

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

Location:	City Hall	Date:	November 1, 2012
	834 Main Street	Time:	<b>7 pm</b>
	Ferndale CA 95536	Posted: 10/25/12	

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 –City Clerk
4. CEREMONIAL –
  - a. Oath of Office to Lacy Pedrotti, Deputy City Clerk ..... Page 3
  - b. Great American Smokeout ..... Page 4
5. MODIFICATIONS TO THE AGENDA
6. STUDY SESSIONS ..... None
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>rds</sup> 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 6
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: October 3, 2012 ..... Page 19
9. CALL ITEM
10. PRESENTATION / Community Forum ..... None

11. BUSINESS	
a.	
b. Resolution No. 2012-34 Authorizing expenditure of \$600 as a stipend for City Green Sculpture.....	Page 22
c. Resolution 2012-33 Authorizing the expenditure of \$1000 from the General Fund to Support Expanded Airline Service in Humboldt County. ....	Page 25
d. Resolution 2012-32 Authorizing disposal of redundant and obsolete files. ....	Page 27
e. Set date for special meeting to present Guy Fieri with a Key to the City along with Proclamations and Letters of support. ....	Page 30
12. CORRESPONDENCE .....	Page 32
13. REPORTS	
a. City Manager Staff Report and Community Events.....	Page 39
b. Commissions / Committees and others	
i. Design Review.....	Page 50
ii. Planning Commission.....	Page 53
iii. Sign Committee .....	Page 54
c. Council Reports and Comment	
i. Humboldt Bay Fire .....	Page 62
ii. HCAOG Minutes .....	Page 63
iii. HMRA Minutes .....	None
iv. HWMA Minutes .....	Page 66
v. RCEA Minutes .....	Page 75
vi. RREDC Minutes.....	Page 77
14. ADJOURN.....	Page 78

**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, December 6, 2012 in the Auditorium of City Hall at 7:00pm**

**Section 1**

***Call Meeting to Order***

**Section 2**

***Pledge Allegiance***

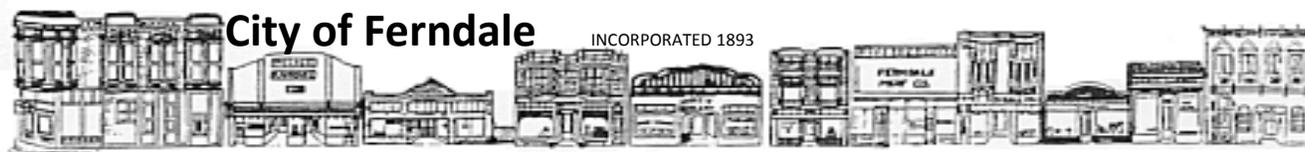
**Section 3**

***Roll Call***

**Section 4**

***Ceremonial***

***Oath of Office for Lacy Pedrotti, Deputy City Clerk  
Great American Smokeout***



**PROCLAMATION**  
**In Recognition and Support of**  
**THE GREAT AMERICAN SMOKEOUT**  
**November 15, 2012**

**Whereas**, the American Cancer Society encourages all tobacco users to join the Great American Smokeout and quit for at least one day; and

**Whereas**, more people in Humboldt County die every year from tobacco-related diseases than die from AIDS, alcohol, car crashes, fires, illegal drugs, murders, and suicides combined; and

**Whereas**, exposure to secondhand smoke is known to cause heart disease, lung cancer, asthma attacks, and ear infections; and

**Whereas**, studies have shown that children living in multi-unit housing (apartments) where smoking is permitted are more exposed to secondhand smoke, even when nobody smokes in their unit; and

**Whereas**, efforts to reduce smoking and exposure to secondhand smoke in California have saved Californians' more than \$86 billion in health care expenditures; and

**Whereas**, more than half of adult "ever-smokers" have already quit; and

**Whereas**, cities around the world with smoke-free laws see an appreciable reduction in hospital admittances for heart attacks in the months and years after such laws are passed; and

**Whereas**, in Humboldt County 8 out of 10 smokers want to quit tobacco, and there are several free resources available to assist them.

**NOW, THEREFORE, BE IT PROCLAIMED** that the City Council of the City of Ferndale hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT, on November 15, 2012 in the City of Ferndale and encourages all citizens who smoke, or use chew/dip tobacco, to demonstrate to themselves and their children that they can quit using tobacco by joining the American Cancer Society's Great American Smokeout.

Dated: November 1, 2012

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Mayor Jeff Farley

## **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 PayCheck Checks

General Checking - Date Range: From 09/21/12 To 10/20/12 - Check #: All - Dept: All  
 Sort Code: All - EmpID: All - Emp Name: All - By Check Number

Check #	Date	Emp. #	Employee Name	Amount
45446	10/02/12	1,215	DEBERA H. AUSTRUS	1,668.65
45447	10/02/12	2,190	HEATH A. BOHACIK	736.95
45448	10/02/12	6,115	MARY ELLEN BOYNTON	85.02
45449	10/02/12	5,220	STEVE L. COPPINI	1,463.03
45450	10/02/12	5,221	DOUGLAS E. CULBERT	1,994.37
45451	10/02/12	2,178	PAUL A. DIAZ JR.	1,028.01
45452	10/02/12	2,185	LINDSEY D. FRANK	1,060.58
45453	10/02/12	5,222	IAN E. IVEY	306.27
45454	10/02/12	1,214	NANCY S. KAYTIS-SLOCUM	1,614.89
45455	10/02/12	5,235	TIMOTHY W. MIRANDA	1,097.64
45456	10/02/12	1,012	JAY D. PARRISH	2,552.75
45457	10/02/12	1,217	LACY L. PEDROTTI	229.91
45458	10/02/12	6,142	DIANNA L. RICHARDSON	85.03
45459	10/01/12	1,510	MARIA A. ROSA	193.77
45460	10/02/12	2,200	BRET A. SMITH	1,417.82
45461	10/02/12	2,186	ADAM D. STRICKER	983.12
45462	10/02/12	5,280	DANIEL V. SUTTON	1,049.91
45529	10/16/12	1,215	DEBERA H. AUSTRUS	1,038.54
45530	10/16/12	2,190	HEATH A. BOHACIK	1,183.00
45531	10/16/12	6,115	MARY ELLEN BOYNTON	66.13
45532	10/16/12	5,220	STEVE L. COPPINI	1,558.04
45533	10/16/12	5,221	DOUGLAS E. CULBERT	1,994.37
45534	10/16/12	2,178	PAUL A. DIAZ JR.	1,021.00
45535	10/16/12	2,185	LINDSEY D. FRANK	1,008.85
45536	10/16/12	5,222	IAN E. IVEY	306.27
45537	10/16/12	1,214	NANCY S. KAYTIS-SLOCUM	1,614.90
45538	10/16/12	5,235	TIMOTHY W. MIRANDA	1,097.63
45539	10/16/12	1,012	JAY D. PARRISH	2,552.76
45540	10/16/12	1,217	LACY L. PEDROTTI	770.88
45541	10/16/12	6,142	DIANNA L. RICHARDSON	103.92
45542	10/16/12	2,200	BRET A. SMITH	1,417.82
45543	10/16/12	2,186	ADAM D. STRICKER	983.12
45544	10/16/12	5,280	DANIEL V. SUTTON	1,049.92
45547	10/17/12	1,012	JAY D. PARRISH	4,432.14
<b>Total</b>				<b>39,767.01</b>

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General Checking - Distribution Detail - From 09/21/12 To 10/20/12  
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	
45484	10/02/12		ACHUM	ACCESS HUMBOLDT		180.00
	10165055			Contractual services	180.00	
<b>Total for ACCESS HUMBOLDT</b>						<b>180.00</b>
45485	10/02/12		ADSTR	ADAM STRICKER		350.00
	10215026.1			Uniform allowance	350.00	
<b>Total for ADAM STRICKER</b>						<b>350.00</b>
45437	09/24/12		AFLAC	AFLAC - REMIT. PROCESSING SERV.		184.34
	10012260			Health insurance payable	184.34	
45548	10/18/12		AFLAC	AFLAC - REMIT. PROCESSING SERV.		184.34
	10012260			Health insurance payable	184.34	
<b>Total for AFLAC - REMIT. PROCESSING SERV.</b>						<b>368.68</b>
45514	10/11/12		ALIWM	ANDERSON LANDFILL INC.		85.00
	30515030			Garbage/sludge	85.00	
<b>Total for ANDERSON LANDFILL INC.</b>						<b>85.00</b>
45463	10/01/12		ARNKE	ARNOLD C. KEMP		560.24
	10435052			Building regulation/inspectio	560.24	
<b>Total for ARNOLD C. KEMP</b>						<b>560.24</b>
45495	10/08/12		PHIAY	AYCOCK & EDGMON		374.00
	10165054			Audit and accounting	374.00	
<b>Total for AYCOCK &amp; EDGMON</b>						<b>374.00</b>
45438	09/24/12		BAKTA	BAKER & TAYLOR		366.65
	10615024			Books	366.65	
45486	10/02/12		BAKTA	BAKER & TAYLOR		25.72
	10615024			Books	25.72	
45549	10/18/12		BAKTA	BAKER & TAYLOR		66.72
	10615024			Books	66.72	
<b>Total for BAKER &amp; TAYLOR</b>						<b>459.09</b>
45464	10/01/12		BAYWE	BAY WEST SUPPLY, INC.		207.42
	10175024			Supplies - public restroom	130.96	
	10625020			Building and ground maint.	76.46	
45487	10/02/12		BAYWE	BAY WEST SUPPLY, INC.		105.63
	10635020			Buildings and grounds maintenance	105.63	
<b>Total for BAY WEST SUPPLY, INC.</b>						<b>313.05</b>

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Acct No.	Type		Override Description	Amount	Amount	
45488	10/02/12		BENAD	BENEFICIAL ADMIN COMPANY INC.		199.10
	10012260			Health insurance payable	43.57	
	10105007			Medical insurance	8.88	
	10125007			Medical insurance	24.12	
	10215007			Medical insurance	60.30	
	10315007			Medical insurance	2.47	
	10635007			Medical insurance	1.21	
	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>199.10</b>
45465	10/01/12		BRSMT	BRET SMITH		500.00
	10215026.1			Uniform allowance	500.00	
45496	10/08/12		BRSMT	BRET SMITH		168.04
	10215016			Fuel	168.04	
45515	10/11/12		BRSMT	BRET SMITH		16.31
	10215088			Equipment repair other	16.31	
<b>Total for BRET SMITH</b>						<b>684.35</b>
45516	10/11/12		BRIMC	BRIAN MC NEILL		180.00
	30515121			Sewer plant maintenance	90.00	
	30515157			Testing and monitoring	90.00	
<b>Total for BRIAN MC NEILL</b>						<b>180.00</b>
45497	10/08/12		CALLA	CALIFORNIA LABOR LAW POSTER SERVICE		125.50
	10165099			Miscellaneous	125.50	
<b>Total for CALIFORNIA LABOR LAW POSTER SERVI</b>						<b>125.50</b>
45439	09/24/12		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		408.91
	10012250			Garnishments payable	408.91	
45466	10/01/12		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		408.91
	10012250			Garnishments payable	408.91	
45545	10/15/12		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		139.38
	10012250			Garnishments payable	139.38	
<b>Total for CALIFORNIA STATE DISBURSEMENT UNI</b>						<b>957.20</b>
45467	10/01/12		CHACO	CHAMBER OF COMMERCE		5,518.09
	10175072			Chamber of Commerce	5,518.09	
<b>Total for CHAMBER OF COMMERCE</b>						<b>5,518.09</b>
45468	10/01/12		CITFO	CITY OF FORTUNA		1,016.66
	10215035			Dispatch service	1,016.66	
45517	10/11/12		CITFO	CITY OF FORTUNA		685.00
	30515157			Testing and monitoring	685.00	
<b>Total for CITY OF FORTUNA</b>						<b>1,701.66</b>

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Acct No.		Type		Override Description	Amount	Amount
45469	10/01/12		COMAS	COMPUTER ASSISTANCE		120.00
	10215052			Professional services	120.00	
<b>Total for COMPUTER ASSISTANCE</b>						<b>120.00</b>
45470	10/01/12		DVLNO	DAVE LENARDO		240.00
	30515055			Contractual services	240.00	
45546	10/15/12		DVLNO	DAVE LENARDO		270.00
	30515055			Contractual services	270.00	
<b>Total for DAVE LENARDO</b>						<b>510.00</b>
45471	10/01/12		DCIBU	DCI BUILDERS		21,177.00
	30515095			Capital outlay	21,177.00	
<b>Total for DCI BUILDERS</b>						<b>21,177.00</b>
45489	10/02/12		DELOR	DEL ORO WATER CO., FDLE. DIST.		484.48
	10155031			Water	28.73	
	10175031			Water - public restroom	128.92	
	10215029			Water	31.45	
	10615033			Water	27.51	
	10625033			Water	101.88	
	10635031			Water	76.30	
	24315033			Water	34.34	
	30515032			Utilities - electric - plant	55.35	
<b>Total for DEL ORO WATER CO., FDLE. DIST.</b>						<b>484.48</b>
45472	10/01/12		DEPJU	DEPARTMENT OF JUSTICE		35.00
	10215052			Professional services	35.00	
<b>Total for DEPARTMENT OF JUSTICE</b>						<b>35.00</b>
45440	09/24/12		DESAI	DESIGN AIR		6,132.00
	10155020			Building and ground maint.	6,132.00	
<b>Total for DESIGN AIR</b>						<b>6,132.00</b>
45518	10/11/12		DOCST	DOCUSTATION		220.95
	10165078			Copy machine expense	220.95	
<b>Total for DOCUSTATION</b>						<b>220.95</b>
45490	10/02/12		EDWJO	EDWARD JONES & COMPANY		9,653.92
	10105010			Deferred comp	545.19	
	10125010			Deferred retirement	1,456.39	
	10215010			Deferred retirement	2,896.05	
	10315010			Deferred retirement	256.31	
	10635010			Deferred retirement	220.43	
	22315010			Deferred retirement	284.79	
	24315010			Deferred retirement	301.93	
	25315010			Deferred retirement	116.39	
	26315010.1			Deferred compensation	259.92	
	30515010			Deferred retirement	3,316.52	
<b>Total for EDWARD JONES &amp; COMPANY</b>						<b>9,653.92</b>

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Acct No.		Type		Override Description	Amount	Amount
45473	10/01/12		EELRI	EEL RIVER DISPOSAL		573.01
10155030				Trash service	60.45	
30515030				Garbage/sludge	512.56	
45550	10/18/12		EELRI	EEL RIVER DISPOSAL		201.00
24315021				Street maintenance	21.00	
30515030				Garbage/sludge	180.00	
<b>Total for EEL RIVER DISPOSAL</b>						<b>774.01</b>
45491	10/02/12		EMSIL	EMILY SILVER		486.16
20625020				Bldg/Grd Mnt.	486.16	
<b>Total for EMILY SILVER</b>						<b>486.16</b>
100	09/24/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		836.83
10012302				State P/R Tax Deposits	836.83	
100	10/01/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		814.09
10012302				State P/R Tax Deposits	814.09	
100	10/15/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		810.97
10012302				State P/R Tax Deposits	810.97	
<b>Total for EMPLOYMENT DEVELOPMENT DEPART</b>						<b>2,461.89</b>
45519	10/11/12		FERTR	FERNBRIDGE TRACTOR & EQUIP. CO.		26.73
30515014				Vehicle expense	26.73	
<b>Total for FERNBRIDGE TRACTOR &amp; EQUIP. CO.</b>						<b>26.73</b>
45498	10/08/12		FORGL	FORTUNA GLASS & PAINT INC.		109.32
10635020				Buildings and grounds maintenance	109.32	
<b>Total for FORTUNA GLASS &amp; PAINT INC.</b>						<b>109.32</b>
45441	09/24/12		FRONT	FRONTIER		928.72
10155034				Telephone	184.65	
10215034				Telephone	252.78	
10615034				Telephone	112.88	
24315034				Telephone	50.45	
30515034				Telephone	327.96	
<b>Total for FRONTIER</b>						<b>928.72</b>
45520	10/11/12		GECAP	GE CAPITAL		220.83
10165078				Copy machine expense	220.83	
<b>Total for GE CAPITAL</b>						<b>220.83</b>
45492	10/02/12		HUMHI	HUMBOLDT CO HISTORICAL SOCIETY		30.00
10615024				Books	30.00	
<b>Total for HUMBOLDT CO HISTORICAL SOCIETY</b>						<b>30.00</b>
45551	10/18/12		HUMOT	HUMBOLDT OUTFITTERS		64.75
30515094				Safety equipment	64.75	
<b>Total for HUMBOLDT OUTFITTERS</b>						<b>64.75</b>
45442	09/24/12		HUMTE	HUMBOLDT TERMITE & PEST		65.00
10635020				Buildings and grounds maintenance	65.00	

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Acct No.	Type			Override Description	Amount	Amount
45499	10/08/12		HUMTE	HUMBOLDT TERMITE & PEST		65.00
10635020				Buildings and grounds maintenance	65.00	
<b>Total for HUMBOLDT TERMITE &amp; PEST</b>						<b>130.00</b>
45474	10/01/12		JAYPA	JAY PARRISH		Void
10165096				Car Allowance	Void	
45513	10/09/12		JAYPA	JAY PARRISH		400.00
10165096				Car Allowance	400.00	
<b>Total for JAY PARRISH</b>						<b>400.00</b>
45521	10/11/12		LMREN	L & M RENNER, INC.		2,617.17
10215016				Fuel	1,387.10	
24315016				Vehicle Fuel	916.01	
30515016				Vehicle gas	314.06	
<b>Total for L &amp; M RENNER, INC.</b>						<b>2,617.17</b>
45493	10/02/12		LINFR	LINDSEY FRANK		350.00
10215026.1				Uniform allowance	350.00	
<b>Total for LINDSEY FRANK</b>						<b>350.00</b>
45552	10/18/12		MANHD	MANHARD CONSULTING LTD		14,494.22
10425052				General engineering	3,221.42	
10425053				Developer engineering	6,642.80	
26315052				Engineering	2,341.25	
30515095				Capital outlay	1,601.25	
48515095				Construction	687.50	
<b>Total for MANHARD CONSULTING LTD</b>						<b>14,494.22</b>
45475	10/01/12		MIRRE	MIRANDA'S RESCUE		450.00
10225096				Animal control	450.00	
45553	10/18/12		MIRRE	MIRANDA'S RESCUE		450.00
10225096				Animal control	450.00	
<b>Total for MIRANDA'S RESCUE</b>						<b>900.00</b>
45443	09/24/12		MISSN	MISSION UNIFORM & LINEN		30.87
10175024				Supplies - public restroom	4.79	
10635020				Buildings & grounds maintenance - Commu	26.08	
45476	10/01/12		MISSN	MISSION UNIFORM & LINEN		30.87
10175024				Supplies - public restroom	4.79	
10635020				Buildings & grounds maintenance - Commu	26.08	
<b>Total for MISSION UNIFORM &amp; LINEN</b>						<b>61.74</b>
45500	10/08/12		MBDVZ	MITCHELL, BRISSO, DELANEY & VRIEZE		766.00
10145052				Professional services	766.00	
<b>Total for MITCHELL, BRISSO, DELANEY &amp; VRIEZE</b>						<b>766.00</b>
45444	09/24/12		NANKA	NANCY KAYTIS-SLOCUM		28.01
10125012				Office expense	10.20	
30515121				Sewer plant maintenance	17.81	

## City of Ferndale

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 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	
<b>Total for NANCY KAYTIS-SLOCUM</b>						<b>28.01</b>
45477	10/01/12		NILCO	NILSEN COMPANY		212.51
	10175024			Supplies - public restroom	95.19	
	30515014			Vehicle expense	5.78	
	30515094			Safety equipment	23.16	
	30515121			Sewer plant maintenance	88.38	
45554	10/18/12		NILCO	NILSEN COMPANY		232.13
	999			Suspense	3.00	
	10155020			Building and ground maint.	11.08	
	10625020			Building and ground maint.	28.71	
	10635020			Buildings and grounds maintenance	21.34	
	24315020			Building & ground maintenance	29.87	
	24315021			Street maintenance	54.01	
	30515121			Sewer plant maintenance	84.12	
<b>Total for NILSEN COMPANY</b>						<b>444.64</b>
45478	10/01/12		NORCO	NORTH COAST LABORATORIES LTD.		236.00
	30515157			Effluent testing	236.00	
45555	10/18/12		NORCO	NORTH COAST LABORATORIES LTD.		1,117.00
	30515157			Effluent testing	1,117.00	
<b>Total for NORTH COAST LABORATORIES LTD.</b>						<b>1,353.00</b>
100	09/24/12	EFT	NORVA	NORTH VALLEY BANK		5,226.34
	10012301			Federal P/R Tax Deposits	5,226.34	
100	10/01/12	EFT	NORVA	NORTH VALLEY BANK		5,104.96
	10012301			Federal P/R Tax Deposits	5,104.96	
100	10/15/12	EFT	NORVA	NORTH VALLEY BANK		5,083.32
	10012301			Federal P/R Tax Deposits	5,083.32	
45479	10/01/12		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK		1,948.36
	26315194			Interest-Six Rivers loan	1,948.36	
<b>Total for NORTH VALLEY BANK</b>						<b>17,362.98</b>
45522	10/11/12		NRTHC	NORTHCOAST PUMPHOUSE		45.74
	30515122			Sewer line maintenance	45.74	
<b>Total for NORTHCOAST PUMPHOUSE</b>						<b>45.74</b>
45445	09/24/12		PACGA	PACIFIC GAS & ELECTRIC		1,169.47
	22315058			Street lighting	1,169.47	
45523	10/11/12		PACGA	PACIFIC GAS & ELECTRIC		5,733.03
	10155032			Utilities electric	155.40	
	10175032			Electric - public restroom	26.52	
	10215032			Utilities electric	143.07	
	10615032			Utilities	162.80	
	10625032			Utilities - electric	60.59	
	10635032			Utilities	327.26	
	22315058			Street lighting	29.61	
	24315032			Utilities	167.24	
	30515032			Utilities - electric - plant	4,660.54	

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Acct No.		Type		Override Description	Amount	Amount
<b>Total for PACIFIC GAS &amp; ELECTRIC</b>						<b>6,902.50</b>
45524	10/11/12	PLANW		PLANWEST PARTNERS, INC.		3,011.75
	10415052			General planning services	2,463.00	
	10415053			Reimbursable fees	548.75	
<b>Total for PLANWEST PARTNERS, INC.</b>						<b>3,011.75</b>
45525	10/11/12	POREN		PORTLAND ENGINEERING		180.00
	30515055			Contractual services	180.00	
<b>Total for PORTLAND ENGINEERING</b>						<b>180.00</b>
45526	10/11/12	POSTM		POSTMASTER		225.00
	10125012			Office expense	225.00	
<b>Total for POSTMASTER</b>						<b>225.00</b>
45501	10/08/12	RSLIV		R & S LIVESTOCK SUPPLY		26.80
	30515121			Sewer plant maintenance	26.80	
<b>Total for R &amp; S LIVESTOCK SUPPLY</b>						<b>26.80</b>
45527	10/11/12	RCMEL		RCM ELECTRIC		245.54
	10155020			Building and ground maint.	71.01	
	24315021			Street maintenance	174.53	
<b>Total for RCM ELECTRIC</b>						<b>245.54</b>
45528	10/11/12	REDFR		RED FRONT STORE		7.27
	10625020			Building and ground maint.	7.27	
<b>Total for RED FRONT STORE</b>						<b>7.27</b>
45480	10/01/12	ROBSM		ROBIN SMITH		153.47
	10245052			Professional services	153.47	
<b>Total for ROBIN SMITH</b>						<b>153.47</b>
45481	10/01/12	SCOUTS		SCOUTS		450.00
	10165099			Miscellaneous	450.00	
<b>Total for SCOUTS</b>						<b>450.00</b>
45502	10/08/12	SEQGA		SEQUOIA GAS COMPANY		655.42
	10155033			Utilities gas	230.38	
	10615031			Gas	106.16	
	10635033			Gas	318.88	
<b>Total for SEQUOIA GAS COMPANY</b>						<b>655.42</b>

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Acct No.	Type	Override Description	Amount	Amount		
45503	10/08/12	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUT	Void	Void	
	10012260		Health insurance payable	Void		
	10105007		Medical insurance	Void		
	10125007		Medical insurance	Void		
	10215007		Medical insurance	Void		
	10315007		Medical insurance	Void		
	10635007		Medical insurance	Void		
	22315007		Medical insurance	Void		
	24315007		Medical insurance	Void		
	25315007		Medical insurance	Void		
	26315007		Medical insurance	Void		
	30515007		Medical insurance	Void		
45512	10/08/12	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUT		9,830.74	
	10012260		Health insurance payable	931.01		
	10105007		Medical insurance	530.14		
	10125007		Medical insurance	1,208.60		
	10215007		Medical insurance	2,317.63		
	10315007		Medical insurance	146.45		
	10635007		Medical insurance	143.18		
	22315007		Medical insurance	162.72		
	24315007		Medical insurance	196.82		
	25315007		Medical insurance	199.70		
	26315007		Medical insurance	187.69		
	30515007		Medical insurance	3,806.80		
<b>Total for SPECIAL DISTRICT RISK MANAGEMENT A</b>					<b>9,830.74</b>	
45504	10/08/12	SPETR	SPECIALTY TRAFFIC SYSTEMS		17.28	
	24315021		Street maintenance	17.28		
<b>Total for SPECIALTY TRAFFIC SYSTEMS</b>					<b>17.28</b>	
45505	10/08/12	STAPL	STAPLES OFFICE STORE		173.84	
	10125012		Office expense	4.31		
	30515012		Office expense	169.53		
45556	10/18/12	STAPL	STAPLES OFFICE STORE		365.77	
	10115012		Office expense - Council	15.50		
	10125012		Office expense	350.27		
<b>Total for STAPLES OFFICE STORE</b>					<b>539.61</b>	
45506	10/08/12	THOGZ	THOMAS W. GONZALEZ, SR		310.00	
	10635020		Buildings and grounds maintenance	310.00		
<b>Total for THOMAS W. GONZALEZ, SR</b>					<b>310.00</b>	
45507	10/08/12	TIPMO	TIPPLE MOTORS, INC.		10.88	
	24315014		Vehicle expense	10.88		
<b>Total for TIPPLE MOTORS, INC.</b>					<b>10.88</b>	
45494	10/02/12	TOWCO	TOWN & COUNTRY REFRIGERATION		Void	
	10635020		Buildings and grounds maintenance	Void		

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Acct No.	Type	Override Description	Amount	Amount	
<b>Total for TOWN &amp; COUNTRY REFRIGERATION</b>					0.00
45508	10/08/12	USBNK	U.S. BANK CORPORATE PAYMENT SYSTEM		539.72
	30515121		Sewer plant maintenance	539.72	
<b>Total for U.S. BANK CORPORATE PAYMENT SYSTE</b>					539.72
45482	10/01/12	USABL	USABLUEBOOK		153.26
	30515121		Sewer plant maintenance	153.26	
<b>Total for USABLUEBOOK</b>					153.26
45557	10/18/12	VALLU	VALLEY LUMBER		214.95
	10635020		Buildings and grounds maintenance	1.97	
	20625020		Blding/Grd Mnt.	20.06	
	24315020		Building & ground maintenance	44.51	
	24315021		Street maintenance	148.41	
<b>Total for VALLEY LUMBER</b>					214.95
45509	10/08/12	VERZN	VERIZON		252.16
	10155034		Telephone	30.05	
	10215034		Telephone	120.19	
	24315034		Telephone	11.78	
	30515034		Telephone	90.14	
<b>Total for VERIZON</b>					252.16
45510	10/08/12	WILSA	WILDWOOD SAW		41.82
	24315020		Building & ground maintenance	41.82	
<b>Total for WILDWOOD SAW</b>					41.82
45511	10/08/12	WYCKO	WYCKOFF'S		6.67
	30515121		Sewer plant maintenance	6.67	
<b>Total for WYCKOFF'S</b>					6.67
45483	10/01/12	XYLEM	XYLEM WATER SOLUTIONS U.S.A., INC.		114.19
	30515121		Sewer plant maintenance	114.19	
<b>Total for XYLEM WATER SOLUTIONS U.S.A., INC.</b>					114.19
<b>Total for the 93 checks</b>				<b>118,334.25</b>	<b>118,334.25</b>

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## Account Distributions

<b>Account No.</b>	<b>Account Description</b>	<b>Amount</b>
999	Suspense	3.00
10012250	Garnishments payable	957.20
10012260	Health insurance payable	1,343.26
10012301	Federal P/R Tax Deposits	15,414.62
10012302	State P/R Tax Deposits	2,461.89
10105007	Medical insurance	539.02
10105010	Deferred comp	545.19
10115012	Office expense - Council	15.50
10125007	Medical insurance	1,232.72
10125010	Deferred retirement	1,456.39
10125012	Office expense	589.78
10145052	Professional services	766.00
10155020	Building and ground maint.	6,214.09
10155030	Trash service	60.45
10155031	Water	28.73
10155032	Utilities electric	155.40
10155033	Utilities gas	230.38
10155034	Telephone	214.70
10165054	Audit and accounting	374.00
10165055	Contractual services	180.00
10165078	Copy machine expense	441.78
10165096	Car Allowance	400.00
10165099	Miscellaneous	575.50
10175024	Supplies - public restroom	235.73
10175031	Water - public restroom	128.92
10175032	Electric - public restroom	26.52
10175072	Chamber of Commerce	5,518.09
10215007	Medical insurance	2,377.93
10215010	Deferred retirement	2,896.05
10215016	Fuel	1,555.14
10215026.1	Uniform allowance	1,200.00
10215029	Water	31.45
10215032	Utilities electric	143.07

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10215034	Telephone	372.97
10215035	Dispatch service	1,016.66
10215052	Professional services	155.00
10215088	Equipment repair other	16.31
10225096	Animal control	900.00
10245052	Professional services	153.47
10315007	Medical insurance	148.92
10315010	Deferred retirement	256.31
10415052	General planning services	2,463.00
10415053	Reimbursable fees	548.75
10425052	General engineering	3,221.42
10425053	Developer engineering	6,642.80
10435052	Building regulation/inspectio	560.24
10615024	Books	489.09
10615031	Gas	106.16
10615032	Utilities	162.80
10615033	Water	27.51
10615034	Telephone	112.88
10625020	Building and ground maint.	112.44
10625032	Utilities - electric	60.59
10625033	Water	101.88
10635007	Medical insurance	144.39
10635010	Deferred retirement	220.43
10635020	Buildings and grounds maintenance	730.42
10635031	Water	76.30
10635032	Utilities	327.26
10635033	Gas	318.88
20625020	Blding/Grd Mnt.	506.22
22315007	Medical insurance	164.29
22315010	Deferred retirement	284.79
22315058	Street lighting	1,199.08
24315007	Medical insurance	199.29
24315010	Deferred retirement	301.93
24315014	Vehicle expense	10.88
24315016	Vehicle Fuel	916.01
24315020	Building & ground maintenance	116.20

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24315021	Street maintenance	415.23
24315032	Utilities	167.24
24315033	Water	34.34
24315034	Telephone	62.23
25315007	Medical insurance	203.35
25315010	Deferred retirement	116.39
26315007	Medical insurance	189.86
26315010.1	Deferred compensation	259.92
26315052	Engineering	2,341.25
26315194	Interest-Six Rivers loan	1,948.36
30515007	Medical insurance	3,855.49
30515010	Deferred retirement	3,316.52
30515012	Office expense	169.53
30515014	Vehicle expense	32.51
30515016	Vehicle gas	314.06
30515030	Garbage/sludge	777.56
30515032	Utilities - electric - plant	4,715.89
30515034	Telephone	418.10
30515055	Contractual services	690.00
30515094	Safety equipment	87.91
30515095	Capital outlay	22,778.25
30515121	Sewer plant maintenance	1,120.95
30515122	Sewer line maintenance	45.74
30515157	Testing and monitoring	2,128.00
48515095	Construction	687.50
		118,334.25

**City of Ferndale, Humboldt County, California USA**  
City Council Minutes for October 4, 2012

Mayor Jeffrey Farley called the Regular City Council Meeting to order at 7:00PM. Present were Councilmen Ken Mierzwa, John Maxwell and Stuart Titus, along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Administrative Assistant Lacy Pedrotti, and City Engineers Praj White and David Caisse. Those present pledged allegiance to the flag. The City Clerk called roll call.

Ceremonial: The City Clerk gave the Oath of Office to Michael Sweeney and welcomed him to the City Council. Mayor Farley also welcomed him as he took his place at the dais.

The City Clerk read the Proclamation for Guy Fieri, which will be presented to him by Mayor Farley when Mr. Fieri is in Ferndale at Thanksgiving.

Under Modifications to the agenda, Councilman Maxwell asked to make an announcement: Councilman Maxwell, as a member of Humboldt Waste Management Authority, relayed the information that HWMA is setting up a Planning Advisory Committee which will meet once a month. He is asking for volunteers.

Consent Calendar: Newly appointed Councilman Sweeney abstained from voting on the consent calendar. MOTION: (Mierzwa/Titus) Accept Accounts Payable and approve the minutes from the September 6, 2012 meeting. Unanimous.

Presentation: Mr. Don Ehnebuske, Executive Director of RREDC gave a presentation on why it is important to support efforts to get another airline to service the Eureka-Arcata Airport in McKinleyville. He asked that the City Council consider a donation of \$1000. This will be put on the November agenda.

Green Waste: MOTION: (Titus/Sweeney) Approve Resolution 2012-26 Accepting a one year extension to the MOU with Eel River Disposal concerning Green Waste Curbside Collection Program. All in favor.

Pedestrian Improvement Project: MOTION: (Sweeney/Maxwell) Approve Resolution Number 2012-28 Approving the Execution of Supplemental Agreement No. 005-N to Administering Agency-State Agreement No. 01-5097R to allocate \$18,000 of Federal Funds to the PA&ED and PS&E phases of the Pedestrian Improvement Project - Phase 2. All in favor.

Washington St. and Schley Ave: MOTION: (Maxwell/Titus) Approve Resolution 2012-30 Authorizing the City Manager to execute an agreement for improvements at the intersection of Washington St. and Schley Ave. and authorize the submittal of the Notice of CEQA Exemption. All in favor

4<sup>th</sup> St and Shaw Ave: MOTION: (Mierzwa/Titus) Approve Resolution 2012-31 Authorizing the City Manager to move forward with the final design, bid process and construction, as well as execute a construction contract for the drainage Improvements for the intersection of 4<sup>th</sup> St and Shaw Ave; authorize the submittal of the Notice of CEQA Exemption. All in favor.

5<sup>th</sup> Street Drainage Improvements: MOTION: (Titus/Maxwell) Approve Resolution 2012-29 Giving authorization to move forward with the final design, bid process and construction for the drainage Improvements on 5<sup>th</sup> St near the Ferndale housing complex and authorize the submittal of the Notice of CEQA Exemption. In addition, authorize the City Manager to execute a construction contract dependent upon environmental review clearance. All in favor.

Change in Police Department budget: MOTION: (Maxwell/Sweeney) Recognize receipt of \$2000.00 from PARSAC, our risk management authority, to pay Lexipol LLC for the police department's policy manual, updates and daily training bulletins/tests. All in favor.

The meeting adjourned at 8:20PM. The next regular Council Meeting is scheduled for November 1, 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**

**Section 11**

**BUSINESS**

Meeting Date:	November 1, 2012	Agenda Item Number	11A
Agenda Item Title:	Resolution No. 2012-34 Authorizing expenditure of \$600 as a stipend for City Green Sculpture		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution No. 2012-34 Authorizing expenditure of \$600 From The Park Fund as a stipend for City Green Sculpture		

### RECOMMENDATION

Approve spending up to \$600 from the Park Fund for a stipend to support the Humboldt State University competitive project for a sculpture in the City Green.

### DISCUSSION

City Manager has been working with the HSU Art Department in an effort to replace the sculpture we had in the City Green last year. Those efforts have resulted in a prospectus (attached) and should result in a creation available to us on May 15, 2013. That sculpture will be available to us for one year, at which time our hopes are that it will be replaced with another sculpture through the HSU program.

### FISCAL IMPACT

Parks Fund \$600 (21624284.3)

**RESOLUTION NO. 2012-34**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE AUTHORIZING EXPENDITURE OF \$600 FROM THE PARKS FUND TO AS A STIPEND FOR SCULPTURE ON THE CITY GREEN**

**WHEREAS**, The Humboldt State University Art Department has agreed to present a competition open to HSU Sculpture Students or Groups of current HSU sculpture students; and

**WHEREAS**, The HSU Art Department will accept written proposals, drawings, resume and 3D models; and

**WHEREAS**, the City of Ferndale will benefit from the competition in that the Sculpture will be displayed at the City Green in front of City Hall for a year, and

**WHEREAS**, At the end of a year, the sculpture will be replaced with another from HSU Art Department students; and

**WHEREAS**, The City of Ferndale wishes to provide a stipend to help in this endeavor.

**NOW, THEREFORE BE IT RESOLVED**, That the City Council of the City of Ferndale authorizes the expenditure of \$600 from the Parks Fund.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on November 1, 2012, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

**Attest:**

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



Suzannah E. Mellon ©1992

PROSPECTUS  
City of Ferndale Sculpture in City Center

**Selection:**

Judging will be done by a selection committee of three community members.

**Eligibility:**

The competition is open to current individual HSU sculpture students, or groups of current HSU sculpture students. Committee will make selections from .jpg files of previous work (2 images for individual student, 1 each for individuals applying as a group), written proposals, drawings, resume and 3D models.

**Entry Deadline:**

Friday, December 7, 2012

**Conditions:**

Sculpture in City Center is a yearlong, out-door exhibition. Artworks must be out-door achievable and planned with anchoring systems. Exhibition installation: May 10, 2013, De-installation May 4, 2014. Stipend available to help defray costs of construction.

**Calendar:**

December 7, 2012 – entry deadline  
 December 28, 2012 – artist notification  
 May 3, 2013 – Work due  
 May 10, 2013 – work installed  
 May 15, 2013 – artist's reception  
 May 4, 2014 – work removed

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ENRTY FORM  
copy form if needed

Name (or group Contact): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Previous Work:**

#1 Title: \_\_\_\_\_ Media: \_\_\_\_\_ Size: \_\_\_\_\_  
 #2 Title: \_\_\_\_\_ Media: \_\_\_\_\_ Size: \_\_\_\_\_

Submit Materials in person to: Sondra Schwetman, HSU Art Dept, H 75, 707-826-5819, [ss95@humboldt.edu](mailto:ss95@humboldt.edu)  
 Materials: Completed entry form, CD of previous work, 1 page written proposal, 3D model, Budget

834 Main Street \* P.O. Box 1095 \* Ferndale, CA 95536  
 Phone (707) 786-4224 \* Fax (707) 786-9314  
 Email: [citymanager@ci.ferndale.ca.us](mailto:citymanager@ci.ferndale.ca.us) \* Web page: <http://ci.ferndale.ca.us>

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Meeting Date:	November 1, 2012	Agenda Item Number	11B
Agenda Item Title:	Approve Resolution 2012-33 Authorizing the expenditure of \$1000 from the General Fund to Support Expanded Airline Service in Humboldt County.		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2012-33 Authorizing the expenditure of \$1000 from the General Fund to Support Expanded Airline Service in Humboldt County.		

### RECOMMENDATION

Approve Resolution 2012-33 Authorizing the expenditure of \$1000 from the General Fund to Support Expanded Airline Service in Humboldt County.

### DISCUSSION

During our October meeting, Don Ehnebuske, Executive Director of RREDC gave a presentation on why it is important to support efforts to get another airline to service the Eureka-Arcata Airport in McKinleyville. He requested a donation from the City to support those efforts.

### FISCAL IMPACT

\$1000 from the General Fund

**RESOLUTION NO. 2012-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE AUTHORIZING \$1000 FROM THE GENERAL FUND TO SUPPORT EXPANDED AIRLINE SERVICE IN HUMBOLDT COUNTY**

**WHEREAS**, Humboldt’s air service, provided by United Express, is subject to frequent delays, cancellations and high ticket prices; and

**WHEREAS**, An airport without good air service means a less-connected community; and

WHEREAS, the Department of Transportation awards \$750,000 for Minimum Revenue Guarantee provided that the community matches with \$250,000, and

**WHEREAS**, The Headwaters Fund pledges \$125,000; and

WHEREAS, The City of Ferndale wishes to provide some funding to help in this endeavor.

**NOW, THEREFORE BE IT RESOLVED**, That the City Council of the City of Ferndale authorizes the expenditure of \$1000 from the General Fund.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on November 1, 2012, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

**Attest:**

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

Meeting Date:	November 1, 2012	Agenda Item Number	11C
Agenda Item Title:	Resolution 2012-32 Authorizing disposal of redundant and obsolete files.		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2012-32 Authorizing disposal of redundant and obsolete files.		

### **RECOMMENDATION**

Approve Resolution 2012-32 Authorizing disposal of redundant and obsolete files.

### **DISCUSSION**

In the year 2000, the Ferndale City Clerk's Office began using the Records Management Guidelines as administered by the California State Archives Department, and as a result, today has identified numerous records that can be destroyed, freeing up valuable file and storage space.

Those records are listed as an attachment to Resolution 2012-32.

### **FISCAL IMPACT**

**RESOLUTION NO. 2012-32****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE AUTHORIZING DISPOSAL OF REDUNDANT AND OBSOLETE FILES**

**WHEREAS**, Government Code Section 12236(a) states: "The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state;" and

**WHEREAS**, the City Clerk's Office has adopted the "Local Government Records Retention Guidelines" recommended by the Secretary of State's Archives Division; and

**WHEREAS**, the City of Ferndale has redundant and obsolete files that need to be destroyed, and

**WHEREAS**, Government Code 34090 allows for destruction of Accounts Payable and Accounts Receivable, and the Retention Guidelines call for destruction four years after the latest date; and

**WHEREAS**, Government Code 34090.7 allows for destruction of taped meetings in two years as long as there are written minutes; and

**WHEREAS**, the redundant and obsolete files take up needed file space.

**NOW, THEREFORE BE IT RESOLVED**, That the City Council of the City of Ferndale directs the City Clerk's Office to properly dispose of the redundant and obsolete files as listed on the attached inventory.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on November 1, 2012, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

**Attest:**

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

Name of record	Date destroy
Financial records 84-85	1990
Financial records 85-86	1991
Financial records 87-88	1993
Financial records 88-89	1994
Financial records 89-90	1995
Financial records 1990-91	1996
Financial records 1991-92	1997
Financial records 1993-94	1999
Financial records 94-95	2000
Financial records 95-96	2001
Financial records 96-97	2002
Financial records 97-98	2003
Financial records 98-99	2004
Financial records 99-00 1 of 2	2005
Financial records 99-00 2 of 2	2005
Financial records 00-01 1 of 2	2006
Financial records 00-01 2 of 2	2006
Financial records 01-02 1 of 2	2007
Financial records 01-02 2 of 2	2007
Financial records 02-03	2008
Expenses 03-04	2009
Financial records 2002-03 and 2003-04	2009
Financial records 2004-05	2010
Revenue expenses 05-06	2011
Revenue expenses 06-07	2012
Tapes / Cassettes 79-82	1984
Tapes / Cassettes 82-84	1986
Tapes / Cassettes 85-87	1989
Tapes / Cassettes Tapes 88-89	1991
Tapes / Cassettes 90-92	1994
Tapes of CC ad PC meetings 2006-2007	2009

Meeting Date:	November 1, 2012	Agenda Item Number	11D
Agenda Item Title:	Set date for special meeting		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Set date for special meeting to present Guy Fieri with a Key to the City along with Proclamations and Letters of support.		

### RECOMMENDATION

Approve a special meeting on Friday, November 23, 2012

### DISCUSSION

Guy Fieri will be in Ferndale over the Thanksgiving Holiday. The Mayor would like to call a special meeting on Friday, November 23, 2012 to present Guy Fieri with a Key to the City along with Proclamations and Letters of Support.

### FISCAL IMPACT

\$50 from City Promotional Fund

**Section 12**  
**CORRESPONDENCE**

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



Suzannah E. Mellon ©1992

## For Your Information

October 10, 2012

Update on New Sign Ordinance

In an effort to be sure that the new sign ordinance reflects the feelings of the business community, the Planning Commission (PC) and Design Review Committee (DRC) created the Sign Ordinance Committee (SOC) to update the Sign Ordinance.

The Design Review committee (DRC) reviews and permits changes to the exterior of buildings (including signs) in the Design Control Combining Zone in order to preserve the historical and aesthetic integrity of the Zone. The Design Control Combining Zone overlays the Main Street Historic District. The consensus of these groups is that the current sign section is in need of an update to address current business trends and compliance issues.

The Sign Ordinance Committee (SOC) has been meeting once a month since September, 2011 to discuss the myriad facets of signs. In an additional public outreach effort, we feel it is essential to give you an opportunity to express your opinions and concerns early on in the process. This is important because everyone will be required to be in compliance with the new ordinance. Your awareness and input may be pivotal to the final product. Interested building owners, business owners, and community members are invited to attend any of the SOC meetings which are held monthly at City Hall on the 3<sup>rd</sup> Thursday of each month at 2:30 pm. If you are unable to attend committee meetings, you can submit ideas, issues or concerns related to signage to the City Clerk or City Manager. Please include your telephone number and email address.

The SOC feels it is important to give clear guidance to current and prospective property owners, staff, Planning Commission, and the Design Review Committee with respect to signage. We believe the SOC is representative of the people directly affected by signs in our community: Chamber President Karen Pingitore, Businessman Phil Ostler, Planning Commissioner Trevor Harper and Design Review Committee members Michael Bailey and Michael Sweeney.

They've made great progress in developing a background, purpose and scope statement, reviewing definitions, and are currently working on general regulations. Their upcoming tasks include other sign regulations, use permits, administration, legal review, final review and submission of the final draft to the Planning Commission. From there, the ordinance will be presented to the City Council for adoption. Public Hearings will be held on the draft Sign Ordinance at the Planning Commission and City Council levels prior to adoption of the ordinance by the City Council.

In conclusion, signs are a good thing: they serve a purpose to inform the public what's available inside the building, goods and services offered, public announcements, etc. We believe that it is important for the overall aesthetic harmony of our business district to reflect current business needs as well as the continuation of our unique Ferndale heritage.

Sincerely,

Jay Parrish  
City Manager

834 Main Street \* P.O. Box 1095 \* Ferndale, CA 95536  
Phone (707) 786-4224 \* Fax (707) 786-9314  
Email: [citymanager@ci.ferndale.ca.us](mailto:citymanager@ci.ferndale.ca.us) \* Web page: <http://ci.ferndale.ca.us>

Robert Kaline  
3 R Construction  
POB 781  
Ferndale CA 95536-0781

Kyle Sullivan  
A & I Roofing  
POB 6512  
Eureka CA 95502

Daniel Lawrence  
A Glass Act  
2293 Shamrock  
Fortuna CA 95540

Marlin (Alan) Nelson  
A&B Cheaper Sweepers  
POB 612  
Ferndale CA 95536

Chris Boynton  
Abraxas Jewelry & Leather  
POB 552  
Ferndale CA 95536

Chris Boynton  
Abraxas Leather & Shoes  
POB 552  
Ferndale CA 95536

Robert & Erica Field  
Adhara Yoga  
POB 566  
Ferndale CA 95536

Matt Knowles  
Aesthetic Design and Photography  
POB 1355  
Ferndale CA 95536

Steve Hackett  
Agland Engineering  
POB 505  
Ferndale CA 95536

Aliza Helton  
Aliza Helton, Hair Design  
POB 777  
Ferndale CA 95536

Stuart Altschuler  
Altschuler, Stuart, MFT  
POB 575  
Ferndale CA 95536

Araxa  
Araxa  
POB 664  
Ferndale CA 95536

Phil Aycock  
Aycock & Edgmon CPA's  
POB 637  
Ferndale CA 95536

Bruce Billings  
Bartlett House, The  
POB 1306  
Ferndale CA 95536

Jim Bass  
Bass & Anderson  
35 Arlington  
Ferndale CA 95536

Beverly Ann Hansen Givens  
BeAnn's Jams  
POB 665  
Ferndale CA 95536

Gerald Becker  
Becker, Gerald Insurance Agency  
POB 548  
Ferndale CA 95536-0548

Joe Koches  
Blacksmith Shop, The  
POB 596  
Ferndale CA 95536

Sara Pleshakov & Karin Rivelle  
Blush - Beauty Boutique  
c/o 4041 Mill Street  
Fortuna CA 95540

Don Bowen  
Bowen, Don Painting, Landscaping and  
Maintenance  
POB 674  
Ferndale CA 95536-0674

Ellen Briggs  
Briggs Arts Writing & Design Services  
POB 913  
Ferndale CA 95536

Bruce Brower  
Brower, Bruce Painting  
POB 1387  
Ferndale CA 95536

Virginia (Vikki) Young  
Button Willow Studio  
POB 1487  
Ferndale CA 95536

Beverly Carlson  
C & S Painting  
POB 602  
Ferndale CA 95536

Joe Koches  
California Blacksmith Assoc Store  
POB 596  
Ferndale CA 95536

Tom Morrin  
Celtic Construction  
POB 1151  
Ferndale CA 95536

Diana Chapman  
Chapman, Diana  
1690 California St  
Ferndale CA 95536

Sue Baird  
Coldwell Bankers Six Rivers Real Estate  
910 S. Fortuna Blvd.  
Fortuna CA 95540

Demetrius DiStefano  
Computer Assistance  
POB 111  
Ferndale CA 95536

Cory Nunes  
Cory Nunes Construction  
381 Palmer Blvd.  
Fortuna CA 95540

Craig Cowan  
Craig Cowan Construction  
868 Howard  
Ferndale CA 95536

Larry M. Horn  
Cream City Café  
POB 155  
Ferndale CA 95536

Rich Phillis  
Cream City Investments  
POB 1386  
Ferndale CA 95536

Shawn Craig  
Creative Concrete  
POB 863  
Ferndale CA 95536

Giovanni A. D'Aguanno  
D'Aguanno Masonry  
POB 338  
Ferndale CA 95536

David F. Yarrington  
David F Yarrington PLS  
POB 125  
Ferndale CA 95536

Daniel Crane  
DBA: Gazebo  
POB 1065  
Ferndale CA 95536

Dennis DelBiaggio  
DCI Builders  
POB 112  
Ferndale CA 95536

Larry Denning  
Denning, Larry, DDS  
POB 700  
Ferndale CA 95536-0700

Linda C. Woodin  
Denny's Yard Care  
2395 Waddington  
Ferndale CA 95536

Virginia Dwight  
Dwight, V.C., Enterprises  
POB 36  
Ferndale CA 95536

Rudy Gutierrez  
Earth Scapes of Northern California  
POB 6098  
Eureka CA 95502

Laura & Michael East  
East's, Laura, Ferndale Dance Academy  
POB 1009  
Ferndale CA 95536

Michelle Tucker  
Eden's Kiss  
POB 194  
Ferndale CA 95536

Bambi and Robert Eggel  
Eggel Landscape & Arbor Care  
915 Crosby Lane  
Ferndale CA 95536

Janelle Johnson  
Envy Hair Studio  
312 Damon Ln  
Ferndale CA 95536

The Farm Shop  
Farm Shop, The  
POB 728  
Ferndale CA 95536

Ferndale Arts Coop  
Ferndale Arts Coop  
POB 723  
Ferndale CA 95536

Karen Pingitore  
Ferndale Clothing Company  
POB 1430  
Ferndale CA 95536

Sharon Green  
Ferndale Emporium  
POB 1248  
Ferndale CA 95536

Caroline Titus  
Ferndale Enterprise, The  
POB 1066  
Ferndale CA 95536

Curt Terribilini  
Ferndale Meat Company  
POB 793  
Ferndale CA 95536

Paul Beatie and Cheri March  
Ferndale Music Company  
POB 1350  
Ferndale CA 95536

Laurie A. Wortman  
Ferndale Pizza Company  
POB 335  
Ferndale CA 95536

Theatre  
Ferndale Repertory Theatre  
POB 892  
Ferndale CA 95536

Chuck Ozanian  
Ferndale Veterinary  
POB 1032  
Ferndale CA 95536

Megan Walters  
Ferndale's Exercise Place  
POB 44  
Ferndale CA 95536

Jim & Penny Ferry  
Ferry, Jim & Penny  
1387 Rose Av  
Ferndale CA 95536

Kimberly Goodrich  
Fire Steed Stables  
20 Price Creek School Rd.  
Ferndale CA 95536

Pam Mauney  
Flaherty Farms  
POB 1031  
Ferndale CA 96636

Jackie Ramirez  
Foggy Bottoms  
POB 806  
Ferndale CA 95536

Tom Ford  
Ford Vacation Rental  
POB 523  
Ferndale CA 95536

Fortuna Glass & Paint  
Fortuna Glass Inc.  
2059 Main Street  
Fortuna CA 95540

James D. Richards  
Francis Creek Electronics  
POB 353  
Ferndale CA 95536

Dennis & Carol Gorton  
Francis Creek Inn  
POB 1412  
Ferndale CA 95536

Frontier  
Frontier  
POB 340  
Elk Grove CA 95759-0340

Redwood Collection  
Gingerbread Mansion  
POB 1380  
Ferndale CA 95536

Ashley Selby  
Girle Girls  
912 Martin Dr.  
Rio Dell CA 95562

Kathleen Brandon  
Glee's Baking and Milling  
801 Riverside Park Rd #39  
Carlotta CA 95528

Brian Barbata  
Golden Bee Candleworks  
1773 Ambrosini Ln  
Ferndale CA 95536

Sandra & Marlin Mesman  
Golden Gait Mercantile  
POB 1017  
Ferndale CA 95536

Shawn & Maggie Griggs  
Griggs Gallery  
1292 Ambrosini Ln  
Ferndale Ca 95536

Tim Grinsell  
Grinsell Construction  
1613 Centerville Rd.  
Ferndale CA 95536

Denise Grinsell  
Grinsell, Denise, Photography  
1613 Centerville Rd.  
Ferndale CA 95536

Merritt Brodt  
Grizzly Bluff Primitives Country Store  
4028 Grizzly Bluff Rd  
Ferndale CA 95536

Paul Gurnee  
Gurnee, Paul Construction  
POB 4533  
Ferndale CA 95536

Pete Wilke  
Harrison House  
100 Harrison  
Ferndale CA 95536

Pamella Barban  
Heart & Soul  
POB 494  
Ferndale CA 95536

Heather Collings  
Heather Collings, Hair Design  
POB 352  
Fortuna CA 95540

Barb & Dave Mogni  
Hotel Ivanhoe  
POB 458  
Ferndale CA 95536

Humboldt Creamery  
Humboldt Creamery  
572 Highway 1  
Fortuna CA 95540

Humboldt Cremation & Funeral Services  
Humboldt Cremation & Funeral Services  
POB 66  
Eureka CA 95502

Humboldt Medical Group  
Humboldt Medical Group  
POB 725  
Ferndale CA 95536

Tamara Lynn Pichulo  
Humboldt Sweets  
3749 Grizzly Bluff  
Ferndale CA 95536

Nancy Trujillio  
HumBooks  
POB 1044  
Ferndale CA 95536

Trevor Christiansen /Michael Pedrotti  
Inlight Fitness  
468 Main Street  
Ferndale CA 95536

Jim Grinsell  
J&W Liquors  
POB 426  
Ferndale CA 95536

David Jackson  
Jackson, David Construction  
POB 1372  
Ferndale CA 95536

John Richards  
John Richards General Contractor  
1210 Crowley Avenue  
Ferndale CA 95536

Meredith Griffiths  
Just a Little Get Together  
POB 83  
Ferndale CA 95536

Karl F. Benemann  
Karl Benemann Contracting  
POB 1034  
Ferndale CA 95536

Bruce & Lois Keller  
Kellerswork  
POB 1422  
Ferndale CA 95536-1422

KHUM  
KHUM  
POB 25  
Ferndale CA 95536-0025

Kim Smith  
Kim Smith, Hair Design  
POB 365  
Ferndale CA 95536

Kelly Kukuk  
Kukuk Bakery  
POB 202  
Ferndale CA 95536

Lora Collins  
L.L. Products  
POB 1134  
Ferndale CA 95536

Jeremy & Lareesa Stanfield  
Landmark Real Estate  
POB 998  
Ferndale CA 95536

Laura Liu  
Laura Liu, Hair Design  
POB 1013  
Ferndale CA 95536

Wayne Miller  
Lazy Sue  
POB 1035  
Ferndale CA 95536

Leana Flocchini  
Leana's Custom Sewing  
POB 154  
Ferndale CA 95536

LeAnn McBrattney  
Leann McBrattney  
POB 552  
Ferndale CA 95536

Polly Stemwedel  
Lentz Department Store  
POB 547  
Ferndale CA 95536

Stacy Craig  
Like Nobody Else Day Spa  
POB 863  
Ferndale CA 95536

Susan Linson  
Linson & Assoc  
POB 1212  
Ferndale CA 95536

Lora Collins  
Lora Collins, Massage Therapist  
2613 Bear River Ridge Rd.  
Ferndale CA 95536

Mario Delfonso Lorenzo  
Lost Coast Café & Bakery  
468 Main Street  
Ferndale CA 95536

Mark G & Mike Lourenzo  
Lourenzo Rentals  
POB 652  
Ferndale CA 95536

Evo Lourenzo  
Lourenzo, Evo M.  
POB 308  
Ferndale CA 95536

Mark G. Lourenzo  
Lourenzo, Mark G. Tax & Bookkeeping  
POB 652  
Ferndale CA 95536

Paul Christensen  
Masterkey Systems Design  
POB 1434  
Ferndale CA 95536

Lynn Mauney  
Mauney's, Lynn, Yard & Orchard Care  
POB 1206  
Ferndale CA 95536

Cindy McCloskey  
McCloskey Vacation Rental  
24931 Ward Ave.  
Ft Bragg CA 95437

Bryan & Lisa McWaters  
McWaters Vacation Rental  
POB 148  
Ferndale CA 95536

Mitch Tonini  
MET Properties  
POB 9  
Hydesville CA 95547

Marc & Leah Daniels  
Mind's Eye Manufactory  
POB 1461  
Ferndale Ca 95536

Paulette Smith  
Multi-Pure Drinking Water Systems  
POB 1388  
Ferndale CA 95536

George Nichols  
Nichols, George  
300 Lincoln  
Ferndale CA 95536

Nilsen Feed  
Nilsen Feed & Grain Co  
POB 398  
Ferndale CA 95536

Clay Edeline  
No Brand Burger Stand  
1400 Main St #C  
Ferndale CA 95536

Kevin Jenkins  
North Bank Associates Inc. DBA The Kitchen  
Store  
452 Main Street  
Ferndale CA 95536

Jeffrey M. Sanchez  
North Gate Manufacturing  
POB 1131  
Ferndale CA 95536

Don Laffranchi  
Northcoast Pumhouse  
POB 945  
Ferndale CA 95536

Jim Rose  
Oaxaca Mama Salsa  
POB 11  
Ferndale CA 95536

Phillip Ostler  
Ostler Decorators  
POB 1439  
Ferndale CA 95536

Kathryn V. Thornton  
Painted Pony Farm  
POB 177  
Ferndale CA 95536

Patrick C. Ambrosini  
Palace, The  
POB 1404  
Ferndale CA 95536

Jamie Hindley  
Passion Flowers by Jamie Hindley  
POB 789  
Ferndale CA 95536

Patrick Mauney  
Patrick Mauney Painting  
6846 Grizzle Bluff Rd.  
Ferndale CA 95536

Peers - Becker  
Peers - Becker  
POB 548  
Ferndale CA 95536

Barbara Perra  
Perra Properties  
POB 295  
Ferndale CA 95536

Dale Petersen  
Petersen Construction  
POB 1054  
Ferndale CA 95536

Joe Enos  
Pony Stage  
3005 Goble Ln.  
Ferndale CA 95536

Poppa Joe's  
Poppa Joe's  
POB 1384  
Ferndale CA 95536

Bill Rayl  
Rayl, Bill  
118 Meridian Rd.  
Ferndale CA 95536

Dennis & Carol Gorton  
Red Front Store  
POB 1412  
Ferndale CA 95536

Lowell Daniels  
Redwood Suites  
POB 1436  
Ferndale CA 95536

Miranda Renner  
Renner, Miranda Photography  
POB 214  
Ferndale CA 95536

Rigoberto & Maria Matias  
Restaurant Matias  
460 Main Street  
Ferndale CA 95536

Tom Renner  
Rings Pharmacy  
POB 577  
Ferndale CA 95536

Marilyn Cowan  
Under the Polka Dot Umbrella  
POB 454  
Ferndale CA 95536

Stephen John Hanlon  
Royal Woodsman  
POB 664  
Ferndale CA 95536

John Rust  
Rust & Co. Painting  
301 Summit View Ln.  
Fortuna CA 95540

Bob Scarbrough  
Scarbrough Enterprises  
104 Franklin  
Fortuna CA 95540

Paula Bigley  
Shaw House Inn  
POB 1369  
Ferndale CA 95536

Paula Bigley  
Shaw House Inn Gift Shop  
POB 1369  
Ferndale CA 95536

Jenny G. Oaks  
Silva's Fine Jewelry  
POB 178  
Ferndale CA 95536

Jim Smith  
Smith, Jim, Rentals  
POB 365  
Ferndale CA 95536

Bethel Laborde  
Sparky's Pet Sitting  
POB 996  
Ferndale CA 95536

Shawn Stoops  
SSC Construction  
1400 Main St; Unit A  
Ferndale CA 95536

Stacy Craig  
Stacy Craig, Hair Design  
POB 777  
Ferndale CA 95536

Steven Sterback  
Steve's Food Services  
POB 174  
Ferndale CA 95536

James P. Stretch  
Stretch, James P.  
POB 1282  
Ferndale CA 95536

Daniel Farris  
Sunshine Gardening Service  
POB 669  
Hydesville CA 95547

Nancy McQuillan  
Surrey on the Fringe  
POB 1141  
Ferndale CA 95536

Matthew & Tami Toste  
Sweetness & Light  
POB 97  
Ferndale CA 95536

Tom Morris  
T. M. Construction  
POB 1424  
Ferndale CA 95536

Patrick Mauney  
The Painter's Gallery  
6846 Grizzly Bluff Rd.  
Ferndale Ca 95536

Kelly Valentine  
The Pine House  
POB 778  
Ferndale CA 95536

Nancy Zimmerman  
Times Remembered  
POB 27  
Ferndale CA 95536

Jerry Lema  
Tipple Motors Inc.  
POB 578  
Ferndale CA 95536

Town & Country Refrigeration  
Town & Country Refrigeration  
POB 515  
Fortuna CA 95540

Dave Trutalli  
Trutalli, David, Gravel  
1816 Ambrosini Lane  
Ferndale CA 95536

Mike Majid Mohammed  
Valley Grocery  
POB 365  
Ferndale CA 95536

Troy Land  
Valley Lumber & Millwork  
POB 517  
Ferndale CA 95536

Jenny Oaks  
VI  
POB 607  
Ferndale CA 95536

Bill Etter  
Victorian Glass  
POB 446  
Ferndale CA 95536

Jenny G. Oaks  
Victorian Inn  
POB 96  
Ferndale CA 95536

Herb Chacker  
Wallcraft Painting & Paperhanging  
POB 982  
Ferndale CA 95536

Wells Fargo Advisors, LLC  
Wells Fargo Advisors  
POB 188  
Ferndale CA 95536

Sandy Westfall  
Westfall, Sandy  
POB 1234  
Ferndale CA 92236

William Warf  
Wildcat Solar  
POB 161  
Ferndale CA 95536

Kuniko Christiansen  
Ye Olde Danish Inn  
132 Ocean Ave.  
Ferndale CA 95536

Sylvia Sterling  
Sterling Antiques  
POB 193  
Ferndale CA 95536

Sylvia Sterling Trust of 1995  
Sylvia Sterling Trust of 1995  
POB 193  
Ferndale CA 95536

Shane Newman  
Café Main Street  
3319 1/2 Summer St  
Eureka CA 95503

Anna Gomes & Emily Scilacci  
Valley Flower Farms  
POB 754  
Ferndale CA 95536

Kodi S. Shinn  
Bottoms Up Diaper Service  
P.O. Box 623  
Ferndale CA 95536

Kodi S. Shinn  
Udderly Clean  
P.O. Box 623  
Ferndale CA 95536

Gina Mobley  
Alphabet Soup Photography  
1939 Market St.  
Ferndale CA 95536

## **Section 13**

### **REPORTS**

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

##### **CITY MANAGER:**

##### ***Meetings and Projects***

- Kiwanis meeting 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 4:30 pm
- Discussions with Karen Clower related to training seminars available for my inclusion in the County Academy.
- City Council- October 4th – 7:00-8:30 pm
- SRWC – October 9th- 2:00-5:00 pm
- Design Review- Oct 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> -8:30 am
- RCEA Board meeting – Oct 15th - 3:15-5:00 pm
- City Manager meeting - Oct 18th - 3:00-5:00 pm
- Meeting with Donna Chambers (RCD) regarding Mike Thompson and Jimmy Smith event on Sept 2
- Met with PW regarding daily routine. Focus this month was on Francis Creek maintenance and drainage projects we want to complete before the weather changes this fall. We have a collapsed culvert on Washington that needs remedied, as well as a drainage problem on 5<sup>th</sup> Street.
- Number of conversations with non-profit representative regarding condition of carpet in Library and a submission of a grant proposal for replacement. We were successful and the library is in the process of scheduling the installation of the carpet. We should be very proud of our library which one of the only libraries in the county that is partially funded by their City. In the last several years we have put a new roof, a new handrail system, painted the outside of the building, and replaced all the lighting fixtures inside through grants. With other grant money we will begin to replace the carpet around the Thanksgiving holiday.
- Number of conversations and discussions with RCD personnel regarding our drainage committee meetings and having them attend to discuss the Salt River Restoration Project and the long term drainage improvements throughout the valley.
- Met with City Managers and CAO to go over the process of transfer of new ownership of Suddenlink. Access Humboldt is continuing to follow up with the Buske Group and Suddenlink to Suddenlink's ownership transfer. The Buske Group feels that we will be able to plan for action steps which will require each jurisdiction to adopt a resolution approving a Transfer Agreement. They are working on the conditions of that agreement. The estimated finish of that process will be sometime around the end of the month. We will have this agreement in front of the Council probably in December.
- ERD contract negotiations: Karen Smith and I met a few times to go over our greenwaste program and she said that there was no desire on ERD's side to increase rates for the service at this time, and I have had no reports or complaints about the program since it began. The Council approved this last month and I am still talking with ERD about a reasonable recycling rebate policy associated with our franchise agreement.
- Daily meetings with chief regarding police activities and community safety issues.

- Several conversations with John Driscoll regarding Ferndale issues.
- Conversations with Wastewater operators regarding compliance related, personnel related issues and scheduling. Signed a contract to dispose of our sludge in compliant way that is a considerable savings compared to previous procedure.
- Daily interaction with Staff regarding workload. Finance Supervisor is still out recovering from surgery and we are covering this position by having everyone else take over tasks associated with that position. Administrative Assistant is doing an admirable job in covering the financial aspects. City Clerk is also contributing to our effort in maintaining our level of service to the public and council, planning commission, and committees.
- 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 now have all property owners on board and are meeting with Coastal Commission in hopes of getting the development permit.
- The Fresnel lens is now resting comfortably at the climate controlled room at the Fairgrounds and the Shining Light foundation is taking a little time off before we get back into the fundraising mode trying to raise enough to reassemble the lens in the museum.
- Numerous meetings with Gerald Silva related to possible agreement on Russ Park access. David Yarrington is working with Planwest and putting together an estimate of costs associated with a possible trade of some land that would allow Russ Park enthusiasts to enter the park just past the water company on Eugene Street. In analyzing the procedure with the County it was pointed out that the Siva property was under the Williamson Act and that would complicate the process and that we might consider waiting until that came out of the Act in 2014. We are in the process of talking to all parties to get consensus before moving forward. We are developing a timeline for a possible lot line adjustment.
- Numerous meetings with individual councilmen and the mayor regarding City issues, and updates about representation on the various joint power authorities.
- 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. I met with Sondra on September 5<sup>th</sup>, and we have started the process. We have received the prospectus from HSU and we will have our ceremony and unveiling of the competition on May 15<sup>th</sup>.
- 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 has sent 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. It should be understood that we are probably six months out from bringing this to the council. We are hoping to have an article regarding the sign ordinance update in a couple weeks.
- Discussions with City Planner regarding Design Review and planning issues. Planning Commission continues to have presentations related to the Safety Element.
- Several conversations with Cybelle Immitt who is a senior planner for the County. Cybelle led a coalition of cities and agencies back in 2008 through a process to develop Hazard Mitigation Plans (HMP) for those agencies and the County. Those migration plans had a shelf life of 5 years and now we are required to update our previous plans. The goal of this planning effort is to update data for

the natural hazards that could impact the planning area to determine the level of risk, update the identification of actions and activities that can reduce any losses from those hazards, and reinvigorate the coordinated process of implementing the plan. Back in of October of last year the Council approved a match of \$2,500 dollars to continue our participation in this program to update our HMP. The fiscal match was waved as a consequence of representation on the steering committee. We are on schedule at this point but the steering committee will probably start our monthly meetings within the next month.

### **CITY CLERK ACTIVITY**

#### ***Meetings***

- Daily meetings with City Manager regarding work schedule.
- Design Review meetings 10/4/12 and 10/11
- City Council meeting 10/4/12.

#### ***Projects***

- Counter and phones.
- Pick up mail, copy, distribute and file.
- Continue to work with InLight Fitness regarding MOU with the city for the use of the Community Center for a reasonable fee of \$5.00 per hour. InLight Fitness has signed an MOU and will be paying for their hourly use of the community center.
- ERMA Training online. Slowly catching up on missed training while on Family Leave last year.
- Filed September report of Building or Zoning Permits issued for new privately-owned housing units.
- Prepared City Council Handbook for Michael Sweeney, made extras for new council people for after election. Researched various government codes.
- Prepared City Council Agenda packet for 10/4/12
- Prepared Design Review Agenda packets for 9/20/12, 9/27/12, 10/4/12, 10/11/12. Prepared minutes for all meetings, posted to 10/25/12 packet for acceptance.
- Worked with write in candidate on paperwork, brought signatures and paperwork to the Elections Office.
- Spoke with City Manager and City Planner regarding setback interpretations. Wrote Plot Plan Memo regarding a building permit application for a garage.
- City Council Meeting Follow-up
  - Printed, signed, posted online and filed September 6, 2012 minutes
  - Filed Michael Sweeney's Oath of Office
  - Filed Resolution 2012-26 Accepting a one year extension to the MOU with Eel River Disposal concerning Green Waste Curbside Collection Program. Copy for ERD Agreement file
  - Filed Resolution Number 2012-28 Approving the Execution of Supplemental Agreement No. 005-N to Administering Agency-State Agreement No. 01-5097R to allocate \$18,000 of Federal Funds to the PA&ED and PS&E phases of the Pedestrian Improvement Project - Phase 2. Original signed copy to City Engineers along with two signed copies of the agreement. Copy to Transportation file.
  - Filed Resolution 2012-29 Giving authorization to move forward with the final design, bid process and construction for the drainage Improvements on 5<sup>th</sup> St near the Ferndale housing complex and authorize the submittal of the Notice of CEQA Exemption. In addition, authorize the City Manager to execute a construction contract dependent upon environmental review clearance.

- Original Signed copy to City Engineers along with Original of CEQA Exemption, Copy to Drainage File – 5<sup>th</sup> Street near Ferndale Housing.
- Filed Resolution 2012-30 Authorizing the City Manager to execute an agreement for improvements at the intersection of Washington St. and Schley Ave. and authorize the submittal of the Notice of CEQA Exemption. Original signed copy to City Engineers along with CEQA Exemption. Filed Drainage – Washington & Schley
  - Filed Resolution 2012-31 Authorizing the City Manager to move forward with the final design, bid process and construction, as well as execute a construction contract for the drainage Improvements for the intersection of 4<sup>th</sup> St and Shaw Ave; authorize the submittal of the Notice of CEQA Exemption. Original signed copy to City Engineers. Filed Drainage – 4<sup>th</sup> and Shaw.
  - Prepared City Council packet for November 1, 2012 meeting
  - Election Duties: Received paperwork for Write In Candidate; Posted Notice of Nominees
  - Prepared Sign Committee meeting packet for 10/4 and 10/18
  - Prepared Planning Commission packet for 10/17; prepared minutes
  - Discussions with City Manager and City Planner regarding Design Review for a door on Francis Street; commercial buildings on Main Street;
  - Sent letters to all business owners in Ferndale regarding the Sign Ordinance Committee progress. Will also send to property owners of commercial buildings.
  - Training Administrative Assistant on business licenses, building permits, dog licenses, encroachment permits.

<b>Building Permits</b>		
410	Arlington	reroof
535	Main	reroof
591	Arlington	new garage
580	Main	demo Shaw Street side stucco
580	Main	Encroachment Permit

<b>Land Use Permits</b>		
535	Main	Design Review side over <e> siding in back of bldg
580	Main	Design Review façade replacement w wood new trim same color paint sample provided replace awning as listed, replace <e> art & cultural center sign on front
277	Ocean	Design Review windows and siding change to reduce sq footage of window-energy efficiency
1182	Rose	SDU
1182	Rose	Variance
161	Francis	Design Review Deck
207	Francis	Design Review Paint colors

**ADMINISTRATIVE ASSISTANT*****Meetings***

- Meeting with City Manager on Office Issues
- Attended City Council Meeting

***Projects***

- Received Training on Accounts Payables
- Received Training on Payroll
- Received Training on Building Permits and Land Use Permits
- Payroll
- Accounts Payable
- Accounts Receivable
- Answer Phones, help at the Counter
- Purchase Various Supplies
- Receive and File August and September Financial Reports
- LAWCX PARSAC Report
- Reconcile Bank Account

**CITY PLANNER:*****Meetings, Planning & Coordination***

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Continued review of Sign Ordinance Update materials and progress.
- Continued coordination with HCAOG on Regional Housing Needs Allocation Process.
- Continued coordination on alleviating issues stemming from Russ Park access across private land.
- Coordinated with City Clerk on preparation of a Plot Plan Memo regarding lack of conformance to Zoning Ordinance 02-02.
- Coordinated with City Engineer on CEQA Notice of Exemption form for drainage ditch maintenance.
- Initiated coordination and integration of the Humboldt Operational Area Multi-Agency Multi-Hazard Mitigation Plan Update with the City of Ferndale General Plan Safety Element Update.
- Initiated review of application for siding repair at 535 Main St. Prepared staff report for October 25 Design Review meeting.
- Continued review of application for stucco replacement at 580 Main Street. Initiated staff report for November 1 Design Review Meeting.
- Initiated review of application for variance at 1182 Rose Ave.
- Coordinated outreach to encourage public attendance at General Plan Safety Element Update Study Sessions.

***Projects***

- General Plan Update – Prepared Draft General Plan Safety Element Fire Hazards chapter and presented at 10/17 Planning Commission meeting. Arranged study session presentation by Cybelle Immitt of the Humboldt Fire Safe Council and Mark Rodgers of CAL FIRE. Continued coordination for presentation at November 15 study session. Prepared flyer and Public Service Announcement as

part of outreach campaign to encourage public presentation at study sessions. Prepared and presented Safety Element Update policy samples and staff report at 10/17 PC meeting.

- Permit Application Process Updates – Updated the Historic District and Design Review Use Permit, Secondary Dwelling Unit, and Home Occupation Permit application processes to ensure consistency with the current Zoning Ordinance. Prepared staff report and presented at October 17 Planning Commission meeting.
  - Design Review Use Permit – Prepared staff report and final draft of application process and presented at 9/27 meeting. Made additional changes to application process as directed by Design Review Committee.
  - Secondary Dwelling – revised to conform to Zoning Ordinance §7.21 Secondary Dwelling Units: Creation of New Secondary Dwelling Units (amended by Ordinance 03-03 on July 14, 2003). Coordinated with City Clerk and City Manager.
  - Home Occupation Permit – revised to conform to Zoning Ordinance §7.11 Home Occupations (altered by Ordinance 08-03). Coordinated with City Clerk and City Manager.

### **CITY ENGINEER:**

#### ***Sewer Projects***

- Working on a proposed capital improvement report (sewer)
  - Met with CPO and discussed scope of projects to be included and priority ranking. Working on updated cost estimate and map for DRAFT submittal.

#### ***Pedestrian Improvement Project***

- 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 have been authorized.
  - Preparing the environmental study and preliminary design.

#### ***Applications***

- Mr. Willis Hadley - Francis Street Project: A letter has been forwarded to the owner regarding the requirements that need to be met in order for the application to be approved. Still waiting for response.

#### ***General Engineering***

- 5<sup>th</sup> Street Flooding in front of Ferndale Housing Parcel – Solution determined
  - Conceptual design approved by the Drainage Review Committee.
  - Met with adjacent property owners and received positive feedback.
  - Contacted the Department of Fish and Game (DF&G) and the Army Corps of Engineers (USACE) to discuss and potential environmental concerns regarding the proposed ditch location and excavation. DF&G responded with no concerns, but gave suggestions to improve the wildlife habitat. The USACE's response was a little unclear so we are waiting for clarification and/or a site visit.
- Working on a Project Study Report for resurfacing Berding Street
  - Determining possible solutions and cost estimates based on the Pavement Condition Index Report.

- Discussed results of the Project Initiation Document for the intersection of 4<sup>th</sup> and Shaw Ave.
  - Design has been completed. We received positive feedback from the School Superintendent and Police Chief and neither had any problems with the construction moving forward as soon as possible.
- Working on a proposed capital improvement report (roads and drainage)
  - Met with Tim and discussed scope of projects to be included and priority ranking. Working on updated cost estimate and map for DRAFT submittal.
- Roadway Functional Classification change
  - Cal Trans and FHWA have approved the map change.
- Washington St. drainage culvert repair.
  - City Council approved the project to move forward as requested.

***Meetings and Committees –***

- HCAOG
  - Attend TAC meetings

***Reporting and Correspondence –***

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

**WASTEWATER OPERATIONS:**

- Review monthly lab results
- Review Biosolids contract with Hank Brenard Enterprises (HBE)
- Post yearly calendar on wall and fill out important dates to remember for permitting
- Drop off hoist trolley at Fortuna Iron for fabrication
- OIT Ivey check with Krüger regarding media filter replacement costs
- CPO and Operator Coppini discussed hoist procedure options for pulling influent pumps.
- CPO continued correspondence with City Attorney and City Manager regarding HBE biosolids contract.
- Correspondence with Lisa Bernard regarding Class A biosolids options
- CPO worked on Standard Operating Procedures (SOP) for different operations within the facility and department.
- Clean up files and fill out Pos
- CPO help in the office with computer stuff
- Delivered signed biosolids contract to HBE. The service we will get will give us a place to dispose of 100% of our processed sludge (biosolids) for a flat rate of \$600 per month. The contract will be re-evaluated in 6 months. We were paying approximately \$2-\$3000 per month to dispose of the biosolids prior to Eel River cutting us off for regulatory reasons. Since the beginning of August we have been processing and drying the sludge on site at the new drying building. This allowed us to obtain Class A biosolids for the product we dried during the period from August to October. Class A biosolids may be disposed of most anywhere but must also pass a higher level of testing. HBE took all our Class A biosolids for free, which was approximately 3 months worth of disposal. We will now dry our biosolids for a couple weeks and then have it composted on-site by HBE who will then take full responsibility for disposing of the finished product.
- OIT Ivey completed routine cleaning of both disc filters

- Staff added road rock to the dike on the south side of the wetland area to allow septic trucks to drive on and dump their septage directly into the lagoon. They are currently dumping directly into the manhole upstream of the influent pump station but regular clogs prevent the pumps from running efficiently. Dumping into the lagoon allows for the larger debris to settle out before entering the pump station.
- Eel River Disposal picked up empty 20 yd roll off they loaned for storing biosolids during construction of drying building.
- Scheduled Preventative Maintenance (PM) for all the Flygt pumps as well as the standby generator
- Trained Roto Rooter and Wyckoff's in new septage dumping procedure
- Applied reflectors along north side of dike to mark edge of driving area for septage trucks
- Picked up completed hoist apparatus from Fortuna Iron.
- HBE drop off containers for filling Class A biosolids for pickup
- OIT Ivey pressure wash RAS troughs
- CPO discussed BETA testing tool for the SEMS software we use for managing operations at the facility.
- CPO gave tour of facility to the HSU engineering department
- CPO correspondence with CWEA awards chairman regarding 2012 awards.
- City received three awards for 2012 North Coast CWEA chapter. Plant of the Year, Supervisor of the Year(Jay Parrish) and Engineering Excellence(Manhard)
- CPO and Operator Coppini tested new hoist apparatus. Still has a few kinks to work out.
- KIEM in to interview CPO for CWEA awards
- OIT Ivey test new cleaning solution of filters. Can be used without taking filters out of service
- Picked up old supplies stored at PD
- Drained pond down to pre-winter level to prepare for winter flows. Pond is now empty and will be used for storing excess flows that the facility cannot handle during major rain events. Treated the raw sewage through the facility that has been stored for the summer. Began discharging to Francis Creek on the 3<sup>rd</sup>. Discontinued irrigation operation for the winter season.
- Staff looked at options for installing riser in Pond intake pipe to lift station to minimize sedimentation from transferring.
- Staff looked at sample locations for downstream sampling during the winter months.
- CPO updated City Manager on biosolids handling options.
- CPO attended waste diversion meeting with HWMA in Eureka.
- Staff performed process tests to assist in the operation of the facility.
- Operator Coppini manage biosolids handling with turning and mixing to get maximum dry.
- Work through process issues at the plant as we begin discharge to the creek.
- Completed and submitted monthly electronic annual report for the Regional Board
- The facility received a total of 19 septic dumps from Roto Rooter & Wyckoff's totaling 30,300 gallons and generating \$5,454 in revenue for the facility.
- No Lateral tests were performed during the month of September
- 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 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.
- There were no biosolids disposed of during the month of August. All biosolids were managed on site for drying.
- No violations were reported during the month
- Total flows through the collection system were 6.616 MG. The average flow was .110 MGD. Of that, 1.548 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 5.067 MG for the month of September. The average flow was .169 MGD.
- Irrigation flows totaled 5.161 MG for the month of August. The average flow was .172 MGD.

### **PUBLIC WORKS:**

#### **CITY PROPERTY**

- Firemen's Park
  - Routine Maintenance, i.e. Mowing Park and Baseball Field.
  - Routine daily walk through to pick-up garbage.
  - Power washed and disinfected play equipment
  - Put in new swing
- Park Restrooms
  - Routinely cleaned every day of the week including weekends.
  - Installed new soap dispenser in men's room.
  - Painted over graffiti on park 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
  - Installed new dimmer switch in lounge.
  - Spoke with Six Rivers Communications regarding emergency communication devices.
  - Remove ewaste.
- Library
  - Routine mowing and weed eating
- City Parking Lot
  - Picked up garbage – Routinely as least once a week unless otherwise warranted.
  - Wired all city parking lot lights to one photo cell
- 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
  - Contractor has begun on roof and Design Air is re-plumbing the hood vent system.
  - Replaced outlet covers on three outlets and wired in new outlet.

- Replaced carpet molding
- Work on oven, called Town & Country.
- Childcare Center
  - Rewired new light socket and light
- Police Department
  - Routine mowing and weed eating
- Scout Hall - Routine mowing and weedeating
- Roadsides - Routine mowing and weed eating
- Public Works
  - Prep and prime gas tank with rust killer paint, paint two coats paint.
  - General clean up of shop and office.

### ***STREETS, SIDEWALKS and STORMDRAINS***

- Begin cleaning East Side Drainage system
- Worked with City Engineer on road and drainage projects: 4<sup>th</sup> and Shaw, Washington and Schley, 5<sup>th</sup> Street near Ferndale Housing.
- Replace decking over Francis Creek at 1319 Main Street.
- 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.
- Continuing to patch the roads as needed.
- Removed debris from all the drains and grates around town.

### ***VEHICLE / EQUIPMENT MAINTENANCE***

- Routine monthly maintenance and weekly maintenance on frequently used equipment.

### ***MISCELLANEOUS***

- Routine paperwork.
- Dealing with daily work orders as residents call.
- Viewed Safety videos.
- Went to Bay West to pick up supplies.
- Follow up on creek clean-up; check two sites that haven't complied. Removed small tree in creek.

### **POLICE DEPARTMENT:**

- Officer Lee Haldorson has been proceeding through his Field Training Program on the weekends.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.
- Chief Smith attended the monthly Community Corrections Partnership Executive Committee.
- Officers Diaz, Bohacik and Frank attended building search training instructed by the FBI.
- Officers Bohacik, Frank, Stricker and Soltani attended mandatory POST Arrest and Control Techniques training at College of the Redwoods.
- Received new 2013 Dodge Charger to be put into service as a patrol vehicle.
- Officers provided traffic control and assistance for the high school Prom Parade.

**Police Statistics – September 2012**

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	0	
Assault	0	
Burglary	0	
Vehicle Theft	0	
TOTAL	0	
SECONDARY CRIMES	9	
Calls for Service	49	
Reports Written	21	
Traffic Citations	4	
Other Citations	0	
Parking Citations	0	
Warnings	37	
ARRESTS	10	
AGENCY ASSISTS	13	
TRAFFIC COLLISIONS	1	

## ***Section 13b: Commissions, Committees and Other***

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

Design Review Minutes for the 07/26/12 8:30am meeting

Vice Chairman Dane Cowan opened the meeting at 8:40 a.m. Committee Members Michael Bailey, Michael Sweeney, and Lino Mogni were present along with staff City Manager Jay Parrish, City Planner George Williamson and City Clerk Nancy Kaytis-Slocum. Chair Dan Brown was absent. Modifications: Committee member comments was moved in front of 5c.

MOTION: (Bailey/Sweeney). Approve minutes from the 6/21/12, 6/28/12 and 7/19/12 meetings as presented. Unanimous.

Design Review Process - City Planner George Williamson explained that language on page 6 of the packet came from the Zoning Ordinance. Michael Bailey had a concern with page 9, middle "Consult with City Staff to determine if your project requires a Design Review Use Permit application." He was also concerned about paint colors, the definition of an emergency repair. Planner Williamson made note of the changes. Also discussed is having a letter instead of a call to the applicant informing them of the acceptance of their application so that there is a paper trail. Staff pointed out the space at the bottom of the application where it provides a space to write the date the applicant was notified, as well as a space to mark when the project is finalized. There was more discussion about the notification process. Vice Chair Cowan suggested a disclaimer on the application that if the applicant changes the approved project, it will have to come back before the Design Review Committee. Also discussed were before and after photos; a list of some of the things the applicant may need to present with the application, not needed is the requirement of a plot plan when the footprint is not changing. Committee member Sweeney suggested wording that staff determines if CEQA is necessary, the project would go to Planwest, then to the Design Review Committee. He also thought check boxes on the application would be a good idea. There was further discussion on the CEQA process. Planner Williamson will make changes and bring back before the committee.

Design Review Manual: Planner Williamson discussed the preparation scope and noted that the preliminary work would be done by the Committee; Planwest would not become involved until Task 6. A user guide will be a "bible" for staff and the community. Williamson left a copy of the Samoa manual for review.

Committee Comments: Planner Williamson explained that the Historic and Cultural Resources Element was adopted by the City Council in February. The approved element should be online for reference on our web page.

Final Procedure for DR Applications- Committee member Bailey brought several applications forward that he wanted to discuss with the group;

1. 1238 Main Street; Bailey felt the contractor did a poor job of joining the new siding to the old, and that the paint does not match. Vice Chair Cowan asked if the applicant had done what was applied for, and if so, to sign off on it, as the committee has no control over the contractor that is chosen by the applicant. Bailey signed off.
2. 460 Main Street; replace awning signs. Bailey felt there were too many other signs, no street number noted on building, and a flashing neon open sign; however, he signed off on what had been requested by the applicant.
3. 393 Main Street; remove built on lean-to and eventually build a second exit from upstairs of house. The project has not been completed due to lack of money. He questioned if there is an expiration date on the application.
4. 1400C Main Street; landscaped sign had previously been approved, other signs not. Bailey remarked that the neon closed sign shines all night, neon open sign in window, other signs removed as stated, and signed off on it.
5. 358 Main Street – paint bare white spot above store. Never completed and won't be. Remove application from list.

In addition, the following applications were taken by the committee members: Dane Cowan: 1117 1103 1019 1102 1018; Lino Mogni: 1003 0916 0914; Michael Bailey: 0912 0910 0911 0909 1213 1214; Michael Sweeney: 1005 1009 1010 1013 1014.

The meeting adjourned at 10:10AM. The next meeting regular meeting will be August 23, 2012.

Respectfully submitted, Nancy Kaytis-Slocum, City Clerk

<p style="text-align: center;"><b>City of Ferndale, Humboldt County, California USA</b> Design Review Minutes for the 08/9/12 8:30am meeting</p>
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Chairman Dan Brown opened the meeting at 8:33 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.

219 Francis Street- Chairman Dan Brown went over the letter that City Manager Parrish sent to Teruko McCarthy with the Committee. City Manager Jay Parrish explained to the committee that the resident at 219 Francis Street had removed her door without going through the proper process and doing further research found the door to be historically significant. City Manager Parrish explained that he had spoke with Ms. McCarthy and let her know that she needed to file a Design Review Application and that since her house is a contributing building in the Historical District, that staff will refer the project to the City Planner for a CEQA review, if she would like. Also it was explained if she restores the door to its original place then City review would not be required.

The meeting adjourned at 9:13AM. The next meeting regular meeting will be August 23, 2012

Respectfully submitted: Nancy Kaytis-Slocum, City Clerk signing for Brianna Smith, Dep Clerk

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 9/20/12 8:30am meeting

Chair Dan Brown opened the meeting at 8:30 a.m. Committee Members Dane Cowan and Lino Mogni were present along with staff City Manager Jay Parrish and City Clerk Nancy Kaytis-Slocum. Michael Bailey and Michael Sweeney were absent.

580 Main Street #2; Sign for music store window. MOTION: (Cowan/Mogni) Approve the sign as presented. All in favor.

375A Main Street: 20 x 30' woodwork shop. The committee members advised the applicant that they need a written description, paint chips, roofing material and a siding sample before they can approve the project. This is tabled to the next meeting.

161 Francis Street paint colors: MOTION: (Cowan/Mogni) Approve the paint colors for the house. If applicant chooses to install shutters, he will have to return to the committee with that Design Review request. All in favor.

Under Committee Member Comments staff was directed to present the committee with written project descriptions, a location map with North arrow, paint chips and materials, as well as a visible street address. Dan Brown advised that he would continue as chair until next month. He has work schedule conflicts.

The meeting adjourned at 9:07am. The next regular meeting will be September 27, 2012.

Respectfully submitted,

Nancy Kaytis-Slocum  
City Clerk

**City of Ferndale, Humboldt County, California USA**  
Minutes for Planning Commission Meeting of September 19, 2012

Study Session: Vice Chair Dan Brown called the study session to order at 6:30pm. Present were Commissioners Uffe Christiansen and Lino Mogni along with staff City Planner George Williamson and City Clerk Nancy Kaytis-Slocum. Planner George Williamson explained that the city is working on the Safety Element of the General Plan, and that this section has to do with Flooding and Drainage Hazards. He introduced the guests Sherry Constancio, P.E.; Engineer, Water Resources, North Coast Flood Management Coordinator and Reginald Kennedy, Service Hydrologist, Meteorologist for the National Weather Service.

P.E. Sherry Constancio and Meteorologist Reginald Kennedy explained the roles of their organizations which include flooding of the Eel River, local warnings and impacts, weather patterns and flood forecasts. They also offer flood fight training. The handouts give computer websites, impact information and monitor/flood stages at Fernbridge.

Call to Order: Vice Chair Dan Brown called the Regular Planning Commission meeting to order at 7:20pm. Commissioners Uffe Christiansen and Lino Mogni along with staff City Planner George Williamson and City Clerk Nancy Kaytis-Slocum were present with Jorgen Von Frausing-Borch and Trevor Harper absent. Those in attendance pledged allegiance to the flag. MOTION: (Christiansen/Mogni). The August 29, 2012 minutes were unanimously approved.

Revocable Easement for E-Street: City Clerk Nancy Kaytis-Slocum explained that Mr. Hooley had retracted his request for a revocable easement and that he would be removing the fence on E Street by 11/15/12. Staff recommends no further action on this item.

Safety Element Update, Chapter 5.0, Flooding and Drainage Hazards: City Planner George Williamson will be adding some of the information we received from tonight's speakers to this section. He went over the chapter with the Commission and felt that the benefits of the Safety Element would be seen when policy and implementation is developed: educational materials will come out of this and preparation opportunities. In October, we will be dealing with Fire Hazards.

The next regular meeting will be October 17, 2012. The meeting was adjourned at 7:42PM.

Respectfully submitted,

Nancy Kaytis-Slocum  
City Clerk

**City of Ferndale, Humboldt County, California USA**  
Sign Ordinance Committee Minutes for the 10/4/12 2:30 pm meeting

Chairman Michael Bailey opened the meeting at 2:35 pm. Committee members Michael Sweeney, Trevor Harper and Karen Pingitore were present. Committee member Phil Ostler was absent. City Manager Jay Parrish was in attendance.

No modifications to agenda

July 19, 2012 Minutes: MOTION: Approve minutes. (Pingitore/Harper). All in favor.

No public comment.

## BUSINESS

### A. Sign Ordinance Publicity

Referring back to the July 19, 2012 meeting the Committee reviewed the options available to update the community on the mission and progress of the Committee. The Committee reviewed a revised letter to the business community prepared for the July meeting by City Manager Parrish. The intent of this letter is to inform business and building owners of the progress of the Committee to date through direct mail. The vast majority of the Sign Ordinance update would affect business and building owners in the Historic District/Design Control Combining zone so it made sense to direct this letter to these entities. The Committee believed the best way to inform the general public of Committee progress was through an article in the Ferndale Enterprise. The City Manager will talk to Caroline Titus of the Ferndale Enterprise to determine the best approach such as a letter to the editor or an article submitted to the paper for publication in an upcoming issue.

As for the letter to the business community, the agenda had this item for discussion rather than an action item. According to protocol, the majority of the Committee can change an item from discussion to action. A vote to do exactly that was unanimous. Subsequently, a motion was made and seconded to approve the revised letter to the business community and requested that staff mail this letter directly to business and building owners in the Historic District/Design Control Combining zone.

MOTION: Approve letter to business community. (Pingitore/Harper). All in favor.

### B. Review, Add, Revise and Approve the following:

- i. Proposed Sign Ordinance Outline-Draft 2
  - ii. 1001 Background, Purpose and Scope-Rev. 1A.
  - iii. 1002 Sign Definitions, Rev. 1A.
  - iv. 1004.1 General Sign Regulations, Rev. 1A.
  - v. 1004.2 Miscellaneous Business Signs, Rev. 1A
- 1002 Sign Definitions, Rev. 1A.

Chairman Bailey presented the above material that was revised based on discussion and edits during previous meetings. Discussion focused on definitions that clarify the distinction between Grandfathered Signs, Historic Significance Signs, and Illegal Use Signs as subsets of Non-Conforming Use Signs.

**NON-CONFORMING USE SIGN:** A sign that was lawfully constructed or installed prior to the adoption or amendment of this ordinance and was in compliance with all of the provisions of this ordinance then in effect, but which does not presently comply with this ordinance.

**GRANDFATHERED SIGN:** A grandfathered sign is a non-conforming sign which legally existed and is allowed to remain, due to some special circumstance, even though it may not meet the terms of this ordinance

**HISTORIC SIGNIFICANCE OR HISTORIC PLAQUE:** An business sign, identification sign or marker announcing the location of any feature, place or building found to be historically significant and authorized or erected by the City Council, or a federal, or state authority.

**ILLEGAL USE SIGN:** A sign that served a permitted use that was modified by the property owner without permit or is otherwise in violation of any section of this ordinance, and which has not received "nonconforming status" or that nonconforming use has expired. An Illegal Use Sign is by definition unlawful and subject to abatement.

Chairman Bailey noted that it is highly likely that a sign that might currently be described as a Non-Conforming Use Sign could undergo a change in status to a Grandfathered Sign, a Historic Significance Sign, or an Illegal Use Sign upon adoption of this ordinance. A change in status might allow a Grandfathered Sign or a Historic Significance Sign to remain as legal, non-conforming signs. A change in status from non-conforming use to illegal use would result in such as sign becoming unlawful and subject to abatement.

#### 1004.1 General Sign Regulations, Rev. 1A.

In reviewing revised language in Section 1004.1, Chairman Bailey brought to the attention of the Committee a new section on Exceptions. The purpose of this section would be to account for unique and restrictive conditions posed by a particular site or building that would result in hardship or inequitable application of sign regulations.

**1004.1.11 Exceptions** – In order to prevent undue hardship or inequitable application of this chapter, the Planning Commission may grant an exception from any maximum standard of this chapter for a particular application. The intent of such exception is not to grant special privilege to any property owner, but rather to assure fair and equitable treatment of properties that have unusual location, configuration and graphic communication problems.

Where practical difficulties, unique site or building design, or other physical restrictions on the land or buildings not generally shared by other properties result from the strict application of the requirements of this Section, exceptions from such requirements may be granted by the Planning Commission pursuant to Section 1006.3 Special Permits; provided, however, that such exceptions from the provision is prohibited elsewhere in this Ordinance.

This section on Exceptions would serve a function similar to a Variance for land use permits where unique conditions make it difficult if not impossible to comply with specific regulations.

#### 1004.2 Miscellaneous Business Signs, Rev. 1A

Discussion ensued on Miscellaneous Business Signs specifically section 1004.2.1.3 Off-site temporary directional signs. This section essentially allows Temporary Directional Signs in all zones subject restrictions set forth in Section 1004.2.1. On-site directional signs and to the following six restrictions:

1. Signs must be for directing traffic to a temporary, special community event;
2. A maximum of four (4) signs are allowed per event;
3. Only one (1) sign may be placed at a street intersection;
4. No sign may be erected in the right of way without obtaining a special use permit;
5. Such signs shall not be erected more than ten (10) calendar days prior to the date of the advertised event and shall be removed within forty-eight (48) hours of the end of the advertised event;
6. No sign shall be located more than one (1) mile from the location of the advertised event.

The language in this section avoids concerns about the placement of sandwich board signs with regards to American for Disability Act (ADA) access. Traditional sandwich board signs will be addressed under Temporary Signs.

Having concluded discussion on items i – v, Chairman Bailey asked for a motion to forward these items to the Planning Commission.

MOTION: Approve forwarding draft ordinance sections i – v to the Planning Commission. (Sweeney/Pingitore). All in favor.

#### C. Review Committee Inputs for Prohibited or Illegal Signs, Nonconforming Signs and Unregulated or Exempt Signs

Chairman Bailey introduced new language as the first reading for Committee discussion, inputs and recommendation for Section 1004.3 Prohibited or Illegal Signs, Nonconforming Signs, and Unregulated or Exempt Signs.

Chairman Bailey pointed out that general sign rules outlined in Section 1004.1 will apply where no specific rule is shown in this section (1004.3) and specific rules in this section will override general sign rules. Specific sign types listed in this section may also be listed and regulated in other sections of this ordinance, and the most restrictive requirement shall apply.

Section 1004.3.1 Generally Prohibited Signs lists 15 sign types that are prohibited:

1. Signs which emit odor, noise, smoke, flame or visible matter other than light.
2. Signs or portions of signs that move except flags, banners, streamers or pennants. This includes sign walkers.
3. No sign shall use a beacon, strobe light or exposed light bulb which exceeds seventy five (75) watts.
4. No sign shall be erected in such a manner that any portion of the sign or its support is attached to, or will interfere with, the free use of any fire escape, entrance, exit, stairway, door ventilator, window or standpipe. This includes any sign that obstructs any opening intended to provide light, air or ingress and egress for any building.
5. No sign shall be erected or placed within 15 feet of a fire hydrant, on utility poles, traffic control signs or in the public right-of-way, except as specifically authorized by this ordinance or by government authority.
6. Signs burned into, cut, or otherwise marked on or affixed to a rock, tree, or other natural feature of the landscape.
7. Portable signs are considered temporary or special purpose signs, which because of their manner of construction, design and use create unique problems of safety, regulation and enforcement. Due to the aforementioned conditions, the use of portable signs is prohibited except for those specific cases permitted elsewhere in this ordinance.
8. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying said sign.
9. Signs indicating a home occupation, including child care.
10. Abandoned signs or any sign structure or frame no longer containing a sign and classified as abandoned.
11. Any sign erected without a permit that is required to have a permit is an illegal sign. Upon notice a use permit for said sign shall be submitted to City Hall staff for determination if a permit may be issued.
12. Any sign not lawfully existing prior to the enactment of this ordinance shall not become a legal sign by the enactment of this ordinance and remains an illegal sign and subject to abatement.
13. No sign shall contain statements, words, pictures, or other representations which are in reference to obscene matter which violate the Cal. Penal Code §§ 311 et seq.

14. A sign supported in whole or in part by cables or guy wires, or that has cables or guy wires extending to or from it cannot legally be erected.
15. Any sign that meets the definition of Illegal Use contained in this ordinance, has had a nonconforming COS to illegal use issued, or any other sign not expressly permitted by this Sign Ordinance.

In addition, Section 1004.3.2 Specifically Prohibited Signs lists 9 signs specifically prohibited from being erected or maintained within the city limits.

1. Animated or Moving Message Signs –
2. Billboard or Poster-board Signs – .
3. Derelict Signs –
4. Flashing Signs –.
5. Inflatable Sign –
6. Misleading or Misdirecting Signs –
7. Public Menace or Peril Signs –
8. Revolving or Rotating Signs –
9. Roof Signs –

Discussion sought to clarify the difference between billboards and poster-board signs. Chairman Bailey believed that poster-board signs preceded billboards as “posters” were literally applied to signs. Overtime, poster-boards became billboards though they remain somewhat synonymous. Clarification of the term derelict signs concluded that they were the same as abandoned or obsolete signs.

Language in Section 1004.3.3 Illegally Erected Signs was introduced. Essentially this section incorporates enforcement language that gives the City specific authority to do something about illegal signs that are without “existing non-conforming status.” This section allows the City to remove any sign in direct violation of this ordinance after due process. If the permit holder, owner of the sign or owner of the site on which the sign is located does not remove the sign within a reasonable time period as determined by the Administrative Official, the City will charge a sign recovery fee in accordance with the City fee schedule to recover such signs.

Discussion raised the issue as to whether the City has a sign recovery fee as part of its overall fee schedule and, does the City have an established “fine schedule” for non-compliance. The answers were not immediately apparent and will be sought prior to the next scheduled meeting.

Section 1004.4 Nonconforming signs language was presented for discussion by Chairman Bailey. Specifically, Section 1004.4.1 presents the sign types that are defined as Nonconforming Signs:

1. Abandoned or Obsolete Signs – after more than ninety (90) days
2. Grandfathered Signs
3. Historically Significant Signs

4. Any sign lawfully existing with permit prior to the effective date of this ordinance, which does not comply with the current requirements of this ordinance

Discussions lead to additional language to Historically Significant Signs as follows:

“...which do not comply with the current requirements of this ordinance.”

Language in Section 1004.4.2 presents the seven conditions necessary for a Change in Status (COS) will be issued by the City Manager:

1. A change in ownership of the business or property, or a different business name will result in a COS to abandon or obsolete..
2. The sign is damaged, destroyed, expanded, relocated, replaced, structurally altered, deteriorated by any means or has face changes where the cost of the work/repair exceeds fifty (50) percent of the replacement cost of the sign, as determined by the City Building Inspector, and/or result in a greater degree of nonconformity, will result in a COS to Illegal Use.
3. If a sign or sign structure is removed for maintenance for more than sixty (60) days it will result in a COS to abandoned.
4. When the use of the premises or individual tenant space, upon which the sign is located or based, changes it will result in a COS to abandoned.
5. The modification, use or maintenance of Nonconforming Signs without obtaining a use permit from the City, or failure to properly maintain the sign will result in a COS to Illegal Use.
6. When the sign's amortization period has expired it will result in a COS to Illegal Use.
7. Any sign lawfully existing with permit prior to the effective date of this ordinance, which does not comply with the current requirements of this ordinance, once identified by a city official, will result in a COS to Nonconforming Use being issued by the City Manager.
8. Any property or business owner affected by a COS may apply for an exemption to the Planning Commission based upon the claim that the subject sign meets the definition of a Grandfathered or Historically Significant Sign listed in Section 1002.1 within 30 days of notification. If the exception is granted, a new COS will be issued by the City Manager for the appropriate nonconforming status.

Committee review and discussion lead to changed language in item 3 from “If a sign or sign structure is removed for maintenance for more than sixty (60) days it will result in a COS to abandoned” to “...removed for maintenance the City must be notified more than 60 days and “it may result in a COS to abandoned if the city is not notified in writing, by the sign or property owner, of an extenuating circumstance.”

Language in Section 1004.4.4 specifies the duration of a Nonconforming sign as the amortization period. The amortization period will end when a COS is triggered as specified below, at which time the sign will be declared unlawful and removed. The specific triggers include:

- 1. Nonconforming Signs** – A legally conforming sign that becomes nonconforming shall be a nonconforming sign for five years.
- 2. Grandfathered Signs** – A Nonconforming Sign can be grandfathered by the Planning Commission upon submission of a Use Permit stating a financial hardship or an architectural or aesthetic benefit to the cityscape. Once declared grandfathered, the sign shall be a nonconforming sign for 15 years.
- 3. Historically Significant Signs** – A nonconforming sign that has been declared, by the Planning Commission or City Council, to have historical significance will remain nonconforming indefinitely as long as its condition does not trigger a COS.

During the meeting Chairman Bailey offered additional language at the end of Item 1 Nonconforming Signs as follows:

“...as long as its condition does not trigger a COS. Once nonconforming signs are removed completely, or they have been repaired substantially, as outlined in Section 1004.4.2 above, any right to the continuation of the nonconformity terminates.”

At some time in the future, the City will come up with a list of Grandfathered and Historically Significant signs.

Section 1004.4.5 lists six (6) items that shall be contained in a notice by certified return receipt mail or email to the business and owner of the land where each nonconforming sign is located. Language in the last sentence of Item 6 was modified to read “However, any failure to give notice shall not invalidate any proceeding to enforce this section to abate any sign, or to punish any sign violation.”

The Committee reviewed language in Section 1004.4.6 which refers to Removal of Unlawful and Abandoned Signs. Further, the Committee reviewed language pertaining to Section 1004.5 Unregulated or Exempt Signs. The Committee changed language under Section 1004.5.2 which specifies building address or house numbers signs. State law requires address numbers or building numbers in a plainly legible and visible manner that is visible from the street fronting the property for the purpose of fire protection and as a benefit to the general public (California Residential Code of Regulations, Title 24, Part 2.5). This section presents 4 requirements for address numbers. The Committee discussed the need to combine Requirement 2 and 3 to avoid treating residential property more restrictive than commercial zoned property which poses “freedom of speech” issues.

Next, the Committee edited section 1004.5.4 Flags Bearing an Official Design from “This exemption does not apply to corporate flags...” to “This exemption does not apply to corporate or commercial flags...”

Lastly, the Committee edited Section 1004.5.12 Political, Social Issue, Special Event, and Seasonal or Public Interest Event Signs Items 1 and 4 as follows:

1. They are placed on private property with the property owner's consent or are placed on public property used for traditional public forums. They cannot be placed on city property such as the Police Station or City Hall without permission of a city official.
4. If the signs are related to an event that has a specific date or period they cannot be posted more than ~~60~~ 30 days prior and must be removed within 14 ~~days~~ 48 hours after the conclusion of the event to which they relate. A sign that is not removed with be removed by the City at the expense of the candidate, organization or person responsible for posting the sign.

Chairman Bailey will bring back these sections with corrections for review and approval at the next meeting.

#### CORRESPONDENCE

No correspondence was received by the Committee.

The next regular meeting will be October 17, 2012 at 2:30 pm. The meeting was adjourned at 5:10 pm.

Respectfully submitted by:

Michael Sweeney

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



October 8, 2012

From: Ed Laidlaw, Battalion Chief  
Humboldt Bay Fire

To: Participating Region II Agencies

RE: North Coast All Hazard Urban Search and Rescue Operational Readiness Exercise 2012

On November 8, 2012, the operational readiness of Region II Fire & Rescue resources will be evaluated during a 16-hour Operational Readiness Exercise (ORE).

This field exercise will also allow Fire & Rescue resources to practice and evaluate their Mobilization Plan and the effectiveness of its educational programs to ensure optimal resource readiness for distant and local disasters. This exercise will simulate a "No Notice" local disaster resulting in catastrophic local and region wide damage, requiring local fire agencies and CA-Regional TF1 to respond incrementally as personnel become available and go operational in the midst of a disaster potentially affecting their own agency. Participation from multiple agencies and an estimated 150 personnel from northwestern California are scheduled to attend.

This Operational Readiness Exercise (ORE) is based upon a realistic scenario that utilizes live training props and conditions. Due to the time allotted for the scenario (16 hours), certain assumptions and situation timelines will be compressed to simulate the response to a local/regional catastrophic event.

The Fire and Rescue Branch of CAL-EMA periodically evaluates the state's Urban Search and Rescue (US&R) resources to ensure they are classified according to their operational capabilities and to help ensure that when an Incident Commander or other Authority Having Jurisdiction (AHJ) requests US&R resources, they are capable of performing the tasks assigned to them. This is critical to the ability of an Incident Commander to evaluate the needs of a disaster, request the appropriate resources and be assured that the arriving resources are staffed, equipped and trained to perform the required tasks.

Your agency and/or an agency within your region are participating in this exercise. We are extending an invitation to observe the exercise. The exercise is scheduled to begin at 0800 hours at the former Freshwater Pulp Mill site in Samoa California.

We are requesting you arrive at the site for briefing and observation at 1100 hrs, meeting at the media area.

Box lunches will be provided.

If you have questions please contact Humboldt Bay Fire.

RSVP: Jan Gillespie, Humboldt Bay Fire, (707) 441-4000



## 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  
September 24, 2012, 11:30 a.m.  
Eureka Council Chambers  
531 K Street, Eureka

### Present:

Mayor Jeffrey Farley, Chair  
Councilmember Susan Ornelas, Vice Chair  
Mayor Doug Strehl  
Supervisor Virginia Bass (Arrived 11:55 a.m.)  
Mayor Julie Woodall  
Mayor Frank Jäger  
Councilmember McCall-Wallace (Arrived 12:20 p.m.)

### Policy Advisory Committee Members:

Julie Fulkerson  
Rex Jackman

### Staff:

Marcella Clem  
Oona Smith  
Debra Dees  
Debbie Egger  
Siana Watts

### Absent:

Mayor Bhardwaj

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

Humboldt Transit Authority  
Caltrans

Executive Director  
Senior Planner  
Associate Planner  
Administrative Services Officer  
Executive Assistant

City of Trinidad

### 1. Call to Order

Chair Farley called the meeting to order at 11:30 a.m.

### 2. Approval of the Meeting Record

**Motion was made** (Ornelas/Jäger) to approve the August 16, 2012 meeting record.

**Motion carried by the following vote:**

**AYES:** Farley, Strehl, Jäger, Ornelas

**NOES:**

**ABSTENTION:** Woodall

**ABSENT:** Bhardwaj, Bass (Arrived 11:55 a.m.) and McCall-Wallace (Arrived 12:20 p.m.)

### 3. Public Participation – No public participation occurred.

### 4. Adjournment of the HCAOG Board; Convening of the Policy Advisory Committee (PAC)

11:43 p.m.

### 5. Action Items

- a. **FY 2012-13 Overall Work Plan (OWP) Amendment #1**  
**Motion was made** (Jäger/Woodall) to recommend approval of Resolution 12-14 and adoption of the FY 2012-13 OWP Amendment #1, contingent upon Caltrans approval.  
**Motion carried unanimously.**
  - b. **Rules & Regulations for Administering the Transportation Development Act (TDA)**  
**Motion was made** (Woodall/Jäger) to recommend approval of Resolution 12-15 adoption of the TDA Rules & Regulations update including language recommended by the Technical Advisory Committee (TAC).  
**Motion carried by the following votes:**  
**AYES:** Farley, Strehl, Jäger, Ornelas, Woodall, Fulkerson, Jackman  
**NOES:**  
**ABSTENTIONS:** Bass  
**ABSENT:** Bhardwaj and McCall-Wallace (Arrived at 12:20 p.m.)
  - c. **Funding Objectives and Criteria for the FTA Section 5311 Program of Projects (POP)**  
**Motion was made** (Ornelas/Bass) to recommend approval of the 5311 Funding Objectives and Criteria.  
**Motion carried unanimously.**
  - d. **Service Authority for Freeway Emergencies (SAFE)**  
**Motion was made** (Bass/Jäger) to recommend approval of an amendment to the CASE Systems, Inc. contract.  
**Motion carried unanimously.**
6. **Informational Items/Member Communication**
- a. ***imagine humboldt!* Blueprint Planning Update**  
Staff provided an update on the Blueprint planning project.  
**Public Participation on 6.a.**  
Bob Higgons, Humboldt Association of Realtors
  - b. **Humboldt Bay Rail Corridor Committee Meeting Update**  
Staff provided an update on the Bay Rail Corridor committee meeting dates scheduled for September 28, October 12, and October 26, 2012 at 10:00 a.m. in the Eureka City Council Chambers. Staff also provided information on the committee's origins and work plan.
  - c. **Accessible Transportation Coalitions Initiative (ATCI) Conference**  
Staff will provided information on the ATCI Conference, which will take place on October 10 and 11, 2012 at the Humboldt Community Accessibility and Resource Center.
7. **PAC Member Reports**  
There were no PAC member reports.
- \*\*\*A break was called at 12:15 p.m.
8. **Reconvening of the HCAOG Board (12:24 p.m.)**  
**Motion was made** (Jäger/Bass) to approve the recommendations taken by the PAC and reconvene as the HCAOG Board.  
**Motion carried unanimously.**
- a. **HCAOG Board Tribal Membership Request**  
The Board discussed criteria for tribal membership.  
**Public Participation on 8.a.**  
Dave Tranberg, HCAOG Legal Counsel

Jacque Hostler, Trinidad Rancheria  
Mary J. Risling, Senior Attorney, Hoopa Valley Tribe  
Nick Angeloff  
Charles Ciancio, Cutten resident

**9. Adjournment**

The meeting adjourned at 1:18 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.



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS**

Mark Lovelace, County of Humboldt, **Chair**  
Shane Brinton, City of Arcata, **Vice Chair**  
Sherman Schapiro, City of Blue Lake  
Lance Madsen, City of Eureka  
John Maxwell, City of Ferndale  
Jack Thompson, City of Rio Dell

**MINUTES**

**Thursday, August 13, 2012, 6:30 PM**

**Eureka City Council Chambers**

**531 K Street, Eureka, CA**

**Present:** Mark Lovelace, Shane Brinton, Sherman Schapiro, Mike Newman  
(alternate for Lance Madsen), John Maxwell, Jack Thompson  
**Staff:** Patrick Owen, Tyler Egerer  
**Legal Counsel:** Nancy Diamond

**1) Call to Order and Roll Call**

**Chairman Lovelace** called the meeting to order at 6:35 p.m. A quorum was present and acting.

**2) Approve the Agenda**

**Chairman Lovelace** pulled Item 5)a.

**Chairman Lovelace** Opened the Floor to Public Comment. No one spoke.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Motion Brinton/Thompson** to Approve the Agenda with Changes 6 Ayes/0 Noes/0 Abstentions.

**3) Board Member Reports**

**Boardmember Newman** reported that the Bristol Rose Café at the Eureka Inn will host its grand opening tomorrow from 5 PM until 10 PM.

**Boardmember Brinton** reported that the City of Arcata has passed a massive set of land use code amendments that they have been working on for over a year. They relate to residential beekeeping, mobile food vendors, owner occupancy and parking issues, along with others. He urged anyone interested in seeing these amendments to contact City staff.

**Boardmember Thompson** stated that Rio Dell is moving along with several projects. The sewer plant is moving forward; drilling of about a mile and a half of pipe will proceed on October 15<sup>th</sup>. The downtown gateway project went out to bid for prospective contractors and is a plan in progress. Measure X, which failed in the last election, will be added to the ballot as Measure J on the coming ballot.

**Chairman Lovelace** took a flight with US Fish and Game to observe the effect of marijuana grows on watershed areas. He was able to see the Cummings Road Landfill on the flight and noted how good it looked.

**Chairman Lovelace** Opened the Floor to Public Comment. No one spoke.

**Chairman Lovelace** Closed the Floor to Public Comment.

**4) Oral and Written Communications**

**Chairman Lovelace** Opened the Floor to Public Comment.

**Chuck Schager**, Eel River Resource Recovery alerted the public of ERD's Greenwaste pickup for the residents of Loleta. They began with 25 residents requesting service and

are looking for more who are interested in receiving this service.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Interim Executive Director Owen** introduced a letter from the County of Humboldt thanking the Board for the \$32,000.00 grant in support of the Code Enforcement Unit. The funds assist with disposal for illegal dumping throughout the County. The Food Waste Digester Project has also received letters of support from two local businesses; Pacific Coast Seafoods and Cypress Grove Chevre support the digester as a means to compost and make energy from their by-products.

#### 5) Consent Calendar

**Boardmember Schapiro** pulled Item 5)b.

##### a) Approve Minutes from the June 14, 2012 HWMA Board of Directors Meeting

**Motion Schapiro/Brinton** to Approve the Minutes from the June 14, 2012 HWMA Board of Directors Meeting 6/0/0

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

##### Approve Minutes from the July 12, 2012 HWMA Board of Directors Meeting

**Boardmember Schapiro** clarified the wording on a question posed – and response made – to the presenter of Item 7; namely, that the variety of bonds held by the Authority have different maturity dates, and therefore differing interest rates as they reach maturity.

**Administrative Services Manager Egerer** has made the changes discussed prior to the Board meeting, and will confirm the wording with Boardmember Schapiro prior to finalization of the minutes.

**Boardmember Brinton** noticed that Mr. Michael Winkler is listed on the Board of Directors on page 19 of the minutes, and requested the roster be appropriately updated.

**Motion Schapiro/Newman** to approve the Minutes from the July 12, 2012 HWMA Board of Directors Meeting with changes 5/0/1. Boardmember Maxwell Abstained.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

##### b) Receive July FY 11/12 Financials

**Boardmember Schapiro** would like to make a correction on page 29 regarding the percent change in the daily count numbers for 2011. Mr. Egerer clarified that the total average daily count for FY 2011 is actually 2,998 cars, resulting in 98.77% difference between 2012 and 2011.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Motion Schapiro/Brinton** to Approve Item 6)b with Change 6/0/0

#### 6) Recognize James Test for His Years of Service to the HWMA

**Chairman Lovelace** asked Jim Test to come forward, noting that this will likely not be the last time that Mr. Test will be required to do such. Chairman Lovelace thanked Mr. Test for his years of service.

**Interim Executive Director Owen** indicated that staff misses having Jim around on a daily basis and the ability to come to him seeking worldly advice. His open door policy, and his advice, was much appreciated. He appreciated that Jim always had the long view in mind and that he was looking out for what is best for the community and the ratepayer. Together, he and Chairman Lovelace presented a plaque to Mr. Test along with a signed hardhat from the employees of HWMA.

**Chairman Lovelace** read Resolution 2013-04 into record. This Resolution is included in and made part of these minutes.

**By Unanimous Motion of All Members of the HWMA Board of Directors**, Resolution 2013-04 is Approved as Read.

**James Test** noted HWMA has always been one of the special places he has worked and appreciated that the Board has always worked together for the betterment of the community. He expressed his pleasure to work for the Board, and applauded HWMA as one of the better working groups in the County.

**Boardmember Brinton** stated that through this Board he has gained a passion for garbage and waste diversion, and thanked Mr. Test for the vision he has imparted on the Board.

**Boardmember Thompson** wished Mr. Test the best in his retirement.

**Boardmember Schapiro**, as the other member of the Board in attendance to have worked with Jim since the Authority's inception in 1992, thanked him for all his service throughout the years.

**Boardmember Maxwell** indicated that Mr. Test's passion made him want to stay on the HWMA Board, and that he looks forward to the future of the JPA.

**Boardmember Newman** conveyed the City of Eureka's appreciation of Mr. Test, and wished him the best in his retirement.

**Chairman Lovelace** has told people that they have no place in public office if they aren't really truly fascinated by garbage. This is one of the important assignments and it affects every person in Humboldt County. Mr. Test's dedication and efforts to move this Board forward are appreciated.

**Chairman Lovelace** presented Mr. Test with a plaque

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

#### 7) Review Needed Repairs to Harris Baler at Hawthorne Street Transfer Station

**Interim Executive Director Owen** noted that the Authority's baler is currently non-operational. He believes it is one of the most important pieces of equipment on site and it has been down for seven weeks. It is estimated that the repair costs are around \$138,000.00 with a 5% contingency included. There is adequate funding included in the budget for this year, in light of savings realized on other capital projects,

**Boardmember Schapiro** would like to know when the baler was last repaired. Mr. Owen stated that this type of repair has not been done to the baler in the past. A similar repair was done to the baler in Ukiah and their staff is pleased with the work that was done.

**Boardmember Schapiro** asks how often this baler is used. Mr. Owen indicated that workload varies by the amount of material on hand, estimating that it is currently used around twenty hours a week.

**Motion Schapiro/Newman** to Authorize Staff to Hire Western Baler & Conveyor, Inc. to Make Needed Repairs to the Harris Baler, In an Amount Not to Exceed \$145,000 6/0/0.

**Chairman Lovelace** asks what the nature is of the repairs needed. Interim Executive Director Owen stated that the weight of the ram bears down on the baling chamber and causes hydraulic leaks. The seals on the chamber have been replaced with some success, but with only short term results. The decision to stop using the baler was made in late July after dialing down the pressure to avoid making the problem worse, with little improvement.

**Boardmember Brinton** would like to know how much longer the baler will last once this repair has been done. Mr. Owen hoped that because this is a relatively low tech

machine, the repair could prolong the life of the baler indefinitely, and estimated at least 10-15 extra years of service. In addition, he addressed Boardmember Brinton's concern of further component failure in the future, indicating that the cylinders being repaired are the heart of the machine, and that further repairs should be minimal.

**Boardmember Maxwell** added that the current baler does more work than what a new baler would do and that he believes it would be beneficial to fix the one we have instead of buying a new one. Mr. Owen agreed, noting that a comparable baler would cost around \$650,000.00, so in comparison the repairs are fairly reasonable.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

#### 8) Review Options for Planning Advisory Committee (PAC) Role and Formation

**Senior Program Analyst Sherman** thanked the Board for attending the August 23<sup>rd</sup> Strategic Planning Board Study Session. R3 would like to schedule another Board study session in October with the purpose of focusing on more details. She briefly summarized the selection criteria options provided by R3 in their memo regarding PAC appointment, with staff recommending Board approval of Option Two. The appointees would not be required to be from the Boardmembers jurisdiction, with each Boardmember providing 3 to 4 appointees at the October meeting, to be pared down to 12 total PAC members. The main function of the PAC would be to review draft documents. There would be four meetings, potentially during the evening, which the appointees would need to commit to. **Boardmember Newman** would like to clarify that on option two, each member agency would have two choices and a member of staff could sit in on the meeting. Ms. Sherman stated that the plan is that Member Agency staff would not be a voting member, but would serve in an advisory capacity.

**Boardmember Schapiro** believes that we would want to choose someone who represents food stores or restaurants since food is a big part of the waste stream. Ms. Sherman agreed, but intends to leave that decision to the discretion of the Board.

**Boardmember Brinton** thanked staff and R3 for their work on this. He supported the notion of keeping representation of the PAC to members of the public, not government staff and officials.

**Chairman Lovelace** noted that a letter was received from Zero Waste Humboldt (ZWH). Administrative Services Manager Egerer stated that letters in support of ZWH have been made available along with the letter. **Boardmember Newman** asked for clarification that this committee is not a Brown Act limited committee. Legal Counsel Diamond stated that it would depend on what the final committee looks like and how it is expected to function. In general, she explained, task force types of committees with limited duration and function without Boardmember representation are not Brown Act Committees.

**Chairman Lovelace** Opened the Floor to Public Comment.

**Jane Woodward** would like to point out that the August issue of *Science* has an article on working with waste. On behalf of Zero Waste Humboldt she is here to answer any questions regarding the PAC proposal that was emailed to the board. Ms. Woodward believes it is important that all stakeholders have equal representation which can only be assured if all stakeholders are part of the PAC.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Legal Counsel Diamond** further clarified that once the Board authorizes any members, even if it is less than a quorum, it is a Brown Act Committee.

**Boardmember Schapiro** would like to know what else would have to be done for the

Brown Act Committee. Counsel indicated that 72 hour advance notice of meetings, meeting place accessibility under ADA restrictions and materials presented to the committee being made available to the public simultaneously would all be required of a Brown Act Committee.

**Boardmember Schapiro** believes that ZWH is on the right track. He would add one more ratepayer and a food seller to make equal representation.

**Boardmember Newman** believes that option two is adequate for appropriate public representation. He would like to keep the group such that it would not have to hold Brown Act type meetings, but adds that they should be noticed ahead of time so that the public would be able to participate in the meetings.

**Boardmember Thompson** supports option two. It has the benefits of covering all the areas and groups that need to be covered. He agreed that proper posting of meetings and information is important for public input.

**Boardmember Maxwell** indicated that of the options, option two seems most appropriate. His concern is that there may not be enough choices for qualified appointees. Agency staff input is absolutely essential, so having a PAC and a SAC (Supervisor Advisory Committee) would be ideal.

**Boardmember Brinton** sees that the allocation of seats as outlined by ZWH makes sense. He appreciates the constructive and helpful input in the letter. He believes it is important for different member agencies with different interests to have a larger role in the process. He suggests that option two be used, but with the understanding that each Boardmember come back with four or five options. The one thing that the board has to be clear about is that if they go to someone to ask if they are interesting in participating, they must know that they may not be appointed to the committee.

**Chairman Lovelace** believes that option two is very similar to the ZWH proposal with two main differences; one, ZWH provides very specific numbers for each stakeholder group and; two, how the appointments are handled. Chairman Lovelace related his previous experience in seating volunteer committees, and noted the difficulty in being able to exactly fill each niche in the ZWH proposal. He suggested a cap of total members from each group.

**Boardmember Schapiro** approved of trying to fit a target. He questioned how many names each Boardmember should bring, and requested that staff put together a sheet giving additional information such as the number of meetings and how long they will be so that the Boardmembers can give that to their prospective committee members

**Boardmember Newman** agreed that each Boardmember should bring three or four names, but that they should not limit themselves to a target number of representatives for each stakeholder group. He would like to approve option two with the addition of two member agency staff members to attend the PAC as necessary.

**Boardmember Brinton** urged each Boardmember went back to their respective member agency and request that the board or council authorize staff time to be put in to this.

**Boardmember Newman** expressed concern over the ability of each Council to appropriately discuss this matter, with the first planned PAC meeting to take place in mid October.

**Boardmember Brinton** indicated his belief that this can be put together after forming the PAC because this group wouldn't need to provide input until review documents were made available. He asked staff what they envisioned for the makeup of an agency advisory council. Ms. Sherman indicated that the Local Task Force group, which meets monthly, could provide much of the support being discussed. Boardmember Brinton again urged his fellow Boardmembers to request constant participation in the LTF by

their representatives for the duration of the PAC.

**Motion Newman/Brinton** to Approve Option Two for Formation of PAC by R3 5/1/0; Boardmember Schapiro opposed.

**Interim Executive Director Owen** echoed Ms. Sherman's sentiments, and agreed with Boardmember Brinton that the LTF should be urged to participate on a more regular basis.

**The Board** discussed the particulars of the makeup of the PAC briefly, eventually agreeing that setting specific numbers for each stakeholder group would be too restrictive, and that agency staff should be maintained in an advisory role only.

**Interim Executive Director Owen** reminded the Board of the need to establish a role for the PAC. Legal Counsel Diamond further clarified the usefulness of discussing the role of the PAC so that people being recruited have some idea of what their involvement will be.

**Boardmember Schapiro** asked for clarification of R3's proposed PAC role, wondering if the Board would see results from the PAC's discussions prior to making a final decision on planning documents. Senior Program Analyst Sherman stated that the idea was that R3 would draft documents for review by the PAC, and then bring it to the Board for comment/approval. R3 envisions that after every meeting the PAC would come to the Board with document amendments from their review.

**Boardmember Brinton** stated that the process laid out by R3 makes sense, but wondered what the PAC would do prior to having documents to review. He asked how many meetings of the PAC will happen before working drafts are available for review. Senior Program Analyst Sherman indicated that the initial working drafts will be created prior to the first PAC meeting.

**Boardmember Thompson** asked how long each meeting is planned to last. Ms. Sherman indicated that R3 envisions evening meetings for the PAC, and she doesn't believe that it would be much more than two hours per meeting for document review.

**Boardmember Schapiro** asked about the total number of documents planned for final approval by the Board. Ms. Sherman stated that plan is that there will be production of multiple documents; the process would first generate policy documents, followed by implementation documents, and finally those would be narrowed down to one complete strategic plan. **Boardmember Newman** agreed with the steps as outlined by R3, and supported the production of an outline for use in recruiting PAC members.

**The Board** considered the notion of requiring the PAC to attend public strategic planning meetings with various stakeholders. It was agreed that members of the PAC should be urged to do so as available, but that the entire group would not be expected to attend each meeting.

**Boardmember Newman** clarified that a sunset clause would be included to establish a set life to the PAC. Legal Counsel confirmed that the language would be included.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Motion Brinton/Newman** to Approve the Role of the PAC as Recommended by R3, with the Inclusion of Language Stating the Desirability of PAC Members to Attend Public Strategic Planning Meetings where Possible 6/0/0.

**Senior Program Analyst Sherman** attempted to schedule a date for the board study session. After much discussion, Ms. Sherman was directed to establish a meeting date outside of the Board meeting.

#### 9) Discuss HWMA Reserve Account Balance

**Interim Executive Director Owen** stated that this is for informational purposes only. His

message to the Board is that we have transferred about \$1.8 million from our savings account into our checking account to float our bill costs in the past two months while we wait for reimbursement from the State for closure funds. Mr. Owen used this opportunity to point out that maintaining reserves at this level shows how important it is the Authority operations, despite concerns from other agencies that Authority reserves are too high.

**Boardmember Schapiro** emphasized that he signed a very large check recently and that he appreciated the importance of having the funds on hand for such an expense.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

#### 10) Update on the Cummings Road Landfill Closure Project

**Special Project Manager Test** stated that the project cost is roughly \$4.5 million and that the project may be completed within the budget and time frame originally set for the project. He encouraged everyone to go see what a “beautiful landfill” looks like.

**Clayton Coles**, of Lawrence and Associates, presented a slide show on the progress of the Cummings Road Landfill Phase I Closure.

**Boardmember Schapiro** asked if the geologic tests measuring leakage have been completed. Mr. Coles stated that they have been completed and were successful.

**Boardmember Newman** wanted to know how many bidders there were on this project. Mr. Coles indicated that there were five, and Anderson Dragline was the lowest qualified bidder.

**Boardmember Brinton** would like to know if it is normal for CalRecycle to hold the project funds the way they are. Mr. Coles suggested that once this phase is complete and approved by the Water Board, we can submit a revised closure plan for the remainder of the project. The State should be more willing to negotiate the release of their retention once the current work is approved by all involved parties.

**Chairman Lovelace** Opened the Floor to Public Comment. No comment made.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Boardmember Schapiro** recognized the various local businesses involved in the closure project; Pacific Affiliates provided surveying; erosion control was provided by CalKirk; rock and aggregates were purchased from Kernen Construction; and the foreman overseeing much of the work was hired locally.

#### 11) Review Draft Request for Proposals (RFP) for Anaerobic Digester System Design & Installation

**Project Manager Bohn** gave an overview of the previously presented goals related to the Anaerobic Digester Program and stated that Ruth Abbe with HDR is present to answer any questions that the board may have. She gave a small presentation to the Board which regarding recent progress in organics management. Also included were fuel costs and breakdowns of industrial and foodwaste feedstock HWMA is looking to process. **Ms. Bohn** continued by providing a schedule and planned outcomes of the proposed RFP, which should result in the selection of a firm to design and implement an organics digestion system for the County.

**Boardmember Brinton** asked whether there will be any on-site assembly by this company. Ms. Bohn indicated that the equipment requested would be proprietary to the company chosen, and as such she is working with the assumption that the winning proposal would take into account installation and operation of the technology proposed for at least a brief window of time after the facility comes online.

**Legal Counsel Diamond** clarified that the construction portion of this project will be picked through a public bid process and will meet all state law requirements associated with such a bidding process. This will be a prevailing wage project once it gets into construction. Because the system design and installation involves proprietary technology, it does not have those construction restrictions associated with it.

**Boardmember Thompson** indicated that he has studied this and agrees with the steps of the process presented. He feels that this is the time to move forward and he supports the proposal at this time.

**Chairman Lovelace** Opened the Floor to Public Comment.

**Tall Chief Comet, of Humboldt State University**, would like to share that they have been one of the early partners in this project. He would like to urge everyone to move the process on as quickly as possible. Unnecessary delay may cause a loss in commitment from early adopters.

**Boardmember Schapiro** appreciated the support from HSU.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Chairman Lovelace** would like to know how many respondents there are and how that affects the selection process. Project Manager Bohn indicated that 41 people attended the mandatory web meeting for interested proposers, and that the field provides a wide range of possibilities for the Authority.

**Boardmember Newman** would like to clarify that we are paying the consulting firm and asks what we have agreed to pay them. Ms. Bohn stated that the Board approved \$100,000.00 for consulting services with HDR and that staff has currently spent around \$15,000.00.

**Ruth Abbe, HDR Engineering** noted that responses are coming in from all over the world to procure new anaerobic digester services. There is a lot of active interest in the state of California. She indicated that the equipment being used is not new, just the technology as applied in the field of anaerobic digestion. Ms. Abbe clarified for Boardmember Schapiro that the process of anaerobic digestion has existed for fifteen or so years and is well tested in Europe. In California we have a number of digestion facilities for feedstock such as manure but there are no existing facilities with the same goals in mind as our foodwaste digester.

**Motion Schapiro/Brinton** to Authorize Staff to Issue the RFP for Anaerobic Digester System Design & Installation 6/0/0

## 12) Executive Director's Report

**Interim Executive Director Owen** reported that J&T plastics in Redway have purchased a machine which can produce products out of recovered plastic from the HWMA Transfer Station. The product is not food grade, but they are trying to market it in other industries. The state bill by Brownley to ban single use plastic bags died once again in the Senate.

**Mr. Owen** noted on Saturday HWMA will give free disposal for those participating in the coastal cleanup. The Authority will be applying for another waste tire grant and will be providing the public with free coupons to dispose of up to nine tires at a time for free at the Transfer Station.

**Boardmember Schapiro** asked about the anticipated date for the tire grant will be. In talking to staff, he also sought clarification of continuing high credit card fees with our new credit card system. Mr. Owen estimated that the new grant cycle would most likely start at the beginning of 2013, with the coupon program to follow in early spring. He further noted the problems the Authority experienced being classified as a utility with the major credit card providers; Administrative Services Manager Egerer confirmed that

recent discussion with Humboldt Sanitation – the source of most of the fees – has agreed to switch their credit cards over to MasterCard, to assist the Authority in realizing utility classification savings.

**Boardmember Brinton** expressed interest in receiving a report on what happened with Trinidad joining the JPA. Mr. Owen hopes that this can be discussed by the Board through the strategic plan process.

**Chairman Lovelace** Opened the Floor to Public Comment.

**Chuck Schager, of Eel River Resource Recovery**, mentioned that there will be a free e-waste event at 850 Riverwalk Drive in Fortuna on Saturday September 29<sup>th</sup> from 9 to 2.

**Chairman Lovelace** Closed the Floor to Public Comment.

**Chairman Lovelace** encouraged the Board to allow the Executive Director to provide letters in support of entities taking the direction that the Board is going in, when time does not provide for Board input on the subject.

**13) Closed Session/Report Out 9:40 PM**

a. Closed Session per Government Code section 54957: Executive Director Hiring

Boardmember Madsen replaced Boardmember Newman as the representative for the City of Eureka in Closed Session.

**No Report Out** was made from Closed Session.

**14) Adjourn**

**Chairman Lovelace** Adjourned the Meeting at 9:40 p.m.

**Next Meeting:** October 11, 2012 at 6:30 p.m. at Eureka City Hall Council Chambers.



## 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 AGENDA

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

**October 15, 2012  
Monday, 3:15 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Cheryl Clayton at 269-1700 by noon the day of the meeting.

#### **I. ROLL CALL**

#### **II. REPORTS FROM MEMBER ENTITIES**

#### **III. ORAL COMMUNICATIONS**

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral & written communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

#### **IV. CONSENT CALENDAR**

All matters on the Consent Calendar are considered to be routine by the Board and are enacted on one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- A. Approve Minutes of September 17, 2012 Board Meeting
- B. Approve attached Warrants
- C. Accept attached Financial Reports

#### **V. REMOVED FROM CONSENT CALENDAR ITEMS**

Items removed from the Consent Calendar will be heard under this section.

#### **VI. NEW BUSINESS**

##### **A. Financial Audits**

Accept Audited Financial Statements for the year ending June 30, 2011.

Appoint Board Subcommittee to review proposals for audit services.

##### **B. PG&E 2013-14 Energy Watch Program Contracting**

Approve extension and general conditions amendment to Redwood Coast Energy Watch contract with Pacific Gas & Electric.

## **VII. OLD BUSINESS**

- A. CA Energy Commission RESCO Grant: Draft "RePower Humboldt" Strategic Plan Presentation - Jim Zoellick, Schatz Energy Research Center

## **VIII. CLOSED SESSION**

- A. Pursuant to Government Code Section 54957 – Personnel, Executive Director performance evaluation and employment contract.

## **IX. ADJOURNMENT**

*The next regular RCEA Board of Directors Business Meeting  
will be held at 3:15PM on Monday, November 19, 2012.*



Redwood Region  
Economic Development  
Commission

**Minutes**  
**Meeting of the Board of Directors**  
**September 24, 2012**

- I. **Call to Order and Flag Salute**  
Chair Mike Wilson called the meeting to order at 6:30 p.m.  
**Present:** Dendra Dengler, Richard Dorn, Julie Fulkerson, Nancy Koke, Mark Lovelace, Mike Losey, Ken Mierzwa, Mike Newman, John Rogers, Frank Scolari, Alex Stillman, Mike Wilson  
**Absent:** Tyler Holmes, Bud Leonard, Bruce Rupp, Sherman Schapiro, Bill Wennerholm  
**Guests:** Sean Olsen  
**Staff Present:** Don Ehnebuske, Virginia Fisher, Bonnie Smoller
- II. **Approval of Agenda and Minutes**  
**M/S/P:** Fulkerson/Lovelace to approve agenda for Sep. 24, 2012. Motion passes.  
**M/S/P:** Lovelace/Newman to approve minutes of Aug. 27, 2012. Ayes: 10, Nays: 0, Abstain: 2. Motion passes.
- III. **Public Input – for non-agenda items**  
None
- IV. **Special Presentation/Program**  
Sean Oisen, President, Crestmark Architectural Millworks. Located on West End Road, Arcata, Crestmark is a full service cabinetry & millwork provider specializing in engineering, fabrication and installation of custom millwork products.  
Sean, along with his father and his brother, Scott Olsen, began Crestmark in 1997. Since then they have grown to an over 3 million dollar company, primarily through jobs outside Humboldt County.
- V. **Financial Reports**  
A. Acceptance of Agency wide Financial Reports: August 31, 2012: **M/S/P: Losey/Fulkerson to approve the financials for August 31, 2012 as presented.** Motion passed unanimously.
- VI. **Reports – no action required**  
A. Loan Portfolio Report: August 31, 2012: Report submitted; no action needed.  
B. Executive Directors Report: Report submitted; no action needed.  
C. Minutes of Executive Committee: July 24, 2012 and July 26, 2012; no action needed.
- VII. **Old Business**  
A. Adoption of Changes to the By-Laws of the Commission to Increase Membership of the Executive Committee from Six to Seven Members:  
**M/S/P: Lovelace/Newman to adopt the change of the number of Executive Committee members from six to seven.** Motion passed unanimously.

**VIII. New Business**

- A. Nomination of Board Member to Executive Committee  
**M/S: Fulkerson/Stillman to nominate Nancy Koke**  
**M/S: Losey/Fulkerson to close nominations**  
Koke approved unanimously.

**IX. Member Reports/Updates**

Reporting were City of Fortuna, Redwoods Community Colleges District, Manila CSD and Humboldt Bay Harbor District.

**X. Agenda Requests for October 22, 2012:****XI. Adjourn**

The meeting was adjourned at 8:01 p.m.

Respectfully submitted:

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Bonnie Smoller, recorder

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Mike Wilson, Chair

**Section 14: Adjourn**