



Staff Highlights – 2026-07-07

City Council

City Manager

The City Manager will be attending a meeting (currently not scheduled) involving reps from the Scotia CSD and our respective Engineer's to discuss moving forward with a state required feasibility analysis on consolidation.

Discussions with Animal Care and Control Ad Hoc Committee to discuss kenneling options. The Council is currently scheduled to receive an agenda item on this issue for your July 21st meeting.

Staff has received the executed final FBA for the Painter Street Project. The City appreciates the State's expedition of this important documentation. Construction has begun on the Painter Street Line to the Wastewater Treatment Plant.

Multiple meetings and letter requests related to Opportunity Zone 2.0 request.

Street Sweeping scheduled for July 4th.

Working on a response to a Grand Jury report related to emergency response.

City Clerk

Encroachment Permits:

- 2; Wildwood Ave (Wildwood Days), 1147 Eeloa Ave.

Business Licenses:

- 1; Ann Selby Bookkeeping,

Special Event Permits:

- 1; Wildwood Days – July 30th – August 2nd

City Attorney

Human Resources, Risk & Training

Finance Department



Capital Infrastructure Project Leadership

Processed Drinking Water Project Progress Payment No. 14: Reviewed and processed Pay Application No. 14 from Wahlund Construction for the Rio Dell Drinking Water Infrastructure Improvement Project (SWRCB D2202019), totaling \$440,290.00 in contract work with a net amount due of \$418,275.50 after 5% retention, advancing the project to 74.3% of contract completion.

Updated State Water Board Disbursement Request No. 20: Completed Construction Claim Form 259 for the State Water Board, rolling the form forward from Disbursement Request No. 19 to No. 20 across twelve active line items, with the net disbursement tying exactly to \$418,275.50 and zero formula errors after reconciliation.

Resolved Conditional Waiver Discrepancy: Coordinated with GHD Project Manager Michelle Davidson to correct a documentation inconsistency on the Pay Application No. 14 conditional waiver and filed the Pay Application No. 13 unconditional waiver, maintaining a clean lien-release record for RCAC draw compliance.

Submitted RCAC Draw Request No. 14: Assembled and submitted the complete documentation package for Draw Request No. 14 to the RCAC loan fund team for review and processing, and responded to RCAC's signature follow-up to keep the draw moving toward disbursement.

Closed Out State Water Board Claim No. 19: Confirmed with State Water Board disbursement reviewer Angelina McGann that the change-order treatment carried in Claim No. 19 was accepted and documented, establishing that the same structure carrying into Claim No. 20 is not a new reconciliation issue.

Sewer Capital and Equipment Procurement

Prepared Belt Filter Press Replacement Item for Council: Rebuilt the cake pump procurement staff report and drafted Resolution No. 1674-2026 to appropriate \$54,035 from the Sewer Capital Fund (052) for purchase of the AeroMod cake pump system, correctly classifying the purchase as a capital expenditure under GASB 34 given Rio Dell's \$5,000 capitalization threshold.

Identified Use Tax Obligation on Out-of-State Equipment: Determined that the AeroMod purchase from a Kansas-based vendor collecting zero California sales tax triggers a City self-assessed use tax obligation of approximately \$4,227 owed to CDTFA, and confirmed the budget amendment is required under RDMC 3.30 and Resolution 1671-2026.

Grant Administration and Compliance



Reconciled SB 1383 Grant Expenditures for CalRecycle: Completed a full reconciliation of the commingled OWR3 and OWR4 SB 1383 Local Assistance Grant ledger activity in fund account 074-1049, isolating \$13,310.52 in OWR3 expenditures from \$33,261.00 in active OWR4 expenditures to prepare the unreported expenditure table requested by CalRecycle.

Resolved RSTP Allocation Discrepancy with HCAOG: Independently identified a discrepancy between HCAOG's transmittal letter and the board-approved RSTP Policy and Allocation document, confirming Rio Dell's correct FY 2025-26 Small Agency Program allocation at \$35,621 and creating a clean audit trail before submitting the claim form.

Revenue Collection and Property Tax Roll

Prepared Delinquent Sewer Charges for County Tax Roll: Developed the public hearing staff report and supporting documents to place delinquent sewer accounts on the Humboldt County FY 2026-27 secured property tax roll for the July 7 City Council meeting, under RDMC 13.10.242–13.10.246 and Ordinance 399-2023, and verified the County submittal package requirements with the Auditor-Controller's office.

Advanced Cannabis Business Tax Collections: Progressed the delinquent cannabis cultivation tax matter for Dinsmore Plateau Farms, confirming the staff authority to refer the account to Pacific Credit Services under the existing collections contract and documenting the full balance calculation for staff to execute the referral.

Initiated Unclaimed Property Recovery: Launched the City's claim process with the California State Controller's Office for four unclaimed properties totaling \$8,488.57, establishing the documentation workflow and authorized-agent structure for staff to complete the claims

Sales Tax and Financial Operations

Led HdL Sales Tax Consulting Onboarding: Completed the onboarding response to HdL Companies covering all required items, confirmed the City's Bradley-Burns figures from the General Fund, and scheduled the kickoff meeting for July 21.

Audited Commercial Water and Wastewater Rate Worksheet: Conducted a comprehensive row-by-row audit of the FY 2026-27 commercial EDU rate worksheet against the underlying rate study, identifying and correcting a subtotal formula error that had understated the commercial total by \$84.66.

Confirmed FY 2026-27 Cannabis License Fee Billing: Processed and confirmed receipt of completed annual cannabis license fee forms and payment arrangements for the FY 2026-27 cycle ahead of the July 1 due date.



Public Works Water

Performed Chlorine Residual Tests Weekly (Monday, Wednesday, Friday) at City Hall and Douglas Street (Entered Data into Excel Spreadsheet)

Obtained Grab Samples for Bacteriological Testing performed by Micro Labs in Arcata [Performed Every Tuesday at various locations and three (including Monument residence and Eel River source water) on every third Tuesday of the month]

Traced and marked exposed water line on Orchard st. with Vivax Metrotech Tracer equipment

Leak tested chlorine tank in treatment plant, refilled chlorine tank, and emptied temporary chlorine barrels (labeled them empty)

Replaced air circulation fan with mounted oscillating fan inside water treatment plant

Maintenance and inspect Water Treatment plant booster pumps

Attended hazardous chemical safety training with Orin from Freshwater Environmental Services and assigned authority/responsibility over specific work areas

Reviewed and organized old staff photos to help locate utilities for Mercer Fraiser project

Reviewed Painter Street Tank proposal

Reinforced backwash basins with safety netting to protect wildlife from entering

Marked USA's for Eel Point Rd., various locations around town for PGE power pole replacements, and Painter st.

Public Works Wastewater

Repaired Belt Filter Press with original Ribbon screw to maintain wasting operations while in the process of council approval for long term repairs.

Assisting Mercer-Frasier with the Painter Street Upsizing project

Continuing work with North Coast Section Wastewater board with CWEA

Continuing grease trap inspection to reduce FOG in collection system



Offering tours of waste plant to any interested party

Working on quarterly reports to the state and any other reports the state may need

Furthering water education to obtain water distribution certification

Identifying infiltration and intrusion throughout collection system

Maintenance and repairs on Wastewater treatment plant analyzers and equipment

Weekly and monthly sampling and monitoring.

Weekly and monthly treatment plant washdowns and cleaning inside tent

Maintenance on Belt Press and Biosolids Dryer

Cleaning and maintenance on Headworks equipment

Working with GHD on multiple projects

Public Works Streets, Buildings and Grounds

Took all scrap metal from public works corporation yard to Eel River Transportation and Salvage in Fortuna

Took 9 used tires to Eel River Transportation and Salvage

Attended safety meeting on "Bloodborne Pathogens" with John Ballestrini from DKF solutions

Traced electrical lines at public works yard with Vivax Metrotech Tracer equipment

Limbed trees on Grayland Heights Rd. and South Sequoia Ave., also cleaned up gutter pan, and drainage inlets.

Cut tree limbs and brush on Edwards dr.

Maintenance on Irrigation equipment at Blue Star Park

Cut trees and hedged fence line at public works yard

Public Works City Engineer

Public Works Capital Projects



Police Department

Community Development Department

Roof inspections 91 Ogle Ave

Roof inspections 259 Cherry Lane

Receive, Review and Process Building Permit Applications for

Roof Permit – 1065 Riverside Drive
Roof & Plumbing Permit – 276 Tolman Place
Water Heater – 560 Wildwood Ave
Roof Permit – 259 Cherry Lane
Roof Permit – 406 Wildwood Ave
Roof Permit – 1155 Eeloa Ave
Sewer Lateral – 96 Painter Street
Grading Cut & Fill – 1275/1325 Northwestern Ave

Rental Housing Inspections 1051 and 1071 Pacific Ave

Prepare Draft MOU and Easement deed for waterline project for 519 Rigby Ave, Dennis and Lisa Dismore.

Roof inspections 1155 Eeloa Ave

Pull and review Pauline Evans CDBG file regarding loan amount and payoff at the request of Altan Tranham

New 200 amp Electrical Panel inspections 1199 Riverside Drive

Rental Housing Inspections 1041 Pacific Ave

Energy Code Webinar for Plans Examiners

Review Plan of Operations, SWPPP and Site Plan for drill slurry temporary remediation site at 350 Northwestern Ave.

Communications with applicant, Environmental Health, the Regional Water Quality Control Board and John Ford at County Planning.

Create Building Permit Fee Fact Sheet.

Reach out to the following organizations requesting Letters of Support regarding GoBiz 2.0 Federal tax incentive designation for the Rio Dell Area. Follow-up with all that have not submitted their Letters of Support.



Buckeye Conservancy
Cattleman's Association
Friends of the Eel River
Humboldt Redwood Company þ
Farm Bureau
NorthCoast Environmental Center
Humboldt Association of Realtors
Hooven & Company
DCI Construction þ
Wahlund Construction

Caltrans þ
EPIC
Southern Humboldt Chamber
Humboldt Builder's Exchange
McClean Foundation
NorthCoast Regional Land Trust
DANCO Construction
MCI Construction
Wiyot Tribe
RDFPD þ

Façade Improvement Inspections 371 and 375 Wildwood Ave. Review submittal of receipts, verifying eligible purchases.

Alicia Thompson, 1175 Eeloa Ave CDBG – Building Permit inspections for earthquake related repairs and Owner Occupied Rehabilitation improvements.

Finish Hot Water Heater Certificate and Affidavit of Installation

Prepare Draft Comments on the FERC Potter Valley Dam project for CM

Rough electrical and plumbing inspections 441 Dixie Street

Intergovernmental

Humboldt-Rio Dell Business Park