the year ended June 30, 2011. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Rio Dell's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Rio Dell's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.

Supplementary information other than RSI also accompanies City of Rio Dell's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

- Combining non-major fund statements

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

PRINCIPALS

Chris A. Mann, CPA, CFP ♦ John R. Urrutia, CPA ♦ Michelle O. Nelson, CPA, CFE, CVA

Justin J. Williams, CPA, CVA ♦ Neil J. Beeman, CPA ♦ Kriss Ann Mann, CPA, CCPS ♦ Christine L. Collins, EA

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Rio Dell and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1)

management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material

noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Rio Dell's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of City of Rio Dell's major programs. The purpose of these procedures will be to express an opinion on City of Rio Dell's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Mann, Urrutia, Nelson, CPAs and Associates, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mann, Urrutia, Nelson, CPAs and Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 2011 and to issue our reports no later than January 2012. Justin Williams, CPA, CVA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$20,000 plus out-of-pocket costs (such as report reproduction, postage, travel, copies, etc.). Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to City of Rio Dell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Mann, Urrutia, Nelson CPAs and Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of City of Rio Dell.

By:

Title:

Date:



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
JUNE 21, 2011**

TO: Mayor and Members of the City Council
FROM: Karen Dunham, City Clerk
THROUGH: Ron Henrickson, City Manager
DATE: June 21, 2011
SUBJECT: Appointment for Vacancy on the City Council

RECOMMENDATION

Vote to appoint an applicant to the City Council in accordance with procedures outlined in Resolution No. 822-2002.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

A vacancy exists on the Rio Dell City Council due to the recent resignation of Marc Barsanti. The Notice of Vacancy was posted on May 24, 2011 seeking applications from those wishing to be considered to fill the vacancy for the remainder of the term ending November, 2012. Two (2) applications were received: Adam Dias; and Frank Wilson.

ATTACHMENTS:

Resolution No. 822-2002
(2) Applications

**City of Rio Dell
City Council
Term Ending November, 2012**

Instructions:

- 1. Write your name on the ballot, in the left hand corner*
- 2. Circle the name of your selection for the position of City Council Member*
- 3. Fold your ballot. Pass the completed ballot to City Clerk, Karen Dunham*

Candidate

City Council Member

Adam Dias

Frank Wilson

Name _____

RESOLUTION No. 822.1-2002

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
PROVIDING A PROCEDURE FOR
APPOINTMENTS BY THE CITY COUNCIL
FOR VACANT POSITIONS
ON THE CITY COUNCIL & COMMISSIONS**

WHEREAS, when vacancies occur on the City Council & Commissions, the City Council will vote to appoint replacements for the duration of the term (or for a full term when an election is planned and less candidates file than the number of seats that will become vacant);

WHEREAS, the City Council desires that a set of procedures be in place to formally guide the voting process;

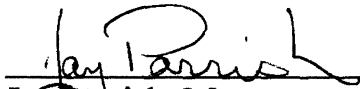
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Rio Dell that:

1. Upon notice of a vacancy, an application time period shall be designated whereby interested applicants may complete an application to fill the vacant seat.
2. Names of all qualified applicants shall be placed in nomination for the vacant seat.
3. Applicants shall be given an opportunity to make a short presentation to the Council at a public meeting.
4. At a City Council meeting where the vacancy is agendized, each Councilmember will write the name and number of the applicant of their choice, and sign their ballot.
5. The votes will be passed to the Deputy City Clerk, or City Clerk to be counted and announced by name of councilmember and for whom they voted.
6. If an applicant receives 3 or more votes, that candidate is chosen for the vacancy. Otherwise, there will be a runoff ballot between the top two applicants. Applicants receiving 2 votes will be placed in the runoff, and a separate vote shall be held for those receiving one vote if only one applicant has 2 votes (i.e. 2,1,1,1).
7. In the case of ties, a revote will be held.


8. After 3 ties, then the Council will declare a deadlock and reopen the application process.
9. In the case of a majority of no votes, then the application process will be reopened.

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 19th day of November, 2002, by the following vote:

AYES: Mayor Parrish, Councilmembers Ghilarducci, Leonard & Plum
NOES: None
ABSENT: Councilmember Woodall
ABSTAIN: None


Jay Parrish, Mayor
CITY OF RIO DELL

ATTEST:


Eli Naffah, City Clerk
CITY OF RIO DELL

CITY OF RIO DELL
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



RECEIVED

5-26-11 (RD)

APPLICATION FOR COMMISSION/BOARD

NAME Adam Dias DATE 5/26/11
ADDRESS 383 wildwood ave HOME PHONE 707-764-3193
Rio Dell 95562 BUSINESS PHONE 707-267-4920

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARD/COMMISSION:

City Council

OCCUPATION Self Employed Business owner (Artist)

HOW LONG HAVE YOU LIVED IN RIO DELL? Off and on for over 10 years

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES

I, along with my wife, own a home based buisness
in Rio dell. I plan on opening a gallery here. I also
donate my time to the wildwood days battle of the bands -

ADDITIONAL PERTINENT INFORMATION/REFERENCES I have deep ties
to this community, as my wife's family has lived here

for 4 generations. I am a home owner, buisness owner
and have a deep concern for the direction of this community

EDUCATION College of the Red woods, Currently attending
Studing English, political science. Carry a GPA - 4.0
nationally certified tutor.

Please answer the following two questions:

1) Why are you interested in serving on this board/commission?

I am concerned about the future of this community. Businesses in this town, along with residents are struggling. I want to be a part of making this town a better place to work and live. I feel that Rio Dell has a huge amount of untapped potential, and I would like to explore some new ideas for its future.

2) What special talents/experience/education do you possess that will be useful in this position?

I have studied political science, and will be minor in political science at HSU. I am an English major, so reading is not a issue. I own a business here in Rio Dell, and I have an main st. I have seen this towns deterioration, and I am not pleased. I feel that this area needs to re visit it's options and stay focused on a clear vision for the future.

Note: A Resume may be attached

Return form to the City of Rio Dell at 675 Wildwood Ave., Rio Dell, CA 95562



COLLEGE
OF THE
REDWOODS

May 9, 2011

To whom it may concern:

I am writing this letter to recognize Adam Dias for his participation in the peer tutoring program at College of the Redwoods. In the spring of 1997, the English Department initiated a peer tutoring program. Peer tutors with excellent backgrounds in English and with a faculty recommendation were recruited to work with basic skills students in the Writing Center. Adam's responsibilities included tutoring for three hours per week (42 hours for the semester), attending two weekly one-hour seminar classes, maintaining records of sessions with tutees, reading and reporting on professional journals, and keeping a reflective journal. Because of the efforts of tutors like Adam, this tutoring program has become an integral part of the Writing Center.

Tutoring requires many skills beyond expertise in the subject matter. I would like to enumerate some of the areas in which Adam excelled:

- effective communication skills
- active, effective listening
- thoughtful diagnostic questioning
- ability to deal with problem situations and problem students
- capacity for both assertiveness and empathy
- use of positive reinforcement to support tutees
- awareness of different learning styles (ESL, learning different, and adult learners)
- critical thinking skills

In addition to demonstrating these skills, our tutors represent the English Department. As such, they must be professional. Adam was punctual, maintained confidentiality, knew when to ask for help, and mediated successfully between instructors and students.

Finally, Adam received no monetary compensation for the time and energy he gave. He tutored because he was interested in working with students to improve their English skills and found helping others rewarding. Always personable, Adam was adept at engaging even reluctant students in the academic argument. His enthusiasm for writing and his intellectual stimulation were nearly palpable in sessions. Approachable and empathic, he quickly established a productive working relationship that built students' confidence while improving their writing.

Adam has met all the criteria to be certified nationally as a peer tutor by the College Reading and Learning Association. I would recommend him very highly. The excellence that he demonstrated in his tutoring skills will transfer to and benefit whatever he chooses to attempt.

Sincerely,

Pamela B. Kessler
English Department

7351 Tompkins Hill Rd.
Eureka, CA 95501-9300
707.476.4100
FAX: 707.476.4400

CITY OF RIO DELL
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

APPLICATION FOR COMMISSION/BOARD

NAME Frank Wilson DATE 6-9-11
ADDRESS 110 Ash Street HOME PHONE 764 5415
Rio Dell, BUSINESS PHONE 502-4000

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARD/COMMISSION:

Rio Dell city council

OCCUPATION Self employed, Software Developer

HOW LONG HAVE YOU LIVED IN RIO DELL? 5 yrs.

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES Active member
SVFD. For 20 years

Serve on Board of Elders at Calvary Christian
Center

ADDITIONAL PERTINENT INFORMATION/REFERENCES _____

EDUCATION AA degree from College of the Redwoods
in Metals Technology.

RECEIVED

JUN 10 2011

Please answer the following two questions:

1) Why are you interested in serving on this board/commission?

I would like the opportunity to serve on the City Council in an effort to effect positive change for Rio Dell.

2) What special talents/experience/education do you possess that will be useful in this position?

18 years in management at PL where I managed multimillion dollar budgets and projects, as well as supervised dozens of employees in several departments.

I have taught Industrial Automation at College of the Redwoods

Note: A Resume may be attached

Return form to the City of Rio Dell at 675 Wildwood Ave., Rio Dell, CA 95562

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



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
JUNE 21, 2011**

TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Karen Dunham, City Clerk

DATE: June 21, 2011

SUBJECT: Appointment of Alternate to Humboldt Waste Management Authority Board

RECOMMENDATION

Ratify the Mayor's appointment of an alternate to the Humboldt Waste Management (HWMA) Board

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

Councilmember Marks has indicated that she will be unavailable during the month of July and will not be able to attend the July 14th HWMA meeting. Councilmember Leonard is the alternate on the HWMA Board and is available to attend that meeting however, in the event of an emergency and he cannot attend, an alternate needs to be appointed as a voting delegate on the Board.

It is the responsibility of the Mayor to make council appointments to the various boards and committees.