

**PORTOLA CITY COUNCIL
MEETING MINUTES
July 11th, 2018
6:00 p.m.**

1. CALL TO ORDER

Mayor Morton called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Morton led the Council in a moment of silence and then led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers, Councilmember Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. Interim City Manager Leslie Chrysler, City Attorney Steve Gross, City Finance Officer Susan Scarlett and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas made comments on his concerns over a variety of topics.

Olivia Thayer addressed the Council and gave them an update on behalf of Sports Success on the progress being made on the proposed playground structure at the Little League field. Olivia reported that the playground location had been moved and that she was in receipt of an email from Chris Wicks stating that the Little League Board was in full support of the new playground location. Olivia also reported that Sports Success had secured a volunteer certified playground installer and volunteers to complete excavation of the project site.

Tim Rhodes reported that the playground installer, Lauren Jessup was an excellent resource.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Phil Oels reported on his attendance at the Eastern Plumas Fire Department Board meeting. Phil reported that the department had responded to 37 medical calls last month and that 22 of them were in Portola. Phil also reported that response time by the department to the brush fire on the Riverwalk near the Williams House Museum, was 8 minutes. He further reported that he is still working with John Hodgson from Portola 192 on grants for fuels reduction and that he had completed and submitted the application to become a FireWise Community.

Mayor Pro Tem Cooley reported that he had attended a Finance and Administration Committee meeting and that they had met with Sheriff Hagwood and Supervisor Mike Sanchez regarding the City of Portola Law Enforcement contract. Mr. Cooley also reported that the Fire Ad Hoc Committee had met and toured the City Fire Halls to look at their status and equipment prior to beginning an equipment inventory process.

Councilmember Powers thanked Olivia Thayer for her work on moving the playground project forward. Mr. Powers reported that community groups coming together to complete projects is great. Mr. Powers also noted that the City needs specific names and commitments from volunteers for this project. Mr. Powers also noted that groups such as the Sierra Buttes Trail Stewardship are an excellent model for community involvement and recreation projects.

Mayor Morton reported that she had attended meetings of the Finance and Administration Committee and the Fire Department Ad Hoc Committee.

B. Staff Communications

City Clerk, Melissa Klundby reported that the nomination period for the November 6th election would open on July 16th and close on August 10th. Melissa reported that for the City Council seats there were 2, two year terms and 2, four year terms up for election on November 6, 2018.

C. City Manager Report

City Manager Leslie Chrysler reported that Leah Turner and Fire Chief, Bob Frank had identified addresses where potential nuisance/weed issue existed and that staff had mailed out weed abatement compliance letters. She also reported that she had toured the Portola Fire Halls with the Ad Hoc Committee and Bob Frank to begin a comprehensive cleanup of the fire halls and inventory of their equipment. She also reported that she had met with Dan Bastian, City Engineer, regarding ongoing projects and that staff is working to resolve issues with the quality and delivery of asphalt for road repairs.

Leslie noted that on Friday the Western Pacific Railroad had invited City Staff and Council to attend a closed meeting and requested that no more than two Councilmembers attend that meeting per Brown Act regulations. Councilmember Oels and Mayor Morton volunteered to attend on the Cities behalf.

Leslie then noted she will be gone on July 25th and noted that Staff may cancel that Council meeting and schedule a Special City Council meeting for the following week if needed.

6. CONSENT CALENDAR

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmember, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

A. Minutes – Adopt the minutes of the City Council regular meeting held on June 13th, 2018 and June 27th, 2018.

B. Claims – Adopt Resolution No. 2359 authorizing payment of claims for the period of June 22, 2018 through, July 6 2018. Discussion and possible action.

Resolution No. 2359
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
June 22 2018 through July 6, 2018

Finding no Council or public comment Councilmember Powers made a motion to approve Resolution 2359 and the minutes of the City Council regular meeting held on June 13th, 2018 and June 27th, 2018. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **State Revolving Fund (SRF) Project Applications** – Review Resolutions 2360 and 2361 for Water and Sewer System Upgrades through the SRF. Discussion, possible action.

Resolution No. 2360
A Resolution of the City Council of the City of Portola
Authorizing Submittal of a Financing Application
Under Provisions of the Clean Water State Revolving Fund Program
Administered by the State Water Resources Control Board for
Construction of the Portola Sewer Replacement Project and
Designation of an Authorized Representative

Resolution No. 2361
A Resolution of the City Council of the City of Portola
Authorizing Submittal of a Financing Application
Under Provisions of the Clean Water State Revolving Fund Program
Administered by the State Water Resources Control Board for
Construction of the Portola Water Supply Project and
Designation of an Authorized Representative

City Manager Leslie Chrysler presented the Council with a staff report that outlined the history of the Technical Assistance Grant for the State Revolving Fund monies for water and sewer infrastructure upgrades. Leslie noted that after meeting with Dan Bastian, City Engineer and State and University representatives that funding of this project is a real possibility. Leslie noted that the two Resolutions before the Council tonight did not obligate the City financially to anything at this time, but allowed the process to begin. Leslie did note that if these projects were funded through the State, it was a very real possibility that the City would need to make a significant financial contribution, however this contribution could come in the form of a low interest loan. Leslie further noted that the City currently had no long term debt and she felt that funding of water and sewer infrastructure improvements that would largely be paid for through a grant was worth a potential financial contribution by the City.

Leslie introduced Jackson Webster, Assistant Professor, from Chico State University, who was assisting the City with Technical Assistance to develop the SRF application. Mr. Webster gave the Council a brief presentation and Mayor Morton asked for public comment. Larry Douglas asked if this grant was for creating new infrastructure and Mr. Wester reported it was not. Tim Rhodes said he thinks this grant sounded awesome. Mike Matus asked for clarification of the mapping.

The Council thanked Mr. Webster and Mayor Pro Tem Colley asked if this project was in coordination with the previously budgeted request for Dean Marsh to work on a sewer grant through the State. Leslie noted she had requested Dean stop all work on previous projects except for the water and sewer master plans in coordination with this current Grant project.

Councilmember Oels made a motion to approve Resolution No. 2360, A Resolution of the City Council of the City of Portola Authorizing Submittal of a Financing Application under Provisions of the Clean Water State Revolving Fund Program Administered by the State Water Resources Control Board for Construction of the Portola Sewer Replacement Project and Designation of an Authorized Representative and Resolution No. 2361, A Resolution of the City Council of the City of Portola Authorizing Submittal of a Financing Application under Provisions of the Clean Water State Revolving Fund Program Administered by the State Water Resources Control Board for Construction of the Portola Water Supply Project and Designation of an Authorized Representative as presented. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- B. Solid Waste Engineer Consultant Agreement** – Review a proposal from Lawrence & Associates for preparation of a non-water release corrective action cost estimate at the Portola Landfill. Discussion, possible action.

Susan Scarlett reminded the Council of the Cal Recycle regulations that mandated that the City reserve additional funds for a non-water release corrective action, such as full cover replacement, at the Portola Landfill. In reviewing this issue the City of Portola had discussions with Cal Recycle and got approvals to complete a study to determine what exact non-water release corrective action should budget and create reserves for. To accomplish this study, Tom Valentino distributed a Request for Proposals (RFP) for preparation of a non-water release corrective action cost estimate at the Portola Landfill. The City received two responses to the RFP: Lawrence & Associates for \$4,200 and Geo-Logic for \$8,000.

Susan noted that City Solid Waste Contractor, Tom Valentino, has reviewed the proposals and is recommending the City select the proposal of Lawrence & Associates. Susan further reported that this item had been budgeted for.

Finding no Council or public comment Councilmember Powers made a motion to approve the proposal from Lawrence & Associates for preparation of a non-water release corrective action cost estimate at the Portola Landfill in an amount not to exceed \$4,200. Councilmember Oels seconded the motion and it was unanimously approved.

- C. Porter Simon Fee Increase Request** – Review a request for adjustment in legal fees from Porter Simon as budgeted for FY 18/19. Discussion, possible action.

Attorney Steve Gross excused himself from the meeting to allow the Council to freely discuss the item. Leslie reported that a fee increase had been budgeted for and was recommended by the Finance and Administration Committee. Leslie noted that the last time fees to Porter Simon had been increased was in 2013. Staff reported that Steve Gross is an invaluable resource with local and City Governmental experience and has provided the City and Council with exemplary service over the term of his contract with the City. Staff recommended approval of the increase.

Mayor Morton asked for public comment and Larry Douglas commented that he had concerns over the Lake Davis litigation and travel expenses for paying an attorney from Truckee.

Councilmember Powers and Mayor Pro Tem Cooley reported that they appreciate Attorney, Steve Gross's knowledge of municipal law and business experience. Mayor Pro Tem Cooley further noted that municipal law is very specialized and that in his personal and professional career he had worked with numerous attorney's and that the service Steve Gross provided is equal to attorneys that have a billable rate at least four times higher than Steve's. He further noted he is very comfortable with the rate increase.

Finding no further discussion Councilmember Powers made a motion to approve the adjustment in legal fees from Porter Simon as budgeted for FY 18/19 and as presented. Councilmember Reynolds seconded the motion and it was unanimously approved.

9. CLOSED SESSION

- A. **Public Safety** – Closed Session Pursuant to Government Code Section 54957(a).

There was no reportable action from closed session.

10. ORDER OF BUSINESS Continued

- A. **Plumas County Sheriff's Department Contract**- Review and consider approval of a contract for services between the City of Portola and Plumas County Sheriff Department for Fiscal Year 18/19. Discussion and possible action.

City Manager Leslie Chrysler presented the Council with a draft contract for Law Enforcement Services covering the period July 1, 2018 through June 30, 2019. Leslie reported that City staff along with the Finance & Administration Committee met with Sheriff Hagwood and Supervisor Sanchez and that all parties agreed that the City of Portola would give the Plumas County Sheriff Department 72% of the COPS fund and retain 28% for the hiring of a Community Services Officer by the City of Portola. Leslie also reported that several services preciously included in the contract were removed, as the Sheriff Department did not provide those services.

Mayor Morton asked for public comment and Bob Morton commented that the City of Portola is entitled to the same level of service as the rest of the County by the Plumas County Sheriff department regardless of funding given to them by the City. Bob then asked if 28% of the COPS funds was enough to funds a Community Service Officer position.

Steve Gross stated that it is the opinion of the Sheriff that the City of Portola is not entitled to the same level of service as the rest of the County. Steve noted that he does not agree with this opinion.

The Council further discussed the proposed contract and potential CSO position and Councilmember Oels made a motion to approve the contract for services between the City of Portola and Plumas County Sheriff Department for Fiscal Year 18/19 as presented. Councilmember Powers seconded the motion and it was unanimously approved.

The Council determined to hold a special meeting on July 17, 2018 at 3:00 pm to begin discussing the Community Service Officer job.

- B. **Boating and Waterways Grant** – Receive an update and history on the status of the City’s application for grant funds for a Boating and Waterways Project. Take action and provide direction to staff on moving forward with the grant process. Discussion, possible action.

Leslie Chrysler gave the Council an update and history on the status of the City’s application for grant funds for a Boating and Waterways Project. Leslie noted that out of the 3 major grant projects initiated by Sports Success, this project was the most feasible. Leslie noted that an increased interest in kayaking, the viability of the park from Highway 70 and that this grant required minimum staff time. Leslie noted it was unfortunate that the City did not have the \$16,000 dollars it had spent on the Google Earth map for the proposed disc golf course on the Riverwalk, however she would continue to coordinate with the State and keep the Council apprised of costs associated with pursuing this grant. Leslie noted the grant did not cover Environmental Review costs or staff time.

11. ADJOURNMENT

The meeting was adjourned at 7:25 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk