

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



Mayor Sean Lomen · Mayor Pro Tem Caroline McCully
Councilmembers Trinity Burruss · Kim Douglass · Larry Hillberg

REGULAR MEETING AGENDA

October 8, 2025

Regular Session 6:00 PM

You may access the meeting and address the Council by the following means:

ZOOM at

<https://us02web.zoom.us/j/84968570574>

Dial in by calling one of the numbers listed below and enter the Webinar ID:

849 6857 0574

1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468

View Only on Facebook Live on our City of Colfax page: City of Colfax, California.

You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Comments received will be submitted to Council and made a part of the record.

While the City makes every effort to allow public participation in City Council meetings via Zoom and Facebook Live as described above, we cannot guarantee these services will be accessible. We encourage interested members of the public to submit written comments in advance of the meeting or attend the meeting in person.

1 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.

Recommended Action: By motion, accept the agenda as presented or amended.

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Recommended Action: Approve Consent Calendar

- 2A. **City Projects Report** (Pages 4-8)
Recommended Action: Review and Comment.
- 2B. **Minutes** (Pages 9-11)
Recommended Action: By motion, approve the Colfax City Council minutes of the 9/10/25 meeting.
- 2C. **PCTPA (Placer County Transportation Planning Agency) Unmet Transit Needs Assessment.**
Recommended Action: Review and Comment. (Pages 12-14)
- 2D. **Construction Bidding for Culver St. Infiltration Trench** (Pages 15-20)
Recommended Action: Adopt Resolution __-2025 accepting the design and authorizing the City Manager to solicit bids for the construction of the Culver St. Infiltration Trench Improvements.

*** End of Consent Calendar ***

3 **AGENCY REPORTS**

- 3A. **Placer County Sheriff’s Office**
- 3B. **California Highway Patrol**
- 3C. **Placer County Fire Department/CALFIRE**
- 3D. **Non-Profits**

4 **PRESENTATIONS (NONE)**

5 **PUBLIC HEARING (NONE)**

6 **PUBLIC COMMENT**

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.

7 **COUNCIL AND STAFF**

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

- 7A. **Committee Reports and Colfax Informational Items – All Councilmembers**
- 7B. **City Operations Update – City Manager**

8 **COUNCIL BUSINESS**

- 8A. **City Policy for Donating to Non-Profits** (Pages 21-23)
Recommended Action: Discuss establishing a City Donation Policy.
- 8B. **Winterfest Planning Report** (Pages 24-25)
Recommended Action: Adopt Resolution __-2025 approving and authorizing the City Manager to administer and coordinate the Winterfest Event, including the allocation and use of City resources.

8C. Agreement for Employee Satisfaction Survey (Pages 26-41)

Recommended Action: By motion, approve Resolution __-2025 authorizing the City Manager to enter into an agreement with Shelby HR Solutions, Inc. to provide an Employee Satisfaction Survey.

9 GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

9A. Public Comment on Good of the Order

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

10 CLOSED SESSION

10A. Conference with Legal Counsel: Existing Litigation pursuant to Government Code Section 54956.9(d)(1): Request to modify settlement with Snapdragon Provisions et al.

The City Council finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.

Name of Case: *People of the State of California ex rel. Alfred Cabral, City Attorney of the City of Colfax v. Snapdragon Provisions et al.*

Names of Parties or Claimants: Snapdragon Provisions; Kallie Moore

Case No. or Claim No.: Super. Ct. Placer County, 2023, No. S-CV-0050502

10B. Conference with Real Property Negotiator; Pursuant to Government Code Section 54956.8: Dave Gard

Property address:

22 W. Grass Valley St.

1456 Canyon Way

Vacant lot at coordinates 39.086027, -120.955359

Agency Negotiator: Ron Walker, City Manager; Sean Lomen,

Mayor Negotiating Parties: Dave Gard, Winner Chevrolet

Under Negotiation: Price and Terms of Payment

11 ADJOURNMENT

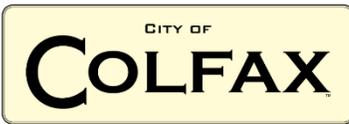
I, Shanna Stahl, Administrative Services Officer for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

Shanna Stahl

Shanna Stahl, Administrative Services Officer

Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.

LEVINE ACT WARNING: In certain instances, parties, participants, and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308, California Code of Regulations Sections 18438.1 through 18438.8, and Fair Political Practices Commission Opinion 0-22-002. All parties, participants, and their agents are hereby directed to review these sections for compliance. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity.



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Projects Report

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
X				

RECOMMENDED ACTION: Review and Comment.

Summary/Background

The following is a list of projects, by department, which have either been completed or are in progress.

Week of – August 31 – September 6, 2025

City Manager

- Met with Councilmen Douglass.
- Attended weekly SCADA Development Meeting.
- Working on H.R. issues.
- Working with Tim Jones on Budget calculations.
- Reviewer Draft Employee Handbook.
- Met with staff to discuss Gordon's Gym project.
- Met with Casey to discuss Railroad Days preparation.
- Worked with I.T. to reset all servers, and the internet system after power outage.
- Worked with Amanda to prepare Council agenda.

Planning

- Respond to emails.
- Distribute 300-mailing notice for Gordan's Gym Design Review permit.
- Research on County requirement to annex adjacent existing single-family properties that are. for sale into the City's sewer system (doesn't seem reasonable).
- Compile information on Housing Element compliance in case of an audit.

Maintenance Department

- Helped the garden club at Roy Toms with pulling weeds and cleaning up the area.
- Repaired broken irrigation at Roy Toms.
- Repaired irrigation at Ball Park.
- Filled potholes on S. Auburn St., Smith Ln, and on Walnut St.
- Cleared weeds and vegetation out of Church St. drainage.
- Mowed and weeded all City parks.
- Got Lot of Art Park set up with everything requested for Saturday's event.
- Limbed up bushes and trees at the Depot.

Wastewater Treatment Plant/Sewer

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA).
- Plant diverting due to process upset. Reported diversion to the state. No violations occurred.
- Plant water pump sent out for rebuild along with 2 blower motors. These items will be a great cost savings in the future.
- No issues in collection system.

Administrative Services

- Oversee daily accounting including accounts payable, payroll, cash receipts and utility billing.
- Process bi-monthly Utility Billing with the Accounting Technician.
- Attend GFOA online training.
- Prepare Personnel Action Forms for pending updates.
- Review accounting software RFPs.
- Sought clarification on a resolution.
- Administrative tasks to hire 2 new employees.
- Completed bank reconciliation for the month of August 2025.
- Prepared the Cash Summary Staff Report for August 2025.
Allocated August 2025 health benefits and prepaid expenses.

City Clerk

- Out of the office this week.

Engineering

- Emails, billing, and coordination; attend staff meeting
- Brief review of 325 Hunter Lane residential submittal
- Review complaint regarding pothole on Iowa Hill Rd near landfill and coordinate with County
- Coordinate donated geogrid for PCWA repair of S. Forest Hill Rd and coordinate limits of work
- Review request to connect 70 Iowa Hill Rd to sewer and connect
- Maidu Village Tesla improvement plan review and coordination
- Encroachment permits

Building/Code Enforcement

- I received plans for a new home at 325 Hunter Ln. Reviewed with the Planner and City Engineer. Reviewing plans where civil charges were made before sending to BV.
- 34 N. Main complained about water intrusion into basement coming from 38 N. Main. Plumber told me it was a water leak within the brick wall. He has a plan to reroute water pipes around wall. Permit issued. Sent owner email requiring the water to be turned off when not in use.
- 1213 S. Auburn – discussion with owner about a new covered shade structure. Received engineering letter about the new floor added to building 3 to have one level of flooring.

- Talked with building owner of MarVal's and met with his property manager about the unpermitted work on the building. Also talked about improvements on the new Chinese Bistro and needed maintenance on the Pizza Factory.
- Met with new business owner at 555 S. Auburn. Discussed permits needed before opening. Stated that he will be the manager of the entire building. Confirmed with Deb Stanton, the previous property manager.
- 203/211 Grass Valley: Corrections to the framing and underfloor drainage were missing. Owner to provide sump pump for drainage. Owner to repair alley/sidewalk at later date. Repair to the detached garage Permitted and inspected foundation. Corrections at frame inspection completed. Needs fire approval. Contractor or owner did not submit sprinkler plans with CalFire. Job on hold.
- Building w/o permit 121 S. Main- talked with owner and helped with the application process. Inspected and had several corrections.

Week of September 7 - 13, 2025

City Manager

- Met with Caroline to discuss Railroad Days event logistics.
- Met with Casey, Public Works Supervisor to discuss Railroad Days event preparation and staffing.
- Met with Carl, City Engineer to discuss Forest Hill Street repair.
- Attended the City Council meeting.
- Conducted interviews for City Maintenance Worker I, and Seasonal City Maintenance Worker I.
- Attended Ribbon Cutting Event at the outdoor seating area, thanking Union Pacific for their grant award to help pay for the project.

Planning

- We received notice that HCD will be reviewing the City's progress in meeting its Housing Element/RHNA obligations to prepare for the next Housing Element update. This is new and according to SACOG:

Essentially, HCD is conducting these reviews by COG to get a better sense of what degree of enforcement action they will take. HCD will review each jurisdiction's progress on key programs in Cycle 6 (i.e. AFFH, statutory rezones or rezones of sites to accommodate large portions of the RHNA, zoning amendments that remove barriers to accessing different housing types or address needs for special populations, including persons with disabilities. HCD does have increased statutory authority on enforcement now and, while rare, in extreme cases it is possible for them to issue a Notice of Violation (NOV), which essentially revokes HE compliance.

This is increased scrutiny that has not occurred in the past. It is concerning because the City doesn't have control over the construction of housing etc.

SACOG is beginning to work on data packages in preparation for the next Housing Element update. No grant money is available this go around, so the City will need to come up with funds to hire a Housing Element consultant to begin work starting at the end of 2026/early 2027. The next HE is due by 2029.

- Respond to zoning, business license and sign permit requests.
- Follow up on hearing notice for Gordan's Gym.

- Follow up meeting regarding a lot line adjustment.
- Meeting with attorney's office to discuss food truck and special event code amendments.

Maintenance Department

- Hedged all the bushes at Roy Toms, pulled all the weeds, and sprayed then used blower to clean up.
- Pressure washed around the Depot.
- Chipped brush piles in the upper Corp Yard area.
- Blew off all of Main St. and picked up debris with street sweeper.
- Cleaned up weeds in the gutters along Church St. and behind City Hall.
- Cleaned up weeds along curbs and sidewalk along the entrance and exit of the Depot.
- Cleaned flower beds at the Depot.
- Replaced broken electrical covers at City Hall.
- Cleaned up concrete spill on W. Oak and S. Auburn.
- Picked up a mountain of leaves on Marvin St.
- Limbed up trees from N. Main to 174.
- Picked up leaves along S. Auburn St.
- Set up barricades for Railroad Days.
- Mowed, weeded, edged and cleaned up all City parks.
- Picked up new signs for Corp yard and outdoor dining area and also dropped off the signs needed replaced for the Depot.

Wastewater Treatment Plant/Sewer

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA).
- Dave and AJ cleaned the filters again due to solids carryover in the filters.
- Pressed solids this week after not pressing for over a month.
- Plant is still a little upset since last week. Working on potential causes.
- No issues in collection system.

Administrative Services

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA).
- Plant is still diverting. Plant shows signs of recovering; we will know more by Monday and hopefully be able to go back online.
- Plant staff working on cleaning and organizing buildings at the plant.
- No issues in the collection system.

City Clerk

- Out of the office this week.

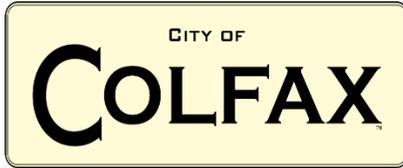
Engineering

- Emails and coordination; attend staff meeting.
- Skatepark form to State and review Green Machine agreement.
- Observe PCWA repair to S. Forest Hill and coordinate with construction team
- Encroachment permits.
- Review streets for preparation of Railroad Days and request A&A Concrete Street Sweep Railroad and E. Oak due to gravel spill.
- Sewer coordination for 222 S. Auburn.

- O'Reilly meeting and coordination for dewatering and job trailer location.
- CDBG 2025 cost estimate.
- Empire Self Storage status review.
- 701 CA-174 meeting with owner.

Building/Code Enforcement

- I received plans for a new home at 325 Hunter Ln. Reviewed with the Planner and City Engineer. Sent plans to BV for review.
- 34 N. Main complained about water intrusion into basement coming from 38 N. Main. Plumber told me it was a water leak within the brick wall. He has a plan to reroute water pipes around wall. Permit issued. Sent owner email requiring the water to be turned off when not in use. Inspection completed.
- 1213 S. Auburn – discussion with owner about a new covered shade structure. Received engineering letter about the new floor added to building 3 to have one level of flooring. Meeting at site to discuss plan requirements for installing a fire wall in the warehouse and accessibility issues.
- ARCO TESLA project: BV approved plans after Civil engineer proved compaction. Putting together approved documents to issue permit. Waiting for grading permit approval. Reviewed civil changes and approved revisions.
- Worked with owner of 191 Hunter on setbacks for a new garage on the property.
- Advise county that there is septic system still in use at 1744/1754 Canyon way. Talked with owner about actions that need to be taken.
- Yard sale items all over the yard for the last two weeks at 44 Depot St. Son buying her a storage shed and putting all items away by next Tuesday.



City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, September 10, 2025

City Hall Council Chambers, 33 S Main Street, Colfax, CA

OPEN SESSION

1

1A. Call Open Session to Order – Mayor Sean Lomen called the Open Session to order at 6:00 p.m.**1B. Pledge of Allegiance** – Mayor Lomen lead the Pledge of Allegiance.**1C. Roll Call****Present:** Councilmember Douglass, Councilmember Hillberg, Mayor Pro Tem McCully, Mayor Lomen**Absent:** Councilmember Burruss**1D. Approval of Agenda Order****MOTION** made by Councilmember McCully to approve the agenda order, seconded by Councilmember Hillberg, and approved by the following vote:**AYES:** Douglass, Hillberg, McCully, Lomen**NOES:** None**ABSTAIN:** None**ABSENT:** Burruss**1E. Statement of Conflict of Interest** – No new conflicts were identified by the Council or the public.

2

CONSENT CALENDAR

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Recommended Action: Approve Consent Calendar**2A. City Projects Report** (Pages 4-8)**Recommended Action:** Review and comment.**2B. Cash Summary – September 2025** (Pages 9-16)**Recommended Action:** Accept and File.**2C. Agreement with Local 39 and Approval of COLA for unrepresented staff** (Pages 17-22)**Recommended Action:** Adopt Resolution __ -2025: (1) Approving Side Letter with International of Operating Engineers, Stationary Engineers, Local 39 and (2) Approving Cost of Living Adjustment for unrepresented staff.**MOTION** made by Councilmember Douglass to approve the consent calendar, seconded by Councilmember McCully, and approved by the following vote:**AYES:** Douglass, Hillberg, McCully, Lomen**NOES:** None**ABSTAIN:** None**ABSENT:** Burruss

3

Agency Reports**3A. Placer County Sheriff's Office.** PCSO reported 142 incidents, including 14 transients and nine arrests. Traffic citations were down from August, possibly due to staffing. The Sheriff reported adequate staffing scheduled for Railroad Days – two cars assigned to Colfax from 12:00 p.m. to 6:00 p.m. Mayor Lomen asked whether City staff needs to report unpermitted food trucks for enforcement. Deputy Williams confirmed PCSO can conduct enforcement sua sponte by issuing a warning, then a citation.**3B. California Highway Patrol.** CHP reported 695 citations and 332 warnings. Caltrans construction on Highway 80 is close to being complete. They hope to complete construction before snow. Mayor Pro Tem McCully requested extra signage near Buzz Through Joe's. Mayor Lomen asked about traffic backed up near

the 174 exit. There was a question from a member of the public about citations for speeding while towing, and CHP confirmed they do enforce the speed limit for towing. Councilmember Douglass asked about installing cameras on the highway to enforce the towing limit. CHP responded that the Legislature had previously considered similar proposals and declined to approve them.

3C. **Placer County Fire Department/CALFIRE.** No report.

3D. **Non-Profits.** Caroline McCully, on behalf of Railroad Days, provided an update on the upcoming Railroad Days event. The event is to include: - Presentation of a statute commemorating the U.S.-China railroad friendship – a model train display – a car show Saturday morning – gun fighters in the streets – streetside booths for local businesses.

4 **PRESENTATION (NONE)**

5 **PUBLIC HEARING (NONE)**

6 **PUBLIC COMMENT.** Amanda and Joe Schmidt asked whether the City can support extension of wired internet service to their neighborhood. City Manager and City Attorney offered to investigate.

The mayor re-opened public comment during the Good of the Order (item 9). During this period, Harry Anderson thanked the City for cleaning up the ball park. He made comments about the City's homeless population and expressed his support for local athletics programs.

Jackson Miles addressed the City Council about his family's legacy.

7 **COUNCIL AND STAFF**

7A. **Committee Reports and Colfax Informational Items – All Councilmembers.**

Councilmember Douglass encouraged the public to vote for the City's application for grant funding for the Concerts in the Park grant.

Councilmember Hillberg affirmed the Concerts in the Park grant would be a boon for the City and expressed his support.

Mayor Pro Tem McCully attended a meeting of the Sacramento Area Council of Governments and meeting of the Soroptimist Club. The Soroptimists discussed running a soup kitchen for the City's Winterfest event.

Mayor Lomen attended meetings for Placer LAFCo, Placer Fire Safe Council, a meeting regarding the Concerts in the Park grant, and a meeting regarding restoration of the Colfax Hotel. He confirmed the hotel owner is pulling permits and that there is a plan for bringing the building up to code.

7B. **City Operations Update – City Manager.** City Manager reported that the Colfax Hotel project is moving forward. He reviewed the City's budget with the City's financial consultant, Tim Jones. The City repaired pavement damaged by water. The City is in the process of hiring additional maintenance workers. The City Manager attended a concert in the City, and assisted with vegetation maintenance around a park.

The City Manager expressed his appreciation for the hard work of Casey Merrill on a Saturday to clean up vegetation at the ball park.

8 **COUNCIL BUSINESS**

8A. **Sierra Soar - Colfax Boys Basketball Program** (Pages 23-26)

Recommended Action: Adopt Resolution __-2025 authorizing the City Manager to make a donation in an amount between \$0.00 - \$2,800.00 to the Sierra Soar Non-Profit in support of the Colfax Boys Basketball program.

Bob Morales of Sierra Soar requested \$2,800 to support the nonprofit's youth athletics programs. There was

disagreement between Mayor Pro Tem McCully and Councilmember Hillberg regarding the use of public funds for the program and whether the grant should be subject to conditions. Mayor Pro Tem McCully was concerned Sierra Soar was a new nonprofit with a vague mission and no track record of running youth athletics programs. Mr. Morales responded that Sierra Soar is affiliated with the long-running Colfax boy’s basketball program, and that funding would support similar activities. Councilmember Hillberg voiced confidence for Sierra Soar and requested the funding be granted without restriction. One member of the public expressed support for the program.

Councilmember Hillberg moved to grant Sierra Soar \$2,800 in unrestricted funds. The motion was not seconded and therefore failed.

Councilmember McCully made a motion to grant \$1,000 in unrestricted funds. The motion was not seconded and failed.

Council gave staff direction to clarify the proposed use of funds and add the item to the next City Council agenda.

9

GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

Councilmember Douglass proposed a discussion of limitations on grants of public funds as a future agenda item.

Councilmember Hillberg proposed organizing a separate entity to manage the City’s grants to nonprofits.

Mayor Pro Tem McCully stated there should be more process around distributing funds to non-profits. She opined accounting and reporting requirements would be appropriate.

9A. Public Comment on Good of the Order

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

None (but see minutes of general public comment, *supra*, agenda item 6.)

10

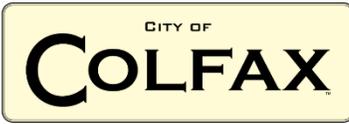
CLOSED SESSION (NONE)

11

ADJOURNMENT. Mayor Lomen adjourned the meeting at 7:27 p.m.

/s/ Conor W. Harkins

Conor W. Harkins, City Attorney



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by:
Subject: PCTPA Unmet Transit Needs Assessment

Budget Impact Overview:

N/A: X	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and Comment.

Summary/Background

Placer County Transportation Planning Agency (PCTPA) is currently conducting its annual unmet transit needs assessment process, which launched with a survey that is available now through October 31st. Each year, PCTPA asks members of the public throughout Placer County to submit comments regarding their potential transit needs that are not being met by existing public transit services provided in the region. These comments are evaluated with transit operators and local transportation stakeholders based on specific criteria established by PCTPA's Board of Directors. Even if comments do not fully meet the criteria established by PCTPA's Board, they help inform our transit operator and potential service and operational improvement opportunities, which are considered in the region's short- and long-range transit planning efforts. The available survey can be found online at PCTPA's website: www.pctpa.net/unmet-transit-needs, or you can submit your transit questions and comments to Mike Costa at mcosta@pctpa.net through October 31st.



MEMORANDUM

TO: Colfax City Council **DATE:** October 2025

FROM: Mike Costa, Principal Transportation Planner

SUBJECT: PCTPA's Annual Unmet Transit Needs Assessment and Outreach for 2025

Each year, PCTPA works with the Placer region's transit operators, social service transportation providers, and other public/private stakeholders to identify any transit needs that are currently not being met by existing public transit services. This process, known as the Unmet Transit Needs (UTN) Assessment, is required by the Transportation Development Act (TDA) because of the specific funding that PCTPA annually administers through the TDA, which can be utilized for street and roadway projects only after PCTPA determines that there are no "unmet transit needs" that are "reasonable to meet" within Placer County (excluding the Tahoe Basin). PCTPA defines an unmet transit need as a request for public transit service that is not already provided by the existing transit system, specifically in an area that is more than a 0.75-mile walking distance of an existing transit stop or service. A request is also considered an unmet transit need if it is for a service that is needed for compliance with the Americans with Disabilities Act (ADA). For a request to be considered reasonable to meet, PCTPA evaluates any new potential transit service implemented to address the unmet transit need based on meeting all the following criteria:

- The new transit service must meet the fare recovery standards established by PCTPA pursuant to the TDA.
- The new service must be paid for by existing transit funding available through the TDA and be a reasonable use of taxpayer funds.
- There must be strong and broad support for the new transit service (not just a request from a few individuals and/or specific stakeholder interest groups).
- Implementing the new service must be consistent with both the RTP and short-range transit plan applicable for the jurisdiction where the potential unmet transit need is identified.

If an unmet transit need that is reasonable to meet is identified, then TDA funding must be allocated for that new transit service prior to funding being available for street and road purposes. General operational issues (e.g., improved bus stop amenities, service reliability, modifications to route schedules and/or bus stops along a given route, customer service, etc.) are not considered unmet transit needs. However, any comments pertaining to these issues are provided to the transit operators for their review and consideration to address.

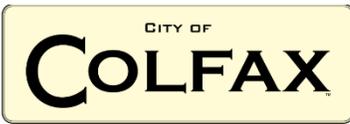
PCTPA began the annual UTN Assessment outreach process on September 2, 2025, with the launch of a survey available online at <https://www.pctpa.net/unmet-transit-needs>. The online survey is available in English, Spanish, and Tagalog languages. Further outreach efforts include informational emails sent to various public and partnering agencies regarding the UTN process and survey availability, and social media posts to solicit stakeholder engagement through the available survey. A public hearing regarding potential unmet transit needs will be held during PCTPA's October 29th Board of Directors' meeting, and all members of the public are welcome to participate during that time. More information regarding this meeting can be found online at <https://www.pctpa.net/pctpa-board-meetings>.

PCTPA's Annual Unmet Transit Needs Assessment and Outreach for 2025

October 2025

Page 2

The UTN Assessment process is anticipated to be completed in February 2026, with a draft report and staff recommendation regarding whether there are any unmet transit needs that are reasonable to meet for the Board's review/determination. Public comments regarding unmet transit needs can be provided through PCTPA's available unmet transit needs survey, via email to mcosta@pctpa.net, or by calling Mike Costa at (530) 823-4029. Comments will be accepted through October 31, 2025.



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Carl Moore, City Engineer
Subject: Construction Bidding for Culver St. Infiltration Trench

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$25,000	Fund(s): 258/358
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RECOMMENDED ACTION: Adopt Resolution __ - 2025 accepting the design and authorizing the City Manager to solicit bids for the construction of the Culver St. Infiltration Trench Improvements.

Summary/Background

In early 2021, city staff started the design process in anticipation of a Community Development Block Grant (CDBG) award for city street improvements. On October 27, 2023, the city was notified of the CDBG award, the design of the roadway improvements was authorized to proceed, bid responses was received on January 18th, 2024 and the project was awarded to Hansen Bros. Enterprises with final completion issued on November 19th, 2024.

During the following winter on Culver St., rainfall caused the groundwater to rise and the new pavement acted as a seal causing the groundwater to penetrate the new asphalt surface for many months into the summer of 2025 which will cause premature failure of the new roadway surface. The CDBG grant has a remaining amount of \$1,232,488.24 and the City match has a remaining amount of \$139,352.18 for a total of \$1,371,840.42.

The City contracted with Geocon to review the issue and provide recommendations to intercept the underground water to reduce its impact on the roadway structure which included an infiltration trench along most of Culver St. between Grass Valley St. and Church St. The City also contracted with its on-call City Engineer firm Cartwright Nor Cal to prepare Final Plans for the City to bid to install the infiltration trench just west of the new pavement on Culver St.

City staff is in the process of working with HUD to maintain the remaining CDBG grant funding to provide some additional pavement rehabilitation projects within the city and are hopeful the infiltration trench improvement costs will be reimbursed through the CDBG grant since this impacts the improvements constructed under that grant and would have been included had staff know of the issue.

Staff recommends that the City Council accept the design and authorize the City Manager to solicit bids for the construction of the Culver St. Infiltration project.

Fiscal Impacts

The total project is funded with Fund 258 Road Maintenance-SB1 and 358 CDBG Road Rehab funds. The Estimated cost is approximately \$25,000.

Attachments:

1. Resolution 08-2025
2. Improvement Plans
3. Resolution __-2025

City of Colfax City Council

Resolution № 8 - 2025

AUTHORIZING THE CITY MANAGER TO EXECUTE AND RECORD A NOTICE OF COMPLETION FOR THE CDBG ROAD RREHABILITATION PROJECT.

WHEREAS, in October 2023, the city was notified of the CDBG Grant award letter, dated 10/27/2023, which includes the approved grant amount of \$3,482,644.00; and,

WHEREAS, on December 5, 2023 the CDBG Road Rehabilitation Project was advertised to bid and responses were due January 18, 2024. The city received six bids for the construction of the project. Staff reviewed the bids and determined that the bidders were responsible and submitted responsive bids. The city received the following bids, with Hansen Bros. Enterprises determined to be the lowest responsible and responsive bidder in the amount of \$1,729,104.00; and,

WHEREAS, On December 5, 2023 the CDBG Road Rehabilitation Project was advertised to bid through the Auburn Journal, the City’s website, City Hall, and CIPList.com website. Bid responses were due January 18, 2024 at 3:00 P.M. The city received six bids for the construction of the project; and,

WHEREAS, Hansen Bros. Enterprises was determined to be the lowest responsible and responsive bidder in the amount of \$1,729,104.00; and,

WHEREAS, Hansen Bros Enterprises was awarded the project with substantial completion on August 20, 2024 and final completion on November 19th, 2024; and,

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to execute and record a Notice of Completion for the CDBG Road Rehabilitation Project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th of March 2025 by the following vote of the Council:

AYES: Burruss, Douglass, Hillberg, McCully, Lomen

NOES:

ABSTAIN:

ABSENT:



Sean Lomen, Mayor

ATTEST:



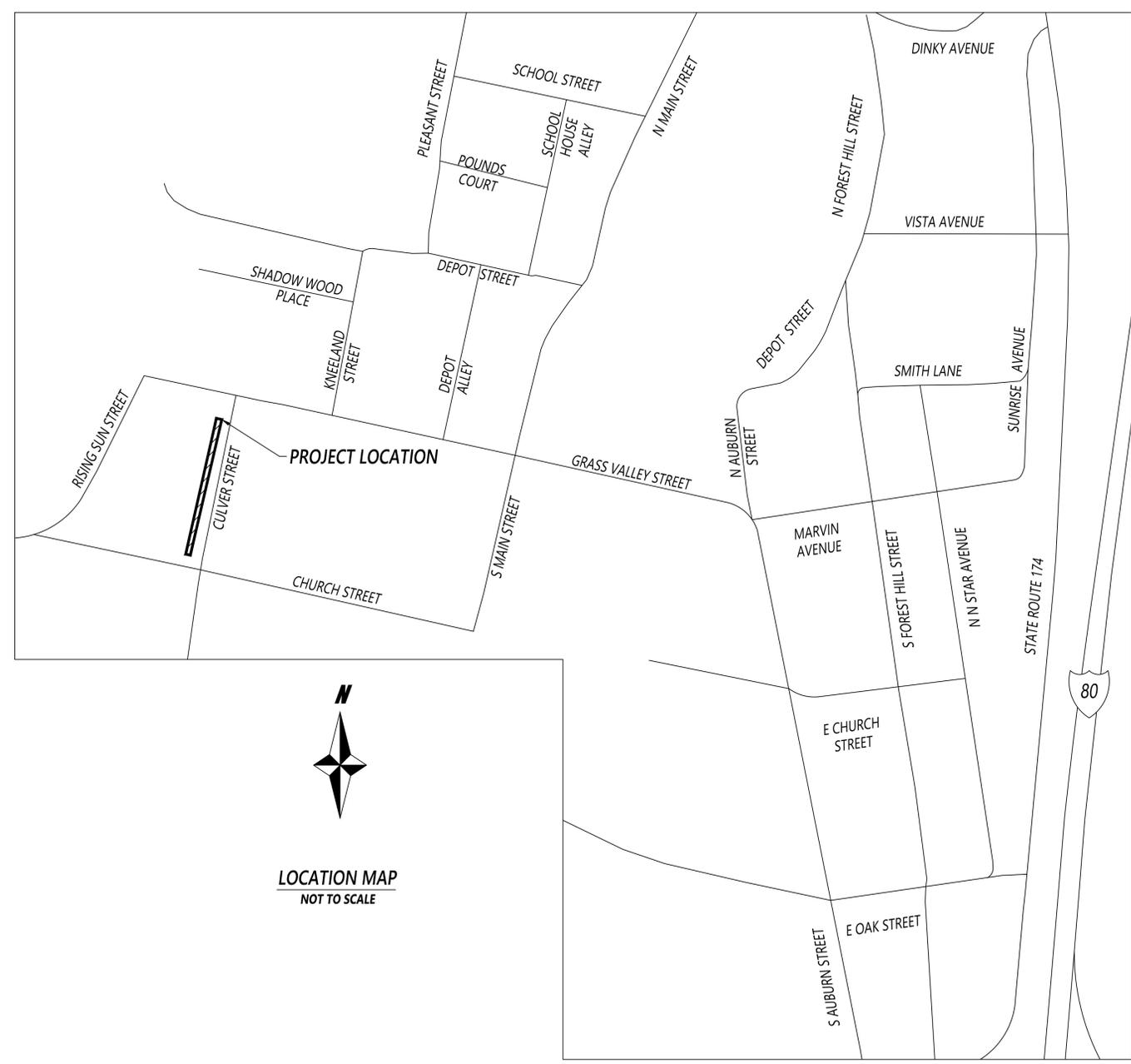
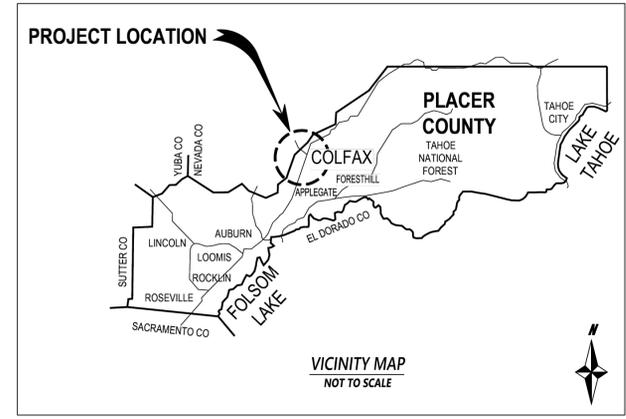
Amanda Ahre, City Clerk

EXISTING	LEGEND	PROPOSED
---	ADJACENT PARCEL LINE	
---	CENTER LINE	
---	EASEMENT LINE/PUE	
---	RIGHT-OF-WAY LINE	
---t---	TELEPHONE UNDERGROUND LINE	
---e---	ELECTRICAL UNDERGROUND LINE	
---g---	GAS LINE	
---jt---	JOINT TRENCH	
---oe---	OVERHEAD ELECTRICAL	
---ot---	OVERHEAD TELEPHONE	
---<12" SS>---	PUBLIC SANITARY SEWER LINE	
---<12" SD>---	STORM DRAIN LINE	SD
---	STORM PERFORATED DRAIN LINE	SD
---	WATER LINE	
---	FLOWLINE	
---	MINOR CONTOUR (1' INTERVAL)	
---	MAJOR CONTOUR (5' INTERVAL)	
---	FENCE LINE	
---	SIGN	

ABBREVIATIONS		
L	ANGLE	IP
AB	AGGREGATE BASE	JP
AC	ASPHALT CONCRETE	L=
AP	ANGLE POINT	LB
BC	BEGIN CURVE	LF
BCR	BEGIN CURB RETURN	LT
BSW	BACK OF SIDEWALK	LP
C&G	CURB AND GUTTER	ME
C&S	CURB, GUTTER AND SIDEWALK	MH
CL	CENTER LINE	MP
CH	CHORD	MPE
CLR	CLEAR	OC
CO	CLEANOUT	OH
CONC	CONCRETE	PB
CONST	CONSTRUCT	PCC
CR	CURB RETURN	PI
CS	COMBINED SEWER	PL
CTRL	CONTROL	PP
CTV	CABLE TV	PRC
DG	DECOMPOSED GRANITE	PS
DI	DROP INLET	PT
DOU	DEPARTMENT OF UTILITIES	PUE
DRWY	DRIVEWAY	PVMT
DWG	DRAWING	RP
EC	END CURVE	R,R=
ECR	END CURB RETURN	RT
EG	EXISTING GRADE	R
EJ	EXPANSION JOINT	R/W
EL	ELEVATION	S=
EP	EDGE OF PAVEMENT	SD
EX	EXISTING	SDCO
FC	FACE OF CURB	SDMH
FD, FND	FOUND	SDWK,SW
FG	FINISHED GROUND	SECT
FH	FIRE HYDRANT	SHT
FL	FLOW LINE	SS
FM	FORCE MAIN	SSMH
G	GAS	STA
GB	GRADE BREAK	T
GFL	GUTTER FLOW LINE	TC
GR	GRATE	TCE
GV	GATE VALVE	ENTRANCE
HP	HIGH POINT	TYP
AR	ACCESSIBLE RAMP	W,WTR
IE	INVERT	WV
		XW

CIVIL IMPROVEMENT PLANS FOR CITY OF COLFAX CULVERT STREET TRENCH PROJECT 2025

JUNE 2025
CITY OF COLFAX
PLACER COUNTY, CA
FOR USE IN CONJUNCTION WITH
CALTRANS STANDARD SPECIFICATIONS, DATED 2024
CALTRANS STANDARD PLANS, DATED 2024



LOCATION MAP
NOT TO SCALE

CIVIL SHEET INDEX

SHEET #	SHEET TITLE
G-1	COVER SHEET
G-2	NOTES SHEET
C-1	CULVERT STREET FRENCH DRAIN PLAN & PROFILE

DEVELOPMENT TEAM:

CIVIL ENGINEER:
GUSTAVO LANDA, PE
CARTWRIGHT NOR CAL, INC
3010 LAVA RIDGE COURT, SUITE 160
ROSEVILLE, CA 95661
EMAIL: GUSTAVO@CARTWRIGHTENGINEERS.COM
PHONE: 916-978-4001

GEOTECHNICAL ENGINEER:
GEOCON CONSULTANTS, INC.
3160 GOLD VALLEY DRIVE, SUITE 800
RANCHO CORDOVA, CA 95742
PHONE: 916-852-9118

CARTWRIGHT NOR CAL
CIVIL ENGINEERING & PROJECT MANAGEMENT
3010 LAVA RIDGE COURT, SUITE 160
ROSEVILLE, CALIFORNIA 95661
T (916) 978-4001
WWW.CARTWRIGHTENGINEERS.COM



REVISIONS

DELTA	DATE	DESCRIPTION
1		
2		
3		
4		
5		

**CIVIL IMPROVEMENT PLANS FOR
CULVERT STREET TRENCH PROJECT 2025
CITY OF COLFAX**

PROJECT#:	224009
SCALE:	N/A
DATE:	9/24/2025

APPROVALS

DESIGNED BY:	WY
DRAWN BY:	RS
CHECKED BY:	CSM

SHEET TITLE
COVER SHEET

SHEET NUMBER
G-1

CITY OF COLFAX

ACCEPTED BY: _____ DATE: _____

CARL MOORE
CITY ENGINEER
RCE 62181

GENERAL NOTES

- EXCAVATIONS OVER FIVE FEET (5') DEEP REQUIRE AN EXCAVATION PERMIT FROM THE STATE DEPARTMENT OF INDUSTRIAL SAFETY.
- CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" AT (800) 642-2444 AT LEAST 48 HOURS PRIOR TO START OF CONSTRUCTION FOR LOCATING UNDERGROUND UTILITIES.
- CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
- UNAUTHORIZED CHANGES & USES: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
- NOTICE TO CONTRACTORS: THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY LINES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO CITY OWNED OR OTHER UTILITIES CAUSED BY HIS OPERATIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OFF-SITE DISPOSAL OF ALL BITUMINOUS PAVEMENT, CONCRETE AND REINFORCEMENT, AND SPOILS NOT NEEDED FOR BACKFILL AS REQUIRED BY THE ENGINEER AND PER THE SPECIFICATIONS.
- ALL CONSTRUCTION MATERIALS AND METHODS SHALL CONFORM TO THE REQUIREMENTS OF THE CURRENT COUNTY OF PLACER GENERAL SPECIFICATIONS. ALL REFERENCES TO STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS SHALL REFER TO 2024 EDITION OF THE STANDARD SPECIFICATIONS. ATTENTION IS ALSO DIRECTED TO THE STANDARD PLATES CONTAINED IN THE PLACER COUNTY LAND DEVELOPMENT MANUAL AND THE 2024 EDITION OF THE CALTRANS STANDARD PLANS, WHICH, WHEN APPLICABLE, ARE INCLUDED IN THESE DRAWINGS AND/OR REFERENCED BY PLATE OR STANDARD PLAN NUMBER. CONTRACTOR IS RESPONSIBLE TO HAVE AVAILABLE A CURRENT SET OF PLACER COUNTY GENERAL SPECIFICATIONS WITH PLATES, CALTRANS STANDARD SPECIFICATIONS, AND CALTRANS STANDARD PLANS.
- PUBLIC SAFETY AND TRAFFIC CONTROL SHALL BE PROVIDED IN ACCORDANCE WITH COUNTY REQUIREMENTS AND AS DIRECTED BY THE ENGINEER. SAFE VEHICULAR AND PEDESTRIAN ACCESS SHALL BE PROVIDED AT ALL TIMES DURING CONSTRUCTION.
- CONTRACTOR MUST IMMEDIATELY REINSTALL ANY TRAFFIC SIGNS REMOVED IN THE COURSE OF CONSTRUCTION. ANY SIGNS LOST OR DAMAGED BY THE CONTRACTOR SHALL BE REPLACED OR REPAIRED BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER.
- THE CITY MAY REQUIRE THE CONTRACTOR TO UNCOVER ANY IMPROVEMENTS THAT HAVE BEEN COMPLETED WITHOUT PROPER CITY INSPECTION AND/OR APPROVAL IF THE INSTALLATION IS FOUND NOT TO MEET CITY STANDARDS OR PREVIOUSLY APPROVED ALTERNATIVES SHOWN ON THE PLANS. THE CONTRACTOR MAY BE REQUIRED TO REMOVE AND REPLACE SUCH IMPROVEMENTS AT CONTRACTOR EXPENSE.
- PRIOR TO ANY ACTIVITY WITHIN THE CITY RIGHT-OF-WAY, THE CONTRACTOR SHALL INSTALL C19(CA) OR C23(CA) SIGNS IN ACCORDANCE WITH CHAPTER 6 OF THE CURRENT CAMUTCD MANUAL. THE SIGNS SHALL BE PROFESSIONALLY MADE, METAL, REFLECTORIZED, AND PLACED ON WOODEN POSTS FOR THE DURATION OF THE PROJECT. THE MINIMUM SIZE SHALL BE 36". THE SIGNS SHALL BE REPLACED OR REPAIRED IF STOLEN OR DAMAGED. THE PLACEMENT, TYPE, AND LOCATION OF ALL TRAFFIC CONTROL DEVICES SHALL BE REVIEWED AND APPROVED BY THE ENGINEER. THE ENGINEER OR INSPECTOR SHALL DIRECT THE INSTALLATION OR CHANGES TO SIGNS, STRIPING, CONES, BARRICADES, ETC. DURING THE COURSE OF CONSTRUCTION FOR TRAFFIC SAFETY.
- IF ANY ARCHEOLOGICAL ARTIFACTS, EXOTIC ROCK (NON-NATIVE), OR UNUSUAL AMOUNTS OF SHELL OR BONE ARE UNCOVERED DURING ANY ON-SITE CONSTRUCTION ACTIVITIES, ALL WORK MUST STOP IMMEDIATELY IN THE AREA AND A SOPA-CERTIFIED (SOCIETY OF PROFESSIONAL ARCHAEOLOGISTS) ARCHAEOLOGIST RETAINED TO EVALUATE THE DEPOSIT. THE CITY PLANNING DEPT. AND THE COUNTY DEPT. OF MUSEUMS MUST ALSO BE CONTACTED FOR REVIEW OF THE ARCHAEOLOGICAL FIND(S). IF THE DISCOVERY CONSISTS OF HUMAN REMAINS, THE PLACER COUNTY CORONER AND NATIVE AMERICAN HERITAGE COMMISSION MUST ALSO BE CONTACTED. WORK IN THE AREA MAY ONLY PROCEED AFTER AUTHORIZATION IS GRANTED BY THE CITY OF COLFAX PLANNING DEPARTMENT. FOLLOWING A REVIEW OF THE NEW FIND AND CONSULTATION WITH APPROPRIATE EXPERTS, IF NECESSARY, THE AUTHORITY TO PROCEED MAY BE ACCOMPANIED BY THE ADDITION OF DEVELOPMENT REQUIREMENTS WHICH PROVIDE PROTECTION OF THE SITE AND/OR ADDITIONAL MITIGATION MEASURES NECESSARY TO ADDRESS THE UNIQUE OR SENSITIVE NATURE OF THE SITE.
- PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL PROVIDE THE CITY OF COLFAX A TRAFFIC PLAN IN ACCORDANCE WITH THE COUNTY SPECIFICATIONS.
- TEMPORARY TRAFFIC STRIPING MUST BE PROVIDED BY THE CONTRACTOR IF EXISTING DELINEATION IS DESTROYED DURING CONSTRUCTION. PAINTED MARKING OR STRIPING TAPE MAY BE USED. THE TEMPORARY STRIPING MUST BE APPROVED FOR MATERIAL AND LAYOUT BY THE ENGINEER. ALL TEMPORARY PAINTED MARKINGS THAT ARE TO BE REMOVED SHALL BE SANDBLASTED BY THE CONTRACTOR AT THE EXPENSE OF THE CONTRACTOR.
- ONLY THE APPROXIMATE LOCATION OF THE EXISTING STORM DRAINS AND WATER FACILITIES HAVE BEEN SHOWN. THE CONTRACTOR SHALL VERIFY EXACT LOCATION BY POTHOLING IN THE FIELD.
- IF AT ANY TIME DURING THE COURSE OF CONSTRUCTING THE PROPOSED PROJECT EVIDENCE OF SOIL AND/OR GROUNDWATER CONTAMINATION WITH HAZARDOUS MATERIAL IS ENCOUNTERED, THE APPLICANT SHALL IMMEDIATELY STOP THE PROJECT AND CONTACT ENVIRONMENTAL HEALTH SERVICES HAZARDOUS MATERIAL SECTION. THE PROJECT SHALL REMAIN SUSPENDED UNTIL THERE IS A RESOLUTION OF THE CONTAMINATION PROBLEM TO THE SATISFACTION OF ENVIRONMENTAL HEALTH SERVICES AND TO THE REGIONAL WATER QUALITY CONTROL BOARD.
- SCARIFY 6" OF SUBGRADE SHALL BE PAID FOR AS OBLITERATE SURFACING.
- WATER LINE PROTECTIVE CAP SHALL BE PAID FOR A MINOR CONCRETE (BACKFILL).

PAVING NOTES

- ALL EXISTING AC SURFACES SHALL BE SAWCUT ONE FOOT MINIMUM INSIDE THE EDGE OF PAVEMENT OR AS SHOWING ON THE PLANS TO A NEAT, STRAIGHT LINE AND REMOVED. THE EXPOSED EDGE SHALL BE SEALED WITH EMULSION PRIOR TO PAVING. THE EXPOSED BASE MATERIAL SHALL BE GRADED, RECOMPACTED, AND RESEALED PRIOR TO PAVING.
- ASPHALT CONCRETE SHALL BE TYPE A, 1/2" MAXIMUM MEDIUM GRADING AND SHALL CONFORM TO THE SPECIAL PROVISIONS FOR HMA (TYPE A).
- AGGREGATE BASE SHALL BE CLASS 2, 3/4" MAXIMUM GRADING. AGGREGATE BASE SHALL CONFORM TO THE SPECIAL PROVISIONS.

FUGITIVE DUST CONTROL

- THE CONTRACTOR IS TO MAINTAIN ADEQUATE DUST CONTROL PER SECTION 10, CALTRANS SPECIFICATIONS, AND UTILIZE DUST CONTROL MITIGATION APPROVED BY THE AIR POLLUTION CONTROL DISTRICT (A.P.C.D.). PARTICULATE CONTROL MEASURES SHALL ALSO BE USED THROUGHOUT THE CONSTRUCTION PHASE OF THIS PROJECT.
- THE CONTRACTOR SHALL FOLLOW THE GUIDELINES OUTLINED IN THE "FUGITIVE DUST CONTROL" HANDBOOK AVAILABLE FROM A.P.C.D.
- THE CONTRACTOR SHALL APPLY WATER TO ALL DISTURBED AREAS FOR THE ALLEVIATION OR PREVENTION OF DUST NUISANCE.
- DUST PRODUCING CONSTRUCTION ACTIVITIES SHALL BE SUSPENDED DURING PERIODS OF HIGH WINDS (GUSTS EXCEEDING 25 MPH).
- CONSTRUCTION VEHICLES AND EQUIPMENT SHALL BE RESTRICTED TO TRAVEL ALONG WELL WATERED CONSTRUCTION ROUTES AND SHALL BE LIMITED TO A MAXIMUM SPEED OF 15 MPH ON NON-PAVED CONSTRUCTION SITES.
- THE CONTRACTOR SHALL USE TARPULINS OR OTHER EFFECTIVE COVERS FOR HAUL TRUCKS WHICH TRAVELS IN PUBLIC STREETS.
- EXISTING STREETS AND PAVED ROADS SHALL BE REGULARLY SWEEP AS FAR AS NECESSARY TO ENSURE THAT NOT SILT, DEBRIS OR POLLUTANT ARE CARRIED OVER TO ADJACENT PUBLIC THOROUGHFARES. DO NOT WASH DOWN STREETS WITH WATER UNTIL DIRT AND DUST HAS BEEN REMOVED BY DRY SWEEPING. THIS IS TO PREVENT CONTAMINATION OF WATERWAY WITH SEDIMENT.
- ALL CONSTRUCTION EQUIPMENT SHALL BE CLEANED REGULARLY AND KEPT PROPERLY TUNED TO MINIMIZE THE AMOUNT OF DUST AND POLLUTANTS EMITTED INTO THE AIR.

WATER NOTES

- THE CONTRACTOR SHALL PROVIDE TWO WORKING DAYS NOTICE TO PLACER COUNTY WATER AGENCY INSPECTION HOTLINE AT (530) 823-4885 PRIOR TO BEGINNING ANY WORK OVER WATER MAIN FACILITIES.

ENGINEER'S GENERAL EROSION/SEDIMENT CONTROL NOTES:

- ALL APPLICABLE EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED PRIOR TO THE START OF CONSTRUCTION OR AS APPROVED BY THE CITY ENGINEER AND SPECIFIED ON THE PLANS.
- ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CHECKED FOLLOWING ALL STORMS TO ENSURE THAT ALL MEASURES ARE FUNCTIONING PROPERLY.
- SEDIMENT AND TRASH ACCUMULATED IN DRAINAGE AREAS SHALL BE REMOVED AS SOON AS POSSIBLE. IN ADDITION, OIL AND MATERIAL FLOATING ON WATER SURFACE MUST BE SKIMMED WEEKLY AND THE DEBRIS PROPERLY DISPOSED OF.
- NON-POTABLE WATER SHALL BE SPRAYED ON ALL EXPOSED EARTH SURFACES DURING CLEARING GRADING, EARTH MOVING, AND OTHER SITE PREPARATION ACTIVITIES. THE EXPOSED EARTH SHALL BE WATERED THROUGHOUT THE DAY TO MINIMIZE DUST.
- TARPULINS OR OTHER EFFECTIVE COVERS SHALL BE USED ON ALL STOCKPILED EARTH MATERIAL AND ON HAUL TRUCKS TO MINIMIZE DUST.
- ADJACENT STREET FRONTAGES SHALL BE SWEEP AT LEAST ONCE A DAY TO REMOVE SILT AND OTHER DIRT WHICH IS EVIDENT FROM CONSTRUCTION ACTIVITIES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING CONSTRUCTION VEHICLES LEAVING THE SITE ON A DAILY BASIS TO PREVENT DUST, SILT AND DIRT FROM BEING RELEASED OR TRACKED OFFSITE.
- CONTRACTOR TO HYDROSEED DISTURBED AREAS WITH JUTE NETTING SLOPE PROTECTION. TRACK WALK SLOPES 2:1 OR GREATER PRIOR TO APPLICATION PER CASQA BMP EC-15. HYDROSEED ALL SLOPES FIRST FOLLOWED BY MESH/NETTING. APPLY AN ADDITIONAL LAYER OF HYDROSEED TO FINISH.

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 ROSEVILLE, CALIFORNIA 95661
 T (916) 978-4001
 WWW.CARTWRIGHTENGINEERS.COM



REVISIONS		
DELTA	DATE	DESCRIPTION
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△		
△		
△		
△		

**CIVIL IMPROVEMENT PLANS FOR
 CULVER STREET TRENCH PROJECT 2025
 CITY OF COLFAX**

PROJECT#: 224009

SCALE: N/A

DATE: 9/24/2025

APPROVALS	
DESIGNED BY:	WY
DRAWN BY:	RS
CHECKED BY:	CSM

SHEET TITLE

 NOTES SHEET

SHEET NUMBER

G-2

CARTWRIGHT NOR CAL
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REVISIONS		
DELTA	DATE	DESCRIPTION
1		
2		
3		
4		
5		

**CIVIL IMPROVEMENT PLANS FOR
 CULVER STREET TRENCH PROJECT 2025
 CITY OF COLFAX**

PROJECT#:	224009
SCALE:	1" = 20'
DATE:	9/24/2025

APPROVALS	
DESIGNED BY:	WY
DRAWN BY:	RS
CHECKED BY:	CSM

SHEET TITLE
CULVER STREET FRENCH DRAIN PLAN & PROFILE

SHEET NUMBER
C-1

LEGEND

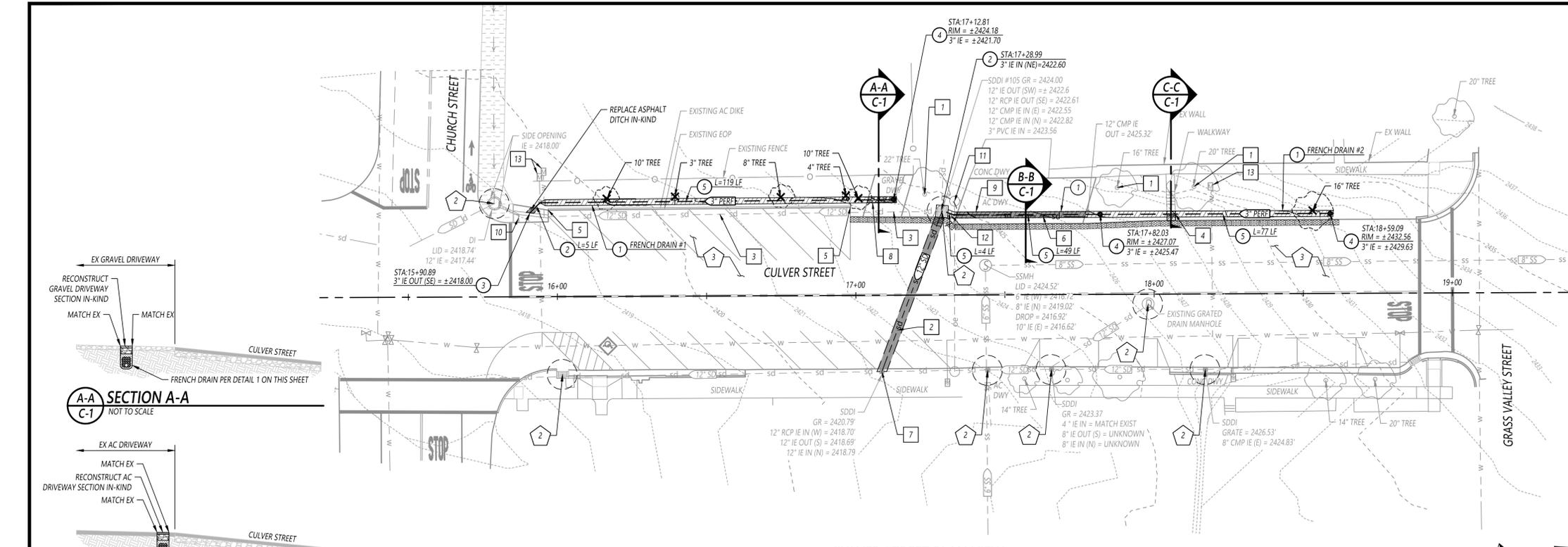
- PROPOSED SAWCUT LINE
- REMOVE AND RECONSTRUCT ASPHALT PAVING AND DISPOSE OF OFF-SITE. CONFORM TO EXISTING.
- REMOVE AND RECONSTRUCT EXISTING PCC SIDEWALK PAVING TO LIMITS SHOWN AND DISPOSE OF OFF-SITE. CONFORM TO EXISTING.
- EXISTING RIP RAP TO REMAIN - PROTECT IN PLACE.
- REMOVE AND RECONSTRUCT EXISTING GRAVEL DRIVEWAY TO LIMITS SHOWN AND DISPOSE OF OFF-SITE. CONFORM TO EXISTING.
- CONSTRUCT 2" WIDE MIN FRENCH DRAIN PER DETAIL 1 ON THIS SHEET.
- EXISTING TREE TO BE REMOVED, INCLUDING ENTIRE ROOTBALL.
- PROPOSED INLET PROTECTION PER CASQA BMP SE-10
- PROPOSED GRAVEL BAG BERM PER CASQA BMP SE-6

- CONSTRUCTION KEYNOTES:**
- CONSTRUCT 2" WIDE MINIMUM FRENCH DRAIN PER DETAIL 1 ON THIS SHEET.
 - CONNECT 3" PERFORATED HDPE SUBDRAIN TO EXISTING STORM DRAIN INLET. INVERT PER PLAN.
 - DAYLIGHT 3" PVC SOLID WALL STORM DRAIN PIPE TO BOTTOM OF ASPHALT DITCH. L=5 LF, S=1.0% MIN. INVERT PER PLAN. MITER END TO MATCH SLOPE OF ASPHALT DITCH. CONTRACTOR TO VERIFY BOTTOM OF ASPHALT DITCH AND FIELD FIT INVERT AS NECESSARY.
 - CONSTRUCT STORM DRAIN CLEANOUT PER DETAIL ON THIS SHEET. RIM AND INVERT PER PLAN.
 - CONSTRUCT 3" PERFORATED HDPE SUBDRAIN, OR APPROVED EQUIVALENT. LENGTH PER PLAN.

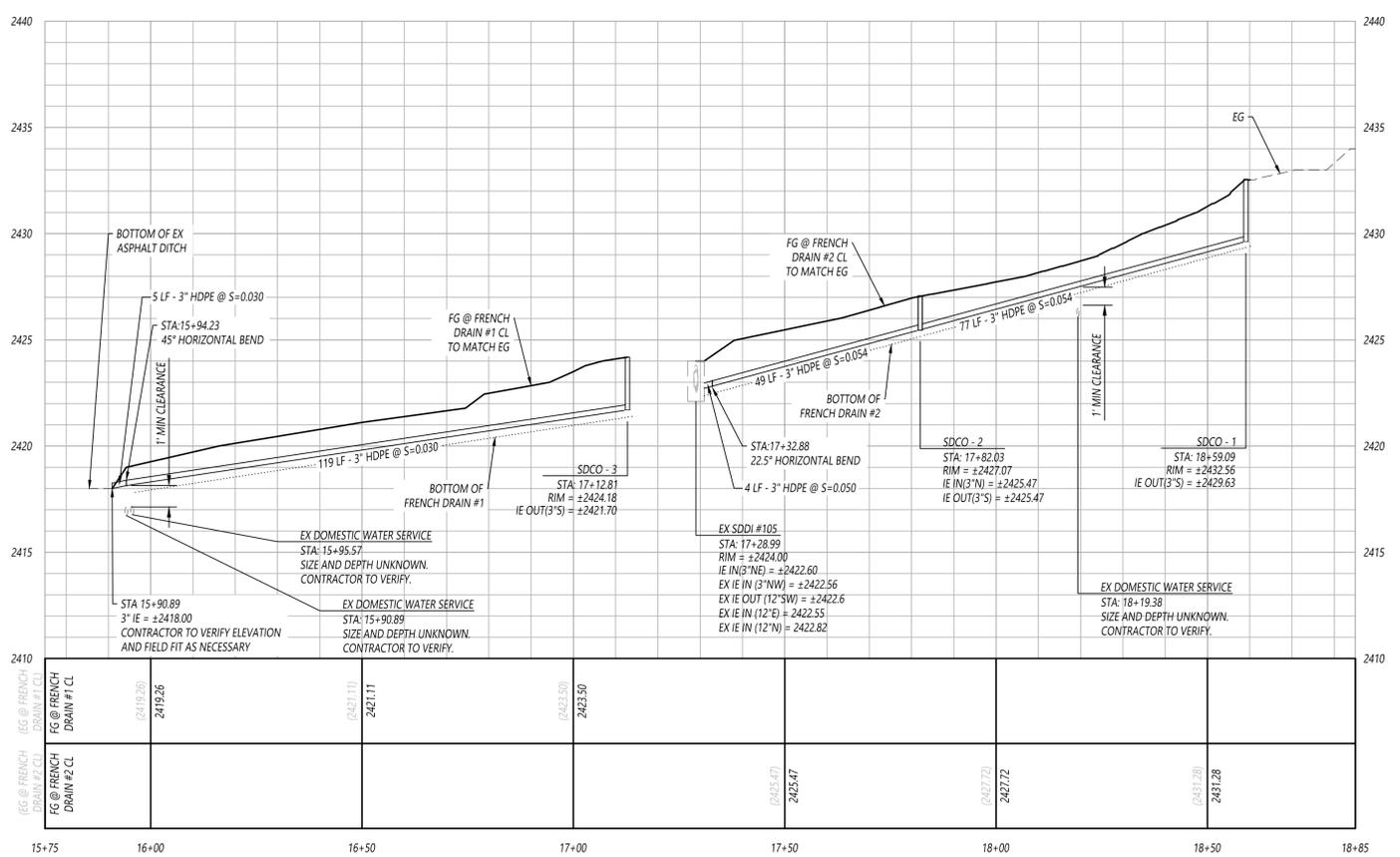
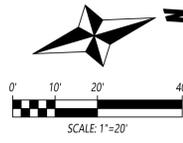
- DEMOLITION KEYNOTES:**
- EXISTING TREE TO REMAIN - PROTECT IN PLACE.
 - EXISTING STORM DRAIN PIPE TO BE REMOVED OR ABANDONED IN PLACE.
 - EXISTING STORM DRAIN PIPE TO REMAIN - PROTECT IN PLACE.
 - RECONSTRUCT EXISTING CONCRETE WALKWAY/STEPS AS NECESSARY - CONFORM TO EXISTING.
 - EXISTING AC DIKE TO REMAIN - PROTECT IN PLACE.
 - EXISTING STORM DRAIN CULVERT TO BE REMOVED.
 - EXISTING STORM DRAIN INLET TO REMAIN - PROTECT IN PLACE.
 - RECONSTRUCT EXISTING GRAVEL DRIVEWAY - CONFORM TO EXISTING.
 - RECONSTRUCT EXISTING AC DRIVEWAY - CONFORM TO EXISTING.
 - EXISTING SIGN TO REMAIN - PROTECT IN PLACE.
 - EXISTING UTILITY POLE AND GUY WIRE TO REMAIN - PROTECT IN PLACE.
 - RELOCATE OM2-1V OBJECT MARKER AS NEEDED.
 - EXISTING WATER METER AND SERVICE TO REMAIN - PROTECT IN PLACE.

- EROSION AND SEDIMENT CONTROL KEYNOTES:**
- CONSTRUCT GRAVEL BAG BERM ALONG EDGE OF PAVEMENT PER CASQA BMP SE-6.
 - CONSTRUCT TEMPORARY INLET PROTECTION PER CASQA BMP SE-10.
 - CONTRACTOR SHALL SWEEP FREQUENTLY EACH DAY TO CLEAN TRACKED MATERIAL AND PREVENT SEDIMENT TRANSPORT TO DRAINAGE FACILITIES.

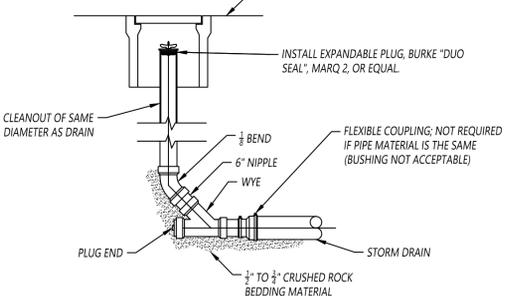
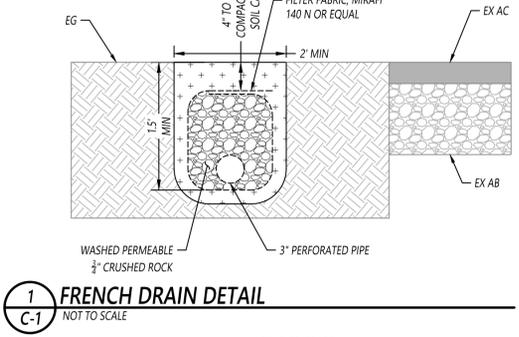
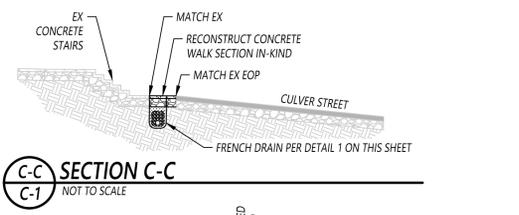
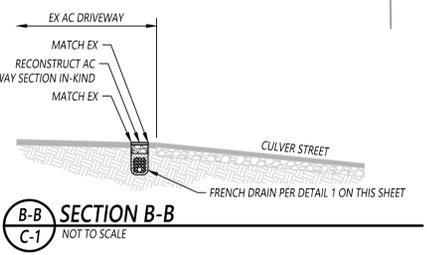
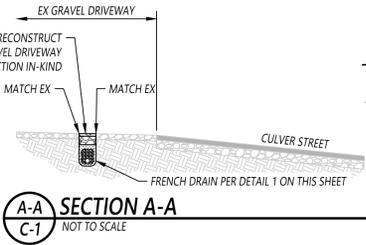
- TOPOGRAPHIC SURVEY NOTES:**
- TOPOGRAPHY SHOWN IS APPROXIMATED BASED ON THE "CITY OF COLFAX CDBG ROAD REHABILITATION PROJECT" AS PREPARED BY GHD, INC., DATED NOVEMBER 2023. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING TOPOGRAPHY INCLUDING ELEVATIONS, UTILITY LOCATIONS, AND INVERT ELEVATIONS PRIOR TO CONSTRUCTION.



CULVER STREET PLAN VIEW
 SCALE: 1" = 20'



CULVER STREET FRENCH DRAIN PROFILE
 SCALE: HORIZ: 1" = 20'
 VERT: 1" = 4'



- NOTES:**
- CLEANOUT TO GRADE TO BE SAME MATERIAL AS STORM DRAIN LINE, OR APPROVED EQUIVALENT.
 - INSTALL ROUND, CONCRETE, TRAFFIC TYPE VALVE BOX WITH CAST IRON COVER. COVER TO BE MARKED "STORM DRAIN".

Login Name: wxywy
 Plot Date: September 24, 2025 - 8:50 am
 File Name: U:\224009-2024 City Engineer-Colfax\Projects\CD\Colfax St Trench\CAD_C-1\Production Drawings\p&g.dwg

City of Colfax

City Council

Resolution __-2025

ACCEPTING THE DESIGN AND AUTHORIZING THE CITY MANAGER TO SOLICIT BIDS FOR THE CONSTRUCTION OF THE CULVER ST. INFILTRATION TRENCH IMPROVEMENTS

WHEREAS, In early 2021, started the design process in anticipation of a Community Development Block Grant (CDBG) award for city street improvements and the project was awarded to Hansen Bros. Enterprises with final completion issued on November 19th, 2024; and,

WHEREAS, During the following winter on Culver St., rainfall caused the groundwater to rise and the new pavement acted as a seal causing the groundwater to penetrate the new asphalt surface for many months into the summer of 2025 which will cause premature failure of the new roadway surface; and,

WHEREAS, The City contracted with Geocon and Cartwright Nor Cal for recommendations and improvement plans to intercept the groundwater; and,

WHEREAS, City staff is in the process of working with HUD to maintain the remaining CDBG grant funding to provide some additional pavement rehabilitation projects within the city and are hopeful the infiltration trench improvement costs will be reimbursed through the CDBG grant since this impacts the improvements constructed under that grant and would have been included had staff know of the issue.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves the design and authorizes the City Manager to solicit bids for the construction of the Culver St. Infiltration project.

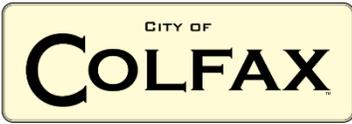
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th day of October, 2025, by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

Sean Lomen, Mayor

Ron Walker, City Manager



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Policy for Donating to Non-Profits

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and Direct Staff.

Summary/Background

To assure accountability, fairness, and proper use of tax money the City will consider how to regulate donations when providing public funds or resources to non-profits.

During the September 8, 2025 City Council meeting, the Council discussed several elements they would like to see included in a potential donation policy. These included:

- Establishing some level of matching percentage.
- Requiring a report on how the donation benefited the community as a whole.
- Addressing concerns about requiring an audit of how the funds were spent.
- Considering the use of an outside organization or subcommittee to manage donation funds.
- Ensuring the City does not dictate how the funds are spent.

Staff was directed to bring this item back for further discussion at the October 8th City Council meeting for further discussion.

At the September 24, 2025 City Council meeting staff provided information for Council to consider developing a donation policy.

Possible policy items to consider,

Adopt a Grant/Donation Policy

- Set eligibility requirements (e.g., must be a 501(c)(3), serve city residents, align with city priorities).
- Defines allowable and non-allowable expenses.
- Provide programs or services that primarily benefit residents of the City of Colfax.

Written Agreements (MOUs or Contracts)

- Outlines the purpose of the donation, reporting requirements, and performance measures.
- Includes “claw back” provisions if funds are misused.

Use Restrictions

- Funds must be spent on specific programs or activities, not for general operations unless expressly allowed.
- Prohibits use for political, religious, or lobbying activities.

Transparency & Reporting

- Non-profits must submit receipts, financial statements, or program outcome reports.
- Annual reporting to the City Council and/or public posting of donation/grant recipients.

Audit & Oversight

- City reserves the right to audit funded organizations.
- Larger donations may require independent audits.

Caps & Limits

- Sets maximum donation amounts or percentages of a program budget that the City will cover.
- Prevents over-reliance on City funding.

Non-Discrimination & Public Benefit Clauses

- Requires that services funded with City donations be accessible to all residents without discrimination.
- Ensures the community, not just a limited group, benefits.

Example of a Donation policy to non-profit organizations

1. Purpose

This policy establishes guidelines for providing City funds, goods, or services to non-profit organizations to ensure transparency, accountability, and that all donations serve a clear public purpose.

2. Eligibility

To be considered for City support, organizations must:

- Be recognized as a 501(c)(3) non-profit or equivalent charitable entity.
- Provide programs or services that primarily benefit residents of the City of Colfax.
- Demonstrate the capacity to manage funds responsibly.
- Comply with all federal, state, and local laws.

3. Application Process

- Organizations must submit a written request or grant application identifying:
- The purpose of the donation,
- How the funds will be used, and
- The anticipated community benefit.

- Requests shall be reviewed by City staff and recommended to the City Council for approval.

4. Use of Funds

- Donations must be used **exclusively for the purpose approved by the City Council.**
- Funds may not be used for:
 - Political or lobbying activities,
 - Religious instruction or worship, or
 - Any use inconsistent with City policy or law.

5. Agreements

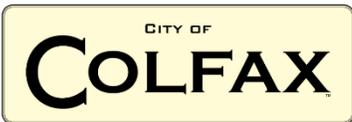
- Approved organizations must enter into a Donation Agreement or Memorandum of Understanding (MOU) with the City, specifying:
 - The approved use of funds,
 - Reporting and accountability requirements,
 - A timeline for use of the funds, and
 - A “claw back” provision requiring repayment if funds are misused.

6. Reporting & Accountability

- Organizations must submit a report within 60 days of expending funds, including:
 - A description of activities funded,
 - Number of residents served, and
 - Financial documentation (receipts, statements, etc.).
 - For recurring or larger donations, annual reporting may be required.

7. Financial Controls

- Donations shall be made from the City’s Economic Development – Community Support Fund 8263, maintained through the General Fund.



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Winterfest Planning Report

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s): 100-110
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RECOMMENDED ACTION: Adopt Resolution No. ____-2025, approving and authorizing the City Manager to administer and coordinate the Winterfest Event, including the allocation and use of City resources.

Summary/Background

At tonight’s meeting, the Council will provide an updated planning report, review and discuss the budget, and consider a vote to formally authorize City management of the event.

On July 10, 2025 a Public Workshop was held to discuss the annual Winterfest Event. At the Conclusion of the Workshop, it was determined by Council that the City Council & City Staff would manage the Winterfest event.

At the June 11, 2025 City Council meeting the Ad Hoc committee reported that they were unsuccessful in finding a non-profit to manage the annual Winterfest Event. During the same meeting, Mayor Lomen suggested holding a Winterfest Workshop.

At the May 28, 2025 City Council meeting an Ad Hoc committee made up of Council members Hillberg & Douglass was formed to find another non-profit to manage the annual Winterfest Event.

At the April 4, 2025 City Council meeting Lauriana with the Colfax Area Chamber of Commerce announced the Chamber would no longer be involved with managing the annual Winterfest event.

Attachments:

1. Resolution __-2025

City of Colfax

City Council

Resolution __-2025

APPROVING AND AUTHORIZING THE CITY MANAGER TO ADMINISTER AND COORDINATE THE WINTERFEST EVENT, INCLUDING THE ALLOCATION AND USE OF CITY RESOURCES.

WHEREAS, On July 10, 2025 a Public Workshop was held to discuss the annual Winterfest Event. At the conclusion of the workshop, it was determined by Council that the City Council & City Staff would manage the Winterfest Event; and,

WHEREAS, at the June 11, 2025 City Council meeting the Ad Hoc committee reported that they were unsuccessful in finding a non-profit to manage the annual Winterfest Event. During the same meeting, Mayor Lomen suggested holding a Winterfest Workshop; and,

WHEREAS, at the May 28, 2025 City Council meeting an Ad Hoc committee made up of Council members Hillberg & Douglass was formed to find another non-profit to manage the annual Winterfest Event; and,

WHEREAS, at the April 4, 2025 City Council meeting Lauriana with the Colfax Area Chamber of Commerce announced the Chamber would no longer be involved with managing the annual Winterfest Event; and,

WHEREAS, the City of Colfax wishes to use City resources to manage this year’s Winterfest Event.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to administer and coordinate this year’s Winterfest Event, including the allocation and use of City resources.

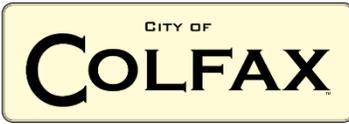
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th day of October 2025, by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

Ron Walker, City Manager

Sean Lomen, Mayor



Staff Report to City Council

FOR THE OCTOBER 8, 2025 REGULAR COUNCIL MEETING

From: Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Agreement for Employee Satisfaction Survey

Budget Impact Overview:

N/A:	Funded:	Un-funded: <input checked="" type="checkbox"/>	Amount: \$15,000	Fund(s):
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RECOMMENDED ACTION: By motion, approve Resolution __-2025 authorizing the City Manager to enter into an agreement with Shelby HR Solutions, Inc. to provide an Employee Satisfaction Survey

Summary/Background

The City Council directed the City Attorney to recommend a human resources consultant to conduct a confidential survey of City staff to assess employee satisfaction, employee-management relations, areas where City management could improve, and areas where the City can improve its services to the public. The City Attorney, Mayor Lomen, and Mayor Pro Tem McCully met with Erin Shelby of Shelby HR Solutions, Inc. to discuss this project. Ms. Shelby has experience conducting employee satisfaction assessments and guiding management on improving the work environment. She has also provided human resources services to the City of Auburn. A copy of her curriculum vitae is attached.

Ms. Shelby proposes to meet with employees one-on-one outside of City Hall. She will engage in a candid conversation about the work environment and areas where the City could improve its relations among employees and its services to the public. She will aggregate her conversations in a report to the City Attorney, maintaining employee confidentiality and privacy to the greatest extent possible.

Recommendation

Consider approving the attached consultant services agreement with Shelby HR Solutions, Inc.

Fiscal Impacts

\$15,000 plus reasonable costs.

Attachments:

1. Agreement with Shelby HR Solutions, Inc. - Erin L. Shelby, CV
2. Resolution __-2025

SHELBY | HR Solutions Inc.

Erin L. Shelby, PHR

PO Box 188353
Sacramento, CA 95818
Erin@Shelbyhrsolutions.com
Mobile: 916.849.4079



Award-winning human resources consultant and thought leader with over 30 years of experience guiding CEOs and transforming workplace culture. Provides fractional HR services, addressing a comprehensive range of issues such as talent acquisition and retention, management training, disciplinary actions, medical leave/accommodation, compliance, and termination processes. In-house HR experience spans diverse employers, including the US District Court, CA State Assembly, Sutter Community Hospitals, and HGA Architects and Engineers. Develops people leadership practices that enhance employee engagement, performance, retention, and work-life integration. Serves as an Expert Witness in employment-related litigation, offering authoritative insights, case review, and testimony.

PROFESSIONAL EXPERIENCE

Shelby HR Solutions Inc., Chief Executive Officer - Sacramento, CA

2021 - Present

Human resources consultant and thought leader. Guide CEOs in dramatically improving workplace culture and leadership practices through engagement surveys and proprietary tools. Assess and support HR leaders on a wide array of HR issues including talent acquisition and retention, management training, disciplinary actions, medical leave/accommodation, compliance, and termination processes. Serve as a leadership consultant to accelerate and enhance individual and team effectiveness. Act as an Expert Witness for employment-related litigation including disability leave, workplace investigation, reasonable accommodation, and wrongful termination.

HGA Architects and Engineers, Human Resources Manager - Sacramento, CA

2018 - 2021

Award-winning, national interdisciplinary design firm. 12 offices around the US and over 900 employees. Managed three California offices: Santa Monica, San Diego, and Sacramento handling all aspects of human resources.

- Partnered with the executive management team to develop and implement HR strategies, wage and salary structures, incentive programs, and company policies.
- Played a pivotal role in accelerating organizational performance and enhancing individual employee productivity.
- Collaborated with senior leaders to formulate and execute HR strategies that supported business objectives and drove organizational success.
- Actively participated in multiple national task forces aimed at improving client experience, boosting productivity, and enhancing employee satisfaction.

- Led initiatives that were instrumental in transforming the corporate culture, resulting in a more inclusive, engaging, and high-performance workplace environment.
- Managed complex employee relations issues, conducted thorough investigations, addressed complaints, and handled highly confidential employment matters with discretion and professionalism.
- **Awarded 100 Best Places to Work in by LA Business Journal s Sacramento Business Journal.**

California State Assembly, Human Resources Consultant - Sacramento, CA 2005 - 2018

The California State Assembly is the lower house of the California State Legislature consisting of approximately 1,200 employees supporting 80 elected members and 33 standing committees. The Assembly promulgates laws for the most populous state in the Union and fifth-largest economy in the world with each member representing nearly 500,000 people, the largest population-per-representative ratio of any state lower house.

- Handled employment-related matters including complex, often politically sensitive investigations and complaints.
- Responsible for ensuring policy compliance initiatives including medical leave, reasonable accommodation, safety, workers' compensation, unemployment, Americans with Disabilities Act (ADA), CA Family Rights Act (CFRA), Family Medical Leave Act (FMLA), CA Department of Fair Employment and Housing (DFEH), and Peace Officer Bill of Rights (POBR).
- Senior Investigator in spearheading the integrity of thorough and objective investigations, addressed complaints as directed by Assembly Rules Committee. Compiled comprehensive documentation while ensuring organizational and legal compliance.
- Collaborated with internal and organizational business partners to define employee performance standards and expectations, including coaching, counseling, career development and discipline.
- Provided management oversight for recruitment and selection practices, meeting critical staffing needs, and accelerating organizational growth and scalability.

US District Court, Eastern District of California, HR Specialist - Sacramento, CA 2001 - 2005

The USDC Eastern District of California is a federal trial court in the Ninth Circuit which encompasses the largest geographical area of the four districts in California with offices located in Sacramento, Fresno, Redding, Bakersfield, and Yosemite.

- Served in an advisory capacity, assisting executive management and 21 Federal Judges and approximately 150 court staff regarding employee relations, benefits, recruitment and classification standards.
- Created manager training and development programs.
- Led investigations on employee relation issues and claims, and compiled comprehensive documentation, ensuring alignment with federal policies, regulations, and stated expectations of the US District Court.
- Handled complex employment matters for the US Probation Department, Eastern District of California.
- Maintained and administered benefit, leave, and payroll-related actions including FMLA, disability, and workers' compensation issues. Served as the Official Representative of USDC at unemployment hearings.

ADDITIONAL PROFESSIONAL EXPERIENCE

Consolidated Communications, Human Resources Specialist, Roseville, CA	1998-2001
Sutter Community Hospitals, Human Resources Generalist, Sacramento, CA	1996-1998
The Ink Company, Benefits Administration Manager, West Sacramento, CA	1994-1996
Founders Title Company, Human Resource Manager, Sacramento, CA	1992-1994

EDUCATION

University of Washington, Michael G. Foster School of Business – 1989
Bachelor of Arts, Business Administration

CERTIFICATION**Human Resources Certification Institute**

Certified as a Professional in Human Resources (PHR) through May 2027

Cornell University

Wellness Counseling, May 2022

Sparck-Certified #BeHeard Survey Partner

September 2022

Co-Efficient Survey Partner

September 2022

CURRENT MEMBERSHIPS

Society of Human Resources Management, Member

Camellia Symphony Orchestra, Violinist

PRESENTATIONS & SPEAKING ENGAGEMENTS**OCTOBER 22, 2024**

Workshop Presenter, **National Co-op Grocers CEO Summit, Chicago, IL**

Facilitated a half-day session Topic: The Co-op Advantage: Strategies for Winning Culture

AUGUST 22, 2024

Keynote Speaker, **The Delta Chi Fraternity, 63rd International Convention, Miami, FL**

Topic: Career Success Blueprint: Empowering Young Men for Professional Excellence

APRIL 17, 2024

Guest Speaker, **National Presentation with Natural Food Co-Op Executives**

Merriman Management Support

Topic: Culture – Make it or Break it

JULY 21, 2023

Guest Speaker, **Association of Computer Machinery**, Mountain View, CA
 IEEE Consultants Network of Silicon Valley
Topic: How a Toxic Workplace Environment Impacts Employee Engagement

MARCH 30, 2023

Keynote Speaker, **Sacramento Executives Network Group**, Roseville, CA
Topic: Retention Strategies & Building A Great Workplace Culture

SEPTEMBER 8, 2022

Panelist, **Global Humanitarian Technology Conference**, Santa Clara University
Topic: Retention Strategies for Women and Minority Engineers

OCTOBER 28, 2021

Co-Teach/Guest Presenter, **UC Davis, Continuing Professional Education**
 HR Management Certificate Program
Topic: Emotional Intelligence and Conflict Management

OCTOBER 13, 2021

Guest Presenter, **California State University**, Sacramento, CA
Topic: Human Resources, Employee Relations

OCTOBER 7, 2021

Co-Teach/Guest Presenter, **UC Davis, Continuing C Professional Education**
 HR Management Certificate Program
Topic: Leadership Development

MAY 10, 2021

Guest Speaker, **California State University, Delta Sigma Pi, Business Fraternity**, Sacramento, CA
Topic: Recruiting Strategies and Jobs in Human Resources

APRIL 5, 2021

Guest Presenter, **California State University**, Sacramento, CA
Topic: Managing Employee Performance

AWARDS**Human Resources Certification Institute**

Recipient of the District-Wide “Ambassador Award” for Federal Court Staff, US District Court, Eastern District of California for “**Commitment to excellence in serving the public and reflecting a high standard of professionalism.**”

LIMITED SCOPE AGREEMENT FOR CONSULTING SERVICES

(Colantuono, Highsmith & Whatley, PC / City of Colfax /
Shelby HR Solutions Inc.)

1. Identification

1.1 This Agreement for Consulting Services (“Agreement”) is entered into by and among Colantuono, Highsmith & Whatley, PC, a California professional corporation (“Attorney”), Shelby HR Solutions, Inc. (“Consultant”), and the City of Colfax, a municipal corporation (“City”). The Attorney, Consultant, and City are each a “party” and together, the “parties.”

2. Recitals

2.1 Attorney represents the City, which has determined that the professional services of Consultant are necessary to aid the City with an employee engagement survey (“Project”).

2.2 Consultant provides human resource consulting services and desires to assist the City as requested by the City pursuant to the terms and conditions set forth in this Agreement. Consultant represents and warrants that it is fully qualified to perform such professional services by virtue of its training, education, experience, and expertise. Consultant further represents and warrants that it is willing to accept responsibility to perform such services in accordance with this Agreement.

3. Term

3.1 The term of this Agreement shall commence when the Agreement is signed by the last of the parties to do so.

3.2 The term of this Agreement expires when all work described in the Scope of Work attached hereto as **Exhibit A** and incorporated herein by this reference is complete. Notwithstanding the foregoing sentence, the term of this Agreement may be extended by written agreement of the parties or terminated earlier in accordance with section 10 below.

4. Consultant’s Scope of Services

4.1 Consultant agrees to perform the services identified in the Scope of Services attached as **Exhibit A** to this Agreement, which is incorporated into this Agreement by this reference.

4.2 Consultant shall, at the request of Attorney, provide analysis, conclusions, and opinions regarding the Project and as more fully described and set forth in the Scope of Services attached hereto as **Exhibit A**. In particular, Consultant shall communicate its analysis, conclusions, and opinions regarding the Project to Attorney. Such analysis includes, but is not limited to, source material and analytical tables or spreadsheets associated with the Project.

4.3 Consultant shall participate in telephone conferences, meetings, site visits, and other similar activities as may be requested by Attorney.

4.4 Attorney may request, in writing, changes in the Scope of Services attached hereto as **Exhibit A**. Any such change, and any corresponding increase or decrease in compensation, must be mutually agreed upon by Attorney and Consultant, and shall be incorporated by written amendment to this Agreement.

4.5 Consultant will act as an independent consultant. All of Consultant's reports, advice, and testimony will be objective and impartial, based upon Consultant's good faith analysis and professional conclusions and opinions.

4.6 Consultant makes no representation or guarantee of any nature with respect to the ultimate results, outcomes, conclusions, or opinions that Consultant may reach in connection with its services under this Agreement.

5. Compensation

5.1 City agrees to compensate Consultant in the amount provided in **Exhibit B** to this Agreement, which is incorporated into this Agreement by this reference. Consultant agrees to look to the City for payment and to hold Attorney harmless from any duty to do so.

5.2 City agrees to reimburse Consultant, at its actual cost, for reasonable out-of-pocket costs incurred by Consultant to perform the services covered by this Agreement, including mileage for automobile travel at the current IRS rate.

5.3 Consultant shall submit to City, with a copy to Attorney, invoices for services performed pursuant to this Agreement on a monthly basis or less frequently. For the billing period it covers, each invoice shall itemize the services rendered, out-of-pocket expenses incurred, and the amount due. City agrees to pay the amount due shown on a given invoice within thirty (30) days after City receives that invoice. Consultant shall maintain an accurate log of all costs incurred, and City shall be entitled to inspect a copy thereof upon request.

5.4 Payments for any services requested by Attorney and not included in this Agreement shall be made to Consultant by City pursuant to a further agreement covering those services. This further agreement shall be approved in writing by City and Attorney before Consultant performs those services.

5.5 City agrees to compensate Consultant pursuant to this Agreement irrespective of the ultimate outcome of any lawsuits associated with the Project, and irrespective of the ultimate opinions and testimony Consultant may provide related to such lawsuits.

5.6 Total compensation to Consultant under this Agreement shall not exceed \$15,000 without the written approval of City and Attorney given before performance of the work for which the excess compensation is sought.

6. Ownership of Written Products

6.1 All reports, documents, or other written material (“written products”) developed by Consultant in the performance of this Agreement shall be and remain the Attorney’s property until Attorney decides to make these materials public. Consultant may take and retain copies of its written products as desired, but no written products shall be the subject of a copyright application by Consultant.

7. Relationship of Parties

7.1 Consultant is and shall at all times remain, as to Attorney and the City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of Attorney or the City or otherwise to act on behalf of Attorney or the City as an agent. Attorney, the City, and their respective agents shall have no control over Consultant’s conduct, except as set forth in this Agreement. Consultant shall not represent that it is, in any manner, an employee of Attorney or the City.

7.2 Consultant, Attorney, and the City represent that none of them is aware of any prior or existing relationship that reasonably appears to create any conflict of interest for Consultant to provide the services described in this Agreement.

8. Confidentiality

8.1 All data, documents, discussion, or other information developed or received by Consultant or provided through performance of this Agreement are confidential and shall not be disclosed by Consultant without prior written consent by Attorney. Attorney shall grant such consent if disclosure is legally required. Upon

request, all information of Attorney shall be returned to Attorney or the City, as the case may be, upon the termination or expiration of this Agreement.

8.2 Consultant understands that its work under this Agreement will be done at Attorney's direction as part of Attorney's representation of the City. Consequently, Consultant understands that all work under this Agreement is intended to be Attorney work product that is protected from discovery under the rules of evidence. Consultant will not discuss its work under this Agreement or share its written product with anyone other than Attorney except as authorized by Attorney. Consultant further agrees to be exclusively retained by Attorney with respect to the Project and any associated lawsuit(s) and not to serve any other party with respect to this matter. The parties agree that Consultant's performance of this promise of exclusivity is essential to this Agreement and that damages will be insufficient to remedy the harm to Attorney and the City. Accordingly, Consultant further agrees that Attorney and City, and each of them, shall be entitled to specific performance of this promise and other appropriate remedies in court of competent jurisdiction to ensure performance of this promise. This promise is not in derogation of Consultant's right under Section 5.4 of this Agreement to compensation for services to Attorney not included in this Agreement.

9. Indemnification

The City agrees to indemnify, defend and hold harmless Consultant from and against any and all claims, actions, and damages that may be asserted by any third party against Consultant associated with the services Consultant renders under this Agreement, including, but not limited, any claims, actions, or damages arising out of or related to the California Public Records Act.

10. Termination

10.1 Attorney or the City may terminate this Agreement without cause at any time. Upon any termination, Consultant shall immediately return to City any uncharged deposit, but City shall pay to Consultant all earned fees and incurred costs.

10.2 Consultant may terminate this Agreement without cause at any time by providing Attorney and the City sixty (60) days' written notice of such termination.

10.3 Consultant may terminate this Agreement in the event of any default by Attorney or the City, if that default is not cured within ten (10) days after written notice of the default is given to Attorney.

10.4 The parties agree that the covenants contained in Section 6, Section 8, and Section 9 of this Agreement shall survive the expiration or termination of this Agreement.

11. Dispute Resolution

11.1 This Agreement shall be construed and enforced in accordance with the laws of the State of California.

11.2 Any dispute regarding this Agreement shall be resolved by binding arbitration, in Auburn, by ADR Services, Inc., in accordance with its commercial arbitration rules. YOU SHOULD CONSIDER THIS PARAGRAPH CAREFULLY AND CONSULT INDEPENDENT LEGAL ADVICE REGARDING IT, AS ALL THREE PARTIES HERE ARE GIVING UP IMPORTANT RIGHTS, INCLUDING THE RIGHT TO JURY TRIAL, IN THE EVENT OF A DISPUTE BETWEEN OR AMONG THEM REGARDING THIS AGREEMENT.

12. General Provisions

12.1 **Recitals.** The Recitals in section 1 of this Agreement are incorporated herein by this reference.

12.2 **Construction.** The Parties shall each be deemed to have participated in drafting this Agreement, and it shall not be construed against each or any of them.

12.3 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties regarding the matter set forth herein and may not be altered, amended, or modified in any respect, except by a writing duly executed by all Parties. All prior agreements and understandings, oral agreements, and writings regarding the matters set forth herein are expressly superseded hereby and are of no further force or effect.

12.4 **Independent Advice of Counsel.** Each Party represents and acknowledges that each of them has been represented by counsel or has had the opportunity to be so represented with respect to this Agreement and any and all matters covered by or related to such Agreement. Each Party represents and acknowledges that it has been fully advised by its counsel with respect to all rights that are affected and/or waived by this Agreement.

12.5 **Assumption of Risk.** Each Party understands and expressly accepts and assumes the risk that even if the facts pertaining in any way to the Agreement are later found to be different from the facts now believed to be true by any Party, this Agreement shall remain effective notwithstanding such differences in facts. The Parties also each represent that this Agreement was entered into under the laws current as of the effective date and agree that this Agreement shall remain effective notwithstanding any future changes in the law. Each Party represents and warrants that he or it read, knows, and

understands the contents hereof, has executed this Agreement voluntarily, and has not been influenced by any person, persons or attorney acting on behalf of any other Party, and understand that after signing this Agreement, each Party cannot proceed against the other on account of any of the facts or issues pertaining to the Agreement.

12.6 Successor and Assigns. This Agreement shall inure to the benefit of all Parties and shall further inure to the benefit and bind each Party, their predecessors, successors, subsidiaries, affiliates, representatives, heirs, assigns, agents, partners, officers, directors, employees, and personal representatives, past, present, and future.

12.7 No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

12.8 Costs and Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action.

12.9 Amendments in Writing. This Agreement may not be altered, amended, modified, or otherwise changed in any respect except by a writing duly executed by the Parties. The Parties agree that they will make no claim at any time or place that this Agreement has been orally altered or modified or otherwise changed by oral communication of any kind or character.

12.10 Severability. If any provision or any part of any provision of this Agreement is for any reason held to be invalid, unenforceable or contrary to any public policy, law, statute and/or ordinance, then the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable, except, that if the particular provision or part thereof is an essential term of the Agreement, and if application of this severability provision should materially and adversely affect the economic substance of the Agreement contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to serious misconduct by the Party seeking such compensation; it being intended that the Parties shall receive the benefits contemplated herein to the fullest extent permitted by law. The Parties further acknowledge and agree that sections 3.1 and 3.2 are essential terms of this Agreement.

12.11 Counterparts. This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement that shall be binding upon all Parties hereto, notwithstanding that the signatures of all Parties and/or their designated representatives do not appear on the same page. This Agreement may be transmitted by facsimile or other

electronic means and the reproduction of signatures by facsimile or other electronic means will be treated as binding as if originals. Any assembly of this Agreement with such signatures shall be deemed an original.

12.12 **Notices.** Any notice or communication required under this Agreement will be effective when received and sufficient if provided in writing and will be addressed as follows:

Colantuono, Highsmith &
Whatley, PC

Conor W. Harkins, Esq.
420 Sierra College Drive
Grass Valley, CA 95945

City of Colfax

City Manager
City of Colfax
33 S. Main Street
Colfax, CA 95713

Shelby HR Solutions

Erin Shelby
P.O. Box 188353
Sacramento, CA 95818

12.13 **Additional Acts.** The Parties agree to take such further actions and/or to execute, acknowledge, and deliver such additional documents as may be reasonably required to implement the terms and conditions of this Agreement. The Parties below named have executed this Agreement as of the date and year appearing adjacent to the signatures of the parties as set forth below.

12.14 **Authority of Signers.** Each person who executes this Agreement represents and warrants that he or she has authority to sign this Agreement, has full authority and capacity to provide the releases and make the other promises and representations contained herein on behalf of the Party for which they sign, agrees to indemnify and hold harmless each other party from any claim that such authority did not exist.

[Signatures on following page]

I HAVE READ THE FOREGOING AGREEMENT AND I ACCEPT AND AGREE TO THE PROVISIONS CONTAINED THEREIN AND HEREBY EXECUTE IT VOLUNTARILY AND WITH FULL UNDERSTANDING OF ITS CONSEQUENCES.

Shelby HR Solutions, Inc.

Colantuono, Highsmith & Whatley, PC

By: _____

Erin Shelby

Its: CEO

Date: _____

By: _____

Gary B. Bell

Its: Managing Shareholder

Date: _____

City of Colfax

By: _____

Ron Walker

Its: City Manager

Date: _____

Exhibit A

Scope of Work

- Consultant will provide the following employee engagement survey services:
- Employee Engagement Survey Administration: We will administer a customized Employee Engagement Survey, managing all aspects of scheduling and participant coordination to ensure maximum participation and accurate data collection.
- Employee Communication and Reminders: Our team will create and assist with all employee communications related to the survey, including reminders and follow-up messages to encourage participation and maintain engagement throughout the process.
- Fostering Trust and Actionable Change: We strive to protect the confidentiality of responses by reporting data in broad, aggregated groups, which helps foster a climate of trust and open communication.
- Presentation Materials Preparation: We will prepare comprehensive presentation materials for relevant stakeholders, including executive team and/or City Council, etc. The materials will effectively communicate survey results and actionable insights.
- Data Analysis and Strategic Recommendations: We will analyze the survey data to deliver strategic recommendations—grounded in thorough analysis and HR best practices—aimed at improving employee engagement and retention.

**Exhibit B
Rates**

DESCRIPTION OF SERVICES	FEE
Human Resources Consulting Services: Employee Engagement Survey	\$15,000 all-inclusive

*The total fee excludes all reasonable business travel expenses, including lodging, mileage, and meals.

City of Colfax

City Council

Resolution __-2025

ENTERING INTO AN AGREEMENT WITH SHELBY HR SOLUTIONS, INC. TO CONDUCT A
CONFIDENTIAL EMPLOYEE SATISFACTION SURVEY AND A REPORT TO THE CITY
COUNCIL

WHEREAS, the City Council wishes to conduct a confidential employee evaluation survey to assess working conditions, employee relations, and areas where the City can improve relations among employees and services to the public;

WHEREAS, the City Attorney, the Mayor, and the Mayor Pro Tem met with Erin Shelby of Shelby HR Solutions, Inc. to discuss retaining her firm to conduct an employee satisfaction survey;

WHEREAS, the Mayor directed the City Attorney to prepare an agreement with Shelby HR Solutions, Inc. to conduct an employee satisfaction survey;

WHEREAS, the City Attorney recommends the attached agreement between the City, the City Attorney’s office, and Shelby HR Solutions, Inc.;

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

1. The foregoing recitals are true and correct and are incorporated herein.

2. The City Council approves an agreement between Shelby HR Solutions, Inc.; the City of Colfax; and Colantuono, Highsmith & Whatley, PC. The City Manager and City Attorney are authorized to finalize the agreement substantially in the form attached hereto as **Exhibit A**.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th day of October 2025, by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Ron Walker, City Manager

Sean Lomen, Mayor

Exhibit A: Agreement with Shelby HR Solutions, Inc.