

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

Location:	City Hall	Date:	August 1, 2013
	834 Main Street	Time:	<b>7 pm</b>
	Ferndale CA 95536	Posted: 7/26/13	11e and 11h REVISED

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: John Maxwell; Ken Mierzwa; Stuart Titus; Michael Sweeney; Daniel Brown
4. CEREMONIAL
5. MODIFICATIONS TO THE AGENDA
6. STUDY SESSIONS
7. PUBLIC COMMENT. (This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda may 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 4
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 5
  - b. Approval of previous minutes:
    - i. June 25, 2013 ..... Page 17
    - ii. July 8, 2013 ..... Page 18
9. CALL ITEM
10. PRESENTATION / Community Forum
  - a. PG&E Undergrounding. Lizette Burtis, Rule 20a Program Liaison..... Page 21

11. BUSINESS

- a. Resolution 2013-24 Request for authorization to approve Change Order #2, in the amount of \$6,750.00 to V & C Construction for construction costs associated with the drainage Improvements on 5<sup>th</sup> St near the Ferndale Housing. .... Page 24
- b. Request for authorization of the City Engineer to move forward with advertising the Rose Avenue Pedestrian Improvement Project (Phase 2) once authorized by FHWA. .... Page 26
- c. Resolution 2013-25 Authorizing the City Manager to execute Right of Way Certifications for the City of Ferndale, for the State of California Department of Transportation. .... Page 27
- d. Berding Street Report ..... Page 29
- e. Resolution 2013-28 Authorizing contract with Blue Rock Environmental for Phase II Environmental Assessment Old Nilsen Barn Property..REVISED Page 41
- f. Resolution 2013-23 Placing Drainage Assessment of \$25 per property on tax roll. .... Page 43
- g. Loan with North Valley Bank (NVB) ..... Page 45
- h. Resolution 2013-26 Finding the annual budget for FY 2013-14 within the Appropriations Limit REVISED.....Page 49
- i. Official signers of City of Ferndale Checks..... Page 51
- j. Resolution 2013-27 Asking the County to place sewer charges on tax roll..... Page 52

12. CORRESPONDENCE ..... None

13. REPORTS

- a. City Manager Staff Report and Community Events ..... Page 55
- b. Commissions / Committees and others
  - i. Design Review ..... Page 70
  - ii. Drainage Committee..... Page 74
  - iii. Planning Commission..... None
- c. Council Reports and Comment
  - i. HCAOG Minutes ..... none
  - ii. HMRA Minutes ..... none
  - iii. HWMA Abstract ..... Page 76
  - iv. RCEA Minutes ..... Page 81
  - v. RREDC Minutes ..... Page 83

14. ADJOURN ..... Page 84

**This notice is posted in compliance with Government Code §54954.2.  
The next Regular Meeting of the Ferndale City Council will be held on September 5, 2013**

**Section 1**

***Call Meeting to Order***

**Section 2**

***Pledge Allegiance***

**Section 3**

***Roll Call***

**Section 4**

***Ceremonial***

**Section 5**

***Modifications to the Agenda***

**Section 6**

***Study Sessions***

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## **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."*

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**City of Ferndale**

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

**Printed PayCheck Checks**

General Checking - Date Range: From 06/21/13 To 07/20/13 - Check #: All - Dept: All  
Sort Code: All - EmpID: All - Emp Name: All - By Employee Name

<u>Check #</u>	<u>Date</u>	<u>Emp. #</u>	<u>Employee Name</u>	<u>Amount</u>
<b>Employee Name:BOHACIK, HEATH A.</b>				
46448	06/25/13	2,190	HEATH A. BOHACIK	1,041.03
46489	07/09/13	2,190	HEATH A. BOHACIK	944.00
46505	07/09/13	2,190	HEATH A. BOHACIK	1,725.12
<b>Totals for Employee Name: BOHACIK, HEATH A.</b>				<b>3,710.15</b>
<b>Employee Name:BOYNTON, MARY ELLEN</b>				
46449	06/25/13	6,115	MARY ELLEN BOYNTON	83.20
46490	07/09/13	6,115	MARY ELLEN BOYNTON	64.71
<b>Totals for Employee Name: BOYNTON, MARY ELLEN</b>				<b>147.91</b>
<b>Employee Name:BRIGGS, WILLIAM O.</b>				
46491	07/09/13	5,281	WILLIAM O. BRIGGS	62.12
46509	07/09/13	5,281	WILLIAM O. BRIGGS	62.12
<b>Totals for Employee Name: BRIGGS, WILLIAM O.</b>				<b>124.24</b>
<b>Employee Name:COPPINI, STEVE L.</b>				
46450	06/25/13	5,220	STEVE L. COPPINI	1,619.24
46492	07/09/13	5,220	STEVE L. COPPINI	1,637.91
<b>Totals for Employee Name: COPPINI, STEVE L.</b>				<b>3,257.15</b>
<b>Employee Name:FRANK, LINDSEY D.</b>				
46451	06/25/13	2,185	LINDSEY D. FRANK	1,087.63
46493	07/09/13	2,185	LINDSEY D. FRANK	1,126.01
46510	07/09/13	2,185	LINDSEY D. FRANK	150.13
<b>Totals for Employee Name: FRANK, LINDSEY D.</b>				<b>2,363.77</b>
<b>Employee Name:IVEY, IAN E.</b>				
46452	06/25/13	5,222	IAN E. IVEY	457.27
46494	07/09/13	5,222	IAN E. IVEY	413.94
<b>Totals for Employee Name: IVEY, IAN E.</b>				<b>871.21</b>
<b>Employee Name:KAYTIS-SLOCUM, NANCY S.</b>				
46453	06/25/13	1,214	NANCY S. KAYTIS-SLOCUM	1,338.69
46495	07/09/13	1,214	NANCY S. KAYTIS-SLOCUM	1,283.35
<b>Totals for Employee Name: KAYTIS-SLOCUM, NANCY S.</b>				<b>2,622.04</b>
<b>Employee Name:MIRANDA, TIMOTHY W.</b>				
46454	06/25/13	5,235	TIMOTHY W. MIRANDA	1,074.70
46496	07/09/13	5,235	TIMOTHY W. MIRANDA	1,143.62
<b>Totals for Employee Name: MIRANDA, TIMOTHY W.</b>				<b>2,218.32</b>
<b>Employee Name:PARRISH, JAY D.</b>				
46455	06/25/13	1,012	JAY D. PARRISH	2,493.66
46497	07/09/13	1,012	JAY D. PARRISH	2,493.65
<b>Totals for Employee Name: PARRISH, JAY D.</b>				<b>4,987.31</b>
<b>Employee Name:PEDROTTI, LACY L.</b>				
46456	06/25/13	1,217	LACY L. PEDROTTI	895.33
46498	07/09/13	1,217	LACY L. PEDROTTI	826.97

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<u>Check #</u>	<u>Date</u>	<u>Emp. #</u>	<u>Employee Name</u>	<u>Amount</u>
<b>Totals for Employee Name: PEDROTTI, LACY L.</b>				<b>1,722.30</b>
<b>Employee Name: RICHARDSON, DIANNA L.</b>				
46457	06/25/13	6,142	DIANNA L. RICHARDSON	83.21
46499	07/09/13	6,142	DIANNA L. RICHARDSON	83.20
<b>Totals for Employee Name: RICHARDSON, DIANNA L.</b>				<b>166.41</b>
<b>Employee Name: ROSA, MARIA A.</b>				
46483	07/01/13	1,510	MARIA A. ROSA	203.62
<b>Totals for Employee Name: ROSA, MARIA A.</b>				<b>203.62</b>
<b>Employee Name: SMITH, BRET A.</b>				
46458	06/25/13	2,200	BRET A. SMITH	1,395.75
46500	07/09/13	2,200	BRET A. SMITH	1,395.75
46511	07/09/13	2,200	BRET A. SMITH	70.88
<b>Totals for Employee Name: SMITH, BRET A.</b>				<b>2,862.38</b>
<b>Employee Name: STRICKER, ADAM D.</b>				
46459	06/25/13	2,186	ADAM D. STRICKER	962.47
46501	07/09/13	2,186	ADAM D. STRICKER	1,174.25
46512	07/09/13	2,186	ADAM D. STRICKER	236.34
<b>Totals for Employee Name: STRICKER, ADAM D.</b>				<b>2,373.06</b>
<b>Employee Name: SUTTON, DANIEL V.</b>				
46460	06/25/13	5,280	DANIEL V. SUTTON	1,114.70
46502	07/09/13	5,280	DANIEL V. SUTTON	531.34
46506	07/09/13	5,280	DANIEL V. SUTTON	1,368.40
<b>Totals for Employee Name: SUTTON, DANIEL V.</b>				<b>3,014.44</b>
<b>Employee Name: THRAP, STEVE A.</b>				
46461	06/25/13	5,223	STEVE A. THRAP	1,144.02
46503	07/09/13	5,223	STEVE A. THRAP	1,278.21
<b>Totals for Employee Name: THRAP, STEVE A.</b>				<b>2,422.23</b>
<b>Employee Name: VON BRAUN, BONNIE K.</b>				
46462	06/25/13	6,221	BONNIE K. VON BRAUN	65.01
<b>Totals for Employee Name: VON BRAUN, BONNIE K.</b>				<b>65.01</b>
<b>Employee Name: Williams, Christopher D.</b>				
46504	07/09/13	2,187	Christopher D. Williams	1,047.04
<b>Totals for Employee Name: Williams, Christopher D.</b>				<b>1,047.04</b>
<b>Total</b>				<b>34,178.59</b>

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General Checking - Summary - From 06/21/13 To 07/20/13  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
46513	07/09/13		ADSTR	ADAM STRICKER	16.96
<b>Total for ADAM STRICKER</b>					<b>16.96</b>
46485	07/02/13		AFLAC	AFLAC - REMIT. PROCESSING SE	74.68
<b>Total for AFLAC - REMIT. PROCESSING SERV.</b>					<b>74.68</b>
46466	07/01/13		ARNKE	ARNOLD C. KEMP	741.13
<b>Total for ARNOLD C. KEMP</b>					<b>741.13</b>
46565	07/17/13		PHIAY	AYCOCK & EDGMON	1,251.25
<b>Total for AYCOCK &amp; EDGMON</b>					<b>1,251.25</b>
46441	06/26/13		BAKTA	BAKER & TAYLOR	339.22
46514	07/09/13		BAKTA	BAKER & TAYLOR	Void
46514	07/16/13		BAKTA	BAKER & TAYLOR	108.84
<b>Total for BAKER &amp; TAYLOR</b>					<b>448.06</b>
46467	07/01/13		BAYWE	BAY WEST SUPPLY, INC.	Void
46467	07/16/13		BAYWE	BAY WEST SUPPLY, INC.	210.35
<b>Total for BAY WEST SUPPLY, INC.</b>					<b>210.35</b>
46548	07/17/13		BEDLIN	BEDLINERS PLUS	530.44
<b>Total for BEDLINERS PLUS</b>					<b>530.44</b>
46468	07/01/13		BENAD	BENEFICIAL ADMIN COMPANY I	156.33
<b>Total for BENEFICIAL ADMIN COMPANY INC.</b>					<b>156.33</b>
46469	07/01/13		BRSMT	BRET SMITH	14.90
<b>Total for BRET SMITH</b>					<b>14.90</b>
46486	07/02/13		CCMD	C C MARKET AND DELI	52.98
<b>Total for C C MARKET AND DELI</b>					<b>52.98</b>
46515	07/09/13		CALPO	CALIFORNIA POLICE CHIEFS AS	300.00
<b>Total for CALIFORNIA POLICE CHIEFS ASSN.</b>					<b>300.00</b>
46463	06/26/13		CALST	CALIFORNIA STATE DISBURSEM	139.38
46507	07/08/13		CALST	CALIFORNIA STATE DISBURSEM	139.38
<b>Total for CALIFORNIA STATE DISBURSEMENT UN</b>					<b>278.76</b>
46470	07/01/13		CHACO	CHAMBER OF COMMERCE	5,518.09
<b>Total for CHAMBER OF COMMERCE</b>					<b>5,518.09</b>
46534	07/10/13		CIG	CIG	3,244.00
46534	07/17/13		CIG	CIG	Void
<b>Total for CIG</b>					<b>3,244.00</b>
46471	07/01/13		CITFO	CITY OF FORTUNA	1,016.66
46516	07/09/13		CITFO	CITY OF FORTUNA	Void
46516	07/16/13		CITFO	CITY OF FORTUNA	1,125.00
<b>Total for CITY OF FORTUNA</b>					<b>2,141.66</b>

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Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
46487	07/02/13		COMAS	COMPUTER ASSISTANCE	1,310.87
<b>Total for COMPUTER ASSISTANCE</b>					<b>1,310.87</b>
46472	07/01/13		COHU1	COUNTY OF HUMBOLDT (2) \ CO	Void
46472	07/16/13		COHU1	COUNTY OF HUMBOLDT (2) \ CO	53.92
<b>Total for COUNTY OF HUMBOLDT</b>					<b>53.92</b>
46549	07/17/13		COWSO	COWAN & SON	700.00
<b>Total for COWAN &amp; SON</b>					<b>700.00</b>
46439	06/26/13		CRMST	CRIMESTAR CORPORATION	600.00
<b>Total for CRIMESTAR CORPORATION</b>					<b>600.00</b>
46464	06/26/13		DVLNO	DAVE LENARDO	260.00
46508	07/08/13		DVLNO	DAVE LENARDO	240.00
<b>Total for DAVE LENARDO</b>					<b>500.00</b>
46442	06/26/13		DELOR	DEL ORO WATER CO., FDLE. DIS	629.35
<b>Total for DEL ORO WATER CO., FDLE. DIST.</b>					<b>629.35</b>
46432	06/26/13		DEPJU	DEPARTMENT OF JUSTICE	17.00
<b>Total for DEPARTMENT OF JUSTICE</b>					<b>17.00</b>
46566	07/17/13		DMITGA	DMITRIY GAVRYUSH	57.00
<b>Total for DMITRIY GAVRYUSH</b>					<b>57.00</b>
46558	07/17/13		DOCST	DOCUSTATION INC. \ DOCUSTAT	148.84
<b>Total for DOCUSTATION</b>					<b>148.84</b>
46550	07/17/13		DONRE	DON'S RENT-ALL INC.	39.78
<b>Total for DON'S RENT-ALL INC.</b>					<b>39.78</b>
46484	07/02/13		DORDAN	DORIAN DANEAU	600.00
<b>Total for DORIAN DANEAU</b>					<b>600.00</b>
46473	07/01/13		EDWJO	EDWARD JONES & COMPANY	Void
46517	07/09/13		EDWJO	EDWARD JONES & COMPANY	Void
46517	07/16/13		EDWJO	EDWARD JONES & COMPANY	8,965.37
<b>Total for EDWARD JONES &amp; COMPANY</b>					<b>8,965.37</b>
46443	06/26/13		EELRI	EEL RIVER DISPOSAL	268.05
<b>Total for EEL RIVER DISPOSAL</b>					<b>268.05</b>
100	06/26/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT D	693.30
100	07/08/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT D	921.91
<b>Total for EMPLOYMENT DEVELOPMENT DEPART</b>					<b>1,615.21</b>
46551	07/17/13		ERINWISH	ERIN WISHNEFF	150.00
<b>Total for ERIN WISHNEFF</b>					<b>150.00</b>
46433	06/26/13		FERGU	FERGUSON ENTERPRISES, INC. #	71.09

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Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
<b>Total for FERGUSON ENTERPRISES, INC. #3021</b>					<b>71.09</b>
46474	07/01/13		FORPD	FORTUNA POLICE DEPT	Void
46474	07/16/13		FORPD	FORTUNA POLICE DEPT	10.65
<b>Total for FORTUNA POLICE DEPT</b>					<b>10.65</b>
46444	06/26/13		FRONT	FRONTIER	911.44
<b>Total for FRONTIER</b>					<b>911.44</b>
46518	07/09/13		GECAP	GE CAPITAL	Void
46518	07/16/13		GECAP	GE CAPITAL	221.34
<b>Total for GE CAPITAL</b>					<b>221.34</b>
46535	07/17/13		HBECFPC	H.B. Environmental Consultants, FPC	7,500.00
<b>Total for H.B. Environmental Consultants, FPC</b>					<b>7,500.00</b>
46533	07/09/13		HUMEH	HUM CO DEPT OF ENVIRONMENTA	628.35
<b>Total for HUM CO DEPT OF ENVIRONMENTAL HE</b>					<b>628.35</b>
46559	07/17/13		HUMSH	HUMBOLDT CO SHERIFF DEPT	35.70
<b>Total for HUMBOLDT CO SHERIFF DEPT</b>					<b>35.70</b>
46560	07/17/13		HUMAS	HUMBOLDT COUNTY ASSESSOR	62.45
<b>Total for HUMBOLDT COUNTY ASSESSOR</b>					<b>62.45</b>
46465	06/27/13		HCRC D	HUMBOLDT COUNTY RESOURCE	39,000.00
<b>Total for HUMBOLDT COUNTY RESOURCE CONS. D</b>					<b>39,000.00</b>
46561	07/17/13		HUML O D	HUMBOLDT LODGING ALLIAN	3,795.90
<b>Total for HUMBOLDT LODGING ALLIANCE, INC.</b>					<b>3,795.90</b>
46434	06/26/13		HUMTE	HUMBOLDT TERMITE & PEST	49.00
46552	07/17/13		HUMTE	HUMBOLDT TERMITE & PEST	65.00
<b>Total for HUMBOLDT TERMITE &amp; PEST</b>					<b>114.00</b>
46435	06/26/13		INTRE	INTERNAL REVENUE SERVICE	566.80
<b>Total for INTERNAL REVENUE SERVICE</b>					<b>566.80</b>
46475	07/01/13		JAYPA	JAY PARRISH	400.00
<b>Total for JAY PARRISH</b>					<b>400.00</b>
46519	07/09/13		LMREN	L & M RENNER, INC.	Void
46519	07/16/13		LMREN	L & M RENNER, INC.	2,477.80
<b>Total for L &amp; M RENNER, INC.</b>					<b>2,477.80</b>
46562	07/17/13		LELEXPL	LEXIPOL LLC	2,950.00
<b>Total for LEXIPOL LLC</b>					<b>2,950.00</b>
46520	07/09/13		LINFR	LINDSEY FRANK	637.40
<b>Total for LINDSEY FRANK</b>					<b>637.40</b>

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46476	07/01/13		MARCL	MARK A CLEMENTI, Ph.D.	Void
46476	07/16/13		MARCL	MARK A CLEMENTI, Ph.D.	625.00
<b>Total for MARK A CLEMENTI, Ph.D.</b>					<b>625.00</b>
46445	06/26/13		MERFR	MERCER FRASER COMPANY	378.87
46521	07/09/13		MERFR	MERCER FRASER COMPANY	Void
46521	07/16/13		MERFR	MERCER FRASER COMPANY	43.99
<b>Total for MERCER FRASER COMPANY</b>					<b>422.86</b>
46477	07/01/13		MIRRE	MIRANDA'S RESCUE	450.00
<b>Total for MIRANDA'S RESCUE</b>					<b>450.00</b>
46522	07/09/13		MISSN	MISSION UNIFORM & LINEN	Void
46522	07/16/13		MISSN	MISSION UNIFORM & LINEN	67.92
<b>Total for MISSION UNIFORM &amp; LINEN</b>					<b>67.92</b>
46523	07/09/13		MBDVZ	MITCHELL, BRISSO. DELANEY & V	Void
46523	07/16/13		MBDVZ	MITCHELL, BRISSO. DELANEY & V	1,235.93
<b>Total for MITCHELL, BRISSO. DELANEY &amp; VRIEZE</b>					<b>1,235.93</b>
46524	07/09/13		NANKA	NANCY KAYTIS-SLOCUM	54.81
<b>Total for NANCY KAYTIS-SLOCUM</b>					<b>54.81</b>
46553	07/17/13		NILCO	NILSEN COMPANY	344.03
<b>Total for NILSEN COMPANY</b>					<b>344.03</b>
46525	07/09/13		NORCO	NORTH COAST LABORATORIES L	Void
46525	07/16/13		NORCO	NORTH COAST LABORATORIES L	160.00
<b>Total for NORTH COAST LABORATORIES LTD.</b>					<b>160.00</b>
46563	07/17/13		NCRWQ	NORTH COAST REGIONAL WATE	3,000.00
<b>Total for NORTH COAST REGIONAL WATER QUAL</b>					<b>3,000.00</b>
100	06/26/13	EFT	NORVA	NORTH VALLEY BANK	4,775.17
100	07/08/13	EFT	NORVA	NORTH VALLEY BANK	6,265.32
46478	07/01/13		NORVL	NORTH VALLEY BANK (1) \ NOR	1,948.36
<b>Total for NORTH VALLEY BANK</b>					<b>12,988.85</b>
46446	06/26/13		PACGA	PACIFIC GAS & ELECTRIC	1,200.43
46526	07/09/13		PACGA	PACIFIC GAS & ELECTRIC	5,618.17
46554	07/17/13		PACGA	PACIFIC GAS & ELECTRIC	275.48
<b>Total for PACIFIC GAS &amp; ELECTRIC</b>					<b>7,094.08</b>
46440	06/26/13		PLANW	PLANWEST PARTNERS, INC.	3,326.60
46555	07/17/13		PLANW	PLANWEST PARTNERS, INC.	4,497.19
<b>Total for PLANWEST PARTNERS, INC.</b>					<b>7,823.79</b>
46436	06/26/13		POSTM	POSTMASTER	125.00
<b>Total for POSTMASTER</b>					<b>125.00</b>
46437	06/26/13		REDFR	RED FRONT STORE	7.43
46544	07/17/13		REDFR	RED FRONT STORE	7.80

**City of Ferndale**

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

**Printed Regular Checks**

General Checking - Summary - From 06/21/13 To 07/20/13  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
<b>Total for RED FRONT STORE</b>					<b>15.23</b>
46545	07/17/13		RESTIF	RESTIF CLEANING SERVICES	100.00
<b>Total for RESTIF CLEANING SERVICES</b>					<b>100.00</b>
46479	07/01/13		ROBSM	ROBIN SMITH	153.47
<b>Total for ROBIN SMITH</b>					<b>153.47</b>
46480	07/01/13		SCOUTS	SCOUTS	450.00
<b>Total for SCOUTS</b>					<b>450.00</b>
46527	07/09/13		SEQGA	SEQUOIA GAS COMPANY	Void
46527	07/16/13		SEQGA	SEQUOIA GAS COMPANY	691.52
<b>Total for SEQUOIA GAS COMPANY</b>					<b>691.52</b>
46481	07/01/13		SIXRC	SIX RIVERS COMMUNICATIONS	Void
46481	07/16/13		SIXRC	SIX RIVERS COMMUNICATIONS	180.00
<b>Total for SIX RIVERS COMMUNICATIONS</b>					<b>180.00</b>
46528	07/09/13		SDRMA	SPECIAL DISTRICT RISK MANAGE	9,458.55
<b>Total for SPECIAL DISTRICT RISK MANAGEMENT A</b>					<b>9,458.55</b>
46488	07/02/13		STACC	STAPLES CONTRACT AND COMM	Void
46488	07/16/13		STACC	STAPLES CONTRACT AND COMM	197.97
<b>Total for STAPLES CONTRACT AND COMMERCIAL</b>					<b>197.97</b>
46564	07/17/13		TASER	TASER INTERNATIONAL	6,574.41
<b>Total for TASER INTERNATIONAL</b>					<b>6,574.41</b>
46447	06/26/13		FEREN	THE FERNDALE ENTERPRISE	55.00
46546	07/17/13		FEREN	THE FERNDALE ENTERPRISE	41.65
<b>Total for THE FERNDALE ENTERPRISE</b>					<b>96.65</b>
46529	07/09/13		TIPMO	TIPPLE MOTORS, INC.	Void
46529	07/16/13		TIPMO	TIPPLE MOTORS, INC.	946.53
<b>Total for TIPPLE MOTORS, INC.</b>					<b>946.53</b>
46530	07/09/13		USBNK	U.S. BANK CORPORATE PAYMEN	Void
46530	07/16/13		USBNK	U.S. BANK CORPORATE PAYMEN	83.30
<b>Total for U.S. BANK CORPORATE PAYMENT SYSTE</b>					<b>83.30</b>
46531	07/09/13		USABL	USABLUBOOK	Void
46531	07/16/13		USABL	USABLUBOOK	523.96
<b>Total for USABLUBOOK</b>					<b>523.96</b>
46547	07/17/13		VALGR	VALLEY GROCERY	48.92
<b>Total for VALLEY GROCERY</b>					<b>48.92</b>
46532	07/09/13		VALLU	VALLEY LUMBER	Void
46532	07/16/13		VALLU	VALLEY LUMBER	381.07
<b>Total for VALLEY LUMBER</b>					<b>381.07</b>

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Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
46482	07/01/13		VERZN	VERIZON	Void
46482	07/16/13		VERZN	VERIZON	274.27
<b>Total for VERIZON</b>					<b>274.27</b>
<b>Total for the 112 checks</b>					<b>144,586.02</b>

**City of Ferndale**

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## Account Distributions

<b>Account No.</b>	<b>Account Description</b>	<b>Amount</b>
10012250	Garnishments payable	278.76
10012260	Health insurance payable	1,049.27
10012301	Federal P/R Tax Deposits	11,040.49
10012302	State P/R Tax Deposits	1,615.21
10105006	SSI tax	11.34
10105007	Medical insurance	564.96
10105010	Deferred comp	545.19
10115013	Advertising - Council	19.33
10125007	Insurance Med/Den/Vis	1,355.86
10125010	Deferred retirement	2,171.11
10125012	Office expense	1,744.84
10125044	Meetings and dues	137.22
10145052	Professional services	1,235.93
10155020	Building and ground maint.	907.95
10155030	Trash service	49.33
10155031	Water	140.76
10155032	Utilities electric	151.62
10155033	Utilities gas	161.74
10155034	Telephone	258.21
10165054.1	ACCOUNTING SERVICES	1,251.25
10165078	Copy machine expense	370.18
10165096	Car Allowance	400.00
10165099	Miscellaneous	622.32
10175024	Supplies - public restroom	(0.09)
10175031	Water - public restroom	98.01
10175032	Electric - public restroom	24.28
10175072	Chamber of Commerce	5,518.09
10175072.3	TOT 2% HLA QTRLY	3,795.90
10215006	SSI tax	28.34
10215007	Medical insurance	2,629.67
10215010	Deferred retirement	2,041.35
10215012	Office expense	17.95
10215014	Vehicle expense	2,464.55

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10215016	Fuel	1,313.23
10215020	Building and grounds maint.	307.03
10215024	Special department supply	7,476.71
10215026	Uniform expense	350.00
10215029	Water	33.38
10215032	Utilities electric	133.03
10215034	Telephone	413.32
10215035	Dispatch service	1,016.66
10215044	Meetings and dues	300.00
10215052	Professional services	17.00
10215053	Lexipol Services	2,950.00
10215086	Booking fees	35.70
10215098	Background expense	692.65
10225096	Animal control	450.00
10245052	Professional services	153.47
10315006	SSI tax	141.70
10315007	Medical insurance	177.36
10315010	Deferred retirement	270.62
10415052	General planning services	2,087.52
10415053	Reimbursable fees	612.17
10415055	General plan review fund	27.50
10415058	Special Planning Projects	5,096.60
10435052	Building regulation/inspectio	741.13
10615024	Books	503.06
10615031	Gas	133.32
10615032	Utilities	123.86
10615033	Water	29.24
10615034	Telephone	136.76
10625020	Building and ground maint.	89.34
10625024	Special department supply	652.98
10625032	Utilities - electric	40.28
10625033	Water	100.99
10635006	SSI tax	17.00
10635007	Medical insurance	151.53
10635010	Deferred retirement	239.08
10635020	Buildings and grounds maintenance	203.22

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10635031	Water	134.63
10635032	Utilities	273.66
10635033	Gas	396.46
10635055	Contractual Services	100.00
22315006	SSI tax	62.35
22315007	Medical insurance	279.61
22315010	Deferred retirement	300.69
22315058	Street lighting	1,221.53
24315006	SSI tax	34.01
24315007	Medical insurance	227.60
24315010	Deferred retirement	313.68
24315014	Vehicle expense	1,354.30
24315016	Fuel	867.23
24315021	Street maintenance	533.57
24315024	Special department	323.00
24315032	Utilities	117.51
24315033	Water	35.98
24315034	Telephone	72.77
25315007	Medical insurance	100.29
25315010	Deferred retirement	0.00
26315006.1	SSI tax	45.34
26315007	Medical insurance	183.41
26315010.1	Deferred compensation	295.10
26315024	Supplies	5.90
26315194	Interest-Six Rivers loan	1,948.36
30515006	SSI tax	226.72
30515007	Medical insurance	2,970.00
30515010	Deferred retirement	2,788.55
30515012	Office expense	7.80
30515014	Vehicle expense	376.95
30515016	Vehicle gas	297.34
30515024	Special department supply	305.35
30515030	Garbage/sludge	7,912.10
30515032	Utilities - electric - plant	5,064.67
30515034	Telephone	304.65
30515055	Contractual services	500.00

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**City of Ferndale**

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30515121	Sewer plant maintenance	828.67
30515157	Testing and monitoring	1,857.88
30515164	Fines	42,000.00
		<hr/> <b>144,586.02</b> <hr/>

**City of Ferndale, Humboldt County, California USA**  
Special City Council Minutes for June 25, 2013

Vice-Mayor Ken Mierzwa called the special city council meeting to order at 5:30pm. Present were councilmen, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish. Mayor Stuart Titus and Councilman John Maxwell were absent.

City Manager Jay Parrish gave the history behind the possible donation of 424 Main Street: explained the required due diligence necessary for a transfer to the city; explained the desire of the donor to transfer the property as soon as possible with June 30 as the desired deadline; explained that the city engineer and our city attorney both agreed that June 30 was not a deadline we could meet and still do our due diligence; Aug 15<sup>th</sup> is the soonest we could complete the environmental site assessment.

Although relayed to the property owner, she has been out of town and will not be able to discuss it until her return. A possible remedy that might be acceptable has been relayed to the donor and on the 26<sup>th</sup> of June, the city should be able to meet with the owner to go through that process. If acceptable, the city would, if the council so desired, move into awarding Phase I of the Environmental Site Assessment to Blue Mountain, and when those results come in, we will have the results at our next Council meeting where assuming phase I went as expected the Council will be asked to give City Manager authority to go after Phase II, according to our procurement policy. At that time the council will again be asked to consider acquisition which should finalize the process of transfer. All of these things should be accomplished for less than \$15,000.

Bruce Keller relayed to the council support of acquisition of the property by himself and the Artisan Alley businessmen, and the council voted unanimously to approve. **MOTION:** Approve Resolution 2013-18 Authorizing the City Manager to contract with Blue Rock Environmental, the lowest qualified bidder, for Phase I Environmental Site Analysis of the "Old Nilsen Barn Property" 031-083-002. **(Sweeney/Brown) 3/0. Stuart Titus and John Maxwell were absent.**

The meeting was adjourned at 5:37pm.

Respectfully Submitted:

Jay Parrish, City Manager

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

City Council Minutes for July 8, 2013

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:05PM. Present were Councilmen Ken Mierzwa, John Maxwell, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Police Chief Brett Smith, City Engineer Praj White and City Planner George Williamson. Those present pledged allegiance to the flag. The City Clerk called roll call.

Consent Calendar: **MOTION:** Accept Accounts Payable and Finance Statements. **(Maxwell/Mierzwa) Unanimous. MOTION:** Approve the minutes as presented from the June 6, 2013 meeting. **(Brown/Sweeney) Unanimous. Maxwell abstained.**

Under presentations, Mr. Tony Smithers, Director, HC Visitors & Convention Bureau spoke to the Council about the 250,000 Travel Guides recently printed, which are distributed outside Humboldt County. The Humboldt Lodging Alliance, for which the city is collecting an additional 2% in bed tax, is conducting a market study. Humboldt is a nature destination. The alliance will be using TV ads to attract our key feeder market in the Bay Area. There have been recent articles in the LA Times and the SF Chronicle about Humboldt County. The Council asked questions regarding using Humboldt as a convention destination.

Mayor Stuart Titus opened the Public Hearing at 7:25pm on the Willis Hadley Merger. City Manager Jay Parrish turned the item over to City Engineer Praj White, who introduced the merger of 031-131-003, 031-131-017, between 619 and 703 Main Street. There was no public comment. Mayor Titus closed the public hearing at 7:30pm. **MOTION:** Adopt Resolution No. 2013-19 making the required findings of fact listed in Attachment A to approve the Parcel Merger, subject to the conditions of approval listed in Attachment B, to merge two parcels located between 619 and 703 Main Street. **(Sweeney/Mierzwa) Unanimous.**

Deputy Clerk Services: City Manager Jay Parrish introduced the item by explaining that City Clerk Nancy Kaytis-Slocum had given 60 days notice and is retiring on August 22, 2013. Planwest has offered a proposal for temporary transition and recruitment services as an augmentation to Planwest's existing contract. Between now and August 22, Planwest will be working with the City Clerk to develop a written job description. At the September meeting, staff will ask the council for authorization for recruitment and approval of a competitive payscale. Councilmen asked various questions concerning future software licensing agreements; City Manager becoming City Clerk – Mr. Parrish said that many of the area City Managers are also the City Clerk of their cities; understaffing situation at city hall; GIS skills; what is the financial impact in the overlapping time of the City Clerk and Planwest. **MOTION:** Approve Resolution 2013-20 Authorization of a temporary change in City of Ferndale staffing whereby the City Manager adopts the title of City Clerk and Planwest Partners, Inc expands current duties to provide Deputy City Clerk services at the City Managers direction. **(Maxwell/Brown) Unanimous.**

Purchasing Ordinance: City Manager Jay Parrish introduced the agenda item. Councilman Michael Sweeney asked for the following changes: Section 3.01.1 "Purchase or contract for supplies, services and equipment required by any ~~using~~ City department..." Section 6.03.1(d) "When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return ~~to~~ of bid security ..." And Section 8.03.1 "All ~~using~~ officers or city departments ..." Councilman Maxwell asked if "using" is a legal term and should be kept in the ordinance. **MOTION:**

Approve the Second Reading of Ordinance 2013-01 "An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04" by Title Only, and direct staff to properly notice the adoption. Check with lawyer if "using" should be included. **(Maxwell/Mierzwa) Unanimous.**

PG&E Rule 2a Undergrounding Project: Mayor Stuart Titus recused himself for a conflict of interest and left the room. Vice-Mayor Ken Mierzwa asked City Manager Jay Parrish to introduce the item. The City of Ferndale has credits through PG&E to do undergrounding projects. PG&E has said they would like to continue the undergrounding on Francis Street from Eugene south to the end of Francis Street, involving 12 or so poles and two street lights. Preliminary contact with the County of Humboldt indicates that they may be willing to add some of their credits to ours to be able to connect into their lines going up the Wildcat. Vice-Mayor Mierzwa opened the subject to public comment. Both Suzanne Huckaby and Willis Hadley thought the undergrounding should go north on Main Street instead of south. Martin Tubb lives on Francis and supports the undergrounding going south. Vice-Mayor Mierzwa brought the discussion back to the Council. Councilman Dan Brown thought that going north seems more logical. City Manager Jay Parrish explained that PG&E says south is their preferred project. Although the \$454,000 is Rule 20a credit, the city does not have the money in our hands. Councilman Michael Sweeney supported the project as presented. Councilman John Maxwell asked about time restraints. City Manager Parrish replied that his contact at PG&E wants him to contact her tomorrow with the decision. Vice-Chair Mierzwa and Councilman Brown would like to hear from PG&E whether there is any latitude in the project. **MOTION:** Authorize the City Manager to pursue an agreement with PG&E and the County for a collaborative Rule 20a Project from Francis and Eugene Street, south to the end of Francis Street and direct the City Manager to invite PG&E to our next meeting to discuss the parameters of the project. **(Sweeney/Brown) Unanimous.** Mayor Stuart Titus re-joined the council at 8:30pm.

FY 2013-2014 Budget: City Manager Jay Parrish introduced this item, which had previously been discussed at the study session prior to this meeting. **MOTION:** Approve Resolution 2013-21, Adoption of FY 13-14 Budget. **(Maxwell/Sweeney) Unanimous.**

FY 2013-2014 Fees and Fines: City Clerk Nancy Kaytis-Slocum introduced this item, proposing that a \$15 cleaning/room check fee be added to Youth and Local Non-Profit users of the City Hall; and a \$77 charge be added to youth and local non-profit users of the kitchen at the Community Center. **MOTION:** Approve Resolution 2013-22, Adoption of FY 13-14 Fees and Fines schedule, as amended at this meeting, rescinding Resolution 2012-24. **(Maxwell/Sweeney) Unanimous.**

Drainage Assessment District: City Manager Jay Parrish introduced this agenda item. Public comment came from Duane Martin asking that the \$25 assessment have a sunset; possibly five years. Back to the City Council: Councilman Michael Sweeney felt some publicity is needed to inform property owners that a new fee will appear on their property taxes. Councilman Ken Mierzwa felt that since Measure V regarding the drainage assessment district was approved 16 years ago, property owners have changed. He's worried about the deadline of August 10, and that we haven't used full creativity – a tax increase should be a last resort. He is not ready to approve. City Manager Jay Parrish informed the council that our City Attorney Russ Gans had just informed us that the tax should be enacted during the same year that we lost the funding from Lytel. Councilman Dan Brown voiced his opinion that we need to keep money in the Drainage fund for emergencies; he's not OK with leaving it open ended and wants it to end at the end of the loan. Councilman Michael Sweeney agreed that we need to tie it to when the loan is paid off. Councilman John Maxwell noted that we can do one of two things: don't enact the \$25 assessment or enact and make payments for the life of the loan. Mayor Stuart Titus asked if the council was in favor of what is in front of them tonight. Councilman Maxwell thought that more time would be

good; Councilman Ken Mierzwa said he would be in favor if he could be assured of a sunset. Councilman Dan Brown said we need revenue and that \$25 is not enough. Caroline Titus recalled that there was information about why the council settled on an assessment of \$25 back in 1997, and that the information might be helpful in deciding whether to enact the assessment. The council directed staff to set up a joint study session between the Council and the drainage committee on Tuesday, July 23 at 6:30 pm.

Berding Street Project Study Report was held over to the next meeting. The meeting was adjourned at 9:40pm. The next regular Council Meeting is scheduled for August 1, 2013 at 7PM.

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk

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## **Section 9**

### **CALL ITEMS**

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

## **Section 10**

### **PRESENTATIONS**

PG&E Undergrounding. Lizette Burtis, Rule 20a Program Liaison

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07/18/2013

Jay,

This is a letter to confirm PG&E has reviewed the potential R20A project on Francis Street per your request. The project includes approximately 1,444' of main trench, 843' of service laterals (trenching on private property from property line to electric panel location) and 16 panel conversions.

PG&E is in support of the Francis Street Project as it qualifies under the R20A Tariff and will certainly finish up the South end of Ferndale's downtown improvements very nicely. Included in the Francis Street Project you have the entrance to the City Park as well as the area where the yearly Christmas Tree Lighting event takes place that brings many visitors into Ferndale. I am sure this Rule 20A Project will have a very positive impact for the City of Ferndale.

I would also like to take the opportunity to explain how the allocations that all PG&E Communities receive every year work. The Rule 20A Program is a CPUC mandated program that has been in existence since 1967 and requires that PG&E provide annual allocations to its Communities that can be utilized for overhead to underground conversions.

PG&E does not request underground projects to be initiated, we simply advise and guide our Communities in the various processes and ensure the R20A Tariff is in compliance. It is the Community's discretion to decide when they wish to initiate a R20A project and what location they wish to underground.

If I can be of any further help please do not hesitate to contact me.

Best regards,

Lizette Burtis

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**Section 11**

***BUSINESS***

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Meeting Date:	August 1, 2013	Agenda Item Number	11a
Agenda Item Title:	Resolution 2013-24 Request for authorization to approve Change Order #2, in the amount of \$6,750.00 to V & C Construction for construction costs associated with the drainage Improvements on 5 <sup>th</sup> St near the Ferndale Housing.		
Presented By:	Jay Parrish, City Manager and Praj White, City Engineer		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-24		

**RECOMMENDATION:**

Approve Resolution 2013-24 authorization to approve Change Order #2, in the amount of \$6,750.00 to V & C Construction for construction costs associated with the drainage Improvements on 5<sup>th</sup> St near the Navy housing.

**BACKGROUND**

On October 4<sup>th</sup>, 2012, City Council authorized \$60,000 for design, bidding and construction plus an additional \$10,000 in contingency for the Drainage improvements proposed on 5<sup>th</sup> St near the Ferndale housing. The project was bid and awarded to V & C Construction in the amount of \$37,444.50. Due to the rainy season, only the roadway portion of the work could be completed to date. As a result, the drainage capacity of the new pipes far exceeded the capacity of the west ditch. In an effort to alleviate some of the flooding, the west ditch was partially excavated to allow the discharge to continue downstream. The additional cost for this work was included to the contract as Change Order #1.

The original project was bid with the understanding that the excavated material would remain on-site and be stockpiled per the property owner's request, however; the property owner did not realize the extent of material being excavated. He has requested to keep a portion of the material and that the contractor haul-off the excess. As a result, the work associated with moving the material and dumping at an approved, permitted site causes an additional cost to the project. Change Order #2 will provide V & C Construction additional days to the contract for this work (and other unforeseen weather delays) as well as provide an additional, unit price bid item for the material, which needs to be hauled off-site.

Original Contract amount	\$37,444.50
Change Order #1	\$2,150.50
Change Order #2	\$6,750.00
<b>New Contract amount</b>	<b>\$46,345.00</b>

**FINANCIAL IMPACT:** Drainage Project (26315022)

**RESOLUTION 2013-24****THE CITY COUNCIL OF THE CITY OF FERNDALE****AUTHORIZES CHANGE ORDER #2, IN THE AMOUNT OF \$6,750 TO V&C CONSTRUCTION FOR CONSTRUCTION COSTS ASSOCIATED WITH THE DRAINAGE IMPROVEMENTS ON 5<sup>TH</sup> STREET NEAR FERNDALE HOUSING**

**WHEREAS**, The City of Ferndale authorized \$60,000 for construction plus an additional \$10,000 in contingency for Drainage improvements proposed on 5<sup>th</sup> Street near Ferndale Housing; and

**WHEREAS**, The project was bid and awarded to V&C Construction in the amount of \$37,444.50; and

**WHEREAS** Due to the rainy season, only the roadway portion of the work could be completed to date; and

**WHEREAS**, the drainage capacity of the new pipes far exceeded the capacity of the west ditch. In an effort to alleviate some of the flooding, the west ditch was partially excavated to allow the discharge to continue downstream. The additional cost for this work was included to the contract as Change Order #1; and

**WHEREAS**, The original project was bid with the understanding that the excavated material would remain on-site and be stockpiled per the property owner's request, however; the property owner did not realize the extent of material being excavated. He has requested to keep a portion of the material and that the contractor haul-off the excess; and

**WHEREAS**, the work associated with moving the material and dumping at an approved, permitted site causes an additional cost to the project; and

**WHEREAS**, Change Order #2 will provide V & C Construction additional days to the contract for this work (and other unforeseen weather delays) as well as provide an additional, unit price bid item for the material, which needs to be hauled off-site.

**WHEREAS**, The Original Contract amount: \$37,444.50, plus Change Order #1 for \$2,150.50, plus Change Order #2 for \$6,750.00 equals New Contract amount of \$46,345.00.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Ferndale hereby approves Change Order #2 in the amount of \$6,750.50 to V&C Construction.

**PASSED AND ADOPTED** on this 1<sup>st</sup> day of August 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Stuart Titus, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk / Deputy City Clerk

Meeting Date:	August 1, 2013	Agenda Item Number	11B
Agenda Item Title:	Request for authorization of the City Engineer to move forward with advertising the Rose Avenue Pedestrian Improvement Project (Phase 2) once authorized by Federal Highway Administration (FHWA).		
Presented By:	Jay Parrish, City Manager and Praj White, City Engineer		
Type of Item:	x	Action	Discussion Information
Action Required:	Approval to authorize the City Engineer to move forward with advertising the Rose Avenue Pedestrian Improvement Project (Phase 2) once authorized by FHWA. In addition, authorize the City Manager to execute a construction contract for the above-mentioned project as long as it is within budget.		

**RECOMMENDATION:** Approval to authorize the City Engineer to move forward with advertising the Rose Avenue Pedestrian Improvement Project (Phase 2) once authorized by FHWA. In addition, authorize the City Manager to execute a construction contract for the above-mentioned project as long as it is within budget.

**BACKGROUND:** The initial phase of this project began in 2011 when the City received a \$400,000 grant for pedestrian improvements. The original plan included improvements along Herbert Street and Rose Avenue but was estimated to cost more than \$750,000. Due to the lack of funding, the scope was reduced to include only the work on Herbert Street. Construction began in January 2012 and was completed approximately five weeks later.

In November 2012, the City entered into another agreement to receive \$250,000 of federal funds to complete the portion of work eliminated from the first phase. The work in Phase 2 includes the construction of new sidewalks and curb ramps along Rose Avenue from Berding Street to McKinley Avenue. In addition, the existing sidewalk will be surveyed and the portions that do not meet the current ADA standards will be removed and reconstructed.

The budget for this phase includes \$18,000 for Project Approval & Environmental Document (PA&ED) and the Plans, Specifications and Estimates (PS&E), \$197,256 for Construction and \$34,744 for Construction Management.

**FISCAL IMPACT:** The City would be responsible for pavement marking and signage (for vehicular guidance only) resulting from the proposed improvements. The portion of striping and signage associated with this work is estimated to be approximately \$3,500. In addition, the City would be required to make any and all progress payments during construction. The City will be reimbursed for up to \$232,000 for construction and construction management costs.

Meeting Date:	August 1, 2013	Agenda Item Number	11c
Agenda Item Title:	Resolution 2013-25 Authorizing the City Manager to execute Right of Way Certifications for the City of Ferndale, for the State of California Department of Transportation.		
Presented By:	Jay Parrish, City Manager and Praj White, City Engineer		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	Approve Resolution 2013-25		

**RECOMMENDATION:**

Approve Resolution 2013-25 authorizing the City Manager to execute Right of Way Certifications for the City of Ferndale, for the State of California Department of Transportation.

**BACKGROUND:**

A Right of Way Certification is a document that describes the status of the existing and proposed uses of Right of Way for a particular construction project. The document describes the proposed work within the Right of Way, the proposed work outside the Right of Way (if any), Utility coordination and more. The State of California Department of Transportation requires the Certification be submitted and approved prior to advertising any project for bid.

**FINANCIAL IMPACT:** None

**RESOLUTION NO. 2013-25**

**THE CITY COUNCIL OF THE CITY OF FERNDALE  
APPROVAL FOR RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN RIGHT OF WAY DOCUMENTS**

**WHEREAS**, the City of Ferndale is eligible to receive Federal and/or State funding for certain Transportation Projects through the California Department of Transportation; and

**WHEREAS**, Right of Way documents need to be executed with the California Department of Transportation before such funds can be claimed; and

**WHEREAS**, The City of Ferndale wished to telegat authorization to execute these documents, and any documents thereto, to the City Manager; and

**NOW THEREFORE BE IT RESOLVED** that the foregoing resolution was introduced at a regular meeting of the City Council of the City of Ferndale, held on the 1st day of August 2013, by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded by Council Member \_\_\_\_\_, and the resolution adopted by the following vote:

**PASSED AND ADOPTED** on this 1st day of August 2013 by the following vote:

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

\_\_\_\_\_  
Stuart Titus, Mayor

ATTEST:

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

---

Meeting Date:	August 1, 2013	Agenda Item Number	11d		
Agenda Item Title:	Berding Street Project Study Report				
Presented By:	Jay Parrish, City Manager				
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information		
Action Required:	Receive and File				

### RECOMMENDATION

Receive and File Berding Street Project Study Report

### DISCUSSION:

Attached is the Berding St Project Study Report David Caisse, Contract City Engineer, has been working on for some time now. It explains the deficiencies found on Berding St, the underlying cause and proposed solutions (with estimates to complete the work).

### FINANCIAL IMPACT:

This is the PSR which was funded by HCAOG and is fully reimbursable. Our Finance Department has already submitted the reimbursement request.



Office of the City Engineer  
City of Ferndale, CA  
(707) 444-3800

*Civil Engineering*  
*Surveying*  
*Water Resources Management*  
*Water & Wastewater Engineering*  
*Supply Chain Logistics*  
*Construction Management*  
*Environmental Sciences*  
*Landscape Architecture*  
*Land Planning*

## **Project Study Report (PSR)**

**FERNCE – PSR - Berding Street improvements**

To

Request for programming for Capital Support for

- Project Approval and Environmental Document
- Plans, Specifications and Estimate
- Construction Management

And

Request for Programming for Construction Capital

June 2013

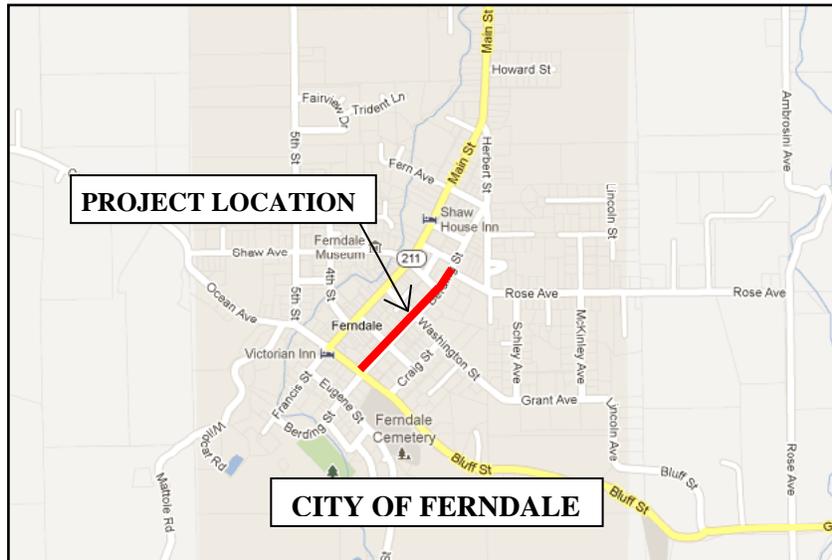
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## 1. PROJECT LOCATION

### Vicinity Map



## 2. INTRODUCTION

The purpose of this report is to document the Pavement Condition Survey (PCS) undertaken on Berding St. and to provide a recommendation for repair treatment. This report presents the results of the survey conducted on Berding St., from Rose Ave. to Ocean Ave, on July 20, 2012. This report summarizes pavement condition results in various ways and provides a listing of pavement ratings for each of the sampling units within this section. The appendices of this report also include detailed information regarding the rating methods used to collect the pavement condition data.

## 3. BACKGROUND

This portion of Berding Street is approximately 1,200 feet in length and 40' wide. The roadway consists of two-lane, two-way traffic with adjacent parallel parking, curbs and sidewalks. Ferndale is known for its well-preserved Victorian homes. Several are located along this section of Berding Street including the State's most famous Queen Anne Victorian Bed and Breakfast, the Gingerbread Mansion.

## 4. CORRIDOR AND SYSTEM COORDINATION

According to the latest California road system (CRS) maps, Berding Street, from Rose Avenue to Washington Street, is considered a Minor Collector. This classification enables this portion of roadway to be eligible for possible future federal funding (such as

High Risk Rural funds). The remaining portion of the project, from Washington Street to Ocean Avenue is considered a local street. Funding would be the responsibility of the City of Ferndale. Figure 1 shows a portion of the California Roads System (CRS) Map.

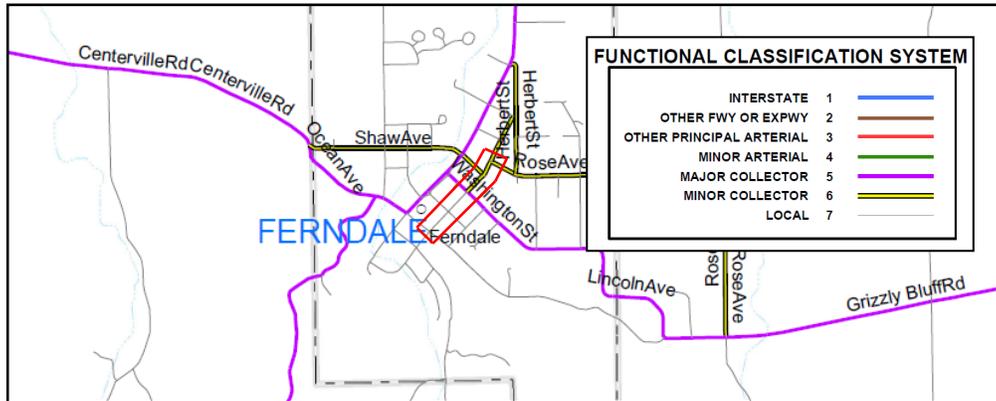


Figure 1 – California Road System (CRS) Map

### 5. SURVEY PROCEDURES AND RESULTS

**Survey Procedures** - The results of this PCS Report were determined using ASTM D6433-07, Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys. This practice covers the determination of pavement conditions through visual surveys using the Pavement Condition Index (PCI) method of quantifying pavement conditions.

The PCI is a numerical indicator that rates the surface condition of the pavement. The PCI provides a measurement of the present condition of the pavement based on observations of the surface (which also indicate the structural integrity). The rating procedure scores each sample with a value ranging from 0 to 100, which relates to the pavement conditions as shown in Table 1.

Condition Score	Pavement Condition
86 - 100	Good
71 - 85	Satisfactory
56 - 70	Fair
41 - 55	Poor
26 - 40	Very Poor
11 - 25	Serious
0 - 10	Failed

Table 1 – Relationship Between Pavement Score and Condition

Photos showing examples of pavement in good to very poor conditions are shown in Figure 2.



**Figure 2 – Examples Photos of Pavement Conditions**

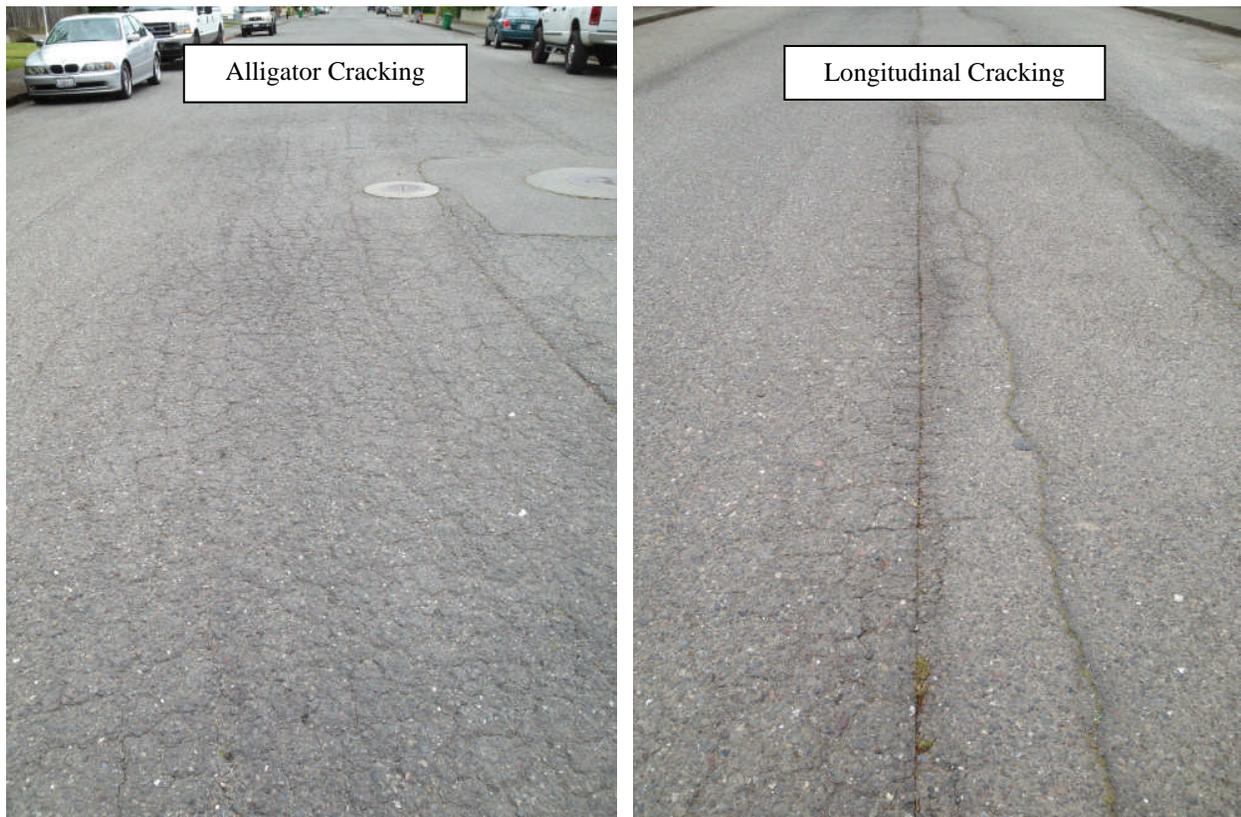
**Survey Results** - On July 20, 2012, a PCS was performed on Berding Street within the project limits. The survey was divided into 4 sampling units to identify the PCI of each individual section within the subject area. Below, Table 2 defines the limits of the different sampling units and their respective PCI scores.

Sample	Limits	PCI
01	Rose Ave to Shaw Ave (includes both intersections)	50
02	Shaw Ave to Washington Ave (includes the intersection of Washington Ave.)	57
03	Washington Ave to Brown Ave. (includes the intersction of Brown Ave.)	14
04	Brown Ave. to Ocean Ave.	26

**Table 2 – Sampling Units and Scoring**

*Note: The weighted Pavement Condition Index (PCI) score for the overall project was determined to be a 35 (very poor).*

The majority of the pavement distresses found within the project fell under two main categories, cracking or disintegration. Many of the cracks are fatigue cracks (or also known as alligator cracking). These are typically caused by failure of the surface layer or base due to repeated traffic loading. If left untreated, these areas will result in potholes. Small areas can be patched however; larger areas require reclamation or reconstruction. Another form of cracking apparent throughout this section is longitudinal and transverse cracking. These cracks typically are caused from thermal issues or joint failures. Depending on the severity of the cracks, filling or sealing of the cracks can fix the problem. See Figure 3 for actual photos of these conditions on Berding St.



**Figure 3 – Example Photos of Cracking on Berding St.**

The other common type of Pavement distress found within the project is known as disintegration. Potholes and patches are forms of disintegration and are found throughout Berding St. Most of the patches were a result of utility trenches repairs however; many appeared to be "Demand Patching". Typically, a roadway patch is not considered a pavement defect as long as failures do not occur. Unfortunately, many of these patches have failures (such as swells, depressions, joint failure, etc...) and as a

result, have caused problems to the adjacent pavement. See Figure 4 for additional photos of these conditions on Berding St.



Depending on the severity of the pavement distress, a number of solutions are available as repair treatments. Below, Table 3 includes a list of available repair options (and anticipated duration of repair) for many different distress types.

PAVEMENT REPAIR MATRIX

	Repair treatment category						
	Crack treatments	Patching	Thin wearing course	Overlays	Recycling	Reclamation	Reconstruction
Average duration	3-5 years	1-10 years	3-10 years	5-15 years	10-20 years	15-50 years	25-50 years
<b>Distress to be repaired</b>							
Low skid resistance			X	X			
Raveling			X	X	X		
Bleeding				X <sup>2</sup>	X		X
Rutting			X <sup>1</sup>	X <sup>4</sup>	X	X	X
Low severity cracks	X <sup>3</sup>		X				
moderate severity cracks	X <sup>3</sup>			X <sup>5</sup>			
High severity cracks		X			X	X	X
Potholes		X				X	
Roughness				X <sup>4</sup>		X	X

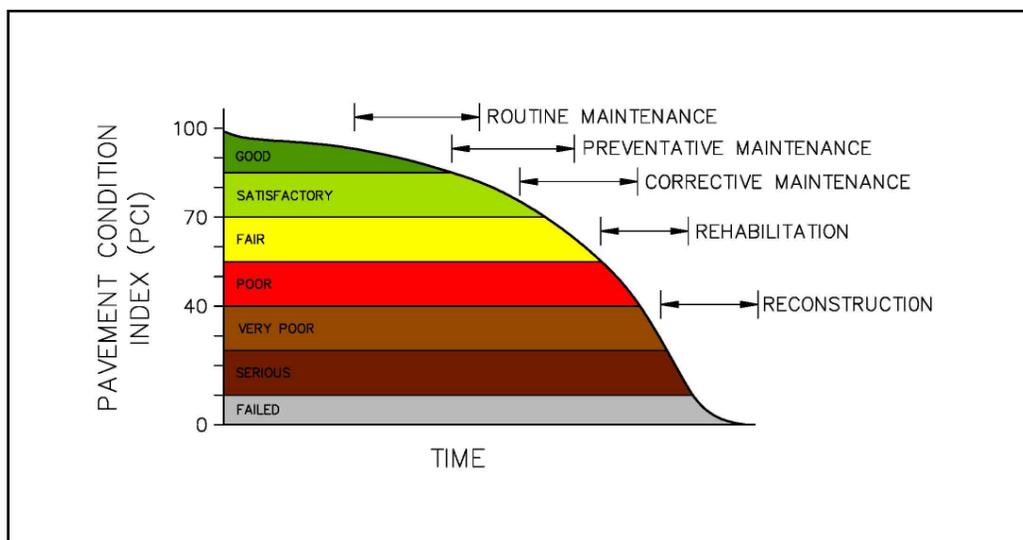
- 1 - Micropaving will fill some ruts
- 2 - Bleeding may reappear after a few years
- 3 - Not all cracks are good candidates for repairs
- 4 - Overlays with a leveling layer added may be used to fill ruts and improve ride quality
- 5 - Cracks will reflect through unless repairs are completed first

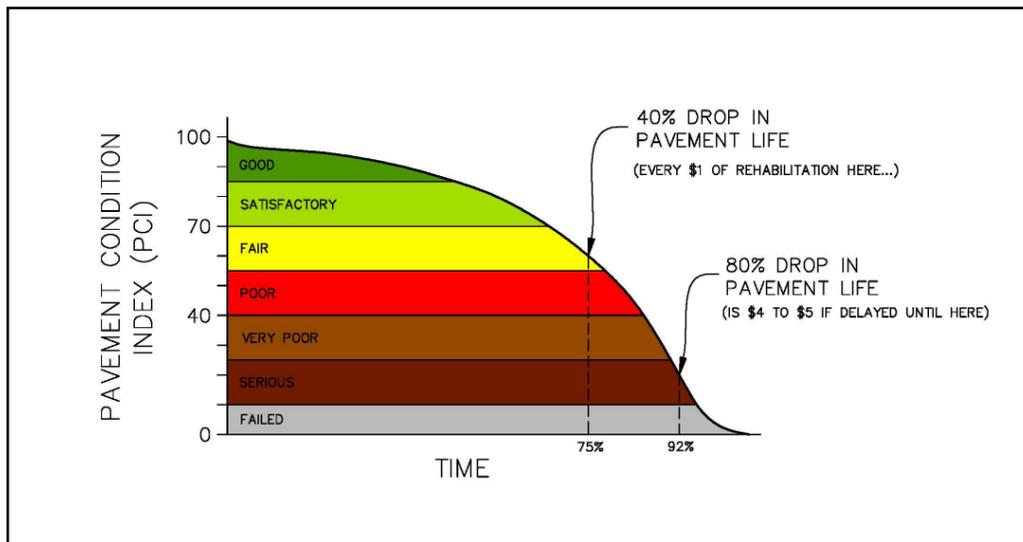
**Table 3 – Pavement Repair Matrix**

## 6. PURPOSE AND NEED

Ferndale is home to many beautiful historic homes and is a destination for many tourists. The Victorian village is attractive to many visitors in the region. Improving the degraded pavement and improving accessibility will be a positive impact upon visiting and will add economic viability to the city of Ferndale and the County of Humboldt.

**Pavement Life Cycle** - Pavements are load-carrying structures that degrade over time due to the combined action of traffic and environment. As a result, they must be resurfaced or rehabilitated at periodic intervals to add service life and keep them in good condition. As long as a given pavement's foundation and base layers are protected from degradation, it can be resurfaced over and over again without the need for complete replacement. Unfortunately, at the present time, Berding St. does not fit with this practice. If resurfacing is delayed for too long, the pavement structure and underlying base materials can become excessively damaged and complete replacement (reconstruction) becomes necessary at much higher cost. Figure 2 below shows a typical pavement deterioration curve with typical Pavement Condition Index (PCI) values and corresponding serviceable conditions. Figure 3 below shows a relative maintenance cost and potential increase if delayed.





**Figure 3 – Pavement Condition Index (PCI) vs. Rehabilitation costs**

During the first few years, deterioration is slow but the rate increases quickly as the pavement ages. The first 10 years of life results in only a 25% drop in condition, but the next 25% drop in condition takes less than 5 additional years while the cost to repair more than doubles. Over the long run, it is much more cost effective to maintain the roadway system in good condition. It is evident that even if the less expensive treatments must be applied more often, the overall costs will be less if the pavement is repaired early rather than too late.

## 7. ALTERNATIVES

As described previously, the different types of pavement distress can be used to provide insight as to the underlying condition of the structural layers. Based on the conditions observed throughout Berding Street, the base is weak and has begun to fail. While there are many ways the base or subbase can be weakened, the primary causes are poor drainage or inadequately built structural layers.

Asphalt will naturally breakdown over time and begin to form cracks. Once this has begun, water will eventually penetrate the asphalt and wash out the underlying base. If the base has been compromised, the asphalt surface will move and flex causing it to breakdown even further. Poor drainage and a lack of maintenance, the problems are compounded and the process speeds up.

In some cases, the structural layers were never designed or constructed to handle the amount of weight or volume of traffic along the roadway. Without sufficient structural support, the base and asphalt will flex beyond it's capabilities causing the surface to crack and rut. When this happens, the depressions will hold water causing the deterioration to occur even faster.

In order to determine the root cause, core samples will need to be collected and analyzed. If the existing base and subgrade has adequate strength, the roadway may only need minor base work and a new surface layer. If the base layers need strengthening, full depth reconstruction will be required. For this reason two alternatives have been proposed and are described below.

### **Alternative No. 1 - Mill and overlay**

This alternative will be used if the core samples indicate that the existing base layers have adequate thickness to provide support. Construction would include full depth asphalt removal (milling), adding and reworking a portion of the existing base material (to increase drainage) and repaving the same thickness of asphalt. Additional work will include the reconstruction of curb ramps and driveways to meet ADA. Landscaping will include concrete removal and the installation of tree pits/grates every 150 feet. The estimate for this work is provided in the table below.

Subsurface exploration:	\$ 5,000
Project approval and Environmental document:	\$ 15,000
Plans, Specifications and Estimates:	\$ 40,000
Construction:	\$ 430,000
Construction Management:	\$ 65,000
15% Contingency:	\$ 83,250

**Total estimated cost: \$ 638,250**

### **Alternative No. 2 - Full depth reconstruction**

This alternative will be used if it is determined that full depth reconstruction is needed. Construction will include full depth asphalt and base removal. Additional material will then need to be excavated to accommodate the increased thickness of base. Once the new base has been added and graded, asphalt will be installed. Similar to the first alternative, curb ramps and driveways will be reconstructed to conform to ADA. Tree pits/grates will be installed and trees will be planted every 150 feet. The estimate for this work is provided in the table below.

Subsurface exploration:	\$ 5,000
Project approval and Environmental document:	\$ 15,000
Plans, Specifications and Estimates:	\$ 50,000
Construction:	\$ 610,000
Construction Management:	\$ 90,000
15% Contingency:	\$ 115,500

**Total estimated cost: \$ 886,500**

## 8. ENVIRONMENTAL DETERMINATION/DOCUMENT

An Environmental Determination/Document will need to be prepared for this project however; we do not anticipate any negative impacts given the reconstructive nature of the project.

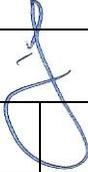
## 9. SCHEDULE

To be determined.

Please review and provide direction to move forward or to continue exploring other options.

A handwritten signature in blue ink, appearing to read "Praj White", with a long horizontal flourish extending to the right.

Praj White, P.E.  
Manhard Consulting, Ltd.  
City Engineer

Meeting Date:	August 1, 2013	Agenda Item Number	11e
Agenda Item Title:	Resolution 2013-28 authorizing the City Manager to contract with Blue rock Environmental, the lowest qualified bidder, for Phase II Environmental Assessment of the "Old Nilsen Barn Property" 031-083-002		
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 2013-28		

**RECOMMENDATION:** Approve Resolution 2013-28 authorizing the City Manager to contract with Blue rock Environmental, the lowest qualified bidder, for Phase II Environmental Assessment of the "Old Nilsen Barn Property" 031-083-002

**DISCUSSION:** The owner of property also known as the Old Nilsen Barn property, (031-083-002) has offered to donate the property to the city. In order to do our due diligence, we need an Environmental Site Assessment, Phase I and Phase II. We have completed Phase I and have solicited and received three bids for Phase II. Phase II involves site reconnaissance and identify the extent of the problems on the site, and what to do to fix those problems.

As you know, this property is adjoining our existing city parking lot and we believe it would be a good acquisition to the city, considering that the owner is donating it. Although we will be paying for the analysis of this property, costs are expected to be approximately \$15,000 for both Phases of the analysis as well as legal and engineering fees.

Should the city obtain the property, the city will then go through a process to decide the highest and best use of the property. Preliminary thoughts on what the city could use this property for would be a parking lot, open space, and/or a small park. Staff recommends that the council at some point formulate an ad hoc committee to analyze and make recommendations for the use of the property.

Proposals:	Cost
Freshwater Environmental Services	\$8,670.00
SHN Consulting Engineers & Geologists, Inc.	\$23,000.00
<b>Blue Rock Environmental</b>	<b>\$6,077.00</b>
GHD	\$16,811.00

**FINANCIAL IMPACT:** Acquisition costs will be approximately \$15,000, including Phases I and II of the Environmental Site Assessment as well as legal and engineering fees. Funding would come from LAIF.

**Resolution Number 2013-28**

**THE CITY COUNCIL OF THE CITY OF FERNDALE  
AUTHORIZING THE CITY MANAGER TO CONTRACT WITH BLUE ROCK ENVIRONMENTAL,  
THE LOWEST QUALIFIED BIDDER, FOR PHASE II ENVIRONMENTAL SITE ASSESSMENT OF THE  
“OLD NILSEN BARN PROPERTY” 031-083-002**

**WHEREAS,** The owner of the “Old Nilsen Barn Property” has offered to donate the property to the city;  
and

**WHEREAS,** The City, in practicing due diligence, requires a Phase II Environmental Site Assessment; and

**WHEREAS,** In following the Purchasing Policy, staff obtained three proposals to provide the Phase II  
Environmental Site Assessment; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Ferndale authorizes the City  
Manager to contract with Blue Rock Environmental to provide the Phase II Environmental Assessment  
Report for a time and materials cost of \$6,077.

**PASSED AND ADOPTED** on this 1st day of August 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Stuart Titus, Mayor

ATTEST:

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

---

Meeting Date:	August 1, 2013	Agenda Item Number	11f
Agenda Item Title:	Approve City Manager to move forward to apply the \$25 Drainage Assessment onto the property tax bill.		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-23 Authorizing the County of Humboldt to add a \$25 drainage assessment to each property		

### RECOMMENDATION

Approve Resolution 2013-23 Authorizing the County of Humboldt to add a \$25 drainage assessment to each property

### DISCUSSION:

After reading 5a about the history of the Drainage Committee, staff would now like to recommend that the City Council, also known as the Drainage Assessment District and the Drainage Committee approve of moving forward on applying the \$25 Drainage Assessment onto the property tax bill. This information has to be to the County by August 10, 2013.

During the July 23 City Council and Drainage Committee meeting, the council asked for clarification of how many parcels would be assessed. There are 703 taxable parcels; 38 public owned parcels; and 33 non-taxable parcels. With an assessment of \$25 per parcel, \$17,575.00 is what we will bring in.

Staff would also like to recommend that we spend the next few years analyzing the appropriate amount we need to support drainage concerns in the city proper.

### FISCAL IMPACT:

\$25 assessment on each property.

Consultant fees for analysis of drainage project costs.

**RESOLUTION 2013-23**  
**A RESOLUTION OF THE CITY OF FERNDALE AUTHORIZING THE CITY MANAGER**  
**TO INITIATE COLLECTION OF THE DRAINAGE ASSESSMENT PURSUANT TO**  
**MEASURE V, ADOPTED BY THE VOTERS OF THE CITY OF FERNDALE DURING THE**  
**GENERAL ELECTION ON NOVEMBER 4, 1997**

- A. **WHEREAS**, At the general election held on November 4, 1997, Measure V (“Measure V”) appeared on the ballot presented to the voters of the City of Ferndale; and
- B. **WHEREAS**, Measure V posed the following question to the voters of the City of Ferndale: “Shall the City create a storm drain utility within the City of Ferndale and assess \$25.00 per fiscal year per parcel, for the purpose of providing funding for storm drain maintenance, repairs and improvements?” Yes  No
- C. **WHEREAS**, Based on the certified election results for the November 4, 1997 general election, 336 voters in the City of Ferndale voted “Yes” on Measure V (72.26%), and 129 voters voted “No” (27.24%);
- D. **WHEREAS**, From 1997 through calendar year 2012, the Lytle Foundation generously donated the sum of \$25,000.00 per fiscal year to offset funds needed by the City of Ferndale for drainage purposes, and donated this sum on the condition that the City of Ferndale not collect the per parcel assessment authorized by Measure V so long as the Lytle Foundation contributed this annual donation;
- E. **WHEREAS**, On November 19, 2012, the Lytle Foundation notified the City of Ferndale that it would no longer donate the sum of \$25,000.00 per fiscal year to offset the Measure V assessment;
- F. **WHEREAS**, In order to partially fund drainage maintenance costs and expenses, the City of Ferndale must commence collection of the Measure V assessment;
- G. **WHEREAS**, The City Attorney and separately retained legal counsel have both opined that Measure V constitutes a special tax, subject to collection pursuant to California Government Code § 53750(h)(2)(B); and
- H. **WHEREAS**, The City Manager seeks authorization to initiate collection of the per parcel assessment authorized by Measure V, and authorization to notify the Humboldt County Tax Assessor to initiate collection of said assessment.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FERNDALE DOES HEREBY ADOPT THE FINDINGS RECITED ABOVE AND AUTHORIZES THE CITY MANAGER TO INITIATE COLLECTION OF THE ASSESMENT AUTHORIZED BY THE VOTERS OF THE CITY OF FERNDALE PURSUANT TO MEASURE V, AND TAKE ALL ACTIONS NECESSARY TO INSTRUCT THE HUMBOLDT COUNTY TAX ASSESSOR TO INITIATE COLLECTION OF THE ASSESMENT. PASSED, APPROVED AND ADOPTED this 1<sup>st</sup> day of August, 2013 by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Stuart Titus, Mayor

**ATTEST:**

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

_Meeting Date:	August 1, 2013	Agenda Item Number	11G
Agenda Item Title:	Loan with NVB		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Decide whether to pay off the loan or to pay some portion of the loan.		

### RECOMMENDATION

Decide whether to pay off the loan or to pay some portion of the loan.

### DISCUSSION:

The annual loan Resolution is due in August. In order to prepare the resolution, staff needs to know the wishes of the council, with advice from the Drainage Committee, on whether to pay off the loan entirely, leaving a small amount in our Drainage Fund, or to pay only a portion of the Loan, leaving a balance that can be covered by the yearly \$25 per parcel assessment fee.

- Assessment of \$25 per property will bring in approximately \$17,575.00 per year
- \$147,978.97 – November 1, 2013 balance on North Valley Bank (NVB) loan
- \$174,208.44 – November 1, 2013 balance in the Drainage Fund.

### Revenues into Drainage Fund:

- drainage fees on new buildings \$1500 on parcels created after 1994
- drainage fees on new buildings \$2500 on parcels created prior to 1994
- Fees for additions of improvements to existing parcels which result in additional ground coverage or increased impervious area in excess of 100 sq. ft shall be \$0.50 per square foot.
- New graveled roadways and parking areas shall be levied at \$0.36 per square for areas over 100 sq. ft. The total fee shall not exceed \$500 for any one addition or improvement
- The fee for commercial and/or industrial development on existing parcels shall be \$0.50 per sq. ft. of impervious area created. The total fee paid for such development shall not exceed \$15,000 per acre.
- Fee for new parcels created after 1994 which are zoned commercial (and/or industrial) shall be prorated at \$15,000 per acre.

## Expenses from the Drainage Fund:

- Projects recommended by our Engineers in their Capital Improvement Projects:

Project	Priority	Est. Cost	Notes
5 <sup>th</sup> St. Storm Drain	1	\$70,000	ID'd 2009 CIP. Replace storm drain, culvert and widen drainage ditch
Washington Street	2	\$30,000	ID'd 2009 CIP. Replace culvert.
Fairgrounds storm drainage pipe	3	\$306,000	Install new storm drainage pipe

- 2004 Drainage Master Plan priority list:

Project	2003 cost	Done? cost
1. Replace existing Rose Avenue 12" storm drain with 470 feet of new 24 inch to 30 inch pipe. Will require obtaining easements and working in narrow areas. Est cost does not include the cost to acquire easements.	107,000	
2. Regrade and widen channel west of 5 <sup>th</sup> St to improve flow conditions and replace existing 6 inch by 24 inch storm drain crossing 5 <sup>th</sup> Street with a new 2' x 4' storm drain	175,000	\$60,000
3. Install a drop inlet and 510 ft of 48" pipe from Herbert St down Dewey to the East Side Drainage Channel	164,000	Part of Herbert St Proj- DI only
4. Overlay 100' of roadway on Shaw Av west of the intersection and repair 200' of roadway on Berding St south of the intersection to improve cross slopes.	33,000	
5. Replace existing 24" Washington St culvert with a 4' wide by 2' high concrete box culvert or equivalent	100,000	Est. \$30,000
6. Abandon the culvert and redirect flow to keep the water on the west side of Market St. Will require upsizing several driveway culverts and increasing the capacity of the existing ditch.	77,000	
7. Replace the existing 36" section of the Ambrosini Ln culvert with a new 48" section	66,000	
8. Install a new storm drainage line through the Fairgrounds between Arlington Ave and Van Ness Ave	306,000	

- Drainage support activities

**FISCAL IMPACT:**

Unknown

Premier

Page 1 of 1

**Note Model Statement**

Date Quoted:	Jul 25, 2013
Product:	Product Not Defined
Interest Method:	[6] 365/360 Payments P&I
Note Date:	✓ Nov 30, 2013
Maturity Date:	Nov 30, 2022
Principal Advance:	\$138,175.00
Amount Financed:	✓ \$138,175.00
Finance Charge:	\$28,768.61
APR:	4.3090%
Total Principal:	\$138,175.00
Total Interest:	\$28,768.61
Total of Payments:	\$166,943.61

**Payment Schedule**

Description	Date	Frequency	Number	Amount
Regular Payment	✓ Dec 30, 2013	Monthly	107	\$1,545.78
Regular Payment	Nov 30, 2022	Monthly	1	\$1,545.15

Amortization Schedule						
Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
Jun 30, 2013	Beginning Balance					153,316.48
Jul 31, 2013	Fixed Regular Payment	1,948.36	1,948.36	1,321.26	627.10	151,995.22
Aug 31, 2013	Fixed Regular Payment	1,948.36	1,948.36	1,326.66	621.70	150,668.56
Sep 30, 2013	Fixed Regular Payment	1,948.36	1,948.36	1,351.97	596.39	149,316.59
Oct 31, 2013	Fixed Regular Payment	1,948.36	1,948.36	1,337.62	610.74	147,978.97
Nov 30, 2013	Fixed Regular Payment	1,948.36	1,948.36	1,362.61	585.75	146,616.36
Dec 01, 2013	Balloon Payment	146,635.70	146,635.70	146,616.36	19.34	
<b>2013 Totals</b>		<b>156,377.50</b>	<b>156,377.50</b>	<b>153,316.48</b>	<b>3,061.02</b>	
<b>Grand Total</b>		<b>156,377.50</b>	<b>156,377.50</b>	<b>153,316.48</b>	<b>3,061.02</b>	

0.\*  
 18,550.00  
 12.\*  
 1,545.84\*+  
 000  
 0.\*  
 146,616.36+  
 138,175.00-  
 8,441.36\*+

Beginning = 1230-13  
 108 Remaining

Meeting Date:	August 1, 2013	Agenda Item Number	11H
Agenda Item Title:	Resolution 2013-26 Finding the annual budget for FY 2013-14 within the appropriations limit.		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-26 Finding the annual budget for FY 2013-14 within the appropriations limit.		

## RECOMMENDATION

Approve Resolution 2013-26 Finding the annual budget for FY 2013-14 within the appropriations limit.

## DISCUSSION:

Each year the City Council is required to pass a resolution with the finding that the annual budget for the fiscal year is within the appropriations limit. This resolution must be passed by the end of calendar year. The City Accountant, Phil Aycocock supplies the numbers for the appropriation limit and the appropriations.

Government Code 7910:

- (a) Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to the meeting documentation used in the determination of the appropriations limit and other necessary determinations shall be available to the public. The determinations made pursuant to this section are legislative acts.
- (b) A judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to this section shall be commenced within 45 days of the effective date of the resolution.
- (c) A court in which an action described in subdivision (b) is pending, including any court reviewing the action on appeal from the decision of a lower court, shall give the action preference over all other civil actions, in the manner of setting the action for hearing or trial and in hearing the action, to the end that the action shall be quickly heard and determined.

**Resolution No. 2013-26****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
FINDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2013 WITHIN THE APPROPRIATIONS LIMIT**

**WHEREAS**, on July 8, 2013, the City Council adopted a budget for the City of Ferndale for the Fiscal Year beginning July 1, 2013; and

**WHEREAS**, as required by Section 7910 of the Governmental Code, the appropriation limit for the fiscal year 2013/14 is \$693,302 and the appropriations for the fiscal year 2013/14 is \$573,540; and

**WHEREAS**, the appropriations for the 2013/14 fiscal year, which is subject to the appropriations limits, as set forth in Article XIII B of the California Constitution, does not exceed the respective limit.

**INTRODUCED, PASSED AND ADOPTED** this 1<sup>st</sup> day of August, 2013 by the following vote:

AYES

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Stuart Titus, Mayor

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

**CLERK'S CERTIFICATION**

I, Nancy Kaytis-Slocum, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2013-26, passed and adopted at a regular meeting of the City Council of the City of Ferndale held on August 1, 2013

Meeting Date:	August 1, 2013	Agenda Item Number	11i
Agenda Item Title:	Official signers of the City of Ferndale Checks		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	On August 22, 2013, Approve removal of Nancy Kaytis-Slocum and the addition of Bret Smith as signers to the City of Ferndale checking account.		

#### **RECOMMENDATION**

On August 22, 2013, Approve removal of Nancy Kaytis-Slocum and the addition of Bret Smith as signers to the City of Ferndale checking account.

#### **DISCUSSION:**

Our City Clerk, Nancy Kaytis-Slocum, is retiring; her last day at work will be August 22, 2013. On that date, her name will need to be removed as a signer of checks. Chief Bret Smith will be added to the signer list, along with City Manager Jay Parrish, Mayor Stuart Titus, and Councilman Michael Sweeney. North Valley Bank needs to have this recorded in our minutes so that they can make the change.

#### **FINANCIAL IMPACT:**

None

Meeting Date:	August 1, 2013	Agenda Item Number	11j
Agenda Item Title:	Resolution 2013-27 Asking the County to place sewer charges on the tax rolls		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-27 Authorizing the County of Humboldt to add sewer charges to the tax roll.		

**RECOMMENDATION**

Approve Resolution 2013-27 Authorizing the County of Humboldt to add sewer charges to the tax roll.

**DISCUSSION:**

For the last several years, the city has been placing sewer charges on the tax roll through the county. They have asked for a Resolution this year, and every year hereafter.

**FINANCIAL IMPACT:**

None

**RESOLUTION 2013-27**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE**  
**AUTHORIZING THE COUNTY OF HUMBOLDT TO COLLECT FERNDALE'S SEWER FEES**

**WHEREAS**, Government Code 38900 et seq. and Health and Safety Code 5471 et seq. give the city legislative body authority to construct, establish, and maintain drains and sewers and to set fees, tolls, rates, rentals or other charges including water, sewer standby or immediate availability charges, for services and facilities furnished by it, either within or without its territorial limits, in connection with its water, sanitation, storm drainage, or sewerage system; and

**WHEREAS**, The City of Ferndale's Sewer Ordinance 03-05, as amended by Ordinance 07-03, provides rules and regulations for the use and construction of sanitary sewer facilities installed, altered or repaired within the city; and

**WHEREAS**, The City of Ferndale's Sewer Fee Ordinance 04-03 establishes sewer fees and annual review of Commercial Sewer Service based on annual water consumption and determining Equivalent Dwelling Units (EDUs); and

**WHEREAS**, The City of Ferndale shall collect this fee from all City of Ferndale and County properties connected to the City's sewer system; and

**WHEREAS**, The City of Ferndale's Resolution 06-02 incrementally raised rates to a total of \$66.02 per EDU per month.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Ferndale sets the sewer fee at \$66.02 per month per EDU and instructs the Humboldt County Tax Assessor to collect said fees.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of August, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Stuart Titus, Mayor

**ATTEST:**

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

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## **Section 12**

### **CORRESPONDENCE**

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

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## **Section 13**

### **REPORTS**

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

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

- Kiwanis meeting 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 4:30 pm
- Hazard Mitigation Plan (HMP) meeting-Steering Committee-July 10th-6:00-9:00pm
- City Council meeting-July 8th-Study session 6:00 – 7:00 pm- Regular meeting from 7:00 – 9:00 pm
- Met with Tom Stephens on July 17<sup>th</sup> to go over comments on THP up Francis Creek and tour of debris torrent, and Francis Creek annual inspection.
- Drainage meeting July 11<sup>th</sup> 4:30-6:00 pm
- RCEA meeting- July 15th - 2:30 – 5:00 pm
- SRWC meeting- July 9<sup>th</sup> - 2:30-4:00 pm
- RCD meeting- July 11<sup>th</sup>- 8:00 am
- City Manager meeting July 18th - 3:00-5:00 pm.
- HMP and the Energy Assurance Program meeting July 1<sup>st</sup>- 10:00- 1:00 pm
- Daily meeting with staff to go over workload and efficiency. We are still holding down the fort until our financial supervisor returns. We have also begun the process of developing a job description of our deputy city clerk position so that we can advertise for the position in a few weeks.
- Numerous meetings with Mayor Titus and Council to go over a myriad of City issues.
- Numerous meetings with Melanie Rheaume regarding the sign ordinance and Planwest's progress.
- Number of conversations and meetings with Rio Dell CM and Fortuna CM to discuss solid waste issues, wastewater sludge issues and animal control issues. We meet once a month as well as the CM meeting.
- Design Review, Planning Commission, Sign Ordinance Committee, CC meeting, RCEA, HMRS, HMP Steering Committee agenda and minutes review.
- Several discussions with Gerald Silva regarding Russ Park LLA agreement.
- Numerous conversations with Russ Gans, our attorney to go over personnel policy, procurement policy, and public information requests.
- Check signing for City.
- Check review for RCEA.
- Conversations with John Driscoll, Jared Huffman's representative.
- Sarah Turner and the Garden Club are moving forward on the little pocket park at the end of Francis Creek. You may have seen the big rock that has been strategically placed by the creek. A short distance in front of the rock they intend to place a bench in Shirley Walker's memory.
- Working with engineering department at HSU and Annje Dodd to come up with a design for bridges to go across Francis Creek as part of an entrance to Russ Park at Fireman's Park. I have received a donation of old barn beams for the structure.
- Many people have complimented us on the landscaping improvements in City green. Dane Cowens has finished our new City Hall sign, and it turned out beautiful. Dane volunteered a good portion of his time and the City paid for the materials. Our next necessary improvement will probably be new gutters.

- Writing grant for new flagpole by library.
  - A number of meetings with Caltrans to go over the paving and sidewalk projects they will be conducting on 211. Caltrans has moved through the residential area and is in the process of cutting out sidewalks and replacing them as they go through. They may wait to do some of the sidewalks until after the fair.
  - Sondra Schwetman from the HSU Art department and Sculptor Dorian Daneau were on hand for the unveiling of his winning sculpture in the contest amongst students to display their art for one year on the City green. The Chamber of Commerce had their weekly meeting at City Hall to help celebrate and accept the loan. Dorian and Sondra spoke about how they appreciated the interest of the City and that they hoped the collaboration lasted for many years. July 1<sup>st</sup> at 5:30 pm.
  - We had a study session before our last City Council meeting and are continuing to look at some alternatives related to our present loan and the need for a Drainage fund that is available should we have worthy projects. The Drainage committee met and voted to recommend to the Council that the County Assessor initiate the Drainage assessment amount of \$25 dollars to each property in the City. We are having a combined meeting of the City Council and Drainage Committee on July 23<sup>rd</sup> at 6:30 to give residents and opportunity to discuss the funding alternatives for the loan and the drainage fund.
  - Daily meetings with chief regarding police activities and community safety issues.
  - A Conference call with California Department of Resources Recycling and Recovery (CalRecycle) on July 19<sup>th</sup> and will have a visit sometime in the next month.
  - Planwest is continuing to develop the completion of the draft Sign Ordinance.
  - Numerous conversations with other CM's regarding common issues. The CM's continue to get together once every month.
  - Daily interaction with New Chief Wastewater Operator, Steve Coppini regarding wastewater issues and Capital Improvement projects, and next year's budget. We have signed up for a energy conservation program through PG&E and ECS that allows the City to receive payment if we participate in reducing our electrical usage during state recognized times of energy shortage. We have already had three events related to this program.
  - Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens. As chairman of the SRWC I have been concentrating on maintenance funding sources and an overall structure that identifies and monitors project areas. I met with John Vernon to discuss alternatives for maintenance funding as it was structured in an assessment district where he used to live. We are putting together a number of alternatives that include grants, membership dues and assessment district scenarios as possible funding sources. The SRWC wants to consider all avenues of funding. We did not spend much time on this last month, but will return to this as soon as we have more staff time.
  - Numerous meetings with individual councilmen and the mayor regarding City issues, and updates about representation on the various joint power authorities and issues that relate to our membership on those organizations.
  - Daily 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 mitigation 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
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the HMP. The fiscal match was waved as a consequence of representation on the steering committee. We have met every month since December and have made great progress. We have our website up and running and have put out a survey that should help us in our efforts. I participated in public meetings that were held in Fortuna and Arcata. I also gave an interview with Channel 3 as part of my obligations as chairman of the HMP Steering Committee. The public meetings went well and we had good turnouts for both meetings. The next meetings will be the mandatory planning partner jurisdictional annex workshop. In these meetings we will get detailed guidance for the consultant about how to complete our respective sections of the updated hazard migration plan. Information will be provided as to what is included in a good mitigation project.

- Continued conversations with Gerald Silva to include some sediment basins on his property to reduce sedimentation in Francis Creek. Most people involved have recognized that sediment reduction upstream would be the best scenario for the long-term success of the Salt River Restoration Project. I have been working with Donna Chambers on this and RCD is in the process of determining the necessary scope of work to move forward on analyzing the parameters identified for these sites. Although arrived at separately the engineering students identified some of the same areas on the Silva parcel. Yarrington the surveyor is developing surveying needs. As of the end of July we are still continuing this effort.
- Numerous discussions with City Planner regarding design review and planning issues. The council approved the Design Review Process and the Final Review for Design Review Applications and staff is using the new process and applications. We have also been concentrating on reorganizing our filing system into a more electronically based system which will help us in becoming more efficient.
- Many discussions and conversations with our Planner and City Inspector and staff about the Kinetic building downtown where stucco was removed. The project was given the green light to put siding on at the January PC meeting. The property has gone through an owner transfer, but it is unclear what is holding up any construction by the new owner. Staff will be contacting new owner to make sure timeline is in compliance. Our attorney is putting together information to contact present owner of their responsibilities. We hope to move them to put siding on soon.
- Several discussions with Jo Ann Rennie, executive director of Parsac, related to risk management issues, and programs instituted through them, and grants that are available through them.
- The council approved the hiring of Blue Rock Environmental to complete a Phase 1 analysis of the old Nielson property. They have started that and we should have the results in a couple of weeks. That report most likely will indicate a need to do a Phase 2 report that will take about a month to do. After hearing that report, the council will determine whether to move through the acquisition process. The donor is aware that the process may not be finished until sometime after August 15<sup>th</sup>. We received the phase one report and it indicated that a phase two should be done. Blue Rock will give a report to the council at the August 1<sup>st</sup> meeting where the council will determine whether to move forward with this project. Scott from Blue Rock did mention that he thinks the estimated costs will be less than originally reported by maybe a thousand dollars.
- Salt River Update: Salt River Project Team

*Hello All,*

*We wanted to give folks a detailed update on the work done so far on Phase 1 of the Salt River Ecosystem Restoration Project.*

*The engineering and design has proved to be solid so far with no need for a lot of changes, so construction is going smoothly in that regard.*

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*The low ground water from our dry spring has been both a benefit and a drawback. It's really reduced the need for dewatering and pumping, but it's also meant that our contractor Anderson Dragline, Inc (ADI) has had to purchase water for dust control from an adjacent landowner, rather than using the ground water as they had planned.*

*Fish clearing has gone extremely well with crews from California Department of Fish and Wildlife (CDFW) doing all the fish seining and re-location. The crews started clearing the main Salt River channel two weeks ago and finished down to Cutoff slough last week. They caught and re-located up to 50 individual tidewater gobies and found and re-located one young Coho. As they moved downstream in to the tidally influenced portion of the channel they re-located pipefish, flatfish, perch and other fish.*

*The coffer dams have gone in at Reas Creek, Smith Creek and the final coffer dam at the downstream end of the project at Cutoff Slough was placed last Wednesday. A diversion pipe has been installed to route water from Francis Creek and Reas creek around the site and out to cutoff slough. The amount of water from those two sources is quite minimal.*

*We had some problems with water from a high tide getting around and de-stabilizing the coffer dam at Smith Creek, but got things sorted out that same day and the coffer dam has been fine since then. We worked with the property owner and the ranch hand to work through the issues with the coffer dam placement and access.*

*The outboard ditch on the outside of the setback berm has been fully excavated and it was decided to expand it slightly to increase its capacity to hold and drain water from the adjacent properties.*

*The footprint for the new setback berm has been completely stripped and grubbed, except for a couple of discrete areas that have been left due to vegetation that contains a number of nesting birds. Most of the internal cut areas have been excavated and placed on the berm footprint, as have sediment from the interior pilot slough channels. The berm is being built in several lifts and compacted by equipment.*

*Last Monday, excavation of the Salt River channel started. ADI plans on having three headings for the main channel excavation and anticipates that it will take about a month for them to complete channel excavation. As of today, ADI has two headings working - the southern end with an excavator and they're using the dragline on the northern end. Those spoils will be placed both on the setback berm and used to create various landscape fill areas for habitat.*

*Other contractors are being used by the Resource Conservation District (RCD) to mow grass to limit areas where birds can nest. The RCD is also contracting to mow large areas of the invasive plant *Spartina densiflora*, as required by the project EIR and permits, and to reduce nesting habitat for birds.*

*There was a lot of talk last week about steps the project is taking to avoid disturbing nesting birds within the project area.*

*The project must comply with the Migratory Bird Act and CDFW regulations that protect all nesting birds. In compliance with our CDFW permit and the EIR mitigation measures for the project, we must have a qualified biologist survey any suitable habitat for nesting birds prior to construction disturbance. Since ADI began project activities in May, the RCD hired a biologist to start conducting the required surveys.*

*We were all caught by surprise by the number and variety of birds on phase 1. The property has a lot of different types of great habitat; which means lots of different kinds of birds. It quickly became apparent that to get any work done, we needed our biologist to work closely with the contractor and help them work in established buffers, while avoiding any "take" of nests. I understand this is not something that is commonly*

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*done because it's expensive to have that level of biological monitoring and it takes a good contractor who's willing to follow instructions from the biologist about when, where and how they can work.*

*In terms of progress, as of June 30 ADI has completed and billed for 30% of the expected construction. In comparing the original schedule ADI submitted against their progress to date; they are behind schedule on some aspects, ahead of schedule on some and right on schedule for others.*

*We feel fortunate that ADI and our biologist, with lots of creative brainstorming from the entire Construction Management Team and CDFW have been able to get work done in buffers established to protect nesting birds and are pretty proud that we've been able to do this without taking a nest. This isn't to say the situation and process isn't incredibly frustrating to EVERYONE involved - but we're trying hard to work through it!*

*This is not the only project that has to work around avoiding bird nests. We've been told that the Willits Bypass project, the Trinity River Restoration Project and the South Bay Salt Ponds project are all dealing with this. ADI said that they had one other project with one bird buffer issue that they had to deal with (I believe it was a sparrow) so they're not completely caught off guard by this - it's just that no one expected quite so many birds! The good news is that nesting activity is slowing down and after August 15th, the project won't be required to do any more nest surveys.*

*We wanted to clear up a mis-conception we've heard going around - that nest buffers from the project are extending out on to other people's property. The only time a nest buffer has been established on another property was because we had to survey for birds as part of the permit for re-locating the waterline off the project footprint or to do something else directly related to the project and covered under project permits. Please know that buffer's don't affect any operations done by adjacent landowners on their land. They only apply to project construction activities within the footprint of the project.*

*During the rest of the month of July the contractor plans to continue to excavate the Salt River channel and other interior areas to continue building the setback berm. The contractor's goal is to complete finish grade on the berm sometime the first week of August or so.*

*We've learned a LOT in the two and a half months of working on Phase 1. We're taking what we've learned and applying that to how we approach construction and vegetation management of Phase 2 and look forward to working with all of you to keep work moving forward.*

*Best Regards,*

*Salt River Project Team*

*M. Doreen Hansen  
Watershed Coordinator  
Humboldt County Resource Conservation District  
Ferndale, CA  
707.786.9766 Office  
707.498.1072 cell  
humboldtrcd.org*

**CITY CLERK ACTIVITY*****Meetings***

- Daily meetings with City Manager regarding work schedule and listening to reports on City Manager meetings.
- City Council 6/25/13; 7/8/13; 7/23/13

***Projects***

- Sent out letters to property owners adjacent to Francis Creek regarding cleanout.
  - Advertised for Public Works Worker and Restroom Custodian positions.
  - Transcribed minutes for the Drainage Committee meeting dictated by Jay Parrish.
  - Analyzed 17/48 Francis Street and combined files and folders, separated projects and wrote email explaining this item.
  - Met with George Williamson, Melanie Rheaume, and Jay Parrish regarding City Clerk responsibilities. Met with George Williamson and Christinia Wile on City Clerk responsibilities.
  - Beginning to train Planwest's Christina Wile on City Clerk responsibilities
    - Filing in address files
    - Files in City Clerk's office
    - Building permits
    - Land use permit
    - Reports – strong motion fee reports
    - Filing system on Computers
    - Business Licenses
    - Dog Licenses
  - Processed Building and Land Use Permit applications
    - 1345 Main Street – convert 2 bdrms + 1 bath downstairs to create master suite.
    - 1226 Main Street – Addition & Remodel to make house a 3/1 ½ from 2/1; re-roof
    - 888 Howard Street – Carport off existing garage
  - Made appropriate changes to the web-page
  - Checked with NVB on signatures after I retire
  - Checked with Post Office on keys for boxes
  - Counter and phones
  - Reconcile deposits
  - Prepared City Council-Drainage Committee Agenda packet for July 23, 2013
  - Prepared Planning Commission Agenda packet for June 19, 2013
    - Transcribed minutes from the June 19, 2013 meeting
    - Printed and filed the May, 2013 minutes
  - Prepared City Council Agenda Packet for 7/8/13 City Council Meeting
    - Transcribed minutes
    - Filed Ordinances and Resolutions from the meeting
      - Resolution 2013-19 Hadley Merger – made copy for file; completed land use packet and filed
      - Resolution 2013-20 City Clerk Services, copy in Planwest file.
      - Purchasing Ordinance 2013-01 – notice in newspaper, have Mayor sign. Distribute copies. Amend Ordinance List. File original.
      - Resolution 2013-21, Adopting the FY 13-14 Operating Budget
-

- Filed with copy of Operating Budget presented during the 7/8/11 study session.
- Resolution 2013-22, Adopting the FY 13-14 Fees and Fines Schedule
  - Made copies and distributed
  - Changed forms that list the fees and fines, copied and replaced old forms.

<i>Building Permits</i>		
541	Berding	Reroof
922	Main	Reroof
1345	Main	Inside remodel
330	Ocean	Replace 28' sidewalk
1057	5th Street	adding 492 sq ft living space
430	Ocean	Repaint
888	Howard	carport off <e> garage
<i>Land Use Permits</i>		
452	Main	replace particle board w/ non slip tile
1289	Madison	demolish porch/sun room/fence, replace porch and fence
543	Main	illuminated signs and sandwich board in window
1913	Main	woodshed made of pallets
393	Main	remove lean to and build second exit for upstairs
1234	Rose	Minor SD & LLA
1210	Rose	LLA
495	Main	build flood barrier landscape wall
1289	Madison	house, garage color change, SE door entry change
17	Francis	Drainage for Francis Creek Farm Also see B1218
925	Bluff	Vacation Rental
424	Main	remove siding and replace with Hardi Lap
332	Ocean	repaint new colors

**ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK:**

***Meetings***

- Meeting with City Manager on Office Issues
- Meeting with Sign Ordinance Committee
- Meeting with Design Review Committee
- Meeting with Phil Aycoc
- Meeting with City Council

***Projects***

- Payroll
- Accounts Payable
- Accounts Receivable
- Budget for 2013-14
- Answer Phones
- Purchase Various Supplies
- Receive and File June Financial Reports

- Constructed Design Review Packets
- Assisted with City Council Packet
- Update Chart of Accounts
- Reconcile Bank Account
- Assisted customers at front counter
- Processed Design Review Minutes
- Posted agendas on website
- Posted agendas on bulletin boards
- Sorted mail
- Bank Deposits
- Prepared Audit Requests

### **CITY PLANNER:**

#### **Task 1 – General Planning**

- Corresponded with property owner on proposed project in City Right of Way. Coordinated with City staff on best approach.
- Responded to inquiry from AT&T representative regarding backup generator permitting requirements for 989 Milton Ave.

#### **Task 2 – Reimbursable Fee Planning**

- Hadley Merger: Coordinated with City Clerk and Engineer on application for merger of two parcels located between 619 and 703 Main Street. Prepared Planner's Report and Project Report for 7/8 City Council meeting and Public Hearing. Sent applicant and agent notice of Council action.
- Hadley Merger 2: Coordinated with City Engineer's office on application for merger of seven parcels at the south end of Francis Street. Initiated application review. Application incomplete.
- Westfall Witham Minor Subdivision and Lot Line Adjustment: Coordinated with City Engineer's office on application for Lot Line Adjustment and Minor Subdivision at 1210 and 1234 Rose Ave. Initiated application review. Routed materials to City Engineer. Prepared and sent correspondence to applicant and agent re: application incomplete.

#### **Task 3 – Special Projects**

- Sign Ordinance Update
    - Continued revision, completion, and consolidation of draft Sign Ordinance.
  - Permits & Fees Update
    - Coordinated with City Engineer on proposal to update permit processes. Drafted authorization of staff time and materials to review and assess current processing procedures and devise a plan to efficiently implement necessary revisions.
-

- Coordinated with City Clerk on Fees and Fines Schedule update. Updated Planner section.
- Hazard Mitigation Planning
  - Continued coordination with City Manager on HMP update.
  - Energy Assurance Plan – coordinated with CaLEAP representatives to identify gaps in City Key Assets’ energy resiliency. Coordinated with City Manager on projects and actions to address gaps. Attended CaLEAP workshop on 7/1. Revised draft EAP to reflect additional information and insights from workshop.
- Regional Housing Needs Allocation
  - Reviewed correspondence and calculations from Humboldt County Association of Governments (HCAOG).
  - Met with HCAOG Executive Director Marcella Clem on 7/11 to review allocation and implications. Consulted with City Manager on Ferndale’s allocations by income category.
- Deputy City Clerk Staffing Services
  - Coordinated with City Manager on proposal and authorization for temporary change in City of Ferndale staffing whereby the City Manager adopts the title of City Clerk and Planwest Partners, Inc expands current duties to provide Deputy City Clerk services at the City Managers direction. Met with City Manager and Mayor to discuss. Prepared staff report and Resolution 2013-20. City Council unanimously approved.
  - Prepared Deputy City Clerk Services Transition Plan Initial Implementation for July 10<sup>th</sup> meeting with City Manager and City Clerk. Met at City Hall to begin implementation. Reviewed City Clerk and Deputy City Clerk duties and developed tentative schedule. Updated Deputy City Clerk Duties checklist.

**CITY ENGINEER:**

***Sewer Projects –***

- Working on a proposed capital improvement report (sewer)
    - The draft document has been prepared and waiting for additional input regarding the sewer priorities.
  - Working with Steve to determine the problems with the sewer line on Main St (in front of the High School).
    - The problems are being reviewed and evaluated.
-

- Once the cause and extent of damages are known, the appropriate repair method will be employed. If needed, the City Engineer will assist in bids for the work (in accordance with the Purchasing Ordinance).
- Wastewater Treatment Facility – Wetland Maintenance, Monitoring and Reporting
  - The first year conditions were surveyed and report is being prepared.

***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.
  - The Environmental Document, NEPA CE and allocation request have been completed and the project is on schedule to begin Construction in September or October.
  - Caltrans approved the request for funding allocation (construction) and is awaiting Right of Way Certification prior to submitting the E 76 form to FHWA.
  - Adjacent property owners have been contacted to grant permission to perform any improvements (outside the right of way) as required by the Caltrans Right of Way department. Several have been personally met with on site and the details of the proposed improvements were discussed. Once the right of way certification has been submitted, the project will be advertised and recommendation of award will be brought to City Council for approval.

***Applications –***

- Renfer LLA – Public hearing was held and Planner’s comments have been submitted. The owner has been contacted, fees have been paid and the final documents are being recorded.
  - Hadley Merger – The application submittal information was incomplete. The applicant submitted the appropriate information and the merger was discussed at City Council with no opposition. The applicant was notified of the conditions of approval and once completed, the merger will be recorded.
  - 2<sup>nd</sup> Hadley Merger (7 parcels) – The application submittal information was incomplete. The applicant was notified and asked to provide the necessary information.
  - 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.
-

- Mr. Willis Hadley – Building Permit Application (Fence) – The application has been submitted and a conditional approval letter has been returned to the applicant. Additional information has been received regarding a new landscape/flood barrier wall. The request has been forwarded to the Drainage Committee for comment.
  
- Carl Havener Grading Permit Application – The application submittal information was incomplete. The applicant was notified and asked to provide the necessary information.

***General Engineering –***

- 5<sup>th</sup> Street Flooding in front of Ferndale Housing –
    - Initial work (pipe, inlet and rip rap installed) completed in December. In January, the roadwork and paving was also completed. Remaining portion of the work (ditch excavation) will be completed in the summer when it dries out more. Prior to starting the next phase, the property owner called and said that he only wanted a small portion of the excavated material. Construction was put on hold until a change order has been approved to remove the excess material. The change order has been submitted and is in the process of being reviewed.
  
  - Completed the Project Study Report for resurfacing Berding Street
    - The report has been completed and submitted to the City for review and to HCAOG for reimbursement.
  
  - 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. Bid documents are complete. Project has been deferred until a later date.
  
  - Working on a proposed capital improvement report (roads and drainage)
    - Met with Tim and discussed scope of projects to be included but still need to prioritize and prepare estimated for the work. Draft CIP submitted for review.
  
  - Cal Trans Maintenance on SR 211 (Review of SHOPP drawings)
    - Met with the Cal Trans design team on Jan. 9<sup>th</sup> to discuss the upcoming projects. Reviewed drawings, expressed concerns and waiting for additional review as the design progresses. The construction Project Manager has been contacted and we have discussed our concerns. Continued coordination and inspections will take place until the projects are completed.
-

- Misc. Document review.
  - Prepared a project description for a new PSR project to do a safety and ADA accessibility study for the pedestrian corridors throughout the City. We would review the existing facilities (sidewalks, curb ramps, handicap parking, crosswalks, etc...), prepare a report and then prioritize the deficiencies based on expected use and recommendations from the City. The request was discussed at the TAC meeting and the HCAOG board approved the use of \$7,500 for this study.
  
- Misc correspondence –
  - Working with City staff regarding the environmental study for the Old Nilsen Barn Property (Carolyn Jones Property).

***Meetings and Committees –***

- City Council
  - Attended July Meeting
- HCAOG Meeting
  - Attended July Meeting

***Reporting and Correspondence –***

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

**WASTEWATER OPERATIONS:**

- Prepare and send samples to North Coast Labs
  - OITs Ivey and Thrap changed oil in blowers. Small oil leak found and fixed.
  - OIT Ivey greased main gate chain
  - CPO and City Manager sign 1 year agreement with Hank Brenard Environmental (HBE) for sludge disposal
  - CPO loaded 2 trucks (approximately 22 yards) of sludge to HBE, shipped by Wendt construction company
  - Dewater throughout the month for approximately 28 total hours
  - OIT Thrap reset alarm settings for low alarm in effluent basin to priority 1 after discovering low levels and alarm didn't respond
  - CPO and OITs attempted to drain and clean effluent basin without success. Trash pump that was tried didn't work, will attempt different method in July.
  - Moved irrigation pipes to east side of Sousa Dairy
  - Monthly eSMR submitted
  - Redwood Electric installed new motor operated valve for return water from storage basin. Valve working in manual but communication with main computer not operational yet
  - CPO turned sludge twice weekly at old site to dry as quickly as possible
  - Filed online SSO report
  - OIT Ivey weedeat around facility and old site
-

- OIT Thrap performs lab tests daily to measure efficiency of plant
- Coliform tests to Fortuna each Tuesday and BOD/TSS samples to Fortuna each Thursday
- OIT Ivey cleaned walls and catwalks
- CPO looking into new labs to perform toxicity tests after closing of Block Environmental, which had been performing tests for past several years
- OIT Ivey greased all equipment at facility
- The facility received a total of 27 septic dumps from Roto Rooter & Wyckoff's totaling 37,050 gallons and generating \$6,003 in revenue for the facility.
- Total flows through the collection system were 4.7 MG. Of that, 1.03 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 3.67 MG for the month of June. 3.64 MG was irrigated to Sousa ranch. The average irrigation flow was .121 MGD
- Safety meetings with Public Works and Sewer personnel.

**PUBLIC WORKS:****CITY PROPERTY**

- Firemen's Park
    - Routine Maintenance, i.e. Mowing Park and Baseball Field.
    - Routine daily walk through to pick-up garbage.
    - Mowed bocce court
    - Removed fallen tree branch from park play area
  - Park Restrooms
    - Routinely cleaned every day of the week.
    - Changed out another light at park bathrooms, restocked toilet paper
  - Russ Park
    - Routine maintenance: Pulling out trash from trash & recycle bins as needed.
  - Town Hall
    - Routine mowing and weedeating
    - Took Six trash cans to City Hall for 4<sup>th</sup> of July Picnic
    - Pull out trash daily
    - Assisted in removal of old Town Hall sign.
  - Library
    - Routine mowing and weed eating
    - Ordered Flag Pole
  - City Parking Lot
    - Picked up garbage – Routinely as least once a week unless otherwise warranted.
    - Replaced lights
  - Main Street Restrooms
    - Routine maintenance: Daily cleaning and stocking of Main Street Restrooms.
    - Adjusted dead bolt
    - Installed new Sloan valve.
  - Community Center
    - Routine checking of CC when the facility is rented before and after.
    - Sequoia Gas fixed a gas leak at union on meter, also found and repaired leak in kitchen on stove.
    - Eureka Oxygen to test system at Community Center Kitchen.
    - Changed batteries on microphone
-

- Childcare Center
- Police Department
  - Routine mowing and weed eating
  - Mowed field behind station
- Scout Hall
  - Routine mowing and weedeating
  - Patched water line from PW shop to Scouts Hall, replaced with 1.5" poly pipe
- Roadsides - Routine mowing and weed eating
- Public Works

***STREETS, SIDEWALKS and STORMDRAINS***

- 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.
- Mowed alleys behind the Library and the Gingerbread mansion
- Cut vegetation back from Stop Sign on Arlington Avenue, east end.
- Hauled load of grass, gravel, etc. from end of east Arlington, used backhoe.
- Hauled two loads of debris, grass, gravel from 5<sup>th</sup> Street gutter with backhoe.
- Moved speed trailer to Main and Van Ness during the 4<sup>th</sup> of July Parade.
- Cleaning Van Ness Ave before upcoming Fair. Will paint curbs.

***VEHICLE / EQUIPMENT MAINTENANCE***

- Routine monthly maintenance and weekly maintenance on frequently used equipment.
- Fixed leaky gas hose.

***MISCELLANEOUS***

- Routine paperwork.
- Dealing with daily work orders as residents call.

**POLICE DEPARTMENT:**

- Provided officers for traffic control for July 4<sup>th</sup> parade.
  - Provided officers for traffic control and to monitor July 4<sup>th</sup> fireworks show.
  - New police officer, Chris Williams, completed his first phase (four weeks) of training with Field Training Officer Adam Stricker.
  - We have been placing the radar trailer at various locations where we have received speeding complaints.
  - Chief Smith attended Kiwanis meetings/functions.
  - Chief Smith attended the monthly LECAH meeting.
-

***Police Statistics – June 2013***

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	3	
Assault	0	
Burglary	0	
Vehicle Theft	0	
TOTAL	3	
SECONDARY CRIMES	6	
Calls for Service	34	
Reports Written	15	
Traffic Citations	1	
Other Citations	0	
Parking Citations	0	
Warnings	25	
ARRESTS	1	
AGENCY ASSISTS	13	
TRAFFIC COLLISIONS	0	

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

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 5/23/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:38 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with City Manager Jay Parrish and Deputy City Clerk Lacy Pedrotti. On 5/15/13 the Planning Commission appointed Marc Daniels to the Design Review Committee. Michael Bailey has resigned.

Modifications to the agenda pull item 5A, 1226 Main Street to the front of the agenda

1226 Main Street. Applicant Niels Holgersen (contractor) was present at meeting to answer any questions asked. **MOTION:** Approve the addition and remodel to make house from 2 bedroom 1 bath to 3 bedroom to 1 1.5 bath as presented at the meeting. **(Giacomini/Mogni) Unanimous.**

Minutes: March 18, April 11, and May 16, 2013 were all approved in a group **Motion: (Giacomini/Mogni). Unanimous.**

Design Review Sign Off: Chairman Dane Cowan requested that the list of applicants be available in every packet with two columns (Approved and Not Approved).

Discussion: Reviewed that the Design Review application is only good for 180 days/6 months which is the same as the Building Permit expiration with the availability of one free 180/6months permit/application. Chairman Cowan requested this be clearly stated on the Design Review packet.

There was no further business to discuss. Meeting adjourned at 8:56 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk  
City of Ferndale

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 6/20/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:39 a.m. Committee Members Marc Daniels and Mark Giacomini were present along with City Manager Jay Parrish and Deputy City Clerk Lacy Pedrotti. Committee Member Lino Mogni was absent.

495 Main Street: Build a 6'6" privacy fence with a 2ft gap at the bottom for flood water.

**MOTION:** Approved the visual of the fence since it is over 6 feet, this applicant must go to the Planning Commission for the final approval to build. **(Mark Giacomini/Marc Daniels)**

**Unanimous**

452 Main Street: Replace failing painted particle board entry with 2"x2" grey non-slip tile.

**MOTION:** Approved the removal of the particle board and install grey non-slip tile to the entry of the building. **(Mark Giacomini/Marc Daniels) Unanimous**

1226 Main Street: City Staff misunderstood what Holgersen Construction was requesting. Design Review Committee approved plans on 5/23/13. Holgersen was submitting extra copies of plans to City Planner and City Inspector. No action required.

543 Main Street: Business owner replaced the awning and found wood rot. Contractor decided to use Hardi Board. Discussion on the use of Hardi Board vs. Hardi Plank. Chairman Dane Cowan directed Staff to find the legal description of materials that can be used on Main Street and the Historical District.

Discussion: Veteran Hall is not the City of Ferndale property it belongs to the County. The public facility is constructing a 4ft plus cement wall (monument) and does not need to go through Design Review.

There was no further business to discuss. Meeting adjourned at 9:35 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk  
City of Ferndale

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 6/27/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:31 a.m. Committee Members Marc Daniels and Mark Giacomini were present along with Deputy City Clerk Lacy Pedrotti. Committee Member Lino Moggi joined meeting at 8:50am.

Minutes: May 23 and June 20, 2013 were all approved with a spelling correction on May 23, 2013 minutes "partial" to "particle." **(Marc Daniels/Mark Giacomini) Unanimous**

1289 Madison: George Warren (Contractor) represented property owners. Remove brow roof and wrap porch (in front of house) along with sunroom (on side of house) and chain link fence (in front of house). Replace porch with flat roof and turned columns the new fence will be setback and made of wood. George Warren was advised that the color sample that was sent to Design Review last year along with any banisters or railings need to be resubmitted to Design Review. **MOTION:** Approved new porch, fence and removal of the sunroom. **(Mark Giacomini/Marc Daniels) Unanimous**

Design Review Approval Sign Off:

Applicant	St#	Street	DR#	DR Final
Leonardi Dennis	161	Francis	DR1220	Dane Cowan
Leonardi Dennis	161	Francis	DR1227	Dane Cowan
Brower Doug	543	Main	DR1302	Dane Cowan
Warner Michael	724	Main	DR1212	Dane Cowan
Warner Michael	724	Main	DR1231	Dane Cowan
Warner Michael	724	Main	DR1307	Dane Cowan
Simon Brian	832	Herbert	DR1306	Mark Giacomini
Morris Tom	1085	Main	DR1217	Dane Cowan
Keller Bruce	375A	Main	DR1313	Dane Cowan

Discussion: Chairman Dane Cowan directed Staff to add Vic-Chair for Design Review to next agenda as an Action Item.

Next Thursday is July 4, 2013 no meeting since it would be a Special Design Review Meeting.

There was no further business to discuss. Meeting adjourned at 9:02 am.

Respectfully submitted,  
Lacy Pedrotti, Deputy City Clerk

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 7/11/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:31 a.m. Committee Members Marc Daniels, Mark Giacomini and Lino Mogni were present along with Deputy City Clerk Lacy Pedrotti.

543 Main: Doug Brower (merchant) was present requesting approval of his illuminated "Open" sign and "Espresso" sign in the front window along with a sandwich board in the front window with his menu listed. **MOTION:** Approve illuminated signs and sandwich board in the front window. **(Lino Mogni/Mark Giacomini) 2 in favor, 2 abstain.** Send to Planning Commission.

1319 Main: Charles Collum (resident) was present requesting approval of a woodshed made of wood pallets with the dimensions of 7'x 8' x 18'. **MOTION:** Application as reads denied. **(Mark Giacomini/Marc Daniels) Unanimous vote.** Design Review recommendation is to keep the pallet woodshed below the existing fence.

495 Main: Flood barrier landscape wall that is not a permanent structure and only 2.5 feet tall. **MOTION:** Accept the visual impact of structure only. **(Marc Daniels/Mark Giacomini) 3 in favor 1 abstain.**

393 Main: Remove of dilapidated built on lean to (added in 1960's) at the back of the building. **MOTION:** Accept demolition of lean to. **(Lino Mogni/Mark Giacomini). Unanimous vote.**

Discussion: Chairman Dane Cowan submitted a letter requesting a Leave of Absence for the next three months starting July 18, 2013 to the Design Review Committee.

There was no further business to discuss. Meeting adjourned at 9:15 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk  
City of Ferndale

**City of Ferndale, Humboldt County, California USA**  
**Drainage Committee MINUTES** for the Meeting of June 13, 2013, 4:00 p.m.

Chairman Stuart Titus called the meeting to order at 4:00 pm. Committee members Tom Stephens, Lee Tomasini, Jim Bass, and Richard Hooley as well as City Manager Jay Parrish were present. City Engineers Praj White and David Caisse along with City Attorney Russ Gans arrived at 4:30pm.

Modifications: Drainage Fund was moved to the bottom of the agenda, and the Annual Creek Walk was moved to the top of the agenda.

Minutes: **MOTION:** The minutes from the December 13, 2012 meeting were approved. **(Hooley/Stephens) Unanimous vote.**

Annual Francis Creek Walk: Committee member Tom Stephens walked the Creek with Public Works Crew Leader Tim Miranda, and was pleasantly surprised at how well the bed of the creek looked as compared with last year, when the debris torrent left a lot of silt covering the bed. This year the quality of gravel was much better. Stephens also discussed getting help from HSU students to survey the creek cross sections of what the FEMA project was years ago compared to what it is today. This would give us accurate information as to the carrying capacity of the creek, and may help us get permission to take sediment out of the creek to regain that water carrying capacity.

Update on Francis Creek Slide: Tom Stephens gave a report on the Francis Creek Slide (Debris Torrent). His report is attached to the packet.

Drainage Fund: City Attorney Russ Gans went over his opinion that because we lost the Lytel funding this year, it would be appropriate to institute that assessment in the same year. The Drainage Committee discussed the necessity to prioritize our drainage needs over the course of the next two years. **MOTION:** Recommend to the City Council that they initiate the drainage assessment. **(Hooley/Tomasini) 5-0 Unanimous vote.**

Respectfully submitted,

Jay Parrish, City Manager

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

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**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**

**Special Meeting: Thursday, June 20, 2013, 6:30 PM**  
**Eureka City Council Chambers**  
**531 K Street, Eureka, CA**

**Present:** Rex Bohn (Alternate for Mark Lovelace), Alex Stillman (alternate for Shane Brinton), Lana Manzanita, Mike Newman, John Maxwell, Jack Thompson  
**Staff:** Jill Duffy, Jan Erickson, Karen Sherman  
**Legal Counsel:** Nancy Diamond

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

**Director Maxwell** served as Chair Pro Tem for the meeting, in the absence of Chairman Lovelace and Vice Chairman Brinton.

**Chairman Maxwell** introduced those members of the Board serving as new representatives for their respective Member Agencies, and welcomed those Directors serving as alternates for their regular representatives.

**Chairman Maxwell** called the meeting to order at 5:30 p.m. A quorum was present and acting.

**2) Closed Session/Report Out** – It is the intention of the Board of Directors to meet in closed session pursuant to Government Code Section 54956.9(b) – Two items.

**Chairman Maxwell** adjourned the meeting to Closed Session at 5:32 p.m.

**Legal Counsel Diamond** reported that the Board discussed two items of potential litigation in Closed Session, and that no report out was required.

**3) Reconvene in Open Session at 6:30 PM**

**Chairman Maxwell** reconvened the special meeting of the Board at 6:35 p.m. The Directors in attendance remain unchanged from the original roll call.

**4) Approve the Agenda****5) Consent Calendar**

- a) Approve Minutes from the May 9, 2013 HWMA Board of Directors Meeting.
- b) Receive April FY 2012/13 Financials.
- c) Consider Approval to Authorize Purchase 2012 Linde H30D Forklift

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Agenda and Consent Calendar. No comment was received.

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

**Director Thompson** pulled item 5c) for discussion.

**Motion:** Director Stillman Motioned and Director Thompson Seconded to Approve the Agenda and Consent Calendar with Item 5c) pulled for discussion.

**Action:** Adopt motion by Director Stillman as seconded by Director Thompson by the following vote.

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**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.  
**Noes:** None  
**Absent:** None

**6) Oral and Written Communications**

**Chairman Maxwell** Opened the Floor to Oral and Written Communication not regarding Items on the Agenda. No comment was received.

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

**7) Review and Approve FY2013-2014 Budget and Adopt Resolution 2014-01 for the Collection of Integrated Waste Management Fees**

*Discussion of this Item begins at approximately 0:09:09 of the meeting video.*

**Executive Director Duffy** provided a brief background of the actions and discussion that had led to the presentation of the current Budget and Fee Resolution.

**Director Newman** initiated a discussion of Satellite Facility fees, and the proportion to which bond debt expenses were allocated to those fees in relation to Franchise and Self-Haul fees. Staff agreed with the need to perform an in-depth examination of the Authority's fee structure, and intends to bring a full examination of fees before the Board with sufficient time to enact any changes directed by the Board before the next draft budget is presented in early 2014.

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Budget.

**Brian Sollom**, of Humboldt Sanitation, spoke about the flow of waste tonnage generated from Humboldt Sanitation's activities. *These comments begin at approximately 0:31:06 of the meeting video.*

**Motion:** Director Stillman Motioned and Director Thompson Seconded to Approve FY 2013-2014 Budget and Adopt Resolution 2014-01 for the Collection of Integrated Waste Management Fees.

**Action:** Adopt motion by Director Stillman as seconded by Director Thompson by the following roll-call vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.  
**Noes:** None  
**Absent:** None

**8) Receive Presentation and Review Agreement Options Consideration and Development for Long-Term Transportation and Disposal of Municipal Solid Waste from Bruce Murphy, IntelliWaste.**

*Discussion of this Item begins at approximately 0:38:00 of the meeting video.*

**Bruce Murphy**, of Intelliwaste, provided a comprehensive presentation of potential methods for procuring long-term landfill agreements.

**The Board** discussed the options provided, agreeing that an open RFP for disposal would create the most transparent and competitive bid for services. The Board further agreed that keeping as much of the contract local as possible was in the best interests of the community, and directed Staff and Mr. Murphy to create an RFP which would allow for transportation to be bid separately if necessary, and weigh scoring with a preference to local businesses.

**Chairman Maxwell** Opened the Floor to Public Comment regarding Long-Term Transportation and Disposal of Municipal Solid Waste.

**Brian Sollom**, of Humboldt Sanitation, spoke to the effectiveness of the current system. *His comments begin at approximately 1:22:07 of the meeting video.*

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

**Action:** Direct staff to present options for an open RFP which would allow disposal companies to bid both disposal and transportation, and allow transportation companies to bid separately.

**9) Consider Approval of Contract Extension with Mad River Hardwood, Inc. Company for Drop-Off Processing**

*Discussion of this Item begins at approximately 2:04:20*

**Executive Director Duffy** provided a brief overview of the greenwaste contract environment, noting chiefly the difficulty of managing three contracts for one waste stream. She further expressed the mutual desire of staff and the Authority's compost facility operator, Wes Green Landscaping, to unify and simplify the contracts.

**The Board** briefly discussed other greenwaste disposal sites, including that currently being utilized by the City of Eureka.

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Contract Extension with Mad River Hardwoods. No comment was received.

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

**Motion:** Director Stillman Motioned and Director Thompson Seconded Approval of Contract Extension with Mad River Hardwood, Inc. Company for Drop-off Processing.

**Action:** Adopt motion by Director Stillman as seconded by Director Thompson by the following vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.

**Noes:** None

**Absent:** None

**10) Review and Approve Proposed Board Meeting Calendar for FY 2013-14**

*Discussion of this Item begins at approximately 2:17:26.*

**The Board** discussed the possibility of setting the start time of the meetings earlier than the 6:00 p.m. start time recommended in the staff report; general consensus regarding the calendar was that no changes were required.

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Proposed Calendar. No comment was received.

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

**Motion:** Director Newman Motioned and Director Thompson Seconded to Establish 5:30 p.m. as the Start Time for Meetings of the Board of Directors.

**Action:** Adopt motion by Director Newman as seconded by Director Thompson by the following vote.

**Ayes:** Bohn, Maxwell, Newman, Thompson.

**Noes:** Manzanita

**Abstain:** Stillman

**Absent:** None

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Agenda and Consent Calendar. No comment was received.

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**Motion:** Director Newman Motioned and Director Stillman Seconded to Approve the Proposed Board Meeting Calendar for FY 2013-14.

**Action:** Adopt motion by Director Newman as seconded by Director Stillman by the following vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.

**Noes:** None

**Absent:** None

#### 11) Election of Authority Board Officers for FY 2013-14

*Discussion of this Item begins at approximately 2:37:40.*

**Executive Director Duffy** requested that the new Chairman be involved in agenda preparation and be available for discussion of important issues to be presented at upcoming meetings.

**The Board** discussed options for the new Board Chair. Director Stillman indicated the preference of Arcata's primary representative, Director Brinton, to have Director Thompson serve as Chair, citing his experience on the Board as one of the longer-serving Directors. Director Newman also offered his services as Chair.

**Chairman Maxwell** Opened the Floor to Public Comment regarding Election of Board Officers. No comment was received.

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

**Motion:** Director Manzanita Motioned to Elect Shane Brinton as Board Chair.

**Action:** Motion was withdrawn by Director Manzanita following discussion.

**Motion:** Director Stillman Motioned and Director Manzanita Seconded to Elect Jack Thompson as Board Chair.

**Action:** Adopt motion by Director Stillman as seconded by Director Manzanita by the following vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman.

**Noes:** None

**Abstain:** Thompson.

**Absent:** None

**Motion:** Director Bohn Motioned and Director Manzanita Seconded to Elect Mike Newman as Board Vice Chair.

**Action:** Adopt motion by Director Bohn as seconded by Director Manzanita by the following vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.

**Noes:** None

**Absent:** None

#### 12) Items Pulled from Consent Calendar

*Discussion of this Item begins at approximately 2:42:35.*

**Discussion of Item 5c):**

**Operations Manager Owen** fielded questions from the Board regarding availability of diesel and on-site service of the proposed equipment, as well as questions of efficiency and air quality of equipment in practical use.

**Chairman Maxwell** Opened the Floor to Public Comment regarding the Forklift Purchase. No comment was received.

**Motion:** Director Newman Motioned and Director Stillman Seconded Approval to Authorize Purchase 2012 Linde H30D Forklift.

**Action:** Adopt motion by Director Newman as seconded by Director Stillman by the following vote.

**Ayes:** Bohn, Maxwell, Manzanita, Newman, Stillman, Thompson.

**Noes:** None

**Absent:** None

### 13) Board Member Reports

*Discussion of this Item begins at approximately 2:50:39.*

**Director Thompson** reported on a very successful trash collection day hosted by Eel River Disposal in Rio Dell, which collected approximately thirteen tons of solid waste, included appliances and bulky items.

**Director Stillman** reported on collection days held by both ERD and the Authority, and discussed problems created by illegal dumping from HSU students at the end of the spring semester.

**Director Newman** reported on greenwaste/solid waste cleanup efforts undertaken behind Bayshore Mall by the City, in conjunction with various community groups and volunteers.

**Director Bohn** thanked ERD for their efforts in assisting volunteers and community groups with the cleanup of railroad tracks between Loleta and Fortuna, resulting in a pristine hiking trail that Director Bohn urged the public to explore.

**Director Manzanita** reported on free greenwaste disposal activities that take place frequently in the City of Blue Lake, and urged discussion of bringing other collection activities to Blue Lake in the near future.

**Director Maxwell** also thanked ERD for their assistance with the railroad track cleanup.

### 14) Executive Director's Report

**Executive Director Duffy** indicated an issue with her email in which the email system is not properly delivering all messages to her inbox. She urged individuals trying to contact her that have yet to receive replies to call the Authority business office to talk to her directly and report the issue.

**The CQA document** for Phase I Closure of the Cummings Road Landfill has been approved by the North Coast Regional Water Quality Control Board. Staff can now prepare a letter to CalRecycle requesting release of the approximately \$900,000 in retention held pending approval of the document.

**Upcoming Mobile HHW days** will take place in Arcata and Fortuna; the event in Fortuna is being funded via State grant funds targeted at providing for underserved areas through the State.

**The State-wide plastic bag ban bill** has died in the legislature, restarting the discussion at the local level. The City of Arcata will be discussing a ban at their July 24<sup>th</sup> Council meeting; no word from the City of Eureka has been given regarding their ban language.

**The City of Trinidad** is moving forward with a solid waste ordinance, which should result in an eventual request to join the Authority.

### 15) Adjourn

**Chairman Maxwell** Adjourned the Meeting at 9:50 p.m.

**Next Meeting:** July 11, 2013 at 5:30 p.m. at Eureka City Hall Council Chambers.



# Redwood Coast Energy Authority

633 3<sup>rd</sup> Street

Eureka, CA 95501

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## MEETING MINUTES

Redwood Coast Energy Authority  
633 3<sup>rd</sup> Street, Eureka, CA 95501

May 20, 2013  
Monday, 3:15 p.m.

### I. ROLL CALL

Board Members present appointed Director Stillman to act as Chair in the absence of Directors Parrish and Atkins; Director Stillman called the meeting to order at 3:15pm.

Present: Alex Stillman, Stephen Kullmann, Mike Losey, Tom Davies, John Woolley, Sherri Woo

Absent: Linda Atkins (Vice Chair), Jay Parrish (Chair), Frank Wilson

Staff: Matthew Marshall, Lori Biondini

Guests: Alison Talbott, PG&E

### II. TOUR OF NEW FACILITY

### III. REPORTS FROM MEMBER ENTITIES

- Director Losey reported that the City of Fortuna had a ribbon cutting for their new water tank.
- Director Davies reported that the new Trinidad Library would be opening this summer. Director Kullmann reported that Jana Ganion of the Blue Lake Rancheria presented information to the Blue Lake City Council about the new biomass energy project that will be part of RCEA's CEC RePower Grant.
- Director Woolley reported that RCEA is working with the Carson Block building to pursue retrofit opportunities.
- Director Woo reported that the Humboldt Bay Municipal Water District is planning three capital improvement projects.
- Director Stillman reported that the City of Arcata completed their budget for the next fiscal year, the Arcata Marsh is turning 20 this year, and that she had recently learned of some new sound-proof window retrofit options that compliment preservation of historic windows.

### IV. ORAL COMMUNICATIONS

None.

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## V. CONSENT CALENDAR

- A. Approve Minutes of April 15, 2013 Board Meeting

**M/S/C: Losey, Kullman: Approve Minutes of April 15, 2013 Board Meeting with Directors Stillman, Woolley and Woo abstaining.**

## VI. REMOVED FROM CONSENT CALENDAR ITEMS

None.

## VII. NEW BUSINESS

- A. 2013-2014 Energy Watch installation electrical contractors

**M/S/C: Woolley, Losey: Approve contracts, each not to exceed \$130,000, for Energy Watch installation services with Henry's Electric, Living Light Electric, T.I. Smith Electric, McKeever Energy & Electric, Brant Electric, and Bailey Electric.**

## VIII. STAFF REPORT

- Executive Director Marshall reported that the relocation stayed track, and that plans are in progress to have a grand opening sometime later in the summer.
- A new 3-year Americorps program is under development and RCEA may be a potential host site hub for the North Coast Region. The program is hoped to begin in the summer or fall of 2014.
- There have been significant delays in ramping up the 2013-14 Energy Watch program due factors beyond RCEA's control, but the program is now up and running and catching up on projects.
- PG&E has renewed their commitment to funding the Non-Profit Energy Efficiency Program that received matching funds from the McLean Foundation in the past, the program provides free retrofits to non-profit organizations.
- Executive Director Marshall explained what a solar power-purchase agreement is and inquired about whether there was enough general interest to explore the possibility of a joint effort of RCEA member jurisdictions; the Board felt that exploring the possibility was of merit a staff should provide a presentation at a future Board of Directors meeting.

## IX. ADJOURNMENT

Director Stillman adjourned the meeting at 4:05pm.

***The next RCEA Board of Directors Business Meeting  
is scheduled for Monday, June 17, 2013 at 3:15p.m.***

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VIC

Redwood Region  
Economic Development  
Commission

520 E Street Eureka • California 95501 • (707) 445-9651 • FAX (707) 445-9652

**Redwood Region Economic Development Commission  
EXECUTIVE COMMITTEE**

**June 6, 2013**

**4:00 p.m.**

**Minutes**

**I. Call to Order**

Vice Chair Julie Fulkerson called the meeting to order at 4:05 p.m.

Present: Virginia Bass, Julie Fulkerson, Nancy Koke, Sue Long, Bruce Rupp

Absent: Mike Newman, Mike Wilson

Staff present: Don Ehnebuske, Virginia Fisher, Bonnie Smoller

Also present: Russell Gans, Mitchell, Brisso, Delaney & Vrieze

**II. Approval of agenda and minutes of April 22, 2013. M/S/P: Rupp/Bass. Motion passes.**

**III. Public Input – for non-agenda items**

None

**IV. Closed Session Discussion**

**Conference with Legal Counsel – Existing Litigation – Redwood Economic Development Commission v. J. R. Stephens Company, et al., Case No. DR130116 (Pursuant to Government Code Section 54956.9(a).)**

**M/S/P: Rupp/Bass: at 4:06 p.m. a motion was made to go into closed session.**

Motion passed unanimously.

The group reconvened in open session at 4:30 p.m.

**Action: M/S/P: Bass/Long: to form an ad hoc committee to negotiate terms of a work out agreement with J.R. Stephens Co. Bruce Rupp will represent RREDC and the Headwaters Fund will be invited to appoint a representative. Motion passed unanimously.**

**V. Old Business**

None

**VI. New Business**

**A. Loan Approval or Denial: Tonia Hayden, Big Moo Enterprises Inc.: purchase of Centerville Farms: no action taken**

**B. Election of SDRMA Officers: A. Adoption of Resolution Authorizing Selection of Candidates for the Board of Directors of the Special Districts Risk Management Authority (SDRMA): M/S/P: Rupp/Bass: move to recommend the following slate of candidates to the RREDC Board of Directors for approval at the June 24, 2013 meeting: John Woolley, Manila CSD and Dennis Mayo, McKinleyville CSD. Motion passed unanimously.**

- C. Results of Request for Audit Proposals:** Of the RFP's that were sent to local and out of town firms, three proposals were received.  
**M/S/P: Rupp/Bass: to approve the contract with David L. Moonie Company LLC for auditing services for fiscal years 2013, 2014 and 2015.**
- D. Update on status of Albin Enterprises LLC:** This loan should fund in mid-June.
- E. Update on NCIDC Participation Loan:** Funding for the loan has been delayed while title to the property is updated.

**VII. Adjourn**

The meeting adjourned at 4:48 p.m.