



# RIO DELL CITY COUNCIL AGENDA

## REGULAR MEETING - 6:00 P.M.

### TUESDAY, JANUARY 07, 2025

City Council Chambers  
675 Wildwood Avenue, Rio Dell

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

### **SPECIAL PUBLIC HEALTH EMERGENCY ALTERNATIONS TO MEETING FORMAT CORONAVIRUS (COVID 19)**

City Council meetings are held in City Hall Council Chambers for in-person attendance by the public. The public may also attend these meetings virtually through Zoom. The meetings will also be viewable via live streaming through our partners at Access Humboldt via their YouTube channel or Suddenlink (Optimum) channels on Cable TV.

#### **Public Comment by Email:**

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

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

#### **Zoom Public Comment:**

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

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. SPECIAL CALL ITEMS**

- [1.](#) 2025/0107.01 - Approve Resolution No. 1627-2025 Accepting the Certification of Votes for the November 5, 2024 General Election **(ACTION)** - Pg. #4

**E. CEREMONIAL MATTERS**

- 2025/0107.02 - Swearing in and Seating of Newly Elected Councilmembers Amanda Carter and Frank Wilson
- [2.](#) 2025/0107.03 - Election of Mayor and Mayor Pro Tem **(ACTION)** - Pg. #10

**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 allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

**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 Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

- [1.](#) 2025/0107.04 - Approve Minutes of December 3, 2024 Regular Meeting **(ACTION)** - Pg. #13
- [2.](#) 2025/0107.05 - Authorize the Purchase of Two Rotary Joints, Split Rings, and Gaskets for the Repair of the Sludge Dryer in the Amount of \$14,309.98 **(ACTION)** - Pg. #17
- [3.](#) 2025/0107.06 - Report Out and Approve (by 4/5 vote) on Emergency Road Repair Work Related to the December 5, 2024 Earthquake Under Public Contract Code PCC §22050 **(ACTION)** - Pg. #19
- [4.](#) 2025/0107.07 - Approve Resolution No. 1628-2025 Authorizing the Submittal of a Grant Application to Redwood Region Rising (RRRISE) for Feasibility and Technical Studies for a Regional Food Collaborative including a Meat Processing Facility at the Humboldt Rio Dell Business Park **(ACTION)** - Pg. #21
- [5.](#) 2025/0107.08 - Reject Bids for Dog Park Phase II Small Dog Run **(ACTION)** - Pg. #25
- [6.](#) 2025/0107.09 - Receive and File Check Register for November **(ACTION)** - Pg. #28

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**I. REPORTS/STAFF COMMUNICATIONS**

- [1.](#) 2025/0107.10 - City Manager/Staff Update (**RECEIVE & FILE**) - Pg. #32

**J. SPECIAL PRESENTATIONS/STUDY SESSIONS**

**K. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

- [1.](#) 2025/0107.11 - Approve Appointments of Members and Alternates to External Boards, Commissions, and Committees for 2025-2026 (**DISCUSSION/POSSIBLE ACTION**) - Pg. #38

**L. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

**M. COUNCIL REPORTS/COMMUNICATIONS**

**N. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
Tuesday, **January 21, 2025 at 6:00 p.m.***



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*675 Wildwood Avenue  
Rio Dell, CA 95562*

For Meeting of: January 7, 2025

**TO:** Rio Dell City Council  
**FROM:** Karen Dunham, City Clerk  
**THROUGH:** Kyle Knopp, City Manager  
**DATE:** January 7, 2025  
**SUBJECT:** Accepting Certification of Votes

**RECOMMENDATION**

Approve Resolution No. 1627-2025 Accepting the Certification of Votes for the November 5, 2024 General Election.

**BUDGETARY IMPACT**

None

**BACKGROUND AND DISCUSSION**

The Humboldt County Elections Department officially certified the votes cast in the November 5, 2024, General Election on December 3, 2024. The Resolution accepts the vote count and recognizes the election of the two candidates, Amanda Carter and Frank Wilson as Councilmembers Elect for four-year terms ending with the 2028 General Election.

Swearing-in and seating of the new councilmembers elect will take place after the adoption of the Resolution, followed by the selection of Mayor and Mayor Pro Tem for two-year terms.

**ATTACHMENTS:**

Resolution No. 1627.2025  
Official Vote Count



**RESOLUTION NO. 1627-2025  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
ACCEPTING THE CERTIFICATION OF VOTES FOR THE  
NOVEMBER 5, 2024 GENERAL ELECTION**

**WHEREAS**, the Humboldt County Election Division has officially certified the votes cast at the November 5, 2024, General Election as:

<b>Frank Wilson</b>	-	<b>832</b>	<b>61.68%</b>		
<b>Amanda Carter</b>	-	<b>813</b>	<b>60.27%</b>		

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIO DELL  
DOES HEREWITH RESOLVE:**

To accept the vote count as certified by the Humboldt County Election Division (copy attached); and

To recognize the election of the two (2) candidates as Councilmembers Elect for four-year terms or as otherwise prescribed by law; and

**PASSED AND ADOPTED** this 7th day of January 2025 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Debra L. Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true, and correct copy of Resolution No. 1627-2025 adopted by the City Council of the City of Rio Dell on January 7, 2025.

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Karen Dunham, CMC  
City Clerk, City of Rio Dell

CERTIFICATION OF  
COUNTY CLERK/REGISTRAR OF VOTERS OF THE  
RESULTS OF THE CANVASS  
OF THE NOVEMBER 5, 2024,  
GENERAL ELECTION

STATE OF CALIFORNIA

COUNTY OF Humboldt




SS.

I, Juan Pablo Cervantes, County Clerk/Registrar of Voters of County  
of Humboldt, do hereby certify that, in pursuance of the provisions of Elections Code  
section 15300, et seq., I did canvass the results of the votes cast in the General Election held in said  
County on November 5, 2024, for measures and contests that were submitted to the vote of the voters,  
and that the Statement of Votes Cast, to which this certificate is attached is full, true, and correct.

I hereby set my hand and official seal this 3rd day of December, 2024, at the  
County of Humboldt



  
\_\_\_\_\_  
County Clerk/Registrar of Voters  
County of Humboldt  
State of California

Canvass Certification of Elections Official  
(11/2024)

# HELP AMERICA VOTE ACT OF 2002 CERTIFICATION OF ELECTIONS OFFICIAL

STATE OF CALIFORNIA

COUNTY OF Humboldt



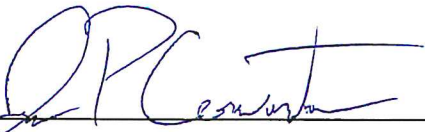
ss.

Pursuant to the statewide voter registration list requirements set forth in the Help America Vote Act of 2002 ((HAVA) 52 U.S.C. § 21083),

I, Juan Pablo Cervantes, County Clerk/Registrar of Voters for the County of Humboldt, State of California, hereby certify that I complied with all provisions of Chapter 2 of Division 7 of Title 2 of the California Code of Regulations for the Federal election held on the 5<sup>th</sup> day of November 2024, in the County of Humboldt, State of California and all elections consolidated therewith.

I hereby set my hand and official seal this 3rd day of December, 2024, at the County of Humboldt



  
\_\_\_\_\_  
County Clerk/Registrar of Voters  
County of Humboldt  
\_\_\_\_\_  
State of California

HAVA Certification of Elections Official  
(11/2024)



Humboldt County

November 5, 2024 General Election

11/5/2024

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RIO DELL CITY COUNCILMEMBER - Vote for No More than Two

Precinct	Amanda Carter	Frank Wilson	Cast Votes	Undervotes	Overvotes	Unqualified write-ins	Vote Center Ballots Cast	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
2R--1	813	832	1,645	959	0	94	400	949	1,349	1,919	70.30%
Totals	813	832	1,645	959	0	94	400	949	1,349	1,919	70.30%



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

For Meeting of: January 7, 2025

**TO:** Mayor and Members of the City Council  
**FROM:** Karen Dunham, City Clerk  
**THROUGH:** Kyle Knopp, City Manager  
**DATE:** January 7, 2025  
**SUBJECT:** Election of Mayor and Mayor Pro Tem

**RECOMMENDATION**

1. Follow City Council Procedure to Elect a Mayor and Mayor Pro Tem.

**BACKGROUND AND DISCUSSION**

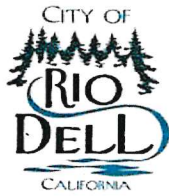
Resolution No.1127-2011 provides a procedure for appointments by the City Council for vacant positions on the City Council and Commissions. It establishes the procedures for selecting the Mayor and Mayor Pro Tem. Section 36801 of the California Government Code also establishes the procedures for choosing the Mayor and Mayor Pro Tem as follows:

*Section 36801: The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor, and one of its members as Mayor Pro Tempore.*

All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tem unless a Councilmember chooses to decline nomination. Each term will be for two (2) years ending with the 2026 General Election.

Ballots will be provided to Councilmembers at the meeting. The process will begin with the selection of the Mayor. The City Clerk will read the results of the vote and follow the process for filling the position pursuant to Resolution 1127-2011. Councilmembers will then be asked to vote for their choice for the position of Mayor Pro Tem, following the same process.

**Attachment:**  
Resolution No. 1127-2011



**RESOLUTION NO. 1127-2011  
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 AND COMMISSIONS**

**WHEREAS**, the City Council is authorized under RDMC Section 2.55 to establish and by a majority vote appoint individuals to commissions, boards and committees; and

**WHEREAS**, City Council desires to use the same system to select the Mayor and Mayor Pro Tempore as is used to appoint individuals to commissions, boards and committees; and

**WHEREAS**, when vacancies occur on the City Council and 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); and

**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. All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tempore (with the exception of the newly appointed Mayor). Any Councilmember may decline nomination for Mayor or Mayor Pro-Tempore.
4. Applicants shall be given an opportunity to make a short presentation to the Council at a public meeting.
5. At a City Council meeting where the vacancy is akenized, each Councilmember will write the name of the applicant of their choice, and sign their ballot.

- 6. The ballots will be passed to the City Clerk to be counted and announced by name and for whom they voted.
- 7. 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 2 applicants. Applicants receiving 2 votes will be placed in the runoff, and a separate vote shall be held for those receiving 1 vote if only 1 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, the Council will declare that the item be continued and placed on the next regular agenda.
- 9. At the next regular or special council meeting where the continued item is ajenized, the Council shall re-vote up to 2 more times in the same manner as described above. In the event there is still a tie vote, the Council will declare a deadlock and reopen the application process.

**BE IT FURTHER RESOLVED**, that the procedure for establishing a system for City Council appointments to commissions, boards and committees and procedures for the selection of Mayor and Mayor Pro Tempore as described in Resolution Nos. 416, 625, 700, and 822-1-2002 are hereby repealed and replaced with the procedure described above.

**PASSED AND ADOPTED** by the City Council of the City of Rio Dell on this 6<sup>th</sup> day of September, 2011 by the following vote:

AYES: Woodall, Leonard, Marks, Thompson, Wilson  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

\_\_\_\_\_  
 Julie Woodall, Mayor

Attest:

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

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
DECEMBER 3, 2024**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 6:00 p.m.

**ROLL CALL:** Present: Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall

Others Present: City Manager Knopp, Interim Police Chief Landry, Wastewater Superintendent Kelly, Water/Roadways Superintendent Jensen, Senior Fiscal Assistant Maciel, Senior Fiscal Assistant Townsend, and City Clerk Dunham

Absent: Finance Director Sanborn and Community Development Director Caldwell (excused)

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Public Employment: Title: Chief of Police – Gov’t Code §54957

**PUBLIC COMMENT REGARDING CLOSED SESSION**

There were no members of the public present to comment.

**RECESS INTO CLOSED SESSION**

The Council recessed into a closed session with City Manager Knopp at 5:00 p.m. to discuss the above-listed matter.

**RECONVENE INTO OPEN SESSION/ORAL ANNOUNCEMENT**

The Council reconvened into open session at 6:00 p.m. Mayor Garnes announced that there was nothing to report out of the closed session.

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comment on non-agenda matters. No public comment was received.

**CONSENT CALENDAR**

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

A motion was made by Carter/Woodall to approve the consent calendar, including the following items:

**DECEMBER 3, 2024 MINUTES**  
**Page 2**

- 1) Minutes of the November 15, 2024 Closed Session;
- 2) Minutes of the November 19, 2024, Regular meeting;
- 3) Minutes of the November 25, 2024, Closed Session;
- 4) Approval of American Rescue Plan Act (ARPA)/State and Local Fiscal Recovery Funds (SLFRF) Program Funds Allocation; and
- 5) Authorizing the City Manager to Draft and Execute an Extension for a 1-Year Extension of the on-call City Engineering Agreement with GHD.

Motion carried 5-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and said that staff was looking at the Redwood Region RISE Catalyst Pre-Development Funds Request for Proposal (RFP) for potential projects for Northwestern Avenue. In initial discussions with staff, potential opportunities were to approach the economic development funding for a food aggregate and processing center. The City had a prior study done in 2014 or 2015 and identified the Cal Fire site or Northwestern Avenue as potential locations for a food collaborative. The idea would be to have a processing facility that could process fruits, vegetables as well as meats. In taking a preliminary look at the program, the plan fits the criteria and would benefit the community. Staff will bring a proposal back to the Council at the first meeting in January for the Council's review and approval.

City Manager Knopp said that overall, the City weathered the recent storm system well, despite the sanitary sewer overflows and the power outage, noting that the City has a lot of new information and intelligence on the wastewater collection system.

He said that staff will be paying close attention to the CalFire Fire Hazards Severity mapping process. Rio Dell is in a transition zone between coastal and inland and the City doesn't want the fire risk to be over-categorized because of the potential for homeowners' insurance issues. As such, staff will be monitoring that situation very closely.

Mayor Pro Tem Carter said she thought an agricultural facility at Northwestern Ave. was promising and looked forward to discussing the idea at the next meeting.

Councilmembers extended special thanks to Public Works and other City staff for their efforts in keeping things going through the recent storm event.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

Review of Parks Master Plan Community Survey

Mayor Pro Tem Carter provided a review of the recent Parks Master Plan Community Survey.

**DECEMBER 3, 2024 MINUTES**  
**Page 3**

She said that an AdHoc Committee was formed consisting of herself, Councilmember Woodall, Fire Commissioners Mickey Barsanti and Joe Timmerman, Rio Dell School Board President Val Barrote, and 7<sup>th</sup> grade students Reed Harrington and Austin Haberstock. The committee got together and came up with a survey to solicit community input for a Parks Master Plan.

She said that they received approximately 300 responses to the survey with 50.5% of the responses coming from kids between the ages of 5-17. Fireman's Park was named the favorite park in Rio Dell with Davis St. Park receiving 57.6% as the park they would like to see enhanced. Neighborhood Parks were the top choice regarding the type of park and 33.8% of the respondents thought that river access was important.

Regarding near-term park amenities, 56.3% of the respondents wanted to see a BMX/pump track, followed by 52% wanting to see outdoor courts (basketball). Long-term amenities also favored a BMX/pump track.

Mayor Pro Tem Carter pointed out that it was a statistically valid survey with the majority of the respondents being kids.

She said that she would be attending the Rio Dell School Board meeting on December 12<sup>th</sup> when the board will appoint two (2) board members to an AdHoc committee to look at the potential development and sale of the Davis Street Park to the City.

Mayor Garnes said that she was glad to see the project on the horizon.

Mayor Pro Tem Carter noted that she has also been attending meetings of the Humboldt Skate Collective and they have done work here before and have done fundraising for this purpose and are ready and willing to help with the project.

Councilmember Woodall asked how long the process would take to finalize the purchase of the school property should they agree to move forward.

Mayor Pro Tem Carter said realistically, it could take four (4) years as declaring school property surplus is a complex and lengthy process. She agreed to keep the Council updated on the progress.

**COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Carter reported on upcoming meetings and events and said that the next Chamber of Commerce meeting would be held on Friday at noon in Scotia, the Annual Tree Lighting would be held on December 7<sup>th</sup> at 5:00 p.m. at the Community Resource Center, and on December 21<sup>st</sup>, the Chamber of Commerce would be hosting the 60<sup>th</sup> Anniversary of the 1964 flood at the Scotia Lodge from 1-4 p.m. noting that it is free to attend and will be catered.

**DECEMBER 3, 2024 MINUTES**  
**Page 4**

She also reported that the first pet vaccine clinic by Critters Without Litters was held on November 25<sup>th</sup> and was a success, serving approximately 30 animals.

Councilmember Orr announced that the next HCAOG meeting scheduled for December 19<sup>th</sup> would include a closed session on recruiting a new Executive Director.

Councilmember Wilson announced that the next Redwood Coast Energy Authority (RCEA) meeting was rescheduled for December 17<sup>th</sup>.

Councilmember Woodall reported that she attended two (2) AdHoc committee meetings for the Chief of Police recruitment and announced that there would be a Traffic Committee meeting tomorrow at 4:00 p.m.

Mayor Garnes announced that she had a Humboldt Transit Authority (HTA) meeting tomorrow and a Great Redwood Trails meeting on Thursday.

She thanked the public members for attending the meeting and wished everyone a Happy Holiday.

**ADJOURNMENT**

A motion was made by Carter/Woodall to adjourn the meeting at 6:24 p.m. to the January 7, 2025, regular meeting. Motion carried 5-0.

\_\_\_\_\_  
Debra Garnes, Mayor

Attest:

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





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

January 7th, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

THROUGH: Sunshine Kelly, Wastewater Superintendent

SUBJECT: Authorize the Purchase of two new rotary joints, split rings and gaskets for the repair of the Sludge Dryer in the total amount of \$14,309.98.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to purchase the attached equipment from Kadant Johnson LLC.

BACKGROUND AND DISCUSSION

The existing rotary Joints are leaking to the point that the sludge dryer is not running efficiently. Heat Transfer Fluid is leaking past the joints at a very high rate, keeping the heat transfer fluid from effectively heating the sludge inside the dryer, causing longer hold times in the dryer to produce a Biosolids A, per the NPDES Permit. Because of the length of time it takes to empty a hopper the digesters are at peak capacity, and this is starting to affect the Wastewater Treatment Process. As these joints are key components to the bio solids process their replacement is necessary to allow the Sludge Dryer to run correctly and effectively.

The amount exceeds the City Manager's authority to purchase, and it is requested that the City Council authorize said purchase.

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# QUOTATION

**KADANT JOHNSON LLC**  
805 Wood Street  
Three Rivers, MI 49093  
tel: 269.278.1715  
fluidhandling.kadant.com

Customer Information
Rio Dell 475 Hilltop Drive Rio Dell, CA 95562 USA
Contact name: Kelly Sunshine Contact phone: Contact e-mail: kellys@cityofriodell.ca.gov Customer ID: 30011025

Quotation Information
<b>Quotation:</b> QT01220615-1
<b>Quote Date:</b> 2024-12-18
<b>Expiration Date:</b> 2024-12-28
<b>Payment Terms:</b> Credit Card
<b>Page:</b> 1 of 1
<b>Reference:</b>
<b>Entered By:</b> Erich Bernhardt
<b>Sales Rep:</b> Molly Allen
Please reference the above quotation number when placing an order. E-mail orders to orders.tr@kadant.com

Delivery Information
Ship via: Best Way FOB: Shipping Point

Joints to replace the old obsolete joints on RMA

Line	Qty	Part ID	Description	Unit Price	Total Price
1	2.00	16M52965	2600ELSXJARFZQ-HO 2-1/2 IN D.I. SUPER-B JOHNSON JOINT - M 2 IN 300 LB FLANGED, P 1-1/4 IN 300 LB FLANGED, S 1-1/4 IN  Weight: 67 LB Drawing: AB12559	6,138.30	12,276.60
2	2.00	16E02704	J2605Q 2-1/2 D.I. 'Q' NIPPLE FLANGE W/ SPLIT RINGS AND ALUMINUM GASKET PER DWG A-3432 - 4.75 B.C. - 4 HOLE  Weight: 6.1 LB Drawing: A3432	441.00	882.00

\* Shipment: To be advised  
\* Minimum order value is \$600. Drop ship fee \$250.

Grand Total	<b>\$ 13,158.60</b>
Estimated Tax	<b>\$ 1,151.38</b>



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

January 7, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Report Out to Council on Emergency Road Repair Work Related to December 5, 2024 Earthquake Under Public Contract Code PCC § 22050

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review and approve the action. (4/5 Vote)

BACKGROUND AND DISCUSSION

The City Manager has engaged in an emergency agreement with Mercer Fraser Construction in the amount of \$10,200 (plus materials) for crack sealing of a section of Blue Slide Road.

The December 5, 2024 earthquake damaged a section of Blue Slide road, creating new cracking and exacerbating existing cracking that had been sealed in the prior year from the December 2022 earthquakes. As a result, the sealing of the road needs to be conducted as soon as possible to prevent water intrusion, further damage to the road and significantly higher costs from a road failure. At this time, staff is aware of only one contractor locally with the equipment to conduct such work, and the City used this contractor for similar work following the December 2022 earthquakes. Due to the urgent need for repair, the City was not able to engage in a competitive bid process for this work. Under PCC § 22050 the City Manager is required to report this action to the Council and seek concurrence.

///

# MERCER-FRASER COMPANY

CONTRACTORS AND ENGINEERS  
Since 1870

P.O. Box 1006 Eureka, California 95502-1006  
California License # 105709

PHONE: (707) 443-6371

FAX: (707) 443-0277

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## MATERIALS PROPOSAL

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DATE: December 9, 2024

BID TIME: N/A

TO: City of Rio Dell

ATTN: Kyle Knopp

Re: City of Rio Dell Crack Repairs

This Quote Is Good For 30 Days From Above Date!

**This Proposal is Limited to the Follow Items of Work:**

<u>Description</u>	<u>Unit Price</u>
1) Crack Sealing Crew Per Shift	\$10,200/SH
2) Crack Sealant Material	\$36/Block

**Conditions:**

1. Crack Sealant Crew Includes one pickup with crack sealing machine towed behind it, fuel, labor, and traffic control.
2. Crack Sealant Shift rate is based on an 8 hour shift.
3. Blocks used are to be tracked and charged based on quantity of material used.
4. Work to be done on weekdays. Weekends and holidays are an extra charge.
5. Invoices to be paid within 30 days of invoice date.

Sincerely,  
MERCER-FRASER COMPANY  
Engineer/Estimator



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

**For the Meeting of January 7, 2025**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager

Date: December 23, 2024

Subject: Redwood Region Rising Grant Opportunity  
Resolution No. 1628-2025

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**Recommendation:**

That the City Council:

1. Review the Staff Report; and
2. If pulled from the Consent Calendar, open public comment and receive comments from the public; and
3. Close public comment and deliberate; and
4. If in favor of making an application for the grant, adopt Resolution No. 1628-2025

## Discussion

Redwood Region Rising (RRRISE) recently announced grant opportunities through their Catalyst Grant Program. Redwood Region Rise (Resilient Inclusive Sustainable Economy) is part of the California Jobs First initiative, aiming to boost economic development in the Redwood Region of California. The program is administered by the California Center for Rural Policy through Cal Poly Humboldt.

Redwood Region RISE is a coalition of 150+ members engaging over a thousand residents across Tribal Lands, Del Norte, Humboldt, Lake, and Mendocino Counties. Together, we've created and are now implementing our 10-year Regional Roadmap: a community- and data-driven plan to bring sustainable, quality jobs to our region while advancing environmental stewardship and social equity through the statewide *California Jobs First* initiative.

As the Council likely knows the regions only USDA approved meat processing facility (Redwood Meats) closed down recently. Our ranchers are now forced to truck their cattle to Modesto for processing.

The City of Rio Dell is planning to submit an application with Redwood Region Rise (<https://ccrp.humboldt.edu/redwood-rise>) for a grant to study the need and feasibility of a Regional Food Collaborative at the former Eel River Sawmill site in Rio Dell. In 2010 the City retained Planwest Partners to prepare a Business and Development Plan for a potential Eel River Valley Regional Food Collaborative (ERVRFC). A copy is attached as Attachment 1.

With the recent closing of Redwood Meats, based on local reports (Times-Standard and Lost Cost Outpost), and discussions with the Humboldt County Farm Bureau and local beef producers, the City believes there is a need for a USDA certified slaughterhouse. In addition, based on the 2010 Planwest report it appears ***there may be a need and opportunity*** to capitalize, expand, market and distribute other Humboldt agricultural products, including:

- Row Crops: including fresh vegetables, emphasizing unusual varieties of heirloom tomatoes, cucumbers, squashes, peppers, root vegetables, fresh herbs, greens, and mushrooms.
- Tree Fruits: including peaches, apples, plums, pears and Asian pears.

- Non-tree Fruits: including berries, local blueberries, huckleberries, strawberries, and raspberries.
- Specialty Items, from wild harvested mushrooms, seeds and nuts, to distinctive condiments and dried herbs.

Building on market demands for these well-established food products, the ERVRFRC product line could then expand to include artisanal processed foods such as cheeses, preserves, and sausages. Future product lines will be largely driven by the in-depth knowledge of the ERVRFRC distribution partners who will guide sales efforts.

One of the issues to be addressed related to meat processing is the use of an Onsite Wastewater Treatment System (OWTS) or commonly known as a septic system. The Health Department has expressed concerns regarding BOD (Biological Oxygen Demand) and TSS (Total Suspended Solids). "BOD" refers to **the amount of oxygen microorganisms must consume in order to oxidize** (that is, break down) all the organic compounds in a liter of wastewater. "TSS" refers to the measurement of the amount of solid particles suspended in wastewater, including both organic and inorganic matter, that can potentially clog the drain field if levels are too high; essentially, it's a way to gauge how much solid waste is present in the effluent leaving the septic tank.

We have been told by industry insiders that blood and offal (intestines) are the major contributors to both BOD and TSS levels. Apparently, a common method to mitigate those impacts is to eliminate both from the waste stream entering the OWTS. As such, the blood and offal would be separated from the waste stream and shipped off to a vendor for digesting and composting.

Staff has discussed the lack of meat processing in the area with the Farm Bureau, the Humboldt Cattleman's Association and Humboldt Grass Fed Beef and all are in support of finding a local meat processing facility.

The Redwood Region Rise Catalyst program provides grants to fund the pre-development phase of projects. This crucial stage often involves activities like feasibility and technical studies,

construction drawings, and securing necessary permits and approvals. If feasible these studies, plans and specifications will lead to a “Shovel-Ready” project.

The California Jobs First Multi-Agency Team oversees the grant program and works with local partners to ensure a successful project implementation.

At this time, staff is requesting the Council to support making the grant application. Applications are due by January 15, 2025.

**Attachments:**

Attachment 1: Planwest’s 2010 Business and Development Plan for a potential Eel River Valley Regional Food Collaborative (ERVRFC),

Attachment 2: Resolution No. 1628-2025 authorizing the preparation and submittal of the Grant Application.





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

**For the Meeting of January 7, 2025**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager

Date: January 2, 2025

Subject: Dog Park Phase II – Small Dog Run

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**Recommendation:**

That the City Council:

1. Review the Staff Report; and
2. If pulled from the Consent Calendar, open public comment and receive comments from the public; and
3. Close public comment and deliberate; and
4. Reject bids and not move forward with the Phase II – Small Dog Run at this time.

**Discussion**

Staff recently prepared a Request for Proposal (RFP) for Phase II of the Dog Park, a 30' x 80' small dog run. Of course, the bids came in higher than expected. The City received two bids, one from Wendt Construction and one from Humboldt Fence. See below.

<u>Wendt Construction</u>	<u>Humboldt Fence</u>
Primary - \$10,717.00	Primary - \$9,706.08
Additive (Concrete Curb/Mowstrip) - \$6,630.00	Additive (Concrete Curb/Mowstrip) – No bid

Staff was expecting the bids to be around \$6,000.00 for the fence component of the project. Please see Attachment 1.

Nonetheless, the City has already invested close to \$40,000 above and beyond the \$180,000+/- Grant. In addition, the City has not received any public requests to establish a separate small dog run. As such, staff is recommending that the City not move forward with the construction of a small dog run at this time. Should future grant opportunities become available, staff could pursue additional grant funds should the Council direct staff to do so.

**Attachment 1: Cost excerpts from RFP.**

**SCOPE OF WORK  
FOR  
DOG PARK PHASE II SMALL DOG RUN  
PROJECT NO. 2024-02**

Phase II of the Dog Park includes approximately 80 lineal feet of four-foot black vinyl-coated chain link fence, with one four-foot man gate and one eight-foot swing gate. The chain-link fence material shall be a minimum 9 gauge, 2-3/8" corner posts, 1-7/8" line posts spaced no more than 8' on-center, 1-5/8" top rail and a minimum 9-gauge bottom wire. Fence material, post and gates shall be black vinyl coated or powder coated. Posts shall be set in a minimum 6-inch-wide, 15-inch deep holes, set in concrete, posts to extend 12 inches into the concrete.

The project includes removing and relocating approximately 8 lineal feet of existing fencing, an 8' x 8' x 4" concrete slab (approximately 1 cubic yard) with #4 grade 40 rebar (approximately 80 lineal feet) 24" on-center each way over a 6-mil vapor barrier (approximately 80 square feet), over a 4" compacted crushed gravel base (approximately 1.5 cubic yards).

**Opinion of Probable Cost:** Based on previous submittals, the City estimates the cost of Phase II to be between \$6,000 and \$6,500.

**Project Additive:** Should funding be available the City may be interested in installing an A1-8, 18" tall concrete curb/mow strip with #4 grade 40 rebar at the top and bottom of the curb/mow strip at the base of the fencing. Materials would include approximately 160 lineal feet of #4 grade 40 rebar and approximately 4 cubic yards of concrete.

**Opinion of Additive Probable Cost:** Materials - \$1000 to \$1200. Labor - \$6000 to \$6500. Includes footing excavation, install concrete forms, rebar placement, pour/pump concrete, remove, strip and clean form boards. Total Estimated Cost \$7000 to \$7700.

**Plans/Schematic:** See Attachment A

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<b>Ref#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
13639	11/06/2024	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR OCTOBER 2024 - City Hall & COPIER CHARGES FOR OCTOBER 2024 - PD	1,007.60
13640	11/06/2024	[3975] AT&T - 5709	FAX LINE EXPENSES FOR OCTOBER 2024 - PD, FAX LINE EXPENSES FOR OCTOBER 2024 - City Hall	70.82
13641	11/06/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 11/1/2024, May Carry Over	138.90
13642	11/06/2024	[2304] COLLEGE OF THE REDWOODS	Oct '24 PSP/Advanced Officer Classes x2	170.00
13643	11/06/2024	[7280] GALLAGHER, ZACHARY & BARTLETT, SAMANTHA	DEPOSIT REFUND	150.59
13644	11/06/2024	[6281] GARCIA, GUILLERMO	CUSTOMER DEPOSIT REFUND	176.64
13645	11/06/2024	[5765] GARNES, DEBRA	Reimbursement: Travel CalCities Annual Conf.	1,003.22
13646	11/06/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Sign Stake	10.14
13647	11/06/2024	[7864] JACKSON LEWIS P.C.	Profession Service Rendered Through Sept. 30, 2024 (ERMA)	3,301.50
13648	11/06/2024	[6605] KEN GRADY COMPANY, INC.	Reagent	499.21
13649	11/06/2024	[2569] MICROBAC LABORATORIES, INC.	Drinking Water Digestion, ELAP Certification Fee, ICP-OES Metals, Odor (at 60 C), Turbidity, Aqueous Sample Digestion, ELAP Certification Fee, Haloacetic Acids, ICP-OES Metals, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, THM by EPA 624, Total Dissolved Solids, Total Nitrogen	895.00
13650	11/06/2024	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for October 2024	1,900.00
13651	11/06/2024	[3006] MISSION LINEN SUPPLY, INC	Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Towels	248.41
13652	11/06/2024	[5968] MOBLEY CONSTRUCTION	Eel River Trail: Progress Payment Application No. 1 Rio Dell Dog Park - Clean Existing Concrete Culvert	231,836.48
13653	11/06/2024	[7635] NAPA AUTO PARTS FORTUNA	Oil Dry	15.72
13654	11/06/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Utility Worker I-III, Employment Ad - Utility Worker I-III	135.00
13655	11/06/2024	[6100] NORTHERN CALIFORNIA GLOVE	Boots, High Vision Pants, Drink Sticks (To Be Reimbursable)	205.67
13656	11/06/2024	[6943] PACE SUPPLY CORP	Hydrant Gasket	312.33
13657	11/06/2024	[7716] RESTORATION FIRST RESPONDER NETWORK	Monthly Contracted Rate - for Therapy (Final Bill)	315.38
13658	11/06/2024	[7863] SAFE SMART INTEGRATED: STEELE SOLUTIONS	Lockers	5,325.00
13659	11/06/2024	[7643] AGUSTIN SIERRA	Over Payment Adjustments	23.19
13660	11/06/2024	[3742] SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	Landry, Crystal; FTO Update, 12/9-12/11/24	337
13661	11/06/2024	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - December 2024, Phone Lines City Hall - December 2024	557
13662	11/06/2024	[2750] USA BLUEBOOK	Service Box Combo Key	106
13663	11/06/2024	[2772] WENDT CONSTRUCTION, INC	Broken Main, Roadside Mower, Repair Sewer Laterals @ 448 & 353 1st St	11,186
13664	11/13/2024	[7814] DYLAN M BURLEY	Travel for FTO School in Windsor 11/17-11/22/2024 (Advance)	228

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<b>Ref#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
13665	11/13/2024	[2293] CITY OF FORTUNA	Police Dispatch for November 2024	8,483.33
13666	11/13/2024	[6879] ELWAY CONSTRUCTION	Engineering and Prerequisites, Demo Old Foundation, Dig New Footings, Install Rebar to Pour Footings	32,889.17
13667	11/13/2024	[5052] GHD, INC	Professional Services Rendered Through 10/26/2024: PW-Rio Dell Pedestrian Connectivity Improvements, Professional Services Rendered Through 10/26/2024: PW Rio Dell Eel River Trail, Professional Services Rendered Through 10/26/2024: Professional Services Rendered Through 10/26/2024: Rio Dell Painter Line Sewer Upsizing, Professional Services Rendered Through 10/26/2024: PW Rio Dell Water Distribution System Improvement Project	56,706.70
13668	11/13/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Spray Paint	54.32
13669	11/13/2024	[7732] HANSEN, ANDREW	CUSTOMER DEPOSIT REFUND	161.92
13670	11/13/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	22.00
13671	11/13/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Utility Worker I-III, Employment Ad - Utility Worker I-III	335.00
13672	11/13/2024	[6100] NORTHERN CALIFORNIA GLOVE	Gloves	138.52
13673	11/13/2024	[4393] NYLEX.net. Inc.	Replace Hard Drive	437.69
13674	11/13/2024	[5547] WAHLUND CONSTRUCTION, INC.,/SEQUOIA CONSTRUCTION SPECIALTIES	24099 Eel River Raw Water Intake	14,377.23
13675	11/21/2024	[0576] 101 AUTO PARTS	Sealant	169.52
13676	11/21/2024	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest & Rodent Control - 675 Wildwood	135.00
13677	11/21/2024	[7681] CA DEPT OF TAX AND FEE ADMIN	Water Rights ID #A031164, Water Rights ID #A023196, Water Rights #A023197	1,234.22
13678	11/21/2024	[3206] CALIFORNIA POLICE CHIEFS ASSOCIATION	2024-2025 CPCA Dues for 1-12 Personnel	210.00
13679	11/21/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 11/15/2024	60.00
13680	11/21/2024	[7852] CSG CONSULTANTS	Professional Services Rendered from 9/28-10/25/2024: Rio Dell Franchise Agreement Negotiation	2,000.00
13681	11/21/2024	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for October 2024	35.00
13682	11/21/2024	[2394] FEDEX	Shipping	546.52
13683	11/21/2024	[5989] FIDELITY NATIONAL TITLE COMPANY	ALTA Loan Policy 2021 Extended (616 Rigby Ave)	1,152.00
13684	11/21/2024	[6930] GALLAGHER BENEFITS SERVICES, INC.	2024 Total Compensation Study (1/3 of Project Fee Upon Contract Execution)	9,940.00
13685	11/21/2024	[5052] GHD, INC	Professional Services Rendered Through 11/16/2024: PW-Rio Dell Pedestrian Connectivity Improvements	976.73
13686	11/21/2024	[2452] HORIZON BUSINESS PRODUCTS	2000 #10 Window w/ Return Address Envelopes	647.10
13687	11/21/2024	[6375] JORDAN CONSULTING & INVESTIGATIONS	Background Investigation Chief of Police Position	3,111.30
13688	11/21/2024	[2501] KEENAN SUPPLY	Test Plug, Test Plugs	661
13689	11/21/2024	[2569] MICROBAC LABORATORIES, INC.	Aqueous Sample Digestion, ELAP Certification Fee, Haloacetic Acids, ICP-OES Metals, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, THM by EPA 624, Total Dissolved Solids, Total Nitrogen	755
13690	11/21/2024	[3006] MISSION LINEN SUPPLY, INC	Maintenance & Cleaning of PW Shirts, Clean Mop Head, Paper Towels	86

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Ref#	Date	Vendor	Description	Amount
13691	11/21/2024	[7635] NAPA AUTO PARTS FORTUNA	V-Belt and Oil Dry	372.32
13692	11/21/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Utility Worker I-III, Employment Ad - Utility Worker I-III	335.00
13693	11/21/2024	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR DECEMBER 2024	3,240.00
13694	11/21/2024	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 9/30/2024-12/29/2024	180.85
13695	11/21/2024	[7728] RCAA - NATURAL RESOURCES SERVICES	Rio Dell Eel River Trail Outreach and Education	6,952.60
13696	11/21/2024	[4215] ROCHA'S AUTOMOTIVE, INC.	Oil Change '21 Toyota Tacoma SR, Engine Issues for '03 Ford F-350 Super Duty	333.17
13697	11/21/2024	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR NOVEMBER 2024	150.00
13698	11/21/2024	[7316] SILKE COMMUNICATIONS SOLUTIONS	Surveillance Kit	81.57
13699	11/21/2024	[7585] SWEAT PANDA FORTUNA, LLC	Unlimited Month to Month Membership w/Auto Renew	159.00
13700	11/21/2024	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR OCTOBER 2024	3,062.46
13701	11/21/2024	[2750] USA BLUEBOOK	Paint, Master Locks, Wrench	263.96
13702	11/21/2024	[2772] WENDT CONSTRUCTION, INC	Repair 2 Leaks on Ireland	1,430.00
13703	11/26/2024	[4892] KEVIN T CALDWELL	Reimbursement for Food Expenses Oct 22, '24 CDBG Public Meeting	84.51
13704	11/26/2024	[5562] CALIF STATE LANDS COMMISSION	Lease Application A0000004743; City of Rio Dell Eel River Crossing Water Main	1,301.98
13705	11/26/2024	[5940] CLARK, MARY	Reimbursement: Boot Allowance Amazon	60.88
13706	11/26/2024	[5052] GHD, INC	Professional Services Rendered Through 11/16/2024: Rio Dell Painter Line Sewer Upsizing, Professional Services Rendered Through 11/16/2024: Rio Dell Engineer Services	7,282.91
13707	11/26/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	5.00
13708	11/26/2024	[6299] JJACPA. INC.	Professional Audit Services for Period Ended June 30, 2024	11,125.00
13709	11/26/2024	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance During NPDES Permit Reissuance	2,946.75
13710	11/26/2024	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyoocera TA 308ci Copier System	204.41
13711	11/26/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Utility Worker I-III	275.00
13712	11/26/2024	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 11/5/2024	400.00
13713	11/26/2024	[3685] RURAL COMMUNITY ASSISTANCE CORP	Water CIP	663.10
13714	11/26/2024	[7185] STAPLES ADVANTAGE	Envelopes, File Jackets, Ink Refill, File Jackets (Legal)	135.93
13715	11/26/2024	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR DECEMBER 2024	391.07
<b>Total Checks/Deposits</b>				<b>436,920.83</b>

Ref#	Date	Vendor	Description	Amount
9837380	11/05/2024	ELECTRONIC FUNDS TRANSFER	EFT FIBER OPTIMUM BILL FOR NOV 2024. SPLIT WITH P.D & ADMIN.	-900.00
9837384	11/05/2024	ELECTRONIC FUNDS TRANSFER	EFT ONLINE OPTIMUM PUBLIC WORKS PAYMENT FOR NOVEMBER 2024.	-209.00
9837381	11/05/2024	ELECTRONIC FUNDS TRANSFER	EFT DELTA DENTAL PAYMENT FOR DECEMBER 2024.	-2,163.00
6518830	11/07/2024	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 11/01/2024	-10,227.00
421-648	11/12/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/01/2024	-2,958.00
591876	11/12/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/01/2024	-16,205.00

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Ref#	Date	Vendor	Description	Amount
206	11/14/2024	WITHDRAWALS	DEPOSITED ITEM RETURNED	-167.20
836626	11/15/2024	ELECTRONIC FUNDS TRANSFER	EFT: WEXBANK/SHELL FUEL CO PAYMENT FOR OCT/NOV FY2024-2025.	-3,765.01
6070390	11/19/2024	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 11/15/2024	-10,227.07
9837386	11/19/2024	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR DECEMBER 2024.	-29,705.04
9837387	11/20/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR OCTOBER 2024. FY2024-2025	-23,323.32
9837385	11/20/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR DECEMBER 2024	-399.85
296643	11/22/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR NOVEMBER 2024.	-1,100.72
274-576	11/22/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR FINAL PAYCHECK FOR PD EMPLOYEE	-16.53
9837388	11/22/2024	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR NOV 2024 - Northwestern Street Lights	-51.12
2598655	11/22/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR FINAL PAYCHECK FOR PD EMPLOYEE	-174.08
625-360	11/25/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/15/2024	-3,714.63
5069786	11/25/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/15/2024	-18,910.14
112724	11/27/2024	ELECTRONIC FUNDS TRANSFER	EFT BANK OF AMERICA CREDIT CARD PAYMENTS FOR OCT/NOV 2024	-3,988.32
9837389	11/30/2024	WITHDRAWALS	ANALYSIS SERVICE CHARGE FOR NOVEMBER 2024	-309.64
<b>Total EFT's/Bank Withdrawals</b>				<b>-128,516.07</b>

Ref#	Date	Vendor	Description	Amount
TRX TO GENERAL FUND	11/15/2024	TRANSFER FROM CDBG TO GENERAL CHECK ACCT	TRANSFER TO GENERAL FUND FOR RIDENOUR (0311) & GENERAL ADMIN (GA) CDBG PROJECT EXPENDITURES. NOVEMBER 2024.	49,195.36
TRX TO PR	11/21/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR FINAL PAYCHECK FOR P.D. EMPLOYEE	-640.27
TRX TO PR	11/07/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 11/01/2024	-42,447.65
TRX TO PR	11/21/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 11/15/2024	-47,091.11
<b>Total Transfer Between Accounts</b>				<b>-40,983.67</b>

Ref#	Date	Vendor	Description	Amount
2567641	11/27/2024	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR NOVEMBER 2024	-552.04
Amazon Prime	11/14/2024	WITHDRAWALS	DISPUTED DEBIT CARD CHARGE FROM AMAZON PRIME.	-16.08
<b>Total Debit Card Withdrawals</b>				<b>-568.12</b>

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## Staff Highlights – 2025-01-07

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### City Council

### City Manager

The City Manager and Mayor were requested to attend a meeting with CalFire and Senator McGuire in Sacramento on January 7<sup>th</sup>, which is also our meeting date for the Council. The City Manager and Mayor will be attending the meeting remotely.

Form 700 filings must now be done individually through the Fair Political Practices Commission (FPPC) Website. This is a requirement for all elected officials and carries financial penalties of not completed by April 1<sup>st</sup>. If you need assistance, please discuss with the City Clerk.

### City Clerk

#### Processed Sixteen (16) Building Permit Applications:

45 Davis St. – Sewer Backflow Device  
358 Second Ave. – Water Heater  
775 Pacific Ave. – Front Porch Windows  
210-220 Wildwood Ave. – Siding & Roofing  
306 Wildwood Ave. – Shed Upgrades  
535 Gunnerson Lane – Re-Roof Residence  
287 Ogle Ave. – Sewer Lateral and Cleanout  
1261 Eeloa Ave. – Gas Furnace  
590 View Ave. – Dining Room and Bathroom Remodel  
45 Davis St. – Residential Remodel  
548 Third Ave. – PV Solar/200 Amp Upgrade  
616 Rigby Ave. – Earthquake Damage Repairs  
711 Ireland Ave. – Earthquake Damage Repairs  
833 Pacific Ave. – Service Panel Upgrade/Foundation Repair  
280 Belleview Ave. – 20' x 20' Metal Building  
100 Painter St. – Manufactured Home on Engineered Foundation

#### Processed Three (3) Encroachment Permit Applications:

Martin Construction – Repair Sidewalk – 45 Davis St.  
PG&E – Sewer Camera Inspection – 88 Dixie St.  
Wendt Construction – Sewer Cleanout at 406 Wildwood Ave.

#### Processed Five (5) Business License Applications:





EXO Energy – Non-Resident Solar Contractor  
Cosco Fire Protection – Non-Resident Contractor  
Greenwired, Inc. – Non-Resident Solar/Electrical Contractor  
Neighborhoods Barber Shop – 210 Wildwood Ave.  
Will Rogers Construction – Non-Resident Contractor

**Misc:**

Submitted the CIRB/CHF Building Permit Report for November

Attended a PACE (Keenan & Associates) Board of Directors meeting on 12/12/24

Submitted Employee Data Report for December to the Department of Labor Statistics

Submitted Public Records Request for Civic Engagement Study

Processed Application for Vacation Rental at 127 Berkeley St.

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

CDBG Optimization: Collaborated with the California Department of Housing and Community Development to maximize CDBG fund utilization through effective program income reporting and strategic planning.

CDBG Financial and Activity Reporting

Updated SWPPP in coordination with California Waterboards for the Eel River Trail project.  
Clean CA / Eel River Trail Strategy meetings with GHD / State Reps

Clean CA Invoice #10

Sanitary Sewer Evaluation Study Claim #12

Process initial invoices for Rio Dell Spay and Neuter Program

Assisted the Project Manager in charge of Rio Dell Employee Compensation Study, gathering information for upcoming compensation study results

Working with RCAC to process invoices for the construction component of the CIP Water Project.

Worked with Cannabis business' ensuring taxes are paid.



Working with State Waterboards to gather financial information and required documentation for the Water Infrastructure Improvement project

Earthquake Recovery Support: Actively coordinated with the California Office of Emergency Services to expedite the processing of earthquake-related claims and projects.

### **Public Works Water**

ERTs prior to meter reading.

Meter reading.

Water leak repairs at various locations

Check for customer leaks and zero consumptions

Install new meter valve and raised meter and meter box at 471 4th Avenue

Operator Training on Rio Dell Metro Wells Operations

Water Sampling on Rio Dell Metro Wells

Freshwater Environment and DTSC water Sampling on Rio Dell Metro Wells

Maintenance on XT125 Generator (Warranty Work – Failed to Run issues)

Corp yard cleanup

Water Filter Building Cleanup

Rio Dell Metro Wells Building and ground maintenance

Monthly Water Data report to SWRCB Division of Drinking water

Monthly Water Data report to SWRCB SAFER Clearinghouse

### **Public Works Wastewater**

Wendt installed lower clean out on Columbus for 406 Wildwood.

WWTP has been approved by the State for Chronic Toxicity Testing on the Fathead Minnow.

SSO on Christmas Eve, and on Sunday 12/29/24. The ground is saturated, and the system seems to take on more damage every time the earth shakes. Expect an SSO every time it rains over a ½" from now on during this wet season.

Monthly and Quarterly sampling with good results.



The chloramine project is working well, TTHM results are non-detect (ND) and or below new MCL's set by the State Water Resource Control Board for our new NPDES Permit.

**Public Works Streets, Buildings and Grounds**

- Pothole patching throughout town
- Drainage clearing and maintenance
- Weedeat and mowing on Gateway
- Tree debris removal from roadways after storms
- Vehicle maintenance
- Corp yard cleanup
- Streets Building Cleanup

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

**Community Development Department**

- Panel inspection 102 Painter Street
- Review and approve re-roof Building Permit 535 Gunnerson Lane
- Review and approve Building Permit for foundation, windows, door, electrical and new roof, 306 Wildwood Ave
- Review and approve Building Permit for window replacement 775 Pacific Ave
- Review and approve Building Permit new water heater 358 Second Ave
- Review and approve Building Permit, new siding and roof repair 210 Wildwood Ave
- Attend Residential Building Electrification in California Webinar
- Final Roof Inspection 158 Wildwood Ave
- Drywall inspection 762 Rigby Ave
- Final inspection FAU 570 First Ave



Tele meeting with Chris Fuller USDA regarding regional meat/food processing facility.

Attend monthly update meeting with CDBG staff, County staff regarding updates on projects

Inspection 102 Painter new 200-amp panel

Attend Climate Action Plan Zoom meeting

Attend Consol Energy Code Class – New residential standards

Inspection of stairs 30 Monument Road

Respond to Bruce Maison’s inquiry regarding 12/5/2024 earthquake.

Review and respond to Ryan Huessler’s Columbus and First Ave conceptual plans.

Respond to Cosco Fire plan check request – PG&E

Review and respond to North Coast Fence Dog Park Proposal

Final inspection – Bolt & Brace – 430 First Ave

Roof Inspections 1363 Eeloa Ave

Code enforcement email to Evans Mechanical – No Permit 1261 Eeloa Ave

Smoke and Fire Alarm inspections at the PG&E substation

Reach out to Sarah Atkins regarding the Norton project and possibly preparing renderings for 132 Wildwood façade improvements.

Temporary electrical service inspection 192 Belleview Ave

Meeting Lee Mora (Humboldt Grass Fed Beef) and Sean O’Day regarding potential meat processing facility and Redwood Region grant opportunity. Email correspondence with the Farm Bureau, North Coast Growers Association, Humboldt Cattleman’s Association, DEH, 5 Marys Ranch, Harrison Harvesting Humboldt UC Ag Extension.

Prepare staff report and Resolution for Redwood Region grant opportunity.

Shear inspection 177 Belleview Ave

Framing and shear inspections 154 Painter Street

Framing and shear inspections 55 Belleview Ave



Review and comment on Ryan Huessler's Columbus and First Ave revised conceptual plans.

Solar panel inspection 901 Hilda Court – Corrections required (conduit on roof)

Review Sarah Atkins conceptual elevations 132 Wildwood (Façade Improvement Program)

Send McGrath NEPA document to HCD for review and approval. Respond to comments, send copy of State Historic Preservation Officer email to HCD – Approved

Reinspection 901 Hilda Court

Complete CDBG NOFA applications

Review plans for 280 Belleview shop, additional information required

Review plans for 711 Ireland Ave, additional information required

Reach out to UC Davis regarding meat processing plants and the use of OWTS.

Review manufactured home application at 102 Painter. Email to applicant - needs to complete subdivision and record Parcel Map.

Windows inspection 4 Painter Street.

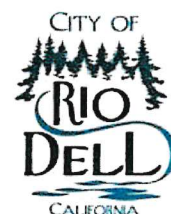
Final inspection 210 Sequoia

Framing inspection 590 View Ave

Meet w/City Manager and Mayor regarding Cal Fire meeting on January 7, 2025

**Intergovernmental**

**Humboldt-Rio Dell Business Park**



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

**TO:** Mayor and Members of the City Council  
**THROUGH:** Kyle Knopp, City Manager  
**FROM:** Karen Dunham, City Clerk  
**DATE** January 7, 2025  
**SUBJECT:** 2025-2026 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 City Council at reasonable intervals or as defined by ordinance, law, or resolution.

Please note that Humboldt County Convention and Visitors Bureau appointments have been removed per their Board's request. In addition, Mayor Pro Tem Carter has requested the establishment of a new committee which is *Liaison to the Rio Dell School District*.

Attached is a list of the agencies and their respective meeting days and times. With the seating of the new City Council, appointments will need to be made to the respective external organizations. Please review the list and comment on any changes or suggestions you may have.

**ATTACHMENTS:**

City Council Board/Committee/Commission Assignments



**CITY COUNCIL BOARD/COMMITTEE/COMMISSION ASSIGNMENTS**

ORGANIZATION	APPOINTEE	ALTERNATE
Humboldt County Association of Governments (HCAOG) Meets 3rd Thursday at 4:00 p.m. in Eureka	Orr	Woodall
Humboldt County Convention & Visitors Bureau Meets Quarterly for lunch (various locations)	N/A	N/A
Per Kristin at HCCVB they have no Rio Dell members on board. Delete names please.		
Humboldt Waste Management Authority (HWMA) Meets 2nd Thursday at 5:30 p.m. in Eureka	Wilson	Orr
Humboldt Transit Authority (HTA) Meets 1st Wednesday at 9:00 a.m. at HTA	Garnes	Woodall
League of California Cities Redwood Empire Division (LOCC) Meets Quarterly (various locations)	Garnes	Carter
Redwood Region Economic Development Commission (RREDC) Meets 4th Monday at 6:30 p.m. in Eureka 325 Second St., Suite 203, Eureka, CA 95501	Carter	Woodall
Local Agency Formation Commission (LAFCo)	None	None
Redwood Coast Energy Authority (RCEA) Meets 4th Thursday at 3:00 in Eureka	Wilson	Garnes
Humboldt/Del Norte Hazardous Response Authority Meets Quarterly at 4:30 p.m. in Eureka	Carter	Garnes

**INTERNAL COMMITTEES**

COMMITTEE	APPOINTEE	ALTERNATE
<b><u>Traffic Committee:</u></b> Chief of Police, City Manager Knopp, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Rio Dell Fire Chief Wilson, Councilmembers Orr and Woodall		
<b><u>Nuisance Advisory Committee:</u></b> City Manager Knopp, Community Development Director Caldwell, Chief of Police, Council members Woodall and Carter, Public Members Jim Brickley, Patrick Knight, and Ania Laniewski		
<b><u>Sculpture Committee:</u></b> Community Development Director Caldwell, Councilmember Wilson, Mayor Garnes (Alternate), Susan Pryor, Robert (Robey) Agnew, Jim Brickley		
<b><u>Liaison to Rio Dell Fire District:</u></b>	Woodall	Garnes
<b><u>Liaison to Rio Dell/Scotia Chamber of Commerce:</u></b>	Carter	Woodall
<b><u>Liaison to the Rio Dell School District</u></b>		
<b><u>Labor Adhoc Committee:</u></b>	Carter	Garnes
<b><u>Beautification, Walkability and Pride Committee:</u></b> Public members: Elizabeth Warren, Ania Laniewski & Rey De La Cruz - (resigned 4/26/24)	Woodall	Carter
<b><u>Façade Improvement Program Adhoc</u></b>	Carter	Wilson
<b><u>Parks Master Plan</u></b> Fire Commissioners Mickey Barsanti and Joe Timmerman, RD School Board President Val Barrote, 7th Grade Students Reed, Harrington, and Austin Haberstock.	Carter	Woodall