



# RIO DELL CITY COUNCIL AGENDA

## CLOSED SESSION – 5:15 P.M.

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

### TUESDAY, AUGUST 19, 2025

City Council Chambers  
675 Wildwood Avenue, Rio Dell

**Welcome** - Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue and available on the City's website at [cityofriodell.ca.gov](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 health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) **and email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes. Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

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

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



*In compliance with the Americans with Disabilities Act (ADA), if you require special assistance to participate in this meeting, please contact 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. 2025/0819.01 - **Conference with Labor Negotiator** Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and all Contract Employees – Gov’t Code §54957.6

**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.](#) 2025/0819.02 - Approve Minutes of the July 15, 2025, Regular Meeting **(ACTION)** - Pg. #4
- [2.](#) 2025/0819.03 - Approve Minutes of the August 5, 2025, Regular Meeting **(ACTION)** - Pg. #8
- [3.](#) 2025/0819.04 - Approve Resolution No. 1644-2025, Amending the City’s Bidding Threshold for Public Projects by Enrolling in the California Uniform Public Construction Cost Accounting Act (CUPCCAA) **(ACTION)** - Pg. #13
- [4.](#) 2025/0819.05 - Authorize the Chief of Police to Execute Required Documentation Related to Acceptance of All Traffic Solutions “ATS Gives Back” Award for a Shield 12 Radar Sign with TrafficCloud® Software **(ACTION)** - Pg. #18



- [5.](#) 2025/0819.06 - Approve Resolution No. 1645-2025, Adopting an Amended Master Salary Schedule **(ACTION)** - Pg. #24
- [6.](#) 2025/0819.07 - Authorize the City Manager to Execute as Scope of Services Agreement with the City Engineer, GHD, for a Frac-Out Contingency Plan for the Eel River Water Pipeline Crossing **(ACTION)** - Pg. #35
- [7.](#) 2025/0819.08 - Authorize the City Manager to Execute Four (4) Scopes Of Service with the City Engineer, GHD to Complete the Design and Issue Bids for Construction **(ACTION)** - Pg. #41
- [8.](#) 2025/0819.09 - Receive and File the Check Register for July **(ACTION)** - Pg. #79

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

**M. REPORTS/STAFF COMMUNICATIONS**

- [1.](#) 2025/0819.10 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #85

**N. SPECIAL PRESENTATIONS**

- [1.](#) 2025/0819.11 - Presentation by Mahayla Broussard – Rio Dell Canvas: Enhancing Our Town’s Identity Through Street Art **(DISCUSSION/POSSIBLE ACTION)** - Pg. #88

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

- [1.](#) 2025/0819.12 - Discussion on Adding a Public Garbage and Recycling Can Adjacent to 44/64 Davis St. **(DISCUSSION/POSSIBLE ACTION)** - Pg. #92

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

**Q. COUNCIL REPORTS/COMMUNICATIONS**

**R. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
Tuesday, **September 2, 2025 at 6:00 p.m.***

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
JULY 15, 2025**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 5:00 p.m.

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

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp, Chief of Police Phinney, City Clerk Dunham, and Senior Fiscal Assistant Maciel

Absent: Finance Director Sanborn, Community Development Director Caldwell and Water/Roadways Superintendent Jensen (excused)

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

**Public Employee Performance Evaluation – Title: Chief of Police**

**Conference with Labor Negotiator – Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association and all Contract Employees**

**PUBLIC COMMENT REGARDING CLOSED SESSION**

No members of the public were present to comment.

**RECESS INTO CLOSED SESSION**

The Council recessed into closed session at 5:00 p.m. with City Manager Knopp.

**RECONVENE INTO OPEN SESSION**

The Council reconvened into open session at 6:00 p.m.

**ORAL ANNOUNCEMENTS**

Mayor Garnes announced that the City Council was in closed session to discuss the above-listed matters and had nothing to report from the closed session.

**CEREMONIAL MATTERS**

**Proclamation Acknowledging and Thanking Julie Woodall for her Past and Continued Efforts in Beautifying the City**

**JULY 15, 2025 MINUTES**  
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Mayor Garnes read and presented the Proclamation to Councilmember Woodall, thanking her for her past and continued efforts in beautifying the City with the display of beautiful Petunias throughout town.

**PUBLIC PRESENTATIONS**

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

**CONSENT CALENDAR**

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

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

- 1) Minutes of the July 1, 2025, Regular Meeting;
- 2) Approve the Placement of a Public Hearing for the Cost Recovery for the Abatement of 530 Third Ave..
- 3) Approve the List of Delinquent Sewer Accounts for Submission to the Humboldt County Auditor-Controller for Placement of Liens on the County Tax Rolls;
- 4) Authorize the Finance Director to Sign and Submit the City's Annual Regional Surface Transportation Program (RSTP) Claim to the Humboldt County Association of Governments (HCAOG);
- 5) Approve Resolution Nos. 1642-2025 and 1643-2025 Authorizing the City Manager to Submit a Grant Application for the Acquisition of the Davis Street Park from the Rio Dell School District and a Grant Application for Phase III of the Rio Dell Dog Park, including the Proposed Construction of a Half-Court Basketball Court, Picnic Tables, Bike Racks, Landscaping, and Fencing;
- 6) Adopt Ordinance No. 415-2025 Amending Chapter 17, "Zoning" of the Rio Dell Municipal Code (RDMC) to Update the City's Density Bonus Ordinance to Reflect Changes Made in State Law, Establish Accommodations Request, and Single-Room Occupancy Regulations, and Amend the Town Center (TC) and Residential Multi-Family (RM) Designations to Allow Single Room Occupancy Units; and
- 7) Receive and File the Check Register for June

The motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

**JULY 15, 2025 MINUTES**  
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City Manager Knopp reported on recent meetings and activities and said that the City's Solid Waste Franchise Agreement with Recology Eel River expires in December 2026. The City has been working with its regional partners to align the timelines on the update of the franchise agreements, with the target date of July 1, 2026, for the implementation, including SB 1383 compliance. As such, staff will be recommending this date for Rio Dell's franchise agreement, six months earlier than the current sunset date. The idea is to come up with standardized language to make the agreements easier to interpret as a whole for each of the jurisdictions. He noted that staff will be looking at issues specific to Rio Dell, noting that there will be unique differences between each of the jurisdictions. Specific issues, including but not limited to, are universal collection, bulky item pickup, the continuation of the annual cleanup event, and the recycling bins. The City Council will receive a presentation on the matter in late August or early September.

He reported that street sweeping was scheduled for Friday, July 25<sup>th</sup>, and urged residents to park off of Wildwood Avenue and Davis Street on that day.

He then reported that PG&E is moving forward with a utility undergrounding project on Wildwood Avenue between Berkeley and Side Street and said that Rio Dell's Rule 20A funding of approximately \$500,000 has been reallocated to the Rio Dell project, totaling the project to approximately \$2.6 million, which, according to PG&E, is enough to cover the project. He commented that the City's involvement in the project is expected to be minimal, but there may be some additional costs the City may want to consider covering for some of the customer utility boxes.

Mayor Pro Tem Carter commented that there were more animals than usual transported to Miranda's, which is unfortunate, but some were related to extenuating circumstances.

Councilmember Woodall asked Chief Phinney if there were speed limits for the fast scooters that kids are riding around town. She said that she was listening to a nurse from the emergency room at the hospital who said they were receiving a lot of calls related to accidents on scooters.

Chief Phinney explained that helmet laws apply to scooters as with bicycles, and as far as speed limits, they must obey the posted speed limit signs. He noted that he has seen two main types of standing scooters; one is an adult type that tops out at 25-30 mph, and the kid type razor scooters that top out at around 10 mph.

**COUNCIL REPORTS/COMMUNICATION**

Mayor Pro Tem Carter reported on recent meetings and events and said that on July 25<sup>th</sup>, *Critters Without Litters* will be at the Fire Hall offering pet wellness exams, including general exams, micro-chips, nail trims, and a multitude of vaccines. She noted that it is a low-cost clinic, but anyone interested in attending would need to make an appointment.

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She then provided a brief update on the spay and neuter program and said that from October 2024 to now, they have issued 55 vouchers, 24 of which have been redeemed, billed, and reimbursed by the City. The program has helped spay and neuter 13 dogs and 11 cats. She noted that Rio Dell is the only City in the County that has implemented this type of program, as well as most of the State and Country.

Councilmember Woodall thanked Mayor Pro Tem Carter for everything she does for the animals in the City.

She asked if there would be a Nuisance Advisory Committee meeting tomorrow. Chief Phinney replied that there would not be a meeting.

Councilmember Wilson reported that he attended an HWMA meeting and would be attending an RCEA meeting next week.

Mayor Garnes reported on her attendance at the HTA Strategic Planning Retreat in Eureka last Friday and said that HTA has a lot of things going on, such as developing new routes connecting to Redding and Sacramento. She noted that the hydrogen buses will be coming online, which is great news.

She said that she would be attending a Seismic Safety Commission meeting in Sacramento on Thursday and proudly announced that Rio Dell was featured in the Western Cities Magazine, talking about the Eel River Trail, which is a great article and something for Rio Dell to be proud of.

**RECESS INTO CLOSED SESSION**

At 6:19 p.m., Mayor Garnes announced that the Council would be recessing back into closed session to continue the discussion of the above-listed closed session matters.

The regular meeting reconvened at 6:39 p.m. Mayor Garnes announced that there was nothing to report from the closed session.

**ADJOURNMENT**

A motion was made by Carter/Woodall to adjourn the meeting at 6:40 p.m. to the August 5, 2025, regular meeting. Motion carried 4-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 5, 2025**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 5:15 p.m.

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

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp, Chief of Police Phinney, Water/  
Roadways Superintendent Jensen, Community Service  
Officers Clark and Wolfe, City Clerk Dunham, and  
Senior Fiscal Assistant Maciel

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

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

Conference with Labor Negotiator – Agency Negotiator: City Manager – Employee  
Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association  
and all Contract Employees

**PUBLIC COMMENT REGARDING CLOSED SESSION**

No members of the public were present to comment.

**RECESS INTO CLOSED SESSION**

The Council recessed into closed session at 5:15 p.m. with City Manager Knopp.

**RECONVENE INTO OPEN SESSION**

The Council reconvened into open session at 6:00 p.m.

**ORAL ANNOUNCEMENTS**

Mayor Garnes announced that the City Council was in closed session to discuss the above-listed matters and had nothing to report from the closed session.

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comment on non-agenda matters.



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**Susanne Campbell**, of 65 Davis St., addressed the City Council about a litter problem in her neighborhood. She said that she lives near the Dollar General and the Chevron Station, and kids walk by, throwing their food wrappers and trash along the street. She recommended a trash receptacle be placed near the school crossing.

She also asked if a building permit was required to install new windows, to which City Clerk Dunham responded that a permit was required.

City Manager Knopp explained that the number of public trash receptacles is part of the City's Solid Waste Franchise Agreement with Recology Eel River, and that number is likely maxed out, but agreed to clarify that with Recology.

The consensus of the Council was to place the item of a trash receptacle on the next regular meeting agenda.

**CONSENT CALENDAR**

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

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

- 1) Authorize the Chief of Police to Execute a Memorandum of Understanding (MOU) with Critters Without Litters;
- 2) Approve the Mayor the sign a Letter of Support for SB 349 Related to Transient Occupancy Taxes; and
- 3) Authorize the City Manager to Execute a Comment Letter to the Federal Energy Regulatory Commission Related to the Surrender Application and Decommissioning Plan for the Potter Valley Project.

The motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp reported on recent meetings and activities and said that staff submitted a community highlight article on the Eel River Trail to the North Edge (AEDC) for the upcoming regional economic development conference.

He also reported that staff applied for a 2025 Land and Water Conservation (LWCF) grant for the Davis St. Park acquisition and that staff was hoping to hear back about the grant by the end of the year.

**AUGUST 5, 2025 MINUTES**  
**Page 3**

He commented that the Police Department Bi-Weekly Report was submitted under separate cover and turned the discussion over to Chief Phinney for the introduction of the new Community Service Officer.

Chief Phinney introduced Libbianne Wolfe as the city's newest Community Service Officer and said that she was born in Fortuna and raised in the rural community of Zenia, CA. She earned a Certified Veterinary Assistant Certificate and worked at the City of Fortuna as a kennel attendant, which gave her valuable hands-on experience with animal care and working with the public. It also prepared her for the wide range of duties as a Community Service Officer. He welcomed her to the team and said that she would be an asset to the Police Department and the City of Rio Dell.

Libbianne thanked the City for the opportunity and said that she was grateful to be here.

Councilmember Wilson referred to the City Clerk update and questioned the removal of the overhead service at 439 Northwestern Ave.

City Clerk Dunham explained that PG&E obtained an Encroachment Permit to remove an inactive service at that location.

Mayor Garnes mentioned an accident that occurred with one of the parade entrants and asked for an update on the accident.

Chief Phinney explained that the accident involved an ATV towing a float. The wrong trailer ball was used, causing the trailer to disconnect from the ATV, ejecting the people from the trailer. One person sustained a concussion, and others sustained minor injuries and are doing well.

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

Public Hearing – Cost Recovery for the Abatement of 520 First Avenue

CSO Clark provided a staff report and explained that this serves as a public hearing for the cost recovery on the abatement warrant executed on March 18, 2025, and March 19, 2025, at 520 First Avenue. The total cost for the abatement was \$8,977.22.

Councilmember Wilson asked if the lien would be placed on the property taxes, to which CSO Clark responded that it would be.

Mayor Garnes opened the public hearing to receive public comment on the matter. No public comment was received, and the public hearing was closed.

A motion was made by Carter/Woodall to approve the findings and order confirming accounts and assessment for the abatement of 520 First Avenue. Motion carried 4-0.

**AUGUST 5, 2025 MINUTES**  
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**COUNCIL REPORTS/COMMUNICATION**

Councilmember Wilson reported that there would not be an HWMA meeting in August, and that a lot was going on at the Redwood Coast Energy Authority (RCEA) and invited council members to contact him if they were interested in the details.

Councilmember Woodall complimented the Rio Dell Fire Department and the Chamber of Commerce for putting together another great Wildwood Days event.

Mayor Pro Tem Carter commented that her mother was here visiting for eight (8) days and said that she commented on Julie Woodall's beautiful flower displays throughout town, and that she loved to see a small town where City officials dance in the street with the kids.

She then announced that the Community Resource Center would be hosting a "Chalk on the Walk" event on August 11-15, where kids will be allowed to draw art on the curvy sidewalk between the Fire Hall and the Library.

She requested that an item be placed on the next agenda, with Mahayla Broussard providing a presentation to the Council on a small art project she is proposing that includes painting on the City's utility box at the south end of town near the bridge. The consensus of the Council was to place the item on the next agenda.

Mayor Garnes thanked everyone involved in helping to make Wildwood Days a huge success.

She thanked Water/Roadways Superintendent Jensen and the public works crew for coming out on Sunday night to take care of a water leak on Berkeley St. She commended them for sticking with the job to make sure residents in the area had water, then came back Monday and completed the repairs.

**Susanne Campbell** congratulated the City for having such a wonderful Wildwood Days event and commended Councilmember Woodall for the beautiful display of flowers throughout town.

**ADJOURNMENT**

A motion was made by Carter/Woodall to adjourn the meeting at 6:22 p.m. to the August 19, 2025, regular meeting. Motion carried 4-0.

**AUGUST 5, 2025 MINUTES**  
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\_\_\_\_\_  
Debra Garnes, Mayor

Attest:

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




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

**For the Meeting of August 19, 2025**

☒ Consent Item; ☐ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: August 11, 2025

Subject: Approve Resolution No. 1644-2025 amending the City's Bidding Threshold for Public Projects by Enrolling in the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

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**Recommendation:**

That the City Council:

1. Approve Resolution No. 1644-2025 amending the City's Bidding Threshold for Public Projects by Enrolling in the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

**Discussion**

For cities that operate under the State's general laws, the California Public Contract Code (PCC) applies. Historically, the competitive bidding threshold for public projects was **\$5,000**. However, the specific rules for bidding and the thresholds themselves have been updated and

are subject to change, especially with the adoption of **California Uniform Public Construction Cost Accounting Act (CUPCCAA)**.

### **CUPCCAA & Increased Bidding Thresholds**

Many California cities have opted into the California Uniform Public Construction Cost Accounting Act (CUPCCAA). This act provides an alternative, more flexible bidding process for public agencies. For cities that have adopted CUPCCAA, the bidding thresholds are significantly higher. As of January 1, 2025, the thresholds were updated by Assembly Bill (AB) 2192:

- **Projects of \$75,000 or less:** Can be done by city employees, by negotiated contract, or by purchase order without a formal bidding process.
- **Projects of \$220,000 or less:** Can be awarded through an **informal bidding process**, which typically involves soliciting bids from a list of qualified contractors.
- **Projects over \$220,000:** Must be awarded through a **formal bidding process**, which involves a public notice, sealed bids, and an award to the lowest responsible bidder.

### **Adoption Process**

The process for a city to adopt CUPCCAA is relatively straightforward:

1. **Adopt a Resolution:** The city's governing body (the city council) must pass a **resolution** to elect to become subject to the Act. This resolution is the official, legal document that signifies the city's decision to "opt-in" to the program.
2. **File with the State Controller's Office:** After the resolution is adopted, a copy of it must be **filed with the State Controller's Office**.<sup>2</sup> This formal notification makes the city's participation official.

Once these steps are completed, the City is a participating agency and can immediately begin following the bidding procedures outlined in CUPCCAA. The City will remain a part of the



program unless it later adopts another resolution to withdraw and files that with the State Controller's Office.

### **Key Benefits**

By adopting CUPCCAA, the City can streamline its contracting and bidding process for public projects, which can lead to significant benefits:

- **Higher Bidding Thresholds:** The most significant benefit is the increase in the monetary thresholds for when formal bidding is required. This allows for more projects to be completed using informal bidding or even by City employees, which saves time and administrative costs.
- **Reduced Bureaucracy:** The Act simplifies the process for smaller projects, reducing the red tape, time, and effort associated with traditional formal bidding procedures.
- **Increased Efficiency:** By streamlining the process, projects can be awarded and completed more quickly, improving the timeliness of project delivery.
- **Transparency and Accountability:** While the process is simplified, CUPCCAA still maintains strong accountability measures. Participating agencies must follow uniform cost accounting procedures and are subject to oversight from the California Uniform Construction Cost Accounting Commission. They must also maintain a list of qualified contractors, which ensures fair and open competition.

**Attachment 1: Resolution No. 1644 – 2025; amending the City’s Bidding Threshold for Public Projects by Enrolling in the California Uniform Public Construction Cost Accounting Act (CUPCCAA).**

**RESOLUTION NO. 1644-2025**



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC  
CONSTRUCTION COST ACCOUNTING ACT**

**WHEREAS**, the City of Rio Dell is a public agency as defined in Public Contract Code section 20101; and

**WHEREAS**, the Uniform Public Construction Cost Accounting Act (Public Contract Code section 22000 et seq.), hereinafter referred to as the "Act," provides for alternative bidding procedures for public works projects; and

**WHEREAS**, the Act provides that a city may, by resolution, elect to become subject to the Act; and

**WHEREAS**, by adopting the Act, the City will be able to utilize more efficient and cost-effective bidding procedures for a variety of public projects.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rio Dell does hereby elect to become subject to the Uniform Public Construction Cost Accounting Act.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to forward a certified copy of this Resolution to the State Controller's Office.

**PASSED and ADOPTED** at a regular meeting of the City Council of the City of Rio Dell on August 19, 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor 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. 1644-2025 adopted by the City Council of the City of Rio Dell on August 19, 2025.

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

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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:** August 11, 2025

**Subject:** Acceptance of All Traffic Solutions “ATS Gives Back” Award – Shield 12 Radar Sign with TraffiCloud® Software

**Recommendation:**

It is recommended that the City Council:

1. Accept the award of a Shield 12 Radar Speed Sign with two (2) years of TraffiCloud® software from All Traffic Solutions through their “ATS Gives Back” program; and
2. Authorize the Chief of Police to execute any required documentation to receive and deploy the awarded equipment.

**Background and Discussion:**

On July 17, 2025, the City of Rio Dell Police Department applied to the All Traffic Solutions “ATS Gives Back” program, which provides law enforcement agencies with donated traffic safety equipment. This program awards Shield 12 Radar Speed Signs with two years of TraffiCloud® software service to agencies demonstrating a community need and the ability to deploy the equipment promptly.

The Police Department’s application highlighted Wildwood Avenue as the City’s primary thoroughfare and a location with recurring vehicle speeding issues, particularly as vehicles enter the downtown business district. The radar speed sign will provide real-time speed feedback to drivers, encourage compliance with posted limits, and improve safety for pedestrians, bicyclists, and motorists.

On August 11, 2025, the City was notified that it was selected as the July winner of the “ATS Gives Back” award. The donation, valued at approximately \$3,500, will be provided to the City at no cost. The Police Department has committed to deploying the

radar speed sign within 60 days of receipt, sharing traffic data with All Traffic Solutions to demonstrate the sign's impact, and participating in a joint press release and social media announcement.

**Fiscal Impact:**

There is no cost to the City for the acquisition of this equipment. Minor installation costs will be coordinated with Public Works and if needed, a supplemental budget request submitted at that time.

**Attachments:**

1. Award Notification Email from All Traffic Solutions (dated August 11, 2025)
2. Completed ATS Gives Back Grant Application

**Council Action:**

By motion, accept the award and authorize the Chief of Police to complete all necessary steps to receive and deploy the donated equipment.





# **2025 - ATS GIVES BACK LAW ENFORCEMENT SIGN DONATION APPLICATION**

All Traffic Solutions recognizes the resource challenges faced by law enforcement agencies as they attempt to equip their organizations with much-needed traffic safety equipment. ATS respects the efforts of these agencies and values their partnerships in our collaborative efforts to save lives and make our roadways and communities safer. In response, ATS has established a sign donation application process that provides law enforcement agencies with an opportunity to submit requests for a Shield 12 Radar Speed Sign with TrafficCloud® Software.

This process allows us to evaluate requests based on a number of criteria to assure the most effective distribution of donated equipment.

To qualify for this program law enforcement agencies must be based in the USA, and must have the ability to deploy the donated sign within 60 days of receiving the shipment.

Please complete the requested information on the following pages. Attach additional sheets as necessary. Please reference item number on additional sheets. Providing relevant, detailed information will aid in the review and evaluation process and will assist in determining the areas of greatest need.

Date of Request: 07/17/2025

Name of Organization: City of Rio Dell/Rio Dell Police Department

Organization Address: 765 Wildwood Ave. Rio Dell, Ca. 95562

Contact Name: Josh Phinney

Contact Title: Chief of Police

Contact email: phinneyj@cityofriodell.ca.gov

Contact Phone: 707-764-5642

Are you willing to share traffic data with ATS to demonstrate the impact that the equipment is having to improve safety in your community?

YES ☒ NO ☐

Are you willing to do a joint press release and social media posts referencing your receipt of this donation?

YES ☒ NO ☐

Are you able to obtain the necessary permitting, approvals and installation to deploy the equipment within 60 days of receipt?

YES ☒ NO ☐

Are you willing to provide ATS with a high resolution logo for your department?

YES ☒ NO ☐

Are you willing to provide ATS with 5 department shoulder patches (or other logo patch for public use)?

YES ☒ NO ☐



**Question 1: Current size of your agency (number of sworn officers)**

6

**Question 2: Please indicate, in detail, how this equipment will be used to make your community safer. Detailing specific roadways where there are significant speeding problems, or specific ways in which the signs will help improve overall safety in your community is encouraged.**

Wildwood Avenue serves as the primary thoroughfare through Rio Dell and connects directly to our downtown business district. This corridor is frequently used by both residents and visitors and sees a mix of vehicle, pedestrian, and bicycle traffic, particularly around peak hours and community events. Despite posted speed limits, we have observed a recurring issue with vehicles entering town at excessive speeds before transitioning into this lower-speed, high-pedestrian area.

A radar feedback sign placed along this stretch will serve as a real-time visual reminder for drivers to slow down as they enter the heart of our community. The sign will not only help deter speeding, but also promote traffic calming and awareness near crosswalks, schools, businesses, and civic buildings. We believe this measure will enhance safety for pedestrians, increase driver accountability, and support our small businesses by making the area more walkable and welcoming.

**Question 3: Please include any additional information that you think might be relevant to your request. ATS recognizes the vital importance of collaboration and teamwork. We encourage local coalition building and encourage you to attach letters of support from community partners such as government officials, healthcare facilities, neighborhood associations, law enforcement agencies and public safety organizations.**

Rio Dell is designated as a Severely Disadvantaged Community (SDAC) and continues to recover from significant infrastructure damage caused by recent major earthquakes. These challenges have placed additional strain on our limited resources, making cost-effective public safety improvements—such as radar signs—all the more critical.

Our agency actively collaborates with local government, schools, and neighborhood groups to identify safety needs and implement community-based solutions. The radar sign project has support from both City leadership and the Rio Dell Police Department, as it aligns with broader goals of revitalizing our downtown, improving pedestrian safety, and reducing collisions.

In a small community like ours, even modest traffic-calming interventions can have a meaningful impact. A radar feedback sign will reinforce safe driving behavior in a key corridor and support our ongoing efforts to build a safer, more resilient, and economically stable

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Submit form and any attachments to:  
**ATSGivesBack@alltrafficsolutions.com**



2025 - ATS GIVES BACK  
LAW ENFORCEMENT SIGN DONATION APPLICATION

All Traffic Solutions recognizes the resource challenges faced by law enforcement agencies as they attempt to equip their organizations with much-needed traffic safety equipment. ATS respects the efforts of these agencies and values their partnerships in our collaborative efforts to save lives and make our roadways and communities safer. In response, ATS has established a sign donation application process that provides law enforcement agencies with an opportunity to submit requests for a Shield 12 Radar Speed Sign with TrafficCloud® Software.

This process allows us to evaluate requests based on a number of criteria to assure the most effective distribution of donated equipment.

To qualify for this program law enforcement agencies must be based in the USA, and must have the ability to deploy the donated sign within 60 days of receiving the shipment.

Please complete the requested information on the following pages. Attach additional sheets as necessary. Please reference item number on additional sheets. Providing relevant, detailed information will aid in the review and evaluation process and will assist in determining the areas of greatest need.

Date of Request: 07/17/2025

Name of Organization: City of Rio Dell/Rio Dell Police Department

Organization Address: 765 Wildwood Ave. Rio Dell, Ca. 95562

Contact Name: Josh Phinney

Contact Title: Chief of Police

Contact email: phinneyj@cityofriodell.ca.gov

Contact Phone: 707-764-5642

Are you willing to share traffic data with ATS to demonstrate the impact that the equipment is having to improve safety in your community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you willing to do a joint press release and social media posts referencing your receipt of this donation?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you able to obtain the necessary permitting, approvals and installation to deploy the equipment within 60 days of receipt?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you willing to provide ATS with a high resolution logo for your department?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you willing to provide ATS with 5 department shoulder patches (or other logo patch for public use)?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

**Question 1: Current size of your agency (number of sworn officers)**

6

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Submit form and any attachments to:

**ATSGivesBack@alltrafficsolutions.com**

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



DATE: August 19, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution 1645-2025 – Amending and Adopting the City Master Salary Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1645-2025 Amending and Adopting the City Master Salary Table for the Wastewater and Water/Streets Superintendent position.

BACKGROUND

On February 18, 2025, Gallagher presented a Total Compensation Study Report to the City Council. The study analyzed all City positions relative to market comparators to ensure the City maintains competitive compensation practices and can attract qualified candidates in today's employment market.

DISCUSSION

The Total Compensation Study identified compensation medians for all City positions and recommended that the Wastewater and Water/Streets Superintendent positions be placed in proposed salary ranges 27 and 28 respectively. This recommendation was based on market competitiveness analysis and appropriate range placement within the City's overall compensation structure.

While the City has the Water/Streets Superintendent position filled, significant challenges persist in attracting qualified candidates for the Wastewater Superintendent role. The Wastewater Superintendent position requires specialized technical expertise, regulatory knowledge, and leadership capabilities that are increasingly difficult to find in the current job market. This

position is essential for maintaining the City's water quality, environmental compliance, and public safety standards.

Recent recruitment efforts for the Wastewater Superintendent position have yielded limited interest from qualified candidates, highlighting a gap between our current compensation offering and market expectations for this specialized role. The position remains critical to the City's operations, as it oversees systems that directly impact public health, environmental protection, and wastewater treatment compliance.

To address the recruitment challenges for the Wastewater Superintendent position and maintain internal equity across similar roles, staff recommends implementing the Gallagher study's recommended salary ranges with an additional 25% adjustment for both positions. This enhancement reflects current market realities for these specialized positions and positions the City competitively within the regional employment landscape.

This adjustment serves the City's interests by:

- Enabling recruitment of qualified candidates for the vacant Wastewater Superintendent position
- Maintaining internal equity between comparable superintendent roles
- Reducing prolonged vacancy periods that strain existing staff and operations
- Ensuring continuity in critical infrastructure management and regulatory compliance
- Maintaining the City's reputation as a competitive employer in specialized fields

The proposed compensation adjustment represents a strategic investment in the City's operational capacity and long-term infrastructure management capabilities.

#### ATTACHMENTS

- Exhibit A - Resolution 1645-2025
- Appendix III - Proposed Salary Range Schedule
- Appendix IV - Salary Range Placement Recommendations from the Total Compensation Study





**RESOLUTION NO. 1645-2025**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF RIO DELL**  
**AMENDING AND ADOPTING THE CITY MASTER SALARY TABLE**

**WHEREAS**, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

**WHEREAS**, a pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated workforce, thereby increasing the level of service to the City's residents; and

**WHEREAS**, the City of Rio Dell engaged Gallagher to complete a Total Compensation Study Report that was presented to the City Council on February 18, 2025; and

**WHEREAS**, it was recommended that the Wastewater Superintendent position be placed in salary range 27 and the Water/Streets Superintendent position be placed in salary range 28 with rationale from the study being market competitiveness and range placement; and

**WHEREAS**, the City has experienced recruitment challenges for the Wastewater Superintendent position, necessitating competitive compensation to attract qualified candidates in specialized infrastructure roles; and

**WHEREAS**, to address current market conditions and recruitment challenges, the City has determined that a 25% adjustment above the Gallagher study recommendations is necessary to ensure competitive positioning for these specialized positions; and

**WHEREAS**, a salary table helps provide transparency in compensation; and

**WHEREAS**, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees; and

**WHEREAS**, the Master Salary Tables are attached as Exhibit "A" to this Resolution and have been reviewed and considered by the City Council; and

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



1. The Master Salary Tables attached hereto as Exhibit "A" are hereby adopted.
  
2. All prior resolutions concerning compensation for City employees that conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective August 19, 2025.

**PASSED AND ADOPTED** by the City of Rio Dell on this 19th day of August 2025 by the following roll call vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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

ATTEST:

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

**Exhibit "A"**

**CITY OF RIO DELL COMPENSATION SCHEDULE**  
**Resolution No. 1645 -2025**

**Peace Officers Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	54,766	57,296	59,953	62,742	65,671
Police Officer Recruit	50,165				
Police Corporal	62,847	65,782	68,863	72,098	75,495
Sergeant	68,939	72,178	75,579	79,150	82,899

**Rio Dell Employee's Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	56,031	58,624	61,347	64,207	67,209
Accountant II	61,416	64,279	67,285	70,441	73,755
Admin. Assistant	40,870	42,706	44,633	46,657	48,782
Administrative Tech.	46,732	48,861	51,096	53,443	55,907
Community Service Officer	47,797	49,979	52,270	54,675	57,201
Fiscal Assistant I	39,102	40,849	42,683	44,609	46,632
Fiscal Assistant II	42,729	44,658	46,683	48,809	51,041
Management Analyst I	61,416	64,279	67,285	70,441	73,755
Office Assistant	35,815	37,397	39,059	40,804	42,636
PW Leadman	46,732	48,861	51,096	53,443	55,907
Records Tech.	42,729	44,658	46,683	48,809	51,041

**Rio Dell Employee's Association (continued)**

Sr. Fiscal Assistant	46,732	48,861	51,096	53,443	55,907
Utility Worker I	37,417	39,080	40,826	42,660	44,585
Utility Worker II	40,870	42,706	44,633	46,657	48,782
Utility Worker III	44,682	46,708	48,835	51,069	53,415
W/WW Plant Op. I	43,693	45,670	47,745	49,924	52,212
W/WW Plant Op. II	47,797	49,979	52,270	54,675	57,201
W/WW Plant Op. III	52,327	54,735	57,264	59,919	62,707
Operator In Training (OIT)	43,693				

**Management/Confidential Employees**

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	56,031	58,624	61,347	64,207	67,209
City Manager	111,522	117,099	122,953	129,101	135,556
Chief of Police	97,980	102,671	107,597	112,768	118,199
Finance Director	96,538	101,365	106,433	111,755	117,343
Community Dev. Dir.	87,084	91,230	95,583	100,154	104,954
Management Analyst II	67,359	70,519	73,837	77,321	80,979
Senior Management Analyst	73,921	77,409	81,071	84,917	88,955
<b>Wastewater Sup.</b>	<b>83,320</b>	<b>87,486</b>	<b>91,861</b>	<b>96,454</b>	<b>101,276</b>
<del>Wastewater Sup.</del>	<del>73,322</del>	<del>76,988</del>	<del>80,838</del>	<del>84,879</del>	<del>89,123</del>
<b>Water/Streets Sup.</b>	<b>85,404</b>	<b>89,674</b>	<b>94,158</b>	<b>98,865</b>	<b>103,809</b>
<del>Water/Streets Sup.</del>	<del>75,155</del>	<del>78,913</del>	<del>82,859</del>	<del>87,001</del>	<del>91,352</del>

## Appendix IV

### Salary Range Placement Recommendations

**City of Rio Dell**  
**Proposed Range Placement Recommendations**  
**December 2024**

DRAFT

Section K, Item 5.

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
City Manager	\$11,296	-9.9%	\$12,414	52	\$12,517	10.81%	X	Market and range placement.
City Clerk	\$5,601	0.9%	\$5,551	19	\$5,541	-1.06%	X	Market and range placement; y-rate
Office Assistant	\$3,553			3	\$3,733	5.06%		Internal alignment; maintain current internal relationship 10% below Administrative Assistant
Administrative Assistant	\$4,065			7	\$4,120	1.36%		Internal alignment; maintain current internal relationship 15% below Administrative Technician
Administrative Technician	\$4,659			13	\$4,778	2.56%		Internal alignment; maintain current internal relationship with Senior Fiscal Assistant
Management Analyst I	\$6,146	Insufficient data		21	\$5,822	-5.27%	X	Internal alignment; maintain current internal relationship 10% above Accountant I; y-rate
Management Analyst II	\$6,748	Insufficient data		25	\$6,426	-4.77%	X	Internal alignment; set salary 10% above Management Analyst I; y-rate
Senior Management Analyst	\$7,413			29	\$7,094	-4.31%		Internal alignment; set salary 10% above Management Analyst II; y-rate
Finance Director	\$8,746	-11.3%	\$9,734	42	\$9,779	11.81%	X	Market and range placement.
Accountant I	\$5,601			17	\$5,274	-5.83%		Internal alignment; set salary 10% below Accountant II; y-rate
Accountant II	\$6,146	6.4%	\$5,753	21	\$5,822	-5.27%	X	Market and range placement; y-rate
Fiscal Assistant I	\$3,886			5	\$3,922	0.92%		Internal alignment; set salary 10% below Fiscal Assistant II
Fiscal Assistant II	\$4,253	-1.7%	\$4,325	9	\$4,329	1.79%	X	Market and range placement.
Senior Fiscal Assistant	\$4,659			13	\$4,778	2.56%		Internal alignment; set salary 10% above Fiscal Assistant II; y-rate
Community Development Director	\$8,746	2.5%	\$8,527	36	\$8,432	-3.59%	X	Market and range placement; y-rate
Chief of Police	\$9,850	-1.6%	\$10,008	43	\$10,023	1.76%	X	Market and range placement
Sergeant	\$6,908	4.4%	\$6,604	26	\$6,587	-4.65%	X	Market and range placement; y-rate
Police Corporal	\$6,291			22	\$5,968	-5.14%		Internal alignment; maintain current internal relationship 10% below Sergeant; y-rate
Police Officer	\$5,473	3.1%	\$5,303	17	\$5,274	-3.63%	X	Market and range placement; y-rate
Police Officer Recruit	\$4,180				\$3,931	-5.96%		Maintain current internal relationship; step 1 of range 10% below Police Officer (Range 13 Step 1)
Community Services Officer	\$4,767	10.2%	\$4,281	9	\$4,329	-9.19%	X	Market and range placement; y-rate
Records Technician	\$4,253	-4.0%	\$4,423	10	\$4,437	4.33%	X	Market and range placement.
Wastewater Superintendent	\$7,241	6.8%	\$6,749	27	\$6,752	-6.76%	X	Market and range placement; y-rate
Water/Streets Superintendent	\$7,241	5.0%	\$6,879	28	\$6,921	-4.43%	X	Market and range placement; y-rate
Public Works Leadman	\$4,659			14	\$4,898	5.13%		Internal alignment; maintain current internal relationship 5% above Utility Worker III
Utility Worker I	\$3,715			4	\$3,826	2.99%		Internal alignment; set salary 10% below Utility Worker II
Utility Worker II	\$4,065	-4.3%	\$4,240	8	\$4,223	3.90%	X	Market and range placement.



**City of Rio Dell**  
**Proposed Range Placement Recommendations**  
**December 2024**

DRAFT

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Utility Worker III	\$4,451			12	\$4,662	4.74%		Internal alignment; set salary 10% above Utility Worker II
Water/Wastewater Plant Operator I	\$4,351			9	\$4,329	-0.51%		Internal alignment; set salary 10% below Water/Wastewater Plant Operator II
Water/Wastewater Plant Operator II	\$4,767	0.1%	\$4,762	13	\$4,778	0.24%	X	Market and range placement.
Water/Wastewater Plant Operator III	\$5,226	-6.1%	\$5,545	19	\$5,541	6.04%	X	Market and range placement.
Water/Wastewater Operator in Training (OIT)	\$3,641				\$3,561	-2.20%		Internal alignment; maintain current internal relationship; step 1 of Wastewater Treatment Plant Operator range (Range 9 Step 1)

**Legend for columns:**

- Column 1 - Classification Title.
- Column 2 - Client's current monthly maximum salaries.
- Column 3 - Shows the percentage difference between the client's current maximum monthly salaries and the desired market position.
- Column 4 - Market placement shows the monthly market values derived from the total compensation survey results.
- Column 5 - Salary range number of the consultant's newly proposed salary range schedule.
- Column 6 - Monthly maximum salary of the consultant's newly proposed salary ranges.
- Column 7 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
- Column 8 - This column identifies whether the classification was a study benchmark
- Column 9 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

**City of Rio Dell  
Proposed Salary Plan  
December 2024**

DRAFT

FACTORS	
Range 6, Step 5, Annual	\$48,239.00
Step Increase	5.00%
Range Increase	2.50%
Pay Periods per Year	26
Hours per Year	2,080

Range basis Range 6, Step 5

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	35,077	36,831	38,672	40,606	42,636	2,923	3,069	3,223	3,384	3,553
2	35,954	37,751	39,639	41,621	43,702	2,996	3,146	3,303	3,468	3,642
3	36,853	38,695	40,630	42,662	44,795	3,071	3,225	3,386	3,555	3,733
4	37,774	39,663	41,646	43,728	45,914	3,148	3,305	3,470	3,644	3,826
5	38,718	40,654	42,687	44,821	47,062	3,227	3,388	3,557	3,735	3,922
6	39,686	41,671	43,754	45,942	48,239	3,307	3,473	3,646	3,828	4,020
7	40,678	42,712	44,848	47,090	49,445	3,390	3,559	3,737	3,924	4,120
8	41,695	43,780	45,969	48,268	50,681	3,475	3,648	3,831	4,022	4,223
9	42,738	44,875	47,118	49,474	51,948	3,561	3,740	3,927	4,123	4,329
10	43,806	45,997	48,296	50,711	53,247	3,651	3,833	4,025	4,226	4,437
11	44,901	47,146	49,504	51,979	54,578	3,742	3,929	4,125	4,332	4,548
12	46,024	48,325	50,741	53,278	55,942	3,835	4,027	4,228	4,440	4,662
13	47,174	49,533	52,010	54,610	57,341	3,931	4,128	4,334	4,551	4,778
14	48,354	50,772	53,310	55,976	58,774	4,029	4,231	4,443	4,665	4,898
15	49,563	52,041	54,643	57,375	60,244	4,130	4,337	4,554	4,781	5,020
16	50,802	53,342	56,009	58,809	61,750	4,233	4,445	4,667	4,901	5,146
17	52,072	54,675	57,409	60,280	63,294	4,339	4,556	4,784	5,023	5,274
18	53,374	56,042	58,844	61,787	64,876	4,448	4,670	4,904	5,149	5,406
19	54,708	57,443	60,315	63,331	66,498	4,559	4,787	5,026	5,278	5,541
20	56,076	58,879	61,823	64,915	68,160	4,673	4,907	5,152	5,410	5,680
21	57,478	60,351	63,369	66,537	69,864	4,790	5,029	5,281	5,545	5,822
22	58,914	61,860	64,953	68,201	71,611	4,910	5,155	5,413	5,683	5,968
23	60,387	63,407	66,577	69,906	73,401	5,032	5,284	5,548	5,825	6,117
24	61,897	64,992	68,241	71,654	75,236	5,158	5,416	5,687	5,971	6,270
25	63,444	66,617	69,947	73,445	77,117	5,287	5,551	5,829	6,120	6,426
26	65,031	68,282	71,696	75,281	79,045	5,419	5,690	5,975	6,273	6,587
27	66,656	69,989	73,489	77,163	81,021	5,555	5,832	6,124	6,430	6,752
28	68,323	71,739	75,326	79,092	83,047	5,694	5,978	6,277	6,591	6,921
29	70,031	73,532	77,209	81,069	85,123	5,836	6,128	6,434	6,756	7,094
30	71,782	75,371	79,139	83,096	87,251	5,982	6,281	6,595	6,925	7,271
31	73,576	77,255	81,118	85,174	89,432	6,131	6,438	6,760	7,098	7,453
32	75,415	79,186	83,146	87,303	91,668	6,285	6,599	6,929	7,275	7,639
33	77,301	81,166	85,224	89,485	93,960	6,442	6,764	7,102	7,457	7,830
34	79,233	83,195	87,355	91,723	96,309	6,603	6,933	7,280	7,644	8,026
35	81,214	85,275	89,539	94,016	98,716	6,768	7,106	7,462	7,835	8,226
36	83,245	87,407	91,777	96,366	101,184	6,937	7,284	7,648	8,031	8,432
37	85,326	89,592	94,072	98,775	103,714	7,110	7,466	7,839	8,231	8,643



City of Rio Dell

Proposed Salary Plan

December 2024

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
38	87,459	91,832	96,423	101,245	106,307	7,288	7,653	8,035	8,437	8,859
39	89,645	94,128	98,834	103,776	108,964	7,470	7,844	8,236	8,648	9,080
40	91,886	96,481	101,305	106,370	111,689	7,657	8,040	8,442	8,864	9,307
41	94,184	98,893	103,837	109,029	114,481	7,849	8,241	8,653	9,086	9,540
42	96,538	101,365	106,433	111,755	117,343	8,045	8,447	8,869	9,313	9,779
43	98,952	103,899	109,094	114,549	120,276	8,246	8,658	9,091	9,546	10,023
44	101,425	106,497	111,822	117,413	123,283	8,452	8,875	9,318	9,784	10,274
45	103,961	109,159	114,617	120,348	126,365	8,663	9,097	9,551	10,029	10,530
46	106,560	111,888	117,483	123,357	129,524	8,880	9,324	9,790	10,280	10,794
47	109,224	114,685	120,420	126,441	132,763	9,102	9,557	10,035	10,537	11,064
48	111,955	117,552	123,430	129,602	136,082	9,330	9,796	10,286	10,800	11,340
49	114,754	120,491	126,516	132,842	139,484	9,563	10,041	10,543	11,070	11,624
50	117,622	123,504	129,679	136,163	142,971	9,802	10,292	10,807	11,347	11,914
51	120,563	126,591	132,921	139,567	146,545	10,047	10,549	11,077	11,631	12,212
52	123,577	129,756	136,244	143,056	150,209	10,298	10,813	11,354	11,921	12,517
53	126,666	133,000	139,650	146,632	153,964	10,556	11,083	11,637	12,219	12,830
54	129,833	136,325	143,141	150,298	157,813	10,819	11,360	11,928	12,525	13,151
55	133,079	139,733	146,720	154,056	161,758	11,090	11,644	12,227	12,838	13,480
56	136,406	143,226	150,388	157,907	165,802	11,367	11,936	12,532	13,159	13,817
57	139,816	146,807	154,147	161,855	169,947	11,651	12,234	12,846	13,488	14,162
58	143,311	150,477	158,001	165,901	174,196	11,943	12,540	13,167	13,825	14,516
59	146,894	154,239	161,951	170,048	178,551	12,241	12,853	13,496	14,171	14,879
60	150,567	158,095	166,000	174,300	183,015	12,547	13,175	13,833	14,525	15,251
61	154,331	162,047	170,150	178,657	187,590	12,861	13,504	14,179	14,888	15,633
62	158,189	166,099	174,403	183,124	192,280	13,182	13,842	14,534	15,260	16,023
63	162,144	170,251	178,764	187,702	197,087	13,512	14,188	14,897	15,642	16,424
64	166,197	174,507	183,233	192,394	202,014	13,850	14,542	15,269	16,033	16,834
65	170,352	178,870	187,813	197,204	207,064	14,196	14,906	15,651	16,434	17,255
66	174,611	183,342	192,509	202,134	212,241	14,551	15,278	16,042	16,845	17,687
67	178,976	187,925	197,322	207,188	217,547	14,915	15,660	16,443	17,266	18,129
68	183,451	192,623	202,255	212,367	222,986	15,288	16,052	16,855	17,697	18,582
69	188,037	197,439	207,311	217,676	228,560	15,670	16,453	17,276	18,140	19,047
70	192,738	202,375	212,494	223,118	234,274	16,062	16,865	17,708	18,593	19,523
71	197,556	207,434	217,806	228,696	240,131	16,463	17,286	18,151	19,058	20,011
72	202,495	212,620	223,251	234,414	246,134	16,875	17,718	18,604	19,534	20,511
73	207,558	217,936	228,832	240,274	252,288	17,296	18,161	19,069	20,023	21,024
74	212,747	223,384	234,553	246,281	258,595	17,729	18,615	19,546	20,523	21,550
75	218,065	228,969	240,417	252,438	265,060	18,172	19,081	20,035	21,036	22,088
76	223,517	234,693	246,428	258,749	271,686	18,626	19,558	20,536	21,562	22,641
77	229,105	240,560	252,588	265,218	278,479	19,092	20,047	21,049	22,101	23,207
78	234,833	246,574	258,903	271,848	285,440	19,569	20,548	21,575	22,654	23,787
79	240,703	252,739	265,375	278,644	292,576	20,059	21,062	22,115	23,220	24,381
80	246,721	259,057	272,010	285,610	299,891	20,560	21,588	22,667	23,801	24,991
81	252,889	265,533	278,810	292,751	307,388	21,074	22,128	23,234	24,396	25,616
82	259,211	272,172	285,780	300,069	315,073	21,601	22,681	23,815	25,006	26,256
83	265,692	278,976	292,925	307,571	322,950	22,141	23,248	24,410	25,631	26,912
84	272,334	285,950	300,248	315,260	331,023	22,694	23,829	25,021	26,272	27,585
85	279,142	293,099	307,754	323,142	339,299	23,262	24,425	25,646	26,928	28,275
86	286,121	300,427	315,448	331,220	347,781	23,843	25,036	26,287	27,602	28,982
87	293,274	307,937	323,334	339,501	356,476	24,439	25,661	26,945	28,292	29,706
88	300,606	315,636	331,418	347,989	365,388	25,050	26,303	27,618	28,999	30,449





City of Rio Dell  
Proposed Salary Plan  
December 2024

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
89	308,121	323,527	339,703	356,688	374,523	25,677	26,961	28,309	29,724	31,210
90	315,824	331,615	348,196	365,605	383,886	26,319	27,635	29,016	30,467	31,990
91	323,719	339,905	356,901	374,746	393,483	26,977	28,325	29,742	31,229	32,790
92	331,812	348,403	365,823	384,114	403,320	27,651	29,034	30,485	32,010	33,610
93	340,108	357,113	374,969	393,717	413,403	28,342	29,759	31,247	32,810	34,450
94	348,610	366,041	384,343	403,560	423,738	29,051	30,503	32,029	33,630	35,311
95	357,326	375,192	393,951	413,649	434,331	29,777	31,266	32,829	34,471	36,194

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



August 19, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Scope of Services agreement with the City Engineer, GHD for a Frac-out Contingency Plan for the Eel River Water Pipeline Crossing.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

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

Take no action.

BACKGROUND AND DISCUSSION

In January of 2021 the City of Rio Dell began the process of applying for a Hazard Mitigation Program grant related to reconfiguring the water distribution system from the US101 SB bridge to a directionally drilled and seismically resilient crossing near CC Market.

Phase one of the project got underway in January of 2023 and is now completed and waiting for FEMA's approval to move to Phase II. FEMA is now saying that in order for Phase II to be approved, a "Frac-out Contingency Plan" must be developed and submitted. A *frac-out* is an unintended release of drilling fluid into the surrounding environment through cracks or fractures. This can pose environmental risks such as smothering aquatic life or damaging vegetation. Its historically done just before construction, when all methods, information and even the actual contractor performing the work is known. In FEMA's wisdom though, now, it is being requested very early in the process without much explanation.

FEMA has not made funding available for this plan in Phase I, but the city can be reimbursed for the work in Phase II – if Phase II is approved. As a result, the City of Rio Dell is being asked to take on additional risk to move this HMGP project forward in addition to the City's 25% cost share. The cost of developing this plan is at a not to exceed amount of \$18,000.

///

Scope of Services

City of Rio Dell

Frac-out Contingency Plan for Eel River Water Pipeline Crossing

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

The City of Rio Dell applied for and was awarded funding for Eel River Crossing Pipeline Seismic Retrofit Project through the Hazard Mitigation Grant Program (HMGP), which is funded through the Federal Emergency Management Agency (FEMA) and administered by the California Office of Emergency Services (Cal OES). The Project will replace the existing vulnerable water pipeline routed across the California Highway 101 South Bridge over the Eel River with a resilient pipeline under the Eel River to address seismic hazards in Rio Dell, California. The Eel River Pipeline serves as the only connection between the Metro Wells water source and most of the City's customers. The Eel River Pipeline is susceptible to seismic damage. It was bonded with glue and is resting unrestrained on pipe stands. The Highway 101 southbound bridge is owned and maintained by the California Department of Transportation (Caltrans). The City has an easement for the pipeline, but access is difficult and the City has no control over maintenance of the Bridge. Damage to the bridge or the Eel River Pipeline would result in the City losing the connection between the Metro Wells and most of the City's water customers.

The City was approved for funding on Phase one of the project, which included a 60% design, environmental analysis, and grant management support. For the award of the next phase of funding for final design and construction, FEMA has requested the City complete a Frac-out Plan that would address potential inadvertent release of drilling fluid during Horizontal Directional Drilling (HDD) operations, where the fluid escapes the borehole and surfaces at an unintended location. The frac-out plan was included in the HMGP scope in Phase two, but FEMA is requiring a preliminary version before the Phase two funding can be approved as part of the environmental analysis for the project.

The cost of the frac-out plan is an eligible HMGP cost, however, until Phase two fund are approved, the City would not be reimbursed. The scope of work to complete the preliminary frac-out to secure project Phase two funding is presented below.

Scope of Work

GHD will prepare the preliminary Frac-Out Contingency Plan (FOCP) for HDD for the subject project using available site-specific information in coordination with state and federal requirements. The

purpose of this FOCF is to address risks and identify mitigation measures for implementation of the Horizontal Directional Drilling (HDD) proposed for the City of Rio Dell's new Eel River Crossing pipeline.

The FOCF will consist of the following key sections:

1. Purpose
2. Project Summary
  - a. Project Name
  - b. Permittee
  - c. Location
  - d. Receiving Waterbody
  - e. Crossing Type
3. Background about HDD method/Description of HDD and Drilling Fluid
4. Semi-Qualitative Risk Assessment/Pre-Construction Risk Evaluation
5. Monitoring Procedures/Monitoring Protocol
6. Frac-Out Response Measures/Procedures to deal with frac-out incident
  - a. Initial Response/Immediate Response
  - b. Regulatory Notifications (USACE/DEQ/EPA)
  - c. Containment and Cleanup/Cleanup and Restoration
  - d. Communications and Notifications
7. Prevention and Mitigation Measures
8. Equipment, Personnel, and Materials to deal with frac-out incident
9. Documentation and Reporting
10. Necessary Contacts

#### Deliverables

- Draft Preliminary FOCF
- Final Preliminary FOCF

#### **Assumptions**

- A preliminary FOCF (Frac-Out Contingency Plan) will be developed based on currently available information. Site-specific investigations are excluded from the current scope of work.
- A single round of review and comments by the Client on the preliminary FOCF.
- Responses to any comments received from FEMA and regulatory agencies will fall under an additional scope of work, subject to separate authorization.
- The preliminary FOCF is intended to serve as a general guide and must be reviewed and updated by the Construction Contractor for application during the construction phase.
- The Construction Contractor shall bear full responsibility for preventing frac-out incidents during Horizontal Directional Drilling (HDD) operations and for managing all associated issues should a frac-out occur during construction.

PROPOSED SCHEDULE

GHD will commence work on the project following receipt of an executed agreement, and complete within four weeks of execution.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$18,000 without further written authorization.

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

GHD will use the attached rates by class for this work, including annual increases.

AGREED

City of Rio Dell

GHD

\_\_\_\_\_  
Kyle Knopp, City Manager                      Date

\_\_\_\_\_  
Ann Bechtel, Business Group Leader      Date

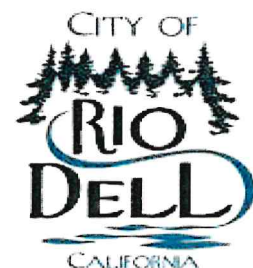


## Construction Costs

Item No.	Description	Quantity	Units	Unit Cost	Total Cost
1	Mobilization/Demobilization (10%)	1	LS	\$138,589	\$138,589
2	Construction Staking	1	LS	\$5,750	\$5,750
3	Traffic Control	1	LS	\$11,500	\$11,500
4	Water Pollution Control	1	LS	\$23,000	\$23,000
5	As-Needed Distribution System Demolition and Disposal	13,155	SF	\$8	\$105,898
6	Potholing	9	EA	\$2,300	\$20,700
7	10-inch Water Main for Eel River Crossing	1,780	LF	\$1,035	\$1,842,300
8	10-inch Water Main and Appurtenances (Northwestern Ave., N Pacific Ave.)	3,020	LF	\$230	\$694,600
9	10-inch Gate Valve (Not Included in Fire Hydrant Assemblies)	12	EA	\$4,600	\$55,200
10	Fire Hydrant Assembly	3	EA	\$13,800	\$41,400
11	Air Relief Valve	3	EA	\$5,750	\$17,250
12	Final Paving	13,155	SF	\$9	\$121,026
<b>Base Bid Total</b>				\$ -	\$ 3,077,212.55
<b>ADDITIVE BID ITEMS</b>				\$ -	
14	20" Steel Casing Pipe	250	LF	\$460	\$115,000
15	Removal of Existing 8" Yelomine Pipe within Caltrans Bridge	1	LS	\$57,500	\$ 57,500.00
<b>Additive Bid Total</b>					\$ 172,500.00
<b>CONSTRUCTION SUB-TOTAL</b>					\$ 3,249,712.55
Soft Engineering Costs (Easement Purchase and Coordination)		1	LS	\$ 20,000.00	\$ 20,000.00
Sub-Total Opinion of Construction Cost - Base Bid (Rounded)					\$ 3,249,800
Contingency & Escalation		10%			\$ 324,980
<b>Total Opinion of Construction Cost - Base Bid (Rounded)</b>					\$ 3,594,800



Eel River Crossing Pipeline Seismic Retrofit Project						Date: 5-Aug-25	
	FEMA Total	FEMA 75% Grant	City Committed (Phase 1A Match)	Total		DWSRF Ask	
<b>SRF Financing Summary</b>							
A. Construction Cost	\$ 2,224,360	\$ 1,668,270	\$ -	\$ 3,249,713	\$	1,581,443	
B. Pre-Purchase Material/Equipment					\$	-	
C. Purchase Land	\$ 3,000	\$ 2,250		\$ 20,000	\$	17,750	
D. Contingency	\$ -	\$ -	\$ -	\$ 324,980	\$	324,980	
E. Allowances							
1. Planning	\$ 119,600	\$ 89,700	\$ -	\$ 119,600	\$	29,900	
2. Design	\$ 632,200	\$ 474,150	\$ 44,989	\$ 632,200	\$	113,061	
3. Construction Management	\$ 346,500	\$ 259,875	\$ -	\$ 346,500	\$	86,625	
4. Administration	\$ 12,000	\$ 9,000	\$ -	\$ 12,000	\$	3,000	
5. Value Engineering					\$	-	
Allowances Subtotal	\$ 1,110,300	\$ 832,725	\$ 44,989	\$ 1,110,300	\$	232,586	
TOTAL	\$ 3,337,660	\$ 2,503,245	\$ 44,989	\$ 4,704,993	\$	2,156,758	
Total SRF Financing Requested						\$	2,156,758
Potential FEMA HMGP Budget Amendment		\$	1,025,499				



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

August 19, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute Four (4) Scopes of Service with the City Engineer GHD to Complete Design and Issue Bids for Construction

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the four (4) attached scopes; or,

Take no action.

BACKGROUND AND DISCUSSION

The four attached scopes of work from GHD outline the costs associated with final development of these earthquake repair projects. These projects each have approved CalOES Disaster Survey Reports attached to them. The plan involves having the projects put out to bid in the first two months of 2026 with construction that year. The below costs represent final design and bidding services only and do not represent actual construction costs.

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

\* Infiltration Gallery Repair Project is currently under revision and will be presented in the coming months.

Of the \$929,862 in costs, the California Disaster Assistance Act will cover \$697,397 (75%). The remaining balance of \$232,462 will remain a water and wastewater capital fund expense. Following completed construction of these projects, that remaining local cost share amount may be covered by the State of California under Government Code 65302.6 (Assembly Bill 2140). As

the Council was advised on April 1, 2025, without the State covering 100% of the repair costs, capital funds in water and wastewater funds will be largely depleted pending completion of these projects.

Staff is aiming for completion of these projects before the end of 2026, however due to the fact that some of these projects cannot occur simultaneously or have specific windows of time each year they can be worked on, it is possible some projects may not be completed until 2027.

Attachments:

- Painter Street Tank Damage Repair Project
- Metropolitan Wells Damage Repair Project
- Fern Street Lift Station Damage Repair Project
- Chlorine Contact Tank Damage Repair Project

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

Our ref: 12638449

July 24, 2025

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

**Scope of Services for City of Rio Dell Painter Street Tank Damage Repair Project**

Dear Kyle,

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

Regards

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

**Ann Bechtel, PE**  
Business Group Leader  
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A handwritten signature in cursive script, reading "Rebecca Crow".

**Rebecca Crow, PE**  
Project Director  
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rebecca.crow@ghd.com

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

**Michelle Davidson**  
Project Manager  
+1 707 267-2244  
Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

## **Scope of Services City of Rio Dell Painter Tank Damage Repairs**

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

### **UNDERSTANDING**

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was significantly damaged by the earthquake is the City's 250,000 gallon Painter Tank. The earthquake caused damage to the piping, and more significantly caused "Elephant's Foot" buckling of the tank shell near the base of the tank around the full circumference. This type of damage is severe and although it did not result in the immediate collapse of the tank, over time the damage is expected to worsen and eventually lead to failure of the tank.

The buckling of the tank shell cannot be cost effectively repaired to restore it to predisaster conditions and the recommended approach is to replace the tank using glass fused to steel panels bolted together in the field, which is also the strategy planned for the replacement of the Douglas Tank.

Under this scope of services, the replacement of the Painter Tank and associated site piping will be planned and designed. A site-specific geotechnical investigation and site survey will be conducted as appropriate to support the design effort. A new tank with the same 250,000 gallon working volume as the existing tank will be designed based on current applicable codes and standards. GHD will prepare one bid package for the replacement of the Painter Tank.

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

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

These items will be completed as further described below.

### **Task 1. Project Management and Coordination During Design**

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

**Deliverables:**

- Project Kick off meeting minutes
- Periodic email correspondence
- Up to two council presentations
- Monthly GHD invoices

**Assumptions:**

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

## Task 2. Engineering Design

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

GHD will review historical design drawings and will conduct a field investigation with City staff to further evaluate the tank and tank site and associated piping system that were damaged in the disaster event. City staff will need to provide access to the site so that the tank replacement strategy can be further developed.

Due to the nature of the damage to the existing 250,000-gallon welded steel potable water tank, restoration of the tank to predisaster conditions requires a full tank replacement, including tank foundation and associated yard piping modifications. GHD will prepare tank site replacement designs which will include performance criteria for the tank design and foundation to be prepared by the tank supplier's California licensed engineer during the construction phase.

The tank was evaluated in 2009 and found to be coated with lead-based paint and so this finding will be incorporated into the tank demolition requirements. Any control devices, such as a level sensor, which were part of the existing tank, will be relocated to the new tank or replaced in-kind.

GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements and a firm specializing in surveying to determine the local topography for the new tank design.

Technical specifications will be prepared in Construction Specifications Institute (CSI) format.

An Opinion of Probable Construction Cost will be submitted with each design package submittal.

**Deliverables:**

The project deliverables shall be as follows:

**30% Design Package:**

- 30% Design Plans
- Geotechnical Report
- Opinion of Probable Construction Cost

**60% Design Package:**

- 60% Design Plans



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

**100% Final Design Package:**

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

**Assumptions:**

- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.
- City shall provide any specific provisions to be incorporated into the design documents such as any funding related requirements.
- Existing 2009 evaluation of tank coating is sufficient for demolition requirements and specifications for addressing the lead paint will be included.
- One online meeting per submittal to review the 30% and 60% submittals
- City will provide one compiled set of comments for the 30% and 60% submittal
- Plans will be provided in electronic format (PDF) with page size 22x34
- Specifications will be in electronic (PDF) format.
- The baseline assumption is that the replacement tank will be specified as a 'turnkey' product to be provided as a complete design during construction wherein the tank coating, lining, and internal galvanic cathodic protection system are provided by the tank manufacturer/erector. However, due to supply issues from recent similar projects, GHD is proposing to prepare coating and lining specifications, and cathodic protection details and specifications to allow for more flexibility during construction in case the 'turnkey' product has an excessively long lead time.

## Task 3. Environmental Support

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the Categorical Exemption for the project.

**Deliverables:**

- Project Description
- Site Map

**Assumptions:**

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

## Task 4. Bid Period Services

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

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

### ***Deliverables:***

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

### ***Assumptions:***

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

## Optional Construction Support Services

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

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

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

### **Pre-Construction Assistance**

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

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

### **Construction Management**

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

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

### **Periodic On-site Construction Observation**

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

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

- Monitor Contractor compliance in maintaining construction record drawings in coordination with the progress pay request.

### **Construction Project Closeout**

GHD would complete the project closeout activities as follows:

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

## **GENERAL EXCLUSIONS AND ASSUMPTIONS**

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

This scope is based on the following assumptions:

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

## PROPOSED SCHEDULE

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

## COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$264,151 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$14,259
Task 2 - Engineering Design and Bid Package Development	\$234,962
Task 3 – Environmental Support	\$7,911
Task 4 - Bid Period Services	\$7,019
<b>Total</b>	<b>\$264,151</b>

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

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

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

**AGREED**

City of Rio Dell

GHD

Ann Bechtel

07-24-25

Kyle Knopp, City Manager

Date \_\_\_\_\_

Ann Bechtel, Business Group Leader

Date \_\_\_\_\_



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

Our ref: 12638449

July 24, 2025

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

**Scope of Services for City of Rio Dell Metropolitan Wells Damage Repair Project**

Dear Kyle,

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

Regards

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

**Ann Bechtel, PE**  
Business Group Leader  
+1 858 244-6969  
Ann.Bechtels@ghd.com

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

**Rebecca Crow, PE**  
Project Director  
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rebecca.crow@ghd.com

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

**Michelle Davidson**  
Project Manager  
+1 707 267-2244  
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Copy to: Travis Sanborn, Rio Dell Finance Director



Scope of Services  
City of Rio Dell  
Metropolitan Wells Damage Repairs

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was significantly damaged by the earthquake is the City's Metropolitan Wells facility. The concrete and piping at the well head of Well No. 1 were damaged, and it is possible that the well casing itself was damage due to ground subsidence. In addition the grouting under the support legs for the filter vessel was damaged and is in need of permanent repair.

Under this scope of services, the design of the repair of the concrete and the piping will be completed along with the design of the repair of the support system for the legs of the filter vessel. A GHD geologist and C-57 licensed well contractor will complete an inspection of the well to determine the extent of damage as part of the preliminary design phase. If only the wellhead seal and concrete pad are damaged per GHD's initial assessment in 2023 (best-case scenario), GHD will continue with the scope of services outlined in this proposal.

If the well casing is damaged, then it may be impractical to attempt a repair and a replacement well will be installed with similar construction as the existing well. GHD will prepare an amended scope and fee for the associated replacement well design, permitting, and installation oversight for the City to review and approve prior to continuing with the design.

GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services. GHD will prepare one bid package that incorporates the Metropolitan Wells damage repairs.

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

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

These items will be completed as further described below.

## Task 1. Project Management and Coordination During Design

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

***Deliverables:***

- Project Kick off meeting minutes
- Periodic email correspondence
- Up to two council presentations
- Monthly GHD invoices

***Assumptions:***

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

## Task 2. Engineering Design

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

GHD will review historical design drawings and will conduct a field investigation with City staff to evaluate the Metropolitan Wells, well casing, piping, concrete, and other well head facilities and determine the extent of repairs necessary that resulted from the disaster event. City staff will need to provide access to the facility so that the damage can be quantified and an appropriate repair strategy developed.

GHD will retain a specialized firm to further investigate the condition of the interior of the well, such as cleaning and video inspection, to identify damages to the well casing. If well casing damages are found, GHD will incorporate design to repair or replace the well casing depending on the severity of the damages. Where electrical conduits or electrical devices are disturbed by construction or already damaged, an in-kind replacement will be incorporated into the design to maintain current system functionality. A summary technical memorandum will be prepared with the findings of the well inspection and provide recommendations for Well No. 1 repair.

In addition, GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements.

Technical specifications will be prepared in Construction Specifications Institute (CSI) format.

An Opinion of Probable Construction Cost will be submitted with each design package submittal.

***Deliverables:***

The project deliverables shall be as follows:

***Preliminary Design and CCTV Inspections:***

- Technical Memorandum with CCTV findings and recommendations for basis of design for Well No. 1 repair.

***30% Design Package:***

- 30% Design Plans
- 30% Technical Specifications Table of Contents
- Geotechnical Report
- Opinion of Probable Construction Cost

***60% Design Package:***

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

***100% Final Design Package:***

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

***Assumptions:***

- The damage at Well No. 1 is limited to the upper wellhead seal and surface concrete materials, not the casing below the seal.
- If Well No. 1 is found to be irreparable, a separate scope and fee will be prepared for abandoning the well, design and construction of a replacement well, permitting, well development & pump testing, DDW permitting package, the associated construction management, and other items necessary to complete the replacement well.
- Hazardous materials survey not required.
- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.
- City shall provide any specific provisions to be incorporated into the design documents such as any funding related requirements.
- One online meeting per submittal to review the 30% and 60% submittals.
- City will provide one compiled set of comments for the 30% and 60% submittal.
- Plans will be provided in electronic format (PDF) with page size 22x34.
- Specifications will be in electronic (PDF) format.

## **Task 3. Environmental Evaluation**

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the categorical exemption for the project.

***Deliverables:***

- Project Description
- Site Map

***Assumptions:***

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

## Task 4. Bid Period Services

The project will be publicly let out for bid, and the contractor with the lowest responsive and responsible bid will be recommended for award in conformance with applicable requirements. Bid period services to be provide by GHD are limited to the following:

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

***Deliverables:***

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

***Assumptions:***

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

- Legal review and support, if needed, by others

## Optional Construction Support Services

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

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

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

### Pre-Construction Assistance

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

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

### Construction Management

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

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

## Periodic On-site Construction Observation

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

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

## Construction Project Closeout

GHD would complete the project closeout activities as follows:

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

## GENERAL EXCLUSIONS AND ASSUMPTIONS

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

This scope is based on the following assumptions:

- This scope does not include anything not specifically described above.
- This scope does not include surveying or easement coordination with any landowners.
- The project design will be finalized based on the concepts previously developed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents as appropriate. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City's control.



- The scope does not include any material testing, surveying, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments in a timely manner and will deliver one set of rectified comments to GHD following each review.
- It is assumed that this project is exempt from CEQA as it is maintenance of an existing facility.

PROPOSED SCHEDULE

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

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$174,000 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$7,077
Task 2 - Engineering Design and Bid Package Development	\$153,793
Task 3 – Environmental Support	\$9,915
Task 4 - Bid Period Services	\$3,216
Total	\$174,000

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

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

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

AGREED

City of Rio Dell

GHD

Kyle Knopp, City Manager \_\_\_\_\_ Date

 07-24-25  
Ann Bechtel, Business Group Leader \_\_\_\_\_ Date



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

Our ref: 12638449

July 24, 2025

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

**Scope of Services for City of Rio Dell Fern Street Lift Station Damage Repair Project**

Dear Kyle,

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

Regards

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

**Ann Bechtel, PE**  
Business Group Leader  
+1 858 244-6969  
Ann.Bechtels@ghd.com

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

**Rebecca Crow, PE**  
Project Director  
+1 707 267-2244  
rebecca.crow@ghd.com

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

**Michelle Davidson**  
Project Manager  
+1 707 267-2244  
Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services

City of Rio Dell

Fern Street Lift Station Damage Repairs

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was significantly damaged by the earthquake is the City's Fern Street Lift Station. Damages include a shifted foundation, comprising structural envelope, and damaged pump pedestals. The pumps and piping are still functional, and they are expected to remain in service. Damages were confirmed by State officials who red tagged the building. Currently, the building is flagged as dangerous and not usable besides for critical infrastructure operation.

Further review of the original construction plans and a site evaluation show that the existing structure does not meet current earthquake codes or regulations. Based on review of the original plans, a preliminary site evaluation, discussion with City Staff, and other recent Lift Station construction projects, it was determined that the Lift Station structure will need to be replaced to restore function to predisaster conditions, and the pumps, piping, and other support systems will predominately be reused.

The lift station site is in a steep seasonal non-fish bearing drainage which will require Geotechnical Investigation for the new foundation. Preliminary evaluation suggests that the foundation can be replaced in kind with a retaining wall supporting a concrete foundation. This replacement would require demolishing the existing foundation, excavating down to stable material, reinforcing and retaining the slope, then installing the new foundation concrete. It is important to note that the exact structural requirements for the new building foundation are dependent on the results of the Geotechnical Investigation, therefore the scope of work and associated engineering and construction cost are subject to change.

Due to the proximity to the water course, environmental survey will be required for the construction. The drainage is a seasonally flowing, non-fish bearing watercourse that drains an urban environment. Based on a preliminary site review, there is no biologically sensitive habitat expected at the project site.

Once the new structure is completed and the piping retrofitted, the Fern Lift Station can be brought back into service.

Under this scope of services, the design of the replacement of the Fern Street Lift Station will be completed. GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services. GHD will prepare one bid package that incorporates the Fern Street Lift Station building replacement.

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

- Task 1: Project Management and Coordination During Design
- Task 2: Engineering Design and Bid Package Development
- Task 3: Environmental Evaluation

- Task 4: Bid Period Services

These items will be completed as further described below.

## Task 1. Project Management and Coordination During Design

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

### ***Deliverables:***

- Project Kick off meeting minutes
- Periodic email correspondence
- Up to two council presentations
- Monthly GHD invoices

### ***Assumptions:***

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

## Task 2. Engineering Design and Bid Package Development

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

GHD will review historical design drawings and will conduct a field investigation with City staff to evaluate the location and construction requirements/preferences of the replacement lift station. The new pump station building including wet well will be designed to meet current earthquake codes and regulations. The existing pumps and other support equipment and systems will predominately be reused unless they are deemed to be near the end of the useful life or if they are no longer functional. The existing 120/240 volt, 100 amp power utility service will remain and electrical distribution equipment mounted to the existing building walls will be either salvaged and reused or replaced in-kind. The pump controls, alarms, and telemetry will maintain their existing functionality. Mechanical ventilation will be provided.

GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements and a firm specializing in surveying to determine the local topography for the new building design.

Technical specifications will be prepared in Construction Specifications Institute (CSI) format.

An Opinion of Probable Construction Cost will be submitted with each design package submittal.

### ***Deliverables:***

- The project deliverables shall be as follows:

**30% Design Package:**

- 30% Design Plans
- Geotechnical Report
- Opinion of Probable Construction Cost

**60% Design Package:**

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

**100% Final Design Package:**

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

**Assumptions:**

- Existing pump and control equipment will be reused. If new equipment is required to be designed under this contract, then a budget amendment would be required.
- The existing power utility service is adequately sized
- Hydraulic evaluations will not be required.
- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.
- City shall provide any specific provisions to be incorporated into the design documents such as any funding related requirements.
- One online meeting per submittal to review the 30% and 60% submittals.
- City will provide one compiled set of comments for the 30% and 60% submittal.
- Plans will be provided in electronic format (PDF) with page size 22x34.
- Specifications will be in electronic (PDF) format.

## Task 3. Environmental Evaluation

GHD will provide services for environmental evaluation of the project. The following services will be provided:

- Cultural Resource Survey and Investigation
- Biological Review and Memorandum
- CEQA ISMND Preparation
- CEQA Noticing Preparation
- Attend City Council Meeting for ISMND

These services are further described in the following sections:



### 3.1 Cultural Resource Survey and Investigation

GHD will retain a firm specializing in cultural resources to perform a hybrid desktop and field investigation to identify known or unknown archaeological, built environment and tribal cultural resources in the project vicinity. The investigation findings will be used to develop the CEQA Initial Study Mitigated Negative Declaration (ISMND).

***Deliverables:***

- Cultural Resource Survey and Investigation Report

### 3.2 Biological Review and Memorandum

GHD will complete biological field review to document sensitive or protected habitats that may be permanently or temporarily disturbed by the project, included aquatic resources, wetlands, mature trees to be removed, riparian vegetation, and Sensitive Natural Communities. Biological database searches will not be completed, as the project locations are small, previously developed, and generally absent suitable habitat for protected species. GHD will prepare a brief draft and final technical memorandum documenting the results of the field review covering the City's five repair projects related to the 2022/2023 seismic event. The technical memorandum will include captioned photographs and recommended avoidance and minimization measures to include in design specifications. If sensitive or protected habitats are observed, a GIS-format figure will be prepared showing the location of features of interest.

***Deliverables:***

- Draft Biological Field Review Technical Memorandum
- Final Biological Field Review Technical Memorandum

### 3.3 CEQA ISMND Administrative Draft

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

- Project description and Geographic Information System (GIS) figures showing the project location and key elements
- Administrative review draft ISMND
- Preparation of AB52 letters to local tribes

***Deliverables:***

- Draft documents of all CEQA ISMND components

***Assumptions:***

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

### 3.4 CEQA ISMND Public Circulation Draft

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

***Deliverables:***

- Final draft documents of all CEQA ISMND components

***Assumptions:***

- One round of comments is anticipated from City of Rio Dell
- City of Rio Dell will pay for and publish notice of availability of ISMND

### 3.5 Noticing and Public Meeting

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

***Deliverables:***

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

***Assumptions:***

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

### 3.6 Final ISMND and Response to Comments

GHD will prepare a response to comments to the ISMND and prepare the Mitigation Monitoring and Reporting Program (MMRP). The ISMND will be referenced and not updated in the response to comments.

***Deliverables:***

- Final documents of all CEQA ISMND components, including MMRP

***Assumptions:***

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

## Task 4. Bid Period Services

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

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to Contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

***Deliverables:***

- Advertisement for Bid
- Addenda (up to 3)
- Notice of Award
- Contract Documents
- Notice to Proceed

***Assumptions:***

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

## Optional Construction Support Services

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

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

These services are further described in the following sections:

### Pre-Construction Assistance

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

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

## **Construction Management**

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

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

## **Periodic On-site Construction Observation**

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

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

## **Construction Project Closeout**

GHD would complete the project closeout activities as follows:

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

## GENERAL EXCLUSIONS AND ASSUMPTIONS

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

This scope is based on the following assumptions:

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

## PROPOSED SCHEDULE

GHD will commence work on the project following receipt of an executed agreement. It is anticipated that the field visit can be completed within two weeks of the execution of the agreement, but the actual timing will

depend on the availability of City staff. The 30% design package including survey and geotechnical analysis is anticipated to be completed within three months of the field visit, the 60% package completed within an additional two months after receiving City comments and completing a review meeting of the 30% package, and the 100% final design package completed within an additional three weeks after receiving City comments and completing a review meeting of the 60% package. This schedule is dependent on the availability of survey and geotechnical subconsultants to complete their work in support of the 30% design. This schedule is dependent on City’s timeliness of document review. If new information or additional damages are discovered during the design process additional time may be required to complete the bid package.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$364,518 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 Project Management and Coordination	\$11,423
Task 2 Engineering Design and Bid Package Development	\$273,601
Task 3 Environmental Evaluation	\$70,716
Task 4 Bid Period Services	\$8,779
Total	\$364,518

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

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

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



AGREED

City of Rio Dell

GHD

\_\_\_\_\_  
Kyle Knopp, City Manager                      Date

 7-24-25  
\_\_\_\_\_  
Ann Bechtel, Business Group Leader                      Date



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

Our ref: 12638449

July 24, 2025

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

**Scope of Services for City of Rio Dell Chlorine Contact Tank Damage Repair Project**

Dear Kyle,

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

Regards

A handwritten signature in cursive script that reads "Ann Bechtel".

**Ann Bechtel, PE**  
Business Group Leader  
+1 858 244-6969  
Ann.Bechtels@ghd.com

A handwritten signature in cursive script that reads "Rebecca Crow".

**Rebecca Crow, PE**  
Project Director  
+1 707 267-2244  
rebecca.crow@ghd.com

A handwritten signature in cursive script that reads "Michelle Davidson".

**Michelle Davidson**  
Project Manager  
+1 707 267-2244  
Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

# Scope of Services

## City of Rio Dell

### Chlorine Contact Tank Damage Repairs

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

## UNDERSTANDING

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was damaged by the earthquake is the City's chlorine contact tank, baffles, and associated piping that will require repairs to restore the facility to predisaster conditions.

Under this scope of services, GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, provide bid period services, and provide Engineering Services During Construction including periodic on-site construction observation and management assistance. GHD will prepare one bid package that incorporates the Chlorine Contact Tank damage repairs.

During GHD's 2023 Engineering Evaluation of the chlorine contact tank, crack and leakages were observed in the concrete walls of the chlorine contact tank, leakages were observed in the vicinity of the exterior piping serving the tank, and baffle plates inside the tank were observed to be damaged. With cracks and leakages repair, it is difficult to identify the complete extent of the damages based on surficial inspections. The services outlined in this proposal are limited to the repairs observed from the 2023 Engineering Evaluation. If additional damages to be addressed are identified during construction, GHD will prepare an amended scope and fee for the associated repairs.

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

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

These items will be completed as further described below.

## Task 1. Project Management and Coordination During Design

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

**Deliverables:**

- Project Kick off meeting minutes
- Periodic email correspondence
- Up to two council presentations
- Monthly GHD invoices

**Assumptions:**

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

## Task 2. Engineering Design and Bid Package Development

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

GHD will review historical design drawings of the facility and will conduct an in person field investigation with City staff to further evaluate the chlorine contact tank, the interior baffles, and the exterior piping that was damaged in the earthquake. City staff will need to empty and clean the chlorine contact tank so that the extent of damage to the concrete and the baffle system may be observed and then included on the design plans. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction Cost will be submitted with each design package submittal.

**Deliverables:**

The project deliverables shall be as follows:

**30% Design Package:**

- 30% Design Plans
- Opinion of Probable Construction Cost

**60% Design Package:**

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

**100% Final Design Package:**

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

**Assumptions:**

- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.

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

## Task 3. Environmental Support

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the categorical exemption for the project.

### ***Deliverables:***

- Project Description
- Site Map

### ***Assumptions:***

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

## Task 4. Bid Period Services

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

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

**Deliverables:**

- Advertisement for Bid
- Addenda (up to 2)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

**Assumptions:**

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

## Optional Construction Support Services

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

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

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

### Pre-Construction Assistance

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

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



## Construction Management

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

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

## Periodic On-site Construction Observation

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

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

## Construction Project Closeout

GHD would complete the project closeout activities as follows:

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

- Record Drawings
- Other relevant project information

## GENERAL EXCLUSIONS AND ASSUMPTIONS

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

This scope is based on the following assumptions:

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

## PROPOSED SCHEDULE

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

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$127,193 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$14,259
Task 2 - Engineering Design and Bid Package Development	\$99,625
Task 3 – Environmental Support	\$5,211
Task 4 - Bid Period Services	\$8,098
Total	\$127,193

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

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

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

AGREED

City of Rio Dell

GHD

Kyle Knopp, City Manager \_\_\_\_\_ Date

 7-24-25  
Ann Bechtel, Business Group Leader \_\_\_\_\_ Date

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

Ref#	Date	Vendor	Description	Amount
14367	7/02/2025	[0576] 101 AUTO PARTS	30 Amp Fuseholder	11.71
14368	7/02/2025	[4109] ACCESS HUMBOLDT	2nd Quarter fee Ending 6/30/2025	270.00
14369	7/02/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR JUNE 2025 - City Hall & COPIER CHARGES FOR JUNE 2025 - PD	1,290.14
14370	7/02/2025	[2102] JOHN D BEAUCHAINE	Reimbursement: Travel FTO Update	482.80
14371	7/02/2025	[4063] CITY OF FERNDALE	Police Services - Investigation	118.52
14372	7/02/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 6/27/2025	90.00
14373	7/02/2025	[6461] COMCATE	CODE ENFORCEMENT MANAGER RENEWAL AGREEMENT 8/2/25-8/1/26	2,440.87
14374	7/02/2025	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for May 2025	70.00
14375	7/02/2025	[4855] FRESHWATER ENVIRONMENTAL SERVICES	2025 CCR Support	1,197.00
14376	7/02/2025	[2423] GEORGE'S GLASS, INC	Replace Windshield on Subaru Legacy '22	1,260.88
14377	7/02/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Pipe Union Slip Joint, Fan for Gallery Building	110.25
14378	7/02/2025	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee, Aqueous Sample Digestion, ELAP Certification Fee, Haloacetic Acids, ICP-OES Metals, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, THM by EPA 624, Total Dissolved Solids, Total Nitrogen	951.00
14379	7/02/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for June 2025	1,900.00
14380	7/02/2025	[3006] MISSION LINEN SUPPLY, INC	Maintenance & Cleaning of PW Shirts, Clean Mop Head, Towels	198.28
14381	7/02/2025	[7889] NICHOLS CONSULTING	State Mandated Cost Consulting Services	1,800.00
14382	7/02/2025	[6349] RECOLOGY EEL RIVER	June '25 Trash Bags	186.06
14383	7/02/2025	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 6/30/2025	120.00
14384	7/02/2025	[2664] ROGERS MACHINERY INC	Water Pump Maintenance	280.50
14385	7/02/2025	[4570] SHRED AWARE	Shredding	78.77
14386	7/02/2025	[7185] STAPLES ADVANTAGE	Calculator Rolls, Rubber Bands, Tape, Pens, Stamps, Business Cards, Tape, Postits Flags, Pens	299.74
14387	7/02/2025	[2771] WECO INDUSTRIES	Hoses	1,239.50
14388	7/09/2025	[5750] AERO-MOD	Diaphram Pump	4,191.66
14389	7/09/2025	[3527] ALLIANT INSURANCE SERVICES INC.	25-26 ACIP Crime Renewal	1,332.00
14390	7/09/2025	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JUNE 2025 - PD, FAX LINE EXPENSES FOR JUNE 2025 - City Hall	
14391	7/09/2025	[4892] KEVIN T CALDWELL	Reimbursement: Clerk Fish & Wildlife Filing	
14392	7/09/2025	[7681] CA DEPT OF TAX AND FEE ADMIN	Implementation of City of Rio Dell Transaction & Use Tax (Measure O)	54,1
143	7/09/2025	[3206] CA POLICE CHIEFS ASSOCIATION	7/1/25-6/30/26 CPCA Dues for 1-12 Personnel	2

Section K, Item 8.

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

Ref#	Date	Vendor	Description	Amount
14394	7/09/2025	[2293] CITY OF FORTUNA	LAB TESTING -COLIFORM QUANTI-TRAY; BOD; TSS/MLSS; COLIFORM PA; COLIFORM 3X5	2,242.50
14395	7/09/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	Pax (Dog-F)	150.00
14396	7/09/2025	[2405] FORTUNA ACE HARDWARE	Pipe, Caps, Cutters	138.30
14397	7/09/2025	[5052] GHD, INC	Professional Services Rendered Through 6/28/2025: PW Rio Dell Eel River Trail, Professional Services Rendered Through 6/28/2025: Rio Dell Water System WebGIS	9,889.74
14398	7/09/2025	[2228] HUMBOLDT COUNTY ASSESSOR	CITY OF RIO DELL OWNERSHIP & MAILING ADDRESSES	135.23
14399	7/09/2025	[2691] HUMBOLDT SENIOR RESOURCE CENTER/ADULT DAY HEALTH, INC	Transportation Services 2025 to 2026	6,500.00
14400	7/09/2025	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5	321.00
14401	7/09/2025	[7548] NOR-CAL PIPELINE SERVICES	Sanitary Sewer Eval. - CCTV Work	249,000.00
14402	7/09/2025	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 7/3/2025	400.00
14403	7/09/2025	[2693] SHELTON'S AUTO LUBE	Oil Change on '21 Ford Explorer	101.50
14404	7/09/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines City Hall - August 2025, Phone Lines PD - August 2025	557.95
14405	7/09/2025	[4638] STITCH WITCH	4 Embroidered Tactical Polos	243.04
14406	7/09/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR JUNE 2025	3,743.00
14407	7/09/2025	[4008] TRINITY DIESEL, INC.	Repair to Hydrojetter	562.50
14408	7/09/2025	[2750] USA BLUEBOOK	Paints (Blue, Green & Black), Marking Wand, Spray Wand, Stripe Gun, Measuring Wheel, Paint (White), Paint (Fluorescent Orange)	1,063.54
14409	7/09/2025	[2787] WYCKOFF'S	PVC Union	11.02
14410	7/17/2025	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest & Rodent Control - 675 Wildwood	135.00
14411	7/17/2025	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR APRIL THROUGH JUNE 2025	22.50
14412	7/17/2025	[4217] CALPERS	SSA 218 - Annual Fee 2025/2026	110.00
14413	7/17/2025	[2293] CITY OF FORTUNA	Police Dispatch for July 2025	8,483.33
14414	7/17/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 7/11/2025	9
14415	7/17/2025	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	Special Counsel Services	1,5
14416	7/17/2025	[2315] COUNTY OF HUMBOLDT PLANNING & BUILDING DEPT	Earthquake Assistance	1
14417	7/17/2025	[7852] CSG CONSULTANTS	Franchise Agreement Analysis/Negotiation Assistance	1,1
14418	7/17/2025	[7664] DEGAND, VANESSA	CUSTOMER DEPOSIT REFUND	1

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

Ref#	Date	Vendor	Description	Amount
14419	7/17/2025	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for June 2025	105.00
14420	7/17/2025	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR APRIL THROUGH JUNE	42.52
14421	7/17/2025	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR APRIL THROUGH JUNE 2025	60.80
14422	7/17/2025	[2386] EUREKA RUBBER STAMP CO.	Name Plates	101.57
14423	7/17/2025	[2405] FORTUNA ACE HARDWARE	Vaccum and Scissors, Traps and Acid Muriatic, Replacement Cartridges, Outlet Cord and Fans	464.12
14424	7/17/2025	[5052] GHD, INC	Professional Services Rendered Through 6/28/2025: PW-Rio Dell Pedestrian Connectivity Improvements	21,250.55
14425	7/17/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Adapter	2.82
14426	7/17/2025	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form April - June 2025	178.44
14427	7/17/2025	[2691] HUMBOLDT SENIOR RESOURCE CENTER/ADULT DAY HEALTH, INC	Senior Home Repair Grant Program	300.00
14428	7/17/2025	[7905] HUNTER AND SON CONSTRUCTION INC.	Plumbing and Placement @ 616 Rigby Ave	3,240.00
14429	7/17/2025	[8004] INSTRUMENT TECHNOLOGY CORP	10-Watt Kit	7,100.75
14430	7/17/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14431	7/17/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5, Aqueous Sample Digestion, ELAP Certification Fee, ICP-OES Metals, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, Total Dissolved Solids, Total Nitrogen, Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria 3x5	1,712.00
14432	7/17/2025	[4717] KEVIN NASET	Reimbursement: Boot Allowance	300.00
14433	7/17/2025	[6100] NORTHERN CALIFORNIA GLOVE	Gloves and Earplugs	136.54
14434	7/17/2025	[4338] QUILL CORPORATION	File Jackets, Blank Laser Checks (Green)	132.47
14435	7/17/2025	[7196] S T RHOADES CONSTRUCTION, Inc.	Elm Street Repairs Project	95,102.75
14436	7/17/2025	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR JULY 2025	150.00
14437	7/17/2025	[5547] WAHLUND CONSTRUCTION, INC.,/SEQUOIA CONSTRUCTION SPECIALTIES	Drinking Water Infrastructure Improvement Project	203,746.50
14438	7/17/2025	[2772] WENDT CONSTRUCTION, INC	Install Sewer Lateral @ 170 2nd Ave, Roadside Mower	8,3
14439	7/17/2025	[2779] WILDWOOD SAW	Maintenance on Stihl	
14440	7/23/2025	[6466] BCR ENVIRONMENTAL CORP	One Time Inspection and Training for Bio-Scru	14,7
14441	7/23/2025	[2405] FORTUNA ACE HARDWARE	Flex Seal & Tape, Stencil Set and Paint	
14442	7/23/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Pipe Plug	

Section K, Item 8.



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

Ref#	Date	Vendor	Description	Amount
14443	7/23/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, Coliform Quanti-tray, ELAP Certification Fee, Total Coliform Bacteria 3x5	289.00
14444	7/23/2025	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR AUGUST 2025	3,240.00
14445	7/23/2025	[7928] REGIONAL GOVERNMENT SERVICES	Contract Services for June '25	338.90
14446	7/23/2025	[2664] ROGERS MACHINERY INC	Maintenance on Blowers	361.20
14447	7/23/2025	[6483] SONOMA CO JR COLLEGE /ACCTG	FTO Update	49.50
14448	7/23/2025	[3372] SPECIALTY TRAFFIC SYSTEMS	Reflective Cones	1,276.70
14449	7/23/2025	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor 330 G Tote, Deposit	53.87
14450	7/23/2025	[2748] UNDERGROUND SERVICE ALERT	2025 Membership plus New Unique 2024 Billable Tickets Fee	549.47
14451	7/23/2025	[2750] USA BLUEBOOK	Solenoid Valve, Membrane Cap Kit	2,396.78
14452	7/23/2025	[2779] WILDWOOD SAW	Edger Blade	21.88
14453	7/23/2025	[7988] LIBBIANNE R WOLFE	Reimbursement: Boot Allowance Picky Picky	218.27
14454	7/31/2025	[7237] BPR CONSULTING GROUP	Flat Plan Check Fee for 157 Monument Rd	542.79
14455	7/31/2025	[4937] CA DEPT OF TRANSPORTATION	Signals & Lighting Billing April - June 2025	399.98
14456	7/31/2025	[4063] CITY OF FERNDALE	Police Services (Investigation)	711.12
14457	7/31/2025	[7425] CIVICPLUS LLC	Central: Starter Standard and Module Based Hosting & Security Annual Fee; Cloudflare Tier 1 Security Protection	5,810.82
14458	7/31/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 7/25/2025	90.00
14459	7/31/2025	[2405] FORTUNA ACE HARDWARE	Tape, Coupler, Hose	168.43
14460	7/31/2025	[5052] GHD, INC	Professional Services Rendered Through 5/24/2025: PW Rio Dell Water Distribution System Improvement Project, Professional Services Rendered Through 5/24/2025: PW Rio Dell Eel River Trail	60,260.12
14461	7/31/2025	[2437] HACH	Total Electrolyte for CLT10sc	299.00
14462	7/31/2025	[7905] HUNTER AND SON CONSTRUCTION INC.	Final Retention for Mary McGrath at 616 Rigby Ave	6,065.00
14463	7/31/2025	[7665] SUNSHINE R KELLY	Refund: Overpayment on Dependent Coverage	293.75
14464	7/31/2025	[2569] MICROBAC LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee, Coliform Presence/Absence; ELAP Certification Fee, BOD/NFR; ELAP Certification Fee, ELAP Certification Total Coliform Bacteria 3x5, Aqueous Sample Digestion, ELAP Certification Fee, Haloacetic Acids, ICP-OES Metals, Nitrate and/or Nitrite, Organochlorine Pesticides and PCBs, THM by EPA 624, Total Dissolved Solids, Total Nitrogen	1,583.00
14465	7/31/2025	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION dba RCAC	Loan # 1144-CRD-05 Water CIP	5,0
14466	7/31/2025	[5376] SCOTTY'S CUTTERS EDGE	Maintenance on Equipment	2
14467	7/31/2025	[6483] SONOMA CO JR COLLEGE /ACCTG	POST Specialized Equipment Training	4

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Ref#	Date	Vendor	Description	Amount
14468	7/31/2025	[7185] STAPLES ADVANTAGE	#10 Peel & Seal Envelope & Labels	450.82
14469	7/31/2025	[2715] STEWART TELECOMMUNICATION	Problem/Work Request	275.75
14470	7/31/2025	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): June 17- July 16	661.80
14471	7/31/2025	[2773] WCP SOLUTIONS	Annual Paper Order	946.08
14472	7/31/2025	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR AUGUST 2025	393.76
<b>Total Checks/Deposits</b>				<b>813,284.05</b>

Ref#	Date	Vendor	Description	Amount
9837473	7/01/2025	WITHDRAWAL	DEPOSITED ITEM RETURNED	-145.00
722-640	7/02/2025	ELECTRONIC FUNDS TRANSFER	EFT: EDD PAYROLL TAXES FOR PPE 06/27/2025 Final Pay Check	-33.25
615214	7/02/2025	ELECTRONIC FUNDS TRANSFER	EFT: EFTPS PAYROLL TAXES FOR PPE 06/27/2025 Final Pay Check	-284.68
6641567	7/02/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 06/27/2025	-10,541.09
1626809	7/05/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA JULY 2025 New Fiscal Year	-17,473.09
467-536	7/07/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/27/2025	-3,652.10
1275474	7/07/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/27/2025	-18,272.62
975-120	7/09/2025	ELECTRONIC FUNDS TRANSFER	EFT: EDD PAYROLL TAXES FOR PD EMPLOYEE SEPARATION AGREEMENT.	-1,301.27
1431118	7/09/2025	ELECTRONIC FUNDS TRANSFER	EFT: EFTPS PAYROLL TAXES FOR PD EMPLOYEE SEPARATION AGREEMENT.	-4,846.66
9837460	7/11/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR JULY 2025	-116.22
9837462	7/11/2025	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOR JULY 2025. SPLIT W/PD & ADMIN.	-877.00
9837461	7/11/2025	ELECTRONIC FUNDS TRANSFER	EFT ONLINE OPTIMUM PUBLIC WORKS PAYMENT FOR JULY 2025.	-273.00
808-848	7/16/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/11/2025	-3,186.61
2973076	7/16/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/11/2025	-16,435.94
6991944	7/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 07/11/2025	-10,885.38
9837465	7/16/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR JUNE/JULY FY2025 - 2026	-31,202.38
9837466	7/21/2025	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE PAYMENT FOR AUGUST 2025.	-37,755.20
9837474	7/21/2025	WITHDRAWAL	Adjustment: Outdated/Voided check over 180 days was cashed in July 2025.	-28.87
			US Bank to make an adjustment to our bank account.	
9837469	7/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT FOR AUGUST 2025	-4
9837468	7/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: GUARDIAN DENTAL PAYMENT FOR AUGUST 2025	-1.8
9837467	7/22/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR AUGUST 2025	-4
891	7/24/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR JULY 2025.	-1.3
983	7/24/2025	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR JULY 2025 for Northwestern Street Lights	

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

Ref#	Date	Vendor	Description	Amount
VSF	7/28/2025	WITHDRAWAL	DEPOSITED ITEM RETURNED	-152.49
5254798	7/29/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR NEW WEX ONLINE FUEL CARDS FOR JUNE/JULY 2025	-2,746.17
9837464	7/31/2025	WITHDRAWAL	ANALYSIS SERVICE CHARGE FOR JULY 2025.	-125.54
<b>Total EFT's/Bank Withdrawals</b>				<b>-164,403.43</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	7/02/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 06/27/2025 & FINAL PAY CHECK	-47,102.70
TRX TO PR	7/17/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 07/11/2025	-42,705.48
TRX TO PR	7/31/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 07/31/2025	-41,933.04
TRX TO PR	7/08/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR SEPARATION PAY FOR PD EMPLOYEE	-9,068.44
<b>Total Transfer Between Accounts</b>				<b>-140,809.66</b>

Ref#	Date	Vendor	Description	Amount
23322	7/31/2025	WITHDRAWAL	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR JULY 2025	-605.90
9837472	7/16/2025	WITHDRAWAL	DEBIT CARD TO PURCHASE PROPANE FOR PUBLIC WORKS DEPARTMENT	-14.35
<b>Total Debit Card Withdrawals</b>				<b>-620.25</b>



## Staff Highlights – 2025-08-19

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### City Council

### City Manager

Attended meeting with CA Dept. of housing and Community Development to discuss Rio Dell's compliance with the Regional Housing Needs Assessment.

Will be meeting with Senator McGuire's Office on latest with CalFire development next week.

CalCities Redwood Empire Division will be meeting in Fortuna on August 22<sup>nd</sup> with special guest Cal Cities President, Lynne Kennedy Mayor Pro Tem, City Rancho Cucamonga

Will attend Wildlife Conservation Board meeting on August 28<sup>th</sup> for the potential award of a \$1.2 million grant for the ADA portion of the Eel River Trail at Davis Street.

### City Clerk

#### Processed Two (2) Building Permit Applications:

280 Tolman Place - Re-Roof Residence and Garage  
1083 Riverside Dr. – Demolition/Fire Damage Cleanup

#### Processed One (1) Business License Application:

Viceroy Improvement dba: DaBella – Non-Resident Contractor – Residential Remodels

### Misc:

Submitted 433A and 513C Forms to HCD for Manufactured Home Install at 98 Painter St.

Submitted the Employment Data Report to the Department of Labor Statistics for August

Sent Notification of Delinquent Transient Occupancy Taxes-Vacation Rental-190 Redwood Ave.

Coordinated with Changing Tides on Building Permit Authorizations and Payment of Fees



Provided Building Permit Information to a Realtor for 350 Second Ave.

Responded to the Gill Group Related to a Public Records Request Re: 325 Center St.

Prepared and Distributed the Nuisance Advisory Committee Meeting Agenda for 8/20/25.

File Organization and Retention

### **City Attorney**

### **Human Resources, Risk & Training**

### **Finance Department**

Finalized all Q4 cannabis tax payments for fiscal year 2024-2025.

Completed comprehensive time request extensions for 5 road work projects partially funded via Caltrans as a result of the December 2022 earthquake disaster.

Worked with the city insurance company and the City Police Chief to gather insurance documents for the Measure Z grant.

Created DIR # through the Department of Industrial Relations website for Humboldt Fence Company for work completed at the Rio Dell Dog Park.

Provided quarterly review with RCAC as part of the financing component of the CIP Water Distribution System Upgrade.

Worked with City contract engineers GHD, gathering documents and project information for projects associated with the December 2022 earthquake event.

Submitted quarterly invoicing and project outcomes table to Clean California representatives associated with the Eel River Trail project.

Worked with Humboldt Senior Resource Center about possibly renewing the senior home repair program and discussing projects and invoicing from the previous fiscal year.

Submitted direct charges to Humboldt County Auditor Controller's office for sewer liens for fiscal year 2024-2025.

Provided status check-in with the grants representative from McLean Foundation about the spay neuter program.



Provided letter of demand to Humboldt Land Title closing out CDBG loan on a property in Rio Dell.

Public Works Water

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park





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

August 19, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to a Presentation from Mahayla Broussard on Street Art and Utility Boxes

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff; or,

Take no action.

BACKGROUND AND DISCUSSION

At the direction of the Council, this item has been agendaized to consider an art proposal from local resident Mahayla Broussard.

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## Rio Dell Canvas: Enhancing Our Town's Identity Through Street Art

This project's purpose is to include more local artists, get more young people from Rio Dell included in our community, and advance the beautification progress.

### **Introduction**

Some of the things that I've noticed is that many teens, and even young adults either don't know how or where they can advocate for their ideas, and or don't feel included in Rio Dell's decisions. For example we got two new murals, which not many people knew about until it was happening. I also know that many young artists in our community don't get the chance to display their art styles, build credibility, or get the same opportunities to do murals that bigger artists do. Also due to our city focusing on big murals which look great we have completely ignored opportunities for art on smaller scales.

So I believe that we should contract smaller local artists to do projects like the power boxes, mail boxes, small walls on community buildings, and even the bland cement wall on our bridges.

### **Motivation**

The main motivation for this project is to create a bridge between the town council and the teens/young adults in our community. Though our council already does so much it never hurts to add new perspectives that could possibly point out problems/solutions not seen before.

As you probably have already seen while driving through Eureka every power box is painted. There are many styles, themes, and motivation behind each one. This is because Eureka has different artists paint every box. This has given many artists a chance to display their skill.

This project would brighten and attract sightseers, and more foot traffic to Rio Dell. This could help local businesses and promote the town.

### **Project details**

By not looking for respective profiles of artists we can outreach more people in our community, and if necessary local areas. For example, many teens (myself included) who want to contribute to city art and murals.

Artists could be recruited via social media, flyers in businesses, and community notices.

Artists will choose subject matter and style, but prior approval by city council, or city beautification group is required

Funds for the art supplies can be supported by sponsors, fundraising, and or (if all else fails) the artists themselves. Sponsors could be acknowledged under artworks, to incentivize further support.

For the purposes of this meeting, I'm proposing that the city council allow me to paint the utility box in front of the apartment building on the north side of the scotia bridge. Materials will be either donated or paid for by the community resource center.

### **Steps for prepping the utility box**

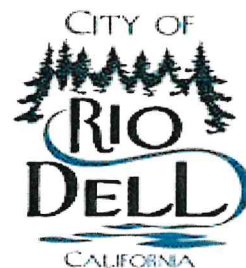
First, I will mask anything that can't be painted, such as locks, and I will use drop cloths around the base of the utility box to prevent any mess that might get on the ground.

Second, the box will need to be sanded with a fine grit sand paper to create a surface rough enough for paint to stick to, but smooth enough that it still looks nice once painted, and to remove any loose paint. The drop cloths around the base of the box to catch any substances that might be bad for the environment.

Third, the box will need to be cleaned to remove all the loose dust. I plan to speak to the residents of the apartment building adjacent to the site and ask if I can use their water for a brief rinse. If that isn't an option, I can wipe the box down with a wet rag and achieve the same results. One benefit of using a wet rag instead is that it would minimize any water runoff that may contain paint chemicals.

Fourth, I will use a foam roller and maybe a brush to apply a direct to metal primer, such as Pitt-Tech. One coat of primer would be ideal but it may need two coats— I won't know until I see it with the first coat of primer on.

Fifth, I'll be able to apply an exterior acrylic paint that will hold up to exposure to weather and sun, and follow up with a good quality sealant for extra protection.



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

August 19, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Adding Public Garbage and Recycling Can  
Location Adjacent to 44/64 Davis Street (Dollar General)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Direct the staff to work with Recology to put in operation the new can location; or,

Take no action.

BACKGROUND AND DISCUSSION

On August 5, 2025 the City Council directed that an agenda item be placed during this meeting to discuss placement of garbage cans adjacent to the southeast corner of the Dollar General following reports of candy wrappers found on the ground.

Frank Nelson, General Manager for Recology Eel River has indicated that there would be no problem in adding services to this location.

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