

5 BUSINESS FROM THE FLOOR:

David Teeter, Board of Supervisors District 1 Representative, stated that he was happy to be back as he had missed a few meetings.

6 CONSENT CALENDAR: Mayor Garnier reviewed the items on the Consent Calendar:

- A Approve minutes from the City Council's March 22 and April 5, 2017 meetings
- B Approve vendor warrants numbered 100128 through 100230 for a total of \$500,488.68 including \$102,861.12 in payroll warrants

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the Consent Calendar; motion carried unanimously. Ayes: Wilson Stafford, Franco, Schuster and Garnier.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: None.

Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 17-5377 approving City Council Committee list Mr. Hancock reported that with the recent appointment of Councilmember Schuster, it was necessary to revise the City Council Committee list to reflect changes in committee representation. The Mayor recommends appointment changes, and the recommendations are discussed and accepted by City Council by resolution. Mr. Hancock also stated that staff would be moving forward with the County to set up a meeting for the Abandoned Vehicle JPA.

Councilmember Stafford commented that he understood that the JPA was defunct and that the money had been sent back to the State.

Mr. Hancock explained that the JPA has approximately \$100,000 in its account, but has had no meetings or expenditures, and action was recently taken to suspend the collection of fees, which are paid through the vehicle licensing process. It was indicated that the committee was disbanded which would be surprising since it is a JPA, and staff has been directed to the County Community Development Department and expects to hear back soon as to whether or not the committee has actually been abolished.

David Teeter, District 1 Board of Supervisor representative, characterized the Board's action as more of a hiccup in the road and not a disbanding of the JPA.

Mr. Hancock added that in Butte County, there is a program in place whereby the funding is utilized for code enforcement purposes, including an opportunity for residents to sign up for having their vehicle hauled away and donated for scrap and in exchange receive a payment for scrap value. There are good models regionally for programs that provide options for an effective use of the funding.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5377; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9B Consider approval of Request for Proposal (RFP) for CDBG Administrative Services and authorize release for circulation Mr. Hancock stated that the City has been awarded \$450,000 in CDBG funding for the Riverside Park Rehabilitation project. The grant provides \$31,395 funding for General

Administrative costs and there are a significant number of steps and paperwork involved in the implementation of the project. Staff is recommending the release of an RFP for Grant Administrative Services to contract with a firm that can assist with coordinating the activities to include finalizing the project scope, processing payment requests, annual reporting and any other items required for the City's grant compliance. The cost would be up to \$20,000 and reimbursable through CDBG Grant Administration funds. In addition, they will provide a good resource for the City Project Manager in order to be able to perform these duties in house in the future. Normally the City Council does not review or approve the release of an RFP, however staff wanted to provide the update and opportunity for the Council to comment.

There were no comments or changes requested.

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY:** No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION:** No business.

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Public Works Department Update**

Mr. Newton reviewed the accomplishments, key projects in progress, and ongoing responsibilities of the various divisions of the Public Works department, including Administration/Engineering, Streets, Water/Geothermal and Natural Gas.

Mr. Newton explained that the Administration and Engineering Division performs the executive staffing function for the Air Pollution Control Board. There is also an ongoing sequence of street projects that have been discussed in recent meetings that include environmental clearance and design work. The fuel pump system is installed and operational, and each employee has a card that is used specifically for those vehicles, and it is a simple system but more effective than the old system. In addition, the department has had the generator installed right before the storms hit and created the power outages in February. There are key projects, including water main replacement along Main Street between Park and Weatherlow Streets and staff is working on the design for that project, as well as the IRWM Project which is completion of the Cady Springs project and an additional water main replacement in Johnstonville which is the replacement of a 14 inch main line where the City has experienced leaks on a line that is particularly deep. The City Engineer has also been heavily engaged in preparing cost estimates for projects related to the flood damage, and there is quite a bit of paperwork involved with that. The Southeast Gateway Project is also in progress, and staff has requested a time extension for allocation of PS & E funding.

Councilmember Wilson asked if the Cady Springs water system will be finished upon completion of the project, or will there be more operational items necessary prior to bringing it into the system.

Mr. Newton responded that it will be finished insofar as it will pump water up the hill and fill the tank that can then be released down into the system. The project was envisioned as a larger scope, but the grant wasn't fully funded so items that address the gravity flow line and building an access trail and those items will not be part of the project.

Mr. Hancock added that it will be Phase 1 of the Cady Springs project, but it will be up and running from an operational standpoint and there will likely be more improvements to be made at the site in the future as funding becomes available.

Mayor Garnier asked if the tank was still in good condition.

Mr. Newton stated that there was oxy-coating on the interior of the tank and on the exterior an extra layer of dark paint had been added as a camouflage which is now peeling that will have to be repainted. The City will have to have the tank inspected since it has been sitting vacant for so long but there are no visible signs that are of a concern regarding the condition of the tank.

Councilmember Wilson asked if the City took responsibility for the environmental compliance portion of the Southeast Gateway project near the intersection of Jack in the Box.

Mr. Newton responded that the intersection is part of the Caltrans Cap M project, and they were running short on time to obtain the environmental clearance so they requested that the City assume the responsibility for that part of the project. The City agreed, based upon the assumption that it would be a fairly simple process. Information was identified that triggered the need for a more intensive review with a much larger scope, so Caltrans took responsibility back for the environmental review process. They have since cleared the environmental review it has been determined to not be a significant site that is going to create problems for the project.

Councilmember Wilson asked what the anticipated timeline for completion of the project is expected to be.

Mr. Newton explained that when the project was programmed, it was for the environmental review and design components of the project. There have been no construction funds programmed so no money has been set up in STIP. If STIP funding is used, it would be a 3 to 5 year delay in construction funding before the programming and allocation phase kicks in. There are other funding sources that the City has been looking at but the challenge for project completion is identifying that funding.

Mayor Garnier asked if the best-case scenario for completion of the Southeast Gateway project was 5 to 6 years.

Mr. Newton replied that the STIP works on a five year funding cycle, and a new five year cycle is released so usually the funds are programmed three years from the date of the program, and he characterized the process as one that is overly complicated.

Mr. Hancock stated that the City is looking at the un-programmed fund balance in Lassen County STIP funds. The funding has not been committed to any projects so staff is watching closely as they could be used as a potential funding source for the construction portion of Southeast Gateway project. The City is being proactive by performing the project study report, completing the environmental and project engineering work so that when funding does become available, there will be a shovel ready project ready to go.

Mr. Newton added that the un-programmed fund balance is approximately \$7 million dollars so it is a possible option for construction funding.

Mr. Hancock explained that those on the Transportation Commission know that there's significant demand for funding for the Skyline Extension project and the good thing is that there are not a lot of shovel ready projects in the County and City so hopefully when funding does become available it will be a competitive project.

David Teeter asked if Caltrans was at all responsible for obtaining funding for the Southeast Gateway project.

Mr. Newton explained that the project is being constructed through a cooperative agreement with Caltrans and through that agreement, it is a Caltrans facility but the City is acting as the lead agency. Caltrans has oversight and authority on the environmental process, but it has been a slightly cumbersome approach.

Mr. Hancock provided a brief review of the Southeast Gateway Project, which was initially conceptualized by the Lassen Economic Development Council as a focal point for visitors to the community who are entering at the east end of town. The original design was developed by the original stakeholders and one area of particular concern to the Councilmember representatives was the lack of a safe method for pedestrians to navigate the area near Jack and the Box and Safeway. It is a State highway yet lacks the proper curb, gutter, sidewalk, drainage and lighting improvements. The project begins at that intersection and then extends east towards McDonalds and Plumas Bank and a bit beyond. It also includes the relocation and redesign of the monument sign. Caltrans was scheduling the Cap M project which involves a resurfacing of the State highway from the brake check area at the top of the hill on the west end of town, all the way up 36 to Susanville Ford.

Mr. Hancock explained that the Cap M project has had an impact on the Southeast Gateway project, particularly with the requirement for compliance with ADA accessibility for the pedestrian ramps along the Main Street corridor. Caltrans is required, as part of the project, to ensure accessibility as required by the Americans with Disabilities Act which requires that they upgrade pedestrian ramps at the same time that they resurface. The initial project was estimated at approximately \$10 million and it is now up to \$17 million. Since the project creates an overlap with the Southeast Gateway Project, staff wanted to ensure that the proposed project is compatible. It was determined that the area near Jack in the Box was not a site with any historical significance, the environmental clearance has been fully vetted and now staff is waiting to receive their final plans for the project to make sure that the Caltrans design is compatible with what is proposed by the Southeast Gateway project.

At 7:37 p.m. Mayor pro tem Franco exited the room.

Mr. Hancock stated that the focus on Main Street for the Economic Development Council was the Southeast Gateway, then the Uptown and since that time, the commercial development in the midsection of town has filled in various areas where the curb, gutter and sidewalk improvements have been completed as part of those projects.

At 7:40 p.m. Mayor pro tem Franco returned.

Mr. Hancock turned the floor back to Mr. Newton.

Mr. Newton continued by reviewing the responsibilities of the Streets Division which includes street maintenance, vegetation control, maintaining alleys and snow removal. It has been an arduous winter, and it will affect how the street crew approaches the year's work. There are a lot of clean up and repair items related to flood damage, and there was a bigger requirement for snow removal and with aging equipment there were some equipment breakdown issues to deal with. The streets crew staff have also been trained in conducting pavement inspections. In the coming months they will be surveying various sections of the streets in town, and entering that information into the pavement management system.

Mayor Garnier asked if the budget was tighter due to flood damage repairs, and observed that the street sweeper had not been out as frequently as it has been in the past.

Mr. Newton agreed that the crew has been busy with repairs, and normally the sweeper was out on a weekly basis, and they have been sweeping every other week. The crew is also focused on weed abatement and has been out spraying alleys and right of ways. There will also be a lot of alley maintenance needed this year, as the winter weather caused damage and there are some alleys that have not been graded in a number of years. Staff is waiting on the warm weather to dry the alleys out a bit more before they can get the equipment in to re-grade.

Mr. Newton reviewed the activities of the Water and Geothermal Division. The water division has experienced some staffing shortages this year, with two employees out for an extended period of time due to injury, and one employee taking another job, so the crew of four was reduced to just the Water Supervisor. Fortunately winters are not a heavy leak season and the Department was able to put together employees from the Streets and Natural Gas Division to work together to repair the leaks that were reported. Ongoing responsibilities for the Water Division include turning customer services on and off, and general service calls.

The geothermal supply line was recently extended to the pool and the pool is now serviced with geothermal water but the project still needs to have the discharge line extended down over the hill to discharge into the Ramsey Ditch where it's historically gone.

Mayor pro tem Franco stated that he has noticed that in the baseball field area behind Diamond View School that there is steam arising from what appears to be a dilapidated wooden cover over a geothermal well. He stated that it appears to be a safety hazard.

Mr. Newton responded that the well is on school property.

Mr. Hancock described the location of the Ramsey Ditch, and explained that the City does have a discharge permit to dump water into the ditch. He stated that he has been in contact with the School Administration because it is a safety hazard, and ultimately the ditch needs to be piped underneath the road. The school put up caution tape and they are working on some options but he will touch bases with them again.

Mr. Newton explained that the Department is putting together informational flyers to include in the June utility bill to make customers aware of water regulations, adding that there are currently no State imposed water restrictions in place.

Councilmember Schuster requested that notification be provided earlier than June, if at all possible. There are many residents who will be deciding on whether or not to plant gardens this summer and providing the information before the June billing cycle will help customers make an informed decision.

Mr. Newton responded that the City council put together a press release, and that the Division did have a booth at the Home and Garden show and while that did not reach every customer, it has helped get the information out to the public.

Mr. Hancock added that regarding the issue of the geothermal well on the school's property, there may be joint responsibilities by other users of the ditch downstream. The City has a discharge permit which allows us to distribute water into that conveyance, but traditionally maintenance of the ditch falls on those who

use the water, and not necessarily those who discharge into it. That responsibility would be determined by those various agreements.

Councilmember Wilson asked if the water in the wells is still at normal levels or has there been an increase in the water table due to the extreme amount of moisture that was received this winter. Councilmember Wilson asked if there were measures in place to ensure that the geothermal system is not down due to flood damage should another large storm event occur again in the future.

Mr. Newton responded that he did not have information available related to the water table, and discussed options for the well-house that could prevent similar damage in the future. Specific plans or funding options have not yet been developed.

Mr. Newton discussed the natural gas division, explaining that the volume of customers added to the system is lessening as we are getting to the point where there are fewer potential customers available and there are currently no propane conversions pending. There are numerous calls for customer service, and the nature of the business requires the maintenance of several planning documents and procedure manuals that are updated as regulations change and the plans require updating. The gas division calibrates meters on an annual basis, and also goes in ahead of street projects to stub out gas services to prevent having to cut into the pavement in the future if we have an added customer. Staff continues to explore options to grow the system, and typically not a lot of gas is sold during the summer months and so encouraging the conversion of water heaters is a potential for expanding the existing customer base as it would result in the use of gas year round by the customers.

Mayor Garnier thanked Mr. Newton for providing the update.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

At 8:18 Mayor Garnier asked for a five minute recess.

At 8:29 the City Council reconvened in Closed Session.

At 9:09 the City Council adjourned Closed Session and reconvened in Open Session.

Mr. Hancock announced that direction was given to staff but there was no reportable action taken.

Motion by Councilmember Wilson, second by Councilmember Stafford, to adjourn; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

Meeting adjourned at 9:10 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: June 7, 2017