



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

**WILLITS CITY COUNCIL
AGENDA
NOVEMBER 10, 2010 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. **PUBLIC MATTERS**

a. Verbal Presentation by Cold Creek Composting on Food Material Recycling

3. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to five minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

4. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.

The following items are recommended for approval:

a. City Council Minutes:

- October 27, 2010 (Special Meeting)
- October 27, 2010 (Regular Meeting)

b. Disbursements Journals:

- Warrant Nos. 16518-16523, Totaling \$34,060.68
- Warrant Nos. 16524-16579, Totaling \$256,719.35

c. Building Inspection Activity Reports – September 2010 and October 2010

5. **RIGHT TO APPEAL**

Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

6. **COMMISSIONS, AGENCIES AND AUTHORITIES**

The City of Willits City Council meets concurrently as the City of Willits Community Development Agency and Planning Commission.

7. **OLD BUSINESS**

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**

a. Discussion and Possible Action to Adopt Resolution that Authorizes the City of Willits to Apply for Funding from the Safe Drinking Water State Revolving Fund and Authorizes the City Manager to Sign and Submit the Application

8. CITY MANAGER REPORTS AND RECOMMENDATIONS – CONTINUED

- b. Discussion and Possible Action to Approve Contract Amendment No. 4 with Waterworks Engineers for Design Upgrades to the Ancillary Systems for the Water Treatment Plant Improvements Project
- c. Other Reports – Verbal/No Action

9. DEPARTMENT RECOMMENDATIONS

- a. Police Chief
- b. City Planner
- c. City Attorney
- d. Public Works Director
- e. City Engineer
- f. Finance Director
- g. City Clerk/Human Resources Director

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG)
- b. Local Agency Formation Commission (LAFCO)
- c. Mendocino Transit Authority (MTA)
- d. Revit-ED Committee
- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
- f. Economic Development and Financing Corporation (EDFC)
- g. League of California Cities
- h. Water Resources Committee
- i. Sewer System Committee
- j. Finance Committee
- k. Caltrans Ad Hoc Committee
- l. Other Committee Reports

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

12. ENACTMENT OF ORDINANCES

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

- a. Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency Negotiators: Rick Haeg and Adrienne Moore; Employee Organization(s): Willits Police Officers’ Association
- b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUJ CVG-1056037
- c. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Anticipated Litigation: Significant Exposure to Litigation – One Case

15. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

*Dated this 5th day of November, 2010.
Adrienne Moore, City Clerk*

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Adrienne Moore at (707) 459-7120 or Fax (707) 459-1562. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours.



October 1, 2010

City of Willits
Mayor Bruce Burton
111 E. Commercial Street
Willits, CA 95490

Dear Mayor Burton,

We are pleased to announce that Cold Creek Compost, Inc. ("CCC") has received permitting to receive and compost residential food material. Enclosed is a letter from Trey Strickland of Mendocino County Environmental Health confirming our permit status. CCC is the only compost facility in the Northern Counties of this state permitted to take a wide range of feedstocks – including food materials.

We therefore invite the City of Willits to establish a food material recycling program. There is no investment necessary – indeed no cost whatsoever to the City. No special containers or additional collection routes would be necessary. Residents would simply place food materials and soiled paper into the green cart instead of the one destined for landfill. The haulers would save the additional cost of landfilling the material and CCC would recycle it, while the City and local residents reap the benefits.

Food recycling programs are in place in hundreds of cities across the nation, including several Northern California cities, such as Oakland and San Francisco. This means that residents can put in their "green carts" any food material and soiled paper products. Enclosed for your reference is a copy of a flyer for the food recycling program now in place in the San Francisco area, listing the range of items that can be fully recycled through composting.

A food material recycling program can only have positive impacts on the community. Residents participate in and support a green program. Cities and counties can come closer to meeting their State waste diversion mandate – and I must add that food material is the largest unaddressed portion of our waste stream. Local farmers have the benefit of affordable, nutrient rich, organic compost and soil amendments.

So, how do we get started? First, I would like to meet with City representatives and the City Council members to offer a presentation of how the program works. We have already implemented this for the City of Fort Bragg and can share with you how the program has worked out to date. Second, we will need to meet with your local hauler(s) to establish the ground rules for hauling the food material to CCC and then inform the residents about the program. We currently charge \$32 per ton to accept food and greenwaste material. We are prepared to offer a reduced rate – a savings that could in turn be passed to the rate payers – if the City or the haulers enter into a contract with CCC.

I hope to have the opportunity to meet with you soon to discuss this matter further.

Sincerely,

Martin Mileck,
President

Cc: Paul Cayler, City of Willits Manager

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"Fertilizer and Soil Amendments for Sustainable Agriculture"
6000 Potter Valley Road • Ukiah, CA 95482 • P.O. Box 818 • Redwood Valley, CA 95470
(707) 485-5966 • Fax (707) 485-7048





Mendocino County Health and Human Services Agency

"Healthy People, Healthy Communities"

Stacey Cryer ♦ Director

Susan Era ♦ Assistant Director



Community Health Services Branch Environmental Health Division

UKIAH OFFICE
501 Low Gap Rd, Room 1326
Ukiah CA 95482

Phone: 707-463-4466 Fax: 707-463-4038

FORT BRAGG OFFICE
790-A1 S Franklin St
Fort Bragg CA 95437

Phone: 707-961-2714 Fax: 707-961-2720

September 10, 2010

Martin Mileck
Cold Creek Compost
6000 Potter Valley Rd.
Ukiah, CA 95482

Re: Report of Facility Information (RFI) Amendment Application and Approval

The Local Enforcement Agency (LEA) has reviewed your application for an RFI Amendment and has found the application package to be complete. The RFI Amendment application was submitted to allow the receipt and composting of residential food waste. It was submitted on September 8, 2010, though the LEA had been reviewing drafts and communicating with your consultant leading up to the submittal date.

The LEA finds that the proposed change is consistent with all applicable certified and adopted CEQA documents. The recent Use Permit Modification, which removed existing prohibitions, established that the entitlement requested in the RFI Amendment was considered and found to be covered under existing CEQA findings.

The LEA also finds that the proposed change is consistent with State minimum standards per Title 27 Chapter 3 and applicable minimum standards in Title 14.

The LEA finds that the only conflict with the existing Solid Waste Facility Permit is in Section 15, which lists governing documents for the facility. The governing Use Permit has been recently modified (July 2010), as well as the governing RCSI and OIMP (as part of the RFI Amendment). A Permit Modification is currently in process, and the SWFP will be modified to reflect the updated and revised governing documents, as well as remove restaurant and fishery waste prohibitions in Section 14 (which were eliminated with the Use Permit Modification), and will update language in Section 17- EA Conditions which relate to food material feedstock acceptance. The Permit Modification package will be submitted the week of September 20th, 2010.

This letter confirms that the LEA approves the RFI Amendment as of this date, and CCC is permitted to accept residential food waste per the protocols listed in the revised documents. Please call me at 707-463-5670 if you have any questions.

Regards,

Trey Strickland, REHS
Mendocino County LEA

Cc: Reinhard Hohlwein, CalRecycle
Rick Azevedo, North Coast Regional Water Quality Control Board



Acceptable Green Cart Items:

Unlike home composting, we accept all food scraps, soiled paper, and yard trimmings in the green cart. Compostable material in plastic bags not labeled "compostable" will not be collected for composting.

Food Scraps (anything that used to be alive)

- Bread, grains and pasta
- Coffee grounds
- Dairy
- Eggshells
- Fruit (pits and nuts too)
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)
- Vegetables

Yard Trimmings

- Branches and brush
- Flowers and floral trimmings
- Grasses and weeds
- Leaves
- Tree Trimmings (less than 6 inches in diameter and 4 feet long)

Extra yard trimmings must be boxed, bundled or placed in brown paper bags less than 40 lbs per item and placed next to the green cart for collection.

Soiled Paper

- Coffee filters
- Greasy pizza boxes
- Paper cups and plates
- Paper ice cream containers (metal rim is okay)
- Paper bags, napkins, tissues and towels
- Paper take-out boxes and containers
- Paper tea bags
- Waxy paper milk and juice cartons (no foil liner)

Other

- Cutlery clearly labeled "Compostable"
- Plastic clearly labeled "Compostable" (green stripe or sticker to allow for easy identification)
- Small pieces of lumber or sawdust from clean wood only (no plywood, pressboard, painted, stained or treated wood)
- Vegetable wood crates (metal wire is okay)
- Waxed cardboard and paper

These items are NOT accepted in the green cart:

- Aluminum foil or trays
- "Biodegradable" plastic (not labeled "Compostable")
- Ceramic dishware or glassware
- Clothing and linens
- Cooking oil
- Corks
- Diapers
- Dirt, rocks or stone
- Flower pots or trays
- Foil-backed or plastic-backed paper
- Glass, metal or plastic not labeled "Compostable"
- Juice or soy milk type boxes with foil liner
- Kitty litter or animal feces
- Liquids or ice
- Plastic bags, wrappers or film (not labeled "Compostable")
- Plywood, pressboard, painted or stained wood
- Recyclable/clean cardboard or paper
- Styrofoam



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**WILLITS CITY COUNCIL
MINUTES – SPECIAL MEETING
WEDNESDAY, OCTOBER 27, 2010**

Mayor Burton called a special meeting of the City Council to order at 5:45 p.m. in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Victor Hanson, Greg Kanne, Larry Stranske, and Mayor Bruce Burton were present. Councilmember Holly Madrigal arrived at 5:50 p.m.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, Joanne Cavallari, Finance Director; and Adrienne Moore, City Clerk/Human Resources Director.

2. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING AND/OR EXTENDING THE SEWER TREATMENT PLANT FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE

Presented by: Joanne Cavallari, Finance Director.

COUNCILMEMBER MADRIGAL ARRIVED AT 5:50 P.M.

Motion by Kanne/Second by Stranske and carried unanimously to adopt Resolution (No. 2010-29) authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving and/or extending the City's sewer treatment plant facility to serve an area lawfully within its jurisdiction to serve.

3. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH UNITED STATES DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE

Presented by: Joanne Cavallari, Finance Director.

Motion by Madrigal/Second by Hanson and carried unanimously to authorize the City Manager to execute a grant agreement with United States Department of Agriculture (USDA) Rural Utilities Service in a sum not to exceed \$3,000,000.

Moved by Stranske/seconded by Hanson and carried unanimously to adjourn the meeting at 5:55 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, OCTOBER 27, 2010**

Mayor Burton called a regular meeting of the City Council to order at 6:00 p.m. in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Victor Hanson, Greg Kanne, Holly Madrigal, Larry Stranske, and Mayor Bruce Burton were present.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Alan Falleri, Community Development Director; Gerry Gonzalez, Police Chief; Tom Mannatt, City Engineer; Joanne Cavallari, Finance Director; and Adrienne Moore, City Clerk/Human Resources Director.

Moment of Silence

Jim Harden led a moment of silence in memory for Ed Burton, a well-known longtime community member who passed away last week.

2. PUBLIC MATTERS

None presented.

3. PUBLIC COMMUNICATIONS

Mayor Burton read the public communication guidelines. Tom Woodhouse commented on sidewalk repairs in front on Main Street Music & Video; the Welcome to Willits signs; West Commercial Street improvements; and turn issues on West Commercial Street.

4. CONSENT CALENDAR

- a. City Council Minutes of October 13, 2010 – **Approved**
- b. Disbursements Journals:
 - Warrant Nos. 16421-16514, Totaling \$518,880.42 – **Approved**
 - Warrant Nos. 16407-16517, Totaling \$65,847.58 – **Approved**
- c. Lease Agreement with Océ for a Multifunction Copier for the Public Works and Engineering Departments – **Approved**
- d. Claim Against the City – Krissa Arnold-Klein – **Denied**

Motion by Stranske/Second by Hanson and carried unanimously to approve Consent Calendar items (a-d).

- 5. RIGHT TO APPEAL** – Mayor Burton read the guidelines for appealing Council decisions.

RECESSED AT 6:07 P.M. AND CONVENED AS THE PLANNING COMMISSION

6. COMMISSIONS, AGENCIES AND AUTHORITIES

- a. Sitting as the City of Willits Planning Commission – Review and Possible Action Regarding Investigation and Report on Mendocino-Lake Community College District's Notice of Intent to Purchase Land and Construct Educational Center at 100 North Lenore Avenue

Public Comment: Mike Adams, Director of Facilities and Planning, Mendocino-Lake Community College District.

General Consensus of the Commission to direct the Planning Director to prepare a written report to the Mendocino-Lake Community College District conveying the concerns and recommendations of the Planning Commission.

Moved by Stranske/seconded by Hanson and carried unanimously to adjourn the Planning Commission meeting at 6:47 p.m.

ADJOURNED AND RECONVENED AS THE WILLITS CITY COUNCIL.

8A. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION APPROVING A TAX SHARING AGREEMENT FOR COUNTY VITAL SERVICES TRANSACTIONS AND USE TAX REVENUES BETWEEN THE CITY OF WILLITS AND THE COUNTY OF MENDOCINO

Presented by: Paul Cayler, City Manager; Jim Lance, City Attorney; and Joanne Cavallari, Finance Director.

Public Comment: Ron Orenstein and Jim Harden.

**Motion by Stranske/Second by Kanne to adopt a resolution approving the tax sharing agreement between the County of Mendocino and the City of Willits.
(Motion fails 3/2, with Stranske, Hanson, and Burton dissenting.)**

8B. OTHER CITY MANAGER REPORTS

Paul Cayler, City Manager, reported on the following:

- Sewer Expansion Project;
- West Commercial Street Improvements;
- Winter preparations, including burn pile;
- City Manager's absence next Monday, November 1st; and
- Seeking proposal from Wipf Construction for repair of leak at Morris Reservoir Dam.

Public Comment: Ron Orenstein.

9. DEPARTMENT RECOMMENDATIONS

- b. Police Chief Gerry Gonzalez commented on a recent hit and run traffic collision involving a Willits Police Officer; and commended Officer Fahy, Officer Globe, and Sergeant Donahue for their assistance with the Watsonville Police Department that resulted in an arrest.
- c. City Planner Alan Falleri commented on recent complaints about increased marijuana odor; and a referral from County of Mendocino regarding the relocation of the Horseman's Association, including a scheduled public hearing before the Mendocino County Planning Commission.
- d. City Attorney Jim Lance did not present a report.
- e. City Manager Paul Cayler, who is serving as the Interim Public Works Director, did not present any further comments.
- f. City Engineer Tom Mannatt was not present.
- g. Finance Director Joanne Cavallari presented the following:
 - (1) Discussion and Possible Adoption of an Investment Policy Statement

Motion by Madrigal/Second by Stranske and carried unanimously to adopt recommended Investment Policy Statement.

- (2) Discussion and Possible Adoption of a Fixed Assets and Depreciation Policy

Motion by Hanson/Second by Stranske and carried unanimously to adopt the recommended fixed assets policy.

Ms. Cavallari also reported a calculation error in the water rates as published on the tax bill, effecting 108 commercial parcels, noting that the County Auditor's office will mail out revised tax bills.

- h. City Clerk/Human Resources Director Adrienne Moore reminded everyone to vote in next Tuesday's general election, on November 2nd.

10. CITY COUNCIL AND COMMITTEE REPORTS

No reports were presented for the Mendocino Council of Governments (MCOG), Local Agency Formation Commission (LAFCO), Mendocino Transit Authority (MTA), Revit-ED Committee, League of California Cities, Water Resources Committee, Sewer System Committee, Finance Committee, and Caltrans Ad Hoc Committee.

- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) – Councilmember Hanson reported on Cold Creek Compost, noting that he will be bringing the matter forward to the Council.
- f. Economic Development and Financing Corporation (EDFC) – Councilmember Madrigal reported on available funding for small business development.
- l. Other Committee Reports – Councilmember Stranske noted his attendance at a special event aboard the Skunk Train. Mayor Burton also reported riding the Skunk Train on Sunday.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

None presented.

12. ENACTMENT OF ORDINANCES

None presented.

13. GOOD & WELFARE

Councilmember Madrigal commented on the Rotary's *Spotlight on Bluegrass* concert last Saturday; as well as Hometown Celebration last Friday.

ADJOURNED TO CLOSED SESSION AT 7:58 P.M.

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code Section 54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037
- b. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6 – Agency Negotiators: Rick Haeg and Adrienne Moore; Employee Organization(s): Willits Police Officers' Association

Council reconvened to open session at 9:36 p.m., with no action to report from Closed Session.

Moved by Madrigal/seconded by Stranske and carried unanimously to adjourn the meeting at 9:9:37 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16518	10/21/10	STATE BOARD OF EQUAL	4317 CONSUMER USE TAX	138.00	509894	SUJH 27-300238		P N H 100.1001.2199.000
16518	10/21/10	STATE BOARD OF EQUAL	4317 CONSUMER USE TAX	36.00	509894	SUJH 27-300238		P N H 100.1041.2101.045
16518	10/21/10	STATE BOARD OF EQUAL	4317 CONSUMER USE TAX	222.00	509894	SUJH 27-300238		P N H 501.5011.2101.045
16518	10/21/10	STATE BOARD OF EQUAL	4317 CONSUMER USE TAX	498.00	509894	SUJH 27-300238		P N H 501.5013.2101.034
16518	10/21/10	STATE BOARD OF EQUAL	4317 CONSUMER USE TAX	28.00	509894	SUJH 27-300238		P N H 501.5013.2101.034
				922.00	*CHECK TOTAL			
16519	10/29/10	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	2,830.00	509895	10242010		P N H 690.237
16520	10/29/10	AFLAC	4036 125 PLAN POLICY PREMI	843.04	509896	427507		P N H 690.246
16521	10/29/10	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	3,710.00	509897	GRP#0109420		P N H 690.236
16522	10/29/10	UNITED STATES TREASU	4252 PAYROLL DEDUCTION	300.00	509898	10242010		P N H 690.233
16523	10/29/10	PERS	256 EMPLOYER CONTRIBUT	18,271.00	509899	ID CODE 0876		P N H 690.229
16523	10/29/10	PERS	256 EMPLOYEE CONTRIBUTI	7,184.64	509899	ID CODE 0876		P N H 690.230
				25,455.64	*CHECK TOTAL			
GENERAL CHECK FORM			TOTAL	34,060.68				

ACCOUNTS PAYABLE SYSTEM
10/29/2010 13:16:12

Disbursements Journal

CITY OF WILLITS
GL540R-V07.00 PAGE 2

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:			34,060.68				

RECORDS PRINTED - 000011

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16524	10/29/10	ACME HOME ELEVATOR-B	4474 MAINTENANCE AGREEME	1,092.00	509889	1268143		P N W 600.601
16525	10/29/10	ADAM'S TIRE & AUTO S	225 FLAT REPAIR	15.00	509875	608443		P M W 100.1022.2044.000
16526	10/29/10	AFLAC	1018 125PLAN FLEX ONE SERVI	50.00	509882	382653ER		P N W 690.246
16527	10/29/10	ANTHEM BLUE CROSS	627 MED INS PREMIUM NO 60,	434.46	509884	000295208B		P N W 690.231
16528	10/29/10	ARAMARK	4443 MATS	16.50	509835	37557000		P N W 100.1042.2081.030
16528	10/29/10	ARAMARK	4443 MATS/RAGS/MOPS	264.87	509835	37557000		P N W 100.1016.2199.000
16528	10/29/10	ARAMARK	4443 MATS	8.25	509835	37557000		P N W 100.1040.2081.030
16528	10/29/10	ARAMARK	4443 MATS/RAGS	261.45	509835	37557000		P N W 501.5013.2199.000
				551.07	*CHECK TOTAL			
16529	10/29/10	AT&T	4123 POLICE	257.73	509834	000001672704		P N W 100.1020.2015.000
16529	10/29/10	AT&T	4123 PUBLIC WORKS	255.80	509834	000001672704		P N W 100.1040.2015.000
16529	10/29/10	AT&T	4123 POOL	14.49	509834	000001672704		P N W 100.1030.2015.000
16529	10/29/10	AT&T	4123 SEWER PLANT	94.31	509834	000001672704		P N W 501.5013.2015.000
16529	10/29/10	AT&T	4123 WATER PLANT	66.30	509834	000001672704		P N W 503.5030.2015.000
16529	10/29/10	AT&T	4123 AIRPORT	15.68	509834	000001672704		P N W 500.5001.2110.000
16529	10/29/10	AT&T	4123 WCAC	29.15	509834	000001672704		P N W 600.601
16529	10/29/10	AT&T	4123 4601-2-3 40%	381.59	509834	000001672704		P N W 100.1002.2015.000
16529	10/29/10	AT&T	4123 24%	228.96	509834	000001672704		P N W 206.2060.2015.000
16529	10/29/10	AT&T	4123 12%	114.48	509834	000001672704		P N W 210.2100.2015.000
16529	10/29/10	AT&T	4123 12%	114.48	509834	000001672704		P N W 100.1015.2015.000
16529	10/29/10	AT&T	4123 12%	114.47	509834	000001672704		P N W 100.1010.2015.000
16529	10/29/10	AT&T	4123 PLANNING 9341 1/3	10.48	509834	000001672704		P N W 206.2060.2015.000
16529	10/29/10	AT&T	4123 1/3	10.48	509834	000001672704		P N W 100.1010.2015.000
16529	10/29/10	AT&T	4123 1/3	10.48	509834	000001672704		P N W 210.2100.2015.000
				1,718.88	*CHECK TOTAL			
16530	10/29/10	ATT MOBILITY	4253 ENGINEERING	100.48	509843	838580415		P N W 100.1042.2015.000
16530	10/29/10	ATT MOBILITY	4253 PUBLIC WORKS	77.04	509843	838580415		P N W 100.1040.2015.000
16530	10/29/10	ATT MOBILITY	4253 REDEVELPMENT/PLANNING	62.28	509843	838580415		P N W 206.2060.2015.000
16530	10/29/10	ATT MOBILITY	4253 CODE ENFORCEMENT	7.25	509843	838580415		P N W 206.2060.2015.000
16530	10/29/10	ATT MOBILITY	4253 WATER	48.70	509843	838580415		P N W 503.5030.2015.000
16530	10/29/10	ATT MOBILITY	4253 SEWER	179.75	509843	838580415		P N W 501.5013.2015.000
16530	10/29/10	ATT MOBILITY	4253 BUILDING	29.53	509843	838580415		P N W 100.1015.2015.000
16530	10/29/10	ATT MOBILITY	4253 POLICE DEPARTMENT	121.47	509843	838580415		P N W 100.1020.2015.000
				626.50	*CHECK TOTAL			
16531	10/29/10	BANK OF AMERICA	10 LODGING/BALL VALVES	1,257.74	509892	4510		P N W 206.2060.2101.037
16531	10/29/10	BANK OF AMERICA	10 BOOK FOR ADOBE PRO USE	9.24	509892	4510		P N W 100.1040.2055.000
16531	10/29/10	BANK OF AMERICA	10 PD INVESTIGATIONS	18.35	509892	4510		P N W 100.1022.2101.031
16531	10/29/10	BANK OF AMERICA	10 CERTIFICATION COURSE W	50.00	509892	4510		P N W 503.5030.2001.002
16531	10/29/10	BANK OF AMERICA	10 PW 1/2 MAIL BOX	59.75	509892	4510		P N W 100.1042.2041.000
16531	10/29/10	BANK OF AMERICA	10 1/2 ENG MAIL BOX	59.75	509892	4510		P N W 100.1040.2101.045
16531	10/29/10	BANK OF AMERICA	10 AIRPORT FUEL TEST	20.00	509892	4510		P N W 500.5001.2081.030
16531	10/29/10	BANK OF AMERICA	10 FED LABOR LAW POSTERS	145.42	509892	4510		P N W 100.1005.2050.000
16531	10/29/10	BANK OF AMERICA	10 WP INTERNET	59.99	509892	4510		P N W 503.5030.2015.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
				1,680.24		*CHECK TOTAL		
16532	10/29/10	BARTLE WELLS ASSOCIA	4173 BOND CALCULATIONS	1,125.00	509877	BWA370M-1002		P M W 430.4330.2055.000
16533	10/29/10	C. OVERAA & CO.	4515 SEMINAR WWTP	2,219.05	509891	101210		P N W 430.4330.4003.000
16534	10/29/10	CALIFORNIA SURVEYING	410 TILT SENSOR/CALIBRA	2,290.22	509893	572204	003399	P N W 100.1042.2041.000
16535	10/29/10	CATHERINE KILLION'S	4027 CITY HALL JAITORIAL	875.00	509858	PW&ENG10/11-4		P M W 100.1016.2025.000
16535	10/29/10	CATHERINE KILLION'S	4027 PW JANITORIAL	130.00	509858	PW&ENG10/11-4		P M W 100.1040.2081.030
16535	10/29/10	CATHERINE KILLION'S	4027 ENG JANITORIAL	130.00	509858	PW&ENG10/11-4		P M W 100.1042.2081.030
				1,135.00		*CHECK TOTAL		
16536	10/29/10	CAYLER/PAUL	4259 CELL PHONE REIMBURSEM	100.00	509881	10292010		P N W 100.1002.2015.000
16536	10/29/10	CAYLER/PAUL	4259 HEALTH CLUB REIMBURSEM	40.00	509881	10292010		P N W 100.1002.2033.000
				140.00		*CHECK TOTAL		
16537	10/29/10	CDW-G	4018 PRINTER CURRENCY COUN	353.86	509873	10142010		P N W 651.6510.2199.000
16537	10/29/10	CDW-G	4018 WARRANTY CURRENCY PRIN	44.88	509873	10142010		P N W 651.6510.2199.000
16537	10/29/10	CDW-G	4018 PRINTER FOR DISPATC	1,111.73	509873	10142010		P N W 651.6510.2199.000
16537	10/29/10	CDW-G	4018 UPS DEVICES (3)/SPEAKE	392.03	509873	10142010		P N W 651.6510.2199.000
				1,902.50		*CHECK TOTAL		
16538	10/29/10	COMPUTER WORKS OF UK	4230 COMPUTER SUPPORT	16.87	509836	2234		P M W 100.1003.2041.000
16539	10/29/10	COUNTY OF MENDOCINO	272 RENEWAL AUTH TO CONSTRU	7.26	509841	PERMIT 09-123		P N W 500.5001.2001.003
16540	10/29/10	CSROA	4524 WARNOCK - SCHOOL SAFET	89.00	509870	TUITION		P N W 100.1020.2105.000
16541	10/29/10	EBA ENGINEERING INC	3985 RIVER WATCH DEFENSE	855.50	509837	21989		P N W 201.2011.2081.030
16542	10/29/10	FISHER WIRELESS	4105 PD RADIO MAINT AUG	1,266.30	509871	2086		P N W 100.1020.2041.000
16542	10/29/10	FISHER WIRELESS	4105 PD RADIO MAINT SEPT	1,266.30	509871	2086		P N W 100.1020.2041.000
16542	10/29/10	FISHER WIRELESS	4105 PD RADIO MAINT OCT	1,266.30	509871	2086		P N W 100.1020.2041.000
				3,798.90		*CHECK TOTAL		
16543	10/29/10	FRYMAN SEPTIC TANK S	56 TOILET RENTAL INV 700	103.32	509864	10302010		P M W 100.1050.2101.045
16543	10/29/10	FRYMAN SEPTIC TANK S	56 TIOLET RENTAL INV 650	103.31	509864	10302010		P M W 201.2012.2101.045
16543	10/29/10	FRYMAN SEPTIC TANK S	56 TIOLET RENTAL INV 700	244.69	509864	10302010		P M W 100.1050.2101.045
16543	10/29/10	FRYMAN SEPTIC TANK S	56 TOILET RENTAL INV 700	133.31	509864	10302010		P M W 201.2011.2101.045
16543	10/29/10	FRYMAN SEPTIC TANK S	56 DESTROYED UNIT INV6	1,998.75	509864	10302010		P M W 201.2011.2101.045
				2,583.38		*CHECK TOTAL		
16544	10/29/10	GHA TECHNOLOGIES INC	4216 PRINTER SERVER	25.55	509879	618131		P N W 100.1040.2055.000
16544	10/29/10	GHA TECHNOLOGIES INC	4216 PRINTER SERVER	25.56	509879	618131		P N W 100.1042.2055.000
				51.11		*CHECK TOTAL		
16545	10/29/10	GRAINGER/W.W.	173 FILTER ELEMENT	195.18	509851	9373542092		P N W 503.5033.2041.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16546	10/29/10	HARTFORD RETIREE PRE	4422 MED INS OBERDORF	822.38	509838	GRP50016NOV'10		P N W 690.231
16547	10/29/10	JDS	4324 PARKING CITATION ADMI	100.00	509872	1585		P N W 100.1020.2081.030
16548	10/29/10	LAKE COUNTY ELECTRIC	4091 TRACK LIGHT/FROSTED L	207.03	509840	5016090		P N W 600.601
16549	10/29/10	LIEBERT CASSIDY WHIT	433 LEGAL SERVICES	1,138.20	509839	123061		P N W 100.1005.2061.010
16550	10/29/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	13.01	509888	10057		P N W 501.5011.2041.000
16550	10/29/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	130.67	509888	10057		P N W 501.5013.2041.000
16550	10/29/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	4.21	509888	10057		P N W 503.5031.2041.000
16550	10/29/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	152.04	509888	10057		P N W 501.5013.2044.000
16550	10/29/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	135.21	509888	10057		P N W 100.1041.2101.045
				435.14	*CHECK TOTAL			
16551	10/29/10	MASON COOKS	4478 TOW UNIT 245	185.00	509874	4395		P M W 100.1022.2044.000
16552	10/29/10	MENDOCINO JANITORIAL	4255 JANITORIAL SERVICES	1,100.00	509865	1446		P M W 100.1016.2061.020
16552	10/29/10	MENDOCINO JANITORIAL	4255 WAX & POLISH	200.00	509865	1446		P M W 100.1016.2061.020
16552	10/29/10	MENDOCINO JANITORIAL	4255 SHAMPOO CARPETS	300.00	509865	1446		P M W 100.1016.2061.020
16552	10/29/10	MENDOCINO JANITORIAL	4255 MOP HEADS FOR WAX	17.38	509865	1446		P M W 100.1016.2061.020
				1,617.38	*CHECK TOTAL			
16553	10/29/10	MIRACLE PLAYSYSTEMS	4523 100 YRD WOOD FIBER	3,371.25	509867	9447	003401	P N W 100.1050.2101.045
16554	10/29/10	NATIONAL METER & AUT	4196 METER BOX	1,448.06	509861	S1029189.001		P N W 503.5031.2041.000
16555	10/29/10	OCE IMAGISTICS	158 COPIER PUBLIC WORKS	16.59	509860	842381		P M W 100.1040.2055.000
16555	10/29/10	OCE IMAGISTICS	158 COPIER ENGINEERING	16.59	509860	842381		P M W 100.1042.2055.000
				33.18	*CHECK TOTAL			
16556	10/29/10	P G & E COMPANY	114 CITY HALL	1,443.94	509842	10312010		P N W 100.1016.2110.000
16556	10/29/10	P G & E COMPANY	114 PD RADIO	8.87	509842	10312010		P N W 100.1020.2110.000
16556	10/29/10	P G & E COMPANY	114 PUBLIC WORKS	237.23	509842	10312010		P N W 100.1040.2110.000
16556	10/29/10	P G & E COMPANY	114 PARKS	1,126.85	509842	10312010		P N W 100.1050.2110.000
16556	10/29/10	P G & E COMPANY	114 STREET LIGHTS	4,778.76	509842	10312010		P N W 201.2010.2110.000
16556	10/29/10	P G & E COMPANY	114 AIRPORT	389.90	509842	10312010		P N W 500.5001.2110.000
16556	10/29/10	P G & E COMPANY	114 SEWER COLLECTION	45.04	509842	10312010		P N W 501.5011.2110.000
16556	10/29/10	P G & E COMPANY	114 SEWER PLANT	13,193.96	509842	10312010		P N W 501.5013.2110.000
16556	10/29/10	P G & E COMPANY	114 WATER	1,996.71	509842	10312010		P N W 503.5033.2110.000
16556	10/29/10	P G & E COMPANY	114 ENGINEERING	190.80	509842	10312010		P N W 100.1042.2110.000
				23,412.06	*CHECK TOTAL			
16557	10/29/10	PEAT/LESTER	4281 WATER OPERATOR III	680.00	509852	OCT312010		P M W 503.5033.2081.030
16558	10/29/10	PRINCIPAL MUTUAL LIF	629 LIFE INS PREMIUM NOV2	853.51	509883	N85577-1		P N W 690.231
16559	10/29/10	PRINTING PLUS	127 POSTERS/POSTCARDS	141.38	509886	12393		P M W 600.601
16559	10/29/10	PRINTING PLUS	127 WATER DEPT DOOR HANGE	176.52	509886	12393		P M W 503.5030.2055.000
				317.90	*CHECK TOTAL			

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16560	10/29/10	R E M I F	135 WC PREMIUMS DUE	46,274.75	509844	SECOND QUARTER		P N W 690.228
16560	10/29/10	R E M I F	135 DENTAL INS PREMIUM	5,726.00	509845	NOV 2010		P N W 690.231
16560	10/29/10	R E M I F	135 VISION INS PREMIUM	855.00	509845	NOV 2010		P N W 690.231
16560	10/29/10	R E M I F	135 EAP INS PREMIUM	226.26	509845	NOV 2010		P N W 690.231
				53,082.01	*CHECK TOTAL			
16561	10/29/10	RELIABLE MILL SUPPLY	4522 GALV TUBE	235.99	509859	112949		P N W 201.2012.2101.035
16562	10/29/10	RENTAL SOLUTIONS	4521 6"DISCHARGE HOSE RENT	199.60	509857	98639		P N W 501.5013.2041.000
16563	10/29/10	SHN CONSULTING	1673 W COMM MATERIALS TE	1,083.75	509863	73031/72921		P N W 207.2070.4003.000
16563	10/29/10	SHN CONSULTING	1673 W COMM MATERIALS TEST	711.25	509863	73031/72921		P N W 207.2070.4003.000
16563	10/29/10	SHN CONSULTING	1673 ENG & PROJECT MGMT	76,707.22	509887	73027		P N W 430.4330.2061.012
16563	10/29/10	SHN CONSULTING	1673 CALTRANS-WWTP	2,092.50	509887	73027		P N W 430.4330.2081.030
				80,594.72	*CHECK TOTAL			
16564	10/29/10	SIERRA CHEMICAL CO.	4330 WATER PLANT CHEMICA	1,816.20	509850	207816		P N W 503.5033.2101.034
16564	10/29/10	SIERRA CHEMICAL CO.	4330 CONTAINER DEPOSIT RET	900.00CR	509850	207816		P N W 503.5033.2101.034
				916.20	*CHECK TOTAL			
16565	10/29/10	START-UP SERVICE COM	4520 REBUILD SULFONATOR	517.00	509849	2010-032		P M W 501.5013.2041.000
16566	10/29/10	T.D.S. INC	4139 AUTO REPAIR	478.99	509853	851-1147		P N W 501.5011.2041.000
16567	10/29/10	TRAFFIC SOLUTIONS, I	4511 RED TRAFFIC PAINT 5 G	755.27	509862	SI18724		P N W 200.2003.2101.045
16568	10/29/10	UKIAH PAPER SUPPLY I	164 TOWEL	41.23	509846	369331/369580		P N W 501.5013.2025.000
16568	10/29/10	UKIAH PAPER SUPPLY I	164 CLEANING SUPPLIES	176.83	509846	369331/369580		P N W 100.1016.2025.000
				218.06	*CHECK TOTAL			
16569	10/29/10	UKIAH VALLEY FIRE DI	4331 ANNUAL MAINTENANCE FE	152.07	509868	40480		P N W 651.6510.2199.000
16570	10/29/10	UNITED PARCEL SERVIC	165 OFFICE EXPENSE	35.00	509866	5382F9410		P N W 100.1042.2055.000
16570	10/29/10	UNITED PARCEL SERVIC	165 SHIP SURVEY EQUIPMENT	87.90	509866	5382F9410		P N W 100.1042.2055.000
16570	10/29/10	UNITED PARCEL SERVIC	165 SHIP ADJ OVERSIZE PKG	21.72	509866	5382F9410		P N W 100.1042.2055.000
16570	10/29/10	UNITED PARCEL SERVIC	165 OFFICE EXPENSE	35.00	509866	5382F9410		P N W 100.1040.2055.000
				179.62	*CHECK TOTAL			
16571	10/29/10	USA BLUEBOOK INC	3997 WASH DOWN NOZZLE	133.49	509854	257679		P N W 501.5013.2041.000
16572	10/29/10	WARNOCK/SCOTT	4498 PER DIEM	40.00	509869	10312010		P N W 100.1020.2105.000
16573	10/29/10	WESTGATE PETROLEUM I	4045 FUEL	792.52	509855	94310		P N W 501.5013.2044.000
16574	10/29/10	WESTLAW INC	4122 LEGAL SERVICES	345.11	509847	821441456		P N W 100.1004.2050.000
16575	10/29/10	WILLIAMS SCOTSMAN IN	4116 MOBILE OFFICE RENT	281.08	509878	95294441		P N W 501.5013.2081.030

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16576	10/29/10	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	509880	10292010		P N W 690.248
16577	10/29/10	WILLITS NEWS	179 BRIDGE SCOUR POA	55.99	509876	2113097 9/2010		P N W 208.2080.2101.038
16578	10/29/10	WILLITS ONLINE LLC	4108 INTERNET SERVICE SEWE	423.00	509856	363444		P M W 501.5013.2015.000
16579	10/29/10	101 TRAILER AND RV	474 SOLAR BATTERY	80.42	509848	13342		P N W 501.5013.2041.000
GENERAL CHECK FORM								
			TOTAL	256,719.35				

ACCOUNTS PAYABLE SYSTEM
10/28/2010 16:16:56

Disbursements Journal

CITY OF WILLITS
GL540R-V07.00 PAGE 6

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:			256,719.35				

RECORDS PRINTED - 000130



Item No. **8a**

Meeting Date: **November 10, 2010**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION THAT AUTHORIZES THE CITY OF WILLITS TO APPLY FOR FUNDING FROM THE SAFE DRINKING WATER STATE REVOLVING FUND AND AUTHORIZES THE CITY MANAGER TO SIGN AND SUBMIT THE APPLICATION

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: The City is in need of funding for the City of Willits Drinking Water Filtration System Upgrade project. We have received a 2010/2011 invitation to submit an application for project funding through the State of California Department of Public Health Safe Drinking Water State Revolving Fund (SDWSRF). One of the requirements is to adopt a resolution that authorizes the City of Willits to apply for said funding and designates an officer to sign and submit the application.

Recommended Action: Adopt resolution that authorizes the City of Willits to apply for funding from the Safe Drinking Water State Revolving Fund and designates the City Manager to sign and submit the SRF application.

Alternative(s): None recommended

Fiscal Impact: N/A

Personnel Impact: Minimal

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2010-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS THAT AUTHORIZES THE CITY OF WILLITS TO APPLY FOR FUNDING FROM THE SAFE DRINKING WATER STATE REVOLVING FUND AND ALLOWS FOR THE DESIGNATION OF AN OFFICER TO SIGN AND SUBMIT THE APPLICATION

WHEREAS, the City of Willits has the authority to construct, operate, and maintain the City of Willits Drinking Water Filtration System; and

WHEREAS, the City of Willits desires to enhance the provision and protection of the drinking water supplied to the consumers of the City of Willits Drinking Water Filtration System.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willits that, pursuant and subject to all of the terms and provisions of the Safe Drinking Water State Revolving Fund (SDWSRF) program, application be made to the State of California Department of Public Health for funding; and

BE IT FURTHER RESOLVED that the City Manager of said City of Willits is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the State of California Department of Public Health.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 10th day of November, 2010, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE, City Clerk



Item No. **8b**

Meeting Date: **November 10, 2010**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: DISCUSSION AND POSSIBLE ACTION APPROVING CONTRACT AMENDMENT NO. 4 WITH WATERWORKS ENGINEERS TO DESIGN UPGRADES TO THE ANCILLARY SYSTEMS FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: In September 2009, the City contracted with Waterworks Engineers to provide design plans for the Water Treatment Plant Improvement Project. The project was initiated as a result of a directive from the California Department of Public Health Services (CDPHS) to modernize systems at the plant. The CDPHS has invited the City to submit an application to the Safe Drinking Water State Revolving Fund (SRF) to fund this project. The initial contract covered the design of specific components identified by CDPHS and City staff.

Since then, the City has authorized the expansion of Waterworks Engineers' contract to include the design of a pretreatment system (upflow clarifier) and the preparation of a technical report. Collectively, the previous work included the original contract and the first contract amendment. Amendments two and three have covered term extensions of the original contract.

If approved, Contract Amendment No. 4 would amend the contract to include ancillary design work recommended in the technical report. The proposed contract amendment also covers the preparation of an updated project description in the CDPHS State Revolving Fund database. If approved, the total contracted amount for Waterworks Engineers would be \$237,850. See the attached proposal for further detail.

Recommended Action: By Minute Order, approve Contract Amendment No. 4 to include the design of ancillary systems in the Water Treatment Plant Improvement Project Plans provided by Water Works Engineering for the not to exceed amount of \$38,000, and authorize the City Manager to execute same.

Alternative(s): None recommended.

Fiscal Impact: The FY 2010/11 budget included funding in the amount of \$104,330 for this project. If this amendment is approved, a budget adjustment will be necessary to appropriate an additional \$16,520 in 503-5034-2061-012 to cover the balance due on this contract.

Personnel Impact: Some management time and administrative time will be necessary to meet with consultants and process contract and invoice documents.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

TASK ORDER NO. 4

**City of Willits
And
Water Works Engineers, LLC
City of Willits Water Treatment Plant Improvements Project
ANCILLARY SYSTEMS DESIGN**

This Task Order is issued by the City of Willits and accepted by Water Works Engineers.

BACKGROUND

The City of Willits developed a 2-phase expansion and improvement plan for their Water Treatment Plant (WTP), described in Task Order No. 2. Task Order No. 3 provided engineering support for the implementation of a pretreatment process at the WTP that will be incorporated into the original design scope described in Task Order No. 2. The purpose of this Task Order No. 4 is to incorporate upgrades to ancillary systems at the WTP that have been identified during the development of the Technical Engineering Report (completed as part of Task Order No. 3) and the 60% design drawings for the WTP Improvements Project, including:

1. Engineer will update the project description in the California Department of Public Health's State Revolving Fund database, including the estimated total project cost of \$4.3 million.
2. Replacement of potassium permanganate pumps and incorporation of potassium permanganate feed control and monitoring in the new SCADA system.
3. Installation of Carbonic Acid and Lime Slurry storage and feed systems. These chemicals are necessary to enable WTP staff to optimize pH, alkalinity and free calcium for coagulation performance improvement, and to achieve a non-corrosive finished water.
4. Reconfiguration of yard piping and flow control gates at the Backwash Clarification Lagoons, and replacement of the Backwash Recycle Pump. These improvements will provide improved settling conditions in the lagoons, improving the quality of water. Combined with the new Solids Contact Upflow Clarifier, this will enable WTP staff to again return up to 10% of the backwash and filter to waste water to the treatment plant.
5. Replace the existing plant utility water pump with a new pump and a hydropneumatic tank. This is necessary to provide carrier water to the carbonic acid system.
6. Replacement of existing filtered water piping, which is corroded.

The ENGINEER has developed the design of project components originally scoped in Task Order Nos. 2 and 3 to a 60% level and presented the 60% drawings and specifications to the City (This was Task 3.1 in Task Order No. 4). The ancillary improvements outlined above were discussed with City staff during the 60% design workshop and it was decided by the City to have them included in the WTP Improvements Project. These design additions will be developed and incorporated into the in-progress design of the originally scoped items and presented to the City as part of the 90% design documents. The detailed

scope as outlined in Task Order No. 3, from Task 3.2 forward applies to the originally scoped items and those described in this Task Order No. 4.

SCHEDULE

The addition of this work and the decision making process required to incorporate this work into the project have had some impact on schedule. This does not change the ability of the City of Willits to take advantage of SRF Funding, as planned. Work on Task Orders 2, 3 and 4 will now be completed in accordance with the following overall project schedule:

**TABLE 1
Project Schedule**

ACTIVITY	SCHEDULE
Task 1. Project Management	Ongoing throughout project
Task 2. Preliminary Design and Funding Acquisition ¹	
Task 2.1 30% Design/Technical Report	<u>COMPLETED</u> in March 2010
Task 3. Willits WTP Improvements Final Design ²	
Task 3.1 60% Plans and Specifications	<u>COMPLETED</u> in August 2010
Task 3.2 90% Plans and Specifications	November 2010
Task 3.3 Final Plans and Specifications	December 2010

Notes:

1. The project schedule significantly relies on CDPH adhering to the general project funding schedule outlined in this proposal. Deviation from CDPH in that schedule, or other schedule delays outside of the control of Water Works Engineers may result in project delay.
2. Delivery of final design plans and specifications in accordance with this schedule requires that the City of Willits ensure that the geotechnical, structural, architectural and civil/sitework engineering be completed in accordance with this schedule as well. Water Works Engineers does not have a contract with the engineering firm responsible for this work and cannot control their pace of production directly.

BUDGET

The Budget for this Task Order 4 is summarized in Table 2. Note that these are in addition to the Task Order 2 and 3 budgets

TABLE 2
Project Budget (Task Order 4 only)

ACTIVITY	BUDGET
Task 1. Project Management	\$2,000
Task 2. Incorporation of Ancillary Systems in Final Design	
Task 2.1 90% Plans and Specifications	\$32,000
Task 2.2 Final Plans and Specifications	\$4,000
Task Order Total	\$38,000

PAYMENT

Payment will be on a Cost Reimbursable-Per Diem (Time and Expense) basis and invoiced in accordance with the Per Diem Rates in Table 3. **Total compensation for Task Order 4 shall not exceed the amount of \$38,000.**

TABLE 3
Water Works Engineers Per Diem Schedule

CLASSIFICATION	RATE
Administrative	\$78
CADD Drafter	\$68
Junior Technician/CADD Designer	\$88
Senior Technician/CADD Designer	\$109
Staff Engineer	\$99
Associate Engineer	\$120
Project Engineer	\$135
Senior Engineer/Project Manager	\$156
Principal Engineer	\$182

Notes:

1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. These rates are effective through December 31, 2010. A 4% mark-up will be added for any services performed in 2011 and each year thereafter.