



Staff Highlights – 2026-05-05

City Council

As part of the City's FY 2024-25 annual audit, our auditors at Harshwal and Company have requested that each council member complete two brief questionnaires: a fraud risk questionnaire and a related party questionnaire. These documents were circulated to Councilmembers via email on April 27th and need to be returned in order for the audit to be completed.

City Manager

On or around April 15th a message sign was placed on Monument Road announcing a closure. Staff contacted the County and determined that the sign was placed by PG&E in error. The sign was later removed.

Wastewater Superintendent Marshall Moore should be congratulated for passing his Wastewater Exam on April 27th.

Continued work on a new Solid Waste Franchise Agreement. We are aiming for a presentation on May 19th but need some additional information from Recology.

Attended the Solid Waste Local Task Force meeting on April 27th.

Discussions with the other cities related to the Regional Climate Action Plan Coordinator position and its appropriate placement in either HCAoG or RCEA. The general consensus is that RCEA would be the appropriate agency. Funding of the position remains unresolved.

City Clerk

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

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

Performed Manganese Residual Tests Weekly (Tuesday, Thursday) while Metro Wells are operational (Entered Data into Excel Spreadsheet)



Performed pH and Temperature tests at Metro Wells & recorded Data into Excel Spreadsheet.

Checked Metro Wells depths and recorded data

Performed chlorine analyzer maintenance at Metro Wells

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]

Calibrated pH probe for Surface water treatment plant

Training on water plant operations and scada system

Cleaned out chlorine tank and set up barrel for temporary use while repairing failing fitting

Ordered chlorine pump parts to assist with more optimal priming of pump

Met with Dylan, Chester, and crew installing new Douglas st. tank periodically and took pictures of its construction. Consulted about ladder installation and transducer entry point.

Discovered illegal highlining at residence on wildwood and locked out water

Ordered fittings from Pace supply for stockroom for future leak repairs and installations

Used Tracer and Maps to check and mark Underground Service Alerts on Rigby, Center, Berkeley, Ireland, 2nd ave., Belleview, Pacific, Meadowbridge, Columbus, Tolman, Eeloa, 101 Freeway, Davis, and Painter St.

Put door hangers on past due residences shutoff water for residences that failed to pay bill

Flushed the Metro wells and checked chlorine analyzer/chlorine levels. Set them up for operation

Ran Generator at Metro wells and recorded Data

Cut off bulkhead fitting from chlorine tank and removed old pipes and valve. Installed new bulkhead fitting, plumbed new fittings, and installed new collapsible drain system. Tested tank for leaks and refilled with Chlorine.

Took pictures of new Douglas tank

Signed up and attended asbestos pipe training in Live Oak, California

Built new drain pipe for surface scatter turbidimeter and installed it

Cleaned out polymer tank and rinsed/purged pump



Changed ERT's and Dials.

Read Meters.

Locked out non-payments.

Keeping an eye on leak on Monument.

Ireland leak has been fixed.

Martin Dr is connected to the new water main Wahlund installed. Old line is abandoned.

Wahlund has bored 2 water lines under the Highway

Locked out non-payments.

Shut off the old water main on Martin Dr after Wahlund switched everyone over to the new water main.

Marked out USA's locates.

Installed a manifold for 855 and 859 Rigby Ave.

Reinstalled service line and angled meter stop at 196 Center St.

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Public Works Wastewater

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 wastewater education

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

Public Works Streets, Buildings and Grounds

Refill Dog station dog bags.

Mowed City Hall, North Gateway, South Gateway and parks.

Mowed Bellview, Eeloa, Riverside, Painter Overpass and Davis Overpass.



Took two mowers into Cutters Edge to have them fully tuned up and maintained.

Dan Collins removed trees along Monument Rd.

We installed two benches and one picnic table at the Dog Park.

Refill Dog station dog bags.

Mowed City Hall, North Gateway, South Gateway and the parks.

Mowed all of Bellview, Eeloa, Riverside, Painter Overpass and Davis Overpass.

Installed two benches and picnic table at Dog Park.

Got all of our weed whackers tuned up and maintained.

Took two mowers into Cutters Edge to have them fully tuned up and maintained.

Installed new front backhoe tires.

Replaced lights in the shop.

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Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park