



Willows City Council Regular Meeting

July 22, 2025

Willows City Hall

Regular Session 6:00 PM

City Council

Evan Hutson, Mayor

Rick Thomas, Vice Mayor

Gary Hansen, Council Member

Lorri Pride, Council Member

Matt Busby, Council Member

City Manager

Marti Brown

City Clerk

Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/87805894902>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email cityclerk@cityofwillows.org.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **CEREMONIAL MATTERS**

- a. **Proclamation** – National Disc Golf Day
- b. **Proclamation** – Purple Heart Day

6. **PRESENTATION**

a. **SpyGlass: Technology Expense Management Audits**

Recommended Action: Receive the SpyGlass Presentation and provide staff direction.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

7. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.

Contact: Joanne Moore, Finance Director, jmoore@cityofwillows.org

b. Minutes Approval

Recommended Action: Approve the July 8, 2025 and the July 10, 2025, meeting minutes.

Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. Retired Annuitant Library Clerk – Extra Help

Recommended Action: Adopt the attached job classification for a new Retired Annuitant Library Clerk – Extra Help position.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

d. Property Assessed Clean Energy (PACE) Program

Recommended Action: Adopt a resolution approving the California Statewide Communities Development Authority (CSCDA) Open PACE Program.

Contact: Marti Brown, City Manager, mbrown@cityofwillow.org

e. FY 2024-2025 Sewer Rehabilitation Project

Recommended Action: Approve a resolution authorizing the City Manager to sign an agreement with Site Work Solutions for \$1,164,082.49 to construct sanitary sewer improvements in connection with the FY 2024-2025 Sewer Rehabilitation Project and establish an overall budget for the project of \$1,430,490.74. The scope includes the base bid price and bid alternate #2.

Contact: John Wanger, City Engineer, jwanger@dccm.com

f. Geotechnical Investigation of the Willows Wastewater Treatment Ponds

Recommended Action: Adopt the attached resolution authorizing the City Manager to execute a contract with Geocon Consultants, Inc. to provide geotechnical services for the Willows Wastewater Treatment Ponds.

Contact: John Wanger, City Engineer, jwanger@dccm.com

8. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. If you have any documentation that you would like distributed to the Council, please give it to the City Clerk for distribution.

a. Public Hearing: Weed Abatement Special Assessment

Recommended Action: Conduct a public hearing and, upon conclusion, consider adoption of the Resolution XX-2025 (Attachment 1) confirming costs of abatement and declaring them a special assessment as of August 4, 2025.

Contact: Nate Monck, Fire Chief, nmonck@cityofwilows.org

9. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Willows Museum – Memorandum of Understanding**

Recommended Action: Approve the attached Memorandum of Understanding (MOU) between the City of Willows ('City') and the Museum Society of Willows ('Society').

Contact: Marti Brown, City Manager, mbrown@cityofwillow.org

10. COMMENTS & REPORTS

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

10. CLOSED SESSION

- a. **LIABILITY CLAIM (Gov Code §54956.95)**
Claimant: Abelardo Shiraki Arteaga
Agency claimed against: City of Willows
- b. **Public Employee Performance Evaluation (§ 54957)**
Title: City Attorney
- c. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager

11. ADJOURNMENT

This agenda was posted on July 18, 2025.

Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. In compliance with the Americans with Disabilities Act, the

City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



CEREMONIAL MATTERS



City of Willows
Proclamation
National Disc Golf Day

WHEREAS, Disc Golf is a dynamic, inclusive, and rapidly growing sport that combines athleticism, strategy, and a love for the outdoors; and

WHEREAS, Disc Golf promotes physical activity, mental focus, and social connection for people of all ages and abilities; and

WHEREAS, The sport is environmentally friendly, affordable, and provides a low-impact recreational option for families, youth, and individuals in our community; and

WHEREAS, National Disc Golf Day, observed annually on the first Saturday of August, celebrates the history and growth of disc golf and encourages participation in this positive outdoor activity; and

WHEREAS, Local parks and recreation departments, disc golf clubs, and community partners support the growth of the sport through course development, events, and educational programs; and

WHEREAS, Billy Throm has been instrumental in promoting and supporting the development of Disc Golf in the City of Willows through his dedication, advocacy, and volunteer efforts; and

WHEREAS, The City of Willows recognizes the value of disc golf in enhancing community well-being, promoting healthy lifestyles, and using public park spaces for inclusive recreation.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **August 2, 2025**, as “**National Disc Golf Day**” in the City of Willows and encourage residents to explore and enjoy the sport of disc golf in our local parks and beyond.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of July, 2025.

Evan Hutson, Mayor





**PURPLE
HEART DAY**
 **AUGUST 7**

City of Willows
Proclamation
Purple Heart Day

WHEREAS, The Purple Heart is the oldest military decoration still awarded to members of the United States Armed Forces, established by General George Washington on August 7, 1782; and

WHEREAS, The Purple Heart is awarded in the name of the President of the United States to those who have been wounded or killed while serving in the U.S. military; and

WHEREAS, Thousands of brave service members have received the Purple Heart for their courage, sacrifice, and dedication to the defense of our nation; and

WHEREAS, Purple Heart Day serves as a solemn reminder of the cost of freedom and the bravery of those who have suffered wounds in combat; and

WHEREAS, The City of Willows proudly honors and recognizes the contributions and sacrifices of our Purple Heart recipients and their families, who have given so much for our country; and

WHEREAS, The City supports all veterans and reaffirms its commitment to honor, respect, and remember their service and sacrifice.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **August 7, 2025**, as Purple Heart Day in the City of Willows, and encourage all residents to honor and remember the brave men and women who have earned the Purple Heart and all who have served our nation with distinction.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of July, 2025.

Evan Hutson, Mayor





PRESENTATION

SpyGlass

Challenging the Technology Cost Status Quo

Our robust technology expense audits are known for finding errors and inefficiencies in **99%** of engagements.

Noah Esposito, **SMB Account Representative**

nesposito@spyglass.net



Technology Spend Experts

SpyGlass

The SpyGlass Group

- Highly-personalized technology cost advisory firm
- Over 20 years of experience
- Focused on reducing and recovering tech expenses
- Not a telecom provider – audit and optimization advisors
- We don't sell technology hardware

Results Driven

- Country's largest database of middle market tech spend
- Historical information for voice, data, Internet, cloud services, and mobility pricing
- Award-winning process, software, and culture

14,500+

Clients and Growing

99%

Audit Savings Success

2,750+

Audits in 2022-2024

60%

Recovered Funds

\$100M+

Identified Savings (2022-2024)

20%

Avg. Monthly Savings



Our Analysis

SpyGlass

Recovery

- Improper tax or tariff applications
- Improper discount applications
- Incomplete order entries

Service Elimination

- Dormant services
- Services associated with old locations
- Excessive services

Cost Reduction

- Latest discounts and promotions
- Plan optimization
- Benchmark analysis

The image displays the SpyGlass application interface across multiple devices, illustrating its use in analyzing and optimizing service costs.

AT&T Bill (Left): Shows a bill for September 2 - October 1, 2017. Key figures include a Total Amount Due of \$25,392.20 and a Total of Current Charges of 9,718.88.

Desktop View (Top): The 'Inventories' page shows a table of service locations. The 'Summary' page shows a breakdown of savings potential by category.

Recommendation Category	Savings Potential (Total)	Savings Potential (Remaining)	Declined (No Savings)	Accepted (Savings)
Excessive Lines	\$2,568.00	\$0.00	\$960.00	\$1,008.00
Landline Features	\$300.00	\$300.00	\$0.00	\$0.00
Advertising & Listings	\$144.00	\$0.00	\$0.00	\$0.00
Excessive Internet	\$3,300.00	\$0.00	\$0.00	\$3,300.00
Unused Wireless	\$2,148.00	\$1,332.00	\$0.00	\$816.00
Cost Reduction	\$2,160.00	\$0.00	\$0.00	\$0.00

Laptop View (Bottom): The 'Health Check 1' page shows a list of 'Unused / Excessive Lines' with details on service type, location, and cost.

Type	Update Feedback	Feeds	Location	Service Type	Line #	Cost	Note	Last Update
Unused	Cancel	Cancel	Open	Full null null	Smartphone	\$10.00	Hotspot	
Unused	Cancel	Cancel	Open	210 George St	POTS	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	Federal Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	State Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	State Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	Federal Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	State Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	State Tax	\$0.00		
Unused	Cancel	Cancel	Open	Full null null	State Tax	\$0.00		

Tablet View (Right): The 'Industry Benchmark Analysis' page shows a comparison of service costs against industry benchmarks, highlighting areas for optimization.

Our Process

SpyGlass

Onboarding

Sales

- (2) Most recent months of technology billing (Online Access)
- Letter of Agency
- Schedule a Kickoff Meeting

Kickoff

Sales and Client Services

- Project team and client stakeholders
- Client-specific technology cost center insights based on expenses submitted
- Engagement roadmap and scheduling

Analysis & Findings

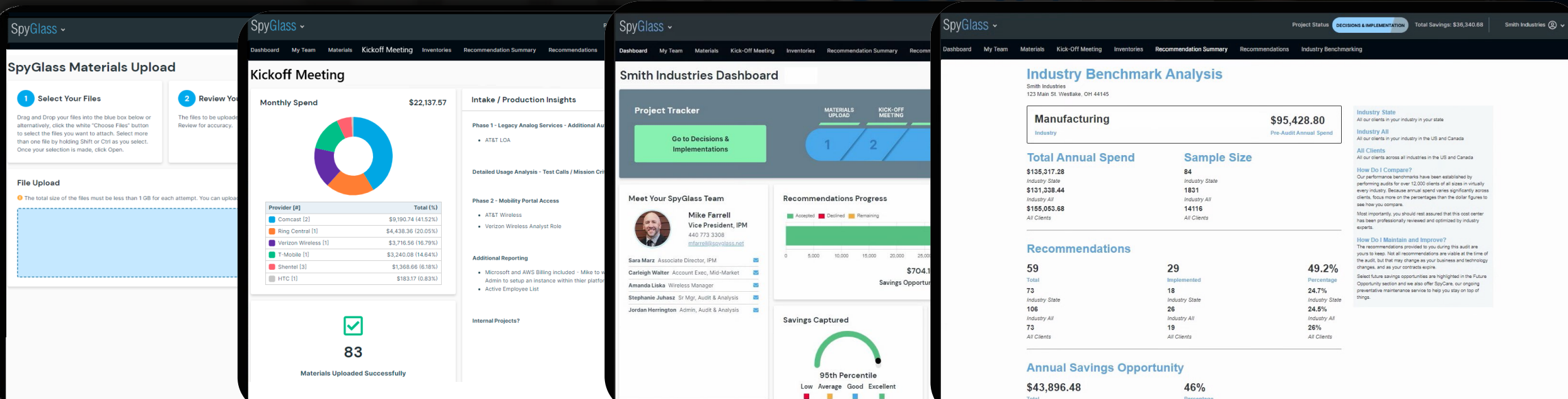
Client Services

- Analyzing data from inventories, bills, contracts, tariffs, and usage information
- Cost recovery, service elimination, and cost reduction recommendations delivery

Benchmark

Strategic Services

- Compares spend against the industry
- Compares recommendations against the industry
- Finalize project



Success Based

SpyGlass

We execute, you save

- Our fees are 100% Success-Based
- We earn ONLY what we implement
- You decide what we implement
- No cost for Analysis
- No cost for Inventories
- No cost for Benchmark

50%

Total Recovered

Recovery

1. We find \$10,000 in faulty charges historically billed and already paid
2. We work with the provider to ensure a credit or payment is issued
3. We earn \$5,000, half of the recovered funds

12x

Monthly Savings

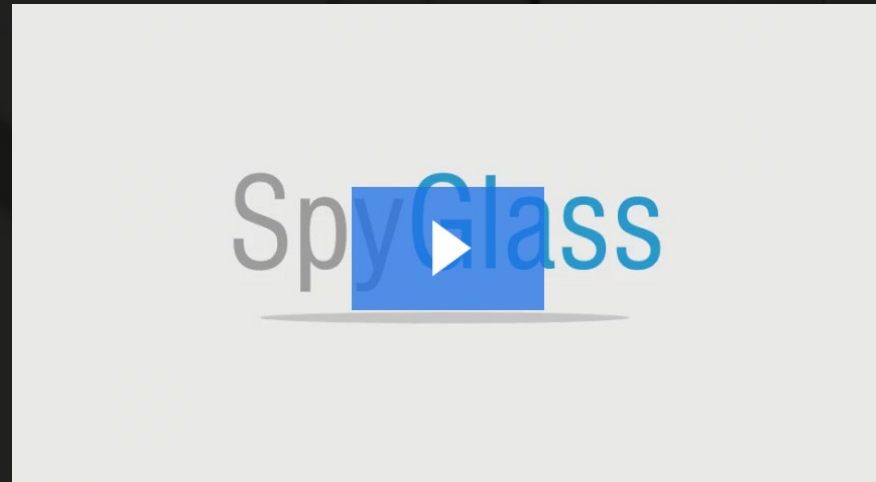
Forward Looking

1. Our analysis identifies \$100 per month in unused services
2. We execute the cancelation of the unused services with the provider
3. We earn \$1,200 (\$100 monthly savings X 12 months)

Next Steps

SpyGlass

Learn about our process in this short video.



Direct contact.



Noah Esposito
SMB Account Representative



nesposito@spyglass.net

Corporate info.



25777 Detroit Road, Suite 400
Westlake, OH 44145



1.877.4.SPY.NOW
1.877.477.9669



Info@SpyGlass.net

Connect with us.



www.SpyGlass.net



PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00459 - 7-3-25 CHECK RUN

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
	Void		0.00
Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	55707	07/03/2025	0.00
**Void Check	55713	07/03/2025	0.00
**Void Check	55728	07/03/2025	0.00
**Void Check	55729	07/03/2025	0.00
**Void Check	55730	07/03/2025	0.00
**Void Check	55737	07/03/2025	0.00

Vendor Number	Vendor Name					Total Vendor Amount
1008	A.T. & T.					1,175.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55703			07/03/2025	1,175.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000023647101	BAN - 9391061606 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	77.84	
000023647104	BAN - 9391061610 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	263.43	
000023647106	BAN - 9391061615 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	160.91	
000023647107	BAN - 9391061616 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	291.63	
000023647108	BAN - 9391061617 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	31.58	
000023647109	BAN - 9391061620 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	227.70	
000023647110	BAN - 9391061621 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	30.02	
000023647111	BAN - 9391061623 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	62.64	
000023647112	BAN - 9391061624 - 05-19-25 TO 6-18-25 SERVICE	06/30/2025	06/30/2025	0.00	30.02	

Vendor Number	Vendor Name					Total Vendor Amount
2491	ADVANTAGE ARCHIVES LLC					400.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	55704				07/03/2025	400.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
42539	LOCAL NEWSPAPERS MICROFILM - LIBRARY	06/30/2025	06/30/2025	0.00	400.00	

Vendor Number	Vendor Name					Total Vendor Amount
1051	ALVES DOOR COMPANY, INC.					85.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	55705				07/03/2025	85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11117	WIRING SERVICE CALL - FIRE	06/30/2025	06/30/2025	0.00	85.00	

Vendor Number	Vendor Name					Total Vendor Amount
1172	CALIFORNIA WATER SERVICE					5,046.14
Payment Type	Payment Number				Payment Date	Payment Amount
Check	55706				07/03/2025	5,046.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8491677777-061325	SERVICE TO 6-13-25	06/30/2025	06/30/2025	0.00	5,046.14	

Vendor Number		Vendor Name			Total Vendor Amount	
1219		CENGAGE LEARNING INC/GALE			60.45	
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55708			07/03/2025	60.45	
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
999100620394	LARGE PRINT BOOK SUBSCRIPTION - LIBRARY		06/30/2025	06/30/2025	0.00	60.45

Payment Register

APPKT00459 - 7-3-25 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
1233	CHICO ELECTRIC INC					780.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55709	07/03/2025	780.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
W22236	REPAIR SOFTBALL FIELD LIGHTS - PARKS	06/30/2025	06/30/2025	0.00	780.00	

Vendor Number	Vendor Name					Total Vendor Amount
1243	CITY OF ORLAND					26,088.02
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55710	07/03/2025	26,088.02			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
158	LIBRARY DIRECTOR SERV - APRIL, MAY, JUNE 2025	06/30/2025	06/30/2025	0.00	26,088.02	

Vendor Number	Vendor Name					Total Vendor Amount
1252	CLEARWAY ENERGY LLC					16,947.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55711	07/03/2025	16,947.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1609298	MAY 2025 - SOLAR - SEWER	06/30/2025	06/30/2025	0.00	16,947.40	

Vendor Number	Vendor Name					Total Vendor Amount
1255	COASTLAND CIVIL ENGINEERI					43,275.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55712	07/03/2025	43,275.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
61704	725279 CITY ENGINEERING FY 24-25	06/30/2025	06/30/2025	0.00	5,568.75	
61705	725158 SYCAMORE PARK CCLGP FUND PJT	06/30/2025	06/30/2025	0.00	5,100.00	
61769	LIBRARY EMERGENCY PROJECT	06/30/2025	06/30/2025	0.00	5,558.75	
61770	72-4441-946 JUNIPER DR-PERMIT #5369-SOLAR & BATT	06/30/2025	06/30/2025	0.00	510.00	
61771	725024 - ENCROACHMENT PERMITS	06/30/2025	06/30/2025	0.00	4,355.00	
61772	LIFT STATION REHAB - SEWER	06/30/2025	06/30/2025	0.00	3,423.75	
61773	72-4441-635 JEFFERSON ST-PERMIT #5379-SOLAR & ESS	06/30/2025	06/30/2025	0.00	510.00	
61774	72-4441-640 S MERRILL AVE-PERMIT #5381-SOLAR & ESS	06/30/2025	06/30/2025	0.00	510.00	
61775	72-4441-1149 CYPRESS ST-PERMIT #5375-SOLAR & BATT	06/30/2025	06/30/2025	0.00	622.50	
61776	72-4441-175 N VILLA AVE-PERMIT #5333-CP SOLAR & BT	06/30/2025	06/30/2025	0.00	1,132.50	
61777	72-4441-1029 CYPRESS ST-PERMIT#5372-SOLAR & BATT	06/30/2025	06/30/2025	0.00	510.00	
61835	725374 - LIGHTING & LANDSCAPING DIST - FY 25-26	06/30/2025	06/30/2025	0.00	2,185.00	
61836	CIVIC CENTER ADA UPGRADES	06/30/2025	06/30/2025	0.00	307.50	
61837	72-4441 - 257 S CULVER ST-PERMIT #5380-SOLAR & ESS	06/30/2025	06/30/2025	0.00	510.00	
61838	JENSEN PARK PATHWAY	06/30/2025	06/30/2025	0.00	835.00	
61839	725283 - FY24 SEWER REHAB	06/30/2025	06/30/2025	0.00	10,587.00	
61892	72-4441 - 20 BUILDING DEPT SERV - FY 24-25	06/30/2025	06/30/2025	0.00	1,050.00	

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					157.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55714	07/03/2025	157.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290116196-061420	SERVICE 6-19-25 TO 7-18-25 - FIRE	06/30/2025	06/30/2025	0.00	157.91	

Vendor Number	Vendor Name					Total Vendor Amount
1275	CORBIN WILLITS SYSTEMS					518.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55715	07/03/2025	518.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000C506151	JULY 2025 MOM'S SOFTWARE & E,S & A CHARGES - FIN	06/30/2025	06/30/2025	0.00	518.96	

Payment Register

APPKT00459 - 7-3-25 CHECK RUN

Vendor Number 2390	Vendor Name CULLIGAN QUENCH USA, INC					Total Vendor Amount 7.29
Payment Type Check	Payment Number 55716					Payment Date 07/03/2025
Payable Number INV09224481	Description JULY W/ CREDIT FROM #INV09224481 - CC	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 7.29	
Vendor Number 1325	Vendor Name DEMCO, INC.					Total Vendor Amount 851.09
Payment Type Check	Payment Number 55717					Payment Date 07/03/2025
Payable Number 7661502	Description CARPET FOR KIDS-LIBRARY BOARD TRUST FUND APPROV	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 851.09	
Vendor Number 2492	Vendor Name GCOE - ADULT EDUCATION DEPARTMENT					Total Vendor Amount 111,629.00
Payment Type Check	Payment Number 55718					Payment Date 07/03/2025
Payable Number 2024-042	Description 22/23 PASS THROUGH LITERACY GRANT - LIBRARY	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 54,730.00	
Payable Number 2024-043	Description 23/24 PASS THROUGH LITERACY GRANT - LIBRARY	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 56,899.00	
Vendor Number 2468	Vendor Name HARRIS & ASSOCIATES					Total Vendor Amount 16,010.00
Payment Type Check	Payment Number 55719					Payment Date 07/03/2025
Payable Number 1240269002	Description MAY 2025 - COST RECOVERY, GEN PLAN & ZONING - PLA	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 16,010.00	
Vendor Number 1566	Vendor Name INFRAMARK LLC					Total Vendor Amount 110,886.58
Payment Type Check	Payment Number 55720					Payment Date 07/03/2025
Payable Number 148816	Description MAY 2025 SERVICE	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 55,443.29	
Payable Number 151290	Description JUNE 2025 SERVICE	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 55,443.29	
Vendor Number 1623	Vendor Name JON'S BACKFLOW					Total Vendor Amount 780.00
Payment Type Check	Payment Number 55721					Payment Date 07/03/2025
Payable Number 777	Description ANNUAL TESTING ALL BACKFLOW DEVICES-PARKS	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 780.00	
Vendor Number 1680	Vendor Name LANNIE'S SEPTIC TANK SERV					Total Vendor Amount 146.81
Payment Type Check	Payment Number 55722					Payment Date 07/03/2025
Payable Number 27033	Description PORTABLE TOILET RENT & SERVICE - POOL	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 146.81	
Vendor Number 2494	Vendor Name MUSCO SPORTS LIGHTING LLC					Total Vendor Amount 25,665.00
Payment Type Check	Payment Number 55723					Payment Date 07/03/2025
Payable Number 440003	Description CONTROL LINK RETROFIT FOR SOFTBALL FIELD LIGHTING	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 25,665.00	

Payment Register
APPKT00459 - 7-3-25 CHECK RUN

Vendor Number 1877	Vendor Name ORLAND SAW & MOWER					Total Vendor Amount 50.00	
Payment Type Check	Payment Number 55724					Payment Date 07/03/2025	Payment Amount 50.00
	Payable Number 061149	Description CHAIN SAW SHARPENED - FIRE	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 50.00	
Vendor Number 2475	Vendor Name PAXTON FAMILY INSPECTION SERVICES					Total Vendor Amount 4,723.49	
Payment Type Check	Payment Number 55725					Payment Date 07/03/2025	Payment Amount 4,723.49
	Payable Number 25011	Description JUNE 2025 CODE ENFORCEMENT-BUILDING INSPECTION	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 4,723.49	
Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92	
Payment Type Check	Payment Number 55726					Payment Date 07/03/2025	Payment Amount 576.92
	Payable Number 070325PB	Description RECREATIONAL SERVICES 6-21-25 TO 7-4-25	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 576.92	
Vendor Number 1917	Vendor Name PG & E					Total Vendor Amount 15,933.86	
Payment Type Check	Payment Number 55727					Payment Date 07/03/2025	Payment Amount 15,933.86
	Payable Number 0939281537-0-06162025	Description SERVICE TO 6-16-25	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 15,933.86	
Vendor Number 1978	Vendor Name REGIONAL GOVERNMENT SERVI					Total Vendor Amount 202.50	
Payment Type Check	Payment Number 55731					Payment Date 07/03/2025	Payment Amount 202.50
	Payable Number 18740	Description MAY 2025 - HR SERVICES - FIN	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 202.50	
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR					Total Vendor Amount 1,344.20	
Payment Type Check	Payment Number 55732					Payment Date 07/03/2025	Payment Amount 1,344.20
	Payable Number 2825	Description LEAGAL AD-GPA 2025-001-M J HAZARD MITIGATION-FIRI	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 156.40	
	2828	LEAGL AD-COMM VACANCY & CUP #24-04 CARRIERE COI	06/30/2025	06/30/2025	0.00	308.20	
	2829	LEGAL AD- 130 N BUTTE, 157 N BUTTE, LLAD, AB2561	06/30/2025	06/30/2025	0.00	634.80	
	2834	CLASSIFIED AD - H/W PW & FIRE MECHANIC	06/30/2025	06/30/2025	0.00	79.20	
	2843	LEGAL AD - #DR-25-04 IONNA & ORDINANCE #765-2025	06/30/2025	06/30/2025	0.00	165.60	
Vendor Number 2495	Vendor Name SNL GROUP, INC					Total Vendor Amount 167,544.67	
Payment Type Check	Payment Number 55733					Payment Date 07/03/2025	Payment Amount 167,544.67
	Payable Number WLS72-5150-1	Description LIFT STATION REHAB - PAYMENT 1 - SEWER	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 27,132.62	
	WLS72-5150-2	LIFT STATION REHAB - PAYMENT 2 - SEWER	06/30/2025	06/30/2025	0.00	140,412.05	
Vendor Number 2132	Vendor Name SUN LIFE FINANCIAL					Total Vendor Amount 875.67	
Payment Type Check	Payment Number 55734					Payment Date 07/03/2025	Payment Amount 875.67
	Payable Number 5487105-0001-06252025	Description JUNE 2025 INSURANCE - GAP - PW & FIRE	Payable Date 06/30/2025	Due Date 06/30/2025	Discount Amount 0.00	Payable Amount 875.67	

Payment Register
APPKT00459 - 7-3-25 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
1798	UBEO WEST, LLC					159.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55735	07/03/2025	159.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
558785382	PRINTER USAGE 6-20-25 TO 7-20-25 - CW	06/30/2025	06/30/2025	0.00	159.48	

Vendor Number	Vendor Name					Total Vendor Amount
2484	UMPQUA BANK COMMERCIAL CARD OPS					4,912.21
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55736	07/03/2025	4,912.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BETTENCOURT053025-01	AMAZON - OIL CHANGE KIT - HONDA PIONEER - PW	06/30/2025	06/30/2025	0.00	115.28	
BETTENCOURT053025-02	INTERNATIONAL CODE COUNCIL - SUBSCRIPTION - BUILD	06/30/2025	06/30/2025	0.00	70.00	
BETTENCOURT053025-03	INTERNATIONAL CODE COUNCIL-PERMIT TECH EXAM-BU	06/30/2025	06/30/2025	0.00	240.00	
BETTENCOURT053025-04	MARVAL - FOOD - PUBLIC WORKS EVENT	06/30/2025	06/30/2025	0.00	48.05	
ENOS053025-01	GLENN COUNTY AIRPORT - AV GAS/ SMALL MOTORS - FIF	06/30/2025	06/30/2025	0.00	61.60	
FUENTES053025-01	SHASTA COLLEGE - TRAINING - FIRE	06/30/2025	06/30/2025	0.00	464.00	
LOMBARD053025-01	USPS - STAMPS WEED ABATEMENT GRANT - FIRE	06/30/2025	06/30/2025	0.00	511.00	
LOMBARD053025-02	RED CROSS - CPR CERT FOR 10 PERSONNEL - FIRE	06/30/2025	06/30/2025	0.00	270.00	
MONCK053025-01	AMAZON - BATTERY SWITCH - FIRE	06/30/2025	06/30/2025	0.00	185.15	
MONCK053025-02	CHUCK PATTERSON-30K MILE SERVICE-2023 RAM-FIRE	06/30/2025	06/30/2025	0.00	1,270.93	
PFYL053025-01	CWEA - NSVS - SEWER CLASS - PW - SEWER	06/30/2025	06/30/2025	0.00	150.00	
PRICE053025-01	SIGNIA HITEL - CMCA CONFERENCE - CM	06/30/2025	06/30/2025	0.00	861.18	
PRICE053025-02	MARVAL-CASE OF WATER-COUNCIL PRIORITIES WORKSH	06/30/2025	06/30/2025	0.00	4.08	
PRICE053025-03	STARBUCKS-COFFEE & CON-COUNCIL PRIORITIES WORKS	06/30/2025	06/30/2025	0.00	22.00	
PRICE053025-04	CARTE BLANCHE-COOKIES-COUNCIL PRIORITIES WORKSH	06/30/2025	06/30/2025	0.00	53.83	
PRICE053025-05	AMAZON - OFFICE SUPPLIES - CARTON OF PAPER - CW	06/30/2025	06/30/2025	0.00	60.91	
PRICE053025-06	AMAZON - OFFICE SUPPLIES - PILOT PENS - CW	06/30/2025	06/30/2025	0.00	34.14	
PRICE053025-07	AMAZON - OFFICE SUPPLIES-BUSINESS ENV & ERASERS-C	06/30/2025	06/30/2025	0.00	43.49	
PRICE053025-08	WALMART - PJT BOARDS, PAPER&CARDSTOCK - PW EVEN	06/30/2025	06/30/2025	0.00	46.02	
PRICE053025-09	WALMART-FOOD, DRINKS, & CONDIMENTS - PW EVENT	06/30/2025	06/30/2025	0.00	297.54	
PRICE053025-10	MERCADOS - MEAT & 4 CASES OF WATER - PW EVENT	06/30/2025	06/30/2025	0.00	103.01	

Vendor Number	Vendor Name					Total Vendor Amount
2395	US BANK CORPORATE PAYMENT SYSTEMS					4,273.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55738	07/03/2025	4,273.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BETTENCOURT032425-01	GLENN COUNTY RECORDER-COPIES OF MAP - PLAN	06/30/2025	06/30/2025	0.00	8.50	
BETTENCOURT032425-02	GLENN COUNTY RECORDER-CEQA FILING FISH & WILDLIF	06/30/2025	06/30/2025	0.00	52.50	
BETTENCOURT032425-03	FED EX - US BANK PACKET - PAYMENT - CW	06/30/2025	06/30/2025	0.00	50.80	
BETTENCOURT042225-01	PORTOLA HOTEL - RBDG ICSC - WILLOW MARKETING EVE	06/30/2025	06/30/2025	0.00	755.80	
BETTENCOURT042225-02	EIS - BACKGROUND CHECKS - CANNABIS BUS APPLCATIOI	06/30/2025	06/30/2025	0.00	2,235.25	
BETTENCOURT042225-03	AMAZON - SOCCER BALLS - REC	06/30/2025	06/30/2025	0.00	139.41	
BETTENCOURT042225-04	AMAZON - SOCCER NET - REC	06/30/2025	06/30/2025	0.00	134.04	
BETTENCOURT052225-01	EIS-BACKGROUND CHECKS-CANNABIS BUSINESS APPL	06/30/2025	06/30/2025	0.00	635.50	
MONCK052225-01	GOLDEN STATE EMEGENCY VEHICLES-ENGINE PARTS-FIRI	06/30/2025	06/30/2025	0.00	262.16	

Vendor Number	Vendor Name					Total Vendor Amount
2396	US BANK TFM-9705					466,145.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55739	07/03/2025	466,145.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2918590	TAXABLE PENSION OBLIGATION BOND, S 2021 - CW	07/01/2025	07/01/2025	0.00	466,145.22	

Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					283.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55740	07/03/2025	283.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5066895821	UNIFORM SERVICE - PUBLIC WORKS	06/30/2025	06/30/2025	0.00	146.26	

Payment Register

APPKT00459 - 7-3-25 CHECK RUN

[5066901312](#)

UNIFORM SERVICE - PUBLIC WORKS

06/30/2025

06/30/2025

0.00

137.26

Vendor Number

Vendor Name

Total Vendor Amount

[2260](#)

WALMART COMMUNITY - CREDIT CARD

618.88

Payment Type

Payment Number

Payment Date

Payment Amount

Check

[55741](#)

07/03/2025

618.88

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

[604234-1663338497-01](#)

SUPPLIES - PUBLIC WORKS RECOGNITION EVENT

06/30/2025

06/30/2025

0.00

33.52

[604234-1663338497-02](#)

SUPPLIES - STATION - FIRE

06/30/2025

06/30/2025

0.00

331.93

[604234-1663338497-03](#)

SUPPLIES - PUBLIC WORKS

06/30/2025

06/30/2025

0.00

210.50

[604234-1663338497-04](#)

SUPPLIES - PUBLIC WORKS

06/30/2025

06/30/2025

0.00

42.93

Vendor Number

Vendor Name

Total Vendor Amount

[2295](#)

WILLOWS ACE HARDWARE

375.71

Payment Type

Payment Number

Payment Date

Payment Amount

Check

[55742](#)

07/03/2025

375.71

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

[125285](#)

SPRAYPAINT - SHOP - PUBLIC WORKS

06/30/2025

06/30/2025

0.00

8.69

[125288](#)

KEY - MUSEUM - PW

06/30/2025

06/30/2025

0.00

3.25

[125506](#)

PVC PIPE, FITTINGS, & CMNT - JENSEN MAIN LINE -PW

06/30/2025

06/30/2025

0.00

213.42

[125541](#)

FIELD STRIPPING PAINT-SOFTBALL FIELD -PW

06/30/2025

06/30/2025

0.00

32.27

[125765](#)

ELECTRIC TAPE - LIFT STATION - SEWER

06/30/2025

06/30/2025

0.00

9.34

[126071](#)

RATCHETING WRENCH SET - SMALL TOOLS - PW

06/30/2025

06/30/2025

0.00

108.74

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	58	20	0.00	792,468.81
Gen Chk	Voided **Void Check	0	5	0.00	0.00
Gen Chk	Check	44	14	0.00	236,062.65
Packet Totals:		102	40	0.00	1,028,531.46

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-1,028,531.46
Packet Totals:		-1,028,531.46



City of Willows

Payment Register

APPKT00456 - JULY 2025 BIWEEKLY VENDORS PAYDATE 7-3-25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount			
1194	CALIFORNIA STATE DISBURSE	162.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55700	07/01/2025	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001289	CHILD SUPPORT	07/03/2025	07/03/2025	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount			
2223	UNITED PUBLIC EMPLOYEES A	213.93			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55701	07/01/2025	213.93		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001294	PUBLIC SAFETY DUES	07/03/2025	07/31/2025	0.00	213.93

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	2	2	0.00	376.85
Packet Totals:		2	2	0.00	376.85

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-376.85
Packet Totals:		-376.85



City of Willows

Payment Register

APPKT00458 - BIWEEKLY VENDOR PAYDATE 7-3-25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
2489	FRANCHISE TAX BOARD	350.00	
Payment Type	Payment Number	Payment Date	Payment Amount
Check	55702	07/01/2025	350.00
Payable Number	Description	Payable Date	Due Date
INV0001299	FTB LEVY	07/03/2025	07/03/2025
		Discount Amount	Payable Amount
		0.00	350.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	1	1	0.00	350.00
Packet Totals:		1	1	0.00	350.00

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-350.00
Packet Totals:		-350.00



City of Willows

Payroll Check Register

Checks

Pay Period: 6/16/2025-6/29/2025

Packet: PYPKT00451 - PAYPERIOD 6-16-25 TO 6-29-25 PAYDATE 7-3-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
GARCIA, AARON	GAR04	Regular	07/03/2025	459.21	41023



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 6/16/2025-6/29/2025

Packet: PYPKT00451 - PAYPERIOD 6-16-25 TO 6-29-25 PAYDATE 7-3-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BUSBY, MATTHEW	BUS01	07/03/2025	228.12	1493
HANSEN, GARY L	HAN02	07/03/2025	228.12	1494
PRIDE, LORRI A	PRI00	07/03/2025	228.12	1495
THOMAS, RICHARD	THO00	07/03/2025	228.12	1496
BROWN, MARTHA	BRO01	07/03/2025	3,512.54	1497
PRICE, KARLEEN	PRI01	07/03/2025	1,744.73	1498
HAZLETT, ROBIN	HAZ01	07/03/2025	1,497.04	1499
MOORE, JOANNE	MOO01	07/03/2025	2,326.36	1500
MOORE, JOANNE	MOO01	07/03/2025	150.00	1500
BROTT, SHERRY	BRO02	07/03/2025	45.62	1501
CORUM, RAYMOND	COR02	07/03/2025	45.62	1502
NYGARD, ROBYN	NYG00	07/03/2025	45.62	1503
OCAMPO, CRISTINA	OCA00	07/03/2025	45.62	1504
VALENCIA, LLANIRA	VAL01	07/03/2025	45.62	1505
RUSTENHOVEN, TARA L	RUS01	07/03/2025	1,661.00	1506
EHORN, CAITLIN A	EHO02	07/03/2025	1,126.68	1507
GAMBOA, YADIRA	GAM00	07/03/2025	323.79	1508
MEDRANO, ANJELICA	MED001	07/03/2025	558.46	1509
MYERS, KEVIN M	MYE00	07/03/2025	389.71	1510
SPENCE, KYLIEGH C	SPE02	07/03/2025	560.43	1511
VARGAS, GIOVANI	VAR00	07/03/2025	361.35	1512
BOBADILLA, TRISTAN	BOB01	07/03/2025	308.66	1513
BOBADILLA, TAVIAN	BOB02	07/03/2025	444.16	1514
PUENTE, ANTHONY	PUE00	07/03/2025	289.84	1515
ENOS, KYLE	ENO00	07/03/2025	3,318.41	1516
FUENTES, JAIME	FUE01	07/03/2025	1,728.21	1517
HUTSON, EVAN C	HUT01	07/03/2025	228.12	1518
LOMBARD, TYLER JOSEPH	LOM00	07/03/2025	1,561.95	1519
LOPEZ, MATTHEW	LOP03	07/03/2025	376.68	1520
MINGS, MICHAEL E	MIN00	07/03/2025	1,509.72	1521
RANDOLPH, MATTHEW	RAN01	07/03/2025	1,334.50	1522
REED, JOSHUA	REE00	07/03/2025	1,629.33	1523
VASQUEZ, PEDRO CEASAR	VAS01	07/03/2025	1,502.98	1524
BETTENCOURT, JOSEPH	BET01	07/03/2025	3,564.08	1525
MONCK, NATHANIAL T	MON00	07/03/2025	3,107.88	1526
PFYL, NATISA N	PFY00	07/03/2025	1,646.18	1527



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 6/16/2025-6/29/2025

Packet: PYPKT00451 - PAYPERIOD 6-16-25 TO 6-29-25 PAYDATE 7-3-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	07/03/2025	1525	4,908.00	429.87	914.05	3,564.08
BOBADILLA, TAVIAN	BOB02	07/03/2025	1514	486.75	0.00	42.59	444.16
BOBADILLA, TRISTAN	BOB01	07/03/2025	1513	338.25	0.00	29.59	308.66
BROTT, SHERRY	BRO02	07/03/2025	1501	50.00	0.00	4.38	45.62
BROWN, MARTHA	BRO01	07/03/2025	1497	5,676.93	801.80	1,362.59	3,512.54
BUSBY, MATTHEW	BUS01	07/03/2025	1493	250.00	0.00	21.88	228.12
CORUM, RAYMOND	COR02	07/03/2025	1502	50.00	0.00	4.38	45.62
EHORN, CAITLIN A	EHQ02	07/03/2025	1507	1,539.20	164.57	247.95	1,126.68
ENOS, KYLE	ENO00	07/03/2025	1516	4,637.38	535.23	783.74	3,318.41
FUENTES, JAIME	FUE01	07/03/2025	1517	2,339.84	449.59	162.04	1,728.21
GAMBOA, YADIRA	GAM00	07/03/2025	1508	363.00	0.00	39.21	323.79
GARCIA, AARON	GAR04	07/03/2025	41023	503.25	0.00	44.04	459.21
HANSEN, GARY L	HAN02	07/03/2025	1494	250.00	0.00	21.88	228.12
HAZLETT, ROBIN	HAZ01	07/03/2025	1499	2,276.12	618.91	160.17	1,497.04
HUTSON, EVAN C	HUT01	07/03/2025	1518	250.00	0.00	21.88	228.12
LOMBARD, TYLER JOSEPH	LOM00	07/03/2025	1519	2,512.98	733.73	217.30	1,561.95
LOPEZ, MATTHEW	LOP03	07/03/2025	1520	412.80	0.00	36.12	376.68
MEDRANO, ANJELICA	MED001	07/03/2025	1509	612.00	0.00	53.54	558.46
MINGS, MICHAEL E	MIN00	07/03/2025	1521	2,217.74	293.86	414.16	1,509.72
MONCK, NATHANIAL T	MON00	07/03/2025	1526	4,766.80	747.33	911.59	3,107.88
MOORE, JOANNE	MOO01	07/03/2025	1500	4,783.20	1,082.06	1,224.78	2,476.36
MYERS, KEVIN M	MYE00	07/03/2025	1510	429.00	0.00	39.29	389.71
NYGARD, ROBYN	NYG00	07/03/2025	1503	50.00	0.00	4.38	45.62
OCAMPO, CRISTINA	OCA00	07/03/2025	1504	50.00	0.00	4.38	45.62
PFYL, NATISA N	PFY00	07/03/2025	1527	3,010.00	847.11	516.71	1,646.18
PRICE, KARLEEN	PRI01	07/03/2025	1498	2,447.54	256.99	445.82	1,744.73
PRIDE, LORRI A	PRI00	07/03/2025	1495	250.00	0.00	21.88	228.12
PUENTE, ANTHONY	PUE00	07/03/2025	1515	317.63	0.00	27.79	289.84
RANDOLPH, MATTHEW	RAN01	07/03/2025	1522	1,844.00	188.96	320.54	1,334.50
REED, JOSHUA	REE00	07/03/2025	1523	2,249.90	399.01	221.56	1,629.33
RUSTENHOVEN, TARA L	RUS01	07/03/2025	1506	2,446.92	419.86	366.06	1,661.00
SPENCE, KYLIEGH C	SPE02	07/03/2025	1511	618.75	0.00	58.32	560.43
THOMAS, RICHARD	THQ00	07/03/2025	1496	250.00	0.00	21.88	228.12
VALENCIA, LLANIRA	VAL01	07/03/2025	1505	50.00	0.00	4.38	45.62
VARGAS, GIOVANI	VAR00	07/03/2025	1512	396.00	0.00	34.65	361.35
VASQUEZ, PEDRO CEASAR	VAS01	07/03/2025	1524	2,170.69	393.69	274.02	1,502.98
Totals:				55,804.67	8,362.57	9,079.52	38,362.58



City of Willows

Payroll Check Register Report Summary

Pay Period: 6/16/2025-6/29/2025

Packet: PYPKT00451 - PAYPERIOD 6-16-25 TO 6-29-25 PAYDATE 7-3-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	1	459.21
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	36	37,903.37
Total	37	38,362.58



Willows City Council Regular Meeting Action Minutes

July 8, 2025
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Matt Busby, Council Member
Gary Hansen, Council Member
Lorri Pride, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. CALL TO ORDER – 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

Item #7a was moved to be heard immediately prior presentations.

5. PRESENTATION

a. PACE

Action: Received the PACE Presentation from Gabe Hurlbert, Home Run Financing.

Future agenda item: Council directed staff to compile information and prepare an agenda item to bring back at an upcoming council meeting.

b. Glenn County Arts and Culture

Action: Received the presentation from Joser Rosales.

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

Action: Approve general checking, payroll, and direct deposit check registers.

b. Minutes Approval

Action: Approved the minutes of the June 24, 2025, City Council Meeting.

c. **Council Chambers Use Policy and Application**

Action: Adopted the official Council Chambers Use Policy and Application effective July 8, 2025.

d. **CDS Consulting**

Action: Authorize the City Manager to execute a contract with Community Development Services (CDS) Consulting to assist staff with preparing Community Development Block Grants (CDBG) and/or loans using CDBG Program Income monies for a not-to-exceed amount of \$35,000.

e. **Exempt Public Safety Employees Overtime Authorization for Strike Team and Prepositioning**

Action: Adopted Resolution 25-2025 authorizing the City Manager or her designee to pay exempt public safety employees as outlined in Exhibit A for reimbursable overtime when working on Strike Team and/or Prepositioning for the California Office of Emergency Services (Cal OES).

f. **Library Board Appointments**

Action: Reappointed Ardythe Brandon and Lisa Kennedy to the Library Board of Trustees to serve three-year terms ending June 30, 2028.

Motion to approve the consent calendar as presented.

Moved/Seconded: Councilmember Hansen/ Councilmember Busby

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

No: None

Absent: None

7. **DISCUSSION AND ACTION CALENDAR**

a. **Council's 2025 Strategic Priorities**

Action: Adopted the 2025 Strategic Council Priorities with amendments.

Motion to adopt the 2025 Strategic Council Priorities as provided and discussed.

Moved/Seconded: Councilmember Pride/Vice Mayor Thomas

Motion to approve the 2025 Strategic Council Priorities as presented with the exception of Item #1 as referenced in the City Manger's staff report.

Moved/Seconded: Councilmember Hansen/ Councilmember Busby

Restated motion to adopt the 2025 Strategic Council Priorities as presented and amending Policy #1 to develop a strategy to offer a clear methodology for contact for business outreach and business support center.

Moved/Seconded: Councilmember Hansen/Councilmember Busby

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

No: None

Absent: None

Vice Mayor Thomas directed staff to provide copy of report to the Planning Commission and the Library Board.

b. **Wayfinding Signs, Street Name Signs and LED Stop Signs**

Action: Authorize the City Manager to proceed with the procurement of wayfinding, street name and stop signs in an amount not to exceed \$40,000.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

No: None

Absent: None

Future agenda item: Mayor Hutson requested staff to research costs to install flashing 35-mile hour speedlights on Highway 99 and poster-style wayfinding signs and bring before the Council at an upcoming council meeting.

8. PUBLIC HEARING

a. **Multijurisdictional Hazard Mitigation Plan 2025 Recommendation**

Action: Adopt Resolution 26-2025 adopting the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 (MJHMP) update as the official Hazard Mitigation Plan of the City of Willows and amending the City of Willows General Plan Safety Element to include the MJHMP.

Public Hearing: Open 7:25PM, Closed 7:26PM

Moved/Seconded: Councilmember Pride/Councilmember Busby

Roll Call Vote:

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

No: None

Absent: None

Motion passed: 5-0

9. COMMENTS & REPORTS

a. **Council Correspondence**

Mayor Hutson reported receiving a letter from the Centers for Medicare and Medicaid Services (CMS) regarding support for the Glenn Medical Center Critical access designation and read it into the record. Mayor Huston also received an invitation from Glenn Colusa Irrigation District to attend their 105th Anniversary Celebration on September 5, 2025, 9:30am - 1:00pm.

b. **City Council Comments & Reports**

Councilmember Hansen commented on the Fourth of July Firework show and event held at Jensen Park. Hansen also thanked Pedro Bobadilla for his service on the Planning Commission.

Mayor Hutson expressed his condolences to the families who lost their loved ones in the Esparto firework factory explosion. Mayor Hutson expressed his appreciation for the Willows 4th of July Fireworks Show.

Councilmember Pride indicated her desire to issue a Proclamation for Rumiano Cheese to celebrate their 106 years in the community.

c. City Manager's Report

City Manager Marti Brown reminded the public of the Joint City Council/Planning Commission Meeting on July 10, 2025, at 5:30pm to review Title 18 of the Municipal Code.

10. CLOSED SESSION - 7:34PM

a. Conference with Legal Counsel - Anticipated Litigation (§54956.9(b))

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 case).

Report Out: Direction given to staff.

b. Conference with Legal Counsel - Anticipated Litigation (§54956.9(b))

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 case)

Report out: Direction given to staff.

c. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

Report Out: Direction given to staff.

11. ADJOURNMENT - 8:32PM

Karleen Price, City Clerk



Special Joint City Council & Planning Commission Meeting Action Minutes

July 10, 2025
Willows City Hall
5:30 PM PM

City Council

Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Matt Busby, Council Member
Gary Hansen, Council Member
Lorri Pride, Council Member

Planning Commission

Sherry Brott, Chair
Keith Corum, Vice Chair
Llanira Valencia, Commissioner
Cristina Ocampo, Commissioner
Robyn Nygard, Commissioner

City Manager

Marti Brown

City Planner

Delanie Garlick

City Clerk

Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. CALL TO ORDER – 5:30 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: Mayor Hutson

Commissioners Present: Chair Brott, Vice Chair Corum (attending via Zoom pursuant to AB2449: Just Cause), Commissioners Valencia, Ocampo, and Nygard

Commissioners Absent: None

4. PUBLIC COMMENT

5. MUNICIPAL CODE TITLE 18 WORKSHOP

Action: City Council & Planning Commission participated in a public workshop to update Title 18 of the City of Willows Municipal Code, provided feedback, and gave direction to staff.

6. ADJOURNMENT – 7:14PM

Karleen Price, City Clerk



Date: July 22, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Retired Annuitant Library Clerk – Extra Help

Recommendation:

Adopt the attached job classification for a new Retired Annuitant Library Clerk - Extra Help position.

Rationale for Recommendation:

CalPERS requires retired annuitants to comply with specific standards and guidelines in order to work part-time after retirement for another CalPERS agency.

Background:

The City has the opportunity to hire a very experienced CalPERS retired annuitant to fill a temporary, part-time Library Clerk position. Under CalPERS requirements, a retired annuitant may not work more than 960 hours per year and/or receive any benefits beyond an hourly wage. Therefore, to move forward with this hire, the City must establish a dedicated job classification (Attachment 1) that excludes all benefits. This is necessary because the City's standard Library Clerk classification, recently updated, now includes pro-rated holiday and vacation benefits, which are not allowed for retired annuitants.

Discussion & Analysis:

Staff is requesting approval to hire a CalPERS retired annuitant to serve as a part-time, at-will Library Clerk at the Willows Public Library. In accordance with CalPERS regulations, retired annuitants may not receive any benefits beyond an hourly wage—this includes pro-rated holiday, vacation, or sick leave, as well as health insurance or retirement contributions.

To proceed, the City must adopt a separate job classification for the Retired Annuitant Library Clerk. This classification will reflect the temporary, part-time, at-will, and non-benefited nature of the position, which is limited to 960 hours per fiscal year.

The proposed compensation for the Retired Annuitant Library Clerk is \$18.00 per hour, with no additional benefits of any kind.

Approval of this classification will allow the City to move forward in hiring a qualified retired annuitant to assist with library operations while maintaining full compliance with CalPERS requirements.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Council Strategic Priority, Financial Stability, Goal #3 Optimize In-House Staffing to Improve Financial Efficiency.

Fiscal Impact:

There is no fiscal impact by adopting the recommended action.

Attachment:

- Attachment 1: Retired Annuitant Library Clerk – Extra Help Job Classification

NON EXEMPT

CITY OF WILLOWS

RETIRED ANNUITANT LIBRARY CLERK – EXTRA HELP

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the City Librarian, the Retired Annuitant Library Clerk – Extra Help performs a variety of library support functions, including but not limited to, providing circulation and reference services to library patrons and assisting them to use library resources and equipment; collecting circulation statistics, shelving library materials and maintaining the order and appearance of the library and collection.

DISTINGUISHING CHARACTERISTICS:

This temporary, part-time, extra help position is designated for CalPERS retired annuitants and is at-will, limited to no more than 960 hours in a fiscal year, and receives only an hourly rate of pay with no additional benefits. This position supports the daily operation of the circulation desk and public service area. Duties are routine in nature and performed under direct supervision, with detailed instructions provided for new or complex tasks.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction from the City Librarian.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs general circulation desk duties: assists patrons with general reference questions and in locating and using library resources, equipment and online catalog and databases; registers patrons and checks materials in and out; monitors and assists patron use of public access computers.
- Maintains the library's public areas: sorts returned materials by classification, shelves them accurately; straightens and cleans shelves; shifts books as necessary when shelves become full; reads shelves to keep the collection in order.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office

LIBRARY CLERK – PART-TIME

Page 2

setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. High school diploma or equivalent required, with experience in public libraries preferred.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

- Computer programs and applications; common library procedures and practices.

Ability to:

- Strong communication and interpersonal skills for providing quality customer service to patrons. Use/learn library software programs. Work independently and make decisions within established guidelines for the position. Lift up to 20 lbs.

Skill to:

- Operate an office computer and variety of word processing and software applications.

ADDITIONAL CALPERS RETIRED ANNUITANT REQUIREMENTS

- This position is designated for CalPERS retired annuitants only.
- Employment is limited to a maximum of 960 hours per fiscal year (July 1 – June 30) in accordance with CalPERS Government Code sections 7522.56 and 21224.
- This position is temporary, part-time, at-will, and not eligible for benefits including but not limited to vacation, sick leave, health insurance, or retirement credits.
- The position serves at the pleasure of the appointing authority and may be terminated at any time without cause or right of appeal.



Date: July 22, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Property Assessed Clean Energy (PACE) Program

Recommendation:

Adopt a resolution approving the California Statewide Communities Development Authority (CSCDA) Open PACE Program.

Rationale for Recommendation:

Property Assessed Clean Energy (PACE) is a mechanism for residential and commercial property owners to finance renewable energy, energy efficiency, and water conservation projects to their properties. Property owners leverage funds based on the available equity in their property made available from a PACE provider. These providers are sponsored by a Joint Powers authority (JPA) and repay the financial obligation via a voluntary special tax or special assessment.

Background:

State law authorizes contract assessment districts in charter and general law counties to provide financing for renewable energy, energy efficiency, and water conservation (among other measures with a communal sustainability or resiliency benefit) improvements to qualified property owners. A property owner voluntarily enters into a contractual agreement with one of the Joint Power Authority (JPA) assessment districts in which they reside to access financing by securing a lien on their property and repay it as a special tax or assessment on their property tax bill. This financing mechanism is referred to as Property Assessed Clean Energy (PACE).

Willows had a PACE provider, the Ygrene Energy Fund, which operated through the Golden State Financing Authority JPA. In 2022, Ygrene left the California market and the City without any providers.

In order to provide Willows property owners with a variety of trusted PACE finance options, staff recommend admitting licensed PACE providers by adopting the attached resolution approving CSCDA Open PACE Program to operate in the City.

Willows is a member of CSCDA and thus only needs to adopt a resolution to join its open PACE program.

Discussion & Analysis:

PACE financing can be set up and administered under AB 811 (2008) which allows qualifying upgrades to be financed through an assessment district. Additional legislation expanded projects eligible for financing to include water efficiency improvements, electric vehicle charging stations, seismic improvements, and wildfire resiliency.

Additional laws expand the original legislation and provide additional consumer protection:

AB 2693 (2016) enhanced disclosures to homeowners participating in PACE programs and guarantees the right to cancel PACE financing within three business days of execution. AB 2693 also prohibits marketing promises of monetary or percentage representations of increased value to a property owner regarding the effect the financed improvements will have on the market value of the property unless the market value is estimated using one of specified methods.

SB 242 (2017) requires a recorded telephone call to residential consumers to confirm key terms of the agreement. This call and contractual documents must be available in one of five enumerated non-English languages as necessary. SB 242 also prohibits kickbacks to contractors for steering consumers into a particular program and any misrepresentation as to tax deductibility of a PACE assessment contract. PACE providers are prevented from disclosing to contractors the amount of funds the property is eligible for under a PACE assessment under this law.

AB 1284 (2017) establishes state oversight for the California's PACE program (through the regulator – Department of Financial Protection and Innovation – DFPI) and requires PACE administrators that are not local governments to obtain a license under California Financing Law. They are also held accountable for screening, training, and monitoring the contractors and sales reps enrolled in their programs. Lastly, PACE providers must determine a consumer's ability to repay, including income verification, before entering into a PACE assessment.

SB 465 (2018) allows for fire resiliency measures to be financed under enabling PACE legislation.

AB 1551 (2020) prohibits penalties for early prepayment, prohibits PACE financing with reverse mortgages, requires financing documents to be provided to the homeowner as a printed copy unless the homeowner opts out.

AB 2471 (2020) extends the right to cancel all home improvement contracts including PACE for persons 65 years and older from three to five days.

AB 790 (2021) extends laws regulating unfair methods of competition and unfair or deceptive acts or practices with regard to the home solicitation of senior citizens for home improvements funded by PACE.

DFPI regulations (2021) further regulated the PACE Administrator license and application process, advertising standards and standardized disclosures, complaints processes and procedures, dishonest dealings and misleading statements, and PACE enrollment standards and processes.

PACE offers an alternative to traditional means of financing property improvements such as paying cash, taking a home equity line of credit (HELOC), or using credit cards. PACE financing eligibility is primarily based on property equity and ability to pay, rather than the credit worthiness of the applicant. PACE financing has fixed term interest rates with terms generally longer than those of other private and/or unsecured loans, but equal to the average useful life of the improvement being undertaken. Some other advantages of PACE financing include 100% financing for eligible improvements, and the reliability of pre-approved, vetted, trained and strictly monitored contractors. Participation in PACE financing is voluntary.

Because the capital for PACE financing is from private sources and the transactions are between program administrators and building owners, the City will incur no cost or risk associated with program activities. The City is not required or expected to provide administrative support or marketing for the programs which are conducted by the program administrators. However, many jurisdictions throughout the state have found that partnering in outreach and marketing can enhance the efficacy of the program. The City is not obliged to repay bonds issued by the JPA or assessments levied on the participating properties.

Enabling the City of Willows PACE availability by approving licensed program administrators will create a competitive marketplace that provides a variety of financing options with more favorable terms to home and business owners. Doing so may also incentivize more property owners to undertake improvements, resulting in the creation of more renewable energy and local jobs, reduction in energy use, greenhouse gas emissions and water consumption, among other improvement categories.

California Statewide Communities Development Authority (CSCDA) Open PACE

CSCDA Open PACE is an umbrella initiative including three DFPI licensed residential PACE providers: PACE Funding Group (dba Home Run Financing), FortiFi Financial, and Renew Financial; and several commercial PACE providers. Launched in 2015 it is sponsored by the California Statewide Communities Development Authority (CSCDA). CSCDA Open PACE's goal is to create a platform to vet and pre-qualify PACE administrators so that local governments only need to pass a single resolution to authorize multiple providers including specialist residential or commercial PACE providers.

Willows is already a member of CSCDA.

The Cities of Orland, Live Oak, Yuba City, Fort Bragg, Ukiah, Chico, Oroville, Paradise, Anderson, Redding, Wheatland, and the unincorporated areas of Glenn, Mendocino, Butte, Shasta, and Yuba Counties are also CSCDA members and participate in the Open PACE program.

Consistency with Council Priorities and Goals:

Adopting the CSCDA Open PACE Program supports the Council's Strategic Priority, Financial Stability, Goal #3: Add to the City's General Fund Reserve. By enabling capital improvements, the program may contribute to higher assessed property values, indirectly increasing future property tax revenue and strengthening City reserves.

Fiscal Impact:

Adoption of the resolution and actions contained herein will not result in any cost to the City. All costs of marketing, financial, and program administration are borne by the program administrators and covered with private capital.

Attachment:

- Attachment 1: Resolution XX-2025



**City of Willows
Resolution XX-2025**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY OF THE CITY IN THE CSCDA OPEN PACE PROGRAMS; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY; AND AUTHORIZING RELATED ACTIONS

WHEREAS, the California Statewide Communities Development Authority (the “Authority”) is a joint exercise of powers authority, the members of which include numerous cities and counties in the State of California, including the City of Willows (the “City”); and

WHEREAS, Chapter 29 of Division 7 of the Streets & Highways Code (“Chapter 29”) authorizes the Authority to establish voluntary contractual assessment programs to finance or refinance renewable energy, energy efficiency, water efficiency and seismic strengthening improvements, electric vehicle charging infrastructure and such other improvements, infrastructure or other work as may be authorized by law from time to time (collectively, the “Improvements”) through the levy of contractual assessments within counties and cities throughout the State of California that consent to the participation of properties within their respective territories and the issuance of bonds from time to time; and

WHEREAS, for the purpose of providing financing and refinancing for the Improvements, the Authority has established two CSCDA Open PACE Programs (the “Programs”): (i) the CaliforniaFIRST Program and (ii) the CSCDA Open PACE Program; and

WHEREAS, the Authority has designated multiple third-party program administrators to administer the Programs; the current program administrators are the Counterpointe Energy Solutions II (CA) LLC, PACE Funding Group LLC dba Home Run Financing, Renew Financial Group LLC, Fortifi, Nuveen Green Capital, White Oak Advisors, Stonehill PACE, LLC, Lord Cap PACE, Green PACE Capital, PACE Loan Group and Petros PACE Finance, Castle Green Finance, Bayview PACE, Green Rock Healthcare Capital, Citizens Business Bank and the Authority will notify the City of any additions or changes; and

WHEREAS, the Authority may also administer certain projects itself, working directly with third-party capital providers; and

WHEREAS, Chapter 29 provides that assessments may be levied under its provisions only with the free and willing consent of the owner or owners of each lot or parcel on which an assessment is levied at the time the assessment is levied; and

WHEREAS, the City desires to allow the owners of property (“Participating Property Owners”) within its territory to participate in the Programs and to allow the Authority to conduct assessment proceedings under Chapter 29 within its territory and to issue bonds to finance or refinance Improvements; and

WHEREAS, the territory within which assessments may be levied for the Programs shall include all of the territory within the City’s official boundaries; and

WHEREAS, the Authority will conduct all assessment proceedings under Chapter 29 for the Programs and issue any bonds issued in connection with the Programs; and

WHEREAS, the City will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

Section 1. This City Council hereby finds and declares that properties in the territory of the City will benefit from the availability of the Program within the territory of the City and, pursuant thereto, the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 and the issuance of bonds to finance or refinance Improvements.

Section 2. In connection with the Programs, the City hereby consents to the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 on any property within the territory of the City and the issuance of bonds to finance or refinance Improvements; provided, that

- (1) The Participating Property Owners, who shall be the legal owners of such property, execute a contract pursuant to Chapter 29 and comply with other applicable provisions of California law in order to accomplish the valid levy of assessments; and
- (2) The City will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs.

Section 3. The appropriate officials and staff of the City are hereby authorized and directed to make applications for the Programs available to all property owners who wish to finance or refinance Improvements; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The following staff persons, together with any other staff persons chosen by the City Council from time to time, are hereby designated as the contact persons for the Authority in connection with the Programs: Marti Brown, City Manager.

Section 4. The appropriate officials and staff of the City are hereby authorized and directed to execute and deliver such certificates, requisitions, agreements and related documents as are reasonably required by the Authority to implement the Programs.

Section 5. The City Council hereby finds that adoption of this Resolution is not a “project” under the California Environmental Quality Act, because the Resolution does not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4).

Section 6. This Resolution shall take effect immediately upon its adoption. The City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority at: Secretary of the Board, California Statewide Communities Development Authority, 1400 K Street, Sacramento, CA 95814.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 22nd day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: July 22, 2025

To: Honorable Mayor and City Council

From: John Wanger, City Engineer
Laurie Loaiza, Deputy City Engineer
Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager

Subject: FY 2024-2025 Sewer Rehabilitation Project

Recommendation:

Approve Resolution XX-2025 (Attachment 1) authorizing the City Manager to sign an agreement with Site Work Solutions for \$1,164,082.49 to construct sanitary sewer improvements in connection with the FY 2024-2025 Sewer Rehabilitation Project and establish an overall budget for the project of \$1,430,490.74. The scope includes the base bid price and bid alternate #2.

Rationale for Recommendation:

In 2021, the City executed a Certificate of Participation bond to facilitate deferred maintenance and overdue construction improvements of the City's sewage system. The recommended improvements are part of the bond approved projects.

Background:

The sewer collection system in the City of Willows is generally in poor shape and much of the system is in need of rehabilitation. The only sewer rehabilitation projects that have taken place in the last 15 years have been a segment of sewer in alleyways between Butte/Tehama north of Wood Street in 2010, a segment in alleyways between Ventura/Alpine south of Walnut Street in 2010, and a section on Sacramento Street (2015). Based on the condition of the sewer collection system, a significant amount of inflow and infiltration of groundwater is entering the sewer system and being treated at the wastewater treatment plant. This is both expensive and unnecessary.

Based on known problem areas, CCTV work was recently completed for approximately 9,000 feet of the collection system (see further explanation below). Based on the results of the CCTV inspection, staff recommend moving forward to rehabilitate approximately 5,600 linear feet of sanitary sewer mains to increase system reliability and to eliminate inflow and infiltration in these pipe segments.

Preparation of Improvement plans was authorized by City Council on August 13, 2024. The streets and limits of the proposed sewer main rehabilitation (Attachment 2) included:

- Yolo Street: Approximately 2,610 linear feet between Wood Street and East Ash

Street.

- Sacramento Street: Approximately 2,500 linear feet between Wood Street and MH 320 near the Central Canal.
- Shasta Street: Approximately 471 linear feet located in the alleyway bound by Shasta and Butte Streets, spanning from Willow to Walnut Streets.

Coastland subsequently completed design in May 2025, and the project was advertised for public bids in May in accordance with both City regulations and Public Contract Code provisions. The bids were due on June 24, 2025.

Discussion & Analysis:

To begin with, the project was split into three parts in order to allow for flexibility and maximize the available sewer funding. The available options for construction were Base Bid, Bid Alternate #1 and Bid Alternate #2.

Bids were opened on June 24, 2025. At the bid opening, three bids were received, ranging in price from \$1,164,082.49 to a high bid of \$1,256,272.00 (e.g., base bid plus bid alternate 2). The Engineer's Estimate for the project was \$974,067. The City chose to not accept Bid Alternate #1 due to lack of funding in the Sewer Bond proceeds.

The lowest responsible bid submitted was from Site Work Solutions (Attachment 3). Staff completed a check of Site Work Solutions bid and found that the bid was responsive and contained the required information (per the bid documents).

The Project will be primarily funded with the proceeds from the sewer bond refinancing and, if needed, a minor amount of funds from the Sewer Fund will subsidize the project completion. The existing available sewer bond balance is \$1,420,622. This may or may not be enough, depending on if all of the contingency and construction management and inspection budgets shown below are used. The bond fund will be spent first, and the Sewer Enterprise fund will be used only if needed to cover the remaining contingency balance.

Environmentally, the project is determined to be Categorically Exempt in accordance with Section 15301(b), in that this project will construct improvements to existing publicly owned sewerage facilities involving negligible or no expansion of capacity. Accordingly, the project will require a Notice of Exemption that will be filed subsequent to the contract award.

Fiscal Impact:

Based on the low bid for the project, the overall recommended budget for this project is as follows:

Base Bid	\$ 476,014.56
Bid Alternate #2	\$ 688,067.93
Construction contingency (10%)	\$ 116,408.25
<u>CM/Inspection (60 working days)</u>	<u>\$ 150,000.00</u>
Total Sewer project cost	\$ 1,430,490.74

* The overall time allocated to complete this project is 35 working days.

Funding of this project (construction, construction management and inspection) will be funded through the following:

Sewer Bond Fund Balance	\$ 1,420,622.00
Sewer Enterprise fund**	\$ 9,868.74

** The bond monies will be spent first. The City will use the Sewer Enterprise fund to cover the contingency on an as-needed basis.

Attachment:

- Attachment 1: Resolution XX-2025
- Attachment 2: Project Location Information
- Attachment 3: Bid Summary



**City of Willows
Resolution 23-2025**

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH SITE WORK SOLUTIONS FOR
THE FY 2024-2025 SEWER REHABILITATION PROJECT AND APPROVE AN OVERALL BUDGET
FOR THE PROJECT**

WHEREAS, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the FY 2024-2025 Sewer Rehabilitation Project ("Project"); and

WHEREAS, bids for the Project were opened on June 24, 2025, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, three bids were received with the bids ranging in price from a low bid of \$1,164,082.49 to a high bid of \$1,256,272.00, with the low bid being from Site Work Solutions; and

WHEREAS, staff has determined that Site Work Solutions bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that Site Work Solutions possesses valid California Contractor's Licenses under the requested Class A and B number 874552 (expires 3/31/2026) as required to qualify to perform the Project; and

WHEREAS, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Section 15301(b), in that this project will construct improvements to improve the existing publicly owned sewerage facilities involving negligible or no expansion of capacity; and

WHEREAS, the overall budget for the project has been estimated at \$1,430,491.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS
AS FOLLOWS:**

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.

2. The Project is categorically exempt from CEQA in accordance with Section 15301(b) of Title 14 of the California Code of Regulations.
3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of Site Work Solutions to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.
4. The contract for the Project is hereby awarded to Site Work Solutions, in the amount of \$1,164,082.49, conditioned on Site Work Solutions timely execution of the Project contract and submitting all required documents, including, but not limited to, certificates of insurance, and endorsements, in accordance with the Project bid documents.
5. The City Manager is hereby authorized and directed to execute with Site Work Solutions for performance of the Project in accordance with the bid documents and applicable law upon submission by Site Work Solutions of all documents required pursuant to the Project bid documents.
6. The City Manager is hereby authorized to execute a contract amendment with Coastland Civil Engineering to provide Construction Management and Inspection services for the project not to exceed \$150,000.00.
6. That the overall budget for the Project be established at \$1,430,490.74.
7. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.
8. The City Manager directs staff to prepare a Notice of Exemption as required by CEQA
8. City staff is hereby directed to issue a Notice of Award to Site Work Solutions
9. This Resolution shall become effective immediately.
10. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 22nd day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



LOCATION MAP
NOT TO SCALE

City of Willows FY24-25 Sewer Rehabilitation Project
Bid Tabulation
Bid Opening: June 24, 2025, 2:00 pm

BASE BID				Engineer's Estimate		Site Work Solutions		SnL		Allen Gill Construction	
Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total
1	Mobilization and Demobilization	1	LS	\$33,200	\$33,200.00	\$25,453.28	\$25,453.28	\$14,000.00	\$14,000.00	\$20,554.00	\$20,554.00
2	Traffic Control System	1	LS	\$40,000	\$40,000.00	\$11,256.82	\$11,256.82	\$23,000.00	\$23,000.00	\$45,494.00	\$45,494.00
3	Sewer Flow Control	1	LS	\$8,000	\$8,000.00	\$11,083.40	\$11,083.40	\$34,000.00	\$34,000.00	\$42,937.00	\$42,937.00
4	Trench Shoring and Bracing	1	LS	\$5,000	\$5,000.00	\$3,382.82	\$3,382.82	\$10,000.00	\$10,000.00	\$12,926.00	\$12,926.00
5	Replace 6-inch Sanitary Sewer Main with 6" PVC by Open Cut Construction	1,437	LF	\$250	\$359,250.00	\$202.23	\$290,604.51	\$234.00	\$336,258.00	\$304.00	\$436,848.00
6	Reconnect Lateral to new 6" Sanitary Sewer Main by Open Cut Construction	49	EA	\$2,000	\$98,000.00	\$1,367.83	\$67,013.87	\$3,250.00	\$159,250.00	\$2,162.00	\$105,938.00
7	Permanent Asphalt Concrete Trench Paving	108	TON	\$300	\$32,400.00	\$548.82	\$59,272.56	\$473.00	\$51,084.00	\$512.00	\$55,296.00
8	Minor Concrete, Driveway repair	177	SF	\$60	\$10,620.00	\$44.90	\$7,947.30	\$70.00	\$12,390.00	\$351.00	\$62,127.00
Total Cost					\$586,470.00		\$478,014.56		\$639,982.00		\$782,120.00

BID ALTERNATE #1				Engineer's Estimate		Site Work Solutions		SnL		Allen Gill Construction	
Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total
BA1-1	Mobilization and Demobilization	1	LS	\$7,600	\$7,600.00	\$39,293.59	\$39,293.59	\$8,500.00	\$8,500.00	\$19,819.00	\$19,819.00
BA1-2	Traffic Control System	1	LS	\$20,000	\$20,000.00	\$8,442.62	\$8,442.62	\$15,000.00	\$15,000.00	\$40,049.00	\$40,049.00
BA1-3	Sewer Flow Control	1	LS	\$6,000	\$6,000.00	\$8,377.15	\$8,377.15	\$20,000.00	\$20,000.00	\$42,408.00	\$42,408.00
BA1-4	Internal Point Repair of Sanitary Sewer Main to remove Intruding Lateral	6	EA	\$2,000	\$12,000.00	\$9,956.70	\$59,740.20	\$7,850.00	\$47,100.00	\$1,872.00	\$11,232.00
BA1-5	Open-Cut Point Repair of Sanitary Sewer Main (4 - 10LF)	1	EA	\$10,000	\$10,000.00	\$7,316.09	\$7,316.09	\$16,000.00	\$16,000.00	\$19,256.00	\$19,256.00
BA1-6	Open-Cut Point Repair of Sanitary Sewer Main (11 - 20LF)	1	EA	\$16,000	\$16,000.00	\$10,381.11	\$10,381.11	\$18,000.00	\$18,000.00	\$23,164.00	\$23,164.00
BA1-7	Rehabilitate 8-inch Sanitary Sewer Main by CIPP	835	LF	\$65	\$54,275.00	\$182.24	\$152,170.40	\$150.00	\$125,250.00	\$142.00	\$118,570.00
BA1-8	Reinstate Lateral and Install Cured-in-Place Top Hat	16	EA	\$2,500	\$40,000.00	\$7,092.83	\$113,485.28	\$5,900.00	\$94,400.00	\$3,522.00	\$56,352.00
BA1-9	Rehabilitate Sanitary Sewer Manhole with Epoxy Coating	2	EA	\$4,000	\$8,000.00	\$15,948.04	\$31,896.08	\$8,000.00	\$16,000.00	\$15,614.00	\$31,228.00
BA1-10	Permanent Asphalt Concrete Trench Paving	2	TON	\$2,000.00	\$4,000.00	\$1,875.00	\$3,750.00	\$3,125.00	\$6,250.00	\$3,503.00	\$7,006.00
Total Cost					\$177,875.00		\$434,852.52		\$366,500.00		\$369,684.00

BID ALTERNATE #2				Engineer's Estimate		Site Work Solutions		SnL		Allen Gill Construction	
Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total
BA2-1	Mobilization and Demobilization	1	LS	\$7,800	\$7,800.00	\$39,293.59	\$39,293.59	\$5,500.00	\$5,500.00	\$15,098.00	\$15,098.00
BA2-2	Traffic Control System	1	LS	\$25,000	\$25,000.00	\$8,442.62	\$8,442.62	\$18,000.00	\$18,000.00	\$53,399.00	\$53,399.00
BA2-3	Sewer Flow Control	1	LS	\$6,000	\$6,000.00	\$8,377.15	\$8,377.15	\$25,000.00	\$25,000.00	\$42,408.00	\$42,408.00
BA2-4	Internal Point Repair of Sanitary Sewer Main to Remove Intruding Lateral	6	EA	\$2,000	\$12,000.00	\$9,956.70	\$59,740.20	\$8,000.00	\$48,000.00	\$1,872.00	\$11,232.00
BA2-5	Open-Cut Point Repair of Sanitary Sewer Main (4 - 10LF)	6	EA	\$10,000	\$60,000.00	\$7,317.06	\$43,902.48	\$10,525.00	\$63,150.00	\$13,341.00	\$80,046.00
BA2-7	Rehabilitate 8-inch Sanitary Sewer Main by CIPP	1,273	LF	\$65	\$82,745.00	\$182.24	\$231,991.52	\$150.00	\$190,950.00	\$103.00	\$131,119.00
BA2-8	Reinstate Lateral and Install Cured-in-Place Top Hat	39	EA	\$2,500	\$97,500.00	\$7,092.88	\$276,622.32	\$5,850.00	\$228,150.00	\$2,987.00	\$116,493.00
BA2-9	Rehabilitate Sanitary Sewer Manhole	1	EA	\$4,000	\$4,000.00	\$15,948.05	\$15,948.05	\$7,250.00	\$7,250.00	\$17,351.00	\$17,351.00
BA2-10	Permanent Asphalt Concrete Trench Paving	2	TON	\$2,000.00	\$4,000.00	\$1,875.00	\$3,750.00	\$3,250.00	\$6,500.00	\$3,503.00	\$7,006.00
Total Cost					\$299,045.00		\$688,067.93		\$592,500.00		\$474,152.00



Date: July 22, 2025

To: Honorable Mayor and Councilmembers

From: John Wanger, City Engineer
Laurie Loaiza, Deputy City Engineer
Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager

Subject: Geotechnical Investigation of the Willows Wastewater Treatment Ponds

Recommendation:

Adopt the attached Resolution XX-2025 (Attachment 1) authorizing the City Manager to execute a contract with Geocon Consultants, Inc. to provide geotechnical services for the Willows Wastewater Treatment Ponds.

Rationale for Recommendation:

The proposed geotechnical services are necessary to address the Central Valley Flood Control Board's (CVFCB) concerns regarding the presence or absence of pond liners in sludge lagoons, equalization pond, and Pond #3 at the Wastewater Treatment Plant.

Background:

In a letter dated February 28, 2025, the Central Valley Regional Water Quality Control Board (CVRWQCB) requested that the City of Willows investigate the presence or absence of liners in the sludge lagoons, equalization pond, and Pond #3 (Attachment 2).

Discussion & Action:

As summarized in the March 11, 2025, City response letter (Attachment 3), there are no liner details on the as-built plans from the time of construction, and it is therefore not clear whether the ponds are lined. Furthermore, the City has observed increasing nitrate concentrations in the groundwater samples collected from on-site monitoring wells, which is a sign that either the ponds are not lined, or that the pond liner is damaged and needs repair. A geotechnical investigation is necessary to determine the presence of liners and address the CVFCB concerns.

Geocon Consultants, Inc. were subsequently contacted to prepare a proposal for geotechnical services, due to their experience on several projects within the City. Geocon is well qualified for this work and in reviewing their proposal, staff finds both the scope of work and cost to be reasonable (Attachment 4).

Consistency with Council Priorities and Goals:

This project is required to address CVFCB requirements and complying with state regulatory requirements is consistent with Council priorities and goals.

Fiscal Impact:

Per the scope of work provided by Geocon Consulting, Inc, professional services are estimated at \$39,880. Services include field exploration and testing total available funding for the project is as follows:

Available Funding:

Sewer Capital Fund 318	\$39,880
------------------------	----------

Attachments:

- Attachment 1: Resolution XX-2025
- Attachment 2: February 28, 2025 Letter from CVRWQCB to the City
- Attachment 3: March 11, 2025, Letter to CVRWQCB from the City
- Attachment 4: Geocon Proposal



**City of Willows
Resolution 23-2025**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH GEOCON CONSULTANTS, INC.
FOR GEOTECHNICAL INVESTIGATION OF THE WILLOWS WASTEWATER TREATMENT PONDS**

WHEREAS, On February 28, 2025, the Central Valley Flood Control Board sent a letter to the City of Willows requesting the investigation of the presence or absence of liners in the Wastewater Treatment Plant (WWTP) ponds, including the two sludge lagoons, the peak flow equalization pond, and the east equalization pond; and

WHEREAS, On March 14, 2025, City sent a reply to the CVFCB, determining that a geotechnical investigation is required, as the review of the 2005 WWTP as-built plans did not yield any information regarding whether the existing sludge lagoons, the east equalization pond or the peak flow equalization ponds are lined; and

WHEREAS, the City contacted Geocon Consultants, Inc. to prepare a proposal for engineering services for conducting the study on the WWTP ponds to determine if there are liners in any of the ponds, as Geocon has a long history and familiarity with conducting geotechnical services in the City of Willows; and

WHEREAS, Geocon Consultants, Inc. submitted a proposal for the work at the WWTP ponds, and it has been found to address all needed work and was in line with industry standards with respect to both the scope of work and the cost of services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS
AS FOLLOWS:**

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The City Manager is hereby authorized to execute a contract with Geocon Consultants, Inc. to provide geotechnical services for the investigations for pond liners at the Willows Wastewater Treatment Plant consistent with the proposal provided.
3. This Resolution shall become effective immediately.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 22nd day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Central Valley Regional Water Quality Control Board

28 February 2025

CIWQS: 59099680

David Rodrigues
Plant Manager
1600 South Tehama Street
Willows, CA 95988

CERTIFIED MAIL:
7019 0700 0002 1109 1330

COMPLIANCE EVALUATION INSPECTION, WASTE DISCHARGE REQUIREMENTS ORDER R5-2017-0085-022, NPDES NO. CAG585001, CITY OF WILLOWS, WILLOWS WASTEWATER TREATMENT PLANT, GLENN COUNTY

On 30 January 2025, Central Valley Regional Water Quality Control Board (Central Valley Water Board) staff (Staff) conducted a compliance evaluation inspection of the City of Willows (Discharger), Willows Wastewater Treatment Plant (Facility). The purpose of the inspection was to evaluate compliance with Waste Discharge Requirements (WDRs) Order R5-2017-0085-022 (NPDES CAG585001).

The enclosed inspection report (CIWQS Inspection ID No. 59099680) details the observations made by Staff. In addition, Staff have the following comments:

1. **Excessive weed growth in surface impoundments:** The two sludge lagoons, the peak flow equalization pond, and the east equalization pond had significant amounts of weed growth/vegetation accumulation. Treatment facility ponds shall be operated such that weeds and vegetation growth are minimized, and small coves or irregularities are not created on the surface of the impoundment. Proper operation and maintenance of the ponds is necessary to protect the public and the beneficial uses of the groundwater, and to prevent nuisance conditions.

Staff Request No.1: Please submit a time schedule for addressing the excessive weed growth/vegetation accumulation present in the Facility surface impoundments.

2. **Design specifications for the surface impoundments:** During the inspection, Staff inquired about design specifications for the two sludge lagoons, the peak flow equalization pond, and the east equalization pond. At the time of the inspection the Discharger did not have this information.

Staff Request No. 2: Please provide information on the construction design of each Facility surface impoundment (e.g., the two sludge lagoons, the peak flow equalization pond, and the east equalization pond), whether the impoundments were lined and disclosure if soils underlying the structures were compacted prior to liner installation. Please identify the liner's hydraulic conductivity (in terms of centimeters per second or gallons per day per acre of pond/impoundment area).

3. **Discharge of waste other than described in the WDRs:** Sludge Lagoon No. 1 appeared to have waste present in the pond that was not biosolids.

Staff Request No. 3: Please inform Staff whether this waste has been addressed in a manner that ensures compliance with the WDRs.

By **30 March 2025**, please provide the requested information (Staff Request No. 1, 2, and 3) to the Central Valley Water Board. If you have any questions regarding the inspection report or the staff requests, please contact me at (530) 224-4785, Michael.Collins@waterboards.ca.gov, or at the footer address.

Michael Collins, P.E.
Water Resource Control Engineer

MC: cc

Enclosures: Compliance Evaluation Inspection Report
Attachment A Photo Log
Attachment B Facility Flow Schematic

cc w/ enclosures: Department of Environmental Health, Glenn County, Willows
Natasa Pfyl, City of Willows, Willows
Marti Brown, City of Willows, Willows

CENTRAL VALLEY REGIONAL WATER QUALITY CONTROL BOARD
NPDES COMPLIANCE EVALUATION INSPECTION (CEI) REPORT

Name and Location of Facility Inspected	Entry Date	NOA Effective Date	NOA Expiration Date
Willows Wastewater Treatment Plant 1600 South Tehama Street Willows, CA 95988	1/30/2025	1 May 2022	1 May 2027
	Entry Time 9:00 am	Notified of Inspection? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, state rationale:	
Correct Mailing Address? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Order Number: R5-2017-0085-022 Type of Facility: WWTP Receiving Water Name: Ag Drain C County: Glenn Current Plant Classification: IV		Name of the individual who provided consent to inspect and to take photographs: Name: David Rodrigues Title: Plant Manager Phone: 530-934-2052	
Names and Titles of On-Site Representatives			
<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
David Rodrigues	Plant Manager	530-934-2052	david.rodrigues@inframark.com
Name and Title of Legally Responsible Official			
<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
David Rodrigues	Plant Manager	530-934-2052	david.rodrigues@inframark.com
Does grade level comply with plant classification? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Inspector Information			
<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
Michael Collins	WRCE	530-224-4785	michael.collins@waterboards.ca.gov
Reviewer Information			
<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
Stacy Gotham	WRCE Senior	530-224-4850	stacy.gotham@waterboards.ca.gov
Weather and site conditions present during time of inspection: 37 °F and clear			

PRE-INSPECTION*

Date of Last Inspection: 6/7/2022

Effluent Limit and Receiving Water Violations since last inspection

Constituent	Number of Violations	Corrective Action		Notes
		Yes	No	
Chlorine, Total Residual 1-Hour Average limit is .019 mg/L and reported value was .084 mg/L	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Violation was caused by staff oversight during routine maintenance of the sodium bisulfate analyzer. Staff have made the necessary adjustments to prevent this from occurring in the future.
.....		<input type="checkbox"/>	<input type="checkbox"/>
.....		<input type="checkbox"/>	<input type="checkbox"/>
.....		<input type="checkbox"/>	<input type="checkbox"/>
.....		<input type="checkbox"/>	<input type="checkbox"/>
.....		<input type="checkbox"/>	<input type="checkbox"/>
.....		<input type="checkbox"/>	<input type="checkbox"/>

Monitoring and Reporting Violations

None.

Complaints

None.

Have any spills/bypasses been reported to the Regional Board?

If yes, list dates

N/A

Describe any permit or TSO/CDO related concerns that might affect the inspection process:

N/A

Site Walk Inspection

Treatment Processes in use at the Facility	Described by Permit		Present on Site		Observed Operating		Well Maintained	
	Yes	No	Yes	No	Yes	No	Yes	No
Headworks								
Automated Fine Screen ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual bar screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Influent Pump Station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Influent flow measurement								
mag-meter ²	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Composite Sampler: Internal temperature ³ 3 °C								
Secondary Treatment								
Aeration Flow Distribution Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extended Aeration Basins (2) (Biolac®)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clarifier Flow Distribution Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Clarifiers (2) ⁴	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effluent Pump Station ⁵	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Polyaluminum Chloride (PAC) Feed & Storage ⁶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Continuous Backwash Sand Filters(3) ⁷	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pond/Stabilization Basin/Storage								
Equalization Ponds (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Freeboard: ^{8,9,10}								

Notes:

1. New automated fine screens have been installed (Photo #1).
2. Filter backwash wastewater is routed back to the headworks (Photo #2).
3. The Discharger uses a time-based composite sampler.
4. Secondary Effluent appeared clear and free of debris, scum, and foam (Photo #3).
5. The Facility has the ability to divert secondary effluent to the East Equalization Pond via the effluent pump station (Photo #4).
6. The polymer is dosed based off of turbidity (Photo #5).
7. Two of the three continuous backwash sand filter cells were online during the inspection. The Discharger stated that each continuous backwash sand filter cell can process approximately 750 gal/min of influent.
8. If the Facility receives more than 2 MGD of wastewater, influent is routed to equalization pond 1 (Peak Flow Equalization Pond) (Photo #6).
9. The accumulated water in the Peak Flow Equalization Pond was due to recent precipitation events.
10. Vegetation has accumulated inside both the Peak Flow Equalization Pond (Equalization Pond 1) and the East Equalization Pond (Pond 3) (Photo #4 and Photo #6); the Discharger does not believe that the ponds are lined.

Site Walk Inspection (continued)

Treatment Processes in use at the Facility	Described by Permit		Present on Site		Observed Operating		Well Maintained	
	Yes	No	Yes	No	Yes	No	Yes	No
Disinfection								
Chlorine contact basin ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sodium Bisulfite dichlorination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effluent flow measurement								
mag-meter ²	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Composite Sampler: Internal temperature 3 °C								
Biosolids								
Sludge storage basins (2) ^{3,4,5}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes:

1. Facility Staff try to maintain a total residual chlorine concentration of 3 parts per million in the chlorine contact basin effluent. The chlorine contact basin has an approximate retention time of 90 minutes (Photo #7).
2. Filter backwash water is routed back to the headworks prior to the influent flow meter; thus, there is a large discrepancy between the influent and effluent flow meter readings (Photo #8). This flow connection is also indicated on the Facility flow schematic (Appendix B).
3. There appeared to be disposal of waste other than biosolids in Sludge Storage Basin No. 1 (Photo #9); the Discharger stated that they were unaware of this waste and origin.
4. Per the Discharger and the 2024 annual operations report, in November 2024, 45 metric tons of biosolids were removed from Sludge Storage Basin No. 2. During the inspection, sludge was being wasted into both Sludge Storage Basins.
5. Vegetation has accumulated in both Sludge Storage Basins; the Discharger does not believe that the Sludge Storage Basins are lined. The Discharger was unable to find design specifications for the Sludge Storage Basins.

SITE WALK INSPECTION (continued)

Chemicals on site	SDS		Secondary Containment	
	Yes	NO	Yes	NO
1. Sodium Hypochlorite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Sodium Bisulfite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Polyaluminum Chloride	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. AQUABAC xt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Operations and Maintenance	Yes	No
Maintenance program appears to be in place and being followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Emergency Operations	Yes	No
Is auxiliary power available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there alarm systems for power and equipment failure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Miscellaneous	Yes	No
Does the facility appear well operated and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is public access restricted from the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes:

FINAL EFFLUENT AND RECEIVING WATER

Appearance of final effluent

The effluent was viewed during the inspection

Yes

No

cloudy

☒
☐

contained color

☐
☒

clear

☐
☒

sheens present

☒
☐

scum present

☐
☒

foam present

☐
☒

other:

☐
☒

Effluent characterization

Flow measurement location is representative of the actual discharge¹

☒
☐

Flow measurement devices designed to comply with permit requirements

☒
☐

Appearance of the Receiving Water¹

The receiving water was viewed during the inspection

☒
☐

Compare upstream and downstream conditions. Check only those that differ:

foam or sheens present

☐
☒

distinctly visible plume

☐
☒

presence of snails

☐
☒

erosion at the discharge location

☐
☒

presence of bottom deposits

☐
☒

filamentous algae growths

☐
☒

microbial layers on aquatic plants

☐
☒

Other:

☐
☐

Notes:

1. In the upstream receiving water, on the west side of Highway 99 West, there appeared to be a road sign stuck in a box culvert along with other debris (Photo #10).

RECORDS AND REPORTS

	Yes	No	N/A
Current NPDES permit available on-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit modification/amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compliance orders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Influent flow meter calibration available on-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of last calibration	<u>1/9/2024</u>		
Calibration performed by	<u>Kyle Durham (Tesco EMASS)</u>		
Effluent flow meter calibration available on-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of last calibration	<u>1/9/2024</u>		
Calibration performed by	<u>Kyle Durham (Tesco EMASS)</u>		
Maintenance records and log book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of open work orders:	<u>7</u>		
Oldest date of open work order:	<u>All open work were created within the last 30 days</u>		
Operation and maintenance manuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment manuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant spill and bypass records	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operation log books	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records maintained in pen, pencil or electronic? Electronic <input type="checkbox"/>	Pen <input checked="" type="checkbox"/>	Pencil <input type="checkbox"/>	<input type="checkbox"/>
Are all records and reports required by the permit are organized and available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auxiliary Power check log records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Board permit number:	EXP: _____		
Does on-site laboratory have an approved QA/QC Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is on-site laboratory ELAP certified? ²	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification number:	<u>N/A</u>		
Expiration date:	<u>N/A</u>		
Facility Class:	<u>IV</u>		
Number of operators:	<u>2</u>		
Chief plant operator:	<u>David Rodrigues</u>	Grade	<u>IV</u>

Notes:

RECORDS AND REPORTS (continued)

Constituents analyzed on-site:

1. pH
2. Electrical Conductivity
3. Temperature
4. Turbidity
5. Dissolved Oxygen
6. Chlorine Residual
7. Sodium Bisulfite
- 8.

Reported data is consistent with analytical results?

Yes ☒ No ☐

Contract laboratory records and chains of custody available?

Yes ☒ No ☐

Hand-Held Equipment

Constituents analyzed with hand-held equipment:

	Calibration records available	Date of last calibration
1. Electrical Conductivity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1/27/2025
2. Dissolved Oxygen	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1/22/2025
3. pH	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1/27/2025
4. Turbidity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1/22/2025

Summary of Findings:

1. Significant amounts of vegetation have accumulated in the equalization ponds and the sludge storage basins.
2. There appeared to be disposal of waste other than biosolids in Sludge Storage Basin No. 1.

Inspector

Michael Collins, P.E.
Water Resources Control Engineer

Reviewer

Stacy Gotham, P.E.
Senior Water Resource Control Engineer

Willows Wastewater Treatment Plant

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.

Appendix A: Compliance Inspection Photo Log

City of Willows Wastewater Treatment Plant

30 January 2025



Photo 1: Newly installed automated fine screens.



Photo 2: Filter backwash wastewater is routed back to the headworks.

Appendix A: Compliance Inspection Photo Log

City of Willows Wastewater Treatment Plant

30 January 2025



Photo 3: Effluent from Secondary Clarifier No. 1 appeared clear and free of debris.



Photo 4: East Equalization Pond (looking North).

Willows WWTP

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.

Appendix A: Compliance Inspection Photo Log

City of Willows Wastewater Treatment Plant

30 January 2025



Photo 5: PAC Feed and Storage.



Photo 6: View of Peak Flow Equalization Pond (looking South).

Willows WWTP

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.

Appendix A: Compliance Inspection Photo Log

City of Willows Wastewater Treatment Plant

30 January 2025



Photo 7: Chlorine Contact Basin.



Photo 8: Influent flow meter on left showing 0.69 MGD, and effluent flow meter on right showing 0.51 MGD.

Willows WWTP

12

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.

Appendix A: Compliance Inspection Photo Log

City of Willows Wastewater Treatment Plant

30 January 2025



Photo 9: Waste other than biosolids in Sludge Storage Basin No. 1.



Photo 10: Upstream of RSW-001, on the west side of HWY 99W

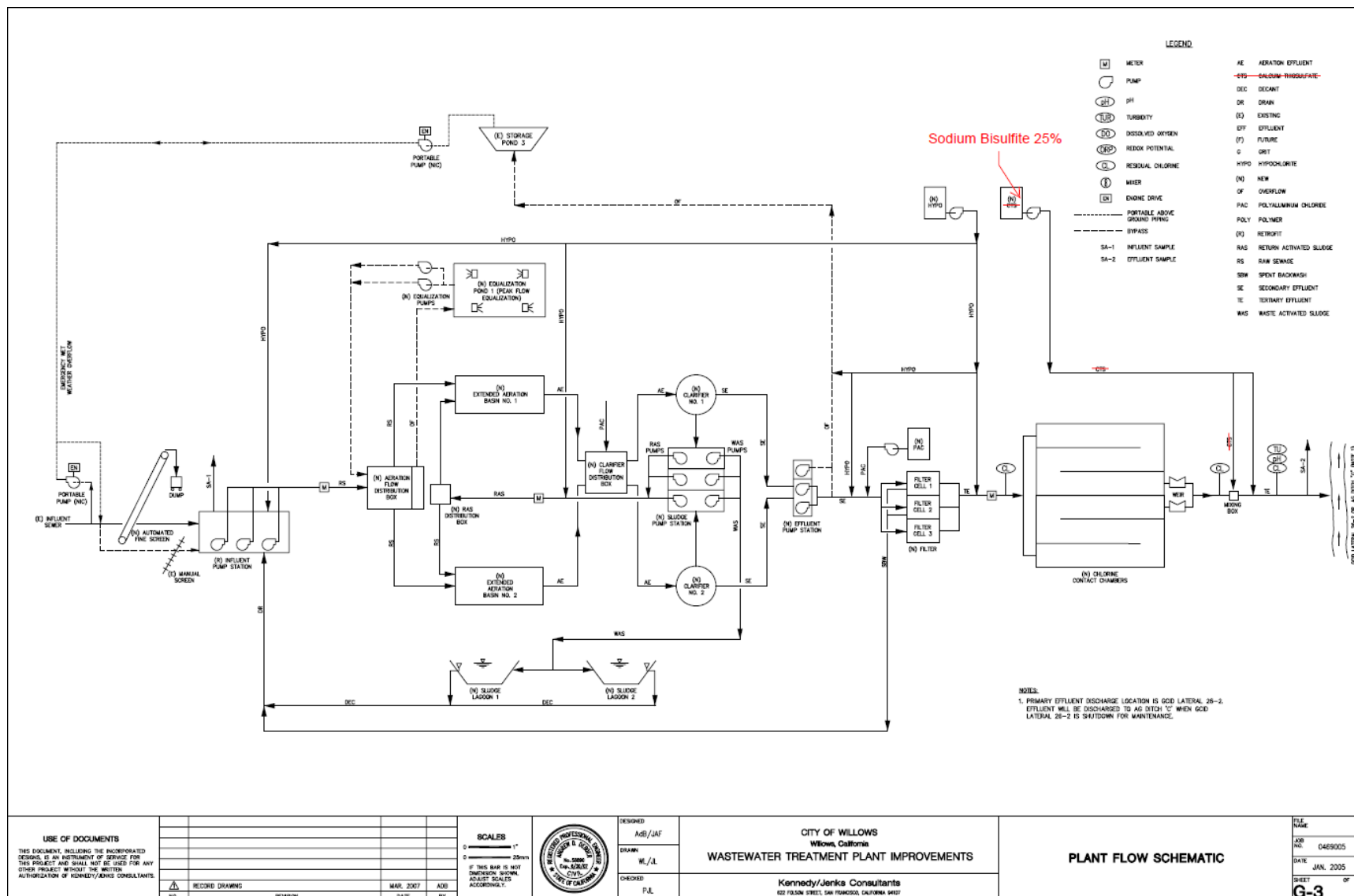
Willows WWTP

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.

Appendix B: Facility Flow Schematic

City of Willows Wastewater Treatment Plant

30 January 2025



Willows WWTP

The information provided in this sheet is for discussion purposes during the inspection only and is not intended to solidify or confirm any enforcement actions the Regional Board may take in the future.



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



March 14, 2025

Michael Collins, PE
 Water Resource Control Engineer
 Central Valley Regional Water Quality Control Board
 364 Knollcrest Drive, Suite 205
 Redding, CA 96002

RE: Response to Compliance Evaluation Inspection
 WDR Order R5-2017-0085-022
 NPDES No. CAG585001

Dear Mr. Collins,

The City is in receipt of your letter dated February 28, 2025, regarding your January 30, 2025, compliance evaluation inspection of the City's Wastewater Treatment Plant.

Based on the inspection report, the City was asked to address comments. Below please find responses to each of the comments:

1. Excessive weed growth in surface impoundments: Per the February 28th letter *"The two sludge lagoons, the peak flow equalization pond, and the east equalization pond had significant amounts of weed growth/vegetation accumulation. Treatment facility ponds shall be operated such that weeds and vegetation growth are minimized, and small coves or irregularities are not created on the surface of the impoundment. Proper operation and maintenance of the ponds is necessary to protect the public and the beneficial uses of the groundwater, and to prevent nuisance conditions."*

Response to Request No.1: The City shall remove the excessive weed growth and vegetation in the two sludge lagoons, the peak flow equalization pond and the ease equalization pond by September 30, 2025. The City's Fire Department has periodically burned the vegetation in these ponds and will perform burning once again, once the ponds have dried (typically by late summer). Appropriate permits will be obtained for the burn. Additionally, City Public Works staff will remove the tree growth in the peak flow equalization pond prior to burning the weeds and other growth.

2. Design specifications for the surface impoundments: Per the February 28th letter *"During the inspection, Staff inquired about design specifications for the two sludge lagoons, the*

peak flow equalization pond, and the east equalization pond. At the time of the inspection the Discharger did not have this information."

Response to Request No. 2: The City has reviewed the 2005 as-built plans for the City's WWTP. There was nothing in the plans indicating any modifications to the ponds except construction of a levee in the overall sludge pond, which created sludge lagoons 1 and 2. Additionally, City staff have reviewed all of the old files in an attempt to find plans dating back to the WWTP's original construction and were unable to find any plans of the original WWTP. Accordingly, we have no information regarding whether the existing sludge lagoons, the east equalization pond or the peak flow equalization ponds are lined.

To remedy this, the City is in the process of retaining a geotechnical engineer to take core samples of each of the ponds to determine if there are liners (e.g. bentonite) in the ponds and whether the soils underlying the structures were compacted prior to liner installation. We will also be requesting that testing of the samples taken from the ponds identify the hydraulic conductivity (in terms of centimeters per second or gallons per day per acre of pond/impoundment area) of each of the samples taken.

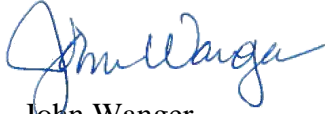
Timing of taking any soil samples will need to wait until all ponds are dry. It is estimated that ponds should be dry enough to take soils samples sometime around August 2025. Once the samples are taken, it is estimated that testing of the soils samples and completion of a report will take two months. Please note this is an estimate and may change, as we do not yet have a detailed scope of work or timeframe from a consultant. Once proposals are received and timeframes identified, we will provide updates to this timeframe, if needed. Staff is estimating that final reports from the geotechnical engineer should be available in mid-October and a definitive response be provided to CVRWQCB by the end of November.

3. Discharge of waste other than described in the WDRs: per the February 28th letter "*Sludge Lagoon No. 1 appeared to have waste present in the pond that was not biosolids.*"

Response to Request No. 3: After investigating, staff has found out that the waste present on the bank of Sludge Lagoon No. 1 was the result of the City emptying it vacuum truck into the lagoon after it had been used to vacuum liquid and materials from a sewer main break. Both WWTP staff and City staff has discussed this with Public Works staff and instructed them that this is not the proper procedures. Moving forward, Public Works staff will decant any liquids collected in the vacuum truck into the headworks at the WWTP. For any solids handling, the City will be installing a shall concrete drying bed where solids will be disposed of after the liquid is drained into the headworks. The drying bed will have a drain connected to the headworks so that any residual liquids will be run through the headworks. Once the solids have dried, they will be collected and disposed of in the same manner as the solids that are collected on the mechanical screen at the headworks.

Please let us know if you have any questions and if you have any concerns regarding the approach or the timeframe mentioned herein. Also, please feel free to reach out to me either email (jwanger@cityofwillows.org) or by phone at (707) 495-5201.

Regards,



John Wanger
City Engineer

CC Marti Brown – City Manager
 Joe Bettencourt – Community Development Services Director
 David Rodrigues – WWTP Operator



Project No. SA-25-0199-P-GT

May 30, 2025

Revised June 3, 2025

VIA ELECTRONIC MAIL

City of Willows
c/o Coastland Civil Engineering
1400 Neotomas Ave.
Santa Rosa, California 95405

Attn: John Wanger, PE, City Engineer

Subject: PROPOSAL FOR GEOTECHNICAL INVESTIGATION
WILLOWS WASTEWATER TREATMENT PONDS
1600 SOUTH TEHAMA STREET
WILLOWS, CALIFORNIA

Mr. Wanger:

In accordance with your request, we are pleased to submit this proposal to provide geotechnical engineering consultation services for the existing disposal ponds at the Willows Wastewater Treatment Plant (WWTP) located in Willows, California. To assist with the preparation of this proposal, we have discussed the project with you, we have reviewed the documentation provided by your office, and we have reviewed historical aerial photographs of the property.

BACKGROUND

In a letter dated February 25, 2025, the Central Valley Regional Water Quality Control Board (CVRWQCB) requested the City of Willows (the City) to investigate the presence or absence of liners in the sludge lagoons, equalization pond, and Pond Number 3 as there are no liner details on the as-built plans from the time of construction. It is presumed the ponds and lagoons are not lined or the liner systems are not functioning as the City has observed increasing nitrate concentrations in the groundwater samples collected from on-site monitoring wells. If the ponds and lagoons are discovered to be not lined, a geotechnical investigation will be required prior to design of the liner. If the ponds and lagoons are lined, additional evaluation of the liner system(s) will be necessary in order to develop an appropriate repair strategy.

PURPOSE AND SCOPE OF SERVICES

The purpose of our study will be to (1) evaluate whether the existing ponds have a liner system (geosynthetic or compacted clay liner) and (2) evaluate the hydraulic conductivity of the soil between the bottom of the ponds and the top of groundwater and (3) provide recommendations for a new liner system and/or repair of the existing liner system to satisfy the CVRWQCB requirements. We understand that depth to groundwater varies seasonally between about 3 feet and 25 feet below existing grade. Assuming the ponds are approximately 10 feet deep, we expect that the depth to groundwater below the bottom of the ponds will be up to 15 feet. Therefore, our geotechnical investigation will focus on evaluating the soil up to 15 feet below the bottoms of the ponds.

To accomplish our study, we have divided our scope of services into four tasks as follows:

Task 1 – Pre-field Activities

- Perform a site reconnaissance to review project limits, determine equipment access and mark out exploratory boring locations for subsequent utility clearance.
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 48 hours (as required by law) prior to performing field explorations at the site.

Task 2 – Field Exploration and Laboratory Testing Programs

- Prior to field exploration activities, we will measure depth to water measurements in three existing on-site wells identified as MW-1, MW-2, and MW-3 by using a clean, electronic water level meter.
- Using a conventional rubber-tire backhoe with an extendable excavation arm, excavate and sample up to 11 test pits to depths of 10 to 15 feet below the bottoms of the ponds. Three test pits will be excavated in the equalization pond and Sludge Lagoons No. 1 and 2. The remaining five test pits will be excavated in Pond 3. The purpose of the test pits will be determine the potential presence of a liner system and to evaluate the soil conditions below the ponds to the top of groundwater. The test pits will be carefully executed to reduce potential damage to the liner system(s) if present.
- **Stop Point** – If we discover the presence of a geosynthetic liner system in any of the ponds, we will stop work and consult with the City of evaluate an appropriate path forward for evaluation and/or repair of the liner system.
- Collect relatively undisturbed soil samples within the test pits by pushing a thin-walled Shelby tube sampler and/or California Modified tube sampler with the backhoe bucket.
- Log the soils encountered in the test pits in accordance with the Unified Soil Classification System.

If the soil encountered within each pond is predominately fine-grained (i.e. silt and clay), we will complete the following laboratory tests on the selected samples:

- Moisture and in-situ dry density, ASTM D2937;
- Grain size distribution with hydrometer by ASTM D1140 and D7928;
- Atterberg limits by ASTM D4318;

- Organic content by ASTM D2974; and
- Falling Head Permeability, flexible wall by ASTM D5084.

If the soil encountered within each pond is predominately coarse-grained (i.e. sand and gravel), we will substitute the laboratory permeability test for an in-situ field infiltration test. We will perform up to four in-situ infiltration tests using a constant-head Aardvark permeameter device at various elevations in the test pits.

Task 3 – Analyses and Draft Report

Following completion of the field and laboratory testing, we will prepare a draft geotechnical investigation report that will include the following:

- Site Plan showing the exploration locations within each pond,
- Logs of the test pits,
- Laboratory test results,
- Field infiltration test results (if performed),
- Exploration photographs, showing exposed conditions within the pond bottoms,
- Conclusions regarding the absence or presence of liners within the ponds,
- Interpreted subsurface soil profile below the ponds,
- Estimated hydraulic conductivity of the subsurface soil between the bottoms of the ponds and the current groundwater elevation,
- Recommendations regarding construction of a new liner system and/or repair of the existing systems.

We will submit a draft geotechnical investigation report for your review.

Task 4 – (Optional) Final Report and Civil Engineering Cost Estimates

Upon your approval, we will submit the draft geotechnical investigation report to Cunningham Engineering of Davis, California. Based on our geotechnical recommendations and other information provided by you, Cunningham Engineering will prepare conceptual plans and a cost estimate for the new liner system and/or repairs.

The scope of services provided by Cunningham Engineering include:

- A site visit to observe existing conditions and review the site plan and topographic survey.
- Research existing record drawings and other available materials and advise the City and Geocon of any apparent constraints to lining the ponds.
- Prepare a Civil Conceptual Plan which includes single sheet plan to indicate general limits of the geosynthetic liner(s), anchor trenches, and any other piping and leak detection that is contemplated for installation.

- Plan will be submitted to Geocon and City for review, comment and discussion. Comments will be incorporated into the conceptual plan for use as the basis of the Cost Opinion.
- Prepare opinion of probable costs for the civil improvements shown on civil conceptual drawings. Cost opinion would include estimated soft costs for design and construction.
- Fee includes one cost opinion and one update. Deliverable would include a final Opinion of Probable Costs with the updated Conceptual Plan.
- Attend up to three (3) meetings, in aggregate, one in person in Willows in conjunction with the Site Visit. The other two meetings would be virtual. If necessary, additional meetings can be attended as an Additional Service. Geocon will also be present at these meetings.

We will submit a revised draft geotechnical investigation report with Cunningham Engineering Deliverable as appendices for your review followed by a final signed/stamped electronic copy (PDF format).

ASSUMPTIONS

Our services are based on the following assumptions. In the event that any ultimate facts or events differ from such assumptions, our services, schedule, and compensation may need to be adjusted, if necessary.

- Client will coordinate site access/permission to enter. The site is accessible to track-mounted exploration equipment. Temporary storage of equipment on-site may be necessary.
- The geotechnical field exploration can be performed during regular daytime business hours, Monday through Friday.
- Access to clean potable water on-site for the infiltration testing.
- Site utility plans provided for our use will show the locations of all underground utility lines and structures. We will not be responsible for damage to any such lines or structures that are not shown accurately on the plans provided to us.
- The scope of services detailed in this proposal does not include the evaluation or identification of environmental contamination. If environmental contamination is encountered, we have the experience and expertise to provide rapid assessment and remedial action, if required.

REQUIRED DOCUMENTS

We require the following documents to complete the scope of work:

- Updated topographic survey to be completed after the vegetation has been cleared from the ponds.
- Topographic survey must be in an AutoCAD format.
- Groundwater monitoring reports from 2022 to present.
- Monitoring well installation report.
- Copies of as-built site improvement plans which include location of utilities.
 - We can retain a private utility locator to locate underground utilities for an additional fee

PROPOSED FEES

We propose to perform the scope of services described herein for the following fees:

Services	Estimated Fees
Task 1 – Pre-field Activities	\$3,460
Task 2 - Field Exploration and Laboratory Testing Programs	\$26,710
Task 3 – Analyses and Draft Report	\$7,810
Estimated Project Budget (Tasks 1 through 3)	\$37,980
5% Contingency	\$1,900
Total Project Budget	\$39,880
Task 4 – (Optional) Final Report and Civil Engineering Cost Estimates	\$25,000

Our fees are based on our *2025 Schedule of Fees/Terms and Conditions*, which is incorporated into and made a part of this proposal, and current subcontractor rates. If we encounter unforeseen conditions, or if we experience delays or circumstances beyond our control, we will notify you immediately to discuss modifications to the scope of services and/or project fees.

We prepared this proposal with the understanding that this is a prevailing wage project, and Skilled and Trained Workforce Requirements are **not** applicable. If Client should conclude the foregoing understanding is incorrect, please so advise us in writing immediately. If failure to so advise us results in the imposition of fines, penalties, claims or damages against us, Client will reimburse us for all costs and expenses.

PROPOSED SCHEDULE

The following approximate schedule is anticipated for the project:

<u>Task</u>	<u>Completion Milestone</u>
Pre-field Activities	Weeks 1 – 2
Explorations and Laboratory Testing	Weeks 2 – 4
Analyses and Draft Report	Weeks 5 – 8
Final Report and Civil Engineering Cost Estimates	Weeks 8 – 12

CONTRACT EXECUTION

If this proposal is acceptable, please issue the appropriate contract documents for our review and approval, referencing this proposal as our written authorization to proceed.

We appreciate the opportunity to provide you with a proposal for this project and look forward to the possibility of providing you with our services. Please contact the undersigned if you have any questions concerning this proposal or if we may be of further service.

Respectfully Submitted,

GEOCON CONSULTANTS, INC.



Lauren E. Short, PG
Project Geologist



Michael M. Watari, PE, GE
Senior Engineer



Jeremy Zorne, PE, GE
Senior Engineer

Enclosures: Fee Estimate Worksheet
 2025 Schedule of Fees



FEE ESTIMATE WORKSHEET

Project Name Proposal for geotechnical investigation willows wastewater treatment ponds
Project Scope Geotechnical Investigation and Civil Engineering Services

TASK	QUANTITY	UNITS	RATE	MARKUP	AMOUNT
Task 1 – Pre-field Activities					
Senior Engineer	2	Hrs	\$ 190.00	1.00	\$ 380.00
Project Geologist	8	Hrs	\$ 160.00	1.00	\$ 1,280.00
Senior Staff Engineer/Geologist	12	Hrs	\$ 150.00	1.00	\$ 1,800.00
<i>Task 1 Total:</i>					\$ 3,460.00
Task 2 – Field Exploration and Laboratory Testing Programs					
Senior Engineer	2	Hrs	\$ 190.00	1.00	\$ 380.00
Senior Staff Engineer/Geologist	4	Hrs	\$ 150.00	1.00	\$ 600.00
<i>Test Pits</i>					
Senior Staff Engineer/Geologist (PW)	16	Hrs	\$ 200.00	1.00	\$ 3,200.00
Senior Staff Engineer/Geologist (PW-OT)	2	Hrs	\$ 300.00	1.00	\$ 600.00
Equipment Operator (PW)	16	Hrs	\$ 160.00	1.00	\$ 2,560.00
Equipment Operator (PW-OT)	2	Hrs	\$ 240.00	1.00	\$ 480.00
Backhoe Rental with Delivery	2	Days	\$ 1,500.00	1.15	\$ 3,450.00
Truck	2	Days	\$ 160.00	1.00	\$ 320.00
Shelby Tube	10	Each	\$ 20.00	1.00	\$ 200.00
Per Diem	2	Each	\$ 250.00	1.00	\$ 500.00
<i>Laboratory Testing</i>					
Extract Shelby Tube	24	Each	\$ 100.00	1.00	\$ 2,400.00
Moisture/Density ASTM D2937	20	Each	\$ 40.00	1.00	\$ 800.00
Atterberg Limits ASTM D4318	12	Each	\$ 225.00	1.00	\$ 2,700.00
Grain Size Distribution ASTM D7928	12	Each	\$ 250.00	1.00	\$ 3,000.00
Organic content by ASTM D2974	12	Each	\$ 85.00	1.00	\$ 1,020.00
Falling Head Permeability, flexible wall ASTM D5084	12	Each	\$ 375.00	1.00	\$ 4,500.00
<i>Revised Costs for Field Permeability Tests</i>					
Senior Staff Engineer/Geologist (PW)	8	Hrs	\$ 200.00	1.00	\$ 1,600.00
Senior Staff Engineer/Geologist (PW-OT)	2	Hrs	\$ 300.00	1.00	\$ 600.00
Testing Supplies	1	Est	\$ 250.00	1.00	\$ 250.00
Per Diem	1	Each	\$ 250.00	1.00	\$ 250.00
(Falling Head Permeability, flexible wall ASTM D5084)					\$ (4,500.00)
<i>Task 3 with lab permeability testing:</i>					\$ 26,710.00
<i>Task 3 with field permeability testing:</i>					\$ 24,910.00
Task 4 – Analyses and Draft Report					
Senior Staff Engineer/Geologist	25	Hrs	\$ 150.00	1.00	\$ 3,750.00
Senior Engineer/Geologist	6	Hrs	\$ 190.00	1.00	\$ 1,140.00
Principal Hydrogeologist	8	Hrs	\$ 215.00	1.00	\$ 1,720.00
Drafting/GIS	8	Hrs	\$ 125.00	1.00	\$ 1,000.00
Word Processing	2	Hrs	\$ 100.00	1.00	\$ 200.00
<i>Task 4 Total:</i>					\$ 7,810.00
Task 5 – Final Report and Civil Engineering Cost Estimates					
Senior Engineer/Geologist	20	Hrs	\$ 190.00	1.00	\$ 3,800.00
Senior Staff Engineer/Geologist	8	Hrs	\$ 150.00	1.00	\$ 1,200.00
Drafting/GIS	2	Hrs	\$ 125.00	1.00	\$ 250.00
Word Processing	2	Hrs	\$ 100.00	1.00	\$ 200.00
Civil Engineering Services	1	Est	\$ 17,000.00	1.15	\$ 19,550.00
<i>Task 5 Total:</i>					\$ 25,000.00
<i>Estimated Project Budget:</i>					\$ 62,980.00
<i>5% Contingency:</i>					\$ 3,150.00
Total Project Budget:					\$ 66,130.00



2025 SCHEDULE OF FEES

FEES WILL INCREASE BY 3% (ROUNDED UP TO THE NEAREST DOLLAR) AT THE START OF EACH CALENDAR YEAR FOR THE DURATION OF THE CONTRACT.

PROFESSIONAL SERVICES

Engineering Field Technician/Special Inspector I*	\$90/hr.
Engineering Field Technician/Special Inspector II*	100/hr.
Engineering Field Technician/Special Inspector III/NDT Technician/Equipment Operator*	110/hr.
Laboratory Technician/Engineering Assistant	100/hr.
Senior Laboratory Technician	125/hr.
Laboratory Supervisor	160/hr.
Administrative Assistant/Word Processor/Technical Editor/Dispatcher	100/hr.
Technical Illustrator/ CAD/Drafter/GIS Specialist	125/hr.
Staff Engineer/Geologist/Scientist/Field Supervisor*	140/hr.
Senior Staff Engineer/Geologist/Scientist*	150/hr.
Project Engineer/Geologist/Scientist/Construction Supervisor*	160/hr.
Senior Project Engineer/Geologist/Scientist*	175/hr.
Senior Engineer/Geologist/Scientist/Certified Industrial Hygienist	190/hr.
Principal Engineer/Geologist/Scientist	215/hr.
Senior Principal Engineer/Geologist/Scientist/Litigation Support	250/hr.
Deposition or Court Appearance	450/hr.
Attorney Fees (General)	450/hr.
Overtime (>8 to 12 hrs.), Saturday, and Night Rate	1.5x Regular Hourly Rate
Overtime (>12 hrs.), Sunday, and Holiday Rate	2x Regular Hourly Rate
Minimum Field Services Fee (per day or call-out)	4 Hours (Day) / 8 Hours (Night)
Short Notice Cancellation Fee (after 4 PM the day prior or upon/after arrival to project site)	4 Hours (Day) / 8 Hours (Night)
* Hourly Surcharge for Prevailing Wage (PW) per California Labor Code §1720, et seq.	\$50/hr.

TRAVEL

Personnel	Regular Hourly Rate
Subsistence (Per Diem)	\$250/day
Vehicle Mileage	0.90/mile

EQUIPMENT & ANALYTICAL TESTS

Nuclear Gauge	\$5/hr.	Level D PPE/Decon Rinse Equipment	\$60/day
Pick-up Truck	20/hr or 160/day	pH/Conductivity/Temperature Meter	75/day
Equipment Truck	250/day	55-gallon drum	125/ea.
Direct-Push Rig/Operator	210/260(PW)/hr.	TPHg (EPA 8015M)	90/ea.
Direct-Push Sample Liner	12/ea.	TPHd/mo (EPA 8015M)	85/ea.
Equipment Trailer	125/day	Fuel Oxygenate Compounds (EPA 8260B)	135/ea.
Wenner 4-Pin Earth Resistivity Meter	250/day	Volatile Organic Compounds (EPA 8260B)	165/ea.
Coring Machine (concrete, asphalt, masonry)	275/day	Semi-Volatile Organic Compounds (EPA 8270)	300/ea.
Dynamic Cone Penetrometer	250/day	CAM 17 Metals (EPA 6010B)	210/ea.
Inclinometer	250/day	Single Metal (EPA 6010B)	45/ea.
Generator or Air Compressor	150/day	STLC or TCLP Extraction	80/ea.
GPS Unit	160/day	Soil pH (EPA 9045C)	35/ea.
Drive-Tube Sampler or Hand-Auger	50/day	Organochlorine Pesticides (EPA 8081)	130/ea.
Soil Sample Tube (Brass or Stainless)	18/ea.	Naturally Occurring Asbestos (CARB 435)	180/ea.
Water Level Indicator	50/day	Asbestos PLM	25/ea.
Battery-Powered Pump	100/day	Asbestos 1,000-pt Count	105/ea.
Photo-Ionization Meter	150/day	48-hr/24-hr Turnaround Time	60%/100% surcharge

LABORATORY TESTS

COMPACTION CURVES

4-inch mold (D1557/D698)	\$275/ea.
6-inch mold (D1557/D698)	275/ea.
California Impact (CAL216)	275/ea.
Check Point	125/ea.

SOIL AND AGGREGATE STABILITY

Resistance Value, R-Value (D2844/CAL301)	\$350/ea.
R-Value, Treated (CAL301)	375/ea.
California Bearing Ratio (D1883)	600/ea..
Stabilization Ability of Lime (C977)	225/ea.

SOIL AND AGGREGATE PROPERTIES

#200 Wash (D1140/C117)	\$100/ea.	Moisture Determination, tube sample (D2216)	\$20/ea.
Wet Sieve Analysis to #200 (D422/CAL202)	130/ea.	Moisture Determination and Unit Weight (D2937)	40/ea.
Dry Sieve Analysis, 1.5"+ Aggregate (D6913)	350/ea.	Atterberg Limits: Plasticity Index (D4318)	225/ea.
Hydrometer Analysis (D422)	200/ea.	Sand Equivalent (D2419/CAL217)	125/ea.
Sieve Analysis with Hydrometer (D422)	250/ea.	pH and Resistivity (CAL643)	125/ea.
Specific Gravity, Soil (T100)	110/ea.	Sulfate Content (CAL417)	100/ea.
Specific Gravity Coarse Aggregate (C127)	100/ea.	Chloride Content (CAL422)	75/ea.
Specific Gravity Fine Aggregate (C128)	110/ea.	Organic Content (D2974)	85/ea.
		Cut/Extract Shelby Tube	100/ea.

SHEAR STRENGTH

Unconfined Compression (D2166)	\$125/ea.
Direct Shear (3 points) (D3080)	375/ea.
Unconsolidated-Undrained Triaxial Shear (D2850)	150/pt.
Unconsolidated-Undrained Triaxial Staged (D2850)	200/ea.
Consolidated-Undrained Triaxial Shear (D4767)	350/pt.
Consolidated-Undrained Triaxial Staged (D4767)	450/ea.
Consolidated-Drained Triaxial Shear (EM1110)	400/pt.
Consolidated-Drained Triaxial Staged (EM1110)	600/ea.

PERMEABILITY, CONSOLIDATION AND EXPANSION

Permeability, Flexible Wall (D5084)	\$375/ea.
Permeability, Rigid Wall (D5856)	375/ea.
Consolidation (D2435)	75/pt.
Expansion Index (D4829/UBC 29-2)	250/ea.
Swell/Collapse (D4546)	175/pt.

AGGREGATE QUALITY

Sieve Analysis to #200 (C136)	\$130/ea.
L.A. Rattler Test (500 rev.) (C131)	225/ea.
Durability Index (D3744/CAL229)	165/ea.
Fine Aggregate Angularity (CAL 234)	125/ea.
Flat and Elongated Particles (D4791/CAL 235)	150/ea.
Percent Crushed Particles (CAL205)	150/ea.

CONCRETE / SHOTCRETE / MASONRY / REINFORCING STEEL

Compressive Strength, Cast Cylinders (C39)	\$35/ea.
Compressive Strength, Cores (C42)	100/ea.
Flexural Strength Beam (C78/C293)	100/ea.
Splitting Tensile Test (C496)	100/ea.
DSA Masonry Shear (DSA-207)	100/ea.
Shotcrete Panel Coring and Comp. Strength (C1140) ..	125/ea.
Rebar Tensile/Bend (up to #11/#11 and larger)	425/500/ea.
CMU Compressive Strength (C140)	100/ea.
Compressive Strength, Grout (C1019/UBC 21-19)	35/ea.
Compressive Strength, Mortar (C109/UBC 21-15,16) .	35/ea.
CMU Unit Wt., Dimen., Absorption (C140)	75/ea.
Compressive Strength, Masonry Prism (C1314)	250/ea.

HOT MIX ASPHALT

HMA Air Voids, Gyrotory (T269)	\$550/ea.
Hamburg Wheel Tracker (T324)	1,000/ea.
Theoretical Max. Specific Gravity (D2041/CAL309)	200/ea.
Ignition/Sieve Analysis (C136/CAL202)	225/ea.
HMA Core Unit Weight (D1188/CAL308)	100/ea.
% Asphalt, Ignition Method (D6307/CAL382)	150/ea.
% Asphalt, Ignition Calibration (D6307/CAL382)	450/ea.
Tensile Strength Ratio (T283)	1,000/ea.

***2X surcharge on rush turnaround for laboratory testing**

TERMS AND CONDITIONS

- Listed are typical charges for the services most frequently performed by Geocon. Prices for unlisted services as well as special quotations for programs involving volume work will be provided upon request. Laboratory test prices shown are for laboratory work only, and include reporting of routine results not calling for comments, recommendations or conclusions.
- Sampling and testing is conducted in substantial conformance with the latest applicable or designated specifications of the American Society for Testing and Materials, Caltrans, American Association of State Highway and Transportation Officials, or other pertinent agencies.
- Saturday, night work, and overtime hours are charged at time and one-half; Sundays and holidays at double time. Per diem may apply when location of work dictates.
- Equipment and materials will be billed at cost plus 15%. Outside services including subcontractors and rental of special equipment are billed at cost plus 15%. Hourly services are billed portal to portal from closest office in accordance with the stated hourly rates herein, with a minimum four-hour charge.
- Invoices will be submitted at four-week intervals. Terms of payment are met upon presentation of invoice. Invoices become delinquent thirty (30) days from invoice date and subject to one and one-half percent (1-1/2%) service charge per month, or the maximum rate allowed by law, whichever is lower. If Client objects to all or any portion of any invoice, Client will so notify Geocon in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. Payment on delinquent invoices will first be applied to accrued interest and then to the principal amount. All time spent and expenses incurred (including any attorney's fees and costs) in connection with collection of any delinquent amount will be paid by Client to Geocon per Geocon's current fee schedule.
- Client and Geocon shall allocate certain of the risks so that, to the fullest extent permitted by law, Geocon's (the term "Geocon" includes Geocon's partners, officers, directors, employees, agents, affiliates, subcontractors and subconsultants) total aggregate liability to Client is limited to the greater of **\$50,000** or the total compensation received from Client by Geocon for services rendered on this project, for any and all of Client's injuries, damages, claims, losses, expenses, or claim expenses arising out of this Agreement from any cause or causes, including attorneys' fees and costs which may be awarded to the prevailing party, and Client agrees to indemnify and hold harmless Geocon from and against all liabilities in excess of the monetary limit established above.
Client and Geocon shall allocate certain of the other risks so that, to the fullest extent permitted by law, Client shall limit Geocon's total aggregate liability to all third parties, including contractors, subcontractors of all tiers, materialmen, and others involved in Client's project, as well as persons and other entities not involved in the project, to the greater of **\$100,000** or the total compensation received from Client by Geocon for services rendered on this project, for any and all injuries, damages, cause or causes, including attorneys' fees and costs which may be awarded to the prevailing party, and Client agrees to indemnify and hold harmless Geocon from and against all liabilities in excess of the monetary limit established above, including all liability incurred by Geocon for acts, errors, or omissions, pursuant to entering into agreements with third parties on behalf of Client in order to obtain access or entry onto property not owned by Client. Client agrees to notify all contractors and subcontractors of any limitation of Geocon's liability to them, and require them to abide by such limitation for damages suffered by any contractor or subcontractor arising from Geocon's actions or inactions. Neither the contractor nor any subcontractor assumes any liability for damages to others which may arise on account of Geocon's actions or inactions.



PUBLIC HEARING



Date: July 22, 2025
To: Honorable Mayor and Councilmembers
From: Nathan Monck, Fire Chief
Marti Brown, City Manager
Subject: Public Hearing: Weed Abatement Special Assessment

Recommendation:

Conduct a public hearing and, upon conclusion, consider adoption of Resolution XX-2025 (Attachment 1) confirming costs of abatement and declaring them a special assessment as of August 4, 2025.

Rationale for Recommendation:

As outlined and approved by the Willows City Council, the public hearing affords members of the public to contest charges associated with weed abatement activities.

Background:

On April 22, 2025, the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance and that the City Fire Department had made a survey of the areas in town that had nuisance and notified the property owners that they must remove this nuisance, or the City would perform the task and bill the property owner accordingly.

In accordance with the California Administrative Code a hearing is required prior to the adoption of the resolution confirming cost of weed abatement and declaring those costs a lien against those properties on which work was performed. The purpose of this hearing is to discuss the cost of abatement only. The hearing on protesting and ordering abatement was held on May 13, 2025. This public hearing was published in the local newspaper of general circulation.

Discussion & Analysis:

Thirty-seven properties were abated during the 2025 Weed Abatement Process. Twenty-one of the properties abated were owned by absentee property owners who do not live in the Willows area.

Fiscal Impact:

Properties that the City Contractor abated have been billed to the property owner plus a 25% administration fee. For the property owners that do not pay, there will be a lien placed against their property and it will appear on their annual property tax statement from the County.

Attachments:

- Attachment 1: Resolution XX-2025
 - Exhibit A: 2025 Weed Abatement list of property and cost



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING COSTS OF
ABATEMENTS AMENDED AND DECLARING THEM A SPECIAL ASSESSMENT**

WHEREAS, the parcels listed and adopted by resolution were declared a nuisance and ordered to abate as of the Council meeting of April 22, 2025; and

WHEREAS, the required notices as set forth in Section 39500 through 39588 of the Government Code have been sent as required by law; and

WHEREAS, the owners of said parcels have an opportunity to protest at public hearing on May 13th 2025.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows held the required public protest hearing on July 22nd, 2025, and hereby confirms the costs of abatement as described in Exhibit A attached herein and hereby declares those costs as a lien upon the property if full payment is not received by August 4, 2025.

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Attachments:

- Exhibit A



DISCUSSION & ACTION CALENDAR



Date: July 22, 2025
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Willows Museum – Memorandum of Understanding

Recommendation:

Approve the attached Memorandum of Understanding (MOU) between the City of Willows ('City') and the Museum Society of Willows ('Society').

Rationale for Recommendation:

Staff recommend updating the MOU between the City and the Society in order to take back control of and be responsible for the maintenance and repairs of the Andrew Carnegie building.

Background:

There has been an established MOU between the City and Society to use the Andrew Carnegie building as the Willows Museum since 2006. During that time, the Society has been responsible for maintenance and repairs of the Andrew Carnegie building (e.g., the Museum).

Discussion & Analysis:

Staff are concerned with placing the heavy burden and responsibility of structural repairs and costly maintenance on a small, local nonprofit. The Andrew Carnegie building is a city asset and should be taken care of by the city to ensure proper maintenance and oversight, as well as preserving the building for future generations to use and enjoy.

There are no substantive changes proposed or recommended to the MOU other than that the City be responsible for maintenance and repairs of the Andrew Carnegie building. Other minor changes include an annual presentation and update to the Council on the museum's past activities from the prior year and activity plans for the upcoming year, notification to the city of "extended closure" of the museum of 30 days or more, and city use of the museum conference room with a minimum of a 14 day notification.

The MOU is for a three-year term effective July 23, 2025. The Society may notify the City that it wishes to extend the MOU for another three-year term with notification of 90 days or more prior to the end of

any three-year term. The Society's lease fee shall be one (1) dollar per year, and multiple years may be paid in advance.

Consistency with Council Priorities and Goals:

The recommended action is consistent with the Council's Strategic Priority: Infrastructure Improvement, Goal #1: Invest in Deferred Maintenance.

Fiscal Impact:

There is no immediate fiscal impact by approving the MOU.

Attachment:

- Attachment 1: Willows Museum MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF WILLOWS
AND
MUSEUM SOCIETY OF WILLOWS**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this 22nd day of July 2025, by and between the CITY OF WILLOWS, a political subdivision of the State of California ("City"), and MUSEUM SOCIETY OF WILLOWS ("Society"), a California nonprofit corporation.

RECITALS

WHEREAS, City owns the Andrew Carnegie building located at the southeast corner of West Walnut and North Plumas Streets in Willows, California, built to be the City Public Library in 1910 and housing a museum collection since 1969 when the library moved to new quarters; and

WHEREAS, the City and the Society have a long-standing relationship as evidenced by the City's leasing the Andrew Carnegie building to the Society for the purposes of the operation of a historical museum that is devoted to the general benefit of citizens and visitors to Willows and surrounding areas; and

WHEREAS, the City and Society both desire the continuing operation of a historical museum that is devoted to the general benefit of citizens and visitors to Willows and surrounding areas; and

WHEREAS, the City and the Society last entered into an agreement for the lease of the Andrew Carnegie building for a period of ten (10) years on November 14, 2006; with an option to extend that agreement for an additional ten (10) years; and

WHEREAS, the City and the Society cannot find a record that notice of the Society's exercise of the extended lease option was properly delivered to the City, though the Society has remained in possession of the Andrew Carnegie building; and

WHEREAS, the City and Society both desire to clarify the terms of their lease arrangement by this new agreement which shall supersede the agreement of November 14, 2006.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Society, the parties agree to the following:

- I. RECITALS: The above recitals are hereby incorporated and made part of this agreement.

II. LEASE OF PROPERTY: The City acknowledges the Society's existing lease interest, and hereby renews said lease subject to the terms herein, effective the date of this agreement, to the Society of the property, including the building, located at the southeast corner of West Walnut and North Plumas Streets in Willows, California, for the sum of one dollar (\$1.00) per year, and each succeeding year thereafter.

III. USE OF THE PREMISES:

- A. The leased premises shall be used for, and devoted solely to, the operation and maintenance of a historical museum open for the use and benefit of the public.
 - 1. Society shall provide an annual presentation at a regular meeting of the City Council about the museum's activities. The presentation shall cover activities at the museum during the previous year as well as the activities planned for the upcoming year.
- B. Said museum will remain open to the public at reasonable times, the days and hours to be determined by the Board of Directors of the Society, dependent primarily upon the availability of the Society's volunteer staff.
- C. Should the museum require extended closure to the public due to staffing or other issues known to the Society, the Society shall promptly notify City by telephone with confirming correspondence of the following:
 - 1. The reason for the need for the closure to the public.
 - 2. The anticipated length of the closure to the public.
 - 3. The steps that the Society plans to take to address the reason for the closure so that the museum may reopen to the public.
- D. For the avoidance of doubt, "extended closure" means a period of thirty (30) or more calendar days.
- E. While at present there is no charge for admission to the museum, the Society has sole discretion to establish an admission fee. Donations may also be accepted. The Society may at their discretion request donations for special projects and for special events such as displays or lectures.
- F. City retains the right to use of the large conference room located in the building as needed for its own purposes, including but not limited to meetings, staff training, or conferences. City will provide Society advanced notice of its need for the conference room no later than fourteen (14) calendar days prior to its use. City further agrees that should it need use of the conference room, it will do so in manner calculated, in City's sole discretion, to reasonably limit disruption to museum operations.

IV. INSURANCE: The City shall provide fire insurance for the building and liability insurance covering the City. The Society shall maintain their own building and liability insurance concerning the Society, the Society's volunteers and employees, and visitors to the facility. The City shall be named as an additional insured on the Society's liability policy.

- V. MAINTENANCE AND REPAIR OF FACILITY AND GROUNDS:
- A. The Society shall bear the expense and responsibility for day-to-day operation and cleaning of the facility, plus the installation and maintenance of all displays and collections, including the artifacts and archives therein.
 - B. The City shall be responsible for maintenance and repair of the facility, inside and out, as well as the exterior grounds.
- VI. UTILITIES:
- A. The City shall provide the leased museum property with water and sewer service.
 - B. The Society shall be responsible for telephone, electricity, and gas charges. Dehumidifiers and their operation, because they are the proper maintenance of artifacts, shall be the responsibility of the Society.
- VII. THE COLLECTIONS: All artifacts and archives, including photographs, shall remain the property of the Society. Responsibility for the protecting, cataloguing, displaying, maintaining, or disposing of same shall remain with the Society.
- VIII. TERMS OF AGREEMENT: The term of this agreement shall be for three (3) years commencing on July 23, 2025. The Society shall have the option to renew this agreement for additional three (3) year periods. The Society shall exercise this option by written notice thereof to the City ninety (90) calendar days prior to the expiration of any three (3) year period.
- IX. PAYMENT: The one dollar (\$1.00) lease fee for the first year of the term of this agreement will be due to the City within thirty (30) days of the execution of this agreement. The lease fees for subsequent years of the lease term shall be due and payable within thirty (30) days of the start of the City's fiscal year (July 1st). Society may pre-pay lease fees in advance but no more than a maximum of the remaining years in any said lease term.
- X. NO ASSIGNMENT, SUBLEASE, OR TRANSFER: Neither the Society nor the City shall have the right to assign, sublet, transfer, or encumber this agreement, or any part thereof, without the prior written consent of both parties
- XI. TERMINATION: Either party hereto may terminate this MOU for any reason by giving sixty (60) calendar days written notice to the other party. Notice of Termination shall be by written notice to the other party and shall be sent by registered mail.
- XII. WAIVER: No provision of this MOU or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.

- XIII. SEVERABILITY: If any provision of this MOU is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.
- XIV. JURISDICTION AND VENUE: This MOU and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this MOU shall be in the City of Glenn, California.
- XV. ENTIRE AGREEMENT: This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.
- XVI. DESIGNATED AGENTS: The parties represent and warrant that they have full power and authority to execute this MOU pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this MOU on behalf of each party are the duly designated agents of each party and are authorized to do so.
- XVII. NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to City:

City Manager
201 North Lassen Street
Willows, CA 95988
530-934-7041
mbrown@cityofwillows.org

If to Society:

The Museum Society
336 W Walnut Street
Willows, CA 95998

[signature page to follow]

IN WITNESS WHEREOF, the parties hereunto have executed this MOU on the date written below.

CITY OF WILLOWS:

MUSEUM SOCIETY OF WILLOWS, INC:

By: _____
Mayor
City Council
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Approved as to form:

By: _____
Andrew D. Plett
City Attorney

DRAFT



COMMENTS AND REPORTS



CLOSED SESSION