

**AGENDA  
CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.  
REGULAR CITY COUNCIL MEETING**

Location:	City Hall	Date:	August 2, 2012
	834 Main Street	Time:	<b>7 pm</b>
	Ferndale CA 95536	Posted: 7/30/12	

We welcome you to the meeting. Members of the Public may be heard on any business item on this Agenda before or during the City Council consideration of the item. The public may also directly address the City Council on any item of interest to the public that is not on the Agenda during the public comment time; however, the City Council generally cannot take action on an item not on the agenda.

A person addressing the City Council will be limited to five (5) minutes unless the Mayor of the City Council grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Council.

This City endeavors to be ADA compliant. Should you require assistance with written information or access to the facility, or a hearing amplification, please call 786-4224 24 hours prior to the meeting.

**TO SPEAK ON ANY ISSUE, BE ACKNOWLEDGED BY THE MAYOR BEFORE PROCEEDING TO THE PODIUM, STATE YOUR NAME AND ADDRESS FOR THE RECORD (optional), AND DIRECT YOUR COMMENTS ONLY TO THE COUNCIL.**

1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL –Deputy City Clerk
4. CEREMONIAL
  - a. Oath of Office-Adam Stricker ..... Page 3
  - b. Proclamation Honoring Supervisor Jimmy Smith ..... Page 4
5. MODIFICATIONS TO THE AGENDA
6. STUDY SESSIONS
7. PUBLIC COMMENT. (This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3<sup>rd</sup>s of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.) ..... Page 5
8. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under “Call Items.”)
  - a. Acceptance of Accounts Payable..... Page 6
  - b. Approval of previous minutes:
    - i. July 5, 2012..... Page 15
9. CALL ITEM
10. PRESENTATION / Community Forum
  - a. Air Service Presentation- Don Ehnebuske ..... Page 16

11. BUSINESS

- a. Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01..... Page 20
- b. Russ Park Committee Appointment – John Vernon ..... Page 23

12. CORRESPONDENCE ..... Page 25

13. REPORTS

- a. City Manager Staff Report and Community Events..... Page 30
- b. Commissions / Committees and others
  - i. Planning Commission ..... Page 43
  - ii. Design Review ..... Page 44
  - iii. Russ Park ..... none
  - iv. Sign Committee ..... none
- c. Council Reports and Comment
  - i. RREDC Minutes ..... Page 46
  - ii. HMRA Minutes ..... Page 48
  - iii. HCAOG Minutes ..... Page 50
  - iv. RCEA Minutes..... Page 53
  - v. HWMA Abstract ..... None

14. ADJOURN ..... Page 55

**This notice is posted in compliance with Government Code §54954.2.  
The next Regular Meeting of the Ferndale City Council will be held on  
THURSDAY, September 6, 2012 in the Auditorium of City Hall at 7:00pm**

**Section 1**

***Call Meeting to Order***

**Section 2**

***Pledge Allegiance***

**Section 3**

***Roll Call***

**Section 4**

***Ceremonial***

***Oath of office for Adam Stricker  
Proclamation for Supervisor Jimmy Smith***



**A PROCLAMATION  
OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
HONORING  
HUMBOLDT COUNTY SUPERVISOR JIMMY SMITH**

**WHEREAS**, Humboldt County Supervisor Jimmy Smith has faithfully and conscientiously served the County and its citizens for over ten years; and

**WHEREAS**, Supervisor Jimmy Smith served at his final Board meeting on July 24, 2012; and

**WHEREAS**, Supervisor Jimmy Smith has displayed excellence in work ethics, developed a high respect with his fellow Supervisors as well as elected officials and staff from all municipalities; and

**WHEREAS**, Supervisor Jimmy Smith has displayed an outstanding commitment to serve the County of Humboldt; and

**WHEREAS**, the City Council of the City of Ferndale, by this proclamation, wishes to express its great appreciation to Supervisor Jimmy Smith for meritorious service, loyalty and dedication to his County, his District and its citizens.

**NOW, THEREFORE BE IT PROCLAIMED** that the City Council of the City of Ferndale does hereby commend Supervisor Jimmy Smith for many years of valuable service and expresses its sincere thanks on behalf of the citizens of Ferndale.

**PROCLAIMED** by the City Council of the City of Ferndale on August 2, 2012:

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Jeffrey Farley, Mayor

## **Section 5**

### ***Modifications to the Agenda***

## **Section 6**

### ***Study Sessions***

## **Section 7**

### ***Public Comment***

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction.*

*Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3<sup>rd</sup> of the Council (three of the five members) that the item came up after the agenda was posted and is of an urgent nature requiring immediate action.*

*This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes. Please state your name and address for the record. (This is optional.)*

## **Section 8**

### ***Consent Agenda***

*All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion.*

*Is there anyone on the Council, Staff or the public that would like to pull an item off the Consent Agenda for scrutiny? Those items will be considered separately under "Call Items."*

**City of Ferndale**

834 Main Street, P.O. Box 236, Ferndale, CA 95536

**Printed Regular Checks**

General Checking - Distribution Detail - From 06/21/12 To 07/20/12  
 Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Chk No.	Date	Pay Ven ID	Vendor Name \ Payee Name	Distribution	Check
Acct No.	Type	Override Description	Amount	Amount	
45112	06/26/12	101AP	101 AUTO PARTS		13.25
	24315014		Vehicle expense	13.25	
<b>Total for 101 AUTO PARTS</b>					<b>13.25</b>
45113	06/26/12	AFLAC	AFLAC - REMIT. PROCESSING SERV.	Employee Paid	184.34
	10012260		Health insurance payable	184.34	
<b>Total for AFLAC - REMIT. PROCESSING SERV.</b>					<b>184.34</b>
45166	07/10/12	AQBC	AQUA BEN CORPORATION	Sewer Dept	898.51
	30515157		Effluent testing	898.51	
<b>Total for AQUA BEN CORPORATION</b>					<b>898.51</b>
45138	07/02/12	ARNKE	ARNOLD C. KEMP	Building Inspection	117.60
	10435052		Building regulation/inspectio	117.60	
<b>Total for ARNOLD C. KEMP</b>					<b>117.60</b>
45114	06/26/12	BAYWE	BAY WEST SUPPLY, INC.	Monthly	238.07
	10175024		Supplies - public restroom	55.26	
	10215012		Office expense	105.63	
	10625020		Building and ground maint.	77.18	
<b>Total for BAY WEST SUPPLY, INC.</b>					<b>238.07</b>
45139	07/02/12	BENAD	BENEFICIAL ADMIN COMPANY INC.		187.04
	10012260		Health insurance payable	43.57	
	10105007		Medical insurance	8.88	
	10125007		Medical insurance	24.12	
	10215007		Medical insurance	48.24	
	10315007		Medical insurance	2.47	
	10635007		Medical insurance	1.21	Monthly
	22315007		Medical insurance	1.57	
	24315007		Medical insurance	2.47	
	25315007		Medical insurance	3.65	
	26315007		Medical insurance	2.17	
	30515007		Medical insurance	48.69	
<b>Total for BENEFICIAL ADMIN COMPANY INC.</b>					<b>187.04</b>
45115	06/26/12	BRSMT	BRET SMITH	Reimbursement	300.00
	10215044		Meetings and dues	300.00	
<b>Total for BRET SMITH</b>					<b>300.00</b>
45130	06/29/12	CALRE	CALIF. REG. WATER QUALITY CONTROL		19,500.00
	30515164		Fines	19,500.00	Sewer Dept
<b>Total for CALIF. REG. WATER QUALITY CONTROL</b>					<b>19,500.00</b>
45116	06/26/12	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	Employee Paid	408.91
	10012250		Garnishments payable	408.91	
45167	07/10/12	CALST	CALIFORNIA STATE DISBURSEMENT UNIT		408.91
	10012250		Garnishments payable	408.91	
<b>Total for CALIFORNIA STATE DISBURSEMENT UNI</b>					<b>817.82</b>

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Chk No.	Date	Pay	Ven ID	Vendor Name \ Payee Name		Distribution	Check
Acct No.		Type		Override Description		Amount	Amount
45140	07/02/12		CHACO	CHAMBER OF COMMERCE	Quarterly Payment		5,518.09
	10175072			Chamber of Commerce		5,518.09	
<b>Total for CHAMBER OF COMMERCE</b>							<b>5,518.09</b>
45141	07/02/12		CITFO	CITY OF FORTUNA	Monthly		1,016.66
	10215035			Dispatch service		1,016.66	
<b>Total for CITY OF FORTUNA</b>							<b>1,016.66</b>
45117	06/26/12		DVLNO	DAVE LENARDO	Sewer Dept		285.00
	30515055			Contractual services		285.00	
45168	07/10/12		DVLNO	DAVE LENARDO			350.00
	30515055			Contractual services		350.00	
<b>Total for DAVE LENARDO</b>							<b>635.00</b>
45131	06/29/12		DELOR	DEL ORO WATER CO., FDLE. DIST.			461.18
	10155031			Water		35.04	
	10175031			Water - public restroom		81.53	
	10215029			Water		36.30	
	10615033			Water	Monthly	29.80	
	10625033			Water		75.42	
	10635031			Water		105.05	
	24315033			Water		37.93	
	30515032			Utilities - electric - plant		60.11	
<b>Total for DEL ORO WATER CO., FDLE. DIST.</b>							<b>461.18</b>
45118	06/26/12		DOCST	DOCUSTATION	Monthly		118.61
	10165078			Copy machine expense		118.61	
<b>Total for DOCUSTATION</b>							<b>118.61</b>
45142	07/02/12		EDWJO	EDWARD JONES & COMPANY			10,195.71
	10105010			Deferred comp		595.14	
	10125010			Deferred retirement		1,254.48	
	10215010			Deferred retirement	Quarterly Payment	3,164.60	
	10315010			Deferred retirement		298.02	
	10635010			Deferred retirement		248.53	
	22315010			Deferred retirement		331.13	
	24315010			Deferred retirement		344.13	
	25315010			Deferred retirement		132.61	
	26315010.1			Deferred compensation		281.12	
	30515010			Deferred retirement		3,545.95	
<b>Total for EDWARD JONES &amp; COMPANY</b>							<b>10,195.71</b>
45119	06/26/12		EELRI	EEL RIVER DISPOSAL			29.30
	10155030			Trash service	Monthly	29.30	
45132	06/29/12		EELRI	EEL RIVER DISPOSAL	Sewer Dept		1,259.50
	30515030			Garbage/sludge		1,259.50	
<b>Total for EEL RIVER DISPOSAL</b>							<b>1,288.80</b>

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Acct No.				Override Description	Amount	Amount
100	06/26/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT	Payroll Taxes	766.87
10012302				State P/R Tax Deposits	766.87	
100	07/10/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		816.53
10012302				State P/R Tax Deposits	816.53	
<b>Total for EMPLOYMENT DEVELOPMENT DEPART</b>						<b>1,583.40</b>
45133	06/29/12		FEDEX	FEDEX	Sewer Dept	322.04
30515121				Sewer plant maintenance	322.04	
<b>Total for FEDEX</b>						<b>322.04</b>
45120	06/26/12		FRONT	FRONTIER		1,087.83
10155034				Telephone	197.67	
10215034				Telephone	320.30	
10615034				Telephone	130.35	
24315034				Telephone	59.10	
30515034				Telephone	380.41	
<b>Total for FRONTIER</b>						<b>1,087.83</b>
45134	06/29/12		HAJCO	Hajoca Corp.	Sewer Dept	194.46
30515122				Sewer line maintenance	194.46	
<b>Total for Hajoca Corp.</b>						<b>194.46</b>
45121	06/26/12		HUMTE	HUMBOLDT TERMITE & PEST	Police Dept	49.00
10215020				Building and grounds maint.	49.00	
<b>Total for HUMBOLDT TERMITE &amp; PEST</b>						<b>49.00</b>
45143	07/02/12		JAYPA	JAY PARRISH	Monthly	400.00
10165096				Car Allowance	400.00	
<b>Total for JAY PARRISH</b>						<b>400.00</b>
45122	06/26/12		MANHD	MANHARD CONSULTING LTD		21,265.00
10425052				General engineering	347.50	
26315052				Engineering	690.00	
40315052				Plans, specs & estimates	20,227.50	
<b>Total for MANHARD CONSULTING LTD</b>						<b>21,265.00</b>
45123	06/26/12		MERFR	MERCER FRASER COMPANY		366.80
24315021				Street maintenance	366.80	
45135	06/29/12		MERFR	MERCER FRASER COMPANY		417.23
24315021				Street maintenance	417.23	
<b>Total for MERCER FRASER COMPANY</b>						<b>784.03</b>
45124	06/26/12		MIKSE	MIKSIS SERVICES, INC.	Sewer Dept	3,034.50
30515122				Sewer line maintenance	3,034.50	
<b>Total for MIKSIS SERVICES, INC.</b>						<b>3,034.50</b>
45144	07/02/12		MIRRE	MIRANDA'S RESCUE	Quarterly Payment	450.00
10225096				Animal control	450.00	
<b>Total for MIRANDA'S RESCUE</b>						<b>450.00</b>

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Acct No.	Type	Override Description	Amount	Amount		
45125	06/26/12	MISSN		MISSION UNIFORM & LINEN Community Center		26.08
10635020				Buildings & grounds maintenance - Commu	26.08	
45169	07/10/12	MISSN		MISSION UNIFORM & LINEN		26.08
10635020				Buildings & grounds maintenance - Commu	26.08	
<b>Total for MISSION UNIFORM &amp; LINEN</b>						<b>52.16</b>
45170	07/10/12	MBDVZ		MITCHELL, BRISSO, DELANEY & VRIEZE		1,986.50
10145052				Professional services Monthly	1,986.50	
<b>Total for MITCHELL, BRISSO, DELANEY &amp; VRIEZE</b>						<b>1,986.50</b>
45126	06/26/12	NORCO		NORTH COAST LABORATORIES LTD.		160.00
30515157				Effluent testing Sewer Dept	160.00	
45136	06/29/12	NORCO		NORTH COAST LABORATORIES LTD.		160.00
30515157				Effluent testing	160.00	
<b>Total for NORTH COAST LABORATORIES LTD.</b>						<b>320.00</b>
100	06/26/12	EFT	NORVA	NORTH VALLEY BANK Payroll Taxes		4,845.58
10012301				Federal P/R Tax Deposits	4,845.58	
100	07/10/12	EFT	NORVA	NORTH VALLEY BANK		5,189.18
10012301				Federal P/R Tax Deposits	5,189.18	
45145	07/02/12		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK		1,948.36
26315194				Interest-Six Rivers loan Loan Payment	1,948.36	
<b>Total for NORTH VALLEY BANK</b>						<b>11,983.12</b>
45127	06/26/12	PACGA		PACIFIC GAS & ELECTRIC		1,171.97
22315058				Street lighting Monthly	1,171.97	
<b>Total for PACIFIC GAS &amp; ELECTRIC</b>						<b>1,171.97</b>
45146	07/02/12	ROBSM		ROBIN SMITH		153.47
10245052				Professional services Monthly	153.47	
<b>Total for ROBIN SMITH</b>						<b>153.47</b>
45147	07/02/12	SCOUTS		SCOUTS		450.00
10165099				Miscellaneous Quarterly	450.00	
<b>Total for SCOUTS</b>						<b>450.00</b>
45171	07/10/12	SEQGA		SEQUOIA GAS COMPANY		748.74
10155033				Utilities gas	250.07	
10615031				Gas Monthly	138.71	
10635033				Gas	359.96	
<b>Total for SEQUOIA GAS COMPANY</b>						<b>748.74</b>

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Acct No.	Type	Override Description	Amount	Amount	
45128	06/26/12	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUT		21,186.30
	10012260		Health insurance payable	1,862.02	
	10105007		Medical insurance	1,060.28	
	10125007		Medical insurance	2,417.20	
	10215007		Medical insurance	6,160.08	
	10315007		Medical insurance	292.90	
	10635007		Medical insurance Two Months	286.36	
	22315007		Medical insurance	325.44	
	24315007		Medical insurance	393.64	
	25315007		Medical insurance	399.40	
	26315007		Medical insurance	375.38	
	30515007		Medical insurance	7,613.60	
<b>Total for SPECIAL DISTRICT RISK MANAGEMENT A</b>					<b>21,186.30</b>
45172	07/10/12	SPETR	SPECIALTY TRAFFIC SYSTEMS		116.48
	24315021		Street maintenance Monthly	116.48	
<b>Total for SPECIALTY TRAFFIC SYSTEMS</b>					<b>116.48</b>
45137	06/29/12	STAPE	STAPLES CREDIT PLAN		152.92
	10125012		Office expense	25.61	
	30515012		Office expense Sewer Dept.	127.31	
<b>Total for STAPLES CREDIT PLAN</b>					<b>152.92</b>
45173	07/10/12	THOGZ	THOMAS W. GONZALEZ, SR	Community Center	260.00
	10635020		Buildings and grounds maintenance	260.00	
<b>Total for THOMAS W. GONZALEZ, SR</b>					<b>260.00</b>
45129	06/26/12	TIPMO	TIPPLE MOTORS, INC.	Monthly	181.35
	24315014		Vehicle expense	181.35	
<b>Total for TIPPLE MOTORS, INC.</b>					<b>181.35</b>
45174	07/10/12	USBNK	U.S. BANK CORPORATE PAYMENT SYSTEM		207.78
	10125012		Office expense Monthly	85.79	
	10125044		Meetings and dues	121.99	
<b>Total for U.S. BANK CORPORATE PAYMENT SYSTE</b>					<b>207.78</b>
45175	07/10/12	VERZN	VERIZON		246.47
	10155034		Telephone	29.34	
	10215034		Telephone Monthly	117.34	
	24315034		Telephone	11.78	
	30515034		Telephone	88.01	
<b>Total for VERIZON</b>					<b>246.47</b>
<b>Total for the 50 checks</b>				<b>109,878.20</b>	<b>109,878.20</b>

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## Account Distributions

<u>Account No.</u>	<u>Account Description</u>	<u>Amount</u>
10012250	Garnishments payable	817.82
10012260	Health insurance payable	2,089.93
10012301	Federal P/R Tax Deposits	10,034.76
10012302	State P/R Tax Deposits	1,583.40
10105007	Medical insurance	1,069.16
10105010	Deferred comp	595.14
10125007	Medical insurance	2,441.32
10125010	Deferred retirement	1,254.48
10125012	Office expense	111.40
10125044	Meetings and dues	121.99
10145052	Professional services	1,986.50
10155030	Trash service	29.30
10155031	Water	35.04
10155033	Utilities gas	250.07
10155034	Telephone	227.01
10165078	Copy machine expense	118.61
10165096	Car Allowance	400.00
10165099	Miscellaneous	450.00
10175024	Supplies - public restroom	55.26
10175031	Water - public restroom	81.53
10175072	Chamber of Commerce	5,518.09
10215007	Medical insurance	6,208.32
10215010	Deferred retirement	3,164.60
10215012	Office expense	105.63
10215020	Building and grounds maint.	49.00
10215029	Water	36.30
10215034	Telephone	437.64
10215035	Dispatch service	1,016.66
10215044	Meetings and dues	300.00
10225096	Animal control	450.00
10245052	Professional services	153.47
10315007	Medical insurance	295.37
10315010	Deferred retirement	298.02

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10425052	General engineering	347.50
10435052	Building regulation/inspectio	117.60
10615031	Gas	138.71
10615033	Water	29.80
10615034	Telephone	130.35
10625020	Building and ground maint.	77.18
10625033	Water	75.42
10635007	Medical insurance	287.57
10635010	Deferred retirement	248.53
10635020	Buildings and grounds maintenance	312.16
10635031	Water	105.05
10635033	Gas	359.96
22315007	Medical insurance	327.01
22315010	Deferred retirement	331.13
22315058	Street lighting	1,171.97
24315007	Medical insurance	396.11
24315010	Deferred retirement	344.13
24315014	Vehicle expense	194.60
24315021	Street maintenance	900.51
24315033	Water	37.93
24315034	Telephone	70.88
25315007	Medical insurance	403.05
25315010	Deferred retirement	132.61
26315007	Medical insurance	377.55
26315010.1	Deferred compensation	281.12
26315052	Engineering	690.00
26315194	Interest-Six Rivers loan	1,948.36
30515007	Medical insurance	7,662.29
30515010	Deferred retirement	3,545.95
30515012	Office expense	127.31
30515030	Garbage/sludge	1,259.50
30515032	Utilities - electric - plant	60.11
30515034	Telephone	468.42
30515055	Contractual services	635.00
30515121	Sewer plant maintenance	322.04
30515122	Sewer line maintenance	3,228.96

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30515157	Effluent testing	1,218.51
30515164	Fines	19,500.00
40315052	Plans, specs & estimates	20,227.50
		<hr/> <b>109,878.20</b> <hr/>

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834 Main Street, P.O. Box 236, Ferndale, CA 95536

## Printed PayCheck Checks

General Checking - Date Range: From 06/21/12 To 07/20/12 - Check #: All - Dept: All  
 Sort Code: All - EmpID: All - Emp Name: All - By Check Number

Check #	Date	Emp. #	Employee Name	Amount
45096	06/26/12	1,215	DEBERA H. AUSTRUS	1,668.64
45097	06/26/12	2,190	HEATH A. BOHACIK	719.90
45098	06/26/12	6,115	MARY ELLEN BOYNTON	85.02
45099	06/26/12	5,220	STEVE L. COPPINI	1,172.14
45100	06/26/12	5,221	DOUGLAS E. CULBERT	1,952.56
45101	06/26/12	2,178	PAUL A. DIAZ JR.	976.29
45102	06/26/12	2,185	LINDSEY D. FRANK	902.85
45103	06/26/12	2,179	JASON R. HYNES	1,019.88
45104	06/26/12	1,214	NANCY S. KAYTIS-SLOCUM	1,311.53
45105	06/26/12	5,235	TIMOTHY W. MIRANDA	936.26
45106	06/26/12	1,012	JAY D. PARRISH	2,403.69
45107	06/26/12	6,142	DIANNA L. RICHARDSON	85.02
45108	06/26/12	2,200	BRET A. SMITH	1,417.83
45109	06/26/12	1,216	BRIANNA A. SMITH	595.12
45110	06/26/12	5,280	DANIEL V. SUTTON	1,049.92
45111	06/26/12	6,221	BONNIE K. VON BRAUN	40.66
45148	07/02/12	1,510	MARIA A. ROSA	193.77
45149	07/10/12	1,215	DEBERA H. AUSTRUS	1,668.65
45150	07/10/12	2,190	HEATH A. BOHACIK	810.87
45151	07/10/12	6,115	MARY ELLEN BOYNTON	66.13
45152	07/10/12	5,220	STEVE L. COPPINI	1,244.74
45153	07/10/12	5,221	DOUGLAS E. CULBERT	1,994.37
45154	07/10/12	2,178	PAUL A. DIAZ JR.	1,137.17
45155	07/10/12	2,185	LINDSEY D. FRANK	984.17
45156	07/10/12	2,179	JASON R. HYNES	1,110.85
45157	07/10/12	5,222	IAN E. IVEY	450.43
45158	07/10/12	1,214	NANCY S. KAYTIS-SLOCUM	1,287.25
45159	07/10/12	5,235	TIMOTHY W. MIRANDA	961.88
45160	07/10/12	1,012	JAY D. PARRISH	2,403.69
45161	07/10/12	6,142	DIANNA L. RICHARDSON	103.92
45162	07/10/12	2,200	BRET A. SMITH	1,417.82
45163	07/10/12	1,216	BRIANNA A. SMITH	606.53
45164	07/10/12	5,280	DANIEL V. SUTTON	1,028.60
45165	07/10/12	6,221	BONNIE K. VON BRAUN	27.11
<b>Total</b>				<b>33,835.26</b>

**City of Ferndale, Humboldt County, California USA**

City Council Minutes for July 5, 2012

Mayor Jeffrey Farley called the Regular City Council Meeting to order at 7:01p.m. Present were Councilmen Niels Lorenzen and John Maxwell, along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, City Engineer Praj White, and City Police Chief Bret Smith. Praj White introduced David Case who is now working with Manhard in Eureka. Those present pledged allegiance to the flag. The City Clerk called roll call. Ken Mierzwa and Stuart Titus were absent. Modifications to the agenda: The Airline Presentation will be presented at the August meeting.

Consent Calendar: MOTION: (Maxwell/Farley) Accept Accounts Payable and Approve the minutes from June 7, 2012 meeting. Motion carried with Maxwell, Farley aye; Lorenzen nay.

MOTION: (Maxwell/Farley) "Resolution 2012-22 Authorizing Disposal of Redundant and Obsolete Files" was approved unanimously.

City Manager Parrish spoke with the council regarding the budget. We had a study session in June, and the city has a positive cash flow. MOTION: (Maxwell/Farley) "Resolution 2012-23 Adopting FY11-12 Budget" carried with ayes from Maxwell and Farley, and Nay from Lorenzen.

City Clerk Kaytis-Slocum explained that the fees and fines that could be increased without an election were increased yearly by the Consumer Price Index. MOTION: (Farley/Maxwell) "Resolution 2012-24 Adopting FY11-12 Fees & Fines Schedule" was approved unanimously.

The City Manager Jay Parrish is working with Gerald Silva regarding access to Russ Park.

Under Council Comments, Mayor Farley reported that the Bear River Casino put on quite a show at the Fairgrounds for the Fourth of July. He asked that the City Manager draft a letter of thanks for the Mayor's signature.

The meeting adjourned at 7:17PM. The next regular Council Meeting is scheduled for August 2, 2012 at 7PM.

Respectfully submitted,

Nancy Kaytis-Slocum  
City Clerk

**Section 9**

**CALL ITEMS**

*These are items pulled from the consent agenda  
for discussion and a separate motion.*

**Section 10**

**PRESENTATIONS**

Air Service Presentation- Don Ehnebuske

**Presentation on Supporting the Effort to Obtain Additional Air Service  
to Arcata/Eureka Airport  
Don Ehnebuske, Redwood Region Economic Development Commission**

A new strategy has been developed to attract a direct flight to an additional hub with the use of a Minimum Revenue Guarantee agreement (MRG):

1. RREDC and County Aviation have applied for a grant from the Department of Transportation to fund an MRG to be used to attract additional air service to the Arcata/Eureka Airport. The grant application requires a community match of funds. Grant request amount is \$750,000.
2. RREDC has applied to the Headwaters Fund for \$250,000 of local funds to commit towards matching funds. The HWF Board recommended approval of a Challenge Grant to be matched by other non-federal fund sources up to \$250,000. Final consideration of the HWF grant will be made by the County Supervisors.
3. County Supervisors are developing a plan to contribute an unknown amount of county funding for this effort.
4. RREDC has developed a program to take to community, business, educational, and governmental groups to convey a simple message of what this is and why we all benefit from it, and to ask for financial help - \$100,000. The City of Eureka has included \$10,000 towards this effort in their draft budget. One business has donated \$1,500 so far.

In March, American Airlines set the terms and the timeline for new service to LAX based on an MRG agreement which they provided. Due to an extremely tight timeline and unexpected FAA and legal issues, we could not effectively get the message out to the community, nor complete the public process, to make it happen. This time we are developing the funding in advance in order to avoid these issues in the future.

This is not about subsidizing flights for an out-of-town corporation, it's about connecting Humboldt to the global economy – and that means small business, agriculture, aquaculture, education, health care, the arts, natural resources management and tourism. Additional air service also brings considerable construction dollars to the community through federal funding for airport construction. This results in both local jobs and a healthier and more connected community.

Request: Letter of support for the attracting additional air service and \$1,000 contribution to a MRG fund administered by RREDC and fully refundable in the event that additional air service is not obtained in 2 years.

**Financial Overview of Effort to Attract Additional Air Service**

**Expected Funding sources for Two Year Revenue Guarantee:**

\$750,000 – Small Community Air Service Development Program Grant (SCASDP)

\$250,000 – Headwaters Fund

\$100,000 – County of Humboldt Funds

\$100,000 – Business, Local Government & Community Funds

\$1,200,000 – Total Funds Expended

**Expected Economic Development Returns per Year:**

\$135,000 – Additional County Passenger Facility Fees (\$4.50/ticket, 30,000 passengers)

\$2,700,000 – Additional matching FAA Airport Construction Funds for projects by local contractors (95% federal match of passenger fees)

\$600,000 – Reduced cost on tickets due to competition (\$20/ticket, 30,000 passengers)

\$100,000 - Additional parking revenue to county

No Data – Additional local economic competitiveness due to airport construction projects (air freight terminal, etc)

No Data – Reduced costs to passengers due to fewer delays, competitive advantages

At Least Several Million Dollars - Economic Return to the Community

**Section 11**

***BUSINESS***

Meeting Date:	August 2, 2012	Agenda Item Number	11a
Agenda Item Title:	Ordinance 2012-03, An ordinance amending Purchasing Ordinance 07-04, Section 6.01		
Presented By:	Jay Parrish, City Manager		
Type of Item:	x	Action	Discussion Information
Action Required:	Approve First Reading of Ordinance 2012-03		

**RECOMMENDATION:**

Approve the First Reading of Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01.1(d) by title only, and assign it to the September City Council meeting for a Second Reading and possible adoption.

**BACKGROUND:**

In the case of hiring an attorney, the current Purchasing Ordinance gave responsibility to the City Manager or the Purchasing Officer; however, our organizational chart designates the City Council as the only entity that can hire the attorney. It is therefore our recommendation that the following change be made to the current Purchasing Ordinance.

**ARTICLE 6: BIDDING PROCEDURE**

**§6.01 General**

- 6.01.1 Purchases for supplies, equipment or services shall be by bid procedures pursuant to this ordinance except:
  - a. During an emergency as determined by the City Manager or in his absence the Mayor, which requires an order be placed with the nearest or most readily available source necessary to provide an essential city-supplied service affecting the public health, safety or welfare that would be delayed through the normal purchasing procedure in the procurement of the items or service; or
  - b. When the Purchasing Officer determines that the supplies, service or equipment can be obtained from only one vendor; or
  - c. When the City has a contract with another governmental unit to purchase a particular time on a cooperative basis; or
  - d. *When the City Council determines that it is in the best interest of the City to do so.* ~~When the Purchasing Officer finds that negotiations shall best serve the City due to the nature of the supplies, equipment or contractual service.~~

## ORDINANCE NO. 2012-03

AN ORDINANCE OF THE CITY OF FERNDALE, STATE OF CALIFORNIA, AMENDING PURCHASING  
ORDINANCE 07-04 §6.01 PERTAINING TO BIDDING PROCEDURE

THE CITY COUNCIL OF THE CITY OF FERNDALE DOES ORDAIN AS FOLLOWS:

**ARTICLE 1: SHORT TITLE, PURPOSE, SCOPE AND REPEAL**

- §1.01 This ordinance shall be known and cited as "Amending Purchasing Ordinance."
- §1.02 The purpose of this ordinance is to establish efficient procedures for the purchase of supplies, equipment and services; to secure supplies, equipment and services at the lowest possible cost commensurate with the quality needed; to exercise positive financial control over all purchases; and to clearly define authority for the purchasing function.
- §1.03 This ordinance shall cover procurement for all departments throughout the City of Ferndale.

**ARTICLE 2: STATUTORY AUTHORITY**

- §2.01 Authority is pursuant to Government Code §§54201 through 54205

**ARTICLE 3: GENERAL PROVISIONS**

- §3.01 The following change shall be made to section 6.01 of Purchasing Ordinance 07-04. The section noted shall read as follows

**ARTICLE 6: BIDDING PROCEDURE****§6.01 General****6.01.1 Purchases for supplies, equipment or services shall be by bid procedures pursuant to this ordinance except:**

- a. **During an emergency as determined by the City Manager or in his absence the Mayor, which requires an order be placed with the nearest or most readily available source necessary to provide an essential city-supplied service affecting the public health, safety or welfare that would be delayed through the normal purchasing procedure in the procurement of the items or service; or**
- b. **When the Purchasing Officer determines that the supplies, service or equipment can be obtained from only one vendor; or**
- c. **When the City has a contract with another governmental unit to purchase a particular time on a cooperative basis; or**
- d. **When the City Council determines that it is in the best interest of the City to do so. ~~When the Purchasing Officer finds that negotiations shall best serve the City due to the nature of the supplies, equipment or contractual service.~~**

ARTICLE 4: ENACTMENT

- §4.01 SEVERABILITY CLAUSE: The City Council hereby declares that it would have passed this Ordinance and each section, subsection, paragraph, sentence, clause and phrase thereof, irrespective of the fact that one or more of such sections, subsections, paragraphs, sentences, clauses or phrases might be declared invalid, unconstitutional or void. Should any section, subsection, paragraph, sentence, clause or phrase of this Ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance or any portion thereof should be held to be invalid on one ground, but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance or such portion thereof was enacted.
- §4.02 Effective Date. This Ordinance shall become effective thirty (30) days after the date of its enactment.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012 on the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk

\_\_\_\_\_  
Jeffrey Farley, Mayor

First Reading:	
Second Reading:	
Enacted:	

Meeting Date:	August 2, 2012	Agenda Item Number	11b
Agenda Item Title:	Appoint John Vernon to the Russ Park Committee		
Presented By:	Jay Parrish, City Manager		
Type of Item:	x	Action	Discussion Information
Action Required:	Appoint John Vernon to the Russ Park Committee.		

**RECOMMENDATION:**

Appoint City Resident John Vernon to fill one of the two vacancies on the Russ Park Committee, effective immediately.

**BACKGROUND**

Long time committee member Sharon Katri gave notice recently that she was stepping down from the committee. Shortly thereafter, it became apparent to committee member Andrei Hedstrom that he had too many irons in the fire at this time to give the time needed to Russ Park. Perhaps at a later time he would like the Council to consider appointing him again. Consequently, there are currently two vacancies.

John and Barbara Vernon have been hiking in the park for years and recently relocated to Ferndale full time. They volunteer to help with trail maintenance as does their son when he is in town. Sometime ago John expressed an interest in serving on the committee when a vacancy occurred, and now is that time. His recent letter (email) of interest is attached.



July 1, 2012

Honorable Mayor and City Council  
P.O. Box 1095  
Ferndale, CA 95536

Subject: Appointments to Russ Park Committee

**THE RUSS PARK COMMITTEE RECOMMENDS THAT THE FERNDALE CITY COUNCIL TAKE THE FOLLOWING ACTION:**

*Appoint City resident John Vernon to fill one of two vacancies on the Russ Park Committee, effectively immediately.*

**DISCUSSION:**

Long time committee member Sharon Katri gave notice recently that she was stepping down from the committee. Shortly thereafter, it became apparent to committee member Andrei Hedstrom that he had too many irons in the fire at this time to give the time needed to Russ Park. Perhaps at a later time he would like the Council to consider appointing him again. Consequently, there are currently two vacancies.

John and Barbara have been hiking in the park for years and recently relocated to Ferndale full time. They volunteer to help with trail maintenance as does their son when he is in town. Sometime ago John expressed an interest in serving on the committee when a vacancy occurred, and now is that time. His recent letter (email) of interest is attached.

The Russ Park Committee recommends that the City Council appoint John Vernon to the committee, effective immediately.

Sincerely,

signed  
Jim Stretch

Cc: Mr. John Vernon  
Russ Park Committee Members

**Section 12**  
**CORRESPONDENCE**

***Correspondence Files are available for review at City Hall during regular business hours, Monday through Thursday, 9am to 4pm.***

JAMES R. STRETCH  
POB 1163  
FERNDALE, CA. 95536  
(707) 786-4172  
ferndalejim@hotmail.com

RECEIVED  
JUL 23 2012  
BY:.....

July 23, 2012

TO: Jay Parrish, City Manager  
From: Jim Stretch, Russ Park Committee  
SUBJECT: Payment for picnic tables

For some time we have had an order in to the CDF Camp at High Rock for (2) picnic tables for Russ Park. On July 5, 2012 they were delivered and installed at the total cost of \$750.00. It took some effort to disassemble the 4' round table and pack it and the tools and bags of redi-mix all the way up to the Ferndale Viewpoint for installation.

In addition to that cost the committee purchased bags of redi-mix, hardware to secure the tables, chain and locks, most of which was charged to the Russ Park account at Valley Lumber.

The picnic table by the kiosk near the Bluff Street parking lot is 8' and very sturdy with fixed seating for 8. It has probably been at least 30 years since the public had a table in that area for a picnic. It is a beautifully finished table that should last for decades.

The second table is a round 4 footer with fixed seating for 6. From the table "at the point" one can see part of Ferndale and the Eel River Valley out to the Pacific Ocean. It is one of the nicest picnic tables I have ever seen, and they were very proud of it, being careful not to scratch it on the way up the hill. It also is well secured with (2) "1" bolts in concrete with chain and locks.

Captain Renner tells me that when High Rock made the tables for the City's Bocce ball courts the City made its payment by depositing the agreed amount into their account as a credit at Valley Lumber, Ferndale. That should work in this case also.

Therefore, please issue a credit to the CDF High Rock account at Valley Lumber, Ferndale in the amount of \$750.00 from the City of Ferndale Russ Park account.

Thank you,

Finance  
CM  
✓ Russ Park  
Corres  
CC packet





June 28, 2012  
 TO: STATE, COUNTY AND CITY  
 OFFICIALS

**NOTICE OF PACIFIC GAS AND ELECTRIC COMPANY'S COMPRESSOR STATION  
 FORECAST COSTS APPLICATION  
 (A.12-06-010)**

On June 18, 2012, Pacific Gas & Electric Company (PG&E) filed Application A.12-06-010 with the California Public Utilities Commission (CPUC) requesting approval of a \$7.5 million gas procurement forecast to assist in recovering Greenhouse Gas (GHG) compliance costs associated with California Assembly Bill (AB) 32. The projected procurement forecast equals a \$3.3 million increase in 2013 gas rates, and a \$4.2 million increase in 2014 gas rates.

California Assembly Bill (AB 32) requires the reduction of statewide GHG emissions to 1990 levels by 2020. As part of this legislation, the California Air Resources Board (ARB) has adopted a Cap and Trade regulation, which will be implemented on January 1, 2013. As a result of this state law, PG&E will be required to purchase allowances for its GHG emissions. This application requests cost recovery for six gas compressor stations operated by PG&E that emit GHG, and for which PG&E will be required to purchase compliance instruments in the form of allowance and/or offsets.

To pay for the compliance instrument purchases for our gas compressor stations, PG&E proposes an adjustment to its 2013 and 2014 gas rates. PG&E also proposes to track the difference between actual and forecast GHG compliance costs and to adjust rates for any differences in the following year.

**Will rates increase as a result of this application?**

**Yes, approval of this application will result in a slight rate increase to gas rates of less than one percent for bundled core customers (those who receive gas, distribution and transmission service from PG&E).** Approval of this application will increase bundled rates by less than 1 percent. Using the 2014 (the highest single year) cost of \$4.2 million, the bundled average residential non-CARE gas rate increase will be 0.07 percent. The impact on currently adopted total illustrative annual gas revenue is an increase in 2014 of 0.12%.

**If the CPUC approves this application, a typical non-CARE residential customer using 37 therms of natural gas per month will see his or her average monthly bill change from \$46.13 to \$46.16, an increase of three cents per month.**

**FOR FURTHER INFORMATION**

To request a copy of the application and exhibits or for more details, call PG&E at **1-800-743-5000**

For TDD/TTY (speech-hearing impaired), call **1-800-652-4712**

Para más detalles llame al **1-800-660-6789**

詳情請致電 **1-800-893-9555**

Please specify that you are inquiring about A.12-06-010.

You may request a copy of the application and exhibits by writing to:

Pacific Gas and Electric Company  
 Compressor Station Forecast  
 P.O. Box 7442, San Francisco, CA 94120.

**THE CPUC PROCESS**

The CPUC's Division of Ratepayer Advocates (DRA) will review this application.

The DRA is an independent arm of the CPUC, created by the Legislature to represent the interests of all utility customers throughout the state and obtain the lowest possible rate for service consistent with reliable and safe service levels. The DRA has a multi-disciplinary staff with expertise in economics, finance, accounting and engineering. The DRA's views do not necessarily reflect those of the CPUC. Other parties of record will also participate.

The CPUC may hold evidentiary hearings where parties of record present their proposals in testimony and are subject to cross-examination before an Administrative Law Judge (ALJ). These hearings are open to the public, but only those who are parties of record may present evidence or cross-examine witnesses during evidentiary hearings. Members of the public may attend, but not participate in, these hearings.

After considering all proposals and evidence presented during the hearing process, the ALJ will issue a draft decision. When the CPUC acts on this application, it may adopt all or part of PG&E's request, amend or modify it, or deny the application. The CPUC's final decision may be different from PG&E's application.

If you would like to learn how you can participate in this proceeding or if you have comments or questions, you may contact the CPUC's Public Advisor as follows:

Public Advisor's Office  
 505 Van Ness Avenue  
 Room 2103  
 San Francisco, CA 94102  
**1-415-703-2074** or **1-866-849-8390** (toll free)  
**TTY 1-415-703-5282** or **TTY 1-866-836-7825** (toll free)  
 E-mail to [public.advisor@cpuc.ca.gov](mailto:public.advisor@cpuc.ca.gov)

If you are writing a letter to the Public Advisor's Office, please include the number of the application (12-06-010) to which you are referring. All comments will be circulated to the Commissioners, the assigned Administrative Law Judge and the Energy Division staff.

A copy of PG&E's Compressor Station Forecast application and exhibits are also available for review at the California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102, Monday-Friday, 8 a.m.-noon, and on the CPUC's website at <http://www.cpuc.ca.gov/puc>.

RECEIVED  
 JUL 03 2012

BY:.....

*Council pkt  
 PG&E  
 covers*

## **Section 13**

### **REPORTS**

#### ***Section 13a: City Manager Staff Report***

##### **CITY MANAGER**

##### **Meetings:**

- Kiwanis meeting 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 4:30 pm
- City Council- July 5<sup>th</sup> – 7:00-8:30 pm
- HMRA meeting- July 9<sup>th</sup> – 4:30- 6:00 pm
- SRWC meeting- July 10<sup>th</sup> - 2:00-5:00 pm
- Humboldt Transit Authority- July 13<sup>th</sup> meeting to discuss bus service to Fair from Fernbridge
- RCEA Board meeting – July 16<sup>th</sup> - 3:15-5:00 pm
- City Manager meeting- July 19<sup>st</sup> - 3:00-5:00 pm
- Hazardous Waste Collection- High School- 9:00 am- 2:00 pm
- Pickup mail every morning
- SRWC and SRRP
- ERD contract negotiations: Discussions with Karen Smith of ERD to talk about revenue sharing as part of our recycling contract. I have had a number of conversations with other cities who have this type of agreement which allows a community to improve on its recycling program, while at the same time sharing in the financial success of the program in order to keep rates as low as possible. Karen is working up a proposal that will address the present inequity. I have also had discussions with HWMA personnel going over various solid waste issues. Karen Sherman of HWMA and Miles from Eureka have been very informative.
- Daily meetings with chief regarding police activities and community safety issues.
- Conversations with Wastewater operators regarding compliance related, personnel related issues and scheduling. Also many sludge related alternatives and guidance to reduce associated weight and costs.
- Daily interaction with Staff regarding workload.
- Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens. We continue work with property owners in effort to get support for the project. We had a number of meetings with members of the SRWC regarding the operation and maintenance of the Salt River watershed after the project's completion. The project is still trying to work with a property owner for the final agreement before we can go out to bid on the Salt River Project. There is still a possibility that we can go out to bid at the end of August if we can reach agreement.
- The Department of Water Resources (DWR) approved an award of \$3million for work in Phase 2 of the Salt River project. A public hearing was held on June 28 to hear citizen's comments on the

project. At the hearing staff of DWR gave an overview of the funding source, stated that the project proposal scored very well and was one of 13 projects selected for funding.

- The California Conservation Corps (CCCs) was recently awarded a grant in the amount of \$108,000 to install bio-engineering treatments that will help stabilize a large debris torrent that came down on March 2011 and filled Francis Creek for a distance of 1400 feet. The project is intended to stabilize the area and minimize additional sediment delivery to Francis Creek.
- Funding to continue the operation of the Turbidity Threshold Sampling Station on Francis Creek for another year has been secured. The funding is included in a Cooperative Agreement between Natural Resources Conservation Service and the Humboldt County Resource Conservation District.
- Frequent conversations with John Driscoll related to the interaction with Coast Guard about Fresnel lens. I had a telephone conference at the end of May with Mike Thompson and the Coast Guard Rear Admiral and believe that we had a productive meeting. In that meeting it was determined that the City attorney and the Coast Guard (CG) attorney will be negotiating. We have passed an MOU back and forth a few times and still have a number of significant issues to resolve. On July 18<sup>th</sup> our attorney and I had an additional telephone conference trying to resolve an agreeable timeline to move lens to museum. Russ Gans and I were given the ability to speak with Joe Cocking, the lampist the CG hired to do the disassembly and crating of the lens. We spoke with him and he is in the process of talking to his partner about possibly including the reassembly in the project. We also advised the CG to send someone out before the County Fair to look at the temporary storage facility to make sure it is up to their standards. The committee still feels it is imperative for us to disassemble and reassemble the lens in one on-going project in order to lessen the detrimental effect on the museum, and reduce associated costs.
- Numerous meetings with Gerald Silva, related to possible agreement on Russ Park access. I have recently met with Gerald and our surveyor, David Yarrington to go over some very interesting and creative ideas surrounding the access to our back entrance to Russ Park. We are now waiting for some information from Planwest before we move into the creation of a new agreement and the process of vetting the plan through the Russ Park Committee and the Council. Sometime early in August, Emily Silver, Doug Olsen, Gerald Silva, David Yarrington, Ken Mierzwa and I will hike the areas the group has been discussing to see if an alternate route from Eugene to Russ Park can be agreed upon.
- Numerous meetings with individual councilmen and the mayor regarding City issues.
- Daily morning meetings with Public Works to go over daily activities and guidance on projects. Recently our focus beyond routine maintenance has been centered on the irrigation around City Hall and the City Green, and our annual Francis Creek inspection procedure. In regards to the creek, the report was that it was in better condition than we thought it would be. There were several properties that we needed to send letters to and we are working with all these individuals to resolve issues. We have been trying to find the most cost efficient way to irrigate the City Hall grass without the discoloration of our building or our benches. Crew Chief Miranda will be giving me a report soon.
- Sculpture in City Green was taken away at the end of April and we are trying to replace with a student sculpture from HSU. I am working with Sondra Schwetman of the Art Department in an effort to start some type of rotational exhibit. She is excited about the possibilities and is in the process of putting a proposal together that will possibly allow the City to have a sculpture from HSU students on a rotational basis. We are looking forward to participating with HSU on this project. As of printing still waiting for proposal.

- The Sign Ordinance Committee is making good progress. The current ordinance and procedures are still in effect and businesses must still go through Design Review and procedures for placement of signs and related issues. Staff is in the process of writing a letter to business district updating our progress and reminding them that there were non-compliant situations before we started this process and that although there may be changes in what is and is not allowed, we will be enforcing whatever the Council approves at the end of this process.
- Discussions with City Planner regarding Design Review and planning issues.
- We have successfully initiated in conjunction/collaboration with Leland Rock and Gerald Silva a monitoring program to watch and record any movement of last year's slide area. This area looks stable and we will continue to monitor.
- Numerous discussions and conversations with our engineers regarding our sludge pressing and removal process. Although the WWTF is performing at a high level, I have directed our CPO to concentrate on reducing the amount of water content in the sludge in order to reduce the cost of disposal. I have suggested several alternatives that we are working on that have already reduced water weight significantly. I have had discussions and meeting with USDA, HWMA, and Manhard, as well as CPO to investigate composting scenarios that could allow us to land apply our product which could reduce our costs entirely. In discussions with Rio Dell CM, and Wastewater Superintendent we are considering a long term relationship with Rio Dell that would have us running our sludge through their burner. This would bring our sludge to grade A standard and allow us to use as land application without restrictions.
- We are continuing the process of updating many of our personnel policies and job descriptions.
- A number of conversations with John Miller of the County Planning department to check on whether there has been any information from Shell Wind regarding the wind turbine project. It was made known to us through the media that Shell Wind has decided to stop its efforts to put wind turbines on Bear River Ridge.
- Numerous discussions with City Planner regarding design review and planning issues. Most discussions have revolved around the general plan updates, safety element progress, Design review procedures, various applications and specific agenda items for the DRC, PC, and the CC. The PC recommended to the CC that we undertake the Safety Element next and the CC approved of that strategy, and the Planning Commission has started the process of updating the Safety Element and will continue in that effort for about a year before they come to the City Council with a recommendation.
- Numerous conversations with the new Gingerbread property owner and manager regarding renovation plans, ideas and design review applications. They have made great headway and the building is truly being brought back to match its iconic status and contribute as a resource for many decades.
- Spoke with several pastors in the town who expressed an interest in helping put a new coat of paint on City Hall. We are also intending to replace gutters before painting. I also intend to repair the windows around City Hall that are in need of rehabilitation. I intend to accomplish this before we paint. Inside the council chambers we have improvements to the stage area, including the sound system and curtains. I have received bids on curtains and gutters. Sound Advice is giving us a bid on the sound system, which will replace our system with new microphones for the council, staff and public, and will also include all amplifiers and speaker systems. They will also look at some type of acoustic design change for best performance of the system. If we are able to garner the funds for these improvements we will be able to consider having the capability to have certain venues carried on our local Access Humboldt cable network. I will try to bundle this project for grant funding.

- The City Managers group is working with Access Humboldt to analyze the requirements we need to go through as a result of the change in ownership of Suddenlink.
- Numerous conversations with resident who lives beside E Street and put up a fence that shortened the dead-end street by about thirty feet in 2000. The City received a complaint that asked about this as it related to the fire department's need as a drafting site. I checked that out and it did not seem to be an issue. However the Chair of the Planning Commission and the Mayor both asked me to look into the situation and staff has researched this and will put it in front of the Planning Commission to discuss in a public forum.

**FINANCE MANAGER:**

## Meetings

- Various meetings with City Manager on Budget 2011-2012
- Meet with City Manager on various office issues.

## Projects

- Payroll
- Accounts Payable
- Accounts Receivable
- Answer Phones/Greet Visitors
- Purchase Various Supplies
- Work with City Manager on new fiscal year budget
- Update new fiscal year Budget
- Print out New Fiscal Year Budget for Agenda
- Research TOT
- Bank Reconciliations
- US Department of Labor Report
- LAWCV Report
- Caltrans Street Sweeping Letter
- Letter of Debt & Investment
- Little League Invoice
- Del Oro Letter
- Send HCAOG Transportation Development Act Budget for New Fiscal Year

**CITY CLERK:**

## Meetings

- Daily meetings with Office Manager and/or City Manager regarding work schedule.
- City Council Meeting July 5, 2012

## Projects

- Assist with counter and phones
- Pick up mail, copy, distribute and file.
- Completed dog license fees due mailout. Printed copies of licenses for distribution when fees paid.
- Printed copies of business licenses for distribution when fees paid.
- Researched procedure for Field Observation form and discussed with City Manager

- Researched Assessor Parcel Numbers and owners, compiled a map for City Manager
- Researched Purchase Order Ordinances and state laws for possible change in our ordinance.
- Sent list of business license holders to City Manager.
- Completed 2012 Training Bulletins through Employment Risk Management Authority (ERMA). Working on 2011 Training bulletins as time permits.
- Published "Notice of Election" in the local newspaper and on our bulletin boards.
- Calculated the new Fees and Fines Schedule, wrote resolution and agenda item.
- Located and faxed copy of deed regarding Russ Park to Planwest.
- Process Business and Dog Licenses.
- Building Permits: Wrote follow up emails to Building Inspector regarding any open building permits prior to 12/31/11. Set up follow up on calendar. 7/10/11 – Spoke with Building Inspector and City Manager regarding open building permits. Will write letters per direction from City Manager.
- Pulled and boxed correspondence received from 2008 through 2011 for next destroy resolution.
- Transcribed 7/5/12 City Council meeting minutes.
- Filed approved minutes from the 6/7/12 meeting in Minutes Book. Uploaded online.
- Filed Resolution 2012-22 Authorizing Disposal of Redundant and Obsolete Files. Asked Deputy City Clerk to set up transport of 23 boxes of files to Scotia burn plant.
- Filed Resolution 2012-23 Adopting FY11-12 Budget.
- Filed Resolution 2012-24 Adopting FY11-12 Fees & Fines Schedule. Emailed copies to Police Chief, Planwest, Manhard. Made hard copies and distributed to City Manager, City Clerk, Dep. City Clerk, Finance Manager, Public Works and the Chief Plant Operator. Replaced counter copy.
- Scanned Eel River Disposal Agreements for disbursement to various entities for review.
- Researching Zoning Ordinance amendment concerning Temporary use of Storage Containers in all zones of the city.
- Printed Disadvantaged Business Enterprise (DEB) information for City Manager signature. Returned to appropriate party, filed copies. Asked Canzonari for sample ADA complaint procedure. Set for follow-up in two weeks.
- Uploaded PC packet to our webpage.
- Checked with our webpage technician regarding cost of uploading program for Dep. Clerk's computer.
- Spoke with FPPC regarding necessary filings.
- Checked webpage archives page to see what had been uploaded, and what needed to be done.
- Printed new rental agreements for the Community Center and City Hall with new prices. Uploaded forms to the webpage.
- Printed new Encroachment Permit applications and procedure with new prices, uploaded to the webpage.
- Printed out all Application Guide for Land Use procedures for future review.
- Prepared letter regarding non-conforming sign for CM signature.
- Prepared letter of thanks to Bear River Casino for 4<sup>th</sup> of July festivities for Mayor's signature.
- Researched Agreements between the City and users of city properties for Humboldt County's Possessory Interest Audit of City facilities.
- Printed copies of Election Packet Material for those citizens who want to apply for a City Council Seat, or the Mayor's seat.
- Updated the League of California Cities Local Agency Roster.
- Created template for August council meeting.

- Located Employee Handbook template downloaded from Agos Group and forwarded to City Manager and Finance Manager.
- Prepared letter regarding no activity on a building permit asking property owner to respond within two weeks.
- Emailed building permit application to contract planners for advice.

**DEPUTY CITY CLERK:**

Meetings:

- Daily meetings with City Manager to discuss various office issues
- Coordinated with City Manager and City Planner on planning and developmental projects.
- Regular Design Review Meeting- June 28, 2012
- Planning Commission Meeting- July 18, 2012
- Special Design Review Meeting- July 19, 2012

Projects:

- Assembled Regular Design Review Agenda/Packet for June 28, 2012 Meeting.
- Assembled City Council Agenda/Packet for July 5, 2012 Meeting.
- Assembled Special Design Review Agenda/Packet for July 18, 2012 Meeting.
- Assembled Planning Commission Agenda/Packet for July 19, 2012 Meeting.
- Posted Regular Design Review Agenda; uptown/at city hall.
- Posted Special Design Review Agenda; uptown/at city hall.
- Posted Planning Commission Agenda; uptown/at city hall.
- Posted City Council Agenda; uptown/at city hall/online.
- Set up for Planning Commission Meeting,
- Set up for Sign Committee Meeting.
- Typed Minutes for the Regular Design Review Meeting- June 28, 2012.
- Typed Minutes for the Special Design Review Meeting- July 19, 2012.
- Typed Minutes for Planning Commission Meeting- July 18, 2012.
- Uploaded PC video.
- Business Licenses.
- Dog Licenses.
- City Hall Rental.
- Electronic Deposits.
- Cash Deposits.
- Field Observation Reports

Land Use, Building and Encroachment Permits Issued

<i>B1229</i>	<i>730 5<sup>th</sup> St</i>	<i>Water heater</i>
<i>B1230</i>	<i>1289 Madison</i>	<i>Windows/Replace Steps</i>
<i>B1231</i>	<i>927 Main</i>	<i>4 external light poles</i>
<i>B1232</i>	<i>1390 Rose</i>	<i>Re-roof</i>
<i>DR1217</i>	<i>1085 Main</i>	<i>Painting house</i>
<i>DR1218</i>	<i>820 Herbert</i>	<i>Re-roof</i>

**CITY PLANNER:**

## Meetings, Planning &amp; Coordination

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Coordinated with HCAOG on Regional Housing Needs Allocation Process.
- Continued review of Sign Ordinance Update materials and progress.
- Researched nuisance abatement process to determine the potential for granting an extension for Victorian Inn signage compliance.
- Revised and consolidated the Historic District and Design Review Use Permit application processes. Attended 6/28 Design Review Committee meeting and presented staff report and revised application process. Prepared staff report for 7/26 meeting marking and explaining changes as directed by Committee.
- Prepared Design Review Manual Preparation Scope and Staff Report for July 26 Design Review meeting.
- Coordinated with City Engineer on Lot Line Adjustment application for 1101 Main Street. Sent correspondence informing applicant of hearing and noticing requirements. Coordinated with City Clerk to notice hearing and posted notice in newspaper. Conducted Public Hearing and presented staff report at July 18 Planning Commission meeting. Sent letter of LLA approval to applicant, City Engineer, City Clerk, and applicant's agent.
- Researched possibility of land swap between City of Ferndale and private land owner to alleviate issues stemming from Russ Park access.
- Researched options for remedying private encroachment in a public right of way. Drafted letter to Ferndale resident presenting options.
- Researched Sign Ordinance and business name/advertising requirements to determine whether shop owner may display sign with name other than that listed on Business License.
- Coordinated with City Manager and City Engineer on 5<sup>th</sup> and Arlington Tentative Map expiration. Drafted letter advising applicant of City's interpretation of expiration date.
- Attended 7/18 Planning Commission meeting to present staff report, initial draft Safety Element chapters and overall element format.
- Initiated Building Permit application review for stucco removal at 580 Main St.

## Projects

- General Plan Update—Prepared General Plan Safety Element format, Table of Contents, Introduction, and Definitions and presented at 7/18 Planning Commission study session.

**CITY ENGINEER:**

## Sewer Projects –

- Investigating permit requirements and estimated cost for a sludge storage/drying building
- Working on a proposed capital improvement report (sewer)
  - Prepare scope, exhibit, preliminary cost estimates and priority for sewer projects

Pedestrian Improvement Project -

- Herbert Street: (Phase 1)
  - Project is complete
  - Finalizing Project Close Out
- Rose Street: (Phase 2)
  - \$250,000.00 has been granted to the City of Ferndale for Transportation Enhancement (pedestrian improvements) on Rose Street.
  - Design development and preparation of construction documents should begin in August upon receiving the Expense Authorization (EA)/Finance letter.

Applications –

- Mr. Willis Hadley - Francis Street Project: Project started without a permit. Referral sent to California Department of Fish and Game for drainage work. DF&G requested additional consultation with the US Army Corps of Engineers.
- Reviewed Status of 5<sup>th</sup> and Arlington Subdivision Expiration date.
- Reviewing status of Beal LLA

General Engineering –

- HCAOG
  - Attend TAC meetings
- Looking into solutions for 5<sup>th</sup> Street Flooding in front of Navy House Parcel
  - Reviewed existing easements, utilities and prepared alternatives and cost estimate to meet the 25-year design flow criteria
  - Submitted Memo requesting approval to analyze conditions downstream.
- Working on a Project Study Report for resurfacing Berding Street
  - Preparing a Pavement Condition survey of the existing surface
  - Preparing a repair/maintenance report based on the Pavement Condition Index
  - Preparing possible solutions and cost estimates
- Working on a Project Initiation Document for the intersection of 4<sup>th</sup> and Shaw Ave.
  - Preparing possible solutions and cost estimates
- Working on a proposed capital improvement report (roads and drainage)
  - Prepare scope, exhibit, preliminary cost estimates and priority for roads/street projects
  - Prepare scope, exhibit, preliminary cost estimates and priority for drainage projects
- Working on Roadway Functional Classification change
  - Preparing the CRS map changes

- Preparing the Functional Classification request form
- Preparing the Resolution to City Council
- Obtaining approval letter from HCAOG
  
- Working on 25' Francis Creek Setback Map
  - Preparing the GIS map showing Francis Creek and the 25' offset and zoning
  - Identifying the potential lots affected
  
- Submitted final SWPPP and NOT for NCWQCB.
- Wetland Assessment preparation for compliance with permits and California Coastal Commission
  
- Review opportunities for new transportation projects funded by State or Federal sources
- Research and correspondence with City and County staff regarding Francis Creek sediment deposition and dredging.
- Looking into grading and drainage at west end of Fern Street
- Coordinated with Plan West for potential Stream Side Management Ordinance
- Development of 2012/2013 Office of City Engineer Budget

#### Reporting and Correspondence –

- Prepared monthly staff report
- General correspondence and meetings with City Staff

#### **WASTEWATER OPERATIONS:**

- Operator Coppini passed his Grade 3 certification exam. Steve has worked hard to get to this level and should be commended. This is not an easy test to pass.
- OIT Ivey continued with cleaning of the disc filters
- OIT assisted operator Coppini with moving irrigation pipes
- CPO did field walkthrough with DCI regarding the sludge drying building.
- CPO and City Manager took field trip around the area to look at some examples of drying buildings.
- Polymer delivered
- CPO conference call with CalRecycle
- Pull measurements at Effluent site
- CPO assist PW with field pictures of trees down in the creek
- OIT service all the clarifier skimmers
- CPO tour of plant with Rio Dell project manager for their new facility
- CPO research prices for a new muffle furnace to perform volatile solids testing in house.
- Contacted Trojan to discuss issues with the UVT(UV Transmittance) probe.
- Contact Vulcan regarding issues with the cleaning press on the bar screen unit. Had to take the discharge pipe apart and clean it out.
- Redwood Electric in for some warranty work on the cooling fan in the blower room
- Equipped OIT with safety equipment

- CPO gave tour of plant to some local residents
- CPO work on Grade 3 certification application for Operator Coppini.
- CPO work on OIT application for Ian
- Ordered lab supplies
- Operator Coppini work with OIT training on how to perform maintenance on plant equipment.
- CPO sat on interview panel for the City of Arcata as they were interviewing for new operator position
- Operator Coppini and OIT Ivey cleaned effluent basin
- Install new manhole inserts on Pt Kenyon near the facility. These were part of the overall project and just now arrived.
- Ordered belts and air filters for blowers
- Sewer clog at 1239 Madison. Staff tried to clear blockage with snake and jetter. Found with camera that the pipe was crushed about six feet from the main. Contractor Donny Mobley performed an emergency repair. The lower lateral was replaced from the sidewalk to six feet from the main.
- Lateral inspections at 550 Eugene, 371 Schley, 515 5<sup>th</sup> and 161 Francis
- Motor Operated Valve (MOV) from the pond has an issue with sealing on close. Contacted contractor to look at it.
- Staff is now performing a number of process tests to assist in the operation of the facility.
- Operator Coppini adjusted bar screen again this month.
- John Verbec from HC Haz Mat was added the new generator on the emergency plan.
- Changed wipers on UVT probe
- Continued to work through some process issues at the plant. Flows are decreasing and therefore the biological process is changing.
- Took the dump truck to Harpers for a recall appointment.
- The control strategy mentioned last month regarding our SCADA system is in place. We have made some changes that allow us to control the system better as well as conserve energy. Prior to the changes during the summer months when the Effluent Basin would reach maximum capacity, if the irrigation pumps were not running we would have to manually turn the influent pumps off or risk the basin going into bypass mode and pumping treated water back to the pond to be treated again. While this option is clearly needed to prevent sewer overflows it also means that sewage is treated twice. The new system connects the level at the effluent basin to the influent pumps and when the water reaches a set level in the EB the influent pumps turn off. As the flow recedes during irrigation and reaches a low set point the pumps turn back on. While the pumps are off all the flow into the raw basin get pumped to the pond. Another bigger change was connecting the UV to this pattern and when the flows reach a certain low point in the channel the UV system shuts down completely. Prior to this change the UV was running, albeit at a very low rate, 24/7 regardless of the flow, thus using energy when it is not needed. Now there are 4-6 hour periods in a 24 hour time frame that the UV is not using energy. June was the first full month this was in effect so we should have an idea of the energy cost savings this provides.
- Redwood Electric boom truck in to clear influent pumps.
- Call to SEMS tech support
- Completed and submitted monthly electronic annual report for the Regional Board
- The facility received a total of 20 septic dumps from Roto Rooter & Wyckoff's totaling 29,650 gallons and generating \$5,337 in revenue for the facility.
- Plant DATA updated on SEMS software
- CPO attended CWEA board meeting in Eureka

- Monthly eSMR was submitted
- Staff performed routine process tests in our lab.
- Prepared monthly sample containers
- Filled out POs for monthly invoices
- Monthly samples picked up by NCL
- Operator Coppini performed several dewatering events. 1.1 tons of sludge was dewatered and disposed of in June. This number was down from the previous month as staff works through strategy for decreasing disposal costs. Sludge is being dried for 6-8 weeks prior to taking to Eel River Disposal. This allows for more volume and less weight.
- Operator Coppini performed general maintenance around the facility
- Operator Coppini filed online SSO report.
- Operator Coppini performed the normal in-house weekly and monthly testing and scheduled lab work to be done.
- No violations were reported during the month
- Total flows through the collection system were 7.996 MG. Of that, 3.765 MG was pumped to the equalization pond
- Influent flows that were treated through the facility totaled 4.231 MG for the month of June. The average flow was .141 MGD. The plant treated a high flow of .259 MG on the 4<sup>th</sup> and a low flow of .060 MG on the 15<sup>th</sup>.
- Irrigation flows totaled 4.277 MG for the month of June. The average flow was .143 MGD. The system irrigated a high flow of .226 MG on the 3<sup>rd</sup> and a low flow of .095 MG on the 24<sup>th</sup>.

### **PUBLIC WORKS:**

#### CITY PROPERTY

- Firemen's Park
  - Routine Maintenance, i.e. Mowing Park and Baseball Field.
  - Routine daily walk through to pick-up garbage.
  - Painted the fence railing white enroute to the park.
  - Put on new reflectors on Francis St. Bridge at park.
  - Cut out a willow tree from a power line
  - Killing grass on infield of baseball diamond
- Park Restrooms
  - Routinely cleaned every day of the week including weekends.
  - Power washed the restrooms
- Russ Park
  - Routine maintenance: Pulling out trash from trash & recycle bins as needed.
  - Picked-up loose garbage from Russ Park.
- Town Hall
  - Routine mowing and weedeating
  - Pull out trash daily
  - Keith Hamm from Living Earth Nursery looked at the trees and will advise.
  - Replacing sprinkler heads as needed.
  - Tied up the roses

- Replaced light bulbs on the greens.
- Worked on the water system.
- Library
  - Routine mowing and weed eating
- City Parking Lot
  - Picked up garbage – Routinely as least once a week unless otherwise warranted.
  - Replaced light bulb
- Main Street Restrooms
  - Routine maintenance: Daily cleaning and stocking of Main Street Restrooms – 7 days a week.
- Community Center
  - Routine checking of CC when the facility is rented before and after.
  - Showing CC to potential renters as needed
  - Removing vegetation from behind the building.
  - Replumbing down spouts to flex pipe.
  - PW will be installing a water filter to remove iron to prevent rust stains.
- Police Department
  - Routine mowing and weed eating
- Scout Hall - Routine mowing and weedeating
- Painted yellow lines around
- Roadsides - Routine mowing and weed eating

#### STREETS, SIDEWALKS & STORMDRAINS

- Removed debris from all the drains and grates around town.
- Routine maintenance: Regular maintenance of roadside mowing.
- Routine picking up trash at the edge of town.
- Routine maintenance: Continuing to pick-up piles around town as resident call and request removal.
- Routine maintenance: Sweep Main St., Monday, Wednesday and Friday mornings.
- Marked out USA locates throughout town. – When needed.
- Removing piles.
- Continuing to patch the roads as needed.
- Painted bridge rails on Francis St. and on Berding St.
- Mowed the alleys at: Berding St from Ocean to Washington.
- Mowing all the alleys in the city limits
- Removed cut tree branches from the alley behind Craig St. and mowed the alley.
- Continuing to remove overgrown vegetation and broken trees on Cleveland St.
- Mowed the head of the Wildcat.
- Patched Dewey Ave with asphalt.
- Patched a sink hole on Arlington by the high school.
- Reinstalled Dewey Ave and McKinley signs.
- Mowed entrance to town.
- Painted yellow around the high school.

#### VEHICLE / EQUIPMENT MAINTENANCE

- Routine monthly maintenance and weekly maintenance on frequently used equipment.
- Repaired the Odometer, Speedometer and a door latch on the Ford truck at Tipples

MISCELLANEOUS

- Routine paperwork.
- Dealing with daily work orders as residents call.
- Viewed Safety videos.
- Went to Bay West to pick up supplies.

**POLICE DEPARTMENT:**

- Seasonal Police Officer Adam Stricker began duties by working shifts on July 9<sup>th</sup> and 10<sup>th</sup>. Welcome Adam!
- Officer Lee Haldorson has been proceeding through his Field Training Program on the weekends.
- The police department lobby is completed. It is open from 9:00 am until 5:00 pm Monday through Saturday.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.
- Chief Smith attended the monthly Community Corrections Partnership Executive Committee.
- The police department hosted DMV training for the regional area on June 29<sup>th</sup> at Town Hall.
- Officers provided assistance to Fortuna Police Department for their rodeo events July 20<sup>th</sup>.

Police Statistics – June 2012

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	1	1
Assault	0	0
Burglary	0	
Vehicle Theft	0	
TOTAL	1	
SECONDARY CRIMES	3	
Calls for Service	43	
Reports Written	12	
Traffic Citations	9	
Other Citations	1	
Parking Citations	0	
Warnings	42	
ARRESTS	0	
AGENCY ASSISTS	10	
TRAFFIC COLLISIONS	1	

**Section 13b: Commissions, Committees and Other****City of Ferndale, Humboldt County, California USA**  
Minutes for Planning Commission Meeting of June 20, 2012

Chair Jorgen Von Frausing Borch called the study session at 6:30PM. Present were Commissioners Lino Mogni, Dan Brown, Uffe Christiansen and Trevor Harper along with staff Deputy City Clerk Brianna Smith and City Planner Melanie Rheaume. City Planner Rheaume gave an update on the Safety Element. She went over the formatting, table of contents, introduction and definitions.

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:02pm. Commissioners Dan Brown, Uffe Christiansen, Trevor Harper, and Lino Mogni as well as staff Deputy City Clerk Brianna Smith, and City Planner Melanie Rheaume were present. Those in attendance pledged allegiance to the flag. MOTION: (Brown/Harper). The June 20, 2012 minutes were unanimously approved.

No Public Comment.

PUBLIC HEARING: Jimmy Fay-Beal-1101 Main Street- City Planner Melanie Rheaume gave an update on the lot line adjustment for 1101 Main Street. She let the Commissioners know that City Staff intends to approve the lot line adjustment as proposed, subject to the conditions of approval.

General Plan Update: There was a study session held regarding the Safety Element prior to the regular scheduled meeting.

The next regular meeting will be August 29 2012. The meeting was adjourned at 7:20PM.

Respectfully submitted,

Brianna Smith  
Deputy City Clerk

**City of Ferndale, Humboldt County, California USA**

## Design Review Minutes for the 07/19/12 8:30am meeting

Chairman Dan Brown opened the meeting at 8:32 a.m. Committee Members Michael Sweeney, Lino Mogni, Michael Bailey and Dane Cowan along with staff City Manager Jay Parrish and Deputy City Clerk Brianna Smith were present.

1085 Main Street- MOTION: (Cowan/Mogni). Approve color choices as presented. Unanimous.

820 Herbert- MOTION: (Mogni/Bailey). Approve application as presented. Unanimous.

Committee Comments. Committee member Dane Cowan and City Manager Jay Parrish gave an update on final approval of the siding at 1430 Main Street. Committee member Cowan and City Manager Parrish met with applicant, Mitch Tonini to discuss the siding under the window and how it is different from what was stated on the application, after some discussion with the applicant the problem was resolved to Committee member Cowan's satisfaction and was approved.

The meeting adjourned at 9:23AM. The next meeting regular meeting will be June 26, 2012

Respectfully submitted:

Brianna Smith  
Deputy City Clerk

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 06/26/12 8:30am meeting

Chairman Dan Brown opened the meeting at 8:34 a.m. Committee Members Michael Bailey, Michael Sweeney, Lino Mogni and Dane Cowan were present along with staff City Manager Jay Parrish, City Planner Melanie Rheaume and Deputy City Clerk Brianna Smith. Also present were applicant Jim Roberson and William Warren.

No public comment

Approval of the May 24, 2012 minutes: MOTION: (Cowan/Mogni). Approve minutes as presented. Unanimous.

Approval of the May 31, 2012 minutes: MOTION: (Brown/Cowan). Approve minutes as presented. Unanimous.

923 Main Street- MOTION: (Cowan/Bailey). Approve application as presented. Unanimous.

Design Review Procedure- City Planner Melanie Rheaume gave an update on the Design Review process and let the Committee know that Planwest is working to update the DR process to come into compliance with the Zoning Ordinance. She went over the draft changes made to the application explain that they have combined the Historic and DR application into one. The Demolition Process was also discussed, it was explained that we don't have a current process for demolition and that it is something that should be discussed. City Planner Rheaume also discussed a DR manual that will address the DR process, the Historic District as well as DR guidelines. Committee members asked for time to review the draft changes made to the DR application and this will be brought back at the next regular meeting to discuss further.

Final Procedure for DR Applications- Chairman Brown brought two applications forward that did not comply with what their applications had stated;

1. 1430 Main St, the pattern of the siding under the window is similar to how it was before, but it's not exactly the same as the applicant stated. It was decided that City Manager Jay Parrish, along with Committee members Dan Brown and Dane Cowan would meet with applicant Mitch Tonini to discuss the siding.
2. 777 Main Street, the application for a carport was denied and the applicant went ahead and put up a plastic carport without permission from the Committee. There was question to whether or not this was a temporary structure or a permanent structure. Staff will look into this and report back at the next meeting.

The meeting adjourned at 9:35AM. The next meeting regular meeting will be July 26, 2012.

Respectfully submitted,

Brianna Smith  
Deputy City Clerk

***Section 13c: Council Reports and Comments***

II B.

**Minutes  
Meeting of the Board of Directors  
June 25, 2012**

- I. Call to Order**  
Chair Mike Wilson called the meeting to order at 6:30 p.m.  
**Present:** Richard Dorn, Julie Fulkerson, Tyler Holmes, Nancy Koke, Mark Lovelace, Mike Losey, Mike Newman, John Rogers, Bruce Rupp, Sherman Schapiro, Frank Scolari, Mark Wheetley for Alex Stillman, Mike Wilson. Dendra Dengler joined the meeting at 6:40 p.m.  
**Absent:** Bud Leonard, Ken Mierzwa, Bill Wennerholm  
**Guests:** Erika Guevara Blackwell, HAIC, Matthew Marshall, Redwood Coast Energy Authority, David Narum, Greenway Partners  
**Staff Present:** Don Ehnebuske, Virginia Fisher, Bonnie Smoller
- II. Approval of Agenda and Minutes**  
**M/SP: Scolari/Rupp to approve the June 25 agenda and minutes of the May 21, 2012 board meeting.** Motion passed unanimously.
- III. Financial Reports: M/S/P: Dorn/Wheetley to accept the financial reports of May 31, 2012.**  
Motion passed unanimously.
- IV. Reports – no action required**  
A. **Loan Portfolio Report. May 31, 2012:** information only.  
B. **Executive Director Report:** the report was given in writing.  
C. **Executive Committee minutes of April 23, 2012:** information only.
- V. Public Input – for non-agenda items**  
Requested for future board agendas: 1) move item "Public Input" to item III, and 2) approve agenda and minutes of previous board meeting as separate motions.
- VI. Program:** Matthew Marshall, executive director, Redwood Coast Energy Authority presented on RCEA programs that promote economic development in the region.
- VII. Old Business - None**
- VIII. New Business**
- A. Request to change workers compensation coverage from State Fund to Special Districts Risk Management Association (SDRMA):** RREDC currently uses SDRMA for liability and health benefit coverage. By adding workers compensation coverage to SDRMA, RREDC will significantly reduce annual insurance costs.
- It was moved to approve this item as follows: 1. The Board of Directors of RREDC approve the form and authorize the execution of a sixth amended and restated joint powers agreement and authorize participation in The Special District Risk Management Authority Workers Compensation Program.  
2. The Redwood Region Economic Development Commission, a special district duly organized and existing under and by virtue of the laws of the State of California has determined that is in the best interest, and to the advantage of the Agency (RREDC) to participate for at least three full years in the workers' compensation program offered by the Special District Risk Management Authority.  
**M/S: Newman/Rupp. Ayes: 13, Noes: none, Abstain: one.** Motion passes.
- B. Consideration of approval of contract with Humboldt State Sponsored Programs Foundation (California Center for Rural Policy) for Broadband Forum:** RREDC has been instrumental in hosting four previous Broadband Forums. The California Center for Rural Policy (CCRP), acting

**Humboldt/Del Norte  
Hazardous Materials Response Authority  
Special Meeting Minutes  
Monday, May 7, 2012**

**1. Roll Call:**

*Via Speaker phone:* Mr. Dale Watson, Del Norte County; Chief Steve Wakefield, Crescent City

*Present:* Mr. Jay Parrish Chairperson, City of Ferndale; Mr. Mark Wheatley, City of Arcata; Ms. Susan Ornelas, City of Arcata; Ms. Melinda J. Ciarabellini, City of Eureka; Mr. Glenn Bernald, City of Blue Lake; Chief Mary McQuillen, Yurok Tribe, Mr. Tim Sanderson, Yurok Tribe

*Guests:* Captain Ed Laidlaw, Eureka Fire Department; Mr. Dan Larkin, Humboldt County Office of Emergency Services; Ms Maje Hoyos, Humboldt County Division of Environmental Health; Mr. Jose Gonzalez, Humboldt County Division of Environmental Health.

**2. Convening of the Meeting:**

Meeting was called to order at 4:38 p.m. by Mr. Jay Parrish.

**3. Public Comments:**

The public was invited to address the Board, none were present.

**4. Old Business:**

- A. Mr. Jay Parrish called for approval of the July 11, 2011 minutes. The motion to approve the minutes was presented by Ms. Susan Ornelas and was seconded by Ms. Melinda Ciarabellini; the motion was carried by those members present.
- B. California Department of Justice, Humboldt County Drug Task Force, and Humboldt/Del Norte Hazardous Materials Response Authority emergency response to Methamphetamine Labs. Mr. Larry Lancaster was not able to attend, will be addressed at the next regular meeting.

**5. New Business:**

- A. Captain Ed Laidlaw reported on the Proposed 2012/2013 Budget for the Humboldt/Del Norte Hazardous Materials Response Authority as being identical to the Budget for 2011/2012 with no increases or reductions at this time. Current Year 2011-2012 Budget is currently under budget. Captain Laidlaw presented for approval to the Board a request to purchase a new known/unknown Hazardous Category Chemical Identification System to replace the currently used Identification System that is 10 years old and is out of date. The motion to approve Proposed 2012/2013 Budget was presented by Ms. Susan Ornelas and was seconded by Mr. Glenn Bernald; the motion was carried by those members present.

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- B. Mr. Jay Parrish extended a warm welcome to Public Safety Chief Mary McQuillen and to Mr. Tim Sanderson of the Yurok Tribe our newest Board Member and Alternate Board Member respectively. Chief Mary McQuillen introduced herself and Mr. Tim Sanderson Emergency Services Coordinator for the Yurok Tribe.
  
- C. Discussion regarding appointment of Legal Counsel for the Humboldt/ Del Norte will be addressed at the next Regular meeting of the Humboldt/Del Norte Hazardous Materials Response Authority.
  
- D. Captain Ed Laidlaw presented to the Board the 2011 Annual Response and Training Report. Five Level I responses during the 2011 Calendar Year, none require a full response form the Hazardous Material Response Team. Monthly training and training to allied agencies was conducted throughout the year, one member of the Hazardous Materials Response Team was sent to California Specialized Training Institute (CSTI) technician training.

**6. Adjournment:**

Mr. Jay Parrish called adjournment at 5:00 pm. A Regular Meeting of the Humboldt / Del Norte Hazardous Materials Response Authority meeting is scheduled at the Eureka Fire Department Conference Room on Monday, July 9, 2011 at 4:30 pm.



**HUMBOLDT COUNTY ASSOCIATION OF  
GOVERNMENTS**

611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208

<http://www.hcaog.net>

Board of Directors  
**DRAFT MEETING RECORD**

Regular Meeting  
June 21, 2012, 4:00 p.m.  
HCAOG Conference Room  
611 I Street, Suite B, Eureka

**Present:**

Mayor Jeff Farley, Chair  
Councilmember Susan Ornelas, Vice Chair  
Mayor Frank Jäger  
Mayor Doug Strehl  
Supervisor Virginia Bass  
Councilmember Bud Leonard (Alternate)  
Councilmember McCall-Wallace

**Policy Advisory Committee Members:**

Supervisor Mark Lovelace (Alternate)  
Rex Jackman

**Staff:**

Marcella Clem  
Debbie Egger  
Oona Smith  
Debra Dees  
Meghan Ryan  
Siana Watts

**Absent:**

Councilmember Mike Morgan

City of Ferndale  
City of City of Arcata  
City of Eureka  
City of Fortuna  
County of Humboldt  
City of Rio Dell  
City of Blue Lake

Humboldt Transit Authority  
Caltrans

Executive Director  
Administrative Services Officer  
Senior Planner  
Associate Planner  
Assistant Planner  
Executive Assistant

City of Trinidad

1. **Call to Order**  
Chair Farley called the meeting to order at 4:04 p.m.
2. **Approval of the Meeting Record**  
**Motion was made** (Ornelas/Bass) to approve the May 17, 2012 meeting record as submitted.  
**Motion carried unanimously.**  
**Abstention:** Leonard, McCall-Wallace
3. **Public Participation**  
There was no public participation.
4. **Adjournment of the HCAOG Board; Convening of the Policy Advisory Committee (PAC)**  
4:08 p.m.

**5. Consent Items**

**Motion was made** (Ornelas/Bass) to approve the consent agenda.  
**Motion carried unanimously.**

**a. Planning, Programming, and Monitoring (PPM) Funds Request**

The PAC reviewed a request from the City of Blue Lake for PPM funds in the amount of \$15,000 for a geometric assessment of Greenwood and Railroad Avenue, and considered a recommendation for approval to the HCAOG Board

**6. Informational Items/Member Communication****a. Humboldt County Traffic Model**

Sean McAtee of LSA Associates, Inc. made a presentation on the Humboldt County Traffic Model update.

**7. Discussion Items****a. Transportation Development Plan (TDP)**

**Motion was made** (Ornelas/Strehl) to return item to the July meeting for further discussion and approval.  
**Motion carried unanimously.**

**b. Support for the Bay (T)rail Effort**

**Motion was made** (Bass/Strehl) to table the item with the understanding that Board members will bring the discussion before their individual agencies.  
**Motion carried unanimously.**

**Public Participation on item 7b.**

Dennis Rael  
Judy Hodges  
Peter Oringer  
Mike Knight  
Bob Eckart  
Mark Madson  
Bill Bertain  
Monty Provolt  
Jan Kraepelin  
Nick Angeloff  
Debbie Provolt

**c. FY 2012-13 Overall Work Program (OWP) Final Draft  
(Resolution 12-11)**

**Motion was made** (McCall-Wallace/Ornelas) to recommend HCAOG Board approval of FY 2012-13 OWP with concordant Resolution 12-11.  
**Motion carried unanimously.**

**8. PAC Member Reports**

There were no PAC reports.

**9. Reconvening of the HCAOG Board (6:25 p.m.)**

**Motion was made** (Bass/Leonard) to approve the recommendations taken by the PAC and reconvene as the HCAOG Board.  
**Motion carried unanimously.**

**10. Regional Housing Needs Assessment (RHNA)**

**a. Regional Housing Needs Assessment (RHNA)/Establishment of an ad hoc RHNA Methodology Committee**

**Motion was made** (McCall-Wallace/Bass) to establish an Ad Hoc RHNA Methodology Committee consisting of one member from each jurisdiction, as appointed by the jurisdiction, on an optional, voluntary basis.

**Motion carried unanimously.**

**Public Participation on item 10a.**

Norman Shopay, McKinleyville Community Service District

**11. Adjournment**

The meeting was adjourned at 6:47 p.m.

Respectfully submitted by,  
Siana Watts, Executive Assistant

Individuals requiring special accommodations, accessible seating, or documentation in alternative formats are requested to contact the HCAOG office at 444-8208 prior to the meeting.



## Redwood Coast Energy Authority

517 5<sup>th</sup> Street

Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-RCEA Fax: (707) 269-1777

E-mail: [info@redwoodenergy.org](mailto:info@redwoodenergy.org) Web: [www.redwoodenergy.org](http://www.redwoodenergy.org)

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### MEETING MINUTES

Redwood Coast Energy Resource Center  
517 5<sup>th</sup> Street, Eureka, CA 95501

June 18, 2012  
Monday, 3:15 p.m.

#### I. ROLL CALL

Present: Jay Parrish, Lana Manzanita, Jack Thompson, Linda Atkins, John Woolley, Tom Davies, Susan Ornelas, Sue Long

Absent: Sheri Woo

Staff: Matthew Marshall, Dana Boudreau, Kristopher Buihner

Guests: Evan (Lana's grandson)

#### II. REPORTS FROM MEMBER ENTITIES

Director Thompson reported on the City of Rio Dell's wastewater plant project, which has encountered an issue with the water board requiring ownership documentation for all property involved in the project before continuing.

Director Davies reported that the City of Trinidad has begun work on their gateway improvement project, and that the new Trinidad Pier has been completed.

#### III. ORAL COMMUNICATIONS

None

#### IV. CONSENT CALENDAR

A. Approve Minutes of May 21, 2011 Board Meeting

B. Approve attached Warrants

C. Accept attached Financial Reports

**M/S/C: Woolley, Manzanita: approve the consent calendar items.**

#### V. REMOVED FROM CONSENT CALENDAR ITEMS

None

#### VI. OLD BUSINESS

A. Discussion of support for hydrogen transportation expansion.

Executive Director Marshall introduced a proposed resolution supporting hydrogen technology and other alternative fuels

**M/S/C: Manzanita, Ornelas: Adopt resolution supporting the development and deployment of hydrogen transportation technology and other alternative fuels.**

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## VII. NEW BUSINESS

### A. Redwood Coast Energy Watch Program update presentation

Executive Director Marshall provided a presentation on Energy Watch program progress, projections through the end of the 2010-2012 cycle, and expectations for the upcoming 2013-14 cycle.

The Board discussed the program status, as well as the difficulty of addressing the high energy use of illegal indoor growing. A analysis by Evan Mills on energy and indoor growing was suggested for reference by Director Ornelas.

### B. RCEA Fiscal Year 2012-13 Budget

Executive Director Marshall introduced the proposed budget for the 2012-13 fiscal year.

Director Thompson suggested fully utilizing the general fund balance to generate interest income, and posed the topic of buying a building rather than paying rent.

**M/S/C: Atkins, Thompson: Adopt the proposed RCEA Fiscal Year 2012-2013 annual budget.**

### C. Assign check-signing board members.

Executive Director Marshall reported that Directors Thompson and Parrish are the current board members that are signers on the account and asked for volunteers who are closer to RCEA who would be added to the account.

Director Atkins agreed to be a check-signer.

**M/S/C: Woolley, Ornelas: Approve adding Director Atkins as a singer for the Umpqua Bank account.**

### D. Discuss policy on use of RCEA discretionary General Funds

Executive Director Marshall reintroduced the topic of the uncommitted General Funds that RCEA has accumulated.

The Board directed staff to develop a draft policy on the use of uncommitted net income.

The Board also directed staff to refine how the general fund balance is reported to more clearly delineate committed and uncommitted funds in the general fund.

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## VIII. STAFF REPORT

### A. Matthew Marshall, Executive Director

- Executive Director Marshall provided an update on the Makani Power grant proposal, which was successfully submitted.
- Executive Director Marshall proposed that RCEA could begin to explore strategies to help local governments install renewable energy systems, including power purchasing agreements. The Board requested staff research if and how Power Purchasing Agreements might be a viable strategy for local governments to pursue renewable energy projects.

## IX. ADJOURNMENT

**Meeting adjourned at 4:15pm**

*The next regular RCEA Board of Directors Business Meeting  
will be held at 3:15PM on Monday, July 16, 2012.*

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**Section 14: Adjourn**