



# Blue Lake City Council Agenda

Tuesday, July 12, 2016 ~ 7:00 p.m.-9:30 p.m. ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Flag Salute/Establish a Quorum of the Council
2. Motion to Approve Agenda
3. Public Input – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
4. Proclamation: Parks and Recreation Month - July 2016
5. Appointment of Planning Commission Vacancy for New Term ending June 30, 2020
6. Resolution No. 1080: Resolution of the City Council of the City of Blue Lake Adopting a Budget for Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017 and Finding the Budget to be within the Appropriations Limit Required by Article XIII B of the California Constitution; and Approving Supplemental Appropriations for the Fiscal Year 2015-2016 Budget (Discussion/Action)
7. Brian Wilson, North Coast Unified Air Quality District: Report to Council regarding Blue Lake Power Plant Operational Permit and Pending Consent Decree (Presentation/Discussion)
8. Formation of a Blue Lake Economic Development Committee (Discussion/Possible Action)
9. Consent Agenda (Approve)
  - a. Minutes from June 28, 2016 - Regular Meeting
  - b. Warrants and Disbursements for June 2016
  - c. Financial Report for May 2106
10. Informational Only Items
  - a. Blue Lake Safety and Loss Audit Work Plan for Fiscal Year 2016-2017
  - b. JPA Minutes
  - c. Updated list of Vacancies on Council Commissions
  - d. Public Notice of Election November 8, 2016
11. Reports of Council and Staff
12. Future Agenda Items
13. Correspondence
14. Motion to Adjourn

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager Amanda Mager, 668-5655, at least 24 hours prior to the commencement of the meeting.



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 4  
**Date:** July 12, 2016  
**Item Subject:** Parks and Recreation Month - July 2016  
**Submitted By:** April Sousa, City Clerk  
**Prepared By:** April Sousa, City Clerk

---

### **General Information and Background Material:**

July is National Parks and Recreation Month. The City is being asked to recognize Parks and Recreation activities through this proclamation. In conjunction with Parks and Recreation month, there will be various special activities including Pints for Non-Profits on July 20<sup>th</sup> at Mad River Brewery.

**Fiscal Impact:** None.

**Recommended Action:** Motion to proclaim July 2016 as Parks and Recreation Month.



## CITY OF BLUE LAKE

# PROCLAMATION

**Whereas**, parks and recreation programs are an integral part of communities throughout this country, including the City of Blue Lake; and

**Whereas**, our parks and recreation are vitally important to establishing and maintaining the quality of life in our community, ensuring the health of all citizens, and contributing to the economic and environmental well-being of the City of Blue Lake; and

**Whereas**, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**Whereas**, parks and recreation areas are fundamental to the environmental well-being of our community; and

**Whereas**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**Whereas**, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

**Whereas**, the City of Blue Lake recognizes the benefits derived from parks and recreation resources.

**Now, therefore, be it resolved** by the City Council of the City of Blue Lake that **July, 2016** is recognized as *Park and Recreation Month in the City of Blue Lake*.

---

Michele McCall-Wallace, Mayor

---

Date



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 5

**Date:** July 12, 2016

**Item Subject:** Appointment of Planning commission Vacancy for New Term ending June 30, 2020

**Submitted By:** April Sousa, City Clerk

**Prepared By:** April Sousa, City Clerk

---

### **General Information and Background Material:**

The Planning Commission currently has 3 open seats of terms ending June 30, 2020. These openings have been announced and posted since May 31, 2016. There is currently one Commissioner who wishes to re-apply for his seat. According to the Ordinance, all commissioners will stay on the commission until someone has been appointed to replace them. This allows for the Planning Commission to continue to meet and make decisions even with current vacancies.

**Fiscal Impact:** None.

**Recommended Action:** Motion to appoint Rick Platz to the Planning Commission for a term ending June 30, 2020.



RECEIVED

MAY 02 2018

# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: Planning Commission

Name: Richard Platz

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Educational Background (Last Year Completed): Third year law school

Length of time in Blue Lake: 42 years

Present Employer: retired

Job Title: N/A

On a separate piece of paper, please answer the following questions as **thoroughly** as possible:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of this Council/Commission/Committee?
4. How do you think you can contribute towards this goal/purpose?

Please plan to attend the Council meeting when the selection(s) for this position will be made. Be prepared to answer additional questions that the Council may have. Applicants for Council positions must be a City resident and a registered voter. Eligibility for other Commission/Committee positions is set by Ordinance. Please contact City Hall with additional questions.

I am currently an active member of the Blue Lake Planning Commission, the Old Crows, and the Greater Humboldt Bay Garden Railway Society. I am an inactive member of the California Bar Association.

I bring the following unique skills and/or qualifications to this position:

I have served as Chairman of the Blue Lake Planning Commission for the past four years.

I served as City Attorney for the City of Blue Lake for a period of 32 years, ending in 2009, and am familiar with municipal law issues.

During my term as City Attorney, I attended virtually all of the Planning Commission meetings and advised the Planning Commission on issues of law and practice.

I am familiar with local planning issues and customs for a period of over three decades and could contribute to the “institutional memory” and stability of the planning process in Blue Lake.

I think the main purposes of the Planning Commission are as follows:

To advise the City Council on legislative issues with respect to the zoning ordinance, the general plan, and such other rules and ordinances that regulate the uses that can be made of land.

To adjudicate those particular land use applications, issues, and entitlements that come before the Planning Commission in accordance with state law and local ordinance.

I think I can contribute to the purposes and goals of the Planning Commission the following:

I can contribute my knowledge and experience with land use planning in general and with the City of Blue Lake in particular.

I have no planning and/or development applications now pending before the City of Blue Lake and anticipate no conflicts of interest.

I have no personal planning ambitions nor axes to grind. My goal would be to see all planning decisions made in an impartial manner with the best interests of the citizens of Blue Lake the central guiding principle.

**NOTE:** I am now retired and travel from time to time. I therefore cannot guarantee that, if appointed, I would be available to attend all of the Planning Commission meetings.



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 6  
**Date:** July 12, 2016  
**Item Subject:** City of Blue Lake 2016-2017 Budget  
**Submitted By:** Amanda Mager  
**Prepared By:** Amanda Mager

---

### **General Information:**

The 2016/2017 City of Blue Lake Budget has been submitted for Council's review and consideration for approval. The budget was previously submitted for review and consideration on June 28<sup>th</sup> but due to time constraints was held over to the July 12<sup>th</sup> meeting.

The final budget numbers remain the same; recommended changes and edits have been made to the June 28<sup>th</sup> document and are reflected in the July 12<sup>th</sup> budget submission. Changes included a breakout of the City Manager's wages and travel and training budget, as requested by Council, and a re-ordering of the front end documents to provide for a more comprehensive budget document.

### **Background Material Provided:**

2016/2017 City of Blue Lake Budget (the budget was previously submitted with the June 28<sup>th</sup> meeting packet. A fresh copy is available for download on the website and a hard copy will be available for review at the July 12<sup>th</sup> meeting).

### **Fiscal Impact:**

This document establishes the operating budget for the City of Blue Lake for the fiscal year 16/17

### **Recommended Action:**

Motion to approve the City of Blue Lake Fiscal Year 2016-2017 Budget.

**RESOLUTION NO. 1080**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
ADOPTING A BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2016 AND  
ENDING JUNE 30, 2017 AND FINDING THE BUDGET TO BE WITHIN THE  
APPROPRIATIONS LIMIT REQUIRED BY ARTICLE XIII B OF THE  
CALIFORNIA CONSTITUTION; AND APPROVING SUPPLEMENTAL  
APPROPRIATIONS FOR THE FISCAL YEAR 2015-2016 BUDGET.**

**WHEREAS**, the City Council is required to adopt a budget for the City of Blue Lake for the fiscal year beginning July 1, 2016, and ending June 30, 2017; and,

**WHEREAS**, the City Manager proposed said Budget for City Council consideration on June 28, 2016; and,

**WHEREAS**, the City Council diligently reviewed and considered said Budget; and,

**WHEREAS**, the voters of the State of California have approved Proposition 4, commonly known as the Gann Initiative which created Article XIII B of the California Constitution which places limits on the amount of revenue which can be spent by all entities of government using a formula based on the 1978-79 “base year” revenues; and

**WHEREAS**, Article XIII B of the California Constitution requires that local jurisdictions, such as the City of Blue Lake, must select their cost-of-living factor to compute their appropriations limit by a vote of their governing body; and,

**WHEREAS**, the City of Blue Lake may select either the percentage change in California per capita personal income OR the percentage change in the local assessment roll due to the addition of local nonresidential new construction; and,

**WHEREAS**, the City of Blue Lake, by adopting this Resolution, has chosen to continue using the percentage of change in California per capita personal income for computing the appropriations limit along with the annual population change for the City of Blue Lake from January 1, 2015, to January 1, 2016; and,

**WHEREAS**, the calculations for determining the appropriations limit are shown in Attachment “A”;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blue Lake as follows:

**Section 1:** The Budget for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, is hereby adopted. Said Budget shall be marked “Adopted Copy.”

**Section 2:** The amounts stated in the said budget document entitled “City of Blue Lake FY 2016-17 Budget”, with revenue and expenditures for the purposes therein stated, shall be and are hereby appropriated to the several objects and purposes therein stated.

**Section 3:** The total appropriations subject to the Gann limit is \$181,781 which is well within \$1,086,997 which is the FY 2016-2017 Appropriations Limit Calculation, required by Article XIII B of the California Constitution.

**Section 4:** Modifications and amendments to the 2016-2017 said budget shall be allowed during the 2016-2017 fiscal year as proposed by the City Manager and approved by the City Council, so long as they remain within the Gann limit.

**Section 5:** Supplemental appropriations for 2015-2016 are hereby approved per Attachment B.

**INTRODUCED, PASSED, AND ADOPTED** this 12th day of July, 2016, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
City Clerk, City of Blue Lake

\_\_\_\_\_  
Mayor, City of Blue Lake

**CITY CLERK’S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. passed and adopted at the regular meeting of the City Council of the City of Blue Lake held on the 12th day of July, 2016, by the following roll call vote:

**AYES:**

**NAYS:**

**ABSENT:**

\_\_\_\_\_  
City Clerk

**CITY OF BLUE LAKE  
ATTACHMENT "A" TO RESOLUTION NO. 1080  
CALCULATION FOR DETERMINING THE FY16/17 APPROPRIATION LIMIT**

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined to as "proceeds of taxes" are restricted by the limit. Generally, revenues restricted as to use, enterprise fund revenues, and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor (also known as the price factor), and population change factor must be adopted each year by resolution of the City Council.

**Price Factor** (conversion to ratio):

Percentage Change of Per Capita Personal Income for Fiscal Year 2015-2016 over prior year as provided  
by State of California Department of Finance

$$5.37\% = 1.0537$$

**Population Change** (conversion to ratio):

Annual Percent Change in City of Blue Lake Population January 1, 2015 to January 1, 2016 as provided by  
State of California Department of Finance

$$0.7000\% = 1.0070$$

**Calculation of Factor for Fiscal Year 2016-2017:**

$$\begin{aligned} \text{Price factor ratio} \times \text{Population change ratio} &= \text{current year factor} \\ 1.0537 \times 1.0070 &= 1.0611 \end{aligned}$$

$$\begin{aligned} \text{Current year factor} \times \text{last year Gann index} &= \text{New Gann index number} \\ 1.0611 \times 6.6054 &= 7.0089 \end{aligned}$$

**Appropriations Limit Calculation for Fiscal Year 2016-2017:**

Base Year (FY 1978-79) x new Gann index number = FY 2016-17 Appropriations Limit

$$\text{FY 2016-17 Appropriations Limit} = \$ 164,561 \times 7.0089 = \$ 1,153,387$$

**Total Annual Appropriations subject to the Gann Limit for FY 2016-2017 are:**

Proceeds of Taxes	\$ 181,781
Exclusions	0
Total Appropriations Subject to Limit	<u>\$ 181,781</u>
Current Limit	\$ 1,153,387
Under Limit	\$ 971,606

**CITY OF BLUE LAKE  
 ATTACHMENT "B" TO RESOLUTION NO. 1080  
 EXPENDITURES - 2015-16 SUPPLEMENTAL APPROPRIATIONS**

#	Fund	16-17 Budget
25	GAS TAX FUND	8,153
34	RSTP FUND FROM HCAOG FUND	363
38	CDBG NON-PROGRAM INCOME FUND	2,976
42	CDBG PROGRAM INCOME HOLDING FUND	46,221
44	CDBG -HOUSING REHAB FUND	23,491
62	WATER CAPITAL RESERVE FUND	5,783
65	WATER CAPITAL IMPROVEMENT FUND	19
70	SEWER	71,966



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 7  
**Date:** July 12, 2016  
**Item Subject:** Report to Council regarding Blue Lake Power Plant Operational Permit and Pending Consent Decree  
**Prepared By:** April Sousa, City Clerk

---

### **General Information:**

Brian Wilson from the North Coast Unified Air Quality District will come to present and discuss with the City Council Blue Lake Power's operational permits and the pending Consent Decree.

### **Fiscal Impact:**

No fiscal impact at this time.

### **Recommended Action:**

No action at this time, this is a presentation and discussion only.



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 8  
**Date:** July 7, 2016  
**Item Subject:** Formation of a Blue Lake Economic Development Committee  
**Submitted By:** Amanda Mager-City Manager  
**Prepared By:** Amanda Mager-City Manager

---

### **General Information:**

In order to promote the development of new businesses in our area, and to provide on-going support to the businesses already established, I would like to ask the Council's permission to form an Economic Development Committee.

The City of Blue Lake maintains several acres of developable land in the Blue Lake Business Park; these properties are zoned for business development and utilities and some basic infrastructure are in place. The City of Blue Lake is also home to several vacant properties that have high economic development potential.

The goal of the committee will be to foster small business development opportunities in the City of Blue Lake and to look for creative solutions and opportunities to provide for, and/or attract development resources. The City of Blue Lake is home to many creative and business minded individuals, many of whom are key players in local and regional business development sectors. The goal will be to bring these individuals together to help foster new ideas and to create a collaborative framework for economic development.

### **Fiscal Impact:**

No fiscal impact; this will be a volunteer committee

### **Recommended Action:**

Motion to authorize the City Manager to develop an economic development committee and to actively solicit for participation on the committee. The committee may be comprised of local business owners, qualified residents (*qualifications may include a background in business development, marketing, finance, community development or other related fields or areas of expertise*), and others representing local and regional economic development sectors.

City of Blue Lake  
City Council  
Skinner Store – 111 Greenwood Ave., Blue Lake, CA  
June 28, 2016  
MINUTES

The meeting was called to order at 7:01 p.m.

Councilmembers Present: Adelene Jones, John Sawatzky, Michele McCall-Wallace, Jean Lynch, Stephen Kullmann

Councilmembers Absent: none

Staff Present: City Manager Amanda Mager, City Clerk April Sousa, Bob Black, Legal Counsel

### **Motion to Approve the Agenda**

Councilmember Lynch pulled item 11c from the Consent Agenda. The public asked for 11f to be pulled from the Consent Agenda. Councilmember Jones *motioned to approve the agenda with placing item 11c before item 12 and item 11f after item 4.* Councilmember Lynch seconded. The motion carried unanimously.

### **Public Input**

None.

### **Resolution No. 1082: A Resolution of the City Council of the City of Blue Lake, California, Approving the Humboldt County Transportation Ballot Measure Expenditure Plan and Recommendation to the Humboldt County Board of Supervisors to Place a 20-Year Transportation Sales Tax Measure on the November 8, 2016 General Election Ballot**

Marcella Clem from the Humboldt County Association of Governments (HCAOG) gave a presentation to the Council regarding this item. Mayor McCall-Wallace also gave some background information on the issue.

Clarification was made that a vote in favor of this resolution would be in favor of this measure to be placed on the November Ballot for a public vote. Clarification was made on the positive outcome if the measure is to pass and how the money earned would be spent.

Merritt Perry from the public gave positive comments towards this measure.

Mark Lovelace, speaking as a member of the Policy Committee from the Humboldt Transit Authority (HTA), gave more insight into the measure.

Councilmember Kullmann *motioned to adopt Resolution No. 1082: A Resolution of the City Council of the City of Blue Lake, California, Approving the Humboldt County Transportation Ballot Measure*

*Expenditure Plan and Recommendation to the Humboldt County Board of Supervisors to Place a 20-Year Transportation Sales Tax Measure on the November 8, 2016 General Election Ballot.*

Councilmember Sawatzky seconded. The motion carried unanimously.

### **Compliance Agreement between City of Blue Lake and Blue Lake Power, LLC**

Bob Black, Legal Counsel regarding Blue Lake Power issues, gave an overview of the item and other background information. It was noted that this has been in closed session as it has been both a potential litigation and a real estate negotiation.

The public was able to give comments regarding the issue. Due to the large number of the public in attendance, the mayor asked to first hear from those living inside the City limits and then from those living outside the City limits. The public made comments regarding the Compliance Agreement as well as air quality regulations, noise and light pollution and the lease agreement.

*9:25 p.m. - The Mayor did a check in and stated that comments would be taken for five (5) more minutes.*

After public comment, the Council asked for this to be on a future agenda item for further discussion.

Council gave direction to the City Manager to research documents for regulations to be included in the good neighbor policy, and to Legal Counsel to incorporate the good neighbor policy in the compliance agreement instead of a separate document.

The Council took a break at 9:45 p.m.

After the break, Mayor McCall-Wallace asked for item 6 to be moved to below item 7. Council gave consensus for this.

Councilmember Sawatzky left the meeting temporarily from 9:48 p.m. to 9:51 p.m.

### **Public Safety Commission: Recommended Work Plan 2016**

Public Safety Commission Chairman Kit Mann gave an overview of the proposed work plan for 2016. Mayor McCall-Wallace would like to add to the plan a list of community policing activities with contact information.

Councilmember Sawatzky *motioned to accept the proposed work plan with the additional item.* Councilmember Kullmann seconded. The motion carried unanimously.

## **Fiscal Year 2014/2105 Audit Report and Presentation**

Barbara Guest from Lucas, Anderson, Somerville and Borges, LLP gave an overview of the audit and the new Government Accounting Standards Board (GASB) 68 regulations.

Councilmember Jones *motioned to accept the Audit and the Audit report for Fiscal Year 2014-2015.* Councilmember Kullmann seconded. The motion carried unanimously.

## **Traffic Calming Bollard/Signage Installation near Perigot Park**

City Manager Mager gave an overview of the item and mentioned that she is working with the City's risk managers, PARSAC, to possibly use Safety and Loss Grant funds for speed tables in the future. The public gave positive comments for traffic calming measures. Clarification was made that if speed tables are made in the future, the bollards and signs could still be used, or be used in a different location.

Councilmember Jones *motioned to direct staff to pay for bollards and traffic calming measures and monitoring as stated in the staff report.* Councilmember Kullmann seconded. Clarification was made that placement of the bollards and signs would be done by the City Engineer. The motion carried unanimously.

## **Fiscal Year 2016/2017 Budget Review**

Due to the time, the Mayor asked for Council to hold approval of the budget and ask specific questions regarding line items of the budget at the next regular council meeting. Council was asked if they wished for anything to be added or changed on the presentation of the budget to make that noted so the City Manager could bring this back at the next meeting. The Mayor asked for the City Manager salary, benefits, and leave be notated separately instead of being placed with "Miscellaneous Non-Departmental" as stated. The budget was tabled until the July 12, 2016 meeting.

## **Resolution No. 1079: Resolution of the City Council of the City of Blue Lake Fixing Compensation for Employees for Fiscal Year 2016-2017**

A revised copy of the Resolution was presented to Council as the copy received by Council in the packet had typographical errors.

Councilmember Jones *motioned to adopt Resolution No. 1079: Resolution of the City Council of the City of Blue Lake Fixing Compensation for Employees for Fiscal Year 2016-2017.* Councilmember Kullmann seconded. The motion carried unanimously.

## **Consent Agenda**

Councilmember Kullmann *motioned to accept Consent Agenda items:*

- a. Minutes from June 14, 2016*

*b. Minutes from June 14, 2016 special Meeting*

*d. Resolution No. 1081: A Resolution Approving, Authorizing and Directing and Execution of an Amended and Restated Joint Exercise of Powers Agreement Relating to the California Statewide Communities Development Authority*

*e. Resolution No. 1078: Resolution of the City Council of the City of Blue Lake Ratifying the Implementation of the National Incident Management System (NIMS)*

Councilmember Sawatzky seconded. The motion carried unanimously.

### **Reports of Council and Staff**

Councilmember Sawatzky reported on the Friends of the Park Volunteer discussion with Parks and Recreation Commissioner Patricia Powell.

Councilmember Jones reported on the Chamber of Commerce meeting.

Councilmember Jones reported on the Redwood Coast Energy Authority (RCEA) meeting. Councilmember Kullmann had nothing to report.

Mayor McCall-Wallace reported that she will not be able to be at the next PSC meeting. She also reported on HCAOG.

City Manager Mager stated she would report on the budget at the next meeting. She also reported that negotiations are continuing with the Sheriff.

### **Future Agenda Items**

- Budget Fiscal Year 2016/2017

### **Correspondence**

City Clerk Sousa read a correspondence from PARSAC and presented a letter received from the California League of Cities regarding voting delegates.

### **Motion to Adjourn**

Councilmember Kullmann *motioned to adjourn*. Mayor McCall-Wallace seconded. The motion carried. The meeting adjourned at 10:48 p.m.

April Sousa  
City Clerk

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 6/1/2016 Through 6/30/2016

Check Number	Check Date	Payee	Check Description	Check Amount
4237	6/1/2016	Blue Lake Fieldbrook L. League	5/18/16 payment request - LL Ball Field	890.50
4238	6/1/2016	Curtis W. Aultman	dental pmt 4/14/16 Aultman	40.60
4239	6/1/2016	Trish A. Barsanti, D.D.S.	dental pmt 5/5/16 Aultman	45.60
4240	6/1/2016	Employment Development Dept.	UI, ETT, SDI & PIT pmt 5/27/16 PR	734.18
4241	6/1/2016	CA State Disbursement Unit	5/27/16 PR deduction - CS	155.53
4242	6/1/2016	Cal PERS	retirement pmt 5/27/16 PR	1,944.68
4243	6/1/2016	SWRCB Office of Operator Cert.	WWTP Operator Cert. renewal - Burris	230.00
4244	6/1/2016	CartriCharge Imaging llc	5/12/16 inv no 38181	32.40
4245	6/1/2016	Jesse Franzen	refund 5/21/16 park rental (rain) Franzen	225.00
4246	6/1/2016	Humboldt Co. Sheriff's Office	May 2016 PR garnishment	97.40
4247	6/1/2016	Humboldt County Sheriff's Dept	Jul 2016 animal shelter agreement	543.00
4248	6/1/2016	Humboldt Co. Sheriff's Office	law enforcement services 4/1/16-6/30/16	73,915.77
4249	6/1/2016	Raymond Norman	woodbat umpire 5/1/16-5/22/16	360.00
4250	6/1/2016	Myron Ownbey	sewer lateral unclog reimb. 551 Hartman	148.43
4251	6/1/2016	Provolt Design	5/20/16 inv #6301	97.88
4252	6/1/2016	Ray Morgan Company	5/3/16 inv no 1227066	489.29
4253	6/1/2016	Riedell Shoes, Inc.	5/13/16 inv for bal of #54714069	14.18
4254	6/1/2016	Three G's Hay & Grain	4/30/16 statement	641.96
4255	6/1/2016	Kaileigh G. Welling	5/19/16 supplies reimbursement	68.23
4256	6/1/2016	Verizon Wireless	4/22/16-5/21/16 billing	271.12
4257	6/1/2016	Sudden Link	2-5/24/16 statements	221.85
4258	6/1/2016	Kayla Tauzer	livescan reimbursement 5/9/16	20.00
4259	6/1/2016	Jessica Bermudez	livescan reimbursement 5/9/16	20.00
4260	6/1/2016	Rachel Dillin	livescan reimbursement 5/8/16	15.00
4261	6/1/2016	City of Blue Lake	water/sewer pmts 6/1/16	1,492.00
4262	6/10/2016	Curtis W. Aultman	Employee: aultmanc; Pay Date: 6/10/2016	807.29
4263	6/10/2016	Glenn R. Bernald	Employee: bernaldg; Pay Date: 6/10/2016	1,434.01
4264	6/10/2016	Harold D. Burris	Employee: burrish; Pay Date: 6/10/2016	1,237.94
4265	6/10/2016	Vicki L. Hutton	Employee: huttonv; Pay Date: 6/10/2016	973.25
4266	6/10/2016	Amanda L. Mager	Employee: magera; Pay Date: 6/10/2016	2,183.61
4267	6/10/2016	Christine A. McClanahan	Employee: mcclanahanc; Pay Date: 6/10/2016	173.74
4268	6/10/2016	Randal J. Mendosa	Employee: mendosar; Pay Date: 6/10/2016	126.94
4269	6/10/2016	Jacob P. Meng	Employee: mengj; Pay Date: 6/10/2016	588.68
4270	6/10/2016	Cameron S. Mull	Employee: mullc; Pay Date: 6/10/2016	1,251.91
4271	6/10/2016	Carly A. Paronelli	Employee: paronellc; Pay Date: 6/10/2016	205.80
4272	6/10/2016	April D. Sousa	Employee: sousaa; Pay Date: 6/10/2016	945.70
4273	6/10/2016	Torisha L. Stone	Employee: stonet; Pay Date: 6/10/2016	77.19
4274	6/10/2016	Melissa M. Toledo	Employee: toledom; Pay Date: 6/10/2016	420.80
4275	6/10/2016	Kaya S. Warren	Employee: warrenk; Pay Date: 6/10/2016	79.97
4276	6/10/2016	Kaileigh G. Welling	Employee: wellingk; Pay Date: 6/10/2016	256.39
4277	6/10/2016	Wendy K. Witte	Employee: wittew; Pay Date: 6/10/2016	164.61
4278	6/10/2016	John Roberts	May 2016 statement	600.00
4279	6/10/2016	Jackson Lewis LLP	4/30/16 inv no 6740648	140.00
4280	6/10/2016	Nancy Diamond	6/1/16 statement	1,721.06
4281	6/10/2016	KT Printing	5/31/16 inv no 1315	43.50
4282	6/10/2016	Blue Lake Casino	6/1/16 inv #0003062-IN May 2016 fuel	370.00
4283	6/10/2016	John Berchtold	9/14/15-2/10/16 copy/fax reimb.-Berchtold	38.65
4284	6/10/2016	CalPERS Fiscal Services Div.	Jun 2016 unfunded accrued liability	4,319.00
4285	6/10/2016	Blue Lake Rancheria	5/31/16 #B16-053 May 2016 purchased transit	2,750.00
4286	6/10/2016	Cal PERS	retirement pmt 6/10/16 PR	1,944.68
4287	6/10/2016	CA State Disbursement Unit	6/10/16 PR deduction - CS	155.53
4288	6/10/2016	Employment Development Dept.	UI, ETT, SDI & PIT pmt 6/10/16 PR	501.99
4289	6/10/2016	US Bank Corp. Payment Systems	5/23/16 statement (less 106.92)	1,139.71
4290	6/10/2016	North Coast Laboratories LTD.	6/1/16 statement	750.00
4291	6/10/2016	Kernen Construction	5/31/16 statement	287.69
4292	6/10/2016	T.P. Tire Service, Inc.	6/1/16 statement	15.00

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 6/1/2016 Through 6/30/2016

Check Number	Check Date	Payee	Check Description	Check Amount
4293	6/10/2016	Humb. Bay Municipal Water Dist	May 2016 billing period	12,540.35
4294	6/10/2016	Arcata Stationers	6/1/16 statement	131.98
4295	6/10/2016	Freedom Voice	6/1/16 statement	113.97
4296	6/10/2016	Intedata Systems	5/31/16 statement	60.00
4297	6/10/2016	G R Sundberg, Inc.	3/25/16 inv no 2482	2,713.21
4298	6/10/2016	Miller Farms Nursery, Inc.	5/31/16 statement	91.69
4299	6/10/2016	National Rural Water Assoc.	SCADA loan pmt due 7/1/16	965.00
4300	6/10/2016	NYLEX.Net	5/23/16 inv no 2036	52.50
4301	6/10/2016	HSU Natural History Museum	SRP 6/21/16 & 6/23/16 field trips	60.00
4302	6/10/2016	Wendy Howard	May 2016 accounting services	856.94
4303	6/10/2016	ACWA/JPIA	July 2016 health ins. pmt (w/adj.)	22,768.40
4304	6/10/2016	Statewide Traffic Safety	5/25/16 inv no 09001442	113.09
4305	6/10/2016	US Bank Equipment Finance	5/27/16 inv no 305706095	141.94
4306	6/10/2016	U. G. Cash & Carry	5/29/16 statement	400.70
4307	6/10/2016	Independent Business Forms Inc	5/27/16 inv no 32357	94.28
4308	6/10/2016	D & R Janitorial Service	May 2016 janitorial services	295.00
4309	6/10/2016	Stephen W. Kullmann	Apr & May 2016 council stipend	100.00
4310	6/10/2016	John Sawatzky	Apr & May 2016 council stipend	100.00
4311	6/10/2016	Michele McCall-Wallace	Apr & May 2016 council stipend	100.00
4312	6/10/2016	Jean Lynch	Apr & May 2016 council stipend	100.00
4313	6/10/2016	Adelene Jones	Apr & May 2016 council stipend	100.00
4314	6/10/2016	Blue Lake Casino	#0003061-IN WWTP loan pmt, Jun 2016	7,584.52
4315	6/24/2016	Curtis W. Aultman	Employee: aultmanc; Pay Date: 6/24/2016	807.29
4316	6/24/2016	Ashley M. Beattie	Employee: beattiaa; Pay Date: 6/24/2016	32.69
4317	6/24/2016	Jessica C. Bermudez	Employee: bermudezj; Pay Date: 6/24/2016	30.46
4318	6/24/2016	Glenn R. Bernald	Employee: bernaldg; Pay Date: 6/24/2016	1,434.01
4319	6/24/2016	Harold D. Burris	Employee: burrish; Pay Date: 6/24/2016	1,150.41
4320	6/24/2016	Rachel A. Dillin	Employee: dillinr; Pay Date: 6/24/2016	32.69
4321	6/24/2016	Shannon A. Heavilin	Employee: heavilins; Pay Date: 6/24/2016	99.58
4322	6/24/2016	Vicki L. Hutton	Employee: huttonv; Pay Date: 6/24/2016	1,206.96
4323	6/24/2016	Amanda L. Mager	Employee: magera; Pay Date: 6/24/2016	2,183.61
4324	6/24/2016	Christine A. McClanahan	Employee: mcclanahanc; Pay Date: 6/24/2016	98.31
4325	6/24/2016	Randal J. Mendosa	Employee: mendosar; Pay Date: 6/24/2016	211.58
4326	6/24/2016	Jacob P. Meng	Employee: mengj; Pay Date: 6/24/2016	831.56
4327	6/24/2016	Cameron S. Mull	Employee: mullc; Pay Date: 6/24/2016	1,251.92
4328	6/24/2016	Carly A. Paronelli	Employee: paronellc; Pay Date: 6/24/2016	306.61
4329	6/24/2016	April D. Sousa	Employee: sousaa; Pay Date: 6/24/2016	945.70
4330	6/24/2016	Kayla L. Tauzer	Employee: tauzerk; Pay Date: 6/24/2016	32.69
4331	6/24/2016	Melissa M. Toledo	Employee: toledom; Pay Date: 6/24/2016	404.58
4332	6/24/2016	Kaya S. Warren	Employee: warrenk; Pay Date: 6/24/2016	251.01
4333	6/24/2016	Kaileigh G. Welling	Employee: wellingk; Pay Date: 6/24/2016	244.37
4334	6/24/2016	Wendy K. Witte	Employee: wittew; Pay Date: 6/24/2016	98.30
4335	6/24/2016	Pacific Gas and Electric	6/3/16 statement	5,809.82
4336	6/24/2016	Humboldt Co. Sheriff's Office	Jun 2016 PR garnishment	97.40
4337	6/24/2016	CA State Disbursement Unit	6/24/16 PR deduction - CS	155.53
4338	6/24/2016	Employment Development Dept.	UI, ETT, SDI & PIT pmt 6/24/16 PR	574.17
4339	6/24/2016	Cal PERS	retirement pmt 6/24/16 PR	2,016.99
4340	6/24/2016	Bicoastal Media	6/1/16 statement	200.00
4341	6/24/2016	Three G's Hay & Grain	5/31/16 statement	66.32
4342	6/24/2016	Fernbridge Tractor & Equipment	6/1/16 statement	0.00
4345	6/24/2016	Fernbridge Tractor & Equipment	6/1/16 statement	3,629.11
4346	6/24/2016	Department of Justice	6/3/16 inv no 170457	128.00
4347	6/24/2016	SHN	5/23/16 inv no's 88299 & 88296	1,730.00
4348	6/24/2016	B & B Portable Toilet Co.	6/3/16 inv no 66300065	43.20
4349	6/24/2016	U. G. Cash & Carry	6/2/16 ref #191438	218.62
4350	6/30/2016	Anderson, Lucas et al	4/30/16 #46367 & 5/31/16 #46565	2,550.00

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 6/1/2016 Through 6/30/2016

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Description</u>	<u>Check Amount</u>
4351	6/30/2016	Blue Lake Garbage Co.	6/9/16 inv no 38041	860.00
4352	6/30/2016	Sudden Link	2-Jul 2016 statements 6/24/16	221.85
4353	6/30/2016	Melissa Toledo	5/6/16-6/24/16 mileage reimbursement	73.44
4354	6/30/2016	ASCAP	2016 annual license fee-music	336.50
4355	6/30/2016	City of Arcata	6/15/16 challenge course invoice SRP	600.00
4356	6/30/2016	SHN	5/18/16 inv no 88237	2,559.10
4357	6/30/2016	Patricia S. Charley, Trustee	McClure right-of-way agreement	50.00
4358	6/30/2016	AT&T	2-May 20 & Jun 20, 2016 statements	133.16
4359	6/30/2016	Provolt Design	6/23/16 inv no 6317	543.21
4360	6/30/2016	Lawrence G. Johanson, DDS, Inc	dental pmt 6/23/16 Burris	348.50
4361	6/30/2016	Vicki L. Hutton	vision pmt 6/22/16 Hutton	430.84
4362	6/30/2016	SHN	6/28/16 inv #88689 & #88695	5,385.00
4363	6/30/2016	Ashley Beattie	6/9/16 livescan reimbursement	20.00
4364	6/30/2016	Donald D. Steele	spring 2016 Softball umpire	430.00
4365	6/30/2016	Paul Roach	spring 2016 softball umpire	555.00
4366	6/30/2016	Ralph G. Miller	spring 2016 softball umpire	595.00
4367	6/30/2016	Mike Salmon	spring 2016 softball umpire	625.00
4368	6/30/2016	Janet S. Henry	spring 2016 softball umpire	165.00
4369	6/30/2016	Wes Green Landscape Materials	6/5/16 inv no 63330	1,080.00
4370	6/30/2016	AT&T	5-6/4/16 billing statements	268.47
4371	6/30/2016	April Sousa - Petty Cash	6/28/16 Reimb. Bus. Office Petty cash	67.49
4372	6/30/2016	Cameron Mull - Petty Cash	6/27/16 reimb. P&R petty cash	53.44

Report Total

202,177.30

**CITY OF BLUE LAKE**

**Disbursement Report for    Month: June Year: 2016**

**Disbursements other than Checks**

Description	Date	Amount
IRS 941 Disbursements through the Electronic Federal Tax Payment System (EFTPS)	06/10/16	\$3,672.97
IRS 941 Disbursements through the Electronic Federal Tax Payment System (EFTPS)	06/24/16	\$4,007.24
IRS 941 Disbursements through the Electronic Federal Tax Payment System (EFTPS)		
IRS 941 Disbursements through the Electronic Federal Tax Payment System (EFTPS)		
<b>Total :</b>		\$7,680.21

9c

**City of Blue Lake**  
**Staff Report**

To: Honorable Mayor and City Council  
From: Wendy Howard, Financial Consultant  
Through: Amanda Mager, City Manager  
Date: May 31, 2016  
Subject: Periodic Unaudited Financial Report for May 2016

---

The attached report shows the cash balances by fund for the City of Blue Lake and the financial results of operations for the period ended May 31, 2016 and reflects budget, including transfers in from fund balance, and actual amounts for revenues and expenditures (expenses). The amounts presented are unaudited. Each page shows the "standard percentage" for the period presented, which for this period is 92%. The columns on each page reflect the actual results for the entire period presented, the annual budget (as amended to date), percent of budget, and columns showing the actual results and percent of budget for the same period of the prior year, and the differences between the two years.

General Fund revenues per the attached report are 75% of budget. Fund expenditures are 79% of budget. Expenditures exceeded revenues and transfers in by \$28,518 as of this period. The cash balance at May 31, 2016 in the General Fund is \$689,406, and the other portions of the General Fund, Non-Program Income Fund and Industrial Park Expansion Fund are \$3,571 and \$381,820 respectively.

Expenditures for General Fund departments are all within expected budget parameters, except for City Attorney, Non-Departmental, and Public Works-Drainage. For City Attorney, this is due to planning and zoning amendments and the City Manager recruitment. Non-departmental is due to the PERS flat rate payments getting charged here, rather than out to other departments. This is reasonable because these amounts are related to prior years' service; this is the first year that PERS has broken these payments out rather than showing in current rate. Public Works-Drainage is because of heavy rains. Rents are lower than expected because Blue Lake Power hasn't made their last four quarterly payments amounting to \$113,965.

In the Water Operating Fund, revenues exceeded expenses by \$57,217 as of the period end date. Expenditures are 88% of budget. The Water Fund cash position is a positive balance at \$990,673.

In the Sewer Operating Fund as of May 31, expenditures exceeded revenues by \$37,933. Revenues are at 92% of budget and expenses are at 101% of budget. It should be noted that since depreciation is a non-cash item, it was not budgeted, here or in the Water fund, even though it has been in the past. This was done to project cash flows more accurately. The Sewer Fund has a cash balance of \$98,549.

Overall, the City has \$3,752,098 in cash: \$357,724 in the regular checking account, \$46,726 in the money market account, and \$3,303,945 in LAIF, including the market adjustment. Utility deposits, petty cash and change funds of \$43,703 make up the balance of cash.

**CITY OF BLUE LAKE**  
**PERIODIC FINANCIAL REPORT**  
**For the Period Ended May 31, 2016**  
**(Preliminary Non-Audited Numbers)**

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**GENERAL FUNDS**

	May 2016 YTD	2015-2016		Percent of Budget	May 2015 YTD	Percent of Budget	Δ FY15/16 vs		Δ FY15/16 vs FY14/15 % Budget
	Actual	Budget	Budget		Actual		FY14/15 Actual	FY14/15 % Budget	
Taxes	173,003	175,677	175,677	98%	136,953	104%	36,050	104%	-5%
Franchise fees	27,195	30,498	30,498	89%	25,227	81%	1,968	81%	8%
Licenses and permits	28,358	23,500	23,500	121%	33,912	150%	(5,554)	150%	-30%
Interest earned	1,553	975	975	159%	799	73%	754	73%	87%
Rents	21,040	144,858	144,858	15%	132,619	106%	(111,579)	106%	-91%
State revenue	185,946	172,316	172,316	108%	153,558	89%	32,388	89%	19%
Current service charges	24,172	21,655	21,655	112%	19,986	73%	4,186	73%	39%
Park and recreation fees	115,642	144,785	144,785	80%	143,468	129%	(27,826)	129%	-49%
Insurance rebates	2,006	3,500	3,500	57%	2,250	32%	(244)	32%	25%
Other revenues	14,217	44,370	44,370	32%	12,648	19%	1,569	19%	13%
Administrative overhead	2,216	5,200	5,200	43%	3,651	70%	(1,435)	70%	-28%
Transfers in	51,400	89,471	89,471	57%	59,924	53%	(8,524)	53%	4%
Total Revenues and Transfers	646,748	856,805	856,805	75%	724,995	89%	(78,247)	89%	-13%

**GENERAL FUND (Fund 10)**

**REVENUES AND TRANSFERS IN**

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
*Standard Percentage 92%*

**GENERAL FUNDS**

	May 2016 YTD	2015-2016	Percent of	May 2015 YTD	Percent of	Δ FY15/16 vs	Δ FY15/16 vs
	Actual	Budget	Budget	Actual	Budget	FY14/15 Actual	FY14/15 % Budget
<b>EXPENDITURES</b>							
Mayor, Council and City Clerk	3,202	6,050	53%	6,398	80%	(3,196)	-27%
City Manager	42,850	54,306	79%	50,463	96%	(7,613)	-17%
Business Office	47,812	61,489	78%	51,596	82%	(3,784)	-4%
City Attorney	20,840	7,201	289%	9,045	151%	11,795	139%
Non-Departmental	79,699	62,887	127%	39,877	69%	39,822	58%
City Engineer	573	1,674	34%	666	22%	(93)	12%
Planner and Commission	39,737	86,882	46%	63,619	77%	(23,882)	-31%
Building Official	6,422	12,993	49%	9,938	113%	(3,516)	-64%
Police and Animal Control	157,770	215,443	73%	206,802	95%	(49,032)	-22%
Public Works-Street Maintenance	50,442	63,844	79%	59,295	98%	(8,853)	-19%
Public Works-Street Lighting	12,390	14,500	85%	14,732	101%	(2,342)	-16%
Public Works-Drainage	8,766	6,347	138%	8,605	115%	161	23%
Public Works-Parks	52,039	72,613	72%	61,244	89%	(9,205)	-17%
Public Works-Recreation	152,724	190,576	80%	157,679	97%	(4,955)	-17%
Capital Outlay	0	0	0%	0	0%	-	0%
Total Expenditures	675,266	856,805	79%	739,959	91%	(64,693)	-12%

**FUND BALANCE**

Revenues Over (Under) Expenditures	(28,518)
Fund Balance, July 1, 2015	717,054
Fund Balance, May 31, 2016	<u>688,536</u>

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 9.2%

**GENERAL FUNDS**

	May 2016 YTD	2015-2016	Percent of	May 2015 YTD	Percent of	Δ FY15/16 vs
	Actual	Budget	Budget	Actual	Budget	FY14/15 Actual FY14/15 % Budget
<b>INDUSTRIAL PARK EXPANSION FUND (Fund 36)</b>						
<b>REVENUES</b>						
Rents	25,325	27,540	92%	25,672	45%	(347)
Current service charges	420	420	100%	420	100%	-
Interest earned	988	40	2470%	364	910%	624
Other revenues	0	35,977	0%	352,139	869%	(352,139)
<b>Total Revenues</b>	<b>26,733</b>	<b>63,977</b>	<b>42%</b>	<b>378,595</b>	<b>287%</b>	<b>(351,862)</b>
<b>EXPENDITURES</b>						
Salaries & benefits	4,931	13,617	36%	12,650	101%	(7,719)
Legal	40	3,500	1%	2,820	63%	(2,780)
Engineering	0	5,500	0%	5,451	218%	(5,451)
Planning	60	1,060	6%	1,005	101%	(945)
Contract services	682	2,300	30%	83,673	112%	(82,991)
Maintenance and repair	48	3,300	1%	252	12%	(204)
Other expense	737	3,700	20%	2,728	180%	(1,991)
Administrative overhead	1,043	1,000	104%	975	38%	68
Transfers out	0	30,000	0%	0	0%	-
<b>Total Expenditures</b>	<b>7,541</b>	<b>63,977</b>	<b>12%</b>	<b>109,554</b>	<b>83%</b>	<b>(102,013)</b>
<b>FUND BALANCE</b>						
Revenues Over (Under) Expenditures	19,192					
Fund Balance, July 1, 2015	361,630					
Fund Balance, May 31, 2016	<u>380,822</u>					



CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**SPECIAL REVENUE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>GAS TAX AND STREET FUNDS (Funds 24 through 30, 34)</b>							
<b>REVENUES</b>							
Gas taxes	28,226	32,364	87%	35,847	97%	(7,621)	-9%
SAFETEA	8,434	8,071	104%	8,071	86%	363	19%
Other revenues	0	18,971	0%	0	0%	-	0%
Interest earned	37	73	51%	77	92%	(40)	-41%
Total Revenues	<u>36,697</u>	<u>59,479</u>	<u>62%</u>	<u>43,995</u>	<u>53%</u>	<u>(7,298)</u>	<u>9%</u>
<b>EXPENDITURES AND TRANSFERS OUT</b>							
Transfers out	51,400	59,471	86%	50,502	61%	898	25%
Total Expenditures	<u>51,400</u>	<u>59,471</u>	<u>86%</u>	<u>50,502</u>	<u>61%</u>	<u>898</u>	<u>25%</u>
<b>FUND BALANCES</b>							
Revenues Over (Under) Expenditures	(14,703)						
Fund Balance, July 1, 2015	25,834						
Fund Balance, May 31, 2016	<u>11,131</u>						

CITY OF BLUE LAKE  
Revenues, Expenditures and Fund Balances  
For the Period Ended May 31, 2016  
Standard Percentage 92%

**SPECIAL REVENUE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2016 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>HCAOG GRANTS, TDA, SOLID WASTE AND SLES FUNDS (Funds 22, 31 through 33)</b>							
<b>REVENUES</b>							
HCAOG grants revenue	1,375	252,000	1%	136,029	130%	(134,654)	-129%
Purchased transportation revenue	66,088	75,683	87%	10,000	13%	56,088	74%
Solid waste recycling revenue	11,826	14,328	83%	5,913	43%	5,913	39%
Supplemental law enforcement revenue	78,745	100,000	79%	79,595	80%	(850)	-1%
Interest earned	71	50	142%	38	95%	33	47%
Total Revenues	<u>158,105</u>	<u>442,061</u>	<u>36%</u>	<u>231,575</u>	<u>79%</u>	<u>(73,470)</u>	<u>-43%</u>
<b>EXPENDITURES</b>							
HCAOG grants expenditures	20,347	252,000	8%	112,189	107%	(91,842)	-99%
Purchased transportation expenditures	26,875	75,683	36%	26,875	36%	-	0%
Solid waste recycling expenditures	6,346	14,378	44%	8,337	61%	(1,991)	-17%
Supplemental law enforcement expenditures	75,000	100,000	75%	100,000	100%	(25,000)	-25%
Total Expenditures	<u>128,568</u>	<u>442,061</u>	<u>29%</u>	<u>247,401</u>	<u>84%</u>	<u>(118,833)</u>	<u>-55%</u>
<b>FUND BALANCES</b>							
Revenues Over (Under) Expenditures	29,537						
Fund Balance, July 1, 2015	21,824						
Fund Balance, May 31, 2016	<u>51,361</u>						

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>PROGRAM INCOME HOLDING FUND (Fund 42)</b>							
<b>REVENUES</b>							
Interest earned	72	40	180%	29	37%	43	143%
Interest-loan repayments	3,232	2,000	162%	13,809	690%	(10,577)	-529%
Loan repayments-Housing rehabilitation	49,448	5,000	989%	85,522	518%	(36,074)	471%
Total Revenues and transfers	<u>52,752</u>	<u>7,040</u>	<u>749%</u>	<u>99,360</u>	<u>535%</u>	<u>(46,608)</u>	<u>215%</u>
<b>EXPENDITURES AND TRANSFERS OUT</b>							
Salaries & benefits	1,083	2,365	46%	2,856	127%	(1,773)	-81%
Contract services	0	0	0%	14,553	1907%	(14,553)	-1907%
Administrative overhead	128	0	0%	46	5%	82	-5%
Transfers out	0	4,635	0%	0	0%	-	0%
Total Expenditures and transfers	<u>1,211</u>	<u>7,000</u>	<u>17%</u>	<u>17,455</u>	<u>94%</u>	<u>(16,244)</u>	<u>-77%</u>
<b>FUND BALANCE</b>							
Revenues Over (Under) Expenditures	51,541						
Fund Balance, July 1, 2015	(75)						
Fund Balance, May 31, 2016	<u>51,466</u>						

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>PROGRAM INCOME-HOUSING REHAB FUND (Fund 44)</b>							
<b>REVENUES</b>							
Interest	817	633	129%	533	184%	284	-55%
Other revenues	0	219,367	0%	0	0%	-	0%
Total Revenues and transfers	<u>817</u>	<u>220,000</u>	0%	<u>533</u>	4%	<u>284</u>	-3%
<b>EXPENDITURES</b>							
Salaries & benefits	7,859	5,000	157%	0	0%	7,859	157%
Engineering	0	10,000	0%	0	0%	-	0%
Planning	165	0	100%	0	0%	165	100%
Contract services	26,382	205,000	13%	0	0%	26,382	13%
Capital outlay	207,004	0	100%	0	0%	207,004	100%
Total Expenditures	<u>241,410</u>	<u>220,000</u>	110%	<u>0</u>	0%	<u>241,410</u>	110%
<b>FUND BALANCE</b>							
Revenues Over (Under) Expenditures	(240,593)						
Fund Balance, July 1, 2015	416,048						
Fund Balance, May 31, 2016	<u>175,455</u>						

CITY OF BLUE LAKE  
Revenues, Expenses and Net Assets  
For the Period Ended May 31, 2016  
Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>WATER FUND (Fund 60)</b>							
<b>REVENUES</b>							
Sales, residential/commercial	427,924	396,000	108%	594,472	95%	(166,548)	13%
Late charges	7,947	14,000	57%	15,516	111%	(7,569)	-54%
Insurance rebates	1,003	3,500	29%	1,125	100%	(122)	-71%
Other revenue	6,689	5,825	115%	7,038	101%	(349)	14%
Transfers in	0	31,000	0%	0	0%	-	0%
<b>Total Revenues</b>	<b>443,563</b>	<b>450,325</b>	<b>98%</b>	<b>618,151</b>	<b>96%</b>	<b>(174,588)</b>	<b>3%</b>
<b>EXPENSES</b>							
Source of supply	115,599	147,656	78%	142,181	75%	(26,582)	3%
Pumping	16,925	28,837	59%	21,054	66%	(4,129)	-7%
Transmission and distribution	65,407	69,773	94%	81,119	133%	(15,712)	-40%
General and administration	161,308	191,794	84%	142,388	69%	18,920	15%
Depreciation	27,107	0	100%	29,065	81%	(1,958)	19%
<b>Total Expenses</b>	<b>386,346</b>	<b>438,060</b>	<b>88%</b>	<b>415,807</b>	<b>70%</b>	<b>(29,461)</b>	<b>18%</b>
<b>NET ASSETS</b>							
Revenues Over (Under) Expenses	57,217						
Fund Balance, July 1, 2015	1,444,902						
Fund Balance, May 31, 2016	<u>1,502,119</u>						

CITY OF BLUE LAKE  
 Revenues, Expenses and Net Assets  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>WATER CONNECTION FEE AND DAVIS/GRUNSKY RESERVE FUND (Funds 61 and 63)</b>							
<b>REVENUES</b>							
Connection fees	5,203	4,000	130%	26,204	100%	(21,001)	30%
Interest earned	380	190	200%	161	83%	219	117%
Other revenues	0	31,000	0%	0	0%	-	0%
Total Revenues	<u>5,583</u>	<u>35,190</u>	16%	<u>26,365</u>	13661%	<u>(20,782)</u>	-13645%
<b>EXPENSES</b>	0	31,000	0%	0	0%	-	0%
<b>NET ASSETS</b>							
Revenues Over (Under) Expenses	5,583						
Fund Balance, July 1, 2015	139,151						
Fund Balance, May 31, 2016	<u>144,734</u>						

CITY OF BLUE LAKE  
Revenues, Expenses and Net Assets  
For the Period Ended May 31, 2016  
Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>REVENUES</b>							
Turbidity reduction fees	9,655	10,486	92%	9,653	92%	2	0%
Other revenues	0	49,779	0%	0	0%	-	0%
Interest earned	286	235	122%	132	66%	154	56%
Transfers in	19	0	100%	0	0%	19	100%
<b>Total Revenues</b>	<b>9,960</b>	<b>60,500</b>	<b>16%</b>	<b>9,785</b>	<b>12%</b>	<b>175</b>	<b>5%</b>
<b>EXPENSES</b>							
Turbidity reduction	12,559	14,500	87%	15,755	107%	(3,196)	-20%
Salaries & benefits	2,286	0	100%	416	100%	1,870	0%
Contract services	1,309	0	100%	1,630	100%	(321)	0%
Interest expense	1,948	0	100%	0	0%	1,948	100%
Maintenance and repair	1,442	0	100%	0	0%	1,442	100%
Capital outlay	41,788	46,000	91%	0	0%	41,788	91%
Depreciation	2,534	0	100%	2,534	100%	-	0%
<b>Total Expenses</b>	<b>63,866</b>	<b>60,500</b>	<b>106%</b>	<b>20,335</b>	<b>58%</b>	<b>43,531</b>	<b>47%</b>

**WATER CAPITAL RESERVE AND TURBIDITY REDUCTION FUND (Funds 62 and 64)**

<b>NET ASSETS</b>	
Revenues Over (Under) Expenses	(53,906)
Fund Balance, July 1, 2015	88,295
<b>Fund Balance, May 31, 2016</b>	<b>34,389</b>

CITY OF BLUE LAKE  
Revenues, Expenses and Net Assets  
For the Period Ended May 31, 2016  
Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>SEWER FUND (Fund 70)</b>							
<b>REVENUES AND TRANSFERS IN</b>							
Sales, residential/commercial	359,495	381,000	94%	398,364	91%	(38,869)	3%
Late charges	7,947	14,000	57%	15,516	111%	(7,569)	-54%
Insurance rebate	1,003	1,200	84%	1,125	100%	(122)	-16%
Other revenue	3,071	9,018	34%	5,201	14%	(2,130)	20%
Interest earned	352	180	196%	246	246%	106	-50%
Total Revenues and transfers	<u>371,868</u>	<u>405,398</u>	<u>92%</u>	<u>420,452</u>	<u>86%</u>	<u>(48,584)</u>	<u>6%</u>
<b>EXPENSES</b>							
Transmission	38,908	117,966	33%	52,965	48%	(14,057)	-15%
Treatment	100,430	87,882	114%	94,893	122%	5,537	-8%
General and administration	171,533	199,550	86%	146,027	78%	25,506	8%
Depreciation	98,930	0	100%	70,978	91%	27,952	9%
Total Expenses	<u>409,801</u>	<u>405,398</u>	<u>101%</u>	<u>364,863</u>	<u>75%</u>	<u>44,938</u>	<u>27%</u>
<b>NET ASSETS</b>							
Revenues Over (Under) Expenses	(37,933)						
Fund Balance, July 1, 2015	<u>1,407,807</u>						
Fund Balance, May 31, 2016	<u><u>1,369,874</u></u>						

CITY OF BLUE LAKE  
 Revenues, Expenses and Net Assets  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>REVENUES</b>							
Sewer connection fees	9,947	22,106	45%	22,106	319%	(12,159)	-274%
Interest earned	602	324	186%	310	96%	292	90%
Total Revenues	<u>10,549</u>	<u>22,430</u>	47%	<u>22,416</u>	309%	<u>(11,867)</u>	-262%
<b>EXPENSES</b>	0	0	0%	0	0%	-	0%
<b>NET ASSETS</b>							
Revenues Over (Under) Expenses	10,549						
Fund Balance, July 1, 2015	221,921						
Fund Balance, May 31, 2016	<u>232,470</u>						

**SEWER CONNECTION FEE FUND (Fund 71)**

**REVENUES**

Sewer connection fees  
 Interest earned  
 Total Revenues

**EXPENSES**

**NET ASSETS**

Revenues Over (Under) Expenses  
 Fund Balance, July 1, 2015  
 Fund Balance, May 31, 2016

CITY OF BLUE LAKE  
 Revenues, Expenses and Net Assets  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**ENTERPRISE FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>SEWER CAPITAL RESERVE FUND (Fund 72)</b>							
<b>REVENUES</b>							
Sewer capital reserve fee	103,366	108,000	96%	100,273	93%	3,093	3%
Interest earned	1,923	1,300	148%	1,001	97%	922	51%
Total Revenues	<u>105,289</u>	<u>109,300</u>	96%	<u>101,274</u>	93%	<u>4,015</u>	3%
<b>EXPENSES AND TRANSFERS OUT</b>							
Salaries & benefits	1,232	0	100%	1,229	100%	3	0%
Contract services	1,106	0	100%	738	100%	368	0%
Other expense	3,028	0	100%	3,354	100%	(326)	0%
Capital outlay	4,598	26,000	18%	23,253	51%	(18,655)	-33%
Total Expenses and transfers	<u>9,964</u>	<u>26,000</u>	38%	<u>28,574</u>	62%	<u>(18,610)</u>	-24%
<b>NET ASSETS</b>							
Revenues Over (Under) Expenses	95,325						
Fund Balance, July 1, 2015	694,124						
Fund Balance, May 31, 2016	<u>789,449</u>						

CITY OF BLUE LAKE  
 Revenues, Expenditures and Fund Balances  
 For the Period Ended May 31, 2016  
 Standard Percentage 92%

**TRUST FUNDS**

	May 2016 YTD Actual	2015-2016 Budget	Percent of Budget	May 2015 YTD Actual	Percent of Budget	Δ FY15/16 vs FY14/15 Actual	Δ FY15/16 vs FY14/15 % Budget
<b>DENTAL/VISION TRUST FUND (Fund 80)</b>							
<b>REVENUES</b>							
Dental/vision charges to operations	9,680	9,900	98%	9,620	97%	60	0%
Interest earned	50	50	100%	23	66%	27	34%
Total Revenues	<u>9,730</u>	<u>9,950</u>	<u>98%</u>	<u>9,643</u>	<u>73%</u>	<u>87</u>	<u>24%</u>
<b>EXPENDITURES</b>							
Dental/vision claim payments	5,187	8,500	61%	8,038	61%	(2,851)	0%
<b>FUND BALANCE</b>							
Revenues Over (Under) Expenditures	4,543						
Fund Balance, July 1, 2015	17,275						
Fund Balance, May 31, 2016	<u>21,818</u>						

CITY OF BLUE LAKE  
Cash Balance by Fund  
May 31, 2016

Fund	Total
<b>General Funds</b>	
10 General Fund	689,405.68
36 Industrial Park Expansion Fund	381,820.17
38 Non-Program Income Fund	3,570.62
	<u>1,074,796.47</u>
<b>Gas Tax and Street Funds</b>	
25 Gas Tax Funds	2,687.18
34 SAFETEA Fund	8,443.29
	<u>11,130.47</u>
<b>Special Revenue Funds</b>	
22 HCAOG Grants	(18,629.75)
31 TDA Purchased Transportation Fund	39,272.34
32 AB 939 Solid Waste/Recycling Fund	29,761.76
33 Supplemental Law Enforcement Services Fund	1,031.76
	<u>51,436.11</u>
<b>CDBG Funds</b>	
42 CDBG Program Income-Holding Fund	51,745.61
44 CDBG Program Income-Housing Rehab Fund	175,453.82
	<u>227,199.43</u>
<b>Water Funds</b>	
60 Water Fund	990,672.67
61 Water Connection Fee Fund	144,733.55
62 Water Capital Reserve Fund	105,307.78
64 Turbidity Reduction Facility Reserve Fund	6,483.80
65 Water Capital Improvement Fund	0.00
	<u>1,247,197.80</u>
<b>Sewer Funds</b>	
70 Sewer Fund	98,549.11
71 Sewer Connection Fee Fund	232,469.90
72 Sewer Capital Reserve Fund	767,500.66
77 Rancheria, 3rd Amendment Project	0.00
	<u>1,098,519.67</u>
<b>Trust Funds</b>	
80 Dental/Vision Trust Fund	21,818.33
82 Self-Insured Retention Reserve Fund	20,000.00
	<u>41,818.33</u>
<b>Total Cash Balance</b>	<u><u>3,752,098.28</u></u>



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 10a  
**Date:** July 12, 2016  
**Item Subject:** Blue Lake Safety and Audit Work Plan for Fiscal Year 2016-2017  
**Prepared By:** April Sousa, City Clerk

---

### **General Information:**

The Risk Managers for the City of Blue Lake, PARSAC (Public Agency Risk Sharing Authority of California), administers a Safety and Loss Audit every few years. The last audit was completed at the end of 2014. The provided “work plan” comprises of the audit findings from PARSAC and the City’s plan to mitigate each finding. Many have already been mitigated or a maintenance plan has been discussed to achieve the goal expressed in the audit.

The City also receives a Safety and Loss grant from PARSAC in the amount of \$10,000 every fiscal year. These funds are to first be used on items contained in the Safety and Loss Audit. We have recently used these funds for a thorough playground inspection, ground cover at Perigot Park, and safety signs at the wastewater treatment facility.

### **Fiscal Impact:**

No fiscal impact at this time.

### **Recommended Action:**

No action at this time, this is and informational only item.

## Blue Lake Safety and Loss Workplan FY 16/17

Task	Notes	Responsible	FY 15/16	FY16/17
Develop a requirement under the personal vehicle usage policy which includes insurance limits	Updated Personnel Policy in progress.	City Manager		
Provide all new full and part time staff the employee pre-designation physician form at the time of hire as well as make this a part of the new hire packet.	This is done on a regular basis.	Business Office Manager/ City Clerk		
Develop and implement a brief volunteer handbook and initial safety training for all volunteers which covers the IIPP, reporting emergencies, mandated reporting, etc.	Volunteer Management Resolution approved in 2015. Full Volunteer program, with Handbook is being developed with sub committee.	City Manager/ Parks and Rec Director		
Ensure that certificates of insurance and additional insured endorsements are received, updated and maintained for all contracts and agreements.	This currently is being done.	City Clerk/ Manager		
Develop and implement an "open skate" waiver that all skaters must sign.	Cameron has always had this for Adults. In 2015 implemented forms for youth.	Parks and Rec Director		
Develop and implement a requirement to provide proof of insurance for all facility users (skate rentals)	Practice put into place 2015 on a regular basis.	Parks and Rec Director		
Develop and implement a CCTV policy to govern the use of the cameras throughout the City. The policy should include topics such as who is able to view the cameras, who can relocate the field of view, how long the tapes will be stored and when the tape can be released. Review Penal Code 630-637 as it relates to the capture of audio. Consider disabling audio capture capabilities.	Camera's currently not in use - used as a visual deterrent	N/A at this time.		
Add separate and distinct "terms of use" and "privacy policy" to the City website. Place links to these policies on the footer of each webpage and ensure that the links are properly working.	City Clerk is currently working on this with the Web Administrator	City Clerk/ Web Administrator		
Consider adding copies of .pdf files in text or html formats to ensure screen readers are able to correctly read the information within the document.	City Clerk is currently working on this with the Web Administrator	City Clerk/ Web Administrator		
Place appropriate "alt" tag description for each image used on the website for ADA purposes.	City Clerk is currently working on this with the Web Administrator	City Clerk/ Web Administrator		
Staff should follow Renovation, Repair and Paint (RRP) regulations for lead.	In Progress	City Manager		
Develop and implement a new contract instructor/coach agreement which includes hold harmless and indemnification language as well as insurance requirements. Send new agreement to PARSAC for review.	Parks and Recreation Director will develop this. Plan for 16/17.	Parks and Rec Director		

accessibility.	in an email from PARSAC on 4/21/16			
The City should have all playgrounds evaluated by a certified Playground Safety Inspector at least once every three years.	Playground evaluation done 15/16. Cameron plans to get training to become a certified playground instructor through the Employment Practices Grant in 2017.	Parks and Rec Director		
Develop and implement a jetting and T/Ving sewer system cleaning program to be performed at least once every three years.	Public Works is currently maintaining the system and will discuss further with PARSAC other options	City Manager/ Public Works Supervisor		
Install a deluge shower next to the outdoor eye wash station. Also secondary containment should be added to the main chemical room at the waste treatment facility in order to contain any spilled chemicals.	** this was identified as a priority in an email from PARSAC on 4/21/16. This is currently part of a maintenance plan.	City Manager/ Public Works Supervisor		
Develop and implement written programs for the inspection of trees and sidewalks	Formal Written Policy being drafted and implemented.	Public Works/ City Clerk		
Consider adopting a municipal code which transfers maintenance responsibility to adjacent property owners in accordance with streets and highway code 5610 et. Al (sidewalks & Trees)	Ordinances are going through codification. Updates like this will be a part of that.	City Clerk		
Develop and implement a notification program in compliance with the Connely Act as outlined in California Health and Safety Code Section 25915 et. Al in regards to owners of buildings to notify tenants and employees of the presence of asbestos.	Planned development of procedure for 16/17	City Clerk/City Manager		
Consider developing an Asbestos Management Plan that identifies any asbestos which may be present in any of the City's owned and operated buildings.	Planned development of procedure for 16/17	City Clerk/City Manager		
Install appropriate signage to warn the public not to drink, swim and fish or otherwise entering the water located at the wastewater facility.	Completed with Safety and Loss grant 15/16	Public Works		
Install a lockout device on the gas supply line to prevent accidental or intentional turning on of the gas line at concession facilities at Park.	Completed FY 15/16	City Manager/ Parks and Rec Director		
Prior to renting the facility for cooking, install a fire suppression system to prevent unfriendly fire from spreading.	At this time, the facility for cooking is not rented out for that purpose.	N/A at this time.		

Key



- Completed
- In Progress
- Planned
- N/A - at this time
- Policy Implementation
- Employee costs only



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## AGENDA REPORT

**Item #:** 10b  
**Date:** July 12, 2016  
**Item Subject:** JPA Minutes  
**Prepared By:** April Sousa, City Clerk

---

**General Information:** Presented for Council information only are JPA Minutes from the April 2016 for Humboldt County Association of Governments (HCAOG) meeting and Redwood Region Economic Development Commission (RREDC). Also attached are the minutes from May 2016 for Redwood Coast Energy Authority (RCEA).

**Recommended Action:** Informational Only.



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**

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

**BOARD OF DIRECTORS  
MEETING RECORD**

Regular Meeting  
April 21, 2016, 4:00 p.m.  
Eureka City Hall, Council Chambers  
531 K Street, Eureka

**Present:**

Mayor Frank Jäger, Vice-Chair	City of Eureka
Mayor Don Hindley	City of Ferndale
Mayor Paul Pitino	City of Arcata
John Sawatzky (Alternate)	City of Blue Lake
Councilmember Gordon Johnson	City of Rio Dell
Councilmember Doug Strehl	City of Fortuna
Councilmember Jack West	City of Trinidad

**Absent:**

Supervisor Ryan Sundberg, Chair	County of Humboldt
---------------------------------	--------------------

**Policy Advisory Committee Members:**

Kevin Tucker	Caltrans District 1
Mark Lovelace	Humboldt Transit Authority

**Staff:**

Marcella Clem	Executive Director
Debbie Egger	Administrative Services Officer
Christie Smith	Executive Assistant

**1. Call to Order**

Vice-Chair Frank Jäger, called the meeting to order at 4:00 p.m.

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

The PAC convenes to include representation from Caltrans and the Humboldt Transit Authority Board for items specific to transportation.

**3. Public Participation**

Ken Sawatzky  
Alex Stillman, Humboldt County Aviation Advisory Committee

**4. Approval of the Meeting Record – March 17, 2016**

**Motion was made** (Hindley/Pitino) to approve the March 17, 2016, meeting record as presented.

**Motion carried.**

**Abstentions:** Johnson

**5. Humboldt County Association of Governments Proclamation**

Vice-Chair Jäger presented Justin Fricker of the Bike Month Coalition a Proclamation designating May 2016 as Humboldt Bike Month.

**6. Road Charge Pilot Program (presentation)**

Mitch Weiss, Deputy Director of the California Transportation Commission presented an overview of the Statewide Road Charge Pilot Program.

**7. Consent Calendar**

**Motion was made** (Johnson/West) to approve the following consent items:

- a. FY 2015-16 Local Transportation Fund (LTF) Claims for the City of Blue Lake and the City of Arcata [Resolution 16-09 and Resolution 16-10]
- b. FY 2016-17 Overall Work Program (OWP) & Budget [Resolution 16-08]
- c. FFY 2016 Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program [Resolution 16-11]
- d. Transportation Investment Generating Economic Recovery (TIGER) Program Support Letter for the Trinidad Rancheria

Public Comments:

Ken Sawatzky

**Motion carried unanimously.**

**8. Items Removed from Consent Calendar**

No items were removed from the consent calendar.

**9. Action Items**

**a. Transit and Intercity Rail Capital Program (TIRCP) Support Letter for the Shasta Regional Transportation Agency**

**Motion was made** (Hindley/Lovelace) to recommend the HCAOG Board direct staff to forward a letter of support for the Shasta Regional Transportation Agency's TIRCP grant application for the North State Express Connect Project.

**Motion carried unanimously.**

**b. Transportation Development Act (TDA) Pedestrian & Bicycle 2% Allocation Request [Resolution 16-12]**

Public Comments:

Don Allen, Trinidad Coastal Land Trust

**Motion was made** (Pitino/Hindley) to recommend the HCAOG Board approve the City of Trinidad's 2% Pedestrian and Bicycle allocation request.

**Motion carried unanimously.**

**9. Reconvening of the HCAOG Board**

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

**Motion carried unanimously.**

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

**a. Quarterly Call Box Usage Report** (informational item)

Gordon Johnson stated that there appears to be a number of inactive call boxes and asked if HCAOG is considering taking the inactive call boxes out. HCAOG's Executive Director reported that staff is currently working on an RFP for a study to recommend which call boxes should be removed, in addition to reviewing Highways 96 and 36 to install call boxes.

Trails Summit: HCAOG's Executive Director provided information on the upcoming Trails Summit scheduled for Saturday, June 4 at 10 a.m. at the Wharfinger Building located at, 1 Marina Way in Eureka. Local agency staff will make presentations to provide trail updates in their cities. A bike ride is scheduled from Arcata to the meeting in Eureka at 9 a.m. After the program, there will be an open house to answer questions and fun activities for the whole family.

**11. Adjournment**

The meeting adjourned at 4:53 p.m.

Respectfully submitted,  
Christie Smith, Executive Assistant



# Redwood Coast Energy Authority

633 3<sup>rd</sup> Street, Eureka, CA 95501

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

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

---

## MEETING MINUTES

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

May 16, 2016  
Monday, 3:15 p.m.

### I. ROLL CALL

Board Chair Atkins called the meeting to order at 3:15 pm

Present: Linda Atkins, Sheri Woo, Virginia Bass, Dwight Miller, Jean Lynch, Tiara Brown, Susan Ornelas

Absent: Tim Marks, Doug Brower

Staff: Matthew Marshall, Katie Koscielak, Nancy Diamond.

### II. REPORTS FROM MEMBER ENTITIES

There were no reports from member agencies.

### III. ORAL COMMUNICATIONS

- A. Cheryl Clayton, RCEA Office Manager, introduced new hire Nicole Halvorsen, who will work as an accounting assistant at RCEA.

### IV. CONSENT CALENDAR

Director Woo requested that Item D be removed from the consent calendar.

A. Approve Minutes of March 21, 2016 Board Meeting.

B. Approve attached Warrants.

C. Accept attached Financial Reports.

**M / S / C: Brown, Ornelas: Approve Consent Calendar Items A, B, and C.**

### V. REMOVED FROM CONSENT CALENDAR ITEMS

Item D "Approve 2016-2021 Contract for Legal Services with RCEA General Counsel Nancy Diamond" was removed from the Consent Calendar.

- The Board requested additional detail regarding what items had change with the new contract and Woo asked Diamond to specify what changes were made in the contract; staff reported the primary change was an update to the rate to bring it into alignment with the rate charged to other local governments.

**M / S / C: Woo, Bass: Approve 2016-2021 Contract for Legal Services with RCEA General Counsel Nancy Diamond.**

### VI. NEW BUSINESS

A. Community Choice Aggregation

- Community engagement subcommittee report

Director Woo provided a report on the public engagement subcommittee meeting. The subcommittee worked with staff and consultant Mary Gelinas to

develop a document summarizing purpose, goals, principles and strategies for public engagement and the document was presented to the Board.

The Board discussed and provided feedback on the public engagement strategy documents and agreed that a Citizen's Advisory Committee should be created for the CCA and discussed additional revisions to the document.

**M / S / C: Ornelas, Miller: Approve public engagement strategy guidelines with the additions of:**

- **creation of a Citizen Advisory Committee with one member nominated by each Board member**
- **proposed public meeting commitment for summer 2016**
- **reactivation of the Technical Advisory group**
- **formation of an Environmental Advisory Group**
- **and utilization of the existing Prosperity Humboldt group to offer economic development expertise.**

- CCA Launch Timeline

Executive Director Marshall provided an update on the CCA launch timeline, which would involve developing an initial procurement strategy over the summer and into the fall which would be incorporated into the Implementation Plan. This would target a launch in early 2017, beginning with customer notifications leading up to commencing service to customers in May 2017.

- Technical analysis overview and status update

John Putz and Jeff Fuller of TEA provided an update of on the development of the technical study and some of the draft assumptions being build into the analysis.

**B. CA Energy Commission grant opportunity GFO-15-603: DC Fast Chargers for California's Interregional Corridors**

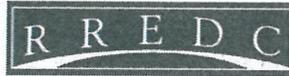
Executive Director provided an overview of the current CEC funding opportunity for EV charging, and that RCEA was exploring options to partner on a proposal due to the fact that RCEA would not be able to meet the match funding requirements to submit its own proposal.

**M / S / C: Ornelas, Miller: Approve partnering with HSU Schatz Energy Research and others on a response to GFO-15-603 to fund EV charging along the 101 corridor.**

## VII. ADJOURNMENT

Board Chair Atkins adjourned the meeting at 5:05 pm.

---



Redwood Region  
Economic Development  
Commission

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

**REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION**

**Regular meeting of the Board of Directors**

At the Prosperity Center 520 E Street, Eureka, CA

**April 25, 2016**

**6:30 pm**

**Minutes**

**I. Call to Order & Flag Salute**

Chair Nancy Koke called the meeting to order at 6:30 pm.

**Present:** Nancy Koke, John Woolley, David Tyson, Michael McKaskle, Mike Wilson, Marian Brady, Mike Davis, Dennis Mayo, Ken Mierzwa, Sue Long, Bruce Rupp, Julie Fulkerson, Mark Wheatley, John Sawatzky and Virginia Bass

**Absent:** Frank Wilson

**Staff Present:** Gregg Foster, Shirley Santino

**Guests:** Keith Snow-Flamer, Marty Coehlo

**II. Approval of Agenda and Minutes**

**M/S/P: Woolley/Bass:** Motion to approve agenda for April 25, 2016 Board Meeting and Minutes from March 28, 2016 Board Meeting. Motion passed unanimously.

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

None

**IV. Program – College of the Redwoods President and CEO Keith Snow-Flamer and Executive Director of College Advancement Marty Coehlo: Revising CR's Education Master Plan to meet Humboldt County's employment and economic development needs; guests asked for input from RREDC Board for CR's 2017-2021 strategic planning. Board's suggested curriculum additions included Waste Water Treatment Certification, Aviation Sciences, CNC Machinery operation, Problem-solving skills.**

**V. Consent Calendar**

**M/S/P: Woolley/McKaskle:** Motion to Accept Agency-wide Financial Reports dated March 31, 2016. Motion passed unanimously.

**VI. Reports**

**A. Loan Portfolio Report** for March 31, 2016 was presented by Gregg Foster. No action needed.

**B. Executive Director's Report** given verbally by Gregg Foster. He covered EDA Conference in D.C. including EDA "Economic Resiliency" investment preparing for natural disasters – Gregg will give our EDA Rep a tour of our airport in May to see how it could qualify; working with Headwaters Fund to analyze their loan program performance; discussing with HAF how lending locally can get a better return; spoke at Redwood Acres Cannifest; success of PenAir launch party at airport April 21. No action needed.

**MEMBER AGENCIES**

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 • Humboldt Bay Harbor, Recreation and Conservation District • Humboldt Bay Municipal Water District  
Humboldt Community Services District • Manila Community Services District • McKinleyville Community Services District  
Orick Community Services District • Redwoods Community College District • Hoopa Valley Tribe  
Willow Creek Community Services District • Orleans Community Services District • Redway Community Services District

**VII. Old Business**

**A. Approval of FY 2016/2017 Budget**

Gregg Foster answered questions about the draft FY 2016/2017 budget.

**M/S/P: Tyson/Mike Wilson:** Motion to Approve FY 2016/2017 Budget as presented.

Motion passed unanimously.

**VIII. New Business**

**A. Authorization for Chair of the Board of Directors to sign a letter of support for H.R.4487 relating to the defederalization of EDA Revolving Loan Funds**

**M/S/P: Tyson/Mike Wilson:** Motion to authorize RREDC Board Chair to sign and send letter of support for H.R.4487. Motion passed unanimously.

**B. Discussion and Consideration of Letter Regarding "Last Chance Grade" Highway 101 Project**

**M/S/P: Mike Wilson/Fulkerson:** Mike Wilson made a motion to authorize RREDC Board Chair to sign and send letter of support for the Last Chance Grade Project. John Woolley offered a friendly amendment to ask Congress to expedite the funding process for the project for the health and safety of our communities.

Amendment accepted. Fulkerson seconded. Motion passed unanimously.

**X. Member Reports**

**A. Manila** – John Woolley reported that they have about 1000 residents; Redwood Coast Montessori has been great for the community; Lighthouse Plaza not open yet; Closure of SPI sawmill will cause a 10% reduction in revenue from lost sewer/water fees etc.

**B. Rio Dell** – Frank Wilson was unable to attend, will give his report at May meeting.

**C. Dennis Mayo** gave update on Prop. 218: Article X amendment is dead; water rates will see a dramatic increase in the Districts.

**XI. Agenda/Program Requests for a future meeting**

No suggestions.

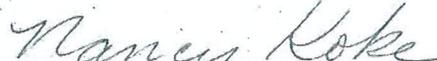
**XII. Adjourn**

Meeting adjourned at 8:05 pm.

Respectfully submitted:



Shirley Santino, Recorder



Nancy Koke, Chair



# CITY OF BLUE LAKE

10c

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

## PUBLIC NOTICE

### VACANCIES ON CITY OF BLUE LAKE PUBLIC SAFETY COMMISSION

There is currently one (1) vacancy on the Public Safety Commission.

Eligible applicants can be residents of the City of Blue Lake, non-residents that reside in the sphere of influence or non-residents that work with the City limits or sphere of influence.

### VACANCY ON CITY OF BLUE LAKE PARKS AND RECREATION COMMISSION

There is currently one (1) vacancy on the Parks and Recreation Commission. Eligible applicants may be either a resident of the City of Blue Lake or reside in the sphere of influence.

### VACANCIES ON THE CITY OF BLUE LAKE PLANNING COMMISSION

There are two (2) vacancies on the Planning Commission. Eligible applicants must be residents of the City of Blue Lake.

Those interested in any commission vacancy can obtain an application online or from City Hall, Monday-Friday, 9 a.m. - 4 p.m.  
(Closed 12 - 1 p.m. for lunch).

Posted:

June 29, 2016

# **CITY OF BLUE LAKE PUBLIC NOTICE**

**THE CITY OF BLUE LAKE WILL BE HOLDING AN  
ELECTION ON TUESDAY, NOVEMBER 8, 2016 TO ELECT  
THREE COUNCIL MEMBERS.**

**NOMINATION PAPERS MAY BE PICKED UP AT BLUE  
LAKE CITY HALL STARTING MONDAY, JULY 18, 2016 AND  
ALL PACKETS MUST BE RETURNED NO LATER THAN  
FRIDAY, AUGUST 12, 2016 BY THE CLOSE OF THE  
BUSINESS DAY.**

**BLUE LAKE CITY HALL HOURS OF OPERATION ARE:  
MONDAY – FRIDAY 9-12 & 1-4 P.M.**

**CONTACT THE CITY CLERK FOR MORE INFORMATION.**

**April Sousa, City Clerk  
Posted July 5, 2016**