



**RIO DELL CITY COUNCIL AGENDA**  
**CLOSED SESSION – 5:00 P.M.**  
**REGULAR MEETING - 6:00 P.M.**  
**TUESDAY, OCTOBER 01, 2024 6:00 PM**  
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 to in-person attendance by the public. The public may also attend these meetings virtually through Zoom. The meetings will also be viewable via livestreaming 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. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. 2024/1001.01 - **Conference with Legal Counsel –Potential/Anticipated Litigation** – Significant exposure to Litigation - Gov't Code §54956-9(b): One case
2. 2024/1001.02 - **Conference with Labor Negotiator** Gov't Code §54957.6: Agency Negotiator: City Manager Employee Organizations: Rio Dell Employees Association and Rio Dell Police Officers Association

**D. PUBLIC COMMENT REGARDING CLOSED SESSION**

**E. RECESS INTO CLOSED SESSION - 5:00 p.m.**

**F. RECONVENE ONTO OPEN SESSION - 6:00 p.m.**

**G. ORAL ANNOUNCEMENTS**

**H. PLEDGE OF ALLEGIANCE**

**I. CEREMONIAL MATTERS**

**J. 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.*

**K. 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. 2024/1001.03 - Approve Minutes of September 17, 2024 Regular Meeting (**ACTION**) - Pg. #5
2. 2024/1001.04 - Approve Award of Bid to NorCal Pipe for the Sanitary Sewer Evaluation Study (SSES) Project Close Circuit TV (CCTV) Pipeline Inspection Project (**ACTION**) - Pg. #10

- [3.](#) 2024/1001.05 - Approve Award of Bid for the 2024-25 Road Improvement Project to S.T. Rhoades for \$96,962.25 and Authorize the City Manager to Execute a Construction Agreement in Coordination with the City Attorney Including \$23,037.75 for Contingencies not to Exceed \$120,000 **(ACTION)** - Pg. #25
- [4.](#) 2024/1001.06 - Adopt Resolution No. 1621-2024 Amending the FY 2024-25 Adopted Budget to Increase Appropriations for the Asphalt Street Resurfacing Project **(ACTION)** - Pg. #27
- [5.](#) 2024/1001.07 - Approve Award of Bid for the 2024-25 Earthquake Road Repair Project to Kernen Construction for \$85,375 and Authorize the City Manager to Execute a Construction Agreement in Coordination with the City Attorney Including \$14,623 for Contingencies not to Exceed \$100,000 **(ACTION)** - Pg. #29
- [6.](#) 2024/1001.08 - Adopt Resolution No. 1622-2024 Amending the FY 2024-25 Adopted Budget to Increase Appropriations for the December 2022 Earthquake Disaster **(ACTION)** - Pg. #34
- [7.](#) 2024/1001.09 - Authorize City Manager to Sign an Agreement for Services with California Wood Recycling, Inc. DBA Agromin for SB 1383 Procurement **(ACTION)** – Pg. #37

#### **L. ITEMS REMOVED FROM THE CONSENT CALENDAR**

#### **M. REPORTS/STAFF COMMUNICATIONS**

- [1.](#) 2024/1001.10 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #48

#### **N. SPECIAL PRESENTATIONS/STUDY SESSIONS**

- [1.](#) 2024/1001.11 - Presentation by the County of Humboldt on the Draft Regional Climate Action Plan (RCAP) and Associated Environmental Impact Report (EIR) **(RECEIVE & FILE)** - Pg. #56

#### **O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

- [1.](#) 2024/1001.12 - Discussion on Eel River Trail Non-Infrastructure Art Component **(DISCUSSION/POSSIBLE ACTION)** - Pg. #80
- [2.](#) 2024/1001.13 - Discussion on Potential 2025 Road Slurry Sealing Project **(DISCUSSION/POSSIBLE ACTION)** - Pg. #85

#### **P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

- [1.](#) 2024/1001.14 - Second reading (by title only) and Adoption of Ordinance No. 407-2024 Amending Chapter 13.20 “Water Wells” of the Rio Dell Municipal Code (RDMC) to clarify the County Department of Environmental Health administers the City’s water well-permitting process **(DISCUSSION/POSSIBLE ACTION)** - Pg. #86

- [2.](#) 2024/1001.15 - Introduction and first reading (by title only) of Ordinance 409-2024 Amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations Appeal Period to be Consistent with Section Section 17.35.060 of the RDMC (**DISCUSSION/POSSIBLE ACTION**) - Pg. #103

**Q. COUNCIL REPORTS/COMMUNICATIONS**

**R. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
Tuesday, October 15, 2024 at **6:00 p.m.***

:

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 17, 2024**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 6:02 p.m.

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

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp, Community Development Director Caldwell, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Finance Director Sanborn, Interim Police Chief Landry, Water Superintendent Jensen, and Wastewater Superintendent Kelly (excused)

**CEREMONIAL MATTERS**

Proclamation Declaring September 17-23 as Constitution Week

Catherine Culver, from the National Society of the Daughters of the American Revolution Eel River Chapter, addressed the Council and explained that their organization is a non-profit, non-political service organization dedicated to patriotism, preserving American history, and securing America's future through better education for children.

She said that the proclamation talks about citizens having the responsibility to study the Constitution and Constitution Week focuses on taking some time to do that. She presented two books that she found helpful in her studies of the Constitution. The first was by a local author titled "*The U.S. Constitution Explained Clause by Clause for Every American Today*"; the other book was geared toward younger people "*OMGWTF Does the Constitution Actually Say*" by a comedian. She said that she learned from this book that when the House of Representatives elects a Speaker of the House, they don't have to be a member of the House of Representatives which she was not aware of.

She thanked the City for its willingness to recognize this week as Constitution Week.

Mayor Garnes read the proclamation and presented it to Ms. Culver.

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comment on non-agenda matters.

**Shannon Miranda** from Miranda's Rescue addressed the Council and said that although it sometimes gets frustrating dealing with animals, the contract with the City is

**SEPTEMBER 17, 2024 MINUTES**  
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working very well. He explained that when animals come into the facility and they are not fixed, he charges the owner \$200.00 and if the animal comes back as a repeat offender, he charges \$400.00. He commended CSO Clark for doing an amazing job. He said that he used to tell the City “Hey you are paying me but not bringing me any animals.” Now, he is getting two or three animals at a time. He thanked the City for all the hard work and said what everyone is doing is working great.

Mayor Pro Tem Carter thanked Shannon for his positive comments.

**Alice Millington** addressed the Council and announced that there would be a “Blessing of Animals” at Miranda’s Rescue on Saturday, October 5, 2024, at 4:00 p.m. She said that there is no fee to attend and invited everyone to come out and bring their pets to the event.

**Danette Kellerman**, Chairman for Recovery Humboldt and County Social Worker addressed the Council and said that she wanted to acknowledge the Rio Dell Police Department for the awesome job that they are doing. She commented that she had a police officer here go over and beyond to help a person that was having a mental health crisis and had just gotten out of custody. She said that he was in a treatment program and was kicked out and ended back up in Rio Dell. She added that sometimes we miss opportunities to help people and it is important to acknowledge the help and dedication of the Rio Dell Police Department. She said that she had a plaque made for the department but didn’t have it with her to present.

She mentioned an annual event that takes place during the first week in September to unite and encourage people in recovery and to provide information on how to get other people into recovery and said that it is a free picnic for anyone that wants to attend.

She thanked the Council for allowing the officers do an excellent job.

## **CONSENT CALENDAR**

Mayor Garnes asked if any council member, 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:

- 1) Minutes of the September 3, 2024 Regular meeting;
- 2) Authorizing the purchase of a Grundfos Dosing Pump for chlorination/disinfection of the Wastewater Effluent in the amount of \$10,960.91;
- 3) Approving a Total Compensation Study Cost Proposal from Gallagher (formerly Koff & Associates);

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- 4) Authorizing the Mayor to sign a letter to the Governor requesting a veto of SB 1037;
- 5) Authorizing the Mayor to sign a letter to the Governor requesting a veto of AB 2561;
- 6) Authorizing the Mayor to sign a letter to the Governor requesting a veto of AB 98; and
- 7) To receive and file the Check Register for August.

Motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and said at the October 1, 2024 regular meeting, staff will be bringing forward a proposal to procure compost material in compliance with SB 1383, the mandatory organics recycling legislation that passed several years ago.

He announced that there was an Eel River Cleanup Event scheduled for Saturday, September 28<sup>th</sup> from 9:30-11:30 a.m. encouraging volunteers to participate. He said the event is being organized by the Redwood Community Action Agency (RCAA), Proper Wellness, and other local community members.

Mayor Pro Tem Carter commented on the Eel River Cleanup Event and said that this is a very important event and includes a combination of non-profit organizations, local businesses, and citizens with everybody coming together for a common cause which is very special.

Councilmember Wilson referred to the Public Records Request for information related to the cell tower lease agreement and asked the reason for the request.

City Manager Knopp explained that one of the lease agreements is up for renewal in 2026 and said that they are likely requesting information in preparation to perhaps negotiate a new contract.

Community Development Director Caldwell noted that there are three agreements in place and one is expiring in 2026 or 2027 and the other issue the City had with one of the other lessees is that they encroached outside their footprint of the lease area so the City had to negotiate a new lease agreement.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Introduction and first reading (by title only) of Ordinance No. 407-2024 Amending Chapter 13.20 "Water Wells" of the Rio Dell Municipal Code (RDMC) to clarify the County Department of Environmental Health administers the City's water well permitting process

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Community Development Director Caldwell provided a staff report and said that staff was recently contacted by the Humboldt County Department of Environmental Health (DEH) in response to a water well permit application they received. He noted that the County DEH has administered the City's well permitting process for decades but the current regulations, Chapter 13.20 "Water Wells" does not clearly identify their responsibility.

He then reviewed other changes including definitions for "Agricultural Wells" and the "County" to mean the Humboldt County Department of Health and Human Services Public Health Branch. Other recommended changes included language to require connection to the public water supply if the property is within 300 feet of an existing public water main, language regarding agricultural wells, requirements for backflow devices, and setback requirements for the construction of a well.

The proposed language says that no well can be located within 50 feet from the property line or within 500 feet from any existing well. He noted that there is a variance procedure that allows the County to have the power to grant variances to the 500-foot setback. He indicated that he would be reaching out to the County to verify the 500-foot setback as it seems a little large and before the second reading and adoption of the ordinance, he will come back to the Council with a recommendation from the County if it differs from this.

A public hearing was opened at 6:27 p.m. to receive public comment on the proposed ordinance. There being no public comment, the public hearing was closed.

A motion was made by Carter/Woodall to approve the introduction and first reading of Ordinance No. 407-2024 (by title only) amending Chapter 13.20 "Water Wells" of the Rio Dell Municipal Code (RDMC) to clarify that the County Department of Environmental Health administers the City's water well-permitting process and to continue the second reading and adoption of the ordinance to the October 1, 2024 regular meeting. Motion carried 4-0.

### **COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Carter reported on upcoming meetings and events and said that Rio Dell's first CERT team was sworn in on September 12<sup>th</sup>, said that she attended the Cal Cities Redwood Empire Division meeting on September 13<sup>th</sup> hosted by the City of Eureka, and announced that tomorrow's Nuisance Advisory Committee meeting was canceled.

She also reported that as of yesterday, spay and neuter vouchers are available at the Community Resource Center. Anyone interested in obtaining a voucher should contact Sarah at the Resource Center on Monday-Friday between 9 am and 3 p.m.

Councilmember Wilson reported on his attendance at the Redwood Coast Energy Authority (RCEA) meeting and announced that PG&E received approval on its fourth rate increase for the year and that RCEA would also be increasing the rates for those enrolled in the Community Choice Aggregation Program.



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Councilmember Woodall announced that there would be a Beautification, Walkability and Pride Committee meeting at City Hall on Friday at 1:30 p.m. for anyone interested in attending.

Mayor Garnes announced that she also attended the Cal Cities Redwood Empire Division meeting in Eureka along with Mayor Pro Tem Carter and City Manager Knopp so there was a good showing of people from Rio Dell.

She also announced that she was appointed as an Alternate board member to LAFco and would be introduced to the board tomorrow.

She encouraged volunteers to show up on September 28<sup>th</sup> for the Eel River Cleanup.

**ADJOURNMENT**

A motion was made by Carter/Wilson to adjourn the meeting at 6:33 p.m. to the October 1, 2024 regular meeting. Motion carried 4-0.

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

Attest:

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



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

October 1, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award Bid for Closed Circuit TV Project Related to the Sanitary Sewer Collection System to NorCal Pipes and Authorization for the City Manager to Execute an Agreement in Coordination with the City Attorney for \$275,000 plus \$100,000 in Contingency.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award the bid for Closed Circuit TV Project to NorCal Pipes and authorize the City Manager to execute an agreement in coordination with the City Attorney for \$275,000 plus \$100,000 in contingency.

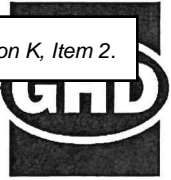
BACKGROUND AND DISCUSSION

All costs associated with this project are covered under the Clean Water State Revolving Fund (CWSRF) and the Sanitary Sewer Evaluation Study (SSES) grant obtained by the City through the Water Board.

Staff is recommending NorCal Pipes for this important project. The response in the opinion of staff was the most responsive and responsible of the proposals but was the most expensive, however the cost is still under the grant project budget for this CCTV component. A memorandum from GHD explaining this recommended action is attached and supported by staff. NorCal Pipes also has experience with the City, responding promptly to assist the City following the earthquakes.

Attachments:  
Memorandum from GHD

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# Memorandum

September 26, 2024

<b>To</b>	Kyle Knopp, City Manager City of Rio Dell		
<b>Copy to</b>	Hannah Gidanian, GHD		
<b>From</b>	Rebecca Crow	<b>Tel</b>	+1 707 443 8326
<b>Subject</b>	Sanitary Sewer Evaluation Study Project Close Circuit TV Project Recommendation for Award	<b>Project no.</b>	10047950

## 1. Introduction

The City of Rio Dell (City) recently solicited proposals from Consultant/Contractors to provide sewer cleaning, inspection, and condition assessment services for sewer pipes and manholes located throughout the City. The City's sewer system was installed in the 1950's and suffers from leaks due to age and the recent earthquakes. The City was awarded a Clean Water State Revolving Fund (CWSRF) Sanitary Sewer Evaluation Study (SSES) Grant by the State Water Resources Control Board (SWRCB), which includes funding for Close Circuit TV (CCTV) inspection of the City's sewer pipelines. GHD has supported the City in developing a prioritized list of pipelines for cleaning and inspection. A summary is provided below of the bids submitted under the Request for Proposal (RFP) for Sewer Pipeline Inspection and Condition Assessment Services.

## 2. Bid Summary

GHD received proposals on September 19, 2024 at 2 pm for CCTV work under the SSES. Proposals were received from four firms, GPRS, APS, 360 Pipeline Inspections, and NorCal Pipes. Proposals were required to be responsive to four factors as identified in the RFP and listed below.

1. Overall Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs. (Weight: 25%)
2. Technical experience of the Consultant/Contractor and those assigned to the project. (Weight: 25%)
3. Demonstrate ability to effectively plan and execute the project in a timely manner. (Weight: 25%)
4. Cost is particularly important when all the other evaluation criteria are relatively equal due to this project being grant funded. (Weight: 25%)

Each proposal was reviewed and rated by GHD with input from the City using the criteria above and the results are summarized in Table 1. NorCal Pipes is the apparent most responsive based on the proposals received. All information requested in the RFP was provided. Table 2 below lists the budget proposal included in the three bids that were received. Though NorCal Pipes has the highest estimated cost, this consultant was the only one included debris disposal in their costs. The City required the subconsultant to provide their own means of disposing solids from jetting the pipes, and not rely on the City's dumpsters. For more information regarding the criteria refer to the RFP in Attachment 1.

**Table 1 Rating summary table**

Criteria No.	GPRS	APS	360 Pipeline Inspections	NorCal Pipes
1	5	20	20	22
2	5	25	24	25
3	12	20	12	22
4	5	15	20	15
<b>Total</b>	<b>27</b>	<b>80</b>	<b>76</b>	<b>84</b>

**Table 2 Schedule of Costs for each proposal**

Bid Items			GPRS		APS		360 Pipeline Inspections		NorCal Pipes	
Item	Unit	Qty.	Unit Cost	Total Costs	Unit Cost	Total Costs	Unit Cost	Total Costs	Unit Cost	Total Costs
Cleaning*	\$/day	20 days			\$4,600	\$92,000	\$5,059	\$101,180	\$6,800	\$136,000
CCTV*	\$/day	20 days			\$4,600	\$92,000	\$3,234	\$64,680	\$6,700	\$134,000
Video Package*	LS/month	1			\$5,000	\$5,000	\$2,200	\$2,200	\$5,000	\$5,000
Jetting	\$/day	10 days	\$13,605	\$136,050						
CCTV	LF	12,861		\$50,680						
<b>Total Cost*</b>				<b>\$186,730</b>		<b>\$189,000</b>		<b>\$168,060</b>		<b>\$275,000</b>

\*Assume CCTV team will be out in the field for four weeks. Includes travel, mobilization, and demobilization in unit costs

### 3. Recommendation for Award

The project is grant funded through the SWRCB CWSRF with a CCTV budget of \$375,000. NorCal Pipe's proposal is below this budget at approximately \$275,000 leaving \$100,000 as contingency and/or funds for additional lines to be inspected.

GHD coordinated with City staff to review the proposals, the ratings, and which consultant would best serve the City's needs. GHD recommends NorCal Pipes to complete the work.

Following City award of the project, GHD will coordinate with NorCal Pipes on contacting, schedule, and community notifications. Please feel free to contact GHD with any questions.

Regards



**Rebecca Crow**  
Technical Director

**Attachments:**

- Attachment 1 – Request for Proposals

# Attachment 1

## Request for Proposal



## REQUEST FOR PROPOSALS

### Sewer Pipeline Inspection and Condition Assessment

#### Notice to Consultants/Contractors

The City of Rio Dell is requesting proposals from qualified Consultants/Contractors to provide Pipeline Inspection and Condition Assessment Services. The services to be provided will include all necessary parts, materials, labor, mileage, travel time, expenses, equipment, and insurance.

#### Instructions for delivering electronic proposals:

**Questions due by:** September 16, 2024 at 12:00 p.m.

**Due Date:** September 19, 2024, at 2 p.m.

**Email To:** hannah.gidanian@ghd.com

**Email Subject:** Subject line of email will be, "Rio Dell RFP Submittal for Sewer Pipe Inspection and Condition Assessment."

#### Project Scope of Work

The City of Rio Dell ("City") is soliciting proposals from Consultant/Contractors ("Proposer") to provide sewer cleaning, inspection, and condition assessment services for sewer pipes and manholes located throughout the City. The pipes range in size from 4" to 12" in diameter. The City has prioritized pipelines for cleaning and inspection which are summarized in the map in Appendix A. The City's sewer system was installed in the 1950's and drops in the pipes are anticipated due to age and the recent earthquakes. The location of the drops is not known. Bends can be seen on map provided in Appendix A.

The Consultant/Contractor shall perform cleaning, inspections and assessments as needed to determine and rate the condition of the pipeline and manholes. The inspections and assessment shall be in compliance with the National Association of Sewer Service Companies' (NASSCO) Pipe Assessment and Certification Programs (PACP). The City expects that the inspections will be done using in-pipe CCTV methods. The City requires that deliverables be in NASSCO PACP format. The City will consider alternative inspection techniques such as acoustic or electromagnetic methods in situations where CCTV may not be feasible. The Consultant/Contractors may propose alternate inspection techniques in addition to CCTV but not as a substitute for CCTV.

The Consultant/Contractors shall provide a condition assessment consistent with the PACP methodologies for all pipe segments and manholes. The assessment shall include defect descriptions and overall pipe condition rating according to PACP standards. The condition of the pipe and the location of the anomalies in the inspected pipe will need to be identified. The location of laterals within the pipe will also need to be identified.

#### Minimum Qualifications

Consultant/Contractor shall have a minimum of at least five (5) years' experience in the process on inspecting sanitary sewer mains using CCTV. Among the Consultant/Contractor's experience, such work shall have been completed on at least one project involving CCTV inspection of small diameter sanitary sewer mains during the last five (5) years in which the CCTV inspection productivity rate equalled or exceed 100,000 linear feet per calendar year.

#### Personnel Qualifications

The project manager shall have experience that includes the successful CCTV inspection activities of at least 100,000 linear feet of small diameter sewer mains or shall have at least 5 years' experience and continuously worked for the Consultant/Contractor for let last two (2) years. Experience shall include use of electronic locating equipment and CCTV inspection equipment. The project team must include staff with a current NASSCO PACP certification and experience managing CCTV data within a direct entry CCTV software. All



employees performing CCTV inspection and performing QAQC of the CCTV data shall have knowledge, experience, training and current NASSCO PACP certification.

Submittal Package

Proposals are to include the following:

Consultant/Contractor information

- Company name, telephone number and mailing address.
- Name, telephone number and email address of the primary point of contact for this project.
- Number of years the firm has performed CCTV sewer assessment services.
- Type of organization: individual, partnership, corporation, other (please specify).
- Year organization established.
- Statement of the company's qualifications, including a list of recently performed relevant projects, past performance, and individual or team accomplishments.
- If your firm has multiple offices, please list these offices and indicate which office will manage the project.
- A statement and explanation of any instances where your company's contract has been terminated in the past 5 years.

Responsible Personnel

List the Project Manager and Key Project Staff who will be involved in the delivery of services to the City. Describe the capacity of the key personnel and their ability to perform the work in a timely manner relative to present workload. Include all anticipated Sub-consultants, listing their firm name, mailing address, telephone number, and their key staff members.

Team Experience/References

Describe examples of relevant experience working with three (3) public agencies located within Northern California. Provide contact information for three (3) references that the City may contact and inquire about your work. Please include agency/company name, address, phone, and email address.

Project Management

Describe how the work will be planned and controlled. Include a sample project schedule for a 4-week project.

Schedule of Costs

Please provide Appendix B – Schedule of Costs with your proposal as well as a rate sheet for staff and equipment.

Evaluation of All proposals will be considered, and each will be evaluated to ascertain which one best meets the needs of the City. Additional requests for information may be necessary in order to clarify parts of the proposal. Evaluation considerations will include the following:

1. Overall Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs. (Weight: 25%)
2. Technical experience of the Consultant/Contractor and those assigned to the project. (Weight: 25%)
3. Demonstrate ability to effectively plan and execute the project in a timely manner. (Weight: 25%)



4. Cost is particularly important when all the other evaluation criteria are relatively equal due to this project being grant funded. (Weight: 25%)

### SCOPE OF SERVICES

The following is a general outline of the scope of work to be provided by the Consultant. While it is believed that this scope includes all elements essential to complete the project, proposing firms are advised to include any items that they believe may be necessary to complete the project. Proposing firms may also note any required items that they believe may be excessive or unnecessary. The cost of such items should be separately noted in their proposals. Services required shall include:

#### CCTV Inspection

Consultant shall make a video recording of the television inspection and supply one copy to the City. The video recordings shall be in color and give clear video/pictures of conditions of pipelines with hydraulic and structural problems. The recording(s) deemed unacceptable by the City shall be reproduced at no cost to the City.

All data and video recording will become the sole property of the City without restrictions of future use, duplication, modification, and dissemination. Consultant shall have no vested rights to the completed work and may not sell or reuse it without the City's permission. The project data furnished to the Consultant for use in rendering project services shall remain the property of the City and shall be returned on termination of the agreement. Consultant may not distribute, sell, or otherwise use data without permission of the City.

Consultant shall create pipeline reports, containing the measurement of faults and other features inside the pipeline. This includes measurements of pipe size, number and location of laterals, water levels and other features.

Pipes will be accessed via City manholes. As the camera approaches a lateral connection, or substantial structural defect, the camera progress shall be halted and the camera lens panned to further view the lateral pipe and connection (including looking up the lateral). The consultant will be responsible for traffic control and safety of subconsultant's staff. The City will provide water for cleaning operations. The City has a parking lot with limited space to store disposal bins during operations. Coordination with the City on parking vehicles and disposal bins will be necessary.

Manual winches, power winches, TV cable powered rewind, or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions shall be used to move the camera through the line. If, during the inspection operation, the television camera fails to pass through the entire manhole section, Consultant shall reset their equipment in a manner so that the inspection can be performed from the opposite manhole. If again, the camera fails to pass through the entire section, Consultant shall notify the City's project manager immediately.

If, during the television inspection, Consultant encounters a condition where public safety is threatened (such as, but not limited to, a pipe hole, pipe collapse, stoppage, blockage and/or eminent sewer spill) City Project Manager shall be notified immediately. Furthermore, Consultant shall provide a videotape copy of the section of line containing the condition within 24 hours to City's project manager.

If, during the television Inspection, the camera is jammed inside the sewer and cannot be retrieved, Consultant shall not excavate the pipe to retrieve it. Consultant shall inform the City immediately for assistance, but it is Consultant's responsibility to remove the camera and ensure that the sewer is not damaged.

#### Operators

Closed-circuit television (CCTV) operators shall be certified by the National Association of Sewer Service Companies (NASSCO) by passing the Pipeline Assessment and Certification Program (PACP). The methodology of evaluation, data collection, and reporting criteria used for the NASSCO certification shall be





practiced for all CCTV inspections. Consultant shall include copies of its CCTV operators' NASSCO certifications in the proposal package.

#### Pre-Inspection Cleaning

All sewer pipelines to be inspected shall be sufficiently cleaned by the Consultant prior to CCTV inspection to provide clear examination of the pipe's interior and to provide sufficient opening for the camera to pass through the pipe. The Consultant shall be careful not to damage any pipes, including existing plastic lining. Cleaning methods shall be employed to sufficiently clean the pipe so the camera can pass and fully ascertain and document the structural integrity and operational condition of the pipe.

All sludge, dirt, sand, rocks, grease, roots, and other solid or semisolid material resulting from the cleaning operations shall be removed and hauled away from the downstream manhole of the section being cleaned. Passing material from sewer section to sewer section shall not be permitted. The Consultant shall be responsible for removing all solid and semisolid materials from the cleaning operation from the work site no less often than at the end of each workday. Materials, which accumulate during the workday, shall be placed in totally enclosed and watertight containers. Handling, transport, and disposal of materials shall be in full compliance with all applicable Federal, State, and local requirements, and is the sole responsibility of the Consultant.

The Consultant shall verify the manhole locations and information provided by the City's Project Manager prior to the CCTV inspections. The Consultant shall notify Project Manager of any discrepancies within 24 hours of discovering discrepancies.

#### Homeowner Communication

The City's sewer system has been in place for over 70 years. Some homes in the City have been in place even longer. Consultant shall be responsible for coordination with the City for outreach to communicate to homeowners about the upcoming work and expectations on, and the Contractor shall provide a minimum 24 - hour notification to homes in areas that will be cleaned/ inspected.

#### Indemnity Obligations.

Due to the fact that the majority of homes in Rio Dell are older and may have delicate plumbing, for the Consultant must use care during pre-inspection investigation and cleaning. If any homeowner plumbing is damaged during pre-inspection cleanings, the Consultant is responsible for all damage repairs arising out of Consultant's work.

#### CCTV Equipment

The Consultant's CCTV equipment shall include video cameras, a video monitor cable, power sources, and all equipment necessary to perform a CCTV inspection as outlined in this RFP.

All camera systems shall be able to navigate around minor objects, roots, and debris. The system used to move the camera through the pipe shall not obstruct the camera's view or interfere with proper documentation of the sewer conditions.

The cable footage-counter shall be accurate to plus or minus 2 feet per 1,000 feet. The Consultant shall calibrate their measuring device monthly with a known distance prior to starting the inspection and recording process.

The distance shall be measured between the exit of the start manhole and the entrance of the finish manhole for a true measurement of the length of the pipe segment, as required by PACP. It shall be recorded in standard units and the video display readout shall display units to one-tenth of a foot.

Video inspection and reporting shall be submitted in a NASSCO-compatible format. Consultant shall have the ability to communicate with its crew at all times (i.e. cellular phone, radio, etc.). Consultant shall have replacement equipment available within twenty-four (24) hours in the event of equipment breakdown.



The Consultant shall pause the digital recording at any time there is a delay in the inspection and restart the digital video recording in the same digital file. The pause shall in no way affect, freeze, or interrupt the replay of the video and shall not close the video file during the inspection.

Each pipe segment (manhole to manhole) shall be identified with an initial text screen and completed in accordance with PACP's CCTV inspection form. The Consultant shall provide a sample submittal of the CCTV video output, inspection log, digital photos, and inspection evaluation database, after completing 1 day of CCTV inspection. City staff shall determine the typical video quality, quality of cleaning of the pipe, and judgment exercised on the evaluation of pipe condition. This submittal shall note any changes to the Specifications listed in this RFP regarding video format, compression or other conditions for review and approval by the City.

During the CCTV inspection, the video shall show the following text at all times:

Line	Number & Description
Line 1:	City
Line 2	Street/ Start Manhole City ID Number/ Direction of Inspection/End Manhole City ID Number
Line 3	Pipe Material/ Pipe Size
Line 4:	Inspection Time/Date/Running

The naming of the video file shall be automatic, consisting of "UPSTREAM AND DOWNSTREAM CITY MANHOLE CITY ID" Photographs

Digital photographs in JPEG format shall be made of all recorded defect observations. These photographs will be computer generated with the use of the inspection reporting system software.

At a minimum, all photographs shall be named consisting of the following descriptions: "FROM MANHOLE CITY ID NUMBER", "TO MANHOLE CITY ID NUMBER", the defect location along the pipe. It is in the Consultant's discretion as to additional data information that may be needed in the naming of the files to make each file unique within the file naming constraints of their inspection software. Any additional information shall be included after the mandatory information specified above. The naming convention shall be consistent throughout the project.

Additional Inspection

Obstructions may be encountered during the course of the CCTV inspection that prevent the travel of the camera. In instances when obstructions are not passable, the Consultant shall withdraw the equipment and begin a CCTV inspection from the opposite end of the sewer reach.

If a particular line is inspected more than once, then the Consultant shall include all versions of the inspections in the database. The MGO observation shall be used on all inspections except at the first occurrence. The Consultant shall provide an explanation for the additional inspections in the Remarks section.

Measurement and Payment

Measurement and payment for CCTV and condition assessment and recommendations of existing sanitary sewer pipelines shall be at the unit price per day, regardless of diameter. Measurement and payment for cleaning will also be a unit price per day. Due to the age of the existing sewer system, it is anticipated that cleaning will be required. The scope of work is for CCTV Inspections of approximately 12,850 linear feet of sanitary sewer pipes. See Appendix A for the proposed areas to CCTV. It should be assumed that the CCTV team will be out in the field for four weeks. The measurement and payment for the video package and report will be a lump sum price based on collecting a months' worth of data. See Appendix B for a Schedule of Costs

Payment shall be made at the unit price per day, regardless of pipeline diameter, indicated in the Proposal for which price shall constitute full compensation for furnishing all materials, labour, travel, mobilization,



demobilization, traffic control set up (heavy and light traffic areas), tools and equipment for the cleaning and video inspection/taping and condition assessment of the existing sanitary sewer pipelines identified.

Prevailing Wage

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 1600, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance." If the services are being performed as part of an applicable "public works" or "maintenance," as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000.00 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing wage rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the services and make available to interested parties upon request. Contractor shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with Prevailing Wage Laws.

City Professional Services Agreement

Included in Appendix C is the City's standard Professional Services Agreement. Please note in the proposal if the consultant takes any exception to the provisions in the agreement.

Project Submittals and Deliverables

Submittals

The project submittal will consist of:

- 1) A database (provided by the Consultant at Consultant's expense) containing the video, and photo files.
- 2) A Report containing the following information:
  - a. Footage calibration report for each camera used.
  - b. PACP Certificate copies of all operators.
  - c. Summary table of all pipeline segments inspected within each district with the following fields in the order listed:

- Column 1: Date of Inspection
- Column 2: Start Manhole City ID
- Column 3: Stop Manhole City ID
- Column 4: Total Pipe Length (per attached plan)
- Column 5: Televised Length
- Column 6: Quick Maintenance Rating (per PACP)
- Column 7: Quick Structure Rating (per PACP)
- Column 8: Section Number (\*NOTE: The table shall be sorted by Start Manhole)

- d. An observation table of all pipeline segments inspected with the following fields in the order listed:
  - Column 1: Section Number
  - Column 2: Position of Defect
  - Column 3: Observation Code (per PACP)
  - Column 4: Observation Description (per PACP)



Column 5: Structural Grade (per PACP)

Column 6: O&M Grade (per PACP)

Column 7: Recommendations (e.g. Point Repair, CIPP Lining, etc.) (\*NOTE: The table shall be sorted by Section Number)

**Deliverables**

- 1) A. All video recording, image files, and databases shall be submitted in a digital format approved by the City's project manager and electronically stored in PACP database format, for proper data management.

**Review**

- 1) The video recordings, photographs, and data shall be reviewed by the City for focus, lighting, clarity of view, and technical quality.
- 2) Videos or photographs recorded while a camera has flipped over in the process of traveling or the viewing of laterals, obstructions, or defects are blocked by cables, skids, or other equipment will not be accepted.
- 3) Shape, focus, proper lighting, and clear, distortion-free viewing during the camera operations shall be maintained. Failure to maintain these conditions will result in the rejection of the video and/or photographs by the City.
- 4) Videos or photographs recorded showing steam, inadequate lighting, or other poor image quality will be cause for rejection by the City.
- 5) Any reach of sewer where recording quality, inspection, and/or report is not acceptable to the City according to this RFP shall be re-televised, or data modified at no additional cost to the City.

**Appendices**

- Appendix A: Map of Proposed Lines to CCTV
- Appendix B: Schedule of Costs
- Appendix C: City's Standard Professional Services Agreement

# Appendix A

## Proposed Lines to CCTV



# Appendix B

## Schedule of Costs

## Exhibit B

**Client:** City of Rio Dell  
**Project Name:** Sanitary Sewer Evaluation- CCTV Work



### Schedule of Costs

Item No.	Description	Unit	Unit Cost
1	Cleaning*	\$/day	
2	CCTV*	\$/day	
3	Video Package and Report*	LS/month	
*Assume CCTV team will be out in the field for four weeks. Include travel, mobilization, and demobilization in unit costs			





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

October 1, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award of Bid for the 2024-25 Road Improvements Project to S.T. Rhoades for \$96,962.25 and Authorization for the City Manager to Execute a Construction Agreement in Coordination with the City Attorney Including 23,037.75 for Contingencies Not to Exceed \$120,000.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award the bid for the 2024-25 Road Improvements Project to S.T. Rhoades for \$96,962.25 and authorize the City Manager to execute a construction agreement in coordination with the City Attorney for a total not to exceed \$120,000.

BACKGROUND AND DISCUSSION

This year's annual budget included \$100,000 for street improvements in the City of Rio Dell. With earthquake repairs on Elm Street and the complete replacement of the water distribution system underneath the road, the road is now free from known underground work that needs to take place and thus eligible for repaving. The project also proposes a smaller grind out and repave of part of the northbound lane on Wildwood Avenue that is deteriorating faster than other sections of the Avenue. This smaller repair is adjacent to Elm Street.





The City received four bids from area contractors, with S.T. Rhoades being the low bidder at \$96,962.25. It is recommended that the Council authorize a contingency of \$23,037.75 with a total not to exceed amount of \$120,000. The project's scheduled completion is by June 30, 2025.

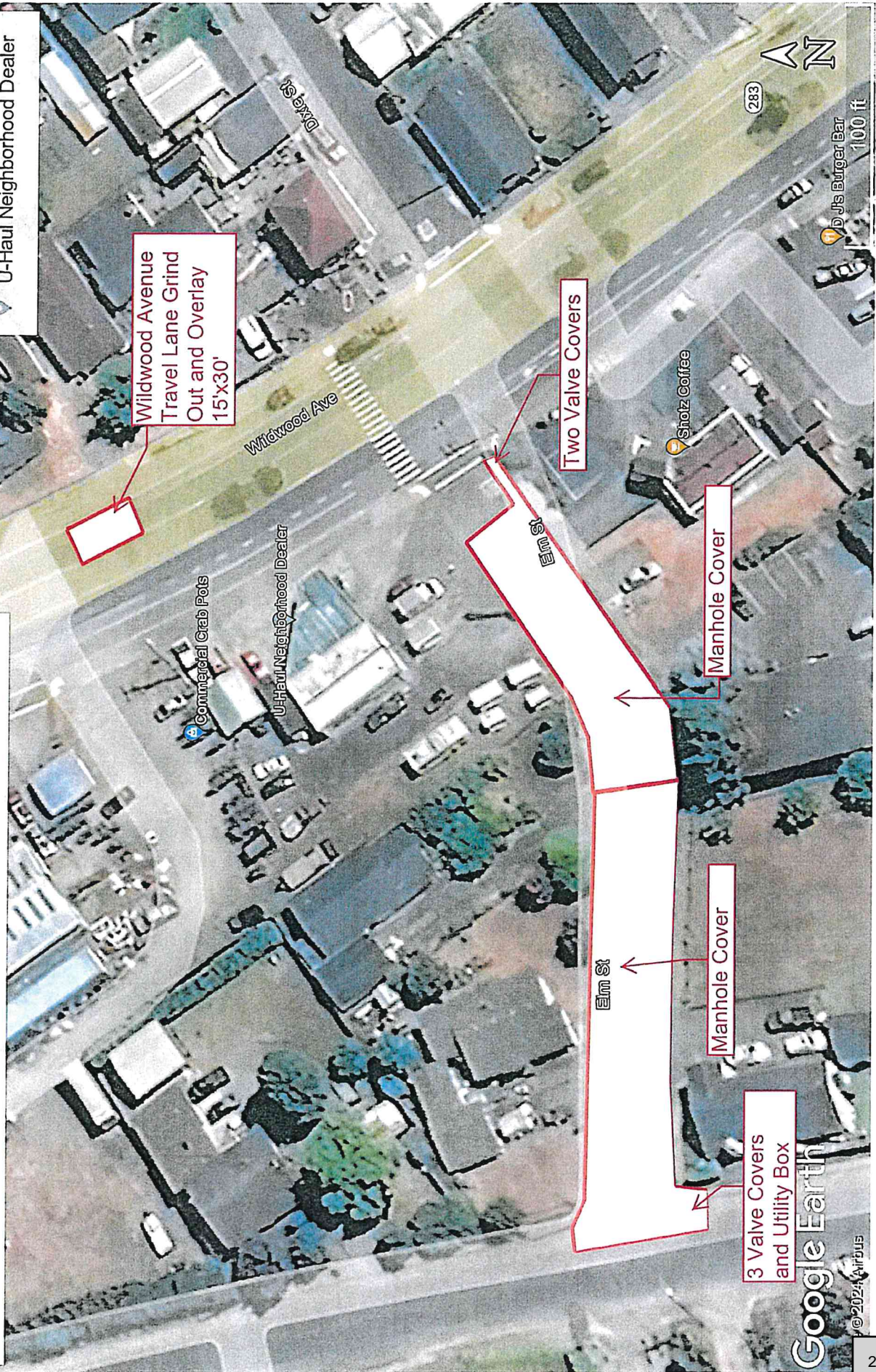
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# Rio Dell 24-25 Road Improvements

Project includes 10,754 square feet of grind out and overlay, primarily on Elm Street with a 15' x 30' section of the northbound travel lane on Wildwood Avenue.  
Project includes 5 valve covers, one 12x18 utility box and 2 manhole adjustments.

**Legend**

-  Commercial Crab Pots
-  D J's Burger Bar
-  Shotz Coffee
-  U-Haul Neighborhood Dealer



3 Valve Covers and Utility Box

Manhole Cover

Two Valve Covers

Wildwood Avenue Travel Lane Grind Out and Overlay 15'x30'



283

100 ft

Google Earth

© 2024 Airbus

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



DATE: October 1, 2024

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1621-2024 Budget Adjustment for Street Capital Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1621-2024 amending the Fiscal Year (FY) 2024-25 adopted budget to increase appropriations for the Asphalt Street Resurfacing Project.

BACKGROUND AND DISCUSSION

On September 27, 2024, City staff reviewed bids for the Fiscal Year (FY) 2024-25 Asphalt Street Resurfacing Project. S.T. Rhoades Construction appeared to be the lowest qualified bidder with a bid of \$92,711 for asphalt street resurfacing on Elm Street. The requested action is needed to fund the construction contract and contingency costs. Approval of Resolution No. 1621-2024 will increase the FY 2024-25 General Fund / Streets Capital Project budget by \$27,289 to cover the bid contract amount and contingencies.

It is not known when construction will start. Any unexpended funds will be carried over into FY 2025-26 to complete the project.

ATTACHMENTS

Resolution 1621-2024 Budget Amendment



**RESOLUTION NO. 1621-2024  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE ADOPTED BUDGET  
FOR FISCAL YEAR 2024-25 STREETS CAPITAL PROJECTS**

**WHEREAS**, the City adopted Resolution 1608-2024 establishing the City’s Operating and Capital Budget for Fiscal Year (FY) 2024-25, and any adjustment that increases appropriations in a fund must be approved by the City Council; and

**WHEREAS**, the City anticipates awarding the 2024-25 Asphalt Street Resurfacing Project (“Project”) to S.T. Rhoades Construction for the bid of \$92,711; and

**WHEREAS**, a budget adjustment is needed for the Project plus a contingency of \$27,289; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2024-25 Operating and Capital Budget to increase appropriations for the Asphalt Street Resurfacing Project as follows:

<u>\$27,289</u>	<u>6500 14 021 0000 9068</u>	<u>Asphalt Street Resurfacing</u>
\$27,289	TOTAL INCREASED APPROPRIATIONS	

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 1<sup>st</sup> day of October, 2024 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

ATTEST:

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



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

October 1, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award of Bid for the 2024-25 Earthquake Road Repair Project to Kernen Construction for \$85,375 and Authorization for the City Manager to Execute a Construction Agreement in Coordination with the City Attorney Including \$14,625 for Contingencies Not to Exceed \$100,000.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award the bid for the 2024-25 Earthquake Road Repair Project to Kernen Construction for \$85,375 and authorize the City Manager to execute a construction agreement in coordination with the City Attorney for a total not to exceed \$100,000.

BACKGROUND AND DISCUSSION

The proposed project will repair moderate road deformation damage that occurred as a result of the earthquake. Under the California Disaster Assistance Act (CDAA) the City is eligible to recover 75% of this cost under reimbursement from CalOES. The City also expects to receive an additional 10% of this cost for project administration. The federal government will play no role in any earthquake recovery effort.

The project will repair deformations on Eeloa Street, Fern Street and Riverside Avenue.

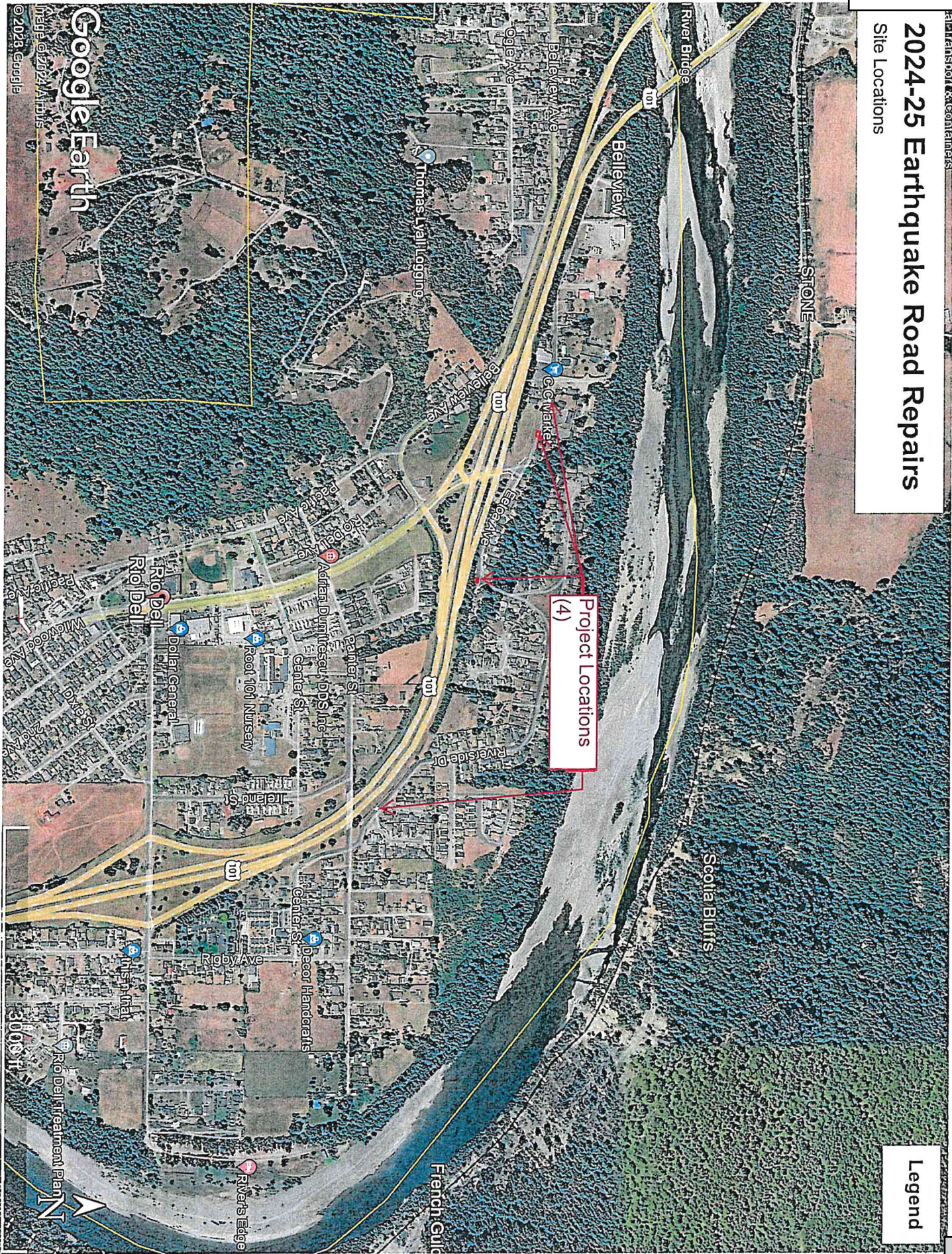
The City received four bids from area contractors, with Kernen Construction being the low bidder at \$85,375. It is recommended that the Council authorize a contingency of \$14,625 with a total not to exceed amount of \$100,000. The project's scheduled completion is by June 30, 2025.

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# 2024-25 Earthquake Road Repairs

Site Locations

Legend



# 2024-25 Earthquake Road Repairs

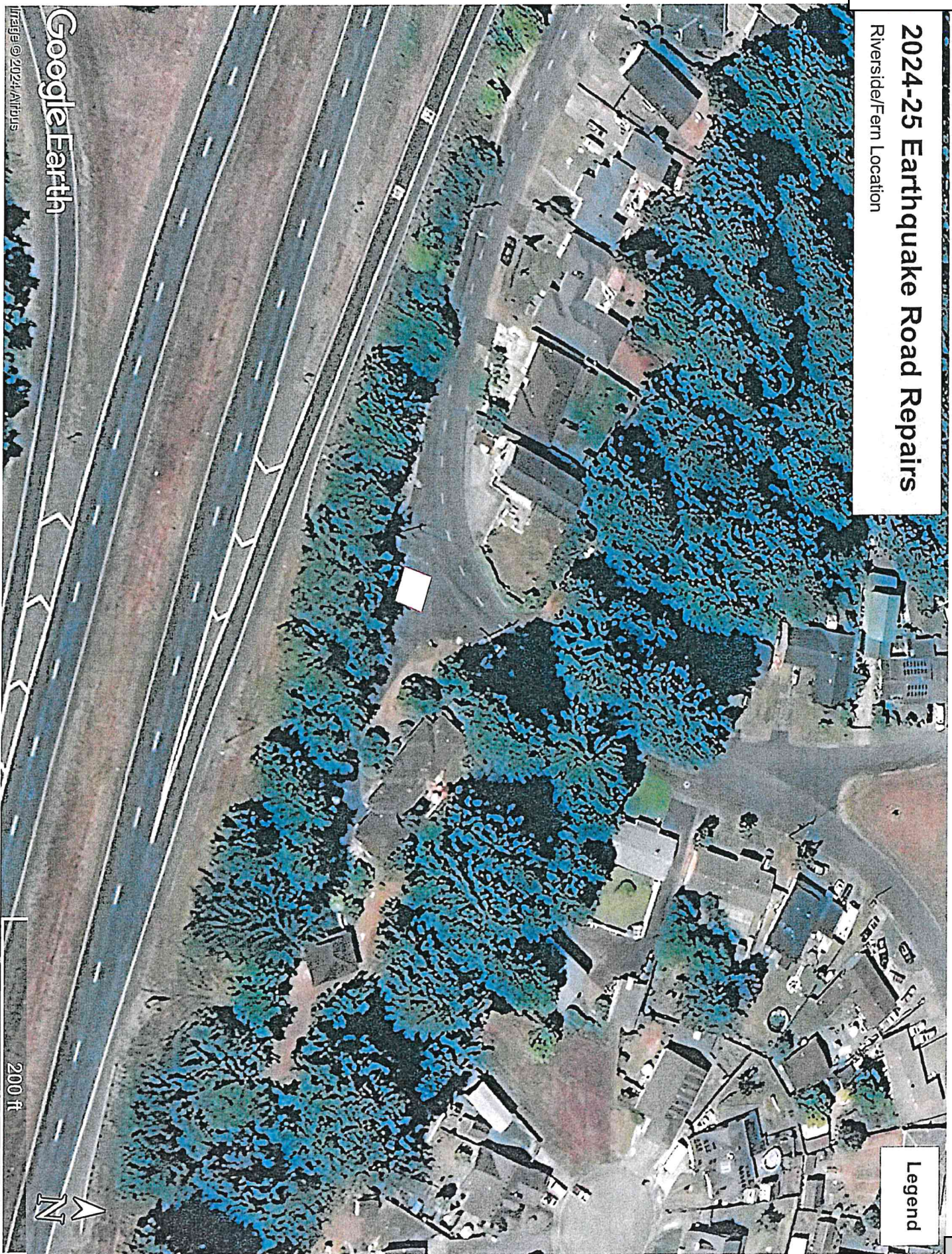
Eloa Locations

Legend



# 2024-25 Earthquake Road Repairs

Riverside/Fern Location



Legend

Google Earth

Image © 2024, Airbus

200 ft





# 2024-25 Earthquake Road Repairs

Riverside Location

Legend



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



DATE: October 1, 2024

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1622-2024 Budget Adjustment for December 2022 Earthquake Disaster

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1622-2024 amending the Fiscal Year (FY) 2024-25 adopted budget to increase appropriations for the December 2022 Earthquake Disaster.

BACKGROUND AND DISCUSSION

Council approval of a budget adjustment for FY 2024-25 is requested to increase appropriations to provide for additional expenses not known at the time of budget adoption. The December 2022 Earthquake Disaster caused extensive damage to public and private infrastructure throughout the community of Rio Dell.

On September 27, 2024, City staff reviewed bids for the Fiscal Year (FY) 2024-25 Earthquake Road Repair. Kernan Construction appeared to be the lowest qualified bidder, with a bid of \$85,375 for earthquake-damaged road repair. The requested action is needed to fund the construction contract and contingency costs. Approval of Resolution No. 1622-2024 will increase the FY 2024-25 Earthquake Damage budget by \$100,000 to cover the bid contract amount and contingencies.

Per Resolution No. 1227-2014, adopted June 24, 2014, budget transfers over \$10,000 within the same budget and fund require the recommendation of the City Manager and approval of the City Council. The Finance Department has created an Earthquake Fund and project number to capture expenditures related to the event and will seek maximum reimbursement for the percentage of the total costs in coordination with CalOES as soon as possible.

Per CDAA/CalOES guidelines, the project is eligible for reimbursement at a rate of 75% of the total project cost, along with an additional 10% for administrative expenses. Based on our projected costs, we anticipate the City will receive a reimbursement of \$75,000 (75% of total cost) plus

\$7,500 (10% administrative cost), totaling \$82,500. However, it is important to note that this reimbursement would not fully cover the anticipated costs of the project. The remaining \$17,500 would need to be sourced from the City's Streets/General Fund. It is not known when construction will start. Any unexpended funds will be carried over into FY 2025-26 to complete the project.

ATTACHMENTS

Resolution 1622-2024 Budget Amendment



**RESOLUTION NO. 1622-2024  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE ADOPTED BUDGET  
FOR FISCAL YEAR 2024-25 EARTHQUAKE DISASTER PROJECTS**

**WHEREAS**, the City adopted Resolution 1608-2024 establishing the City’s Operating and Capital Budget for Fiscal Year (FY) 2024-25, and any adjustment that increases appropriations in a fund must be approved by the City Council; and

**WHEREAS**, the City anticipates awarding the 2024-25 Earthquake Road Repair Project (“Project”) to Kernan Construction for the bid of \$85,375; and

**WHEREAS**, a budget adjustment is needed for the Project plus a contingency of \$100,000; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2024-25 Operating and Capital Budget to increase appropriations for the Earthquake Road Repair Project as follows:

<u>\$100,000</u>	<u>5155-06-000-0000-9093</u>
\$100,000	TOTAL INCREASED APPROPRIATIONS

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 1<sup>st</sup> day of October, 2024 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

\_\_\_\_\_  
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*

October 1, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Sign an Agreement for Services with California Wood Recycling, Inc. DBA Agromin for SB 1383 Procurement.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to sign the agreement in coordination with the City Attorney.

BACKGROUND AND DISCUSSION

In September 2016, the state adopted Senate Bill 1383 - Short-lived Climate Pollutants (SB 1383) requiring local jurisdictions to implement a mandatory organic waste collection and recycling program. The City has an active waiver from most but not all requirements associated with SB 1383.

Beginning January 1, 2022, the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 mandated that cities and counties annually procure a specific quantity of recovered organic waste products to meet their procurement targets. This requirement applies to Rio Dell. These requirements are aimed at creating California's green, self-sustaining, circular economy. Ultimately, the cost associated with creating this new jobs and environmental program will be borne by solid waste subscribers, however the City has obtained a \$70,000 grant meant to help develop these programs and initially fund them.

In past regional discussions there is a general agreement that it would be desirable to have a local organics processing facility. None currently exists and it could be several years, or decades, before a site is selected, purchased, permitted and becomes operational. Organic waste collection for Humboldt County is currently scheduled to be shipped south to a facility near Ukiah in the interim. Since Rio Dell is not currently subject to organic waste collection requirements, the City's concern is related to the procurement of organics, which is a requirement.

It is cost prohibitive to have the composted material trucked back to Humboldt County and Rio Dell for this procurement requirement. In discussions with regulators from CalRecycle it is now clear that the material does not have to be redistributed back into the County or City. Instead staff is proposing to utilize the services of Agromin to meet this new State requirement.

Agromin is a major producer of compost in the State of California with facilities located in southern and mid California. Their service would assist the city with SB 1383 compliance and does so for many other jurisdictions.

The City is required to procure approximately 99 tons of compost before the close of 2024 and then 153 tons annually moving forward until the State adjusts the procurement target. Under this proposal the compost will most likely end up being distributed in the Central Valley. Again, a long term regional vision is for there to be a regional composting facility located in Humboldt County, but the State law disadvantages rural areas in favor of major population and agricultural centers and industries.

The total cost of this program over the next five years is projected to be \$13,901 - \$16,100 which will initially be covered using available grant fund balance. Staff evaluated a competing proposal which had similar costs, but staff is recommending Agromin due to their lower potential price point. The agreement can be cancelled on an annual basis and will conclude in 5 years.

Attachments:

- Agromin Overview
- Draft Agreement

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Agromin's [California Compost website](#) has added a secure customer portal that enables California jurisdictions to assess, procure and track their recycled organic waste product usage for compliance with [California SB 1383](#).

Through a free website procurement calculator, a jurisdiction can determine the quantity of products that must be acquired to meet its SB 1383 procurement requirements. Using the portal, a jurisdiction can then:

- Review Agromin's qualified, guaranteed-compliant compost and mulch products
- Place and review orders; schedule deliveries
- Receive from Agromin procurement support staff customized procurement reports that can be submitted to CalRecycle

- Access multi-year product discounts
- Secure product availability for future procurement needs

“We wanted to make the process, from beginning to end, as easy as possible,” says Bill Camarillo, Agromin CEO. “One of the challenges jurisdictions face is providing the state with the proper procurement documentation. For reporting purposes, Agromin procurement support staff prepare customized quarterly and annual reports that include procurement type and amounts. This lets jurisdictions know exactly how many tons they’ve acquired compared to what’s needed for SB 1383 compliance.”

The City of Folsom was one of the first to use CaliforniaCompost.net. “Agromin’s SB 1383 tracking service has been very helpful. It saves us the time of gathering the information ourselves,” says Sarah Vaira, recycling supervisor for the City of Folsom.

[Agromin products](#) meet all CalRecycle’s procurement requirements. Its compost is [OMRI Listed](#). “Our products are regularly tested by outside labs to ensure they meet the state’s requirements and are free of harmful materials, pathogens or weeds seeds,” says Camarillo. “We encourage jurisdictions to lock in procurement orders early. There is currently not enough compost available if all jurisdictions wanted to meet their procurement responsibilities through compost use.”

[SB 1383](#) was signed into law in 2016 to reduce state methane gas emissions to combat climate change by cutting down on the amount of organic waste deposited into landfills. [Article 12](#) of SB 1383 went into effect January 1, 2022. It outlines the steps cities, counties and other jurisdictions in the state must take to procure and track recovered organic waste products. CalRecycle has assigned the amount of recycled organic waste that must be procured and used by each jurisdiction annually based on the jurisdiction’s population.

For more information about Agromin’s California Compost, go to [www.CaliforniaCompost.net](http://www.CaliforniaCompost.net). For a free consultation to discuss product procurement requirements, email [SB1383Procurement@agromin.com](mailto:SB1383Procurement@agromin.com) or call 805-850-8797.

### **About Agromin:**

Agromin, headquartered in Oxnard, Calif., manufactures earth-friendly soil products for farmers, government entities, landscapers and gardeners. Agromin serves over 200 California communities, making it one of the largest organics recyclers in the state. Each year, Agromin receives more than 1.2 million tons of organic material and then uses a safe, natural and sustainable process to recycle the material into more than 300 eco-friendly soil products for landscape, agriculture, consumer and energy markets. The results are more vigorous and healthier plants and gardens, and on the conservation side, the opportunity to close the recycling loop, allowing more room in landfills and reducing greenhouse gas emissions. Agromin is a U.S. Composting Council Composter of the Year recipient.



**SB 1383 Procurement Scope of Services Agreement**

THIS AGREEMENT is made and entered into on \_\_\_\_\_, by and between the City of Del Rio, a political subdivision of the State of California, hereinafter referred to as "City," and California Wood Recycling, Inc. DBA Agromin, a California corporation, hereinafter referred to as "Contractor."

**1. Purpose of Agreement.** Contractor shall provide City with the recycled organic waste products (hereinafter referred to as "Products") procurement services described in Attachment 1 – Services (hereafter referred to as "Services"), for the purpose of facilitating City’s compliance with Senate Bill 1383 regulations’ recovered organic waste product procurement requirements, as described in the California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.1 et seq.). Contractor shall perform these Services on City’s behalf.

**2. Services to Be Provided Exclusively to City.** Contractor shall ensure and maintain records sufficient to demonstrate that any Product it procures on City’s behalf under this Agreement is not applied towards the SB 1383 recovered organic waste product procurement target of any other City.

**3. Requirements for Products.** To ensure that Products procured under this Agreement meet the requirements specified in 14 CCR 18993.1, Products shall meet the criteria in in Attachment 2 – Requirements for Products.

**4. Recordkeeping and Reporting.** Contractor shall maintain and submit records and supporting documents describing the Services as specified in Attachment 3 – Recordkeeping and Reporting Requirements. At the time Contractor submits those records to City, the records shall be accompanied by a certification attesting to the records’ accuracy. Contractor may use the declaration form in Attachment 4 – Certification of Records.

**5. Time of Performance and Termination.**

The services of Contractor are to commence upon execution of this Contract by City. The agreement shall terminate December 31, 2027. This agreement can be further extended for additional years by the mutual agreement of both parties. Either party may terminate or request to amend the agreement, for services related to the following calendar year, by providing notice to the other party in writing at least thirty (30) days in advance of the current calendar year expiration.

**Attachments**

Attachment 1 – Services

Attachment 2 – Compost Requirements and Definitions

Attachment 3 – Recordkeeping and Reporting Requirements

Attachment 4 – Certification of Records

## Attachment 1 – Services

- 1) Contractor will procure the following Products on behalf of the City:
  - a) Compost or composted mulch:
    - i) 99 tons during calendar year 2024
    - ii) 153 tons during calendar year 2025 and beyond.
- 2) Contractor will provide the Products to various farms, ranches, or similar (hereinafter “Direct Service Provider”), for purposes of agricultural use, soil conditioning, and carbon sequestration at the farms, ranches, or similar.
- 3) Contractor will procure the products from CalRecycle-approved composting facilities. Contractor shall provide to City record-keeping and reporting services as described in Attachment 3 – Record-keeping and Reporting Requirements.

### Product Cost.

- 1) Compost or composted mulch: \$15.00/ton
- 2) Freight/handling cost for Scenario B below: \$8/ton

### Procurement Scenario A

Contractor makes arrangements with a Direct Service Provider (DSP) who would like to use compost and/or composted mulch. The DSP uses the subsidized compost on behalf of the City and pays for the freight cost. City only pays for the compost and/or composted mulch per above price and sales tax.

### Procurement Scenario B

Contractor makes arrangements with a DSP that is willing to receive compost or composted mulch, and is located in the immediate proximity to Contractor’s composting facility. City pays for the compost and/or composted mulch per above prices and pays for the minimal cost to transport/handle the compost/composted mulch to the DSP site (plus sales tax.)

Procurement will be satisfied by a combination of Scenarios A and B.

The Contractor will move compost to DSPs located within the County of Sacramento, and surrounding regions, as often as is feasible.

### Payment.

Payment for this agreement is not to exceed the following amounts unless agreed upon by the City:

- i) \$2,500 during calendar year 2024
- ii) \$3,400 during calendar year 2025 and beyond

Payment will be due and payable by City, net 30 days, when the following conditions have been met:

- 1) Agreement is fully executed.
- 2) Contractor has provided services per this agreement moving compost and/or composted mulch meeting SB 1383 procurement requirements to Direct Service Providers (DSP).
- 3) All required procurement documents have been submitted and accepted.
- 4) Invoice for payment has been submitted and accepted by City.

## Attachment 2 - Compost Requirements and Definitions

As required in 14 CCR 18993.1(f)(1), compost procured to perform the Services shall meet the following criteria:

- 1) Materials:
  - a) Acceptable materials are:
    - i) Compost, including fine, medium, and coarse compost.
    - ii) The portion of topsoil, biotreatment soil mix, or other blend that is compost.
    - iii) See attached specification for additional requirements.
    - iv) Mulch
  - b) Unacceptable materials include:
    - i) Compost that exceeds state maximum limitations for pathogens, metals, and physical contaminants in 14 CCR § 17868.2 – 17868.3.1.
    - ii) Digestate
    - iii) Biosolids/sewage sludge
    - iv) Manure
    - v) Biochar
    - vi) Uncomposted compostable materials
    - vii) Synthetic fertilizer, nitrolized sawdust, gypsum, urea
    - viii) Topsoil, fill (except as described in (1)(a)(ii))
  
- 2) Sources:
  - a) Acceptable sources of compost are (per 14 CCR 18993.1(f)(1)):
    - i) A compostable materials handling facility with a Full Solid Waste Facility Permit or Registration Permit, or is authorized under the Enforcement Agency Notification Tier under 14 CCR § 17854.1
    - ii) A large-volume in-vessel digestion facility that composts on-site.

**Definitions:**

“Biochar” means the charcoal product of biomass conversion through pyrolysis (along with ash and syngas).

“Biosolids” means solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Biosolids includes, but is not limited to, treated domestic septage and scum or solids removed in primary, secondary, or advanced wastewater treatment processes. Biosolids includes the residue solids resulting from the co-digestion of anaerobically digestible material with sewage sludge. Biosolids does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during the preliminary treatment of domestic sewage in a treatment works. 14 CCR 17852(a)(9)

“Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream, or which are separated at a centralized facility. 14 CCR 17896.2(a)(4)

“Compostable material” means any organic material that when accumulated will become active compost. 14 CCR 17852(a)(11)

“Compostable Material Handling Facility permitted or authorized by [14 CCR § 17854.1](#)” means a facility described by the tiered regulatory system adopted by the California Integrated Waste Management Board in 1994.

“Digestate” means the solid and/or liquid residual material remaining after organic material has been processed in an in-vessel digester. 14 CCR 17896.2(a)(6)

“Large Volume In-vessel Digestion Facility” means a facility that receives an average greater than 100 tons of solid waste per operating day or greater than 700 tons (2,800 cubic yards) per week of solid waste for digestion in an in-vessel digester. 14 CCR 17896.2(a)(15)

“Manure” is an agricultural material and means accumulated herbivore or avian excrement. This definition shall include feces and urine, and any bedding material, spilled feed, or soil that is mixed with feces or urine. 14 CCR 17896.2(a)(18)

### Attachment 3 – Recordkeeping and Reporting Requirements

Contractor shall keep and maintain a complete copy of all records regarding its provision of Services to City. Records shall be maintained on a calendar year basis, i.e. for each calendar year in which Contractor procures compost for City under this Agreement.

- 1) Reporting:
  - a) Contractor shall ensure all reporting documents are available to the City on the CaliforniaCompost.net jurisdictional portal.
- 2) The following information shall be included as part of the reporting documents:
  - a) The total compost provided to Direct Service Providers during the invoicing period.
  - b) The following information on the compost provided to each Direct Service Provider:
    - i) Quantity of compost
    - ii) Compost producer information:
      - (1) Name of facility
      - (2) Physical location (address)
      - (3) Contact information
    - iii) Direct Service Provider information:
      - (1) Name of Direct Service Provider
      - (2) Description of where compost was used
      - (3) A general description of how the compost was used.
- 3) The following submittals shall be included with each report:
  - a) All invoices or similar evidencing Direct Service Provider's receipt of compost on City's behalf.
  - b) Test data sheets showing that each compost supplied to Direct Service Providers complies with the City specifications, including requirements described in Attachment 2 of this Agreement.
- 4) Contractor shall report above information on the CaliforniaCompost.net website jurisdiction portal.

**Attachment 4 – Certification of Records**

**Certification of Records with Respect to:  
Contractor Agreement between Agromin and City of Del Rio  
Effective: [Date]**

State of California  
City of Ventura  
City of Oxnard

I, the undersigned, do certify as follows:

I am an authorized representative of the Contractor named above. I am familiar with the Services that Contractor has provided to the City named above under the Contractor agreement referenced above and as described in the SB 1383 Contractor Procurement Scope of Services.

I hereby certify that all records and information that Contractor is submitting to City regarding Contractor’s provision of Services in [insert applicable calendar year] pursuant to the above-referenced agreement are true, accurate, and complete.

**I declare under penalty of perjury that the foregoing is true and correct.**

Agromin

\_\_\_\_\_

By: Kimberly M. Cook

Title: Central/NorCal Business Dev. Mgr. and SB1383 Procurement Lead

Date: \_\_\_\_\_



## **Staff Highlights – 2024-10-01**

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### **City Council**

### **City Manager**

Discussions with HCD and GHD on development and application for a new CDBG funding opportunity to complete the ADA Access portion of the Eel River Trail. HCD is aware of this project and has indicated they are very interested in funding this last segment off of Davis Street.

Discussions and strategy development for physical improvements to the Police Department including evidence storage, gun destruction, and safety improvements.

Initial discussions with GHD regarding water line improvements for the Dinsmore Plateau.

### **City Clerk**

Processed Six (6) Building Permit Applications:

530 Gunnerson Lane – Re-Roof Residence (VOIDED)  
430 First Ave. – Seismic Retrofit of Existing Foundation  
215 Monument Rd. – Re-Roof Residence  
1199 Riverside Dr. – 100 Amp Service Panel Upgrade  
875 Rio Dell Ave. – 2-Bedroom Addition and Remodel  
177 Bellevue Ave. – Earthquake Damage Repair

Processed One (1) Business License Application:

Professional Roofing, LLC – Non-Resident Contractor

Misc.

Attended a Beautification, Walkability, and Pride Committee meeting on 9-20-24

Letter to Realtor Re: Sewer Lateral Testing 60-day Extension- 215-217 Monument Rd.

Attended Planning Commission meeting on September 24, 2024

Submitted CHF/CIRB Building Permit Report for September





Replied to Information Request from City Clerk ListServ Re: City Clerk Duties Re: Licensing

Letter to Linda Rovai Re: Memorial Park Plaque for Mary Rovai

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

Submission of HUD-4710 Semi-Annual Labor Standards Enforcement Reports for HUD-Funded Projects / Programs Awarded by California HCD

Submitted the disadvantaged business enterprise utilization form (UR-334) and Davis Bacon Certification forms relating to received disbursements from the clean water and drinking water state revolving fund (CIP Water Infrastructure project)

To ensure compliance with SWPPP regulations for Eel River Trail project, WDID number was generated

Received executed Time-Extension from Caltrans for the Clean CA Eel River Trail grant project

Finalized close-out report of the Per Capita Park Development Grant (Dog Park)

Finalized close-out report of the Clean California Gateway Beautification Grant

Submitted Claim #3 for the Rio Dell Neighborhood Connectivity project

Submitted Claim #11 for the Sanitary Sewer Evaluation Study.

Worked with City Manager to execute documents relating to Eel River Crossing DWSRF Construction Grant

Working with State Waterboards gathering financial information and required documentation for Water Infrastructure Improvement project

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.

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

Compensation Study: Initiated contract request from Gallagher (formerly Koff & Associates) to conduct a comprehensive compensation study for the department.



Traffic Study Planning: Discussed potential funding options, such as Caltrans Sustainable Transportation Planning Grants and Local Highway Safety Improvement Program (HSIP), to support future roadway projects.

Received the spay/neuter program voucher spreadsheet to track allocations to the project.

Responded to PRA request for annual staff compensation

Processed Invoice #4 for the Rio Dell Water Infrastructure project

### **Public Works Water**

Monthly distribution system water sampling

Work on Filter system at Rio Dell Metro Wells

Raw and Finished water testing at Rio Dell Metro Wells

Trouble shoot #1 Effluent pump at Surface water treatment plant

2" main leak repair on Belleview

Repair 2" water main leak on Monument rd. two repairs

Raised and replaced old meter valve at 928 Bluff pl.

Completed the Lead Service Inventory Survey Report and submitted to State

Work on Cross Connection Control plan with Freshwater Environmental.

221 Ogle replace meter valve and raised meter and reset meter box

Repair water service residential leak (clamped) at 84 Edwards.

210 Sequoia replace water service valve raised meter and reset meter Box

### **Public Works Wastewater**

Collection system checked weekly, system is much dryer.

Weekly Jetting occurs on Thursdays.

The Sewer Crew was called out on Tuesday 9/24/24 to check a lower lateral for a plug at 101 Riverside. The lower lateral was clear. The homeowner was contacted.

Sludge Dryer is now in operation.



California Boiler did a maintenance check on the Fulton and got it working.

CAL OES DSR approved: DSR 4119 Contact Basin.

Received four bids for the CCTV camera and cleaning work on the sewer mains.

**Public Works Streets, Buildings and Grounds**

Mowed North and South gate

Clean and mow infiltration gallery, mowed over passes, triangle park and Eeloa ditches

Replace broken sprinklers and turned off Sprinkler systems for the year

Morning routine go around town picking up trash

Road maintenance on Blueslide and Belleview Ave – clean edges of road from tree debris.

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

Police Department Update provided as an attachment at the end of this report.

**Community Development Department**

Bolt & Brace inspection 270 Monument Road

Plan Check Shell to Chevron signs

Vacation Dwelling Unit Text Amendment PC Staff Report & Resolution

Wendt – Studebaker LLA PC Staff Report & Resolution

View CDBG 2024 NOFA webinars and slides

Review Eel River Trail Environmental Document

Foundation and framing inspection metal building 300 Woodland Ave

Review Eel River Trail Initial Study, Mitigated Negative Declaration and Storm water Pollution Prevention Plan (SWPPP).

View HCD webinars regarding upcoming Notice of Funding Availability (NOFA)



View HUD webinars on requirements for NEPA Environmental Assessments

Foundation, framing inspections 762 Rigby Ave

Zoom meeting with GHD regarding Phase II (Accessible Ramp at Davis Street), tasks and responsibilities.

Meet with City Manager and Police Chief regarding evidence lockers and potential changes to the PD lobby area.

Prepare for and attend the 9/24/2024 Planning Commission meeting.

Prepare Planning Commission Notice of Decision document and Resolution for PC projects.

Correspondence with HCD staff regarding HUD/HCD activity matrix for the Eel River Trail accessible ramp.

Follow-up with HCAOG, GHD, and W-Trans regarding the Traffic Impact Study for the "Avenues" neighborhood.

Correspondence with Kash Bodjeh (Architect) regarding 132 Wildwood Ave (old laundromat) Façade Improvement Program (FIP) and rendering.

Attend Energy Code webinar regarding changes in the 2025 Energy Code.

Correspondence with Christopher Wise regarding Performance Bond for the Cortazar Subdivision improvements.

Inspections 715 & 725 Rigby Ave for siding and potential balcony issues. Follow-up email to the owner, John Agosta.

Correspondence with Henry Hammacher from Rentor.com regarding the City's Rental Housing Inspection Program (RHIP).

Correspondence with Sarah Atkins (Designer) regarding the new Shotz Coffee building.

Correspondence with DEH regarding wells and setbacks.

Correspondence with Rick Randall regarding 1395 Eeloa Ave and potential uses and permit requirements.

Prepare a site plan for a small dog area in the Dog Park. Correspondence with Windy Point Fence regarding potential costs.

Reach out to the County regarding the CAP presentation/update at the October 1<sup>st</sup> City Council Meeting.



Foundation inspection 168 Birch Avenue.

Meet with Ryan Elway regarding earthquake repairs to 177 Belleview Ave.

Prepare Council reports for the second reading regarding Water Well text amendments, the first reading of Vacation dwelling Unit text amendment and Regional Climate Action Plan update.

Review the Department of Water Resources (DWR) GIS website regarding well locations in the City.

Begin NEPA Environmental Assessment for the accessible ramp for the Eel River Trail at the end of Davis Street

**Intergovernmental**

**Humboldt-Rio Dell Business Park**

Staff Update for 09/26/2024

Police Department

The Department had the following statistics for the period of July 10 to August 13, 2024. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	N/A	N/A	N/A
Beauchaine	82	9	4
Landry	81	16	4
Fielder	61	5	0
Burley	87	9	2
Clark	81	1	N/A
Totals	392	40	10
Averages	13.6 per day	10 per week	1.5 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
484G	08/27/2024	18:00:05	355 CENTER ST	615	
WELFARE	08/31/2024	17:48:38	355 CENTER ST	6S1	
FU	09/05/2024	15:54:17	355 CENTER ST	6S2	

484G- Fraudulent Use of a Credit Card  
 WELFARE – Mental or physical health check  
 FU – Follow-up or generic call for service

6S2 – Corporal Crystal Landry  
 6A1 – Chief Jeff Conner  
 6S1 – Sergeant John Beauchaine  
 615 – Officer Dylan Burley  
 6X3 – Community Services Officer Mary Clark  
 6R1 – Officer Charlie Fielder

During the period of August 25 to September 25, 2024, there were 21 calls for service related to animals. 5 dogs, 2 cats, and 1 sheep were transported to Miranda’s Rescue. Two of the dogs were an owner surrender.

Officer Dylan Burley is working as a solo officer now. Officer Burley is the football coach for the Fortuna High School. The kids in town are very responsive to him. Kids who do not usually speak with me (Landry) will speak with Burley because they know him from the High School. Officer Burley’s connection with the kids is a good thing for our community. Officer Burley is very happy with transitioning over to the Rio Dell Police Department. Officer Burley is signed up to go to Evidence Management School in

October, and training to be a Field Training Officer (FTO) in November. After completing the FTO training, Officer Burley will be able to train the new Officers coming out of the Police Academy.

On September 9<sup>th</sup>, 2024, Sergeant Beauchaine responded to a residence where a man and a woman had been arguing. The Reporting Party could hear things were being thrown and a woman was screaming for help. The man was on scene when Sergeant Beauchaine arrived. The man took off on foot and Sergeant Beauchaine chased the man around town to several locations. After loosing sight of the man, Sergeant Beauchaine spoke with the victim who relayed a domestic violence incident had occurred. Ferndale Police Department and Fortuna Police Department assisted Sergeant Beauchaine with the apprehension of the suspect who ultimately ended up stealing a vehicle and committing several other crimes before being apprehended and taken to jail.



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

**For the Meeting of October 1, 2024**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: September 26, 2024

Subject: Regional Climate Action Plan Update.

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**Recommendation:**

That the City Council:

1. Receive an update regarding the Draft Regional Climate Action Plan and the associated Environmental Impact Report (EIR) from County staff; and
2. Open public comment and receive comments from the public; and
3. Close public comment; and
4. Provide comments and ask questions.

**Discussion**

As the Council is aware the County and the seven incorporated cities, Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad have been working collaboratively on a



Regional Climate Action Plan for the past few years. The Draft RCAP has been completed and the Draft EIR is being prepared. As such, the participating legislative bodies are being asked to provide comments on the RCAP and generally accept it subject to minor changes resulting from public comments.

Attached are copies of the staff report for the Board of Supervisors' recent update, Frequently Asked Questions (FAQs') and PowerPoint Slides.

**Attachments:**

Attachment 1: Board of Supervisors Staff Report; and

Attachment 2: Frequently Asked Questions (FAQs'); and

Attachment 3: PowerPoint Slides.

**To:** Board of Supervisors  
**From:** Planning and Building Department  
**Agenda Section:** Departmental

**Vote Requirement:** Majority

**SUBJECT:**

The Humboldt Regional Climate Action Plan EIR and Regional Implementation.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive update on the Humboldt Regional Climate Action Plan.
2. Comment on the contents of the RCAP.
3. Accept the draft of the Humboldt Regional Climate Action Plan as the project for preparation of the EIR.

**STRATEGIC PLAN:**

This action supports the following areas of your Board’s Strategic Plan.

Area of Focus: Sustainable Natural Resources & Infrastructure Stewardship  
Strategic Plan Category: 5001 - Enhance climate adaptation landscapes and communities

**DISCUSSION:**

**Executive Summary**

The Board of Supervisors is being asked to provide comment on the draft Regional Climate Action Plan (RCAP), to accept this RCAP as the project description for preparation of the EIR and to give preference for how to approach formation of a Regional Climate Committee. The work on the RCAP has reached the point of preparing the EIR and prior to finalizing the draft RCAP the participating legislative bodies are being asked to provide comments on the RCAP and to accept it (subject to minor changes resulting from public comment) as the project description for the EIR. The RCAP meets the objective of being a CEQA Qualified CAP, and includes a unique approach of being a truly regional plan.

**History of the RCAP**

The initial drafting of a CAP began in 2019 through collaboration with the county, all incorporated cities of Eureka, Arcata, Fortuna, Blue Lake Trinidad, Ferndale and Rio Dell, and the Redwood

Coast Energy Authority (the Working Group). A draft CAP was published for public review in 2022, which was intended to be the project for preparation of the EIR. During the EIR start up process the EIR consultant (Rincon) asked for supporting material to show what was used to demonstrate the actions and measures were feasible to meet the intended goals and state targets. The final analysis showed the initial CAP included measures that were highly aspirational and not achievable. This would not allow the CAP to achieve a qualified status. An unqualified CAP would not allow for CEQA streamlining of development projects for GHG Emissions Analysis, and would limit the amount of funding that could be available.

To achieve a qualified CAP, the draft would need to be redone. Rincon Consultants submitted a proposal for redrafting the RCAP, and on October 17, 2023, the Humboldt County Board of Supervisors approved reallocating the funds provided to the county, by a Regional Early Action Planning (REAP) grant through HCAOG, to be used for revisions of the CAP so that it could be CEQA-qualified. Rincon conducted two important efforts in development of a CAP, the completion of an emissions inventory and interviews with the working group, RCEA, HTA, HACO, and HWMA.

The emissions inventory was completed for 2022 addressing the relevant emissions sources that local jurisdictions have control over within the boundary of Humboldt County, including all incorporated and unincorporated areas. Sectors where the local government has limited influence are excluded from the 2022 GHG emissions inventory as the local governments do not have jurisdictional control to develop measures to impact associated emissions. The 2022 GHG emission inventory includes emissions from the five basic reporting activities that must be reported: residential and commercial energy usage, on-road transportation, off-road transportation, landfilled waste, and water and wastewater.

Upon completion of the inventory, future GHG emissions forecasts and analysis of GHG emission reduction targets in support of state reduction goals were established. After the targets were analyzed, GHG emission reduction measures and supporting actions were designed based on the success of the work done previously in Humboldt, current best practices, and information gathered from interested parties including the County, incorporated Cities, regional partners (e.g., HTA, RCEA, HCAOG), and community groups. Feedback from interested parties were considered to establish a list of priority projects and measures that were then further refined based on feasibility and substantial evidence for GHG reduction capacity.

An interactive community survey was published on May 13, 2024, on the public RCAP website to inform the community on the updates to the plan and to gain understanding of what measures and actions the community would like to see prioritized. Respondents prioritized reducing organic waste sent to landfills, increasing zero-emission vehicle use, and increasing public transit use as the highest priorities. Responses from public officials prioritized increasing zero-emission vehicle use and establishing a region-wide Climate Committee to implement the RCAP as the highest

priorities, with reducing organic waste and increasing public transit use tied as the third priority. These responses show a high alignment between what public officials considered priority compared with the community respondents.

Development of the CAP strategy showed that the region had greater chances to accomplish goals and achieving GHG reductions when working as a region rather than a collection of individual jurisdictions all implementing the same plan. This would allow a consolidation of resources and then the different jurisdictions are not competing for the same resources. This is a change from the prior draft of the CAP.

**Proposed RCAP**

The title of this CAP is Regional Climate Action Plan because the primary implementation measure is to form a Regional Climate Committee responsible for administering the measures in the CAP. This committee would include representatives from municipalities across Humboldt County as well as representatives from regional agencies such as the HTA, HCAOG, HWMA, and RCEA, and other partner organizations. The purpose of this coalition is to foster collaboration and coordination among the region to address climate-related challenges and implement effective climate action strategies. This committee could be newly formed by the County or has several JPA's (such as HACOG) that would fit this definition.

The Regional Climate Committee would be facilitated by a Regional Manager to facilitate the work of the committee. An oversight committee and a single regional manager will not achieve all that needs to be done to implement this RCAP. In the short-term, staff from local jurisdictions and agencies will be needed to support this work. This may turn out to be a good workable model, or over time as additional grant funds are available, it may be that additional support can be added within the committee to support staff.

It would be helpful for the Board to provide any comments you have on the RCAP approach and if this would fit within an existing organization or whether a new organization should be formed.

The redrafting of the CAP has achieved the intended result. The RCAP does achieve the status of a Qualified CAP including the substantial evidence demonstrating how it will meet state targets for GHG emissions reductions. Targets of the RCAP include reaching forty percent (40%) below 1990 levels of GHG emissions by 2030 and achieve carbon neutrality by 2045. An Executive Summary of the Humboldt RCAP has been included in this staff report as Attachment 1 and the entire RCAP is included as Attachment 5.

The RCAP includes 29 measures related to carbon-free energy, building energy use, transportation, waste, water/wastewater, and carbon sequestration (a list of these measures and goals is included in Attachment 1). The RCAP addresses a constraint that was not addressed in the previous draft which is to recognize the constraints and opportunities between rural and

urban development patterns. The RCAP identifies limitations to meet certain goals in the rural areas, and measures outlined are specific to rural vs urban areas as to not overcommit certain areas to infeasible actions.

**Current Process of the RCAP**

The updated RCAP was released for 30-day public review on Wednesday, August 14, and a public meeting will be held Tuesday, September 10 at 6 p.m. at the Wharfinger Building in Eureka to present the plan to the community. Public review period for the RCAP will end on Friday, September 20. Any changes that come out of public comments will form the final draft of the RCAP that will be used for preparation of the EIR. The goal is to inform and educate the public and decision makers on the RCAP and to insure the RCAP is hitting the mark for the community before the DEIR is prepared.

The Notice of Preparation (NOP) for the EIR was filed and released on Friday, August 30, and a subsequent public scoping meeting will be held on Tuesday, September 17 at 3:30 p.m. at the Agricultural Center in Eureka. Comments on the filed NOP will be accepted until September 30, 2024. Final adoption of the RCAP EIR is anticipated to occur in June of 2025.

A full timeline for the RCAP EIR is included in Attachment 2.

**Requested Action**

The progress on the previous draft of the CAP left off after each jurisdiction had accepted the draft as the project description for preparation of the EIR. The RCAP is now at that point, and it is important that all participating jurisdictions comment on the RCAP and a comfortable with the regional approach. Staff is requesting you provide comments on the RCAP, accept this draft with minor changes (which may result from public comment) as the project to be analyzed and provide preferences as to where the Regional Climate Committee should be.

**SOURCE OF FUNDING:**

Revisions to the RCAP was paid for by Regional Early Action Planning grant funding obtained from Humboldt County Association of Governments. The RCAP EIR and staff time will be paid for by the existing budget allocation for Long-Range Planning.

**FINANCIAL IMPACT:**

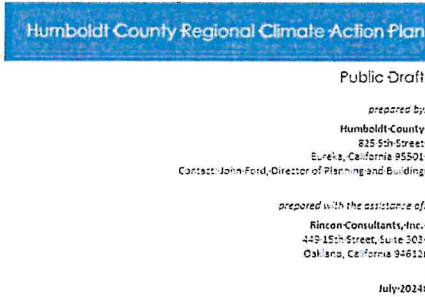
Implementation of the RCAP will require staff time to implement. Depending on where the Regional Manager is located there may be budget implications but this is not yet a decision point and it is not possible to project potential costs.

**OTHER AGENCY INVOLVEMENT:**

As stated above, the preparation of the Humboldt RCAP has been a collaborative effort that has involved:

## Attachment 2

# Frequently Asked Questions – Regional Climate Action Plan






### What is the Humboldt Regional Climate Action Plan (RCAP)?

The RCAP is a long-range planning document that guides the Humboldt region towards long-term greenhouse gas (GHG) emission reduction in accordance with the State’s goal to reduce GHG emissions by 40 percent below 1990 levels by 2030 and achieve carbon neutrality by 2045.

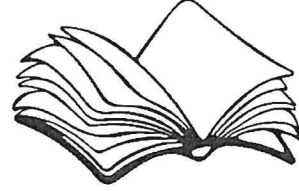
The RCAP creates a Regional Climate Committee to maximize regional efficiencies, overcome challenges facing rural areas, attract funding, build a green economy, mitigate emissions, and increase resilience. By prioritizing collaborative efforts and tailored strategies, the RCAP aims to address the unique needs of the rural communities in the region while advancing comprehensive GHG reduction and economic development goals.

### What does the RCAP do?

-  Provides a plan for the County, cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, Humboldt County Association of Governments, Redwood Coast Energy Authority, Humboldt Transit Authority and Humboldt Waste Management Authority to work collaboratively to more efficiently achieve greenhouse gas reductions.
-  Creates a Qualified CAP for the entire county by identifying strategies, measures, actions, and tracking mechanisms to provide a foundation for sustainable development and resilient infrastructure in the region.
-  Allows county and cities to use the RCAP to satisfy GHG analyses to streamline future California Environmental Quality Act (CEQA) assessments of projects and plans.

## What is in the RCAP?

The RCAP has been structured to allow the reader to understand the purpose and objective of the RCAP, to provide sufficient information to educate the reader on the issues being addressed, to give a summary of Humboldt County’s context and to identify what will be done to address GHG emissions. It is broken down into the following sections:

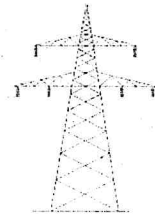


- ✓ Chapter 1: The introduction provides the Vision, and purpose of the RCAP with background on the unique context of Humboldt County and describes the process for development of the RCAP.
- ✓ Chapter 2: Describes the Scientific and Policy context for Climate Change.
- ✓ Chapter 3: Identifies GHG emissions inventory, forecast, and emission targets.
- ✓ Chapter 4: Outlines the GHG emission reduction strategy, measures, and actions.
- ✓ Chapter 5: The RCAP finishes with tracking, monitoring, and reporting and the Implementation plan.

## What are the GHG Reduction Strategies?

The RCAP has a series of basic implementation strategies to accomplish GHG reduction objectives:

1. Development of a Regional Climate Committee, supported by a Program Manager to track, report and achieve regional goals.
2. Increase use of carbon-free electricity. Working with RCEA and PG&E.
3. Decarbonization of existing buildings. This includes a reduction of natural gas, propane, and diesel consumption in existing structures and decarbonizing 30% of municipal buildings and facilities by 2030.
4. Decarbonization of new construction. Decarbonize 95% of new building construction by 2027.
5. Modify commute patterns by shifting from driving to walking and biking.
6. Modify commute patterns by shifting from driving to public transit or car-share.



7. Shift land use patterns to reduce Vehicle Miles Traveled (VMT). (e.g Increase mixed-use development in infill priority areas.)
8. Increase zero-emission vehicle usage, including expanding regional electric vehicle charging network and development of hydrogen hubs. Includes goals for off-road engines and to decarbonize 50% of municipal fleets by 2030.
9. Reduce organic waste in the landfill. Establish a local waste separation facility and organics management to reduce waste sent to landfills by 75% by 2030.
10. Conserve water and reduce wastewater emissions.
11. Increase carbon sequestration. Including developing a county-wide natural and working lands GHG inventory baseline by 2027 to understand existing and future GHG sequestration.

### What has been the process for Developing the RCAP?



The RCAP has been developed over a period of years and has been an intentionally collaborative and evolutionary process.

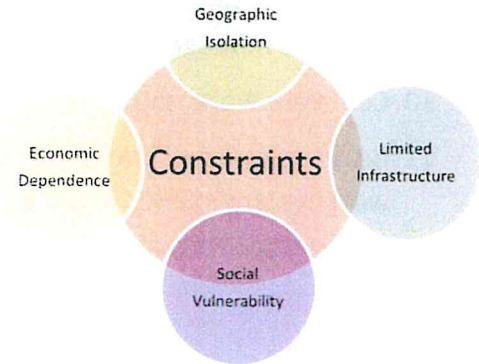
- Jurisdictional Collaboration began in 2019 with support from the Redwood Coast Energy Authority leading to an initial draft produced in 2023.
- This process included numerous community outreach events and campaigns with presentations to each of the Cities, the Board of Supervisors, and other stakeholder groups.
- Unfortunately, the initial draft could not achieve a qualified status, and the process was redirected to hire a consultant to prepare a qualified CAP. Rincon was hired to prepare the qualified CAP.
- Rincon took the following actions:
  - ✦ Established a Baseline GHG emission inventory.
  - ✦ Developed feasible goals and strategies.
  - ✦ Collected feedback through an interactive community survey published on the RCAP website. 160 submissions were received.



- † Identified that the region would have more success obtaining grant funds and achieve GHG reduction goals as a region rather than as individual jurisdictions and proposed the Regional Climate Committee.

### What are the Regional Constraints?

The Humboldt region is largely rural with some significant economic constraints to achieving climate goals.



- 1. Geographic Isolation and Accessibility**  
The rural character of the region presents challenges in terms of increasing cost-effective public transportation, reducing vehicle miles traveled, and developing or upgrading local infrastructure. Implementing projects over a geographically dispersed population can be costly and very complex.
- 2. Limited Infrastructure:** The region lacks local waste management facilities such as recycling, composting, or processing centers, which diminishes local control, hinders compliance with state mandates, and necessitates long-distance transportation of waste outside of the county. Additionally, the existing natural gas and electricity infrastructure presents challenges for developing renewable energy projects and electrification efforts due to transmission and distribution limitations.
- 3. Economic Dependence and Limited Resources:** The region is economically constrained due to low population, and recently diminished industries such as logging and fishing. As well, the local jurisdictions are limited in relation to available staff and resources dedicated to obtaining funding and implementing climate mitigation efforts. Converting infrastructure and transitioning to more sustainable practices can be challenging without adequate staffing, funding support, and incentives.
- 4. Social Vulnerability:** Approximately forty percent (40%) of the population is either at or below the 80<sup>th</sup> percentile of the statewide median income, categorized as low-income and increasing social vulnerability to climate change.

## What are the Regional Opportunities?

The region is rich with natural resources with an environmentally conscious and engaged community, offering several opportunities to overcome the constraints of the region.



1. **Partnerships and Collaboration:** Regional collaboration is necessary in achieving the goals of the RCAP. No single agency is responsible for mitigating GHG emissions, and the participating jurisdictions recognize the need for strong coordination and partnerships. This will enhance the ability to obtain funding for implementing the RCAP.
2. **Green Economic Growth:** Opportunities will arise for new green industries and job creation with transitioning to a low-carbon economy.
3. **Funding opportunities:** There are several funding opportunities for low-income areas, including federal and state funding, incentives, and partnerships to implement climate-related projects.
4. **Abundant Renewable Energy Resources:** The region has potential for renewable energy generation, particularly from wind, solar and biomass sources. Specifically, there is the near-future plans for offshore wind energy generation.
5. **Carbon Sequestration in Natural Ecosystems:** The diverse ecosystems of the region provide valuable opportunities for carbon sequestration. There are significant opportunities to implement sustainable land practices that sequester carbon, protect biodiversity, enhance resilience to climate change, and support local economies.

**Cost to meet the RCAP strategies?**

The strength of the Regional Climate Action Committee approach is to position the region to be more attractive to entities who grant money for Climate Resilience actions. It is envisioned that the Climate Program Manager and supporting staff will be grant funded. There are ordinances and other programs to be developed which may be developed by local staff for the benefit of the region. For local governments there is cost associated with moving fleet vehicles away from carbon fuel sources and retrofitting buildings to be energy efficient and away from gas heating.



It is anticipated this too can be grant funded. Where retrofitting private development is called for, the RCAP provides reduction goals, but leaves room for the Regional Climate Committee to accomplish those goals using grants and other means so as to not impose all the cost on the owners of existing buildings.

**What is the time frame for adoption of the RCAP?**

August 14, 2024	Draft RCAP published for Public Review Period
August 30, 2024	File Notice of Preparation for EIR
September 10, 2024	RCAP Public Meeting, Wharfinger Building, Eureka, 6:00 p.m.,
September 17, 2024	EIR Public Scoping meeting, Agricultural Building Humboldt Hill, 3:30 p.m.
September 20, 2024	Public Review Period ends for the draft RCAP
September 30, 2024	30-day EIR Scoping period ends September 30, 2024
December 2024	Administrative Draft EIR completed
February/March 2025	EIR public review/comment period
May 2025	Final EIR preparation completed
June 2025	Humboldt County Planning Commission hearing
June 2025	Humboldt County Board of Supervisors hearing -- EIR certified and RCAP adopted -

Summer 2025	Cities adopt RCAP
Summer 2025	County, Cities, and JPAs work together to form a Regional Climate Committee
Ongoing	Regional Climate Committee works to secure funding, implement the RCAP, and monitor progress

**What about the GHG Reduction efforts already being pursued?**



The County, cities, Humboldt County Association of Governments, Redwood Coast Energy Authority, Humboldt Transit Authority and Humboldt Waste Management Authority have all been involved in implementing projects and programs to reduce Greenhouse Gas Emissions. Many of these are incorporated into the RCAP. The RCAP is not envisioning starting over but rather to build upon the good work that has been started in the region.

The concept is to strengthen and enhance the ongoing work, and where necessary to develop new initiatives to achieve the climate reduction goals.

**Current Regional GHG Reduction Efforts**

- North Coast Resource Partnership (NCRP)  
Has focused on ensuring clean and reliable drinking water supplies, watershed health, energy independence, climate adaptation and economic vitality – especially in economically disadvantaged communities.
- Redwood Coast Energy Authority (RCEA)  
The purpose of RCEA is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region for the benefit of the Member agencies and their constituents.
- Redwood Community Action Agency (RCAA)  
Provides the following services: affordable housing, assistance with energy bills or purchase of heating fuel, energy efficiency services, home repairs, natural

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resources enhancement and mitigation, services for the houseless members, youth services, and community gardens.

- Humboldt County Association of Governments (HCAOG)

A Joint Powers Agency comprised of the seven incorporated cities and the County of Humboldt. It is the designated Regional Transportation Planning Agency (RTPA), as well as the Service Authority for Freeway Emergencies (SAFE). HCAOG is largely responsible for programming State highway, local street and road improvements, public transportation resources, and the roadside call box program. HCAOG also bears responsibility for preparing and implementing the Regional Transportation Plan (RTP).

- Humboldt Transit Authority (HTA)

A joint powers authority between Humboldt County and the cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad. HTA provides riders with affordable fixed route and dial-a-ride transportation options that allow access throughout Humboldt County.

- Humboldt Waste Management Authority (HWMA)

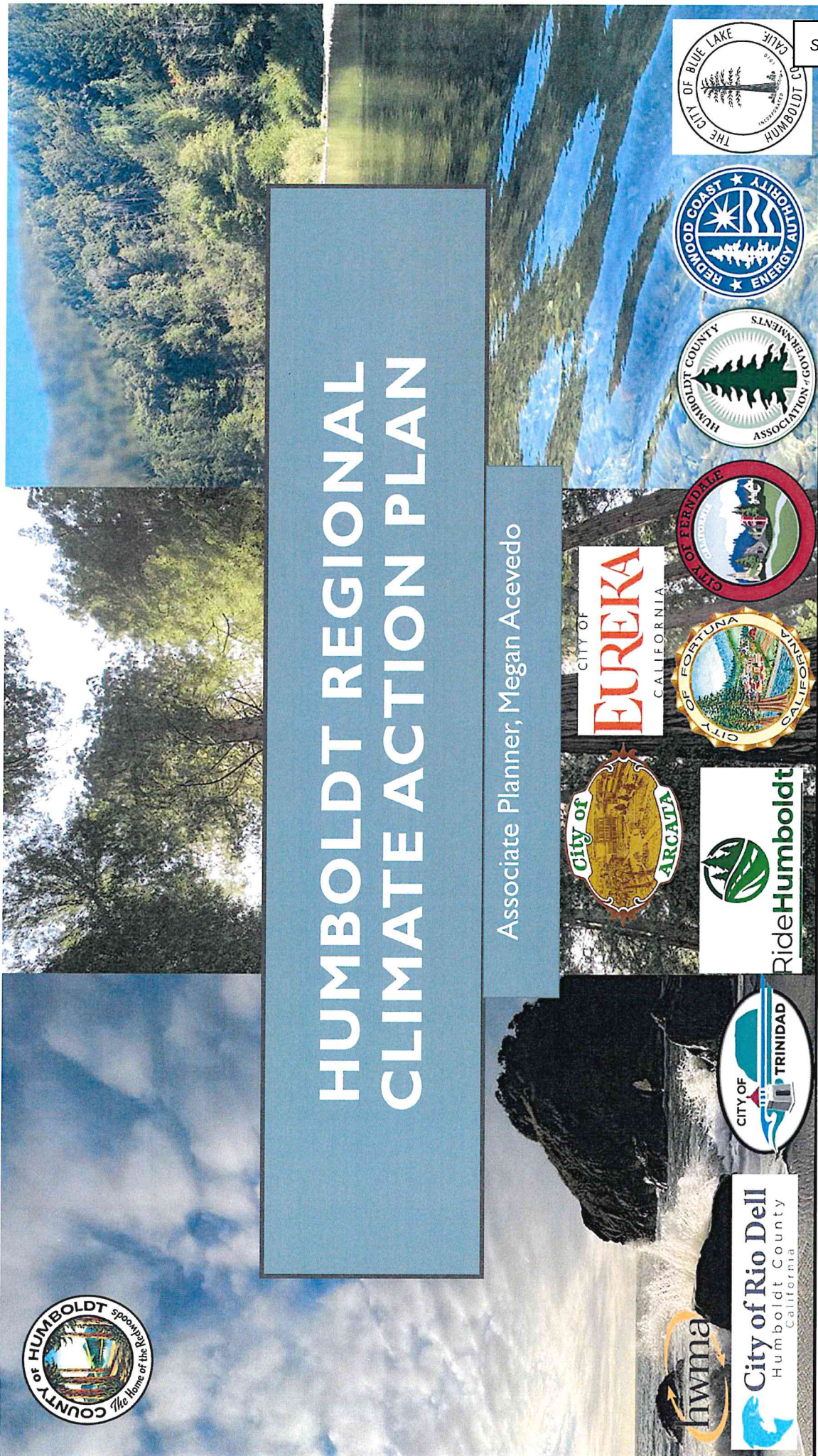
HWMA was established by a Joint Powers Agreement comprised of the County of Humboldt and the Cities of Arcata, Blue Lake, Eureka, Ferndale and Rio Dell in 1999. The Authority receives municipal solid waste (garbage) and curbside recycled materials delivered by franchise haulers, and is a One-Stop Drop off for the general public for self-hauled municipal solid waste, recycling services and other material diversion programs and services.

- California Community Power (CC Power)

CC Power allows its member CCAs to combine their buying power to procure new, cost-effective clean energy and reliability resources to continue advancing local and state climate goals. CC Power members represent over 2.7 million customers across 112 municipalities spanning from Humboldt County to Santa Barbara County.

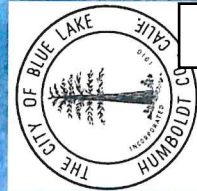
- Redwood Region Economic Development Commission (RREDC)

Dedicated to expanding economic opportunity in Humboldt County. Creates opportunity and support the growth of local businesses. Leads projects of regional significance, make loans, and offer business consulting through partner, the North Coast Small Business Development Center.



# HUMBOLDT REGIONAL CLIMATE ACTION PLAN

Associate Planner, Megan Acevedo

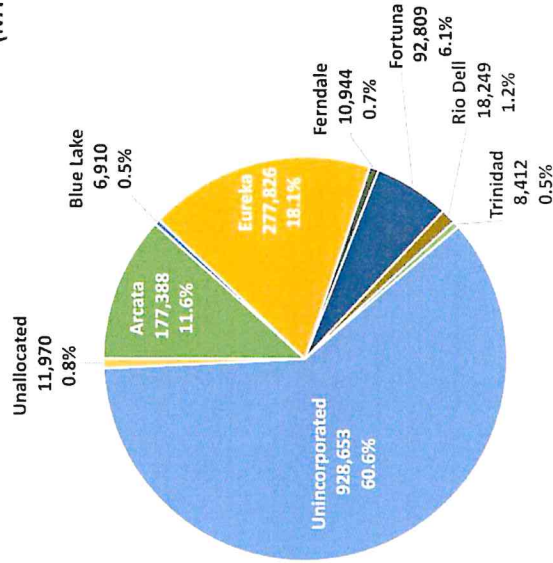


Section N, Item 1.

# HISTORY OF CAP

- Working group created 2019.
- Public draft released 2022.
- GHG reductions by jurisdiction.
- Not a Qualified CAP.

2015 County-Wide Emissions  
by Jurisdiction  
(MT CO2e)



## REFOCUS

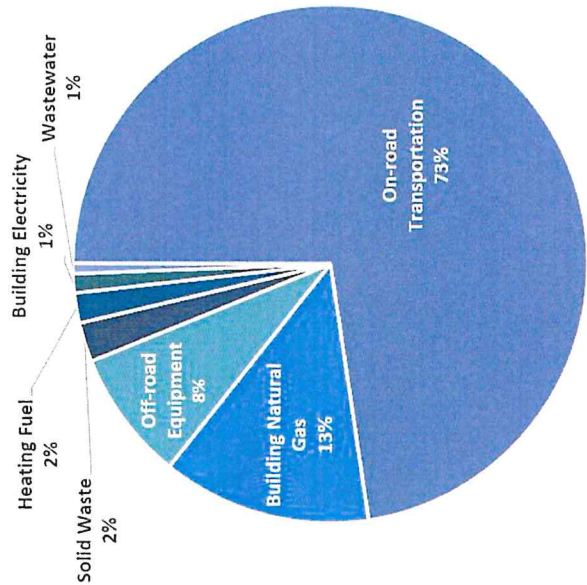
- Qualified CAP with Achievable measures
- Modified EIR Contract to include Redrafting of the CAP.
- October 2023.
- Completion Date June of 2024.



# REDRAFTING OF CAP

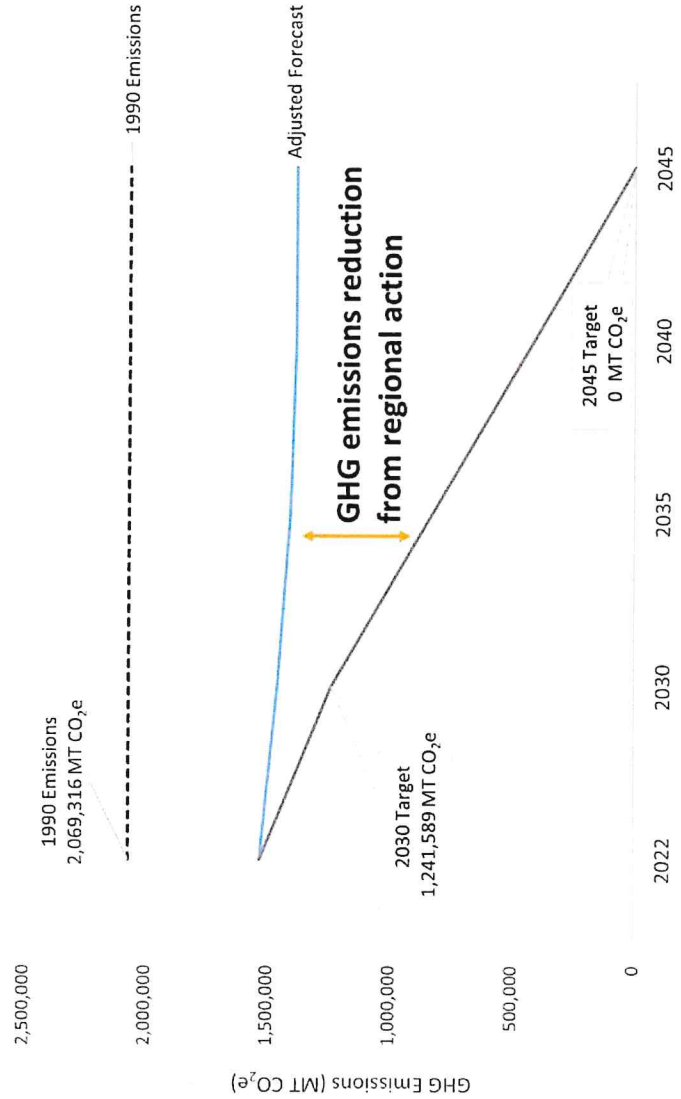
- 2022 GHG emissions inventory.
- Measures and Actions refined through interviews.
- Achievable Goals
- Identifies urban vs rural needs.
- Regional Climate Committee.

ES-1 Humboldt GHG Emissions for 2022





# Humboldt RCAP GHG Targets

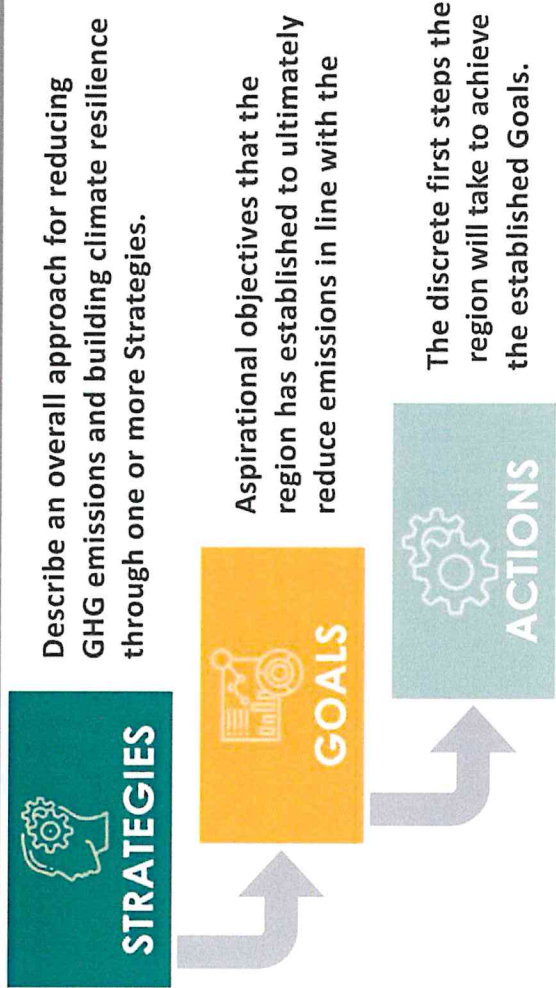


- 2030 target set in comparison to 1990 levels
- 1990 emissions estimated using State-level emissions change metric and accounting for regional changes such as carbon-free electricity from RCEA
- Emissions to be reduced by 2030 by regional action = 218,088 MT CO<sub>2</sub>e

9/10/2024

13

# Structure of RCAP Strategies



Describe an overall approach for reducing GHG emissions and building climate resilience through one or more Strategies.

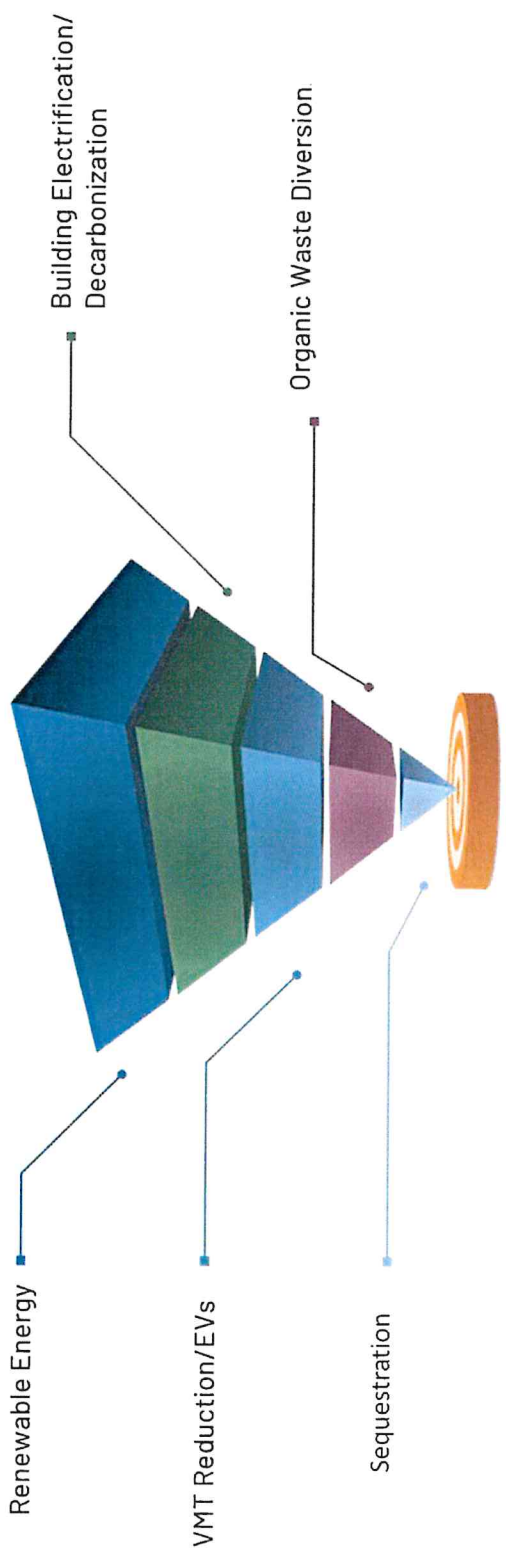
Aspirational objectives that the region has established to ultimately reduce emissions in line with the

The discrete first steps the region will take to achieve the established Goals.

Focus on key pillars, such as:

- Equity
- Structural change
- Feasibility
- Partnership
- Funding
- Engagement

**rincon**  
**Key Strategy Areas**



*\*Target approaches to account for different characteristics of rural vs municipal areas of County*

## **REGIONAL CLIMATE COMMITTEE**

- Highest priority measure.
- Creation of a Program Manager.
- Could be a new or existing JPA.
- Leverages funding eligibility and existing local projects.

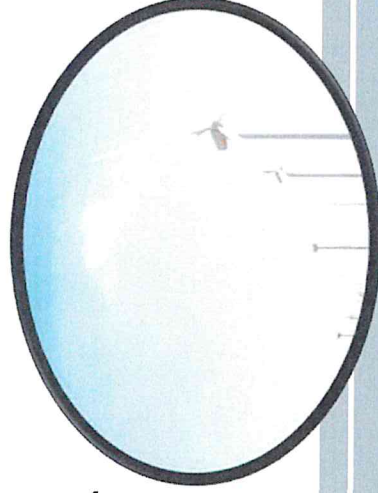


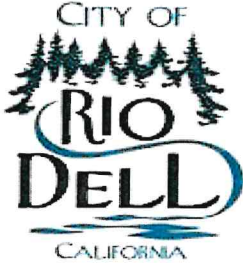
## STATUS

- RCAP in Public Review                      September 20, 2024
- NOP Comment Period                        September 30, 2024
- Public Meeting Tonight
- EIR Preparation Underway                  Spring 2025
- Adoption    June 2025

## TODAYS ACTIONS

- Provide comments on the draft RCAP.
- Accept the draft RCAP for the EIR project description.
- Direct staff to develop options for the establishment of a Climate Committee.





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

October 1, 2024

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Discussion on Eel River Trail Non-Infrastructure Art Component

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

In 2021, Governor Gavin Newsom launched Clean California, a \$1.1 billion initiative to revitalize California's streets and public spaces through litter abatement and local beautification projects. The statewide program dedicates nearly a third of the funds towards cities, counties, tribes and transit agencies to clean and enhance local streets and public spaces. Caltrans has awarded some \$296 million in grants. The City received \$2,259,397 in grant funding for the Eel River Trail project, currently under construction.

Part of the grant requirement includes a non-infrastructure component that includes an art installation. The City is under an agreement with Redwood Community Action Agency (RCAA) to develop and implement this portion of the project.

In conjunction with the City and the City's engineer, RCAA has developed the proposal to combine the seating requirement (an infrastructure requirement) with an art wall. Generally the proposal as currently envisioned includes art tiles permanently affixed to the structure that are painted individually by Rio Dell school children. The centerpiece art would be created by a professional local area artist following a community selection process as required through the grant.

Staff will provide an update on this project, seek input and provide answers to questions from the Council regarding the project.

- Attachments: Site schematic
- Original concept
- Revised design
- Revised design with sample conceptual art       ///



**SHEET NOTES**

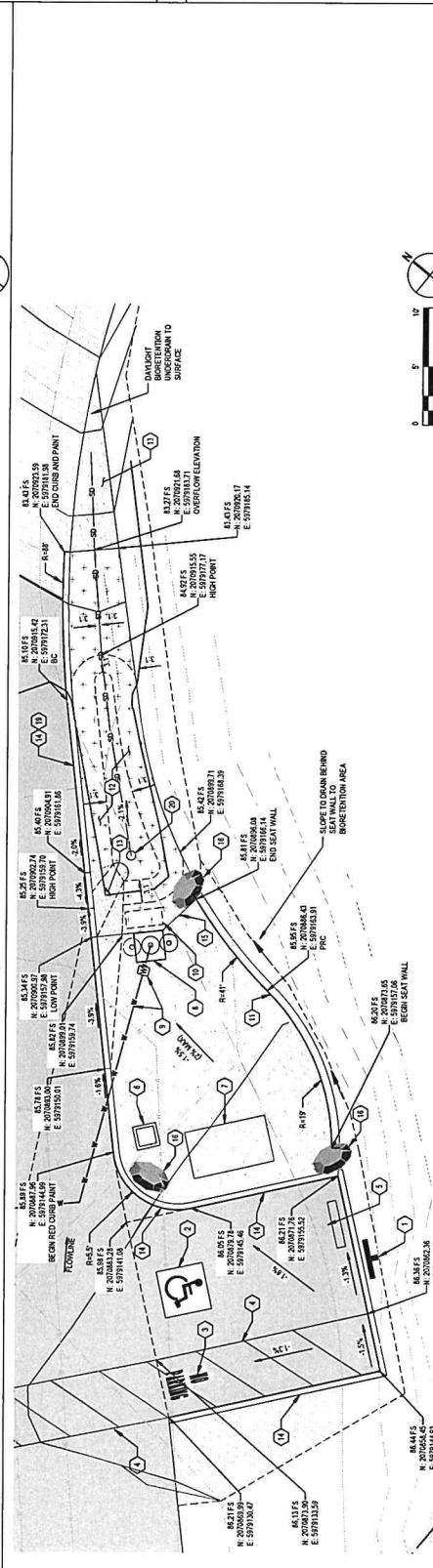
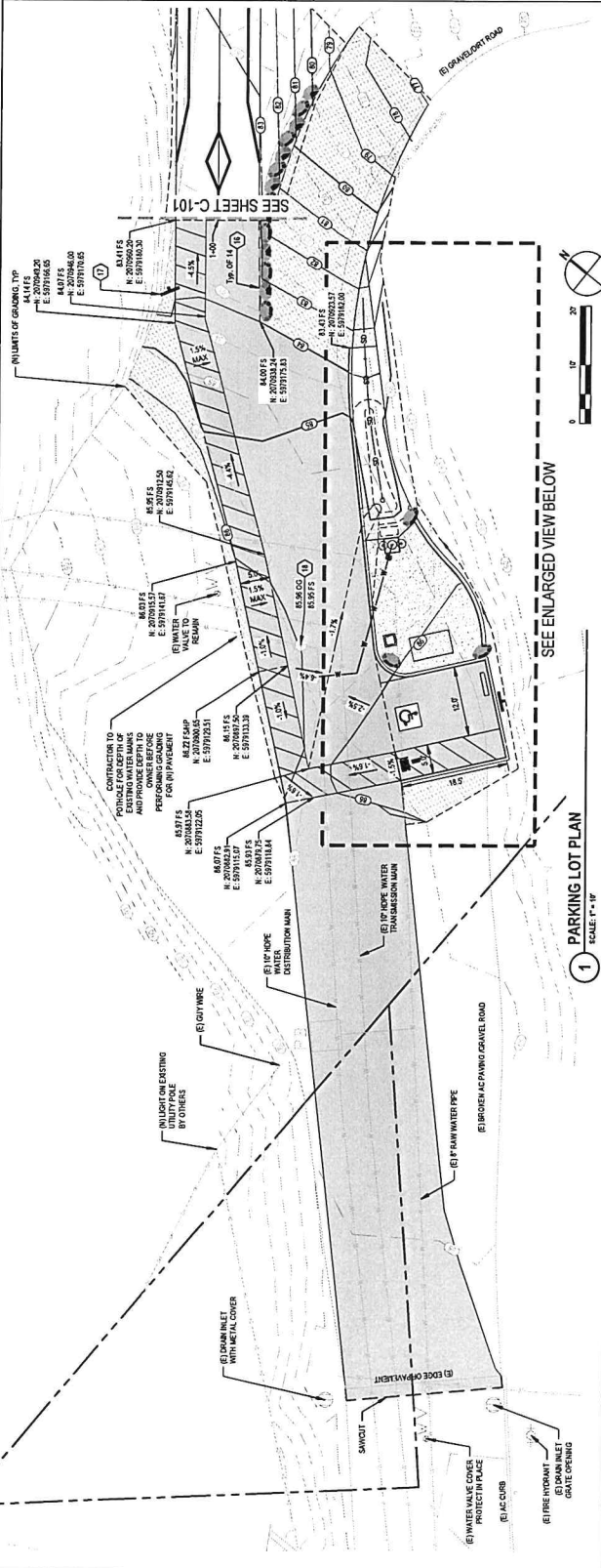
1. ALL LOCATIONS ON THIS PLAN ARE TO BE CONFORMANT WITH THE CITY OF RIO DELLE UTILITY LOCATIONS AT THE COMMENCEMENT OF CONSTRUCTION. PRIOR TO ANY INTERFERING WORK, THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO ANY INTERFERING WORK.
2. CONTRACTOR TO ENSURE POSITIVE DRAINAGE ACROSS THE TRAIL AND ADJACENT AREAS TO PREVENT STAGNATION OF WATER. TO ACHIEVE THIS, THE CONTRACTOR SHALL MAINTAIN A MINIMUM 0.5% GRADE FROM THE TRAIL AND ADJACENT AREAS TO THE PAVEMENT AND ADJACENT TO THE PAVEMENT.
3. ALL UTILITY AND PIPES SHALL BE IN CONFORMANCE WITH THE CITY OF RIO DELLE UTILITY SPECIFICATIONS. THE CONTRACTOR SHALL MAINTAIN A MINIMUM 18" CLEARANCE FROM ALL UTILITIES AND PIPES TO THE TRAIL AND ADJACENT AREAS. THE CONTRACTOR SHALL MAINTAIN A MINIMUM 18" CLEARANCE FROM ALL UTILITIES AND PIPES TO THE TRAIL AND ADJACENT AREAS.
4. LOCATIONS OF EXISTING AND PROPOSED UTILITIES AND PIPES TO BE DETERMINED IN THE FIELD WITH THE APPROVAL OF THE CITY.

**SHEET KEYNOTES**

1. INSTALL IN PHYSICAL EXTERNAL LEGAL BORE FOR CULVERTS STANDARD PLAN AND PAVING SECTION 4 PER DETAIL 4, SHEET C-502.
2. ACCESSIBLE PAVING SYMBOL IN ACCORDANCE WITH CDC SECTION 11935E REQUIREMENTS AND PER CALTRANS STANDARD PLAN A-6.2A.
3. NO PAVING LEGS FOR CULVERTS STANDARD PLAN A-6.2A USE 8" DIA. ACCESSIBLE ASSE WITH 1" RADIUS BORDERS AND 2" WHITE CHALK MARKS AT 3.0' MAX ON CENTER.
5. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
6. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
7. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
8. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
9. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
10. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
11. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
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14. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
15. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
16. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
17. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.
18. ADJUST TO GRADE UTILITY FRAME AND COVER (WATER VALVE) INSTALL (N) CONCRETE COLLAR PER DETAIL 7 C-502.
19. PAINT CORNER, ZOOM PAINT
20. INSTALL IN 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501.

**LEGEND**

- (N) 7" MAX TYPE A OVER P CLASS AB, 5' CLEAR
- (P) 12" MAX TYPE A OVER P CLASS AB, 5' CLEAR
- (S) STABILIZED COMPOSED GRANITE FILL
- (C) 18" DIA. ACCESSIBLE ASSE WITH 1" RADIUS BORDERS AND 2" WHITE CHALK MARKS AT 3.0' MAX ON CENTER
- (E) 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501
- (M) 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501
- (W) 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501
- (V) 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501
- (X) 1" CONCRETE WHEEL STOP PER DETAIL 3, SHEET C-501



**10 THE PARKING LOT PLAN**

CITY OF RIO DELLE  
 PROJECT: EEL RIVER TRAIL

DATE: MARCH 2024  
 DRAWN BY: AS SHOWN  
 CHECKED BY: [Signature]  
 PROJECT NO: 2250202

Scale  
 AS SHOWN  
 MARCH 2024

**GHD INC.**  
 718 Third Street  
 Rio Dell, CA 95548  
 TEL: 707.441.5333 FAX: 707.444.4370

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**CITY OF RIO DELLE**  
 COLLECTION

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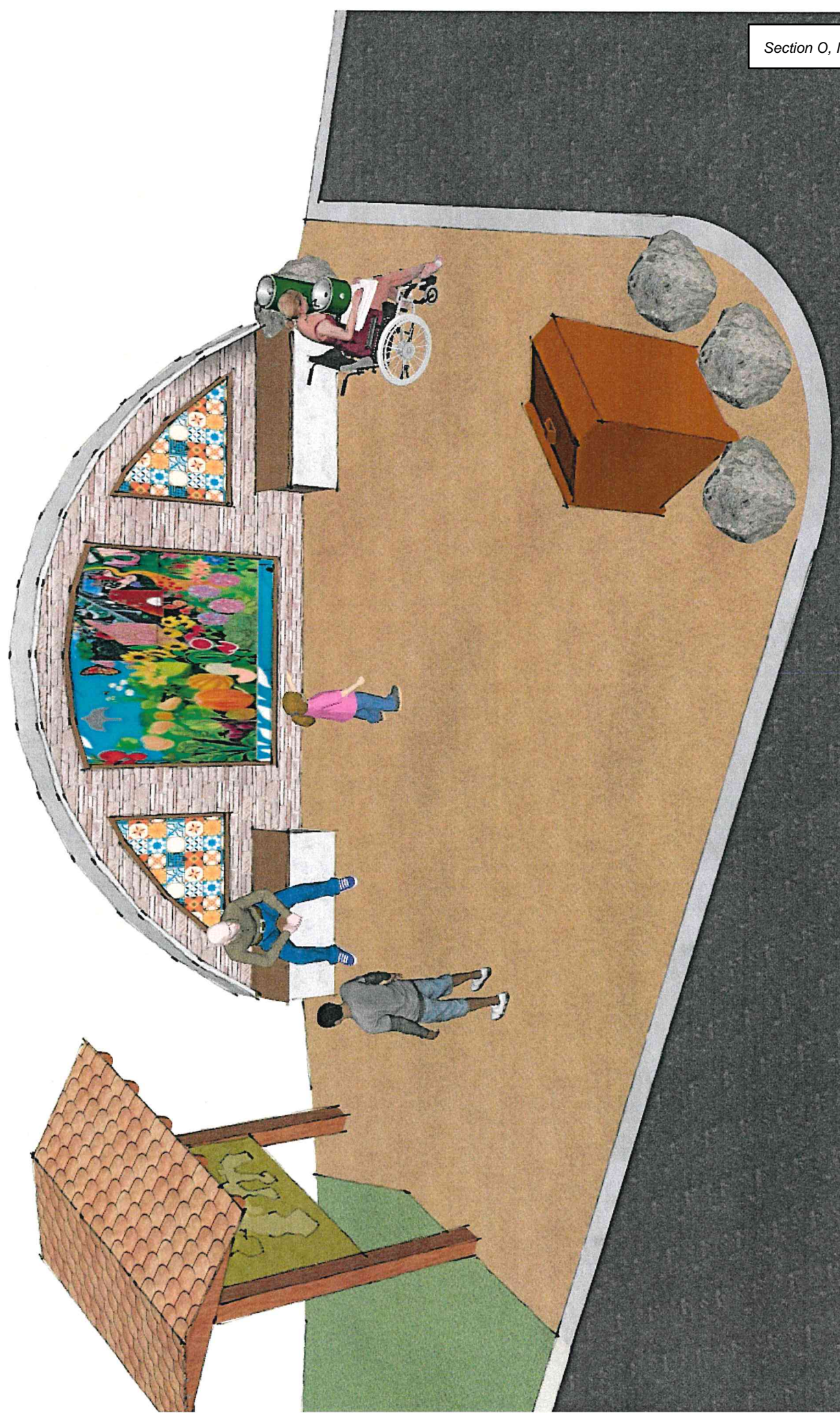
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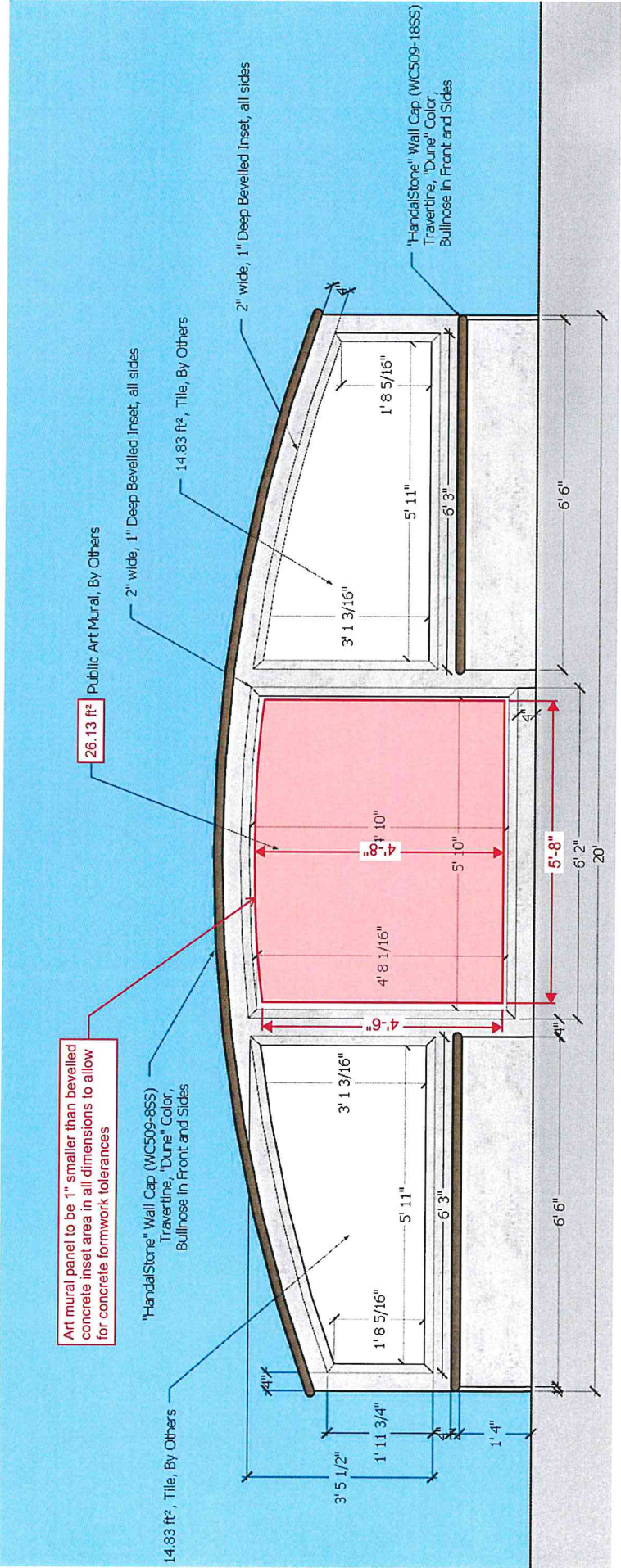
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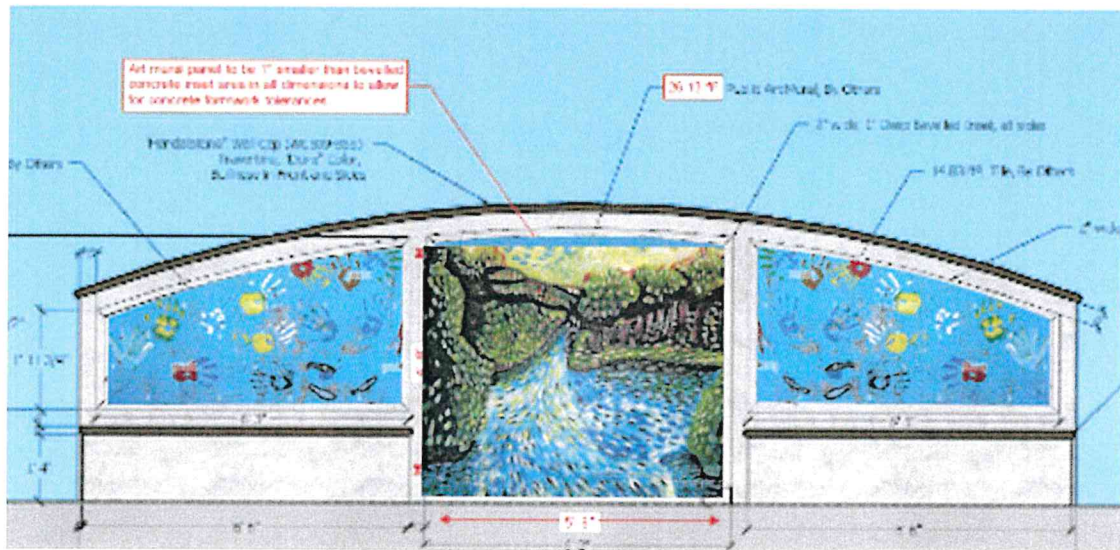
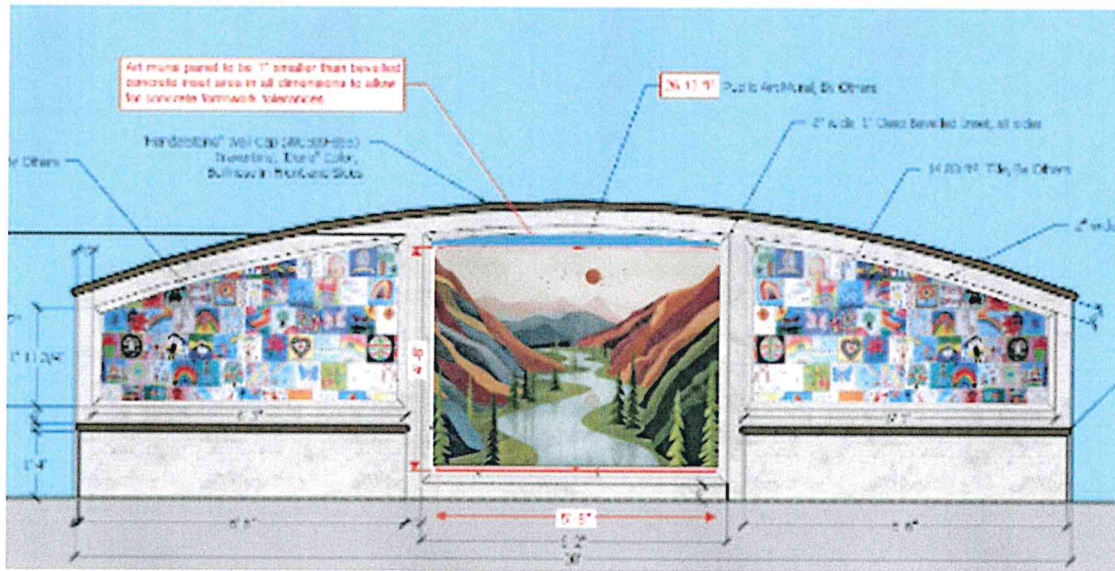
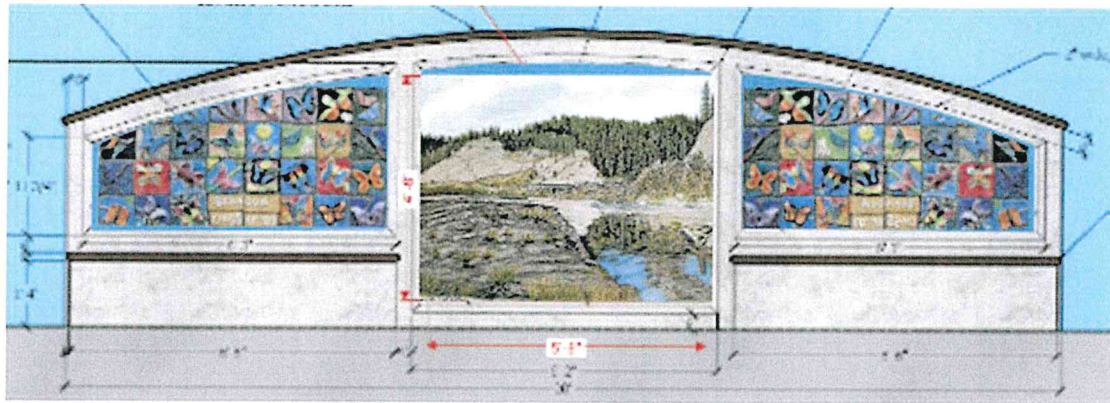
**CITY OF RIO DELLE**  
 COLLECTION



Community Art Installation Concept  
Revisions in red are for the change from a painted mural to a mural/art panel



Conceptual Art Wall & Bench designs (art provided as concept only).





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

October 1, 2024

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Discussion on Potential 2025 Road Slurry Sealing Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

Periodically the cities and County conduct a regional slurry sealing project. The last project took place in 2022 with participation from Rio Dell, Arcata, Cal Poly Humboldt and Fortuna. The City of Arcata is proposing to lead this year’s sealing project. In order to participate in the 2025 project the City will need to submit its proposal by the end of October with the project being put out to bid in February 2025 and expected work to begin on or after July 2025.

A slurry seal is a maintenance treatment that prolongs the life of asphalt at a fraction of the cost of full pavement (structural) repair. The slurry material consists of fine, crushed aggregate (rock), asphalt, and water that cures over a few hours in hot weather. The material has been used in several applications over the years in Rio Dell with generally positive results. These projects also include pavement markings which are also a cost effective addition to these projects and have been utilized to refresh non-project area markings in the past.

Staff would like to discuss three potential applications.

- 1.) Center Street from Wildwood to Ireland (In front of the school facilities) at initial cost estimate of \$45,000. Work may need to include minor patch repairs prior to work.
- 2.) City Hall parking lot (east side) at an initial estimated cost of \$13,000. Work will need to include some minor patch and pothole repair.
- 3.) Wildwood Avenue travel lanes (excludes center divider and parking lanes) at initial estimated cost of \$80,000. Crack sealing work prior to this sealing is recommended with at a cost of an additional \$20,000 to \$30,000.

With direction from the Council staff can return at a later date with a more detailed proposal.

///




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

**For the Meeting of October 1, 2024**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: September 24, 2024

Subject: Second reading and approval of Ordinance No. 407-2024 amending Chapter 13.20 "Water Wells" of the Rio Dell Municipal Code (RDMC) to clarify that the County Department of Environmental Health administers the City's water well-permitting process.

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**Recommendation:**

That the City Council:

1. Allow staff to briefly discuss Ordinance No. 407- 2024 amending Chapter 13.20 "Water Wells" of the Rio Dell Municipal Code (RDMC) to clarify that the County Department of Environmental Health administers the City's water well permitting process; and
2. Open public comment and receive comments from the public; and
3. Close public comment and deliberate; and

4. Approve and adopt Ordinance No. 407-2024 amending Chapter 13.20 “Water Wells” of the Rio Dell Municipal Code (RDMC) to clarify that the County Department of Environmental Health administers the City’s water well-permitting process

**Discussion:**

As was discussed at the Council meeting of September 17, 2024 the City was recently contacted by the Humboldt County Department of Environmental Health (DEH) in response to a well application. Please note it is very rare that the City/County receives an application for a well. DEH has administered the City’s well-permitting process for decades. The City’s current regulations, Chapter 13.20 “Water Wells”, are not clear that the County administers the City’s well-permitting process. The proposed changes clearly identify the County as the permitting jurisdiction.

The changes also include some additional definitions for “Agricultural wells” and the “County”. As indicated at the previous Council meeting there are other recommended changes including the following additional provisions:

- ***Connection to Public Water Supply Required. Connection to the public water supply shall be required if the property is within 300 feet of an existing public water main.***
- ***Agricultural Wells. Wells used exclusively for agricultural or irrigation purposes may be allowed subject to the provisions of this chapter.***
- ***Setback. No well, except for monitoring wells or cathodic protection wells, shall be constructed within fifty feet from the property line of the property owner to whom a permit is issued for construction of the well, or within a five-hundred-foot radial distance from any existing well.***

As the Council may remember staff was going to reach out to the County regarding the recommended setback requirements. The recommended setbacks are from Santa Cruz County. The City’s Water Superintendent reports that the recommended 50-foot setback from property lines is consistent with the State requirement. The County does not currently have

setback requirements from property lines, but they do plan to amend their regulations to establish minimum setbacks. The one issue the County did raise was in the case where sewer service is not available. They indicated that placing a well within 90 feet of a property line may eliminate the potential development of a vacant parcel that is dependent on an On-Site Wastewater Treat System (OWTS), a septic system on smaller parcels.

There are three areas within the City that rely on OWTS's or septic systems, the Dinsmore Plateau, the former Eel River Sawmill site and those parcels west of Wally and Sandra Close's property on Belleview Avenue. Public water is available to every parcel in the City.

Based on existing State regulations and those areas dependent upon OWTS's staff recommends the following:

- ❖ A 50-foot setback on those parcels provided public sewer service; and
- ❖ A 100-foot setback on those parcels that are dependent on OWTS's or adjacent to parcels that are dependent on OWTS's; and
- ❖ A 500-foot radial distance from any existing well.

The Council also has the option of prohibiting new wells on all parcels within 300 feet of an existing public water main.

**● Connection to Public Water Supply Prohibited. No pipe or other connection shall be made or permitted between water well sources and the public water supply provided by the city water department to assure that the use of well water shall remain independent from any other water supply. Any property with a water well, except monitoring wells or cathodic protection wells, which is also served from the city water system shall install an appropriate backflow prevention device in accordance with the chapter.**

**● Sale or Export. No person shall be permitted to sell, transport or export water from the overlying property to which the permit was issued for water well construction to assure that the use of well water shall only reasonably benefit the overlying land.**



Again, staff has shared the recommended changes with the County Department of Environmental Health and with the City Water and Wastewater Superintendents. Neither the County nor the City Water and Wastewater Superintendents have expressed any concerns with the recommended text amendments.

Based on Council's decision, staff will amend the draft Ordinance accordingly.

**CEQA:**

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), in that there is no evidence that the proposed changes will have a significant adverse effect to the environment.

**ATTACHMENT 1:** Ordinance No. 407-2024 amending Chapter 13.20 "Water Wells" of the Rio Dell Municipal Code (RDMC) to clarify that the County Department of Environmental Health administers the City's water well permitting process.

**ORDINANCE NO. 407-2024**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING CHAPTER 13.20 “WATER WELLS” OF THE RIO DELL MUNICIPAL CODE (RDMC) TO CLARIFY THAT THE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH ADMINISTERS THE CITY’S WATER WELL PERMITTING PROCESS.**

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

**WHEREAS** the City has relied upon the Humboldt County Department of Environmental Health to administer the City’s Water Well permitting regulations for decades; and

**WHEREAS** the Humboldt County Department of Environmental Health recently contacted the City in response to a well application; and

**WHEREAS** the Humboldt County Department of Environmental Health reviewed the City’s well regulations and suggested they be amended to clearly reflect that the County is responsible for administering the City’s Water Well permitting regulations; and

**WHEREAS** the proposed changes identify the County as the permitting jurisdiction; and

**WHEREAS** other changes include establishing definitions for “Agricultural wells” and “County” in addition to new provisions regarding agricultural wells, setbacks, backflow prevention devices and the sale and export of water; and

**WHEREAS** the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project that has the potential to cause a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3). No further environmental review is necessary.

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

**Section 1.**

Chapter 13.20 of the Rio Dell Municipal Code is hereby amended as follows:

## Chapter 13.20 WATER WELLS

Sections:

13.20.010 Intent of chapter.

13.20.020 Definitions and interpretations.

13.20.030 Permit applications.

13.20.040 Application procedure.

13.20.050 Filing fees.

13.20.060 Permit conditions.

13.20.070 Permit – Denial.

13.20.080 Permit – Expiration.

13.20.090 Permit – Suspension and revocation.

13.20.100 Well standards.

13.20.110 Variances.

13.20.120 Special ground water protection.

13.20.130 Inspections generally.

13.20.140 Initial inspection.

13.20.150 Inspection of well seal.

13.20.160 Final inspection.

13.20.170 Waiver of inspections.

13.20.180 Completion reports.

13.20.190 Appeals.

13.20.200 Right of entry and inspection.

13.20.210 Abatement of abandoned wells.

13.20.220 Violation a misdemeanor.

13.20.230 Civil enforcement – Notice of violation.

13.20.240 Civil enforcement – Nuisance.

13.20.250 Remedies cumulative.

13.20.260 Reports to regional board.

**13.20.010 Intent of chapter.**

It is the purpose of this chapter to protect the health, safety, and general welfare of the people of the State of California by ensuring that the ground waters of this State will not be polluted or contaminated. To this end, minimum requirements are contained in this chapter for construction, reconstruction, repair, and destruction of water wells, cathodic protection wells, and monitoring wells. [Ord. 208 § 1.01, 1991.]

**13.20.020 Definitions and interpretations.**

(1) As Defined in Other Documents. Except as otherwise required by the context of this chapter, the terms used in this chapter shall have the same meaning as in Chapter 10 of Division 7 of the California Water Code and the Department of Water

Resources Bulletin 74-81 and subsequent supplements or revisions.

**“Agricultural wells” means water wells used to supply water for irrigation or other agricultural purposes, including so-called “stock wells.”**

“City Council” shall mean the City Council of the City of Rio Dell.

**“County” shall mean the Humboldt County Department of Health and Human Services Public Health Branch**

“Enforcement officer” shall mean the City Manager, who is designated by the City Council to administer and enforce this chapter. The City Manager may delegate any of the powers and duties to any other officer or employee of the City, or may recommend to the City Council that such powers and duties be performed under contract with any qualified person or public or private agency for any or all of the responsibilities and duties imposed by this chapter.

“Person” shall mean any person, firm, corporation or governmental agency, to the extent authorized by law.

Well or Water Well. The California Water Code, Section [13710](#), defines well or water well to mean “any artificial excavation constructed by any method for the purpose of extracting water from or injecting water into, the underground.” The State Water Resources Control Board does not intend that potholes, drainage trenches or canals, waste water ponds, shallow root zone piezometers, stock ponds, or similar excavations be included within the definition of wells.

(2) Tense or Gender. Words used in the present tense include the future as well as the present. Words used in the masculine gender include the feminine and neuter. The singular number includes the plural, and the plural the singular.

(3) Section headings, when contained in this chapter, shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any section. [Ord. 208 § 1.02, 1991.]

### **13.20.030 Permit applications.**

(1) When Permit Is Required. No person shall dig, bore, drill, deepen, modify, repair, or destroy a water well, cathodic protection well, observation well, monitoring well or any other excavation that may intersect ground water without first applying for and receiving a permit as provided in this chapter, unless exempted by law.

(2) Penalty for Failure to Obtain Permit. Any person who shall commence any work for which a permit is required by this chapter without having obtained a permit shall be required, if subsequently granted a permit for this work, to pay double the standard permit fee.

(3) Emergency Work. The above provisions shall not apply to emergency work required on short notice to maintain drinking water or agricultural supply systems. In such cases, the person responsible for the emergency work shall:

(a) Urgency. Satisfy the ~~enforcement officer~~ **County** that such work was urgently necessary.

(b) Conformance with Standards. Demonstrate that all work performed was in conformance with the technical standards as designated in RDMC [13.20.100](#). [Ord. 208 § 2.01, 1991.]

### **13.20.040 Application procedure.**

Applications for permits shall be made to the ~~enforcement officer~~ **County** on forms approved by the agency and shall contain all such information the ~~enforcement officer~~ **County** requires to accomplish the purposes of this chapter.

The application shall be accompanied by the required filing fee. If the ~~enforcement officer~~ **County** finds the application contains all necessary information, it shall issue to the applicant a comprehensive permit containing such conditions as are necessary to fulfill the purposes of this chapter. [Ord. 208 § 2.02, 1991.]

**13.20.050 Filing fees.**

Filing fees ~~may be set by the City Council~~ are established by the Board of Supervisors from time to time by resolution. [Ord. 208 § 2.03, 1991.]

**13.20.060 Permit conditions.**

(1) Limitations. When the ~~enforcement officer~~ County issues a permit pursuant to this chapter, ~~he or she may~~ the County condition the permit in any manner necessary to carry out the purposes of this chapter. Conditions may include, but are not limited to such quantity and quality testing methods as the ~~enforcement officer~~ County finds necessary.

(2) Performance Bond. The ~~enforcement officer~~ County may require a performance bond as a condition to the permit.

(3) Persons Permitted to Work on Wells. All construction, reconstruction, or destruction work on wells shall be performed by a person who possesses an active C-57 contractor's license in accordance with the provisions of the California Business and Professions Code Section 7000 et seq. and Water Code Section 13750.5.

(4) Proper Disposal of Drilling Fluids. The permit shall contain a clause requiring the safe and appropriate handling and disposal of drilling fluids and other drilling materials used in connection with the permitted work.

(5) Abandoned Wells. As a condition of a construction or reconstruction permit, any abandoned wells on the property shall be destroyed in accordance with standards provided in this chapter.

(6) Posting of Permit. It shall be the responsibility of the permittee to maintain a copy of ~~this~~ the permit on the drilling site during stages of construction or destruction. [Ord. 208 § 2.04, 1991.]

**13.20.070 Permit – Denial.**

The ~~enforcement officer~~ County shall deny an application for a permit if, in his or her judgment, issuance of a permit is not in the public interest. [Ord. 208 § 2.05, 1991.]

**13.20.080 Permit – Expiration.**

The permittee shall complete the work authorized by the permit within the time and before the date set out in the permit. If there have been exceptional circumstances, the ~~enforcement officer~~ County may grant the applicant an extension. Upon the expiration of the permit, no further work shall be done unless and until the applicant has received an extension or a new permit. [Ord. 208 § 2.06, 1991.]

### 13.20.090 Permit – Suspension and revocation.

(1) Circumstances for Such Action. The **enforcement officer County** may suspend or revoke any permit issued pursuant to this chapter, whenever he or she finds that the permittee has violated any of the provisions of this chapter, or has misrepresented any material fact in his application, or any supporting documents, for such a permit. Prior to ordering any such suspension or revocation, the **enforcement officer County** shall give the permittee an opportunity for a hearing thereon, after reasonable notice. The hearing shall be before the enforcement officer or his or her designated representative. An appeal may be made as set forth below.

(2) Consequences. No person whose permit has been suspended or revoked shall continue to perform the work for which the permit was granted until, in the case of suspension, such permit has been reinstated by the enforcement officer.

(3) Ordered Additional Work. Upon suspending or revoking any permit, the **enforcement officer County** may order the permittee to perform any work reasonably necessary to protect the underground waters from pollution or contamination, if any work already done by the permittee has left a well in such condition as to constitute a hazard to the quality of the underground waters. No permittee or person who has held any permit issued pursuant to this chapter shall fail to comply with any such order. [Ord. 208 § 2.07, 1991.]

### 13.20.100 Well standards.

Except as otherwise specified, the standards for the construction, repair, reconstruction, or destruction of wells shall be as set forth in:

(1) Department of Water Resources Bulletin 74-81. The California Department of Water Resources Bulletin 74-81, Water Well Standards, State of California, except as modified by subsequent revisions.

(2) All Subsequent Supplements and Revisions. All subsequent Bulletin 74-81 supplements or revisions issued by the Department of Water Resources, once the revised standards have been reviewed at an appropriate public hearing. [Ord. 208 § 3, 1991.]

**(3) Connection to Public Water Supply Required. Connection to the public water supply shall be required if the property is within 300 feet of an existing public water main.**

**(4) Agricultural Wells. Wells used exclusively for agricultural or irrigation purposes may be allowed subject to the provisions of this chapter.**

**(5) Setback. No well, except for monitoring wells or cathodic protection wells, shall be constructed within fifty feet from the property line of the property owner to whom a permit**

is issued for construction of the well, or within a five-hundred-foot radial distance from any existing well.

**(6) Connection to Public Water Supply Prohibited.** No pipe or other connection shall be made or permitted between water well sources and the public water supply provided by the city water department to assure that the use of well water shall remain independent from any other water supply. Any property with a water well, except monitoring wells or cathodic protection wells, which is also served from the city water system shall install an appropriate backflow prevention device in accordance with the chapter.

**(7) Sale or Export.** No person shall be permitted to sell, transport or export water from the overlying property to which the permit was issued for water well construction to assure that the use of well water shall only reasonably benefit the overlying land.

#### **13.20.110 Variances.**

The ~~enforcement officer~~ **County** shall have the power under the following specified conditions to grant a variance from any provision of the standard referenced above and to prescribe alternative requirements in their place.

(1) Special Circumstances. There must be, in a specific case, a special circumstance where practical difficulties or unnecessary hardship would result from the strict interpretation and enforcement of any standard.

(2) Intent of Chapter Not Compromised. The granting of such a variance is consistent with the purpose of this chapter. [Ord. 208 § 4, 1991.]

#### **13.20.120 Special ground water protection.**

The ~~enforcement officer~~ **County** may designate areas where ground water quality problems are known to exist and where a well will penetrate more than one aquifer. The ~~enforcement officer~~ **County** may require in these designated areas special well seal(s) to prevent mixing of water from several aquifers. Where an applicant proposes well construction, reconstruction, or destruction work in such an area, the ~~enforcement officer~~ **County** may require the applicant to provide a report prepared by a registered geologist or registered civil engineer (California Business and Professions Code Sections [7850](#) and [6762](#) respectively) that identifies all strata containing poor-quality water and recommends the location and specifications of the seal or seals needed to prevent the entrance of poor-quality water or its migration into other aquifers. [Ord. 208 § 5, 1991.]

#### **13.20.130 Inspections generally.**

The ~~enforcement officer~~ **County** shall make an inspection of the annular seal construction work. It may make an initial inspection of each proposed drilling site, an inspection at the completion



of the work, and inspections at such other times as it deems appropriate. [Ord. 208 § 6.01, 1991.]

**13.20.140 Initial inspection.**

Upon receipt of an application, the ~~enforcement officer~~ **County** may make an inspection of the drilling site prior to the issuance of a well permit. The purpose of this inspection is to determine whether there are any site conditions such that the ~~enforcement officer~~ **County** shall do the following:

- (1) Relocation of Drilling Site. Require relocation of the drilling site should the location shown on the permit application be too close to potential sources of pollution.
- (2) Additional Conditions. Set additional conditions if needed to remedy any previously unknown ground water quality protection problems. [Ord. 208 § 6.02, 1991.]

**13.20.150 Inspection of well seal.**

The ~~enforcement officer~~ **County** shall inspect the annular space grout depth prior to the sealing.

- (1) Required Notice. The ~~enforcement officer~~ **County** shall be notified by the well driller a minimum of 24 hours prior to sealing the annular space. Drillers who anticipate completing a well in less than one day shall notify the enforcement officer 24 hours prior to commencement of drilling and provide the anticipated time to commence the sealing of the annular space.
- (2) Should ~~enforcement officer~~ **County** Fail to Be Present. If the enforcement officer wishes to allow a seal to be tremied or placed without inspection, the driller shall seal the well in accordance with the standards of this chapter, and any permit conditions. No seal shall be tremied or placed until permission to proceed is given. [Ord. 208 § 6.03, 1991.]

**13.20.160 Final inspection.**

If requested by the ~~enforcement officer~~ **County**, the driller shall notify the ~~enforcement officer~~ **County** within seven days of the completion of their work at each drilling site. The ~~enforcement officer~~ **County** may make a final inspection after completion of the work to determine whether the well was completed in accordance with this chapter. [Ord. 208 § 6.04, 1991.]

**13.20.170 Waiver of inspections.**

The ~~enforcement officer~~ **County** may waive inspections should any of the following conditions exist:

(1) Well Inspected by Other Agencies. Inspections may be waived where the work will be inspected by the staff of the California Regional Water Quality Control Board or the California Department of Health Services if these designated agencies will inspect and report to the enforcement officer on all drilling features required by the standards.

(2) Monitoring Wells under Specified Conditions. Inspections may be waived for monitoring wells that will penetrate only aquifers containing degraded waters or will penetrate only formations that normally contain no water.

(3) Drilling Sites Known to Have No Threats to Ground Water Quality. Initial inspections may be waived when the drilling site is well known to the ~~enforcement officer~~ County and it is known that no significant threats to ground water quality exist in the area. [Ord. 208 § 6.05, 1991.]

### **13.20.180 Completion reports.**

(1) The driller shall provide the ~~enforcement officer~~ County a completion report within 30 days of the completion of any well construction, reconstruction, or destruction job.

(2) Submittal of State Report of Completion. A copy of the report of completion (Water Well Driller's Report, Department of Water Resources Form 188) required by California Water Code Section [13751](#) shall be submitted by the permittee to the ~~enforcement officer~~ County within 30 days of construction, alteration, or destruction of any well. This report shall document that the work was completed in accordance with the standards and all additional permit conditions. This section shall not be deemed to release any person from the requirement to file said report with the State Department of Water Resources.

(3) Confidentiality of Report. In accordance with California Water Code Section [13752](#), reports shall not be made available for inspection by the public but shall be made available for inspection by governmental agencies for use in making studies. Reports shall be made available to any person who obtains written authorization from the owner of the well.

(4) Other Agencies' Requirements. Nothing in this chapter shall be deemed to excuse any person from compliance with the provisions of California Water Code Sections [13750](#) through [13755](#) relating to notices and reports of completion or any other Federal, State, or local reporting regulations. [Ord. 208 § 7, 1991.]

### **13.20.190 Appeals.**

(1) Right of Hearing. Any person whose application for a permit has been denied, or granted conditionally, or whose permit has been suspended or revoked, or whose variance request has been denied, may appeal to the City Council, in writing, within 10 days after any such denial, conditional granting, suspension, or revocation. Such appeal shall specify the grounds upon which it is taken, and shall be accompanied by a filing fee as set forth by resolution. The City Clerk shall set such appeal for hearing at the earliest practicable time, and shall notify the

appellant and the enforcement officer, in writing, of the time so set at least five days prior to the hearing.

(2) Action by the City Council. After such hearing, the City Council may reverse or affirm, wholly or partly, or may modify the order or determination appealed from. Such action shall be final. [Ord. 208 § 8, 1991.]

**13.20.200 Right of entry and inspection.**

The ~~enforcement officer~~ **County** or representatives of the ~~enforcement officer~~ **City** shall have the right to enter upon any premises at all reasonable times to make inspections and tests for the purpose of such enforcement and administration. If any such premises are occupied, he or she shall first present proper credentials and demand entry. If the same is unoccupied, he or she shall first make a reasonable effort to locate the owner or other person having charge or control of same and demand entry. If such entry is refused, he or she shall have recourse to such remedies as are provided by law to secure entry. [Ord. 208 § 9, 1991.]

**13.20.210 Abatement of abandoned wells.**

All persons owning an abandoned well as defined in the well standards shall destroy it before December 31, 1991, except those excluded by California Health and Safety Code Section [24440](#). [Ord. 208 § 10, 1991.]

**13.20.220 Violation a misdemeanor.**

Any person who violates any of the provisions of this chapter is guilty of a misdemeanor, and upon conviction thereof is punishable by a fine of not more than \$500.00 or by imprisonment for a period of not more than six months, or by both such fine and imprisonment. [Ord. 208 § 11.01, 1991.]

**13.20.230 Civil enforcement – Notice of violation.**

(1) Notice of Violation Recordation. Whenever the ~~enforcement officer~~ **County or City** determines that a well (a) has not been completed in accordance with a well permit or the plans and specifications relating thereto; (b) has been constructed without the required permit; or (c) an abandoned well has not been destroyed in accordance with the standards, the ~~enforcement officer~~ **County or City** may record a notice of violation with the office of the County Recorder. The owner(s) of the property, as revealed by the assessment roll, on which the violation is situated and any other person responsible for the violation shall be notified of the recordation, if their address is available.

If the property owner(s) or authorized agent disagrees with the determination, he or she may submit evidence to the enforcement officer indicating that there is no violation and then shall

have a right to appeal an adverse decision of the ~~enforcement officer~~ **County** to the City Council in accordance with the provisions of subsection (2) of this section.

(2) Appeal – Action by the City Council.

(a) Date of Hearing. Upon receipt of the notice of appeal, the City Council shall within 15 days following the filing of the appeal set a date for public hearing thereon.

(b) Evidence. The evidence before the City Council shall consist of the records in the ~~enforcement officer's~~ **County** files and any other relevant evidence which in the judgment of the City Council should be considered to effectuate and implement the policies of this chapter.

(c) Decision by City Council. The City Council may reverse or affirm, wholly or in part, or modify the decision or the notice of violation and may make such order as should be made. Such action shall be final.

(3) Removal of Violation Notice. The ~~enforcement officer~~ **County or City** shall submit a removal of notice of violation to the County Recorder when (a) it is determined by the enforcement officer or the City Council, after review, that no violation of this chapter exists; or (b) all required and corrective work has been completed and approved by the ~~enforcement officer~~ **County**. [Ord. 208 § 11.02, 1991.]

#### **13.20.240 Civil enforcement – Nuisance.**

Violations of this chapter may also be redressed in the manner hereinafter set forth by civil action. In addition to being subject to prosecution, any person who violates any of the provisions of this chapter may be made the subject of a civil action. Appropriate civil action includes, but is not limited to, injunctive relief and cost recovery. [Ord. 208 § 11.03, 1991.]

#### **13.20.250 Remedies cumulative.**

The remedies available to the City Council to enforce this chapter are in addition to any other remedies available under ordinance or statute, and do not replace or supplant any other remedy but are cumulative thereto. [Ord. 208 § 11.04, 1991.]

#### **13.20.260 Reports to regional board.**

Pursuant to California Water Code Section [13225\(c\)](#), the ~~enforcement officer~~ **County** shall submit a report, not less than annually, to the California Regional Water Quality Control Board(s) having jurisdiction in their area. This report shall contain the following data, unless the regional board determines a lesser amount of information is necessary:

(1) Wells Constructed or Destroyed. The number of wells constructed or destroyed.

(2) Abatement Actions. Descriptions of all well destructions undertaken by the enforcement officer using its regulatory authority under nuisance abatement powers.

(3) Variances Granted. A description of each specific case where variances were granted and the circumstances that made a variance necessary.

(4) Inspection Waivers Granted. A description of each specific case where an inspection was waived and the circumstances that made the waiver necessary. [Ord. 208 § 12, 1991.]

**Section 2. Severability**

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

**Section 3. Limitation of Actions**

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

**Section 4. Effective Date**

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

**I HEREBY CERTIFY** that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on September 17, 2024, and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on October 1, 2024, by the following vote:

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

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

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 407-2024 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on October 1, 2024.

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Karen Dunham, City Clerk, City of Rio Dell




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

**For the Meeting of October 1, 2024**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager 

Date: September 26, 2024

Subject: Vacation Dwelling Unit Regulations – Appeals. Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.



**Recommendation:**

That the City Council:

1. Allow staff to introduce Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC; and
2. Open public comment and receive comments from the public; and
3. Close public comment; and

4. Direct staff to make any changes to the draft ordinance if necessary; and
5. Continue the second reading and adoption of the Ordinance to the October 15, 2024 meeting.

### Discussion

Staff recently discovered what we believe to be an error in the Vacation Dwelling Unit regulations regarding appeals. The codified language, Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) states that appeals may be filed within 30 days following approval. When the Ordinance was crafted, staff intended that the appeal period be 10 days, which is consistent with Section 17.35.060 of the Rio Dell Municipal Code. Copies of both provisions are below.

#### 17.30.360(4) Appeals.

(a) Except as provided in subsection (4)(b) of this section, within **30 days** following the decision of the Director on a vacation dwelling unit permit application, the decision may be appealed to the Planning Commission by the applicant or any property owner located within 100 feet of the vacation dwelling unit property. An appeal shall be filed with the City Clerk and state specifically wherein it is claimed there was an error or abuse of discretion by the Director. Notice of the date, time and place of an appeal to the Planning Commission shall be provided to all property owners located within 100 feet of the vacation dwelling unit property at least 10 days prior to the appeal meeting.

(b) The decision of the Director to deny the annual permit renewal may be appealed to the Planning Commission solely by the applicant. **The appeal must be filed within 10 days of the date of denial.**

#### 17.35.060 Appeals.

(1) The City Manager or any person aggrieved by an action of the Planning Commission may take an appeal to the City Council by filing a notice of appeal with the City Clerk and with the Planning Commission within **10 days** of the action of the Planning Commission.



The City Manager is authorized to submit appeals without any further pre-submittal action by the City Council. The notice of appeal filed with the City Clerk shall be accompanied by a filing fee adopted by resolution of the City Council. No filing fee shall be required for any appeal filed by the City Manager. Upon receipt of the notice of appeal, the Planning Commission shall transmit to the City Council all the papers constituting the record upon which the action appealed from was taken.

Staff is recommending that the Vacation Dwelling Unit regulations appeal period be amended to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

**CEQA:**

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty that there is no possibility that the minor text amendment may have a significant adverse effect to the environment.

**Attachments:**

Attachment 1: Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

Attachment 2: Resolution No. PC 178-2024 recommending that the City Council amend Section 17.30.360(4) of the RDMC be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

**ORDINANCE NO. 409-2024**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING SECTION 17.30.360(4) OF THE RIO DELL MUNICIPAL CADE (RDMC)  
VACATION DWELLING UNIT REGULATIONS APPEAL PERIOD TO BE CONSISTENT  
WITH THE APPEAL PROVISIONS IDENTIFIED IN SECTION 17.35.060 OF THE RDMC.**

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

**WHEREAS** staff recently discovered what is believed to be an error in the Vacation Dwelling Unit regulations regarding appeals; and

**WHEREAS** the codified language, Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) states that appeals may be filed within 30 days following approval; and

**WHEREAS** when the Vacation Dwelling Unit Ordinance was crafted, staff intended that the appeal period be 10 days, which is consistent with the appeal provisions of Section 17.35.060 of the Rio Dell Municipal Code; and

**WHEREAS** the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3). No further environmental review is necessary.

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

**Section 1.**

Section 17.30.360(4) of the Rio Dell Municipal Code is hereby amended as follows:

(4) Appeals.

(a) Except as provided in subsection (4)(b) of this section, within ~~30~~ 10 days following the decision of the Director on a vacation dwelling unit permit application, the decision may be appealed to the Planning Commission by the applicant or any property owner located within 100 feet of the vacation dwelling unit property. An appeal shall be filed with the City Clerk and state specifically wherein it is claimed there was an error or abuse of discretion by the Director. Notice of the date, time and place of an appeal to the Planning Commission shall be provided to all property owners located within 100 feet of the vacation dwelling unit property at least 10 days prior to the appeal meeting.

(b) The decision of the Director to deny the annual permit renewal may be appealed to the Planning Commission solely by the applicant. The appeal must be filed within 10 days of the date of denial.

**Section 2. Severability**

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

**Section 3. Limitation of Actions**

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

**Section 4. Effective Date**

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

**I HEREBY CERTIFY** that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on October 1, 2024, and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on October 15, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 409-2024 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on October 1, 2024.

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Karen Dunham, City Clerk, City of Rio Dell

**RESOLUTION NO. 178-2024**



**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RIO DELL RECOMMENDING THAT THE CITY COUNCIL AMEND THE APPEAL PROVISIONS OF SECTION 17.30.360(4) OF THE RIO DELL MUNICIPAL CODE (RDMC) TO BE CONSISTENT WITH THE APPEAL PROVISIONS IDENTIFIED IN SECTION 17.35.060 OF THE RDMC**

**WHEREAS** staff recently discovered what we believe to be an error in the Vacation Dwelling Unit regulations regarding appeals; and

**WHEREAS** the codified language, Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) states that appeals may be filed within 30 days following approval; and

**WHEREAS** when the Vacation Dwelling Unit Ordinance was crafted, staff intended that the appeal period be 10 days, which is consistent with the appeal provisions of Section 17.35.060 of the Rio Dell Municipal Code; and

**WHEREAS** the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3). No further environmental review is necessary.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Planning Commission of the City of Rio Dell recommends that the City Council amend the appeal provisions in the Vacation Dwelling Unit regulations, Section 17.30.360(4) of the Rio Dell Municipal Code to be consistent with the appeal provisions found in Section 17.35.060 of the Rio Dell Municipal Code

**APPROVED AND ADOPTED** by the Planning Commission of the City of Rio Dell at their meeting of September 24, 2024 by the following vote:

- AYES: Knight, Arsenault, Millington
- NOES: None
- ABSENT: Angeloff, Gurney
- ABSTAIN: None

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Patrick Knight, Acting Chair

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. PC 178-2024 adopted by the Planning Commission of the City of Rio Dell on September 24, 2024.

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Karen Dunham, City Clerk, City of Rio Dell