



RIO DELL CITY COUNCIL
REGULAR MEETING - 6:30 P.M.
TUESDAY, NOVEMBER 15, 2022
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERATIONS TO MEETING FORMAT
CORONAVIRUS (COVID-19)**

Effective immediately, the City of Rio Dell will reopen City Council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink (Optimum) channels on Cable TV.

To maintain safety and minimize the health risks associated with COVID-19, participants may be required to complete an Attestation of Vaccination upon entering the City Council Chambers. Fully vaccinated participants will not be required to wear a mask. Unvaccinated participants must wear face coverings at all times while in the City Hall Council Chambers.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) **and email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes.

Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

Zoom Public Comment:

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS

1) 2022/1115.01 - Proclamation in Recognition of The Great American Smokeout November 17, 2022 1

E. PUBLIC PRESENTATIONS

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

F. CONSENT CALENDAR

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

- 1) 2022/1115.02 - Approve Minutes of the October 18, 2022 Regular Meeting **(ACTION)** 3
- 2) 2022/1115.03 - Adopt Resolution No. 1555-2022 Declaring the Need for Continued In-Person/Hybrid City Council and Commission Meetings Pursuant to AB 361 **(ACTION)** 11
- 3) 2022/1115.04- Adopt Resolution No. 1558-2022 Approving Finding that Clean California Grant Funded Gateway Enhancement Project will not have a Significant Effect on the Environment and is therefore Categorically Exempt from the Provisions of CEQA **(ACTION)** 16
- 4) 2022/1115.05 - Adopt Resolution No. 1559-2022 Approving Year-End Budget Revisions for FY 2021-22 **(ACTION)** 24

- 5) 2022/1115.06 - Adopt Resolution No. 1561-2022 Approving the Updated Sanitary Sewer Management Plan (SSMP) for the City of Rio Dell **(ACTION)** 27
- 6) 2022/1115.07 - Receive and File Check Register for October **(ACTION)** 60
- G. ITEMS REMOVED FROM THE CONSENT CALENDAR
- H. REPORTS/STAFF COMMUNICATIONS
 - 1) 2022/1115.08 - City Manager/Staff Update **(RECEIVE& FILE)** 64
- I. SPECIAL PRESENTATIONS/STUDY SESSIONS
- J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS
 - 1) 2022/1115.09 - Provide Staff Direction on Update of Addresses Out of Sequential Order **(DISCUSSION/POSSIBLE ACTION)** 70
- K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
 - 1) 2022/1115.10 - Introduction and First Reading (by title only) of Ordinance 396-2022 Amending Chapter 15.05 "Construction Codes" Section 15.05.020 of the Rio Dell Municipal Code (RDMC) **(DISCUSSION/POSSIBLE ACTION)** 77
- L. COUNCIL REPORTS/COMMUNICATIONS
- M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, December 6, 2022 at 6:30 p.m.*

*675 Wildwood Avenue
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM Karen Dunham, City Clerk
DATE: November 15, 2022
SUBJECT: Proclamation in Support of the Great American Smoke-Out

RECOMMENDATION

Read the Proclamation in recognition and support of the American Cancer Society's Great American Smoke-Out on November 17, 2022.

BACKGROUND AND DISCUSSION

Jay McCubbrey, PhD, Project Director of Tobacco-Free North Coast, and possibly one or two other coalition members will be in attendance to accept the Proclamation.

ATTACHMENTS: Proclamation



In Recognition of
THE GREAT AMERICAN SMOKEOUT
November 17, 2022



WHEREAS, the American Cancer Society encourages all tobacco users to join the Great American Smokeout and quit tobacco for at least one day; and

WHEREAS, each year, nearly 34,000 California adults die from smoking and 20,300 kids become new daily smokers; and

WHEREAS, flavored tobacco products make smoking and vaping electronic cigarettes attractive to youth and harder to quit; and

WHEREAS, more than 84-percent of high school smokers used electronic cigarettes, almost all of which are flavored; and

WHEREAS, electronic cigarettes create hazardous waste in the form of plastics, semi-conductors, heavy metals and lithium-ion batteries for which there is no established disposal or recovery procedure.

NOW, THEREFORE, BE IT PROCLAIMED on this 15th day of November, 2022 that the City Council of the City of Rio Dell hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT, on Thursday, November 17, 2022, and encourages all residents who use tobacco products to consider that they do not have to stop smoking in one day. Just start with day-one.

Debra Garnes, Mayor
City of Rio Dell

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 18, 2022**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Garnes.

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

Absent: Councilmember Woodall (excused)

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

Absent: Community Development Director Caldwell and Wastewater Superintendent Taylor

CEREMONIAL MATTERS

Proclamation in Recognition of National American Indian Heritage Month

Mayor Garnes read the proclamation proclaiming November 2022 as National American Indian Heritage Month in the City and urging all citizens to observe the month of November with appropriate programs, ceremonies and activities. Virginia Howard Mullen was present to receive the proclamation.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on non-agenda items.

Sharon Wolfe addressed the Council and referred to a recent press release from Senator McGuire's office regarding the Redwood Trail Project. She said that In reviewing the map, it looks like the trail circumvents Rio Dell and comes back just past Chapman's Gem & Mineral. She said that there are probably reasons for locating the trail where they did and encouraged the city Council to is loudly advocate for an intertie back to Rio Dell off Highway 101. She noted that it would be a great thing for Rio Dell and make it safer for people connecting with the trail.

Mayor Garnes agreed to reach out to see what could be done.

CONSENT CALENDAR

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

Motion was made by Johnson/Wilson to approve the consent calendar including the following items:

- 1) Minutes of the October 4, 2022 Regular Meeting;
- 2) Receive and File the Check Register for September; and
- 3) Authorizing the City Manager to sign agreement between City of Rio Dell and Humboldt Waste Management Authority (HWMA) for services related to the California Integrated Waste Management Act.

Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided a staff update on recent activities and said that staff will be meeting with PG&E representatives along with the City of Fortuna and the County on October 24th to go over their written response with regard to the electrical transmission line deficiencies. They will also be making a presentation to the County Board of Supervisors on November 1st and encouraged anyone impacted by the situation to attend the meeting.

He announced that tomorrow's Nuisance Advisory Committee meeting was cancelled and announced that there would be a Traffic Committee meeting in the Council Chambers on Thursday, October 20th.

He also advised the Council of the high probability of cancelling the November 1, 2022 City Council meeting; in the event an urgent agenda item arises, the meeting would be held.

Lastly, he reminded anyone listening in remotely, that November 8, 2022 is the date of the mid-term election and that the City has Measure O on that ballot urging everyone to get out and vote.

Councilmember Wilson said that he would not be able to attend the Traffic Committee meeting due to work commitments. Future meetings should not be an issue however as he plans to retire over the next month.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Staff Presentation Regarding Possible Property Maintenance Regulations

Mayor Garnes announced the removal of this agenda item.

Update from the City Manager on Regional Organics Processing and Humboldt Waste Management Authority and Authorizing City Manager to Sign Letter

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City Manager Knopp provided a staff report and referred the Council to the draft letter on page 27 of the Council packet. He explained that the letter to Humboldt Waste Management Authority (HWMA) is a letter of interest from the City of Rio Dell supporting the concept that HWMA act in a Regional Capacity for purposes or organics processing.

He noted that SB 1383 legislation requirements are quickly approaching with some parts already being implemented. In discussions with neighboring jurisdictions there has been a strong interest in regionalizing the effort and ultimately creating an in-county organics processing facility as opposed to trucking material out of the area. He explained that the goal is to keep as much of the organic materials out of the landfills as possible because organic material in a landfill setting eventually creates methane gas which is damaging to the climate.

City Manager Knopp said that one of the big questions is who is going to lead the charge in regionalization. HWMA is the organization who should be in that position however, it is not currently. As such, there needs to be some fundamental changes putting HWMA in charge to lead a regional organics processing effort. If HWMA leads that charge, it will need some changes to occur to make that happen including flow control over source separated material and other things. In order to create a financial plan, HWMA needs commitments in order to make those long-term calculations about capital outlay and staffing in order to meet those state mandates.

He explained that HWMA was originally founded on solid waste but over the course of the past couple of decades there have new requirements related to recycling and source reduction and now organics. In order to meet these requirements, changes in the authority will be needed included adjusting the JPA and individual City and County Franchise Agreements related to materials flow. In addition, encouraging all local agencies to join the authority. The cities of Fortuna and Trinidad are currently not members of HWMA.

He commented that there have been some attempts to try and figure out how to finance and move forward on some interim solutions for trucking material out of the county but unfortunately even that cannot be accomplished at this time. The fees that everyone pays for garbage service are outlined for solid waste and recycling services and there is significant capital outlay that would need to occur in order to even update some of the facilities such as the Eureka Recycling Center to handle organic material.

Fundamentally what the letter is stating is a policy decision of the City of Rio Dell that it is interested in a regionalized approach to organics processing, and that the City is willing to look at adjusting the JPA to expand it from a solid waste processing facility to an organization with a broader scope in terms of dealing with organics.

City Manager Knopp reminded the Council that non-compliance of SB 1383 is not an option. However, the City of Rio Dell did receive some waivers as provided for by law so is in a relatively good position as far as timing in getting into compliance. He pointed out the

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most efficient way of dealing with these state mandates is to work together with the other jurisdictions.

Councilmember Wilson said that as the City's representative on the Humboldt Waste Management Authority (HWMA) board, he has sat through hours of presentations on SB 1383. He noted that it doesn't seem to have the emphasis of how important it is to get this implemented. He stressed the importance of having HWMA take the lead. Implementation and the overall expense are a huge issue. HWMA had a cost-sharing study done by a consulting firm (Edgar & Associates) and they issued a 350 plus page report that can be viewed on the HWMA website. At the last HWMA meeting, the board approved sending out to the other agencies what the consultants referred to as a road map in moving forward.

He said that one of the things the board discussed at the last meeting was to investigate the re-opening of the recycling center that was shut down to turn it into a processing center. He commented that just to get the new trucks needed is probably 2 years out and there is a dormant facility sitting there that HWMA was going to have to go out and replace at a cost of around \$3-4 million along with another \$3-4 million to implement sorting of the organic waste. These costs are something that everyone participating will have to address and this letter is a big step in showing the City's commitment.

Mayor Pro Tem Johnson said that it is certainly in the best interest of all the cities and the county to recognize what the City is recognizing tonight. It would be crippling to have to haul organics out of the county and raise the price per ton to the price of getting rid of garbage which is a huge number. It is really important for everyone to come together quickly and get HWMA to be full service.

Councilmember Carter agreed with the importance of having a regional approach and thanked Councilmember Wilson for keeping the Council updated on SB 1383 from the beginning.

Mayor Garnes said that she was also on board with a regional approach and thanked Councilmember Wilson for his updates.

Mayor Garnes called for public comment on the matter.

Sharon Wolfe asked if the City is essentially back to square one as far as what the County approach is in moving forward. She said that the last update she remembers is that the City would be working with larger cities that are required to implement SB 1383 sooner than Rio Dell and as part of that, the City was looking into mandatory collection. In consideration of that update, she asked where the City is in that respect and what citizens can expect.

City Manager Knopp said with regard to mandatory collection, staff hopes to have an update by the end of the year with Recology Eel River. He noted that the pace setter on

mandatory collection is the City of Fortuna so as they develop their plan, the Council will have opportunity to look at it and decide if it is in the best interest of the community. He said that the City is not entirely back to square one on the subject, but pretty close. As Councilmember Wilson noted, there was a road map developed and a good portion of that is highly useful but there are some cornerstones that probably should have been addressed many years ago with regard to HWMA's mission to expand their scope of their authority to manage these issues on behalf of the member agencies.

Sharon Wolfe asked how long the waiver is for the City.

City Manager Knopp responded that the waiver is for 5 years.

He pointed out that a lot of utility rates including garbage rates are driven by State regulations; the State makes mandates and the utility companies have to find a way to accomplish those State based goals.

Motion was made by Wilson/Johnson authorizing the Mayor to sign the letter of interest to HWMA as presented. Motion carried 4-0.

Discussion on State of City Road Infrastructure

City Manager Knopp provided an update to the Council on the State of City Road Infrastructure including the draft Pavement Condition Index report for City roads for 2022.

Nichols Consulting is working with Humboldt County Association of Governments (HCAOG) and every few years they come in and do an analysis on road infrastructure and do a sample of random City streets and extrapolate from that to determine the condition. He referred to the graph from the Pavement Condition Index going back to 2009. The range started from zero representing no road to 100 which is a brand-new perfect road. Historically since 2009, Rio Dell has been rated with a PCI of 61 then in 2017, the PCI declined to 51 which was likely the worst paving condition reported. The City conducted treatments on one-fourth of the network over the past three years and resulted in significant PCI improvements since the previous update. The most recent sample done in July 2022 showed Rio Dell with a PCI of 71, putting the City in the top tier of the paving condition index throughout the County.

He commented that there are still a lot of roads that need to be improved including Ogle, Elm, Second and a couple of other streets that need some significant improvement. Whether the City Council wants to change the 5-year focus to address those streets is something they need to discuss. He explained that during the prioritization of roads for the 5-year plan, the Council gave direction to staff to focus on roads where no underground infrastructure was anticipated which is what staff did. Something for the Council to consider is whether this direction should be reconsidered in moving forward.

Mayor Garnes said that this is something that she would like the Council to address. She said that when the Council discussed the 5-year plan she was not in support of paving

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streets that would have to be torn up to replace infrastructure but as Water/Roadways Superintendent Jensen mentioned at prior meetings, it is one of those things that can be put off over and over and never gets done which leads to frustration from citizens who just want a decent road. She expressed support for fixing roads as needed and when the City has the money to replace the infrastructure hopefully the areas in the road that are torn up are minimal.

She said that in looking at the perspective of citizens that just want a decent road, perhaps the Council should direct staff to bring back a plan for addressing the remaining road repairs then deal with the infrastructure when the need arises.

Mayor Pro Tem Johnson expressed the need to celebrate the fact that the City's PCI was rated last and now it's first in the County. He said that this is huge and speaks to the commitment the Council and staff has had to invest wisely into the City's infrastructure and streets. He said that years ago, the citizens passed Measure J that provided a 1% sales tax increase in Rio Dell and at that time promised the citizens that it would be spent on streets, public safety and economic development and this Council has fulfilled that promise. He pointed out there is still a lot of work that needs to be done underground and some of that work can be programmed in the near future. Storm drainage needs to be improved in the Ogle/Belleview area as well as Riverside. The sum of those improvements is likely in the range of \$400,000-\$500,000 which is the equivalent to what the City has been investing in street paving programs over the last few years.

He suggested the Council look at a program for next year of doing some underground work on those streets, noting that some of the design work is already done for Ogle Ave. He said that he would like the Council to sit down with staff and discuss where things are with that work.

Councilmember Carter said that she heard from frustrated citizens about the conditions of some of the roads but thought it might be best to default to staff for guidance. She said that if it is going to be awhile before infrastructure can be repaired on a particular street, then maybe the Council should consider repairing the road. She agreed with Mayor Pro Tem Johnson on the importance of underground work and said that it seems that there needs to be a balance between the two.

Councilmember Wilson thanked staff and said that in moving forward, the plan was to hold off on street paving and focus on the three grant projects. He said that some of the financing to do the street work came from the local sales tax and some from cannabis revenue but as we all know; the cannabis market is in decline. As such, he does not anticipate the City generating a lot of revenue from cannabis taxes in going forward. He reminded everyone that the City has a tax measure on the November ballot to reduce the sales tax from 1% to .75% and that money is needed in fixing our streets and/or underground utilities. He said that the Council and staff have shown that they have acted responsibly by using the funds efficiently to make improvements in the City. Hopefully citizens will vote to extend the tax and allow even more improvements in the City.

Mayor Garnes said that what is needed is a consensus of the Council to have staff at some point, bring back to the Council a plan to address infrastructure and road improvements so the Council can look at the whole picture and decide on the best plan in moving forward.

She expressed thanks to staff and the Council for the many accomplishments over the past few years and said that staff has really stepped up which is greatly appreciated.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson reported that he went to Crescent City last week and attended a Last Chance Grade meeting where there were four different groups in attendance along with Caltrans and the consultant. He said that they went out in the field and reviewed the project and stopped at the north end and basically talked about which trees would be removed if the tunnel was built through the rocks about a mile long with a short bridge at the north end. He commended Caltrans for fine-tuning the design and saving a lot of trees including old growth.

He reviewed the two alternatives; alternate F and alternate X. Alternate F is a tunnel and Alternate X is a conventional roadway exposed to rain and cut slopes that are exposed to all that nature has to throw at it. Alternate F is boring inland up to about 100 feet necessitating walls up to 40 feet tall and sometimes walls upon walls. That plan will of course take trees and be subject to all of the forces nature has to throw at it. They discussed mitigation and ultimately it will involve sitting down with State and National Parks and Caltrans and perhaps Save the Redwoods League and coming up with a plan of what is the value of trees in a world heritage site of old growth redwood trees and other old growth trees.

He noted that there will be several more meetings to discuss mitigation and thoughts were thrown out there such as providing work training for people in Del Norte County which has suffered tremendously in the last 30 years due to ceasing logging in that area. He pointed out that in 1980 there were 8 sawmills in Del North County; in 1995 there were zero sawmills and a new prison. He said that the source of revenue and job skills have changes and need to get current with a modern world. He commented that the goal is to avoid delays due to litigation as that would be an absolute time killer and potentially a project killer.

He then mentioned Measure O that will be voted on in November and said that there are signs in City Hall saying "Vote Yes on Measure O" and the Council is committing to the citizens that the money generated from Measure O will be spent on streets, police and economic development. He encouraged anyone interested to come into City Hall and pick up a sign and talk to neighbors as it is a vital part in allowing the City to move forward in an upward trajectory.

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Councilmember Wilson reported that he had an upcoming meeting at Redwood Coast Energy Authority (RCEA) and said it would be interesting to see what comes out of the meeting with PG&E.

Councilmember Wilson said that he was approached by a member of the community watching the council meeting remotely and said that the sound and the quality of the audio and video with the owls is not great.

Councilmember Carter encouraged everyone to take a stroll down Wildwood Avenue and look at the new kiosks installed by the Chamber of Commerce. She expressed thanks to Nick Angeloff and the Chamber members and anyone else that put in the effort to make this project happen.

Mayor Garnes reiterated the need for citizens to get out and vote on November 8th and hopefully to support Measure O. She then wished everyone a safe and happy Halloween.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 7:28 p.m. to the November 1, 2022 regular meeting. Motion carried 4-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: November 15, 2022

SUBJECT: Resolution Declaring the Need for Continued In-Person/
Hybrid Meetings in Accordance with AB 361

RECOMMENDATION

Adopt Resolution No. 1555-2022 declaring the need for continued in-person/hybrid City Council and Commission meetings during declared State of Emergency pursuant to Gov't Code Section 54953 (AB 361).

BACKGROUND AND DISCUSSION

At the March 1, 2022 regular meeting, the City Council adopted Resolution No. 1528-2022 declaring the need to discontinue virtual meetings and resume with in-person/virtual (hybrid) meetings effective March 1, 2022. Staff is required to return to the Council every 30 days to reconsider the circumstances of the emergency and either vote to continue with in-person/virtual (hybrid) meetings or resume with virtual (Zoom) meetings. At the September 6, 2022 regular meeting, the Council voted to continue with in-person/virtual (hybrid) meetings and to revisit the item at this meeting.

Staff's recommendation is to continue holding in-person/hybrid meetings until such time the need arises to resume with virtual (Zoom) meetings

Under the standard Brown Act Teleconferencing Requirements, during teleconferencing meetings, at least a quorum of the members of the local public agency body must participate from locations within the boundaries of the local jurisdiction. In addition, each teleconference location from which a member will

be participating must be specifically identified in the meeting notice and agenda, including full address with the agenda posted at each location. The meeting and all teleconference locations must also be physically accessible to the public.

Under AB 361, a quorum is not required to be located within the boundaries of the local jurisdiction and the public agency must only give notice and post the agenda in accordance with the Brown Act provisions for in-person meetings.

Continuing with in-person/virtual (hybrid) meetings under AB 361 allows flexibility for Councilmembers, staff or members of the community to attend virtually if they are not able to attend in-person under relaxed Brown Act requirements.

The Humboldt County Public Health Division reported **74 new confirmed cases** for the seven-day period ending October 18, 2022 in Humboldt County. This number is down from last month's total of 119. In addition, there was one **(1) death** of a person in their 40's and **zero hospitalizations** reported.

The latest data from the Centers for Disease Control and Prevention (CDC) reported the COVID-19 community levels for Humboldt County as "Low" risk, which is the same as last month.

On Monday, October 17, 2022, Governor Newsom announced that California's COVID 19 State of Emergency will end on February 28, 2023. The Governor's noted that this will allow health care providers flexibility to handle a potential surge of winter infections.

With passage of Resolution 1555-2022 to continue conducting City Council meetings in-person/virtually, staff will bring the item back at the December 20, 2022 regular meeting to reconsider the circumstances of the emergency and, if appropriate, make findings to continue to hold in-person/virtual (hybrid) meetings, or to resume with virtual (Zoom) meetings.

Attachments:

Resolution No. 1555-2022 - Continuing with In-Person/Virtual Meetings



RESOLUTION NO. 1555-2022

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
DECLARING THE NEED TO CONTINUE CONDUCTING CITY
COUNCIL AND COMMISSION MEETINGS IN-PERSON/VIRTUALLY
DURING DECLARED STATE OF EMERGENCY PURSUANT TO
GOVERNMENT CODE SECTION 54953 (AB 361) RESCINDING
RESOLUTION NO. 1549-2022**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom meetings for all City Council and Commission meetings; and

WHEREAS, on March 27, 2020, the City Council adopted Resolution No. 1449-2020 declaring a local emergency due to COVID-19; and

WHEREAS, on November 8, 2020, the Humboldt County Health Department extended the order requiring all individuals to wear face coverings when indoors in workplaces and public settings, with limited exceptions; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361 which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Brown Act Orders; and

WHEREAS, on October 5, 2021 the City Council adopted Resolution No. 1505-2021 declaring the need for virtual City Council and Commission meetings

during declared State of Emergency pursuant to Government Code Section 54953 (AB 361) and continued extending the declaration through April 2022; and

WHEREAS, on March 1, 2022 the City Council adopted Resolution No. 1528-2022 declaring the need to discontinue virtual (Zoom) meetings and resume with in-person/virtual (hybrid) meetings effective immediately; and

WHEREAS, the State and the County no longer have social distancing guidance; and

WHEREAS, the latest data from the Centers for Disease Control and Prevention (CDC) reported the COVID-19 community levels for Humboldt County as “Low” risk which means that people should only wear masks based on personal preference and personal level of risk; and

WHEREAS, the City Council reviewed the findings and determined that the state of local emergency does not continue to directly impact the ability of the City Council and its Commissions, as well as staff and members of the public from meeting safely in person; and

WHEREAS, AB 361 provides that, if the state of emergency remains active for more than 30 days, a local agency must make certain findings by majority vote every 30 days to continue using the bill’s exemption to the Brown Act teleconferencing rules; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell declares the following:

- a. The City Council has reconsidered the circumstances of the state of emergency; and
- b. The state of local emergency does not continue to directly impact the ability of the City Council and its Commissions, as well as staff and members of the public from meeting safely in person; and
- c. The State and County of Humboldt no longer have social distancing guidance but urges all unvaccinated individuals in public spaces to maintain social distancing; and the City can maintain those social distancing requirements for unvaccinated Councilmembers, Commissioners, staff and the public in the meeting spaces.

City Council and Commission meetings will continue as in-person/virtual (hybrid) meetings until such time the order is rescinded, superseded or amended by the Rio Dell City Council.

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk of the City of Rio Dell, certify that the foregoing Resolution was introduced at a special meeting of the City Council held on November 15, 2022 and was adopted thereafter by the following vote:

AYES:

NOES:

ABSENT:


ABSTAIN:

Karen Dunham, City Clerk

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



For Meeting of: November 15, 2022
 Consent Item; Public Hearing Item

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: October 24, 2022
Subject: Gateway Improvements – Clean California Grant – CEQA Notice of Exemption

Recommendation:

That the City Council:

1. Approve Resolution No. 1558-2022 approving a finding that that the Clean California grant funded Gateway Enhancement project will not have a significant effect on the environment and is therefore Categorically Exempt from the provisions of CEQA.
2. Direct staff to file the Notice of Exemption with the Office of Planning and research (OPR) and the County Clerk Recorder's office.

Discussion:

As the Council is aware, the City made application for a Clean California Grant which will beautify and enhance the northern segment of Wildwood Avenue, the main street through the City of Rio Dell, from Elko Street to Belleview; and

There are a number of existing unhealthy and dying trees in medians and landscaped areas which will be removed, an adequately-sized planting hole will be excavated and filled with amended soil, and trees will be replanted that are sensitive to the town's character, drought-tolerant, low-maintenance, and aesthetically pleasing. In addition, the existing irrigation system will be modified to match the placement and water needs of the new trees.

Near the southern end of the project, Memorial Park will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench.

WHEREAS the City was awarded and accepted the grant funds for the project; and

Staff believes the project can be found Categorical Exempt from CEQA. Section 21084 of the Public Resources Code requires the CEQA Guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA.; and

Pursuant to Section 21084 of the Public Resources Code the project is eligible for Class 1, 3 and 4 Categorical Exemptions per Sections 15301, 15303 and 15304 of the CEQA Guidelines.

Class 1 Categorical Exemptions of the CEQA Guidelines consists of operation, repair, maintenance, permitting, licensing or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; and

The proposed project is located in existing public open space and proposes to replace existing unhealthy and dying trees in medians and landscaped areas. The replacement of the trees and the minor modifications to the irrigations system is considered an insignificant enhancement of the existing conditions; and

Class 3 Categorical Exemptions of the CEQA Guidelines consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made to the exterior of the structure; and

The proposed project includes improvements to Memorial Park which will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench. These improvements are considered insignificant; and

Class 4 Categorical Exemptions of the CEQA Guidelines consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, and scenic trees except for forestry or agricultural purposes; and

This project does not involve the removal of any healthy, mature or scenic trees. The trees to be replaced are unhealthy and dying trees. The minor excavation required to provide suitable soils for healthy growth are considered minor alterations to the exiting tree wells. Drought tolerant landscaping and new trees would be installed as a result of this project; and

Based on the project, there is no evidence that improvements will have a significant effect on the environment.

Attachment 1: Resolution No. 1558-2022 approving a finding that that the Clean California grant funded Gateway Enhancement project will not have a significant effect on the environment and is therefore Categorical Exempt from the provisions of CEQA.

Attachment 2: Draft Notice of Exemption to be filed with the Office of Planning and research (OPR) and the County Clerk Recorder's office.

RESOLUTION NO. 1558-2022



RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL FINDING THAT THE CLEAN CALIFORNIA GRANT FUNDED GATEWAY ENHANCEMENT PROJECT WILL NOT HAVE A SIGNIFICANT EFFECT ON THE ENVIRONMENT AND IS THEREFORE CATEGORICALLY EXEMPT FROM THE PROVISIONS OF CEQA.

WHEREAS the City made application for a Clean California Grant which will beautify the northern segment of Wildwood Avenue, the main street through the City of Rio Dell, from Elko Street to Belleview; and

WHEREAS existing unhealthy and dying trees in medians and landscaped areas which will be removed, and adequately-sized planting hole will be excavated and filled with amended soil, and trees will be replanted that are sensitive to the town's character, drought-tolerant, low-maintenance, and aesthetically pleasing; and

WHEREAS the existing irrigation system will be modified to match the placement and water needs of the new trees; and

WHEREAS near the southern end of the project, Memorial Park will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench; and

WHEREAS the City was awarded and accepted the grant funds for the project; and

WHEREAS Section 21084 of the Public Resources Code requires the CEQA Guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA.; and

WHEREAS based on the project, the City has determined that improvements will not have a significant effect on the environment; and

WHEREAS pursuant to Section 21084 of the Public Resources Code the project is eligible for Class 1, 3 and 4 Categorical Exemptions per Sections 15301, 15303 and 15304 of the CEQA Guidelines.

WHEREAS Class 1 Categorical Exemptions of the CEQA Guidelines consists of operation, repair, maintenance, permitting, licensing or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; and

WHEREAS the proposed project is located in existing public open space and proposes to replace existing unhealthy and dying trees in medians and landscaped areas. The replacement of the trees and the minor modifications to the irrigations system is considered an insignificant enhancement of the existing conditions; and

WHEREAS Class 3 Categorical Exemptions of the CEQA Guidelines consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made to the exterior of the structure; and

WHEREAS the proposed project includes improvements to Memorial Park which will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench. These improvements are considered insignificant; and

WHEREAS Class 4 Categorical Exemptions of the CEQA Guidelines consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, and scenic trees except for forestry or agricultural purposes; and

WHEREAS this project does not involve the removal of any healthy, mature or scenic trees. The trees to be replaced are unhealthy and dying trees. The minor excavation required to provide suitable soils for healthy growth are considered minor alterations to the existing tree wells. Drought tolerant landscaping and new trees would be installed as a result of this project; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Rio Dell finds that:

1. The proposed Gateway improvements funded through the Clean California Grant Program are Categorically Exempt pursuant Sections 15301, 15303 and 15304 of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Rio Dell hereby directs staff to file a Notice of Exemption with the Office of Planning and research (OPR) and the County Clerk Recorder's office.

I HEREBY CERTIFY that the forgoing Resolution was PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on November 15, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Debra Garnes

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. 1558-2022 adopted by the City Council of the City of Rio Dell on November 15, 2022.

Karen Dunham, City Clerk, City of Rio Dell



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

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA. 95812-3044

County Clerk
County of Humboldt
825 Fifth Street
Eureka, CA. 95501

From: (Public Agency):
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA. 95562

Project Title: City of Rio Dell Gateway Beautification – Clean California Grant.

Project Applicant: City of Rio Dell.

Project Location – City: This project will beautify the northern segment of Wildwood Avenue, the main street through the City of Rio Dell, from Elko Street to Belleview Avenue.

Project Location – County: Humboldt

Project Description: Existing unhealthy and dying trees in medians and landscaped areas will be removed, an adequately-sized planting hole will be excavated and filled with amended soil, and trees will be replanted that are sensitive to the town's character, drought-tolerant, low-maintenance, and aesthetically pleasing. The existing irrigation system will be modified to match the placement and water needs of the new trees. Near the southern end of the project, Memorial Park will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench.

Name of Public Agency Approving Project: City of Rio Dell

Name of Person or Agency Carrying Out Project: City of Rio Dell

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 1, 3 & 4; § 15301, 15303 & 15304
- Statutory Exemptions. State code number. _____
- Other:

Reasons why project is exempt: The project is eligible for Class 1, 3 and 4 Categorical Exemptions per Sections 15301, 15303 and 15304 of the CEQA Guidelines as it involves the minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use and consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made to the exterior of the structure and consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, and scenic trees.

This NOE is consistent with the following code sections:

15301 Existing Facilities. Class 1 Categorical Exemptions of the CEQA Guidelines consists of operation, repair, maintenance, permitting, licensing or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

The proposed project is located in existing public open space and proposes to replace existing unhealthy and dying trees in medians and landscaped areas. The replacement of the trees and the minor modifications to the irrigations system is considered an insignificant enhancement of the existing conditions.

15303 New Construction or Conversion of Small Structures. Class 3 Categorical Exemptions of the CEQA Guidelines consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made to the exterior of the structure.

The proposed project includes improvements to Memorial Park which will be revitalized and enhanced with the addition of exercise equipment, including a push-up bar, a chin-up bar, and a sit-up bench. These improvements are considered insignificant.

15304 Minor Alterations of Land. Class 4 of this code consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, and scenic trees except for forestry or agricultural purposes.

This project does not involve the removal of any healthy, mature or scenic trees. The trees to be replaced are unhealthy and dying trees. The minor excavation required to provide suitable soils for healthy growth are considered minor alterations to the existing tree wells. Drought tolerant landscaping and new trees would be installed as a result of this project.

Lead Agency: City of Rio Dell

Contact Person: Kyle Knopp **Email:** knoppk@cityofriodell.ca.gov **Phone:** (707) 764-3532

If filed by the applicant:

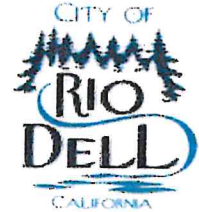
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?
 Yes No

Signature: _____ **Date:** November 16, 2022
Title: City Manager

Date Sent/Received for filing at OPR: November 16, 2022

*Authority cited: Sections 21083 and 21110, Public Resources Code
Reference: Sections 21108, 21152 and 21152.1 Public Resources Code.*

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



DATE: November 15, 2022

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1559-2022 Budget Revision

IT IS RECOMMENDED THAT THE CITY COUNCIL:

It is recommended that the City Council approve Resolution No. 1559-2022, issuing a budget revision in the closeout of Fiscal Year (FY) 2021-22.

BACKGROUND AND DISCUSSION

City staff is closing out the Fiscal Year 2021-22 budget in preparation with the annual audit for FY 2021-22. It is necessary to make a budget revision in Expenditures (5102) within the Recycling Department (04) Solid Waste Fund (027) to budget for trashcans and recycling receptacles purchased last fiscal year in the amount of \$20,548.

ATTACHMENTS

Resolution 1559-2022 Budget Revision



RESOLUTION NO. 1559-2022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
REVISING THE ADOPTED BUDGET
FOR FISCAL YEAR 2021-22**

WHEREAS, the City adopted Resolution 1490-2021 establishing the City's Operating and Capital Budget for Fiscal Year (FY) 2021-22 and any revisions in a fund must be approved by the City Council; and

WHEREAS, a budget revision is necessary to cover costs for the replacement of the garbage and recycling cans throughout the City of Rio Dell; and

WHEREAS, grant funds from the Cal Recycle City/County Payment Program were received to offset some of the expenses of the new garbage and recycling cans.

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2021-22 Operating and Capital Budget to create a budget for the purchase of trash and recycling cans in Fiscal Year 2021-22 as follows:

\$ 16,548 5102 04 027 Solid Waste Operational Supplies

\$4,000 5102 04 000 Recycling Operating Supplies

\$20,548 Budget Revision

PASSED AND ADOPTED by the City Council of the Rio Dell on this 6th day of April, 2021 by the following vote:

Ayes:

Noes:

Abstain:

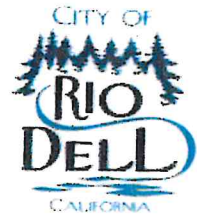
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

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



DATE: November 15, 2022

TO: Mayor and Members of the City Council

FROM: Derek Taylor, Wastewater Superintendent

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1561-2022 SSMP (Sanitary Sewer Management Plan)
Recertification

IT IS RECOMMENDED THAT THE CITY COUNCIL:

It is recommended that the City Council approve Resolution No. 1561-2022, issuing a SSMP recertification as by order of the State Water Resources Control.

BACKGROUND AND DISCUSSION

Every five years the City reviews and recertifies the SSMP for current regulation and best system practices. With the assistance of Larry Walker and Associates the City of Rio Dell SSMP has been recertified and uploaded to the State database and needs to be approved by City Council. A digital copy will also be uploaded to the City website.

ATTACHMENTS

Resolution 1561-2022 Recertification of City's Sanitary Sewer Management Plan (SSMP)
Revision



RESOLUTION NO. 1561-2022

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL ADOPTING A SANITARY
SEWER MANAGEMENT PLAN (SSMP)
FOR THE CITY OF RIO DELL**

WHEREAS, on May 2, 2006, the State Water Resources Control Board (SWRCB) issued Order No. 2006-0003-DEQ. Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems requiring all agencies with sanitary sewer systems to develop a Sanitary Sewer Management Plan (SSMP) in an attempt to quantify and reduce Sanitary, Sewer Overflows (SSO's) as well as mitigate any SSO's that do occur: and

WHEREAS, the City of Rio Dell Recertified and adopted an SSMP on February 16, 2016, followed by an audit of the SSMP in July, 2022; and

WHEREAS, the City of Rio Dell has updated the City's SSMP to meet the requirements of the SWRCB. GWDR and revised Monitoring and Reporting Requirements associated with monitoring, record keeping, reporting, and public notification requirements.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Rio Dell that it hereby approves the updated Sanitary Sewer Management Plan (SSMP), attached hereto.

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 15th day of November, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Debra Garnes, Mayor

Karen Dunham, City Clerk

OCTOBER 2022

CITY OF RIO DELL

Sanitary Sewer Management Plan

PREPARED BY:



PREPARED FOR:



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LIST OF APPENDICES

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Appendix B: City of Rio Dell Ordinance 190

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INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR), and Order Number WQ 2013-0058-EXEC. The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Rio Dell developed an initial SSMP dated December 28, 2010. This SSMP is an update of the initial SSMP and has incorporated the results of the previous SSMP Audits, including its most recent audit completed in July 2022.

This SSMP is intended to be a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR. This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Program.

As described in the NPDES permit, the City of Rio Dell owns, operates, and maintains a municipal wastewater treatment plant and associated collection system and disposal facilities. The Facility serves a residential population of approximately 3,300 with a small number of commercial and institutional users in the City of Rio Dell. The City of Rio Dell waste treatment works provides collection, sedimentation, biological treatment, disinfection and de-chlorination of wastewater.

Facility Design Flow	0.62 mgd Average Annual Flow 1.25 mgd Average Wet Weather Flow (AWWF)
Facility Permitted Flow	0.62 mgd Average Annual Flow 1.25 mgd AWWF
Watershed	Lower Eel River
Receiving Water	Lower Eel River, Percolation Pond (groundwater), Land Disposal at Irrigation Site (groundwater).
Receiving Water Type	Inland surface water, groundwater

ELEMENT 1: GOALS

The intent of this section is to identify the goals that the City has established for its SSMP. These goals are intended to provide focus for City staff to continue proactive management of its wastewater collection system.

1.1 REGULATORY REQUIREMENTS FOR THE GOALS ELEMENT

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP GOALS

The goals of the City of Rio Dell's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service, and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, and fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, will serve as a reference for the City's sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the City staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

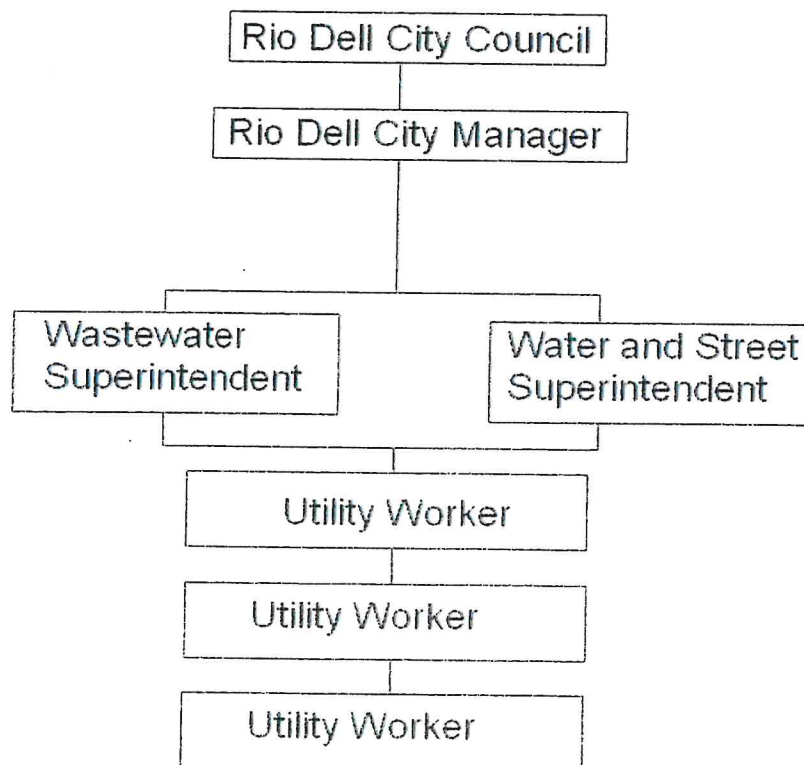
2.1 REGULATORY REQUIREMENTS FOR THE ORGANIZATION ELEMENT

The WDR requires that the Organization element of the SSMP provide the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 ORGANIZATION

The portion of the City's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown in below:



A description of the roles for wastewater collection system agency staff is described below:

City Council – Establishes policy.

City Manager – Enforces policy, plans strategy, leads staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

Wastewater Superintendent – Manages field operations and maintenance activities, provides relevant information to the City Manager, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Utility Worker – Staff that conduct preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

Position	Name	Phone Number
City Manager	Kyle Knopp	707-764-3532
Water & Streets Superintendent	Randy Jensen	707-764-3541
Wastewater Superintendent	Derek Taylor	707-764-5754
Lead Utility Worker	Andres Lopez	707-764-5754 Pager 707-496-5190
Utility Worker	Gustavo Gomez	707-764-5754
Utility Worker	Alfonso Garcia	707-764-5754

2.3 AUTHORIZED REPRESENTATIVE

The Wastewater Superintendent, Derek Taylor, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO REPORTING CHAIN OF COMMUNICATION

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6 – Overflow Emergency Response Plan. The sanitary system overflow (SSO) detection, notification, and response process is discussed below.

During normal business hours calls regarding SSOs are received by City Hall. City Hall personnel will contact the Wastewater Superintendent who will dispatch responders. In cases when the Wastewater Superintendent is not available, the Lead Utility Worker will be contacted who will dispatch responders.

After normal working hours calls regarding SSOs are received by the Rio Dell Police Department (RDPD). The RDPD will contact on-call utility staff using a pager that is assigned to staff on a weekly basis. The on-call utility staff will be the initial responder to SSOs. If the situation warrants, additional utility workers will be contacted to respond. In complex SSOs the Wastewater Superintendent will be contacted for additional support and guidance. Information from the SSO and SSO response will be provided by the responders to the Wastewater

Superintendent who will make the necessary regulatory reports. The regulatory notification responsibility and requirements are included in the *Sanitary Sewer Overflow and Backup Response Plan*.

ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the City of Rio Dell's Legal Authority, including its Municipal Code and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 REGULATORY REQUIREMENTS FOR THE LEGAL AUTHORITY ELEMENT

The requirements for the Legal Authority element of the SSMP are summarized below. The City must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
2. Require that sewers and connections be properly designed and constructed;
3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
5. Enforce any violation of its sewer ordinances.

3.2 CITY OF RIO DELL LEGAL AUTHORITY

The legal authority required for the SSMP is contained in Rio Dell Municipal Code Chapter 13.10 and 15.05. The Rio Dell Municipal Code Chapter 13.10 is dedicated to Sewer Rates and Regulations while Chapter 15.05 is dedicated to Construction Codes. The City's Municipal Code can be accessed at: <https://www.codepublishing.com/CA/RioDell>.

3.3 AGREEMENTS WITH OTHER AGENCIES

The City or Rio Dell does not have any satellite collection systems or agreements with other agencies.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 REGULATORY REQUIREMENTS FOR THE OPERATIONS AND MAINTENANCE PROGRAM

The WDR states that the City shall develop and implement an Operations and Maintenance (O&M) Program which should include the following:

- The City must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The City must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The City must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The City must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The City must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 MAPS

The City of Rio Dell maintains a set of sanitary sewer maps utilizing Geographic Information System (GIS) software. The sanitary sewer and stormwater maps are updated with new and rehabilitated facilities by City of Rio Dell staff on an as-needed basis. Electronic copies of the maps are maintained and accessible at the wastewater office.

The City of Rio Dell recently generated a combined wastewater and storm drainage atlas using GIS which was printed at a useable scale and indexed to a map key. Hard copies of the atlas are kept in the wastewater office and in field vehicles. The wastewater/stormwater atlas can be used to locate and identify wastewater and storm drainage structures and to aid in the response to SSOs.

4.3 PREVENTATIVE OPERATIONS AND MAINTENANCE PROGRAM

The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment. The main goal of maintenance activities is to ensure equipment availability to meet plant process operation requirements.

The City prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, “hot spots”. The Hot Spot list for the City of Rio Dell includes a single location at Eeloa Ave and North Pacific Avenue. The preventive maintenance program includes scheduled jet-rodding of the hot spot, regular inspection of lift stations, and investigation of customer complaints. The City of Rio Dell maintains a plant and collections system log book in the wastewater laboratory. The log book includes location information, observations, direction and distance of cleaning, and comments.

Gravity Sewers

The City currently uses in-house services for routine and emergency sewer cleaning as needed. The City uses its field crews to complete most emergency repairs. The City contracts with Wendt Construction and other local contractors to correct larger emergency problems.

The City of Rio Dell maintains a list of hot spots. Preventive maintenance on the hot spots are performed and documented every 30 days. A log book is maintained in the plant’s wastewater laboratory that documents the dates, locations and comments from cleaning activities. The City maintains tables indicating the manhole that was entered, direction of rodding and total feet of sewer cleaned. The City of Rio Dell has an ongoing sewer cleaning program that results in systematic system-wide cleaning being accomplished on a 1 to 2 year cycle.

Lift Stations and Force Mains

The City’s force mains O&M program consists of periodic inspections and corrective maintenance activities conducted by City staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains.

The City’s maintenance staff is responsible for the City’s two lift stations each equipped with two pumps. The City performs daily inspections of the lift stations and backup generators for the lift stations. Daily inspections include visual check of the equipment, manual cycling of pumps, checking and cleaning floats, recording hour meter readings, the removal of debris, and checking the backup generator. Extensive maintenance includes cleaning sumps, and removing pumps for inspection and repairs if necessary. Pumps are serviced annually by a contractor. Lift station inspections and maintenance are tracked in log books that are kept at the lift station. Backup generators for the lift stations are tested weekly. The lift stations are monitored by the Supervisory Control and Data Acquisition (SCADA) system 24 hours a day. The SCADA system is programmed to autodial by telephone to Wastewater Superintendent and then the Water Superintendent in the case of an alarm condition.

Root Control

The City has very few problems with roots throughout the system. If closed circuit television (CCTV) determines roots are an issue in a line, root cutting will be performed with mechanical cutters.

Odor Control

The City receives very few odor complaints per year. The City has no official odor control program in place. When there are complaints, City crews apply deodorant around the lift stations.

Non-Routine Maintenance

The City utilizes in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The City has a hot spot sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a two month cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The City's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The City has developed emergency maintenance procedures contained within their *Sanitary Sewer Overflow and Backup Response Plan*, for more information. Refer to Element 6.

Information Systems/Data Collection

The City currently tracks maintenance activities using paper work orders. The City has the goal of developing and implementing an electronic work order tracking system.

4.4 REHABILITATION AND REPLACEMENT PROGRAM

The City utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- Closed circuit television (CCTV). Inspection data collected during the CCTV inspections is reviewed by the Wastewater Superintendent to determine whether repairs or rehabilitation/replacement are warranted;
- Manhole visual inspections;

- A flow monitoring capacity analysis is currently being performed; and
- Smoke testing and dye testing

The City is undergoing a comprehensive Sanitary Sewer Evaluation Study (SSES), expected to be completed in 2023. The goal of the SSES project is to assess the collection system and recommend specific tasks/repairs that to reduce inflow and infiltration into the system. The SSES will identify and prioritize collection system deficiencies, including cracks, breaks, improper manhole and lateral connections, unauthorized connections, undersized or underperforming pipeline sections, etc., utilizing smoke-testing and CCTV surveys. The City will review the resulting evaluation and will develop a prioritized deficiency and rehabilitation list of projects to be completed in a priority order. An update on projects to be undertaken based on the results obtained from the SSES will be provided in the next SSMP update. Emergency repairs will continue to be completed by the City and contractors as needed.

4.5 TRAINING

The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The City Administrator tracks and documents all in-house training in a binder. The City of Rio Dell offers numerous in-house training programs, including weekly safety and equipment meetings, and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications. Rio Dell staff attend training seminars provided by the City of Fortuna. Employees with certifications track and schedule their own required continuing education credits and recertification dates.

The trainings include:

- AED & CPR
- First Aid
- Chlorine Safety
- Forklift Safety
- Sludge Dewatering Systems
- Confined Space Entry
- Trenching Training
- Back Safety
- Flagging Training

The City Administrator tracks all in-house trainings in a training binder. The status of operator certification at the treatment plant for 2022 includes one Grade V, one Grade II operator and one (Operator-in-training) OIT.

The City of Rio Dell currently requires contractors to have the following training:

- Confined Space

4.6 CONTINGENCY EQUIPMENT AND REPLACEMENT PARTS INVENTORY

The City has an equipment inventory list for the Wastewater Division. The City currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses. The equipment inventory is included below:

Inventory No.	Item Description
#01	2008 Ford F-250
#04	2004 Ford F-450 Dump truck
#03	2003 Ford F-350 Service
PW00006	2008 John Deere Tractor
PW00050	MultiVision Gas Detector & Accessories
PW00010	TV /VCR Combo unit for W.W. Camera
PW00019	Blower Line
PW00020	Camera System

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the City's design and performance provisions.

5.1 REGULATORY REQUIREMENTS FOR THE DESIGN AND PERFORMANCE PROVISIONS

The WDR requires that the Design and Performance element of the SSMP provide the following:

- The City must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The City must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 STANDARDS FOR INSTALLATION, REHABILITATION AND REPAIR

City of Rio Dell Ordinance 190 (Appendix C), Article II, Section 22, Design and Construction Requirements, requires new and rehabilitated sewers and laterals, to be designed and constructed in accordance with the requirements of the City and the approval of the City Engineer. Additionally, Section 22 requires cleanouts to be provided in accordance with the rules, regulations and ordinances and shall be watertight.

A link to the City of Rio Dell Municipal Code has been provided in Section 3. The City's Municipal Code Chapter 15.05.020 *Building Codes*, includes the following building standards that are incorporated by reference:

- California Administrative Code;
- California Building Code;
- California Residential Code;
- California Electrical Code;
- California Mechanical Code;
- California Plumbing Code;
- California Energy Code;
- California Historical Building Code;
- California Fire Code;
- California Existing Building Code;
- California Green Building Standards Code (CalGreen Code); and
- California Referenced Standards Code.

5.3 STANDARDS FOR INSPECTION AND TESTING OF NEW, REHABILITATED, AND REPAIRED FACILITIES

City of Rio Dell Ordinance 190, Article II, Section 22 *Completion of Sewer Required*, requires testing of new sewer lines to be completed to the satisfaction of the City Engineer.

Municipal Code 13.10.220 *Building sewers, laterals and connections Completion of Sewer Required*. "Before any acceptance of any sewer line by the City and prior to the admission of any sewage into the system, the sewer line shall be tested and shall be complete to the satisfaction of the City Engineer [Ord. 190 § 22, 1987]."

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the City's Overflow Emergency Response Plan (OERP).

6.1 REGULATORY REQUIREMENTS FOR THE OVERFLOW EMERGENCY RESPONSE PLAN

The City shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order No. WQ 2013-0058- EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 RIO DELL OERP

The City's Overflow Emergency Response Plan is included in Appendix A. The OERP meets the regulatory requirements listed above. The City has developed a Water Quality Monitoring Plan (WQMP) to assess the impacts from SSOs to surface waters in compliance with Order No. WQ 2013-0058- EXEC. The City's WQMP is included in Appendix E of the OERP.

6.3 EXTERNAL SSO NOTIFICATION REQUIREMENTS

Category 1 SSOs

Category 1 SSO **less than 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater Superintendent shall immediately notify the local health officer of the discharge:

Call Humboldt County Division of Environmental Health at:

(707)-445-6215

Category 1 SSO **greater than or equal to 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater

Superintendent shall notify the State Office of Emergency Services (and obtain a Spill Control Number) following, but not later than 2 hours after becoming aware of the discharge:

Call Cal OES at:

(800) 852-7550

Cal OES forwards the SSO notification information to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter and Cal OES is duplicative.

6.4 EXTERNAL SSO REPORTING REQUIREMENTS

Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.

Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.

Private lateral Sewer Discharges (PLSDs): PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.

“No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

Collection System Questionnaire: Update and certify every 12 months.

6.5 TRAINING

This section provides information on the training that is required to support this *Sanitary Sewer Overflow and Backup Response Plan*.

Initial and Annual Refresher Training

All Wastewater personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the afterhours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion. This training will also include desk simulation of SSO exercises to be incorporated with weekly safety and equipment training.

Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be maintained by the City Administrator.

ELEMENT 7: FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to document the City's compliance with the FOG Program requirements.

7.1 REGULATORY REQUIREMENTS FOR THE FOG PROGRAM

The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed, the City must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

The City of Rio Dell has determined that a FOG Program is not justified because the Rio Dell wastewater collection system has very few non-residential service connections and only four food service establishments that have the potential to generate FOG. According to City wastewater staff, FOG has only been the cause of, or a contributing factor, to one previous SSO in recent years. FOG accumulations have never been observed in any of the sewer lift-stations, the treatment plant headworks, or during any line inspections with CCTV.

The City of Rio Dell's Municipal Code Chapter 13.10.432 *Interceptor Requirements*, provides the City the legal authority to require new and existing users, that are determined by the City Manager or designee to have a reasonable potential to adversely impact the POTW due to excessive amounts of grease, oil or sand, to install a grease interceptor. The grease, oil and sand interceptors are to be inspected, cleaned, and repaired regularly, as needed, by the owner at

their sole expense. Chapter 13.10.420 *Prohibitions*, provides further information regarding discharge prohibitions into the City's collection system and POTW.

Every three months, the City publishes a newsletter that is mailed to every resident in the City. In this newsletter the sewer department includes a page dedicated to source control, including proper disposal of FOG, wipes, pharmaceuticals, etc. to raise awareness within the community.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the City's capacity management measures, and recommended capacity improvement projects.

8.1 REGULATORY REQUIREMENTS FOR THE SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation:** The City must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.
- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 CAPACITY EVALUATION

The City is undergoing a comprehensive Sanitary Sewer Evaluation Study (SSES), expected to be completed in 2023. The goal of the SSES project is to assess the collection system and recommend specific tasks/repairs that to reduce inflow and infiltration into the system. The SSES will identify and prioritize collection system deficiencies, including cracks, breaks, improper manhole and lateral connections, unauthorized connections, undersized or underperforming pipeline sections, etc., utilizing smoke-testing and CCTV surveys.

8.3 RECOMMENDED CAPACITY PROJECTS AND SCHEDULE FOR COMPLETION

Following the completion of the SSES, the City will review the findings report findings and will develop a prioritized deficiency and rehabilitation list of projects to be completed in a priority

order. An update on projects to be undertaken based on the results obtained from the SSES will be provided in the next SSMP update.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the City tracks to monitor the success of the SSMP and how the City plans to keep the SSMP current.

9.1 REGULATORY REQUIREMENTS FOR THE MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 MONITORING INFORMATION

The City will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 PERFORMANCE MEASURES

The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per mile of sewer;
- Volume of spilled wastewater recovered (gallons per year) compared to total volume of wastewater spilled (gallons per year); and
- Volume of spilled wastewater discharged to surface waters (gallons per year) compared to total volume of wastewater spilled (gallons per year).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both City staff and the public at all times through the CIWQS system.

Additional performance measures include programs that the City of Rio Dell is developing for implementation as a result of the SSMP development process. These programs include:

Activities	Status
Use GIS platform to generate combined wastewater and storm drainage atlas which will be utilized in the office and in the field.	Completed
GIS staff training and update of atlas as new infrastructure is discovered.	Ongoing
The City has a goal of cleaning their entire sewer system.	Ongoing (weekly inspections, the entire system is cleaned annually)
Manhole visual inspections.	Ongoing (weekly inspections, at least 90% of the system is inspected annually)
A system-wide CCTV inspection. Inspection data collected during the CCTV inspections is reviewed by the Wastewater Superintendent or City Engineer to determine whether repairs or rehabilitation/ replacement are warranted.	Ongoing (expected completion in 2023)
Complete SSES and prioritize capacity improvement / I&I reduction projects.	Ongoing (expected completion in 2023)

9.4 PERFORMANCE MONITORING AND PROGRAM CHANGES

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The City will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The City will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

City staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

10.1 REGULATORY REQUIREMENTS FOR THE SSMP PROGRAM AUDITS

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- The City shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP AUDITS DISCUSSION

The City's most recent audit of the SSMP was completed in 2022. These audits are conducted to determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the City's current practices, and whether the City is following the SSMP.

Audits are to be conducted by a team consisting of the City's Wastewater Staff. The audit team may also include members from other areas of the City, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The City's SSMP must be updated every five years, as required by Order Number 2006-0003. The City will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

The City Staff will seek the approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Wastewater Superintendent.

ELEMENT 11: COMMUNICATION PROGRAM

The intent of this section of the SSMP is to identify a plan to communicate information regarding the City's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the City on the SSMP.

11.1 REGULATORY REQUIREMENTS FOR THE COMMUNICATION PLAN

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented; and
- The City shall create a plan of communication with systems that are tributary and/or satellite to the City's sanitary sewer system.

11.2 COMMUNICATION PLAN

The City has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the City's Communication Plan.

- **City Website** – The City will evaluate the use of a webpage on the City's existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Quarterly Newsletter** – The quarterly newsletter is mailed to every resident of the City to provide information on various topics including source control.
- **City Council Meetings** – City council meetings are public meetings and televised on a local broadcast station. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the City Council agenda.

Appendices

Appendix A: Overflow Emergency Response Plan

Appendix B: Water Quality Monitoring Plan

Appendix C: City of Rio Dell Ordinance 190

APPENDIX A

Overflow Emergency Response Plan

APPENDIX B

City of Rio Dell Ordinance 190

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

Ref#	Date	Vendor	Description	Amount
11397	10/06/2022	[0576] 101 AUTO PARTS	Hose, Stater Fluid, Battery and Tube Kit, Exhaust Wrap and Cable Ties, Adapter, Oil Absorbent Diatomaceous Earth, Lamp, Med Gray Paint, Absorbent Sock, Hose End Fitting	229.49
11398	10/06/2022	[4109] ACCESS HUMBOLDT	3rd Quarter Fee Ending 9.30.2022	270.00
11399	10/06/2022	[7449] ARCENEAUX, TYRESHA	REFUND CUSTOMER DEPOSIT - over charge on water	100.00
11400	10/06/2022	[3975] AT&T - 5709	FAX LINE EXPENSES FOR SEPTEMBER 2022-PD, FAX LINE EXPENSES FOR SEPTEMBER 2022-CITY HAL	58.73
11401	10/06/2022	[4603] CALIF. BUILDING STANDARDS COM.	PERMIT ASSESSMENT FEES FOR JULY THROUGH SEPT	18.90
11402	10/06/2022	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR OCTOBER 2022, LAB TESTING -COLIFORM QUANTI-TRAY; BOD; TSS/M	7,881.66
11403	10/06/2022	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 9/23/2022	120.00
11404	10/06/2022	[2342] DEPT OF CONSERVATION DIVISION OF ADMINISTRATION	STRONG MOTION INSTRUMENTATION & SEISMIC HAZAR	35.15
11405	10/06/2022	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR JULY T	24.00
11406	10/06/2022	[7454] EUREKA CHRYSLER DODGE JEEP RAM	RAM 2500 Utility Truck with Utility Box (for	63,429.04
11407	10/06/2022	[5871] FASTRAK	Golden Gate Bridge Toll - Plate #1225241	9.40
11408	10/06/2022	[2407] FORBUSCO LUMBER	Cement	81.46
11409	10/06/2022	[2405] FORTUNA ACE HARDWARE	Foam, Paint, Paint Brush	78.35
11410	10/06/2022	[7146] ALFONSO C GARCIA	Boot Allowance Reimbursement: Picky Picky Pic	265.44
11411	10/06/2022	[5052] GHD, INC	Professional Services Rendered Through 4/30/22	12,009.37
11412	10/06/2022	[6486] GREEN TO GOLD ENTERPRISES LLC	Hose Hanger	8.80
11413	10/06/2022	[4099] HARPER MOTORS	Electrical on '17 Ford Police Interceptor	2,179.69
11414	10/06/2022	[2447] HILFIKER PIPE CO.	Picnic Table	786.60
11415	10/06/2022	[7099] RUSSELL C JOHNSON	Travel Expense Reimbursement: Firearms Instruction	556.25
11416	10/06/2022	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS;	448.03
11417	10/06/2022	[5934] NORTH COAST JOURNAL, INC	Help Wanted - Fiscal Assistant, Reimagine Rio Dell	662.00
11418	10/06/2022	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR OCTOBER 15 THROUGH NOV 2022	2,480.00
11419	10/06/2022	[2659] RIO DELL PETTY CASH	Water Parts, Postage to Cover UB Mailing Shor	44.50
11420	10/06/2022	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR OCTOBER 2022	201.09
11421	10/06/2022	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION I	29,889.54

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

Ref#	Date	Vendor	Description	Amount
11422	10/06/2022	[2719] STATE WATER RESOURCES CONTROL BD	Drinking Water Distribution Operator Certific	80.00
11423	10/06/2022	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor - 330 G Tote, Sodium Bisulfite 25% - 275 G Tote, Tote Deposit Reimbursement, Tote Deposit Reimbursement	3,907.78
11424	10/06/2022	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR SEPTEMBER 2022	
11426	10/06/2022	[2773] WCP SOLUTIONS	ANNUAL PAPER ORDER	2,631.00
11427	10/06/2022	[2787] WYCKOFF'S	Push Fit Adapt, 80 Tee, PVC Glue	2,098.35
11428	10/12/2022	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR SEPT	107.04
11429	10/12/2022	[2293] CITY OF FORTUNA	LIVSCAN SERVICE	447.31
11430	10/12/2022	[2302] CLYDE'S TOWING, INC.	Move Vehicle to Repair Broken Broken City Water Pipe	35.00
11431	10/12/2022	[5052] GHD, INC	Professional Services Rendered Through 10/1/2	200.00
11432	10/12/2022	[6414] HUMBOLDT VETERINARY MEDICAL GROUP	Found Cat Euthanasia and Cremation	1,004.20
11433	10/12/2022	[2474] HUMMEL TIRE & WHEEL, INC	Alignment Check on '21 Ford Interceptor	176.00
11434	10/12/2022	[2501] KEENAN SUPPLY	PVC Vanstone, Red Rubber Full Face Gasket, PV	48.00
11435	10/12/2022	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for September 2022	963.94
11436	10/12/2022	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR OCTOBER	1,900.00
11437	10/12/2022	[4215] ROCHA'S AUTOMOTIVE, INC.	Strut Assembly for '21 For Police Interceptor	30.00
11438	10/12/2022	[3825] THOMAS R BESS, INC	11.02 tons 1/2 PG64-16	363.81
11439	10/12/2022	[2750] USA BLUEBOOK	Rust-Oleum Inverted Paint, Root-X Pipeline Root Control	1,068.66
11440	10/19/2022	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	225.89
11441	10/19/2022	[4383] BEDLINERS PLUS	Spray 2022 RAM 2500 Reg Cab w/ 8' Utility Bed, Westin Automotive 23-3545 E-Series Step Bars	220.00
11442	10/19/2022	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 10/7/2022	1,199.26
11443	10/19/2022	[2356] DOWNEY BRAND LLP	Permitting and Regulatory Issues; for Service	120.00
11444	10/19/2022	[5871] FASRAK	RSR-Richmond-San Rafael Bridge Toll for Plate	1,280.00
11445	10/19/2022	[5052] GHD, INC	For Professional Services for SRTS Safety Imp	7.00
11446	10/19/2022	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	141.00
11447	10/19/2022	[7459] HUMBOLDT COUNTY PUBLIC HEALTH	HEP A&B Adult Vaccination	26.00
11448	10/19/2022	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance during NPDES permit reissuance. For City of Rio Dell SSMP Update; for Services R	342.00
11449	10/19/2022	[6998] MAD RIVER COMMUNITY HOSPITAL	Rapid urine Drug Screening	2,066.00
11450	10/19/2022	[7195] METER, VALVE & CONTROL, Inc	Itron 100W+ Water Meter Endpoint, Pit Set, 2-	105.00
11451	10/19/2022	[6825] OPTIMUM	INTERNET SERVICES OCTOBER 2022	4,817.27
				900.00

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

Ref#	Date	Vendor	Description	Amount
11452	10/19/2022	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 9/30/2022	150.00
11453	10/19/2022	[2693] SHELTON'S AUTO LUBE	Oil Change '14 Nissan Altima	77.35
11454	10/19/2022	[4570] SHRED AWARE	Shredding	72.10
11455	10/19/2022	[2772] WENDT CONSTRUCTION, INC	Pre Slurry Work	690.00
11456	10/26/2022	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR SEPTEMBER 2022	70.00
11457	10/26/2022	[2405] FORTUNA ACE HARDWARE	Screwdriver Set, Bolts, Leaf Blower, and Tool, Red Paint	629.50
11458	10/26/2022	[6486] GREEN TO GOLD ENTERPRISES LLC	Metal Roller, Roller Cover 12pack, Paint Roll	63.92
11459	10/26/2022	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Eel River Trail Copies, Copies	31.00
11460	10/26/2022	[5334] J.B. FABRICATION	Powder Coating Truck Rack Satin Black	950.00
11461	10/26/2022	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance during NPDES permit reissuance. For City of Rio Dell SSMP Update; for Services R	2,955.50
11462	10/26/2022	[2573] NORTHERN CALIFORNIA SAFETY CONSORTIUM	AMERICAN HEART ASSOC HEARTSAVER CPR/AED & BAS	1,275.00
11463	10/26/2022	[6943] PACE SUPPLY CORP	Angle Ball Meter and Ball Stops, Brass Nipples, Copper Couplings, Copper Tube, N. Trunk Line - Gasketed Sewer Pipes, Couplings	6,739.52
11464	10/26/2022	[4338] QUILL CORPORATION	Printer Rolls for Front Receipt Printers, Blank Laser Checks (Rose)	208.74
11465	10/26/2022	[6349] RECOLOGY EEL RIVER	Garbage Bags Month of September 2022	87.98
11466	10/26/2022	[7316] SILKE COMMUNICATIONS SOLUTIONS, INC	Molded Gel Open Ear Insert	7.99
11467	10/26/2022	[2750] USA BLUEBOOK	Hydrogen Peroxide	138.93
11468	10/26/2022	[3917] VERIZON WIRELESS	Safety Phones PD & PW: Sept 17 - Oct 16, 2022	390.94
11469	10/26/2022	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR OCTOBER 2022	522.36
Total Checks/Deposits				163,438.83

Ref#	Date	Vendor	Description	Amount
3884286	10/03/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTP PAYROLL TAXES FOR PPE 09/23/2022	-16,521.86
412-192	10/03/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 09/23/2022	-3,022.90
4224165	10/11/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL CO ONLINE PAYMENT FOR SEPT/OCT 2022	-4,260.94
6174139	10/12/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 10/07/2022	-11,690.46
1064210	10/12/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR SEPTEMBER 2022.	-1,824.93
9422273	10/14/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR DELTA DENTAL/ALLIED ADMIN. PAYMENT FOR NOV. 2022	-2,419.58
686868	10/17/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTP PAYROLL TAXES FOR PPE 10/07/2022	-16,938.36

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

Ref#	Date	Vendor	Description	Amount
535-392	10/17/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/07/2022	-3,051.24
1700000	10/17/2022	WITHDRAWAL	BANK ANALYSIS FEE FOR OCTOBER 2022	-286.01
9837164	10/18/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY PAYMENT FOR NOV. 2022	-25,885.06
9837166	10/19/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR OCTOBER 2022.	-23,723.83
9837165	10/19/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE PAYMENT FOR NOV. 2022	-397.50
9837167	10/20/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR NOVEMBER 2022.	-409.74
7182122	10/24/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARDS PAYMENT FOR SEPT/OCT 2022	-6,184.33
6112287	10/25/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 10/21/2022	-12,136.03
2449465	10/31/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 10/21/2022	-16,559.50
943-840	10/31/2022	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 10/21/2022	-2,976.66
#0132	10/31/2022	WITHDRAWAL	DEPOSITED ITEM RETURNED: Check#0132, Dated 10/27/2022	-200.00
Total EFT's/Bank Withdrawals				-148,488.93

Ref#	Date	Vendor	Description	Amount
TRX TO PR	10/11/2022	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/07/2022	-43,611.61
TRX TO PR	10/12/2022	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/07/2022(US Bank Software Error)	-43,611.61
TRX TO PR	10/12/2022	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/07/2022(US Bank Software Error)	-43,611.61
TRX TO PR	10/12/2022	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/07/2022(US Bank Software Error)	-43,611.61
TRX TO PR	10/25/2022	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 10/21/2022	-43,105.89
Total Transfers Between Accounts				-217,552.33

Ref#	Date	Vendor	Description	Amount
9837168	10/27/2022	WITHDRAWAL	DEBIT CARD: POSTAGE TO MAIL U/B BILLS FOR OCTOBER 2022.	-497.79
Total Debit Card Withdrawals				-497.79



Staff Highlights – 2022-11-15

City Council

Mayor Garnes and Community Development Director Caldwell attended the November 1, 2022 Board of Supervisors Meeting where PG&E presented their latest information on electrical capacity issues in the region.

City Manager

Attended SCORE Board of Director's Meeting on October 28th

City Clerk

Processed Eleven (11) Building Permit Applications:

341 Pacific Ave. – Sewer Lateral
225 Belleview Ave. – 2 Sewer Cleanouts
136 Second Ave. – Re-Roof Residence and replace heater
111 Monument Rd. – PV Solar
403 Second Ave. – Re-Roof Residence
693 Side St. – A/C-Heat Pump
192 Ogle Ave. – Re-Roof Residence
240 Monument Rd. – Wood Stove
158 Davis St. – Re-Roof Residence
44 Davis St. – Replace Freezers & Coolers (Dollar General)
1009 Pine St. – Siding

Processed Six (6) Business License Applications:

Abundance Builders – Solar Contractor
Angry Asian Cornhole – Home Occupation – 220 Willow Lane
The Stove Doctors – Non-Resident Contractor
Wandering Roads Company - Online sales of clothing and home décor
Q3 Builders – Non-Resident Contractor
Jessalyn's Pony Parties & Trail Rides – Mobile Business

Misc:

Completed Building Permit Survey for U.S. Census Bureau for September
Sent letter to HCAOG Re: Unmet Transit Needs Public Hearing
Updated Occupancy Codes for City Property and forwarded to Alliant/SCORE
CHF-CIRB Building Permit Report Submitted for September



Submitted October Employment Report to Bureau of Labor Statistics
Address verification letter to Post Office for 225 Belleview Ave.
Completed Building Permit Survey for U.S. Census Bureau for October
Updated City Councilmember Handbook for Incoming Councilmember Orr
Completed Renewal Application for FY 2023-24 SCORE Liability Coverage

City Attorney

Human Resources, Risk & Training

Finance Department

Implementing Card X payment system

Closing out FY 21-22 Budget in preparation for the Annual Audit

Auditor fieldwork took place 11/8-11/10 for FY 21-22 Annual Audit

Public Works Water

Public Works Wastewater

Located and assisted Caltrans with locating Effluent line for Bridge retrofit project.

Replaced 130ft section of N. main trunk sewer line. Painter St. line: regraded and increased slope.

Routine sewer cleaning and jetting. Plan to jet entire system by 2023.

Sewer lateral inspections.

Chloramine vault installation, buying materials and preparing for ammonia dosing and monitoring.

Preparing plant for Wet season River discharge.

Lower lateral install at 78 W. Davis

Annual Biosolids testing.

Submitted SSMP to State Database.

Scheduled Chlorine Generator maintenance.

Submitted application for Cory Gibbs OIT certificate

Pump Repair: Irrigation field sump pump sent out for repair and returned.



Scheduling Contractors for generator install at lift stations. Expecting delivery any time.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of October 12, 2022 to November 8, 2022. The summation of Calls for Service may greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Allen	38	2	0
Conner	3	0	0
Beauchaine	13	4	1
Landry	88	7	2
Burns	67	5	2
Johnson	94	6	3
Fielder	22	1	0
Clark	23	0	N/A
Totals	171	25	8
Averages	12.2 per day	12.5 per week	4.0 per week
2021 Yearly Average	15.6 per day	14.2 per week	5.7 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
415V	10/26/2022	07:59:53	355 CENTER ST	6A1	
484G	10/28/2022	10:43:31	355 CENTER ST	R618	22-0000564
FU	10/29/2022	17:12:30	355 CENTER ST	6S2	
415	10/30/2022	12:58:26	355 CENTER ST	6A1	
VI	10/30/2022	19:54:19	355 CENTER ST	6S2	
415V	11/02/2022	05:17:12	355 CENTER	R615	
415	11/05/2022	07:31:32	355 CENTER ST	R618	
415FAM	11/08/2022	17:52:24	355 CENTER ST	R615	

VI – Vehicle investigation
 415 – Argument or general disturbance
 415V – Verbal argument



484G – Theft by computer or scam
FU – Follow up or generic call for service
415FAM – Domestic violence or argument

R615 – Officer Liam Burns
6S2 – Corporal Crystal Landry
R618 – Officer Russell Johnson
6A1 – Chief Greg Allen

During the period of October 26 to November 8, 2022, there were seven calls for service related to animal control issues. Two dogs were transported to Miranda's Rescue. A third dog, an elderly Chihuahua with health issues, was relocated with a foster family. A cat that had been struck by a car was taken to the vet and euthanized at their suggestion.

Sergeant John Beauchaine has returned to full duty with the Police Department.

Community Services Officer Mary Clark attended a 80 hour class on animal control provided by the Humane Society and taught online.

During the period of August 31 to September 13, 2022, the Department opened five new cases dealing with inoperable, junk, unregistered, or illegally parked vehicles. In the same time period, the Department closed seven such cases. One of the cars were towed by the City, while the remaining violations were cleared by the vehicle owners. There were five open cases as of the end of this reporting period.

During the period of August 31 to September 13, 2022, the Department opened seven new code enforcement case and closed four. Five of the new cases dealt with excessive vegetation and/or solid waste with another being for improper parking and the last for animal control issues. One of the closed cases was determined to be unfounded, one with substandard housing and the other two dealt with excessive vegetation. There were 50 open cases at the end of this reporting period.

On November 3, 2022, a resident reported that several items had been stolen from her unlocked vehicle the previous night. She examined her surveillance video and was able to provide this data to Officer Johnson. Officer Johnson was able to identify the suspect by the clothes he was wearing, his distinctive gait, and the man's propensity to help himself to other people's property. A report was prepared for prosecution. On November 5, 2022, Sergeant Beauchaine responded to a report of a fight in progress in the vicinity of the Police Station. He found the husband of the victim in this matter standing over the suspect who was lying on the ground. The suspect had injuries on his face consistent with being struck by a clenched fist. The suspect, now a victim, declined to press charges against his assailant until he learned a short time later that he was being arrested for the theft. He then wanted the husband prosecuted to the full extent of the law. A second report was sent to the District Attorney's Office for review.

On November 6, 2022, Officer Johnson responded to a residence on Davis Street where an elderly woman claimed that a man, not known to her, was pounding on her door demanding entry. The man



further stated that he would shoot into the house if she called the police. Officer Johnson recognized the man as soon as he arrived and was aware that he had a warrant for his arrest. The man refused to take his hands out of his pockets. When Officer Johnson attempted to take him into custody, he passively resisted by tensing his muscles and not allowing Officer Johnson to handcuff him. A struggle ensued in which the man was taken to the ground. With the assistance of a passing motorist, the man was eventually handcuffed and placed into the rear seat of Officer Johnson's patrol vehicle. During his transport to the jail, he claimed that he was trying to get into the woman's house as he could hear his family being murdered inside. His family lives in Fortuna. He was booked on charges of making criminal threats, resisting arrest, and the warrant.

On November 6, 2022, Corporal Landry made a traffic stop on a vehicle being driven by a sixty-eight-year-old man. She was aware that the driver had a suspended driver's license. When Dispatch confirmed this, the man was taken into custody. During a search incident to his arrest, Corporal Landry found two containers of fentanyl and one containing methamphetamine. The man was arrested for possession of a control substance for sale, possession of a controlled substance, driving on a suspended license, and not having current registration for his vehicle. The car was towed.

Community Development Department

Prepare legal descriptions for Enes Park Purchase Agreement.

Complete review of corrections for Solar 111 Monument Road

Prepare Notice of Violation for Brent Chase and Elizabeth Campbell Chase (Scatena Hotel)

Roof Inspections 192 Ogle Avenue

Meeting with Joe Enes regarding Purchase Agreement – Enes Park. Revise Purchase Agreement, send to City Attorney for review and revision approval.

Prepare Violation Letter 1009 Pine Street, siding without Permit.

Attend Residential Electric Code SVABO Webinar.

Roof Inspections 403 Second Avenue.

Prepare for and attend BOS/PG&E meeting.

Review and approve Electrical Plans for refrigerators/freezers swap @ Dollar General.

Electrical Inspection 282 Belleview Ave

Electrical Refrigerator/Freezer Inspection Dollar General

Review Plans, prepare Plan Check Agreement for Ziegler/Fosterling SFR/GAR.



Attend CALBO Plumbing Code 2022 Changes

Attend Energy Code webinar CFR Forms

Prepare Notice of Exemption and Staff Report for Gateway Enhancement

Staff Report 2022 Building Codes

Staff Report for Addressing

Prepare Violation Letter 770 Walnut Ave, building without Permit


Intergovernmental

Humboldt-Rio Dell Business Park

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



For Meeting of: November 15, 2022
 Consent Item; Public Hearing Item

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: November 10, 2022
Subject: City Address Sequencing

Recommendation:

That the City Council:

1. Receive a brief report on City addresses that are not in sequential order; and
2. Provide direction to staff.

Discussion:

Staff has known for some time that there are a large number of residences that are not addressed in sequential order. Apparently, years ago the City initiated a program to reassign addresses to get them in sequential order. There were a number of residents who opposed changing their addresses for a number of reasons, including changing their address for their checks and bills. Because of the vocal minority, the Council at the time chose to abandon the project.

Emergency responders, including ambulance's and the Fire Department, expect that addresses are in sequential order. When they are not, it makes it very difficult for the emergency responders to find the property. It's staff's understanding that this exact situation recently occurred, resulting in a delay for the victim. Delays in response time can be deadly.

The Fire Department has advocated for years that the addresses need to be corrected. Staff agrees.

Staff believes the "Avenues" neighborhood likely contains the bulk of the necessary changes. Included as Attachment 1 are maps of the "Avenues" neighborhood which identifies those

parcels whose address is not in order. There are 248 parcels in the "Avenues" neighborhood. Forty-five (45) parcels are not in sequential order. In addition, one (1) parcel needs an additional address for a second unit.

Although it may be inconvenient for those forty-five (45) property owners or renters to change their address, it is in the interest of themselves and their neighbors should emergency services be needed.

Staff recommends that the City purchase the necessary numbers for the residents whose addresses need to be changed. For the "Avenues" neighborhood 180 numbers would need to be purchased. Harney Hardware sells Code compliant 4" nail-on black numbers for \$1.13 each plus tax. The approximate cost for the "Avenue" neighborhood house numbers is \$235.00.

Should the Council decide to direct staff to update the addresses, staff recommends that the City include a brief article in the City's next Newsletter.


Attachment 1: Assessor Maps of the "Avenues" neighborhood identifying addresses, including those parcels with addresses out of sequential order.

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



For Meeting of: November 15, 2022

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: October 18, 2022

Subject: Adoption of the 2022 California Building Codes. Text Amendment Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC).

Recommendation:

That the City Council:

1. Receive staff's report regarding amending Sections 15.05.020 and 15.05.050 of the Rio Dell Municipal Code (RDMC); and
2. Introduce (first reading) Ordinance No. 396-2022 amending Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC); and
3. Open the public hearing, receive public input and deliberate; and
4. Continue consideration, approval and adoption of the proposed Ordinance to your meeting of December 6, 2022 for the second reading and adoption.

Background

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

Building, Mechanical, Plumbing, Electrical, Existing Buildings, Fire, Energy, Residential Building, Historical Building, and Green Building Codes. Participating State agencies, such as State Fire Marshal (SFM), Division of the State Architect (DSA), Housing and Community Development (HCD), and Office of Statewide Health Planning and Development (OSHPD), have an opportunity to amend the code for the occupancy groups under their respective authorities.

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

The 2022 Codes become effective on January 1, 2023; however, the specific code addition applicable to a building project is established by the building permit application date. Therefore, projects submitted for a permit on or after January 1, 2023, must be designed and constructed to the 2022 edition of the California Building Standards Code. The specific codes mandated for effectiveness in January 2023 by the State of California are as follows:

- 2022 California Building Code Volumes 1 & 2
- 2022 California Mechanical Code
- 2022 California Plumbing Code
- 2022 California Electrical Code
- 2022 California Existing Buildings Code
- 2022 California Fire Code
- 2022 California Energy Code
- 2022 California Residential Building Code
- 2022 California Green Building Standards Code
- 2022 California Historical Building Code

Included with the adoption of the California Building Standards Code is the 2021 International Property Maintenance Code (IPMC). This model code provides the City authority to abate structures that are imminent hazards to the public in a quick and efficient manner. The model code includes definitions of terms for enforcement, for the integrity of structural elements of buildings, and specific hazards. These definitions are not included in the other standard codes.

Attachments

Attachment 1: Ordinance No. 396-2022 amending Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC).

ORDINANCE NO. 396-2022



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING SECTION 15.05.020 "BUILDING CODES" OF THE RIO DELL MUNICIPAL
CODE (RDMC) TO REFERENCE THE 2022 CALIFORNIA BUILDING CODES AND THE
2021 INTERNATIONAL PROPERTY MAINTENANCE CODE.**

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

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

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

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

WHEREAS the 2022 Codes become effective on January 1, 2023; however, the specific code addition applicable to a building project is established by the building permit application date; and

WHEREAS therefore, projects submitted for a permit on or after January 1, 2023, must be designed to the 2022 edition of the California Building Standards Code; and

WHEREAS included with the adoption of the 2022 California Building Standards Codes is the adoption of the 2021 International Property Maintenance Code (IPMC); and

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

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

Section 1.

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

Chapter 15.05
Construction Codes

Sections

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

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

- (a) California Administrative Code. ~~2019~~ [2022](#) California Administrative Code (Part 1 of Title 24).
- (b) California Building Code. ~~2019~~ [2022](#) California Building Code (Part 2 of Title 24), including Appendices.
- (c) California Residential Code. ~~2019~~ [2022](#) California Residential Code (Part 2.5 of Title 24) including Appendices.
- (d) California Electrical Code. ~~2019~~ [2022](#) California Electrical Code (Part 3 of Title 24).
- (e) California Mechanical Code. ~~2019~~ [2022](#) California Mechanical Code (Part 4 of Title 24).
- (f) California Plumbing Code. ~~2019~~ [2022](#) California Plumbing Code (Part 5 of Title 24).
- (g) California Energy Code. ~~2019~~ [2022](#) California Energy Code (Part 6 of Title 24).
- (h) California Historical Building Code. ~~2019~~ [2022](#) California Historical Building Code (Part 8 of Title 24).
- (i) California Fire Code. ~~2019~~ [2022](#) California Fire Code (Part 9 of Title 24).
- (j) California Existing Building Code. ~~2019~~ [2022](#) California Existing Building Code (Part 10 of Title 24).

(k) California Green Building Standards Code — "CAL Green." ~~2019~~ 2022 California Green Building Standards Code (Part 11 of Title 24).

(l) California Referenced Standards Code. ~~2019~~ 2022 California Referenced Standards Code (Part 12 of Title 24).

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

(n) ~~2019~~ 2021 International Property Maintenance Code (IPMC).

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

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

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

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

15.05.030 Fees for permits and inspections.

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

the California Administrative Code, whichever is greater.

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

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

15.05.040 Person may do own work.

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

15.05.050 Penalty.

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

Section 2. Severability

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

Section 3. Limitation of Actions

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

Section 4. Effective Date

This ordinance becomes effective January 1, 2023.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on November 5, 2019 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the November 19, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 396-2022 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the December 6, 2022.

Karen Dunham, City Clerk, City of Rio Dell