



RIO DELL CITY COUNCIL AGENDA

REGULAR MEETING - 6:00 PM

TUESDAY, OCTOBER 21, 2025

City Council Chambers
675 Wildwood Avenue, Rio Dell

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. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

City Council meetings are held in City Hall Council Chambers for in-person public attendance. The public may also attend these meeting virtually through Zoom.

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. 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.



In compliance with the Americans with Disabilities Act (ADA), if you require special assistance to participate in this meeting, please get in touch with the Office of the City Clerk at (707) 764-3532. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. Assistive listening devices are now available for the hearing-impaired. Please see the City Clerk for a receiver.

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. 2025/1021.01 - Approve Minutes of the October 7, 2025 Regular Meeting **(ACTION)** - Pg. #4
2. 2025/1021.02 – Authorize the City Manager to Execute a Scope of Service with the City Engineer, GHD to Complete the Design and Issue Bids for Infiltration Gallery Repair Project **(ACTION)** - Pg. #13
3. 2025/1021.03 – Authorize the City Manager to Execute a Scope of Service with the City Engineer, GHD for the Eel River Trail Accessible Ramp Project **(ACTION)** - Pg. #23
4. 2025/1021.04 - Receive and File the Check Register for September **(ACTION)** - Pg. #29

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

1. 2025/1021.05 - City Manager/Staff Update **(RECEIVE & FILE)** – Pg. #33

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

1. 2025/1021.06 - Informational Report on the Development of a New Solid Waste Franchise Agreement and Related Topics Including But Not Limited to Universal Collection and SB-1383 **(DISCUSSION/POSSIBLE ACTION)** - Pg. #37

- [2.](#) 2025/1021.07 - Receive Staff Report on Past Discussion and the Process for Establishing Billboards **(DISCUSSION/POSSIBLE ACTION)** - Pg. #67

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- [1.](#) 2025/1021.08 - Approve Resolution No. 1651-2025 Authorizing the Execution of a Financing Agreement with the State Water Resources Control Board and Complying with California Government Code Section 5852.1 in an Amount of \$3,476,083.01 Including Principal and Interest **(DISCUSSION/POSSIBLE ACTION)** - Pg. #85

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, **November 4, 2025 at 6:00 PM.***

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 7, 2025**

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

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

Absent: Mayor Garnes and Councilmember Woodall (excused)

Others Present: City Manager Knopp, Chief of Police Phinney, Finance Director Sanborn, Water/Roadways Superintendent Jensen, Wastewater Superintendent Moore, City Clerk Dunham, and Senior Fiscal Assistant Maciel
Maciel

Absent: Community Development Director Caldwell

PUBLIC PRESENTATIONS

Mayor Pro Tem Carter invited public comments on non-agenda matters.

Wally Coppini, addressed the Council on behalf of the Chamber of Commerce and said that they are looking for ways to bring people into the community and approached the idea of a billboard on the city's property in Metropolitan near the wastewater disposal site. He asked that the matter be placed on a future agenda for consideration. He commented that the chamber would be willing to pursue potential funding sources if the concept is approved by the City Council. He said that he thought that would be a great location for the city to have a billboard and suggested the city and the chamber work together to pursue economic development opportunities.

The consensus of the council members present was to bring the matter back on a future agenda for further discussion and consideration.

CONSENT CALENDAR

Mayor Pro Tem Carter asked if any council member, staff, or members of the public would like to remove any item from the consent calendar for separate discussions. No items were removed.

Orr/Wilson made a motion to approve the consent calendar, including the following items:

- 1) Approve Minutes of September 16, 2025, Regular Meeting; and
- 2) Approve Employment Agreement with Finance Director Travis Sanborn.

The motion carried 3-0.

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REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp reported on upcoming meetings and events and announced that this year's Halloween festivities include a first ever canine costume contest, a Halloween decorating contest and a trunk or treat event at Fireman's Park from 6-8 p.m.

He then introduced and welcomed Marshall Moore, the city's new wastewater superintendent.

Councilmember Wilson asked Marshall to provide a brief summary of his background.

Marshall said that he was born and raised in Humboldt County, spent 7 years in the Army, worked for Redway Community Services District for the past 4 years, serving as the Acting Chief Operator for the past year, and said he likes what the city has planned for the future.

Council members welcomed Mr. Marshall to Rio Dell.

Mayor Pro Tem Carter asked Chief Phinney to talk about his recent appointment with the California Police Chief's Association.

Chief Phinney said that he recently applied and was selected to be the regional representative for the California Police Chief's Association representing Humboldt, Del Norte and Trinity County. He explained that what it entails is not only welcoming new appointments but also carrying forward issues to the state level. He said that he looks forward to taking a more active stance on local issues.

Mayor Pro Tem Carter announced that there were zero animals transported to Miranda's Rescue over the past three weeks.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Davis Street Park Acquisition

City Manager Knopp provided a staff report and said that staff is recommending postponement of non-reimbursable project expenditures for the Davis Street Park acquisition until after the official announcement of the Land and Water Conservation Fund (LWCF) grant awards, which is anticipated in February 2026.

He noted that Fidelity National Title estimated the cost of the title reports, title insurance and escrow to be around \$3,000. In addition, Mike O'Hearn who performed the previous survey indicated, assuming the previously set monuments are still there, that

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the survey and map preparation, checking and recording fee to be around \$4,500. He said that the city conducted a similar survey back in 2014 of the area that was intended to be acquired and expended almost \$4,500 but the acquisition never materialized. Since then, a solar array was installed within the area originally planned to be acquired and in addition, the school district reduced that area by about a half-acre so the exact area the district is willing to sell is not clear.

City Manager Knopp further explained that there are some details related to the grant that the Council needs to be aware of, noting that the grant requires a 50% match, and in addition, any lands put under LWCF protection are limited to open space and recreational facilities. Buildings such as community centers, gyms, etc., other than restrooms are prohibited. Even if the city is awarded the grant, the Council may not want to accept it. Accepting the grant and purchasing the property could be a significant capital expense to the city and once acquired, the city takes on any potential liabilities, demolition costs of removing that portion of the baseball field fencing, dilapidated restrooms and snack shack, and maintenance responsibilities.

He said that the State scores park grant applications by using a mapping tool and if the location of the proposed park is within a certain distance of a pre-existing park, it puts the city in a disadvantage for securing grants. In this case, the Davis St. Park is near Fireman's Park, Memorial Park and Blue Star Park, so although not impossible, it will be difficult to secure grants.

As such, staff's recommendation is to receive an update from Mayor Pro Tem Carter on the status of the Davis Street Park acquisition and to postpone any project expenditures until after the grant award announcement, potentially in February 2026.

Mayor Pro Tem Carter said that her original request was to proceed with a lot line adjustment but after talking to staff, understands why it isn't the best plan in moving forward. She said that her main concern with the lot line changes is that she didn't want to go to the School Board and ask them to pay for the lot line adjustment, especially if the city can acquire a grant to cover the costs. She agreed to table the lot line adjustment for now.

She said after looking at the proposed map, she contacted Angela Johnson, the school superintendent and discussed the straight line on the map that cuts the ballpark in half. She said that Angela's opinion was that the straight line was drawn to make it easy but that the board would be amenable to expand the city's land acquisition area to include the additional ballpark area that was identified on the map to be retained by the school.

She said that she would attend the school board meeting tomorrow night and report back to the Council and pointed out that the current school board is a different board than before and very supportive of the city.

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A motion was made by Orr/Wilson to postpone non-reimbursable project expenditures (title work and record of survey) for the Davis Street Park LWCF acquisition until after the grant award announcement, expected February 2026. The motion carried 3-0.

Explanation of Water and Sewer Rate Structure

Finance Director Sanborn provided an overview of the current water and sewer rate structure, how it was established and how it works. He said that staff is recommending that the city council 1) acknowledge the comprehensive rate study process conducted in full compliance with Proposition 218 requirements, 2) reaffirm the cost-of-service methodology for both water and sewer rates established through resolution 1535-2022 and Resolution 1536-2022, and 3) note that sewer rates are appropriately differentiated by strength classification to reflect actual treatment costs for different business types.

He said that in 2022, the city completed a comprehensive rate study. Following the requirements of Proposition 218, mailed notices to property owners and tenants and held public hearings and received protest ballots well below the threshold needed to stop the rate increase from proceeding. The water and sewer rates were then adopted by the city council under separate resolutions.

Next, he addressed the public comments received regarding grants and said that the city is actively pursuing and implementing grant funded infrastructure improvements. He noted that the city is currently in the construction phase of an over \$12 million water infrastructure project. In addition, the wastewater system is in the midst of a \$6.1 million Sanitary Sewer Study. He pointed out that these efforts demonstrate that the city is doing everything possible to secure outside funding to minimize the burden on the rate payers while improving and maintaining the systems.

Finance Director Sanborn explained that the water rates are comprised of a fixed rate charge and a consumption charge. Likewise, sewer rates include a fixed monthly charge and a volume rate based on customer categories classified as low strength, domestic strength, medium strength, and high strength based on content and strength of the discharge. Sewer volume charges are calculated based on winter water consumption rather than year-round usage. He noted that the city also established provisions for water and sewer adjustments to protect customers from unfair charges due to water leaks.

Mayor Pro Tem Carter called for public comment on the rate structure. No public comment was received.

Councilmember Wilson referred to the water and sewer bill for Shotz Coffee and said that \$700/month seems high.

Mayor Pro Tem Carter commented that Rio Dell had a reputation for having the highest water bills but that has rapidly changed.

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Councilmember Wilson said that the only issue he has with the sewer rate structure is with the 5-unit average for new customers where it can take anywhere from 8 months to 18 months to establish an actual 3-month winter average. He said that this is something that should be addressed with the next scheduled rate study.

He thanked Finance Director Sanborn for putting together a thorough report and said that the information and background is available online for customers to review.

Wilson/Orr made a motion to acknowledge the comprehensive rate study process conducted in full compliance with Proposition 218 requirements, 2) reaffirm the cost-of-service methodology for both water and sewer rates established through resolution 1535-2022 and Resolution 1536-2022, and 3) note that sewer rates are appropriately differentiated by strength classification to reflect actual treatment costs for different business types. The motion carried 3-0.

Cannabis Cultivation Tax Rate Analysis

Finance Director Sanborn provided an overview of the cannabis cultivation tax rate and said that staff recommends maintaining the current rate of \$2.00 per square foot. He said the voters authorized this tax twice, first with Measure T in 2016 and overwhelmingly with Measure X in 2017 with nearly 81% of the vote, authorizing cannabis taxation up to \$5.00 per square foot. The city currently operates at 40% of that rate and it has remained unchanged for 6 years.

He reported that cannabis taxes generate \$258,000 annually, taking an average of the last five years. This represents roughly 14.5% of the city's general fund revenue which directly funds critical services including road maintenance and police department operations. Dropping this tax to \$1.50 per square foot would reduce cannabis revenue by \$64,500 and dropping the tax to \$1.00 would reduce the revenue by \$129,000. Over five years, a \$1.00 reduction would result in \$645,000 in lost revenue for the general fund.

Finance Director Sanborn noted that Humboldt County suspended 100% of cannabis taxes for 2025 with 765 permits owing \$17 million in back taxes. Other California cities have reduced cannabis taxes due to market pressures, but Rio Dell is different as it maintains collection of taxes while utilizing existing hardship relief mechanisms for operators that need temporary assistance. The city's rate is competitive and honors the strong voter mandate for taxation.

He further explained that rate reductions would require service cuts and contradict what 81% of the voters authorized.

Councilmember Wilson commended Finance Director Sanborn for submitting a great report and said that the city went through what he referred to as a 'marijuana war.' The council chambers were packed with people for probably 4 months, so the subject was well-vetted.

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He noted that in talking to people in the community regarding the cannabis tax, many were against the whole idea of cannabis legalization but wanted the revenue to fix the streets. He said that the city did an excellent job handling the tax revenue that was received by paving streets and improving the city's road system.

He pointed out that many of the original growers on Dinsmore Plateau are no longer there and development at the Humboldt-Rio Dell Business Park has not completely materialized. He said that the growers knew what the tax rate was when they came to Rio Dell and said that he thought the current tax was reasonable. He agreed with staff's recommendation to maintain the cannabis cultivation tax rate of \$2.00 per square foot.

Councilmember Orr wondered if the reduction in sales tax revenue was the result of the reduction of growers spending less money here and didn't see why the city couldn't approve a temporary tax reduction to keep them here.

Mayor Pro Tem Carter said that she was inclined to uphold the decision of the voters and maintain the current cannabis tax rate.

Mayor Pro Tem Carter called for public comment on the cannabis tax rate. No public comment was received.

Discussion on Drainage Issues at and Around 590 View Avenue

City Manager Knopp provided a staff report and said that at the September 16, 2025, regular meeting, the Council requested that a drainage issue near and around 590 View Ave. be agendaized for discussion.

He provided background on the issue and said that sometime between 1940 and 1956, the house at 590 View Avenue was built, which was prior to incorporation of the City of Rio Dell in 1965. This was the only house located on the east side of View Avenue until years or decades later when three additional homes were built on the east side of View Ave. He said that it appears that the two homes nearest to 590 View Ave. were built around 1983 via a lot line adjustment. He noted that lot line adjustments are subject to terms and conditions, typically including the construction of sidewalks. It appears that the sidewalk at the adjacent property was constructed at the time of construction of the house (by the owner or contractor, not the city). The sidewalks are higher than the sidewalk at 590 View Ave., which contributes to the drainage problem.

He commented that the City Clerk had no knowledge of drainage complaints from 590 View Ave. in the past, however, records from offsite storage are being retrieved that may or may not have additional information.

City Manager Knopp said that resolution of these kinds of issues can be complex, involving issues of liability for permit-plan approval, defect disclosure laws, assignment

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of maintenance responsibilities and possible deferred improvement agreements. While City staff are sympathetic to the situation, the City Attorney's preliminary opinion on the issue is that the city has no obligation to fix the drainage issue.

He said if the Council wishes to pursue this further, it is recommended that the item be referred to the City Attorney for further information which is consistent with prior action on contentious or complex drainage issues.

Councilmember Wilson commented that drainage issues are part of the nature of Rio Dell, especially with homes constructed prior to the incorporation of the city. He expressed appreciation to staff for bringing matters forward when citizens request it. He said that staff has done its due diligence in researching this particular issue but to ask the city to go back and try and fix a drainage issue that could be very expensive is not that easy. He thanked staff for researching the issue and providing the information to the council.

Mayor Pro Tem Carter called for public comment on the matter.

Laura Berrey, 590 View Ave. addressed the Council and began by stating that she is not here to place blame but to ask for help. She said that the ongoing drainage problem on View Ave. has reached a point where it is causing serious damage, not just to their property but to neighbor's homes as well. Because of the way the hill slopes and the way the curb is constructed, all the runoff runs straight into their yard and neighbors' yards. Over time the water has eroded their property, damaged fencing, and compromised the foundation on the house below them at 590 Pacific Ave. She said that they placed sandbags along the front of their property to try and divert the flow, which is unsightly, creates a tripping hazard and reduces overall curb appeal of the street. She said that this is not a small matter, and the condition of the street has affected a million dollars of real estate and the long-term health of the neighborhood.

She asked the city to take meaningful action and not just acknowledge the issue but to find and implement a real solution. She added that collectively the neighbors have spent thousands of dollars to protect their homes and maintain property values which contribute directly to the city's economy and reputation as a desirable place to live. She asked the city to show the same commitment to them as shown to the community as this is clearly a city infrastructure issue.

She said that the recommended action is to either refer this matter to the city attorney or take no action at all. Referring to the city attorney is a waste of city resources as this problem does not need legal review but a simple fix. All that is required is a small asphalt berm to redirect the flow of water to the street where it belongs. The city is already doing asphalt work in the area so this could easily be addressed as part of that effort. She urged the city to take immediate action to prevent further property damage, protect human safety, and demonstrate the city's commitment to its residents.

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Sam Berrey, 590 View Ave. addressed the Council and said there was a comment from staff that there were no records beyond the past 5 years related to drainage complaints from 590 View Ave. or the neighbors. He then read a letter from the former property owner of 590 View Ave., Duane Primofiore who lived there from 1961-2017. In the letter he stated that there was always a problem with water running onto the property. Living in the neighborhood for 64 years, he saw the issues firsthand.

Sam said that he also had letters from other neighbors related to the ongoing drainage issues and asked for the city's help in addressing the issue and preserving their homes.

Mayor Pro Tem Carter commented that even if the city agreed to install an asphalt berm as suggested by the property owners, she would still want more information, including a legal opinion from the city attorney as there are a lot of laws pertaining to drainage improvements. She asked the property owners if the sandbags helped divert the water.

Laura Berrey said that they helped but even with light rain, there was 7 inches of water standing in front of the sandbags which backed up into the neighbor's yard. She reiterated that the water needs to be redirected to the city's storm drain. She said that they have pumped hundreds of thousands of gallons of water from the street.

Councilmember Orr agreed that the issue should be referred to the City Attorney. He pointed out that the city may not have a legal obligation but having water running down the street creates a driving hazard and a health hazard and ignoring the issue is a crappy way of running the city.

Councilmember Wilson asked Roadways Superintendent Jensen if he had an opinion on the recommended construction of a berm.

Roadways Superintendent Jensen said that he had not looked at it on a professional level but more as a one-to-one basis and said that there is more to solving the problem than pouring a berm. The road is higher than the sidewalk, so the entire street needs to be reconstructed to set the grade. A more in-depth analysis is needed to fix the problem correctly rather than constructing a berm as a temporary patch.

Councilmember Wilson agreed to refer the matter to the city attorney to get a legal opinion on the responsibility and the preliminary cost of the project if it is the city's responsibility.

Mayor Pro Tem Carter agreed and said that she would be interested to see how the Sanitary Sewer Evaluation Study (SSES) would affect this in the future.

Orr/Wilson made a motion to refer the matter to the City Attorney for briefing. The motion carried 3-0.

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COUNCIL REPORTS/COMMUNICATION

Councilmember Wilson reported that he would be attending a Humboldt Waste Management Authority (HWMA) meeting on Thursday and regarding Redwood Coast Energy Authority (RCEA) they are still researching AI regarding the power grid and rates.

Mayor Pro Tem Carter reported on recent and upcoming meetings and events and said that she would be attending the Rio Dell School Board meeting tomorrow, and the Fire Commissioners meeting on Thursday.

She said that she received a nice card from a Fortuna resident complimenting Rio Dell for its green trees and flowers when driving into town. She asked that the city let the landscapers know that their work is appreciated.

She reported that the artwork on the utility box at the end of town is continuing, said there would be an annual river bar cleanup on Saturday, October 11 with volunteers welcome, said that she attended a Chamber of Commerce meeting yesterday with the discussion focused on Christmas decorating which is scheduled for November 22 and 23 with any finishing touches on the following weekend, the annual tree lighting and truck parade event will be on December 6 along with the Chamber annual meeting with cookies and hot cocoa.

Related to Halloween, the Chamber is hosting its first Halloween decorating contest with voting to occur between October 15-29 on either the Chamber Facebook page or the Chamber website. Lastly, the new median decorations are out and were constructed entirely with donated time and materials from the Community Resource Center and encouraged everyone to drive down the median and take a look. In addition, there is a Halloween Dog Costume contest and Trunk or Treat at Fireman’s Park on October 31st.

ADJOURNMENT

Orr/Wilson made a motion to adjourn the meeting at 7:02 p.m. to the October 21, 2025, regular meeting. Motion carried 3-0.

Attest:

Amanda Carter, Mayor Pro Tem

Karen Dunham, City Clerk



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

October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Scope of Service with the City Engineer GHD to Complete Design and Issue Bids for Infiltration Gallery Damage Repair Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the attached scope; or,

Take no action.

BACKGROUND AND DISCUSSION

On August 19, 2025 the City Council approved four scopes of work from GHD that outlined the costs associated with final development of those earthquake repair projects. The below costs represent final design and bidding services only and do not represent actual construction costs.

GHD Work to Bring Projects to Bid Early 2026	
Painter Street Tank Damage Repair Project	\$264,151
Metropolitan Wells Damage Repair Project	\$174,000
Fern Street Lift Station Damage Repair Project	\$364,518
Chlorine Contact Tank Damage Repair Project	\$127,193
TOTAL	\$929,862

In August of 2025, one project (Infiltration Gallery Repair) was left out of this package due to ongoing revisions. The attached scope covers this project at a cost of \$215,609.

Attachments:

- Infiltration Gallery Damage Repair Project Scope
- ///



718 Third Street,
Eureka, California 95501
United States
www.ghd.com

Our ref: 12638449

October 15, 2025

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

Scope of Services for City of Rio Dell Infiltration Gallery Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell infiltration Gallery Damage Repair Project. This scope of services covers the final design, and construction observation and management for the Project and is based on the concept project and budget developed for and approved by Cal OES.

Regards

A handwritten signature in cursive script, reading "Ann Bechtel".

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A handwritten signature in cursive script, reading "Rebecca Crow".

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A handwritten signature in cursive script, reading "Michelle Davidson".

Michelle Davidson
Project Manager

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Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services
City of Rio Dell
Infiltration Gallery Damage Repairs

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated February 14, 2025. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was significantly damaged by the earthquake is the City's Infiltration Gallery for the raw water intake and pumping systems. The concrete caisson was damaged by the earthquake as was visible from an accessible portion of the interior of the pumping chamber. Additional buried piping was damaged as evidenced by leaking water and air bubbles being entrained in the raw water that is pumped to the clarifiers at the treatment plant.

Under this scope of services, the design of the repair of the concrete caisson will be completed because the nature of the damage is visible, and an appropriate repair strategy can be designed to address it. The air entrainment that appears to be due to damaged piping will require additional investigation during the design phase. GHD's subcontractor will complete CCTV and pressure testing assessments of the damaged piping to determine the extent of repairs required. GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services.

Based on GHD's understanding of the project and the typical project execution approach, GHD has developed this scope of services based on the following major design items:

- Task 1: Project Management and Coordination During Design
- Task 2: Engineering Design and Bid Package Development
- Task 3: Environmental Support
- Task 4: Bid Period Services

These items will be completed as further described below.

Task 1 - Project Management and Coordination During Design

This task consists of the project management performed by the GHD team and coordination of the technical and managerial aspects of the design phase of the project with the City. This includes conducting a hybrid project kickoff meeting with GHD staff in person at the City concurrently with Microsoft Teams attendance, regular project updates to City staff, responses to requests from the City, and periodic project updates to City Council and staff.

Deliverables:

- Project Kick off meeting minutes
- Periodic email correspondence

- Up to two council presentations
- Monthly GHD invoices

Assumptions:

- This task covers the project management and coordination during the design phase of the project that is anticipated to last approximately three months. Extending the project design phase will increase associated project management and coordination costs.

Task 2 - Engineering Design

The engineering design under this scope builds off the analyses completed as part of the process of the City pursuing disaster response funds through CalOES and consists of engineering work necessary to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

GHD will review historical design drawings and will conduct a field investigation with City staff to evaluate the infiltration gallery caisson and piping system, that was damaged in the disaster event. City staff will need to provide access to the caisson so that the damage can be quantified and an appropriate repair strategy developed. The air entrainment issue upon pump startup will also be reviewed with City staff and visible portions of the piping will be reviewed with staff along with the historical design plans. GHD's subcontractor will complete CCTV and pressure testing inspections on accessible finished water (10"), recycled water (8"), and settlement discharge pipelines (6"). CCTV and pressure testing inspections will require assistance from City staff for access, as well as removal of certain pipelines, plugs, and tees. GHD will prepare a brief technical memorandum (TM) summarizing the result of the condition assessment and providing recommendations for repair and/or replacement. For design deliverables, technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction Cost will be submitted with each design package submittal.

Deliverables:

The project deliverables shall be as follows:

Condition Assessment:

- Condition Assessment TM

30% Design Package:

- 30% Design Plans
- Opinion of Probable Construction Cost

60% Design Package:

- 60% Design Plans
- 60% Technical Specifications Table of Contents
- Opinion of Probable Construction Cost

100% Final Design Package:

- 100% Design Plans
- 100% Technical Specifications
- Opinion of Probable Construction Cost

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.
- City shall provide any specific provisions to be incorporated into the design documents such as any funding related requirements.
- One online meeting per submittal to review the 30% and 60% submittals
- City will provide one compiled set of comments for the 30% and 60% submittal
- Plans will be provided in electronic format (PDF) with page size 22x34
- Specifications will be in electronic (PDF) format

Task 3 - Environmental Support

Task 3.1 - CEQA ISMND Administrative Draft

GHD will prepare a CEQA ISMND for the project using the most current version of the Initial Study Checklist (Appendix G of the CEQA Guidelines). Impact analysis will be based on the project's 30% designs (at minimum) and rely on completed technical studies. The ISMND will also include analysis specific to biological resources, given the potential presence of ESA-listed species and the potential to temporarily or permanently impact riparian zones or other sensitive vegetation. Air quality modelling will be completed using the most current version of CalEEMod. The CEQA ISMND will include:

- Project description and GIS figures showing the project location and key elements
- Administrative review draft ISMND
- Preparation of AB52 letters to local tribes
- Draft Mitigation, Monitoring and Reporting Program (MMRP)

Assumptions

- City of Rio Dell will be the CEQA lead agency
- The proposed Project will not result in unmitigable significant environmental impacts; therefore, a Mitigated Negative Declaration is the appropriate level of CEQA compliance documentation.
- City of Rio Dell will be responsible for AB 52 consultation with tribes

Deliverables

- Administrative draft ISMND

Task 3.2 - CEQA ISMND Public Circulation Draft

GHD will prepare and submit the Final Draft of the ISMND ready for public circulation based on one round of comments received on the Administrative Draft ISMND.

Assumptions

- One round of comments is anticipated from the City
- City of Rio Dell will pay for and publish Notice of Availability of ISMND

Deliverables

- Public Circulation Draft ISMND

Task 3.3 - Noticing and Public Meeting

GHD will prepare and submit the CEQA noticing and filing at OPR and the County (Notice of Circulation, Notice of Intent to Adopt, Notice of Determination). GHD will also attend the City Council meeting to adopt/approve the ISMND

Assumptions

- City of Rio Dell will pay for and publish notice of availability of ISMND

Deliverables

- Submittal of Notice of Circulation, Notice of Intent to Adopt, Notice of Determination to OPR and the County as applicable
- Attendance at one City Council meeting to adopt/approve the ISMND
- Resolution and Findings

Task 3.4 - Final ISMND and Response to Comments

GHD will prepare a response to comments to the ISMND and prepare the final MMRP. The ISMND will be referenced and not updated in the response to comments.

Assumptions

- Up to 10 individual comments will be received on the ISMND
- The ISMND will not be updated as part of the response to comment
- Project is assumed to be non-controversial and there will be no significant public concern over project and no significant comments from the public requiring response
- Following GHD's preparation of the response to comments, the City of Rio Dell will Adopt the ISMND along with the Response to Comment Memo at a regular public meeting
- Environmental resource permitting will not be required.

Deliverables

- Final ISMND

Task 4 - Bid Period Services

The project will be publicly let out for bid, and the contractor with the lowest responsive and responsible bid will be recommended for award in conformance with applicable requirements.

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids

- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

Deliverables:

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

Assumptions:

- Does not include redesign of project elements during bidding
- City to post and pay for advertisement for bid in local publication
- All fees to be paid directly by the City
- GHD will not produce nor distribute plans to contractors
- Legal review and support, if needed, by others

Optional Construction Support Services

Once the project is put out to bid and the bids received, the City may elect to continue to work with GHD during the construction management phase of the work. A separate scope and fee would be provided to the City. The tasks included in the construction management phase would be as follows:

- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Construction Project Closeout

These services are further described in the following sections. A separate scope and budget would be prepared once the design is complete.

Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD would provide the following pre-construction services:

- Review Contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review Contractor's breakdown of lump sum cost items.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor's sole responsibility for project safety, coordination with utilities, materials testing, labor and employment compliance.

Construction Management

GHD would provide overall coordination of communication between the Contractor, the City, and other parties throughout the course of the project's construction. Many of the items below would involve the input and feedback of the City and others.

- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City.
- Maintain project records and files as needed for general compliance with contract requirements.
- Review and respond to Contractor submittals, based upon the plans and specifications
- Review Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs).
- Attend weekly virtual progress meetings for construction coordination with City and Contractor.
- Coordinate with various businesses and residences adjacent to the project.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Periodic On-site Construction Observation

GHD would provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.
- Monitor Contractor compliance in maintaining construction record drawings in coordination with the progress pay request.

Construction Project Closeout

GHD would complete the project closeout activities as follows:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the field observers and Contractor
- Compile and provide to the City in electronic format:
 - Project photographs
 - Submittals
 - Inspection and observation reports
 - Materials testing and inspection records and final reports
 - Meeting records

- Record Drawings
- Other relevant project information

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This scope is based on the following assumptions:

- This scope does not include anything not specifically described above.
- This scope does not include surveying or easement coordination with any landowners.
- The project design will be finalized based on the concepts previously developed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents as appropriate. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City's control.
- The scope does not include any material testing, surveying, geotechnical, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments in a timely manner and will deliver one set of rectified comments to GHD following each review.

PROPOSED SCHEDULE

GHD will commence work on the project following receipt of an executed agreement. It is anticipated that the field visit can be completed within two weeks of the execution of the agreement, but the actual timing will depend on the availability of City staff. The 30% design package can be completed within two months of the field visit, the 60% package can be completed within an additional two months after receiving City comments and completing a review meeting of the 30%, and the 100% final design package can be completed within an additional three weeks after receiving City comments and completing a review meeting of the 60% package. This schedule is dependent on City's timeliness of document review. If new information or additional damages are discovered during the design process additional time may be required to complete the bid package.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$225,426 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$8,992
Task 2 - Engineering Design and Bid Package Development	\$129,707
Task 3 – Environmental Support	\$70,730
Task 4 - Bid Period Services	\$6,180
Total	\$215,609

Payment to GHD is not contingent upon the City receiving funds from outside sources. All invoices are due and payable within 30 days of the date of the invoice.

GHD will not begin the optional services until the City authorizes GHD to proceed on those tasks.

GHD will use the attached rates by class for this work, including annual increases. GHD reserves the right to move budget between tasks.

AGREED

City of Rio Dell

GHD

Ann Bechtel

Kyle Knopp, City Manager

Date _____

Ann Bechtel, Business Group Leader

Date _____



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

October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Scope of Service with the City Engineer GHD for the Eel River Trail Accessible Ramp Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the attached scope; or,

Take no action.

BACKGROUND AND DISCUSSION

On August 28, 2025 the California Wildlife Conservation Board awarded \$1,200,000 to the City of Rio Dell for the Eel River Trail Accessible Ramp Project. The ramp was originally part of the original scope of the Clean California Grant but had to be removed from the project for construction cost considerations. Because the plans for the project were completed, it became Rio Dell's most shovel ready project. If approved, GHD will prepare the existing plans to be compliant with WCB requirements (Clean California was a CalTrans initiative) and manage the bidding process for the project.

Attachments:

- Eel River Trail Accessible Ramp Project Scope

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**Scope of Services
For
City of Rio Dell
Eel River Trail Accessible Ramp Project
Bid Documents and Bidding Support Services
October 16, 2025**

UNDERSTANDING

This agreement for services relates to a prime agreement dated February 14, 2025. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

The City of Rio Dell (City) was awarded funding under the Clean California Local Grant Program (CCLGP) in May 2022 for the design and construction of the Eel River Trail project (Project). The project includes a new 1/4 mile, 10-foot-wide Class I shared-use path along the west bank of the Eel River in the City of Rio Dell.

GHD entered into a contract with the City in September 2022 to complete the environmental documentation, design the project, and perform construction management for the Project. The Project's CEQA environmental documentation, Initial Study / Mitigated Negative Declaration (ISMND), was completed in December 2023 and the associated CDFW and RWQCB environmental permits were completed and issued in February 2024.

At the completion of final design of the Project in March 2024, the engineer's estimate of probable construction cost suggested that the cost of construction would likely exceed the available CCLGP funding amount due to materials and labor cost inflation. GHD worked with the CCLGP to confirm it would be acceptable to bid the project with additive items such that the Project could be built in phases and completed within the CCLGP agreement amount. GHD worked with the City to select the accessible ramp at the northern terminus of the project that connects the trail to Davis Street as an additive item as this segment is likely highly competitive for funding under other grant programs.

The project was bid in April 2024 and due to inflation in materials and labor costs from the initial 2022 grant budget, the accessible ramp additive item could not be awarded and therefore needed to be constructed as a separate project under a new funding source. The City received a Wildlife Conservation Board General Grant to fund the Accessible Ramp portion as a 'bid-ready' project in October of 2025.

This scope includes the effort to prepare the Eel River Trail Accessible Ramp portion of the project as a new bid package based on the original design plans, as well as provide bidding support services, which will be completed through a series of project tasks as further described below. At the request of the City, GHD can provide a separate scope and fee for construction management services once contractor bid prices are received.

SCOPE OF SERVICES

The following describes GHD's scope of services:

Task 1 – Project Management and Grant Reporting Assistance

This task includes planning and coordinating the work of the project team, monitoring the project budget and schedule, conducting project team meetings, and implementing the Quality Assurance/Quality Control programs (QA/QC). GHD will also assist the City by providing GHD invoicing and progress information for grant reporting and grant administration by the City. City staff will review GHD supplied information and will prepare necessary supplemental documentation for all submittals as needed before final submittal to the funding agency.

Deliverables:

- Invoices and progress information to be provided in electronic format.

Assumptions:

- Grant reporting and administration will be performed by the City.

Task 2 – Prepare Bid Documentation

Under this task, GHD will develop a new bid package for just the Accessible Ramp elements suitable for use as a standalone biddable project. The current as-bid CCLGP-funded design plans and specifications bid package will be revised to comprise only the Accessible Ramp improvement elements for bidding clarity. The project contract documents, particularly the front-end specifications, will be updated to incorporate necessary funding requirements under the new grant agreement.

The previously completed CCLGP funded geotechnical investigation reports and structural calculations will be included as a supplement to the design package to support construction.

It is understood that the CDFW and RWQCB permits are still active and valid from the first phase of the project such that no new environmental permits are required. GHD will notify the CDFW and RWQCB permitting agencies of the anticipated construction schedule for the Accessible Ramp phase of the project.

Deliverables:

- Bid ready set of design plans, technical specifications, and contract front ends for the Accessible Ramp project to be provided in electronic format
- Project schedule to be provided in electronic format
- Cost estimate updated from previously completed cost estimates from design and bidding to be provided in electronic format

Assumptions:

- No new design will be performed
- No new environmental permits are required

Task 3 – Bidding Phase Services

This task is to perform Construction Bid and Award Phase Services, including the solicitation of construction contract bids and award of contract. The subtasks below outline the work that occurs under bid period services and these individual activities will not be billed separately.

Task 3.1 – Advertisement for Bid and Submission of Bid Documents to the Builders' Exchange

GHD will prepare the advertisement for bid for publication and will assist the City in advertising it in the local paper. GHD will also provide electronic copies of the bid documents to the desired local Builders' Exchange, and any other platforms the City is a part of. Contractors and the City will be responsible for printing their own copies of the documents if they wish to have hard copies.

Task 3.2 - Prebid Walkthrough

GHD will prepare an agenda for the prebid walk-through and conduct the walk-through with interested contractors to review the site and the project requirements. An attendance list will be compiled during the meeting. Questions raised during the walk-through will be responded to via a formal addendum which will include the attendance list following the walk-through.

Task 3.3 - Prepare Addenda

GHD will respond to technical inquiries during bidding via written addenda. This scope is based upon the preparation of up to five (5) written addenda related to interpretations of the Bid Documents. The addenda will be provided to the Builders' Exchange. Changes in the intent of the design requiring redesign work are not included in this scope.

Task 3.4 - Bid Opening and Award Support

GHD will lead (1) one virtual or in-person bid opening at the City or GHD office, assist the City with the evaluation of the bids, will prepare the award recommendation memorandum, and will work with the City to issue the Notice of Award, Contract, and Notice to Proceed.

Deliverables:

- Bid Advertisement to be published in local newspapers
- Bid Addenda
- Award Recommendation Memorandum
- Notice of Award
- Contract Agreement
- Notice to Proceed

Assumptions:

- City to pay any publishing and advertising fees directly
- Deliverables will be in electronic format only

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any changes to the design previously developed and approved by the City.
- The City will be responsible for overall grant management and reimbursement requests. GHD will provide limited support for project progress reporting.
- The project does not include any federal money, and work is not subject to the Local Assistance Procedures Manual nor the Local Assistance Procedures Guidelines.
- This scope of services does not include any construction management, inspection, or support services.

PROPOSED WORK SCHEDULE AND MILESTONES

Major Milestones	Tentative Date
Prepare Bid Documentation	November 2025
Bid Phase Services	November-December 2026
Anticipated Construction Start	February 2026
Grant Project Completion Date	January 31, 2027

Construction is scheduled to begin in February 2026 to avoid impacts from nesting bird season. Any delay beyond March 15th may require additional biological surveys and could result in schedule impacts.

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

COMPENSATION

GHD will complete the above scope of services on a time and materials basis at the rates included in the Master Agreement effective January 2025, not to exceed an initial budgeted amount of \$25,011 without written authorization based on the approved grant for the project as summarized below:

Task	Grant Task	Compensation
Task 1 – Project Management	Project Management	\$1,550
Task 2 – Prepare Bid Documentation	Indirect Costs	\$15,061
Task 3 – Bidding Phase Services	Construction	\$8,400
Total		\$25,011

The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City and other agencies. GHD reserves the right to move budget between tasks.

A future proposal will be provided for construction management services as the project progresses. This will outline responsibilities related to overseeing construction activities, compliance with construction documents, managing schedules, and coordinating with contractors and stakeholders.

AGREED

City of Rio Dell

GHD

Kyle Knopp, City Manager

Date _____

Josh Wolf, Business Group Leader

10/16/2025

Date _____

City of Rio Dell

Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14556	9/11/2025	[8022] ALL TRAFFIC SOLUTIONS	Solar Battery Kit & Panel	1,323.23
14557	9/11/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR AUGUST 2025 - City Hall & COPIER CHARGES FOR AUGUST 2025 - PD	656.39
14558	9/11/2025	[4949] ASAP Lock & Key	Keys	41.61
14559	9/11/2025	[3975] AT&T - 5709	FAX LINE EXPENSES FOR AUG 2025 - PD, FAX LINE EXPENSES FOR AUG 2025 - City Hall	70.52
14560	9/11/2025	[2296] CA MUNICIPAL CLERKS ASSOCIATION	CMCA Membership July '25 - June '26	300.00
14561	9/11/2025	[7214] MARY E CLARK	Reimbursement: Uniform Allowance Stitch Witch	232.14
14562	9/11/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 9/5/2025	90.00
14563	9/11/2025	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	Special Counsel Services through Aug. 31, 2025	892.50
14564	9/11/2025	[6626] DAORO, AMBER	CUSTOMER DEPOSIT REFUND	110.71
14565	9/11/2025	[6577] EVERBRIDGE, INC.	Nixle Engage - Quote# Q-219189	3,182.70
14566	9/11/2025	[2416] GALLS, LLC	Gas Masks & Helmets	7,040.38
14567	9/11/2025	[5052] GHD, INC	Professional Services Rendered Through 8/31/2025: PW Rio Dell Water Distribution System Improvement Project, Professional Services Rendered Through 7/31/2025: PW Rio Dell Water Distribution System Improvement Project	185,802.75
14568	9/11/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Streets Maintenance	1.39
14569	9/11/2025	[2437] HACH	Reagent Set, Chlorine Free CL17	274.85
14570	9/11/2025	[4099] HARPER MOTORS	Axle/Differential Leak on '21 Ford Interceptor	385.66
14571	9/11/2025	[7459] HC PUBLIC HEALTH	Immunization and Hep A&B Vaccine	134.00
14572	9/11/2025	[8023] MARINE INDUSTRIAL TANK INC	Water Tank Cleaning & Inspection	2,950.00
14573	9/11/2025	[7195] METER, VALVE & CONTROL, Inc	Meter Body, Connector, Antenna Kit, Meter for City Corp. Yard	2,962.98
14574	9/11/2025	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee, BOD/NFR, ELAP Certification Fee, ELAP Certification Fee, Total Organic Carbon, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5, BOD/NFR, ELAP Certification Fee	700.00
14575	9/11/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for August 2025	1,900.00
14576	9/11/2025	[3006] MISSION LINEN SUPPLY, INC	Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Paper Towel, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head	280.56
14577	9/11/2025	[5968] MOBLEY CONSTRUCTION	Change Order Eel River Trail Project	81,820.63
14578	9/11/2025	[7635] NAPA AUTO PARTS FORTUNA	New Starter, AntiFreeze	208.47
14579	9/11/2025	[6100] NORTHERN CALIFORNIA GLOVE	Muck Boots & Gloves	
14580	9/11/2025	[7922] PAPE MATERIAL HANDLING	Mower Blade	
14581	9/11/2025	[7928] REGIONAL GOVERNMENT SERVICES	HR Services	
14582	9/11/2025	[2664] ROGERS MACHINERY INC	Blower Building Maintenance Parts, Blower Building Maintenance	4,
14583	9/11/2025	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR SEPTEMBER 2025	
14584	9/11/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines City Hall - Oct 2025, Phone Lines PD - Oct 2025	
14585	9/11/2025	[7669] STURDEVANT, COLEMAN	CUSTOMER DEPOSIT REFUND	135.48

Section F, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14586	9/11/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR AUG 2025, LEGAL SERVICES FOR AUG 2025	5,771.00
14587	9/11/2025	[2772] WENDT CONSTRUCTION, INC	Generator Rental	1,000.00
14588	9/11/2025	[8025] WOODS PEST CONTROL, INC.	General Pest Cycle - 675 Wildwood Ave	135.00
14589	9/18/2025	[7237] BPR CONSULTING GROUP	Plan Check Fee on 1285 Eeloa Ave	527.05
14590	9/18/2025	[4892] KEVIN T CALDWELL	Reimbursement: Maps CalFire Project	11.91
14591	9/18/2025	[4063] CITY OF FERNDALE	Police Services (Investigation)	118.52
14592	9/18/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	George (Cat-M), Nala (Dog-F), Sadie (Dog-F); PD Injured Cat Euthanasia	430.00
14593	9/18/2025	[7852] CSG CONSULTANTS	Franchise Agreement Analysis/Negotiation Assistance	2,100.00
14594	9/18/2025	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Fingerprint Apps, Fingerprint - FBI	49.00
14595	9/18/2025	[2423] GEORGE'S GLASS, INC	Repair Rock Chip on '21 Toyota Tacoma	59.00
14596	9/18/2025	[5052] GHD, INC	For Professional Services Rendered Through 8/30/2025: PW Rio Dell Eel River Trail	5,278.28
14597	9/18/2025	[4214] HC OFFICE OF EDUCATION	Order No. 34606 Vehicle Tag Stickers	35.96
14598	9/18/2025	[2457] HC CLERK-RECORDER	Copies	4.00
14599	9/18/2025	[2474] HUMMEL TIRE & WHEEL, INC	Tire Change on '21 Ford Interceptor	743.17
14600	9/18/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14601	9/18/2025	[7195] METER, VALVE & CONTROL, Inc	Meters and Parts, Meters and Parters	9,613.88
14602	9/18/2025	[8027] METROPOLITAN COMPOUNDS, INC	Extreme Heat - 50lbs	2,127.96
14603	9/18/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5, ELAP Certification Fee, Haloacetic Acids, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, Purgeables by GC/MS, Subcontract Metals, THM by EPA 624, Total Dissolved Solids, Total Nitrogen, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5, Asbestos-Water, ELAP Certification Fee, Haloacetic Acids, Nitrate and/or Nitrite, Perchlorate, Trihalomethanes	2,454.00
14604	9/18/2025	[7840] MORENO, JOSEPH	CUSTOMER DEPOSIT REFUND	83.02
14605	9/18/2025	[3287] NORTH COAST UNIFIED AQMD	Annual Renewal Fees 2025-2026	2,667.35
14606	9/18/2025	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR OCTOBER 2025	3,240.00
14607	9/18/2025	[6373] THATCHER COMPANY, INC.	Aqua Ammonia, 25% TECH - 375 # Drum	1,891.87
14608	9/25/2025	[7739] ANGEL ARMOR	RISE; Admin Pouc; Radio/Taser, Baton & Spray Pouches; ID Placards	2,557.51
14609	9/25/2025	[8028] BILLINGS, STACY	Reimbursement: Travel Wastewater Superintendent Interview	770.58
14610	9/25/2025	[5562] CALIF STATE LANDS COMMISSION	Public Agency - Amendment of an Existing Lease	836.07
14611	9/25/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 9/19/2025	00.00
14612	9/25/2025	[2405] FORTUNA ACE HARDWARE	Chain, Water and Cleaner, Sprayer	
14613	9/25/2025	[7667] GARCIA, LIZZETTE	CUSTOMER DEPOSIT REFUND	
14614	9/25/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Quick Link	
14615	9/25/2025	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form April - June 2025	
14616	9/25/2025	[3180] JENSEN, RANDY	Reimburse: Breaker for Douglas Booster Station Pump #1 (Part Failure on 9-18-25)	
14617	9/25/2025	[6653] CRYSTAL L LANDRY	Reimbursement: Officer Involved Shooting (Santa Rosa - POST Training)	453.50

Section F, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14618	9/25/2025	[7195] METER, VALVE & CONTROL, Inc	Encoder Registers	4,146.83
14619	9/25/2025	[4717] KEVIN NASET	Reimbursement: Water Class/Training	35.00
14620	9/25/2025	[7904] JOSHUA M PHINNEY	Reimbursement: Management Course (Monterey - POST Training)	573.00
14621	9/25/2025	[7928] REGIONAL GOVERNMENT SERVICES	Rio Dell - HR Services	898.69
14622	9/25/2025	[7828] CADEN L ROCHA	Interview & Interogation Training (Redding) - 75%	274.50
14623	9/25/2025	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION dba RCAC	Loan # 1144-CRD-05 Water CIP	10,687.32
14624	9/25/2025	[4570] SHRED AWARE	Shredding	78.77
14625	9/25/2025	[2724] STATE WATER RESOURCES CONTROL BOARD	Clean Water State Revolving Fund; Financing Agreement Contract #11837; Project #7401-110	302,933.39
14626	9/25/2025	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor - 330 G Tote, Deposit	7,452.37
14627	9/25/2025	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): Aug 17- Sept 16	662.02
14628	9/25/2025	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR OCTOBER 2025	393.76
14629	9/25/2025	[8030] WHOOSTER, INC.	LE SMS - Web - DaaS Search Credits	1,500.00
Total Checks/Deposits				671,550.63

Ref#	Date	Vendor	Description	Amount
492-112	9/02/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/22/2025	-3,110.54
1078115	9/02/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/22/2025	-15,882.80
6784254	9/02/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 08/22/2025	-10,374.75
5006350	9/05/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR SEPTEMBER 2025.	-116.22
9837484	9/05/2025	ELECTRONIC FUNDS TRANSFER	EFT: OPTIMUM PUBLIC WORKS PAYMENT FOR SEPT FY2025-2026	-273.21
2963120	9/10/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 09/05/2025	-16,802.74
6544294	9/15/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 09/05/2025	-3,396.00
113-424	9/15/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 09/05/2025	-10,453.71
9837497	9/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: BANK OF AMERICA CREDIT CARD PAYMENTS FOR AUG/SEPT FY2025-2026	-6,717.46
9837491	9/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR OCT FY 2025-2026	-33,206.40
9837490	9/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT FOR OCT FY 2025 - 2026	-348.60
1552260	9/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOR SEPT 2025 SPLIT W/ P.D & ADMIN.	-877.00
9837496	9/17/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR AUGUST/SEPTEMBER. FY2025 - 2026	-24,
6300124	9/23/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 09/19/2025	-10,
9837495	9/24/2025	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR SEPT for STREET LIGHTS @Northwestern	-1,
9837493	9/25/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR GUARDIAN DENTAL ONLINE PAYMENT FOR OCTOBER. FY2025 - 2026	-
9837492	9/25/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR OCTOBER. FY 2025-2026	-
54	9/26/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR SEPTEMBER 2025.	-1,

Section F, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
9837494	9/26/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR NEW WEX ONLINE FUEL CARDS FOR AUGUST/SEPTEMBER. FY2025-2026	-3,427.58
9837501	9/29/2025	ELECTRONIC FUNDS TRANSFER	EFT: CORRECTION FOR EFTPS PAYROLL TAXES FOR PW EMPLOYEE'S FINAL CHECK.	-23.76
790-800	9/29/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 09/19/2025	-2,864.93
2064936	9/29/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 09/19/2025	-15,107.42
9837487	9/30/2025	WITHDRAWAL	ANALYSIS SERVICE CHARGE FOR SEPTEMBER 2025.	-106.62
Total EFT'S/Bank Withdrawals				-162,098.75

Ref#	Date	Vendor	Description	Amount
TRX TO PR	9/11/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 09/05/2025	-43,252.89
TRX TO PR	9/25/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 09/19/2025	-39,471.02
Total Transfer Between Accounts				-82,723.91

Ref#	Date	Vendor	Description	Amount
DRAW#2	9/12/2025	TRANSFER FROM GENERAL CHECK TO RCAC	Transfer to Rural Community Assistance Corporation: dba RCAC for Loan#1144-CRD-05. Reimburse Draw#2 for Water CIP Project.	-1,029,507.40
DRAW#3	9/30/2025	TRANSFER FROM GEN CHECK TO RCAC	Transfer to Rural Community Assistance Corporation: dba RCAC for Loan#1144-CRD-05. Reimburse Draw#3 for Water CIP Project.	-203,746.50
Total Transfers To RCAC Loan Co.				-1,233,253.90

Ref#	Date	Vendor	Description	Amount
9837488	9/29/2025	WITHDRAWALS	DEBIT CARD FOR PUBLIC WORKS: TRACTOR SUPPLY CO FOR BARREL PUMP	-87.58
9837489	9/30/2025	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR SEPTEMBER 2025	-597.72
Total Debit Card Transactions				-685.30

Section F, Item 4.



Staff Highlights – 2025-10-21

City Council

City Manager

City Clerk

Processed Eight (8) Building Permit Applications:

65 Davis St. – New Windows
65 Davis St. – Re-Roof Residence
3 Painter St. – Re-Roof Residence
123 Belleview Ave. - New Foundation
540 First Ave. – Re-Roof Residence
1111 Riverside Dr. – Sewer Lateral and 2 Cleanouts
130 First Ave. – Sewer Cleanout and Check Valve
65 Davis St. – Foundation Seismic Retrofit

Processed Two (2) Business License Applications:

Northwest Plumbing Solutions – Non-Resident Contractor
Sunshift, LLC – Solar Contractor

Misc:

Completed ERMA Employee Contacts Survey for Training
Submitted 2026/27 Excess Cyber Application to Alliant Insurance
Submitted Annual Contacts Update for Caltrans DOT

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

Monthly / weekly water testing
Assist Freshwater Environmental Services – Residential Backflow device compliance program
USA's Locates
Water leak on 6" Water main at Upper Monument Road. (Saturday the 11th)



Water leak on Douglas St

Monthly maintenance and calibration of Water treatment plant pH equipment

Water CIP construction meetings

Water Line Project assistance on shutdowns and flushing main lines

Public Works Wastewater

Setup WWTP Office for new Wastewater Superintendent

Maintenance and repairs on Wastewater treatment plant analyzers and equipment

Review and note items in Wastewater NPDES Permit

Weekly and monthly sampling and monitoring.

Weekly and monthly treatment plant washdowns and cleaning inside tent

Maintenance on Belt Press and Biosolids Dryer

Cleaning and maintenance on Headworks equipment

Sewer lateral tests and inspections by appointment

Start new monthly grease trap inspection

Public Works Streets, Buildings and Grounds

Mark out utilities for USA's (Underground Service Alerts)

Roadside mowing around town

Mow and Weedeat Gateway North and South, City Hall, Memorial and Blue Star parks.

Repair leaking sprinkler heads at city hall and parks. (ongoing)

Eel River Trail garbage pickup and maintenance

Public Works City Engineer

Public Works Capital Projects

Police Department

Patrol Statistics:

During Oct 4th – Oct. 16th 2025, the Rio Dell Police Department handled 250 incidents. This includes 145 calls for service, and 105 Officer Initiated Contacts. 6 arrests were made. A total of 0 citations were issued for traffic offenses or other miscellaneous criminal violations. 11 total cases requiring investigation were taken.

Staffing:

The Police Department is currently down two (2) sworn officer positions.

- One lateral Police Officer is currently in backgrounds with our department.
- Backgrounds are proceeding on a candidate for Entry-level Academy Sponsorship.



Community Events / Notable Cases:

- Chief Phinney continues his POST mandated Management School (Week 2 of 3)
- Corporal Landry completed Officer Involved Shooting School for Supervisors.
- With the completion of CSO Clark's Record Supervisor school, the department has begun the process of modernizing our record retention schedule to be followed by the long overdue purge of decades of old cases taking up needed space.

Abatement Projects:

Residential Abatement:

- Total Active Cases 27
- 2 New open cases, 5 closed cases
- 2 of the cases are for City Owned Property. One for damage to the sidewalk on Painter Street and one for the road conditions in the 400-500 block of Second Avenue.
- 25 of the 27 cases consist of excessive vegetation, junk vehicles, solid waste and ongoing violations.

Vehicular Abatement:

- Total Active Cases 10
- 9 New open cases, 5 closed cases
- 4 vehicles towed

Animal Control:

- 11 Calls for animal related issues
- 2 dogs transported to Miranda's

Community Development Department

Email to owner 65 Davis Street, need Permit for windows

Roof Final Inspection 165 Cedar Street

Respond to information request 474 Walker Lane, porch Permit requirements

Furnace Inspection 951 Pacific Ave

Roof deck inspection 65 Davis Street

Roof deck/underlayment inspection 615 Gunnerson Lane

Final Inspection PV & ESS 583 Second Ave

Final Inspection roof 615 Gunnerson

Footings/Forms/Rebar/Pier Pads inspection 123 Bellevue Ave



HVAC Inspection 1261 Eeloa Ave

Complete and submit HAF grant application for new LED sign

Intergovernmental

Humboldt-Rio Dell Business Park



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

October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on Solid Waste Franchise Agreement and Related Topics Including But Not Limited to Universal Collection and SB 1383 Compliance.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive this informational report regarding development of a new solid waste, recycling, and organics franchise agreement for the City.
2. Review and provide feedback and direction to staff and consultant regarding program service options to be included in the new draft franchise agreement.

BACKGROUND AND DISCUSSION

The City of Rio Dell currently has a franchise agreement with Recology Eel River for the collection of solid waste, recycling, and yard waste services, which expires December 31, 2026. The City first entered into a franchise agreement with Eel River Disposal (ERD) in 2017, which was subsequently transferred to Recology following the company's acquisition of ERD, approved by Council via Resolution No. 1341-2017 and amended on August 28, 2018. The City's current agreement predates many of California's recent solid waste and recycling regulations. It does not include provisions for SB 1383 compliance, updated performance standards, or current industry standards for the annual rate adjustment. To prepare for the next franchise term, Rio Dell joined a regional collaborative effort with the Cities of Fortuna, Arcata, and Eureka, and the County of Humboldt. These jurisdictions are working collaboratively with the technical contracted support of CSG to provide a franchise agreement with current industry standards and do the following:

- Improve recycling, organics, outreach/education programs' consistency for Rio Dell and neighboring jurisdictions;
- Meet SB 1383 and other new state mandates;
- Provide clear and transparent rate setting procedures; and
- Provide performance standards and accountability for the hauler and convenient services for residents and businesses.
- Provide the benefit of economies of scale and shared expertise while maintaining flexibility to tailor Rio Dell specific program options cost-effectively.

Senate Bill (SB) 1383 requires all jurisdictions in California to implement programs that divert organic waste (food, yard waste, and paper) from landfills. The regulation mandates:

- Universal organics collection for all residents and businesses;
- Color-compliant containers (gray/black for trash, blue for recycling, green for organics);
- Contamination monitoring, inspections, and enforcement;
- Recordkeeping, outreach, and education programs; and
- Procurement of recycled organics and recovered paper products.

SB 1383 requires jurisdictions to comply with the following requirements



Rio Dell and the cities of Fortuna, Arcata, Eureka, and the County of Humboldt have been working collaboratively to negotiate an improved franchise agreement with Recology. A significant goal of this collaborative effort is to provide cost effective and improved recycling, organics and solid waste collection programs along with upgraded outreach/education programs for residents and businesses. Rio Dell's current agreement is outdated without provisions to meet current mandates and contracted with CSG to develop a new SB 1383 compliant franchise agreement and provide technical assistance for negotiations with Recology.

SB 1383 placed a significant unfunded mandate on jurisdictions to provide mandatory organic waste collection to all residents and businesses, requires color compliant collection containers, etc. Over 50% of what we dump in landfills is organic material; SB 1383's primary purpose is to reduce organic waste to landfill. Since organics in landfills generate methane, a climate super pollutant (methane is 84 times more potent than carbon dioxide) SB 1383 aims to mitigate climate change, improve public health and the environment.

Rio Dell currently holds a Low Population Waiver from CalRecycle, effective January 1, 2022 – December 31, 2026. This waiver currently exempts the City from certain SB 1383 collection and processing requirements for the duration of the waiver. However, the waiver must be renewed prior to expiration (application due mid-2026), if not renewed or revoked, the City will be required to implement full organics collection starting January 1, 2027. Also, CalRecycle has indicated that renewal criteria are likely to become stricter, particularly if statewide organics diversion targets are not met.

Once City Council provides feedback to staff, the provisions we received feedback on would be included in the new draft franchise agreement. Staff and consultant would meet with Recology to further discuss the provisions and request a cost proposal from Recology for the new franchise agreement. Staff and consultant will return to City Council for their review of the new

franchise agreement, cost proposal and new rates and request City Council consideration and approval in the coming months.

Discussion

Staff and CSG prepared the following program options for City Council review. These options can help guide the discussion and assist staff and consultant to include the appropriate provisions for the new franchise agreement.

1. Universal Collection of Garbage, Recycling, and Organics

Purpose:

Implement consistent, weekly collection services for garbage, recyclables, and organic materials for all residents and businesses with some exceptions to meet SB 1383 standards.

Regional Consistency:

All neighboring jurisdictions (Fortuna, Arcata, Eureka, and Humboldt County unincorporated areas) are transitioning to **universal three-container service**. This consistency helps avoid customer confusion and supports regional outreach and education campaigns.

- **Option A – Full Implementation:**

Require Recology to provide weekly garbage, recycling, and organics collection beginning **January 1, 2027**.

Pros: Meets SB 1383 compliance; aligns with neighboring cities; predictable service model.

Cons: Can increase costs for collection, processing, and customer rates.

- **Option B – Deferred Implementation During Waiver Period:**

Include language allowing deferral of organics collection while the CalRecycle waiver remains active.

Sample Provision:

“While the City’s SB 1383 Low Population Waiver remains in effect, Contractor shall not be required to provide organic waste collection services but shall continue weekly garbage and recycling collection. Upon expiration, revocation, or non-renewal of the waiver, Contractor shall implement full SB 1383-compliant organics collection within ninety (90) days following written notice from the City or as otherwise mutually agreed.”

Pros: Provides flexibility and cost control during waiver period; allows phased approach.

Cons: Deferral could create rate increases later when organics collection must begin;

2. Residential Bulky Item Collection/Frequency

Purpose:

Provide a convenient, at-the-curb service for residents to dispose of large items such as furniture, appliances, and mattresses. Resident chooses date for bulky item collection.

- **Option A:** One (1) free annual bulky item pickup per household (up to 2 cubic yards).
- **Option B:** Two (2) annual pickups (increased convenience, higher cost).
- **Option C:** No curbside program; continue current annual community cleanup day only.

Bulky collection improves accessibility for elderly and low-income residents who cannot transport materials to cleanup sites. It can also reduce illegal dumping.

3. Low-Income Discount Program

Purpose:

Provide rate relief for income-qualified residents.

Consider:

Offer a **10% discount** for qualifying single-family customers enrolled in the **PG&E CARE Program**, subject to City approval.

Program cost is spread across total rate base; The City can choose any discount percentage during rate setting.

4. Annual Community Clean-Up Day**Current Program:**

The City hosts an annual cleanup day for residents to drop off bulky waste, appliances, and other large items. Participation varies each year, and the event requires Recology staff time, containers, logistics, City coordination.

- **Option A:** Continue the annual cleanup day as currently structured.
- **Option B:** Replace with one or two bulky item curbside pickups per year.
- **Option C:** Hybrid approach—retain one cleanup event plus one bulky pickup.

Curbside bulky collection offers greater resident convenience and reduces Recology and City staff time; however, the community cleanup event provides community engagement.

5. 20-Gallon Garbage Container Option**Purpose:**

Offer a smaller garbage cart option for residents who generate minimal waste.

Benefits:

- Encourages waste reduction;
- Provides lower-cost service tier;
- Supports SB 1383 waste minimization goals.

6. Franchise Fee Modification**Purpose:**

Franchise fees provide revenue to offset administrative and oversight costs for solid waste management and support general fund activities related to waste programs.

Current Fee:

Rio Dell's existing franchise fee is lower than neighboring jurisdictions.

Regional Comparison (Estimated):

- Eureka: 10%
- Arcata: 10%
- Fortuna: 8%
- Humboldt County: 5%

Adjusting the franchise fee to a level consistent with regional averages (e.g., 8–10%) could increase City revenue modestly with minimal ratepayer impact when phased in with new service improvements.

Next Steps

1. Incorporate Council feedback into the draft franchise agreement framework.
2. Conduct follow-up discussions with Recology to refine program design, cost impacts, and rates.
3. Return to Council with:
 - Full draft franchise agreement;
 - Recology cost proposal;
 - Draft rate schedule; and
 - Recommendation for final approval.

The proposed action (receiving a report and providing direction) is not a project under the **California Environmental Quality Act (CEQA)** (Guidelines §15378). Future implementation of the new franchise agreement will likely qualify for a **Categorical Exemption** under §15308 (Actions by Regulatory Agencies for Protection of the Environment).

Conclusion

The upcoming expiration on 12/31/26 of the City's solid waste franchise agreement provides an important opportunity to update the current franchise agreement, improve programs, meet new state requirements, and align with neighboring jurisdictions to provide consistent quality recycling, organics and garbage collection for Rio Dell residents and businesses.

Attachments:

Universal Collection Timeline and Background

Minutes from the February 16, 2021 meeting on Universal Collection

Minutes from the March 2, 2021 meeting on Universal Collection

Minutes from the March 16, 2021 workshop on Universal Collection.

Minutes from the April 20, 2021 workshop on Universal Collection.

Written public comment received during 2021 outreach and workshops

* It is important to note that the figures reflected in the attached minutes only represent estimates at that point in time and will not be the figures that will be presented for a new franchise agreement.

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FEBRUARY 16, 2021 MINUTES
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and Sewer were reported at \$68,000 (3%) higher than the previous year as a result of the pandemic and the City's inability to shut off water.

She continued with the budget outlook going into the next year and reported beginning fund balances for FY 2020-21 higher than estimated for most funds. She commented that the economic outlook is difficult to determine although the current economic outlook for Rio Dell looks good. She added that staff would be keeping an eye on revenue growth in the City to make sure the Gann limit calculations don't change.

Councilmember Woodall said that she was impressed to see that cannabis revenue exceeded property tax revenues. She noted that the annual CPI adjustment for sewer rates ends this year and asked if staff would be looking into the rates.

City Manager Knopp indicated that staff would be proposing a rate analysis for both water and sewer.

Councilmember Wilson asked if ratepayers were behind significantly on payments due to COVID-19.

Finance Director Dillingham explained that accounts receivable represented \$68,000 or 3% of the annual revenue for water and sewer. The accounts receivable for utility bills the same time last year was \$251,000 versus \$319,000 this year which is an increase of \$68,000, due to the inability for the City to shut off water. She said that the revenues are on target but wanted the Council to be aware that there are some utility accounts with some fairly significant numbers owed on individual accounts. Her hope was that the City would not have to write off those accounts and should COVID relief become available, staff would direct customers to those potential sources for funding.

Discussion on Solid Waste Franchise Agreement and Opportunity for Universal Collection

City Manager Knopp provided a brief update on the City's opportunity for Universal Collection and reviewed the correspondence included with the staff report. He said that Linda Wise from Recology Eel River was on the line to further explain the program and answer any questions the Council may have.

He noted that in September, 2019 the Nuisance Advisory Committee received a presentation from Recology Eel River on the concept of Universal Collection. In December, 2019 the City Council received correspondence from the City's Nuisance Advisory Committee endorsing the concept of Universal Garbage and Recycling Services. In November, 2020, the Nuisance Advisory Committee followed up with correspondence to the City of Fortuna encouraging their adoption of universal collection.

He explained the concept of mandatory universal collection and commented that universal collection would aid the community in meeting and exceeding State recycling/waste diversion

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mandates in addition to reducing illegal disposal, nuisance conditions and public health concerns in the City. Currently voluntary subscription levels are at approximately 50% of residences and commercial properties and if adopted, universal collection would extend services to approximately 100% of the community. In discussing the concept with Recology Eel River representatives, the biggest hurdle in executing the program is related to the cost to Recology to purchase new trucks and new bins.

City Manager Knopp indicated that staff had engaged in several informal discussions with the City Managers of Ferndale and Fortuna since their participation would dramatically increase the subscriber base thereby spreading out the fixed costs and potentially making it a viable option for Rio Dell to consider moving in that direction.

He explained that staff would return to Council at the March 2 meeting with a more formal adoption of the calendar and timeline that would include submission of a rate analysis, public workshops, ordinance drafting and adoption and franchise agreement negotiation occurring now and the end of June 2021. He indicated that City Clerk Dunham would be working on the day to day tasks to help get to process moving forward, along with the City Attorney.

Linda Wise, of Recology Eel River continued the discussion and noted that the program is coming quickly and ultimately hinges on what the City of Fortuna does with regard to universal collection. She said that they were working on nailing down some of the assumptions as far as what the services will entail. She explained that everyone would have a 30-gallon can, recycling can and they would also be offering a voluntary green waste program with pickup every other week as well as a bulky item pickup program.

She explained that the preliminary analysis of rates reflects a small increase in the subscriber's monthly rate estimated between \$2.50-\$2.75. As the details are worked out, those numbers could change slightly.

City Manager Knopp pointed out that this gives the City the opportunity to renegotiate the City's Franchise Agreement with Recology which doesn't expire until 2026. He said that some of the considerations the Council could address would be such things as discounts for seniors/low income subscribers, methods of billing and payments, street sweeping, clean-up events, bulky item services, and elimination or continuation of the recycling bins at City Hall.

Councilmember Wilson asked if this would help to alleviate some of the issues related to AB 1383.

Linda Wise explained that AB 1383 partly relates to curbside collection so this is going to address it further down the road. She noted that because of the size of Rio Dell, the City will be able to apply for a variance. In particular AB 1383 does call for a two or three can system with specific color-coded cans so this will cover that requirement.

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Councilmember Wilson questioned the cost to the City to implement the program and asked if the subscribers would be paying for the cost of the new cans.

Linda explained that a capital outlay component would be built into the rates to help cover the cost of equipment with an estimated monthly rate increase of \$2.61 per customer.

Councilmember Wilson mentioned that HWMA had talked about a potential 40% increase.

City Manager Knopp explained that the number of subscribers in the City would essentially double and that Rio Dell's cost share would be relatively small because of the size of the City. Under AB 1383, small cities can apply for a waiver every two years because of the small amount of tonnage generated.

Councilmember Wilson commented that AB 1383 is new to everyone and there are a lot of regulations in the bill that has to do with the reduction of organic waste. He said that HWMA provided a power point presentation to the Board members and thought it would be beneficial if it were circulated to Councilmembers. He pointed out that even though the City can apply for a variance, the regulations and compliance portion of the bill would eventually affect staff which is a concern.

City Manager Knopp pointed out that the City would eventually be required to comply with AB 1383 and this provides the City the opportunity to have the infrastructure in place when that time comes. The mission is to move toward zero waste and moving to universal collection puts Rio Dell in position with the regulatory requirements.

Councilmember Wilson stated that the issue of garbage will only become bigger and won't go away. He supported the concept of universal collection since it will bring the City closer to compliance.

Councilmember Carter asked if the City doesn't jump on board with Fortuna in June, if there would be another opportunity to implement universal collection.

City Manager Knopp explained that there could be another opportunity but the cost would be much greater. The more quickly the City moves forward, the easier it will be on the subscribers.

Mayor Pro Tem Johnson referred to the recycling bins behind City Hall and said that his observations are that the large bins are filled with mostly cardboard but the smaller bin seems to have a lot of garbage thrown in. He asked Linda Wise if she knew what the City's percentage rate for contamination was.

Linda noted that there is up to 45% of contamination from those bins. She said that they do characterizations of the items dumped and that she could make it available to the City

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Council with the curbside material.

Mayor Pro Tem Johnson said that although implementation of universal collection is interesting, it will be challenging for the Council but he was looking forward to the upcoming discussions.

Councilmember Woodall questioned the timeline for getting the new truck once the franchise agreement is adopted.

Linda estimated it would take up to 18 months to get the trucks and equipment needed to implement the program. She estimated the cost of a new truck to be \$450,000 and said that it is practically impossible to buy a used truck due to California Air Resources Board (CARB) regulations.

Councilmember Woodall commented on the need for public outreach and said that she was glad to hear that the City could apply for a variance under AB 1383. She liked the idea of looking at various options as part of the franchise agreement.

Mayor Garnes asked what happens if people are unable to pay for the service and if fines would be imposed.

Linda explained what normally happens with these programs is that a lien is placed against the property owner if the tenant fails to pay but ultimately, it would depend on how the agreement is structured. She noted that open communication with the subscriber is very important.

ORDINANCES/SPECIAL RESOLUTIONS**Resolution No. 1481-2021 Designation of Subrecipient's Agent – Hazardous Mitigation Grant Program and Pre-Disaster Mitigation Program**

Rebecca Crow from GHD provided a power point presentation related to the Hazard Mitigation Grant application and began by stating that they had installed sewer flow monitoring equipment so they should have some data on flows for the City.

She provided a summary of where the projects are now including the Eel River Crossing Pipeline Retrofit Project, and the Douglas Tank Seismic Retrofit Project. A preliminary cost ratio of plus 1 was given but with a plus 3 the City would be in a better ranking position for funding.

The estimated cost for the Eel River Crossing Pipeline Retrofit Project was \$3,500,000 with the City's grant match of \$875,000, and the Douglas Tank Seismic Retrofit Project \$4,000,00 with a grant match of \$750,000.

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a Conditional Use Permit (CUP), to allow Element 7 to have three (3) on-building signs, at their meeting on February 23, 2021. He indicated that they had ordered signs and still had to paint the outside of the building and complete the landscaping.

Mayor Pro Tem Johnson asked staff if there was a 100% guarantee that Tesla would be moving forward with the Energy Saving Battery Backup Project at the Wastewater Treatment Plant.

Wastewater Superintendent Taylor indicated that representatives from Tesla would be here on Thursday for a site visit and estimated with 90% certainty that the project would move forward with battery packs installed within 6 months.

Mayor Pro Tem Johnson asked the City Manager to provide an update on the ongoing Adhoc committees.

City Manager Knopp reported that the Water/Wastewater Rate Study Committee met on February 24th and is working on a draft Request for Proposal (RFP) which will be presented to the committee in March then to the City Council for approval in April.

He said that he is working on completing the document regarding the revisions and comments from the last Economic Development Committee meeting and will be scheduling a meeting this month to review the document for submittal to the City Council in April.

Councilmember Woodall asked about the status of the School Property Ad Hoc Committee.

City Manager Knopp indicated that staff still had not received correspondence from the school district. Committee members Johnson and Woodall agreed to meet later this week with the City Manager discuss the issue. He noted that the Garbage Bin Ad Hoc Committee was ready to meet again to discuss replacement of the garbage bins around town.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**Approve Calendar Related to Universal Collection**

City Clerk Dunham provided a staff report and said that as the Council is aware, there was discussion at the last meeting on the City's Solid Waste Franchise Agreement with Recology Eel River and the opportunity for mandatory universal collection. Linda Wise from Recology Eel River, provided a presentation to the Council on universal collection, including the process and timeline for potential implementation, a preliminary analysis of the rates, and how AB 1383 relates to curbside collection.

She commented that staff agreed to return to the Council at this meeting with a more formal adoption of the calendar related to upcoming public hearings, ordinance adoption, franchise

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agreement negotiations, and potential implementation of a universal collection program in the City. She said that this also provides the opportunity for the Council or members of the community to ask questions. Linda Wise was available once again to provide any additional updates and to answer any questions the Council or the public may have.

Mayor Pro Tem Johnson called for questions from the Council.

Councilmember Wilson referred to the calendar as presented and questioned the number of scheduled public hearings. He asked if the purpose of the public hearings on the ordinance is to determine such things as who pays for the service if someone fails to pay.

City Manager Knopp explained that the schedule includes two public workshops and two public hearings on the draft ordinance and that the draft ordinance has not been prepared.

City Clerk Dunham pointed out the gap in the meetings between April 20, 2021 and June 1, 2021 and said that she scheduled them that way to allow adequate time for public notifications.

Councilmember Wilson stressed the importance of public outreach.

Councilmember Carter asked what the difference is between a public workshop and public hearing.

City Manager Knopp explained that public workshops are more informal with no required action of the Council whereas, a public hearing is standard procedure for the introduction and adoption of ordinances.

Councilmember Woodall commented that she was approached by a citizen regarding the program and said that she would refer him to the calendar for dates of the public hearings so he can ask questions.

Mayor Pro Tem Johnson suggested one additional public notification perhaps before the March 16, 2021 meeting followed up with a City Newsletter.

Councilmember Wilson agreed with the mailing of Every Door Direct Mailing (EDDM) to allow citizens the opportunity to provide public comment.

Discussion on Placement of Chamber Owned Informational Kiosks on City Property

City Manager Knopp provided a staff report and said that the City was approached by the Chamber of Commerce regarding the placement of kiosks on City property. He presented photos of the kiosks and a map identifying proposed locations for placement of them and said that representatives of the Chamber were on line to present their proposal.

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Mayor Garnes asked for an update on replacement of the Gateway Sign.

City Manager Knopp explained that the replacement of the sign started last year but the sign company doing the work had trouble replicating the exact design so staff is now working with the artist that originally designed it and another sign company to do the work.

SPECIAL PRESENTATIONS/STUDY SESSIONS**Public Workshop – Discussion on Solid Waste and Opportunity for Mandatory Universal Collection - Presentation by Recology Eel River**

City Manager Knopp began with an introduction of the proposed program and said that at the March 2, 2021 regular meeting, the Council approved a calendar of meeting dates to move forward with the consideration of Mandatory Universal Collection. As suggested by the Council, staff sent out an Every Door Direct Mailing (EDDM) to all residents notifying them of tonight's public workshop so they could participate in the process. He said that the idea is to gather information and input from the Council and the community and come back at the next public workshop with answers to any questions received.

He pointed out that Universal Collection would aid the community in meeting and exceeding State recycling/waste diversion mandates, reduce illegal dumping, nuisance conditions and public health concerns in the City. He pointed out that the number one complaint in the City is related to nuisance abatement and litter impacting neighborhoods and creating public health and safety concerns.

In 2019, the Rio Dell Nuisance Advisory Committee received a briefing from Recology Eel River on the implementation of Universal Collection and was supportive of the idea. He explained that the major hurdle with Universal Collection is related to cost since significant investment must be made by Recology in order to execute the program including new trucks and standardized garbage and recycling receptacles. He said that with Rio Dell's small subscriber base of approximately 1,400 subscribers, it would not be economically feasible to adopt the program on its own and participation of Ferndale and Fortuna would dramatically increase the subscriber base thereby spreading out fixed costs and creating a potentially viable option for Rio Dell to consider moving in the direction of Universal Collection.

City Manager Knopp noted that Linda Wise, General Manager of Recology Eel River was present to provide a power point presentation on Universal Collection.

He began the presentation with the Overview of Universal Collection and Overview of Services with a comparison between current services and proposed services. The proposed services included the required subscription of Municipal Solid Waste (MSW), every other week (EOW) recycling, two (2) free bulky item pickups, a 96-gallon recycling container, every other week optional green waste pickup, a 20% discount for seniors or low-income subscribers, and clean-up bins for river bar clean-ups.

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Linda Wise continued with review of Impact of Proposed Rate Adjustments. She said that the first question usually asked is what the service is going to cost the customer. She explained that certain key customers would actually see a decrease in monthly rates while current self-haul customers would not only save time with weekly collection but would pay \$2.68 less per month on average. Customers moving from a 32-gallon garbage can to a 20-gallon can would save approximately \$4.25 per month. The proposed residential rate for a 32-gallon can went from \$28.59/month to \$30.48/month representing an increase of \$1.89. She noted that rates would not become effective until the service actually begins.

She asked everyone to keep in mind that the current recycling containers are 64-gallon and the new recycling containers would be 96-gallon. The other advantage to subscribers is the two (2) free bulky item pickups.

Linda continued with review of the Humboldt County Rate Comparison of residential and commercial rates and franchise fee percentages between Eureka, Arcata and Rio Dell. She pointed out the difference in franchise fees with Eureka at 9%, Arcata at 10% and Rio Dell at only 5% which is added into the rates. She commented that the proposed rates are based on the assumptions that both Ferndale and Fortuna would be moving forward with universal collection along with Rio Dell.

Mayor Garnes called for questions from the Council on this portion of the presentation.

Councilmember Wilson asked Linda if the discussion would include SB 1383 legislation.

Linda said that SB-1383 would be discussed later on in the presentation along with other regulatory drivers.

Mayor Pro Tem Johnson commented that the estimated rates are based on certain additions in Recology's rolling stock and asked how many new articulating arm trucks are being proposed over the next ten years.

Linda commented that they would eventually purchase four new trucks and that the cost of the truck for Rio Dell alone is \$350,000. She said that the larger fixed costs such as trucks would be spread out over 10 years.

Mayor Garnes asked if the second employee on the route emptying garbage cans into the truck would be out of a job or if he would be trained to drive the truck.

Linda indicated that they would be offering those employees training to obtain a commercial license or placement in other positions if available.

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City Manager Knopp continued with review of Drivers Toward Universal Collection and said that Nuisance Abatement is a main driver and one of the City Council's highest priorities and investment in nuisance and code enforcement issues. He said that creating an attractive community leads to more investment, higher community pride, lower crime and a generally safer, cleaner environment. He said that universal mandatory collection also significantly reduces issues with illegal dumping and eliminates the reason to accumulate trash. The City's Community Services Officer's main focus has been on nuisance issues. The public works staff was recently pulled off of their regular duties to clean up a property that was issued an abatement warrant which is not only time consuming but costly.

City Manager Knopp said that with regard to Regional Efficiencies, Rio Dell has an opportunity to realize cost savings by implementing universal collection in a collaborative effort with Fortuna and Ferndale. Current subscribers pay for the City's public bins and other solid waste programs and universal collection would mean that community related garbage expenses would be paid for by all properties, making the program more equitable.

Discussion continued regarding Regulatory Drivers including AB 341, AB 1826, AB 939 and SB 1383.

City Manager Knopp commented that the goal over the past years has been to get non-trash items out of the landfill. One of the main issues that communities have been grappling over is AB 939 which required that each city or county achieve 50% diversion by 2000. SB 1383 establishes targets to achieve a 75% reduction in landfilled organic waste by 2025.

Under Cal Recycle's numbers, Rio Dell is required to achieve a diversion of 2.1 pounds of waste per day per household and according to the last report in 2019, the average amount diverted was 2.2 which is just under the threshold. If the City goes below that, it risks the chance of being fined which drives the cost up for everyone. The 75% diversion target is a goal now but is expected to become a mandate for all cities and counties in California. He noted that California tends to go over and beyond Federal guidelines so Rio Dell is obligated to develop an efficient strategy to meet that goal/mandate.

Linda continued with review of SB 1383 Key Implementation Dates. She explained that the dates apply to Fortuna and that they have a tighter timeline than Rio Dell or Ferndale due to the size of the city. She said that SB 1383 regulations take effect on January 1, 2022 and the State begins enforcement followed by the requirement for local governments to take enforcement by January 1, 2024. January 1, 2025 was the date set for compliance with 75% reduction in organics disposal and 20% increase in edible food recovery. She said that those compliance dates will eventually trickle down to the smaller jurisdictions.

Next was a 3-minute U-Tube video on SB 1383 followed by an overview of requirements for Organic Waste Collection Services under SB 1383.

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The last portion of the presentation included a review of the Universal Collection timeline for Rio Dell with the next public workshop scheduled for April 20, 2021, followed by the first public hearing on the draft ordinance on June 1, 2021, the second public hearing on June 15, 2021 and potential program implementation scheduled for January 1, 2023.

Linda said that once the public hearings are over and amendments to the franchise agreement and rates are approved, they will have the green light to order trucks.

City Manager Knopp said the considerations for Council include the term of the contract (10 years or more), a senior vs. low-income discount (currently at 20% but can go higher), and other considerations such as Street Sweeping Services or possible exclusions. He noted that it may be beneficial for all of the cities to have contracts expire around the same time. He recommended taking a look at Fortuna's timeline and adopt a similar timeline for the City's term of contract.

Mayor Garnes opened the public hearing to receive public comment and asked if there were any hands raised to speak or any public comments received via email.

City Clerk Dunham announced that there were three (3) emails received which she then read.

The first comment was from **Ranada Laughlin** in support of Universal Collection (included with these minutes as Attachment 1).

The second comment was from **Doug Dinsmore** expressing his concerns (included with these minutes as Attachment 2).

The third comment was from **"A Proud Rio Dell River Rat"** also expressing concerns about the program as proposed (included with these minutes as Attachment 3).

Alice Millington said that universal collection was a great idea but was initially concerned about the financial impact to residents during the pandemic. Since it was explained that the program wouldn't start until January 2023, she supported moving forward with implementation of the program.

There being no further public comment, the public hearing closed. Mayor Garnes then called for comments from the Council.

Councilmember Carter thanked everyone who provided public comment and said that this is something that impacts the entire community and that she appreciated the input.

Councilmember Woodall said that she watched a video with Humboldt Waste Management Authority (HWMA) on SB 1383 and noted that the requirements are really overwhelming. She commented that one of the things pointed out in the video was that having universal

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collection would check off some of the requirements for Rio Dell. She mentioned the waivers for small cities concerning AB 1383 and mandatory organics recycling and asked at what point those waivers would no longer be granted.

Linda explained that in regard to the smaller populated areas, the State has already identified Fortuna, Ferndale, Rio Dell, Blue Lake and Trinidad as cities qualified for waivers but somebody in the City would need to apply for the waiver. The waivers are for two (2) years and they are looking at allowing two waivers for each of the smaller communities. At the end of that time, the State would put the agencies on a Corrective Action Plan and require compliance over a certain amount of time. The City would basically have six (6) years before being forced to comply, although that is not guaranteed.

Councilmember Woodall then referred to the ordinance and said that she understands that each residence would be billed for service but asked what happens when someone fails to pay and whether they have services discontinued or not, and if the responsibility to collect would be up to the City or Recology.

Linda explained that the way it currently runs with the Cities of Eureka and Arcata is that they bill in 3-month cycles so the subscriber has the entire 3 months to pay. If the bill is not paid, it then becomes delinquent and if a bill is not paid for an entire year, they send a notice (if it applies to a tenant) that they would be notifying the property owner. Their ability to collect delinquent bills is through the lien process. A list of delinquent accounts is then sent to the City Manager and reviewed by the City Council before the list is forwarded to the County Recorder for collection. At this point customers are given the opportunity to dispute the charges. In her experience, they are able to settle approximately 75% of the problems before it gets to that point and the liens are only put on property taxes as a last resort.

She noted that they are not allowed to stop service unless the City directs them to do so. She said that there are instances when a resident move, or is on vacation and fails to notify Recology and is billed for services they did not receive, they will reverse those charges. She clarified that the property owners are ultimately responsible for the charges and they encourage landlords to include those charges in the rent.

Councilmember Woodall said that she had read in one of the other City's ordinances that a customer could notify the garbage company when their house was to be unoccupied for two months or more and they would receive a waiver of fees for those months. She asked if the City would need to verify that the residence was vacant for those months.

Linda said that the driver keeps a log of what cans get picked up and ones that don't and if a property appears to be vacant.

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Councilmember Woodall asked if the program would start with all three (3) receptacles or if a customer could choose which service they wanted, and if all cans would be the same size.

Linda explained that each residence would have either a 32-gallon or 20-gallon can for garbage and a 96-gallon recycling receptacle with an option for green waste collection.

Councilmember Woodall then asked a question on behalf of a local resident and asked why rates would increase with a 50% increase in the subscriber base.

Linda explained that the economy of scale was factored into the proposed rates and that they would be really transparent on how they arrive at the rate and would line out what the costs are in providing the program which the City Manager and City Council will be able to look at. The proposed rates are based on the assumptions outlined earlier and they would line out the costs to show exactly how much margin Recology would be making. She explained that approximately 40% of the garbage bill goes toward disposal and that's just how much they have to pay to take it to the landfill outside the county. They are suggesting about a 10% margin for Recology on collection but they are not charging that on disposal or on the recycling processing fee. As it turns out, they are only making about 6% return. She wanted to make that clear for the residents of Rio Dell so they can see where the costs are derived from.

Councilmember Woodall asked for confirmation that residents are required to dispose of their trash every 7 days.

Linda responded that State law requires removal of trash every 7 days.

Mayor Garnes asked for clarification that if a tenant moves out and a residence is vacant for 3 months or so, the fees can be waived for that time.

Linda said that the service could be put on hold and again, they fall back on the driver to verify that no cans were picked up during that time in the event the customer forgets to notify them.

Councilmember Wilson asked if organic food waste (under SB 1383) would be put in the same receptacle as garbage.

Linda explained that once organic food waste collections begin, all food waste would be included as green waste.

Councilmember Wilson commented that the ordinance needs to include adequate language to allow for legitimate exemptions for properties that are hard to access by Recology vehicles or where customers would have to cart trash receptacles long distances to a collection point.

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With regard to discount rates for seniors or low-income residents, he suggested waiting to see what the other cities do to see how it weighs in with the overall costs.

Mayor Pro Tem Johnson commented that he has lived in Rio Dell for 42 years and has always had garbage service. He also has a rental unit next to his residence and they combine their garbage and recycling and pays for one service. He asked if that would change with the Universal Collection Program.

Linda explained that this is not uncommon and that they would typically look at whether the residence is on the same parcel or a separate parcel and bill by parcel. Issues with regard to services would likely be straightened out during the first year of the program.

Mayor Pro Tem Johnson noted that the City would enter into a new franchise agreement for a minimum of 10 years and that he looked forward to working out the financial inequities so that the City does not create hardships on seniors or low-income residents.

Mayor Garnes asked for clarification on discounts related to seniors and/or low-income residents.

Linda explained that some seniors are well-off financially so low-income is not necessarily related to age.

Mayor Garnes asked if there were any additional public comments.

Patrick Knight addressed the Council in support of Mandatory Universal Collection. He said he believes it would help to clean up some of the nuisance properties in town and had the experience of living next to a nuisance property himself. He said that they burned trash and had multiple abandoned vehicles on the property and he ended up with a rodent problem and got headaches from breathing the toxic fumes from burning trash. Anything the City can do to minimize blight will encourage new businesses and home buyers in the community.

Michelle, a Rio Dell homeowner said that she currently rents out her home and asked if someone requests the recycling bin, whether the tenant or the property would be billed for that service, assuming that the recycling bin was optional.

Linda explained that garbage collection and recycling is a bundled service and green waste is optional.

Mayor Woodall noted that the City's franchise agreement is due to expire in 2026 and asked at what point would renegotiation of the contract begin.

City Manager Knopp referred to the timeline as presented which reflected contract

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negotiations to begin prior to July 1, 2021.

Councilmember Woodall commented that with regard to senior discounts, thought it would be better to only allow discounts for low-income seniors or other low-income residents to avoid it being a gift of public funds.

Mayor Garnes thanked Linda for providing the presentation and being available to answer questions.

City Manager Knopp announced that the PowerPoint presentation and other information on Universal Collection was available on the City's website for any interested viewers.

There being no further public comments from the community or the Council, the public hearing was closed at 8:32 p.m. followed by a 5-minute recess.

The meeting reconvened at 8:38 p.m.

Presentation/Update on the Eel River Sustainable Groundwater Management Plan

City Manager Knopp provided a staff report and said that staff has been monitoring the situation since 2015 and has participated in a series of meetings with Humboldt County Public Works and various stakeholders to discuss compliance with the new laws related to the Sustainable Groundwater Management Act (SGMA). He stated that Summer Daugherty from Humboldt County Public Works along with Jack Rice, the County's consultant with Western Resources Strategies were on the line to provide a presentation on the Eel River Valley Groundwater Sustainability Plan and to answer questions.

Summer Daugherty began by providing an outline of the presentation which included Background, Current, and Next Steps for completing the Eel River Valley Groundwater Sustainability Plan.

She said that as the City Manager stated, the City has been engaged in this process for several years and more recently Randy Jensen, the City's Water Superintendent has been working with them to provide information on groundwater pumping and data collection to support the project.

Jack Rice provided a brief update on the geography of the Eel River Valley Groundwater Basin and background on the law. He said that the law was passed by the legislature in 2014 and the purpose is to make sure than groundwater maintains sustainable and groundwater pumping is not causing unreasonable results. The goal is to implement it locally but there is a State backstop if the local efforts are not sufficient.

He reviewed the process and said that step 1 is to form a Groundwater Sustainability Agency; Step 2 is to develop a Groundwater Sustainability Plan; and Step 3 is to implement a

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City Manager Knopp said that one of the biggest challenges for the City is the use of natural gas for the belt press dryer at the wastewater treatment plant and noted that the City is the largest consumer of greenhouse gasses in the City. He said that staff would be keeping their eyes open in terms of feasibility studies for alternative belt press systems that rely less on natural gas resources.

Presentation/Workshop Discussion on Solid Waste Agreement and Opportunity for Universal Collection

City Manager Knopp began by providing a brief recap of the events leading up to tonight's workshop and said that included with the staff report is a copy of the "Questions and Answers" from the March 16, 2021 workshop on Universal Collection. He reviewed the adopted meeting calendar and noted that the first public hearing on the draft ordinance was scheduled for June 1, 2021, with the potential adoption of the ordinance on June 15, 2021. He then turned it over to Linda Wise, Executive Director of Recology Eel River to provide a PowerPoint presentation on the *City of Rio Dell Solid Waste Regulations and Universal Collection Service Discussion*.

Linda Wise provided an overview of what Universal Collection is and said that it requires that all households and businesses have garbage service.

City Manager Knopp stated for clarification that the first slide of the presentation identifies December 2021 as the expiration date for the City's Franchise Agreement with Recology Eel River but that date refers to other regional partners. The expiration date on the City's contract is not until 2026.

Linda continued with a review of current and proposed services, and regulatory drivers including an overview of SB 1383 and key implementation dates with regard to compliance, organic waste collection services, jurisdiction responsibilities and requirements, next steps toward collection compliance, and the proposed timeline for implementation of universal collection.

Next was a review of the Questions and Answers from the March 16, 2021 meeting followed by questions from the Council.

Councilmember Wilson said that the proposed changes included a 20% discount for seniors or low-income subscribers and asked if the cost for those discounts would be borne by the City or other ratepayers.

Linda explained that the 20% discount is just an example and it would be up to the City Council to make the determination on the percentage and qualifying factors. Essentially the other ratepayers would absorb that cost.

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Councilmember Wilson commented that language could be included in the ordinance that spells out the responsibility of the ratepayers if discounts are allowed.

Linda said that normally the franchise agreement spells out how the rates are distributed and one way to do it would be to start at a base amount and build from that.

Councilmember Wilson pointed out that in order to give one group of ratepayers a discount, the other ratepayers would have to pick up that cost. He then commented on a remark made in the Questions and Answers about rates possibly doubling.

Linda explained that the remark was in reference to a question from a citizen who asked why there would be a proposed increase in rates when the subscriber base for Rio Dell would double. She explained that there is not a 1-to-1 ratio in that regard.

Mayor Pro Tem Johnson said that currently seniors and low trash users have the option of purchasing prepaid bags in lieu of subscribing for garbage service and asked if that option would still be available.

Linda said that the bags would no longer be available since it would be difficult for the new type of trucks to pick up the bags.

Mayor Pro Tem Johnson asked about the availability of a smaller size can.

Linda indicated that there would be the option for a smaller can at a lower rate.

Mayor Pro Tem Johnson commented that he would like to have a level playing field for seniors and those people that don't generate a large amount of garbage.

Councilmember Carter asked if there were any updates from Fortuna or Ferndale on the subject.

Linda noted that Ferndale's first Public Workshop was scheduled for the next day and that Fortuna had held one Public Workshop with another one scheduled for next week so they are taking the idea of Universal Collection seriously. She said that the idea is to implement universal collection in tandem to lower the costs.

Mayor Garnes said that she had a citizen call her with concerns about noise pollution with the trucks and asked if there would only be one weekly pickup.

Linda indicated that there would be one weekly pickup day for the City with the exception of commercial businesses that may have the need for an additional pickup.

Mayor Garnes asked if there were any public comments received.

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City Clerk Dunham said that there were five public comments received via email which she then read (included as Attachments 1-5 to these minutes).

Rosa Maciel commented that she understands the regulations that are being imposed by the State down the road and suggested the City Council look into implementing universal collection now rather than later to be more cost efficient.

Mayor Garnes said that she received a comment regarding the requirement that cans/bins must be kept out of sight and asked how to handle situations where customers don't have the ability to do that. She said this is a regulation in the City's ordinance and perhaps that question could be answered in a public meeting.

Mayor Garnes called for a 5-minute recess at 8:04 p.m.

The meeting reconvened at 8:10 p.m.

Presentation and Discussion on Draft Economic Development Goals and Actions to Achieve Economic Development in Rio Dell

City Manager Knopp provided an update on the *Economic Development Ad Hoc Draft Goals and Actions to Achieve Economic Development*.

He began by reviewing the five (5) preliminary goals and steps, followed by the Mission Statement which read:

"We will be successful when business space vacancy rates decline, more outsiders visit and city revenues increase. We will become the town that businesses and individuals want to invest in."

He said that this is the initial briefing of the report and that staff would return at the next meeting with the final report for adoption by the Council.

City Manager Knopp explained that the plan includes specific directives such as reducing downtown vacancy rates. There are a number of ways to achieve that including implementing a city-funded Façade Improvement Program with grants/loans for façade renovation, developing a Phantom Gallery concept for artists to rent unused commercial space, creating a Walkability Enhancement & Beautification Plan, creating more off-street parking, consider purchase of 255 Wildwood Ave. for pollution remediation and redevelopment, research and develop an advocacy plan for the future of the Eagle Prairie Bridge, and develop and implement a Mural Program.

He provided an overview of recent success in the city including street and sidewalk work, increased staffing in the Police Department, business investment related to cannabis and

Public Comment

From: Ranada Laughlin <ranadariodell@att.net>
Sent: Friday, March 12, 2021 5:29 PM
To: Public Comment
Subject: In Favor of Mandatory/Universal Collection

I support Mandatory Universal Garbage and Recycling for the City of Rio Dell.

Illegal Dumping plagues the local river bar and rural roads around Rio Dell. Rodents are attracted to improperly secured waste; this proposal could help to alleviate both problems. It will benefit the health and safety of this community and beyond.

There may need to be exemptions for property that cannot be serviced/reached by Recology vehicles and for those vacant homes undergoing remodeling.

Thank you for asking for input, this proposal benefits the community, in my view.

Ranada Laughlin, Home/Property Owner
Rio Dell, CA

March 12, 2021

To: The City of Rio Dell
675 Wildwood Ave
Rio Dell, CA 95562

Re: Mandatory Universal Garbage & Recycling Collection Program

Dear City of Rio Dell and City Council Members,

I am reaching out to you to express my concerns regarding the probable implementation of a mandatory across the board garbage and recycling program. I know there are problems at certain properties within the city where owners/tenants allow garbage and other debris to accumulate in mass. Not only does this take away from the aesthetic value of the city, it can also lead to health and environmental issues and public safety concerns. Many municipalities throughout the county and other areas of the country are trying to find solutions to this ongoing problem. I do not have a solution and commend you on your efforts to try and correct this problem.

That said I would like to remind you that this problem only occurs with a small percentage of the properties in the city, whereas many residents/property owners already have solid waste pickup or have found alternative means of managing their garbage. What concerns me is the financial hardship or other hardships this program is likely to put on a portion of the residents/property owners who already have another program in place. To illustrate, I am referring to those already on a tight budget, or those who are in a low income bracket, or those who live alone and may only generate a small amount of trash per week. Another potential problem pertains to those living in the most remote, rural areas of the city (i.e., Monument Rd, Blue Slide Rd and similar neighborhoods). There are many cases where such households will have to cart trash receptacles long distances to pickup points and run the risk of having them knocked over and contents strewn around by scavenging dogs, bear, and other opportunistic wildlife.

Our individual situation is unique in itself. Although my wife and I maintain a home in Rio Dell and have for 38 years, most of our retirement time is spent at our second residence in Southern Trinity County. Trinity County has in place an annual solid waste tax, plus we pay an exorbitant per bag fee when we visit the county transfer site. Why should we be required to participate in the Rio Dell mandatory garbage collection program when the minimal amount of trash we generate in Rio Dell gets disposed of in Trinity County?

In all fairness I hope when the City implements this program and I know that is your intention, that you will take my concerns into consideration and include a mechanism to exempt qualifying homeowners/tenants on a case by case basis.

Thank you and best regards,

Doug Dinsmore

Doug Dinsmore
707.499.8485

P.S. I have written you today because we have limited internet at our home in Trinity County and will be unable to participate in a virtual meeting from this location.

To the Rio Dell City Counsel;

I am a concerned citizen of Rio Dell, I grew up here and came back after going away to school. I do have garbage pickup, but my mother and father, both retired senior citizens, do not. My mother has my brother haul her garbage to the dump every other month, or depending on the season every three months; when she did the math, it turned out she is only paying around \$5 a month for trash disposal.

If I understood last meeting right this is mostly to get a head of California laws down the way. I get that, and am all for this; but not in helping the owners of Eel River become the new Rockefeller, Carnegie, and Vanderbilt, or for Humboldt reference the new Arkley, Pierson or Carson.

There are between 1,200 and 1,600 individual homes and business in the City of Rio Dell and if you charge between \$25 and \$35 a month that's \$30,000 to \$56,000—an average of \$43,000 – in just one month and just in the City of Rio Dell alone. An average of 516 thousand dollars a year for anywhere from 10 to 15 years—if I understand average lengths for these types of contracts— that is 5.16 to 7.74 million dollars made in just Rio Dell over the length of their contract. I did not do the math for overhead costs, due to the fact that there was talk of Fortuna being part of this, if that's the case they are larger and anything that's needed for overhead, payroll or otherwise would be covered there easily.

If they're buying new, more automated, trucks then they'll either keep their employee numbers about the same, or add/subtract a small number of people. I do not find it reasonable for the people of Rio Dell to be paying higher rates then they already due, seeing as how we are guaranteeing them a lot of new customers, nor do I find it reasonable to be paying their startup costs. I understand they might need some help with collecting the money at the very beginning—it is most likely a lot—but if our Council is going to help with that, we citizens should not be paying more and there should be some kind of once a month option for those that cannot come up with, even a small, can of garbage every other week.

I understand that this is something that needs to happen, but Rio Dell already has to pay for an expensive and complicated Water and Sewage system – that the State demanded— we don't need to add even more cost on top of a poor community's shoulders. I am all for going forward, but I beg the Council to not let Eel River Recology walk all over them and to be tough negotiators for the people who have put their trust in you. If anyone thinks that Rio Dell doesn't have options just remember we've been here since Humboldt County was born, sure not as a 'legally' recognized city, but we've been through floods and earthquakes and we'll be here even if California and Eel River Recology don't like us.

River Rats stick together and take care of their own. Keep this town's trust! Don't roll over for some company who thinks they can make a fortune off of bleeding us dry.

Proud Rio Dell River Rat

Public Comment

From: Kathi Edwards <kathicanfixit@yahoo.com>
Sent: Monday, April 19, 2021 10:58 AM
To: Public Comment
Subject: ABSOLUTELY NO on trash service being required

Do NOT vote for this policy.

I am against it.

There are many people who don't have enough money for food and medicine...to add this to their budget is criminal.

You have a person on staff to deal with the VERY FEW residences that have trashy yards.

"Abatement" person, right?

Let the abatements deal with the messes and DO NOT PUNISH the rest of us citizens for the lazy, messy few.

Sincerely,
Katherine R. Edwards
540 Edwards Drive
Rio Dell

Public Comment

From: Esther Isaacs <iladybug5@yahoo.com>
Sent: Monday, April 19, 2021 11:56 AM
To: Public Comment
Subject: [SPAM] Mandatory garbage service

Dear City Council,

I am writing to express my opposition to a mandatory garbage service. I have lived in Rio Dell for seven years and have always taken care of my garbage myself. It is much easier and more cost effective for me to take my own garbage into the dump.

I do not think that the citizens of Rio Dell should be punished for the actions of a few.

Deal with the people that are causing a problem and leave the rest of us alone.

I feel that mandatory garbage service is just one more freedom that is being taken away from us.

Hopefully there is another solution to this problem. I do not support mandatory garbage collection.

Sincerely,

Esther Isaacs

Sent from Yahoo Mail on Android

Public Comment

From: Robert & Chelsie Orr <chelsandrob@yahoo.com>
Sent: Monday, April 19, 2021 12:20 PM
To: Public Comment
Subject: Fw: Failure Notice

Mayor Garnes,

I know the Facebook trolls want residents to attack your trash proposal, however, I would like to say thank you. Finally there is someone brave enough to do something that has needed to be done for years. This may not stop those who are illegally dumping around town but it will give them an incentive to decrease or desist. This proposal eliminates a major excuse residents are using to collect trash in their yards versus disposing of it properly. I would gladly pay a little more to see our city raise its standard of living.

Thank you,
Concerned Resident

Public Comment

From: Michael Porter <porters104@gmail.com>
Sent: Monday, April 19, 2021 8:02 PM
To: Public Comment
Subject: Trash pickup

As I've seen in Rio Dell there are a few people that don't give a hoot about taking their trash to the dump so you want to force everyone to use trash pickup. Those people won't use that either they don't care. I can't see how this is going to benefit the city overall? Now that we have a code enforcement officer that should be up to her to look into those problems not force everyone to have trash pick up. I maybe off base but what happened with fixing the streets with the sales tax money?

Public Comment

From: City of Rio Dell
Sent: Tuesday, April 20, 2021 8:06 AM
To: Public Comment
Subject: FW: Forced trash

From: Jonathan Weltsch <jonathanweltsch@gmail.com>
Sent: Monday, April 19, 2021 9:54 PM
To: City of Rio Dell <cityhall@cityofriodell.ca.gov>
Subject: Forced trash

Mandatory trash is fraud. I have paid for my trash to be collected curb side my entire life but others can't afford to. Your plans of forcing them to do business with a private corporation is immoral. What's next? Mandatory health insurance? I live in a free country and besides jury duty I'm not required to do anything. You put pressure on the slobs to clean up their own mess and leave the rest be!



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

For the Meeting of October 21, 2025

☐ Consent Item; ☒ Discussion Item

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager

Date: October 17, 2025

Subject: Billboards

Recommendation:

That the City Council:

1. Receive a brief staff report regarding billboard past discussions and the process for establishing billboards; and
2. Open the public hearing, receive public input, close the public hearing and deliberate; and
3. Provide direction to staff.

Discussion

At the Council meeting of October 7, 2025 Wally Coppini, representing the Chamber of Commerce, addressed the Council asking that the Council agendize a discussion on billboards, in particular billboards promoting the City and its businesses.

In 2022 the Council discussed three possible sites for billboards over at the City wastewater disposal field. The primary intent was to generate revenue and promote the City’s image and community events. Council directed staff to prepare a Request for Proposals (RFP’s) for up to three signs which would be constructed, operated and maintained by a third party. Staff prepared the RFP and solicited proposals. No proposals were received. A copy of the RFP is included as **Attachment 1**.

The City’s current sign regulations limits billboards (Freeway Oriented Signs) to the Humboldt-Rio Dell Business Park (HRDBP). The City does own a small parcel just south of the southerly entrance. See Figure 1.



Figure 1

Of course, in order to promote the City and its events and businesses, it makes more sense to allow allowing billboards/signs across the freeway on the City’s Wastewater Disposal parcel. In order to do so, we would need to amend the sign regulations and rezone the areas for the signs to Industrial Commercial (IC). It should be noted that the City’s current sign regulations require that sign be a half-mile apart. Caltrans regulates all billboards within 660 feet from a State Highway and requires that the location be zoned either commercial or industrial. Figure 2 identifies possible locations. The middle location is near an existing power pole, an electrical source for a potential digital LED sign.



Figure 2

The process for permitting a commercial billboard with Caltrans involves navigating the California Outdoor Advertising Act (OAA). Here is a summary of the key requirements and steps:

1. Caltrans Jurisdiction and Permit Requirements

- **License First:** The individual or company must first acquire an **Outdoor Advertising License** from Caltrans.
- **Permit Required:** An **Outdoor Advertising Display Permit** is required from Caltrans' Office of Outdoor Advertising (ODA) for off-premises commercial advertising displays that are:
 - Within **660 feet** from the edge of the State highway right-of-way.
 - Viewed primarily by persons traveling on the main-traveled way of the highway (Highway 101 is a primary highway).
- **Location Restrictions:** The proposed location must meet several strict criteria:
 - Must be **outside the right-of-way** of the highway.
 - Location must be zoned **industrial or commercial** by the local government (City of Rio Dell or Humboldt County).
 - Must **not be adjacent to a classified landscaped freeway** (off-premise displays are generally prohibited on landscaped freeways).
 - There must be an existing **business activity within 1,000 feet** of the proposed display location on either side of the highway.
- **Spacing Requirements (for primary highways not in an incorporated city):**
 - Must be **300 feet** from any other permitted display on the same side of the highway in an unincorporated area. (If within the city limits of Rio Dell, the distance is **100 feet**).
- **Application and Documents:** The application requires submission of:

- A completed **Outdoor Advertising Display Permit Application**.
- Applicable fees.

Options

1. The Council could direct staff to update RFP and solicit proposals.
2. The Council could direct staff to update RFP and solicit proposals and amend the zoning regulations to rezone three small portions of the City's wastewater disposal site to Industrial Commercial and amend the sign regulations to allow signs in this area.

Attachment 1: January 2022 RFP

Attachment 2: Existing Sign Locations

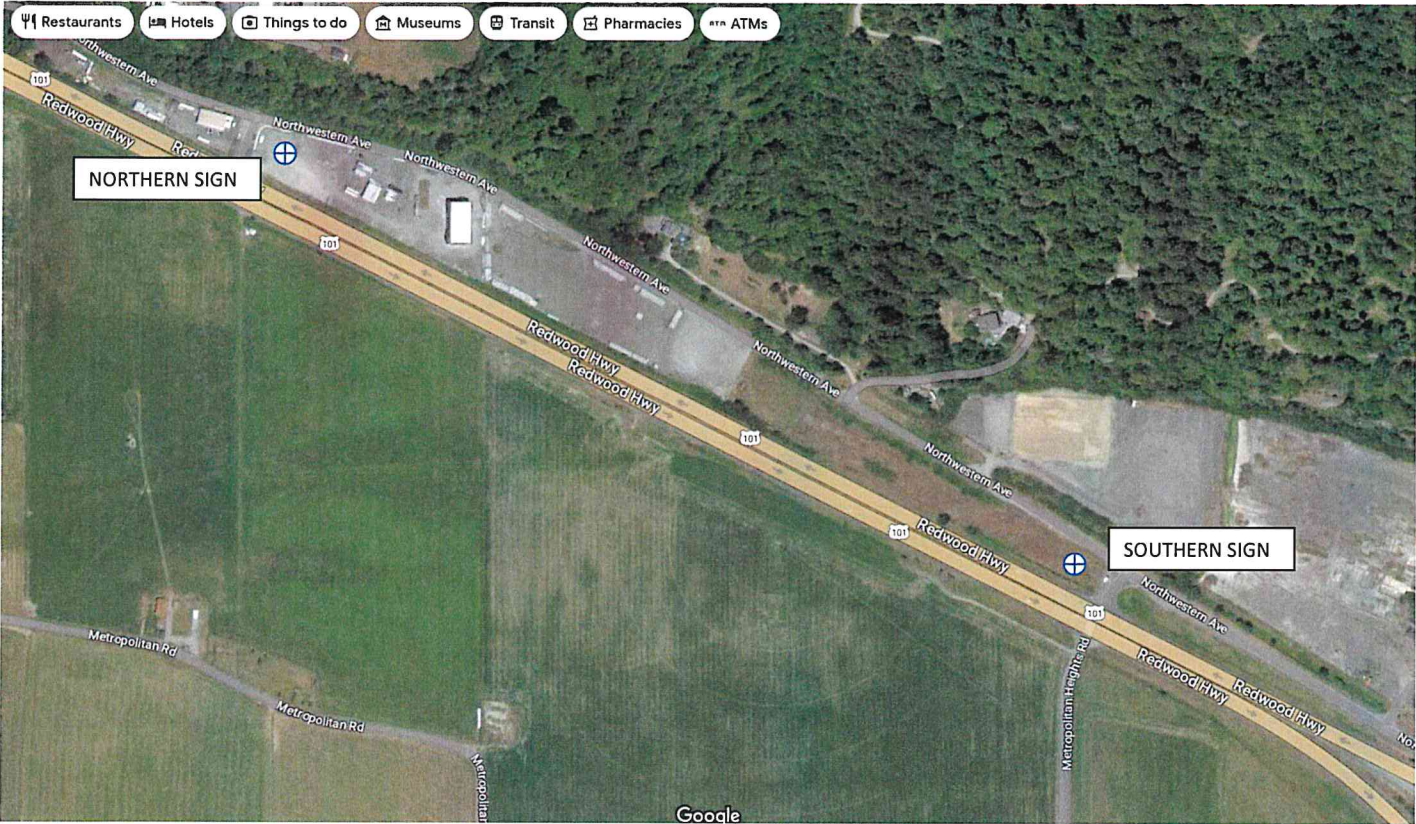
Attachment 3: Sign Examples Wastewater Disposal Site



Southern Billboard



Northern Billboard



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



DATE: January 4, 2022

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Management Analyst

THROUGH: Kyle Knopp, City Manager

SUBJECT: Approve the Request for Proposals (RFP) for the use of City-owned real property to develop, construct, operate, and maintain digital or non-digital message board sign(s)/billboards

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the Request for Proposals (RFP) for the use of City-owned real property to develop, construct, operate, and maintain digital or non-digital message board sign(s)/billboards.

BACKGROUND AND DISCUSSION

As part of the City's plan to attain fiscal sustainability, the City is exploring allowing a private firm to develop, construct, operate and maintain digital or non-digital outdoor advertising message board sign(s)/billboards on City-owned property as a method to generate revenue. Moreover, updating the City's signage/billboards will help to modernize the City's image, promote the City's community events, add value to the City's owned real property, and stimulate economic investment by attracting and supporting the local business community.

The primary objective of the RFP is to seek proposals from qualified individuals, companies and/or entities to develop, construct, operate and maintain up to three Signs on City-owned real property located along state highways.

ATTACHMENTS

Request for Proposals for the use of City-owned real property to develop, construct, operate, and maintain digital or non-digital message board sign(s)/billboards



Request for Proposals
Use of City- Owned Property for Signs/Billboards

**REQUEST FOR PROPOSALS (RFP) FOR THE
USE OF CITY-OWNED REAL PROPERTY TO
DEVELOP, CONSTRUCT, OPERATE AND MAINTAIN DIGITAL OR NON-DIGITAL
MESSAGE BOARD SIGN(S)/BILLBOARDS**

Issued: (Month, Day, 2022)

Proposals Due: (Month, Day, 2022)



**City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562**

1. Introduction

As part of the City's plan to attain fiscal sustainability, the City is exploring allowing a private firm to develop, construct, operate and maintain digital or non-digital outdoor advertising message board sign(s)/billboards (Signs) on City-owned property as a method to generate revenue. Moreover, updating the City's signage/billboards will help to modernize the City's image, promote the City's community events, add value to the City's owned real property, and stimulate economic investment by attracting and supporting the local business community.

2. Scope of Work/Understanding

The City of Rio Dell seeks proposals from qualified individuals, companies and/or entities(firms) to:

- Develop, construct, operate and maintain up to three Signs on City-owned real property located along state highways; with one sign operating for the benefit of the city and the remaining sign(s) to be leased. If only one digital sign is proposed, the City would need to be allotted a set amount of time and content while the remaining time and content would be leased out.
- The proposals submitted in response to this RFP must conform to the terms, conditions and specifications described hereafter.
- After receipt of responses to the RFP, review thereof, and selection of a firm(s) as the owner/operator of the Signs, the City will negotiate and prepare an agreement with the proposed operator(s) for the development, construction, operation and maintenance of the Sign(s) on City property. Thereafter, the agreement will be presented to the Rio Dell City Council for final approval.

Furthermore, the RFP is put forth with the following understanding:

- The proposal by a firm needs to clearly identify the City site or City sites desired, number of Signs, type and design criteria of each sign (or signs) that will be developed, constructed, operated and maintained by the firm.
- The development, construction, operation and maintenance of the Sign(s) proposed by the firm must identify requirements related to and in compliance with the California Environmental Quality Act (CEQA) as a condition to the approval of the agreement, which shall be at the sole cost and expense of the firm. In addition, the development, construction, operation and maintenance of the sign(s) must comply with all other applicable regulatory approvals (e.g. California Department of Transportation), which shall also be at the sole cost and expense of the firm.
- The development, construction, operation and maintenance of the Sign(s) need to provide direct revenue to the City and promote City sponsored events, support the local business community, disseminate public safety, and traffic message (e.g. Amber Alerts) at no cost to the City.

- Title 17 of the Rio Dell Municipal Code regulates signage in the City (see Chapter 17.30.310- Signs and nameplates). Updates to Title 17 may be required based on City Council direction and policy. If needed, the updates will be completed by City staff. The update process will entail both Planning Commission recommendation and City Council approval and will take approximately 3-6 months. This estimated timeframe should be considered and included in the overall project schedule.
- The selected firm should have significant experience and a verifiable track record of accomplishment. Innovative proposals that maximize the return to the City are encouraged.
- All City-owned qualifying property shall be offered in “as is” and “where is” condition, and the City does not make any representations and/or warranties as to the suitability of any City-owned property for any proposed sign. Each firm is encouraged to perform its own feasibility analysis of any particular City site and the requisite regulatory approvals associated therewith for the use of said City site for a sign(s).

3. Proposal Requirements

The City welcomes responses to the RFP in a format that the firm believes best expresses its qualifications. Lengthy responses are not expected. Short, concise, yet comprehensive proposals are preferred.

All submittals should include the following:

- Relevant Experience: A description of at least three similar projects completed by the individuals, companies, and/or teams that comprise the firm, which clearly demonstrates the requisite expertise in the development, construction and operation of Sign(s). Relevant similar projects should distinguish between the projects of the individuals, companies, and/or teams that comprise the firm, if applicable. Relevant experience should also include:
 - Being a direct party to a similar contractual obligation with the public sector and/or governmental entity for a similar project.
 - Preparation of applications and related documents pertaining to the California Environmental Quality Act (CEQA) or other similar or comparable environmental review process for a similar project.
 - A similar project as a lessee or party to a long-term ground lease or similar real property right or interest with a public sector and/or governmental agency.
 - Experience with California cities and California Department of Transportation should be highlighted.
- Description of the Project Team: Detailed information on the proposed work team and their specific role, including membership of the board of directors, senior management,

corporate history, corporate mission statement, and corporate organizational structure. Similar information is requested for any business partner that will be involved with the project and their specific role.

- References: Provide complete contact information for at least five clients or partners with whom the firm has successfully completed similar projects for.
- Proposed Sign(s) Site(s): Using the potential areas for siting a sign(s), identify the site(s) that your company would propose. For reference, below is a list of City-owned Real Property:



Attachment 1- Potential Sites (●) for Sign(s) on City-owned real property



Attachment 2- Potential Sites (●) for Sign(s) on City-owned real property

Site	Address	Zoning	Use	Responsible Department	Potential for Declassification	APN
1	Highway 101	PF	Vacant	Public Works / Waste Water	Low	205-111-039-000

If the proposed site is within Caltrans' designated landscaped areas, explain your experience in obtaining approval to install Signs in those areas. Also include a detailed description of the Sign(s) that will be developed, constructed and operated on each particular City site, as applicable. The detailed information should describe specifications of the Sign(s) (e.g. remote diagnostic capabilities, Amber Alert capabilities, automatic brightness adjustments, UL and IEC criteria, color calibration, and remote shutdown capabilities) and compliance with the applicable federal, state, and local other regulatory laws and ordinances.

• Construction and Maintenance Requirements: Provide a detailed description of the construction of the digital sign (including but not limited to the preparation of the City site, the installation of infrastructure and utilities, and the installation of the Signs) and compliance with all applicable federal, state and local building codes. In addition, a detailed description of the

regularly schedule onsite maintenance, internal services access for safety and improved appearance, and proposed upgrades to the digital sign during the term of an agreement will also need to be provided.

• Timeline - Development and Construction Schedule: An overall proposed development and construction schedule including the anticipated time periods needed to negotiate the agreement, approval period for any further entitlements to execute the development; preparation of environmental documents, period of time to obtain financing (if any), construction of the Sign(s), and any other conditions in order to complete the development and construction of the Sign(s).

• Agreement Terms and Conditions: The proposed business terms of an agreement including but not limited to:

- The length of the term together with any options (if any);
- The proposed lease terms and compensation to the City (e.g. upfront payments, annual payments, type of payment (percentage of gross revenue, including any definitions, other considerations);
- Permitted and prohibited material to be advertised;
- Type of advertising desired;
- Criteria for promoting community events, local businesses, disseminating public safety and traffic related messages, and any percentage of advertising time that will be allocated to the City;
- And compliance with all applicable federal, state and local building codes; and
- Additionally, a detailed description of the regularly scheduled onsite maintenance, internal service access for safety and improved.

• Project Proforma: A project development cost spreadsheet, which shall include specific line items costs (such as soft costs, hard costs, financing costs, contingency costs, etc.) in sufficient detail, a schedule as to when said costs are anticipated to occur, the development assumptions together with the rationale associated therewith, and the anticipated or project payments to the City.

• Sign Regulations: Provide firm's experience in analyzing sign regulations and drafting local government regulations. Specifically, the City is interested in what recommendations the firm will propose in order to allow a digital or non-digital message board(s) or Signs to be constructed on the City's real property.

• Indemnity: The firm will be required to defend, indemnify and hold the City harmless from and against any claims arising from the selection of the proposed operator(s), any amendment to the City sign ordinance, and/or approval of an agreement between the City and firm.

• Litigation History: Please include a description of any litigation within the past five years involving any individuals, companies, and/or teams that comprise the firm, which is in any way associated with the development, construction or operation of digital sign(s). If applicable,

please provide any information related to said litigation, including case name and number, the venue of the case, and the outcome.

4. Instructions and Schedule for Submittal of Proposals

The City shall not be liable for any expenses incurred by any proposer in relation to the preparation or submittal of Proposals. Expenses include, but are not limited to, expenses by proposer in preparing a Proposal or related information in response to this RFP; negotiations with City on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, City shall not be liable for expenses incurred as a result of City's rejection of any Proposals made in response to this RFP.

Proposals are due before 5:00 PM on (Month, Day, 2022). This time and date is fixed and extensions may not be granted. The City does not recognize the U. S. Postal Service, its postmarks or any other organization as its agent for purposes of dating the Proposal. All Proposals received after the deadline shown will be rejected, returned to sender and will not receive further consideration. Furthermore, the City reserves the right to reject any and all Proposals and to waive information and minor irregularities in any Proposal received.

Mail by (or hand-deliver) **three (3) hard copies** and **one (1) electronic proposal file** of the proposal to:

City of Rio Dell

City Manager Department

Attn: Travis Sanborn

675 Wildwood Avenue

Rio Dell, CA 95562

5. RFP Inquiries

All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to: Travis Sanborn, Project Coordinator: sanbornt@cityofriodell.ca.gov.

The final day for the receipt of questions shall be before 5:00 PM on Month Day, 2022 and will be answered and posted to <https://cityofriodell.ca.gov/> (insert appropriate link) by 5:00 PM on Month Day, 2022.

To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via email to the address provided above. All questions received by the due date will be logged and reviewed and, if required, a response will be provided via an addendum to the RFP. **Any communications, whether written or verbal, with the Mayor, any City Councilmember, or City staff, other than the individual indicated above (specific to this Request for Proposals), prior to award of a contract, is strictly prohibited and the proposer shall be disqualified from consideration.**

6. Public Records

All Proposals submitted in response to this RFP become the property of the City and under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review at least ten (10) days before selection and award.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Proposal. Personal information should be labeled as confidential and will remain so. Note that under California law, price proposal to a public agency is not a trade secret.

7. Evaluation Process and Selection Criteria

The City will conduct the selection process. The City is the final decision-maker regarding this selection, and it reserves the right to reject any or all responses at any time. The City reserves the right to request clarification or additional information from individual respondents and to request some or all respondents to make presentations to City staff, community groups, or others.

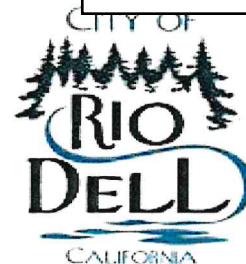
Selection Criteria: The following criteria will be used for initial scoring purposes and to determine a proposer interview list (please note, the City may choose to interview the top two responsive proposers – at a minimum).

1. Qualifications/Relevant Experience (20%)
2. Proposed Sign(s) Location(s) (20%)
3. Project Timeline/Schedule (20%)
4. Agreement Terms and Conditions (30%)
5. Project Proforma (10%)

After proposer interviews, the City will re-score the interviewee's proposal using the aforementioned scoring criteria. The subsequent re-scoring of all interviewee's proposals shall be the basis for the selection of a proposer and a recommendation to the City Council for final approval.







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

October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Approving Resolution No. 1651.2025
Authorizing the Execution of a Financing Agreement with the State Water
Resources Control Board and Complying with California Government Code
Section 5852.1 in an Amount of \$3,476,082.01 Including Principle and Interest

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1651; or,

Take no action.

BACKGROUND AND DISCUSSION

This resolution authorizes the City Council to execute a Construction Installment Sale Agreement with the SWRCB to finance construction costs for the water system capital improvement project. The resolution also fulfills mandatory state compliance requirements for disclosure of financing terms.

The project is currently grant funded through the SWRCB DWSRF with a construction budget of \$10,042,590 and a contingency budget of \$1,005,000. As construction continues the current balance of available contingency funding is at \$605,148.00 and these figures are all 100% grant funded.

Despite this impressive level of grant funding for the project, several items were left out of the original project in order to meet the available grant funding budget. Requests to the SWRCB to increase the level of grant construction funding were not successful. However staff have been working with the SWRCB on a low interest loan to cover the additive items that were left out of the original project. If approved, the city will use the remaining contingency and \$2,345,806.00 in loan principle to complete the original scope of the Water Capital Improvement Project.

If approved, additional work will be conducted on the following streets: Eeloa, North, Rigby, Painter, Walker, Berkeley, Davis and Center. This work includes a number of hydrants, meters and valves in addition to piping and service lines.

The City previously entered into a Construction Installment Sale Agreement with the SWRCB on May 4, 2023 (Project No. 1210012-008C). In August 2024, the City Council adopted Resolution No. 1618-2024 approving the project and identifying state financing through the SWRCB as a funding source. This resolution completes the authorization process by disclosing required financing information as mandated by California Government Code Section 5852.1.

Principal Amount: \$2,345,806.00
 True Interest Cost: 1.900%
 Finance Charges: \$1,130,276.01
 Net Proceeds: \$2,345,806.00
 Total Debt Service: \$3,476,082.01

The City currently pays \$136,000 annually on an existing water system loan that is set to expire in July 2029. The new loan payments are expected to begin around 2028, creating a brief overlap period before the existing debt is retired. After 2029, the City's annual debt service drops to \$84,256, approximately \$52,000 less than its current obligations.

Based on the 2022 Rate Study projections, this debt service accounts for approximately 6% of water fund revenues and maintains adequate debt service coverage ratios. The current rate study includes 3% annual increases through 2027, which provides sufficient revenue capacity for these payments.

The City can afford this loan based on current financial projections and debt service capacity. The annual payment of \$84,256 is lower than existing debt obligations and fits within established rate structures. The 1.90% interest rate represents exceptional financing terms unlikely to be available in future market conditions.

Staff recommends proceeding with the loan to capture both the favorable financing opportunity and enhanced infrastructure improvements. The debt service transition timing provides financial advantages while the locked interest rate protects against future market volatility.

While the 40-year commitment extends beyond current planning horizons, the City's established rate-setting process and revenue capacity provide reasonable assurance of long-term manageability. The infrastructure improvements enabled by additional funding should provide operational benefits and regulatory compliance value over the asset lifecycle.

Attachments:

Resolution No. 1651-2025
 California DWSRF Payment Schedule

///



RESOLUTION NO. 1651-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AUTHORIZING THE EXECUTION OF A FINANCING AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD AND COMPLYING WITH CALIFORNIA GOVERNMENT CODE SECTION 5852.1

WHEREAS, the City of Rio Dell (the “City”) has determined that it is in the best interests of the residents to enter into a financing agreement with the State Water Resources Control Board (the “Agreement”) to provide funding for the cost of planning, designing, and constructing certain public facilities related to the City’s drinking water construction project (the “Project”); and

WHEREAS, the City entered into a Construction Installment Sale Agreement for Water Distribution System Improvement Project No. 1210012-008C (the “Agreement”) on or about May 4, 2023, with the State Water Resources Control Board (“SWRCB”); and

WHEREAS, the City adopted a reimbursement resolution on August 20, 2024, as Resolution No. 1618-2024, approving the Project or portions of the Project with moneys, including loans and grants (“Project Funds”), to be provided by the State of California through the SWRCB; and

WHEREAS, in accordance with California Government Code Section 5852.1, the City Council is required to obtain and disclose, prior to authorization of the Agreement, certain information relating to the financing, which has been provided to the City by SWRCB; and

WHEREAS, such information includes (i) the true interest cost of the financing, (ii) the finance charge of the financing, meaning the sum of all fees and charges paid to third parties, (iii) the amount of proceeds received by the City, and (iv) the total payment amount to be made to service the financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO DELL:

1. Recitals, The foregoing recitals are true and correct and are hereby incorporated by reference.

2. Project Funds. The City intends to borrow a maximum principal amount of **Two Million, Three Hundred Forty-Five Thousand, Eight Hundred Six Dollars and Zero Cents (\$2,345,806.00)** for the Project, with the following financing terms:

- a. True Interest Cost of the Financing: **1.900%**
- b. Finance Charge of the Financing (sum of fees/charges paid to third parties): **\$1,130,276.01**
- c. Proceeds to be Received (net of costs): **\$2,345,806.00**
- d. Total Repayment Amount (total debt service): **\$3,476,082.01**

3. The City Council hereby finds that the above information was obtained in good faith and represents the City’s reasonable expectations regarding the Agreement.

4. This Resolution shall take effect immediately upon its adoption.

5. To the best knowledge of the City, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

PASSED AND ADOPTED by the City Council of the City of Rio Dell, State of California, on October 21, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1651-2025 adopted by the City Council of the City of Rio Dell on October 21, 2025.

Karen Dunham, City Clerk

Section K, Item 1.

iformia DWSRF Payment Schedule

ect No. 1210012-008C - Rio Dell, City of

ement: D2202019 - based on Projected Disbursements

er Distribution System Improvement Project

Principal is paid over: 40 Years

Interest rate: 1.90000%

Ref Num	Due Date	Date Received	Principal Payment	Interest Rate%	Interest Payment	Total P and I Payment	Total Payment	Ending Balance	CPI Interest
1	3/30/2026		0.00	1.900	61,866.48	61,866.48	61,866.48	2,149,060.88	0.00
2	3/30/2027		0.00	1.900	43,978.44	43,978.44	43,978.44	2,345,806.00	0.00
3	3/30/2028		39,685.62	1.900	44,570.31	84,255.93	84,255.93	2,306,120.38	0.00
4	3/30/2029		40,439.64	1.900	43,816.29	84,255.93	84,255.93	2,265,680.74	0.00
5	3/30/2030		41,208.00	1.900	43,047.93	84,255.93	84,255.93	2,224,472.74	0.00
6	3/30/2031		41,990.95	1.900	42,264.98	84,255.93	84,255.93	2,182,481.79	0.00
7	3/30/2032		42,788.78	1.900	41,467.15	84,255.93	84,255.93	2,139,693.01	0.00
8	3/30/2033		43,601.76	1.900	40,654.17	84,255.93	84,255.93	2,096,091.25	0.00
9	3/30/2034		44,430.20	1.900	39,825.73	84,255.93	84,255.93	2,051,661.05	0.00
10	3/30/2035		45,274.37	1.900	38,981.56	84,255.93	84,255.93	2,006,386.68	0.00
11	3/30/2036		46,134.58	1.900	38,121.35	84,255.93	84,255.93	1,960,252.10	0.00
12	3/30/2037		47,011.14	1.900	37,244.79	84,255.93	84,255.93	1,913,240.96	0.00
13	3/30/2038		47,904.35	1.900	36,351.58	84,255.93	84,255.93	1,865,336.61	0.00
14	3/30/2039		48,814.53	1.900	35,441.40	84,255.93	84,255.93	1,816,522.08	0.00
15	3/30/2040		49,742.01	1.900	34,513.92	84,255.93	84,255.93	1,766,780.07	0.00
16	3/30/2041		50,687.11	1.900	33,568.82	84,255.93	84,255.93	1,716,092.96	0.00
17	3/30/2042		51,650.16	1.900	32,605.77	84,255.93	84,255.93	1,664,442.80	0.00
18	3/30/2043		52,631.52	1.900	31,624.41	84,255.93	84,255.93	1,611,811.28	0.00
19	3/30/2044		53,631.52	1.900	30,624.41	84,255.93	84,255.93	1,558,179.76	0.00
20	3/30/2045		54,650.51	1.900	29,605.42	84,255.93	84,255.93	1,503,529.25	0.00
21	3/30/2046		55,688.87	1.900	28,567.06	84,255.93	84,255.93	1,447,840.38	0.00
22	3/30/2047		56,746.96	1.900	27,508.97	84,255.93	84,255.93	1,391,093.42	0.00
23	3/30/2048		57,825.16	1.900	26,430.77	84,255.93	84,255.93	1,333,268.26	0.00
24	3/30/2049		58,923.83	1.900	25,332.10	84,255.93	84,255.93	1,274,344.43	0.00
25	3/30/2050		60,043.39	1.900	24,212.54	84,255.93	84,255.93	1,214,301.04	0.00
26	3/30/2051		61,184.21	1.900	23,071.72	84,255.93	84,255.93	1,153,116.83	0.00
27	3/30/2052		62,346.71	1.900	21,909.22	84,255.93	84,255.93	1,090,770.12	0.00
28	3/30/2053		63,531.30	1.900	20,724.63	84,255.93	84,255.93	1,027,238.82	0.00
29	3/30/2054		64,738.39	1.900	19,517.54	84,255.93	84,255.93	962,500.43	0.00
30	3/30/2055		65,968.42	1.900	18,287.51	84,255.93	84,255.93	896,532.01	0.00
31	3/30/2056		67,221.82	1.900	17,034.11	84,255.93	84,255.93	829,310.19	0.00
32	3/30/2057		68,499.04	1.900	15,756.89	84,255.93	84,255.93	760,811.15	0.00
33	3/30/2058		69,800.52	1.900	14,455.41	84,255.93	84,255.93	691,010.63	0.00
34	3/30/2059		71,126.73	1.900	13,129.20	84,255.93	84,255.93	619,883.90	0.00
35	3/30/2060		72,478.14	1.900	11,777.79	84,255.93	84,255.93	547,405.76	0.00

California DWSRF Payment Schedule

Project No. 1210012-008C - Rio Dell, City of
Instrument: D2202019 - based on Projected Disbursements
for Distribution System Improvement Project

Principal is paid over: 40 Y
Interest rate: 1.90000%

Ref Num	Due Date	Date Received	Principal Payment	Interest Rate %	Interest Payment	Total P and I Payment	Total Payment	Ending Balance	CPI Interest
36	3/30/2061		73,855.22	1.900	10,400.71	84,255.93	84,255.93	473,550.54	0.00
37	3/30/2062		75,258.47	1.900	8,997.46	84,255.93	84,255.93	398,292.07	0.00
38	3/30/2063		76,688.38	1.900	7,567.55	84,255.93	84,255.93	321,603.69	0.00
39	3/30/2064		78,145.46	1.900	6,110.47	84,255.93	84,255.93	243,458.23	0.00
40	3/30/2065		79,630.22	1.900	4,625.71	84,255.93	84,255.93	163,828.01	0.00
41	3/30/2066		81,143.20	1.900	3,112.73	84,255.93	84,255.93	82,684.81	0.00
42	3/30/2067		82,684.81	1.900	1,571.01	84,255.82	84,255.82	0.00	0.00
			2,345,806.00			1,130,276.01	3,476,082.01	3,476,082.01	0.00