

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

Location:	City Hall	Date:	October 19, 2022
	<b>VIA ZOOM</b>	Time:	<b>7:00 PM</b>
		Posted:	October 13, 2022

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor’s Emergency Declaration related to COVID-19, and the Governor’s Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the City Council, City staff, and the public by teleconference, videoconference, or both.

We are strongly recommending that comments for this meeting be submitted prior to the meeting. Comments should be submitted to [cityclerk@ci.ferndale.ca.us](mailto:cityclerk@ci.ferndale.ca.us) by 4:00pm on Wednesday, October 19, 2022, please be sure to put “Public Comment “in the subject line. All comments received by 4pm will be read into the record (limit to 5 minutes) during the regular meeting. To provide public comment during the meeting, you will need to join the Zoom meeting.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89105490350?pwd=T3RHcXJ2M1hOU2x3M2xmdnJWYjZGdz09>

Or go to Zoom.us and input the following info when prompted:

Meeting ID: 891 0549 0350

Passcode: 688534

You may also dial in using your telephone by using either number: **(Use \*6 to mute and unmute and use \*9 to raise and lower hand to comment and ask questions during the meeting)**

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 891 0549 0350

Passcode: 688534

1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL – City Clerk: Mayor Hindley; Councilman Avis; Councilman Lund; Councilman Ostler; and Councilman Smith.
4. REPORT OUT OF CLOSED SESSION – None
5. CEREMONIAL – None
6. MODIFICATIONS TO THE AGENDA
7. STUDY SESSION – None
8. 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>rd</sup>s of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes’ total for all speakers, with each speaker given no more than five minutes.)
9. 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 Council Member, 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.”)

<i>a.</i> Approval of Minutes of the September 21, 2022 Regular City Council Meeting.....	Page 5
<i>b.</i> Approval of Minutes of the September 28, 2022 Special City Council Meeting.....	Page 8
<i>c.</i> Acceptance of Checkbook Register for September 1-30, 2022.....	Page 9
<i>d.</i> Acceptance of Financial Statements for September 1-30, 2022 .....	Page 13
10. CALL ITEMS REMOVED FROM CONSENT CALENDAR	
11. PRESENTATION	
12. PUBLIC HEARING	
<i>a.</i> Unmet Transit Needs .....	Page 36
13. BUSINESS	
<i>a.</i> Resolution 2022-20 Accepting a Donation for Russ Park .....	Page 42
<i>b.</i> Permanent Local Housing Allocation (PLHA) Grants Program and Adoption of Draft 5-yr Plan.....	Page 46
<i>c.</i> Adopt Resolution 2022-24 Authorizing the City Manager to Execute Agreement for Local Road Safety Plan (LRSP) .....	Page 62
<i>d.</i> Adopt Resolution 2022-23 Approving the Drainage Master Plan Update.....	Page 68
<i>e.</i> COVID-19 Update and Discussion .....	Page 103
<i>i.</i> Reconfirm Existence of Local Emergency	
<i>ii.</i> Reconfirm findings from Resolution 2021-21 to continue the use of Virtual Meetings <b>OR</b> Adopt Resolution 2022-12 Resuming In-Person Meetings.	
14. CORRESPONDENCE .....	Page 116
15. COMMENTS FROM THE COUNCIL	
16. REPORTS	
<i>a.</i> City Manager Report .....	Page 118
<i>b.</i> Commission and Committee Reports	
<i>i.</i> Design Review Committee.....	Page 128
<i>ii.</i> Drainage Committee.....	Page 129
<i>iii.</i> Russ Park Committee.....	Page 133
<i>c.</i> Minutes from Joint Power Authorities (JPAs) and Reports	
<i>i.</i> Humboldt County Association of Governments (August 2022) ..	Page 140
<i>ii.</i> Humboldt Waste Management Authority (Sept 2022) .....	Page 144
<i>iii.</i> Redwood Coast Energy Authority (August 2022) .....	Page 149
17. ADJOURN	

**This notice is posted in compliance with Government Code §54954.2.  
The next Regular Meeting of the Ferndale City Council will be held on  
November 16, 2022 at 7:00 pm.**

**Section 1**

**CALL MEETING TO ORDER**

**Section 2**

**PLEDGE ALLEGIANCE**

**Section 3**

**ROLL CALL**

**Section 4**

**CLOSED SESSION REPORT OUT**

**Section 5**

**CEREMONIAL**

**Section 6**

**MODIFICATIONS TO THE AGENDA**

**Section 7**

**STUDY SESSIONS**

## **Section 8**

### **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 9**

### **CONSENT CALENDAR**

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

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

**City of Ferndale, Humboldt County, California, U.S.A.**  
DRAFT Minutes for City Council Meeting of September 21, 2022

Mayor Hindley called the Regular City Council Meeting to order at 7:00 pm via Zoom Video Conference. Those present did the flag salute. Present were Council Members Leonard Lund, Stephen Avis, Phillip Ostler, and Robin Smith, along with staff: City Manager Jay Parrish, Police Chief Ron Sligh, City Planners Michelle Nielsen and Vanessa Blodgett, City Clerk Kristene Hall and Finance/Deputy City Clerk Lauren Boop.

Report out of Closed Session: Mayor Hindley reported that the Council had a Closed Session regarding the performance evaluation of the City Manager. Hindley stated that the Closed session would be continued to Wednesday, September 28, 2022 at 7:00pm.

Ceremonial: None

Modifications to the Agenda: There were 2 modifications to the agenda. Item 13.e Review and Approve City Manager Contract Amendment was moved to a Special Meeting to be held on Wednesday, September 28, 2022 at 7:00pm after the Closed Session. Item 13.c was postponed to the next Regular City Council Meeting to be held on October 19, 2022 at 7:00pm.

**MOTION**: to approve the modifications to the agenda. **(Avis/Ostler) Unanimous**

Report out of Study Session: None

Public Comment: None

Consent Calendar: There were three items on the Consent Calendar for approval. There were no questions or comments from the Council or Public.

**MOTION**: to approve the consent calendar. **(Ostler/Avis) Unanimous**

Call Items Removed from Consent Calendar: None

Presentation: A presentation was given by the Ferndale Chamber of Commerce. The presentation went over events and activities, Chamber Funding and Budget, Transient Occupancy Tax (TOT), and Promoting Ferndale to tourists. The Council thanked the Chamber for all they do for Ferndale.

Public Hearing: None

Business:

Resolution 2022-19 Authorizing Application for Regional Early Action Planning Grants

Program (REAP): Mayor Hindley asked for any comments from the public or council. There were no comments or questions. City Planner Michelle Nielsen gave a brief summary of the grant. Nielsen stated the grant is non competitive and can be used to reimburse expenses incurred for the preparation of the 2022 Drainage Master Plan Update that exceeded the SB2 allocation. Nielsen added the grant was in the amount not to exceed \$15,000.

**MOTION**: to approve Resolution 2022-19 Authorizing the Application for Regional Early Action Planning Grants Program **(Ostler/Smith) Unanimous**

Land Use/SB2 Update and Approval of Resolution 2022-21 Amending the SB 2 Planning Grant Application: City Planner Michelle Nielsen gave a PowerPoint Presentation regarding the SB 2 Planning Grant Allocations. Nielsen explained that the proposed resolution would extend the contract and allow for the reallocation of the ADU preapproved plans to General Administration. Nielsen also reported on the Land Use Element update. Nielsen explained the next phase of the update would focus on public outreach and include landowner notices and community input on the Land Use/Zoning map options. Nielsen also included a timeline of these events. Nielsen also went over some potential Zoning Map updates and the Drainage Master Plan update that were covered under the SB 2 funding as well. Councilman Avis thanked staff and the planner for their work on this. **MOTION:** to approve Resolution 2022-21 Authorizing the Filing of an Amendment to the City of Ferndale's SB 2 Planning Grant Program Application. **(Lund/Ostler)**  
**Unanimous**

Review & Approve Musical Instrument Project: City Manager stated the City had been approached by donors that would like to fund the Musical Instruments in Fireman's Park that were proposed in the per capita grant but not chosen by the council as a project for funding. Parrish stated the instruments were large and well-made and would be placed on a trail by the children's playground. Parrish also added at this time, staff was looking for the council to approve the land placement of the instruments. Councilman Ostler questioned the cost of maintenance. Parrish stated the maintenance should not be extensive and added the pathway would be cement or wood chips. Councilman Lund stated he remembers this from the per capita grant discussion. Lund added it was a good project idea and though it didn't fit into the per capita grant he really likes the idea of the addition of these instruments and is all for it. Councilman Avis stated that he also remembers this from the per capita grant discussions and stated the council had denied this project and there were concerns on the noise. Councilman Ostler stated the placement of these instruments would be as far away as possible to citizens so noise shouldn't be a problem. Parrish also added these are a low pitch frequency not high pitched. A member of the public questioned the time frame of the land hold. **MOTION:** to approve the land hold for placement of the Musical Instruments for 1 year. **(Avis/Lund)**  
**Unanimous**

COVID 19 Update and Discussion: City Manager Parrish stated that it seems Covid had diminished a little, however, people are still getting COVID and it is still out there. Parrish added that it had been 2 ½ years now and people are ready to move on however, those with health conditions that still need to be extremely careful. Councilman Smith stated his continued concern on the virus. Smith stated that epidemiologists are still concerned about the virus and its continued variants. Smith stated the new variant, BA 4.6, could be the next surge. Smith also stated his concerns on long covid. A member of the public commented on getting the boosters and not getting the boosters and the level of sickness. Mayor Hindley stated that the City of Ferndale is the only city not during in person meetings in the Humboldt/Del Norte area. Hindley added that COVID is still out there but we can't continue to live in fear. City Clerk Kristene Hall went over the options of meeting in person or continuing on Zoom. Councilman Avis questioned the level of protection at City Hall chambers. Parrish stated that the city looked into putting plexiglass around the dais and being 6-ft apart, but thought we needed to be smarter than the virus and being close and in the same area was not realistic. Parrish stated that 10 ft apart would be more realistic and continue with the zoom for the public and some councilmembers can still

attend from home. Councilman Lund stated his JPA is meeting hybrid and some are at home and some are at the meeting. Lund stated that was a good way to do it. Both Councilman Smith and Avis stated there JPA's are hybrid meetings or just zoom. Two members of the public stated their agreement to continue for another month with the zoom option.

**MOTION:** to reconfirm the existence of the local emergency **(Smith/Avis) Unanimous**

**MOTION:** reconfirm the findings of Resolution 2021-21 to continue the use of virtual meetings. **(Smith/Avis) Unanimous**

Correspondence: Councilman Lund commented on the Letter of Denial received regarding the Dog Park and RV Campground at the Humboldt County Fairgrounds. City Manager Parrish expressed he was also disappointed they did not receive the grant, but added they did receive funds to raise the berm at the Treatment Plant. Councilman Smith thanked Parrish for his work on drainage and expressed the importance of it.

Council Comments: Councilman Avis thanked Mayor Hindley for his consideration during the Closed Session.

Reports:

City Managers Report: None

Other Reports: Councilman Smith commented on the Humboldt Waste Management. Smith stated the director had resigned and HWMA had hired internally for an interim position. Councilman Avis commented on RCEA and the concerns over PGE being at capacity for any new development in the Eel Valley and Southern Humboldt areas. City Manager Parrish commented on the importance of moving in the direction to be as self sufficient as possible.

Mayor Hindley Adjourned the Meeting at 9:06 pm

Respectfully submitted

Kristene Hall  
City Clerk

**City of Ferndale, Humboldt County, California, U.S.A.**  
DRAFT Minutes for City Council Special Meeting of September 28, 2022

Mayor Hindley called the Special City Council Meeting to order at 7:00 pm via Zoom Video Conference. Those present did the flag salute. Present were Council Members Stephen Avis, Leonard Lund, Phillip Ostler, and Robin Smith, along with staff: City Manager Jay Parrish and City Clerk Kristene Hall

Modifications to the Agenda: None

Public Comment on Closed Session Item: None

Adjourn to Closed Session: 7:03

Reconvene to Special Meeting: 8:09

Report out of Closed Session: Mayor Hindley reported that the Council had continued a Closed Session from the September 21, 2022 meeting regarding the Performance Evaluation of the City Manager. Hindley stated a written report would be given to the City Manager.

Business:

Approve City Manager Contract Amendment: Mayor Hindley asked for questions or comments from the council or public regarding the 2-yr contract extension. Councilman Avis stated he had spoken with the City Manger regarding the contract extension and supported the motion.

**MOTION:** to approve the city manager contract extension. **(Ostler/Smith) Unanimous**

Mayor Hindley Adjourned the Meeting at 8:13 pm

Respectfully submitted

Kristene Hall  
City Clerk



## City of Ferndale

## Bank Account Register

General Checking

September 1, 2022 - September 30, 2022

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			1,033,528.73
09/01/22		JAY PARRISH	JAY PARRISH	400.00		1,033,128.73
09/01/22	56158	CITFO	CITY OF FORTUNA	3,216.66		1,029,912.07
09/01/22	56159	MIRRE	MIRANDA'S RESCUE	450.00		1,029,462.07
09/01/22	56160	SCOUTS	SCOUTS	450.00		1,029,012.07
09/01/22	56161	VANESSA	VANESSA HUERTA	200.00		1,028,812.07
09/02/22		FIRST WEST	FIRST WESTERN EQUIPMENT FINANCE	950.45		1,027,861.62
09/07/22			090722STCAL		3,797.57	1,031,659.19
09/07/22	56167	ALTBU	ALTERNATIVE BUSINESS CONCEPTS	110.92		1,031,548.27
09/07/22	56168	ARNKE	ARNOLD C. KEMP	1,223.96		1,030,324.31
09/07/22	56169	CAMEL	CAMPTON ELECTRIC SUPPLY, INC.	38.06		1,030,286.25
09/07/22	56170	DEPJU	DEPARTMENT OF JUSTICE	70.00		1,030,216.25
09/07/22	56171	DHHS BH	DHHS BEHAVIORAL HEALTH	100.00		1,030,116.25
09/07/22	56172	EEL TRANS	EEL RIVER TRANSPORTATION & SALVAGE	92.23		1,030,024.02
09/07/22	56174	MISLI	MISSION LINEN & UNIFORM SERVICE	10.79		1,030,013.23
09/07/22	56175	NILCO	NILSEN COMPANY	363.45		1,029,649.78
09/07/22	56176	ONTIV	ONTIVEROS & ASSOCIATES, INC.	1,300.00		1,028,349.78
09/07/22	56177	PACGA	PACIFIC GAS & ELECTRIC	1,167.63		1,027,182.15
09/07/22	56178	RSLIV	R & S LIVESTOCK SUPPLY	63.07		1,027,119.08
09/07/22	56179	RECOHUM	RECOLOGY HUMBOLDT COUNTY	381.75		1,026,737.33
09/07/22	56180	REDFRONT	RED FRONT STORE	4.85		1,026,732.48
09/07/22	56181	RON SLIGH	RON SLIGH	53.89		1,026,678.59
09/07/22	56182	SUN RIDGE	SUN RIDGE SYSTEMS, INC.	2,418.00		1,024,260.59
09/07/22	56183	MITCHELL	THE MITCHELL LAW FIRM, LLP	345.00		1,023,915.59
09/07/22	56184	TIPMO	TIPPLE MOTORS, INC.	321.37		1,023,594.22
09/07/22	56185	VAPAC PETRO	VALLEY PACIFIC PETROLEUM SERVICES, INC.	2,722.32		1,020,871.90
09/07/22	56186	VERZN	VERIZON WIRELESS	124.58		1,020,747.32
09/07/22	56187	VERZN	VERIZON WIRELESS	97.34		1,020,649.98
09/07/22	56188	FERNTECH	DEMETRIUS DISTEFANO	321.00		1,020,328.98
09/07/22	56189	RIVER WATCH	CA RIVER WATCH	12,500.00		1,007,828.98
09/08/22		EXPERTPAY	EXPERTPAY.COM	138.46		1,007,690.52
09/08/22	1001		PARRISH, JAY D	2,709.01		1,004,981.51
09/08/22	1002		HALL, KRISTENE M	1,684.22		1,003,297.29
09/08/22	1003		BOOP, LAUREN	1,314.77		1,001,982.52
09/08/22	1005		SLIGH, RONALD B	2,023.22		999,959.30
09/08/22	1006		LINDGREN, ROBERT C	1,857.17		998,102.13
09/08/22	1007		FIELDER, CHARLES COSMAS	96.26		998,005.87
09/08/22	1008		MENDES, ALAN SCOTT	873.69		997,132.18
09/08/22	1009		GARDNER, TANNER W	1,869.31		995,262.87
09/08/22	1010		MCNEILL, LOGAN D	1,536.17		993,726.70
09/08/22	1011		NEWTON, TROY D	358.73		993,367.97
09/08/22	1012		COPPINI, STEVE L	2,621.60		990,746.37
09/08/22	1013		GARDNER, SHAWN C	1,617.99		989,128.38
09/08/22	1014		LIU, CARSON B	1,031.64		988,096.74
09/08/22	1015		HOPPIS, JOHNNY F	1,832.27		986,264.47
09/08/22	1016		SUTTON, DANIEL V	261.98		986,002.49
09/08/22	1017		GARDNER, HUNTER C	127.75		985,874.74
09/08/22	1018		RICHARDSON, DIANNA L	89.42		985,785.32
09/08/22	56162		AZIZSOLTANI, FARAZ	575.90		985,209.42
09/08/22	56163		CERVANTES, CESAR E	1,357.95		983,851.47
09/08/22	56164		FRANCESCHI, DAVID A	1,309.43		982,542.04
09/08/22	56165	FEPEA	FEPEA	72.50		982,469.54
09/08/22	56166	FRATB	FRANCHISE TAX BOARD	521.17		981,948.37
09/12/22		RLINDGREN	ROBERT LINDGREN	1,857.17		980,091.20
09/12/22			LINDGRENPAYROLLREVERSAL		1,857.17	981,948.37
09/13/22		EDD	EMPLOYMENT DEVELOPMENT DEPT	1,535.05		980,413.32

**City of Ferndale**

**Bank Account Register**

General Checking

September 1, 2022 - September 30, 2022

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
09/13/22		USTREASURY	UNITED STATES TREASURY	8,229.39		972,183.93
09/13/22	56190	ALTBU	ALTERNATIVE BUSINESS CONCEPTS	143.84		972,040.09
09/13/22	56191	CLYDES	CLYDE'S TOWING, INC.	200.00		971,840.09
09/13/22	56192	FDAC	FDAC EBA	9,130.24		962,709.85
09/13/22	56193	HUMTE	HUMBOLDT TERMITE & PEST	49.00		962,660.85
09/13/22	56194	MENSU	MENDES SUPPLY CO.	291.55		962,369.30
09/13/22	56195	MERFR	MERCER FRASER COMPANY	444.31		961,924.99
09/13/22	56196	POREN	PORTLAND ENGINEERING, INC.	1,798.86		960,126.13
09/13/22	56197	RLINDGREN	ROBERT LINDGREN	2,642.06		957,484.07
09/13/22	56198	SDRMA	SPECIAL DISTRICT RISK MGMT AUTHORITY	563.67		956,920.40
09/13/22	56199	AVIS	STEPHEN AVIS	2,544.68		954,375.72
09/13/22	56200	VALLU	VALLEY LUMBER	1,067.66		953,308.06
09/19/22	56201	AEROM	AERO-MOD	124.18		953,183.88
09/19/22	56202	DOWNEYBRAND	DOWNEY BRAND	2,209.00		950,974.88
09/19/22	56203	PLANWEST	PLANWEST PARTNERS, INC.	5,630.00		945,344.88
09/19/22	56204	WELF(\$106)	WELLS FARGO FINANCIAL LEASING	106.46		945,238.42
09/22/22		EXPERTPAY	EXPERTPAY.COM	138.46		945,099.96
09/22/22			092222STCAL		2,548.77	947,648.73
09/22/22	1001		PARRISH, JAY D	2,709.03		944,939.70
09/22/22	1002		HALL, KRISTENE M	1,684.21		943,255.49
09/22/22	1003		BOOP, LAUREN	1,314.71		941,940.78
09/22/22	1004		ALAMEDA, RENAE MARY	226.31		941,714.47
09/22/22	1005		SLIGH, RONALD B	2,023.23		939,691.24
09/22/22	1006		LINDGREN, ROBERT C	1,668.22		938,023.02
09/22/22	1007		FIELDER, CHARLES COSMAS	175.01		937,848.01
09/22/22	1008		MENDES, ALAN SCOTT	967.02		936,880.99
09/22/22	1009		GARDNER, TANNER W	1,626.11		935,254.88
09/22/22	1010		MCNEILL, LOGAN D	1,482.16		933,772.72
09/22/22	1011		NEWTON, TROY D	170.81		933,601.91
09/22/22	1012		COPPINI, STEVE L	2,621.60		930,980.31
09/22/22	1014		LIU, CARSON B	765.15		930,215.16
09/22/22	1015		HOPPISS, JOHNNY F	1,832.28		928,382.88
09/22/22	1016		SUTTON, DANIEL V	261.98		928,120.90
09/22/22	1017		GARDNER, HUNTER C	158.91		927,961.99
09/22/22	1019		GARDNER, SHAWN C	1,481.42		926,480.57
09/22/22	56205		CERVANTES, CESAR E	1,436.44		925,044.13
09/22/22	56206		FRANCESCHI, DAVID A	1,309.43		923,734.70
09/22/22	56207		BOYNTON, MARY ELLEN	63.88		923,670.82
09/22/22	56208	FEPEA	FEPEA	72.50		923,598.32
09/22/22	56209	FRATB	FRANCHISE TAX BOARD	521.17		923,077.15
09/26/22			092622STCAL		14,097.67	937,174.82
09/26/22	56219	CRYST	CRYSTAL SPRINGS BOTTLED WATER CO.	25.50		937,149.32
09/26/22	56220	DELOR	DEL ORO WATER CO., FDLE. DIST.	629.18		936,520.14
09/26/22	56221	EDGMON	AYCOCK & EDGMON	875.00		935,645.14
09/26/22	56222	DCI BUILDER	DCI, INC.	3,200.00		932,445.14
09/26/22	56223	FIRST WEST	FIRST WESTERN EQUIPMENT FINANCE	348.44		932,096.70
09/26/22	56224	FRONT	FRONTIER	561.19		931,535.51
09/26/22	56225	HACCO	HACH COMPANY	3,069.00		928,466.51
09/26/22	56226	OPTIMIM	OPTIMUM	985.23		927,481.28
09/26/22	56227	PACGA	PACIFIC GAS & ELECTRIC	7,723.67		919,757.61
09/26/22	56228	RON SLIGH	RON SLIGH	27.25		919,730.36
09/26/22	56229	WELLS(\$206)	WELLS FARGO VENDOR FIN SERV	206.67		919,523.69
09/27/22		EDD	EMPLOYMENT DEVELOPMENT DEPT	1,436.93		918,086.76
09/27/22		USTREASURY	UNITED STATES TREASURY	7,791.23		910,295.53
09/28/22			092822DEPOSIT		65,558.65	975,854.18
<b>Totals</b>				<u>145,534.38</u>	<u>87,859.83</u>	<u>975,854.18</u>

**City of Ferndale**

**Bank Account Register**

General Checking

September 1, 2022 - September 30, 2022

**Date**

Transaction count = 110

<b>SEPTEMBER 2022 Deposit Recap</b>	<b>9/7/2022</b>	<b>9/22/2022</b>	<b>9/26/2022</b>	<b>9/28/2022</b>	
RETAIL TAX			14,097.67		14,097.67
HIGHWAY USER TAX/VEHICLE LICENSE FEES	3,797.57	2,548.77			6,346.34
BUSINESS LIC				493.25	493.25
ANIMAL LIC				340.00	340.00
BUILDING RENTS				550.00	550.00
PERMITS				3,337.26	3,337.26
TOT				44,187.40	44,187.40
HEALTH INSPECTIONS				75.00	75.00
HCAOG - RSTP					-
RECYCLING GRANT					-
PARSAC - GRANT / OTHER					-
COUNTY OF HUMBOLDT-STREETS & ROADS				2,535.00	2,535.00
SEPTIC DUMPS / SEWER REVENUE				3,312.00	3,312.00
FRANCHSE FEES					-
HUMBOLDT CTY - COPS					-
ST CA - POST					-
DONATIONS					-
POLICE SERVICES				1,211.47	1,211.47
SMALL MISC				149.59	149.59
DRAINAGE FEES					-
COUNTY OF HUMBOLDT-PROPERTY TAXES					-
COUNTY OF HUMBOLDT-SEWER					-
COUNTY OF HUMBOLDT-INTEREST INCOME					-
STATE - CAL TRANS - STREET SWEEP				9,367.68	9,367.68
RCEA - reimb CAP expenses					-
AMERICAN RESCUE PLAN ACT					-
	3,797.57	2,548.77	14,097.67	65,558.65	86,002.66

City of Ferndale  
Balance Sheet  
Fund 10 - General Fund  
As of September 30, 2022

**Assets**

Current Assets	
Cash	\$ 619,322.07
Restricted Cash	15,150.00
Accounts Receivable	<u>222,223.89</u>
Total Current Assets	<u>856,695.96</u>
Total Assets	<u><u>\$ 856,695.96</u></u>

**Liabilities and Fund Balance**

Current Liabilities	
Accounts Payable	\$ 11,884.52
Accrued Liabilities	2,995.50
Other Current Liabilities	<u>279,427.71</u>
Total Current Liabilities	<u>294,307.73</u>
Total Liabilities	<u>294,307.73</u>
Fund Balance	
Retained Earnings	<u>562,388.23</u>
Total Fund Balance	<u>562,388.23</u>
Total Liabilities and Fund Balance	<u><u>\$ 856,695.96</u></u>

City of Ferndale  
Balance Sheet  
Fund 22-Gas Tax  
As of September 30, 2022

Assets

Current Assets	
Cash	\$ <u>(13,335.86)</u>
Total Current Assets	<u>(13,335.86)</u>
Total Assets	<u>\$ <u>(13,335.86)</u></u>

Liabilities and Fund Balance

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>(13,335.86)</u>
Total Fund Balance	<u>(13,335.86)</u>
Total Liabilities and Fund Balance	<u>\$ <u>(13,335.86)</u></u>

City of Ferndale  
Balance Sheet  
Fund 23 - RSTP Fund  
As of September 30, 2022

Assets

Current Assets	
Cash	\$ <u>7,674.19</u>
Total Current Assets	<u>7,674.19</u>
Total Assets	<u><u>\$ 7,674.19</u></u>

Liabilities and Fund Balance

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>7,674.19</u>
Total Fund Balance	<u>7,674.19</u>
Total Liabilities and Fund Balance	<u><u>\$ 7,674.19</u></u>

**City of Ferndale**  
**Balance Sheet**  
**Fund 24 - Transportation Development Act**  
**As of September 30, 2022**

**Assets**

Current Assets	
Cash	\$ <u>202,271.31</u>
Total Current Assets	<u>202,271.31</u>
Total Non Current Assets	<u>                    </u>
Total Assets	<u><u>\$ 202,271.31</u></u>

**Liabilities and Fund Balance**

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Fund Balance	
Retained Earnings	<u>202,271.31</u>
Total Fund Balance	<u>202,271.31</u>
Total Liabilities and Fund Balance	<u><u>\$ 202,271.31</u></u>



City of Ferndale  
Balance Sheet  
Fund 26 - Drainage Fund  
As of September 30, 2022

Assets

Current Assets	
Cash	\$ <u>(15,432.00)</u>
Total Current Assets	<u>(15,432.00)</u>
Total Assets	<u>\$ <u>(15,432.00)</u></u>

Liabilities and Fund Balance

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>(15,432.00)</u>
Total Fund Balance	<u>(15,432.00)</u>
Total Liabilities and Fund Balance	<u>\$ <u>(15,432.00)</u></u>

**City of Ferndale**  
**Balance Sheet**  
**Fund 25 - Integrated Waste Mgt**  
**As of September 30, 2022**

**Assets**

Current Assets	
Cash	\$ <u>49,467.70</u>
Total Current Assets	<u>49,467.70</u>
Total Assets	<u><u>\$ 49,467.70</u></u>

**Liabilities and Fund Balance**

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>49,467.70</u>
Total Fund Balance	<u>49,467.70</u>
Total Liabilities and Fund Balance	<u><u>\$ 49,467.70</u></u>

**City of Ferndale  
Balance Sheet  
Fund -30 - Sewer  
As of September 30, 2022**

**Assets**

<b>Current Assets</b>	
Cash	\$ <u>769,219.23</u>
<b>Total Current Assets</b>	<u>769,219.23</u>
<b>Property and Equipment</b>	
Vehicles	42,332.05
Equipment	103,708.55
Sewer system	13,459,674.06
Energy Savings Project Improvements	9,823.00
Less Accumulated Depreciation	<u>(3,617,097.14)</u>
<b>Net Property and Equipment</b>	<u>9,998,440.52</u>
<b>Total Assets</b>	<u>\$ <u>10,767,659.75</u></u>

**Liabilities and Fund Balance**

<b>Current Liabilities</b>	
Interest Payable	\$ 40,147.40
Other Current Liabilities	<u>163,375.00</u>
<b>Total Current Liabilities</b>	<u>203,522.40</u>
<b>Long-Term Liabilities</b>	
Notes Payable USDA	<u>4,057,000.00</u>
<b>Total Long-Term Liabilities</b>	<u>4,057,000.00</u>
<b>Total Liabilities</b>	<u>4,260,522.40</u>
<b>Fund Balance</b>	
Other Equity	6,649,092.60
Retained Earnings	<u>(141,955.25)</u>
<b>Total Fund Balance</b>	<u>6,507,137.35</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ <u>10,767,659.75</u></u>

**City of Ferndale  
Balance Sheet  
GASB 34 ASSETS AND LIABILITIES  
As of September 30, 2022**

**Assets**

<b>Property and Equipment</b>	
Buildings and improvements	\$ 479,444.72
Vehicles	181,365.86
Equipment	215,846.19
Roadways	10,782,034.50
Sidewalks	180,800.00
Streetlights	31,684.18
Land	131,000.00
Less Accumulated Depreciation	<u>(10,902,914.64)</u>
<b>Net Property and Equipment</b>	<u>1,099,260.81</u>
<b>Total Assets</b>	<u><u>\$ 1,099,260.81</u></u>

**Liabilities and Fund Balance**

<b>Long-Term Liabilities</b>	
Accrued Vacation/Sick pay	\$ 62,115.59
Notes payable-current	2,249.16
Capital leases payable	<u>7,405.82</u>
<b>Total Long-Term Liabilities</b>	<u>71,770.57</u>
<b>Fund Balance</b>	
Other Equity	1,718,440.75
Retained Earnings	<u>(690,950.51)</u>
<b>Total Fund Balance</b>	<u>1,027,490.24</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 1,099,260.81</u></u>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY 2022/2023 Budget	Over/(Under) Budget
<b>REVENUES</b>				
<b>Revenues - Taxes</b>				
10014102 Property tax-secured	\$ 0.00	\$ 0.00	\$ 156,259.61	\$ (156,259.61)
10014104 Property tax-unsecured	0.00	0.00	9,011.52	(9,011.52)
10014106 Property tax-prior	0.00	0.00	52.00	(52.00)
10014107 Supplemental role	0.00	0.00	320.00	(320.00)
10014110 Sales and use tax	0.00	14,097.67	165,000.00	(150,902.33)
10014111 Trash franchise	0.00	0.00	7,000.00	(7,000.00)
10014112 PG&E franchise	0.00	0.00	14,000.00	(14,000.00)
10014114 Cable franchise	0.00	0.00	12,000.00	(12,000.00)
10014116 Business license tax	493.25	4,663.25	11,457.72	(6,794.47)
10014118 Real Property Transfer tax	0.00	0.00	8,732.97	(8,732.97)
10014120 Transient lodging tax	19.00	58,932.19	154,584.32	(95,652.13)
10014121 TOT Humboldt Lodging Authority	0.00	8,411.07	24,850.80	(16,439.73)
<b>Total Revenue - Taxes</b>	<b>\$ 512.25</b>	<b>\$ 86,104.18</b>	<b>\$ 563,268.94</b>	<b>\$ (477,164.76)</b>
<b>Revenues - Licenses and Permits</b>				
10024132 Construction permits	\$ 3,187.26	\$ 7,706.94	\$ 0.00	\$ 7,706.94
10024164 Health protection	0.00	1,353.68	3,200.00	(1,846.32)
10024166 Encroachment permits	150.00	400.00	350.00	50.00
10024278 Animal license fees	340.00	975.00	1,400.00	(425.00)
<b>Total Revenue - Licenses and Permits</b>	<b>\$ 3,677.26</b>	<b>\$ 10,435.62</b>	<b>\$ 4,950.00</b>	<b>\$ 5,485.62</b>
<b>Revenues - Use of Money and Property</b>				
10044182 Interest	\$ 0.00	\$ 0.00	\$ 16,650.00	\$ (16,650.00)
10044285 Bocce ball revenue	0.00	50.00	0.00	50.00
10044297 Town Hall Rent	200.00	700.00	1,500.00	(800.00)
10044297.1 Community Center rents	350.00	750.00	600.00	150.00
<b>Total Revenue -Use of Money and Property</b>	<b>\$ 550.00</b>	<b>\$ 1,500.00</b>	<b>\$ 18,750.00</b>	<b>\$ (17,250.00)</b>
<b>Revenues - Fines</b>				
10034283 Court fines	\$ 0.00	\$ 0.00	\$ 3,114.71	\$ (3,114.71)
<b>Total Revenue - Fines</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,114.71</b>	<b>\$ (3,114.71)</b>
<b>Revenues - Intergovernmental</b>				
10054204 Motor vehicle in-lieu tax	\$ 0.00	\$ 0.00	\$ 95,555.11	\$ (95,555.11)
10054222 Home owners prop. tax relief	0.00	0.00	1,069.05	(1,069.05)
10054286 Street sweeping	0.00	9,367.68	19,364.00	(9,996.32)
10054289 RMRA	2,548.77	2,548.77	22,525.68	(19,976.91)
10054290 Peace off. stds. & trng.	0.00	3,595.34	0.00	3,595.34
10054300 Public safety 1/2 cent	0.00	0.00	3,903.42	(3,903.42)
10054310 COPs Program	0.00	0.00	185,000.00	(185,000.00)
<b>Total Revenue - Intergovernmental</b>	<b>\$ 2,548.77</b>	<b>\$ 15,511.79</b>	<b>\$ 327,417.26</b>	<b>\$ (311,905.47)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY 2022/2023 Budget	Over/(Under) Budget
<b>Revenues - Fees for Service</b>				
10084271 Parking fees	\$ 0.00	\$ 73.12	\$ 0.00	\$ 73.12
10084287.3 Reimbursed Fees Planning	0.00	0.00	1,500.00	(1,500.00)
10084287.9 CAP reimbursement grant: RCEA	0.00	(330.00)	0.00	(330.00)
10084291 Special police services	20.00	315.00	4,000.00	(3,685.00)
10084298 Fair racing revenue	53.83	215.30	2,140.50	(1,925.20)
<b>Total Revenue - Fees for Service</b>	<b>\$ 73.83</b>	<b>\$ 273.42</b>	<b>\$ 7,640.50</b>	<b>\$ (7,367.08)</b>
<b>Revenues - Other Revenue</b>				
10094284 Donations - Library	\$ 0.00	\$ 0.00	\$ 19,300.72	\$ (19,300.72)
10094284.1 Donations - City	0.00	15,000.00	5,000.00	10,000.00
10094307 Miscellaneous	0.00	3,306.60	5,271.94	(1,965.34)
10094311 Utilities - Little League park	0.00	200.00	200.00	0.00
<b>Total Revenue - Other Revenue</b>	<b>\$ 0.00</b>	<b>\$ 18,506.60</b>	<b>\$ 29,772.66</b>	<b>\$ (11,266.06)</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,362.11</b>	<b>\$ 132,331.61</b>	<b>\$ 954,914.07</b>	<b>\$ (822,582.46)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY 2022/2023 Budget	Over/(Under) Budget
<b>EXPENDITURES</b>				
<b>Expenditures - City Council</b>				
10115012 Office expense	\$ 0.00	\$ 0.00	\$ 200.00	\$ (200.00)
10115013 Advertising	0.00	0.00	1,800.00	(1,800.00)
10115044 Meetings and dues	0.00	0.00	1,350.00	(1,350.00)
10115045 LAFCO fees	<u>0.00</u>	<u>0.00</u>	<u>675.00</u>	<u>(675.00)</u>
<b>Total Expenditures - City Council</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,025.00</b>	<b>\$ (4,025.00)</b>
<b>Expenditures City Manager</b>				
10105002 Salary - permanent	\$ 2,665.46	\$ 17,797.98	\$ 34,651.00	\$ (16,853.02)
10105006 Payroll taxes	203.32	1,359.79	2,798.32	(1,438.53)
10105007 Medical/Dental/Vision insurance	699.23	2,097.69	8,703.02	(6,605.33)
10105009 Workers comp. insurance	0.00	2,331.95	2,147.06	184.89
10105010 Deferred retirement	0.00	0.00	2,546.31	(2,546.31)
10105061 Liability Insurance	<u>0.00</u>	<u>0.00</u>	<u>2,425.02</u>	<u>(2,425.02)</u>
<b>Total expenditures -City Manager</b>	<b>\$ 3,568.01</b>	<b>\$ 23,587.41</b>	<b>\$ 53,270.73</b>	<b>\$ (29,683.32)</b>
<b>Expenditures - City Clerk</b>				
10125002 Salary - permanent	\$ 6,238.98	\$ 18,875.18	\$ 89,346.24	\$ (70,471.06)
10125006 Payroll taxes	496.67	1,497.16	8,269.96	(6,772.80)
10125007 Medical/Dental/Vision insurance	1,100.63	3,301.89	13,766.96	(10,465.07)
10125009 Workers comp. insurance	0.00	5,605.20	5,160.77	444.43
10125010 Deferred retirement	0.00	0.00	6,468.95	(6,468.95)
10125012 Office expense	0.00	276.57	5,000.00	(4,723.43)
10125022 IT support	141.00	1,485.96	5,000.00	(3,514.04)
10125044 Meetings and dues	0.00	126.90	1,200.00	(1,073.10)
10125061 Liability Insurance	0.00	0.00	5,000.00	(5,000.00)
10125099 Miscellaneous	<u>0.00</u>	<u>13,284.89</u>	<u>0.00</u>	<u>13,284.89</u>
<b>Total Expenditures -City Clerk</b>	<b>\$ 7,977.28</b>	<b>\$ 44,453.75</b>	<b>\$ 139,212.88</b>	<b>\$ (94,759.13)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY 2022/2023 Budget	Over/(Under) Budget
<b>Expenditures - City Attorney</b>				
10145052 Professional services	\$ 0.00	\$ 7,381.50	\$ 10,000.00	\$ (2,618.50)
<b>Total Expenditures - City Attorney</b>	<b>\$ 0.00</b>	<b>\$ 7,381.50</b>	<b>\$ 10,000.00</b>	<b>\$ (2,618.50)</b>
<b>Expenditures - Government Buildings</b>				
10155002 Salary - permanent	\$ 248.00	\$ 776.00	\$ 2,995.36	\$ (2,219.36)
10155006 Payroll taxes	32.60	102.04	456.35	(354.31)
10155009 Workers comp. insurance	0.00	224.56	200.00	24.56
10155012 Office expense	126.37	512.19	1,000.00	(487.81)
10155020 Building and ground maint.	288.22	8,243.66	13,000.00	(4,756.34)
10155030 Trash service	0.00	74.70	450.00	(375.30)
10155031 Gas	0.00	698.50	9,500.00	(8,801.50)
10155032 Utilities	217.75	645.96	2,000.00	(1,354.04)
10155033 Water	48.74	144.61	4,635.00	(4,490.39)
10155034 Telephone/internet	434.77	1,304.45	5,000.00	(3,695.55)
10155061 Liability Insurance	0.00	0.00	200.00	(200.00)
10155063 Building and Property Insurance	0.00	0.00	3,400.00	(3,400.00)
<b>Total Expenditures - Government Buildings</b>	<b>\$ 1,396.45</b>	<b>\$ 12,726.67</b>	<b>\$ 42,836.71</b>	<b>\$ (30,110.04)</b>
<b>Expenditures - Non departmental</b>				
10165015 Property tax admin. fees	\$ 0.00	\$ 0.00	\$ 2,649.37	\$ (2,649.37)
10165054 Audit and accounting	0.00	0.00	20,500.00	(20,500.00)
10165054.1 Accounting services	0.00	1,450.00	13,090.00	(11,640.00)
10165055 Contractual services	180.00	180.00	720.00	(540.00)
10165061 Liability Insurance	0.00	0.00	1,000.00	(1,000.00)
10165078 Copy machine expense	350.51	1,031.09	4,680.00	(3,648.91)
10165099 Miscellaneous	450.00	499.80	2,500.00	(2,000.20)
10165200 Car allowance	400.00	1,200.00	4,800.00	(3,600.00)
<b>Total Expenditures - Nondepartmental</b>	<b>\$ 1,380.51</b>	<b>\$ 4,360.89</b>	<b>\$ 49,939.37</b>	<b>\$ (45,578.48)</b>
<b>Expenditures - Community Promotion</b>				
10175020 Building and ground maint.	\$ 0.00	\$ 0.00	\$ 500.00	\$ (500.00)
10175028 Public restroom	313.13	949.99	2,100.00	(1,150.01)
10175032 Utilities	59.88	166.08	435.92	(269.84)
10175033 Water	151.19	787.80	1,533.50	(745.70)
10175072 Chamber of commerce	0.00	7,766.17	31,064.70	(23,298.53)
10175072.1 Donation - Visitors & Conv.	0.00	0.00	1,500.00	(1,500.00)
10175072.3 TOT 2% HLA QTRLY	0.00	0.00	28,012.58	(28,012.58)
<b>Total Expenditures - Community Promotion</b>	<b>\$ 524.20</b>	<b>\$ 9,670.04</b>	<b>\$ 65,146.70</b>	<b>\$ (55,476.66)</b>



**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 <u>Actual</u>	3 Months Ended September 30, 2022 <u>Actual</u>	FY 2022/2023 <u>Budget</u>	Over/(Under) <u>Budget</u>
<b>Expenditures - Police</b>				
10215002 Salary - permanent	\$ 20,444.24	\$ 55,192.96	\$ 256,648.44	\$ (201,455.48)
10215004 Salary - reserve	3,183.88	8,429.61	28,471.03	(20,041.42)
10215005 Salary - overtime	2,397.76	3,881.59	14,607.52	(10,725.93)
10215006 Payroll taxes	2,060.96	5,411.07	27,567.11	(22,156.04)
10215007 Medical/Dental/Vision insurance	3,065.38	9,196.14	27,115.55	(17,919.41)
10215009 Workers comp. insurance	0.00	20,287.16	37,212.61	(16,925.45)
10215010 Deferred retirement	0.00	0.00	12,471.48	(12,471.48)
10215012 Office expense	33.35	428.65	2,000.00	(1,571.35)
10215014 Vehicle expense	200.00	3,146.88	8,500.00	(5,353.12)
10215016 Fuel	0.00	2,351.12	20,858.81	(18,507.69)
10215020 Building and ground maint.	3,268.40	3,803.01	5,000.00	(1,196.99)
10215022 IT support	2,448.00	3,233.00	6,000.00	(2,767.00)
10215024 Special department supply	53.89	3,557.23	10,000.00	(6,442.77)
10215026 Uniform expense	0.00	0.00	1,000.00	(1,000.00)
10215026.1 Uniform allowance	0.00	3,000.00	3,000.00	0.00
10215029 Water/sewer	63.72	204.91	1,857.24	(1,652.33)
10215032 Utilities	9.86	29.90	1,695.01	(1,665.11)
10215034 Telephone/internet	462.57	1,372.70	5,555.75	(4,183.05)
10215035 Dispatch service	3,216.66	9,649.98	38,600.00	(28,950.02)
10215044 Meetings and dues	0.00	15.00	1,000.00	(985.00)
10215048 Training	100.00	100.00	2,500.00	(2,400.00)
10215051 Physical exams	0.00	0.00	900.00	(900.00)
10215052 Professional services	0.00	70.00	1,000.00	(930.00)
10215061 Liability Insurance	0.00	0.00	21,096.05	(21,096.05)
10215063 Building and Property Insurance	0.00	0.00	1,100.00	(1,100.00)
10215078 Copy machine expense	106.46	319.38	1,500.00	(1,180.62)
10215088 Equipment repair other	0.00	0.00	1,000.00	(1,000.00)
10215098 Background expense	0.00	0.00	1,000.00	(1,000.00)
10215201 Lexipol services	0.00	0.00	2,500.00	(2,500.00)
<b>Total Expenditures - Police</b>	<b>\$ 41,115.13</b>	<b>\$ 133,680.29</b>	<b>\$ 541,756.60</b>	<b>\$ (408,076.31)</b>
<b>Expenditures - Animal Control</b>				
10225096 Animal control	\$ 450.00	\$ 1,446.00	\$ 5,500.00	\$ (4,054.00)
<b>Total Expenditures - Animal Control</b>	<b>\$ 450.00</b>	<b>\$ 1,446.00</b>	<b>\$ 5,500.00</b>	<b>\$ (4,054.00)</b>
<b>Expenditures - Health</b>				
10245052 Professional services	\$ 200.00	\$ 600.00	\$ 2,400.00	\$ (1,800.00)
<b>Total Expenditures - Health</b>	<b>\$ 200.00</b>	<b>\$ 600.00</b>	<b>\$ 2,400.00</b>	<b>\$ (1,800.00)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY 2022/2023 Budget	Over/(Under) Budget
<b>Expenditures - Streets and Roads</b>				
10315002 Salary - permanent	\$ 1,546.24	\$ 4,679.52	\$ 24,647.90	\$ (19,968.38)
10315006 Payroll taxes	114.83	347.61	2,101.88	(1,754.27)
10315007 Medical/Dental/Vision insurance	425.52	1,276.56	5,263.65	(3,987.09)
10315009 Workers comp. insurance	0.00	1,302.35	1,200.00	102.35
10315010 Deferred retirement	0.00	0.00	1,523.88	(1,523.88)
10315011 Bldg/property insurance	0.00	0.00	589.57	(589.57)
10315014 Vehicle expense	950.45	3,548.23	12,566.00	(9,017.77)
10315020 Building and ground maint.	0.00	0.00	3,000.00	(3,000.00)
10315021 Street maintenance	0.00	0.00	8,500.00	(8,500.00)
10315024 Special department supply	0.00	679.76	1,000.00	(320.24)
10315026.1 Uniform allowance	0.00	0.00	300.00	(300.00)
10315034 Telephone/internet	81.72	245.18	930.00	(684.82)
10315055 Contractual services	0.00	0.00	550.00	(550.00)
10315061 Liability Insurance	0.00	0.00	1,354.32	(1,354.32)
10315088 Equipment repair other	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>
<b>Total Expenditures - Streets and Roads</b>	<u>\$ 3,118.76</u>	<u>\$ 12,079.21</u>	<u>\$ 64,027.20</u>	<u>\$ (51,947.99)</u>
<b>Expenditures - Planning</b>				
10415052 Professional services	\$ 0.00	\$ 4,355.00	\$ 27,104.74	\$ (22,749.74)
10415053 Reimbursable Fees	0.00	2,847.50	4,859.75	(2,012.25)
10415055 Contractual services	0.00	420.00	15,191.00	(14,771.00)
10415059 Special Planning Projects	0.00	1,410.00	9,752.50	(8,342.50)
10415620 LRSP PROJECTS	0.00	0.00	332.50	(332.50)
10415630 CLIMATE ACTION PLAN	<u>0.00</u>	<u>0.00</u>	<u>1,516.25</u>	<u>(1,516.25)</u>
<b>Total Expenditures - Planning</b>	<u>\$ 0.00</u>	<u>\$ 9,032.50</u>	<u>\$ 58,756.74</u>	<u>\$ (49,724.24)</u>
<b>Expenditures - City engineer</b>				
10425052 Professional services	<u>\$ 0.00</u>	<u>\$ 1,547.50</u>	<u>\$ 0.00</u>	<u>\$ 1,547.50</u>
<b>Total Expenditures - City engineer</b>	<u>\$ 0.00</u>	<u>\$ 1,547.50</u>	<u>\$ 0.00</u>	<u>\$ 1,547.50</u>
<b>Expenditures - Building Regulation</b>				
10435024 Special department supply	\$ 1,550.03	\$ 1,695.03	\$ 0.00	\$ 1,695.03
10435052 Professional services	<u>2,520.34</u>	<u>5,715.50</u>	<u>0.00</u>	<u>5,715.50</u>
<b>Total Expenditures - Building Regulation</b>	<u>\$ 4,070.37</u>	<u>\$ 7,410.53</u>	<u>\$ 0.00</u>	<u>\$ 7,410.53</u>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended September 30, 2022 <u>Actual</u>	3 Months Ended September 30, 2022 <u>Actual</u>	FY 2022/2023 <u>Budget</u>	Over/(Under) <u>Budget</u>
<b>Expenditures - Library</b>				
10615002 Salary - permanent	\$ 168.00	\$ 658.00	\$ 3,301.46	\$ (2,643.46)
10615006 Payroll taxes	22.09	86.53	457.25	(370.72)
10615009 Workers comp. insurance	0.00	374.84	351.82	23.02
10615020 Building and ground maint.	0.00	339.55	600.00	(260.45)
10615024 Special department supply	0.00	0.00	2,000.00	(2,000.00)
10615031 Gas	0.00	0.00	5,082.62	(5,082.62)
10615032 Utilities	139.94	439.06	1,625.23	(1,186.17)
10615033 Water	45.23	137.04	544.46	(407.42)
10615034 Telephone/internet	146.22	438.66	1,638.63	(1,199.97)
10615061 Liability Insurance	0.00	0.00	389.80	(389.80)
10615063 Building and Property Insurance	<u>0.00</u>	<u>0.00</u>	<u>1,573.43</u>	<u>(1,573.43)</u>
<b>Total Expenditures - Library</b>	<b>\$ 521.48</b>	<b>\$ 2,473.68</b>	<b>\$ 17,564.70</b>	<b>\$ (15,091.02)</b>
<b>Expenditures - Parks</b>				
10625002 Salary - permanent	\$ 550.40	\$ 1,620.28	\$ 6,752.75	\$ (5,132.47)
10625006 Payroll taxes	59.41	173.94	769.56	(595.62)
10625007 Medical/Dental/Vision insurance	63.75	191.25	792.15	(600.90)
10625009 Workers comp. insurance	0.00	465.99	429.04	36.95
10625010 Deferred retirement	0.00	0.00	238.57	(238.57)
10625020 Building and ground maint.	230.78	1,804.51	4,500.00	(2,695.49)
10625024 Special department supply	0.00	0.00	400.00	(400.00)
10625032 Utilities	89.62	313.81	942.33	(628.52)
10625033 Water	178.30	408.85	2,730.47	(2,321.62)
10625061 Liability Insurance	0.00	0.00	484.59	(484.59)
10625065 Russ Park expenditures	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>(1,500.00)</u>
<b>Total Expenditures - Parks</b>	<b>\$ 1,172.26</b>	<b>\$ 4,978.63</b>	<b>\$ 19,539.46</b>	<b>\$ (14,560.83)</b>
<b>Expenditures -Community Center</b>				
10635020 Building and ground maint.	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ (1,500.00)
10635063 Building and Property Insurance	<u>0.00</u>	<u>0.00</u>	<u>3,162.92</u>	<u>(3,162.92)</u>
<b>Total Expenditures -Community center</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,662.92</b>	<b>\$ (4,662.92)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 65,494.45</b>	<b>\$ 275,428.60</b>	<b>\$ 1,078,639.01</b>	<b>\$ (803,210.41)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b><u>(58,132.34)</u></b>	<b><u>(143,096.99)</u></b>	<b><u>(123,724.94)</u></b>	<b><u>(19,372.05)</u></b>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 22 - GAS TAX**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY2022/2023 Budget	Over/(Under) Budget
<b>Revenues</b>				
22314210.1 Gas tax (2105)	\$ 0.00	\$ 1,307.04	\$ 8,057.69	\$ (6,750.65)
22314210.2 Gas tax (2106)	0.00	1,699.93	10,329.87	(8,629.94)
22314210.3 Gas tax (2107)	0.00	1,818.47	10,248.50	(8,430.03)
22314210.4 Gas tax (2107.5)	0.00	1,000.00	1,030.00	(30.00)
22314210.5 Gas Tax (2103)	0.00	2,451.29	10,969.50	(8,518.21)
<b>Total Revenue</b>	<u>0.00</u>	<u>8,276.73</u>	<u>40,635.56</u>	<u>(32,358.83)</u>
<b>EXPENDITURES</b>				
22315002 Salary - permanent	1,989.18	6,010.38	22,106.80	(16,096.42)
22315006 Payroll taxes	152.12	459.82	1,899.24	(1,439.42)
22315007 Medical/Dental/Vision insurance	446.94	1,340.82	5,445.83	(4,105.01)
22315009 Workers comp. insurance	0.00	1,463.94	1,347.86	116.08
22315010 Deferred retirement	0.00	0.00	1,600.20	(1,600.20)
22315057 Street signs	0.00	0.00	500.00	(500.00)
22315058 Street lighting	1,206.61	3,624.03	13,787.00	(10,162.97)
22315061 Liability Insurance	0.00	0.00	1,522.36	(1,522.36)
<b>TOTAL EXPENDITURES</b>	<u>3,794.85</u>	<u>12,898.99</u>	<u>48,209.29</u>	<u>(35,310.30)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (3,794.85)</u>	<u>\$ (4,622.26)</u>	<u>\$ (7,573.73)</u>	<u>\$ 2,951.47</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 23 - RSTP**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY2022/2023 Budget	Over/(Under) Budget
<b>Revenues</b>				
23314211 RSTP Revenue	\$ 0.00	\$ 0.00	\$ 10,500.00	\$ (10,500.00)
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>10,500.00</u>	<u>(10,500.00)</u>
<b>EXPENDITURES</b>				
23315002 Salary - permanent	436.00	1,314.12	6,161.12	(4,847.00)
23315006 Payroll taxes	33.32	100.61	512.87	(412.26)
23315007 Medical/Dental/Vision insurance	117.31	351.93	4,123.60	(3,771.67)
23315009 Workers comp. insurance	0.00	412.43	379.71	32.72
23315061 Liability Insurance	<u>0.00</u>	<u>0.00</u>	<u>428.89</u>	<u>(428.89)</u>
<b>TOTAL EXPENDITURES</b>	<u>586.63</u>	<u>2,179.09</u>	<u>11,606.19</u>	<u>(9,427.10)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (586.63)</u>	<u>\$ (2,179.09)</u>	<u>\$ (1,106.19)</u>	<u>\$ (1,072.90)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 24 - TRANSPORTATION DEVELOPMENT ACT**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY2022/2023 Budget	Over/(Under) Budget
<b>Revenues</b>				
24314231 Transportation devel. act	\$ 0.00	\$ 0.00	\$ 65,847.00	\$ (65,847.00)
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>65,847.00</u>	<u>(65,847.00)</u>
<b>EXPENDITURES</b>				
24315002 Salary - permanent	1,216.90	3,675.18	21,502.01	(17,826.83)
24315006 Payroll taxes	93.08	281.66	1,836.71	(1,555.05)
24315007 Medical/Dental/Vision insurance	426.83	1,280.49	5,182.24	(3,901.75)
24315009 Workers comp. insurance	0.00	1,482.59	1,411.51	71.08
24315010 Deferred retirement	0.00	0.00	1,692.62	(1,692.62)
24315014 Vehicle expense	0.00	0.00	250.00	(250.00)
24315016 Fuel	0.00	1,552.64	12,351.15	(10,798.51)
24315020 Building and ground maint.	0.00	0.00	500.00	(500.00)
24315021 Street maintenance	0.00	0.00	750.00	(750.00)
24315024 Special department supply	0.00	454.08	561.24	(107.16)
24315032 Utilities	204.86	719.92	3,153.51	(2,433.59)
24315033 Water	60.49	197.97	879.90	(681.93)
24315034 Telephone/internet	81.73	245.16	1,015.84	(770.68)
24315061 Liability Insurance	0.00	0.00	1,541.75	(1,541.75)
<b>TOTAL EXPENDITURES</b>	<u>2,083.89</u>	<u>9,889.69</u>	<u>52,628.48</u>	<u>(42,738.79)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (2,083.89)</u>	<u>\$ (9,889.69)</u>	<u>\$ 13,218.52</u>	<u>\$ (23,108.21)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 26 - DRAINAGE FUND**

FY2022/2023	1 Month Ended September 30, 2022	3 Months Ended September 30, 2022	FY2022/2023	Over/(Under)
	Actual	Actual	Budget	Budget
<b>Revenues</b>				
26314230 Drainage fund	\$ 0.00	\$ 0.00	\$ 4,500.00	\$ (4,500.00)
26314240 Drainage district fees	0.00	0.00	20,761.81	(20,761.81)
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>25,261.81</u>	<u>(25,261.81)</u>
<b>EXPENDITURES</b>				
26315002 Salary - permanent	664.50	2,007.78	9,571.55	(7,563.77)
26315006 Payroll taxes	50.82	153.73	812.45	(658.72)
26315007 Medical/Dental/Vision insurance	181.25	543.75	2,452.83	(1,909.08)
26315009 Workers comp. insurance	0.00	1,253.41	1,154.03	99.38
26315010 Deferred retirement	0.00	0.00	688.65	(688.65)
26315019 Creek maintenance	0.00	0.00	1,500.00	(1,500.00)
26315024 Special department supply	0.00	0.00	396.84	(396.84)
26315052 Professional services	0.00	0.00	2,484.36	(2,484.36)
26315061 Liability Insurance	0.00	0.00	1,303.45	(1,303.45)
26315194 Interest expense	0.00	2,260.06	2,260.00	0.06
<b>TOTAL EXPENDITURES</b>	<u>896.57</u>	<u>6,218.73</u>	<u>22,624.16</u>	<u>(16,405.43)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (896.57)</u>	<u>\$ (6,218.73)</u>	<u>\$ 2,637.65</u>	<u>\$ (8,856.38)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 25 - INTEGRATED WASTE MANAGEMENT**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY2022/2023 Budget	Over/(Under) Budget
<b>Revenues</b>				
25314288 Tipping fee (int. waste mgt.)	\$ 0.00	\$ 0.00	\$ 4,200.00	\$ (4,200.00)
25314600 Recycling grant	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>(5,000.00)</u>
<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>9,200.00</u>	<u>(9,200.00)</u>
<b>EXPENDITURES</b>				
25315002 Salary - permanent	403.86	1,211.58	5,424.60	(4,213.02)
25315006 Payroll taxes	30.80	92.40	428.95	(336.55)
25315007 Medical/Dental/Vision insurance	105.94	317.82	1,285.44	(967.62)
25315009 Workers comp. insurance	0.00	353.33	325.32	28.01
25315010 Deferred retirement	0.00	0.00	640.29	(640.29)
25315055 Contractual services	0.00	3,000.00	0.00	3,000.00
25315061 Liability Insurance	0.00	0.00	367.44	(367.44)
25315600 Recycling grant expenditures	<u>0.00</u>	<u>18.31</u>	<u>69.22</u>	<u>(50.91)</u>
<b>TOTAL EXPENDITURES</b>	<u>540.60</u>	<u>4,993.44</u>	<u>8,541.26</u>	<u>(3,547.82)</u>
 <b>REVENUES OVER (UNDER) EXPENDITURES</b>	 <u>\$ (540.60)</u>	 <u>\$ (4,993.44)</u>	 <u>\$ 658.74</u>	 <u>\$ (5,652.18)</u>



**City of Ferndale**  
**INCOME STATEMENT**  
**FUND 30 - SEWER FUND**

	1 Month Ended September 30, 2022 Actual	3 Months Ended September 30, 2022 Actual	FY2022/2023 Budget	Over/(Under) Budget
<b>Revenues</b>				
30514274 Sewer service charge	\$ (2,544.68)	\$ (2,544.68)	\$ 911,876.08	\$ (914,420.76)
30514275 Sewer connection fees	0.00	0.00	20,797.84	(20,797.84)
30514303 Septic discharge	0.00	19,800.00	107,845.33	(88,045.33)
<b>Total Revenue</b>	<u>(2,544.68)</u>	<u>17,255.32</u>	<u>1,040,519.25</u>	<u>(1,023,263.93)</u>
<b>EXPENSES</b>				
30515002 Salary - permanent	21,013.69	63,369.67	278,403.14	(215,033.47)
30515005 Salary - overtime	618.56	1,546.40	7,932.11	(6,385.71)
30515006 Payroll taxes	1,755.86	5,170.90	24,400.72	(19,229.82)
30515007 Medical/Dental/Vision insurance	4,089.68	12,269.04	49,347.67	(37,078.63)
30515009 Workers comp. insurance	0.00	16,671.25	15,349.48	1,321.77
30515010 Deferred retirement	0.00	0.00	17,948.59	(17,948.59)
30515012 Office expense	40.82	557.08	1,236.00	(678.92)
30515014 Vehicle expense	0.00	428.43	618.00	(189.57)
30515016 Fuel	0.00	532.32	4,243.32	(3,711.00)
30515024 Special department supply	0.00	568.58	1,030.00	(461.42)
30515030 Trash service	0.00	629.08	7,000.00	(6,370.92)
30515032 Utilities	6,963.03	18,297.32	79,411.24	(61,113.92)
30515033 Water	81.51	243.10	2,432.33	(2,189.23)
30515034 Telephone/internet	561.19	1,659.30	6,496.30	(4,837.00)
30515044 Meetings and dues	0.00	675.00	670.00	5.00
30515048 Training	0.00	0.00	300.00	(300.00)
30515050 IT Support	150.00	250.00	2,000.00	(1,750.00)
30515052 Professional services	0.00	0.00	960.00	(960.00)
30515055 Contractual services	0.00	0.00	8,100.00	(8,100.00)
30515063 Building and Property Insurance	0.00	0.00	1,910.00	(1,910.00)
30515092 Permits	0.00	0.00	13,500.00	(13,500.00)
30515099 Miscellaneous	0.00	0.00	2,500.00	(2,500.00)
30515121 Sewer plant maintenance	7,037.41	9,712.21	50,000.00	(40,287.79)
30515122 Sewer line maintenance	0.00	0.00	59,000.00	(59,000.00)
30515124 Sewer outflow repair	0.00	266.03	0.00	266.03
30515130 Ultra Violet Lights	0.00	0.00	1,000.00	(1,000.00)
30515157 Testing and monitoring	255.00	1,525.00	16,149.37	(14,624.37)
30515160 Postage & Shipping	0.00	0.00	600.00	(600.00)
30515162 Insurance	0.00	0.00	17,336.66	(17,336.66)
30515190 USDA loan	0.00	147,176.87	194,000.00	(46,823.13)
<b>TOTAL EXPENSES</b>	<u>42,566.75</u>	<u>281,547.58</u>	<u>863,874.93</u>	<u>(582,327.35)</u>
<b>NET INCOME (LOSS)</b>	<u>\$ (45,111.43)</u>	<u>\$ (264,292.26)</u>	<u>\$ 176,644.32</u>	<u>\$ (440,936.58)</u>

**City of Ferndale  
Cash Balances**

**As of September 30, 2022**

**Cash Balances**

<b>Current Assets</b>	
General Fund	\$ 619,322.07
Restricted Cash	15,150.00
Gas Tax	(13,335.86)
RSTF	7,674.19
TDA	202,271.31
IWM	49,467.70
Drainage	(15,432.00)
Sewer	<u>769,219.23</u>
<b>Total</b>	<b>\$ <u>1,634,336.64</u></b>
Checking	\$ 975,864.18
LAIF	658,322.46
Petty cash	<u>150.00</u>
<b>Total</b>	<b>\$ <u>1,634,336.64</u></b>

**Section 10**  
**CALL ITEMS**

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

**Section 11**  
**PRESENTATIONS**

**Section 12**  
**PUBLIC HEARING**

Meeting Date:	October 19, 2022	Agenda Item Number	12.a			
Agenda Item Title	Unmet Transit Needs Hearing					
Presented By:	City Manager					
Type of Item:	<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Information
Action Required:	<input type="checkbox"/>	No Action	<input type="checkbox"/>	Voice Vote	<input checked="" type="checkbox"/>	Roll Call Vote

**RECOMMENDATION:**

Provide the public with the opportunity to give input on unmet needs. Consider unmet needs and direct staff to forward the unmet needs to the RTA worded as one of the three choices: (1) there are no unmet transit needs; (2) there are no unmet transit needs, which are reasonable to meet; (3) there are unmet transit needs, including those that are reasonable to meet.

**BACKGROUND:**

Please see the definitions of “Unmet Transit Needs” and “Reasonable to Meet” provided on the following pages from HCAOG.

State law requires the Regional Transportation Agencies and their composite communities address unmet transit needs on a yearly basis. This item provides the opportunity for the public to identify unmet needs and the Council to forward such needs to the RTA for consideration.

During the spring of each year the Humboldt County Association of Governments (HCAOG) conducts an unmet transit needs public hearing process within the jurisdictional area of Humboldt County. As part of the annual process each jurisdictional area within the county must conduct its own public hearing.

The decision of the public hearing must use specific terms during the decision to be able to receive the money from HCAOG. The three choices are:

- (1) There are no unmet transit needs.
- (2) There are no unmet transit needs, which are reasonable to meet.
- (3) There are unmet transit needs, including those that are reasonable to meet.

In the event of finding that there are no unmet transit needs or that there are no unmet transit needs which are reasonable to meet, entities may expend TDA resources for non-transit purposes if excess funds remain. Finding that there are unmet transit needs, including those that are reasonable to meet, delivers a mandate to the respective entity to set aside funds, given that they are available, to implement a program to meet those needs deemed “reasonable to meet.”

**FINANCIAL IMPACT:** Unknown.



**HCAOG**  
Regional Transportation  
Planning Agency

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

*Members:*

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

August 19, 2022

To: City Managers/County Administrative Officer  
North Coast Tribal Transportation Commission  
McKinleyville Municipal Advisory Committee  
Manila Community Services District

**RE: Unmet Transit Needs Annual Process – Public Hearings**

Every year, as established by the California Transportation Development Act (TDA), the Humboldt County Association of Governments (HCAOG) is required to conduct a citizen participation process to identify any “unmet transit need” (UTN) in the region. This process is required prior to allocations of TDA funding in the following fiscal year. All comments deemed to meet the definition of an unmet transit need will be analyzed and reviewed by HCAOG’s Social Services Transportation Advisory Council (SSTAC) to determine if the need is “reasonable to meet.” Comments that are operational in nature are forwarded to transit operators. The attached document includes a summary of the TDA rules, use of Local Transportation Funds, role of the citizen participation process, and adopted definitions and criteria used to determine if a need is reasonable to meet.

The HCAOG Board of Directors will hold a public hearing on Thursday, November 17, 2022. Though not required, we encourage your agency to also conduct a public hearing between the timeline of October 3rd through the end of November. We also request that you forward us a record of all comments received. Comments will be discussed by the SSTAC at their February 1, 2023 meeting prior to the UTN Report of Findings review by the SSTAC and HCAOG Board in April and May 2023.

Please provide your meeting date to Stephen Luther at [stephen.luther@hcaog.net](mailto:stephen.luther@hcaog.net) by **Wednesday, September 14, 2022**, to allow us to meet publishing and posting requirement deadlines. HCAOG will publish an ad in the either the Times Standard or the North Coast Journal which will include a schedule of all hearing dates and times. Either I or an SSTAC representative will join your meeting to provide information or answer any questions. Thank you for your assistance.

Enclosure

ec: City Clerks

Sincerely,

Stephen Luther  
Associate Regional Planner

## **Citizen Participation Process for Assessing Unmet Transit Needs**

### **Transportation Development Act**

The Humboldt County Association of Governments (HCAOG) is responsible for allocating Transportation Development Act (TDA) funds within the region. The TDA provides two major sources of funding, Local Transportation Funds (LTF) derived from a ¼ cent of the general sales tax and State Transportation Assistance Funds (STAF) derived from a tax on diesel fuel. Together, these TDA funds provide a significant revenue source for public transit in Humboldt County. The Unmet Transit Needs process is carried out annually to identify and evaluate any potential needs that are not being met through existing public transportation services. HCAOG is required to assess unmet transit needs prior to allocating LTF money for non-transit purposes, while STA is programmed to the Humboldt Transit Authority and Arcata and Mad River Transit.

Each jurisdiction has their own LTF account. Eureka and Arcata use the entirety of their LTF allocation for transit purposes. The County of Humboldt, Cities of Fortuna, Rio Dell, Blue Lake and Trinidad have funds remaining after paying their share for eligible transit uses. In these cases, the TDA allows LTF to be applied to local streets and roads budgets, including pedestrian and bicycle projects. In Ferndale, there are no eligible public transit services and the LTF allocation is applied to non-transit purposes.

### **Public Process to Make a Finding**

HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the UTN process. Although only one hearing is required, public meetings are held to ensure residents in each jurisdiction are heard. The SSTAC considers all public testimony and input, determines if the suggestions meet the adopted definition of an unmet transit need and applies adopted criteria to determine if the need is "reasonable to meet".

After comments close on December 31, the SSTAC will consider all the comments at their meeting on February 2023, direct staff on any needs to further analyze, and in April 2023 forward one of the following findings to the HCAOG board for consideration:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are "reasonable to meet"; or
- (c) there are unmet transit needs, including those that are "reasonable to meet"

### **Potential Impacts to Local Transportation Funding**

If HCAOG adopts finding (c), then the unmet transit needs shall be funded before any allocation is made for non-transit purposes (i.e. streets and roads) within the jurisdiction. Funds for new or expanded transit services can be set-aside from sources other than TDA funds. For instance, in 2018 the HCAOG Board voted to set aside Low Carbon Transit Operations Program (LCTOP) funds for late-night weekday service on the Redwood Transit Service. The service was found based on ridership at that time to be an unmet transit need reasonable to meet, but could not be funded due to insufficient Local Transportation Funds available to all required entities. When COVID hit and ridership plummeted, these LCTOP funds were repurposed to support free fares.

### Examples of Past Public Input and Findings

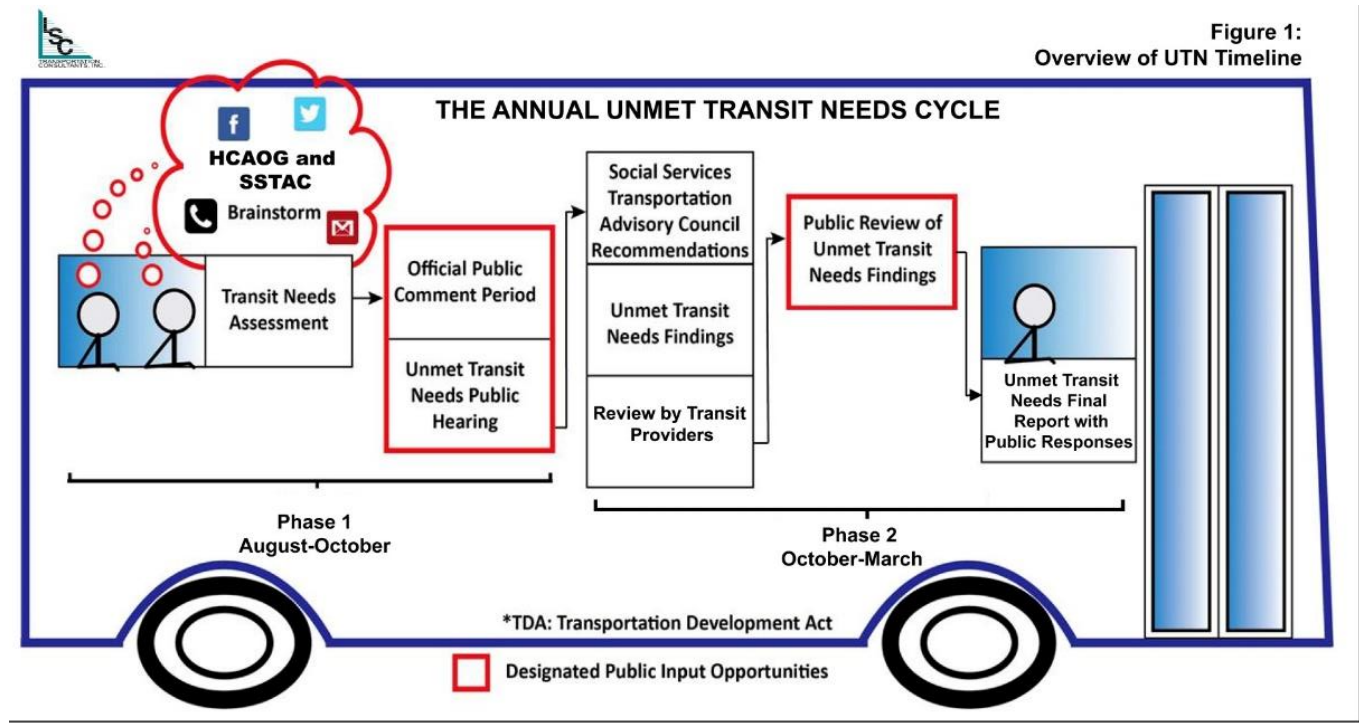
As a result of UTN findings in 2015-16, new transit services began to Tish Non-Village (Bear River Rancheria) and along Old Arcata Road. Both services were discontinued after two years because not enough people used the new service to sustain it.

Public comments often ask for later night service, Sunday service, more frequent peak service between McKinleyville-Arcata-Eureka, and bus service to rural communities. Based on existing ridership, each of these fail to meet the required 10% farebox return ratio -- meaning there are not enough projected transit riders to meet minimum performance criteria necessary to sustain the services. If these conditions change, the Humboldt Transit Authority does not need a formal UTN finding to start new services.

Comments received through this annual process can provide valuable feedback to transit operators. For example, in 2021 several people commented that they needed a westbound bus stop near Titlow Hill for their children to get to school in Arcata on the Willow Creek Intercity line. The operational request was sent to Humboldt Transit Authority and HTA was able to set up a trial flag stop for use during the school year. Not all operational requests can be accommodated, but agencies make every effort to respond. In addition, public comments made during the Unmet Transit Needs process can be beneficial as a record of community need and help secure grant-funded opportunities such as first-last mile mobility solutions to expand access to transit.

### Opportunities for Public Comment on Unmet Transit Needs

- The form linked at the project page: <https://hcaog.net/documents/unmet-transit-needs> or visit the survey directly at <https://bit.ly/humboldttransit>
- At one of the advertised public meetings;
- Written comments and/or feedback gathered from staff during direct outreach;
- Comment submittals by email or telephone: [stephen.luther@hcaog.net/444-8208](mailto:stephen.luther@hcaog.net)



## UNMET TRANSIT NEEDS DEFINITION & REASONABLE TO MEET CRITERIA

**Unmet transit needs** are, at a minimum:

- (1) Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
- (2) Proposed public transportation, specialized transportation, or private transport services identified in the following, but not limited to: a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.

HCAOG Plans can be found at: <http://hcaog.net/library>

Additionally, unmet transit needs do not include:

- ❖ Improvements funded or scheduled for implementation in the next fiscal year. Two potential new services that will be reevaluated this year are:
  - Express bus service between McKinleyville and Eureka during peak hours
  - Late Night Weekday Service on the Regional Transit System
- ❖ Minor operational improvements or changes such as bus stops, schedules, and minor route changes. Minor operational improvements are changes to service which do not affect the operating cost of the transit service either by requiring additional staff and/or additional vehicle hours of service or miles of service.
- ❖ Trips for primary or secondary school transportation
- ❖ Sidewalk improvements or street and road needs

**Reasonable to meet** criteria:

- (1) To be considered “reasonable to meet”, a service must be operationally feasible and financially sustainable, as defined below:
  - a) The service must have adequate roadways, and must be safe to operate.
  - b) Enough money should be available from identified sources of funding to pay for the marginal operating costs of the service continuously for three years.
- (2) The service must be projected to meet a minimum “marginal farebox-return-ratio” of 10 percent within 2 years. If multiple competing services are requested, other factors may also be considered such as estimated subsidy per passenger trip and passengers per vehicle hour of service. For new service, ridership and farebox-return-ratio thresholds will be considered.
- (3) Pursuant to the requirements of TDA Statutes (Public Utilities Code Section 99401.5c, a determination of needs that are “reasonable to meet” shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
- (4) Once a service is determined to be "reasonable to meet" and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically, whether the service meets a minimum 10 percent marginal farebox-return-ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent with the first year, or 100 percent within two years, the service may be cancelled and deemed "no longer reasonable to meet." An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



**Section 13**

***BUSINESS***

Meeting Date:	October 19, 2022	Agenda Item Number	13. a		
Agenda Item Title	Adopt Resolution No. 2022-20 Accepting a Donation for Russ Park				
Presented By:	City Manager				
Type of Item:	X	Action	Discussion		Information
Action Required:		No Action	Voice Vote	X	Roll Call Vote

**STAFF RECOMMENDATION:**

Review and adopt Resolution No. 2022-20: Accepting a \$100,000 donation for Russ Park

**DISCUSSION:**

The city recently received a check from an anonymous donor in the amount of \$100,000 labeled for Russ Park Endowment Fund. Per Resolution 2021-12 a cash donation may be accepted by the City Manager or his/her designee. Given the amount and no specific project or designated purpose, other than Russ Park, staff has determined it would be in the best interest of the City to ask the City Council to accept the donation by approval of a Resolution. By approving a resolution, staff can work with the Russ Park Committee to ensure the expenditures of funds are used in accordance with all city policies and procedures, and the use of these funds are consistent with City goals and objectives providing goods or services to the public and are in the best interest of the City of Ferndale.

**ATTACHMENTS:**

- Resolution 2022-20 Accepting the Donation to Russ Park

**RESOLUTION 2022-20****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
ACCEPTING A DONATION WITH A DESIGNATED PURPOSE**

**WHEREAS**, Government Code Section 37354 provides that the City Council may accept any gift, bequest, or devise made to or for the City, or to or for its officers in their official capacity or in trust for any public purpose; and

**WHEREAS**, pursuant to Resolution 2021-12, the City may accept a donation of cash or cash equivalents, whether such donation be for a designated or undesignated purpose; and

**WHEREAS**, pursuant to Resolution 2021-12, if the cash donation is given with a designated purpose, then the donor shall designate the purpose in writing and the City Council shall thereafter consider whether to accept the donation; and

**WHEREAS**, pursuant to Resolution 2021-12, when considering whether to accept a donation with a designated purpose, the City Council shall consider the factors outlined in Section 4.3 of Resolution 2021-12;

**WHEREAS**, pursuant to Resolution 2021-12, if the Council accepts a donation with a designated purpose, the Council shall do so by resolution, which shall contain: (i) the donor's name and address (unless the donor does not wish to be identified); (ii) the estimated value of the item donated; (iii) and the designated purpose;

**WHEREAS**, the City has received a cash donation of \$100,000 from an anonymous donor, and such donor has, in writing, requested that the donation be subject to the following designated purposes:

- That the donation be spent solely for uses in or directly benefiting Russ Park;
- That the donation be deposited in a special Russ Park Fund that earns interest;
- That projects/expenditures recently proposed under the Per Capita grant and not so funded be considered for funding by way of the donation;
- That all expenditures from and revenues to the special fund be accounted for monthly and annually;
- That the Ferndale City Council receive recommendations from the Russ Park Committee for proposed projects and expenditures to be made from the special Russ Park Fund; and

**WHEREAS**, as more particularly set forth below, the Council hereby accepts the donation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FERNDALE HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Acceptance of Donation.** The Ferndale City Council accepts the donation of cash in the amount of \$100,000 from the anonymous donor with the following designated purpose:

- i. That the donation be spent solely for uses in or directly benefiting Russ Park, Ferndale, CA;
- ii. That the donation be separately accounted for (including interest accrual) in a special fund of the City of Ferndale;
- iii. That the Finance Director shall, upon the request of the donor or the Russ Park Committee, provide a report of deposits and expenditures from the special fund;
- iv. That the Ferndale City Council receive recommendations from the Russ Park Committee for proposed projects and expenditures to be made from the special Russ Park Fund;
- v. That projects/expenditures proposed under the 2022 Per Capita Grant, which are not funded by the grant, be considered by the City Council for funding by way of the subject donation;

**Section 2. City Council Discretion.** Nothing in this Resolution obligates the City Council to expend the donation any particular improvement or specified project within Russ Park or to otherwise expend the donation within any particular time. Further, nothing in this Resolution obligates the City to expend general city funds as part of any project undertaken with the donated funds. All such decisions are left to the discretion of the City Council.

**Section 3. Other Actions Authorized.** The Ferndale City Council hereby authorizes the City Manager or designee to take other actions necessary to implement this decision.

**PASSED, APPROVED, AND ADOPTED,** on the 21<sup>st</sup> day of September, 2022 by the following vote:

Ayes;  
Noes;  
Abstain;  
Absent:

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Don Hindley, Mayor

Attest:

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Kristene Hall, City Clerk

September 25, 2022

Ferndale City Council  
834 Main Street  
Ferndale, CA. 95536

Re: Anonymous donation to Russ Park

Honorable Mayor and Members of the City Council:

The City of Ferndale is already in receipt of my \$100,000 donation to be used for Russ Park. Specifically, and with all due respect, may I request that, with the acceptance of the donation, a few points that are important to me be acknowledged in your acceptance:

1. That my donation be spent solely for uses in or directly benefiting Russ Park.
2. That my donation be deposited in a special Russ Park Fund that earns interest.
3. That projects/expenditures recently proposed under the Per Capita grant and not funded be considered for funding from my donation.
4. That all expenditures from and revenues to the special fund be accounted for monthly and annually.
5. That the Ferndale City Council receive recommendations from the Russ Park Committee for proposed projects and expenditures to be made from the special Russ Park Fund.

Thank you for acknowledging my basic requests.

Russ Park is a long-term natural treasure and an important asset for our tourist economy. You have my confidence for the wise use of these funds for the full benefit of Russ Park.

Respectfully submitted,

A rectangular area that has been completely redacted with a solid black fill, obscuring the signature of the donor.

Anonymous Donor and Friend of Russ Park

Meeting Date: October 19, 2022			Agenda Item Number: 13 . b			
Agenda Item Title: Permanent Local Housing Allocation (PLHA) Grants Program and Adoption of 5-Year PLHA Plan						
Presented By: Michelle Nielsen, City Planner						
Type of Item:	<input checked="" type="checkbox"/>	Action	<input checked="" type="checkbox"/>	Discussion	<input type="checkbox"/>	Information
Action Required:	<input type="checkbox"/>	No Action	<input type="checkbox"/>	Voice Vote	<input checked="" type="checkbox"/>	Roll Call Vote

**SUBJECT:**

Consider and Adopt the Permanent Local Housing Allocation (“PLHA”) 5-Year Plan and Resolution authorizing the Submittal of a Department of Housing and Community Development (“HCD”) Grant Application for the 2019 Permanent Local Housing Allocation

**STAFF RECOMMENDATION:**

That the City Council:

1. Receive City Planner report on Permanent Local Housing Allocation (PLHA) Grants Program and draft 5-Year PLHA Plan,
2. Receive comments from the public on the draft 5-Year PLHA Plan,
3. Provide staff direction on one of 4 options in the Conclusion section found at the end of this staff report.
4. Should the Council elect the option to file a PLHA application with HCD, staff recommends the Council adopt the Draft 5-Year Plan and approve Resolution 2022-25 in Attachment 3. Approving Resolution 2022-25 does the following:
  - a) Authorizes and adopts the Permanent Local Housing Allocation 5-Year Plan;
  - b) Authorizes the City Manager to submit to the Department of Housing and Community Development (“HCD”) a Permanent Local Housing Allocation (“PLHA”) Funding grant application for the City of Ferndale’s allocation for year 2019 as described, and
  - c) Authorize and direct the City Manager to execute in the name of the County of Humboldt the application, the Standard Agreement, and all other documents required by HCD for participation in the PLHA Program, and any amendments.

**BACKGROUND:**

On August 17, 2022, The State of California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for the Permanent Local Housing Allocation (PLHA). Funding for this NOFA is provided by the 2017 Building Homes and Jobs Trust Fund Act (“Fund”). It authorizes HCD to allocate 70 percent of monies collected and deposited in the Fund, beginning in calendar year 2019, to local governments for eligible housing and homelessness activities. The intent of the legislation is to provide a permanent, on-going source of funding to local governments for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.

PLHA funding is on a five-year cycle and State allocates the PLHA funding annually based on a formula. The formula allocation is non-competitive, and cities and counties apply annually for their formula allocation. The funding available in the five-year period is based on the revenues received and anticipated revenues for years

2022 and 2023. The funding available in the August 17<sup>th</sup> NOFA is for 2019, and this is the last year that Ferndale may apply for its 2019 PLHA allocation. Table 1 below presents Ferndale’s formula allocation and the expenditure as published in the August 17<sup>th</sup> NOFA. The actual funding for years 2022 and 2023 will vary based on the amount of total receipts into the PLHA fund. HCD recently advised jurisdictions that the 2022 allocation is anticipated to be less due to inflation and a slowdown in home sales.

PLHA grant applications for 2019 allocation are due November 30, 2022, and this is the last year for cities and counties may apply for their 2019 formula allocation, and 2019 funds that are not applied for will be reallocated and pooled into another State housing program that is competitive and is targeted to affordable multifamily housing.

**Table 1**

Ferndale Allocation	PLHA Allocation	5% Administration	Remaining \$ after 5% for Admin.	Appropriation Date	Award Deadline	Expenditure Deadline
2019 Allocation:	\$71,150.00	\$3,557.50	\$67,592.50	7/1/2019	April 2023	4/30/2024
2020 Allocation:	\$108,994.00	\$5,449.70	\$103,544.30	7/1/2020	April 2024	4/30/2025
2021 Allocation:	\$121,739.00	\$6,086.95	\$115,652.05	7/1/2021	April 2025	4/30/2026
2022 Allocation:	TBD	TBD	TBD	7/1/2022	April 2026	4/30/2027
2023 Allocation:	TBD	TBD	TBD	7/1/2023	April 2027	4/30/2028
<b>Estimated 5-Year PLHA Allocation:</b>	<b>\$426,906.00</b>					

**USE OF PLHA FUNDS AND FERNDALÉ’S OPTIONS**

PLHA funds can be utilized for a range of direct assistance to eligible property and homeowners for eligible projects. Attachment 1 contains the full list of PLHA eligible activities excerpted from the State’s PLHA Program Guidelines. A summary of key PLHA requirements:

- Most PLHA activities stipulate that the activity must result in new or rehabilitated housing, although a portion may be used for predevelopment.
- Most PLHA activities stipulate that new or rehabilitated housing that benefits from PLHA funding must be subject to affordability covenants and annual monitoring. The duration of affordability covenants ranges from 5 years for ADUs and 55 years for multifamily rental housing.
- PLHA funds are income qualified. Each PLHA eligible activity specifies an upper income limit, but in no case does the limit exceed 120 percent of area median income (AMI). There is a PLHA statutory requirement that cities and counties prioritize funding for households that are at or below 60 percent of the AMI, adjusted for household size. Table 2 presents the 2022 State Income Limits for Humboldt County:

**Table 2**

Number of Persons in Household:		1	2	3	4	5	6	7	8
Humboldt County Area Median Income (AMI): \$80,300	Acutely Low (0%-15% AMI)	8450	9650	10850	12050	13000	14000	14950	15900
	Extremely Low (15%-30% AMI)	16350	18700	23030	27750	32470	37190	41910	46630
	Very Low Income (30%-50% AMI)	27300	31200	35100	38950	42100	45200	48300	51450
	Low Income (50%-80% AMI)	43650	49850	56100	62300	67300	72300	77300	82250
	<b>Median Income</b>	56200	64250	72250	<b>80300</b>	86700	93150	99550	106000
	Moderate Income (80%-120% AMI)	67450	77100	86700	96350	104050	111750	119450	127200

- Administration of a PLHA program puts the City in the role of grantor. This role commits the City developing program guidelines that are compliant with the PLHA program; issuing NOFAs; reviewing applications and verifying eligibility; awarding qualifying applications; entering into agreements, which may include loans, with property owners; monitoring project implementation; and annual project monitoring to ensure program compliance. It is anticipated that the City will need to retain a PTE employee for this role or to procure a qualified vendor to provide these services. While the PLHA program allows a portion of the funds to be used to offset costs associated with administration the maximum allowed amount is capped 5 percent of the annual award (see Table 1 above). This amount may be insufficient to defray all administrative costs the City would incur.

Other PLHA options are for the City:

- Delegate the entirety of Ferndale's \$426,906.00 five-year allocation to another eligible local city or to Humboldt County. However, exercising this option is all or nothing: the City cannot delegate a portion of the PLHA funding. Pursuing the option requires both the receiving jurisdiction and the City to execute a legal agreement. The executed agreement must be filed with the PLHA application by November 30th. The receiving jurisdiction is responsible for filing the PLHA application. This option relieves the City from further PLHA administrative responsibilities.
- The City has the option to not apply for the City's 2019 allocation, and to wait and apply in 2023 for the City's 2020 PLHA allocation when HCD opens the NOFA period. Should the City elect this option, it will forego its 2019 allocation. These funds will be reallocated and pooled into a competitive multifamily housing program.

#### **PLHA FIVE-YEAR PLAN**

To be eligible for funding, jurisdictions must meet the threshold requirements which include a compliant Housing Element and the submission of the most recent Housing Element Annual Progress Report. A requirement specific to the PLHA program is the preparation and adoption of a 5-year plan on how the City proposes to spend its PLHA funding allocation. The Draft 5-Year PLHA Plan is to be made available to the public at least 10 days prior to adoption and the public must be provided an opportunity to give input to the City Council prior to adoption. Accordingly, on October 6, 2022, the City published the draft 5-Year Plan (Attachment 2) on the City's website. To date, no written comments have been received on the draft PLHA Plan. The City may amend its adopted 5-Year Plan in succeeding years when annual PLHA NOFA period reopens.

The draft 5-Year Plan identifies two activities for the City's five years of PLHA funding, although the Council may modify the activities identified in the Draft 5-Year Plan provided modification are consistent with the PLHA program:

1. The rehabilitation of existing ADUs and new ADU development, with rehabilitation prioritized over new construction. This activity is identified for PLHA funding because there are existing ADUs that may benefit from rehabilitation. The City would award funding to eligible property owners of qualifying projects using low interest loans. Because of the requirements to initiate this program, e.g., develop and adopt program guidelines, compliant loan documents, etc., and that there is only \$67,590 available in the 2019 funding, this activity is suggested to commence for funding year 2020.
2. Accessibility modifications in Lower-income Owner-occupied housing. Use of PLHA funds for this activity would result in interior and exterior accessibility modifications. A review of demographic data in the City's 2019 adopted Housing Element indicates there may be eligible households that may benefit from reduced lower income owner occupied housing need for Funds may be awarded to eligible homeowners of



qualifying projects as either a grant or a low-interest loan. Although the City must develop program guidelines, Eligible homeowners may use a portion of their award to secure needed building permits. The State PLHA program does not require recordation of affordability covenants for this type project; it is at the discretion of the City.

## **CONCLUSION**

The PLHA program represents an opportunity for the City to funding available to eligible local property owners and residents to improve housing in Ferndale. Should the City elect to pick up the PLHA mantle, this role creates new commitments for the City. The following range of options for proceeding may be considered by the City Council:

1. Adopt the Draft 5-Year Plan and approve Resolution 2022-25 in Attachment 3 authorizing the City Manager to file a PLHA application with HCD.
2. Modify the Draft 5-Year Plan. Depending on the extent of modifications, it may be necessary for the agenda item to be continued to the Council's November 2022 meeting for adoption of the Plan and approval of the City's PLHA application.
3. Elect to delegate the entirety of Ferndale's \$426,906.00 five year allocation to another eligible local city or to Humboldt County. The next step for this option is for the City Manager to contact representatives of other local eligible jurisdictions. Before November 30, 2022, the City Council will need to authorize the City Manager to execute a delegation agreement.
4. Elect to not apply for the City's 2019 allocation, and to wait and apply in 2023 for the City's 2020 PLHA allocation when HCD opens the NOFA period. Should the Council elect this option, staff recommends that prior to the 2023 NOFA period, that the Council solicit public input PLHA activities for the 5-Year Plan.

## **ATTACHMENTS**

1. Complete List of Eligible Activities Pursuant to Section 301(A) of the Permanent Local Housing Allocation (PLHA) Program Guidelines
2. Draft 5-Year Permanent Local Housing Allocation (PLHA) Plan
3. Resolution 2022-25 Authorizing the Application and Adopting the Permanent Local Housing Allocation (PLHA) Plan for the PLHA Program

**THE COMPLETE LIST OF ELIGIBLE ACTIVITIES PURSUANT TO SECTION 301(A) OF THE PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM GUIDELINES.**

- (1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremely low-, Very low-, Low-, or Moderate-income households, including necessary Operating subsidies.
- (2) The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory dwelling units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.
- (3) Matching portions of funds placed into Local or Regional Housing Trust Funds.
- (4) Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
- (5) Capitalized Reserves for Services connected to the preservation and creation of new Permanent supportive housing.
- (6) Assisting persons who are experiencing or At risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
- (7) Accessibility modifications in Lower-income Owner-occupied housing.
- (8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
- (9) Homeownership opportunities, including, but not limited to, down payment assistance.
- (10) Fiscal incentives made by a county to a city within the county to incentivize approval of one or more Affordable housing Projects, or matching funds invested by a county in an Affordable housing development Project in a city within the county, provided that the city has made an equal or greater investment in the Project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an Affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the Affordable housing Project.

## Attachment 2

# **DRAFT 5-YEAR PERMANENT LOCAL HOUSING ALLOCATION PLAN**

## **City of Ferndale**

## BACKGROUND ABOUT THE PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM

The Permanent Local Housing Allocation (PLHA) program, is a 5-year State program to provide financial assistance to local jurisdictions to increase the supply of affordable and workforce housing for households. The PLHA program is administered by the California Department of Housing and Community Development (HCD).

Table 1 presents Ferndale’s non-competitive allocation and the City’s estimated total allocation over the five year funding period. (As of October 6, 2022, the State has not provided allocation estimates for years 2022 and 2023.) The PLHA program allows the City to use up to 5 percent of its funding for administration of the grant. Applications for the 2019 PLHA allocation are due Oct 31, 2022. Ferndale has the option to not apply for the 2019 allocation of \$71,150, however, those funds then will be reallocated and pooled into another State housing program that is competitive and is targeted to affordable multifamily housing.

Table 1

2019	2020	2021	5-Yr. Estimate
\$71,150.00	\$108,994.00	\$121,739.00	\$426,906.00

Table 2 indicates when PLHA funding must be expended.

Table 2

Allocation Years	Appropriation Date	Application Deadline	Award Deadline	Expenditure Deadline
Year 1 (2019)	7/1/2019	Fall 2022	April 2023	4/30/2024
Year 2 (2020)	7/1/2020	Fall 2023	April 2024	4/30/2025
Year 3 (2021)	7/1/2021	Fall 2024	April 2025	4/30/2026
Year 4 (2022)	7/1/2022	Fall 2025	April 2026	4/30/2027
Year 5 (2023)	7/1/2023	Fall 2026	April 2027	4/30/2028

The City will have an opportunity to amend its adopted PLHA 5-Year Plan every year when the Department of Housing and Community (HCD) releases the PLHA Notice of Funding Availability (NOFA).

Links to HCD information about the PLHA program:

<https://www.hcd.ca.gov/grants-funding/active-funding/docs/PLHA-Final-Guidelines-11-19.pdf>

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/2022-PLHA-Questions-and-Answers.pdf>

<https://www.hcd.ca.gov/sites/default/files/2022-08/2022-PLHA-Formula-Component-NOFA.pdf>

**CITY OF FERNDAL DRAFT PERMANENT LOCAL HOUSING ALLOCATION (PLHA) 5-YEAR PLAN  
PER §302(c)(4) Plan**

**§302(c)(4)(A)** Describe the manner in which allocated funds will be used for eligible activities.

The City plans to use funds for the following two activities: 1) construction of new accessory dwelling units (ADU) and the rehabilitation of existing accessory dwelling units (ADU) that are affordable to moderate- and low-income households and individuals where either the primary residence or the ADU are owner-occupied; and 2) accessibility modifications in lower-income owner-occupied housing. For the ADU construction and rehabilitation activity, the City will prioritize the use PLHA funds for rehabilitation of existing qualifying ADUs. For ADU construction and rehabilitation the City to make low interest loans to eligible homeowners. For the accessibility modifications activity, the City will award either grants, or low and/or deferred interest loans to eligible homeowners for qualifying projects. For each activity the City will develop and adopt program guidelines that are consistent with PLHA program. Qualifying applicants with a verified income that does not exceed 60 percent of the area median income will be prioritized over other applicants. The City will develop project procurement procedures consistent with the PLHA guidelines. Ferndale's PLHA funding will made available through a competitive NOFA(s) process and/or an over the counter application process. Eligible applicants will carry out projects using PLHA funds alone or in combination with other funds. Funding recommendations made by staff and/or a committee(s) will be taken to the City Council for final approval. The City will enter into agreements with subrecipients and monitor their progress against these agreements.

**§302(c)(4)(B)** Provide a description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of Area Median Income (AMI).

30 percent of PLHA funding will be used to benefit individuals at or below 60 percent of the Area Median Income by providing prioritizing funding applications for both activities with a verified income that does not exceed 60 percent area median income.

**§302(c)(4)(C)** Provide a description of how the Plan is consistent with the programs set forth in the Local Government's Housing Element.

The proposed activities are consistent with the City of Ferndale's 6th cycle Housing Element and facilitate implementation of the following programs:

- Program 5: Offer incentives to build affordable housing;
- Program 12: Seek state grants in support of housing construction and rehabilitation targeted at low-income and low-moderate income persons and persons with disabilities; and
- Program 11: Promote reasonable accommodation procedures to support persons with disabilities.

The City plans to use 100% of its PLHA funds for activities that address these three programs.



§302(c)(4)(E)(i) Percentage of Funds Allocated for Each Affordable Housing Activity		100%	100%	100%										
§302(c)(4)(E)(ii) Area Median Income Level Served		120%	120%	120%										TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level <b>Note: complete for years 2019, 2020, 2021 only</b>		12	12	TBD										24
§302(c)(4)(E)(ii) Projected Number of Households Served		1	1	1										3
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity <b>(55 years required for rental housing projects)</b>		5 years	5 years	5 years										
<p>§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of each Affordable Rental and Ownership Housing project.</p> <p>The program will be administered by either a City employee on a part time basis or a vendor retained through a procurement process consistent with the PLHA program. The employee/vendor will prepare program guidelines and procurement procedures that are consistent the PLHA program for City Council adoption. No later than December 31, 2023, the City will prepare, and the City Council will adopt program guidelines. Program guidelines will be designed to provide assistance to eligible homeowners for ADU rehabilitation or new construction. The City will issue NOFAs for ADU rehabilitation or new construction in accordance with the adopted program guidelines. Projects that meet the requirements set forth in this plan will be considered by PLHA assistance.</p>														





<p><b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at AMI Level <b>Note: complete for years 2019, 2020, 2021 only</b></p>	9				TBD											9
<p><b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served</p>	2				2											4
<p><b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Activity</p>	0				0											
<p><b>§302(c)(4)(E)(iii)</b> A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.</p>																
<p>The program will be administered by program by either a City employee on a part time basis or a vendor retained through a procurement process (e.g., request for qualifications) consistent with the PLHA program. The employee/vendor will prepare program guidelines and procurement procedures that are consistent the PLHA program for City Council adoption. No later than August 1, 2023, the City will prepare and the City Council will adopt program guidelines. Program guidelines will be designed to provide assistance to eligible homeowners for accessibility modifications. The City issues NOFAs for accessibility modification programs. Projects that meet the requirements set forth in this plan will be considered by PLHA assistance.</p>																

# Attachment 3

## **Resolution 2022-25**

### **City of Ferndale**

AUTHORIZING THE APPLICATION AND ADOPTING  
THE PERMANENT LOCAL HOUSING ALLOCATION  
PLAN FOR THE PERMANENT LOCAL HOUSING  
ALLOCATION PROGRAM

Resolution 2022-25  
City of Ferndale

**AUTHORIZING RESOLUTION OF** CITY COUNCIL OF THE CITY OF FERNDAL

**AUTHORIZING THE APPLICATION AND ADOPTING THE PLHA PLAN FOR THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

The City Council of the City of Ferndale, a municipality of the County of Humboldt, State of California.

City of Ferndale hereby consents to, adopts, and ratifies the following resolution:

- A. WHEREAS, the Department is authorized to provide up to \$335 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)).
- B. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 8/17/2022 under the Permanent Local Housing Allocation (PLHA) Program;
- C. WHEREAS the City of Ferndale is an eligible Local government who has applied for program funds to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation.
- D. WHEREAS the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement, and other contracts between the Department and PLHA grant recipients;

**NOW THEREFORE BE IT RESOLVED THAT:**

- 1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
- 2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix C of the current NOFA. \$ 426,906.00 in accordance with all applicable rules and laws.

3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.
4. **Pursuant to Section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for the 2019-2023 Allocations is attached to this resolution, and Applicant hereby adopts this PLHA Plan and certifies compliance with all public notice, public comment, and public hearing requirements in accordance with the Guidelines.**
5. **If applicable:** Applicant certifies that it was delegated by the Ferndale City Council to submit an application on its behalf and administer the PLHA grant award for the formula allocation of PLHA funds, pursuant to Guidelines Section 300(c) and 300(d), and the legally binding agreement between the recipient of the PLHA funds and the Applicant is submitted with the PLHA application.
6. **If applicable:** Applicant certifies that it has or will subgrant some or all of its PLHA funds to another entity or entities. Pursuant to Guidelines Section 302(c)(3), "entity" means a housing developer or program operator, but does not mean an administering Local government to whom a Local government may delegate its PLHA allocation.
7. **If applicable:** Applicant certifies that its selection process of these subgrantees was or will be accessible to the public and avoided or shall avoid any conflicts of interest.
8. **If applicable:** Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
9. **If applicable:** Applicant certifies that, if funds are used for the acquisition, construction or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A),(B) and (C).
10. **If applicable:** Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.
11. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.
12.                      City Manager or their designee                      is/are authorized to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the \_\_\_\_\_ City of Ferndale \_\_\_\_\_ this  
19th day of, \_\_\_\_\_ October \_\_\_\_\_ 2022, by the following vote:

AYES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Signature of Approving Officer: \_\_\_\_\_  
\_\_\_\_\_ Don Hindley, Mayor

**INSTRUCTION: The attesting officer cannot be the person identified in the resolution as the authorized signor**

**CERTIFICATE OF THE ATTESTING OFFICER**

The undersigned, Officer of \_\_\_\_\_ the City Clerk’s Office, City of Ferndale \_\_\_\_\_ does hereby attest and certify that the forgoing \_\_\_\_\_ Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the \_\_\_\_\_ City Council of the City of Ferndale \_\_\_\_\_ which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: \_\_\_\_\_ Signature of Attesting Officer  
Signature of Attesting Officer  
– \_\_\_\_\_ Kristene Hall, City Clerk

Meeting Date:	October 19, 2022	Agenda Item Number	13.c
Agenda Item Title	Adopt Resolution No. 2022-24 Authorizing the City Manager to execute agreement for LRSP Funding		
Presented By:	Michelle Nielsen, City Planner		
Type of Item:	X	Action	X
			Discussion
			Information
Action Required:		No Action	X
			Voice Vote
			Roll Call Vote

**STAFF RECOMMENDATION**

That the City Council:

1. Receive the staff report and any public comment;
2. Deliberate on the draft resolution and public input; and
3. Adopt Resolution 2022-24 in Attachment A authorizing and directing the City Manager to execute a funding agreement with Caltrans for preparation of the Local Road Safety Plan.

**BACKGROUND**

The California Department of Transportation (Caltrans) provides funding through the Highway Safety Improvement Program (HSIP) for roadway safety improvement projects. This funding is currently provided by the Infrastructure Investment and Jobs Act that was signed into law on November 15, 2021 and is the core federal-aid program to States for the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads. The Division of Local Assistance (DLA) manages California's local agency share of HSIP funds. California's Local HSIP focuses on infrastructure projects with nationally recognized crash reduction factors (CRFs). Local HSIP projects must be identified on the basis of crash experience, crash potential, crash rate, or other data-supported means.

In order to apply for the HSIP funds, an agency must have completed their Local Road Safety Plan (LRSP) or an equivalent, such as Systemic Safety Analysis Report (SSAR) or Vision Zero Action Plan. Other equivalents of the LRSP may be reviewed and determined on a case-by-case basis. The LRSP or its equivalent must be updated and validated at least every five years. When an agency submits an HSIP funding application, the agency must self-certify that an LRSP or its equivalent has been completed. The agency must provide a copy of the safety plan upon request.

The LRSP is intended to build off of the State’s Strategic Highway Safety Plan which is a statewide data-driven traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries. In coordination with federal, state, local and private sector safety stakeholders, the SHSP establishes goals, objectives, and emphasis (or challenge) areas. The SHSP address the 4Es of traffic safety: Engineering, Enforcement, Education, and Emergency Services. The LRSP utilizes local traffic data to identify emphasis areas with the local jurisdiction and safety projects that fall within the 4Es that can help reduce traffic incidents in the area.

**DISCUSSION**

In November 2020, the City of Ferndale requested funding through the DLA to complete a LRSP. A total of \$22,500 was requested to complete the project with a designated match of \$2,500 for a total project cost of

\$25,000. In December 2020, the application was approved and the City was directed to submit a funding allocation request to the District Local Assistant Engineer.

In a letter dated December 22, 2020, the City requested a funding allocation from the DLAE. The funding allocation would cover 90% of the total project cost with the City matching the remaining 10%. The letter also included a Finance Letter as requested by the DLA. In response to this request, the City of officially allocated funding from Caltrans DLA by letter dated December 29, 2020.

The funding provided by Caltrans will be utilized to develop a LRSP for the City. This will involve coordination with local stakeholders, collection and review of traffic incident data, identification of emphasis areas, and development of safety improvement projects. Since there are a limited number of traffic incidents within the City boundary, it is likely that the LRSP will focus on systemic safety measures. These are projects that can be implemented throughout the City to improve overall safety such as improved pedestrian crossings and improved street signage.

### **SUMMARY**

In order to obtain funding through HSIP, the City must have a complete LRSP or equivalent document in place. Funding has been awarded by Caltrans to complete the LRSP but before funding may be dispersed the City must execute a master agreement and project supplement agreement with Caltrans. It is recommended that the City Council authorize the City Manager to sign and execute the agreements on the City's behalf.

### **Attachments**

- A – Resolution No. 2022-24: Resolution Authorizing and Directing the City Manager of the City of Ferndale to Execute Agreements with Caltrans.
- B – Federal-Aid/State-Aid Master Agreement No. 01-5097S21
- C – Program Supplement Agreement No. W05 for Project LRSP-5094(009)

**RESOLUTION NO. 2022-24****RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER OF THE CITY OF FERNDALE TO EXECUTE FEDERAL-AID/STATE-AID MASTER AGREEMENT NO. 01-5097S21 AND PROGRAM SUPPLEMENT AGREEMENT NO W05 WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, a Local Road Safety Plan (LRSP) is required to obtain funding through the Highway Safety Improvement Program, and

**WHEREAS**, the City of Ferndale (City) was awarded and allocated funding to prepare a (LRSP) effective December 29, 2020 by the California Department of Transportation (Caltrans) Division of Local Assistance, and

**WHEREAS**, the Caltrans requires execution of Federal-Aid/State-Aid Master Agreement No. 01-5097S21 and Program Supplement Agreement No. W05 for Project LRSPL-5094(009) in order to disperse funds to the City for preparation of the LRSP, and

**WHEREAS**, the City Manager has authority to sign and execute agreements on behalf of the City,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby:

1. Approves execution of Federal-Aid/State-Aid Master Agreement No. 01-5097S21 and Program Supplement Agreement No. W05 for Project LRSPL-5094(009); and
2. Designates the CITY MANAGER as the authorized representative that may sign and submit all documents, including, but not limited to agreements, amendments, and payment requests which may be necessary for reimbursement of funds from Caltrans; and
3. Agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and guidelines.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on October 19, 2022 by the following roll call vote:

Ayes:

Noes:

Abstain:

Absent:

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Don Hindley, Mayor

**Attest:**

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Kristene Hall, City Clerk



**PROGRAM SUPPLEMENT NO. W05**  
 to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00586S**

**Adv Project ID**            **Date:** February 9, 2021  
 0121000029            **Location:** 01-HUM-0-FER  
                                  **Project Number:** LRSPL-5097(009)  
                                  **E.A. Number:**  
                                  **Locode:** 5097

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00586S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of \_\_\_\_\_ and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:** City of Ferndale

**TYPE OF WORK:** Local Road Safety Plan

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$25,000.00	\$22,500.00		\$2,500.00	\$0.00

**CITY OF FERNDALE**

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_  
 Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
**Department of Transportation**

By \_\_\_\_\_  
 Chief, Office of Project Implementation  
 Division of Local Assistance  
 Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Risa Done

Date 2/16/21 \$22,500.00

**SPECIAL COVENANTS OR REMARKS**

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).
4. This PROJECT is funded with State-Only funding from the Local Roadway Safety Plan (LRSP) Program. ADMINISTERING AGENCY agrees to develop an LRSP under this PROJECT.

The ADMINISTERING AGENCY agrees to follow all relevant State laws and requirements including the California Environmental Quality Act (CEQA).

This PSA allows reimbursement of eligible PROJECT expenditures to the ADMINISTERING AGENCY for which the LRSP State funds are allocated. The effective State allocation date establishes the eligibility date for the ADMINISTERING AGENCY to start reimbursable work. Any work performed prior the effective allocation date is not eligible for reimbursement from the LRSP funds.

ADMINISTERING AGENCY agrees that LRSP funds available for reimbursement will be

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**SPECIAL COVENANTS OR REMARKS**

limited to the amount allocated and encumbered by the STATE consistent with the scope of work in the STATE approved application. Funds encumbered may not be used for a modified scope of work after a project is awarded unless approved by the Statewide LRSP Coordinator prior to performing work.

ADMINISTERING AGENCY agrees to the program delivery and reporting requirements. The study and the LRSP must be completed within thirty-six (36) months of the funding allocation. The Final Report of Expenditure, the final invoice and the LRSP report must be submitted to the DLAE within six (6) months of the report completion.

Meeting Date:	October 19, 2022	Agenda Item Number	13. d
Agenda Item Title	Adopt Resolution No. 2022-23 for the 2022 Drainage Master Plan Update		
Presented By:	Michelle Nielsen, City Planner		
Type of Item:	X	Action	X Discussion
Action Required:		No Action	X Roll Call Vote

**STAFF RECOMMENDATION**

That the City Council:

1. Receive the staff report and any public comment;
2. Deliberate on the draft 2022 Drainage Master Plan Update and public input; and
3. Adopt Resolution 2022-23 in Attachment A that makes findings pursuant to the California Environmental Quality Act and adopts the 2022 Drainage Master Plan Update.

**ENVIRONMENTAL REVIEW**

The preparation and adoption of the 2022 Drainage Master Plan Update (DMPU) is statutorily and categorically exempt from environmental review pursuant to Sections 15262 and 15306, respectively, of the CEQA Guidelines. The statutory exemption in Section 15262 of the CEQA Guidelines applies as the 2022 DMPU is a planning document and does not include physical improvements or changes to the environment. Development of the individual projects identified in the plan are subject to environmental review that must be completed prior to construction commencing. The preparation and adoption of the 2022 DMPU is also exempt pursuant to Section 15306 of the CEQA Guidelines as preparation of the study consists of “basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource”. A significant portion of the study involved in-office analysis, although portions of the study area were walked but involved no ground disturbing activities. Consistent with Section 15306, this activity was for information gathering purposes as part of a study that will be incorporated into the City’s existing drainage ordinance. However, the City has not yet approved or funded the projects identified in the 2022 DMPU.

**BACKGROUND**

The current Drainage Master Plan Update was adopted by the City April 1, 2004. In 2020, the City Engineer began preparing an update of the 2004 Drainage Master Plan. One purpose of the update is to reduce the permit processing time and cost to develop housing in areas that are planned for residential development that are prone to flooding. A portion of the costs incurred for preparing the update has been offset by State SB 2 grant funds awarded to the City by the California Department of Housing and Community Development (HCD). The City will also apply for a non-competitive allocation of Regional Early Action Planning (REAP) funding to offset preparation costs incurred that were not covered by SB 2 funds. The draft 2022 Drainage Master Plan Update (DMPU) was an agenda item on the Drainage Committee’s June 2, August 4 and October 6, 2022, regular meetings.

**DISCUSSION**

The City of Ferndale is located within the larger Eel River Floodplain and was developed along Francis Creek. The flat topography of the City coupled with the influence of several creeks in the area and a high ground water

table often leads to localized flooding within the City. As such, the City has developed a citywide stormwater drainage system to alleviate flooding and protect developed areas from potential flood damage. To manage the drainage system and plan for improvements over the long-term, the City periodically updates its Master Drainage Plan, which is referenced in Ordinance No. 94-01, the City’s ordinance for drainage facility improvements and drainage fees. The City’s current 2004 Master Drainage Plan was an update of the 1990 Drainage Master Plan.

While the 2004 Plan identified future drainage problems and established a list of drainage improvement projects, the Plan did not analyze the potential of future development in specific areas of town. Localized flooding is identified as a constraint to housing development in the City’s 2019-2027 Housing Element. The 2022 Drainage Master Plan Update is intended to facilitate housing production in targeted areas by reducing the individual costs of studies, providing for public discussion of solutions, and ensuring a regional approach that applies to all projects is employed. The DMPU is a long-range planning tool that:

- identifies deficiencies in the existing drainage system,
- recommends a course of action to reduce flood damage,
- supports the drainage fee ordinance,
- provides costs estimates for identified drainage projects, and
- provides guidance for the development of future drainage facilities.

The 2022 DMPU builds on information provided in the 2004 update and utilizes the most current methodology available in to assess flow patterns throughout the City. The 2022 DMPU identifies areas experiencing drainage issues and recommends projects to correct the drainage issues, while also providing cost estimates for the recommended projects. It is noted some of the problem areas identified in the 2022 DMPU were also identified in the 2004 update. The 2022 DMPU recommends the following seven projects be prioritized as funds become available:

		<b>Est. Cost</b>
1*	At Berding & Herbert Streets Replace (E) ±15”CMP pipe with 50’t of New 24-inch HDPE pipe	\$21,000
2*	At Berding St. & Shaw Ave. Install ±305’ of 12-inch HDPE and drainage inlets.	\$83,580
3*	At Dewey Ave. Install ±460’ of 24-inch HDPE pipe and drainage Inlets from Herbert St. to the East Side Drainage Channel	\$204,300
4*	At Rose Ave. Replace (E) 12” CMP with ±505’ of 18-inch HDPE pipe. Will require obtaining easements and working in narrow areas. Estimated cost does not include the cost to acquire easements.	\$193,980
5	At 5 <sup>th</sup> St. & Milky Way, Install ±550’ of HDPE pipe from Milky Way to Drainage Channel with drainage inlets	\$236,340
6*	At Ambrosini Lane, Install ±325’ of 36-inch HDPE pipe. Will require obtaining easements.	\$109,200
7*	At Arlington Ave at 5 <sup>th</sup> St. Install ±1800’ of 18-inch & 24-inch HDPE pipe from Arlington Ave. to Van Ness Ave.	\$575,460
<b>TOTAL</b>		<b>\$1,423,860</b>
Note: Estimated costs include design, bidding, and construction management in 2022 dollars.		
* Indicates areas identified in the 2004 Master Drainage Plan Update.		

As discussed in the 2022 DMPU, the only funding that is available to implement the above drainage projects are:

1. Drainage impact fees collected on new development as specified in the City's 1994 adopted Storm Drainage Fee Ordinance.
2. An annual parcel assessment fee, approved by the voters in 1997, which generates approximately \$19,500 in revenue annually.

While the revenues generated by these sources are committed to drainage improvements, the amount of revenues collected is insufficient to cover the costs for the City to undertake these projects.

The 2022 DMPU was published as a June 2, 2022, Drainage Committee agenda item. Comments received were incorporated into the 2022 DMPU, included as Attachment B. Since the June 2, 2022, meeting, City staff has not received new comments from the public. On October 6, 2022, by unanimous vote, the Drainage Committee recommended that the City Council adopt the 2022 DMPU.

The City's cost for preparing the 2022 DMPU has been offset by funds from the State's SB 2 Planning Grant Program (SB 2) and an allocation of Regional Early Action Planning Grants Program (REAP) technical assistance funding. The terms of the SB 2 agreement commit the City to completing the 2022 DMPU, including adoption, in order to be eligible for full reimbursement. Adopting the 2022 plan is the City's final step for fulfilling its SB 2 obligation for this activity.

#### **SUMMARY**

The 2022 Drainage Master Plan Update builds upon the City's 2004 report and uses current engineering practices to evaluate drainage patterns in the City. The 2022 study identifies areas experiencing drainage issues and recommends engineering solutions. The 2022 DMPU also provides costs estimates for implementing the solutions in 2022 dollars. Advancing the 2022 DMPU to the Council for consideration and adoption will enable it to be used by the City and housing developers during the project planning phase thereby reducing a project's predevelopment costs. Acceptance of the 2022 DMPU does not foreclose the City's review and identification of options to fund drainage improvements. Ultimately as funds earmarked for drainage improvements become available, the 2022 DMPU will help guide decision-making for using funds for drainage improvements.

#### **Attachments**

A – Resolution No. 2022-23: Resolution for City Council adoption of the 2022 Drainage master Plan.

B –2022 Drainage Master Plan Update



**RESOLUTION No. 2022-23****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
MAKING FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND  
ADOPTING THE 2022 DRAINAGE MASTER PLAN UPDATE**

**WHEREAS**, the City of Ferndale maintains a city-wide stormwater drainage system;

**WHEREAS**, storm runoff associated with heavy winter rains cause chronic flooding and sedimentation problems in the relatively flat terrain in the City highlight the need for a Drainage Master Plan to identify deficiencies in the existing drainage system, recommend projects to reduce flood damage, support the Drainage Fee ordinance, i.e., Ordinance No. 94-01, and provide guidance for the development of future drainage facilities;

**WHEREAS**, the City of Ferndale's adopted 2019-2027 Housing Element identifies localized flooding as a constraint on housing development in the City;

**WHEREAS**, the City adopted a Drainage Master Plan in 1994 and a Drainage Master Plan Update in 2004;

**WHEREAS**, the City Engineer prepared the 2022 Drainage Master Plan Update including identification of improvements with an estimated construction cost of \$1.4 million;

**WHEREAS**, the 2022 Drainage Master Plan Update is not a mandate of required improvements, but a planning tool to be used by the City in developing future capital improvement program budgets;

**WHEREAS**, the development and adoption of a 2022 Drainage Master Plan Update is statutorily and categorically exempt from analysis under the California Environmental Quality Act (CEQA) pursuant to Sections 15262 and 15306, respectively, of the CEQA Guidelines;

**WHEREAS**, the Drainage Committee reviewed and commented on the 2022 Drainage Master Plan Update as part of their June 2, 2022, August 4, 2022, and October 6, 2022 regular meetings; and

**WHEREAS**, on October 6, 2022, by unanimous vote, the Drainage Committee recommended that the City Council adopt the 2022 Drainage Master Plan Update.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the City Council of the City of Ferndale in the County of Humboldt hereby resolve, declare, and order as follows:

- Section 1. The foregoing recitals are true and correct, and constitute the findings of the City Council in support of this resolution.
- Section 2. The City Council adopts the City of Ferndale 2022 Drainage Master Plan Update.
- Section 3. Direct City staff to prepare and file a Notice of Exemption with the County Clerk and Office of Planning and Research.



**IT IS HEREBY CERTIFIED** that the City Council of the City of Ferndale duly introduced and regularly adopted the foregoing resolution at regular meeting held October 19, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Don Hindley, Mayor

Attest:

---

Kristene Hall, City Clerk

# Drainage Master Plan Update

*Draft May 24, 2022*

**City of Ferndale**



Prepared by:



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**Appendix A – Cost Estimates**

**Appendix B – Ferndale Drainage Maps (separate attachment)**

## EXECUTIVE SUMMARY

The Ferndale Drainage Master Plan Update is a long-range planning tool that identifies deficiencies in the existing drainage system, provides a recommended course of action to reduce flood damage, supports the drainage fee ordinance, establishes a fee schedule for development, and provides guidance for the development of future drainage facilities. The 2022 update builds on information provided in the 2004 update and utilizes the most current methodology available in order to assess flow patterns throughout the City.

Utilizing the updated hydrologic model for the City, drainage problem areas were identified and a list of recommended improvement projects was developed through consultation with the Ferndale Drainage Committee and site visits. The recommended improvement projects and their estimated costs are listed below. The projects are listed in order of their priority.

### EXISTING PROBLEM AREAS AND RECOMMENDED SOLUTIONS

		Est. Cost
1	At Berding & Herbert Streets Replace (E) ±15" CMP pipe with 50' of New 24-inch HDPE pipe	\$21,000
2	At Berding St. & Shaw Ave. Install ±305' of 12-inch HDPE and drainage inlets.	\$83,580
3	At Dewey Ave. Install ±460' of 24-inch HDPE pipe and drainage Inlets from Herbert St. to the East Side Drainage Channel	\$204,300
4	At Rose Ave. Replace (E) 12" CMP with ±505' of 18-inch HDPE pipe. Will require obtaining easements and working in narrow areas. Estimated cost does not include the cost to acquire easements.	\$193,980
5	At 5 <sup>th</sup> St. & Milky Way, Install ±550' of HDPE pipe from Milky Way to Drainage Channel with drainage inlets	\$236,340
6	At Ambrosini Lane, Install ±325' of 36-inch HDPE pipe. Will require obtaining easements.	\$109,200
7	At Arlington Ave at 5 <sup>th</sup> St. Install ±1800' of 18-inch & 24-inch HDPE pipe from Arlington Ave. to Van Ness Ave.	\$575,460
	TOTAL	\$1,423,860
	Note: Estimated costs include design, bidding, and construction management in 2022 dollars	

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It is the recommendation of this report that these projects be implemented as drainage funds become available. Assuming a 20-year planning period, the City will have to spend \$71,193 per year in 2022 dollars to complete all of the capital improvement projects.

The estimated cost to perform annual maintenance on Ferndale's existing drainage facilities is \$20,000 including labor. Therefore, the estimated total annual drainage expense for capital improvement projects and annual maintenance will be \$91,193.

There are currently two sources of funds for drainage improvements and maintenance: 1) Development Drainage Fees; and 2) an Annual Drainage Assessment. In 1997, the voters approved the establishment of a Drainage Assessment District within the City Limits with the authority to assess each parcel a \$25 annual drainage fee. The Lytel Foundation, a local non-profit organization, contributed \$25,000 per year to the City in-lieu of the City implementing the property drainage assessment for several years. However, this assessment is now paid by property owners.

Based on the current fee and assessment structure, the projected revenue for drainage improvement projects is significantly less than the projected expenses. As such, it is unlikely that the seven drainage improvement projects on the priority list will be completed within the 20 year planning period unless either the current fee and assessment structure is adjusted, other outside (state, federal) funds are obtained, a loan is taken, or bonds are sold.

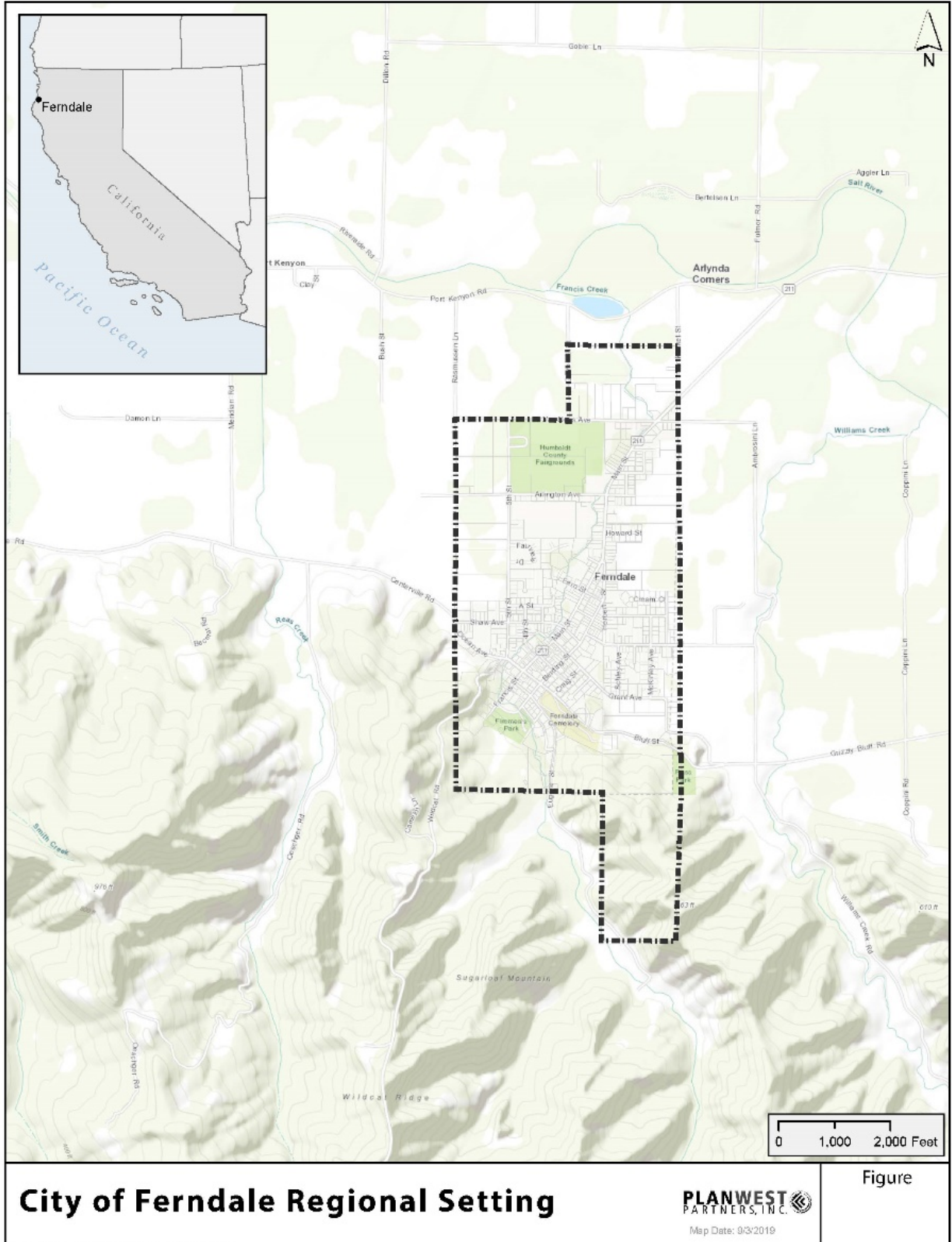


Figure 1: City of Ferndale Regional Map

## Chapter 1 - INTRODUCTION

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The City of Ferndale is a small, historic dairy community located within the Eel River Valley, roughly 15 miles south of Eureka in Humboldt County. The City and surrounding area are within the Salt River watershed, which in turn flows into the Eel River near its mouth.

The City is built on the historic alluvial fan of Francis Creek and local flooding occurs when Francis Creek is breached. As Francis Creek is the high point within the city, flood waters run downhill and have historically flooded Main Street, Shaw Avenue, Rose Avenue, and other local roads covering many areas with a deep layer of silt.

Ferndale and the surrounding areas have historically had problems with storm water and drainage due to the relatively flat topography of the region and its location within the Eel River floodplain. Storm runoff associated with heavy winter rains has caused chronic flooding and sedimentation problems in the relatively flat terrain in the City, and in the rural areas north of the City near the Salt River. The City of Ferndale has recognized that continued growth can only take place in or adjacent to those portions of the city experiencing chronic flooding, and that management of storm water runoff is in the public interest.

### 1.1 - Geology and Hydrology

The Eel River is the third largest river system in California, with a 3,680-square-mile watershed that includes portions of Trinity, Mendocino, Humboldt, Glenn, and Lake Counties. The watershed's dominant geologic formation is the Franciscan Complex, which is prone to landslides and is highly erodible, particularly on steep slopes. However, the lower Eel River areas is comprised of over 50% Cenozoic Sedimentary rocks<sup>i</sup>. The area is underlain by alluvial deposits consisting of fine-grained fluvial and flood deposits composed of interbedded silts, clays, and fine sands derived from nearby watercourses (Salt River, Francis Creek, and Eel River). These deposits are young and as such are generally poorly consolidated and susceptible to liquefaction during strong ground shaking.

The geology of the City is primarily classified as Q – Marine and Nonmarine (continental) Sedimentary rocks which is described as alluvium, lake, playa, and terrace deposits. A small portion of the City in the hill areas to the south is classified as Qoa – Marine and Nonmarine (continental) Sedimentary rocks which is described as older alluvium, lake, playa, and terrace deposits<sup>ii</sup>. Soils in the area are primarily Weott (0 to 2 percent slopes) with some Loleta (2 to 5 percent slopes), Fiedler-Petellen-Nanningcreek complex (30 to 50 percent slopes), and Swainslough (0 to 2 percent slopes)<sup>iii</sup>. Various other soils exist in the area in minimal amounts.

The City sees a normal annual precipitation of 40.33 inches<sup>iv</sup> and benefits from the marine cloud layer that covers the area on an almost daily basis. Major hydrological features in and around the City include the Eel River approximately 3 miles north and 5.5 miles east of the City center, and the Pacific Ocean approximately 4 miles to the west. Francis Creek, which runs south to north through the City center, is a tributary to the Salt River, which then discharges into the Eel River slough at the river mouth. Francis Creek is a perennial stream with a small watershed, where stream flows quickly subside after moderate rain events. Williams Creek is located just east of the City and also flows into the Salt River. Flooding events occur periodically in the area during large storms with the last event occurring in Spring 2019.

Much of the City is flat in nature with a less than 5% grade. The City maintains a stormwater system separated into east and west drainage basins by Francis Creek. Stormwater from the City eventually flows into the Salt River to the north<sup>v</sup>. Surface water flows generally follow natural contours and waterways but have also been altered by constructed features (e.g. drainage channels, detention basins) including the City's stormwater system.

### FRANCIS CREEK

The Francis Creek Watershed has a drainage area of approximately 1,990 acres. Francis Creek is normally a small, babbling brook which runs year-round, winding through the very heart of the City. The Creek's flood carrying capacity is restricted by culverts, bridges, sediment build-up, and debris. Flooding from Francis Creek has been historically documented at regular intervals, and varying intensities. Annual



**Figure 2: Francis Creek at Main St and Shaw Ave**



removal of any vegetation that could cause debris dams in the Francis Creek channel has so far been successful in reducing flooding potential.

Through the Governor's Office of Emergency Services (OES), the City of Ferndale applied for a FEMA Flood Hazard Mitigation Grant in January 1996 to primarily increase the flow capacity of Francis Creek. Approval of funding to proceed with a Phase 1 study and report was received on October 31, 1997. The Phase 1 Report was completed in March 1998.

The City received notification of funding approval for the project from OES in November 1999. In order to work effectively in Francis Creek during the relatively short construction season, the project was divided into three phases. Beginning in June, 2000 work began on the first phase of construction at the most downstream point. The City partnered with Caltrans to receive \$764,000 towards completion of the first phase of work, at the most downstream portion of the project, part of which was within the Caltrans Highway 211 right-of-way. The first phase of work was substantially complete in December 2000.

Construction began on Phase 2 of the project in June 2001. The work included widening much of the middle section of the creek and replacing two bridges. The City was successful in obtaining a California Department of Water Resources Urban Streams Restoration Grant of \$270,000 to help fund a portion of the Phase 2 work. Phase 2 construction work was completed in November 2001.

The final phase of construction included the replacement of the two most upstream bridges of the project, and the installation of the east side drainage improvements. The work began in June 2002 and was substantially complete in September of the same year.

The design team employed several methods to complete the channel widening. In general, the lower portions for the creek bank were armored with large rock slope protection with interwoven plantings of native thimbleberry, ferns, and wild strawberries. Some of the upper sections of bank were lined with a biodegradable mesh fabric, with similar plantings. Larger bushes and trees were planted along the top of the bank to provide a future shade canopy. Habitat enhancing rock clusters were also placed at strategic locations in the creek channel. All of the new bridges included at least three feet of rock fill over foundation footings. This was intended to provide a channel bed of natural material.

The City was fortunate that the winters of 2000 and 2001 were relatively mild, with below normal rainfall. The new landscaping generally had time to develop and take hold on the creek banks that had been widened during the first two phases of work. The entire project was completed just before the extreme storm events of December 2002. Francis Creek was able to handle the storm flows with only minor overtopping at Fern Avenue and Shaw Avenue.

In January 2017, heavy rains flooded much of the lower Eel River estuary (Figure 2). During this time, the Eel River exceeded its flood stage off 20 feet from January 9 to 11<sup>vi</sup>. During this same period, the Salt River flooded in many areas along Port Kenyon Road (Figure 3).

Similar flooding occurred again in early 2019. These large flood events often result in the closure of Highway 211 at Fernbridge as flood waters typically flow over the roadway (Figure 4).



Photo Source: Caleb Leshar via Lost Coast Outpost

**Figure 4: Lower Eel River Estuary January 9, 2017**



Photo Source: Dobson Images

**Figure 3: Salt River near Port Kenyon Rd at Meridian Rd**



Photo Source: Lost Coast Outpost

**Figure 5: Flood Waters Over Highway 211 - February 2019**

## 1.2 - City Stormwater Subareas

The City of Ferndale's stormwater drainage systems can be split into two subareas east and west of Francis Creek. In an effort to reduce the amount of runoff entering Francis Creek and help alleviate flooding through the City center, drainage infrastructure routes stormwater away from Francis Creek to areas that are more capable of receiving higher flows.

### EAST SIDE SUBAREA

The East Side drainage system consists of a network of street gutters, storm sewers, culverts, and drainage channels that convey runoff to a natural low profile drainage swale referred to as the East Side Channel. The East Side Channel lies about 2,000 feet east of Francis Creek and flows north to Market Street and Van Ness Street where it converges with a County maintained ditch. On the eastern edge of the City near Arlington and Milton Avenues is a large depression along the East Side Channel. This depression collects water runoff and provides for infiltration and slower runoff into the rest of the system which helps prevent flooding downstream.

In addition to draining the easterly portion of the City, the East Side Drainage Channel collects overflows (floodwaters) from both Francis Creek to the west and Williams Creek to the east. The flood mitigation projects completed on Francis Creek in the early 2000's increased the capacity of the channel to allow it

to contain a 25-year design storm. This significantly reduced the frequency of Francis Creek overflows which has alleviated some of the previous flooding problems experienced in East Side Subarea.

## WEST SIDE SUBAREA

The West Side drainage system consists of a network of street gutters, drainage channels, and culverts. The west side drainage area is absent of any storm sewers except for the Ferndale Housing area and a small internal drainage system at the County Fairgrounds. The remaining acreage contains a series of drainage channels all running northerly to Port Kenyon Road where runoff ponds, percolates, or drains west in a small agricultural ditch.

The drainage channels are draining near maximum capacity and any increase in storm water will only contribute to additional unmanaged run-off. Furthermore, these drainage ditches can become densely vegetated, especially during the spring months. This vegetation significantly decreases the hydraulic efficiency of the channels and their capacity to convey stormwater runoff.

### 1.3 - Plan History

The City Council formed an ad-hoc Drainage Committee in 1989 to consider matters related to storm drainage within the City. In 1990 the City adopted a Drainage Master Plan which recognized the need to complete many major drainage improvements within the City limits. The Drainage Master Plan also recognized the limits imposed by both the Salt River and the Eel River estuary, in that these areas greatly influence drainage within the City. In 2020, the City formed a permanent Drainage Committee to address on-going drainage issue within the Francis Creek and adjoining watersheds affecting the City storm drainage system.

In 2003 and 2004 the City conducted a comprehensive update to the Drainage Master Plan. The 2004 update included a summary of drainage improvements since 1990, conducted a hydrological analysis of the City's infrastructure based on the best available data, and identified a series of projects that would help further alleviate drainage issues in and around the City. Many of these projects were not completed due to lack of funding. Some of the projects have been carried over to the current update.

### 1.4 - Current Update

Since 2004, mapping and modeling technology has advanced significantly. Current Lidar data is available for the City that provides a detailed topographic representation of features at a nominal pulse spacing of 0.35 meters (1.15 feet)<sup>vii</sup>. The current update to the Drainage Master Plan will take into consideration the new data available along with new data gathered through a series of field surveys to provide a detailed hydrologic model of the City. Additionally, this update will:

- Identify improvement projects that have occurred since 2004
- Update and develop relevant maps
- Identify existing and potential future drainage issues
- Establish an updated project list with recommended priorities and estimated project costs
- Review funding methods and develop a new drainage fee rate structure

## Chapter 2 - METHODOLOGY

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### 2.1 - Methodology Summary

This 2022 Storm Drainage Master Plan began with an identification of the land area contributing water to the Ferndale storm drainage system. The study area was defined as all areas within the Ferndale city limits and any area that contributes storm water to the city limits. Most pipes, channels, manholes, drainage inlets, and drainage swales within the city limits are included in the analysis. The city limits were walked to confirm the drainage infrastructure defined in the 2004 Drainage Master Plan. Drainage inlet grates were removed, where feasible, and physical data was recorded. A survey crew, under the direction of a licensed land surveyor, measured the grate and invert elevations of the identified drainage inlets. Other physical data was also noted, including the pipe diameter, the pipe material, the grate type and grate slope, as well as any additional information that may affect the capture efficiency of the inlet or pipe. There were multiple locations where not all of the physical data could be measured. In these locations the “most likely” scenario was identified and used for the analysis. Due to the project budget, not all pipes and channels were able to be surveyed. In these cases, the best information available was used to develop the drainage model.

The contours used to determine flow direction and individual drainage boundaries are shown at 1 foot contours and are based on the 2018-2019 Northern California Wildlife USGS Lidar Data Set. These lidar maps for the City of Ferndale were used to create drainage (catch) basins associated with each drainage inlet. Using the defined zoning parameters for the City of Ferndale, the terrain of each drainage basin, and the water drainage path (determined from the lidar map), the time of concentration for each drainage basin was computed.

The physical data obtained in the field was input into a hydraulic modeling software. Within the software, A user-defined IDF (Intensity-duration-frequency) curve was developed using the historic rainfall data from the city of Ferndale. For purposes of this study, the 25-year storm was used in the analysis.

Based on the time of concentration<sup>1</sup>, total land area, the 25-year storm rainfall data, and terrain of each individual drainage basin, the total hydrology (Peak flow, total volume of water, conduit capacity, peak velocity) of the drainage system was calculated.

From this data, areas with inadequate drainage infrastructure could be further analyzed. Once the base model containing the current state of the Ferndale drainage was completed and analyzed, scenarios were developed to determine the best method for repairing the “areas of concern.” The developed scenarios allowed hypothetical situations to be analyzed (changing pipe diameters, adding pipes or drainage inlets, changing channel geometry) without affecting the base model.

### 2.2 - Hydrologic Modeling Method

While the 2004 Ferndale Master Plan Update used the **Rational Method**, our hydrologic modeling was performed using the **Modified Rational Method**. With advances in computational power in recent years, engineers have turned to the modified rational method for more accurate hydrology results. For a small town, the storm drain system in Ferndale is somewhat “complex.” There are over 100 small subdrainage

<sup>1</sup> Time of Concentration = (Tc) is the time required for runoff to travel from the hydraulically most distant point on the catch basin to the drainage inlet.

basins, each with its own individual hydrologic data. The total area analyzed in the analysis was just under 900 acres.

The greatest drawback to the rational method is that it only provides one point on the runoff hydrograph. The modified rational method uses a more real-world scenario in which the storm intensity is fluid. If a drainage basin has a time of concentration of say 120 minutes, it's unreasonable to assume that the storm intensity holds constant for 120 minutes. Also, when areas become complex and where multiple drainage basins are converging into the shared storm system, the rational method will tend to overestimate the actual flow. This results in over-sizing of drainage facilities or unnecessary construction to upgrade a pipe or channel when the project isn't necessary.

Urban Drainage and Flood Control District, Colorado USA (2007) did an analysis of the modified rational method vs the rational method and had the following to say:

*For urban catchments that are not complex and are generally 160 acres or less in size, it is acceptable that the design storm runoff be analyzed by the rational method. Further stated, that the greatest drawback to the rational method is that it normally provides only one point on the runoff hydrograph. When the areas become complex and where sub-catchments come together, the rational method will tend to overestimate the actual flow, which results in oversizing of drainage facilities. The rational method provides no direct information needed to route hydrographs through the drainage facilities. One reason the rational method is limited to small areas is that good design practice requires the routing of hydrographs for larger catchments to achieve an economic design.*

For these reasons it was decided to model the City of Ferndale's storm drainage system using the **Modified Rational Method**.

## THE MODIFIED RATIONAL METHOD

The Modified Rational Method is based on the formula:

$$Q = CiA ,$$

where

Q = Maximum rate of runoff (cfs)

C = Runoff Coefficient

*i* = average rainfall intensity in inches per hour from the intensity- duration – frequency relationship for a specific return period and dura

A = The contributing basin area (acres)

## RUNOFF COEFFICIENT, C

The runoff coefficient was calculated for each individual catchment (drainage) basin. Each catchment area has a different value of C based on the characteristics of the area. The coefficient, C, represents the integrated effects of infiltration, evaporation, retention, flow routing, and interception, all which affect the time distribution and peak rate of runoff of the individual catchment.

The Values of 'C' were assigned to the various land use zoning classifications as defined in the Ferndale General Plan and noted on the Ferndale Zoning map. The 'C' values used have been modified from the 2004 DMPU as noted in table 1. The Design 'C' values noted in table 1 were derived from an analysis for each type of land-use designation and based on public input from the drainage committee.

When a catchment basin has more than one 'C' value (zone) within its boundaries a composite runoff coefficient must be computed. The composite coefficient is based on the percentage of different types of surface or zones in the drainage area. The composite runoff coefficient is found from the following equation:

$$C = \frac{C_1A_1 + C_2A_2 + \dots C_nA_n}{A_1 + A_2 + \dots A_n}$$

Where n is the number of sub-catchments in the watershed.

Abbreviation	Land Use Designation	Dwelling Units/Acre	2004 DMPU Run-off Coefficient, C	Design Run-off Coefficient, C
R-S	Residential Suburban	0-1	.40	.30
R-1	Residential One-Family	0-7	.55	.75
R-1-B-1	Residential One Family Building Site Combining	0-5	.50	.65
R-1-B-2	Residential One Family Building Site Combining	0-4	.45	.60
R-1-B-3	Residential One Family Building Site Combining	0-2	.40	.55
R-2	Residential Two-Family	0-14	.60	.75
R-3	Residential Multiple-Family	0-21	.70	N/A
R-4	Apartment Professional	0-21	.70	.80
C-1	Neighborhood Commercial	N/A	.85	.95
C-2	Community Commercial	N/A	.85	.95
A-E	Agriculture Exclusive	N/A	.25	.25
P-F	Public Facility	N/A	.25-.60	.25-.60
P	Pasture	N/A	.20	.20
F	Forest and Watershed	N/A	.20	.20
Cemetery	Local Cemetery	N/A	.6	.6
Road	Roadways and Driveways	N/A	.90	.95

*Table 1: Zoning classifications and the Corresponding C Values (Ferndale)*



Precipitation Frequency Data Server



**NOAA Atlas 14, Volume 6, Version 2**  
**Location name: Ferndale, California, USA\***  
**Latitude: 40.5833°, Longitude: -124.2638°**  
**Elevation: 37.31 ft\*\***  
 \* source: ESRI Maps  
 \*\* source: USGS



**POINT PRECIPITATION FREQUENCY ESTIMATES**

Sanja Perica, Sarah Dietz, Sarah Heim, Lillian Hiner, Kazungu Maitaria, Deborah Martin, Sandra Pavlovic, Ishani Roy, Carl Trypaluk, Dale Unruh, Fenglin Yan, Michael Yekta, Tan Zhao, Geoffrey Bonnin, Daniel Brewer, Li-Chuan Chen, Tye Parzybok, John Yarchoan

NOAA, National Weather Service, Silver Spring, Maryland

[PF\\_tabular](#) | [PF\\_graphical](#) | [Maps & aerials](#)

**PF tabular**

<b>PDS-based point precipitation frequency estimates with 90% confidence intervals (in inches/hour)<sup>1</sup></b>										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	<b>1.61</b> (1.42-1.85)	<b>1.94</b> (1.70-2.24)	<b>2.41</b> (2.11-2.78)	<b>2.82</b> (2.45-3.28)	<b>3.40</b> (2.83-4.10)	<b>3.85</b> (3.14-4.78)	<b>4.34</b> (3.46-5.53)	<b>4.87</b> (3.76-6.40)	<b>5.63</b> (4.14-7.74)	<b>6.24</b> (4.42-8.92)
10-min	<b>1.15</b> (1.01-1.32)	<b>1.40</b> (1.22-1.60)	<b>1.73</b> (1.52-2.00)	<b>2.02</b> (1.75-2.35)	<b>2.43</b> (2.03-2.94)	<b>2.76</b> (2.26-3.42)	<b>3.11</b> (2.47-3.97)	<b>3.50</b> (2.69-4.59)	<b>4.04</b> (2.96-5.54)	<b>4.48</b> (3.16-6.39)
15-min	<b>0.928</b> (0.816-1.06)	<b>1.12</b> (0.988-1.29)	<b>1.40</b> (1.22-1.61)	<b>1.63</b> (1.41-1.90)	<b>1.96</b> (1.64-2.37)	<b>2.23</b> (1.82-2.76)	<b>2.51</b> (2.00-3.20)	<b>2.82</b> (2.17-3.70)	<b>3.25</b> (2.39-4.47)	<b>3.61</b> (2.55-5.15)
30-min	<b>0.628</b> (0.552-0.720)	<b>0.760</b> (0.668-0.876)	<b>0.944</b> (0.826-1.09)	<b>1.10</b> (0.954-1.28)	<b>1.33</b> (1.11-1.60)	<b>1.51</b> (1.23-1.86)	<b>1.70</b> (1.35-2.16)	<b>1.91</b> (1.47-2.50)	<b>2.20</b> (1.62-3.02)	<b>2.44</b> (1.73-3.48)
60-min	<b>0.440</b> (0.387-0.505)	<b>0.533</b> (0.468-0.614)	<b>0.662</b> (0.580-0.764)	<b>0.772</b> (0.670-0.899)	<b>0.929</b> (0.776-1.12)	<b>1.06</b> (0.862-1.31)	<b>1.19</b> (0.946-1.52)	<b>1.34</b> (1.03-1.75)	<b>1.54</b> (1.13-2.12)	<b>1.71</b> (1.21-2.44)
2-hr	<b>0.336</b> (0.296-0.386)	<b>0.402</b> (0.352-0.462)	<b>0.491</b> (0.430-0.566)	<b>0.568</b> (0.492-0.661)	<b>0.676</b> (0.565-0.818)	<b>0.764</b> (0.624-0.946)	<b>0.858</b> (0.681-1.09)	<b>0.957</b> (0.736-1.26)	<b>1.10</b> (0.807-1.51)	<b>1.21</b> (0.858-1.73)
3-hr	<b>0.290</b> (0.255-0.333)	<b>0.345</b> (0.303-0.396)	<b>0.419</b> (0.367-0.484)	<b>0.482</b> (0.418-0.561)	<b>0.571</b> (0.477-0.691)	<b>0.643</b> (0.525-0.796)	<b>0.718</b> (0.570-0.914)	<b>0.799</b> (0.615-1.05)	<b>0.911</b> (0.669-1.25)	<b>1.00</b> (0.708-1.43)
6-hr	<b>0.222</b> (0.195-0.255)	<b>0.264</b> (0.231-0.303)	<b>0.319</b> (0.279-0.368)	<b>0.364</b> (0.316-0.424)	<b>0.428</b> (0.358-0.518)	<b>0.478</b> (0.390-0.592)	<b>0.530</b> (0.421-0.674)	<b>0.584</b> (0.449-0.766)	<b>0.658</b> (0.484-0.905)	<b>0.717</b> (0.507-1.02)
12-hr	<b>0.163</b> (0.143-0.187)	<b>0.196</b> (0.172-0.225)	<b>0.238</b> (0.209-0.275)	<b>0.273</b> (0.236-0.317)	<b>0.319</b> (0.266-0.385)	<b>0.353</b> (0.289-0.438)	<b>0.389</b> (0.309-0.495)	<b>0.424</b> (0.327-0.557)	<b>0.472</b> (0.347-0.649)	<b>0.508</b> (0.360-0.726)
24-hr	<b>0.118</b> (0.106-0.134)	<b>0.144</b> (0.129-0.164)	<b>0.177</b> (0.158-0.201)	<b>0.203</b> (0.180-0.232)	<b>0.236</b> (0.204-0.279)	<b>0.261</b> (0.222-0.314)	<b>0.286</b> (0.238-0.350)	<b>0.310</b> (0.252-0.389)	<b>0.342</b> (0.268-0.445)	<b>0.365</b> (0.278-0.490)
2-day	<b>0.078</b> (0.070-0.089)	<b>0.096</b> (0.086-0.109)	<b>0.119</b> (0.106-0.135)	<b>0.136</b> (0.121-0.157)	<b>0.159</b> (0.138-0.188)	<b>0.176</b> (0.149-0.211)	<b>0.192</b> (0.160-0.235)	<b>0.208</b> (0.169-0.261)	<b>0.228</b> (0.179-0.297)	<b>0.243</b> (0.185-0.326)
3-day	<b>0.062</b> (0.055-0.070)	<b>0.077</b> (0.069-0.087)	<b>0.095</b> (0.085-0.108)	<b>0.109</b> (0.097-0.125)	<b>0.127</b> (0.110-0.150)	<b>0.141</b> (0.120-0.169)	<b>0.154</b> (0.128-0.189)	<b>0.166</b> (0.135-0.209)	<b>0.183</b> (0.143-0.238)	<b>0.195</b> (0.148-0.261)
4-day	<b>0.052</b> (0.047-0.059)	<b>0.065</b> (0.058-0.074)	<b>0.080</b> (0.072-0.092)	<b>0.092</b> (0.082-0.106)	<b>0.108</b> (0.093-0.127)	<b>0.119</b> (0.101-0.143)	<b>0.130</b> (0.108-0.160)	<b>0.141</b> (0.115-0.177)	<b>0.155</b> (0.121-0.201)	<b>0.165</b> (0.125-0.221)
7-day	<b>0.037</b> (0.034-0.043)	<b>0.046</b> (0.042-0.053)	<b>0.058</b> (0.052-0.066)	<b>0.066</b> (0.059-0.076)	<b>0.077</b> (0.067-0.091)	<b>0.086</b> (0.073-0.103)	<b>0.093</b> (0.078-0.115)	<b>0.101</b> (0.082-0.127)	<b>0.111</b> (0.087-0.144)	<b>0.118</b> (0.090-0.158)
10-day	<b>0.030</b> (0.027-0.034)	<b>0.038</b> (0.034-0.043)	<b>0.047</b> (0.042-0.053)	<b>0.053</b> (0.048-0.061)	<b>0.062</b> (0.054-0.074)	<b>0.069</b> (0.058-0.083)	<b>0.075</b> (0.062-0.092)	<b>0.081</b> (0.066-0.102)	<b>0.089</b> (0.070-0.116)	<b>0.095</b> (0.072-0.127)
20-day	<b>0.021</b> (0.019-0.023)	<b>0.026</b> (0.023-0.029)	<b>0.032</b> (0.028-0.036)	<b>0.036</b> (0.032-0.041)	<b>0.042</b> (0.036-0.050)	<b>0.046</b> (0.039-0.055)	<b>0.050</b> (0.042-0.061)	<b>0.054</b> (0.044-0.068)	<b>0.059</b> (0.046-0.077)	<b>0.062</b> (0.047-0.083)
30-day	<b>0.017</b> (0.015-0.019)	<b>0.021</b> (0.019-0.024)	<b>0.026</b> (0.023-0.029)	<b>0.030</b> (0.026-0.034)	<b>0.034</b> (0.030-0.040)	<b>0.037</b> (0.032-0.045)	<b>0.041</b> (0.034-0.050)	<b>0.044</b> (0.035-0.055)	<b>0.047</b> (0.037-0.061)	<b>0.050</b> (0.038-0.067)
45-day	<b>0</b> (0.013-0.016)	<b>0.018</b> (0.016-0.020)	<b>0.022</b> (0.020-0.025)	<b>0.025</b> (0.022-0.028)	<b>0.029</b> (0.025-0.034)	<b>0.031</b> (0.026-0.037)	<b>0.034</b> (0.028-0.041)	<b>0.036</b> (0.029-0.045)	<b>0.039</b> (0.030-0.051)	<b>0.041</b> (0.031-0.055)
60-day	<b>0.013</b> (0.012-0.015)	<b>0.016</b> (0.014-0.018)	<b>0.019</b> (0.017-0.022)	<b>0.022</b> (0.019-0.025)	<b>0.025</b> (0.022-0.029)	<b>0.027</b> (0.023-0.033)	<b>0.029</b> (0.024-0.036)	<b>0.031</b> (0.025-0.039)	<b>0.034</b> (0.026-0.044)	<b>0.035</b> (0.027-0.047)

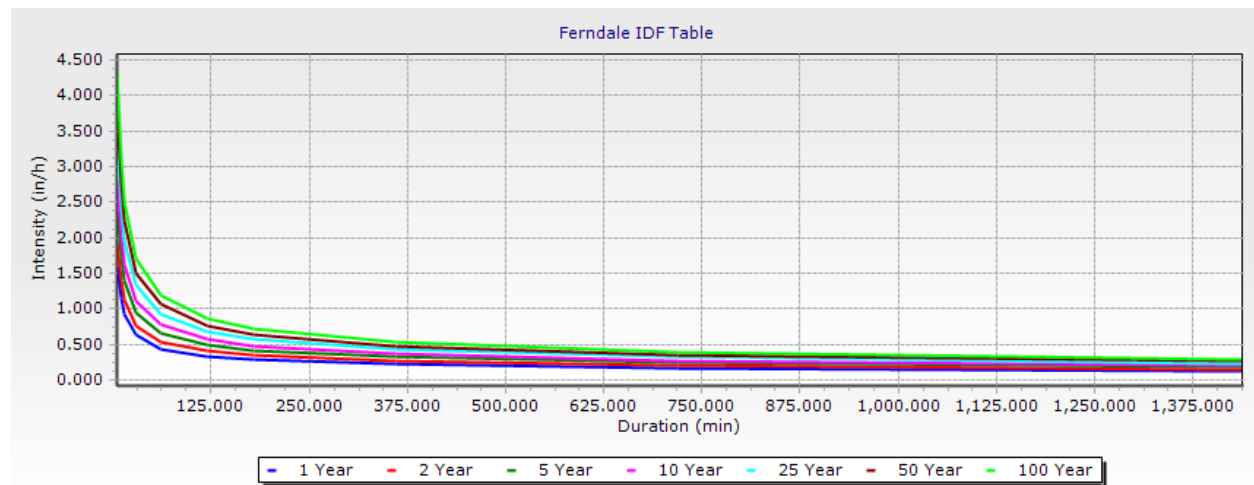
<sup>1</sup> Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS). Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a

**Table 2: Rainfall Intensity for Ferndale, CA**

### RAINFALL INTENSITY, *i*

Rainfall intensities were selected from intensity-duration-frequency (IDF) curves developed from the NOAA Atlas 14 Point Precipitation Frequency Estimates for Ferndale, table 2. The rainfall intensity is obtained from the IDF curve plot by computing the time of concentration,  $t_c$ , and selecting the desired return period. The 25-year storm event was used in accordance with the adopted 1990 Stormwater and Drainage Master Plan recommendation as the basis for the evaluation of existing drainage facilities and the sizing of recommended improvement projects.

Figure 6 shows the intensity of the storm based on the duration of the rainfall. As would be expected, intensity increases as the storm duration decreases. It might rain at a rate of 4.5 inches/hour for 2 minutes but it's very unlikely it continues to rain at that rate for an entire storm.



**Figure 6: Illustrating the IDF curves for return period of 1 year, 2 year 5 years, 10 years, 25 years, 50 years and 100 years respectively.**

### CATCHMENT (DRAINAGE) AREA

The catchment basin area contributes water to a given drainage inlet. The catchment areas in this analysis were created based on the topography of the land and the location of the inlets. Based on this information, 111 catch basins were established for the City of Ferndale. Catchment areas will be discussed in further detail in the analysis of the East side and West Side Drainage areas.

### TIME OF CONCENTRATION: SCS TR-55 METHOD

The time of concentration is used to calculate the peak discharge and total volume (cfs) for a given catch basin. Peak discharge occurs when all segments of the drainage area are contributing to the runoff from the site. There are many methods available to estimate the hydrology of a storm drain network including the Kirpich formula, Kerby formula, NRCS Upland Method, and NRCS Lag Method and the SCS-TR-55 Method.

For this analysis, the SCS (Soil Conservation Service) TR-55 method was chosen.

Technical Release 55 (TR-55) presents simplified procedures to calculate storm runoff volume, peak rate of discharge, hydrographs, and storage volumes required for storm water reservoirs. While this method gives special emphasis to urban and urbanizing watersheds, the procedures apply to any small watershed.

During a storm event, rainfall over a watershed will follow one of three potential paths:

1. It can evaporate into the atmosphere.
2. It can infiltrate into the soil
3. It can hit the ground and eventually make its way into the storm drainage system.

Depending on the total storm rainfall, the slope and roughness of the terrain, the vegetation on that terrain, and the path the rainfall takes on the way to the storm drainage inlet, the travel time  $T_t$  for each flow segment within a catchment basin can be calculated. The time of concentration,  $T_c$  for one catch basin is the summation of all  $T_t$  values for various consecutive flow segments within one catch basin.

$$T_c = T_{t1} + T_{t2} + \dots + T_{tm}$$

Where;

$T_c$  = Time of Concentration (minutes)

$T_{tm}$  = number of flow segments

Rainfall that is not evaporated or absorbed into the ground, travels to the storm drainage system via sheet flow, shallow concentrated flow, channel flow or some combination of the three. The type of flow that occurs is best determined by visual inspection. For this analysis, flow was determined as either sheet flow or shallow concentrated flow. Each type of flow has an associated equation that can be used to calculate the travel time associated with that type of flow.

### *Sheet Flow*

Sheet flow (also called overland flow) is defined as a shallow, unconcentrated and irregular flow down a slope. For this analysis the length of sheet flow does not exceed 300 feet. Once flow reaches pavement/concrete or a drainage channel on a given catch basin, it is regarded as shallow concentrated flow regardless of the length of the sheet flow segment (see definition below). With sheet flow, the friction value (Manning's  $n$ ) is an effective roughness coefficient. The  $n$  values shown in the figure 7 are for flow at very shallow depths (0.1 feet or less).

Surface Description	n
Smooth Surface (concrete, asphalt, gravel, or bare soil) .....	0.011
Fallow (no residue) .....	0.05
Cultivated Soils:	
Residue cover ≤ 20%.....	0.06
Residue cover > 20%.....	0.17
Grass:	
Short grass prairie.....	0.15
Dense grasses <sup>1</sup> .....	0.24
Bermudagrass.....	0.41
Range (natural) .....	0.13
Woods: <sup>2</sup>	
Light underbrush.....	0.40
Dense underbrush.....	0.80

<sup>1</sup> Includes species such as weeping lovegrass, bluegrass, buffalo grass, blue grama grass, and native grass mixtures.

<sup>2</sup> When selecting n, consider cover to a height of about 0.1 foot. This is the only part of the plant cover that will obstruct sheet flow.

**Figure 7: Roughness Coefficients for water during sheet flow**

To calculate the travel time during sheet flow, Manning’s kinematic solution was used:

$$T_t = \frac{0.007(nl)^{0.8}}{(P_2)^{0.5}S^{0.4}}$$

Where,

- T<sub>t</sub> = Travel Time (Hours)
- n = Manning’s Roughness coefficient
- l = sheet flow length, ft
- P<sub>2</sub> = 2 year, 24 hour rainfall, in
- S = Slope of land surface, ft/ft

*Shallow Concentrated Flow*

After water flows approximately 300 feet or hits a roadway or drainage channel, sheet flow becomes shallow concentrated flow collecting in swales, small rills, and gullies. Shallow concentrated flow is assumed to have a flow depth of approximately 0.1 to 0.5 feet.

Because the SCS TR-55 Shallow Concentrated Flow utilizes only two surface types (paved, and unpaved), the NRCS Upland method was used to provide additional flexibility in computing the shallow concentrated flow time of concentration.

The NRCS Upland Method is designed for the computation of T<sub>c</sub> of watershed headwaters, including overland flow, grassed waterways, paved segments, and small upland gullies, and is applicable for watershed sub basins of 2000 acres or less. The NRCS Upland Method was published with a log-log graph of velocities versus slope for various surface types. The method is based on the following equation:

$$T_t = \frac{L}{V}$$

$$V = K_v \sqrt{S}$$

Where;

- T<sub>t</sub> = Travel Time (Hours)
- L = Flow Length (feet)
- V = Average Velocity
- K<sub>v</sub> = Velocity Factor (See Table)
- S = land slope, along flow path (rise/run)

The surface types and corresponding velocity factors were found using the table shown in figure 8 below:

Surface Type	K <sub>v</sub> (ft/sec)	K <sub>v</sub> (m/sec)
Paved	20.33	6.20
Unpaved	16.13	4.92
Grassed Waterway	15.0	4.57
Nearly Bare & Untilled	10.0	3.05
Cultivated Straight Rows	9.0	2.74
Short Grass Pasture	7.0	2.13
Woodland	5.0	1.52
Forest w/ Heavy Litter	2.5	0.76

**Figure 8: Velocity Factors for water during Shallow Concentrated Flow**

## Chapter 3 - MODEL RESULTS AND RECOMMENDATIONS

### 3.1 - East Side Drainage Watershed Existing Problem Areas and Recommended Solutions

Five problem areas were identified in the East Side Drainage Watershed. The problem areas and recommended solutions are summarized in the following section.

#### PROBLEM AREA 1: ROSE AVENUE CULVERT (SEE MAP PAGE C2.13)

This problem area was also included in the 2004 DMPU and has not yet been completed.

The East Side Drainage Channel crosses McKinley Avenue and several adjacent properties through a series of culverts before emptying back into the natural drainage channel. Flow travels through the swale for a short distance before entering a 12-inch CMP culvert located between Watson Avenue and Schley Avenue. The 12-inch culvert crosses several private lots and Rose Avenue before emptying back into the natural channel north of Rose Avenue.

The 12-inch CMP culvert is undersized and does not have the required capacity to accommodate the surface runoff generated by a 25-year storm. This restriction created by the 12-inch CMP culvert causes water to backup upstream of the inlet for some distance, creating a retention pond in the natural drainage channel. Since the 2004 DMPU, the interior condition of the pipe is not known. Based on other CMP pipes located in Ferndale there is a high likelihood that the pipe invert at one or more spots has corroded away. This in turn eventually leads to a full or partial pipe failure which restricts the amount of flow through the pipe.

The 2004 drainage master plan analysis cites a catchment basin for the 12-inch pipe of approximately, 51 acres. Upon further analysis of the topographic map, along with a field visit to the area, it was determined that the catchment basin for this pipe is closer to 9 acres, greatly reducing the amount of water flowing through this area.

For this reason, the 2022 analysis shows that the 12-inch pipe is only slightly undersized. For perspective, a 15-inch CMP is shown to be sized adequately. A 12-inch HDPE pipe is also shown to be sized adequately. There are a few proposed options for this area.

#### **Recommended Solutions:**

Option 1: Dig up and replace the roughly 500 feet of old 12-inch CMP and replace it with an 18-inch HDPE pipe. If the work is going to be done to dig up the old pipe, the new pipe should be sized to carry a greater capacity of water. This will require obtaining easements from the property owners and working in narrow areas. Noted in the previous 2004 DMPU, *“At a meeting held on May 21, 2003, the affected property owners acknowledged the severity of the problem and indicated that they would be willing to grant easements to allow for the culvert to be replaced.”*

Option 2: There has also been some interest by the Drainage Committee, to explore the option of pipe bursting to increase the size of the pipe. Although usually used on smaller pipes, pipe bursting would increase the diameter of the 12-inch CMP and smooth the interior corrugation of the metal pipe, lowering the friction coefficient. This process would turn the 12-inch CMP to an approximately 15-inch smooth pipe. During a 25-year storm, the 15-inch pipe would be at 50% capacity.

## **PROBLEM AREA 2: HERBERT STREET STORM SEWER SYSTEM AND DEWEY AVENUE (SEE MAP PAGE C2.3)**

This problem area was also included in the 2004 DMPU and has not yet been completed. The drainage channel that flows north from Washington Street enters the Herbert Street storm sewer system at the intersection of Herbert Street and Rose Avenue. The Herbert Street storm sewer system runs along the west side of Herbert Street where it joins with the Berding Street storm sewer system at the intersection of Herbert Street, Berding Street, and Fern Avenue. Both of the storm sewer systems discharge into the East Side Drainage Channel through a 48-inch pipe just east of the intersection.

Unlike the 2004 DMPU our analysis of the hydraulic behavior of the Herbert Street storm sewer system indicates that it does have the required capacity to accommodate the runoff from the 25-year design storm. Since the 2004 DMPU several new drainage inlets have been installed starting at Rose Ave and on Herbert Street. This has helped with localized surface flooding by allowing the surface water to enter into the storm drain system.

Likewise, the 48-inch pipe downstream of the confluence of the Herbert Street and Berding Street storm sewer systems was also found to adequately handle the runoff from a 25-year storm. Therefore, no direct change to the Herbert Street storm drain is proposed.

However, another nearby flooding problem exists on the properties located on the north and south sides of Dewey Avenue. The Lidar data indicates that there is a low spot in Dewey Ave. that occurs about a third of the way between Herbert St. and the East Side drainage channel. This contributes to significant ponding that occurs on several of properties on the south side of the street near the roadway. In addition, a drainage swale exists on the lot situated at the southeast corner of Dewey and Herbert. The channel enters a 6-inch culvert that ties into the Herbert Street storm sewer system. This drainage channel is poorly constructed and has an adverse slope in some sections. Furthermore, the entrance to the 6-inch culvert is located too high to allow the channel to have a continuous positive gradient. Significant ponding occurs along the side adjacent to Dewey Avenue and in the backyard of this property.

During severe storm events, runoff flows across Dewey Avenue and ponds in the low-lying areas of several properties situated north of Dewey Avenue. Ponding reaches depths of several feet in some instances and a house and several garages are subject to periodic flooding. The yards remain flooded until the water has a chance to infiltrate or flow to the East Side Drainage Channel through a 4-inch drainage pipe located on the property situated on the northeast corner of the intersection of Herbert Street and Dewey Avenue.

### **Recommended Solution**

Install a new drainage inlet on the south side of Dewey Ave. at Herbert Street. Install a new 24-inch HDPE pipe from Herbert St. to the East Side drainage channel. Install two new drainage inlets at the low point in Dewey Ave. This would also allow for a future connection to the 36-inch pipe located in Herbert St. if ever required.

**PROBLEM AREA 3: BERDING STREET STORM SEWER SYSTEM AT SHAW AVENUE (SEE MAP PAGE C2.5)**

This problem area was addressed in the 2004 DMPU, but like the first two problem areas has not yet been corrected.

The Berding Street storm sewer system runs from the intersection of Shaw Avenue to the intersection with Fern Ave. This storm drain is comprised of a 24-inch wide by 15-inch high concrete box culvert. We agree with the 2004 DMPU hydraulic evaluation of the Berding Street storm sewer system that indicates it has the capacity to intercept and convey the flow from a 25-year storm event. However, only a fraction of the storm runoff is directed into the two grate inlets located on the west side of the intersection. A lack of cross slope on the pavement surface on both Shaw Avenue and Berding Street near the intersection results in the street runoff not being directed into the drainage inlets. Instead, the gutter flow traveling down Shaw Avenue and Berding Street spreads out into a sheet across the roadway prior to reaching the intersection and bypasses the storm sewer system. There is a small asphalt dike constructed on the Berding Street grate inlet, but it is not very effective. What is not intercepted by the two grate inlets on Berding Street travels in a northeast direction across the intersection. The flow then travels down Berding Street a short distance before flowing east down Rose Avenue. This carryover ends up creating flooding problems at the intersection of Rose Avenue and Herbert Street across from the Farm Shop where it enters the Herbert Street storm sewer system.

**Recommended Solution**

Install a new 12-inch HDPE pipe on the south side of Shaw Avenue from Berding Street to Main Street. Install a new drainage Inlet at the southeast corner of Shaw Ave and Main Street and possible another drainage inlet midway between Main and Berding Streets. These two new drainage inlets will catch the majority of the surface flow on Shaw Ave before it reaches the drainage inlet at Berding Street. It will also alleviate downstream flooding issues on Rose Avenue.

**PROBLEM AREA 4: BERDING STREET STORM SEWER SYSTEM AT HERBERT STREET (SEE MAP PAGE C2.4)**

At the end of the Berding Street Storm Sewer System at Fern Ave, it crosses Berding Street and connects to the Herbert Street Storm Sewer System. This connecting pipe is a 15-inch CMP and is undersized for the 25-year event. This can potentially cause a backup in the Berding Street Storm Sewer System.

**Recommended Solution**

Replace the 15-inch CMP pipe with a new 24-inch HDPE pipe.

**PROBLEM AREA 5: AMBROSINI LANE CULVERT (SEE MAP PAGE C2.10 – C2.11)**

The Ambrosini Lane culvert on the south side of Ambrosini Lane conveys storm runoff from the East Side Channel up to Ambrosini Lane. The culvert inlet is located just inside the city limits on private property approximately 300 feet south of Ambrosini Lane. The culvert outlet discharges just south of Ambrosini Lane where it transitions to a 48-inch CMP pipe that goes across Ambrosini Lane. From there it enters into a County ditch that flows north towards Highway 211. The culvert is approximately 300 feet in length and is a 36-inch concrete arched culvert pipe. The culvert does not have the hydraulic capacity to convey storm water from a 25-year storm event.



**Recommended Solution**

Option #1: Replace the 36-inch concrete arched culvert with a new 48-inch pipe.

Option #2: Keep the 36-inch concrete arched culvert and add a new 36-inch HDPE pipe.

Either option will require the acquisition of easements to install new culvert pipes.

### 3.2 - West Side Drainage Watershed Existing Problem Areas and Recommended Solutions

**PROBLEM AREA 1: 5<sup>TH</sup> STREET AT MILKY WAY (SEE MAP PAGE C3.3)**

A drainage problem exists on 5<sup>th</sup> Street at Milky Way. During a mild storm event in December of 2021, substantial flooding was witnessed at the intersection of Milky Way and 5th street. Water had ponded in the small drainage channel that runs along Milky Way and was spilling out into 5th Street. Because there is no drainage infrastructure at this location, there was substantial flooding on the street. The slope on 5th street is so mild in this location that the water does not adequately drain north towards the newly installed drainage inlets (recommended per the 2004 DMPU) near Fairway Drive Loop.

**Recommended Solution**

Install a new drainage inlet at the intersection of 5<sup>th</sup> Street and Milky Way. Install a new 18-inch HDPE pipe north on 5<sup>th</sup> Street (east or west side) to the existing swale located across from Fairway Drive Loop. Optionally, also install a new 12-inch HDPE pipe east along the ditch on Milky Way with a new drainage inlet at the eastern end.

**PROBLEM AREA 2: ARLINGTON AVENUE AT 5<sup>TH</sup> STREET (SEE MAP PAGE C3.7 – C3.9)**

This problem area was listed in the 2004 DMPU as the Humboldt County Fairgrounds and has not yet been constructed.

The Humboldt County Fairground's storm sewer system collects runoff from the Fairgrounds property and conveys runoff from portions of Arlington Avenue and 5<sup>th</sup> Street, and the undeveloped area south of Arlington Avenue. Two drainage inlets are located on Arlington Avenue. The western inlet has a 8-inch pipe crossing Arlington and the eastern inlet has a 12-inch pipe. The 8-inch pipe appears to openly discharge onto the fairground's property. The 12-inch pipe continues into the fairgrounds but appears to be clogged somewhere down the line. The Fairgrounds storm sewer system ultimately discharges into a roadside drainage ditch on the south side of Van Ness Avenue. Flooding commonly occurs around drainage inlets on the Fairgrounds property. The existing 12-inch conveyance culvert through the fairgrounds lacks the capacity to handle a 25- year storm event and frequently floods during smaller events. A hydraulic analysis of both existing culverts indicates that they are undersized. In addition to being undersized, the system appears to have lost capacity from sediment deposition in the pipelines.

**Recommended Solution**

Abandon the storm drain system within the Humboldt County Fairgrounds. Replace the two existing storm drain inlets on Arlington Ave. with new inlets. Starting at the east inlet install a new 18-inch HDPE pipe west to the western inlet. Install a 24-inch HDPE pipe from the western inlet to the intersection of 5<sup>th</sup>

street. Install new drainage inlets at the corner on both sides of Arlington Ave. Install a new 24-inch HDPE pipe from Arlington Ave. to just north of the Fairgrounds parking lot along the 5<sup>th</sup> Street extension. Improve the ditch along the remainder of 5<sup>th</sup> Street to the existing 24-inch RCP culvert that crosses Van Ness Ave.

This will alleviate flooding on the fairground's property due to drainage from the City of Ferndale.

### 3.3 - Outside City Limits

From the West Side Drainage Area, storm water exits the city limits and travels north to the Salt River through three main routes: Rasmussen Lane, the 5th Street Exit, and California Street. From the East Side Drainage storm water exits the city limits at Arlington Ave. and Market Street. Analyzing these drainage routes is currently outside the scope of this report. The City is actively seeking grants to help fund the analysis and design of drainage infrastructure outside of the City limits.

## Chapter 4 - FUNDING CONSIDERATIONS AND RECOMMENDATIONS

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### 4.1 - Funding

The three basic means of obtaining funds for storm water maintenance and improvement projects are Property Assessment Districts, Development Fees, and grants. The City of Ferndale has an existing Drainage Assessment and charges Developer Fees.

#### PROPERTY ASSESSMENT

In the November 1997 election, the voters approved Measure V which established a Drainage Assessment District within the City Limits of Ferndale with the authority to assess each parcel a \$25 annual drainage fee. The voters approved the passage of Measure V with the knowledge that the Lytel Foundation (a local non-profit organization) would pay \$25,000 per year in lieu of the \$25 per parcel annual fee. This donation was made annually until recently. Currently, each parcel is charged the \$25 fee on their annual tax bill administered by Humboldt County. With approximately 780 parcels within the City, this results in an annual revenue of \$19,500.

Since 2002, the annual drainage budget has included a \$13,555 payment to Tri-Counties Bank for a loan that covered the matching funds for the FEMA grant obtained to repair flood damage. This loan is set to be paid off in August 2022. This will increase the amount of funding available for annual drainage related improvements. However, it is not enough to cover the total annual cost of maintenance or build up reserves for future drainage projects. Conducting a new rate study and obtaining an updated Engineer's Report, would help determine an annual assessment that would support annual maintenance and provide revenue for larger drainage improvement projects.

#### DRAINAGE IMPACT DEVELOPMENT FEES

In 1994, the City adopted a Storm Drainage Fee Ordinance which established fees on new subdivisions and building permits. Development Drainage Fees are currently assessed at a rate of \$1,500 per new residence or building. The fee for additions to existing parcels which result in increased ground coverage or additional floor area in excess of 100 square feet is \$0.50 per square foot. New graveled roadways or

parking areas in excess of 100 square feet are subject to a fee of \$0.35 per square foot. The total fee for any one addition or improvement is not to exceed \$500.

Commercial and industrial developments on existing parcels are charged a fee of \$0.50 per square foot of impervious area created with a maximum fee of \$15,000 per acre. The fee for new parcels created which are zoned commercial or industrial are pro-rated at a rate of \$15,000 per acre.

## GRANTS

The City continues to search and apply for grants that may be able to fund drainage improvement projects. The City is currently working with the State Water Resources Control Board through their Stormwater Technical Assistance Program to further develop project designs for 5<sup>th</sup> Street and Van Ness Avenue. This project, if constructed, would improve drainage from Arlington Avenue to 5<sup>th</sup> Street and discharge water to a detention basin or infiltration field just north of Van Ness Avenue outside of the City limits.

Additional grant efforts include a recent application that was submitted under the California State Parks Proposition 68 Rural Recreation and Tourism Program. The proposed project would upgrade the existing RV park adjacent to the county fairgrounds and construct stormwater drainage improvements along 5<sup>th</sup> Street. While not specifically a stormwater grant, the project was able to incorporate stormwater/drainage improvements that would benefit a larger area. It may be possible to use this approach with other funding programs and should be utilized where possible.

## 4.2 - Recommendations

It is recommended that this Drainage Master Plan Update be adopted by the City Council to better address the current state of storm water drainage in the City of Ferndale. Additionally, the City Council is encouraged to pursue regular evaluation of funding options, including the drainage property assessment, in order to cover increasing costs of maintenance and to fund improvement projects.

## FUNDING

Based on an initial assessment of current funding mechanisms, it is recommended that the City consider an update its current annual property assessment. This is typically done by conducting a 218 process which involves obtaining an Engineer's Report that details the existing costs of the system and revenue structures that would cover those costs. During this process, Ferndale residents would be given ample time to provide comment on the new assessment structure before it is placed on a ballot for final approval. By restructuring the assessment, the City would be able to fund maintenance of the citywide system and build up reserves for larger drainage improvement projects.

The City may also want to consider reviewing the current development impact fees to insure the adequately cover the costs of impacts and align with other municipalities in the region. Update of the impact fees would be accomplished by passing a new ordinance to replace the original one set in 1994. Grant funding should also be pursued as staff time allows.

## RECOMMENDED DRAINAGE IMPROVEMENT PROJECTS

The seven projects in the project priority list (Table 3) should be implemented as drainage funds become available. The projects are listed in order of their priority. The factors considered in determining priority were the extent and frequency of flooding and the potential for property damage. The project

descriptions and estimated costs are listed in Table 3 below. Any easements required for the projects should be acquired as soon as possible either through purchase, as a condition of development, or as condition of benefit resulting from the implementation of such projects.

#### RECOMMENDED PROJECT PRIORITY LIST

		Est. Cost
1	At Berding & Herbert Streets Replace (E) ±15" CMP pipe with 50't of New 24-inch HDPE pipe	\$21,000
2	At Berding St. & Shaw Ave. Install ±305' of 12-inch HDPE and drainage inlets.	\$83,580
3	At Dewey Ave. Install ±460' of 24-inch HDPE pipe and drainage Inlets from Herbert St. to the East Side Drainage Channel	\$204,300
4	At Rose Ave. Replace (E) 12" CMP with ±505' of 18-inch HDPE pipe. Will require obtaining easements and working in narrow areas. Estimated cost does not include the cost to acquire easements.	\$193,980
5	At 5 <sup>th</sup> St. & Milky Way, Install ±550' of HDPE pipe from Milky Way to Drainage Channel with drainage inlets	\$236,340
6	At Ambrosini Lane, Install ±325' of 36-inch HDPE pipe. Will require obtaining easements.	\$109,200
7	At Arlington Ave at 5 <sup>th</sup> St. Install ±1800' of 18-inch & 24-inch HDPE pipe from Arlington Ave. to Van Ness Ave.	\$575,460
	TOTAL	\$1,423,860
	Note: Estimated costs include design, bidding, and construction management in 2022 dollars (see Appendix A)	

**Table 3: Recommended Project Priority List**

#### OUTSIDE CITY LIMITS

The city will continue to cooperate with the County and other partners on the development of stormwater drainage facilities in the area. The City recognizes that taking a regional approach to stormwater management will provide additional benefits to sensitive ecosystems and promote overall watershed health.

### Appendix A – Cost Estimates

<b>ROSE AVENUE CULVERT</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$12,000.00	\$12,000.00
	Drainage Inlet	1	ea	\$5,000.00	\$5,000.00
	18" Drainage Pipe	375	lf	\$150.00	\$56,250.00
	18" Drainage Pipe - Under Concrete / AC	130	lf	\$180.00	\$23,400.00
	Added Cost for Excavating Near Houses	1	ls	\$30,000.00	\$30,000.00
	Design, Bidding and Construction Management	1	ls	\$35,000.00	\$35,000.00
	20% Contingency	1	ls	20%	\$32,330.00
	<b>TOTAL ROSE AVENUE CULVERT</b>				<b>\$193,980.00</b>
<b>HERBERT STREET STORM SEWER SYSTEM AND DEWEY AVENUE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$12,000.00	\$12,000.00
	Drainage Inlet	3	ea	\$5,000.00	\$15,000.00
	Headwall	1	ea	\$5,000.00	\$5,000.00
	12" Drainage Pipe - Under AC	75	lf	\$130.00	\$9,750.00
	24" Drainage Pipe - Under AC	460	lf	\$200.00	\$92,000.00
	Design, Bidding and Construction Management	1	ls	\$36,500.00	\$36,500.00
	20% Contingency	1	ls	20%	\$34,050.00
	<b>TOTAL HERBERT ST STORM SEWER SYSTEM AND DEWEY AVE</b>				<b>\$204,300.00</b>
<b>BERDING STREET STORM SEWER SYSTEM AT SHAW AVENUE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$5,000.00	\$5,000.00
	Drainage Inlet	2	ea	\$5,000.00	\$10,000.00
	12" Drainage Pipe - Under AC	305	lf	\$130.00	\$39,650.00
	Design, Bidding and Construction Management	1	ls	\$15,000.00	\$15,000.00
	20% Contingency	1	ls	20%	\$13,930.00
	<b>BERDING STREET STORM SEWER SYSTEM AT SHAW AVENUE</b>				<b>\$83,580.00</b>
<b>BERDING STREET STORM SEWER SYSTEM AT HERBERT STREET</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$2,000.00	\$2,000.00
	24" Drainage Pipe - Under AC (Remove (E) Pipe)	50	lf	\$250.00	\$12,500.00
	Design, Bidding and Construction Management	1	ls	\$3,000.00	\$3,000.00
	20% Contingency	1	ls	20%	\$3,500.00
	<b>BERDING ST STORM SEWER SYSTEM AT HERBERT ST</b>				<b>\$21,000.00</b>

<b>AMBROSINI LANE CULVERT</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$6,500.00	\$6,500.00
	36" Drainage Pipe	325	lf	\$200.00	\$65,000.00
	Design, Bidding and Construction Management	1	ls	\$19,500.00	\$19,500.00
	20% Contingency	1	ls	20%	\$18,200.00
	<b>AMBROSINI LANE CULVERT</b>				<b>\$109,200.00</b>
<b>5TH STREET AT MILKY WAY</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$12,000.00	\$12,000.00
	Drainage Inlet	4	ea	\$5,000.00	\$20,000.00
	12" Drainage Pipe	310	lf	\$110.00	\$34,100.00
	24" Drainage Pipe (at shoulder on east side of 5th St.)	505	lf	\$170.00	\$85,850.00
	24" Drainage Pipe - Under AC	40	lf	\$200.00	\$8,000.00
	Design, Bidding and Construction Management	1	ls	\$37,000.00	\$37,000.00
	20% Contingency	1	ls	20%	\$39,390.00
	<b>5TH STREET AT MILKY WAY</b>				<b>\$236,340.00</b>
<b>ARLINGTON AVENUE AT 5TH STREET</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
	Mobilization / Demobilization	1	ls	\$28,000.00	\$28,000.00
	Drainage Inlet	6	ea	\$5,000.00	\$30,000.00
	18" Drainage Pipe - Under AC	660	lf	\$180.00	\$118,800.00
	24" Drainage Pipe	750	lf	\$170.00	\$127,500.00
	24" Drainage Pipe - Under AC	400	lf	\$200.00	\$80,000.00
	Drainage Ditch upgrade	270	lf	\$75.00	\$20,250.00
	Design, Bidding and Construction Management	1	ls	\$75,000.00	\$75,000.00
	15% Contingency	1	ls	20%	\$95,910.00
	<b>ARLINGTON AVENUE AT 5TH STREET</b>				<b>\$575,460.00</b>

<sup>i</sup> Humboldt County, Revised Draft Environmental Impact Report – 3.8 Geology and Soils. April 20, 2017.

<sup>ii</sup> California Department of Conservation, Geologic Map of California, 2010. Accessed August 1, 2019 from <http://maps.conservation.ca.gov/cgs/gmc/>.

<sup>iii</sup> USDA, Natural Resources Conservation Service, Web Soil Survey. Accessed August 1, 2019 from <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>.

<sup>iv</sup> National Weather Service Forecast Office – Eureka, CA, Climatological Report (Annual), January 1, 2019.

<sup>v</sup> Humboldt LAFCo, City of Ferndale Municipal Service Review, November 2018, pg. 23.

<sup>vi</sup> USGS, National Water Information System: Web Interface. Historical data for USGS 11479560 Eel R A Fernbridge CA for January 1-31, 2017.

<sup>vii</sup> USGS, 2018-2019 Lidar: Northern California Wildfire – QL1. Published 10-1-2019.

Meeting Date:	October 19, 2022	Agenda Item Number	13. e
Agenda Item Title	COVID-19 Update, Reconfirm Existence of Local Emergency, Reconfirm Resolution 2021-21 Findings and Continue Virtual Meetings; <b>OR</b> Adopt Resolution 2022-22 Declaring the Need to Discontinue Meeting Remotely and Return to In-Person Meetings		
Presented By:	City Manager		
Type of Item:	X	Action	Discussion Information
Action Required:		No Action	Voice Vote X Roll Call Vote

**RECOMMENDATION:**

It is recommended that the Council reconfirm the Existence of a Local Emergency related to the Coronavirus (COVID-19) pandemic.

The Council also has one of two Choices:

- (a) To reconfirm the findings in Resolution 2021-21 to continue with the ability to conduct city meetings via Zoom (virtual meetings) for an additional 30 days.
- (b) To adopt Resolution 2022-22 Declaring the Need to Discontinue Conducting City Council, Commission, and Committee Meetings Remotely and Return to In-Person meetings.

**DISCUSSION:**

The Humboldt County Health Officer’s and the California Governor’s Emergency Declaration are still in place. Mask mandates have all been lifted as well as social distancing guidelines, although it is still recommended that individuals mask and social distance in indoor spaces. The latest data from the CDC reported the COVID-19 community levels for Humboldt County as “Low” risk which means that people should only wear masks based on personal preference and their own level of risk.

Since last reported at the September 21, 2022 Council Meeting, there has been 533 new cases and 3 deaths reported between September 21, 2022 and October 12, 2022. Health officials remain confident that vaccination and booster shots can lessen the impacts of Covid19 and its variants, including hospitalizations and deaths. A total of 91,847 individuals, or approximately 68% of the county’s total population, have been fully vaccinated as of Tuesday, October 11, 2022.

Vaccines remain readily available throughout Humboldt County and vaccination and testing services are free of charge. Both of the new bivalent boosters, the Moderna (18 and older) and Pfizer (12 and older) version, are available and appointments can be made at MyTurn.ca.gov for clinic locations throughout the county.

The boosters are single-dose and include components of the original virus strain and the Omicron subvariants. People can receive the updated booster regardless of previous booster doses received. The updated bivalent boosters replace the previous monovalent booster vaccines for individuals 12 years of age and older. Children ages 5 to 11 can still boost their immunity with the monovalent boosters.

Young children ages 6 months to 5 years old can receive a vaccine at Public Health Main's Monday clinics in Eureka. Appointments are required at [MyTurn.ca.gov](https://myturn.ca.gov). Questions about clinic services can be directed to Public Health at 707-445-6201.

OptumServe offers rapid antigen testing and PCR testing services at the Wharfinger Building seven days a week. Walk-ins will receive only rapid antigen testing unless the attendee specifically states they require a PCR test. Appointments for antigen testing can be made at [lhi.care/covidtesting](https://lhi.care/covidtesting) or by calling 888-634-1123. Wharfinger testing runs from 7 a.m. to 7 p.m. and is closed from 11 a.m. to noon and 4 to 5 p.m.

### **OPTIONS FOR MEETINGS:**

Below are two options the Council may choose from.

Option 1 is to reconfirm the findings that will allow us to continue to use the zoom platform. By choosing this option, the city will still be able to use the relaxed Brown Act rules under AB361 (please see chart on page following the staff report). The council may still direct staff to be available in the council chambers for any members that would like to meet in the council chambers during the meeting. This also allows staff to continue to use the zoom platform for Commission and Committee meetings to protect the health and safety as staff is always working on a skeleton crew. This also requires the city to continue the use of zoom for the public to attend.

Option 2 is to discontinue the use of virtual meetings and to return to in-person meetings. This option will allow the city to go back to meeting in person and back to business as usual. This Council, Commissions, and Committees, will be required to conform to the Brown Act Rules and will not be able to utilize the AB361. The Council can vote to direct staff to use the zoom platform as a convenience for the public to still take advantage of.

### **OPTION 1: RECONFIRM FINDINGS IN RESOLUTION 2021-21 AND CONTINUE VIRTUAL MEETINGS**

On September 19th, Governor Newsom signed AB 361, amending the Brown Act effective October 1, 2021 until January 1, 2024. AB 361 allows a public entity to conduct a meeting without complying with the teleconferencing requirements of the Brown Act under specific circumstances. At the October 20, 2021 Council Meeting, the council approved and adopted Resolution 2021-21 which contained the following findings:

1. That the Council has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Council to meet safely in person, and further those local officials continue to impose or recommend measures to promote social distancing;
3. That the Council may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Council will reconsider the above findings within 30-days of this Resolution.



**Choosing this option would still allow those Councilmembers who are comfortable with meeting in person the ability to meet in the Council Chambers while also allowing members who may have health risks the ability to still meet using the Zoom platform.** This option would also limit exposure to staff by continuing to use the virtual meeting option for Commission and Committee Meetings. Staff has the equipment to run a meeting that allows use of the Council Chambers while also running Zoom. A 180-degree webcam will be set up on the dais that will allow any councilmember not in attendance and the public to view the council in chambers. The zoom video feed will be projected onto the projector screen. Staff has been able to have this equipment ready for future meetings if a member of the Council feels unsafe in returning. With feedback issues that happen when multiple parties use zoom in close proximity, the City Clerk will be the only person to be able to use Zoom in the council chambers and will control the zoom part of the meeting.

These finding need to be reconfirmed every 30 days in order to continue the use of virtual meetings. The council may discuss the use of in-person meetings once all of the Council is not at risk to the COVID-19 virus.

**OPTION 2: RESOLUTION 2022-22 – DECLARING THE NEED TO DISCONTINUE THE USE OF REMOTE MEETINGS AND RETURN TO IN-PERSON MEETINGS.**

The Council has the option of rescinding Resolution 2021-21 and adopting Resolution 2022-22 which would allow the Council, Commission, and Committees to return to in-Person meetings. **By choosing this option, the Council, Commissions, and Committees would need to return to the full Brown Act requirements. These requirements would include all official members meeting in person in the Council Chambers.** If a member would like to teleconference in, the requirement would be to post on the agenda the address of where the member is teleconferencing from, to post an additional notice at the said location, and it would need to be made available to the public as well at the time of the meeting. **We would still have the ability to use zoom for the public making it a hybrid style meeting, but the hybrid and zoom would only apply to the public.**

If the Council chooses to adopt Resolution 2022-22, the following findings will need to be approved:

1. The City Council has reconsidered the State of Emergency; and
2. The State of Local Emergency does not continue to directly impact the ability of the City Council and its Commissions and Committees, as well as staff and members of the public from meeting in person; and
3. The State and County of Humboldt no longer have social distancing guidelines but urges all unvaccinated individuals in public spaces to maintain social distancing, and the City can maintain those social distancing requirements; and
4. City Council, Commissions, and Committees will resume as in person/hybrid meetings while ensuring the health and safety of the public, staff, councilmembers, commissioners, and committee members in their respective meeting location.

If adopted, the use of In-Person meetings will resume at the November 16, 2022 City Council Meeting.

Council can choose to review these findings in 30 days and reconfirm the use of in-person meetings. Staff will be sure to include an option to return to Zoom meetings at the October meeting if meeting in/person becomes unsafe to the public, councilmembers, or staff. A special meeting can be held as well if the need arises.

**BUDGET/FISCAL IMPACT:**

While there will be costs associated with City's emergency response to COVID-19, continuation of the proclamation of a Local Emergency by the City Council has no direct cost impact. However, it may enable potential external sources for reimbursement to costs associated with the City's emergency response.

**ATTACHMENTS:**

1. Brown Act Vs AB361 Chart
2. Emergency Proclamation
3. Resolution 2021-21
4. Resolution 2022-22

**Comparison of Public Meeting requirements (Brown Act vs. AB 361)**

<b>Brown Act Requirement</b>	<b>Requirement Under AB 361</b>
<p>If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.</p>	<p>Agendas not required to be posted at all teleconference locations. Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.</p>
<p>If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.</p>	<p>Agendas are not required to identify each teleconference location in the meeting notice/agenda. Local agencies are not required to make each teleconference location accessible to the public.</p>
<p>If the legislative body of a local agency elects to use teleconferencing during the teleconferenced meeting, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.</p>	<p>No requirement to have a quorum of board members participate from within the territorial bounds of the local agency’s jurisdiction.</p>
<p>If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.</p>	<p>In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored</p>



PROCLAMATION  
*OF THE*  
CITY OF FERNDALE CONFIRMING THE EXISTENCE OF A  
LOCAL EMERGENCY

*MARCH 23, 2020*

(BY THE CITY MANAGER, DIRECTOR OF EMERGENCY SERVICES)

**WHEREAS**, Ordinance 267 of the City of Ferndale empowers the City Manager as Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when circumstances described therein exist; and

**WHEREAS**, the City of Ferndale Emergency Operations Plan adopted by Resolution 04-30, states that if conditions of extreme peril to the safety of persons and property within the territorial limits of the City of Ferndale exists, a local emergency can be declared; and

**WHEREAS**, International, State, and Local health and government authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARSCoV-2” and the disease it causes has been named “coronavirus disease 2019” abbreviated COVID-19, (“COVID-19”), first detected in December 2019; and

**WHEREAS**, the State of California has worked in close collaboration with the national Centers for Disease Control and Prevention (CDC), the United States Health and Human Services Agency, and local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

**WHEREAS**, the CDC considers the COVID-19 virus to be a very serious public health threat with outcomes ranging from mild sickness to severe respiratory illness and death, and that certain populations face elevated risk with widespread transmission of COVID-19 translating into large numbers of people needing medical care at the same time thereby creating a public calamity in which other infrastructures may also be affected; and

**WHEREAS**, on January 31, 2020, the U.S. Department of Health and Human Services declared a Public Health Emergency to aid the nation's local healthcare communities in responding to COVID-19; and

**WHEREAS**, on March 11, 2020 with 114 countries reporting 118,000 individuals as having contracted the COVID-19 virus, the World Health Organization (WHO) officially declared COVID-19 a global pandemic; and

**WHEREAS**, on March 11, 2020, Humboldt County Health Officer declared a Local Health Emergency in response to the COVID-19 outbreak in California and beyond; and

**WHEREAS**, on March 12, 2020, California Governor Newsom issued Executive Order N-25-20 requiring all residents to heed any orders and guidance of state and local health officials, including the imposition of social distancing measures to control the spread of COVID-19; and

**WHEREAS**, on March 19, 2020, Humboldt County Health Officer issued an order directing all individuals living in Humboldt County to shelter in their residences except to provide or receive certain essential services or engage in essential activities, to cease all non-essential travel, and further ordering all non-essential businesses to cease operations at physical locations; and

**WHEREAS**, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all forty-million California residents to stay at home indefinitely except for workers in the 16 critical infrastructure sectors identified by the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) who are required to maintain continuity of operations for these vital systems and facilities; and

**WHEREAS**, if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources; and

**WHEREAS**, controlling or slowing epidemic and disease outbreaks through implementation of the State and County COVID-19 response orders and through following CDC Guidelines will help to limit the spread of infection within our communities, and most importantly within local healthcare delivery systems; and

**WHEREAS**, State agencies and political sub-divisions have statutory authority to take numerous actions to protect the public health, safety and welfare, including: providing extraordinary services through mutual aid consistent with agreements (Govt. Code §§ 8631, 8632), the costs of which shall constitute a legal charge against the State when approved by the Governor (Govt. Code §8633); and promulgating orders and regulations necessary to provide for the protection of life and property, including the imposition of curfews within designated boundaries where necessary to preserve the public order and safety (Govt. Code §8634); and

**WHEREAS**, the purpose of a Local Emergency Proclamation is to provide extraordinary police powers, immunity from emergency actions, to authorize issuance of orders and regulations, and activate pre-established emergency provisions; and

**WHEREAS**, a Local Emergency Proclamation can be a prerequisite for requesting State or Federal assistance; and

**WHEREAS**, the City Manager as Director of Emergency Services of the City of Ferndale does hereby find:

That conditions of Local Emergency and extreme peril to the safety of persons and property have arisen within the City of Ferndale, caused by the COVID-19 pandemic and associated response and that the City Council of the City of Ferndale is not in session and cannot immediately be called into session; and


The Proclamation of a Local Emergency will allow the City of Ferndale to access extraordinary police powers and resources as may be necessary to best protect the public health, safety and welfare during the COVID-19 pandemic.

**NOW, THEREFORE, I HEREBY PROCLAIM** that effective immediately and until further notice, a Local Emergency now exists throughout Ferndale as a result of the circumstances described above; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that all City Officers and employees shall take all steps requested by the City Manager to prevent the spread of COVID-19, to prevent or alleviate harmful impacts from the disease, and to qualify for Federal Emergency Management Agency and other state and federal relief as may be available to reimburse the City for the expenses it incurs in addressing this emergency; and

**BE IT FURTHER PROCLAIMED AND ORDERED** that during the existence of said Local Emergency the powers, functions, and duties of the emergency organization of this City as outlined in the Emergency Operations Plan shall be in place.

**BE IT FURTHER ORDERED** that this proclamation of a Local Emergency shall take effect immediately and shall be subject to ratification by the City Council within seven days of the date written below.

Dated: 3/23/2020 By:   
Jay Parrish  
City Manager/ Director of Emergency Services  
City of Ferndale

**RESOLUTION NO. 2021-21****A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF FERNDALE MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the City Council does hereby find and resolve as follows:

1. That the Council has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Council to meet safely in person, and further those local officials continue to impose or recommend measures to promote social distancing;
3. That the Council may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Council will reconsider the above findings within 30-days of this Resolution.

**PASSED AND ADOPTED** on this 20th day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Don Hindley, Mayor

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Kristene Hall, City Clerk



**RESOLUTION 2022-22****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE DECLARING THE NEED TO DISCONTINUE CONDUCTING CITY COUNCIL AND COMMISSION MEETINGS REMOTELY DURING DECLARED STATE OF EMERGENCY PURSUANT TO GOVERNMENT CODE SECTION 54953 (AB361) RESCINDING RESOLUTION 2021-21**

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments and help the State prepare for a broader spread of COVID-19; and

**WHEREAS**, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

**WHEREAS**, as a result of Executive Order N-29-20, staff set up Zoom meetings for all City Council, Commission, and Committee Meetings; and

**WHEREAS**, on March 30, 2020, the City Council adopted Resolution 2020-06 declaring a Local Emergency due to the COVID-19 pandemic; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which placed an end date of September 30, 2021 for agencies throughout the state and requiring local agencies to observe the usual Brown Act requirements as they existed prior to the issuance of the Executive Order; and

**WHEREAS**, after issuing Executive Order N-08-21, the Delta Variant emerged causing a spike in COVID-19 cases throughout the state; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361, which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the previous Brown Act Orders under N-29-20, and

**WHEREAS**, on October 20, 2021, the City Council adopted Resolution 2021-21 declaring the need for virtual City Council, Commission, and Committee Meetings during declared State of Emergency pursuant to Government Code 54953 (AB 361); and

**WHEREAS**, AB 361 provides that, if the state of emergency remains active for more than 30 days, a local agency must make certain findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules; and

**WHEREAS**, the City Council, to date, has reconfirmed the findings on Resolution 2021-21 extending the use of virtual meetings; and

**WHEREAS**, the City Council has reviewed the findings and determined that it can now safely return to in person meetings for the City Council, Commission, and Committees.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Ferndale declares the following:

- a) The City Council has reconsidered the State of Emergency; and
- b) The State of Local Emergency does not continue to directly impact the ability of the City Council and its Commissions and Committees, as well as staff and members of the public from meeting in person; and
- c) The State and County of Humboldt no longer have social distancing guidelines but urges all unvaccinated individuals in public spaces to maintain social distancing, and the City can maintain those social distancing requirements; and
- d) City Council, Commissions, and Committees will resume as in person meetings while ensuring the health and safety of the public, staff, councilmembers, commissioners, and committee members in their respective meeting location.

**PASSED, APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FERNDALE** on the 21<sup>st</sup> Day of September, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Don Hindley, Mayor

Attest:

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Kristene Hall, City Clerk

## **Section 14**

### **CORRESPONDENCE**

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



State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Region 1 - Coastal  
619 Second Street  
Eureka, California 95501  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

~~GAVIN NEWSOM, Governor~~  
~~CHARLTON H. BONHAM, Director~~



October 12, 2022

City of Ferndale  
Attn: Jay Parrish, City Manager  
834 Main Street  
Ferndale, California 95536  
[citymanager@ci.ferndale.ca.us](mailto:citymanager@ci.ferndale.ca.us)

Dear Mr. Parrish:

**Extension of Streambed Alteration Agreement, Notification No. 1600-2015-0146-R1, Francis Creek Debris and Vegetation Management Project**

The California Department of Fish and Wildlife (CDFW) received your request to extend Lake or Streambed Alteration Agreement (Agreement) and extension fee, for the above referenced agreement. CDFW hereby grants your request to extend the Agreement expiration from July 6, 2020, to July 6, 2025. All other conditions in the original Agreement remain in effect.

Copies of the original Agreement and this letter must be readily available at project worksites and must be presented when requested by a CDFW representative or other agency with inspection authority.

If you have any questions regarding this letter, please contact Environmental Scientist Jonathan Hollis at 707-601-7237 or by email at [Jonathan.Hollis@wildlife.ca.gov](mailto:Jonathan.Hollis@wildlife.ca.gov).

Sincerely,

Michael van Hattem, Senior Environmental Scientist Supervisor

ec: California Department of Fish and Wildlife

Jonathan Hollis, [Jonathan.Hollis@wildlife.ca.gov](mailto:Jonathan.Hollis@wildlife.ca.gov)

**Section 15**  
***COMMENTS FROM THE COUNCIL***

**Section 16**  
***REPORTS***

***City Manager's Report***  
***Commissions and Committee Reports***  
***Minutes from JPAs and Reports***

**City Managers Report**  
for October, 2022 City Council Meeting

**CITY MANAGER (Reporting September 16, 2022-October 13, 2022)**

- Emergency Covid-19:
  - Because we have a number of councilmembers that have compromised immune systems it does not look like we will be able to have physical meetings with our council and public until the emergency situation is no longer extended. The zoom meetings will continue and at least we are able to meet and carry on the City's business.

**Key milestones and information to date:**

- Public Works Supervisor: Staff is still trying to get grant to raise lagoon and Brett of GHD is still hopeful that we may have funding to accomplish that in fall. The Chief Wastewater Operator and I have had several meetings to discuss raising the lagoon by a couple feet to further increase the ability of our lagoon's capacity and reduce the chance of overflow during severe rain events. Although the last few years we have not had serious rain events and seem to be in a drought cycle, we are aware that at some point we will get back to weather as usual and that the raising of the berm could give us a day or two more protection from possible overflowing our lagoon. We have had a number of conversations and discussions with RWQCB representatives that have already approved a project to accomplish this strategy and so are hopeful that they will see the benefit. Sept 9<sup>th</sup>, we received notice from engineer that our scope of work for raising the wastewater lagoon berm was approved.
  - We have had numerous conversations with a non-profit Technical Assistance committee that we received a grant to help us tweak our Prop 1 grant so that we can hopefully be successful in capturing our stormwater flow in the Arlington and County Fairgrounds area.
  - Public Works. We have received the Master Drainage Plan that we have been working on for the last few years. Most of this MDP was paid through the SB2 grant from the state. Our City Engineer and Planwest did a lot of work on this and will help us prioritize drainage projects that will be supported by an updated MDP for grant applications that may materialize in the future if there is funding put into improving infrastructure by the federal and state government. The Drainage Committee has had a couple of meetings to go over the Master Drainage Plan and at some point, in the near future, we would like to have a study session with the council so that we can develop prioritized projects to improve our drainage throughout the city. We will bring this to the council for approval this meeting.
  - The Chief Wastewater Operator and I met with Regional Water Quality Control Board to go over a request to support us in raising our berm at our lagoon and to let us incorporate our California Street sewer collection replacement project to include into a compliance aspect to let the infractions RWQCB has assessed the city with for the last 5 years, which is the regular timeline they look at. That is normal for a wastewater facility in our area considering the weather and rainfall, or lack of it. The negotiations went well and we feel like we will come up with a project they can support to include some fine and some inclusion in a project. Last month RWQCB sent us a letter saying that we could use the California Street sewer replacement project to comply for any violations going back to

2016. Remember that we have been working on this project and just finished the engineering and design and have gone out to bid. Mercer -Frasier won the bid award and they have signed the bid for that. Paul and I will go over that September 14<sup>th</sup> and then I will sign and we will be ready for Mercer-Frasier to get started. We are estimating that they will complete the construction task in approximately a week or so.

- Engineer interaction: We continue to work with our city Engineer to explore drainage improvements with an emphasis on easements and a strategy on drainage flow to Salt River through city and county properties.
- Submitted a Per Capita Grant December 31<sup>st</sup>. We have had a number of meetings on this and a study session. The Parks are long term projects and both need constant attention and improvements and both need to have development strategies that unites our town and parks into the best experience as possible for our citizens and visitors that come from all over the world. The council will have an opportunity to choose between a number of elements and anything over the Per Capita grant we will be obligated to pay for ourselves. The last meeting council picked the individual per capita projects in Russ Park and Firemen's Park while trying to stay under the approved \$177,000 limit. Some items were replaced due to non-coverage with the present funding. This was originally a pretty straight forward grant with a list from staff of a pretty stable number of improvements that was developed from previous administrations that combined many long-standing projects that former councils have been working on for many years. Back in 2006 the City had been working with the Silva family to try and find an agreeable MOU that would continue access to the back side of Russ Park through and across the Silva's property by using their private road for about a quarter mile and going up an identified draw up to a location where the city had a Kiosk and a trail that connected to the Russ Park Trail System. Although the City had the legal right to traverse across Silva property, it was not an ideal situation for either party. We spent years trying to find a better agreement to manage the maintenance of the trail, and that was agreeable with the property owner, who had animals and various ranching responsibilities he needed to consider in order to ensure the health and safety of his animals, as well as the hikers that may be present at any time. Both of us had insurance and risk management needs, and unusual government and legal issues to navigate. Russ Park is 100% in the city limits; the Silva property is 100% in the county. Our risk Management situation covers properties outside the City if we own the said property and does not normally cover property that is not owned that is outside the city limits. We have come up with a number of solutions to this situation and have come close to inking a deal when this Per Capita grant came up and complimented the desire of former councilmembers to develop the backside of Russ Park to connect our downtown with Firemen's Park, then to go up Eugene to Russ Park. At this point it does not look like the present council wants to use the Per Capita grant to work on that connection between the two Parks. Staff still feels like the future of Russ Park would be a safer place to promote an entrance with a parking lot that did not have the blind corners and uneven ground that was limited as to the number of visitors. Staff will continue to search for grants to help us accomplish the ecotourism aspects of the backside of Russ Park. We recently received a possible donation that might help us increase improvements to Russ Park that may not have the restrictions that the Per Capita grant requires that excluded us from having as part of that project. Another donor has come forward that may allow us to develop the Eugene street connection to Russ Park and we will be working on that soon.
- Weekly training bulletin from ERMAnet. This is an online training program sponsored by our Risk Management Authority. Working on getting our employees compliant with AB

1825 and SB 1343 both of these are regarding the prevention of Harassment, Discrimination and Retaliation. If you are a councilmember that has not completed your mandated training. Please contact City Clerk for direction to on-line services for this training. New Covid -19

- I have put most of my free time to working on grants of one thing or another. Mostly they are concerned with drainage and our sewer collection system. In these efforts I interact with property owners, City staff, our engineer, Planwest, the Fair Association representatives, the Chamber, and of course the County representatives and a number of outside engineering vendors and construction companies. Although we are trying to solve drainage problems for the most part we are also showing and improving our ability to work together to make a safer more efficient our organization that needs to communicate with these other organizations and agencies to improve our chances to get grants. Collaboration and cooperation with regional agencies can be the difference between getting a grant or not. Many of these efforts have great potential to solve or improve our long-term infrastructure problems with drainage and our aging and deferred sewer collection system. We are hoping to see some of these identified problems addressed with actual construction projects in the near future with low match and high impact.
- Employee meetings and personnel issues. Although this is not something I report on, know that it is an important part of managing the city, and I donate a significant portion of my day in interacting with our employees and almost all of our workload and accomplishments are a derivative of the collaboration between more than one person. I am proud of the commitment and responsibility that our employees show every day in service given for the citizens of this town. The city manager is responsible for making sure that each and every employee and professional consultant is accomplishing their workload in a way that gives the best service to the city in an admirable and satisfactory way. Included in this is a Covid-19 requirement from OSHA that has to do with reducing the spread of Covid-19 and gives guidelines to employers and employees on the rules that we have to follow during the pandemic. These guidelines tell us how we handle positive tests for the virus as well as our conduct as we do our jobs.
- From time to time there may be questions a Council member might have regarding some development or new building construction and they may wonder how to address the situation to find out if indeed the proper action is being followed. The city hires employees and contractors that are qualified as to what they do for the city. This is true of our planner, attorney, engineer, wastewater employees, and building inspector. Should any council member request documentation on some project or development we will try to provide any information that we have that is available to the public. There are real estate or development processes that might not have gone through a procedure or process that is not available until it is final. While we will provide you publicly available documents, please keep in mind that, depending on the nature of the project, that the plans or other documents were likely already reviewed and approved by the appropriate professional retained by the city and approved through the Planning Commission. Further, if a Council member desires to provide direction to staff on any issue, the member may request an appropriate action (or discussion) item to be placed on a Council agenda and to make a motion. A member may also request that the City Engineer or the appropriate personnel be invited to appear and present on issues within that professional's jurisdiction.
- Undergrounding Project: PG&E is working on the engineering of the Francis Street Rule 20a project. PG&E; still in engineering. Talked with Lizette Burtis our PG&E representative and she said that Francis Street is not yet in design. That will be the next step. As of December 8,



2021, Lizette from PG&E stated they have everything they need from us. We are still in this situation although I have made headway in locations for transformers and easements for them. I once again have confirmation from PG&E that our project is still active and we are not in danger of them stopping it, but they did say that because of the fires they are moving projects back a year.

- Solar array construction; Both the Police and Wastewater solar arrays have been finished and should be turned on and functioning and hopefully reducing the amount of our energy bill. We are utilizing the solar array at the police station and the solar array and tesla battery at Wastewater Facility and should be seeing reductions in energy usage. We are still waiting on PG&E for selling back to them any extra production of excess production. Still we should see savings from the installation of the solar panels at the police station as well as the wastewater facility.
- Drainage Meetings: The Drainage committee was focused on evaluation of some easements through town, the master drainage plan, grants that may include drainage improvements on the westside of town, the conceptual design in the southside of eastside drainage, such as Schley, Washington, and Grant Avenue section of town, and merging finally with the eastside drainage. Planwest has given update on Master Drainage Plan that is included in a state SB2 grant that was approved. In addition, the city was approved for an additional \$65,000 that is also being included in Land Use planning. The Prop 1 grant and the prop 68 grant for the improvements at the fairgrounds had drainage as important components. Both of these grants were focused on the Arlington 5<sup>th</sup> Street and fairgrounds drainage areas and both would help to solve or improve the capacity of that drainage as it makes its way out of town and eventually to the Salt River. In a recent email from Darla, she says that they found out that funding for the stormwater project is highly likely. The next step is that the State board would like to meet with us, however they not be able to do so until November. In reviewing the work, the TA committee, Darla noticed that they did not go through completion of the CEQA Categorical Exemption as they didn't know that we would get a CE, which is much less TA budget than as IS/MND. Darla has asked if we can complete the CEQA, public process, file, etc. She will let me know if they get the budget to pick this back up.
- Going back a few years the we received a grant for about \$500,000 to do a study of our Energy consumption, which benefited the WWTF by also getting a construction improvement that included improvements on how we run our plant, a solar array agreement that RCEA helped us with, and a battery agreement with Tesla, that is supposed to save costs to the city. There was a composting element that may reduce the amount of slug we produce through our plant, and one of the big results from the study was success in collection system improvements around town from a grant that we recently received what should be one of last steps of approval on for that grant. This is a 5.6 million grant that mainly replaces some of our oldest collection system pipes which is mainly vitrified clay pipes. It also will be rerouting the Shaw Street sewer collection system to gravity flow to the west, instead of flowing under Francis Creek will flow toward and down 5<sup>th</sup> Street to our WWTF. Because of inflation expectations we are asking for more funds and we have recently requested more funding to consider that project.
- Finance: Lauren proving to be a quick learner and that catches on fast. We have spent considerable time considering how we can compliantly use any Covid-19 funds to replenish funds that were depleted for covid related costs such as salary needs that were affected employees taking time off due to quarantining. Also, there are infrastructure projects that

may comply as to appropriate uses. Staff will be scheduling a study session to get council input as to proposed projects.

- Staff meeting regarding street inspection by staff as to potholes, weeds, sidewalk condition and street sweeping schedule. Individual pothole complaints, from time to time, we do get pothole complaints and these go to Public Works that fill potholes in a prioritized way. I think that the community and city have worked hard to get the city streets and roads and the city in general looking pretty good, but this is an on-going project.
- Interaction with Chief of Police on the sponsoring of the CERT program. We have a great team of community members and they are trained up. Waiting for a trailer that was supplied and granted for the CERT team. This CERT team contains some of the towns proven leaders and will be a great help during natural disasters and other emergencies we experience in the future.
- Meetings and discussions with Linda Wise from Recology about our solid waste franchise agreement. We will probably have another request of the council to extend our current agreement one more year. We will most likely have her give a presentation next month and ask for action on that item.
- California Street Sewer replacement is underway and the engineer is doing design, engineering, and planning. Paul may be giving a short update on the project. Remember that this is a grant project that will replace culvert of some of our oldest pipe that may be leaking storm water into our wastewater system. This might be a significant improvement. We are excited to see how much we have improved our I&I by replacing this remainder of the California collection system as it is some of our oldest pipe. We went out to bid on California street project on July 5<sup>th</sup> and the bid opening will be August 5<sup>th</sup> at 3:00 pm, and we are happy to announce that Mercer Fraser was the low bid and will start that work soon.
- CAP (Climate Action Plan): As of June 7<sup>th</sup>, all the city councils and county have given clearance to begin drafting the EIR. Similarly, the BOS wants us to refine the CAP and use the EIR to address the following.
  1. Cap needs to address complexities of Rural Living and not preclude development or maintenance of property.
  2. Evaluate benefit of Carbon Credits and Carbon Offsets.
  3. EIR needs to evaluate inclusion of Industrial Point Sources Emissions. There needs to be a strong explanation of why they should or should not be included.
  4. Need to address the inadequacies of the P&GE electrical grid, with contingencies if the grid cannot be improved.
  5. Need to coordinate CAP with other regional plans to the maximum extent feasible need to incentivize exceeding expectations.

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**STAFF REPORTING SEPTEMBER, 2022****CITY CLERK ACTIVITY****Meetings**

- Meetings with City Manager regarding work activities and council agenda.
- Attended:
  - City Council Regular Meeting 09/21/2022
  - City Council Special Meeting 09/28/2022
  - Design Review Meeting 09/29/2022
- Wrote agenda items and compiled packets for:
  - Regular City Council Meeting 09/21/2022
  - Special City Council Meeting 09/28/2022
  - Design Review Meeting 09/29/2022
  - Drainage Committee Meeting 10/6/2022
  - Began agenda compilation for City Council Meeting 10/19/2022
- Transcribed, drafted meeting minutes and uploaded meeting videos for all above listed meetings.
- Posted all meeting agendas and public notices on the City Hall and Post Office bulletin boards, and on the City Website.
- Uploaded meeting packets to City Website.
- Correspondence with City Planner and Engineer regarding projects
- Had monthly performance review with City Manager

**Projects**

- Assisted the public via telephone and email, answering questions and information requests.
- On-going communications with contract Engineers and City Planner about agenda items before the City Council, Planning Commission, and Drainage Meetings.
- Processed Business License Renewals and Dog License Renewals.
- Continued Election Material and Assistance
- Calculated and collected fees for building permits and sent applications to Arnie to be checked
- Numerous call Building Inspector to review plans and finals on projects
- Sent and received emails daily.
- Pick up and distribute City correspondence.
- Organized and filed paperwork.
- Filed approved Minutes
- Inventoried and ordered office supplies
- Processed checks, created revenue spreadsheet and deposit checks into the bank.
- Responded to Public Records Act requests.
- Maintained minute, resolution, ordinance and agenda binders.
- Contacted Mayor re: upcoming agenda
- Read weekly ERMA bulletins
- Sent Building Permit reports to Assessor's office and Construction Industry Research Board.

**FINANCE OFFICER ACTIVITY****Tasks:**

- Answered phones and assisted citizens at City Hall
- Processed Payroll/Payroll Tax Payments
- Processed Accounts Payable

- Processed Accounts Receivable
- Reconciled Monthly Debits and Credits in accounting software
- Delivered and received mail correspondence
- Reviewed ERMA and HR bulletins
- Set up all employees in ERMA Database
- Provided necessary documents to Kris for City Council Meeting
- Provided necessary documents to Stacey for month end
- Assisted the City Manager in the application and reporting for various grants
- Updated notes in Finance Clerk Duties Manual on all new tasks and duties learned
- Performed assistance to auditors for FY 21/22 Audit
- Provided various backup and documents to accountant for FY 21/22 Audit
- Attended City Council Meeting via Zoom
- Began implementing new payable procedures recommended by auditor

## **CITY PLANNER ACTIVITY**

### **General Planning Services**

#### **Task 1 Response to Public Information Request**

- Internal coordination and response to a Public Records Act request
- Responded to question about potential for accessory dwelling unit.

#### **Task 2 CEQA Compliance - No actions.**

#### **Task 3 Community Planning – Reporting, Other Planning Activities**

- Coordinated City planning activities including updating tracking sheets for planner activities, funding mechanisms, and applications.
- Coordinated and attended 9/29/22 Francis Creek site visit with CA Dept. of Fish and Wildlife staff and City staff.
- Correspondence including emails and phone calls with City Manager, Clerk, and Engineer.

#### **Task 4 Meetings & Hearings, and Materials:**

- Planning Commission – no meeting.
- City Council – Prepared SB2 Update, REAP application, and monthly City Planner staff reports and attended 9/21/22 mtg.
- City Manager & City Clerk – meetings, calls, emails, research.
- Drainage Committee – Coordinated with City Engineer on presentation of Drainage Master Plan Update for Committee’s regular Sept. meeting, and attended Sept. meeting.
- HCAOG Technical Advisory Committee (TAC) – attended 9/1/22 meeting. Coordination and preparation of pavement management plan responses with City staff and HCAOG consultants.
- HCAOG REAP - Attended 9/14/22 meeting.
- Climate Action Plan: Attended 9/22/22 meeting for coordination on proposals to prepare EIR.

#### **Task 5 GIS Mapping – No actions.**

#### **Task 6 Grant Writing/Funding Coordination**

- Coordination meetings on various city grants and activities
- Coordination with City staff on REAP.
- SB 2 Gen Admin: Coordination on SB 2 RFR #2; prepared SB 2 RFR #2 and submitted to HCD

- Permanent Local Housing Allocation (PLHA): coordination with City Manager regarding program and potential grant application; on September 26 and 27 attended Department of Housing and Community Development (HCD) office hours for technical assistance on PLHA program and application requirements; drafted memo to City Manager outlining City's options and potential PLHA activities for City; preparing City's Draft 5-Year PLHA plan and application.

### **Planning Applications and Pre-Application Consultations**

- Richardson Lot Line Adjustment – Coordination and consultation with City Engineer on project, and zoning requirement for project's conditions of approval.
- SD-1826: Raymond (formerly Cream City and Budwig PM) -- Research and internal consultation about legislative amendments to allow for pocket neighborhood design; email to property owner outlining options to develop property and the tentative map expiration date.
- Sears Pre-App – Research and consultation with City staff to prepare for Pre-App meeting; attended 9/27/22 Pre-app meeting.

### **General Plan Review/ Transportation Reporting**

- Local Streets and Roads Reporting -- PMP emails to city on status of reply to HCAOG consultant's request for PMP; emails and internal consultation regarding RSTP funding; PMP activity thru HCAOG: prepared draft response to HCAOG consultant's request.

### **SB 2 Grant Projects**

- Land Use Element Update – Reviewed and edited draft Land Use Element to prepare for public Planning Commission and public review.
- Zoning Amendments – internal coordination for possible updates to PD regulations
- ADU Plans – Consulted with County planner regarding their effort to obtain preapproved plans.
- Drainage Master Plan – Corrected typos contained in the 2022 Drainage Master Plan Update staff report for Committee's regular October 2022 meeting.

### **Per Capita Park Projects**

- Prepared and filed California Environmental Quality Act Notice of Exemptions with the County for proposed Russ Park and Firemen's Park improvements.

## **CITY ENGINEER ACTIVITY**

### **General City Engineering Services:**

- Phone calls / emails with the City Manager and staff regarding various City items.
- Attend Drainage Committee Meeting
- Assist City Consultant to review California Street Sewer Project contracts
- Assist City Staff in reviewing HCOAG pavement manage plan for the city.

### **Reimbursable Project Services:**

- Adams Minor Subdivision – Fifth Street
  - Met with Contractor for Pre-Construction Meeting
- Richardson LLA – Arlington Ave.
  - Discuss with Staff Re: Public Hearing
  - Modify Conditions of Approval

## **WASTEWATER OPERATIONS**

- Monthly samples prepared and sent to North Coast Labs
- Operators perform lab tests daily to measure efficiency of plant

- Backup cleared at coast guard housing
- Monthly eSMR (electronic State Monthly Report) prepared and submitted
- Backup at community center cleared
- VFD on pump 3 failed, pull pumps and order parts to repair
- Clean outside of main plant buildings
- Monthly no spill verification report completed on CIWQS website
- Lateral leak on A St. repaired
- Front gate chain oiled each Monday
- Tree removed from ditch at old site
- Inspect manholes throughout town weekly
- HSU class tour of plant
- Weekly maintenance performed on UV banks
- Confer with MaryAnn Bansen on where to put grease trap at Community Center
- Dewater for total of 10 hours. Sludge dried at old site
- Lateral inspection 1130 cream court
- Repair riser on east side of Sousa ranch
- Maintenance on filters, clean nozzles
- 1 of new VFD installed
- Broken manhole lid repaired
- Weed eat around plant and old site
- Operators cleaned walls and catwalk
- Removal of duck weed from clarifiers on weekly basis
- Billed RotoRooter, Steve's Septic and Wyckoff a total of \$9,180 for the month of August. 38 total dumps for total of 51,000 gallons.
- Total flow through the plant in September was 3.7 MGD. Of that, .085 MGD was pumped to retention pond. Average irrigation to Sousa ranch was .119 MGD.

### **PUBLIC WORKS**

- Continued with monthly and daily duties. Such as, cleaning and maintenance of city's bathrooms, mowing of city's owned properties, cleaning of storm drains, keeping streets clear of debris and the maintenance of city's facilities.
- Took down USA flags and put up the car flags for car show.
- Went to Eureka for bathroom supplies.
- Cut back trees and brush along nickels way drainage ditch.
- Cleaned up down tree next to Berding st bridge.
- Removed dead deer from Tennyson.
- Patched pot holes on Wildcat rd.
- Patched potholes around town.
- Called electricians to bid replacing ballasts at Library.
- Continue with weekly meeting Public Works Supervisor.
- Cleaned out Nichols Way drainage ditch.
- Filled out USA locate to replace culverts on Lincoln Ave.
- Replaced timer switch at Main St bathrooms.
- Repaired blinds at Library.
- Swept north Main St.
- Cal Trans removed tree on Main St in front of Blacksmith Shop.
- Picked up trash around City parking lot.

- Went to Eureka and picked up culverts for Lincoln Ave project.
- Cleaned gutters around Community Center.
- Replaced leaking hose faucet at PD.
- Removed old antenna at PD.

**POLICE DEPARTMENT**

Staff continues to monitor the City’s and County’s response to COVID-19.

**Sept. 17<sup>th</sup>**, was a busy day in town for us. We had Bargain Lovers Weekend, The Tour of the Unknown Coast and the Milk Can Game all on that Saturday. Reserve Officer Newton and I came in as extra patrol that day and patrolled on the bikes. Officer Mendes was the day shift patrol officer. No major issues, but a number of parking complaints.

**OES Meeting:** I attended a meeting at Fortuna Fire Dept. hosted by County OES. The State Department of Water Resources briefed us about their services and the predictions of the upcoming winter. We are in an El Nina pattern this year, which means the Pacific Northwest can expect more rain. However, we are on the edge of the models, so they cannot tell us if we should expect more rain. I met with Chief Dennis Del Biaggio after the meeting we talked about flood response and the possibility of doing training in the near future.

**CERT:** The installer doing the trailer electrical work experienced a medical issue, so our expected delivery time has been pushed back a couple of weeks. Two CERT Members assisted with traffic control during the Tour of the Unknown Coast.

Police Chief Day (FOPD), Chief Allen (RDPD) and I met to discuss our agencies coordination. All is going well, as the three agencies back each other up frequently and our officers appear to be working well together.

**Police Statistics – September 2022**

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape (Attempted)	0	
Robbery	0	
Larceny	4	3
Assault	3	2
Burglary	0	
Vehicle Theft	0	
<b>TOTAL</b>	<b>7</b>	
SECONDARY CRIMES	10	
Calls for Service	326	
Reports Written	30	
Traffic Citations	4	
Other Citations	0	
Parking Citations	7	
Warnings	22	
<b>ARRESTS</b>	<b>10</b>	
<b>AGENCY ASSISTS</b>	<b>26</b>	
<b>TRAFFIC COLLISIONS</b>	<b>2</b>	

**City of Ferndale, Humboldt County, California USA**  
Design Review Action Minutes for the 07/07/2022 Agenda - 8:30am meeting

Chair Jeff Farley opened the Zoom meeting at 8:33 a.m. Committee Members Ellin Beltz and Jorgen von Frausing-Borch were present along with City Clerk Kristene Hall.

Modifications to the Agenda: None.

Approval of Previous Minutes: Approval of the March 24, 2022 Meeting Minutes.

ACTION:

**Motion:** to approve the March 24, 2022 Meeting Minutes **(von Frausing-Borch/Beltz)** Unanimous

Public Comments: No Comment

383 Shaw Ave: Committee Members were presented with an application to repaint the exterior of the residence, detached structure, and garage. There were no questions or comments.

ACTION:

**Motion:** to approve the application to repaint the exterior of the residence, detached structure, and garage, using the approved paint swatches stated in the application. **(Beltz/Daniels)** Unanimous

857 Main Street: Committee Members were presented with an application to install white pickets on top of existing cement retaining wall. There were no questions or comments.

**Motion:** to approve the application install white pickets on top of the existing cement retaining wall, using the materials and design stated in the application. **(Beltz/Daniels)** Unanimous

Correspondence: None.

Committee Member Comments: None

Meeting adjourned at 8:37 am

Respectfully submitted,

Kristene Hall  
City Clerk



**APPROVED MINUTES**  
**CITY OF FERNDALE – HUMBOLDT COUNTY U.S.A.**  
**DRAINAGE COMMITTEE MEETING**

**Action Minutes**

June 2nd, 2022

Chair Tom Stephens opened the meeting at 2:30pm. Those present were, Phil Ostler, Michael Sweeney, Jim Bass, Wayne Ambrosini, and Bill Backer, along with City Staff: City Manager Jay Parrish, City Engineer Brian Ontiveros, and Deputy City Clerk Lauren Boop.

APPROVAL OF MINUTES: Approval of the May 5<sup>th</sup> Meeting Minutes

Tom Stephens wanted updates on the Drainage fees and 218 process. It was determined that Brian would look into this. Minutes were then approved.

PUBLIC COMMENT: No Comment

BUSINESS:

A. DRAINAGE MASTER PLAN UPDATE:

Chair Tom Stephens opened the meeting and asked to cut to recommendations.

Michael Sweeney: Explained that the 218 process's main goal is to raise revenue to spend to remove barriers to building homes in a city. In Ferndale's case the drainage issues here make it difficult to expand housing. He explained the process and wants community input and an engineering report to get process started.

City Manager Parrish explained that the citizen vote on the 218 process can happen any time, it does not need to be tied with the county election process. We send out brochures and citizens vote for the measure, majority wins, then city council will vote to ratify the drainage fee increase.

Phil Ostler: Thinks we need a fee increase, possibly only in assessment fees not developer fees as that would not result in a significant amount of drainage revenue.

Chair Tom Stephens showed a chart of Francis Creek flooding trends and explained that due to the drought the creek has not breached half capacity. He said it is difficult to sell a fee increase to citizens when there have been no drainage issues in a drought period. He asked Jay when the best time to ask council to consider a Drainage Fee Increase.

City Manager Jay Parrish: Agreed that it is easier to submit a request for a fee increase if it is pouring rain, but reminded the committee that citizens are currently paying less than \$2 per month for what is arguably the biggest local issue that needs to be addressed. He said there is good cause to address issues as we would need to before any development can be done in many areas of Ferndale. He requested we give the engineer more time to gather data to make a strong case to the council.

Chair Tom Stephens: Removing the barriers to build more affordable housing will also result in more grant fund eligibility that may offset the fee increase.

Michael Sweeney: The drainage committee is charged with solving drainage issues in the city, we know we have many issues and should not wait to solve them. Responding to City Manager Jay Parrish who says we need to prioritize projects; it doesn't matter if we prioritize the projects if we can't afford to solve the worst issue.

Phil Ostler: Drainage fee increase could be sunsetted once major issues are addressed.

City Engineer Brian Ontiveros: Asked if there were questions, didn't need to summarize as committee has been discussing for months now. City Manager Parrish asked how much revenue was needed to address issues and which project gives us the biggest bang for our buck? City Engineer Ontiveros replied that he ordered them by priority, and the first 2 on the list are the most pressing. He Asked what the council paid for the 218 process for the sewer rate increase.

City Manager Parrish recalled the cost being around \$4000, but ended up being paid for by a grant which Engineer Paul Gregson secured. He explained that at this amount, which the City Engineer agreed was a reasonable estimate for his time to compile 218 information. It was agreed by the committee to authorize City Engineer Ontiveros to begin compiling information for the 218 process including: researching drainage fees in comparable localities, and putting together a cost proposal for the report.

City Manager Jay Parrish said he would put the information gathered as an item at the next City Council Meeting to keep the council in the loop.

Action Taken: None

7. CORRESPONDENCE: None

8. COMMENTS: None

Chair Tom Stephens adjourned the meeting at 3:55 pm.

**APPROVED MINUTES****CITY OF FERNDALE – HUMBOLDT COUNTY U.S.A.****DRAINAGE COMMITTEE MEETING****Action Minutes**

August 4th, 2022

Chair Tom Stephens opened the meeting at 2:31pm. Those present were Tom Stephens, Phil Ostler, Michael Sweeney, Jim Bass, Wayne Ambrosini, and Bill Becker, along with City Staff: City Manager Jay Parrish, City Engineer Brian Ontiveros, City Planner Krystle Heaney, and Deputy City Clerk Lauren Boop.

APPROVAL OF MINUTES: Approval of the June Meeting Minutes

Corrected to include Bill Becker and changed the word council to committee.

PUBLIC COMMENT: No Comment

**BUSINESS:****A. Engineers Cost Report on 218 Process**

City Engineer Brian Ontiveros looked at other cities fees to get an idea of what cost the city may face in engaging the 218 Process. He recommended we discuss with the city attorney the cost range and whether we need RFQ or RFP. His research found that our cost estimate could range from \$10k to \$20k. Committee members were surprised by this number but City Manager Jay Parrish informed them that he knew that would be what the city was looking at due to our unique drainage situation, mainly that we have no elevation change and it will take significant engineering to move water anywhere in the city. Chair Tom Stephens asked Jay Parrish if it made more sense to get the Drainage Master Plan to council before going further as the committee cannot authorize an engineer study at that cost. Mr. Parrish agreed that was a good course of action and advised we would be able to put that on the agenda for the September City Council Meeting. He reiterated the need for the 218 process to raise more funds for these projects as we will not be able to do any of the drainage projects without more revenue anyway. He praised the Drainage Committee's efforts on behalf of the town and said they should be proud of the work they have done thus far, namely following through and getting a Drainage Master Plan for the city which has not been done in 15 years. Thanks to this committee we now have very clear instruction and an idea of the main issues facing the city in regard to drainage. Philip Ostler encouraged the committee to submit the DMP to the council as the costs to fix the issues discussed will be what they are no matter if the city has money or not, and the council must then follow through on their end to see these issues get addressed. Chair Tom Stephens made the point that any discussion of a rate increase could rile up the citizens before the council has had the time to decide if they wish to address any of the issues in the DMP. The committee agreed on this course of action but as it was not on the official agenda, no action was taken. The vote will take place next month.

Action taken: None

**B. Planners Report on Drainage Fees Charged by other Cities:**

City Planner Krystle Heaney researched the Drainage fees collected by other cities and found that many of the cities around Ferndale do not even have Drainage Fees and if they did ours were much higher. She explained that this may be due to the fact that cities often add fees into monthly water/sewer bills which the City of Ferndale does not. Her recommendation was to move forward with the 218 process as more revenue is needed to address any issues. City Engineer Brian Ontiveros agreed that the best next step was to send the DMP to city council. He will also look into firms that are capable of executing this process given the scope of work needed for the city's issues, and also estimates of the cost of said work. City Manager Jay Parrish said we will move forward with giving the DMP to council and also hold a joint session with the council and the committee to discuss the details of the report. There was also announcement of City Planner Krystle Heaney no longer being the planner for Ferndale, and we have a new planner named Michelle Nielsen who will be attending meetings and performing duties as needed by the city. All wished Mrs. Heaney well in her future endeavors and thanked her for the fine work she has done for the city.

Action Taken: None

C. Update of Francis Creek Debris Removal:

Chair Tom Stephens wanted the above change made to the title as it is not vegetation being removed from the creek but debris. He detailed the planned efforts of the cleanup and said it will take at least a few days of volunteer work to complete. This cleanup is focusing on the removal of overgrown vegetation and debris around the channel. There was discussion regarding Alder trees falling onto Scout Hall etc. Mr. Parrish said the city will look into the removal of the trees.

Action Taken: None

7. CORRESPONDENCE: None

8. COMMENTS: None

Chair Tom Stephens adjourned the meeting at 3:38 pm.

**RUSS PARK COMMITTEE**  
**CITY OF FERNDALE, CA. 95536**  
September 8, 2022

TO: Mayor and Ferndale City Council  
FROM: Russ Park Committee/volunteers  
Subject: 2022 summer maintenance activities in Russ Park

Attached for your information is a report of the maintenance activities in Russ Park by volunteers this past summer. The main purpose of such activities relates to the public safety on 3.5 miles of narrow vegetative trails in rather steep terrain, and keeping the wilderness experience in the park welcoming to the general public as intended by Zipporah Russ in her donation to the community over 100 years ago.

I am indebted to volunteers John Miller, Patt Sweeny and Mike Woyak who shared in the heavy lifting of materials and tools and trail reconstruction. In particular, Pete Bansen deserves special recognition (that he doesn't want) for his many selfless days of heavy labor to improve the park for the community; always willing to help and never a complaint. Though the number of volunteer hours was not kept, literally hundreds of hours of donated labor over almost 3 months was required to address maintenance issues at over 40 separate trail sites.

During the COVID years, not much routine annual maintenance was done, beyond the necessary removal of trees over the trails and incessant trimming of vegetation. So, this year we played catch-up, as evidenced by the estimate of building materials for trail reconstruction at \$1,481.

The substantial increase in cost of building materials from 3 years ago was a shock! For example, we used to purchase a 20' pressure treated 2 x 12 for about \$47—today its \$83. A 4' pre-drilled steel stake was \$3.65—now \$9.60. Almost ½ of the total cost this year was for steel stakes needed to secure retaining walls. The combination of the cost of materials and the number of work sites have likely created a challenge to this year's budget.

There are several sections of trail that are extremely muddy every winter that need to be raised with crushed rock. Once applied, it would last for years. However, hand

carrying hundreds of buckets of rock up the trails for a mile or so will have to wait until a better means of transport is available.

Though the major maintenance expense for Russ Park was incurred this summer, one has to expect that there will be more isolated expenses through the balance of the fiscal year. For example, 2 weeks ago several limbs fell from a Redwood tree on the Bluff Street Trail and damaged 2/3<sup>rd</sup> of the bench seat below—it was repaired. Other weak sections on the trails will surface in the months to come and be addressed if they pose a safety risk. Otherwise, they will be noted on a maintenance list for the summer of 2023.

This report is basically a receive and file matter. However, I will make myself available to answer any questions that Council may have.

Respectfully submitted,

Jim Stretch, Russ Park Committee Member

## 2022 TRAIL MAINTENANCE INVENTORY\*

Physical Survey of 7/18/22

Site	2x8	2x12	Stakes	Notes
<u>Main Trail</u>				
.1				Refinish picnic table top and benches at kiosk. Use marine wood sealing product (\$50), use Jim's. (9-9-22)
<u>Maple Leaf Loop</u>				
.2				Dig out steps & fill with trail rock
.3		15'	12	<i>Slippery area-either series of 6 landings 2 ½ wide or rock fill trail 21'</i>
.4				<i>Dig out step and fill with trail rock</i>
.5				<i>Dig out 3 steps &amp; fill with trail rock</i>
.6				Slippery-try bring down uphill soil (8-14-22)
<u>Eagle Point Spur</u>				
1		12'	5	Slip out steep bank (8-14-22)
.7		16' 2x4" RW		Steep tripping roots- 2 RW 2"x4" railings fastened between trees. (8-15-22)
.8			2	Extend 1 <sup>st</sup> step riser-use extra 2x8 cleat on back side. (8-15-22)
<u>Maple Leaf Loop</u>				
.9				<i>New pedestal map post-rusted thru</i>
2.0		10'	5	Cut board at 4' & 6' (8-14-22)
2.1				Pull soil from uphill bank (8-15-22)
2.2		7'	3	Cover roots & extend edge to downhill 2x6 (8-15-22)
2.3				Pull soil from bank (8-15-2)
2.4				Pull soil from bank (8-15-22)

2.5 14' 8 6 x 6 edge failure. Reinforce w/ 2x12.  
Pull soil down from bank. (8-15-22)

### Eugene Street Trail

2.6 5' 8 -Widen footbridge-1' stakes (8-15-22)  
2.7 -Widen trail from Eugene St. to gate  
-Install directional sign from road.  
-Replace gate w/8' gate for P U access  
-Clear brush for staging area  
-Raise kiosk, replace legs, relocate & install

### Maple Leaf Loop

3. Pull soil into hole just past Eugene St. intersect  
(8-11-22)  
4. used board Fill hole in trail-plug w/ 3' board (8-11-  
22)  
5. Stake up damaged seedling (7-24-22)  
6. 6 2 Difficult steps over roots at switch  
back. Realign trail to right in semi-  
circle-2x8 retaining wall cut-to-fit thru  
center for path wall (8-17-22)

### Pacific View Trail

7. 8' 3 Slip out on ridge by RW trees (8-11-22)  
8. 9' Steep area-install 3 steps 3' wide (8-7-  
22)  
8.5 17' 3 Steep trip area w/ difficult footing (7-  
31-22)  
9. 16' 0 Replace steps-5- 3' & 1- 4' steps at  
bottom (at Pacific view & Village  
intersection) (7-24-22)  
9.5 6'PT 2x4 &  
15'PT 2x6 Replace steps & cleats for stair steps  
3,7 &16. (6-2x4 PT cleats 11½", 6-2x6  
PT steps 30" long, need 3" screws.  
(8-6-22)



Village Trail

10.			Widen path (7-26-22)
11.			Fill hole (7-26-22)
12.	12'	10	Install 5-2 1/2' landings down slope (7-26-22)
13.			Fill hole (7-26-22)
14.			Widen path & cut back uphill brush (7-26-22)
14.1	32"	2	Step up for tall root (7-27-22)
14.2	36"	2	Step down other side (7-27-22)
15.	8'	4	Slip out-steep bank- 4' stakes (7-27-22)
16	4'	3	Slip out (7-26-22)
17.	7'	3	Slip out (7-24-22)
18.	4	2	Slip out (7-24-22)
18.5	30"	1	Steep-add 1-30" step (8-4-22)
19	7'	3	Cut 2x8 at 3' & 4' (7-24-22)
20.	7.5'		3-30" steps for steep section (8-4-22)
21.	30"		Replace 30" step falling away (8-3-22)
22.	9'	9	Steep slope-install 3-3' steps (7-23-22)

Ferndale View Trail

All okay for this year

Bluff Street Trail Intersection

*Muddy every winter-rock trail area 15-20 yards up from trail map post both directions*

Summary- 43 sites

- 27 sites with lumber & steel stakes materials
- 6 sites trail rock
- 8 sites need areas filled
- 2 sites need either table refinishing & railings

ESTIMATED MATERIALS LIST

PRESSURE TREATED WOOD (retaining walls)

1-20' PT 2x12      at sites 2.5, 6      (\$83.20)

Cut @ (15' & 5')		
1-8' PT 2x12		(\$ 33.28)
1-16' PT 2x8	at sites .3,	(\$44.16)
Cut @ (15' & 5')		
1-20' PT 2x8	at sites 1 & 7	(\$55.20)
Cut @ (8' & 12')		
1-20' PT 2x8	at sites <del>17, 19, 20</del>	(\$55.20)
Cut @ 7', 7', 3' & 3'		
1-20' PT 2x8	at sites 2, <del>14.1 &amp; 14.2</del> , 8	(\$55.20)
Cut @ 10', <del>3', 3'</del> 10'		
1-16' PT 2x8	at site 9	(\$44.16)
1-10' PT 2x8	at site 8	(\$27.60)
1-16' PT 2x8	at sites 15, 16, 18	(\$44.16)
Cut 8', 4', 4'		
1-20' PT 2x8	at site 8.5, 20 & 22	(\$55.20)
Cut at 17' & 3'		
1-20' PT 2x8	at sites .8 & 2.2	(55.20)
Cut @ 5', 7', 30", 30" & 30"		
1-16' RW 2x4	at site .7	(\$43.36)
Cut @ 8'		
1-16' PT 2x8	at sites 18.5, 21 & 22	(\$44.16)
Cut 30" 5 times-use 2-1/2' left over at site 4 for plug		
	Subtotal	<u>\$640.08</u>

PRE-DRILLED STEEL STAKES (secured to retaining walls)

4' stakes	15	(bundle of 10-\$96.09 or \$11.99 ea.)	\$156.04
18" stakes	8	(bundle of 10-\$37.49 or \$4.69 ea.)	\$ 37.52
3' stakes	68	(bundle of 10-\$74.99 or \$9.49 ea.)	<u>\$529.46</u>
		Subtotal	<u>\$723.02</u>

OTHER

- Bolts, spacers & washers for hand railings at Eagle Point Spur \$ 12.00
- Picnic table sealer (Sikkens marine product- (\$50/qt) use Jim's. 0

TOTAL MATERIALS GROSS ESTIMATE	\$1,368.10
SALES TAX	<u>112.66</u>

TOTAL MATERIALS NET ESTIMATE      \$1,481.00  
(Due to returns and minor items that  
came up at the end of the project, and sales  
tax anomalies, this estimate may not add  
to actual purchase receipts)

\*Map showing site locations accompanies inventory

\*\*Trail rock cost not included in estimate-no way to transport uphill to sites at this time.

*(Dates in red and italics indicate when work on sites was completed)*

*(Deficient items in blue and italics are carried forward for future correction)*

Amended 9-7-22



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**

611 I Street, Suite B  
 Eureka, CA 95501  
 (707) 444-8208  
 www.hcaog.net

**BOARD OF DIRECTORS**  
**MEETING RECORD**

**Hybrid Meeting**

(Pursuant to Assembly Bill No. 361 and Resolution 21-24)

August 18, 2022, 4:00 p.m.

Eureka City Hall, Council Chambers  
 531 K Street, Eureka CA 95501

**Present:**

Councilmember Mike Johnson (Chair)	City of Fortuna
Mayor Susan Seaman (Vice Chair)	City of Eureka
Supervisor Mike Wilson	County of Humboldt
Mayor Adelene Jones	City of Blue Lake
Mayor Stacy Atkins-Salazar	City of Arcata
Councilmember Jack West	City of Trinidad
Councilmember Gordon Johnson	City of Rio Dell
Councilmember Stephen Avis	City of Ferndale

**Policy Advisory Committee Member:**

Tatiana Ahlstrand	Caltrans District 1
Natalie Arroyo	Humboldt Transit Authority

**Staff:**

Beth Burks	Executive Director
Debbie Egger	Fiscal Administrative Officer

**1. Call to Order/Roll Call**

Chair Mike Johnson called the meeting of August 18, 2022 to order at 4:00 p.m.

**2. Adjournment of the HCAOG Board; Convening of the Policy Advisory Committee (PAC)**

The PAC convened to include representation from Caltrans and the Humboldt Transit Authority.

**3. Presentation**

- a. Caltrans Project Manager Jeff Pimentel provided an update on the Highway 101 Eureka Arcata Corridor Project and Indianola Undercrossing. Jeff reported that the repackaging of the project had been released on August 15<sup>th</sup> and will run through Oct 4<sup>th</sup>. Jeff will return to the October Board meeting with an update on the bids received.

In response to Councilmember Gordon Johnson's questions Jeff provided the following: The project construction is scheduled for three seasons and the project cost estimate is made up of three components which include bid items; supplemental work; and state furnished materials.

Mayor Jones asked when the S.R. 299 overpass bridge project was scheduled to be completed. Tatiana Ahlstrand responded informing the Board that the project was scheduled to begin in the summer of 2023.

**b. Fiscal Year 2020-21 Transportation Development Act (TDA) Fiscal and Compliance Audits**

**Motion was made** (Wilson/G.Johnson) to receive and file the FY 2020-21 TDA Fiscal and Compliance Audits as presented.

**Motion carried unanimously.**

**4. Public Participation on Non-Agenda Items**

Latanya Jacobs

**5. Consent Calendar**

**Motion was made** (Arroyo/Jones) to approve the following consent items:

- a. Assembly Bill 361 Findings to allow remote meetings for the HCAOG Board and Advisory Committees.
- b. Approval of Meeting Record June 16, 2022
- c. Adopt Resolution 22-20 approving the City of Fortuna FY 2022-23 LTF Claim (\$616,670).
- d. Adopt Resolution 22-21 approving the City of Rio Dell FY 22-23 LTF Claim (\$142,049).
- e. Approve HCAOG Executive Director to enter into a contract with LSC Transportation Engineers to conduct the Five-Year Transportation Development Plan Update.
- f. Approve HCAOG Executive Director to enter into a contract with LSC Transportation Engineers to conduct the Triennial Performance Audits for fiscal years ending 2020, 2021, and 2022.

**Motion carried unanimously.**

**6. Items Removed from the Consent Calendar**

None

**7. Action Items**

None

**8. Informational Items**

None

**9. Reconvening of the HCAOG Board**

**Motion was made** (G. Johnson/Wilson) to reconvene as the HCAOG Board and approve the PAC recommendations.

**Motion carried unanimously.**

**10. HCAOG Staff and PAC Member Reports**

**a. HCAOG Executive Director's Report**

Executive Director Burks reported on the following:

- The Humboldt Transit Authority was awarded a grant in the amount of 38.7 million dollars from the California State Transportation Agency's Transit and Intercity Rail Capital Program (TIRCP). The grant will be used to launch HTA's transition to a zero-emission fleet and a hydrogen fueling station for northern California. The grant will also construct a new intermodal transit center in downtown Eureka. The center will be integrated with workforce and student housing and commercial space which will be known as the EaRTH Center (Eureka Regional Transit and Housing Center). The intermodal center will be the hub for all the local routes and will look at new express services to Cal-Poly Humboldt. An express service from Eureka to Ukiah that will link up the smart train and getting people south.

HCAOG's role will include promoting and tracking ridership and grant administration assistance.

- SAFE – HCAOG has hired a consultant to get through the ADA designs and will soon be turning in an encroachment permit that will allow construction for the ADA upgrades. Staff has attended meetings with Hoopa Valley and Karuk tribes regarding locations for new call boxes on 96 and coordinated with the Bridgeville Community Center for locations on highway 36.
- HCAOG staff continues to support the Greater Eureka Traffic Safety Task Force. Public service announcements will be taking place regarding the Go Slow Watch the Road campaign. Any Board member interested in participating in the public service announcements can contact Beth.

## **b. Caltrans Report**

Tatiana Ahlstrand reported on the following:

- **US 101/SR 299 Offramp Project Update**

Construction on the westbound SR 299 to northbound US 101 entrance ramp begins in 2023. Project met 90% design on July 1<sup>st</sup>.

- **Last Chance Grade Update**

- The project remains on budget and on schedule.
- A quarterly report was published to the project website if there is interest.
- A virtual town hall meeting was held on July 12<sup>th</sup> and was hosted by Senator McGuire, Assemblymember Wood, and Congressman Huffman.
- A mitigation workshop is being planned for some time in October and will include people from all working groups. Attendees will be able to tour the site of the proposed northern portal of the tunnel where there are large redwood trees.

- **Clean California**

- Dump Days
  - Very successful Dump Day in Blue Lake in July. 1100 cubic yards of debris was collected
  - There will be a Fortuna Neighborhood Cleanup in September; a pilot to target an underserved community with high volumes of yard trash
  - More scheduled dump days later in the year: Willow Creek, Redway, Scotia/Rio Dell
  - Caltrans is working with Hoopa Valley Tribe on a state-wide pilot
- Beautification Projects
  - Samoa Bridge Murals – done
  - Manila Vance Parklet – done
  - Hoopa Downtown Beautification – out to bid very soon
  - Berry Summit Restroom, picnic, and art – Public Engagement will be starting soon
  - Orleans Downtown Enhancement – Public Engagement after Berry Summit
  - Eureka Utility Cabinet Art – partnering with the City of Eureka, work to happen ideally before the winter holidays, certainly by late spring.

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○ **Sustainable Transportation Planning Grants**

- The 2023-24 Sustainable Transportation Planning grant program will be announced soon. Want to put it on everyone's radar as early as possible because there will be a one-time opportunity for Climate Change and Adaptation Planning funding in the amount of \$50M. Eligible applicants include RTPAs, cities, counties, and there will be a \$5M set aside for Tribes with no local match requirement. Draft grant guide should be released next week.

Supervisor Wilson thanked Caltrans for the clean up efforts taking place in the Arcata area.

**c. PAC Member Reports**

PAC member Natalie Arroyo reported on the following:

- HTA is pleased with having been awarded the TRCIP grant and the project being innovative and forward looking in it's combination of housing and transit. HTA was able to meet with Congressman Huffman and celebrate the grant.
- HTA's \$50 monthly pass continues to be available. The transit agency is in the process of working on a tap on tap off card to help encourage ridership and make it easier so people can ride the bus and pay their fare without too much complexity.

**Adjournment**

The meeting adjourned at 4:58 p.m.

Respectfully submitted,  
Debbie Egger  
Fiscal Administrative Officer

**BOARD OF DIRECTORS**

Meredith Matthews, City of Arcata,  
 Elaine Hogan, City of Blue Lake, **Vice Chair**  
 Leslie Castellano, City of Eureka, **Chair**  
 Robin Smith, City of Ferndale  
 Frank Wilson, City of Rio Dell  
 Steve Madrone, County of Humboldt

**Minutes****Thursday, September 8, 2022 at 5:30 PM****Zoom Video Conference Meeting**

Present: Meredith Matthews, Frank Wilson, Leslie Castellano, Robin Smith, Steve Madrone, Elaine Hogan  
 Absent: None  
 Staff: Jill Duffy, Eric Keller-Heckman, Loral Uber, Tony Heacock  
 Legal Counsel: Nancy Diamond

**1. Call to Order and Roll Call at 5:30 PM**

**Chairperson Castellano** called the meeting to order at 5:30 PM. A quorum was present and acting.

**2. Board Report**

Director Castellano reported that the board took action to terminate employment of the previous Executive Director, Peter Fuller, without cause, and to appoint Eric Keller-Heckman as interim Executive Director.

**3. Consent Calendar**

- a. Approve Minutes from the July 14, 2022 HWMA Board of Directors Meeting
- b. Approve Minutes from the July 18, 2022 HWMA Board of Directors Special Meeting
- c. Approve Minutes from the August 11, 2022 HWMA Board of Directors Special Meeting
- d. Approve Resolution 2023-03 "A Resolution Of The Humboldt Waste Management Authority Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of Humboldt Waste Management Authority For the Period of July 11 through September 8, 2022 Pursuant To Brown Act Provisions Due To A State Of Emergency."
- e. Approve Amendment Number 5 to Agreement with Recology Eel River to extend the existing Loading Agreement for 24-months, ending July 31, 2024.
- f. Approve Amendment Number 2 to Agreement with Humboldt Sanitation to extend the existing Loading Agreement to July 31, 2024.

**Chairperson Castellano** requested Item d be pulled to correct dates.

**Motion:** **Director Matthews** moved and **Director Wilson** seconded the motion to approve Item d with corrected dates.  
**Action:** Approve the Motion as made by **Director Matthews** and seconded by **Director Wilson**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** None

**Chairperson Castellano** opened the floor to public comment regarding the Consent Calendar. No comment was received.

**Chairperson Castellano** closed the floor to public comment.



**Motion:** **Director Wilson** moved and **Director Matthews** seconded the motion to approve the remaining Consent Calendar items.

**Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Matthews**

**Ayes:** Unanimous

**Noes:** None

**Absent:** None

#### 4. Oral and Written Communications

**Chairperson Castellano** opened the floor to public comment regarding items not on the agenda. Linda Wise spoke to the board about recent changes to commercial driver license requirements, which may create a commercial driver shortage in the county. Gary Penning informed the board that Dry Creek Landfill has been acquired by Waste Connections.

**Chairperson Castellano** closed the floor to public comment.

#### 5. Elect Authority Officers for Fiscal Year 2022/23

The board discussed members' availability and interest in serving as officers. Director Hogan told the board she will not be running for re-election.

**Chairperson Castellano** opened the floor for public comment. No public comment was received. **Chairperson Castellano** closed the floor to public comment.

**Motion:** **Director Wilson** moved and **Director Matthews** seconded the motion to continue with current officers for the remainder of the current fiscal year.

**Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Matthews**

**Ayes:** Unanimous

**Noes:** None

**Absent:** None

**Motion:** **Director Wilson** moved and **Director Matthews** seconded the motion to reconsider the previous motion.

**Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Matthews**

**Ayes:** Unanimous

**Noes:** None

**Absent:** None

**Motion:** **Director Wilson** moved and **Director Matthews** seconded the motion to continue with current officers for the remainder of the 2022, and fill any vacant positions in January 2023.

**Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Matthews**

**Ayes:** Unanimous

**Noes:** None

**Absent:** None

#### 6. Review and approve Board of Directors Calendar for Fiscal Year 2022/23

**Chairperson Castellano** opened the floor for public comment. No public comment was received.  
**Chairperson Castellano** closed the floor to public comment.

**Motion:** **Director Hogan** moved and **Director Wilson** seconded the motion to approve the Calendar for 2022/23 with no changes to meeting times, and affirm Eureka City Council Chambers as the Board's meeting place.  
**Action:** Approve the Motion as made by **Director Hogan** and seconded by **Director Wilson**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** None

**7. Set a special joint meeting with HWMA Board of Directors and Humboldt County Local Task Force to Receive and Discuss HWMA's Compliance Plan Road Map: Organics Compliance Services and Edible Food Recovery Plan.**

**Interim Executive Director Keller-Heckman** briefly summarized the history and purpose of the meeting as it relates to SB 1383 compliance efforts. The board discussed availability of board members at proposed meeting times.

**Chairperson Castellano** opened the floor to public comment. Gary Penning asked if the meeting would be broadcast on zoom, and was informed it will be.  
**Chairperson Castellano** closed the floor to public comment.

**Motion:** **Director Hogan** moved and **Director Matthews** seconded the motion to hold the meeting on Thursday, September 29 from 3:30-5:30 PM  
**Action:** Approve the Motion as made by **Director Hogan** and seconded by **Director Matthews**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** None

**8. Approve Retired Annuitant Employment Agreement with Interim Director of Operations Jill Duffy**

**Interim Executive Director Keller-Heckman** described the circumstances and rationale for bringing Jill Duffy on as Interim Director of Operations.

**Vice Chair Hogan** opened the floor to public comment. No comment was received.  
**Vice Chair Hogan** closed the floor to public comment.

**Motion:** **Director Matthews** moved and **Director Smith** seconded the motion to hold the meeting on Thursday, September 29 from 3:30-5:30 PM  
**Action:** Approve the Motion as made by **Director Matthews** and seconded by **Director Smith**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** **Leslie Castellano**

**9. Receive information on green waste composting operations, approve resolution 2023-04 to amend the waste management fee.**

**Interim Executive Director Keller-Heckman** gave a presentation on recent operational difficulties at Mad River Hardwoods related to market conditions, storage capacity, and the regulatory considerations, which prompted Mad River Hardwoods to request a fee increase. He summarized staff recommendations and alternative options. The Board briefly discussed potential future developments in Humboldt County green waste processing and elements to consider for negotiating changes to the agreement.

**Wes Green** of Mad River Hardwoods thanked the board and described current operational plans to manage green waste until infrastructure at the West End Rd. facility can be improved.

**Vice Chair Hogan** opened the floor to public comment. Gary Penning expressed support for the Green’s and willingness to assist.

**Vice Chair Hogan** closed the floor to public comment.

- Motion:** **Director Wilson** moved and **Director Matthews** seconded the motion to accept staff recommendations.
- Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Matthews**
- Ayes:** Unanimous
- Noes:** None
- Absent:** **Leslie Castellano**

**10. Receive SB 1383 status update.**

**Interim Executive Director Keller-Heckman** gave a brief update on funding challenges and plans to re-evaluate SB 1383 compliance timeline.

**Vice Chair Hogan** opened the floor to public comment. No comment was received.

**Vice Chair Hogan** closed the floor to public comment.

**11. Authorize Chair to Submit Letter to the County of Humboldt’s Comprehensive Economic Development Strategy Plan Supporting the Establishment Regional Organics Processing Facility**

**Interim Operations Director Duffy** spoke about the importance of expressing support for organics diversion programs as part of the County’s economic development strategy plan.

- Motion:** **Director Matthews** moved and **Director Smith** seconded the motion to authorize the Chair to submit a letter.
- Action:** Approve the Motion as made by **Director Matthews** and seconded by **Director Smith**
- Ayes:** Unanimous
- Noes:** None
- Absent:** **Leslie Castellano, Steve Madrone**

## 12. Standing Item: Recycling Update

**Interim Executive Director Keller-Heckman** briefly updated the board on progress relocating the Eureka Recycling Center and operational changes since closure.

**Vice Chair Hogan** opened the floor to public comment. No comment was received.  
**Vice Chair Hogan** closed the floor to public comment.

## 13. Standing Item: Board Member Reports

No board members had items to report.

## 14. Standing Item: Executive Director's Report

**Interim Executive Director Keller Heckman** gave a brief update on AB 939 and mattress recycling programs.

**Vice Chair Hogan** opened the floor to public comment. No comment was received.  
**Vice Chair Hogan** closed the floor to public comment.

## 15. Closed Session: It is the intention of the Board of Directors to meet in closed session for one item: Public Employee Performance Evaluation – Interim Executive Director, pursuant to Government Code §54957.

**Vice Chair Hogan** opened the floor to public comment regarding closed session. No comment was received.

**Vice Chair Hogan** adjourned the meeting to closed session at 6:50 p.m.

**Vice Chair Hogan** called the meeting to order from closed session at 7:34 p.m.

**No Report Out** from closed session was required.

## 16. Adjourn

**Vice Chair Hogan** adjourned the meeting at 7:35pm following closed session.



Redwood Coast Energy Authority

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## **BOARD OF DIRECTORS DRAFT MEETING MINUTES**

**August 25, 2022 - Thursday, 3:30 p.m.**

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Notice of this meeting was posted on August 20, 2022. Vice Chair Chris Curran called a regular meeting of the Board of Directors of the Redwood Coast Energy Authority to order on the above date at 3:34 p.m., stating that the teleconference meeting was being conducted pursuant to the AB 361 Brown Act open public meeting law revisions signed into law on September 16, 2021, and Governor Newsom's State of Emergency Proclamation of March 4, 2020. Vice Chair Curran stated that the posted agenda contained public teleconference meeting participation instructions.

PRESENT: Chair Stephen Avis (left 5 p.m.), Scott Bauer, Rex Bohn (left 5:30 p.m.), Vice Chair Chris Curran, Mike Losey Jack Tuttle (arrived 4:09 p.m.), Frank Wilson, Sheri Woo. ABSENT: Sarah Schaefer. STAFF AND OTHERS PRESENT: Business Planning and Finance Director Lori Biondini; General Counsel Nancy Diamond; Power Resources Director Richard Engel; Senior Power Resources Manager Jocelyn Gwynn; Executive Director Matthew Marshall; Administration Specialist Meredith Matthews; Community Strategies Manager Nancy Stephenson; Clerk of the Board Lori Taketa; Deputy Executive Director Eileen Verbeck.

### **ORAL COMMUNICATIONS**

There were no public comments on items not on the agenda. Vice Chair Curran closed the oral communications portion of the meeting.

### **CONSENT CALENDAR**

- 3.1 Approve Minutes of July 28, 2022, Board Meeting.
- 3.2 Approve Disbursements Report.
- 3.3 Accept Financial Reports.
- 3.4 Extend Resolution No. 2022-6 Ratifying Governor Newsom's March 4, 2020, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies, for the Period August 27, 2022, Through September 25, 2022, Pursuant to Brown Act Revisions of AB 361.
- 3.5 Authorize the Executive Director to Execute an Amendment for a Six-Month Extension of the Commercial Office Lease for RCEA's Existing Headquarters at 633 3rd Street, Eureka, CA.
- 3.6 Approve Amendment to Professional Services Agreement with Aiqueous for Demand-Side Management Database Development and Operation Services, Increasing the Not-to-Exceed Amount to \$334,000 Through December 2023, and Authorize the Executive Director to Prepare and Execute All Applicable Documents, Including Contract Extension Provisions.
- 3.7 Approve Amendment to Master Services Agreement with Schatz Energy Research Center for Programmatic Research and Development Technical Support Services.

- Increasing the Not-to-Exceed Amount From \$100,000 to \$250,000 Through June 2025, and Authorize the Executive Director to Prepare and Execute All Applicable Documents.
- 3.8** Authorize staff to Develop and Execute a Contract with the Bear River Band of the Rohnerville Rancheria for the Reimbursement of Installing Mobile Home Solar at Two Agreed Upon Locations Not to Exceed a Total Project Cost of \$29,700.00, Pending Final Contract Review and Approval by RCEA General Counsel Prior to Execution.
- 3.9** Authorize Staff to Solicit Bids for Electrical Portions of Construction Work at the Eureka 3rd and H Streets Electric Vehicle Charging Site for a Budget Not to Exceed \$56,000 and Authorize the Executive Director to Execute All Applicable Documents With the Lowest Responsive Bidder.
- 3.10** Accept Quarterly Budget Report (Q4).

Director Woo requested items 3.5 and 3.9 be removed and Director Wilson requested items 3.6, 3.7 and 3.8 be removed from the consent calendar.

**M/S: Avis, Woo: Approve consent calendar items 3.1, 3.2, 3.3, 3.4, and 3.10.**

**The motion passed with a unanimous roll call vote. Ayes: Avis, Bauer, Bohn, Curran, Losey, Wilson, Woo. Noes: None. Absent: Schaefer, Tuttle. Abstain: None.**

The directors requested excluding non-routine items from the consent calendar and confirmation that legal counsel has examined and approved all agreements. Staff and the Board reviewed the agency's agreement legal review process. Directors noted items 3.6 and 3.7 involved increases to budgeted amounts and requested greater transparency and explanation of these areas during the budget process.

**M/S: Woo, Avis: Approve consent calendar items 3.5, 3.6, 3.7, 3.8, and 3.9.**

**The motion passed with a unanimous roll call vote. Ayes: Avis, Bauer, Bohn, Curran, Losey, Tuttle, Wilson, Woo. Noes: None. Absent: Schaefer. Abstain: None.**

Vice Chair Curran confirmed there was a quorum to conduct Community Choice Energy business.

## **OLD CCE BUSINESS**

### **5.1 2021 Power Source Disclosure Attestation**

Power Resources Director Engel spoke about the customer report on power sources used during the previous year. Due to energy market volatility in 2021 and the agency's resulting difficult financial situation, power from less expensive renewable sources was purchased. Out-of-state solar, which has less rigorous chain-of-custody accounting and must be assumed to have some emissions, was included in RCEA's REpower+ 100% renewable product. As a result, the mailed report shows the 2021 REpower+ product having some greenhouse gas emissions. In the future, only in-state renewables will be used for the REpower+ power portfolio.

There were no responses from the public to Vice Chair Curran's invitation for comment and the public comment period was closed.

**M/S: Avis, Bauer: Adopt Resolution 2022-7 Approving and Attesting to the Veracity of RCEA's 2021 Power Source Disclosure Report and Power Content Label.**

**The motion passed with a unanimous roll call vote. Ayes: Avis, Bauer, Bohn, Curran, Losey, Tuttle, Wilson. Noes: None. Absent: Schaefer. Abstain: None. Non-Voting: Woo.**

## **NEW CCE BUSINESS**

### **6.1 Zero-Emission Resource Mid-Term Reliability Request for Offers**

Power Resources Senior Manager Gwynn reported on the CPUC decision requiring load serving entities (LSEs) to procure new capacity to replace the Diablo Canyon nuclear plant's ability to produce a steady flow of energy during critical evening hours.

The directors discussed the desirability of local projects and expressed frustration with fulfilling state requirements in ways that do not benefit local energy production, reliability or clean energy needs. Staff described the Fairhaven energy storage project's potential long-term benefit of storing offshore wind-generated electricity for use during low renewable energy supply times, and the importance of meeting state requirements in ways that move the agency toward fulfilling local goals.

There were no responses from the public to Vice Chair Curran's invitation for comment and the public comment period was closed.

**M/S: Losey, Bohn: Authorize staff to issue the Request for Offers for Zero-Emission Resources, in accordance with the terms provided.**

**Expand the scope of the Board ad hoc Mid-Term Reliability Solicitation Subcommittee to review and approve the following actions provided they are consistent with the RFO: (i) the offer shortlist, (ii) replacement of offers on the shortlist if negotiations with a shortlisted respondent are discontinued, and (iii) continued negotiations with a shortlisted respondent whose offer changes during the negotiation process.**

**Authorize staff to engage with the shortlisted respondents, including execution of exclusivity agreements, collection of shortlist deposits, and negotiation of contract terms, prior to full Board review and approval of resulting contracts.**

**The motion passed with a unanimous roll call vote. Ayes: Avis, Bauer, Bohn, Curran, Losey, Tuttle, Wilson. Noes: None. Absent: Schaefer. Abstain: None. Non-Voting: Woo.**

## **OLD BUSINESS**

### **7.1. Quarterly (Q2) CAPE/RePower Strategic Plan Status Update (Information only)**

Executive Director Marshall described agency progress toward strategic plan goals achieved in the last six months, including:

- A \$700,000 California Energy Commission grant to install additional electric vehicle charging stations in rural County areas
- Submission of a Rural Regional Energy Network application to the CPUC

- Local firefighter training to fight solar battery storage fires
- Airport microgrid commercial operations and successful islanded operation
- Discussions with PG&E on Willow Creek and Hoopa microgrid development
- Fairhaven battery storage procurement
- \$1.46 million payment received in bill credits for RCEA customer unpaid bills
- Working with CORE Hub on regional energy resilience collaboration
- Working with Sonoma Clean Power on regional transmission planning.

Executive Director Marshall described the upcoming Bureau of Ocean Energy Management lease auction and Humboldt Wind Energy Area development in the context of the state's ambitious renewable energy production goals and timeline. Any Humboldt offshore wind project over 150 MW will require upgraded transmission lines. Full development of both Humboldt lease areas will be necessary to achieve California's 5,000 MW by 2030 goal. Achievement of the 25,000 MW by 2045 goal requires offshore wind development off Del Norte County, Cape Mendocino and Humboldt County. Transmission infrastructure upgrades will cost between \$5 and \$10 billion and will require commercial viability of the Humboldt and another northern California offshore wind area to be feasible. Transmission upgrades will need to begin soon as this type of development takes a very long time.

There were no responses from the public to Vice Chair Curran's invitation for comment and the public comment period was closed.

#### **7.2. Offshore Wind Development Cooperative Agreement, Agreement in Principle**

Legal Counsel Diamond reviewed proposed Offshore Wind Development Cooperative Agreement changes resulting from changes in RCEA's partner companies, and reasons for replacing the Cooperative Agreement with an Agreement in Principle that will address the Bureau of Ocean Energy Management's increased scale of proposed development in the Humboldt Wind Area, potential energy offtaking arrangements, the RCEA-project company relationship during project development and operation, Interconnection Agreement ownership if the project company does not acquire a lease, and commitments to engage the community and stakeholders in project development, including hiring and training local skilled labor. This Agreement in Principle may need to be signed prior to the BOEM lease auction. Staff wants to retain the ability to influence who the grid interconnection queue position should be sold to should Redwood Offshore Wind not obtain a lease.

There were no responses from the public to Vice Chair Curran's invitation for comment and the public comment period was closed.

#### **M/S: Avis, Bauer:**

- 1. Approve Third Amendment to Cooperation Agreement;**
- 2. Approve Termination of Cooperation Agreement;**
- 3. Approve Agreement in Principle;**
- 4. Authorize the Executive Director to execute all such documents.**

**The motion passed with a unanimous roll call vote. Ayes: Bauer, Curran, Losey, Tuttle, Wilson, Woo. Noes: None. Absent: Avis, Bohn, Schaefer. Abstain: None.**



**STAFF REPORTS****9.1. Executive Director's Report**

Executive Director Marshall described the Federal Inflation Reduction Act's energy incentives which support many of RCEA's existing programs, including home energy efficiency and electrification and alternative fuel transportation programs.

**FUTURE AGENDA ITEMS**

Staff will schedule a Finance Subcommittee meeting to discuss supplemental budget items in more detail.

**CLOSED SESSION**

There was no new information to share nor actionable items regarding closed session item:

**11.1** Conference with real property negotiators pursuant to Government Code § 54956.8 in re: APNs 001-141-005 and 001-141-006; RCEA negotiator: Executive Director; Owner's negotiating party: Wells Commercial; Under negotiation: price and terms.

The directors declined adjourning to closed session. Vice Chair Curran adjourned the meeting at 5:57 p.m.

Lori Taketa  
Clerk of the Board

**Section 17**

**ADJOURN**