

**AGENDA**  
**CITY OF FERNDALE - HUMBOLDT COUNTY U.S.A.**  
**DRAINAGE COMMITTEE MEETING**

<b>Location:</b>	City Hall	<b>Meeting Date:</b>	<b>THURS September 12, 2013</b>
	834 Main Street	<b>Time:</b>	<b>4:00 p.m.</b>
	Ferndale, CA 95536	Posted: 09/05/13	
<b>Membership:</b>	Stuart Titus, Chairman	James Bass	
	Dick Hooley	Ken Mierzwa – alternate/no vote unless Stuart gone	
	Tom Stephens	Lee Tomasini	
Staff/No vote	Jay Parrish, City Manager		

1. CALL TO ORDER - CHAIRMAN
2. ROLL CALL
3. MODIFICATIONS TO THE AGENDA
4. STUDY SESSIONS / PUBLIC HEARINGS - NONE
5. PUBLIC COMMENT. *(This time is for persons who wish to address the Committee on any matter not on this agenda and over which the Committee has jurisdiction - Drainage. Items requiring action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds of the Committee that the item came up after the agenda was posted and is of an urgent nature requiring immediate action.*
6. Approval of previous minutes for June 13, 2013
7. SPECIAL PRESENTATIONS
8. BUSINESS
  - A. Drainage Fund Update
  - B. Francis Creek Cross Section Surveys
  - C. Van Ness Gauge Station
  - D. Active Timber Harvest in FC Watershed
  - E. Francis Creek Sediment Collection Impoundment/Retention Potential
9. CORRESPONDENCE
10. COMMENTS
11. ADJOURN

**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

Meeting Date:	September 12, 2013	Agenda Item Number	8A
Agenda Item Title:	Drainage Fund Update		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> X Discussion	<input type="checkbox"/> Information
Action Required:			

**RECOMMENDATION:**

Discuss drainage fund updates and plans for future research.

**DISCUSSION:**

On August 1, 2013 City Council adopted Resolution 2013-23, authorizing the County of Humboldt to add a \$25 drainage assessment to each taxable property. City staff found that the \$25 drainage assessment can be applied to 703 taxable parcels. The total revenue brought in from the drainage assessment will be \$17,575.00. The list of taxable parcels was sent to the County of Humboldt on August 9, 2013.

Staff would also like to explore research options in order to determine the actual costs of drainage related issues. This may require the formation of a committee, charged specifically with drainage fee assessment.

**ATTACHMENTS:**

City Council Meeting Minutes (August 1, 2013)

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

City Council Minutes for August 1, 2013

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:08PM. Present were Councilmen John Maxwell, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Planwest intern Christina Wile, Police Chief Bret Smith, City Engineer Praj White and David Caisse. Ken Mierzwa was absent. Those present pledged allegiance to the flag. The City Clerk called roll call.

Under modifications to the agenda: Move items 11f and 11g to the top of the Business items.

Public Comment: Nancy Trujillo, Gable Properties, regarding 580 Main Street. Ms. Trujillo read a letter regarding this property, listing the information she wants.

Consent Calendar: **MOTION**: Accept Accounts Payable. **(Titus/Sweeney) Unanimous**. **MOTION**: Approve the minutes as presented from the June 25, 2013 meeting. **(Titus/Sweeney) Unanimous**. **Maxwell abstained**. **MOTION**: Approve July 8, 2013 minutes as presented. **(Titus/Sweeney) Unanimous**.

Under presentations, Lizette Burtis, Rule 20a Program Liaison from PG&E spoke to us about undergrounding utility lines. The project PG&E has chosen is south on Francis Street. There was some discussion from audience members who thought the undergrounding should go north. The mayor reminded all that this is a presentation and because it was an action item, even though, not an action item, and he stayed to listen to the presentation, even though he owns property on Francis Street.

Drainage Assessment: Mayor Titus explained that we have had numerous meetings about this item. City Manager Jay Parrish introduced the item. Comments from the public included paying off the note, using the proceeds only to pay down the loan, whether the funds will be restricted. **MOTION**: Approve Resolution 2013-23 Authorizing the County of Humboldt to add a \$25 drainage assessment to each property. **(Maxwell/Sweeney) Unanimous**.

Loan with NVB: Mayor Titus introduced the item and listed the options: (1) Use existing drainage funds to pay down the loan so that the money received from the \$25 assessment will pay the loan payment; (2) Pay off the loan completely; (3) Accelerate payment schedule to pay in more every month to decrease the interest we would have to pay, and the length of the loan. **MOTION**: Authorize the City Manager and Mayor to submit an amount of \$25,000 to NVB as payment toward principle and interest due on this loan. **(Maxell/Brown) Voice vote was Maxwell, aye; Sweeney nay; Brown aye and Titus aye**. Since a resolution is due on this every year, it will be revisited next year.

Change Order: **MOTION**: 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 5th St near the Ferndale housing. **(Maxwell/Brown) Unanimous**.

Rose Avenue Pedestrian Improvement Project (Phase 2): **MOTION**: 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. **(Sweeney/Brown) Unanimous**.

Right of Way Certifications: **MOTION**: 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. **(Maxwell/Sweeney) Unanimous**.

Berding Street Project Study Report: City Engineer David Caisse presented his report, which was funded through HCAOG. This project will be ready to go if we get funding. Caisse stressed the importance of maintaining the streets and roads we have so they don't get as bad as Berding Street.

"Old Nilsen Barn Property": City Manger Jay Parrish introduced this item. The City is following the CERQA process to prevent the city from owning a property that has a huge environmental problem. The property has a "Registered Environmental Concern." Public comment included: who would clean up the property if the Phase II Environmental Assessment showed there was a problem? City Engineer Praj White answered that we are doing this assessment before we own the property. **MOTION**: 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. **(Titus/Maxwell) Unanimous.**

Appropriations Limit: **MOTION**: Approve Resolution 2013-26 Finding the annual budget for FY 2013-14 within the appropriations limit. **(Sweeney/Brown) Unanimous.**

Signers of Ferndale Checks: **MOTION**: 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. **(Maxwell/Sweeney) Unanimous.**

Sewer Charges: **MOTION**: Approve Resolution 2013-27 Authorizing the County of Humboldt to add sewer charges to the tax roll. **(Brown/Maxwell) Unanimous.**

The meeting was adjourned at 9:35pm. The next regular Council Meeting is scheduled for September 5, 2013 at 7PM.

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk