



**RIO DELL CITY COUNCIL AGENDA**  
**REGULAR MEETING - 6:00 P.M.**  
**TUESDAY, JULY 16, 2024**  
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 meeting 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. PLEDGE OF ALLEGIANCE**

**D. CEREMONIAL MATTERS**

**E. 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.*

**F. 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. 2024/0716.01 - Approve Minutes of the June 18, 2024 Regular Meeting **(ACTION)** - Pg. #4
2. 2024/0716.02 - Authorize the Finance Director to sign and submit the City's Annual Regional Surface Transportation Program (RSTP) Claim to the Humboldt County Association of Governments (HCAOG) **(ACTION)** -Pg. #10
3. 2024/0716.03 - Approve Resolution No. 1610-2024 – Designation of Voting Delegate for League of California Cities Annual Conference **(ACTION)** - Pg. #17
4. 2024/0716.04 - Receive and File Check Register for June **(ACTION)** - Pg. #23
5. 2024/0716.05 - Authorize the City Manager to Execute a Contract for Professional Services with CSG Consulting for SB 1383 Compliance and Franchise Agreement Development in the amount of \$25,530 **(ACTION)** - Pg. #28
6. 2024/0716.06 - Authorize the City Manager to sign RCAC Commitment Letter **(ACTION)** - Pg. #38

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

**H. REPORTS/STAFF COMMUNICATIONS**

1. 2024/0716.07 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #47

**I. SPECIAL PRESENTATIONS/STUDY SESSIONS**

- [1.](#) 2024/0716.08 - Receive Presentation by Wastewater Superintendent Kelly on future proposed amendments to the Sewer Regulations and the creation of the Sewer Lateral Repair/Replacement Program Revolving Loan Fund **(RECEIVE AND FILE)** - Pg. #55

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

- [1.](#) 2024/0716.09 - Public Hearing on the List of Delinquent Sewer Accounts to send to the Auditor-Controller for placement on the tax roll **(DISCUSSION/POSSIBLE ACTION)** - Pg. #59
- [2.](#) 2024/0716.10 - Financial support for Camera System Related to the Public Restrooms at Fireman's Park **(DISCUSSION/POSSIBLE ACTION)** - Pg. #67

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

**L. COUNCIL REPORTS/COMMUNICATIONS**

**M. ADJOURNMENT**

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

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
JUNE 18, 2024**

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

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

Others Present: City Manager Knopp, Finance Director Sanborn, Wastewater Superintendent Kelly, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Community Development Director Caldwell, Water/Roadways Superintendent Jensen, and Interim Chief of Police Conner

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comment on non-agenda matters. No members of the public commented.

**CONSENT CALENDAR**

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

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

- 1) Minutes of the June 4, 2024 regular meeting;
- 2) Purchase of right-hand screw conveyer assembly for the Aeromod Tritan Belt Filter Press in the amount of \$17,693.78; and
- 3) Check Register for May.

Motion carried 5-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and said that Caltrans would be replacing the fencing along Belleview Avenue and Highway 101 with a new type of welded-wire fencing; the Church of Christ on Second Avenue was able to redeem the property taxes; staff held a preconstruction meeting for the Eel River Trail with Mobley Construction with work slated to begin on June 24th; a new series of advertisements went out for Chief of Police and police officer positions; and on June 20<sup>th</sup>, the City of Fortuna will

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be holding their grand opening for their new Police Department at Rohnerville Rd. and Newburg Rd. and said that Councilmembers are welcome to attend.

**SPECIAL PRESENTATIONS/STUDY SESSIONS**

Presentation – Humboldt Senior Resource Center – Senior Home Repair Grant Program  
Finance Director Sanborn provided a brief staff report and said that Vanessa Kuersten, Community Resource and Housing Coordinator from the Humboldt Senior Resource Center was present to provide a presentation on the Senior Home Repair Grant Program. This program would provide financial assistance to eligible seniors for minor home modifications and improve safety and accessibility.

Vanessa Kuersten explained that this is a partnership they have had with the City of Eureka for the past 36 years. The program provides seniors with improved accessibility, minor home repairs, grab bars, repairs to trip hazards, stairs and railings and other needed repairs to help seniors remain independent in their homes.

She noted that they utilize HUD housing guidelines to evaluate income eligibility for the program and seniors must be 60 years of age or older to qualify.

She provided examples of some of the individuals they have helped ranging from replacement of outdoor steps and handrails to the replacement of plumbing fixtures and lighting.

Councilmember Woodall asked if projects could be approved exceeding \$300 with the applicant paying the difference.

Vanessa explained that the annual cap is \$300 so any amount over that would be the responsibility of the applicant.

Councilmember Wilson asked if this grant would be funded by the City or another organization.

Vanessa said that they are requesting a partnership with the City of Rio Dell where the City would allocate \$5,000 in funding and Humboldt Senior Resource Center would facilitate the program.

Mayor Pro Tem Carter expressed support for the program and said that she works with elderly people in their homes and sometimes these minor repairs are necessary.

Councilmember Orr said he also supports the program.

Mayor Garnes called for public comment.

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**Sharon Wolfe** commented that this sounds like a fantastic program to help keep people in their homes and suggested looking a lighting and hearing assistance. She said that someone fixed her grandmother's light so if someone rang the doorbell or when the phone would ring, the light would flash to let her know. She said that her only concern is with the bureaucratic part of the grant related to income eligibility. She said if there is flexibility in that regard, she would like to see the City throw in a little more because there were so many people after the earthquake that could not meet the eligibility requirements for funding.

Vanessa said that she presented the model used in the City of Eureka who uses the HUD guidelines but the City could make any adjustments to the grant that they feel necessary with regard to income eligibility. She commented that the HUD income levels at \$70,000+ for a 2-person household seems gracious for the senior population.

A motion was made by Carter/Woodall that the City Council direct staff to move forward in establishing a Senior Home Repair Grant Program and allocate the funding through a budget adjustment. Motion carried 5-0.

Presentation – Recology Eel River – Annual Rate Adjustment to Solid Waste Franchise Agreement

City Manager Knopp provided a brief staff report and explained that a portion of the rates are established for the franchise hauler, Recology Eel River and a portion is related to Humboldt Waste Management Authority (HWMA). He noted that the fees associated with the Humboldt Waste Management Authority represent the bulk of both the increase and overall per ton tipping fee. He said that on the next agenda will hopefully be the onboarding of a consultant to work with the City on SB 1383 compliance and potential universal collection which is all grant funded.

He introduced Frank Nelson, Assistant General Manager for Recology Eel River to provide a presentation on the annual rate adjustment.

Frank explained that as the City Manager eluded to, a lot of the rate increase has to do with the HWMA processing fee as well as recycling processing. He said that HWMA struggles with moving the material out of the area and not having something to backhaul.

He said one of the struggles within the County is knowing what to recycle. In the future franchise agreement, they would like to look at some options for education and community outreach. He said that about 90% of the rate increase is due to HWMA and the other 10% to Recology Eel River is driven by the CPI modifier.

He reviewed the adjusted rates effective July 1, 2024 and said for a typical residential customer with a 32-gallon can, the increase would be \$2.13 month.

Councilmember Wilson asked what the increase is for recycling and green waste.

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Frank indicated that there is a small increase with curbside recycling increasing from \$8.11/mo. to \$8.51/mo. and green waste from \$3.63 to \$3.94.

Councilmember Woodall asked if the annual cleanup event would still take place.

Frank explained that the annual cleanup day is negotiated in the franchise agreement.

Mayor Garnes asked if Rio Dell will eventually have automated trash pickup.

Frank explained that he does see that happening sometime in the future but in terms of cost savings for the program they hope to roll out the program in conjunction with Rio Dell, Fortuna and Ferndale.

Mayor Garnes asked if there would be an offset between labor costs and the automated equipment.

Frank said that it would depend on how the contract is negotiated with regard to the type of services offered.

Mayor Garnes called for public comment.

**Sharon Wolfe** commented that she was down in southern California visiting her father for Father's Day and his garbage service provider allows customers to register as a senior citizen and get assistance with taking the cans out to the street since he is no longer able to do that. She said that knowing that it was available was a huge relief and said that it would be an awesome service to add to the franchise agreement and advertise it to the senior community.

Frank said that he wasn't sure if that service is available to Rio Dell citizens but in a lot of areas it is.

Motion was made by Carter/Woodall to approve the proposed rate adjustment with Recology Eel River and accept it as an amendment to the Solid Waste and Recycling Franchise Agreement. Motion carried 5-0.

**COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Carter reported on her attendance at recent meetings and events including the Chamber of Commerce meeting where she said that they are planning for the upcoming Wildwood Days activities and are now meeting in Scotia across from the Scotia Lodge.

She said that the Bike Rodeo on Saturday was well-attended and thanked Sarah Reback for helping put on another great event for kids. She attended the Fire Department meeting

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and provided the board with an update on the Cal Fire issue and said that they have a lot of events coming up including the sale of fireworks, and Beers, Bands and Barbeque/Softball Tournament on July 6-7. She said that they also caught the people who vandalized the bathrooms so they will be installing security cameras to try and deter future vandalism. She asked that an item be placed on the next agenda to discuss a possible donation to the Fire Department to help with the alarm system. Council agreed.

She announced that the Nuisance Advisory Committee meeting scheduled for tomorrow was canceled due to the Juneteenth holiday, the Beautification, Walkability and Pride Committee would be meeting on Friday at 1:30 p.m. at City Hall and the Humboldt Humane non-profit spay and neuter group would also be meeting at City Hall on Friday at 2:30 p.m.

She said that the City would be hosting the Redwood Region Economic Development Committee (RREDC) meeting here on Monday, June 24<sup>th</sup> with the City providing a presentation on economic development.

She said that the Rio Dell School Board meeting was moved to June 27<sup>th</sup> due to graduation, commenting that the staff at Bear River said that Rio Dell School graduation was a very smooth event with the best well-behaved kids.

Councilmember Orr said that it was nice to see work progressing on the Rio Dell Dog Park and that the exercise equipment looks great. He said that he agreed with the security cameras at Fireman's Park and that he would be attending an HCAOG meeting on Thursday. He announced that he would not be attending the next City Council meeting on July 2<sup>nd</sup> as he would be spending a couple of weeks in Rhode Island.

Councilmember Wilson reported that the last HWMA meeting was canceled due to the lack of a quorum.

Mayor Garnes reported that she attended an HTA meeting and said that the Ride Humboldt campaign is in full swing with the creation of an app to schedule rides. She noted that they are cleaning up their buses with a sleeker look without all the advertising and the hydrogen buses will be going into production soon with construction of a new hydrogen station to fuel the buses.

She announced that she had a Cal Cities Community Services and Environmental Policy meeting on Thursday and Friday of this week and encouraged everyone to go to the Great Redwood Trail website and submit suggestions for a trail through Rio Dell by July 3<sup>rd</sup>.

**ADJOURNMENT**

A motion was made by Carter/Wilson to adjourn the meeting at 7:22 p.m. to the July 2, 2024 regular meeting. The motion carried 5-0.



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

Attest:

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

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



DATE: July 16, 2024  
TO: Mayor and Members of the City Council  
FROM: Travis Sanborn, Finance Director  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Regional Surface Transportation Program claim for Fiscal Year 2023-24

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Finance Director to sign and submit the City’s annual Regional Surface Transportation Program (RSTP) claim to the Humboldt County Association of Governments (HCAOG).

BACKGROUND AND DISCUSSION

RSTP funds come from the federal excise tax on gasoline and are distributed each year to the County, cities, and tribes by HCAOG. The City of Rio Dell will receive \$37,296 in RSTP funding for Fiscal Year (FY) 2023-24. The funds can be used to support various eligible transportation projects and the City is required to provide a list with the names of all streets with potential projects and the type of project. Rio Dell primarily uses RSTP funds for street maintenance projects. The attached RSTP Policy and Allocations guide prepared by HCAOG describes the eligible projects and distribution formula used to allocate RSTP revenues to local agencies.

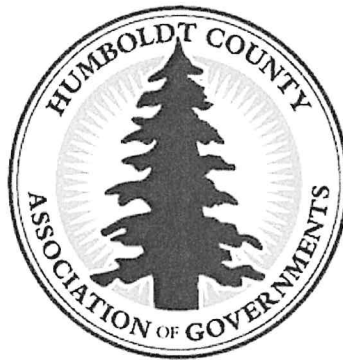
The RSTP claim will be submitted to HCAOG based on the actual final expenditures for FY 2022-23 and estimated expenditures for FY 2023-24.

ATTACHMENTS

FY 2023-24 HCAOG RSTP Policy and Allocations

**Fiscal Year 2023-24**  
**Regional Surface Transportation Program**  
**Policy and Allocations**

June 2024



**Humboldt County Association of Governments**  
611 I Street, Suite B  
Eureka, CA 95501  
Phone: 707.444.8208  
[www.hcaog.net](http://www.hcaog.net)

## Background

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. California Streets and Highways Code Section 182.6(d) was enacted under federal transportation bills, beginning in 1991 with the Intermodal Surface Transportation Efficiency Act (ISTEA) legislation, subsequently under the Transportation Equity Act for the 21st Century (TEA-21) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The Federal Aid Urban (FAU) and Federal Aid Secondary (FAS) regulations implemented through Section 182.6(d) were repealed by the federal government through the passage of Moving Ahead for Progress in the 21st Century (MAP-21). However, the FAU/FAS regulations currently remain in State law.

RSTP funds originate from the federal excise tax on gasoline. The State of California distributes the funds to regional agencies and counties based on population. HCAOG is allowed to participate in an exchange of these federal funds to nonfederal State Highway Account funds. Prior to an annual distribution of funds, an Exchange Agreement is executed between HCAOG and the State Department of Transportation (Caltrans). This exchange allows for greater flexibility with fewer administrative burdens. The County of Humboldt receives RSTP funds through a separate Exchange Agreement. Exchange funds are subject to financial and compliance audits by State of California auditors.

RSTP funds support a broad range of transportation projects. In the Humboldt region, most are used to augment city and county road budgets. Beginning with the 2007-08 RSTP cycle, HCAOG began setting aside funds for tribal governments. The County of Humboldt has agreed to administer the funds for a single project.

## Eligible Projects

Eligible projects are subject to Title 23-Section 133 of the Federal Aid for Highway regulations, in accordance with the State of California Constitution. Section 133(b) provides for the following eligible projects:

- (1) Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways (including Interstate highways) and bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and de-icing compositions on bridges and approaches thereto and other elevated structures, mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under this title.
- (2) Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities, whether publicly or privately owned, that are used to provide intercity passenger service by bus.
- (3) Carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways in accordance with section 217, and the

modification of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

(4) Highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife and railway-highway grade crossings.

(5) Highway and transit research and development and technology transfer programs.

(6) Capital and operating costs for traffic monitoring, management, and control facilities and programs, including advanced truck stop electrification systems.

(7) Surface transportation planning programs.

(8) Transportation enhancement activities.

(9) Transportation control measures listed in section 108 (f)(1)(A) (other than clause (xvi)) of the Clean Air Act (42 U.S.C. 7408 (f)(1)(A)).

(10) Development and establishment of management systems under Section 303.

(11) In accordance with all applicable Federal law and regulations, participation in natural habitat and wetlands mitigation efforts related to projects funded under this title, which may include participation in natural habitat and wetlands mitigation banks; contributions to statewide and regional efforts to conserve, restore, enhance, and create natural habitats and wetlands; and development of statewide and regional natural habitat and wetlands conservation and mitigation plans, including any such banks, efforts, and plans authorized pursuant to the Water Resources Development Act of 1990 (including crediting provisions). Contributions to such mitigation efforts may take place concurrent with or in advance of project construction. Contributions toward these efforts may occur in advance of project construction only if such efforts are consistent with all applicable requirements of Federal law and regulations and State transportation planning processes. With respect to participation in a natural habitat or wetland mitigation effort related to a project funded under this title that has an impact that occurs within the service area of a mitigation bank, preference shall be given, to the maximum extent practicable, to the use of the mitigation bank if the bank contains sufficient available credits to offset the impact and the bank is approved in accordance with the Federal Guidance for the Establishment, Use and Operation of Mitigation Banks (60 Fed. Reg. 58605 (November 28, 1995)) or other applicable Federal law (including regulations).

(12) Projects relating to intersections that—

- (A) have disproportionately high accident rates;
- (B) have high levels of congestion, as evidenced by—
  - (i) interrupted traffic flow at the intersection; and
  - (ii) a level of service rating that is not better than “F” during peak travel hours, calculated in accordance with the Highway Capacity Manual issued by the Transportation Research Board; and
- (C) are located on a Federal-aid highway.

(13) Infrastructure-based intelligent transportation systems capital improvements.

(14) Environmental restoration and pollution abatement in accordance with Section 328.

(15) Control of noxious weeds and aquatic noxious weeds and establishment of native species in accordance with section 329.

**Agreement with Jurisdictions**

The following administrative requirements are hereby implemented to assure that the agencies receiving the RSTP funds are using the funds properly, and to assure that HCAOG is properly tracking the funds.

1. Project Lists. Prior to funds being distributed by HCAOG, each entity shall be required to submit to HCAOG a list of eligible projects on which they expect to expend the funds. The list shall include the name of all streets and roads with potential projects, the type of project (rehabilitation, maintenance, etc.) and the functional classification based on the “annual maintained mileage report” prepared by each agency. (Form is attached)
2. Exchange Agreement Compliance. HCAOG is required to sign an annual Exchange Agreement with the State which states that HCAOG (and project sponsors) agree to comply with required conditions. Therefore, each entity shall receive a copy of the agreement and be required to sign a statement of compliance in order to receive funds. Compliance includes a requirement that a special fund for the purpose of depositing exchange funds has been established within a jurisdiction’s special gas tax street improvement funds or county road fund. (Form is attached)
3. Annual Report. Each entity shall be required to submit an annual report before receiving new RSTP funds each annual cycle. The report shall indicate how funds were expended or explain if funds are being carried over for a larger project. (Note: The annual report should agree with the project list submitted, otherwise a written explanation will be required).

**RSTP Formula Distribution**

During a normal funding cycle, HCAOG receives instructions from the State to begin the process to exchange the RSTP funds sometime during the calendar year, resulting in an executed Exchange Agreement and receipt of funds by or near June 30 of each fiscal year. HCAOG staff then prepares a draft RSTP Program for stakeholder and public review and discussion at HCAOG Technical Advisory Committee (TAC) and Board meetings. Upon HCAOG Board approval, HCAOG notifies eligible claimants of the approved amount of available funding per the formula distribution. Funds are then distributed to the County, Cities, and tribes upon compliance with the Agreement with Jurisdictions, as explained above.

**Humboldt County Association of Governments  
Regional Surface Transportation Program FY 2023-24**

FY 23-24 RSTP Allocation	1,633,232
Regional Apportionment	(262,188)
<b>Excess Fund Apportionment</b>	<b>\$1,371,044</b>

The **Regional Apportionment** is apportioned first, in the amount of \$262,188. This amount has remained constant in this formula of distribution. Of this amount, \$100,000 is taken off of the top and allocated to Humboldt County in exchange for an annual dedication of \$200,000 of County Local Transportation Funds to transit agencies supporting capital improvements.

Regional Apportionment	262,188
Transit Set Aside (County of Humboldt)	(100,000)
<b>Balance – Funding for FAU Jurisdictions</b>	<b>\$162,188</b>

The remaining amount (\$162,188) is then apportioned to the four FAU areas based on the following percentages set in the 1990s:

<b>Funding for FAU Jurisdictions</b>		
FAU Jurisdiction	FAU %	Allocation
McKinleyville	15.0%	\$ 24,328
City of Arcata	23.8%	\$ 38,601
City of Eureka	46.6%	\$ 75,580
City of Fortuna	14.6%	\$ 23,679
<b>Total</b>	<b>100.0%</b>	<b>\$ 162,188</b>

The **Excess Fund Apportionment** (\$1,371,044) is then apportioned to the County, the seven cities and TAC tribal members. The first amount apportioned goes to the **Small Agency Program**. This is based on the population percentages of the four small cities (Blue Lake, Ferndale, Rio Dell and Trinidad) and tribal land populations for tribes that are members of the TAC (Blue Lake Rancheria, Bear River Band of the Rohnerville Rancheria, Hoopa Valley Tribe, Karuk Tribe, Trinidad Rancheria and the Yurok Tribe).

<b>Small Agency Program</b>				
Jurisdiction	Population Estimates	% of Small Agency Program	% of Total Population	Allocation
Blue Lake	1,149	8.50%	0.86%	\$ 13,081
Ferndale	1,356	10.04%	1.02%	\$ 15,586
Rio Dell	3,241	23.99%	2.44%	\$ 37,296
Trinidad	294	2.18%	0.22%	\$ 3,340
Tribal Areas*	7,470	55.29%	5.61%	\$ 69,861
<b>Total</b>	<b>13,510</b>	<b>100.00%</b>	<b>10.15%</b>	<b>\$ 139,165</b>

\*Tribal populations provided by North Coast Tribal Transportation Commission

Population data for the small cities is taken from the California Department of Finance Estimate Table E-1. The North Coast Tribal Transportation Commission (NCTTC) provides tribal population estimates. For FY 23-24, the Small Agency Program population is 10.15% of the total population in Humboldt County. The Excess Fund for FY 23-24 amounts to \$139,165.

The remaining Excess Fund Apportionment (\$1,231,879) is available to the FAU and Federal Aid Secondary (FAS) agencies. Humboldt County is the only FAS recipient and therefore receives 67.2% of the remaining Excess Fund Apportionments. The FAU recipients receive the remaining 32.8% of the Excess Fund Apportionment. The 32.8% allocation is apportioned according to the 1990 percentages for each FAU recipient. The FAU/FAS funds for FY 23-24 are equal to \$1,231,879.

<b>FAU/FAS Program</b>			
	<b>FAS: 67.2 % of FAU/FAS Program</b>	<b>FAU: 32.8% of FAU/FAS Program</b>	<b>Allocation</b>
	\$ 827,823	\$ 404,056	
<b>County</b>	100%	N/A	\$ 827,823
Arcata	N/A	23.8%	\$ 96,165
Eureka	N/A	46.6%	\$ 188,290
Fortuna	N/A	14.6%	\$ 58,992
McKinleyville	N/A	15.0%	\$ 60,608
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>\$ 1,231,879</b>

The final allocation for FY 23-24 is as follows:

<b>RSTP 23-24 Allocations</b>	
County	\$ 1,012,760
Arcata	\$ 134,766
Blue Lake	\$ 13,081
Eureka	\$ 263,870
Ferndale	\$ 15,586
Fortuna	\$ 82,672
Rio Dell	\$ 37,296
Trinidad	\$ 3,340
Tribal Governments	\$ 69,861
<b>Total</b>	<b>\$ 1,633,232</b>





*675 Wildwood Avenue  
Rio Dell, CA 95562*

TO: Mayor and Members of the City Council  
FROM: Karen Dunham, City Clerk  
THROUGH: Kyle Knopp, City Manager  
DATE: July 16, 2024  
SUBJECT: Resolution No. 1610-2024 - Designation of Voting Delegate for League of California Cities

**RECOMMENDATION**

Approve Resolution No. 1610-2024 designating Mayor Debra Garnes as the voting delegate and Amanda Carter as the voting delegate alternate for the League of California Cities Annual Conference and Expo October 16-18, 2024.

**BUDGETARY IMPACT**

None

**BACKGROUND AND DISCUSSION**

The League’s 2024 Annual Conference & Expo is scheduled for October 16-18, 2024 at the Long Beach Convention Center in Long Beach, California. An important part of the conference is the member-driven General Assembly which will take place on Friday, October 18, 2024, at such time, the League membership considers and acts on resolutions that establish League policy.

For the City’s representative to vote at the General Assembly, a voting delegate and alternate must be designated by the City Council in the form of a Resolution. A copy of the completed Voting Delegate Form along with a copy of the adopted resolution must be returned to the League’s office through the online submission portal by Wednesday, September 25, 2024 to allow the League staff time to establish voting delegate records prior to the conference.

**ATTACHMENTS:**

Resolution No. 1610-2024  
Voting Delegate Information Packet



**RESOLUTION NO. 1610-2024  
RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF RIO DELL DESIGNATING A VOTING DELEGATE AND  
ALTERNATE FOR THE LEAGUE OF CALIFORNIA CITIES  
2024 ANNUAL CONFERENCE**

**WHEREAS**, the League of California Cities bylaws require the governing body to designate the City’s voting delegate and up to two alternates; and

**WHEREAS**, Mayor Debra Garnes was previously appointed by the City Council as the representative to the League of California Cities, with Mayor Pro Tem Amanda Carter as the alternate.

**NOW, THEREFORE**, the City Council of the City of Rio Dell does hereby resolve that *Debra Garnes, Mayor*, is hereby appointed to serve as the City’s voting delegate at the League of California Cities Annual Conference & Expo on October 16-18, 2024, and *Amanda Carter, Mayor Pro Tem* as the designated alternate voting delegate.

**I HEREBY CERTIFY** that the foregoing Resolution was duly introduced, passed, and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 16th day of July 2024 by the following vote:

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

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

**ATTEST:**

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

**Council Action Advised by September 25, 2024**

**DATE: Wednesday, July 10, 2024**

**TO: Mayors, Council Members, City Clerks, and City Managers**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference and Expo, Oct. 16-18, 2024  
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 18, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

**Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

**Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 25.** When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

**Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

**Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

**Seating Protocol during General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 25. If you have questions, please contact Zach Seals at [zseals@calcities.org](mailto:zseals@calcities.org).

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly



## General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

## Prior to the Annual Conference and Expo

### General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



### Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



## During the Annual Conference and Expo

### Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.



### Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved<sup>1</sup> by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.<sup>2</sup>



### General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

## Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

**Voting delegates** are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

<sup>1</sup> The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

<sup>2</sup> Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

### City of Rio Dell Check Listing for City Council Meeting

Ref #	Date	Vendor	Description	Amount
13207	6/05/2024	[3975] AT&T - 5709	FAX LINE EXPENSES FOR MAY 2024 - PD, FAX LINE EXPENSES FOR MAY 2024 - City Hall	66.61
13208	6/05/2024	[2273] CALIFORNIA RURAL WATER ASSOCIATION	Annual CRWA Membership	945.00
13209	6/05/2024	[4063] CITY OF FERNDALE	Police Services - Background Checks	1,891.84
13210	6/05/2024	[2293] CITY OF FORTUNA	Police Dispatch for June 2024	6,328.33
13211	6/05/2024	[7425] CIVICPLUS LLC	Ultimate CivicEngage Open Subscription & Web Open Platform Maintenance	4,726.38
13212	6/05/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 5/31/2024	60.00
13213	6/05/2024	[2386] EUREKA RUBBER STAMP CO.	Name Plate	19.99
13214	6/05/2024	[4855] FRESHWATER ENVIRONMENTAL SERVICES	2024 Lead Survey Support	4,588.50
13215	6/05/2024	[2691] HUMBOLDT SENIOR RESOURCE CENTER/ADULT DAY HEALTH, INC	Rio Dell Transportation FY 24/25	6,500.00
13216	6/05/2024	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3X5, BOD/NFR, ELAP Certification Fee, EPA 624, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3X5	735.00
13217	6/05/2024	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for May 2024	1,900.00
13218	6/05/2024	[6943] PACE SUPPLY CORP	Street 45 Brass	132.72
13219	6/05/2024	[7652] PEARCE, JOSH	CUSTOMER DEPOSIT REFUND	163.72
13220	6/05/2024	[7542] POINT EMBLEMS LLC	Patches	865.63
13221	6/05/2024	[7716] RESTORATION FIRST RESPONDER NETWORK	Monthly Contracted Rate - for Therapy	315.38
13222	6/05/2024	[7645] SANTA ROSA UNIFORM & CAREER APPAREL	Uniform - New Cadet	687.18
13223	6/05/2024	[2693] SHELTON'S AUTO LUBE	Oil Change '22 Dodge Charger, Oil Change '17 Ford Police Interceptor Sedan	214.18
13224	6/05/2024	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR JUNE 2024	150.00
13225	6/05/2024	[7585] SWEAT PANDA FORTUNA, LLC	Unlimited Month to Month Membership w/Auto Renew	318.00
13226	6/05/2024	[3829] TELSTAR INSTRUMENTS, INC	Solenoid Valve, Kinetic Water Softener	3,060.24
13227	6/05/2024	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR MAY 2024	3,851.00
13228	6/05/2024	[2744] JULIE WOODALL	Reimbursement: Soil & Flowers	243
13229	6/12/2024	[7428] GREGORY D ALLEN	Final Paycheck - Fraud Case #: 24-0000212	6,751
13230	6/13/2024	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	220
13231	6/13/2024	[5750] AERO-MOD	4 Bolt Flange Bearing	730

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref #	Date	Vendor	Description	Amount
13232	6/13/2024	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR MAY 2024 - City Hall & COPIER CHARGES FOR MAY 2024 - PD	644.47
13233	6/13/2024	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Fingerprint Apps	128.00
13234	6/13/2024	[2407] FORBUSCO LUMBER	To Correct Credit Incorrectly Taken	267.62
13235	6/13/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Tow Behind Sprayer	326.25
13236	6/13/2024	[2437] HACH	Reagent Set, Chlorine Free Cl17	249.09
13237	6/13/2024	[2471] HUM WASTE MANAGEMENT AUTHORITY	Payment Program CAPP	5,000.00
13238	6/13/2024	[5909] ICMA MEMBERSHIP RENEWALS	MEMBERSHIP DUES 7/1/24-6/30/25	824.49
13239	6/13/2024	[2484] INDEPENDENT BUSINESS FORMS	Laser 24 Hour Shutoff Notices	495.77
13240	6/13/2024	[5334] J.B. FABRICATION	Repair Stainless Steel Screw Shaft	1,800.00
13241	6/13/2024	[7665] SUNSHINE R KELLY	Reimbursement: Boot Allowance - Sport & Cycle	216.41
13242	6/13/2024	[2301] MARK A. CLEMENTI, Ph.D.	Pre-Employment Psychological Evaluation	774.00
13243	6/13/2024	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee	150.00
13244	6/13/2024	[3006] MISSION LINEN SUPPLY, INC	Clean Mop Head, Maintenance & Cleaning of PW Shirts, Paper Towels and Shop Towels	500.37
13245	6/13/2024	[7635] NAPA AUTO PARTS FORTUNA	Dex/Merc ATF	38.51
13246	6/13/2024	[4393] NYLEX.net. Inc.	ServerRoom Cleanup Time and Materials	1,615.58
13247	6/13/2024	[5053] PACIFIC ECORISK	Toxicity Reduction Evaluation	500.00
13248	6/13/2024	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 6/6/2024	400.00
13249	6/13/2024	[7728] RCAA - NATURAL RESOURCES SERVICES	Rio Dell Eel River Trail Outreach and Education	8,460.47
13250	6/13/2024	[6349] RECOLOGY EEL RIVER	11.62 Tons @ Mother's Day Cleanup, Trash Bags for May '24	1,839.75
13251	6/13/2024	[2659] RIO DELL PETTY CASH	Coffee from Shotz for LOCC Meeting; Water for Training; Tip for Pizza Delivery for Training; Envelopes for Dropbox; Tree Ties; Cleaning Supplies	107.08
13252	6/13/2024	[7645] SANTA ROSA UNIFORM & CAREER APPAREL	Uniform - New Cadet: Missing Shipping Costs	35.00
13253	6/13/2024	[5376] SCOTTY'S CUTTERS EDGE	Edger Blade	8.67
13254	6/13/2024	[2693] SHELTON'S AUTO LUBE	Oil Change on '21 Ford F150	108.40
13255	6/13/2024	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - July 2024, Phone Lines City Hall - July 2024	557.95
13256	6/13/2024	[2750] USA BLUEBOOK	Special Valve Diaphragm Repair Kit, Star Bar	3,595.55
13257	6/18/2024	[5750] AERO-MOD	4 Bolt Flange Bearing	449
13258	6/18/2024	[2304] COLLEGE OF THE REDWOODS	Use & Maintenance of Firearms Range, Academy Enrollment Fees, '24 Summer/Fall, Module 3&2	1,223

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref #	Date	Vendor	Description	Amount
13259	6/18/2024	[5052] GHD, INC	Professional Services Rendered Through 4/27/24 - PW-Rio Dell Pedestrian Connectivity Improvements, Professional Services Rendered Through 3/30/24 - Rio Dell Eel River Trail, Professional Services Rendered Through 4/27/24 - Rio Dell Eel River Trail	32,420.36
13260	6/18/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	PVC Threaded Coupler	2.32
13261	6/18/2024	[4214] HUMBOLDT CO OFFICE OF EDUCATION	Vehicle Tag Stickers, EPO Full Sheet (Standard Colors), Application for Juvenile Petition	85.04
13262	6/18/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies - Northwestern	3.00
13263	6/18/2024	[2474] HUMMEL TIRE & WHEEL, INC	Tire Change on '21 Ford Interceptor	698.09
13264	6/18/2024	[3180] JENSEN, RANDY	Reimbursement: Boot Allowance - Sport & Cycle	409.02
13265	6/18/2024	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance during NPDES Permit Reissuance	2,047.25
13266	6/18/2024	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	204.41
13267	6/18/2024	[7087] ANDREW C LEWIS	Reimbursement: Boot Allowance - Sport & Cycle	254.96
13268	6/18/2024	[6510] ANDRES T LOPEZ	Reimbursement: Boot Allowance - Sport & Cycle	276.65
13269	6/18/2024	[7792] LOZIER OIL COMPANY	Parathern NF 55g	1,844.21
13270	6/18/2024	[2569] MICROBAC LABORATORIES, INC.	ELAP Certification Fee, Haloacetic Acids, Nitrate and/or Nitrite, THM by EPA 624, Total Dissolved Solids, Total Nitrogen	515.00
13271	6/18/2024	[5968] MOBLEY CONSTRUCTION	Haul Dirt from Rio Dell Dog Park Location	1,980.00
13272	6/18/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Police Officer - Lateral , Employment Ad - Police Chief	1,024.00
13273	6/18/2024	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR JULY 2024	3,230.00
13274	6/18/2024	[4570] SHRED AWARE	Shredding	76.48
13275	6/18/2024	[2750] USA BLUEBOOK	Blue-White Tube Assembly	131.00
13276	6/18/2024	[2787] WYCKOFF'S	Flex Coupler 4x4 Clay/PVC	46.83
13277	6/18/2024	[2792] ZUMAR INDUSTRIES, INC.	Signage	2,698.76
13278	6/26/2024	[7627] BURNS, MELVIN N	CUSTOMER DEPOSIT REFUND	64.14
13279	6/26/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 6/14/2024	60.00
13280	6/26/2024	[4491] CODE PUBLISHING, INC	Municipal Code-Web Update, New Pages	1,965.50
13281	6/26/2024	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for May 2024	35
13282	6/26/2024	[2385] EUREKA READYMIX	Short Load	590
13283	6/26/2024	[2405] FORTUNA ACE HARDWARE	Acid Muriatic and Sponge, Backpack Sprayers and Neem Oil	361
13284	6/26/2024	[7146] ALFONSO C GARCIA	Reimbursement Boot Allowance: Picky Picky Picky	300

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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref #	Date	Vendor	Description	Amount
13285	6/26/2024	[5052] GHD, INC	Professional Services Rendered Through 6/22/2024: Grant Writing Services ATP Eel River Riparian Trail, Professional Services Rendered Through 6/22/2024: Rio Dell Eel River Crossing Pipeline Seismic Retrofit Project Professional Services Rendered Through 6/22/2024: Rio Dell City Engineer Services	68,319.73
13286	6/26/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Bushings, PVC, Street Maintenance	31.23
13287	6/26/2024	[2484] INDEPENDENT BUSINESS FORMS	Laser Water Bills	893.12
13288	6/26/2024	[2501] KEENAN SUPPLY	Return Long Sweep; Shear Ring, Mainline, Test Plug w/ Wing Nut Hymax Grip, Cap, Head Plug, Grip Ring	616.77
13289	6/26/2024	[7220] LARRY WALKER ASSOCIATES, INC.	SSO Fine Processing Assistance & NPDES Permit Implementation	2,751.50
13290	6/26/2024	[2569] MICROBAC LABORATORIES, INC.	ELAP Certification Fee, Total Coliform Bacteria 3x5	340.00
13291	6/26/2024	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Police Officer - Lateral, Employment Ad - Police Chief	1,024.00
13292	6/26/2024	[6943] PACE SUPPLY CORP	Nylon Saddle	219.78
13293	6/26/2024	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 6/20/2024	400.00
13294	6/26/2024	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 6/30/2024	132.00
13295	6/26/2024	[2664] ROGERS MACHINERY INC	Bushing, Nipple, and Flange, Valve and Bolt Sets	6,878.44
13296	6/26/2024	[2719] STATE WATER RESOURCES CONTROL BD	Drinking Water Treatment Op Certification Renewal - Grade T3	90.00
13297	6/26/2024	[6891] SUNBELT RENTALS, INC.	Post Hole Auger	139.08
13298	6/27/2024	[4922] GRUNDMAN'S SPORTING GOODS INC.	Ammunition	2,238.07
<b>Total Checks/Deposits</b>				<b>211,178.43</b>

Ref #	Date	Vendor	Description	Amount
9837329	6/05/2024	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOC CITY HALL & THE POLICE DEPT	-900.00
6802845	6/05/2024	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 05/31/2024	-12,455.13
9837330	6/05/2024	ELECTRONIC FUNDS TRANSFER	EFT: OPTIMUM PUBLIC WORKS PAYMENT FOR JUNE 2024.	-207.85
459-664	6/10/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 05/31/2024	-4,555.27
575097	6/10/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 05/31/2024	-22,324
9761393	6/10/2024	ELECTRONIC FUNDS TRANSFER	EFT: WEXBANK/SHELL FUEL CO PAYMENT FOR MAY-JUNE 2024.	-4,819
9837336	6/12/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR JUNE 2024	-27,000
9837341	6/14/2024	WITHDRAWALS	ANALYSIS SERVICE CHARGE FOR JUNE 2024.	-260
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**City of Rio Dell  
Check Listing for City Council Meeting**

Ref #	Date	Vendor	Description	Amount
July2024	6/18/2024	ELECTRONIC FUNDS TRANSFER	Water Agreement #2003CX404; Project #1210012-002. Loan# DWSRF 2003CX404 July 2024.	-68,000.00
6724153	6/18/2024	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 06/14/2024	-11,823.60
9837332	6/20/2024	ELECTRONIC FUNDS TRANSFER	EFT: ALLIED ADMIN-DELTA DENTAL PAYMENT FOR JULY 2024.	-2,099.49
9837335	6/20/2024	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR JULY 2024	-26,589.12
9837333	6/20/2024	ELECTRONIC FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT FOR JULY 2024.	-382.13
9837334	6/20/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR JULY 2024	-414.42
9837340	6/20/2024	ELECTRONIC FUNDS TRANSFER	EFT: BofA CREDIT CARD PAYMENTS - MAY & JUNE 2024	-2,870.05
1150	6/25/2024	WITHDRAWALS	DEPOSITED ITEM RETURNED	-158.72
650-896	6/24/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/14/2024	-4,010.59
5091328	6/24/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/14/2024	-20,174.82
9837337	6/27/2024	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR JUNE 2024- Northwestern Street Lights	-36.65
<b>Total EFT's/Bank Withdrawals</b>				<b>-209,082.02</b>

Ref #	Date	Vendor	Description	Amount
TRX TO PR	6/06/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 05/31/2024	-51,134.45
TRX TO PR	6/20/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 06/14/2024	-48,080.83
<b>Total Transfer Between Accounts</b>				<b>-99,215.28</b>



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

July 16, 2024

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Authorize the City Manager to Execute a Contract for Professional Services with CSG Consulting for SB 1383 Compliance and Franchise Agreement Development in the amount of \$25,530.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute a Professional Services Contract with CSG Consultants to assist the City with SB 1383 compliance and development of an updated franchise agreement in the amount of \$25,520.

BACKGROUND AND DISCUSSION

The City has received two grants in the total amount of \$95,000 to assist in the compliance with SB 1383 and related waste issues. The costs of this agreement are to be covered under these grants. CSG Consultants has been working with our neighboring jurisdictions in a similar fashion with Recology and Recology Eel River, the City’s solid waste franchise holder. The City’s solid waste franchise agreement is set to expire on December 31, 2026.

While the City has a waiver for many of the requirements of SB 1383, it still has responsibilities under the legislation and at some point in the future it is possible the city may become required to adhere to all regulations in SB 1383. This agreement will help to develop a new SB 1383 compliant franchise agreement as well as assist the City in compliance overall with SB 1383.

Previously the Council has indicated its desire to move toward universal garbage service, where all dwelling units and homes would be required to have a garbage service subscription. This agreement will also help the City explore this option. Additionally the Council has indicated its interest in retaining the annual cleanup day that occurs just prior to Mother’s Day. The City will also explore the addition of street sweeping as a solid waste franchise service and any necessary franchise fee adjustments that will be required in order to fund the program. This agreement will also help line up the City’s franchise agreement timeline with the other jurisdictions in order to help facilitate better coordination amongst local public agencies.

Attachments:  
CSG Consultants Proposal ///

CSG PROPOSAL TO THE  
**City of Rio Dell**

**FOR FRANCHISE AGREEMENT NEGOTIATION SUPPORT  
& COMPLIANCE ASSISTANCE**

June 25, 2024



550 Pilgrim Drive  
Foster City, CA 94404  
650.522.2500 phone  
650.522.2599 fax



[www.csgegr.com](http://www.csgegr.com)

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## Cover Letter

June 25, 2024

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

### Re: Proposal for Franchise Agreement Negotiation Support and Compliance Assistance

Dear Mr. Knopp,

Thank you for the opportunity for **CSG Consultants (CSG)** to provide the City of Rio Dell with Franchise Agreement Negotiation Support and Compliance Assistance. We look forward to providing the City of Rio Dell with these services to ensure the City receives a new franchise agreement with cost-effective and improved services for Rio Dell ratepayers that are consistent with current industry standards.

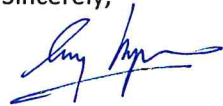
**Kathleen Gallagher** will serve as the Project Manager, and she brings over 29 years of sustainability program management and waste management experience. Since SB 1383 regulations were approved, she has assisted several jurisdictions to be SB 1383 compliant and has worked to become an SB 1383 subject matter expert. You will find Ms. Gallagher's resume in this proposal. Ms. Gallagher's contact information is as follows:

**Kathleen Gallagher, Senior Sustainability Manager**  
550 Pilgrim Drive, Foster City, CA 94404  
**(650) 489-9097 mobile**  
[kathleeng@csgengr.com](mailto:kathleeng@csgengr.com)

The attached scope of work will be provided to the City on a not to exceed basis of \$25,530 and details are included in the scope of work. Please feel free to contact Ms. Gallagher with any questions or comments you may have regarding our proposal.

We look forward to providing these services to the City of Rio Dell.

Sincerely,



Cyrus Kianpour, PE, PLS  
President, CSG Consultants, Inc.



*Employee-Owned*

# Firm Profile

**CSG Consultants, Inc. (CSG)** is an employee-owned, California company with our corporate and local office in Foster City and additional offices in Pleasanton, San Jose, Sacramento, Newman, Fresno, Paso Robles, and Orange. Founded in 1991, *CSG performs work solely for public agencies*, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients. The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences, having held positions with communities facing similar development opportunities as the City of Rio Dell.

**NAME OF FIRM:** CSG Consultants, Inc.

**PROJECT CONTACT:** Kathleen M Gallagher, Principal Senior Sustainability Manager

**HEADQUARTERS &** 550 Pilgrim Drive, Foster City, CA 94404

**LOCAL OFFICE:** (650) 522-2500

**REGIONAL OFFICES:** 3875 Hopyard Road, Suite 141, Pleasanton, CA 94588  
3150 Almaden Expressway #255, San Jose, CA 95118  
1303 J Street, #270, Sacramento, CA 95814  
930 Fresno Street, Newman, CA 95360  
5151 N. Palm Avenue, Suite 530, Fresno, CA 93704  
806 9<sup>th</sup> Street, Suite 2A, Paso Robles, CA 93446  
3707 W. Garden Grove Boulevard, #100, Orange, CA 92868

**YEARS IN BUSINESS:** 33 • Founded in 1991

**EMPLOYEES:** 350+

**TYPE OF BUSINESS:** California Corporation • Incorporated June 15, 2000, • Federal ID: 91-2053749



### Comprehensive Municipal Services

CSG is customer-centric and organized into the lines of business outlined below, each managed by experts in their respective fields.



#### PLANNING, ENVIRONMENTAL, AND SUSTAINABILITY

Staff Augmentation for Current and Advance Planning • Project Management Including Plan Amendments • CEQA Environmental Review • Energy Efficiency, Water Conservation, Solid Waste Program Development • AB32 Compliance/Climate Action Plan Development and Implementation • Greenhouse Gas Reduction Strategies • Grant Writing and Grant Management



#### BUILDING AND FIRE LIFE SAFETY

Building Department Administration • Building Plan Review and Inspection • Fire Plan Review and Inspection • Structural Plan Review • OSHPD3 Review • CASp Assessment and Inspection • Public Facilities Assessment • LEED/Green Building Services • Code Compliance/Enforcement • Staff Augmentation



#### PUBLIC WORKS ENGINEERING AND DESIGN

Capital Improvement Project Design: Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering • Development Review/Plan Check • Surveying and Mapping • Stormwater Program Compliance (NPDES, QSP/QSD)



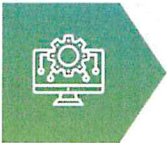
#### CIP PROJECT AND PROGRAM MANAGEMENT

Capital Improvement Program Development and Implementation • Federal and State Grant Administration • Rule 20A Undergrounding • Staff Augmentation Including: Design Consultant Coordination, Projects Scoping, RFP Preparation



#### CONSTRUCTION MANAGEMENT AND INSPECTION

Contract Administration Including: Resident Engineer Oversight, Inspection, and Construction Management • Constructibility/Bidability Reviews • Cost and Schedule Control • Claims Avoidance



#### INFORMATION TECHNOLOGY

GreenVue Permitting Software • Digital Plan Review • Electronic Archiving • Web-Based Construction Management and Asset Management • Project Management • GIS and IT Support

### The CSG Consultants Team Works for You





## Scope of Work

- Task 1: Project initiation and hold a kickoff meeting with the City Manager to discuss City's current franchise agreement and objectives the City wants included in the new franchise agreement (e.g., new programs and services, current industry standards, new contractor compensation setting process, new reporting requirements, etc.) Prepare meeting materials, agenda, staff memorandum and research current available data.**

At the kickoff meeting, CSG will provide a current status on the region's franchise agreement negotiations already underway and discuss the City's preferences for their franchise agreement in this process. Discuss the City's timeline and Rio Dell's baseline data which include disposal tonnage, diversion tonnage, current rates and rate setting process, reporting, diversion programs, challenges/ successes in the current franchise agreement programs and the City's current status in meeting state mandates. Discuss City Manager's preference for term of agreement, option to extend the agreement and other critical provisions.

***Deliverables:** Meeting Agenda and Staff Memorandum of Rio Dell's current programs, tonnage, diversion and program and service gap analysis. Summary of City Manager's feedback regarding franchise agreement objectives.*

- Task 2: Complete analysis of data provided by City and Recology. Draft the new Franchise Agreement for City of Rio Dell to include new current industry standards, new programs and services, new contractor compensation and rate setting provisions, new reporting and recordkeeping as directed by City Manager.**

Complete data analysis to establish a baseline of disposal, diversion, and account holders. Review analysis and timeline from City and CalRecycle for meeting state mandates. Review route and account data for residential, commercial, city sector data, and other data specific to City of Rio Dell.

Once the new franchise agreement is drafted meet with the City Manager to get feedback and direction on changes they want for the agreement.

***Deliverables:** Draft City of Rio Dell Franchise Agreement and Staff Memorandum summarizing the new programs, services, industry standards included in the new agreement. to address current franchise agreement gaps.*

- Task 3: Provide updated Franchise Agreement inclusive of City Manager's edits and feedback incorporated. Discuss status of regional franchise agreement discussions as it relates to the City of Rio Dell in meeting with City Manager.**

***Deliverables:** Provide Updated Draft City of Rio Dell Franchise Agreement and Staff Memorandum summarizing the City's edits and feedback incorporated into the new agreement.*

- Task 4: Prepare documents for first negotiation meeting with Recology and meet with City Manager on agenda, staff memos, timeline, and the updated franchise agreement.**

***Deliverables:** Provide documents for City Manager review for first negotiation meeting with Recology Agenda, staff memos, timeline, and the updated franchise agreement.*

- Task 5: Hold series of meetings and negotiations with the City Manager and Recology staff to discuss the new draft franchise agreement.**

Prepare agendas for meetings with Recology and City Manager, prepare questions for Recology prior to each meeting for Recology to respond to prior to our meetings. Discuss

agreement provision details and document Recology’s feedback. Discuss methods for cost effective programs and services that meet needs of Rio Dell ratepayers. Estimated number of meetings is 8 and is dependent on Recology and City feedback during these negotiations.

**Deliverables:** *Provide agendas and staff memorandums for City Manager review.*

**Task 6: Provide analysis of Recology’s cost proposal for new franchise agreement for City Manager review. Discuss Recology’s rate assumptions, data used, profit margin and rate setting process with the objective that Recology provide the City with a reasonable and transparent cost proposal to minimize Rio Dell ratepayer impact.**

Participate in meetings with Recology to support the City in achieving cost effective programs that meet state mandates and include industry standards and best practices.

*Note: For the other Humboldt County jurisdictions, I recommended including use of a solid waste CPA. The other jurisdictions that have engaged this CPA and CSG can share his contact information and more details during the kickoff meeting.*

**Deliverables:** *Provide a summary analysis of Recology’s cost proposal for City Manager review.*

**Task 7: Complete staff memorandum for City Council staff report and presentation for City Manager use for franchise agreement approval process.**

**Deliverables:** *Provide staff memorandum and presentation materials for City Council meeting for City Manager review.*

**Task 8: Provide recommendation for new sustainable revenue stream for City using new SB 1383 fee as allowed in SB 1383 regulations. This fee can provide City with needed sustainable revenue stream for staff and programs.**

Analysis will include a sustainable revenue stream amount to fund City staff and programs to meet SB 1383 requirements such as reporting, procurement, technical assistance, monitoring, etc. The SB 1383 fee would be a ‘pass-through cost’ and would be independent of any franchise fee or other fees.

**Deliverables:** *Provide staff memorandum on sustainable revenue stream from SB 1383 fee.*

**Task 9: Provide franchise agreement, data analysis, rate comparison and other technical assistance upon City Manager direction.**

Upon direction by City Manager, CSG will complete other technical assistance as needed.



# Kathleen Gallagher

Principal/Senior Sustainability Manager

## CERTIFICATIONS & AFFILIATIONS

Joint Venture Silicon Valley Network,  
Climate Protection Task Force  
Pacific Energy Center Certification for  
Energy Efficiency Auditing

## AWARDS

Beacon Award Winner for  
Sustainability Platinum  
Beacon Award Winner GHG Reductions  
for Community & Municipal

## EDUCATION

Political Science, Natural Resources  
University of Michigan | Ann Arbor, MI  
Series 7 Financial Consultant  
Certification

## VALUABLE SKILLS

Climate Action Plan Development  
Zero Waste/Recycling Management  
Construction & Demolition  
Recycling/CalGreen  
CalRecycle Compliance  
Energy Efficiency/Water Conservation  
Public Education/Outreach  
Environmental Preferable Purchasing  
Policies  
City Task Force Facilitation  
Presentations to Elected Officials  
Grant Writing

Ms. Gallagher is a Sustainability Programs Manager for CSG Consultants and has over 28 years of experience in Climate Action Planning, sustainability program development, recycling, and solid waste contract management. She has served as project manager for Solid Waste and Recycling Programs, Climate Action Plan (CAP) development, energy efficiency projects, grant administration, and water conservation projects for several Bay Area jurisdictions. Ms. Gallagher has extensive experience working with City task forces, elected officials, city staff, and the residential and business community.

Currently, Ms. Gallagher serves as the Sustainability Programs Manager for the Town of Colma where she is updating the Climate Action Plan for 2030 GHG reduction targets. She manages the development/ implementation of the Town’s Climate Action Plan (CAP). Her efforts earned the Town a Platinum Beacon Award from the Institute for Local Government for implementation of best practices for sustainability. Additional projects include serving as the recycling, organics, and solid waste program technical expert for the development of the Town’s Request for Proposal for recycling/solid waste collection. Ms. Gallagher served as the technical expert for development of the new franchise agreement with a special focus on commercial and organics diversion programs. Ms. Gallagher completes CalRecycle compliance reporting to meet AB 939, AB 341, SB 1383 requirements and facilitates CalRecycle staff audits.

Ms. Gallagher also provides Sustainability Program Management services for the Integrated Waste Management Program for San Benito County’s Regional Agency. Projects include managing landfill operating contract compliance and landfill diversion programs, managing compliance with mandates, contract administration for the franchised and non-franchised agreements, household hazardous waste programs, public education/outreach programs, providing technical assistance to the County staff and County committees, and managing grants for the Regional Agency. Ms. Gallagher also completes CalRecycle compliance reporting to meet AB 939, AB 341, SB 1383 and SB 1016 requirement and the CalGreen Construction and Demolition recycling requirements.

## ADDITIONAL RELEVANT EXPERIENCE

Ms. Gallagher developed Hillsborough’s Climate Action Plan in collaboration with the Sustainable Hillsborough Task Force with elected officials and Town staff. She developed the following new sustainable programs for Hillsborough:

- Solar Community Program design and implementation
- Construction and Demolition Recycling Programs
- Municipal Green Building Policy development and implementation
- Residential Energy Efficiency Program
- Energy Efficiency, Green Building and Solar Workshops design and implementation
- Climate Protection Grant Proposal completion (awarded full grant funding)

She facilitated CAP development with the City of Burlingame’s Green Ribbon Task Force that consisted of City Council members, City commissioners, residents, and business community members. Ms. Gallagher developed the Climate Action Plan’s guiding principles, greenhouse gas reduction programs, estimated costs, timelines, and reduction targets. Ms. Gallagher coordinated CAP development with City staff and community through a Community Climate Action Plan Workshop. Concurrent with CAP development, she developed a green building program, solar community program and energy efficiency workshops for immediate sustainability program implementation.

## Scope of Work Cost

Tasks	Senior Sustainability Manager \$200/hr.	
	Hours	Cost
<b>Task 1:</b> Project Initiation/Kick off Meeting to discuss objectives for new franchise agreement e.g. new collection programs/services per current industry standards, contractor compensation setting process, etc. Provide summary of research, timeline, current diversion data and state mandate status.	5	\$1,000
<b>Task 2:</b> Complete analysis of data provided by City and Recology. Draft the new Franchise Agreement for City of Rio Dell to include new current industry standards, new programs and services, new contractor compensation and rate setting provisions, new reporting/recordkeeping as directed by City Manager.	23	\$4,600
<b>Task 3:</b> Provide new draft of updated Franchise Agreement inclusive of City Manager's edits and feedback incorporated. Discuss status of regional franchise agreement discussions as it relates to the City of Rio Dell in meetings with City Manager.	11	\$2,200
<b>Task 4:</b> Prepare documents for first negotiation meeting with Recology; Meet with City Manager on agenda, staff memos, timeline, and the updated franchise agreement.	9	\$1,800
<b>Task 5:</b> Hold series of meetings and negotiation discussions with City Manager and Recology staff to discuss the new draft franchise agreement and work to achieve consensus on key negotiation items.	18	\$3,600
<b>Task 6:</b> Provide analysis of Recology's cost proposal for new franchise agreement for City Manager review. Discuss Recology's rate assumptions, data used, profit margin and rate setting process with goal that Recology provide a reasonable and transparent cost proposal to minimize ratepayer impact.	14	\$2,800
<b>Task 7:</b> Complete staff memorandum for City Council staff report and presentation for City Manager use for franchise agreement approval process.	4	\$800
<b>Task 8:</b> Provide recommendation for new sustainable revenue stream for City using new SB 1383 fee as allowed in SB 1383 regulations.	3	\$600
<b>Task 9:</b> Provide franchise agreement, data analysis, rate comparison and other technical assistance upon City Manager direction.	24	\$4,800
<b>15% contingency</b>		\$3,330
<b>Total Cost:</b>		<b>\$25,530</b>

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel, and office expenses. CSG will mail an invoice every month for services rendered during the previous month. On July 1 of each year following the contract start date, CSG will initiate a rate increase based on change in CPI for the applicable region.



*Employee-Owned*

**OFFICES  
THROUGHOUT  
CALIFORNIA**

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**SAN FRANCISCO BAY AREA**

• Foster City • San Jose • Pleasanton •

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**SACRAMENTO REGION**

• Sacramento •

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**CENTRAL VALLEY**

• Newman • Fresno •

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**CENTRAL COAST**

• Paso Robles •

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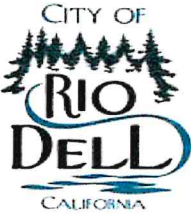
**SOUTHERN CALIFORNIA**

• Orange •

WWW.CSGENGR.COM

888.794.2016

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



DATE: July 16, 2024  
TO: Mayor and Members of the City Council  
FROM: Travis Sanborn, Finance Director  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Authorize the City Manager to sign RCAC Commitment Letter

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to sign the RCAC Commitment Letter

BACKGROUND AND DISCUSSION

This memo provides an update on the financing strategy for the City of Rio Dell's Water Distribution System Improvement Project (Project), authorized by Agreement No. D2202019 with the California State Water Resources Control Board (State Water Board).

Project Overview:

Total Funding: \$12,862,989  
Construction Budget: \$10,042,590  
Completion Deadline: February 28, 2025

Discussion:

The City is pleased to announce the upcoming commencement of the Water Distribution System Improvement Project, slated to begin in late spring or early summer of 2024. This crucial initiative will enhance the reliability and efficiency of our water delivery system, ensuring residents have continued access to clean, safe drinking water.

Our agreement with the State Water Board includes upfront payments to contractors by the City, followed by reimbursement from the State. However, the State anticipates a processing delay, with reimbursements not arriving until August 2024. To bridge this temporary funding gap and avoid any project timeline disruptions, the City is pursuing a short-term financing solution.

Through a careful selection process, the City has identified the Rural Community Assistance Corporation (RCAC) as a strong potential partner. RCAC boasts a proven track record of supporting rural communities with infrastructure projects, and we've had the pleasure of collaborating with them on successful past endeavors like the Water Transmission Main, Tank Replacement, and Raw Water Intake System project (total value: \$3.6 million).

Our dedicated staff has been diligently working with RCAC to finalize the financing terms. A detailed Commitment Letter outlining the specifics of the proposed agreement is attached to this communication. At the April 2, 2024, City Council meeting, the Council approved Resolution 1600-2024, which, among other things, authorizes the City Manager to execute in the name of the City, the loan application and the loan agreement, promissory note, and security and other instruments, and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto.

By taking this proactive approach to secure short-term funding, the City aims to ensure the Water Distribution System Improvement Project progresses on schedule and achieves its intended purpose. We remain committed to minimizing any potential cash flow disruptions and will continue to keep the Council informed of all further developments.

ATTACHMENTS

- Rural Community Assistance Corporation Commitment Letter
- Resolution No. 1600-2024 Resolution to Borrow – Rural Community Assistance Corporation



Section F, Item 6.  
3120 Freeboard Drive, Suite 201  
West Sacramento, CA 95691  
(916) 447-2854 • Fax (916) 447-2878

July 2, 2024

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

Re: Water Distribution System Improvement Project  
Rio Dell, Humboldt County, CA  
Loan No.: 1144-CRD-05  
Commitment Letter ("Commitment")

Dear Mr. Knopp:

I am pleased to inform you that on June 28, 2024, the Rural Community Assistance Corporation ("Lender" or "RCAC") conditionally approved a loan ("Loan") to City of Rio Dell ("Borrower") under the following general terms and conditions:

1. **Borrower:** City of Rio Dell ("Borrower")
2. **Project Name:** Water Distribution System Improvement Project (the "Project")
3. **Loan Amount:** Five Million Two Hundred Sixty Thousand Nine Hundred Fourteen Dollars and No Cents (\$5,260,914.00)
4. **Loan Purpose:** Revolving Line of Credit for water system improvement with SWRCB funding
5. **Security:** Grant Anticipation Note/Loan Agreement
6. **Interest Rate:** When loan is closed before the expiration date of the original Commitment term of December 28, 2024, the interest rate is five and one-half percent (5.50%) for the 12 month term of this Loan. If there is an extension to this Commitment, Lender has sole discretion to change the Interest Rate based on market conditions at the time of such extension request.
7. **Loan Term:** Twelve (12) months ("Loan Term")
8. **Loan Fees:** Borrower shall pay Lender a nonrefundable loan origination fee equal to one and one-half percent (1.50%) of the loan amount or Seventy-Eight Thousand Nine Hundred Fourteen Dollars and No Cents (\$78,914.00). This fee is due and payable on the Closing Date.
9. **Commitment Term:** This Commitment will expire on December 28, 2024. Any extension of the Commitment period is contingent on RCAC approval. Interest Rate shall be based on market conditions at the time of such extension request. In addition, Borrower to pay Lender a Commitment extension processing fee of \$250.00 for an extension of up to six months. Borrower to pay fee at time of extension.



10. **Closing Date:** The Closing Date shall be mutually agreed upon between Borrower and Lender.
11. **Interest Reserve:** One Hundred Eighty-Two Thousand Dollars and No Cents (\$182,000.00) of the total loan amount is designated as interest reserve ("Interest Reserve") and will be used solely to pay monthly interest accrual on the Loan. Prior to the Closing Date, Lender will review the schedule of disbursements provided by Borrower and verify that the Interest Reserve likely will be sufficient to cover monthly interest over the term of the Loan. Lender reserves the right to adjust the size of the Interest Reserve prior to the Closing Date.
12. **Disbursement:** Seventy-Eight Thousand Nine Hundred Fourteen Dollars and No Cents (\$78,914.00) will be retained by Lender for payment of the Loan Fee. One Hundred Eighty-Two Thousand Dollars and No Cents (\$182,000.00) will be retained by Lender for Interest Reserve. **See 22 b, c, d, below regarding disbursement of funds for the water system improvements.**
13. **Repayment:** All principal and accrued unpaid interest shall be paid upon loan maturity. Interest to be paid monthly in arrears from Interest Reserve account. In the event Interest Reserve account funds become depleted, Borrower will pay interest monthly.
14. **Underwriting & Affordability Criteria:** The Loan, the Project, and Borrower shall meet and conform in all material respects to all projections and other information relating thereto which has been submitted by Borrower as of the date hereof and shall conform to such other underwriting criteria required by Lender as of the Closing Date.
15. **Expenses:** Except as otherwise provided herein, Borrower and Lender shall each pay its own expenses in connection with the transactions contemplated hereby. Borrower, however, shall pay all legal fees, if any, in connection with the origination of the loan.
16. **Condition of Project:** The Project shall comply with all necessary licenses, approvals, and permits necessary in connection with the, use and operation of the Project. The Project and its use shall comply with all applicable zoning, environmental and all other applicable laws, rules, regulations, ordinances, guidelines and requirements.
17. **Loan Documentation and Information:** All terms and conditions set forth in this Commitment letter to Borrower shall have been satisfied and fulfilled. All documentation pertaining to the Loan, including, without limitation, the Grant Anticipation Note/Loan Agreement, and all other documents pertaining to the loan (the "Loan Documents"), shall be in form and substance acceptable to Lender. Borrower agrees to promptly provide to Lender all documentation.
18. **Other Financing:** All other financing contemplated or projected with respect to the Project shall be, or have been, approved in form and substance by Lender.
19. **Notice to Lenders: No Conflicts with Other Obligations.** Borrower shall provide prior written notice to all lenders with respect to the Project regarding the origination of the Loan in connection therewith. Such borrowing shall not constitute a breach of or default under any other agreement or document to which the Borrower is a party and by which it is bound.

20. **Preclosing Conditions:** RCAC must receive and approve these conditions prior to closing the loan:
- a. City Attorney's Opinion letter
21. **Closing Conditions:** RCAC must receive at loan closing:
- a. Grant Anticipation Note/Loan Agreement
22. **Post Closing Conditions:** Borrower agrees to provide RCAC after Closing Date:
- a. Borrower prepared financial statements, prepared in accordance with Generally Accepted Accounting Principles, are due no later than ninety (90) days after Borrower's fiscal year-end of (6/30) of each year

Prior to disbursement for construction and/or site development funds, RCAC must receive and approve of the following:

- b. Copies of disbursements requests submitted to SWRCB
  - c. State concurred in construction contract and payment and performance bonds
  - d. RCAC disbursements limited to amount of funding agreement for forgivable loan
23. **Termination:** Lender, at its option, may cancel this Commitment and terminate its obligations hereunder upon the occurrence of any of the following events:
- a. Failure by Borrower to execute and deliver to Lender a duplicate original of this Commitment within thirty (30) days of the date of this Commitment;
  - b. Failure of Borrower and Lender to enter into the agreement and consummate the transactions contemplated hereby on or prior to December 28, 2024;
  - c. Borrower's failure or inability to comply with any of the terms or conditions set forth herein;
  - d. Any material adverse change in the borrower's financial condition or any material adverse change in the condition, financial or otherwise, of the Project;
  - e. The filing by or against Borrower of any petition in bankruptcy or insolvency or for reorganization or the appointment of a receiver or trustee or the making by Borrower of an assignment for the benefit of creditors or the filing of a petition in bankruptcy or any similar event; provided, however, that Borrower shall have the opportunity to have dismissed any cause of action against it for involuntary bankruptcy within thirty (30) days from the date such action is commenced, provided, further, that nothing contained in this paragraph shall act to change or extend the expiration date;
  - f. The disclosure of any information which Borrower should reasonably have disclosed to Lender before the date of this letter which would have a material adverse effect on the ability of Lender to perform its obligations under this Commitment or of the Loan to comply with the terms hereof; or

- g. The failure of Borrower to disclose or provide to Lender any material information relating to the Loan, the Project, Borrower or the transactions contemplated hereby, or the misrepresentation of any fact or circumstance relating to the Loan, the Project, Borrower or the transactions contemplated hereby.
- 24. **Nonassignability of Commitment; No Third-Party Beneficiaries:** This Commitment shall not be assigned by Borrower or by operation of law or otherwise without prior written consent of Lender. This Commitment is solely between Lender and Borrower and no other person or entity shall be a direct or indirect beneficiary hereof or hereunder.
- 25. **Indemnity:** Borrower shall indemnify Lender and its trustees, directors, officers, employees, agents, servants, representatives and affiliates and defend and hold each of them harmless from and against any and all of them directly or indirectly arising out of or resulting from (i) Borrower's failure to observe its covenants or perform its services, duties or obligations under this Commitment, (ii) any misrepresentation of any fact or circumstance relating to the Loan, the Project, Borrower or the transactions contemplated hereby, or (iii) any act of negligence or willful misconduct by Borrower, including any wrongful or negligent omission or failure to act on the part of the Lender, in connection with this Commitment.
- 26. **Governing Law:** This Commitment shall be governed by and construed in accordance with the laws of the State of California.
- 27. **Entire Agreement:** This Commitment supersedes all prior agreements, commitments, negotiations or understanding between Borrower and Lender, written or oral, with respect to the transactions contemplated herein, and cannot be amended or modified except by a written agreement between Borrower and Lender.

By this letter and by Borrower's acceptance hereof, Borrower and Lender agree to make the Loan on these terms and conditions, which in the aggregate shall constitute a mutually binding commitment between Lender and Borrower. If the terms and conditions set forth herein are satisfactory to Borrower, please indicate Borrower's agreement of the same by duly executing this letter.

Sincerely,

**Rural Community Assistance Corporation,**  
a California nonprofit public benefit corporation

DocuSigned by:  
  
 BY: \_\_\_\_\_  
82FE0C6106B9410  
 Juanita Hallstrom  
 Loan Fund Director

Date: 7/2/2024 \_\_\_\_\_

Agreed to and accepted as  
of the date written below by:

***City of Rio Dell,***  
a California public body

By: \_\_\_\_\_  
Kyle Knopp  
City Manager

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



**RESOLUTION NO. 1600-2024**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL**  
**RESOLUTION TO BORROW – RURAL COMMUNITY ASSISTANCE CORPORATION**

*The City Council of the City of Rio Dell hereby authorizes the submission of a loan application, the incurring of an indebtedness, the execution of a loan agreement and any amendments thereto, a promissory note, and any other documents necessary to secure a loan from Rural Community Assistance Corporation.*

**WHEREAS**, the City of Rio Dell (hereinafter referred to as “City”) is a municipality established under the laws of the State of California and empowered to own property, borrow money and give security for loans.

**WHEREAS**, Rural Community Assistance Corporation (hereinafter referred to as “RCAC”) is authorized to make loans for housing, environmental infrastructure and community facilities for low-income people; and

**WHEREAS**, the City wishes to obtain from RCAC a loan for the development of the Rio Dell Water Distribution System Improvement Project (hereinafter referred to as “Project”) on the property located in Rio Dell.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Rio Dell

- 1) The City shall submit to RCAC an application for a loan for the Project to be developed in the County of Humboldt in the State of California.
- 2) If the loan is approved, the City is hereby authorized to incur indebtedness in an amount not to exceed the amount approved by RCAC and to enter into a loan agreement with RCAC for the purposes set forth in the loan application and approved by RCAC. It also may give a promissory note and execute security and other instruments required by RCAC to evidence and secure the indebtedness.

- 3) The City is further authorized to request amendments, including increases in the loan amount up to amounts approved by RCAC, and to execute any and all documents required by RCAC to evidence and secure these amendments.
- 4) The City authorizes the City Manager to execute in the name of the City, the loan application and the loan agreement, promissory note, and security and other instruments, and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto.
- 5) The City authorizes the City Manager to execute in the name of the City, only that documentation required by RCAC for the disbursement of funds during the term of the loan.
- 6) The City authorizes the City Manager to confirm City bank account information for loan disbursements and payments.

**PASSED AND ADOPTED** by the City of Rio Dell on this 2nd day of April, 2024 by the following roll call vote:

Ayes:  
 Noes:  
 Abstain:  
 Absent:

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

*ATTEST: The undersigned Karen Dunham, City Clerk of the City of Rio Dell heretofore named, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the City Council of the City of Rio Dell adopted at a duly convened meeting on the date mentioned above, and that said resolution has not been altered, amended or repealed.*

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

\_\_\_\_\_  
 Date



## Staff Highlights – 2024-07-16

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### City Council

A ceremonial groundbreaking will occur on Wednesday July 17<sup>th</sup> 1:30pm at the Douglas Street water tank site for our water distribution system capital project. Carpooling is encouraged.

### City Manager

Attended the Grand Opening of the new Fortuna Police Department Building on Thursday June 20<sup>th</sup>.

Attended SCORE Board of Directors meeting in Anderson on Friday, June 21<sup>st</sup>.

Met with representatives of PG&E to discuss updates on their project to provide additional electrical capacity resources to Rio Dell and the surrounding area. Good progress is being made.

Attended a RREDC meeting on Monday, June 24<sup>th</sup> to discuss economic impacts from the CalFire project.

Met with representatives from the Governor's Office of Business and Economic Development (Go-Biz) on Saturday during a conference on wind energy at Bear River. Discussion on the CalFire project in Rio Dell.

Met with the Community Economic Resilience Consortium (CERC) on Wednesday June 26<sup>th</sup> to discuss the CalFire project.

Arranged for the street sweeping on Friday June 28<sup>th</sup>.

Multiple coordination calls on various grant funded projects including CDBG Owner Occupied Rehabilitation Loans, Water CIP, Clean California and SB 1383.

A ceremonial groundbreaking will occur on Wednesday July 17<sup>th</sup> 1:30pm at the Douglas Street water tank site.

### City Clerk

#### Processed Eighteen (18) Building Permit Applications:

483 Second Ave. – Re-Roof Residence

612 Second Ave. – Re-Roof Residence



168 Ogle Ave. – Residential Remodel  
762 Rigby Ave. – Earthquake Repairs  
155 Elko St. – Re-Roof Residence  
483 Second Ave. – Re-Roof Residence  
612 Second Ave. – Re-Roof Residence  
168 Ogle Ave. – Residential Remodel  
762 Rigby Ave. – Earthquake Repairs  
155 Elko Ave. – Re-Roof Residence  
612 Second Ave. – Sewer Lateral and Backflow Device  
690 Gunnerson Lane – Master Bedroom/Bath  
612 Second Ave. – Sewer Lateral, Cleanouts and Backflow Prevention Device  
449 Second Ave. – Re-Roof Residence  
715-725 Rigby Ave. – Siding  
999 Curtis Lane – Sewer Lateral and 3 Cleanouts  
720 Rigby Ave. – Metal Garage  
185 Wildwood Ave. – Demolition of Unpermitted Addition

Processed Three (3) Business License Application:

Velasco’s Electric – Non-Resident Electrical/Solar Contractor  
Resource Environmental, Inc. – Environmental, Remediation and Demolition Contractor  
Redwood Plumbing – Non-Resident Contractor

Processed Four (4) Encroachment Permit Application:

624 Gunnerson Lane- Curb, Gutter, and Sidewalk Installation  
375 Nally Lane – PG&E Replacing Gas Service  
670 Second Ave. and Various Locations – Replacing New Facilities for AT&T  
65 Belleview Ave. – Repair of Transmission Pole for PG&E

Misc:

Set up Aflac meeting for annual renewals  
Attended Beautification, Walkability, and Pride Committee meeting on 6/21  
Prepared Candidate Packets for the November City Council Election  
Prepared and Submitted Substitution of Trustee and Full Reconveyance for CDBG loan  
Submitted Quarterly Seismic Fee Report





Submitted Quarterly SB 1473 Building Permit Report to Building Standards Commission

Submitted SB 1186 Building Permit Report to Division of State Architect

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

City received a Letter of Commitment from RCAC for a bridge loan on the critical CIP Water Project.

Moving Forward: Productive meetings with the State Waterboards on various aspects of the Rio Dell Water Infrastructure project.

Completion on the Horizon: We're working closely with Clean CA to finalize the Gateway Beautification Project and secure final payment.

Progress Update: Met with Clean CA stakeholders to discuss ongoing progress on both Clean CA grant-funded projects.

Recovery in Action: Submitted a reimbursement request to CalOES for the Hypochlorite generator (Earthquake item #11).

Advocating for Rio Dell: We're actively working with CDAA/CalOES to expedite processing of Rio Dell's Earthquake work/claim requests.

Accurate CDBG Reporting: Collaborating with HCD to ensure accurate reporting of the City's CDBG PI (Performance Indicators).

Maximizing CDBG Funds: Working with HCD, County, and City staff to discuss CDBG program and distribute PI funds effectively.

SB 1383 Grant Management: Partnering with CalRecycle to administer grant funds related to SB 1383.

Ordinance Enforcement: Letters sent to parcel owners subject to the Sewer Lien Ordinance.

Cannabis Regulation: Collected all annual fees from Cannabis businesses.

Completed site visits of Cannabis Cultivation businesses on Dinsmore Plateau.

Infrastructure Coordination: Met with PGE representatives to discuss ongoing and future work impacting Rio Dell.



Collaboration for Rio Dell: Engaging with Caltrans on all current projects impacting our city.

**Public Works Water**

PG&E Construction meeting and planning

Work with VPI / PG&E on construction locations.

Coordination with Freshwater Environmental on multiple projects, Cross Connection Prevention Plan, Rio Dell Metropolitan Wells Testing, Lead Service Line Inventory survey/analysis.

Ordering replacement raw water pumps and motors for the Infiltration Gallery.

Shut off for non-payments

2" monument water main leak repair

3" PVC water main / service saddle leak repair (VPI contractor assistance)

Service repairs on 2<sup>nd</sup> and Berkeley

**Public Works Wastewater**

Giant F.O.G Plug on First Avenue.

Cleaned up spillage from 45 Davis cleanouts, owner and residence have been notified.

Collection system checked weekly, system is much dryer.

Belt Press Screw Conveyor Assembly replaced, belt press is running.

Broken Lateral Repair at 3<sup>rd</sup> and Berkley.

Monitoring schedule sample bottle order updated for dry season sampling.

**Public Works Streets, Buildings and Grounds**

Mowing all parks including side streets along Pacific, Belleview, Riverside, Painter and Davis St.

Mowed North Gate

Picked up weed and feed for the season

Fixed memorial park sign- rotten boards

161 Birch St. broken storm D. I. cover

Sprayed south islands with Neem oil



Mowed city hall

Mowed Douglas Tank

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

The Department had the following statistics for the period of June 12, 2024 to July 9, 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	76	8	2
Beauchaine	75	5	1
Landry	120	11	3
Sierra	19	0	0
Fielder	51	3	1
Clark	51	3	N/A
Totals	405	30	7
Averages	14.5 per day	7.5 per week	1.8 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week

**Calls for Service at 355 Center Street**

ANIMAL	06/17/2024	13:55:16	355 CENTER ST	6X3	
653M	06/24/2024	00:48:09	355 CENTER ST	6S1	
415	06/24/2024	01:46:11	355 CENTER ST	6S1	
415	06/28/2024	09:36:04	355 CENTER ST	6S2	
415	06/30/2024	06:51:34	355 CENTER ST	6A1	24-0000232
CITIZEN	06/30/2024	07:42:04	355 CENTER ST	6A1	
WELFARE	07/01/2024	06:07:36	355 CENTER ST	6A1	
415	07/01/2024	19:09:06	355 CENTER ST	6S1	
FU	07/05/2024	12:00:09	355 CENTER ST	6S2	
OUT	07/08/2024	21:46:13	355 CENTER ST	6S1	
273D	07/09/2024	19:58:05	355 CENTER ST	6A1	

ANIMAL – Generic animal control detail

653M – Harassing phone calls

415 – Argument or disturbance

CITIZEN – Generic citizen contact

WELFARE – Mental or physical health check



FU – Follow-up or generic call for service  
OUT – Assist for another agency  
273D – Child abuse investigation

6S2 – Corporal Crystal Landry  
6A1 – Chief Jeff Conner  
6S1 – Sergeant John Beauchaine  
6X3 – Community Services Officer Mary Clark

During the period of June 12 to July 9, 2024, there were twenty-four calls for service relating to animal control. Three feral cats were transported to Miranda's Rescue where they will be neutered and then released. Chief Conner handled a call where an English bulldog bit a ten-year-old girl on the calf causing a laceration that required several stitches to close. The dog will be declared a potentially dangerous dog. A woman relinquished her turtles to the Department. After some research, it was determined that they were river turtles and were released to the river. There were multiple calls for dogs being left confined in their human's car during hot weather. However, in all of the situations, the dogs had been well cared for and were not in distress.

On June 18, 2024, Corporal Landry assisted the Fortuna Police Department in the search for a man wanted for vehicle theft and numerous other charges. When she was released from the that detail, she checked a residence in Rio Dell that belonged to associate of the suspect. She saw a Jeep that the wanted man had been reported to be driving. She tried to pull over the Jeep, but the driver fled at a high rate of speed. Corporal Landry pursued the Jeep on the freeway and then out Belleview/Blue Side Road. The Jeep turned onto Price Creek Road and then up a long driveway to a ranch. Corporal Landry continued to follow until the Jeep smashed through two gates and several barbed wire fences. It was found abandoned at the end of the dirt road a short time later. The Jeep was reported stolen off of a dealer's lot in Tracy. The suspect was eventually apprehended by the Fortuna Police Department after another pursuit.

On July 1, 2024, Officer Charlie Fielder was advised of a traffic collision that had just occurred at the intersection of Davis and Wildwood. A family, just returning from a vacation, was headed north on Wildwood. A pickup headed east was stopped at the stop sign on Davis. The pickup proceeded into the intersection as the driver did not see the SUV carrying the family. The pickup broadsided the SUV and knocked it onto its side. The family was able to escape through the front window after Officer Fielder and others removed it from the car. Everyone involved was examined by emergency medical responders and fortunately, no one was injured although the younger children were scared.

On July 2, 2024, a woman disclosed to Chief Conner that she had been raped by her former boyfriend. However, she was unwilling to discuss the incident in detail or assist in prosecution. The following day, the victim spoke with Corporal Landry who had developed rapport with the victim and she told Corporal Landry what had happened to her. Later that same day, Chief Conner spotted the suspect riding his bicycle on Davis and contacted him. He was arrested for rape, kidnapping, false imprisonment, and domestic violence. He is currently incarcerated.

### **Community Development Department**



Roof Inspections 483 Second Ave

Drywall inspection 127 Berkeley Street

Accessory building inspections 444 Davis Street

Prepare staff report and ordinance for Construction Noise and PC Chair and Vice-Chair elections

Deck, stairs, guardrails and handrails inspection 227 Ogle Ave.

Complete FEMA Floodplain Survey.

Foundation, cripple wall inspection 55 Belleview Ave

Meeting w/Rick Randall re: Summers property on Eeloa Ave.

Submit PRA request (5/17 – 6/21) to DGS re: Cal Fire

Work on Cal Fire web page

Zoom meeting re: Cal Fire

Final Inspection 745 Ireland Ave Unit A

Work on Rio Dell east development concept

Roof inspections 108 Cedar

Mini Split inspection 673 Rigby Ave, Units 2 and 3

Final Inspection for garage/shop 225 Smither Court

Electrical Inspections 390 Third Ave

Final Inspection 745 Ireland Unit B.

Prepare and send out 2024-2025 Annual Cannabis Business Licenses

Review and respond to the chain of emails regarding the Steven Saunders CDBG loan

Meeting with Margo Advisors regarding Dinsmore Plateau Farms State license

Cannabis inspections Dinsmore Plateau

Review revised/corrected plans for Northwestern Flower Company, Building B1, refer to BPR

Roof Inspections 145 First Ave



Foundation/framing 192 Ogle Ave

Zoom meeting with HCD staff re: Steven Saunders, review HCD Grants Management Manual, Federal Code of Regulations, follow-up emails with all

Attempt to record Saunders Deed of Trust, review CGC 27383 re: recording fees

Prepare draft text amendments to Chapter 13.20 Water Wells

Prepare Draft MOU for County to administer City's well permitting

Final inspection 467 Sequoia

Roof Inspections 612 Second Ave

**Intergovernmental**

**Humboldt-Rio Dell Business Park**

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



DATE: July 16, 2024

TO: Mayor and Members of the City Council

FROM: Sunshine Kelly, Wastewater Superintendent

THROUGH: Kyle Knopp, City Manager

SUBJECT: Future amendment of City of Rio Dell Municipal Code Chapter 13.10 “Sewer Rates and Regulations” and adoption of Resolution No. 1609.204 the creation of the Sewer Lateral Repair/Replacement Program Revolving Loan Fund.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive a presentation by the City of Rio Dell Wastewater Superintendent on future proposed amendments by updating language amending Chapter 13.10 “Sewer Rates and Regulations” in the City of Rio Dell Municipal Code and future proposal of a Sewer lateral repair/replacement program revolving loan fund.

BACKGROUND AND DISCUSSION

As the City Council is aware our Inflow and Infiltration issues during the wet weather season are extreme. It is Staffs goal to work with the City customers to resolve some of these I&I issues on private property by providing guidance with clearer language in the City of Rio Dell Municipal Code Chapter 13.10 “Sewer Rates and Regulations”.

It has been brought to the attention of the Wastewater Superintendent that with the adoption of Chapter 13.10 Sewer Rates and Regulations created by Freshwater environmental in 2013, Articles from the past Chapter were not included and as such the language of Chapter 10.13 is vague in its descriptions and can be miss interpreted.

Staff is hopeful that with clearer language, preventative maintenance and scheduled maintenance will be established with projects that may happen in the future. Staff is looking for clearer language in Chapter 13.10 for clarity in designating boundaries for present and future wastewater customers.

Such as:

- 1) Making clear that backflow devices and lower cleanouts with correct direction of sweep are installed at time of sale during sewer lateral inspections.
- 2) Clarifying language that at time of sale sewer lateral inspections, camera work be done to look for tie-ins or shared laterals, when discovered these be immediately made aware to the property owners and that a 60-day time line be given to fix the matter.
- 3) Requesting that if a property is within 300 feet of the City Sewer and their current on-site wastewater treatment (septic) system fails or is not adequate for future development of the property, that property tie into the City's Sewer system.

It has been brought to the attention of the Wastewater Superintendent that throughout the City there are many hidden sewer laterals, some of them tie into their neighbors' lateral. According to City code this is not legal and must be dealt with at the time of sale when a lateral test inspection is attempted and corrections must be made to pass the lateral inspection.

It is during these tests that neighbors and home owners discover the problems, and letters of deferment are written to help with the completion of the project. Sometimes these lateral corrections can be costly and as a surprise cannot be financially sustainable for low income residence.

It is Staff's recommendation that at a future date the City:

- 1) Create the Sewer Lateral Repair/Replacement Program Revolving Loan Fund where in the City sets aside \$150,000 from the Sewer Fund, to make available to home owners that are needing sewer lateral replacement and lower cleanout installation.
- 2) A fixed 5-year loan with 6% interest paid back to the City.

This Revolving Loan Fund (RLF) project is currently being worked on by the Finance Department, and City Attorney, as they resolve some of the details for Staff to have a complete presentation for the Council in a future date.

No action by the City Council is required at this time. Staff is sharing their direction and are open to a discussion as the process moves forward.

ATTACHMENTS:

Draft Sewer Lateral Loan Program.  
Sewer Lateral Demo.



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



## **DRAFT**

# **SEWER LATERAL LOAN PROGRAM**

If you are required by the City to replace your sewer lateral, loans will be made available from the City to help ease the unanticipated cost burden of the project. The specifics of the loan program are currently as follows:

- Maximum repayment term = 5 years
- Interest Rate = 6% annually
- Maximum loan amount = \$7000
- No credit or background check
- No income requirements
- Owner must sign a Deed of Trust to the City for the loan amount requested
- Loans apply to work performed by properly licensed contractors only. Owner/builder work is not covered

The process of applying for and using loan program dollars to finance lateral repairs is generally as follows:

1. Owner files application for Sewer Lateral Loan at Rio Dell City Hall
2. Lateral work is bid and conducted by licensed plumbing under a building permit (may be obtained by the owner or contractor)
3. The City reviews the Sewer Lateral Loan application and lateral work bid
4. Owner is notified that their loan application has been approved or denied
6. Owner signs a Deed of Trust for the loan amount
7. All permits must pass final inspection before loan funds are issued
8. City pays contractor loan dollars in the amount specified in the Deed of Trust.

\*Note: Loan requests are typically based on quotes. Due to the time involved in drafting and recording legal documents, loan funds will only be dispersed for the amounts shown on the initial quote. Any amount over the quoted cost is the owner's responsibility. The best way to deal with this is to ensure your plumber's quote is a "not-to-exceed" amount.

675 Wildwood Avenue  
 Rio Dell, CA 95562  
 (707) 764-3532  
 (707) 764-5480 (fax)  
 Email: sanbornt@cityofriodell.ca.gov



**DATE:** 6/30/202X  
**TO:** Rio Dell Resident  
**FROM:** City of Rio Dell  
**RE:** Sewer Lateral Loan

Rio Dell Resident  
 123 Anywhere St Rio Dell CA 95562

Loan Date	1/1/2025
Amount	7,000.00
Interest	6%

Period Ending	Principle Amount	Annual Interest Amount	Time	Total Annual Interest	Total Interest Due
12/31/2025	7,000.00	1.15	365.0	420.00	420.00
12/31/2026	7,000.00	1.15	365.0	420.00	840.00
12/31/2027	7,000.00	1.15	365.0	420.00	1,260.00
12/31/2028	7,000.00	1.15	365.0	420.00	1,680.00
12/31/2029	7,000.00	1.15	365.0	420.00	2,100.00
				INTEREST ONLY--	2,100.00
				PRINCIPLE--	7,000.00
				<b>PRINCIPLE AND INTEREST--</b>	<b>9,100.00</b>
				Reconveyance Fee	45.00
				<b>Total Due</b>	<b>9,145.00</b>

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



DATE: July 16, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Public Hearing on the List of Delinquent Sewer Accounts to send to the Auditor-Controller for placement on the tax roll

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

1. Open the Public Hearing, receive public input, and deliberate; and
2. Close the Public Hearing; and
3. Discuss the matter; and
4. Approve the final list of delinquent sewer accounts to send to the Auditor-Controller for placement on the tax roll.

**BACKGROUND AND DISCUSSION:**

At the meeting on July 6, 2023, the Rio Dell City Council adopted Ordinance No. 399-2023, published as Rio Dell Municipal Code Section 13.10.242-246, to allow the City to send delinquent sewer charges to the auditor-controller to add them to the tax roll as a lien.

The adopted Ordinance Amendment includes reference to the Health and Safety Code §§ 5473 through 5473.7. Health and Safety Code § 5473 allows a city to send overdue sewer charges to the Auditor-Controller. The statute states that a city “may have such charges collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, its general taxes.” The inclusion of the amendment by the City would conform to such Health and Safety Code, thus allowing City to submit overdue sewer charges to the Auditor-Controller so long as City follows the protocol laid out in the Health and Safety Code.

Health and Safety Code § 5473 allows the collection of overdue sewer charges through taxes. In order to do so, the following steps must be followed:

1. The City must prepare a written report each year and file it with the clerk, which must contain a description of each parcel of property receiving the services and the amount of the charge for each parcel for the year. Description of the parcels may be made either by referencing maps prepared in accordance with Section 327 of the California Revenue and Taxation Code, and also on file in the office of the County Assessor, or by reference to plats or maps on file in the office of the clerk.
2. Next, upon preparing and filing the written report, City must give notice and hold a hearing regarding the delinquencies.
3. The clerk must give notice of the filing of the written report and of a time and place of hearing, to be published pursuant to Section 6066 of the Government Code prior to the date set for the hearing, in a newspaper of general circulation printed and published within the City, if such newspaper exists, and if not, then notice must be published in a newspaper printed and published within Humboldt County.
4. Before collecting charges on the tax roll, the clerk shall cause notice in writing of the filing of the written report, proposing to have such charges for the next fiscal year collected on the tax roll and of the time and place of the hearing, to be mailed “to each person to whom any parcel or parcels of real property described in said report is assessed in the last equalized assessment roll available on the date said report is prepared, at the address shown on said assessment roll or as known to said clerk. If the legislative body adopts the report, then the requirements for notice in writing to the persons to whom parcels of real property are assessed shall not apply to hearings on reports prepared in subsequent fiscal years but notice by publication as herein provided shall be adequate.” (*Id.* at § 5473.1)
5. During the hearing, the City must hear and consider all objections or protests to the written report referred to in the notice. If the City finds that the protest is made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the charges shall be collected separately from the tax roll and shall not constitute a lien against any parcel of land. (*Id.* at § 5473.2)
6. Upon conclusion of the hearing, the City may adopt, revise, change, reduce, or modify and charge or overrule any or all objections and shall make its determination upon each charge as described in the written report, which determination shall be final.
7. On or before August 10 of each year following the final determination, the clerk shall file with the county auditor a copy of the report prepared pursuant to Section 5473 with a statement endorsed on the report over their signature that the report has been finally adopted by the legislative body and the county auditor shall enter the amounts of the charges against the lots or parcels in question as they appear on the current assessment roll. If the property is not described on the roll, the county auditor may enter the description on the roll together with the amounts of the charges as shown in the report.

The City's adopted amendment would allow the City to send overdue sewer charges as liens to the Humboldt County Auditor-Controller, so long as they include the assessment protocol and, after the ordinance is amended, prepare and file a written notice and hold a hearing regarding the notice and delinquencies, following protocol found at California Health and Safety Code §§ 5473 through 5473.7.

ATTACHMENTS:

- List of Delinquent Sewer Accounts
- Ordinance No. 399-2023: Amending Ordinance 335-2015, Chapter 13.10, Section 241 And Adding Chapter 13.10, Sections 242-246 Property Tax Liens for Nonpayment of Delinquent Sewer Bills for Customers that do not Subscribe to Water Service and a Means of Collecting the Delinquent Charges on the Property Tax Bill
- Notice of Public Hearing

Attachment – List of Delinquent Sewer Accounts 7/16/2024

<b>Parcel #</b>	<b>Amount</b>
053-122-007-000	775.89
053-172-016-000	1,573.58
053-161-009-000	898.85
053-115-001-000	666.86
052-231-014-000	778.18
053-141-020-000	814.04
052-072-019-000	787.71
052-301-012-000	780.92
052-053-019-000	567.72
053-151-006-000	323.13
053-163-002-000	319.04
053-102-012-000	516.93
052-071-003-000	577.54
053-073-005-000	64.14
052-131-007-000	505.99

**Total: 9,950.52**



**ORDINANCE NO. 399-2023**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING ORDINANCE 335-2015, CHAPTER 13.10, SECTION 241  
AND ADDING CHAPTER 13.10, SECTIONS 242-246  
PROPERTY TAX LIENS FOR NONPAYMENT OF DELINQUENT  
SEWER BILLS FOR CUSTOMERS THAT DO NOT SUBSCRIBE  
TO WATER SERVICE AND A MEANS OF COLLECTING  
THE DELINQUENT CHARGES ON THE PROPERTY TAX BILL**

**WHEREAS**, the City of Rio Dell Municipal Code Section 13.10.240 provides that the Department of Public Works has the right to discontinue water service to any customer that is delinquent in the payment of their sewer bill, and

**WHEREAS**, there is no provision in the City of Rio Dell Municipal Code to discontinue sewer service to a customer that is delinquent in the payment of their bill, but does not subscribe to City water service, and

**WHEREAS**, the City of Rio Dell needs an incentive and procedure to enforce the collection of delinquent sewer bills from customers that use sewer services without water service, but are frequently delinquent in paying for the service, and

**WHEREAS**, California Government Code Section 54348 provides for the maximum penalty for delinquent utility services, and

**WHEREAS**, California Government Code Sections 54354 through 54357 gives local agencies the authority to place a lien on a property for delinquent utility charges and penalties, and

**WHEREAS**, California Health and Safety Code Sections 5473 through 5473.7 authorizes the City of Rio Dell to submit overdue sewer charges to the auditor-controller.

**NOW, THEREFORE, BE IT RESOLVED**, that Ordinance No. 399-2023 amends Ordinance 335-2015, Title 13, Chapter 13.10, Section 241 of the Rio Dell Municipal Code regarding the establishment of property tax liens for nonpayment of delinquent sewer bills by customers that do not subscribe to water service, and provides a means of collecting delinquent charges on the property tax and assessment rolls.

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

The following provisions shall be added to the City of Rio Dell Municipal Code Title 13, Chapter 13.10, as Sections 13.10.242, 13.10.243, 13.10.244, 13.10.245, 13.10.246:

**13.10.242 Tax roll collection – Authority – Alternative method.**

- A. When the City elects to use the tax roll on which general City taxes are collected for the collection of current or delinquent sewer service charges, proceedings therefor shall be had as now or hereafter provided therefor in Article 4, Chapter 6, Part 3, Division 5 of the California Health and Safety Code.
- B. The powers authorized by this section shall be alternative to all other powers of the City and alternative to procedures adopted by the City Council thereof for the collection of such charges.

**13.10.243 Tax roll collection – Report and notice.**

- A. A written report shall be prepared and filed with the City Clerk which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the forthcoming year computed in conformity with the charges prescribed by this Chapter.
- B. The City Clerk shall cause notice of the filing of the report and of the time and place of hearing thereon to be published once a week for two successive weeks prior to the date set for the hearing published in a newspaper of general circulation, printed and published within Humboldt County. Prior to such hearing for the first time, the City Clerk shall mail a notice in writing of the filing of the first report proposing to have such charges for the forthcoming fiscal year collected on the tax roll and of the time and place of hearing thereon, to be mailed to each person to whom any part or parcel of real property described in the report is assessed in the last equalized assessment roll on which general City taxes are collected, at the address shown on the roll or as known to the City Clerk.

**13.10.244 Tax roll collection – Hearing and determination.**

- A. At the time of the hearing, the City Council shall hear and consider all objections or protests, if any, to the report referred to in the notice and may continue the hearing from time to time.
- B. Upon the conclusion of the hearing on the report, the council will adopt, revise, change, reduce, or modify any charge or overrule any or all objections and shall make its determination upon each charge as described in the report, which determination shall be final.



**13.10.245 Tax roll collection – Filing of report with county auditor.**

On or before the tenth day of August in each year following the final determination of the council, the City Clerk shall file with the auditor a copy of the report with a statement endorsed thereon over his signature that it has been finally adopted by the council of the City, and the auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

**13.10.246 Tax roll collection – Parcels not in City or not on roll.**

A. Where any such parcels are outside the boundaries of the City, they shall be added to the assessment roll of the entity for the purpose of collecting such charges.

B. If the property is not described on the roll, the auditor shall enter the description thereon together with the amounts of the charges, as shown on the report.


**I HEREBY CERTIFY** that the foregoing Amendments were duly introduced at a regular meeting of the City Council of the City of Rio Dell on June 20, 2023, and furthermore were passed, approved, and adopted at a regular meeting of the City Council of the City of Rio Dell on the 6<sup>th</sup> day of July 2023 by the following vote:

Ayes:           Garnes, Carter, Orr, Wilson and Woodall  
Noes:           None  
Abstain:       None  
Absent:         None

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

**ATTEST:**

I, Karen Dunham, City Clerk of the City of Rio Dell, State of California, hereby certify the above and forgoing to be a full, true, and correct copy of Ordinance No. 399-2023 adopted by the City Council of the City of Rio Dell on July 6, 2023.

  
\_\_\_\_\_  
Karen Dunham, City Clerk, City of Rio Dell



## NOTICE OF PUBLIC HEARING

**PROPERTY TAX LIENS FOR NONPAYMENT OF DELINQUENT  
SEWER BILLS FOR CUSTOMERS THAT DO NOT SUBSCRIBE  
TO WATER SERVICE AND A MEANS OF COLLECTING  
THE DELINQUENT CHARGES ON THE PROPERTY TAX BILL**

CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE

**TUESDAY JULY 16, 2024 AT 6:00 P.M.**

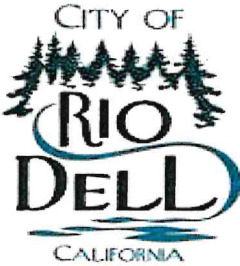
**NOTICE IS HEREBY GIVEN** that the Rio Dell City Council will conduct a public hearing on **Tuesday, July 16, 2024, at 6:00 p.m.** or as soon thereafter as the matter can be heard, in the City Council Chamber at City Hall for property tax liens for nonpayment of delinquent sewer bills for customers that do not subscribe to water service and a means of collecting the delinquent charges on the property tax bill.

The City of Rio Dell has reopened in-person City Council and Planning Commission meetings held in City Hall Council Chambers. The public may also attend these meetings virtually through Zoom. To participate through **Zoom**, call the toll-free number at **1-888-475-4499**, enter meeting **ID 987 154-0944**.

**Public Comment by Email:** In balancing the health risks associated with COVID-19 and the 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 meeting. Your comments will be read out loud, for up to three minutes.

**Zoom Public Comment:** When the Chair announces the agenda item that you wish to comment on, 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.

If you are unable to attend the public hearing, you may direct written comments to the **City at 675 Wildwood Avenue, Rio Dell, CA. 95562, or you may contact the Rio Dell Utility Billing Department at (707) 764-3532.** In addition, information is available for review at the above address between the hours of 8:00 am and 5:00 pm, Monday - Friday.



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

July 16, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on Financial Support for Camera System Related to Public Restrooms at Fireman’s Park

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

At the City Council Meeting of June 18, 2024 Mayor Pro Tem Carter requested that the Council agendaize an item to discuss a financial contribution covering a portion of the cost of a camera system for the public restrooms at Fireman’s Park. The bathroom had been recently vandalized.

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