

**YREKA CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING  
WORKSHOP**

**February 9, 2021 – 6:00 P.M.**

**Yreka City Council Chamber 701 Fourth Street, Yreka, CA**

**The full agenda packet can be found on the City’s website: [www.ci.yreka.ca.us/AgendaCenter](http://www.ci.yreka.ca.us/AgendaCenter)**

PLEDGE OF ALLEGIANCE

PLEASE SILENCE YOUR CELL PHONES. THANK YOU.

The meeting details have been placed on the agenda to allow Councilmembers, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20. There will be **no public access** to the Council Chambers at this time.

*Members of the public may join the meeting via Zoom: <https://us02web.zoom.us/j/6194957056>*

If you join the meeting via Zoom, you may digitally “raise your hand” and wait to be unmuted in order to speak.

Members of the public may also remotely listen to and participate in the meeting via teleconference. If you wish to listen or participate in this meeting through teleconference, simply dial into the conference call-in number, and enter the meeting ID #.

**Conference call in Number: 669-900-6833 (Toll-Free 888 788 0099)  
Meeting ID #619-495-7056**

During the call you may press \*9 to “raise your hand” to ask to speak during the meeting.

Speakers will be asked to identify themselves.

**PUBLIC COMMENTS:** This is the time for public comments. Council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. If you are here to make comments on a specific agenda item, you may speak at that time. If not, this is the time. Please limit your remarks to 5 minutes.

**SPEAKERS:** Please speak from the podium. State your name and mailing address so that City Staff can respond to you in regard to your comments, or provide you with information, if appropriate. You are not required to state your name and address if you do not desire to do so.

**WORKSHOP DISCUSSION:**

1. Presentation and Discussion of Stormwater Drainage system (Jason Drew, NCE)
2. Discussion and Possible Direction – Development Impact Fees (DIF)

**ADJOURNMENT.**

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 72 hours in advance of the meeting.

All documents produced by the City which are related to an open session agenda item and distributed to the City Council are made available for public inspection in the City Clerk's Office during normal business hours.

**Public Hearings:** If, in the future, you wish to challenge in court any of the matters on an agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the City at or before the hearing. Any person seeking to challenge a City Council decision made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that action 90 days following the date on which the decision becomes final as provided in Code of Civil Procedure Section 1094.6. Please refer to Code of Civil Procedure 1094.6 to determine how to calculate when a decision becomes "final."

"CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Yreka is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Yreka, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies."

*In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 841-2324 or by notifying the Clerk at [aboymd@ci.yreka.ca.us](mailto:aboymd@ci.yreka.ca.us).*



December 15, 2020  
NCE Project #926.02.55

Matt Bray  
Public Works Director  
701 Fourth Street  
City of Yreka, CA

**RE: Close Out of Existing Work Authorizations, Revised Scope of Work for Stormwater Master Plan, and Recommendations for Tasks to be Moved to 2021/2022 Fiscal Year Work Plan**

Mr. Bray,

Per our Tuesday December 8, 2020 meeting, NCE has prepared this letter to address three important items related to the City of Yreka's (City) Stormwater Program. The first item is the close out of work authorizations provided by the City for tasks outlined in NCE's September 13, 2017 and May 13, 2020 Scopes of Work. The second item is to present a revised scope of work for the development of a comprehensive Stormwater Master Plan, focusing only on the completion of the first two tasks outlined in NCE's August 12, 2020 Scope of Work (Task 1 Project Management and Task 2 Updating the Hydraulic Model and Identifying Capital Projects). The last item is to identify the stormwater compliance and stormwater program support tasks that need to be shifted from existing scopes of work to Fiscal Year 2021/2022 as a result of the financial impacts the City is experiencing in Fiscal Year 2020/2021, due to COVID 19.

### Work Authorization Close Outs

On November 30, 2017 the City and NCE entered into a Professional Services Agreement for MS4 Consulting Services. Subsequently, Scopes of Work dated September 13, 2017 and May 13, 2020 were approved by the City and the work associated with these two scopes is either complete or has been placed on hold. Therefore, NCE requests to close out these scopes of work and all tasks associated with them as of December 1, 2020. In addition, NCE's financial system currently identifies approximately \$15,000 remaining in the budgets associated with these scopes and these funds could be shifted to support the scope of work presented herein.

### Stormwater Master Plan

The City desires to update the Master Plan of Drainage (MPOD) and to prepare an overall Stormwater Master Plan (SMP) that can guide funding and implementation of all activities associated with the City's Stormwater Program. The SMP will be the basis of the City's evaluation and potential pursuit of a local stormwater revenue initiative or utility. The SMP will encompass the updated MPOD and its CIP infrastructure recommendations along with storm drain system operations and maintenance requirements, and the compliance activities required under the California Phase II Small Municipal

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Separate Storm Sewer (MS4) Permit and the Statewide Trash Provisions. The MPOD update and the SMP will utilize a 20-year planning horizon for Capital Improvement Program (CIP) planning and projected replacement of existing infrastructure. The same planning horizon will be used to estimate an average annual cost for operations and maintenance of the storm drain system, along with the necessary actions to comply with the Phase II Small MS4 Permit and the Statewide Trash Provisions.

### **PROJECT BACKGROUND**

The City first adopted an MPOD that identified recommended storm drain improvements in 2005. The MPOD was updated in 2013 to include the East Side Study Area Expansion. The established MPOD will be utilized as a baseline for a Citywide update to the MPOD. The City also implements a storm drain system operations and maintenance program and has recently developed a storm drain asset management system using Cartograph software tools. Operations and maintenance activities generally include seasonal inspections and cleaning, and response to drainage or flooding issues. The ongoing operations and maintenance program and asset management system will provide a foundation for formalizing this element of the SMP.

In 2017 and 2018, NCE assisted the City in evaluating compliance with the Statewide Trash Provisions. On August 30, 2017 the City submitted its Track Selection letter to the North Coast Regional Water Quality Control Board (RWQCB) selecting Track 1 or Full Trash Capture Systems (FTC). NCE and the City have preliminarily mapped and costed out implementation of FTCs for trash generating areas of the City. Next steps for compliance with the Statewide Trash Provisions include refining initial recommendations and cost estimates, assessing the selection of Track 1 compliance to ensure it is cost effective, creating an implementation strategy if Track 1 is confirmed, developing a Track 2 Implementation Plan if the City shifts implementation strategy, and initiating implementation of whichever Track is ultimately selected. It is anticipated that this work will happen in Fiscal Year 2021/2022 or later.

The City initiated an internal Stormwater Program evaluation in 2018 and 2019 to determine the status of compliance with the MS4 Permit. The internal evaluation has stopped and started several times due to other Program needs and requests from the North Coast RWQCB. Completion of the Program evaluation is anticipated in Fiscal Year 2021/2022 resulting in a comprehensive understanding of Program elements that have achieved permit compliance and identification of existing gaps in compliance. These results will guide recommendations in the SMP.

The combination of levels of effort and costs associated with the Capital outlays of the MPOD, deployment of FTCs or other functional equivalent activities, operations and maintenance of the storm drain system, and MS4 Permit Compliance activities will provide the necessary background to develop a SWP. Due to the impacts of COVID 19 on City revenue, several of the activities noted above will need to be shifted to future fiscal years and the development of the SMP will be phased. The following scope of work outlines Phase 1 and includes competing an update of the City's existing hydraulic model and identifying capital improvement projects.

## REVISED SMP SCOPE OF WORK

### Task 1. Project Management

NCE will conduct informal regular interactions with the City and deliver monthly invoices. This task will include a formal Kickoff Meeting with key City staff to review the scope of work and discuss Project goals and deliverables. At Project initiation, NCE will develop a project schedule in Microsoft Project for City review and comment. Up to three updates to the schedule will be made during delivery of the project.

#### Deliverables:

-  Monthly invoices
-  Project schedule with up to three updates

#### Assumptions:

NCE will provide electronic copies of all deliverables unless otherwise noted in this scope of work. The files will be submitted as pdfs (Word or Excel files available upon request). The project is anticipated to last up to 6 months.

### Task 2. Citywide Update to Master Plan of Drainage

NCE will update the MPOD to reflect land use changes, constructed projects, infrastructure issues, and drainage problems that have arisen since the development of the original MPOD in 2005 (2013 for the East Side Study Area). In addition, NCE will evaluate projects proposed, but not constructed, in the existing MPOD to determine if they are still relevant and necessary.

#### 2.1 Obtain and Review Existing Geodatabase, Hydraulic Model, Existing Plans, and Project As-Builts

NCE will obtain and review the most current storm drain geodatabase and the hydraulic models created for the 2005 MPOD and the 2103 MPOD update. Additionally, NCE will review the 2005 MPOD, 2013 Update, available maintenance and drainage complaint records, readily available As-Built construction plans for projects or improvements built since 2005/2013, and compare land use assumptions in the existing MPOD with current zoning maps. From this information, NCE will identify the sections and analysis of the MPOD that are still applicable, those that require an update, and any gaps. A current storm drain base map will be prepared and provided to the City to markup drainage, ponding, and flooding priority areas. A brief memo will be prepared documenting what existing data and information is still applicable, what will require an update, and any data gaps.

#### Deliverables:

-  Map showing CIP projects included in Existing MPOD, built projects, and ongoing drainage issues
-  MPOD adequacy memo noting data and information that is still applicable, that require update, and any gaps

#### Assumptions:

-  The City will provide NCE accessible and usable models from the 2005 MPOD and the 2013 Update with the Notice to Proceed
-  As the City's drainage standards, as outlined in the Technical Memorandum Storm Drain System Design and Evaluation Criteria (Willdan, 2006), were established along with the Existing MPOD it

is assumed that previous hydrologic and hydraulic analyses are appropriate and will not require updating as part of this effort except where landuse and conveyance conditions, resulting from constructed improvements, have changed

## 2.2 Update Drainage CIP

Based on the results of Task 2.1, NCE will integrate new information as part of an updated run of the City's systemwide hydraulic model. The updated analysis will follow the City's Technical Memorandum Storm Drain System Design and Evaluation Criteria. The results of the updated analysis will be used to confirm previously recommended CIP improvements and identify new CIP recommendations, if any. NCE will create an updated CIP list to reflect current conditions. For any new CIP recommendations, NCE will prepare a concept figure and planning-level cost estimate (for up to three CIP projects) for the City's review and approval. NCE will facilitate a meeting with the City to review the CIP recommendations. Following the meeting, City comments will be addressed, and a Final CIP list will be prepared.

### Deliverables:

-  Updated systemwide hydraulic model
-  Draft and Final CIP List

### Assumptions:

-  NCE will only augment and update the existing model. Creating a new model is not included in this scope of work
-  All data necessary to run the updated analysis is readily available or will be provided by the City
-  No field data collection will be conducted as part of this task

### Fee Estimate

| Task #           | Task Description   |                     |
|------------------|--|---------------------|
| 1                | Project Management Coordination  | \$ 4,770.00         |
| 2                | Citywide Update to Master Plan of Drainage   | \$ 53,960.00        |
| 2.1              | Obtain and review existing geodatabase, hydraulic model, existing plans, and project As-builts | \$ 20,880.00        |
| 2.2              | Update Drainage CIP  | \$ 33,080.00        |
| <b>Sub-Total</b> |  | <b>\$ 58,730.00</b> |

### Next Steps and Future Tasks

Moving forward there are several important projects or tasks the City will need to implement to support the Stormwater Program. Given current revenue shortfalls, due to COVID 19, it is anticipated that the following tasks would be initiated in fiscal year 2021/2022 or later:

- Formalize and document the City's storm drain system Operations and Maintenance (O&M) Program
- Trash Reduction Compliance Plan
  - Refine the initial FTC recommendations and estimates

- Evaluate Track Selection – Make determination if City will proceed with Track 1 implementation or if shifting to Track 2 is more cost effective
- Develop Track 1 or 2 Implementation Strategy or Plan
- Initiate Implementation
- Stormwater Program Evaluation
  - Complete Program Evaluation - Determine status of compliance with permit requirements
  - Develop Program Implementation Plan – Create prioritized implementation plan based on gaps identified by the evaluation

### Conclusion

The above-listed services will be provided on a time and materials in accordance with our 2020 Schedule of Charges and the November 30, 2017 Contract. NCE estimates that our fees will not exceed an amount of \$58,730. Actual hours and fees may vary between tasks as the Project progresses. If you have any questions or additional requirements, please contact Jason Drew at 775-588-2505 or [jdrew@ncenet.com](mailto:jdrew@ncenet.com). NCE appreciates the opportunity to provide these services to the City of Yreka and look forward to our continued work with your team.

Sincerely,



A handwritten signature in black ink that reads "Jason Drew".

Jason Drew  
Principal

A handwritten signature in black ink that reads "Mary C. Horvath".

Mary Horvath  
Associate