



# RIO DELL CITY COUNCIL AGENDA

## CLOSED SESSION – 4:30 P.M.

## REGULAR MEETING – 6:00 P.M.

### TUESDAY, JANUARY 20, 2026

City Council Chambers  
675 Wildwood Avenue, Rio Dell

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

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 need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) **and email no later than one-hour prior to the start of the Council meeting**. Written comments will be submitted to the City Council and included in the meeting minutes as part of the public record. 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. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. 2026-0120.01 – Public Employee Performance Evaluation Title: City Manager – Gov't Code 54957

**D. PUBLIC COMMENT REGARDING CLOSED SESSION**

**E. RECESS INTO CLOSED SESSION**

**F. RECONVENE INTO OPEN SESSION**

**G. ORAL ANNOUNCEMENTS**

**H. PLEDGE OF ALLEGIANCE**

**I. CEREMONIAL MATTERS**

**J. PUBLIC PRESENTATIONS**

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

**K. CONSENT CALENDAR**

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.*

1. 2026/0120.02 - Approve Minutes of the January 6, 2026 Regular Meeting **(ACTION)** - Pg. #4
2. 2026/0120.03 - Adopt Resolution No. 1656-2026 Approving Appointment of Representatives to Small Cities Risk Effort (SCORE)**(ACTION)** - Pg. #11
3. 2026/0120.04 - Adopt Resolution No. 1657-2026 Approving Designation of Representatives to the PACE JPA Board of Directors **(ACTION)** - Pg. #13
4. 2026/0120.05 - Authorize the City Manager to Draft and Execute a One-Year Extension of the On-Call City Engineering Agreement with GHD, Inc. **(ACTION)** - Pg. #15

- [5.](#) 2026/0120.06 - Adopt Resolution No. 1659-2026 Authorizing the Early Order of One (1) Police Patrol Vehicle Due to Operational Necessity and Extended Manufacturer Lead Times **(ACTION)** - Pg. #19
- [6.](#) 2026-0120.07 - Adopt Resolution No. 1661-2026 Authorizing the City Manager to Execute Certificate of Acceptance for Sewer Easements for the Painter Street Sewer Line Upsizing **(ACTION)** - Pg. #25
- [7.](#) 2026/0120.08 - Receive and File Check Registers for November and December 2025 **(ACTION)** - Pg. #32

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

**M. REPORTS/STAFF COMMUNICATIONS**

- [1.](#) 2026/0120.09 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #43

**N. SPECIAL PRESENTATIONS/STUDY SESSIONS**

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

- [1.](#) 2026/0120.10 - Adopt Resolution No. 1658-2026 Authorizing the Chief of Police to Submit a Grant Application to the California Highway Patrol (CHP) for the Cannabis Tax Fund Grant Program (CTFGP) and Authorizing the Chief of Police to Execute all Related Documents **(DISCUSSION/ POSSIBLE ACTION)** - Pg. #49
- [2.](#) 2026/0120.11 - Authorize the City Manager to Award the Eel River Trail Accessibility Ramp Project to Hooven & Co. for \$680,835.70 and Authorize the City Manager to Enter into a Construction Agreement with Hooven & Co., in Coordination with the City Attorney and authorize the City Manager to Execute Change Orders up to a Total Not to Exceed \$1,200,000, and to Execute Scope of Services with GHD for an Amount of \$120,611.00 **(DISCUSSION/ POSSIBLE ACTION)**- Pg. #61

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

- [1.](#) 2026/0120.12 - Second Reading (by title only) and Adoption of Ordinance No. 420-2026 Amending Section 15.05.020 "Building Codes" of the Rio Dell Municipal Code (RDMC) to Reference the 2025 California Building Codes and the 2024 International Property Maintenance Code **(DISCUSSION/POSSIBLE ACTION)**- Pg. #76

**Q. COUNCIL REPORTS/COMMUNICATIONS**

**R. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
**Tuesday, February 3, 2026 at 6:00 p.m.***

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 6, 2026**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 4:30 p.m.

**ROLL CALL:** Present: (Closed Session) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Wilson and Woodall, City Manager Knopp, and City Attorney Gans

Present: (Regular Meeting) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall

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

Absent: Wastewater Superintendent Moore (excused)

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

Public Employee Performance Evaluation – Title: City Manager – Gov’t Code 54957

**RECESS INTO CLOSED SESSION**

The Council recessed into closed session at 4:30 p.m. to discuss the above listed item.

**RECONVENE INTO OPEN SESSION**

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

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comments on non-agenda matters. There were no public comments received.

**CONSENT CALENDAR**

Mayor Garnes 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.

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



**JANUARY 6, 2026 MINUTES****Page 2**

- 1) Approve Minutes of December 2, 2025, Regular Meeting;
- 2) Adopt Resolution No.1655-2026 Adopting an Updated Citywide Records Retention Schedule; and
- 3) Authorize the City Manager to Execute a Pass-Through Grant Sub Award with the California Governor's Office of Emergency Services.

The motion carried 5-0.

**REPORTS/STAFF COMMUNICATIONS**City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and thanked the Public Works Department for dealing with all the storm-related issues over the past couple of weeks.

He reported that in discussions with the solid waste negotiations franchise team and Recology Eel River, the anticipated date of January 1, 2027 for implementation of the new solid waste franchise agreement has been moved back to the original start date of July 1, 2026, in line with the other jurisdictions. He noted that there are a lot of efficiencies with a consistent rollout date. Staff are continuing to work with the other jurisdictions on the new franchise agreement, but the progress has been delayed as the negotiation team works with Recology to define and better understand the numbers related to the rollout.

Mayor Pro Tem Carter asked if all of the jurisdictions would be rolling out universal collection on July 1, 2026. City Manager Knopp noted that the city would be rolling out the program in conjunction with Fortuna, Eureka, Arcata and the County of Humboldt.

She extended thanks to the Public Works Department for their hard work during the recent storm and congratulated the Police Department for implementing 24-7 police coverage. She also noted that there were no cats transported to Miranda's in over a month.

Councilmember Woodall also thanked the Police Department for implementing 24-7 coverage.

Councilmember Wilson asked if staff would report back to the Council to clarify the plan for universal collection before it is implemented.

City Manager Knopp explained that staff would come back to Council with a report once Recology completes reconciliation of the numbers. The City Council would need to

**JANUARY 6, 2026 MINUTES**  
**Page 3**

adopt a Universal Collection Ordinance and approve the Solid Waste Franchise Agreement before implementation of universal collection.

Mayor Garnes suggested relaying to citizens how much would be saved by implementing the program in July 2026 rather than January 2027. She expressed thanks to staff for their hard work and welcomed Supervisor Bushnell to the meeting.

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

Suspension or Continuation of the Rental Housing Inspection Program

Community Development Director Caldwell provided a staff report and said that at the December 2, 2025 regular meeting, staff recommended suspending the Rental Housing Inspection Program for a number of reasons, citing a decline in rental related complaints, increased Code Compliance staffing, and the pending preparation of the 7<sup>th</sup> Cycle Housing Element. After meeting with the City Manager and the Police Chief to review the Rental Housing Inspection checklist, it was determined that implementing the Rental Housing Inspection Program could be accommodated with inspections conducted by the Building Inspector and the two Community Services Officers.

Mayor Pro Tem Carter was pleased to hear that the program would not be suspended. She asked if the potential suspension of the program went to the Planning Commission for consideration, and if the decision to continue the program was contingent upon hiring out the Housing Element update.

Community Development Director Caldwell said that the item did not go before the Planning Commission and that with additional help from the CSO's, he would have some free time to work on the Housing Element update. He commented that staff reached out to Planwest Partners to possibly provide some assistance, but that staff would be doing the tables and as much of the work as possible. In the end, staff may need to contract out a portion of the work.

He noted that the plan related to inspections is to have all three team members conduct the first 12-15 inspections. After that, each staff member would perform inspections independently.

Councilmember Wilson commented that during the discussion at the December 2nd meeting, staff indicated that there were only 88 people who registered for the Rental Housing Inspection Program and asked if that number was accurate.

Community Development Director Caldwell clarified that there are actually 150 parcels and 219 units registered, which is approximately one-third of the rental units.

Councilmember Wilson asked what would be done with those that have not registered.

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**Page 4**

Community Development Director Caldwell said that staff would be following up with letters to those not registered for the program.

Councilmember Woodall said she was thrilled to see the program moving forward and asked when the inspections would begin.

Community Development Director Caldwell indicated that he sent out emails today asking people to call and schedule inspections.

Mayor Garnes called for public comments on the Rental Housing Inspection Program.

**Supervisor Bushnell** addressed the Council as an owner of a rental property in Rio Dell. She said that she was not opposed to the program but is opposed to targeting only rentals and not requiring this for all households. She commented that if the intent is to bring housing up to a standard, it should apply to all homes. She noted that there are many owner-occupied homes in Rio Dell that are substandard. While she supports the concept, she is opposed to targeting a single group.

Chief Phinney responded that while this program is specifically focused on rental units, the code compliance division is addressing the substandard owner-occupied homes on an individual basis.

**Michelle Bushnell** commented that she invested in a home in Rio Dell and maintains her property, so she is not upset about the inspection. What she is upset about is that the program is targeted to rental properties and not all properties, making it inequitable.

A motion was made by Councilmember Woodall to direct staff to immediately implement the City's Rental Housing Inspection Program (RHIP).

Mayor Garnes said that it was a fair statement made by Supervisor Bushnell to say that the program was inequitable and it may be something the City Council should address in the future.

Mayor Pro Tem Carter seconded the motion. The motion carried 4-1; Councilmember Orr dissenting.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Second Reading (by title only) and Adoption of Ordinance No. 419-2025 Amending the City's Sign Regulations 17.30.320, Chapter 17.25 to Include a Qualified Combining Zone (Q) and Redesignating Approximately 3,000 Square Feet from Public Facility (PF) to Industrial Commercial (IC) With a Qualified Combining Zone to Limit Future Uses to Freeway-Oriented Signs (Billboards) and Community-Oriented Billboards

**JANUARY 6, 2026 MINUTES**  
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Community Development Director Caldwell provided a staff report and said that at the December 2, 2025, City Council meeting, there was a lengthy discussion about the zone changes and freeway-oriented signs/billboards and community-oriented billboards. There were concerns expressed by councilmembers about the number of signs on the west side of Highway 101 at the City's Wastewater Disposal Site.

He said that staff are recommending a maximum of three signs but in talking with Jeff at All Points Signs, he indicated that the market is soft and that there may not be a need for three signs at this time. He did, however, encourage the city to provide that opportunity should the need arise.

Community Development Director Caldwell suggested the Council allow the placement of one community-oriented billboard now and come back at a later time and consider up to two more.

He directed the Council to some examples of signs/billboards and said that the examples are for illustrative purposes only.

He then reviewed the performance standards for LED signs which he noted are mitigation measures to offset the impact.

Mayor Garnes said that she adamantly opposed more than one billboard on the west side of the highway coming into Rio Dell but supported one community-oriented billboard and billboards on the east side of Highway 101 at the Humboldt-Rio Dell Business Park.

Mayor Pro Tem Carter agreed and said that she supported one community-oriented billboard southbound and had no problem with billboards on the east side.

Councilmember Woodall agreed with only one community-oriented billboard on the west side of Highway 101 and supported billboards on the east side.

Councilmember Wilson asked for clarification on what the City Council is voting for.

Community Development Director Caldwell explained that the recommended action is to allow up to a maximum of 3 signs on the west side of the highway, redesignating approximately 3,000 square feet from Public Facility (PF) to Industrial Commercial (IC) with a Qualified Combining Zone to limit future uses to freeway-oriented signs (billboards) and community-oriented signs (billboards), and to amend the current performance standards for LED signs to include some additional mitigations measures for automatic brightness controls to reduce the intensity of the light at night. The other amendment would allow for a third sign, on the east side which is already allowed, but reduces the separation between the signs to 1,000 feet.

**JANUARY 6, 2026 MINUTES**  
**Page 6**

Mayor Garnes opened the public hearing to receive public comments on the proposed ordinance. No public comments were received.

A motion was made by Carter/Woodall to approve the second reading (by title only) and adoption of *Ordinance No. 419-2025 Amending the City's Sign Regulations 17.30.320, Chapter 17.25 to Include a Qualified Combining Zone (Q) and Redesignating Approximately 3,000 Square Feet from Public Facility (PF) to Industrial Commercial (IC) With a Qualified Combining Zone to Limit Future Uses to Freeway-Oriented Signs (Billboards) and limiting one (1) Community-Oriented Billboard on the West side of Highway 101.* The motion carried 5-0.

Introduction and First Reading (by title only) of Ordinance No. 420-2026 Amending Section 15.05.020 "Building Codes" of the Rio Dell Municipal Code (RDMC) to Reference the 2025 California Building codes and the 2024 International Property Maintenance Code

Community Development Director Caldwell provided a staff report and explained that every three years, the California Building Standards Commission (CBSC) adopts a compilation of building regulations referred to as the California Building Standards Code (California Code of Regulations, title 24). Through the code adoption process, the CBSC selects and approves a set of model codes.

He explained that it is a State mandate to adopt the new codes which require update of the Rio Dell Municipal Code (RDMC) (Chapter 15) to reflect that the codes have been adopted. He reviewed a list of ten (10) individual 2025 codes for adoption in addition to adoption of the 2024 International Property Maintenance Code (IPMC).

Mayor Garnes called for public comments on the proposed ordinance. No comments were received.

A motion was made by Carter/Woodall to approve the introduction and first reading (by title only) of *Ordinance No. 420-2026 Amending Section 15.05.020 "Building Codes" of the Rio Dell Municipal Code (RDMC) to Reference the 2025 California Building codes and the 2024 International Property Maintenance Code.* The motion carried 5-0.

## **COUNCIL REPORTS/COMMUNICATION**

Mayor Pro Tem Carter reported on upcoming meetings and events and said that she would be attending a Fire Commissioners meeting and a Rio Dell School Board meeting on Thursday. She then gave a shout out to all of the Fire Departments that assisted with the tragic fire in Arcata and condolences to those who lost everything.

Councilmember Woodall announced there would be a senior luncheon on Thursday at 11:30 a.m. at the Community Resource Center and extended an invitation to all seniors.

JANUARY 6, 2026 MINUTES  
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Councilmember Orr wished everyone a Happy New Year and thanked staff for all the work they do.

Councilmember Wilson also thanked staff and Public Works for their hard work and said that he would be attending an HWMA meeting on Thursday.

Mayor Garnes said she would be attending an HTA meeting tomorrow and thanked Public Works as well as the admin staff for dealing with the problems related to the recent storm.

**ADJOURNMENT**

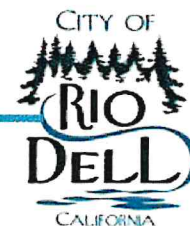
Carter/Woodall made a motion to adjourn the meeting at 6:37 p.m. to January 20, 2026, regular meeting. Motion carried 5-0.

Attest:

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

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





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

TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: January 20, 2026

SUBJECT: Appointment of Representatives to SCORE

**RECOMMENDATION**

Approve Resolution No. 1656-2026 Appointing Travis Sanborn, Finance Director, to serve as the City’s Representative and Kyle Knopp, City Manager as Alternate on the Board of Directors of SCORE (Small Cities Organized Risk Effort), repealing Resolution No. 1424-2019.

**BACKGROUND AND DISCUSSION**

The JPA creating SCORE requires the governing body of each member entity to appoint one Representative and one Alternate to the Board of Directors. On June 4, 2019, Kyle Knopp was appointed as Representative, with Karen Dunham as Alternate. With the recent resignation of City Clerk Dunham, staff are recommending that Travis Sanborn be appointed as the City’s Representative on the Board and Kyle Knopp be appointed as Alternate.

Attachment:  
Resolution No. 1656-2026





RESOLUTION NO. 1656-2026

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RIO DELL APPOINTING THE REPRESENTATIVE AND  
ALTERNATE TO THE BOARD OF DIRECTORS OF SCORE  
(Small Cities Organized Risk Effort)  
REPEALING RESOLUTION NO. 1424-2019

WHEREAS, Article VIII of the Joint Powers Agreement creating SCORE requires the governing body of each member entity to appoint one Representative and one Alternate to the Board of Directors, and

WHEREAS, by previous adoption of Resolution No. 1424-2019, the city had appointed a representative and an alternate to the Board of Directors, and

NOW, THEREFORE, the City Council of the City of Rio Dell does hereby resolve that **Travis Sanborn, Finance Director**, is hereby appointed to serve as the City's Representative on the Board of Directors of SCORE.

BE IT FURTHER RESOLVED THAT **Kyle Knopp, City Manager**, is hereby appointed as the Alternate to the City's Representative on the Board of Directors of SCORE.

I HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 20th day of January 2026 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

ATTEST:

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



*675 Wildwood Avenue  
Rio Dell, CA 95562*

TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: January 20, 2026

SUBJECT: Designation of Representatives to the PACE JPA Board of Directors

### **RECOMMENDATION**

Approve Resolution No. 1657-2026 approving designation of Joanne Farley, Accountant II, as the official representative, and Travis Sanborn, Finance Director, as Alternate replacing City Clerk, Karen Dunham to the PACE JPA Board of Directors.

### **BUDGETARY IMPACT**

None

### **BACKGROUND AND DISCUSSION**

Participation in the Public Agency Coalition Enterprise (PACE) Medical Benefits Program requires each member entity to be part of a Joint Powers Agreement (JPA) which outlines the purpose and participation requirements to become a member of the program.

One of the requirements under the PACE JPA is that each member agency appoint a representative and alternate to the PACE JPA Board of Directors. Regular meetings are held on a quarterly basis and can be attended via internet, so no travel expense is anticipated at this time.

Attachment:

Resolution No. 1657-2026



**RESOLUTION NO. 1657-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF RIO DELL APPROVING DESIGNATION OF  
THE OFFICIAL REPRESENTATIVE AND  
ALTERNATE REPRESENTATIVE TO THE  
PACE JPA BOARD OF DIRECTORS**

**WHEREAS, the CITY OF RIO DELL** is a member of the PACE JPA; and

**WHEREAS, the PACE JPA** requires each member agency to have a representative at the regularly scheduled meetings; and

**WHEREAS, the Bylaws of the PACE JPA** requires the Board of each member agency to appoint a representative and alternate.

**NOW, THEREFORE, BE IT RESOLVED THAT Joanne Farley, Accountant II,** is hereby appointed as official representative and **Travis Sanborn, Finance Director** is hereby designated as official alternate from the City of Rio Dell to attend the **PACE JPA** meetings.

**PASSED AND ADOPTED** this 20th day of January 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certifies the above to be a full, true and correct copy of Resolution No. 1657-2026 adopted by the City Council of the City of Rio Dell on January 20, 2026.

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



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

January 20, 2026

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager and City Attorney to Draft and Execute a One-Year Extension of the On Call City Engineering Agreement with GHD Inc.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager and City Attorney to draft a one-year extension and further authorize the City Manager to execute the extension.

BACKGROUND AND DISCUSSION

It is recommended that the City Council authorize a one-year extension for on-call City Engineering Services.

Attached is GHD's rate schedule for 2026 that is used for work with the City and GHD's standard rate schedule. The new rate schedule represents a 3% increase from the prior year.

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## Rio Dell On-Call PSA Rate Schedule for 2026

Effective January 2026

GHD Class	GHD Description	2026 US Rate
<b>PROFESSIONAL</b>		
A001	Senior Technical Director 1	\$ 311.00
A002	Senior Technical Director 2	\$ 289.00
A003	Senior Technical Director 3	\$ 268.00
A004	Technical Director 1	\$ 274.00
A005	Technical Director 2	\$ 253.00
A006	Senior Professional 1	\$ 230.00
A007	Senior Professional 2	\$ 213.00
A008	Professional 1	\$ 220.00
A009	Professional 2	\$ 190.00
A010	Professional 3	\$ 168.00
A011	Vacationer / Intern	\$ 155.00
<b>CONSULTANT</b>		
V001	Executive Consultant 1	\$ 376.00
V002	Executive Consultant 2	\$ 340.00
V003	Senior Consultant 1	\$ 282.00
V004	Senior Consultant 2	\$ 282.00
V005	Consultant 1	\$ 234.00
V006	Consultant 2	\$ 188.00
V007	Consultant 3	\$ 151.00
<b>TECHNICAL</b>		
B001	Lead Design Technician 1	\$ 285.00
B002	Lead Design Technician 2	\$ 264.00
B003	Lead Design Technician 3	\$ 239.00
B004	Senior Design Technician 1	\$ 245.00
B005	Senior Design Technician 2	\$ 230.00
B006	Design Technician 1	\$ 209.00
B007	Design Technician 2	\$ 197.00
B008	Drafting/Design 1	\$ 203.00
B009	Drafting/Design 2	\$ 172.00
B010	Drafting/Design 3	\$ 159.00
B011	Drafting/Design 4	\$ 150.00
B012	Intern Drafting/Design	\$ 133.00

GHD Class	GHD Description	2026 US Rate
<b>ADMINISTRATION</b>		
C001	Business Services Manager 1	\$ 253.00
C002	Business Services Manager 2	\$ 225.00
C003	Senior Business Services 1	\$ 167.00
C004	Senior Business Services 2	\$ 164.00
C005	Business Services 1	\$ 143.00
C006	Business Services 2	\$ 135.00
C007	Business Services 3	\$ 99.00
<b>SITE BASED</b>		
S001	Senior Construction Manager	\$ 278.00
S002	Construction Manager	\$ 242.00
S003	Lead Site Engineer/Supervisor	\$ 213.00
S004	Senior Site Engineer	\$ 217.00
S005	Site Engineer	\$ 201.00
S006	Lead Inspector	\$ 193.00
S007	Senior Inspector	\$ 151.00
S008	Inspector / Specialist 1	\$ 141.00
S009	Inspector / Specialist 2	\$ 124.00
S010	Clerk / Specialist 3	\$ 119.00
S011	Senior Site Manager 1	\$ 141.00
S012	Senior Site Manager 2	\$ 133.00
S013	Senior Site Manager 3	\$ 119.00
S014	Senior Site Manager 4	\$ 110.00
S015	Operator/Labourer 1	\$ 102.00
S016	Operator/Labourer 2	\$ 98.00
S017	Operator/Labourer 3	\$ 79.00
<b>PROJECT SUPPORT</b>		
D001	Project Support Manager 1	\$ 304.00
D002	Project Support Manager 2	\$ 285.00
D003	Senior Project Support 1	\$ 253.00
D004	Senior Project Support 2	\$ 245.00
D005	Project Support 1	\$ 217.00
D006	Project Support 2	\$ 201.00
D007	Project Support 3	\$ 184.00
D008	Project Support 4	\$ 181.00
D009	Project Support 5	\$ 155.00
D010	Project Support 6	\$ 102.00



## GHD 2026 Standard Rate Schedule

Effective January 2026

GHD Class	GHD Description	2026 CDN/US Rate
<b>PROFESSIONAL</b>		
A001	Senior Technical Director 1	\$ 460.00
A002	Senior Technical Director 2	\$ 430.00
A003	Senior Technical Director 3	\$ 400.00
A004	Technical Director 1	\$ 385.00
A005	Technical Director 2	\$ 365.00
A006	Senior Professional 1	\$ 340.00
A007	Senior Professional 2	\$ 315.00
A008	Professional 1	\$ 305.00
A009	Professional 2	\$ 265.00
A010	Professional 3	\$ 245.00
A011	Vacationer / Intern	\$ 230.00
<b>CONSULTANT</b>		
V001	Executive Consultant 1	\$ 565.00
V002	Executive Consultant 2	\$ 530.00
V003	Senior Consultant 1	\$ 445.00
V004	Senior Consultant 2	\$ 400.00
V005	Consultant 1	\$ 335.00
V006	Consultant 2	\$ 275.00
V007	Consultant 3	\$ 235.00
<b>TECHNICAL</b>		
B001	Lead Design Technician 1	\$ 415.00
B002	Lead Design Technician 2	\$ 385.00
B003	Lead Design Technician 3	\$ 350.00
B004	Senior Design Technician 1	\$ 345.00
B005	Senior Design Technician 2	\$ 330.00
B006	Design Technician 1	\$ 305.00
B007	Design Technician 2	\$ 285.00
B008	Drafting/Design 1	\$ 275.00
B009	Drafting/Design 2	\$ 240.00
B010	Drafting/Design 3	\$ 225.00
B011	Drafting/Design 4	\$ 220.00
B012	Intern Drafting/Design	\$ 190.00

GHD Class	GHD Description	2026 CDN/US Rate
<b>ADMINISTRATION</b>		
C001	Business Services Manager 1	\$ 355.00
C002	Business Services Manager 2	\$ 330.00
C003	Senior Business Services 1	\$ 260.00
C004	Senior Business Services 2	\$ 245.00
C005	Business Services 1	\$ 220.00
C006	Business Services 2	\$ 205.00
C007	Business Services 3	\$ 165.00
<b>SITE BASED</b>		
S001	Senior Construction Manager	\$ 405.00
S002	Construction Manager	\$ 350.00
S003	Lead Site Engineer/Supervisor	\$ 310.00
S004	Senior Site Engineer	\$ 280.00
S005	Site Engineer	\$ 270.00
S006	Lead Inspector	\$ 260.00
S007	Senior Inspector	\$ 225.00
S008	Inspector / Specialist 1	\$ 200.00
S009	Inspector / Specialist 2	\$ 180.00
S010	Clerk / Specialist 3	\$ 175.00
S011	Senior Site Manager 1	\$ 165.00
S012	Senior Site Manager 2	\$ 160.00
S013	Senior Site Manager 3	\$ 155.00
S014	Senior Site Manager 4	\$ 150.00
S015	Operator/Labourer 1	\$ 140.00
S016	Operator/Labourer 2	\$ 130.00
S017	Operator/Labourer 3	\$ 110.00
<b>PROJECT SUPPORT</b>		
D001	Project Support Manager 1	\$ 435.00
D002	Project Support Manager 2	\$ 400.00
D003	Senior Project Support 1	\$ 370.00
D004	Senior Project Support 2	\$ 320.00
D005	Project Support 1	\$ 305.00
D006	Project Support 2	\$ 285.00
D007	Project Support 3	\$ 265.00
D008	Project Support 4	\$ 240.00
D009	Project Support 5	\$ 210.00
D010	Project Support 6	\$ 160.00

## Rio Dell 2026 Rate Schedule Notes

- 1) Rates are for employees of GHD companies.
- 2) All travel will be invoiced at economy class rates. Lodging and meal expenses will be at cost plus agreed markup unless a per diem rate is negotiated.
- 3) Project related disbursements, expenses and subcontractor costs will be invoiced with a markup of 10%, as allowable by the oversight funding agency.
- 4) Fee schedule is subject to change annually.
- 5) Leased and personnel vehicles, field equipment and disposable field supplies will be invoiced at established rates. Personal vehicle mileage rates will be charged in accordance with government regulated standard rates.
- 6) Travel costs for City meetings will not be charged.



675 Wildwood Avenue  
Rio Dell, CA 95562



**TO:** Mayor and Members of the City Council

**FROM:** Josh Phinney, Chief of Police

**THROUGH:** Kyle Knopp, City Manager

**DATE:** January 20, 2026

**SUBJECT:** Staff Report Summary: Authorization of Resolution No. 1659-2026 Authorizing the Early Order of One Police Patrol Vehicle Due to Operational Necessity and Extended Manufacturer Lead Times

**RECOMMENDATION**

Approve Resolution No. 1659-2026 authorizing the early order of one (1) police patrol vehicle for the Rio Dell Police Department to ensure operational continuity pending adoption of the FY 2026-27 Capital Improvement Program.

**Alternatively:**  
Amend or take no action.

**BACKGROUND AND DISCUSSION**

The Rio Dell Police Department is approaching full staffing and currently operates with **no designated reserve or spare patrol vehicles**. Each sworn officer relies on an assigned unit to maintain patrol coverage, respond to calls for service, and meet minimum staffing requirements.

At this time, **no capital projects—including vehicle replacements—have been formally approved for the upcoming fiscal year**. However, staff is requesting authorization to place an **early fleet order** for a patrol vehicle due to **extended**

**manufacturer lead times**, currently estimated at approximately **six months** for Ford Police Explorers.

If authorization is delayed until formal capital project adoption, delivery of a replacement patrol vehicle would likely extend well into or beyond the fiscal year. Any unexpected mechanical failure, collision, or out-of-service event involving an existing patrol vehicle would immediately impact patrol operations, as there is currently no backup vehicle available.

**The operational plan associated with this request is to retain one of the department’s aging patrol vehicles as a designated spare**, rather than immediately replacing it with the newly ordered vehicle. This approach will provide short-term fleet redundancy and reduce the risk of service disruption while staffing levels stabilize. The aging vehicle would remain in limited service and be evaluated annually for continued viability or eventual surplus.

This request does **not represent an expansion of the department’s operational fleet**, but rather a proactive fleet management strategy intended to maintain service continuity and operational resilience during a period of increased staffing and extended vehicle delivery timelines.

Early authorization allows the City to secure a production slot while preserving flexibility pending final budget adoption. The vehicle will not be delivered or paid for until production is completed, and the purchase remains contingent upon final budget authorization.

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**FISCAL IMPACT**

The estimated fleet order price for the vehicle is **\$55,205**, with an estimated total cost of **\$60,914.61**, inclusive of taxes, fees, and delivery. This does not include upfitting costs to be covered and included in next fiscal year budget process (2026-27).

No immediate expenditure will occur at the time of order placement. Funding is anticipated to be addressed as part of the FY 2026-27 budget process.

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**ATTACHMENTS**

- 1. Resolution No. 1659-2026
- 2. Ford Police Explorer Fleet Quote

**Dealership Name:** Harper Motors

Dealer Rep. Kurt Medeiros

Type	Fleet	Vehicle Line	Explorer
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**Order Code** R455

**Customer Name** Rio dell

**Priority Code C3**

Model Year 2026

Price Level 615

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$48550	REAR AUXILIARY LIFTGATE LIGHTS	\$400
.119 INCH WHEELBASE	\$0	SPOT LAMP LED DUAL - WHELEN	\$880
TOTAL BASE VEHICLE	\$48550	NOISE SUPPRESSION BOND STRAPS	\$100
AGATE BLACK METALLIC	\$0	SIDE MARKER LIGHTS SKULL CAPS	\$490
CLOTH BUCKETS/VINYL REAR SEATS	\$0	FRONT HEADLAMP LIGHT SOLUTION	\$0
ONYX INTERIOR	\$0	POL WIRE HARNESS CONNECTOR KIT	\$200
EQUIPMENT GROUP 500A	\$0	.POLICE WIRING KIT REAR	\$0
.FM STEREO	\$0	.POLICE WIRING KIT FRONT	\$0
3.3L TI-VCT V6 ENGINE	\$0	REAR DR HNDL AND LOCKS INOPR	\$0
10-SPEED AUTO TRANSMISSION	\$0	DEFLECTOR PLATE	\$340
READY FOR THE ROAD PACKAGE	\$4050	LH/RH BALLISTIC DOOR PNL III	\$3170
.HID PLUNG W/R HNDL INOPERABLE	\$0	FRONT LICENSE PLATE BRACKET	\$0
.100 WATT SIREN / SPEAKER	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.TAIL LAMP LIGHTING SOLUTION	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.REAR LIGHTING SOLUTION	\$0	FUEL CHARGE	\$0
.REAR CONSOLE MOUNTING PLATE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FRONT WARNING AUX LIGHT	\$580	DESTINATION & DELIVERY	\$1695
50 STATE EMISSIONS	\$0		
TOTAL BASE AND OPTIONS			\$6000
DISCOUNTS			
TOTAL			\$6000

ORDERING FIN: QN178 END USER FIN: QN178

Fleet Order Price: \$55,205 - each

Customer Name:  
Customer Address:

Customer Email:

Customer Phone:

p/us fees

**Customer Signature**

Date \_\_\_\_\_

***This order has not been submitted to the order bank.***  
***This is not an invoice.***

Kurt Medeiros  
Harper Motors  
cell 707 496 3518

Deal

**Business Office**  
**CITY OF RIO DELL**  
675 WILDWOOD AVE, RIO DELL, CA, 95562  
Home: 707-764-3532 Cell: 707-496-2999  
Email: knoppk@cityofriodell.ca.gov  
County: HUMBOLDT

Stock #

26 Police Explorer

Buyer

Trades

PDI

Disclosure

Recap

Summary

Commissions

Forms

Deal Information

Deal Status:

Retail Lease

List	Rebate	AMOS/Opt	Sale Date
60455.00		298.00	01/13/26
Price	APR	Insurance	Deliver
55205.00			01/13/26
Down	Term Days	Accessories	First Payment
	1 15		01/28/26
Trade	Tax	Serv Cont	Lender
	5280.86		Cash Sale--Retail
Payoff	Tax Group	Fee\$/Lender	Discount
	Humboldt	130.75	5250.00
Function	Payment/Options	60914.61 M	

Estimated Total

Other / Salespeople

Odometer	Permit#/Exp	Salesperson1	F&I Manager
		KM	
Trade Desc		Salesperson2	Sales Manager
PDI			
CG55205FI204WP55409		KM	60914X61A000

Save

Exit

Cancel



**RESOLUTION NO. 1659-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AUTHORIZING THE  
EARLY ORDER OF ONE POLICE PATROL VEHICLE DUE TO OPERATIONAL NECESSITY  
AND EXTENDED MANUFACTURER LEAD TIMES**

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**WHEREAS**, the Rio Dell Police Department is approaching full staffing and currently operates without any designated spare or reserve patrol vehicles; and

**WHEREAS**, the unavailability of a single patrol vehicle would negatively impact the City’s ability to maintain patrol coverage and response capacity; and

**WHEREAS**, manufacturer production timelines for police patrol vehicles currently reflect delays of approximately six months from order placement to delivery; and

**WHEREAS**, the operational plan is to retain one existing aging patrol vehicle as a limited-use spare in order to provide fleet redundancy and reduce service disruption risk; and

**WHEREAS**, early authorization to place a fleet order is necessary to secure a production slot while final budget and capital project approvals are pending;

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**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rio Dell, California, as follows:

1. The City Council authorizes the early fleet order of **one (1) police patrol vehicle** for the Rio Dell Police Department, at an estimated total cost not to exceed **\$60,914.61**, subject to final manufacturer pricing.
2. This authorization is intended to secure a production slot only and does not constitute final budget approval or expenditure authorization.
3. The City Manager, or designee, is authorized to execute all necessary documents consistent with this action and City purchasing policies.

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 20th day of January, 2026 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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

ATTEST:

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

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



**For the Meeting of January 20, 2026**  
☒ Consent Item; ☐ Public Hearing Item

To: City Council

From: Kyle Knopp, City Manager

Date: January 20, 2026

Subject: Discussion and Possible Action to Adopt Resolution No. 1661-2026  
Related to Certificate of Acceptance for Easements and the Painter Street  
Sewer Line Upsizing

**Recommendation:**

That the City Council:

1. Approve Resolution No. 1661-2026

**Summary:**

The Certificate of Acceptance acknowledges that the realigned sewer easement associated with the Painter Street Sewer Line Upsizing Project. The easement realignment provides the necessary legal access for the installation, operation, inspection, and long-term maintenance of the upsized public sewer facilities. Upon review, the City of Rio Dell hereby accepts the realigned easement for public use and maintenance purposes.

Resolution No. 1661-2026 authorizing the City Manager to execute the Certificates of Acceptance is included in Attachment 1. The Certificate of Acceptance is included in Attachment 2



Design changes to the Painter Street Sewer Line Upsize Project have caused the proposed piping to deviate from existing easements. Two easements will need to be accepted for two property owners and recorded with the County. The property owners have agreed to the easements.

**Attachment 1:** Resolution No. 1661-2026 authorizing the City Manager to execute the Certificate of Acceptance.

**Attachment 2:** Certificate of Acceptance

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**RESOLUTION NO. 1661-2026**



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AUTHORIZING THE CITY MANAGER TO EXECUTE CERTIFICATES OF  
ACCEPTANCE FOR THE PAINTER STREET SEWER LINE UPSIZING  
PROJECT.**

**WHEREAS** the City of Rio Dell is planning a sewer line infrastructure improvement on Painter Street that involves replacing and upsizing an existing segment of sewer pipeline; and

**WHEREAS** the work includes removing about 2,300 feet of existing 12-inch sewer main and installing an 18-inch diameter sewer pipeline between Painter Street and the Rio Dell wastewater treatment facility; and

**WHEREAS** The project is intended to improve sewer capacity and reliability in this portion of the collection system; and

**WHEREAS** Upsizing the sewer main is expected to reduce sanitary sewage overflows (SSOs) and infiltration/inflow problems that have occurred during heavy rainfall and other events, particularly near Painter Street and adjacent areas.

**BE IT RESOLVED** by the City Council of the City of Rio Dell as follows:

**SECTION 1:**

1. All recitals above are true, correct, and incorporated herein.
2. The City Council designates its easement acceptance authority to the City Manager, or his/her authorized designee for the Painter Street Sewer Line Upsizing Project.
3. The City Manager or his/her authorized designee shall sign the easement acceptance on the City Council's behalf, after review by the City Attorney and City Engineer.
4. The City Manager or his/her authorized designee will include, in substantially the same form, the attached Exhibit "A" – CERTIFICATE OF ACCEPTANCE with each signed easement for recordation.
5. This Resolution is effective immediately upon adoption.

**PASSED and ADOPTED** at a regular meeting of the City Council of the City of Rio Dell on January 20, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Mayor Debra Garnes

STATE OF CALIFORNIA

City of Rio Dell

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true, and correct copy of Resolution No. 1661-2026 adopted by the City Council of the City of Rio Dell on January 20, 2026.

---

Karen Dunham, City Clerk, City of Rio Dell

PLEASE COMPLETE THIS INFORMATION

Recording Requested By:

CITY OF RIO DELL

Return To:

CITY CLERK

675 WILDWOOD AVENUE

RIO DELL, CA 95562

(Space above for Recorder's use only)

APN: EX - 1234

TITLE OF DOCUMENT

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant Deed – Grant of Sewer Easement dated \_\_\_\_\_, 2026 from \_\_\_\_\_, to the City of Rio Dell, a municipal corporation of the State of California and/or government agency is hereby accepted by Resolution 1661-2025, adopted by the City Council on January 20, 2026, and the grantee consents to recordation thereof by its duly authorized officer.

By: \_\_\_\_\_

Dated \_\_\_\_\_

Kyle Knopp, City Manager

Attest: \_\_\_\_\_

Karen Dunham, City Clerk

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*A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.*

State of California

County of Humboldt

On \_\_\_\_\_, before me, Joanne Farley, Notary Public, personally appeared Kyle Knopp who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

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

Ref#	Date	Vendor	Description	Amount
14797	12/04/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR NOVEMBER 2025 - City Hall & COPIER CHARGES FOR NOVEMBER 2025 - PD	736.02
14798	12/04/2025	[4383] BEDLINERS PLUS	'25 Ford F150 PD Truck Setup	2,554.99
14799	12/04/2025	[8078] BOARD OF STATE & COMMUNITY CORRECTIONS	OWMH Grant 2022	3,360.00
14800	12/04/2025	[2293] CITY OF FORTUNA	Police Dispatch for December 2025	8,483.33
14801	12/04/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 11/28/2025	90.00
14802	12/04/2025	[7596] CRUZ, CHRISTINA	CUSTOMER DEPOSIT REFUND	183.63
14803	12/04/2025	[7852] CSG CONSULTANTS	Franchise Agreement Negotiation Sept. 27 - Oct. 31, 2025	3,700.00
14804	12/04/2025	[2327] CWEA-MEMBERSHIP	Technical Certification (Non-Member Rate)	476.00
14805	12/04/2025	[2405] FORTUNA ACE HARDWARE	Hose, Tube, Clamps, PVC Insert	105.91
14806	12/04/2025	[4855] FRESHWATER ENVIRONMENTAL SERVICES	2025 SSMP, SERP, CERS Training, 2025 Cross-Connection Support, SSMP Audit 2025	6,517.00
14807	12/04/2025	[5052] GHD, INC	Professional Services Rendered Through 11/1/2025: Rio Dell On-Call 2025, Professional Services Rendered Through 11/1/2025: Rio Dell Eel River Trail Accessible Ramp Project, Professional Services Rendered Through 11/1/2025: Rio Dell Painter Line Sewer Upsizing, Professional Services Rendered Through 11/1/2025: Metropolitan Wells Damage Repair Project, Professional Services Rendered Through 11/1/2025: Painter Street Tank Damage Repair Project, Professional Services Rendered Through 11/1/2025: Rio Dell On-Call 2025, Professional Services Rendered Through 11/1/2025: PW Rio Dell Eel River Trail	28,048.51
14808	12/04/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Funnel, Elbow, Poly Tubing	25.85
14809	12/04/2025	[6998] MAD RIVER COMMUNITY HOSPITAL	Drug Screening	105.00
14810	12/04/2025	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee, BOD/NFR, ELAP Certification Fee, Coliform Presence/Absence, Coliform Quanti-Tray, ELAP Certification Fee, Total Coliform Bacteria, BOD/NFR, ELAP Certification Fee	1,079.00
14811	12/04/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for November 2025	1,90

Section K, Item 7.



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

Ref#	Date	Vendor	Description	Amount
14812	12/04/2025	[3006] MISSION LINEN SUPPLY, INC	Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head	184.95
14813	12/04/2025	[7850] PERFORMA LABS, INC.	Paper Towels, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head	360.00
14814	12/04/2025	[7904] JOSHUA M PHINNEY	Police Vehicle Pursuits Course	861.90
14815	12/04/2025	[7928] REGIONAL GOVERNMENT SERVICES	Reimbursement Management School Wk 3of3 (Monterey - POST) [2nd Half-25%, Reimbursement: CPCA Board Meeting (POST - Santa Cruz)	19.12
14816	12/04/2025	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION dba RCAC	Rio Dell - Labor Negotiations	7,707.90
14817	12/04/2025	[7662] NATHAN R SCHEINMAN	Loan Extension Fee: Loan # 1144-CRD-05 Water CIP	245.60
14818	12/04/2025	[4525] SHERLOCK RECORDS MGMT	Loan # 1144-CRD-05 Water CIP	163.20
14819	12/04/2025	[7185] STAPLES ADVANTAGE	Reimbursement: PW Tool	875.98
14820	12/04/2025	[2724] STATE WATER RESOURCES CONTROL BOARD	STORAGE SERVICE FOR DECEMBER 2025	18,335.00
14821	12/04/2025	[6590] SUN RIDGE SYSTEMS, INC.	Toner, Envelopes, Facial Tissues, Mouse, Receipt Rolls, Calculator	7,789.00
14822	12/04/2025	[2750] USA BLUEBOOK	Ribbon & Rolls	136.58
14823	12/04/2025	[3917] VERIZON WIRELESS	Annual Permit Fee - Facility ID 1SSO10058 Billing 7/1/25-6/30/26,	662.13
14824	12/04/2025	[5547] WAHLUND CONSTRUCTION, INC.,/SEQUOIA CONSTRUCTION SPECIALTIES	Annual Permit Fee - Facility ID 1B83134OHUM Billing 7/1/25-6/30/26,	191,475.53
14825	12/04/2025	[6037] WELLS FARGO VENDOR FIN SERV	Annual Permit Fee - Facility ID 4DW0025 Billing 7/1/25-6/30/26,	393.76
14826	12/04/2025	[2772] WENDT CONSTRUCTION, INC	Annual Permit Fee - Facility ID 1B23183WNHU Billing 7/1/25-6/30/26,	2,175.00
14827	12/10/2025	[2724] STATE WATER RESOURCES CONTROL BOARD	Annual Permit Fee - Facility ID 1B24003WNHU Billing 7/1/25-6/30/26	68.00
14828	12/18/2025	[3975] AT&T - 5709	RIMS Annual Support Services Dec 13, 2025 - Dec 12, 2026	7
829	12/18/2025	[6252] AXON ENTERPRISE, INC.	Sulfuric Acid and Gloves	9,48
			Safety Phones PD & PW (& Mayor): Oct 17- Nov 16	
			Drinking Water Infrastructure Improvement Project - Payment #7	
			KYOCERA COPIER PAYMENT FOR DECEMBER 2025	
			Painter St SSO Vactor Truck	
			Clean Water State Revolving Fund; Financing Agreement Contract #2003CX404; Project #1210012-002	
			FAX LINE EXPENSES FOR NOVEMBER 2025 - PD, FAX LINE EXPENSES FOR NOVEMBER 2025 - City Hall	
			Body Cameras, Accessories and Licenses	

Section K, Item 7.

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

Ref#	Date	Vendor	Description	Amount
14830	12/18/2025	[7779] BLUE-WHITE	Flex-A-Prene	4,146.31
14831	12/18/2025	[7986] BONES, JOHNNA	CUSTOMER DEPOSIT REFUND	176.54
14832	12/18/2025	[2291] CITY OF EUREKA	'25 Holiday Waste Prevention Radio Ad Campaign	1,000.00
14833	12/18/2025	[2293] CITY OF FORTUNA	Livescan	35.00
14834	12/18/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 12/12/2025	90.00
14835	12/18/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	Coco (Dog-F)	150.00
14836	12/18/2025	[7852] CSG CONSULTANTS	Rio Dell Franchise Agreement Negotiation	1,600.00
14837	12/18/2025	[2340] DEPT OF JUSTICE ACCOUNT OFFICE	Fingerprint Apps & FBI	49.00
14838	12/18/2025	[2385] EUREKA READYMIX	3/4 Base Class 2 PU	237.43
14839	12/18/2025	[5871] FASTRAK	Richmond-San Rafael Bridge: PD New F-150 Truck	8.00
14840	12/18/2025	[2405] FORTUNA ACE HARDWARE	Clips and Christmas Lights, Pine Bow Christmas Wreath	184.95
14841	12/18/2025	[5052] GHD, INC	Professional Services Rendered Through 11/29/2025: Fern Street Lift Station Damage Repair Project, Professional Services Rendered Through 11/29/2025: Rio Dell Painter Line Sewer Upsizing, Professional Services Rendered Through 11/29/2025: Chlorine Contact Tank Damage Repair Project, Professional Services Rendered Through 11/29/2025: Rio Dell On-Call 2025, Professional Services Rendered Through 11/29/2025: Infiltration Gallery Damage Repair Project, Professional Services Rendered Through 11/29/2025: PW Rio Dell Water Distribution System Improvement Project	65,666.00
14842	12/18/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Cable Ties, Tape	97.80
14843	12/18/2025	[2437] HACH	Reagent Set, Chlorine Free Cl17, Probe w/ Cable	1,763.08
14844	12/18/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14845	12/18/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria, BOD & NFR, ELAP Certification Fee, BOD & NFR, ELAP Certification Fee, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5	800.00
14846	12/18/2025	[7635] NAPA AUTO PARTS FORTUNA	Car Care Produces	255.43
14847	12/18/2025	[2570] NILSEN COMPANY	Solar Salt 40lbs	1.06
14848	12/18/2025	[5934] NORTH COAST JOURNAL, INC	Bid Notice for Paint St. Sewer Line Replacement, Bid Notice for Eel River Trail ADA Ramp Project	90
14849	12/18/2025	[6100] NORTHERN CALIFORNIA GLOVE	Glasses, Hoodie, Gloves, Muck Boots, Gloves	50
14850	12/18/2025	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR JANUARY 2026	3,24

Section K, Item 7.

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

Ref#	Date	Vendor	Description	Amount
14851	12/18/2025	[6943] PACE SUPPLY CORP	Couplings, Clamps Repair Clamps, Stop, Coupling, Valves, Insert, Repair Clamps	10,535.55
14852	12/18/2025	[2601] PETERSON	CAT 1yr Maintenance on Contract, CAT 1yr Maintenance on Contract, CAT 1yr Maintenance on Contract	10,986.04
14853	12/18/2025	[3030] REDWOOD EMPIRE ROOFING	Roofing Deposit - 223 Bellevue	1,000.00
14854	12/18/2025	[2662] RIO DELL-SCOTIA CHAMBER OF COMMERCE	Annual Membership 2026	1,000.00
14855	12/18/2025	[7272] TRAVIS M SANBORN	Reimbursement: Travel League of CA Cities '25 Municipal Finance Institute	1,572.29
14856	12/18/2025	[2693] SHELTON'S AUTO LUBE	Oil Change on '21 Ford F-150	109.50
14857	12/18/2025	[4570] SHRED AWARE	Shredding	78.77
14858	12/18/2025	[2724] STATE WATER RESOURCES CONTROL BOARD	Water System Annual Fees 7/1/2025-6/30/2026	5,076.60
14859	12/18/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - January 2026, Phone Lines City Hall - January 2026	557.95
14860	12/18/2025	[6373] THATCHER COMPANY, INC.	Aqua Ammonia 25% Tech	1,956.43
14861	12/18/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR NOVEMBER 2025	2,456.00
14862	12/18/2025	[8024] WATT'S CLEANING SERVICES	Weekly Cleaning Nov. '25	570.00
14863	12/18/2025	[2772] WENDT CONSTRUCTION, INC	Roadside Mower - Northwestern	875.00
14864	12/18/2025	[8025] WOODS PEST CONTROL, INC.	General Pest Cycle - 675 Wildwood Ave, General Pest Cycle - 475 Hilltop Dr	355.00
14865	12/18/2025	[2787] WYCKOFF'S	Valve Pressure Regulator, Union, Adapters, Tubing, Pipe	244.15
14866	12/18/2025	[2792] ZUMAR INDUSTRIES, INC.	Clamps	178.45
14867	12/30/2025	[7739] ANGEL ARMOR	2 Carrier and a SNAP	3,017.16
14868	12/30/2025	[5562] CALIF STATE LANDS COMMISSION	Public Agency - Amendment of an Existing Lease	145.24
14869	12/30/2025	[4063] CITY OF FERNDALE	Police Services (Investigations)	1,007.42
14870	12/30/2025	[2386] EUREKA RUBBER STAMP CO.	Name Plates and Tags, Name Plates	63.45
14871	12/30/2025	[5871] FASTRAK	Richmond-San Rafael Bridge	8.00

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

Ref#	Date	Vendor	Description	Amount
14872	12/30/2025	[5052] GHD, INC	Professional Services Rendered Through 12/13/2025: Fern Street Lift Station Damage Repair Project, Professional Services Rendered Through 12/13/2025: Rio Dell Eel River Trail Accessible Ramp Project, Professional Services Rendered Through 12/13/2025: Chlorine Contact Tank Damage Repair Project, Professional Services Rendered Through 12/13/2025: PW Rio Dell Water Distribution System Improvement Project	77,772.71
14873	12/30/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Professional Services Rendered Through 12/13/2025: Painter Street Tank Damage Repair	60.33
14874	12/30/2025	[7873] HURST, JD	Blades, Tube Cap, Jetter Maintenance	230.27
14875	12/30/2025	[6004] INTERNATIONAL CODE COUNCIL, INC.	CUSTOMER DEPOSIT REFUND	285.00
14876	12/30/2025	[5613] KELLY-O'HERN ASSOCIATES	Governmental Membership 2yrs	3,137.50
14877	12/30/2025	[2521] LEAGUE OF CALIF. CITIES	Sewer Design Easements	25.00
14878	12/30/2025	[6998] MAD RIVER COMMUNITY HOSPITAL	Redwood Empire Luncheon Meeting (10/8/25)	2,595.27
14879	12/30/2025	[8027] METROPOLITAN COMPOUNDS, INC	Hiring Physical, Stress Test, Hiring Physical	3,078.20
14880	12/30/2025	[2569] MICROBAC LABORATORIES, INC.	Odor Control	321.00
14881	12/30/2025	[7635] NAPA AUTO PARTS FORTUNA	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria, BOD & NFR, ELAP Certification Fee	199.57
14882	12/30/2025	[6100] NORTHERN CALIFORNIA GLOVE	Floor Mats, Grease and PTFE	296.83
14883	12/30/2025	[2664] ROGERS MACHINERY INC	High Vis Jack, Pants, and Hoodie; Muck Boots	467.50
14884	12/30/2025	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION dba RCAC	Service	3,631.78
14885	12/30/2025	[3917] VERIZON WIRELESS	Loan # 1144-CRD-05 Water CIP	662.13
14886	12/30/2025	[5547] WAHLUND CONSTRUCTION, INC.,/SEQUOIA CONSTRUCTION SPECIALTIES	Safety Phones PD & PW (& Mayor): Nov 17- Dec 16	213,991.84
14887	12/30/2025	[6037] WELLS FARGO VENDOR FIN SERV	Drinking Water Infrastructure Improvement Project - Payment #8	393.76
Total Checks/Deposits				797,435.00

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Ref#	Date	Vendor	Description	Amount
8868221	12/01/2025	ELECTRONI FUNDS TRANSFER	EFT: WEX ONLINE FUEL CARDS FOR OCT/NOV FY2025-2026	-3,36

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

Ref#	Date	Vendor	Description	Amount
Repay Bridge Loan	12/02/2025	ELECTRONI FUNDS TRANSFER	To Repay Rural Community Assistance Corporation bridge loan line of credit for Loan#1144-CRD-05. Draw# 5 for Water CIP Project.	-366,748.00
6363561	12/05/2025	ELECTRONI FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT- PPE 11/28/2025	-12,100.25
129-040	12/08/2025	ELECTRONI FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/28/2025	-3,854.11
3549657	12/08/2025	ELECTRONI FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/28/2025	-18,754.98
7006679	12/17/2025	ELECTRONI FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR DECEMBER 2025.	-116.22
9837535	12/17/2025	ELECTRONI FUNDS TRANSFER	EFT: PG&E PAYMENT FOR NOV/DEC- FY2025 - 2026	-26,704.71
6376087	12/18/2025	ELECTRONI FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT PPE 12/19/2025	-11,638.01
9837531	12/18/2025	ELECTRONI FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL DEC 2025. SPLIT WITH P.D & ADMIN.	-689.95
9837530	12/18/2025	ELECTRONI FUNDS TRANSFER	EFT: OPTIMUM PUBLIC WORKS PAYMENT DEC- FY2025-2026	-273.81
9837537	12/18/2025	ELECTRONI FUNDS TRANSFER	EFT: Bank of America Credit Card Payment Dec- FY2025-2026	-6,933.62
9837533	12/19/2025	ELECTRONI FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT- JAN 2026	-40,224.85
9837532	12/19/2025	ELECTRONI FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT JANUARY 2026	-404.25
022-416	12/22/2025	ELECTRONI FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 12/22/2025	-3,220.72
3624068	12/22/2025	ELECTRONI FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 12/19/2025	-16,637.46
237842	12/22/2025	ELECTRONI FUNDS TRANSFER	EFT: METLIFE DENTAL PAYMENT - JANUARY 2026	-2,010.08
9837534	12/23/2025	ELECTRONI FUNDS TRANSFER	EFT: VSP INSURANCE ONLINE PAYMENT - JANUARY. FY 2025-2026	-450.32
506836	12/24/2025	ELECTRONI FUNDS TRANSFER	EFT: AFLAC INSURANCE PAYMENT - DECEMBER 2025.	-1,241.52
December 2025	12/24/2025	ELECTRONI FUNDS TRANSFER	EFT: PG&E PAYMENT - DEC for STREET LIGHTS @Northwestern	-50.40
9837536	12/29/2025	ELECTRONI FUNDS TRANSFER	EFT: WEX FUEL CARDS - NOV/DEC FY2025-2026	-3,964.54
9837542	12/31/2025	WITHDRAWALS	ANALYSIS SERVICE CHARGE FOR DECEMBER 2025.	-160.26
<b>Total EFT's/Bank Withdrawals</b>				<b>-519,540.19</b>

Ref#	Date	Vendor	Description	Amount
CDBG ACCT	12/04/2025	TRANSFER FROM CDBG TO GEN CHECKING	Transfer Defederalized CDBG Funds to General Fund checking	856.73
TRX TO PR	12/04/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 11/28/2025	-49,046.48
TRX TO PR	12/18/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 12/12/2025	-45,404.05
TRX TO PR	12/30/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 12/26/2025	-59,568.48
<b>Total Transfer Between Accounts</b>				<b>-153,164.23</b>

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Ref#	Date	Vendor	Description	Amount
50954	12/01/2025	DEBIT CARD WITHDRAWALS	US Bank Debit Card for Postage for November's Utility Bills.	-60

City of Rio Dell  
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Ref#	Date	Vendor	Description	Amount
28047	12/03/2025	DEBIT CARD WITHDRAWALS	US Bank Debit Card for Christmas Lights for City Hall.	-32.85
9837529	12/05/2025	DEBIT CARD WITHDRAWALS	US Bank Debit Card For Fortuna Ace Hardware - Supplies - Dec 2025	-84.05
1048	12/12/2025	DEBIT CARD WITHDRAWALS	US Bank Debit Card used at Dollar General for Operating Supplies	-6.19
28714	12/30/2025	DEBIT CARD WITHDRAWALS	US Bank Debit Card for Postage for December's Utility Bills.	-598.88
Total Debit Card Withdrawals				<u>-1,322.21</u>



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

Ref#	Date	Vendor	Description	Amount
14733	11/04/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR OCTOBER 2025 - City Hall & COPIER CHARGES FOR OCTOBER 2025 - PD	760.97
14734	11/04/2025	[3975] AT&T - 5709	FAX LINE EXPENSES FOR OCTOBER 2025 - PD, FAX LINE EXPENSES FOR OCTOBER 2025 - City Hall	71.36
14735	11/04/2025	[4937] CA DEPT OF TRANSPORTATION	Signals & Lighting Billing July - Sept 2025	546.98
14736	11/04/2025	[2293] CITY OF FORTUNA	Police Dispatch October 2025, Police Dispatch November 2025	16,966.66
14737	11/04/2025	[2303] COAST CENTRAL CREDIT UNION	POa Dues for PPE 10/31/2025	90.00
14738	11/04/2025	[5052] GHD, INC	Professional Services Rendered Through 8/23/2025: Professional Services Rendered Through 11/1/2025: Fern Street Lift Station Damage Repair Project: Professional Services Rendered Through 11/1/2025: Chlorine Contact Tank Damage Repair Project	165,562.12
14739	11/04/2025	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form July - Sept 2025	505.65
14740	11/04/2025	[6998] MAD RIVER COMMUNITY HOSPITAL	Drug Screening and Physical, Drug Screening and Physical	630.00
14741	11/04/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, Coliform Quanti-tray, ELAP Certification Fee, Total Coliform Bacteria 3x5	289.00
14742	11/04/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for October 2025	1,900.00
14743	11/04/2025	[3006] MISSION LINEN SUPPLY, INC	Paper Towels, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Paper Towels, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head	308.25
14744	11/04/2025	[7882] KEVIN M NASET	Reimbursement: Water Treatment Cert. Exam Level 2	367.30
14745	11/04/2025	[7272] TRAVIS M SANBORN	Reimbursement: SCORE	395.20
14746	11/04/2025	[4570] SHRED AWARE	Shredding	78.77
14747	11/04/2025	[2724] STATE WATER RESOURCES CONTROL BOARD	Wastewater Treatment Plant Operator Exam Grade 3	420.00
14748	11/04/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - December 2025, Phone Lines City Hall - December 2025	557.95
14749	11/04/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR OCTOBER 2025	1,763.00
14750	11/04/2025	[5547] WAHLUND CONSTRUCTION, INC.,/SEQUOIA CONSTRUCTION SPECIALTIES	Rio Dell Maintenance T&M Extra Work Bill No. 001	1,763.00
14751	11/04/2025	[8025] WOODS PEST CONTROL, INC.	General Pest Cycle - 675 Wildwood Ave	13.00
14752	11/14/2025	[7214] MARY E CLARK	Reimbursement: Boot Allowance	6.00

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

Ref#	Date	Vendor	Description	Amount
14753	11/14/2025	[4491] CODE PUBLISHING, INC	Annual Maintenance; Annual Web Fee (Credit) and Web Update Annual Fee	783.78
14754	11/14/2025	[2340] DEPT OF JUSTICE ACCT OFFICE	Fingerprint Apps, Fingerprint - FBI	49.00
14755	11/14/2025	[2889] EEL RIVER TRANSPORTATION & SALVAGE	C&D Material	203.50
14756	11/14/2025	[2405] FORTUNA ACE HARDWARE	Liner Roll	114.94
14757	11/14/2025	[5052] GHD, INC	Professional Services Rendered Through 11/1/2025: PW Rio Dell Water Distribution System Improvement Project, Professional Services Rendered Through 11/1/2025: Rio Dell Eel River Crossing Pipeline Seismic Retrofit Project	67,288.86
14758	11/14/2025	[2457] HUM COUNTY CLERK-RECORDER	Copies	10.00
14759	11/14/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14760	11/14/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5, BOD/NFR, ELAP Certification Fee, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5	484.00
14761	11/14/2025	[4717] KEVIN NASET	Reimbursement: Water Distribution Online Class	75.00
14762	11/14/2025	[6100] NORTHERN CALIFORNIA GLOVE	Muck Boots, Icon Jacket, Vision Pants, Vests, Gloves	636.20
14763	11/14/2025	[6943] PACE SUPPLY CORP	Fire Hydrant Extensions, Transfer	1,970.61
14764	11/14/2025	[7922] PAPE MATERIAL HANDLING	Rim and Tire Valve	309.63
14765	11/14/2025	[2601] PETERSON	Perform 1yr Maintenance (Fern St) Perform 1yr Maintenance (Painter St) Perform 1yr Maintenance (City Hall)	4,840.66
14766	11/14/2025	[7904] JOSHUA M PHINNEY	Management School Wk 3of3 (POST- Monterey) ~75%	364.50
14767	11/14/2025	[7662] NATHAN R SCHEINMAN	Reimbursement: Water Treatment Plant Operation Training	207.25
14768	11/14/2025	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR NOVEMBER 2025	291.06
14769	11/14/2025	[4638] STITCH WITCH	Tactical Polo "Range Master"	60.76
14770	11/14/2025	[7884] STOEL RIVES LLP	On-Call Legal Services	198.00
14771	11/14/2025	[2750] USA BLUEBOOK	Marker, Dewatering Pump, Paint	630.84
14772	11/14/2025	[6631] VISUAL CONCEPTS	Truck Graphic Wrap Design Alteration and Install	1,576.63
14773	11/14/2025	[8024] WATT'S CLEANING SERVICES	Weekly Cleaning Services	570.00
14774	11/14/2025	[2772] WENDT CONSTRUCTION, INC	Repair of Water Leak & Backfill Hole w/ Base @ 1st Ave, Roadside Mower	3,460.25
14775	11/14/2025	[2787] WYCKOFF'S	Swivel, Adapt Hose Swivel, PVC, Push Fit Elbow	2
14776	11/20/2025	[2269] ADVANCED DISPLAY & SIGNS	Digital Printing	18
14777	11/20/2025	[6320] ASBURY ENVIRONMENTAL SERVICES	Used Oil Services	15
78	11/20/2025	[4383] BEDLINERS PLUS	Spray '26 Ford Superduty F-250	1,07

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**City of Rio Dell**  
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Ref#	Date	Vendor	Description	Amount
14779	11/20/2025	[7681] CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	Water Rights ID A0311164, Water Rights ID A023196, Water Rights ID A023197	1,234.22
14780	11/20/2025	[4063] CITY OF FERNDALE	Police Services (Investigation)	711.12
14781	11/20/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 11/14/2025	90.00
14782	11/20/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	Yogi (Dog-M)	150.00
14783	11/20/2025	[2405] FORTUNA ACE HARDWARE	Liner Roll	76.63
14784	11/20/2025	[7845] HOLLAND, ELI & MADISON	CUSTOMER DEPOSIT REFUND	94.34
14785	11/20/2025	[2501] KEENAN SUPPLY	Shear Rings, Gasket, and Pipe Lube	1,286.54
14786	11/20/2025	[3758] LARRY A LAFRANCE	Reimbursement: Redwood Glass & Windows	595.56
14787	11/20/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria	163.00
14788	11/20/2025	[2570] NILSEN COMPANY	Softner Salt Solar 40#	1,066.65
14789	11/20/2025	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR DECEMBER 2025	3,240.00
14790	11/20/2025	[2601] PETERSON	1 Year Maintenance Generator Northwestern Ave	1,189.51
14791	11/20/2025	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 11/18/2025	400.00
14792	11/20/2025	[7643] AGUSTIN SIERRA	Refund	193.75
14793	11/20/2025	[7185] STAPLES ADVANTAGE	Toner and Printer Ribbon	217.98
14794	11/20/2025	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor - 330 G Tote	4,479.68
14795	11/20/2025	[2750] USA BLUEBOOK	Swing Sampler, Swing Arm, Sampler	516.91
14796	11/20/2025	[2771] WECO INDUSTRIES	Equipment Check, Repair Equipment, Repair Cable on Camera	2,076.69
<b>Total Checks/Deposits</b>				<b>296,715.61</b>

Ref#	Date	Vendor	Description	Amount
9837528	11/04/2025	WITHDRAWAL	ADJUSTMENT: Bank informed us of counterfeited \$100 on 10/24/2025.	-100.00
6551585	11/04/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 10/31/2025	-12,066.39
611-984	11/10/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/31/2025	-3,281.04
4572028	11/10/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 10/31/2025	-16,802.88
6345372	11/18/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 11/14/2025	-12,100.25
5006126	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR NOVEMBER 2025.	-116.22
9837521	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT: BANK OF AMERICA CREDIT CARD PAYMENTS FOR OCT/NOV 2025	-7.40
9837522	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR DEC FY 2025-2026	-40,711
9837526	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR OCTOBER/NOVEMBER. FY2025 - 2026	-21,87
9837524	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR DECEMBER. FY 2025-2026	-42
4812	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOR NOV 2025. SPLIT WITH P.D & ADMIN.	-68

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

Ref#	Date	Vendor	Description	Amount
9837520	11/19/2025	ELECTRONIC FUNDS TRANSFER	EFT ONLINE OPTIMUM PUBLIC WORKS PAYMENT FOR NOVEMBER FY2025-2026	-273.81
9837540	11/20/2025	WITHDRAWAL	DEPOSITED ITEM RETURNED	-215.14
9837521	11/23/2025	ELECTRONIC FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT FOR DEC FY 2025-2026	-499.65
029-072	11/24/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/14/2025	-4,204.06
4188249	11/24/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/14/2025	-19,943.64
9837523	11/24/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR GUARDIAN DENTAL ONLINE PAYMENT FOR DECEMBER. FY2025 - 2026	-2,077.98
9837525	11/24/2025	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR NOV for STREET LIGHTS @Northwestern	-50.40
226505	11/28/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR NOVEMBER 2025.	-1,241.52
9837527	11/30/2025	WITHDRAWAL	ANALYSIS SERVICE CHARGE FOR NOVEMBER 2025.	-203.80
<b>Total EFT's/Bank Withdrawals</b>				<b>-144,285.22</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	11/06/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/31/2025	-44,571.14
TRX TO PR	11/20/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 11/14/2025	-50,719.71
<b>Total Transfer Between Accounts</b>				<b>-95,290.85</b>

Ref#	Date	Vendor	Description	Amount
18083	11/26/2025	DEBIT CARD WITHDRAWAL	US Bank Debit Card used at Dollar General for Office Supplies	-6.02
<b>Total Debit Card Withdrawals</b>				<b>-6.02</b>



## Staff Highlights – 2026-01-20

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### City Council

### City Manager

Negotiations for a new solid waste franchise agreement are still ongoing. This is a collective effort with the County and cities of Arcata, Eureka, Fortuna and Rio Dell. As the negotiations continue, doubt grows as to whether the new franchise agreement will be implemented on July 1, 2026. This is not a concern to Rio Dell at this time given our franchise agreement remains in place through the year.

Staff reviewed the engineered plans for the Fern Street Lift Station and Chlorine Contact Basin. These are among the final earthquake related projects.

Parametric Earthquake Insurance coverage is expected to commence July 1, 2026.

Kudos to the Police Department for the abatement at 520 1<sup>st</sup> avenue.

### City Clerk

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

285 Painter St. – Re-Roof Residence  
616 Rigby Ave. – Seismic Retrofit  
1175 Eeloa Ave. – Earthquake Damage Repairs

#### Processed Three (3) Business License Applications:

Fresh Care Lawn Care, LLC  
Pro Solution Services – Handyman Service  
Eco Laser Resolutions, Inc. – Industrial Cleaning

#### Misc:

Completed 2026 Housing Unit Survey for 2025 to Department of Finance

Submitted the December Building Permit Report to Shovels, Inc.

Submitted Employment Data Report for December to Bureau of Labor Statistics

Submitted Quarterly Building Permit Report for October-December 2025 to County Assessor



Coordinated with Long Term Recovery Group on payment of building permit fees

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

- Coordinated with Caltrans regarding the status of pending transportation-related projects.
- Established the Department of Industrial Relations (DIR) registration number for the contractor working on the Painter Street project.
- Reviewed draft Transportation Development Act (TDA) financial statements with Davis Farr LLP.
- Provided Harshwal & Company LLP with supporting financial documentation and completed internal control questionnaires in preparation for the FY 2024–2025 Annual Financial Audit fieldwork.
- Submitted the Quarter 2 Measure Z expenditure report to Humboldt County for public safety allocations.
- Met with HDL to review proposals and pricing for technical assistance resources aimed at improving the accuracy of sales tax apportionment to the City of Rio Dell.
- Met with Clean California Local Grant Program representatives regarding the Eel River Trail project to discuss optimal use of remaining grant funds.
- Coordinated with GHD to submit required quarterly reporting for the Eel River Crossing Pipeline Seismic Retrofit Project.
- Worked with GHD, the City's contract engineers, to gather supporting documents for submittal to the State Water Resources Control Board.
- Conducted a demonstration meeting with OpenGov representatives to review software and resource options.
- Issued reminder communications to cannabis businesses regarding upcoming tax payment deadlines.
- Continued coordination with the County of Humboldt on Community Development Block Grant (CDBG) Program Income projects.
- Prepared financial materials and reviewed relevant agenda items for the upcoming City Council meeting.
- Performed routine financial monitoring including cash flow, investments, and budget-to-actual performance.

**Public Works Water****Public Works Wastewater****Public Works Streets, Buildings and Grounds****Public Works City Engineer****Public Works Capital Projects****Police Department****Patrol Statistics:**

During Jan. 5<sup>th</sup> – Jan. 20<sup>th</sup> 2026, the Rio Dell Police Department handled 189 incidents. This includes 82 calls for service, and 107 Officer Initiated Contacts. 6 arrests were made. A total of 3 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 one (1) sworn officer positions.

- One Police Officer Applicant in backgrounds.

**Community Events / Notable Cases:**

- New Taser Training preparations have been made and are set to roll out the new equipment Feb. 1<sup>st</sup>.
- Major cleanups and shut downs on both 337 2<sup>nd</sup> Ave. and 520 1<sup>st</sup> Ave. were completed thanks to the CSO's. Both were significant community issues. The Building Department/Fire Department/Code Enforcement all worked together to finally board up 520 1<sup>st</sup> Ave. for continuous non-compliance and a major hazard.

**Abatement Projects:****Residential Abatement:**

- Total Active Cases 22
- 1 closed case
- Abatement complete at 520 1<sup>st</sup> Avenue and 337 2<sup>nd</sup> Avenue
- Progressing towards an abatement for 185 Douglas Street

**Vehicular Abatement:**

- 8 Total Active Cases
- 3 vehicles towed

**Animal Control:**

- 11 Calls for animal related issues
- 1 dog and 9 ducks transported to Miranda's

**Community Development Department**

Drywall inspection 123 Bellevue Ave

Roof Inspections 341 Pacific Ave

Revisions to LWCF map and budget narrative, send email

Review and respond to HCAOG RHNA "Opportunity" methodology

Review and respond to Sweet Grass email re: expansion, CEQA document and taxes

Meet with new operator of Element 7

Meeting with Alice Millington re: Spay & Neuter Ordinance

Roof inspections 1271 Eeloa Ave

Amend DGS RFI, forward to CM for comments, revisions

Review RHIP checklist, forward to Council

Final inspection 510 Davis Street

Drywall inspection 855 Rigby Ave

Meeting with LWCF staff on needed changes to application. Complete changes and submit to LWCF.

Review Humboldt Seed Bank FIP application, request clarification

Review Delgado (Eagle Prairie Professional Building) FIP application, review Genstone products.

Meeting with HCD staff regarding possible reimbursement on housing related activities between January 2020 through December 2023.

Meeting with DGS staff regarding RFI.

Drywall inspection 859 Rigby Ave

Final Inspection Journey Church, auto-accident damage repair

Conduct Health and Safety inspection 520 First Ave w/ Code Enforcement, Fire Department and County Building Department staff.

Rough electrical and plumbing inspections 168 Ogle Ave



Review submitted plans for the Heussler fourplex, prepare Plan Check Agreement and refer, correspondence with applicant and Cleekco

Follow-up inquiry on Building Permit status 1225 Northwestern Ave

Reach out to Sweet Grass, Dinsmore Plateau Farms, Humboldt 454 and Northwestern Flower Company re: RWQCB inquiry on number of plants and grow cycles per year.

Meet w/CM and Police Chief, discuss RHIP Inspection Checklist, capacity and goals

Reach out to PlanWest for a quote on Housing element preparation.

Prepare FIP elevations for Delgado and Salstrom.

PV Solar remount inspection 615 Gunnerson Lane

Prepare staff reports/ordinances for RHIP, Billboard Amendments and 2025 Building Codes adoption for January, 2026 meeting

Respond to LED sign inquiry regarding Element 7

Review submitted plans for the Mohorovich fire rebuild on Riverside, prepare Plan Check Agreement and refer

Attend HCAOG meetings regarding RHNA numbers, alternatives.

Attend Energy Code update class/webinar

Create list of registered RHIP properties

Attend PV & ESS Code update webinar

Email to ANG Concrete re: 118 First Ave

RHIP Inspections 180 & 186 Birch Ave

Electrical inspections 955 & 965 Bluff Place

Electrical inspection 1295 Eeloa Ave

Prepare staff report for Building Codes adoption

### **Intergovernmental**

### **Humboldt-Rio Dell Business Park**





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*675 Wildwood Avenue  
Rio Dell, CA 95562*



**TO:** Mayor and Members of the City Council

**FROM:** Josh Phinney, Chief of Police

**THROUGH:** Kyle Knopp, City Manager

**DATE:** January 20, 2026

**SUBJECT:** **Staff Report Summary:** Authorization to Submit Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program (CTFGP) – Law Enforcement Grant Opportunity

## RECOMMENDATION

Staff recommends that the City Council adopt **Resolution No. 1658-2026**, authorizing the Chief of Police to submit a grant application to the California Highway Patrol for funding under the **Cannabis Tax Fund Grant Program (CTFGP)** and authorizing the Chief of Police to execute all related grant documents.

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## BACKGROUND

The California Highway Patrol (CHP) administers the **Cannabis Tax Fund Grant Program (CTFGP)** to provide funding to local law enforcement agencies for projects that address driving under the influence of alcohol and drugs, including cannabis.

The **City of Rio Dell Police Department** is eligible to apply under the **Law Enforcement Grant Opportunity for Small-Size Law Enforcement Organizations/Agencies** for the 2026–2027 grant cycle. This funding opportunity supports DUI/DUID enforcement activities, officer training, prevention efforts, and equipment directly related to impaired-driving enforcement.

The grant application period opens **January 7, 2026**, with applications due by **February 23, 2026**. If awarded, the project performance period would run from **July 1, 2026**, through **June 30, 2027**.

---

## DISCUSSION

The Rio Dell Police Department continues to address traffic safety and impaired driving within the community with limited staffing and resources. Cannabis-impaired driving presents unique challenges for law enforcement due to the difficulty of roadside detection and the need for specialized training and evidentiary support.

The proposed grant application seeks approximately **\$160,000** to support a **Cannabis-Impaired Driving Enforcement, Training, and Prevention Initiative**. Grant funds would be used to:

- Conduct targeted DUI/DUID saturation patrols utilizing overtime staffing
- Provide specialized training to officers, including ARIDE and SFST refresher training with a focus on cannabis impairment
- Acquire a **TruNarc handheld analyzer** to support presumptive identification of suspected cannabis and other impairing substances encountered during DUI/DUID investigations
- Implement limited prevention and education efforts focused on cannabis-impaired driving

All grant-funded activities would occur within the City of Rio Dell and would supplement, not replace, existing law enforcement operations. The TruNarc device would be deployed exclusively during grant-funded DUI/DUID enforcement activities and not for general narcotics enforcement.

---

## FISCAL IMPACT

There is **no fiscal impact to the City's General Fund** associated with submitting this grant application. The Cannabis Tax Fund Grant Program does **not require matching funds**.

If awarded, grant funds would be used solely for eligible project costs and administered in compliance with all CHP grant requirements. Acceptance of the grant would be brought back to the City Council for authorization if required.

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## ATTACHMENTS

1. **Resolution No. 1658-2026** – Authorizing Submission of Grant Application to CHP
2. Cannabis Tax Fund Grant Program – Law Enforcement RFA (Reference)



## RESOLUTION NO. 1658-2026

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AUTHORIZING THE CHIEF OF POLICE TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA HIGHWAY PATROL FOR THE CANNABIS TAX FUND GRANT PROGRAM (CTFGP) AND AUTHORIZING THE CHIEF OF POLICE TO EXECUTE ALL RELATED DOCUMENTS**

---

**WHEREAS**, the State of California, through the California Highway Patrol (CHP), administers the Cannabis Tax Fund Grant Program (CTFGP) to provide funding to local law enforcement agencies for projects addressing driving under the influence of alcohol and drugs, including cannabis; and

**WHEREAS**, the City of Rio Dell Police Department is eligible to apply for funding under the CTFGP Law Enforcement Grant Opportunity for Small-Size Law Enforcement Organizations/Agencies for the 2026–2027 grant cycle; and

**WHEREAS**, the grant funds may be used to support DUI/DUID enforcement, officer training, prevention efforts, and related equipment to improve traffic safety and reduce impaired driving within the community; and

**WHEREAS**, the Rio Dell Police Department seeks to submit a grant application in the approximate amount of \$160,000 to support a Cannabis-Impaired Driving Enforcement, Training, and Prevention Initiative, including DUI/DUID saturation patrols, specialized training, and acquisition of equipment directly related to impaired-driving enforcement; and

**WHEREAS**, acceptance of this grant does not require matching funds and does not supplant existing City funds; and

**WHEREAS**, submission of the grant application and execution of the grant agreement requires authorization from the City Council;

---

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

**1. Authorization to Apply.**

The City Council hereby authorizes the **Chief of Police** to submit a grant application to the California Highway Patrol for funding under the **Cannabis Tax Fund Grant Program (CTFGP) – Law Enforcement Grant Opportunity** for the 2026–2027 grant cycle.

**2. Authorization to Execute Documents.**

The City Council hereby authorizes the **City Manager**, or designee, to execute the grant agreement and all related documents required by the California Highway Patrol for acceptance and administration of the grant, subject to final approval as to form by the City Attorney.

**3. Program Administration.**

The City of Rio Dell Police Department shall be responsible for implementing and administering the grant-funded project in compliance with all applicable state requirements and program guidelines.

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 20th day of January, 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

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





## **CANNABIS TAX FUND GRANT PROGRAM REQUEST FOR APPLICATION (RFA)**

**Grant Opportunity**  
Law Enforcement

**Eligible Grant Applicants**  
Small and Mid-Size Law Enforcement Organizations/Agencies  
Small-Size: 100 Employees or Less  
Mid-Size: 500 Employees or Less

**Project Performance Period**  
July 1, 2026, through June 30, 2027

This Request for Application (RFA) provides specific Grant Opportunity information for the Cannabis Tax Fund Grant Program (CTFGP) 2026-2027 Grant Cycle, including important deadlines and details. To ensure all eligibility requirements are met for successful participation in the CTFGP, please review the **California Code of Regulations (Title 13, Division 2, Chapter 13) and other CTFGP information posted on the California Highway Patrol’s (CHP) website:** <https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program>.

**Important Dates**

Activity	Date
Grant Workshop	January 6, 2026
Grant Application Submission Period	January 7, 2026 – February 23, 2026
Grant Application Submission Deadline	February 23, 2026, 5:00pm Pacific Time
Grant Application Review	February – May 2026
Award Announcements	May – June 2026
Start of Project Performance Period	July 1, 2026
Project Performance Period	July 1, 2026 – June 30, 2027

**Funding Requirements**

A Grant Applicant may only submit one Grant Application, per Grant Opportunity, and shall only request the amount of grant funds necessary to complete the Project within the Project Performance Period and within the local community served by the applying agency. Activities outside the jurisdiction but within the surrounding area(s) of the applying agency may be considered on a case-by-case basis with Cannabis Grants Unit (CGU) approval.

Grant funds shall be used to implement new activities or augment existing funds, which expand current activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that are appropriated or earmarked for the same purpose and are routine and/or existing state and local expenditures. Supplanting is the deliberate reduction in the amount of federal, state, or local funding appropriated to an existing program or activity because grant funds are awarded for the same purpose. It is the responsibility of the Grant Applicant to ensure supplanting does not occur.

**Match Requirements**

This Grant Opportunity does not require matching funds.

**Project Costs**

Estimated Project costs shall support CTFGP grant-funded Project activities that help address impaired driving and are directly related to the scope of work identified in the Grant Application. To be permissible, Project costs must be reasonable, necessary, and expended according to the CTFGP policies, procedures, and regulations.

Projects are required to have a realistic and prudent budget that avoids unnecessary expenditures unrelated to the Project activities. Final determination of eligibility and award shall be made by the CGU and approved within the Grant Agreement.

Please refer to Annex A for ineligible expenses.

### **Project Performance Period**

One Year – July 1, 2026, through June 30, 2027

### **Eligible Grant Applicants**

Small-Size Law Enforcement Organizations/Agencies: 100 employees or less

Mid-Size Law Enforcement Organizations/Agencies: 500 employees or less

Small and Mid-Size Law Enforcement Organizations/Agencies, with the primary function of enforcing traffic laws, which includes responding to calls, making arrests, and issuing citations, pursuant to the California Penal Code, California Vehicle Code, and California Health and Safety Code.

### **Project Funding**

Available Project funding is approximately \$13 million, with a \$500,000 cap, per Grant Application. The Grant Applicant must provide strong justification, measurable goals, and an immediate need for all requested budget items, as part of the Project.

### **Project Requirements**

Requested services, equipment, and supplies shall be in direct support of grant-funded Project activities. Law Enforcement Projects shall include at least one CTFGP funded Project activity and focus on one or more of the following areas:

- Increase driving under the influence (DUI)/driving under the influence of drugs (DUID) enforcement efforts (ex: DUI Saturation Patrols, DUI Checkpoints)
- Drug Evaluation and Classification (DEC) Program courses (ex: SFST Training, ARIDE Training, DRE Training), and other trainings to help increase the knowledge of law enforcement personnel in detecting and removing impaired drivers from the roadway
- General prevention education and community outreach designed to educate the public about the dangers of impaired driving (ex: presentations to high school and/or college students, with a direct focus on Drive High = DUI, or another campaign message against impaired driving)

If engaging in CTFGP grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the applicant does not have primary traffic jurisdiction, the applicant should consult with the agency having primary traffic jurisdiction.

If the Project includes limited, education-based activities, in conjunction with other enforcement-related activities/efforts, then Law Enforcement Organizations/Agencies should apply for this Law Enforcement Grant Opportunity.

If the Project, in its entirety, solely focuses on an innovative, education-based program for local communities, then Law Enforcement Organizations/Agencies should apply for the Education Grant Opportunity.



## **Eligible Project Cost Categories**

### **Personnel**

Costs may include compensation for wages, such as overtime, and benefits (annual leave and sick leave) for work directly related to, and consistent with, the Project. Personnel hours shall be awarded based on the number of CTFGP grant-funded Project activities approved by CGU. To be eligible for reimbursement, personnel services must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Hours worked on Project activities above and beyond normal work duties, including DUI Saturation Patrols and DUI Checkpoints
- Attend or instruct approved trainings related to impaired driving
- Backfill for staff attending trainings

### **Travel**

Costs may include travel associated with approved in-state and out-of-state Project-related conferences, seminars, workshops, and trainings. The most economical mode of travel, in terms of direct expenses to the Project, must be used. Out-of-state travel is only allowed in exceptional situations. To be eligible for reimbursement, travel must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Mileage (based on current State rate) or fuel expenses (rental vehicles only)
- Hotel accommodations for duration of event/training
- Commercial airline fares
- Parking fees
- Bridge tolls and/or taxi or bus fares

For maximum allowed per diem rates, including meals and lodging, please visit the California Department of Human Resources (CalHR) website:

<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

### **Equipment**

Costs may include non-expendable, tangible, personal property having a normal useful life of more than one year, and an acquisition cost of at least \$5,000 (ex: four identical assets, which cost \$1,250 each, for a total of \$5,000, are not considered an equipment purchase). Equipment shall be directly related and necessary to complete CTFGP grant-funded DUI/DUID enforcement, checkpoint, and education activities included in the Project. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. If requesting equipment, **the Project shall contain a correlating CTFGP grant-funded Project activity that takes place in the Applicant's jurisdiction (ex: message board for DUI checkpoints).** To be eligible for reimbursement,

equipment must be purchased and received within the Project Performance Period. If requesting a vehicle, the requestor shall only request to outfit the vehicle with the standard equipment similar to the rest of the agency's vehicle fleet.

### **Consultants/Contracts**

Costs may include professional services necessary to carry out Project activities, including goals and deliverables, that are clearly outlined in the Grant Application. A copy of the Contract and/or Scope of Work must be submitted to and approved by the CGU prior to commencement of work. To be eligible for reimbursement, Consultants/Contracts services must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Social media costs
- Billboards
- Advertisements

### **Other Direct Costs**

Other Direct Costs shall be directly related and necessary to complete CTFGP grant-funded activities included in the Project. Other Direct Costs should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. To be eligible for reimbursement, Other Direct Costs must be purchased and received within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Equipment with a single unit acquisition cost under \$5,000 (ex: Preliminary Alcohol Screening [PAS] devices)
- Materials and Supplies (ex: cones, tents, small light towers, reflective vests)
- Registration fees for approved conferences
- Educational/outreach materials (ex: brochures, pamphlets)

### **Additional Information**

#### **References**

- Revenue and Taxation Code Section 34019
- California Code of Regulations, Title 13, Division 2, Chapter 13

For additional questions, please contact the Cannabis Grants Unit at (916) 843-4360 or via email at [CGUGrants@chp.ca.gov](mailto:CGUGrants@chp.ca.gov).

## ANNEX A

### Ineligible Expenses for Law Enforcement Grant Opportunity

#### Items

Building/Facility Construction  
 Computers for Administrative Office Work  
 Drones/Drone Software, Accessories, and Storage  
 Entertainment  
 Equipment Giveaways  
 Equipment-Only Projects (Must have correlating CTFGP grant-funded project activity)  
 Expenditures Outside the Project Period  
 Expenses not tied to a correlating project activity (ex: Request checkpoint supplies without a CTFGP funded Checkpoint within the project)  
 Facility Rental  
 Food During Enforcement Efforts (ex: Pizza at DUI checkpoint)  
 Food For Personnel/Instructors/Training  
 Frozen Positions  
 Fuel, Mileage and Toll Costs (When using agency vehicles for travel)  
 Full Salary Positions  
 Gifts  
 Highway Construction, Maintenance, Design  
 Land  
 Law Enforcement Items (spike strips, lidar/radar, license plate reader, flock cameras, e-site printers, station-related software)  
 Liability Insurance  
 Lobbying Costs  
 Magnetic Decals (CTFGP funded vehicles)  
 Office Furniture and Fixtures  
 Overhead Costs (ex: Microsoft Office software, cellular plans, radio subscriptions, vehicle insurance & maintenance)  
 Personnel Costs to attend coalition meetings and meetings not specific to the planning and implementation of the CTFGP funded activities  
 Personnel Costs for Presenting at Conferences  
 Personnel Time for Conference, Seminar, or Workshop Attendance  
 Personnel Support at Non CTFGP Funded Checkpoints  
 Professional Fees (ex: membership dues)  
 Speed Only Radar Signs  
 Supplanting  
 Surveillance/Undercover Vehicles  
 SWAT/Armored Vehicles  
 Traffic Investigation Equipment (ex: 3D scanners)

Travel (stays and expenses outside of event dates, third party travel site reservations, airline/hotel/rental car/ride share fees paid by rewards credits [credits, points, etc.], upgraded services)

Travel for Presenting at Conferences

Unapproved Trainings, Equipment, and or Other Direct Costs

Uniforms

Utilities

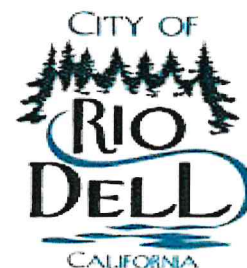
Weapons

Vehicle Operations Training

Vehicles used for administrative services

*\*\*The items listed above are provided as examples and do not constitute all ineligible costs\*\**





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

January 20, 2026

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Award the Eel River Trail Accessibility Ramp Project to Hooven & Co. for \$680,835.70, Further to Authorize the City Manager to Enter into a Construction Agreement with Hooven & Co. for \$680,835.70 in Coordination with the City Attorney, Further Authorize the City Manager to Execute Change Orders Up to a Total Not to Exceed Amount of \$1,200,000 and Further Authorize the City Manager to Execute the Attached Scope of Services for Construction Inspection, Management & Environmental Monitoring Services with GHD for an Amount of 120,611.00

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to:

- (1) Award the Eel River Trail Accessibility Ramp Project to Hooven & Co. for \$680,835.70; and,
- (2) Authorize the City Manager to enter into a construction agreement with Hooven & Co. for \$680,835.70 in coordination with the City Attorney; and,
- (3) Authorize the City Manager to execute change orders up to a total not to exceed amount of \$1,200,000; and,
- (4) Authorize the City Manager to execute the attached scope of services for construction inspection, management & environmental monitoring services with GHD for an amount of 120,611.00; 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.

On October 21, 2025, The City Council authorized for the City Engineer GHD to prepare the existing plans to be compliant with WCB requirements (Clean California was a CalTrans initiative) and manage the bidding process for the project. The bidding process is now complete.

If approved, this item will authorize the award of the project to the low bidder, Hooven & Co. in an amount of \$680,835.70 and move forward with the a construction agreement to expedite work. At this time, the project is expected to come in under budget. This item will also approve GHD to oversee the construction management, inspection and environmental services needed for the project to be completed.

The timing of this item is important as the City will need the contractor to begin prepping the site before the 2026 bird nesting season which begins in March in order to lower the probability of delays and cost increases.

Attachments:

- Bid summary, analysis and recommendation for award.
- Bid tabulation
- Notice of award
- GHD Scope for Construction Inspection, Management and Environmental Monitoring

///

# Memorandum

January 14, 2026

<b>To</b>	City of Rio Dell		
<b>Copy to</b>	Rebecca Crow, Luke Halonen, Steve McHaney		
<b>From</b>	Michelle Davidson	<b>Tel</b>	+1 707-267-2255
<b>Subject</b>	Recommendation to Award – City of Rio Dell Eel River Trail Accessible Ramp Project	<b>Project no.</b>	12679703

## 1. Bid Summary, Analysis, and Recommendation for Award

On January 13, 2026, GHD opened bids electronically, at 2:00 p.m. for the Eel River Trail Accessible Ramp Project, funded by the California Wildlife Conservation Board. The following table summarizes the bids received:

*Table 1: Summary of bid results*

Bidder	Total Bid
Hooven & Co., Inc	\$680,835.70
Sequoia Specialties Inc DBA	\$723,366.12
RAO Construction Co., Inc	\$776,263.00
Kernen Construction	\$869,173.00
Mobley Construction	\$1,004,021.00

The Total Bid listed above was the basis for determining the lowest bid as stated in the bid forms. Hooven & Co., Inc. is the apparent low bidder based on the bids received. As stated in the Bidding Requirements, the basis for contract award is the lowest, responsive, responsible bidder. "Responsive" refers to the "bid" while "responsible" refers to the "bidder".

In considering whether a bid is "responsive", GHD evaluated whether the bid appropriately met the relevant requirements of the bidding documents including proper completion and submission of appropriate forms. GHD confirmed that all required bid forms provided by Hooven & Co., Inc. were complete. If there were any irregularities identified in the bid, GHD would determine whether the irregularity in the bid gave the bidder a material advantage or benefit not enjoyed by other bidders. Upon review of Hooven & Co., Inc. bid, GHD found that no irregularities were identified resulting in a material advantage. A minor \$0.01 rounding discrepancy was noted in Bid Item 21, which does not affect the overall determination of low bidder. This is considered a minor irregularity not affecting the award process. The bid prices shown in this memo reflect the correct bid amounts based on the bidder's unit prices.



Regarding whether a bidder is "responsible", GHD checked the Department of Consumer Affairs Contractors State License Board and determined Hooven & Co., Inc. has the appropriate active license as do the subcontractors Hooven listed in their bid. In addition, GHD checked the State Department of Industrial Relations (DIR) Division of Labor Standards Enforcement website and determined Hooven & Co., Inc and their listed subcontractors have active DIR registrations. Lastly, GHD also checked relevant references and verified that Hooven & Co., Inc is not currently disbarred from public bidding. Based on this review, Hooven & Co., Inc. is deemed responsible.

Based on the aforementioned review, the low bidder, Hooven & Co. Inc. appears to be both responsive and responsible and it is recommended that the City proceed with contracting.

## 2. Project Funding Review and Contracting for Construction and Related Services

The project is grant funded through the California Wildlife Conservation Board with an available construction budget of \$1,200,000.00. The construction budget covers contractor construction costs, GHD construction inspection, management, and environmental monitoring services, and project contingency.

Previously, GHD prepared a scope and budget for both the final design and bidding services as well as the follow-on construction inspection, management, and environmental monitoring services. The City awarded only the final design and bidding services portion and wished to await the bid results to award the construction inspection and management services to GHD. Based on the low bid being well within the available budget, it is now time to award the construction contract to Hooven & Co., Inc. and award GHD the construction inspection and management services contract to facilitate the construction project. An overall summary of the resulting project budget is presented below:

Budget Category	Total Amount
Hooven & Co., Inc Construction Contract	\$680,835.70
GHD Construction Inspection, Management, and Environmental Monitoring Services Contract	\$120,611.00
Project Contingency	\$398,553.30
<b>Total Available Grant Funds</b>	<b>\$1,200,000.00</b>

The Project Contingency in the table above was calculated based on the Total Available Grant Funds minus the Hooven & Co., Inc Construction Contract and minus the GHD Construction Inspection and Management Contract. The Project Contingency can be used to cover additional costs during construction to address unforeseen site conditions as part of the original design and to provide project enhancements as allowable under the grant scope and guidelines. GHD will work with the City and the grant manager to evaluate what types of enhancements may be eligible. Any enhancements that require additional design or permitting work or additional construction inspection and management would require a contract amendment with GHD to provide the necessary additional services.

## 3. Next Steps and Recommended City Actions

The project implementation process begins with the City issuing the Notice of Award of the construction contract to Hooven & Co., Inc. and authorizing the construction inspection, management, and environmental

monitoring contract with GHD. Hooven & Co., Inc. will then provide bonds and Insurance, and upon review, GHD will prepare the contract forms and the Notice to Proceed for City execution. Then construction can begin.

**In summary, it is recommended that the City Council take the following actions, which can be taken as a single motion:**

- Authorize the City Manager to execute the Notice of Award to Hooven & Co., Inc. for the Eel River Trail Accessible Ramp Project in the amount of \$680,835.70.
- Authorize the City Manager to execute GHD's scope of services to provide Construction Inspection and Management services for the Eel River Trail Accessible Ramp Project in the amount of \$120,611.
- Authorize the City Manager to execute the associated Construction Contract upon Hooven & Co., Inc. providing the necessary bonds and insurance and to take other actions as may be necessary to implement the project.

For any questions or clarifications, please contact GHD.

Regards



**Michelle Davidson**  
Project Manager

**Attachments:**

- Attachment 1 – Bid Tabulation for the Eel River Trail Accessible Ramp Project
- Attachment 2 – Notice of Award to Hooven & Co., Inc. for the Eel River Trail Accessible Ramp Project
- Attachment 3 –GHD Contract for Construction Inspection, Management, and Environmental Monitoring Services



# Attachment 1

## Bid Tabulation

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# Attachment 2

## Notice of Award

**NOTICE OF AWARD**

TO: Hooven & Co., Inc.  
3445 Central Avenue  
McKinleyville, CA, 95519

PROJECT Description:  
City of Rio Dell Eel River Trail Accessible Ramp Project

The OWNER has considered the BID submitted by you for the above described WORK  
in response to its Advertisement for BIDS dated November 27, 2025 and Information for BIDDERS.

You are hereby notified that your BID for the Bid Schedule has been accepted for items in the amount of  
\$ 680,835.70

You are required by the Information for BIDDERS to execute the Agreement and furnish the required Contractor's  
certificates of insurance within seven (7) calendar days from the date this Notice is received by you.

If you fail to execute said Agreement and to furnish said INSURANCE within seven (7) days from the date of receipt of this  
Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as  
abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by  
law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Owner City of Rio Dell

By \_\_\_\_\_ Title \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:  
\_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Title \_\_\_\_\_



# **Attachment 3**

**GHD Contract for Construction  
Inspection, Management, and  
Environmental Monitoring Services**



**Scope of Services  
For  
City of Rio Dell  
Eel River Trail Accessible Ramp Project  
Construction Inspection, Management, and Environmental Monitoring Services  
January 14, 2026**

## **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 in May 2022 under the Clean California Local Grant Program (CCLGP) for the design and construction of the Eel River Trail project (Project). This initial funding was not sufficient to include the accessible ramp connecting to Davis Street and so the City completed the other portions of the trail and applied for additional funding for the ramp. The City received a Wildlife Conservation Board General Grant to fund the accessible ramp as a separate construction project.

The City previously awarded to GHD only the final design and bidding portion of the ramp project. This scope adds the necessary construction inspection, management, and environmental monitoring services, which will be provided through the tasks as described below.

## **SCOPE OF SERVICES**

The following summarizes 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 – Construction Inspection, Management, and Environmental Monitoring

GHD will provide construction engineering services on a periodic basis throughout the construction of the project. The following construction engineering services will be provided:

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

### Task 2.1 – Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will 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 preliminary traffic control and staging plan
- Review cost of lump sum items breakdowns provided by Contractor
- 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 safety responsibilities, coordination with utilities, materials testing, labor and employment compliance
- GHD will plan for and carry out the Worker Environmental Awareness Training (WEAT) for on-site personnel

#### Deliverables:

- Pre-construction meeting minutes
- One electronic copy, of WEAT documents (2 events)
- Sign in sheets for WEAT

#### Assumptions:

- The WEAT will occur once for the project construction. The contractor shall be provided a video of the training so they can brief any new staff brought on during the project.

### Task 2.2 – Construction Administration

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

- Coordinate Contract Administration requirements through the course of the project duration. All materials testing will be the responsibility of the Contractor
- 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
- Attend project meetings and prepare agenda, and document meeting minutes
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs
- Review and respond to Contractor submittals, based upon the plans and specifications
- Monitor the 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

- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses
- Submit copy of CCOs to the City
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes

Deliverables:

- Construction meeting minutes, executed change orders, RFI responses, payment recommendations.

Assumptions:

- Up to 20 submittals.
- Up to 15 RFIs.

**Task 2.3 – Periodic On-site Construction Observation**

GHD will 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 traffic control and Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance.
- Reject or Recommend deductions for materials not meeting the project requirements.
- GHD will conduct one (1) pre-construction survey for sensitive wildlife species including nesting birds, roosting bats, northern red-legged frog, foothill yellow legged frog, northwestern pond turtle, and/or obscure bumble bee within seven (7) days prior to vegetation removal and/or ground disturbing activities. Survey methods will follow guidance outlined in the Project Mitigation and Monitoring Program (MMRP). Any sensitive amphibians and reptiles detected will be relocated out of harm's way as necessary. Active bird nests, maternal bat roosts, and /or active obscure bumble bee colonies detected will be mapped with a GPS unit and flagged for avoidance in consultation with CDFW.
- GHD will conduct monitoring activities for sensitive wildlife species as needed based on the results of the pre-construction surveys and in accordance with the guidelines detailed in the Project MMRP.
- GHD will provide environmental compliance support for activities limited to on-site meetings, preparation of or assistance tracking permit deliverables, carrying out or assisting in required communication with agencies, collaboration with project team to support construction activities, and assisting in permit/CEQA/Biological Conditions and mitigation measures compliance during construction. GHD has budgeted for a total of 36 hours of on-site surveys (including travel time) related to this task.

Deliverables:

- Documentation of pre-construction survey methods and results by email or technical memorandum as appropriate.
- Period status emails as warranted, including a map of all avian nest locations observed during the weekly field survey. These deliverables will be provided only during the nesting bird season work, March 15 through August 15

Assumptions:

- Assumes one (1) pre-construction survey for sensitive wildlife species and up to four (4) follow-up monitoring visits spanning one construction season will be sufficient to meet conditions outlined in the Project MMRP.

- Nesting bird surveys will only be conducted prior to vegetation removal occurring between March 15 and August 15.

### Task 2.4 – Project Closeout

GHD will complete the following project closeout activities:

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

### Deliverables:

- All deliverables will be in electronic format
- Final project documentation will be provided as summarized under Project Closeout

## 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 does not include any material testing, construction staking.
- 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 to be completed by the City.
- 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 does not include monitoring and reporting of the mitigation plantings from the Phase 1 Eel River Trail Project.

## PROPOSED WORK SCHEDULE AND MILESTONES

Major Milestones	Tentative Date
Start Construction	February 2026
Construction Complete	November 2026
Project Closeout Complete	February 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 the project moves through the construction 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 2026, not to exceed an initial budgeted amount of \$120,611 without written authorization based on the approved grant for the project as summarized below:

Task	Grant Task	Compensation
Task 1 – Project Management	Project Management	\$8,905
Task 2 – Construction Management and Environmental Monitoring	Construction	\$111,706
Total		\$120,611

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.

### AGREED

City of Rio Dell

GHD



Kyle Knopp, City Manager

Date

Josh Wolf, Business Group Leader

1/14/2026

Date






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

For Meeting of: **January 20, 2026**  
☒ Consent Item; ☐ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: January 12, 2026

Subject: Adoption of Ordinance No. 420-2026 amending Sections 15.05.020 of the Rio Dell Municipal Code (RDMC) by adopting the 2025 California Building Codes and the 2024 International Property Maintenance Code.

**Recommendation:**

That the City Council:

1. Waive the second reading of Ordinance No. 420-2026 amending Sections 15.05.020 of the Rio Dell Municipal Code (RDMC) adopting the 2025 California Building Codes and the 2024 International Property Maintenance Code; and
2. Should the item be pulled from the Consent Calendar, open the public hearing, receive public input and deliberate; and
3. Adopt Ordinance No. 420-2026 amending Sections 15.05.020 of the Rio Dell Municipal Code (RDMC) adopting the 2025 California Building Codes and the 2024 International Property Maintenance Code.

**Background**

The California Building Standards Commission (CBSC) is an independent commission within the State Consumer Services Agency responsible for reviewing, adopting, and publishing building standards for the State of California. Every three years, the CBSC adopts a compilation of building regulations referred to as the California Building Standards Code (California Code of Regulations, Title 24). Through the code adoption process, the CBSC

selects and approves a set of model codes. Inclusive in these regulations are the California Building, Mechanical, Plumbing, Electrical, Existing Buildings, Fire, Energy, Residential Building, Historical Building, and Green Building Codes. Participating State agencies, such as State Fire Marshal (SFM), Division of the State Architect (DSA), Housing and Community Development (HCD), and Office of Statewide Health Planning and Development (OSHDP), have an opportunity to amend the code for the occupancy groups under their respective authorities.

Local governments or jurisdictions can also modify the code to add more restrictive provisions based on their specific local geologic, climatic, and topographic conditions to protect their communities. Any local amendments to the above mandated codes must be more restrictive than the State Building Standards Code and must be substantiated with findings, per California Health & Safety Code Section 17958. The administrative provisions of the code can be modified without specific justification based on local conditions.

The 2025 Codes become effective on January 1, 2026; however, the specific code addition applicable to a building project is established by the building permit application date. Therefore, projects submitted for a permit on or after January 1, 2026, must be designed and constructed to the 2025 edition of the California Building Standards Code. The specific codes mandated for effectiveness in January 2025 by the State of California are as follows:

- 2025 California Building Code Volumes 1 & 2
- 2025 California Mechanical Code
- 2025 California Plumbing Code
- 2025 California Electrical Code
- 2025 California Existing Buildings Code
- 2025 California Fire Code
- 2025 California Energy Code
- 2025 California Residential Building Code
- 2025 California Green Building Standards Code
- 2025 California Historical Building Code

Included with the adoption of the California Building Standards Code is the 2024 International Property Maintenance Code (IPMC). This model code provides the City authority to abate structures that are imminent hazards to the public in a quick and efficient manner. The model code includes definitions of terms for enforcement, for the integrity of structural elements of buildings, and specific hazards. These definitions are not included in the other standard codes.

## **Attachments**

Attachment 1: Ordinance No. 420-2026 amending Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC).



**ORDINANCE NO. 420-2026**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING SECTION 15.05.020 “BUILDING CODES” OF THE RIO DELL MUNICIPAL  
CODE (RDMC) TO REFERENCE THE 2025 CALIFORNIA BUILDING CODES AND THE  
2024 INTERNATIONAL PROPERTY MAINTENANCE CODE.**

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

**WHEREAS** every three years, the CBSC adopts a compilation of building regulations referred to as the California Building Standards Code (California Code of Regulations, Title 24); and

**WHEREAS** through the code adoption process, the CBSC selects and approves a set of model codes; and

**WHEREAS** inclusive in these regulations are the California Administrative Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building Standards and California Referenced Standards Codes; and

**WHEREAS** the 2025 Codes become effective on January 1, 2026; however, the specific code addition applicable to a building project is established by the building permit application date; and

**WHEREAS** therefore, projects submitted for a permit on or after January 1, 2026, must be designed to the 2025 edition of the California Building Standards Code; and

**WHEREAS** included with the adoption of the 2025 California Building Standards Codes is the adoption of the 2024 International Property Maintenance Code (IPMC); and

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

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

Section 1.

Chapter 15.05 of the Rio Dell Municipal Code is hereby amended to read in as follows:

Chapter 15.05 Construction Codes

Sections

- 15.05.010 Administration
- 15.05.020 Building Codes.
- 15.05.030 Work Exempt from Permit.
- 15.05.040 Fees for permits and inspections.
- 15.05.050 Person may do own work.
- 15.05.060 Penalty.

15.05.020 Building Codes

(1) The City of Rio Dell hereby incorporates by reference and adopts as its building standards and regulations applicable to all occupancies in the City of Rio Dell each and all of the terms, conditions, regulations, penalties, and provisions of the following codes as from time to time adopted, amended, added, and deleted by regulation of the California State Building Standards Commission:

- (a) California Administrative Code. ~~2022~~ 2025 California Administrative Code (Part 1 of Title 24).
- (b) California Building Code. ~~2022~~ 2025 California Building Code (Part 2 of Title 24), including Appendices.
- (c) California Residential Code. ~~2022~~ 2025 California Residential Code (Part 2.5 of Title 24) including Appendices.
- (d) California Electrical Code. ~~2022~~ 2025 California Electrical Code (Part 3 of Title 24).
- (e) California Mechanical Code. ~~2022~~ 2025 California Mechanical Code (Part 4 of Title 24).
- (f) California Plumbing Code. ~~2022~~ 2025 California Plumbing Code (Part 5 of Title 24).
- (g) California Energy Code. ~~2022~~ 2025 California Energy Code (Part 6 of Title 24).
- (h) California Historical Building Code. ~~2022~~ 2025 California Historical Building Code (Part 8 of Title 24).
- (i) California Fire Code. ~~2022~~ 2025 California Fire Code (Part 9 of Title 24).
- (j) California Existing Building Code. ~~2022~~ 2025 California Existing Building Code (Part 10 of Title 24).

(k) California Green Building Standards Code — "CAL Green." ~~2022~~ 2025 California Green Building Standards Code (Part 11 of Title 24).

(l) California Referenced Standards Code. ~~2022~~ 2025 California Referenced Standards Code (Part 12 of Title 24).

(m) 1997 Uniform Housing Code. Published by the International Conference of Building Officials as referenced by the California Department of Housing and Community Development and pursuant to the provisions of Section 17958, 17958.5, 17958.9, and 17959 of the California Health and Safety Code.

(n) ~~2021~~ 2024 International Property Maintenance Code (IPMC).

(2) The above-mentioned codes, new additions, and amendments thereto shall become effective and operative within the City of Rio Dell 30 days after the date of first publication of the State Building Standards Code by the State Building Standards Commission in the California Code of Regulations, the California Regulatory Notice Register or the California Regulatory Code Supplement.

(3) The above-mentioned codes, new additions, and amendments thereto shall be and hereby are adopted as the Construction Code of the City of Rio Dell for regulating and providing minimum standards for the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, location, design, quality of materials, operation, installation, replacement, and maintenance of all buildings and/or structures; heating, ventilation, cooling, refrigeration systems; electrical systems; plumbing and drainage systems; signs; and solar systems in the City of Rio Dell and providing for the issuance of permits and the collection of fees therefore.

(4) Nothing contained herein shall be construed as prohibiting or limiting the authority of the City of Rio Dell from adopting or establishing more restrictive building standards than provided for in the above-mentioned codes and amendments thereto after making the findings required by Government Code Section 17958.7.

(5) The City shall maintain one current copy of all building standards codes on file. [Ord. 315 § 1 B), 2014; Ord. 286, 2012; Ord. 269 § 1, 2014]

#### **15.05.030 Fees for permits and inspections.**

(1) Any person required to obtain a permit hereunder shall at the time of filing an application therefor pay to the City Clerk a deposit for plan review in the amount as set forth in the California Administrative Code referred to in RDMC 15.05.020. Notwithstanding any other provision of these regulations to the contrary, the City shall collect upon the issuance of any permit the actual cost of the plan review services rendered or the plan review fee as set forth in



the California Administrative Code, whichever is greater.

(2) Where work is commenced prior to obtaining a permit, a double fee shall be charged.

(3) For the purpose of determining valuation of any work to be performed hereunder, the City may use the Valuation Data Table published by the International Code Council. The above-mentioned table, new editions, and amendments thereto shall become effective and operative within the City of Rio Dell 30 days after the date of first publication. The City may choose to modify the data published as determined by regional conditions, but will not exceed the costs as published. [Ord. 286, 2012; Ord. 262 § 15.01.030, 2009.]

#### **15.05.040 Person may do own work.**

Nothing in this chapter shall be construed as prohibiting any person from doing his own work or employing any person to work on a building or structure to which the provisions of this chapter apply unless otherwise prohibited by law. [Ord. 286, 2012; Ord. 262 § 15.01.040, 2009.]

#### **15.05.050 Penalty.**

Any person, firm, or corporation, whether as principal, agent, employee, or otherwise, violating or causing the violation of any part of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine of not more than \$1,000.00. Such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of this chapter, or any part hereof, is committed, continued, or permitted by such person, firm, or corporation, and shall be punishable as herein provided. [Ord. 286, 2012; Ord. 262 § 15.01.050, 2009.]

### **Section 2. Severability**

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

### **Section 3. Limitation of Actions**

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

### **Section 4. Effective Date**

This ordinance becomes effective immediately.

**I HEREBY CERTIFY** that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on January 6, 2026 and furthermore the forgoing Ordinance

was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the January 20, 2026 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 420-2026 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the January 20, 2026.

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