



City of Blue Lake

111 Greenwood Road-P.O. Box 458

Blue Lake, CA 95525

707-668-5655(P)

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www.bluelake.ca.gov

City Council Agenda

Tuesday, October 28, 2025 ~ 6:30 p.m. ~Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m. on the date of the meeting.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

Zoom Meeting

<https://us02web.zoom.us/j/83278142403?pwd=Sbi140KP1PRJnIWGceXRJvYuEO9BFI.1>

Meeting Id: 832 7814 2403

Passcode: 759982

Call to Order

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approval of the Agenda**
3. **Public Comment On Non-Agenda Items** – *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. **Consent Agenda**

a. City Council Minutes for August 26, 2025	Page 3
b. City Council Minutes for September 9, 2025	Page 11
c. City Council Minutes for September 23, 2025	Page 17
d. Monthly Disbursement for Period of September 1-September 30, 2025	Page 31
5. **Receive Presentation From Humboldt County Division of Environmental Health on Rabies Awareness – Informational Only** Page. 35

6. **Schedule a Special City Council Meeting** Page 37
7. **Discuss and approve Resolution No. 1244, Authorizing the City Manager to execute a Memorandum of Understanding with CA Housing Community Development relating to the completion of the Housing Element (Sixth Cycle)** Page 38
8. **Introduce and consider adopting Urgency Ordinance No. 548-2025, Authorizing the City Council to Act as the Planning Commission When a Quorum Cannot Be Obtained.**
 Recommendation: Adopt Urgency Ordinance No. 548-2025 authorizing the City Council to temporarily perform the duties of the Planning Commission in the event a quorum cannot be obtained, in order to ensure continuity of land use decisions and compliance with statutory deadlines. **(Requires 4/5 vote.)** Page 42
9. **Fire Risk Management Services (FRMS) Special Assessment Fee: Discuss and Provide Direction on Payment Options** Page 47
10. **Receive Presentation and Request from Karina Green on Broderick/Chartin Regarding Flooding Concerns** Page 56
11. **Approve Extension of Continuing Resolution for Fiscal Year 2025-26 Budget; Take Action as Appropriate** Page 57
12. **Council Correspondence**
- a. National Rural Water Association – Notice of Final Loan Payoff (*Sept. 29, 2025*) Page 61
 - b. HCOAG RHNA Methodology Transmittal (*Dated Sept. 25, 2025*) Page 63
 - c. Email from Kent Sawatsky (*Dated October 6, 2025*) Page 64
13. **Reports of Council and Staff**
- a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
14. **Closed Session:**
- a. **PUBLIC EMPLOYEE APPOINTMENT: Title: City Manager** (Government Code § 54957(b)(1))
 - b. **CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**
 Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: two cases.
15. **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 the City Clerk at 707-668-5655, at least 24 hours prior to the commencement of the meeting.



Blue Lake City Council Minutes

Tuesday, August 26, 2025 ~ 6:30 p.m. ~ Regular Council Meeting
Wednesday, August 27, 2025 ~ 6:30 p.m. ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **CALL TO ORDER:** Mayor John Sawatzky called the meeting to order at 6:30 p.m.

2
3 **ESTABLISH A QUORUM OF THE COUNCIL:** [0:23]

4 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
5 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-Lusso

6 **COUNCILMEMBERS ABSENT:**

7 **STAFF PRESENT:** Interim City Manager Jill Duffy, City Attorney Ryan Plotz, Deputy Clerk Laura
8 McClenagan and Videographer Justin Goad

9
10 **PLEDGE OF ALLEGIANCE:**

11
12 **AGENDA APPROVAL:** [1:44]

13 City Attorney Ryan Plotz announced that a matter has arisen after the posting of tonight's
14 agenda, which is, at approximately 3:45 today, August 26, 2025, the Acting City Clerk Dani
15 Burkhart, submitted her resignation as Acting City Clerk, effective immediately. As the council
16 knows, the city clerk serves as the city's election official. Several items on tonight's agenda
17 relate specifically to the recall process and include directives requiring the city clerk to take
18 certain actions. These actions are time-sensitive and governed by statutory deadlines and must
19 be taken by the appointed city clerk.

20 Because the city clerk has resigned and is no longer able to carry out those duties, city council
21 must consider immediate action to address the vacancy, including potentially designating an
22 acting or interim city clerk to fulfill urgent legal obligations. Under Government Code section
23 54954.2, subdivision B, the council may take action on items not listed on the posted agenda if
24 two conditions are met: first, a determination is made by a two-thirds vote of members present
25 that there is a need to take immediate action, and second, that the need to take action arose
26 after the agenda was posted.

27 In this case, since the resignation occurred today and the agenda was posted 72 hours prior to
28 the start of tonight's meeting, and concerns the city's ability to comply with state election law in
29 connection with the recall, I am recommending that the council consider a motion to add an
30 item to the agenda for discussion and possible action regarding the resignation of the city clerk
31 and the designation of an interim city clerk to fulfill city clerk duties. If the council makes the
32 motion and the appropriate findings, that item will be added to the agenda and can be taken up
33 in the normal course.

34
35



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36

37 **Public Comment Received:** Alexander Ricca, Adelene Jones

38

39 **Motion:** To add an urgent item to the agenda accepting the resignation of our acting city clerk
40 and consider the appointment of an interim or acting city clerk, finding that there is a need to
41 take immediate action regarding the designation of the city clerk designation or an interim city
42 clerk as the matter involves urgent time-sensitive election duties relating to the recall process.
43 Further that the council determine the need for this action arose after the agenda was posted
44 and that the agenda shall be amended to add the following urgent item as an item requiring
45 action. The item would be discussion and possible actions regarding the recognition of the city
46 clerk and designation of an acting or interim city clerk. [7:30]

47 **Motion by:** Mayor Pro Tem Elise Scafani

48 **Second by:** Council Member Michelle Lewis-Lusso

49 **Motion Summary:** Consensus (5/0).

50

51 **ADJOURNMENT:** move to adjourn our meeting tonight, moving items 3 through 10 to
52 tomorrow night's agenda (August 27, 2025) reconvening at 6:30 p.m. and continuing item 11
53 (Closed Session: Public Employment Evaluation) tonight. [10:30] (6:50 p.m.)

54 **Motion by:** Mayor Pro Tem Elise Scafani

55 **Second by:** Council Member Michelle Lewis-Lusso

56 **Public Comment Received:** Alexander Ricca

57 **Motion Summary:** Consensus (5/0).

58

59 **CALL TO ORDER:** Continuation of the August 26, 2025, Regular Meeting: Mayor John Sawatzky
60 called the meeting to order at 6:30 p.m. on August 27, 2025.

61

62 **ESTABLISH A QUORUM OF THE COUNCIL:** [0:35]

63 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
64 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-Lusso

65 **COUNCILMEMBERS ABSENT:**

66 **STAFF PRESENT:** Interim City Manager Jill Duffy, City Attorney Ryan Plotz, City Planner Gary
67 Reese, Deputy Clerk Laura McClenagan and Videographer Justin Goad

68 <https://www.youtube.com/@BLCNews95525>

69

70 **PLEDGE OF ALLEGIANCE:**



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71

72

73

74

75 **OLD BUSINESS:** [8/27/25 0:46 part 1] Item 11 (Closed Session: Public Employment Evaluation)
76 Mayor John Sawatzky reported that council moved to adjourn the closed session at on August
77 26th at 8:06 p.m. The council returned to the Skinner store with a quorum to report that no
78 reportable action was taken at 8:10 p.m.

79

80 **Public Comment Received:** Adelene Jones, Kent Sawatzky

81

82 **CONSENT AGENDA:** [8/27/25 8:34 part 1]

83 **Motion:** to approve items 3e-City Council Minutes for July 3, 2025, 3f-City Council Action
84 Summary Minutes for July 22, 2025, 3g-City Council Action Summary Minutes for July 28, 2025,
85 and 3h-Approve Monthly Report on Disbursements.

86 **Motion by:** Council Member Michelle Lewis-Lusso

87 **Second by:** Mayor Pro Tem Elise Scafani

88 **Motion Summary:** Consensus (5/0)

89

90 **ITEMS PULLED FROM CONSENT:** [8/27/25 12:32 part 1]

91 **Item a. City Council Minutes for February 20, 2025:**

92 **Motion:** [8/27/25 15:29 part 1] to approve February 20, 2025, minutes with the following
93 corrections:

94 1. Thursday, not a Tuesday. February 20th.

95 2. Page two, Line 35, says Mayor Prom Scapani comments on the formation of the ad hoc.
96 And I would like to add "the formation of the ad hoc outside of an open session council
97 meeting in spite of multiple requests to agendize this since December 2024."

98 3. In reference to RCA solicitation timeline, add "which was inaccurately portrayed to the council at
99 the December 10, 2024, meeting."

100 **Motion by:** Council Member Michelle Lewis-Lusso

101 **Second by:** Council Member Terri Bayles

102 **Motion Summary:** Consensus (5/0).

103

104 **Item b. City Council Minutes for March 25, 2025:**

105 **Motion:** [8/27/25 17:38 part 1] to approve March 25, 2025, minutes with corrections on the
106 adoption of February 20, 2025, minutes. Page 3: line 10, should state "withdrew the motion."



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107 **Motion by:** Council Member Michelle Lewis-Lusso

108 **Second by:** Council Member Terri Bayles

109 **Motion Summary:** Consensus (5/0).

110
111 **Item c. City Council Minutes for April 8, 2025:**

112 **Motion:** [8/27/25 18:40 part 1] to continue April 8, 2025, minutes to the next meeting.

113 **Motion by:** Council Member Michelle Lewis-Lusso

114 **Second by:** Mayor Pro Tem Elise Scafani

115 **Motion Summary:** Consensus (5/0).

116
117 **Item d. City Council Minutes for April 22, 2025:**

118 **Motion:** [8/27/25 15:29 part 1] to continue April 22, 2025, minutes to the next meeting.

119 **Motion by:** Council Member Michelle Lewis-Lusso

120 **Second by:** Mayor Pro Tem Elise Scafani

121 **Motion Summary:** Consensus (5/0).

122
123 **HOUSING ELEMENT UPDATE & NEXT STEPS:** [8/27/25 19:26 part 1]

124 City Planner Gary Reese presented a staff report to the council and public and answered
125 questions. Gary anticipates the council will receive a recommendation from the planning
126 commission in September.

127
128 **Public Comment Received:** Paradise K., Adelene Jones, Barbara Russell, Kent Sawatzky, Julie
129 Christi

130
131 **RECEIVE AND FILE CERTIFICATE OF SUFFICIENCY OF THREE RECALL PETITIONS AND SET DATE**
132 **FOR SPECIAL MUNICIPAL ELECTION FOR THE RECALL OF ONE COUNCIL MEMBER POSITION:**

133 [8/27/25 48:49 part 1] Yeah, this was the item that um was added as an urgency item um when
134 the council convened its regular meeting yesterday. As reported, City Clerk Dani Burkhart
135 submitted her resignation at 3:44 PM yesterday, the day of the meeting. Due to the items on
136 tonight's agenda requiring official election obligations, you have before you Dani Burkhart's
137 resignation and an opportunity to appoint an acting city clerk until a more permanent
138 appointment can be made. The city clerk is a direct appointee of the council.

139
140 **Motion:** [8/27/25 52:25 part 1] to appoint Interim City Manager Jill Duffy as the Acting City
141 Clerk.



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142 **Motion by:** Council Member Michelle Lewis-Lusso

143 **Second by:** Mayor Pro Tem Elise Scafani

144 **Motion Summary:** Consensus (5/0).

146 **Public Comment Received:** Adelene Jones, Rebecca Collins, Julie Christi

148 **RECEIVE AND FILE CERTIFICATE OF SUFFICIENCY OF THREE RECALL PETITIONS AND SET DATE**
149 **FOR SPECIAL MUNICIPAL ELECTION FOR THE RECALL OF ONE COUNCIL MEMBER POSITION:**
150 [8/27/25 56:33 Part 1]

152 **Motion:** [8/27/25 1:13:39 part 1] to adopt resolution 1239 to certify the sufficiency or
153 insufficiency of recall petitions seeking removal of Council Member Kat Napier, Mayor John
154 Sawatzky and Mayor Pro Tem Elise Scafani.

155 **Motion by:** Mayor Pro Tem Elise Scafani

156 **Second by:** Council Member Michelle Lewis-Lusso

157 **Roll Call Vote:**

158 **Aye:** Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Mayor John Sawatzky,
159 Mayor Pro Tem Elise Scafani, Council Member Terri Bayles

160 **Nay:**

162 **Motion:** [8/27/25 1:15:26 part 1] to continue Resolution 1240, selecting a date for the recall
163 election, to a special meeting on September 9, 2025.

164 **Motion by:** Mayor Pro Tem Elise Scafani

165 **Second by:** Council Member Kat Napier

166 **Roll Call Vote:**

167 **Aye:** Council Member Kat Napier, Mayor Pro Tem Elise Scafani, Council Member Terri Bayles

168 **Nay:** Council Member Michelle Lewis-Lusso, Mayor John Sawatzky

170 **Public Comment Received:** Adelene Jones, Barbara Russell, Rebecca Collins, Lori Ponte, Angela
171 Dare

173 **BREAK:** [8/27/25 1:28:08 part 1]

175 **EXTEND CONTINUING RESOLUTION 1237 IN LIEU OF FISCAL YEAR 2025/26 BUDGET:** [8/27/25
176 0:00 part 2]



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177

178 **Public Comment Received:** Adelene Jones, Kent Sawatzky, Rebecca Collins, Barbara Russell

179

180 **Motion:** [8/27/25 23:18 part 2] to approve resolution 1241 authorizing a temporary extension
181 of appropriations for fiscal year 2526 pending the adoption of the annual budget and file the
182 approved resolution with the Humble County Auditor's Office and formation of an ad hoc
183 committee to assist in the development and assessment of our budget.

184 **Motion by:** Council Member Michelle Lewis-Lusso

185 **Second by:** Council Member Kat Napier

186 **Roll Call Vote**

187 **Aye:** Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Mayor John Sawatzky
188 Mayor Pro Tem Elise Scafani, Council Member Terri Bayles

189 **Nay:**

190 **Motion carried 5/0**

191

192 **CONSIDERATION OF TRANSITION FROM VERBATIM TO ACTION-STYLE MINUTES:** [8/27/25
193 26:54 part 2]

194

195 **Public Comment Received:** Adelene Jones, Kent Sawatzky, Barbara Russell

196

197 **Motion:** [8/27/25 55:10 part 2] to go from verbatim minutes to action summary minutes.

198 **Motion by:** Mayor Pro Tem Elise Scafani

199 **Second by:** Council Member Michelle Lewis-Lusso

200 **Vote:**

201 **Aye -** Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Mayor John Sawatzky
202 Mayor Pro Tem Elise Scafani, Council Member Terri Bayles

203 **Nay -**

204 **Motion carried 5/0**

205

206 **RECEIVE REPORT AND SURVEY PERMISSION REQUEST FROM THE SAFETY COMMISSION:**
207 [8/27/25 55:28 part 2]

208

209 **Public Comment Received:** Barbara Russell, Kent Sawatzky, Julie Christi, Lori Ponte, Justin Goad



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Adelene Jones announced a public safety fair will be held on Saturday, September 20th from 10 a.m. to 2 p.m. in Perigot Park. We have 14 agencies signed up, so it should be informative and fun.

Motion: [8/27/25 1:24:29 part 2] to approve the disbursement of a traffic control survey for I street neighborhood and the approximate area.

Motion by: Council Member Kat Napier

Second by: Council Member Michelle Lewis-Lusso

Vote:

Aye - Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Mayor John Sawatzky, Council Member Terri Bayles

Nay - Mayor Pro Tem Elise Scafani

Motion carried 4/1

COUNCIL CORRESPONDENCE: [8/27/25 1:27:56 part 2]

A letter regarding the county's recently adopted lighting/dark-sky ordinance and a letter after the agenda was posted which you received as a handout regarding agenda item 4 Housing Element Update.

REPORTS OF COUNCIL AND STAFF: [8/27/25 1:28:55 part 2]

a. Ad hoc Committee Reports: [8/27/25 1:28:55 part 2]

- i. Need to place City Manager discussion on September 9, 2025, Agenda
- ii. Transparency ad hoc is working with a web designer and a new YouTube channel.
- iii. Need to place committee and ad hoc review on an agenda
- iv. City Clerk ad hoc in progress.
- v. Bike Park ad hoc in progress – gathering information.
- vi. Public Comment Received: Julie Christi

b. Commission Updates: [8/27/25 1:38:24 part 2]

- i. Mayor John Sawatzky and Council Member Michelle Lewis-Lusso attended the League of California City's Redwood Empire Division general membership meeting last Friday in Fortuna which relayed information regarding the wildfire impacts on insurance for homeowners and there's some recommendations that are going to be coming down for homeowners.
- ii. An Arts and Heritage meeting is coming up. Hopefully that one will happen because I think it's been four months since they've had one.



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- 245 iii. Public Comment Received: Julie Christi
246 c. City Manager Report: [8/27/25 1:41:27 part 2]
247 i. Skunk tested positive for rabies on Greenwood
248 ii. The bike park remains closed to public access until its completion.
249 iii. City is now in compliance with the state controllers' office.
250 iv. Public Comment Received: Julie Christi, Kent Sawatzky, Rebecca Collins

251
252 **ADJOURNMENT:** [8/27/25 1:55:49 part 2]

253 **Motion:** to adjourn August 26, 2025, regular meeting and August 27, 2025, special meeting at
254 10:02 p.m.

255 **Motion by:** Mayor Pro Tem Elise Scafani

256 **Second by:** Council Member Michelle Lewis-Lusso

257 **Motion Carried 5/0**

258

259 Laura McClenagan

260 Deputy Clerk, City of Blue Lake



Blue Lake City Council Minutes

Tuesday, September 09, 2025 ~ 6:30 p.m. ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **CALL TO ORDER:** Mayor John Sawatzky called the meeting to order at 6:31 p.m.

2
3 **PLEDGE OF ALLEGIANCE:** [0:37]

4
5 **01. ESTABLISH A QUORUM OF THE COUNCIL:** [0:55]

6 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
7 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-Lusso

8 **COUNCILMEMBERS ABSENT:**

9 **STAFF PRESENT:** Interim City Manager/Acting City Clerk Jill Duffy, City Attorney Ryan Plotz,
10 Deputy Clerk Laura McClenagan and Videographer Justin Goad

11
12 **02. AGENDA APPROVAL:** [1:07]

13 **Motion:** to approve the agenda

14 **Motion by:** Council Member Kat Napier

15 **Second by:** Council Member Michelle Lewis-Lusso

16 **Motion carried:** 5/0.

17
18 **03. PUBLIC COMMENT ON NON-AGENDA ITEMS:** [3:06]

19 Adelene Jones talked about affordable housing in the Powers Creek District.

20 Kent Sawatzky talked about smaller infill projects in residential areas.

21 Julie Christi request updates from the HCAOG liaison and requests the Meetings Zoom ID and
22 Password be printed on the agenda to help with accessibility.

23
24 **04. CONSENT AGENDA:** None [8:45]

25
26 **05. DISCUSS AND SET DATE FOR SPECIAL MUNICIPAL ELECTION FOR THE RECALL OF ONE**
27 **COUNCIL MEMBER POSITION:** [8:57]

28
29 **Public Comment Received:** [17:25] Mardi Granger, Kent Sawatzky, Julie Christi, Lyn, Rebecca
30 Collins

31
32 **Motion:** [29:17] to select January 6, 2026, for the Council Member Recall Special Municipal
33 Election.

34 **Motion by:** Mayor Pro Tem Elise Scafani

35 **Second by:** Council Member Terri Bayles



Blue Lake City Council Minutes

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- 36 **Motion carried** 4/1 with the following vote:
37 **Aye:** Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Mayor Pro Tem Elise
38 Scafani, Council Member Terri Bayles
39 **Nay:** Mayor John Sawatzky
40
- 41 **Public Comment Received:** Adelene Jones, Kent Sawatzky, public commentator, Julie Christi
42
- 43 **Motion:** [43:27] to select mail-in ballot and a drop-off ballot box at Prasch Hall as the method
44 and location in which to hold the special election.
45 **Motion by:** Council Member Kat Napier
46 **Second by:** Mayor John Sawatzky
47 **Motion withdrawn,** length of time (30 days vs 1 day only) drop-off box to remain at Prasch Hall
48 needed.
49
- 50 **Motion:** [45:31] to select mail-in ballot and in-person ballot at Prasch Hall.
51 **Motion by:** Council Member Terri Bayles
52 **Second by:** Mayor John Sawatzky
53 **Motion failed: 2/3**
54 **Aye:** Council Member Terri Bayles, Mayor Pro Tem Elise Scafani
55 **Nay:** Mayor John Sawatzky, Council Member Kat Napier, Council Member Michelle Lewis-Lusso
56
- 57 **Public Comment Received:** Lynn, Julie Christi, Kent Sawatzky,
58
- 59 **Motion:** [29:17] to select mail-in ballot with a drop-off ballot box at Prasch Hall as the method
60 for submitting votes.
61 **Motion by:** Council Member Kat Napier
62 **Second by:** Council Member Michelle Lewis-Lusso
63 **Motion carried: 4/1**
64 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
65 Member Michelle Lewis- Lusso
66 **Nay:** Council Member Terri Bayles
67
68
- 69 **Motion:** [52:40] that the drop-off ballot box be available for one day only on the day of the
70 election at Prasch Hall. (January 6, 2026)



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71 **Motion by:** Council Member Kat Napier

72 **Second by:** Council Member Michelle Lewis-Lusso

73 **Motion carried:** 4/1

74 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
75 Member Michelle Lewis- Lusso

76 **Nay:** Council Member Terri Bayles

77

78 **Motion:** [52:08] to approve Resolution No. 1240 calling a Special Municipal Election for
79 the Proposed Recall of Councilmember Scafani to be held on January 6, 2026, by mail-in ballot
80 or a drop-off ballot box available for one day, the day of the election at Prasch Hall.

81 **Motion by:** Council Member Kat Napier

82 **Second by:** Council Member Michelle Lewis- Lusso

83 **Motion carried:** 5/0

84 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
85 Member Michelle Lewis- Lusso, Council Member Terri Bayles

86

87 **Public Comment Received:** [54:02] None received.

88

89 **Motion:** [54:37] to authorize use of Prasch Hall at no-charge to Humboldt County Registrar of
90 Voters for the drop-off ballot box voting location.

91 **Motion by:** Mayor Pro Tem Elise Scafani

92 **Second by:** Council Member Michelle Lewis- Lusso

93 **Motion carried:** 5/0

94 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
95 Member Michelle Lewis- Lusso, Council Member Terri Bayles

96

97 **Public Comment Received:** [55:18] None received.

98

99 **06. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH REDWOOD COAST MOUNTAIN**
100 **BIKE ASSOCIATION:** [55:53]

101

102 **Public Comment Received:** [1:37:58] Glenn Bernald, Kent Sawatzky, Shaun Fyfe, Adelene Jones,
103 Brian Coarse, Jennifer Coarse, Julie Christi, Kevin Fischer

104



Blue Lake City Council Minutes

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105 **Direction to Staff:** Bring back the redline version of the Memorandum of Understanding (MOU)
106 with the changes discussed tonight to the next or following meeting. Council will email
107 any questions or concerns to the City Attorney, Ryan Plotz, with a copy to Interim City
108 Manager Jill Duffy to assist in the language development of the MOU.

109
110 **07. CITY MANAGER RECRUITMENT PROCESS: [2:10:26]**

111
112 **Motion:** [2:53:46] to offer a salary range of \$104,000 annually – \$124,800 annually

113 **Motion by:** Council Member Kat Napier

114 **Second by:** Council Member Michelle Lewis- Lusso

115 **Motion carried:** 5/0

116 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
117 Member Michelle Lewis- Lusso, Council Member Terri Bayles

118
119 **Public Comment Received:** [2:35:34] Kent Sawatzky, Lorraine Ponte

120
121 **BREAK:** [2:55:50]

122
123 **07. CITY MANAGER RECRUITMENT PROCESS - Continued: [0:06 Part 2]**

124
125 **Motion:** [13:28 Part 2] to amend our agreement with Tripepe Smith to include the full scope of
126 services.

127 **Motion by:** Mayor Pro Tem Elise Scafani

128 **Second by:** Council Member Kat Napier

129 **Motion carried:** 5/0

130 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Kat Napier, Council
131 Member Michelle Lewis- Lusso, Council Member Terri Bayles

132
133 **Public Comment Received:** [15:33 Part 2] Julie Christi, Glenn Bernald

134
135 **08. REVIEW OF OUTSTANDING VENDOR OBLIGATIONS AND FISCAL OVERSIGHT: [18:46 Part 2]**

136
137 **Public Comment Received:** [45:00 Part 2] Rebecca Collins, Julie Christi

138



Blue Lake City Council Minutes

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139 09. APPROVE RESOLUTION 1242 - A RESOLUTION TO SUBMIT AN APPLICATION FOR FUNDING
140 FOR THE RAILROAD AVENUE-HATCHERY ROAD PHASE OF THE BLUE LAKE TRUCK ROUTE
141 PROJECT: [1:10:46 Part 2]

142
143 **Motion:** [1:16:50 Part 2] to approve Resolution 1242 as presented with the following
144 amendments, preface both four and five with “upon approval by the city council, the city
145 manager is authorized...”.

146 **Motion by:** Mayor Pro Tem Elise Scafani

147 **Second by:** Council Member Michelle Lewis- Lusso

148 **Aye:** Mayor John Sawatzky, Council Member Kat Napier, Council Member Michelle Lewis-Lusso,
149 Mayor Pro Tem Elise Scafani, Council Member Terri Bayles

150 **Nay:** None

151 **Motion carried:** 5/0

152
153 **Public Comment Received:** [1:17:02 Part 2] Julie Christi, Public Works Director Glenn Bernald
154

155 **10. APPROVE CHANGE ORDER TO SECOND STREET PEDESTRIAN BRIDGE REPAIR PROJECT:**
156 [1:24:35 Part 2]

157
158 **Motion:** [1:39:39 Part 2] to approve the change order for the second street pedestrian bridge.

159 **Motion by:** Mayor Pro Tem Elise Scafani

160 **Second by:** Council Member Terri Bayles

161 **Motion carried:** 5/0

162 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Michelle Lewis-
163 Lusso, Council Member Terri Bayles

164 **Nay:** Council Member Kat Napier

165
166 **Public Comment Received:** [1:39:58 Part 2] Julie Christi
167

168 **11. APPOINT REAL PROPERTY NEGOTIATION TEAM:** [1:43:45 Part 2]

169
170 **Motion:** [1:47:39 Part 2] to move to have Mayor John Sawatzky and Council Member Kat Napier
171 be on the negotiating ad hoc committee.

172 **Motion by:** Mayor Pro Tem Elise Scafani

173 **Second by:** Council Member Michelle Lewis- Lusso



Blue Lake City Council Minutes

Tuesday, September 09, 2025 ~ 6:30 p.m. ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

- 174 **Motion carried:** 5/0
175 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Michelle Lewis-
176 Lusso, Council Member Terri Bayles, Council Member Kat Napier
177 **Nay:** None
178
179 **Public Comment Received:** [1:47:58 Part 2] Julie Christi
180
181 **CONTINUATION OF THE AGENDA:** [1:49:23 Part 2]
182
183 **Motion:** [1:49:37 Part 2] to continue item number 12) Discuss and Appoint City Council Member
184 Board, Commission and Ad Hoc Appointments, item number 13) Council Correspondence and
185 item number 14) Reports of Council and Staff to the next meeting.
186 **Motion by:** Council Member Michelle Lewis- Lusso
187 **Second by:** Mayor Pro Tem Elise Scafani
188 **Motion carried:** 5/0
189 **Aye:** Mayor Pro Tem Elise Scafani, Mayor John Sawatzky, Council Member Michelle Lewis-
190 Lusso, Council Member Terri Bayles, Council Member Kat Napier
191 **Nay:** None
192
193 **ADJOURNMENT:** [1:50:20 part 2]
194 **Motion:** to adjourn September 09, 2025, special meeting.
195 **Motion by:** Mayor Pro Tem Elise Scafani
196 **Second by:** Council Member Terri Bayles
197 **Motion Carried:** 5/0
198
199 Laura McClenagan
200 Deputy Clerk, City of Blue Lake



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **CALL TO ORDER:** Mayor John Sawatzky called the meeting to order at 6:30 p.m.

2
3 **PLEDGE OF ALLEGIANCE:** [0:01]

4
5 **01. ESTABLISH A QUORUM OF THE COUNCIL:** [0:21]

6 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
7 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-Lusso

8 **COUNCILMEMBERS ABSENT:**

9 **STAFF PRESENT:** Interim City Manager/Acting City Clerk Jill Duffy, Deputy Clerk Laura
10 McClenagan and Videographer Justin Goad

11
12 **02. AGENDA APPROVAL:** [0:37]

13 **Motion:** to approve the agenda

14 **Motion by:** Council Member Kat Napier

15 **Second by:** Council Member Michelle Lewis-Lusso

16 **Motion carried:** 5/0.

17 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
18 Member Terri Bayles, Council Member Michelle Lewis-Lusso

19 **Nay:** None

20
21 **Public Comment Received:** [0:48] None

22
23 **03. PUBLIC COMMENT ON NON-AGENDA ITEMS:** [1:00]

24 Beckie Thornton Raygoza announces the Annual Blue Lake Scavenger Hunt on Sunday from
25 10:00 a.m. to 1:00 p.m.

26 Adelene Jones reports on the 16th City-wide Yard Sale, the Chamber of Commerce had a mixer
27 at Camp Bower on September 18th, the Safe Routes to Blue Lake Rancheria Workshop held
28 September 3, 2025, and on the Blue Lake Public Safety fair on September 20, 2025.

29 Kent Swatzky supports Elise Scafani

30 Jean reports the city hall flag needs attention.

31 Julie Christi mentions the medieval festival the first weekend in October.

32
33 **04. CONSENT AGENDA:** None [8:57]

34 Item a. City Council Minutes for April 8, 2025 – Special Meeting was pulled off the consent
35 agenda so modifications could be made.



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

- 36 Item b. City Council Minutes for April 22, 2025 – Regular Meeting was pulled off the consent
37 agenda. The minutes were a copy of April 08, 2025, minutes.
- 38 c. Monthly Disbursement for Period of August 1-August 31, 2025 was pulled as council members
39 had questions.
- 40 **Motion:** to continue Item A and Item B, and to accept Item C
- 41 **Motion by:** Mayor Pro Tem Elise Scafani
- 42 **Second by:** Council Member Michelle Lewis-Lusso
- 43 **Motion carried:** 5/0.
- 44 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
45 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 46 **Nay:** None
- 47 **Public Comment Received:** [0:48] Kent Sawatzky, Julie Christi
- 48
- 49 **05. APPROVE PROCLAMATION – RECOGNIZING DOMESTIC VIOLENCE AWARENESS MONTH:**
50 [34:24]
- 51 **Motion:** That the city council approve proclamation recognizing October as domestic violence
52 awareness month.
- 53 **Motion by:** Council Member Michelle Lewis-Lusso
- 54 **Second by:** Council Member Kat Napier
- 55 **Motion carried:** 5/0.
- 56 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
57 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 58 **Nay:** None
- 59
- 60 **Public Comment Received:** [37:31] Julie Christi
- 61
- 62 **Motion:** to re-open the Public Comment on Non-Agenda Items for the standard three minutes.
- 63 **Motion by:** Mayor Pro Tem Elise Scafani
- 64 **Second by:** Council Member Michelle Lewis-Lusso
- 65 **Motion carried:** 5/0.
- 66 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
67 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 68 **Nay:** None
- 69



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

Public Comment Received: [43:20] Karina Green announced that we got permission from Fish and Wildlife to get a crew of volunteers into the creek to remove obstructive vegetation that's been obstructing the creeks flow and causing pretty significant flooding. Able bodied volunteers are needed.

06. CONSIDER STRUCTURING A SERIES OF COMMUNITY MEETINGS TO SOLICIT PUBLIC INPUT ON THE FORMER BLUE LAKE POWER PLANT SITE: [47:58]

Public Comment Received: [1:10:30] Kent Sawatzky, Adelene Jones, Julie Christi

Direction to Staff: Request Staff work with the ad hoc committee (Mayor Pro Tem Elise Scafani and Council Member Michelle Lewis-Lusso) to Investigate Cost, Scope and Funding Sources to hold Community Meeting Series for the Purpose of Soliciting Public Input on the Former Blue Lake Power Plant Site.

07. RECEIVE PRESENTATION ON BLUE LAKE TRUCK ROUTE PHASE 2 – RAILROAD AVE. TO HATCHERY ROAD PROJECT: [1:38:48]

Public Comment Received: [2:03:35] Adelene Jones, Kent Sawatzky, Brian Coarse

08. APPROVE RESOLUTION 1243 – CITY OF BLUE LAKE CONFLICT OF INTEREST CODE: [2:12:54]

Motion: to approve Resolution 1243 as modified by council and clarified by city manager. (page 46 under list of designated positions to add superintendent and they would still fall into the reporting category of 45; and change the date to read 23rd on page 2 of 4 of the resolution.)

Motion by: Council Member Michelle Lewis-Lusso

Second by: Mayor Pro Tem Elise Scafani

Motion carried: 5/0.

Aye: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Council Member Terri Bayles

Nay: None

Public Comment Received: [2:32:01] Kent Sawatzky, Adelene Jones



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

104 **09. RATIFY ACCEPTANCE OF RECEIVED DONATIONS OVER \$5,000 FOR THE BLUE LAKE BIKE &**
105 **SKATE PARK: [2:36:42]**

106
107 **Motion:** to continue this item until after council has received a proposed pathway or corrective
108 actions on this project and with clarification on the \$20,000 combined donation.

109 **Motion by:** Mayor Pro Tem Elise Scafani

110 **Second by:** Council Member Terri Bayles

111 **Motion carried:** 5/0.

112 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
113 Member Michelle Lewis-Lusso, Council Member Terri Bayles

114 **Nay:** None

115
116 **Public Comment Received:** [2:51:36] Kent Sawatzky, Brian Coarse

117
118 **10. APPROVE IN-KIND DONATIONS AND EXPENDITURE AUTHORIZATION FOR WINTERIZATION**
119 **OF BLUE LAKE BIKE & SKATE PARK: [3:06:11]**

120
121 **Motion:** [3:16:28] to accept the in-kind donation of hydro-seed for use at the Bike Park site.

122 **Motion by:** Mayor Pro Tem Elise Scafani

123 **Second by:** Council Member Kat Napier

124 **Motion carried:** 5/0.

125 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
126 Member Michelle Lewis-Lusso, Council Member Terri Bayles

127 **Nay:** None

128
129 **Public Comment Received:** [2:51:36] Kent Sawatzky

130
131 **Motion:** to Authorize expenditures of up to \$3,000 from GL4566 (Recreation Fees) for
132 winterization activities.

133 **Motion by:** Mayor Pro Tem Elise Scafani

134 **Second by:** Council Member Michelle Lewis-Lusso

135 **Motion carried:** 4/1.

136 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso,
137 Council Member Terri Bayles

138 **Nay:** Council Member Kat Napier



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
 Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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Public Comment Received: [3:25:28] None

11. CITY COUNCIL BOARD AND COMMITTEE APPOINTMENTS: [3:26:15]

Agency	Meeting Day/Time	Primary	Alternate
RREDC - Redwood Regional Economic Development 520 E St. Eureka	4th Monday 6:30 pm 445-9652	Council Member Terri Bayles	Council Member Kat Napier
HCAOG - Humboldt County Association of Governments 2nd Floor Eureka City Hall	3rd Thursday 4:00 pm 444-8208	Mayor John Sawatzky	Council Member Kat Napier
HWMA - Humboldt Waste Management Authority 2nd Floor Eureka City Hall	2nd Thursday 5:30 pm 268-8680	Council Member Michelle Lewis-Lusso	Mayor Pro Tem Elise Scafani
BL Rancheria Liaison	As Needed	Mayor Pro Tem Elise Scafani	Mayor John Sawatzky
RCEA - Redwood Coast Energy Authority 517 15th Street, Eureka	3rd Monday 3:30 pm 269-1700	Mayor Pro Tem Elise Scafani	Council Member Kat Napier
Blue Lake Chamber of Commerce Liaison	2nd Monday 5:30 pm Skinner Store	Council Member Terri Bayles	Mayor John Sawatzky
BL Public Safety Commission Sheriff's Department Liaison	1st Monday 6:00 pm Skinner Store	Mayor Pro Tem Elise Scafani	Council Member Michelle Lewis-Lusso
BL Fire Department Liaison	3rd Monday 6:30 p.m.	Council Member Terri Bayles	Council Member Michelle Lewis-Lusso
BL Parks and Recreation Commission Liaison	1st Wednesday 6:30 pm Skinner Store	Council Member Kat Napier	Mayor John Sawatzky
BL Economic Development Commission Liaison	2nd Tuesday 4:30 pm Skinner Store	Council Member Kat Napier	Council Member Terri Bayles
Baduwa't Watershed Council	Quarterly	Council Member Michelle Lewis-Lusso	Council Member Terri Bayles



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
 Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

League of CA Cities	Quarterly	Council Member Michelle Lewis-Lusso	Mayor John Sawatzky
Mayor Select Committee	As Needed	Mayor John Sawatzky	Mayor Pro Tem Elise Scafani
Arts and Heritage Commission	3rd Wednesday 6:00 pm Skinner Store Or City Hall	Mayor John Sawatzky	Mayor Pro Tem Elise Scafani

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Motion: to approve and accept the new table of assignments as recorded.
Motion by: Mayor Pro Tem Elise Scafani
Second by: Council Member Terri Bayles
Motion carried: 5/0.
Aye: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso,
 Council Member Terri Bayles, Council Member Kat Napier
Nay: None

Public Comment Received: [3:47:52] None

12. CITY CLERK JOB DESCRIPTION: [3:49:42]

Motion: to approve the city clerk job description as amended by including city clerk reports to
 city council and receives general administrative guidance from the city manager and may
 provide guidance to administrative support staff.
Motion by: Mayor Pro Tem Elise Scafani
Second by: Council Member Terri Bayles
Motion carried: 5/0.
Aye: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso,
 Council Member Terri Bayles, Council Member Kat Napier
Nay: None

Public Comment Received: [4:03:36] None

13. COUNCIL CORRESPONDENCE: [4:04:30]



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

170 **14. REPORTS OF COUNCIL AND STAFF:** [4:04:54]

171 **a. Ad hoc Committee Reports**

172 Mayor Pro Tem Elise Scafani reports that they (Sean and Elise) are working on the
173 transparency ad hoc.

174 **b. Commission Updates**

175 Council Member Michelle Lewis-Lusso attended the HWMA meeting September 11,
176 2025.

177 Mayor John Sawatzky attended the HCAOG meeting and reports that the arena
178 allotments looks like 41 new units in the next 10 years for Blue Lake.

179 Mayor Pro Tem Elise Scafani attended RCEA and reports that the Under Sheriff actually
180 reported that some of our calls for service are being answered by officers from the Blue
181 Lake Rancheria.

182 Council Member Terri Bayles attended the Parks and Recreation Commission meeting
183 and reports that they were talking about their tight budget and consolidating some of
184 the winter programs and that they have requested updates regarding the Bike Park.

185 **c. City Manager Report**

186 City Manager Jill Duffy reported that the pedestrian bridge got approved late this
187 afternoon and it's now usable; the project is complete. Also, with respect to Powers
188 Creek behind the town square and kind of moving down in that area, we've got folks in
189 there clearing out some of the vegetation, which started yesterday and will probably be
190 done in 3 days.

191
192 **15. ADJOURNMENT:** [4:23:25] Mayor John Sawatzky adjourned September 23, 2025, regular
193 meeting at 10:54 p.m.

194 **Motion by:** Mayor Pro Tem Elise Scafani

195 **Second by:** Council Member Terri Bayles

196 **Motion Carried:** 5/0

197
198 Laura McClenagan
199 Deputy Clerk, City of Blue Lake



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **CALL TO ORDER:** Mayor John Sawatzky called the meeting to order at 6:30 p.m.

2
3 **PLEDGE OF ALLEGIANCE:** [0:01]

4
5 **01. ESTABLISH A QUORUM OF THE COUNCIL:** [0:21]

6 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
7 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-Lusso

8 **COUNCILMEMBERS ABSENT:**

9 **STAFF PRESENT:** Interim City Manager/Acting City Clerk Jill Duffy, Deputy Clerk Laura
10 McClenagan and Videographer Justin Goad

11
12 **02. AGENDA APPROVAL:** [0:37]

13 **Motion:** to approve the agenda

14 **Motion by:** Council Member Kat Napier

15 **Second by:** Council Member Michelle Lewis-Lusso

16 **Motion carried:** 5/0.

17 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
18 Member Terri Bayles, Council Member Michelle Lewis-Lusso

19 **Nay:** None

20
21 **Public Comment Received:** [0:48] None

22
23 **03. PUBLIC COMMENT ON NON-AGENDA ITEMS:** [1:00]

24 Beckie Thornton Raygoza announces the Annual Blue Lake Scavenger Hunt on Sunday from
25 10:00 a.m. to 1:00 p.m.

26 Adelene Jones reports on the 16th City-wide Yard Sale, the Chamber of Commerce had a mixer
27 at Camp Bower on September 18th, the Safe Routes to Blue Lake Rancheria Workshop held
28 September 3, 2025, and on the Blue Lake Public Safety fair on September 20, 2025.

29 Kent Swatzky supports Elise Scafani

30 Jean reports the city hall flag needs attention.

31 Julie Christi mentions the medieval festival the first weekend in October.

32
33 **04. CONSENT AGENDA:** None [8:57]

34 Item a. City Council Minutes for April 8, 2025 – Special Meeting was pulled off the consent
35 agenda so modifications could be made.



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

- 36 Item b. City Council Minutes for April 22, 2025 – Regular Meeting was pulled off the consent
37 agenda. The minutes were a copy of April 08, 2025, minutes.
- 38 c. Monthly Disbursement for Period of August 1-August 31, 2025 was pulled as council members
39 had questions.
- 40 **Motion:** to continue Item A and Item B, and to accept Item C
- 41 **Motion by:** Mayor Pro Tem Elise Scafani
- 42 **Second by:** Council Member Michelle Lewis-Lusso
- 43 **Motion carried:** 5/0.
- 44 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
45 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 46 **Nay:** None
- 47 **Public Comment Received:** [0:48] Kent Sawatzky, Julie Christi
- 48
- 49 **05. APPROVE PROCLAMATION – RECOGNIZING DOMESTIC VIOLENCE AWARENESS MONTH:**
50 [34:24]
- 51 **Motion:** That the city council approve proclamation recognizing October as domestic violence
52 awareness month.
- 53 **Motion by:** Council Member Michelle Lewis-Lusso
- 54 **Second by:** Council Member Kat Napier
- 55 **Motion carried:** 5/0.
- 56 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
57 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 58 **Nay:** None
- 59
- 60 **Public Comment Received:** [37:31] Julie Christi
- 61
- 62 **Motion:** to re-open the Public Comment on Non-Agenda Items for the standard three minutes.
- 63 **Motion by:** Mayor Pro Tem Elise Scafani
- 64 **Second by:** Council Member Michelle Lewis-Lusso
- 65 **Motion carried:** 5/0.
- 66 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
67 Member Terri Bayles, Council Member Michelle Lewis-Lusso
- 68 **Nay:** None
- 69



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

70 **Public Comment Received:** [43:20] Karina Green announced that we got permission from Fish
71 and Wildlife to get a crew of volunteers into the creek to remove obstructive vegetation that's
72 been obstructing the creeks flow and causing pretty significant flooding. Able bodied volunteers
73 are needed.

74
75 **06. CONSIDER STRUCTURING A SERIES OF COMMUNITY MEETINGS TO SOLICIT PUBLIC INPUT**
76 **ON THE FORMER BLUE LAKE POWER PLANT SITE:** [47:58]

77
78 **Public Comment Received:** [1:10:30] Kent Sawatzky, Adelene Jones, Julie Christi

79
80 **Direction to Staff:** Request Staff work with the ad hoc committee (Mayor Pro Tem Elise Scafani
81 and Council Member Michelle Lewis-Lusso) to Investigate Cost, Scope and Funding Sources to
82 hold Community Meeting Series for the Purpose of Soliciting Public Input on the Former Blue
83 Lake Power Plant Site.

84
85 **07. RECEIVE PRESENTATION ON BLUE LAKE TRUCK ROUTE PHASE 2 – RAILROAD AVE. TO**
86 **HATCHERY ROAD PROJECT:** [1:38:48]

87
88 **Public Comment Received:** [2:03:35] Adelene Jones, Kent Sawatzky, Brian Coarse

89
90 **08. APPROVE RESOLUTION 1243 – CITY OF BLUE LAKE CONFLICT OF INTEREST CODE:** [2:12:54]

91
92 **Motion:** to approve Resolution 1243 as modified by council and clarified by city manager. (page
93 46 under list of designated positions to add superintendent and they would still fall into the
94 reporting category of 45; and change the date to read 23rd on page 2 of 4 of the resolution.)

95 **Motion by:** Council Member Michelle Lewis-Lusso

96 **Second by:** Mayor Pro Tem Elise Scafani

97 **Motion carried:** 5/0.

98 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
99 Member Michelle Lewis-Lusso, Council Member Terri Bayles

100 **Nay:** None

101
102 **Public Comment Received:** [2:32:01] Kent Sawatzky, Adelene Jones



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

104 **09. RATIFY ACCEPTANCE OF RECEIVED DONATIONS OVER \$5,000 FOR THE BLUE LAKE BIKE &**
105 **SKATE PARK: [2:36:42]**
106

107 **Motion:** to continue this item until after council has received a proposed pathway or corrective
108 actions on this project and with clarification on the \$20,000 combined donation.

109 **Motion by:** Mayor Pro Tem Elise Scafani

110 **Second by:** Council Member Terri Bayles

111 **Motion carried:** 5/0.

112 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
113 Member Michelle Lewis-Lusso, Council Member Terri Bayles

114 **Nay:** None
115

116 **Public Comment Received:** [2:51:36] Kent Sawatzky, Brian Coarse
117

118 **10. APPROVE IN-KIND DONATIONS AND EXPENDITURE AUTHORIZATION FOR WINTERIZATION**
119 **OF BLUE LAKE BIKE & SKATE PARK: [3:06:11]**
120

121 **Motion:** [3:16:28] to accept the in-kind donation of hydro-seed for use at the Bike Park site.

122 **Motion by:** Mayor Pro Tem Elise Scafani

123 **Second by:** Council Member Kat Napier

124 **Motion carried:** 5/0.

125 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council
126 Member Michelle Lewis-Lusso, Council Member Terri Bayles

127 **Nay:** None
128

129 **Public Comment Received:** [2:51:36] Kent Sawatzky
130

131 **Motion:** to Authorize expenditures of up to \$3,000 from GL4566 (Recreation Fees) for
132 winterization activities.

133 **Motion by:** Mayor Pro Tem Elise Scafani

134 **Second by:** Council Member Michelle Lewis-Lusso

135 **Motion carried:** 4/1.

136 **Aye:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso,
137 Council Member Terri Bayles

138 **Nay:** Council Member Kat Napier



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
 Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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Public Comment Received: [3:25:28] None

11. CITY COUNCIL BOARD AND COMMITTEE APPOINTMENTS: [3:26:15]

Agency	Meeting Day/Time	Primary	Alternate
RREDC - Redwood Regional Economic Development 520 E St. Eureka	4th Monday 6:30 pm 445-9652	Council Member Terri Bayles	Council Member Kat Napier
HCAOG - Humboldt County Association of Governments 2nd Floor Eureka City Hall	3rd Thursday 4:00 pm 444-8208	Mayor John Sawatzky	Council Member Kat Napier
HWMA - Humboldt Waste Management Authority 2nd Floor Eureka City Hall	2nd Thursday 5:30 pm 268-8680	Council Member Michelle Lewis-Lusso	Mayor Pro Tem Elise Scafani
BL Rancheria Liaison	As Needed	Mayor Pro Tem Elise Scafani	Mayor John Sawatzky
RCEA - Redwood Coast Energy Authority 517 15th Street, Eureka	3rd Monday 3:30 pm 269-1700	Mayor Pro Tem Elise Scafani	Council Member Kat Napier
Blue Lake Chamber of Commerce Liaison	2nd Monday 5:30 pm Skinner Store	Council Member Terri Bayles	Mayor John Sawatzky
BL Public Safety Commission Sheriff's Department Liaison	1st Monday 6:00 pm Skinner Store	Mayor Pro Tem Elise Scafani	Council Member Michelle Lewis-Lusso
BL Fire Department Liaison	3rd Monday 6:30 p.m.	Council Member Terri Bayles	Council Member Michelle Lewis-Lusso
BL Parks and Recreation Commission Liaison	1st Wednesday 6:30 pm Skinner Store	Council Member Kat Napier	Mayor John Sawatzky
BL Economic Development Commission Liaison	2nd Tuesday 4:30 pm Skinner Store	Council Member Kat Napier	Council Member Terri Bayles
Baduwa't Watershed Council	Quarterly	Council Member Michelle Lewis-Lusso	Council Member Terri Bayles



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
 Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

League of CA Cities	Quarterly	Council Member Michelle Lewis-Lusso	Mayor John Sawatzky
Mayor Select Committee	As Needed	Mayor John Sawatzky	Mayor Pro Tem Elise Scafani
Arts and Heritage Commission	3rd Wednesday 6:00 pm Skinner Store Or City Hall	Mayor John Sawatzky	Mayor Pro Tem Elise Scafani

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Motion: to approve and accept the new table of assignments as recorded.

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Terri Bayles

Motion carried: 5/0.

Aye: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso, Council Member Terri Bayles, Council Member Kat Napier

Nay: None

Public Comment Received: [3:47:52] None

12. CITY CLERK JOB DESCRIPTION: [3:49:42]

Motion: to approve the city clerk job description as amended by including city clerk reports to city council and receives general administrative guidance from the city manager and may provide guidance to administrative support staff.

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Terri Bayles

Motion carried: 5/0.

Aye: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Michelle Lewis-Lusso, Council Member Terri Bayles, Council Member Kat Napier

Nay: None

Public Comment Received: [4:03:36] None

13. COUNCIL CORRESPONDENCE: [4:04:30]



Blue Lake City Council Minutes

Tuesday, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

170 **14. REPORTS OF COUNCIL AND STAFF:** [4:04:54]

171 **a. Ad hoc Committee Reports**

172 Mayor Pro Tem Elise Scafani reports that they (Sean and Elise) are working on the
173 transparency ad hoc.

174 **b. Commission Updates**

175 Council Member Michelle Lewis-Lusso attended the HWMA meeting September 11,
176 2025.

177 Mayor John Sawatzky attended the HCAOG meeting and reports that the arena
178 allotments looks like 41 new units in the next 10 years for Blue Lake.

179 Mayor Pro Tem Elise Scafani attended RCEA and reports that the Under Sheriff actually
180 reported that some of our calls for service are being answered by officers from the Blue
181 Lake Rancheria.

182 Council Member Terri Bayles attended the Parks and Recreation Commission meeting
183 and reports that they were talking about their tight budget and consolidating some of
184 the winter programs and that they have requested updates regarding the Bike Park.

185 **c. City Manager Report**

186 City Manager Jill Duffy reported that the pedestrian bridge got approved late this
187 afternoon and it's now usable; the project is complete. Also, with respect to Powers
188 Creek behind the town square and kind of moving down in that area, we've got folks in
189 there clearing out some of the vegetation, which started yesterday and will probably be
190 done in 3 days.

191
192 **15. ADJOURNMENT:** [4:23:25] Mayor John Sawatzky adjourned September 23, 2025, regular
193 meeting at 10:54 p.m.

194 **Motion by:** Mayor Pro Tem Elise Scafani

195 **Second by:** Council Member Terri Bayles

196 **Motion Carried:** 5/0

197
198 Laura McClenagan

199 Deputy Clerk, City of Blue Lake



Agenda Item: 4d

City of Blue Lake

Staff Report

Agenda Item #: 4.d

Date: October 20, 2025 *For Meeting Of: October 28, 2025*

Subject: **Monthly Report on Disbursements**

Recommended Action: That the City Council:
1. Approve the monthly report on disbursements for the period September 1, 2025 through September 30, 2025

SUMMARY:

The attached list shows the checks and electronic payments made during the period listed above. The Finance Manager confirms that these payments were made for expenses that are part of the City Council’s approved budget.

Under California law (Government Code Section 37208), the City is allowed to pay these expenses right away, without waiting for the City Council to review them first. However, the law also requires that the full list of payments be given to the City Council at its next regular meeting. This report fulfills that requirement.

FISCAL IMPACT:

ATTACHMENT:

1 – City of Blue Lake Check/Voucher Register for period of September 1 through September 30, 2025

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

Submitted By: Jill K Duffy, Interim City Manager

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 9/1/2025 Through 9/30/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
13247	9/5/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 9/5/2025	105.27
13248	9/5/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 9/5/2025	756.12
13249	9/5/2025	Michael D. Downard	Employee: downardm; Pay Date: 9/5/2025	923.59
13250	9/5/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 9/5/2025	186.89
13251	9/5/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 9/5/2025	1,880.85
2422	9/5/2025	Calgon Carbon Corp.	Deposit Refund #30414001 Calgon Carbon	268.00
2423	9/5/2025	Thomas Gai	Deposit Refund #40510001 Gai	64.48
2424	9/5/2025	City of Blue Lake	Utilities paid from Deposits 9/1/25 Billing	525.52
250905A01	9/5/2025	Christopher A. Ball	Employee: ballc; Pay Date: 9/5/2025	695.46
250905A02	9/5/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 9/5/2025	2,052.74
250905A03	9/5/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 9/5/2025	592.82
250905A04	9/5/2025	Danielle L. Burkhart	Employee: burkhardt; Pay Date: 9/5/2025	1,647.98
250905A05	9/5/2025	Skyler A. Coke	Employee: cokes; Pay Date: 9/5/2025	1,128.16
250905A06	9/5/2025	Melissa M. Combs	Employee: combsm; Pay Date: 9/5/2025	587.96
250905A07	9/5/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 9/5/2025	3,382.32
250905A08	9/5/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 9/5/2025	1,847.34
250905A09	9/5/2025	Adeline L. Esh	Employee: esha; Pay Date: 9/5/2025	540.53
250905A10	9/5/2025	Hazel E. Hale	Employee: haleh; Pay Date: 9/5/2025	174.32
250905A11	9/5/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 9/5/2025	228.51
250905A12	9/5/2025	Austin R. Jones	Employee: jonesa; Pay Date: 9/5/2025	1,338.47
250905A13	9/5/2025	Amanda L. Mager	Employee: magera; Pay Date: 9/5/2025	2,651.41
250905A14	9/5/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 9/5/2025	139.01
250905A15	9/5/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 9/5/2025	345.13
250905A16	9/5/2025	Jacob P. Meng	Employee: mengj; Pay Date: 9/5/2025	1,195.75
250905A17	9/5/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 9/5/2025	1,355.39
250905A18	9/5/2025	Quinn Sousa	Employee: sousaq; Pay Date: 9/5/2025	503.57
250905A19	9/5/2025	Emily P. Wood	Employee: woode; Pay Date: 9/5/2025	1,506.63
250905EFT-01	9/5/2025	U. S. Department of Treasury	EFTPS federal tax prmt 9/5/25 PR	9,356.18
250905EFT-02	9/5/2025	Employment Development Dept.	DE88 state tax prmt 9/5/25 PR	2,231.45
250905EFT-03	9/5/2025	Cal PERS	PERS retirement 9/5/25 PR	3,853.46
250905EFT-04	9/5/2025	Freedom Voice	Freedom Voice 9/1/25 statement	124.15
250905EFT-05	9/5/2025	CA State Disbursement Unit	9/5/25 CS PR deduction-Edgar	104.30
13252	9/10/2025	Arcata Stationers	INV236621 8/13/25 PW & CH Supplies	630.45
13253	9/10/2025	AT&T	ACCT233841-57271066 8/20/25 PW	31.54
	9/10/2025	AT&T	ACCT238381-11108003 8/20/25 PW	31.54
13254	9/10/2025	AT&T	4 - 9/4/25 Cal Net 3 bills	353.84
13255	9/10/2025	Christopher A. Ball	8/26/25 PH supply reimb.-Ball	15.42
13256	9/10/2025	B & B Portable Toilet Co.	INV208195 8/16/25 WWTP	54.38
	9/10/2025	B & B Portable Toilet Co.	INV208196 8/16/25 horse arena	133.69
	9/10/2025	B & B Portable Toilet Co.	INV208197 8/16/25 town square	356.41
13257	9/10/2025	Coastal Business Systems Inc.	INV39993053 8/27/25 Copiers	470.65
13258	9/10/2025	Colantuono, Highsmith, Whatley	INV66743 9/5/25 legal	3,937.50
13259	9/10/2025	Humboldt Co. Sheriff's Office	8/30/25 Animal Shelter Serv. Jul-Sep 2025	2,694.75
	9/10/2025	Humboldt Co. Sheriff's Office	8/30/25 Law Enforcement Serv. Jul-Sep 2025	42,539.75
13260	9/10/2025	Humboldt Termite and Pest	INV577191 8/13/25 PH facility	72.00
13261	9/10/2025	Intedata Systems	INV30675 8/31/25 w/s support	95.00
13262	9/10/2025	Lube Central	INV23498 8/13/25 lube and oil change	82.37
	9/10/2025	Lube Central	INV23503 8/13/25 lube and oil change	76.08
13263	9/10/2025	McKinleyville Ace Hardware	INV503887 8/6/25 WWTP Supplies	152.24
	9/10/2025	McKinleyville Ace Hardware	INV504214 8/10/25 WWTP repair	46.64
	9/10/2025	McKinleyville Ace Hardware	INV504216 8/10/25 WWTP chlor repair	28.02
	9/10/2025	McKinleyville Ace Hardware	INV504248 8/11/25 park supplies	104.36
	9/10/2025	McKinleyville Ace Hardware	INV504373 8/13/25 shop supplies	32.91
	9/10/2025	McKinleyville Ace Hardware	INV504717 8/20/25 park irrigation supplies	74.97
	9/10/2025	McKinleyville Ace Hardware	INV504967 8/25/25 equipment supply	9.69
	9/10/2025	McKinleyville Ace Hardware	INV505109 8/27/25 WWTP salt	521.37

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 9/1/2025 Through 9/30/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
	9/10/2025	McKinleyville Ace Hardware	Reference #505291 8/31/25 Svc Charge	11.06
13264	9/10/2025	Miller Farms Nursery, Inc.	INV176944 8/6/25 Shop Supplies	20.65
	9/10/2025	Miller Farms Nursery, Inc.	INV177001 8/6/25 grass seed	19.55
	9/10/2025	Miller Farms Nursery, Inc.	INV177031 8/11/25 park gate supplies	41.33
13265	9/10/2025	The Mill Yard	INV517551 8/14/25 TS pergola parts	141.34
	9/10/2025	The Mill Yard	INV517623 8/14/25 TS pergola parts refund	(12.49)
13266	9/10/2025	Optimum	Billing Period 9/1/25-9/30/25	558.22
13267	9/10/2025	Restif Cleaning Service	INV147401 8/14/25 PH Janitorial	290.00
13268	9/10/2025	Terminix International	INV462288623 7/16/25 PH facility	65.27
13269	9/10/2025	Thrifty Supply Company	INV1043145-01 8/15/25 booster station rebuild	573.30
13270	9/10/2025	Verizon Wireless	INV6121583739 8/21/25 phones	332.12
13271	9/18/2025	City of Blue Lake	Water/Sewer payments 9/1/25	3,672.60
13272	9/18/2025	Blue Lake Garbage Co.	INV58X02371 8/31/25 park bin Aug 2025	425.46
13273	9/18/2025	Cal Plumbing & Fire Supp., Inc	INV3411 9/15/25 VLL water repair	491.46
13274	9/18/2025	Skyler A. Coke	8/28/25 dental payment - Coke	392.00
13275	9/18/2025	Fire Risk Mgmt Services	Billing Period: 105-9/1/2025 to 9/30/2025	17,579.55
	9/18/2025	Fire Risk Mgmt Services	Billing Period: 106-10/1/2025 to 10/31/2025	12,686.42
13276	9/18/2025	Humb. Bay Municipal Water Dist	billing Period August 1-29, 2025	20,275.16
13277	9/18/2025	Jackson & Eklund	INV445055 9/5/25 Jul 2025 accounting services	1,930.00
13278	9/18/2025	Keenan Supply	INVS014532460.001 8/7/25 water repair supplies	2,257.72
	9/18/2025	Keenan Supply	INVS014590698.001 8/20/25 water line repair	245.54
13279	9/18/2025	LCC-Redwood Empire Division	INV1841 8/22/25 LCC-RED meeting	120.00
13280	9/18/2025	Microbac Laboratories, Inc.	INV183595 Sjakks Test 8/14/25	116.00
	9/18/2025	Microbac Laboratories, Inc.	INV183638 W/S Tests 8/14/25	142.00
	9/18/2025	Microbac Laboratories, Inc.	INV183738 WW Test 8/20/25	84.00
	9/18/2025	Microbac Laboratories, Inc.	INV183876 8/28/25 w/s tests	142.00
	9/18/2025	Microbac Laboratories, Inc.	INV183907 8/29/25 water tests	321.00
	9/18/2025	Microbac Laboratories, Inc.	INV183972 9/5/25 ww tests	538.00
13281	9/18/2025	National Rural Water Assoc.	SCADA loan pmt due 10/1/25 - final	964.87
13282	9/18/2025	Pacific Gas and Electric	ACCT9008287254-1 9/3/25 town square	10.10
	9/18/2025	Pacific Gas and Electric	ACCT9126744508-7 9/2/25 city	11,328.55
13283	9/18/2025	RREDC	Town Square loan pmt due 10/1/25	1,236.87
13284	9/18/2025	Reyes Coca-Cola Bottling, LLC	INV48797127026 9/10/25 concessions	574.19
13285	9/18/2025	SHN Consulting	INV126307 7/18/25 Truck Route	3,225.40
13286	9/18/2025	SHN Consulting	INV126801 8/28/25 Engineering	3,706.70
13287	9/18/2025	SHN Consulting	INV126836 8/29/25 Truck Route	102.50
13288	9/18/2025	Shred Aware	INV68987 9/3/25 paper disposal	52.44
13289	9/18/2025	Tensor IT	INV11419 9/1/25 IT support	142.50
	9/18/2025	Tensor IT	INV11443 9/1/25 IT support	720.45
	9/18/2025	Tensor IT	INV11462 9/1/25 IT support	200.70
13291	9/19/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 9/19/2025	225.60
13292	9/19/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 9/19/2025	724.99
13293	9/19/2025	Michael D. Downard	Employee: downardm; Pay Date: 9/19/2025	879.94
13294	9/19/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 9/19/2025	127.42
13295	9/19/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 9/19/2025	1,889.27
250919A01	9/19/2025	Christopher A. Ball	Employee: ballc; Pay Date: 9/19/2025	903.93
250919A02	9/19/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 9/19/2025	2,571.39
250919A03	9/19/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 9/19/2025	564.00
250919A04	9/19/2025	Skyler A. Coke	Employee: cokes; Pay Date: 9/19/2025	1,013.35
250919A05	9/19/2025	Melissa M. Combs	Employee: combsm; Pay Date: 9/19/2025	577.83
250919A06	9/19/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 9/19/2025	2,718.20
250919A07	9/19/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 9/19/2025	1,750.15
250919A08	9/19/2025	Adeline L. Esh	Employee: esha; Pay Date: 9/19/2025	63.80
250919A09	9/19/2025	Hazel E. Hale	Employee: haleh; Pay Date: 9/19/2025	116.22
250919A10	9/19/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 9/19/2025	203.12
250919A11	9/19/2025	Austin R. Jones	Employee: jonesa; Pay Date: 9/19/2025	1,231.40

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 9/1/2025 Through 9/30/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
250919A12	9/19/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 9/19/2025	309.86
250919A13	9/19/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 9/19/2025	357.43
250919A14	9/19/2025	Jacob P. Meng	Employee: mengj; Pay Date: 9/19/2025	1,195.77
250919A15	9/19/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 9/19/2025	1,363.28
250919A16	9/19/2025	Emily P. Wood	Employee: woode; Pay Date: 9/19/2025	1,506.64
250919EFT-01	9/19/2025	U. S. Department of Treasury	EFTPS federal tax pmt 9/19/25 PR	7,464.71
250919EFT-02	9/19/2025	Employment Development Dept.	DE88 state tax pmt 9/19/25 PR	1,827.40
250919EFT-03	9/19/2025	Cal PERS	PERS retirement pmt 9/19/25 PR	3,542.09
250919EFT-04	9/19/2025	Cal PERS	CalPers GASB-68 fees	700.00
250919EFT-05	9/19/2025	CA State Disbursement Unit	9/19/25 CS PR deduction-Edgar	104.30
13296	9/29/2025	Advanced Security Systems	INV750640 10/1/25 Alarm System	388.50
13297	9/29/2025	Christopher A. Ball	INV797460 9/22/25 Supply Reimb PH-Ball	14.13
13298	9/29/2025	B & B Portable Toilet Co.	INV210795 8/17-9/13/25 WWTP	107.63
	9/29/2025	B & B Portable Toilet Co.	INV210796 8/17-9/13/25 gymkhana	133.69
	9/29/2025	B & B Portable Toilet Co.	INV210797 8/17-9/13/25 town square	356.41
13299	9/29/2025	State Water Resources Ctl Brd	WWTP Operators Exam Fee - Edgar	155.00
13300	9/29/2025	Hensel's Ace Hardware	INV314093/1 8/20/25 park supplies	11.38
	9/29/2025	Hensel's Ace Hardware	INV314374/1 8/23/25 skate supplies	47.68
	9/29/2025	Hensel's Ace Hardware	INV314376/1 8/23/25 skate supplies	13.23
	9/29/2025	Hensel's Ace Hardware	INV314895/1 8/29/25 park supplies	53.99
	9/29/2025	Hensel's Ace Hardware	INV314896/1 8/29/25 PH Supplies	45.18
13301	9/29/2025	Shaylee A. O'Neil	Live Scan Reimb. 9/26/25 O'Neil	20.00
13302	9/29/2025	Paradise Cay Publications	INV651040 7/29/25 car show supplies	2,055.38
	9/29/2025	Paradise Cay Publications	INV656579 9/12/25 park banners	329.25
13303	9/29/2025	Pierson Building Center	INV283460 8/27/25 PH supplies	27.55
13304	9/29/2025	SHN Consulting	INV124756 3/13/25 Water Tank	59,934.20
250929EFT-01	9/29/2025	Cal PERS	Soc Sec 218 annual fee balance due FY 25/26	50.00
Report Total				278,239.15



Agenda Item: 5

City of Blue Lake

Staff Report

Agenda Item: 5

Date: October 10, 2025 *For meeting of: October 28, 2025*

Subject: **Receive Presentation On Rabies Awareness by Humboldt County
Division of Environmental Health**

Recommended Action: That the City Council:

1. Receive Informational Presentation from Ben Dolf, Humboldt County Dept. of Health & Human Service, Environmental Health Division; and
2. Provide direction as appropriate.

DISCUSSION:

With several wild animals recently testing positive in the Blue Lake community, Benjamin Dolf, Supervising Environmental Health Specialist with the Humboldt County Department of Health & Human Services, Division of Environmental Health will provide an informational presentation to City Council and the public.

FISCAL IMPACT: None with this action.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

Submitted By: Jill K Duffy, Interim City Manager



Environmental Health
Mario Kalson, Director
100 H Street, Eureka, CA 95501
phone: (707) 445-6215 | fax (707) 441-5699

October 9, 2025

Rabies Awareness Reminder

Rabies is a deadly but preventable viral disease that affects the nervous system of mammals — including humans. Each year, the state health officer declares Humboldt County, and all of California, a rabies area — meaning the disease is endemic throughout the state. Rabies continuously circulates in wildlife populations, especially in species like bats, foxes and skunks. This year Humboldt County Public Health has identified five rabies-positive wild animals, two of which were skunks from within the Blue Lake city limits. The other positives were bats from other parts of the county.

Rabies virus is transmitted through direct contact (e.g., through broken skin or mucous membranes in the eyes, nose or mouth) with saliva, tears and lacrimal secretions, or brain/nervous system tissue from an infected animal. The most effective way to protect yourself and your family from potential exposure to rabies is to keep your pets current on their rabies vaccinations. California state law requires that dogs be vaccinated at four months of age with a booster 12 months later, and then every three years thereafter. For cats, there is no statewide mandate for vaccination. However, it is strongly recommended for both indoor and outdoor cats as they frequently interact with wildlife and are statistically the most frequently reported domestic rabid animal in the U.S.

The other key preventive measure against exposure to rabies is being safe and cautious around wildlife and stray animals. Rabies doesn't always present through aggressive behavior — it can affect the brain in ways that make animals docile, approachable or even appearing tame. Never approach a wild animal, even if it is in distress — contact local wildlife care services, or local law enforcement if an animal is aggressive.

For questions about rabies or to report a rabid or suspected rabid animal, call DEH at 707-445-6215 or toll free at 800-963-9241. To report a sick or injured animal, contact the Humboldt Wildlife Care Center at 707-822-8839.





Agenda Item: 6

City of Blue Lake

Staff Report

Agenda Item: 6

Date: October 22, 2025 *For meeting of: October 28, 2025*

Subject: **Schedule a Special City Council Meeting**

Recommended Action: That the City Council:
1. Discuss possible date(s) to schedule a Special City Council meeting;
and
2. Take Action as appropriate.

DISCUSSION:

To ensure sufficient time for review and decision-making, a special meeting may be needed to address items introduced at the October 28th meeting that may need further discussion or timely action, as well as those items deferred due to the number of agenda items.

Council members are asked to bring their calendars to discuss their availability to the meeting to facilitate proper scheduling.

FISCAL IMPACT: None with this action.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

Submitted By: Jill K Duffy, Interim City Manager



Agenda Item: 7

City of Blue Lake

Staff Report

Agenda Item: 7

Date: October 23, 2025 *For meeting of: October 28, 2025*

Subject: **Discuss and approve Resolution No. 1244, Authorizing the City Manager to execute a Memorandum of Understanding with CA Housing Community Development relating to the completion of the Housing Element (Sixth Cycle)**

Recommended Action: That the City Council:

1. Receive Report from General Counsel Ryan Plotz; and
2. Consider Adoption of Resolution No. 1244 “Authorizing the City Manager to Execute the Memorandum of Understanding with the California Department of Housing and Community Development”; and
3. Provide direction as appropriate.

DISCUSSION:

This Staff Report serves as a placeholder for the introduction of the Memorandum of Understanding (MOU) between the City of Blue Lake and the California Department of Housing and Community Development (HCD), and Resolution No. 1244 Authorizing the City Manager to Execute the Memorandum of Understanding with HCD, following review and approval as to form by the City Attorney.

As of this agenda preparation, the City is waiting for HCD to complete and return their final review of the MOU to city staff.

The timing of the MOU's receipt by the City will determine whether staff distributes the document and posts it on the website as a Supplemental report or distributes at the meeting once available.

At the Council's discretion, this item may be continued to a special meeting for action.

FISCAL IMPACT: None with this action.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

RESOLUTION NO. 1244

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE
APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE
CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT (HCD) AND THE CITY OF BLUE LAKE REGARDING THE
CITY’S SIXTH CYCLE HOUSING ELEMENT COMPLIANCE**

WHEREAS, California Government Code Section 65583 et seq. requires every jurisdiction in California to adopt a Housing Element as part of its General Plan; and

WHEREAS, the Housing Element must be updated every eight (8) years to identify adequate sites and strategies to accommodate a jurisdiction’s assigned share of the Regional Housing Needs Allocation (RHNA) within the context of adopted land use and zoning regulations; and

WHEREAS, the California Department of Housing and Community Development (“HCD”) is responsible for reviewing local Housing Elements for compliance with State Housing Element Law and enforcing corrective actions when jurisdictions are out of compliance; and

WHEREAS, by letter dated January 24, 2020, HCD reminded the City of Blue Lake (“City”) that it was required to revise its Sixth Cycle Housing Element pursuant to Government Code Section 65588 by August 31, 2019, and notified the City that it had been out of compliance with Housing Element Law since August 31, 2009; and

WHEREAS, on December 8, 2020, the City entered into a Standard Agreement with HCD for Local Early Action Planning (LEAP) grant funding to assist with preparation of an updated Housing Element for the Sixth Cycle; and

WHEREAS, HCD continued to correspond with the City in 2021 and 2022 regarding the need to achieve Housing Element compliance, including by letters dated November 23, 2021, and April 27, 2022; and

WHEREAS, on May 31, 2022, the City submitted its first draft Sixth Cycle Housing Element to HCD, and on August 29, 2022, HCD provided written comments identifying necessary revisions to achieve compliance; and

WHEREAS, on October 18, 2022, the City received Regional Early Action Planning (REAP) grant funding to prepare a CEQA Initial Study to support adoption of its Sixth Cycle Housing Element; and

WHEREAS, following continued coordination, the City submitted revised drafts to HCD on April 28, 2023, and August 28, 2023; and

WHEREAS, on September 23, 2023, HCD informed the City that its Housing Element met statutory requirements; however, consistent with Government Code Section 65588(e)(4), it could not be deemed in substantial compliance until the City completed required rezoning under Program HI-14; and

WHEREAS, on January 28, 2025, the City submitted a draft combining zone to implement Program HI-14, and on February 6, 2025, HCD provided feedback and recommended revisions to ensure compliance with State Housing Law; and

WHEREAS, following additional correspondence on April 30 and May 28, 2025, regarding the timeline for completing rezones and achieving compliance, HCD issued a Notice of Violation on June 27, 2025, and rejected the City's proposed completion date of February 2026; and

WHEREAS, on June 30, 2025, the City provided an updated and accelerated compliance timeline proposing to complete all required actions by December 15, 2025; and

WHEREAS, on July 22, 2025, the City Council adopted the Sixth Cycle Housing Element Update after a duly noticed public hearing, and on July 30, 2025, submitted the adopted Element and associated Sites Inventory to HCD; and

WHEREAS, on August 21, 2025, HCD advised the City that substantial compliance would not be recognized until completion of rezoning actions necessary to meet both Fifth and Sixth Cycle RHNA obligations and implementation of Programs HI-1 through HI-23; and

WHEREAS, to avoid referral to the Office of the Attorney General and in exchange for HCD's forbearance from pursuing penalties or litigation for past noncompliance, the City and HCD have negotiated a Memorandum of Understanding (MOU) setting forth specific timelines, obligations, and remedies for achieving full compliance with Housing Element Law; and

WHEREAS, the City Council finds that execution of the MOU is in the best interests of the City and its residents, as it provides a clear and enforceable path to compliance, protects the City's eligibility for State funding, and avoids potential enforcement actions and financial penalties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUE LAKE AS FOLLOWS:

1. Approval of MOU. The City Council hereby approves the Memorandum of Understanding between the California Department of Housing and Community Development (HCD) and the City of Blue Lake regarding the City's Sixth Cycle Housing Element compliance.
2. Authorization to Execute. The City Manager is hereby authorized and directed to execute the MOU on behalf of the City, in substantially the form presented to the City Council, with such minor, non-substantive revisions as may be approved by the City Attorney.
3. Implementation. City staff are directed to take all actions necessary to carry out the terms of the MOU, including timely adoption of zoning amendments, completion of rezoning actions, and submission of all required documentation to HCD in accordance with the timelines established in the MOU.
4. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Blue Lake on this 28th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Sawatzky, Mayor

ATTEST:

Jill Duffy, City Clerk



Agenda Item: 8

City of Blue Lake

Staff Report

Agenda Item: 8

Date: October 20, 2025 *For meeting of: October 28, 2025*

Subject: **Introduce and consider adopting Urgency Ordinance No. 548-2025, Authorizing the City Council to Act as the Planning Commission When a Quorum Cannot Be Obtained.**

Recommended Action: That the City Council by a 4/5th Roll Call Vote:

1. Adopt Urgency Ordinance No. 548-2025 “Authorizing the City Council to Temporarily Perform the Duties of the Planning Commission in the Event a Quorum Cannot Be Obtained, In Order to Ensure Continuity of Land Use Decisions and Compliance with Statutory Deadlines”; and
2. Provide direction as appropriate.

SUMMARY

Adopt Urgency Ordinance No.548-2025, temporarily authorizing the City Council to act as the Planning Commission when a quorum of the Planning Commission cannot be achieved due to vacancies, disqualifications, or conflicts of interest.

DISCUSSION

The Blue Lake Planning Commission consists of five members and requires a quorum of three to conduct business. At this time, the Commission has multiple vacancies, preventing it from reviewing variance applications, conditional use permits, and other entitlements required under Title 17 of the Blue Lake Municipal Code.

Without a quorum, the City cannot process development applications, which may result in undue delay, applicant hardship, or violation of statutory processing deadlines established by the California Permit Streamlining Act (Gov. Code §65920 et seq.).

BACKGROUND

California Government Code Sections 65100, 65101, and 65102 authorize the City Council, as the legislative body, to assign or reassign the duties of the City’s planning agency (i.e., the Planning Commission) by ordinance. The proposed urgency ordinance would temporarily authorize the Council to sit as the Planning Commission in any case where a quorum cannot be obtained.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 8

When acting in this capacity, the Council will:

- Hold duly noticed public hearings in accordance with Government Code §§65090–65091 and BLMC 17.28 (et seq.);
- Apply the same findings and standards as the Planning Commission; and
- Render a **final decision** on the application.

This measure ensures continuity of land use review and compliance with state law, while the City continues recruitment for Planning Commission appointments

ENVIRONMENTAL REVIEW

Adoption of this urgency ordinance is **not a project** under the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15378(b)(5), as it is an administrative action that will not cause a physical change in the environment.

ATTACHMENTS

1. Draft Urgency Ordinance No. 548-2025

FISCAL IMPACT: None beyond staff and noticing costs associated with hearings.

ALTERNATIVES

1. Defer all Planning Commission items until vacancies are filled (*not recommended*).
2. Adopt the proposed urgency ordinance to allow immediate review of pending applications (*recommended*).

Review Information:			
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input checked="" type="checkbox"/>	Planner Review: <input checked="" type="checkbox"/>	Engineer: <input type="checkbox"/>
Comments:			

Submitted By: Jill K Duffy, Interim City Manager

Urgency Ordinance No. 548-2025

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE TEMPORARILY AUTHORIZING THE CITY COUNCIL TO ACT AS THE PLANNING COMMISSION WHEN THE COMMISSION LACKS A QUORUM

Section 1. Findings and Purpose

The City Council of the City of Blue Lake (“City”) finds and declares as follows:

1. The Blue Lake Municipal Code (“BLMC”) Chapter 2.16 establishes a five-member Planning Commission and requires a quorum of three members to conduct business.
2. Due to vacancies on the Commission, the City is currently unable to assemble a quorum, preventing the review of development applications including variances, conditional use permits, and other discretionary entitlements required under Title 17 and other provisions of the BLMC.
3. California Government Code Sections 65100, 65101, and 65102 authorize the legislative body to assign or reassign the duties of the planning agency by ordinance.
4. In order to ensure timely processing of applications and compliance with statutory deadlines under state planning and zoning law, it is necessary to immediately authorize the City Council to act in the capacity of the Planning Commission whenever the Commission cannot obtain a quorum.
5. Pursuant to Government Code Sections 36934 and 36937(b), this ordinance is adopted as an urgency measure for the immediate preservation of the public peace, health, and safety.

Section 2. Temporary Assignment of Duties

BLMC Section 2.16.050 Vacancies in Office, is hereby amended and as amended shall read as follows:

2.16.050 Vacancies in Office; Temporary Assignment of Duties to City Council.

A. If the office of a member of the Planning Commission becomes vacant, the vacancy shall be filled by appointment by the City Council. The new member shall complete the former commissioner's unexpired term.

B. When the Planning Commission is unable to obtain a quorum due to vacancies, conflicts of interest, or disqualifications, the City Council shall sit as the Planning Commission for the purpose of hearing and acting on any matter requiring Planning Commission review or decision under this Code, including but not limited to variances, conditional use permits, design review, and parcel or tentative map approvals.

C. When sitting as the Planning Commission, the City Council shall conduct the required noticed public hearing(s) in accordance with Chapter 17.28 BLMC and Government Code Sections 65090–65091.

D. All findings, standards, and procedures applicable to the Planning Commission shall apply to the City Council when acting under this section.

E. Decisions of the City Council when sitting as the Planning Commission shall be **final** and not subject to further appeal within the City.

F. The City Council shall sit as the Planning Commission pursuant to this section only for such matters and for such periods of time that the Planning Commission is unable to establish a quorum, and once the Planning Commission has been restored to a quorum and is capable of performing its regular duties it shall first hear all matters assigned to it pursuant to this Code.

Section 3. Effective Date

This urgency ordinance shall take effect immediately upon its adoption by a four-fifths (4/5) vote of the City Council.

Section 4. Severability

If any section, subsection, or clause of this ordinance is held invalid, such invalidity shall not affect the validity of the remaining portions.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

John Sawatzky,
Mayor, City of Blue Lake

ATTEST:

Jill K Duffy
Acting City Clerk, City of Blue Lake

CLERK’S CERTIFICATE

THIS IS TO CERTIFY that Urgency Ordinance No. 548-2025 of the City Council of the City of Blue Lake was introduced and read at the regular meeting of the City Council of the City of Blue Lake, California, held on October 28, 2025. and at the time, passed by roll call vote, the vote on the adoption of the Ordinance being as follows:

AYES:

NOES:

ABSENT

Jill K Duffy
Acting City Clerk, City of Blue Lake



Agenda Item: 9

City of Blue Lake

Staff Report

Agenda Item #: 9

Date: October 3, 2025 *For Meeting Of: October 28, 2025*

Subject: **Fire Risk Management Services (FRMS) Special Assessment Fee:
Discuss and Provide Direction on Payment Options**

Recommended Action: That the City Council:

1. Receive Report; and
2. Authorize installment payment(s) under protest while reserving the City's rights and seek clarification from FRMS regarding the stop-loss reimbursement dispute
3. Approve and Authorize the Mayor to Sign a Letter to FRMS; and
4. Provide Direction as Appropriate

RECOMMENDATION

Staff recommends that Council authorize payment of the Fire Risk Management Services assessment of \$80,187.80 over 18-monthly installments, and authorize the Mayor to sign the attached letter to communicate the City's concerns to FRMS, that the City is paying the assessment under protest, request that FRMS apply any recovered stop-loss reimbursements to reduce member assessments, and/or negotiating extended repayment terms to ease the financial burden of this unanticipated expense.

OVERVIEW:

In March of 2017, the Blue Lake City Council entered into a joint powers authority agreement with the Fire Districts Association of California Employment Benefits Authority (FDAC-EBA) for the purpose of participating in a self-funded health and welfare benefits program – specifically employee and retiree health insurance.

At their meeting of May 23, 2023, the Blue Lake City Council approved Resolution 1218 authorizing participation in and approving the amended and restated joint exercise of powers agreement of the Fire Risk Management Services (FRMS) Joint Powers Authority (Attachment 1) effective July 1, 2023, which required a new three-year minimum participation period. Under the JPA provisions, the FRMS Board of Directors may impose "Assessments" when contributions from member agencies are insufficient to meet program expenses.

Submitted By: Jill K Duffy, Interim City Manager

On June 23, 2025, the FRMS Board of Directors adopted two resolutions – 1) Resolution 2025-04 that imposed Special Assessments for the 2024 and 2025 medical benefits program years; and 2) Resolution 2025-05 which terminated the medical benefits program to all members effective December 31, 2025.

1. Assessment Amount and Payment Terms

On July 23, 2025, the City of Blue Lake received notice that it was assessed a total of \$80,187.80, comprised of \$19,938.98 for 2024 and \$60,248.82 for 2025, and that payments could be made either in eighteen monthly installments beginning September 1, 2025, or in a lump sum by October 1, 2025, for an eight percent (8%) discounted rate of \$73,772.78. Payments not received on time are subject to a one percent monthly penalty. Due to City transitional leadership changes, this particular item did not received timely follow through and is now being addressed. City actions to date include 1.) notification to FRMS’s Executive Director of city leadership changes with request for back up information and 2) initiation of requests from other providers for health coverage quotes so the City can secure employee health coverage effective January 1, 2026 and 3) payment of \$4,454.88 to FRMS on October 3rd which was accompanied by a letter of payment and protest.

Basis for Assessment

FRMS projected an \$11.8 million deficit for the FRMS medical benefits program in 2025. The deficit is attributed to increased high-value claims, delays in claims processing, and a dispute with FRMS’s stop-loss insurance carrier involving over \$5 million in reimbursements.

Assessment Authority - Relevant JPA Provisions

Section 3.3 of the JPA defines an “Assessment” as “an amount *additional to* a Member’s initial contribution or annual contribution, which the Board of Directors determines, in accordance with this Agreement and/or the Bylaws, that a Member owes on account of its participation in a Coverage Program for a given Program year” .

The FRMS Board of Directors is authorized to “*fix and collect Contributions and Assessments from participating Members*” (Section 9(f)) and to “*arrange for and provide insurance or coverage, including but not limited to excess or reinsurance, and establish Contributions and Assessments for each Coverage Program*” (Sections 15–16).

In addition, the JPA provides that, upon withdrawal or termination, a Member remains responsible for “any additional Contributions or Assessments as determined by the Board of Directors” (Section 22).

These provisions suggest the FRMS Board has contractual authority to impose assessments to its Members.

Submitted By: Jill K Duffy, Interim City Manager

Other Considerations

The July timing of the Special Assessment raises fairness concerns, as FRMS members are being assessed multi-year liabilities for two reasons: 1) the assessment was announced less than a month into the new fiscal year and 2) five months before the medical benefits program to the JPA members is terminated. A significant portion of the deficit relates to the unresolved stop-loss dispute, yet members are asked to fund the shortfall *before the outcome of that dispute is known*. While FRMS has waived the JPA’s three-year minimum participation requirement through 2026, members remain obligated to pay any assessments imposed during their participation and concurrently pivot to secure new employee health coverage.

FISCAL IMPACT:

The total assessment to the City is \$80,187.88.

On October 1, 2025 the City was granted an extension to October 15th to pay the amount in full and take advantage of the 8% discount, which would reduce the obligation to \$73,772.78; however the City is not in a financial position to absorb this unbudgeted impact. If paid in installments, the full amount would be due over an eighteen-month period, with penalties applied for late payments. The assessment will impact the City’s general fund or other designated employee benefit funding source.

ALTERNATIVES:

1. Request reconsideration to pay the assessment in full at the discounted rate (*NOT RECOMMENDED*);
2. Pay the assessment in installments (*NOT RECOMMENDED*); or
3. Authorize installment under protest while reserving the City’s rights and see clarification from FRMS regarding the stop-loss reimbursement dispute (*RECOMMENDED*).

ATTACHMENT:

1. Draft Letter of Protest by Blue Lake City Council to FRMS dated October 28, 2025
2. Blue Lake Letter to FRMS dated October 2nd, 2025
3. FRMS Special Assessment Letter to City of Blue Lake (July 23, 2025). The official letter notifying the City of the Special Assessment amount, payment terms, and deadlines.

Available Upon Request:

FRMS Joint Powers Agreement dated May 23, 2023

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



October 28, 2025

Jon Paulsen, Executive Director
Fire Risk Management Services Board of Directors
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833

Via Certified Mail & Email

Subject: Protest of FRMS Special Assessment- Health Coverage Insurance

Dear Mr. Paulsen and the FRMS Board of Directors,

The City Council of Blue Lake formally informs and notices FRMS of our formal protest and full reservation of rights of the Special Assessment imposed against the City for program years 2024 and 2025 in the amount of \$80,187.80.

As a member, the City acknowledges that the FRMS Joint Powers Agreement approved May 23, 2023 permits the Board of Directors to levy assessments under certain circumstances. However, the City strongly objects to the timing and scope of assessments for several reasons. First, the FRMS Board of Directors passed the resolution imposing the multi-year assessments of \$80,187.80 just one month into the City's fiscal year and simultaneously notified the City that medical coverage insurance for our employees will terminate on December 31, 2025 necessitating the need to solicit and secure health coverage. Second, a significant portion of FRMS's reported deficit appears tied to the unresolved stop-loss dispute with FRMS's insurance carrier. Until that dispute is resolved, it is unfair and premature to require members to shoulder the entirety of the alleged deficit.

The City hereby requests that FRMS 1) confirm that any reimbursements recovered in the stop-loss dispute be promptly credited back to members on a pro rata basis, 2) provide documentation of the process by which the assessments were calculated and allocated among members, including reference to the FRMS Bylaws, and 3) continue to explore extended repayment accommodations for smaller member agencies, such as Blue Lake, to mitigate the unplanned financial impact.

The City expressly reserves all legal and equitable rights with respect to the assessment, including the right to contest the validity, amount, or allocation of the obligation. No waiver or acceptance of FRMS's position should be inferred from the City's decision to remit payments in 18-monthly installments of \$4,454.88.

We appreciate your prompt attention to these matters and request a written update and response.

Sincerely,

John Sawatzky
Mayor

CC: Blue Lake City Council
Ryan Plotz, General Counsel



CITY OF BLUE LAKE

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

October 2, 2025

Certified Mail & Email: jpaulsen@sedgwick.com

Fire Risk Management Services
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833

Subject: Protest of Special Assessment – Employee Health Benefit

Dear FRMS Board of Directors,

On behalf of the City of Blue Lake regarding the Special Assessment imposed by FRMS's Resolution 2025-04 for the 2024 and 2025 medical benefit program calendar years. The FRMS assessment of \$80,187.80 was not budgeted and exceeds the city manager's spending authority therefore the Blue Lake City Council will take this item up for discussion at their regular meeting of October 28, 2025 to provide staff direction regarding the assessment and authorize remittance.

In the interim, attached is a payment of \$4,454.88 in accordance with the FRMS notice dated July 24, 2025, and this payment is being made under formal protest and with full reservation of rights.

Sincerely,

Jill Duffy
Interim City Manager

cc: Ryan Plotz, General Counsel – City of Blue Lake



1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833



www.frmsrisk.org



(800) 541-4591



(916) 244-1154

VIA EMAIL AND CERTIFIED MAIL

July 24, 2025

To: FRMS Medical Benefits Coverage Program Members

From: Jon Paulsen, FRMS Executive Director

Subject: FRMS Medical Benefits Coverage Program Update

Dear Ms. Hutton,

The FRMS Board of Directors met on June 23, 2025, and approved two resolutions (attached) related to the medical benefits coverage program. In summary, these two actions are to correct the recent, deteriorating financial performance of the medical benefits program through Special Assessment(s) and to discontinue medical benefits coverage beginning in 2026.

Overall, the remainder of the FRMS coverage programs are performing well and we will continue to serve our members in the areas of workers' compensation, dental, vision, life, EAP, and AD&D coverages.

The decision to take these actions was extremely difficult and we fully understand how critical medical benefits are to each city's personnel and operations. However, this is currently the most prudent course to ensure the continuation of other important services to the FRMS membership.

The Board is scheduled to meet again on August 11, 2025, and we continue to review all available options for medical benefits coverage. We are exploring new alternatives, and it is possible that we will be able to identify a replacement solution, but we are encouraging all cities to pursue alternative medical benefits coverage at this time.

Overview

The Fire Risk Management Services (FRMS) Joint Powers Authority is a workers' compensation and employment benefits self-insurance pool of which your city was a member during the periods from January 1, 2024, to December 31, 2024, and January 1, 2025, through the current date of this notification.

The FRMS Board of Directors met on June 23, 2025, and approved two resolutions related to the medical benefits coverage program:

1. Resolution 2025-04 imposing Special Assessments on members for the 2024 and 2025 medical benefits coverage program years.
2. Resolution 2025-05 terminating the medical benefits coverage program December 31, 2025.

Background

FRMS collects member contributions for each coverage program, for each program year, and maintains funds to cover the ultimate cost of claims and expenses in each of its joint protection programs: (1) workers' compensation, and (2) employment benefits (medical, dental, vision, and life/AD&D).

Beginning in the second half of 2024, member contributions for the medical benefits portion of the

employment benefits coverage program have not been sufficient to meet claims and expenses. As of April 30, 2025, the medical benefits coverage program had a total net position (assets in excess of liabilities) of negative \$11,791,932 based on current actuarial estimates of liabilities for the remainder of 2025. This deficit is comprised of \$2,704,748 for calendar year 2024, further deficit of \$3,073,942 for January – April 2025, and a projected deficit of \$6,013,243 for the remainder of 2025 (May-December).

The deteriorating trend in program costs is attributable to both an increase in overall medical program utilization by members as well as an unprecedented number of high-value procedures and treatments over the past 24 months. Additionally, claims processing delays were discovered and payments realized over the past 12 months further worsened the financial performance of the program.

In addition to insufficient medical benefits member contributions, FRMS is currently in dispute with a medical stop loss insurance carrier over high-value loss reimbursements (\$5,000,000+) for calendar years 2023 and 2024. This has added to cash flow pressure on the program and need for immediate action.

Special Assessments

The FRMS medical benefits coverage program Special Assessments for calendar years 2024 and 2025 were approved by the Board of Directors on June 23, 2025. The Special Assessments have been distributed among each FRMS member participating in the medical benefits coverage program proportionate to the member's medical contribution over the assessment period.

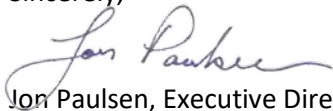
Assessment amounts for each FRMS member participating in the medical benefits coverage program will be invoiced during the week of July 28, 2025. The total Special Assessment(s) is payable in eighteen (18) equal monthly installments beginning with a first installment due date on September 1, 2025. If a member chooses to pay the full balance of its total assessment by October 1, 2025, the total assessment owed shall be reduced by eight percent (8%).

FRMS and Keenan staff will analyze the special assessment amounts at 6-month intervals going forward to account for any changes in stop-loss insurance recoveries, claims audit recoveries, expected-versus-annual claims trends, etc., and present the findings to the FRMS Board of Directors. Based on these reviews, the FRMS Board reserves the right to adjust the special assessment amounts accordingly.

Should a member decide to leave any of the FRMS benefits programs (medical, dental, vision, life/AD&D), the Board has agreed to waive the current three-year participation requirement from 2023 to 2026. However, as per the FRMS governing documents, we ask that members submit a formal notice to staff (amanda.bistolfo@sedgwick.com) advising intent to leave any of the FRMs benefits programs.

Please feel free to contact me directly with any questions at (916) 244-1154 or jon.paulsen@sedgwick.com.

Sincerely,



Jon Paulsen, Executive Director
Fire Risk Management Services (FRMS)

Enclosures

**FRMS - Employee Benefits, Medical Benefits Coverage Program
2024 Special Assessment**

Year	Member	Gross Contributions	Assessment Amount	Allocation
2024	AMADOR FIRE PROTECTION DISTRICT	528,439.83	56,981.50	10.78%
2024	CENTRAL COAST COMMUNITY ENERGY	496,228.53	53,508.17	10.78%
2024	CITY OF BEAUMONT	3,405,860.12	367,252.84	10.78%
2024	CITY OF BLUE LAKE	184,911.78	19,938.98	10.78%
2024	CITY OF CERES	3,062,936.91	330,275.53	10.78%
2024	CITY OF FERNDALE	132,242.40	14,259.66	10.78%
2024	CITY OF GLENDORA	894,749.85	96,480.60	10.78%
2024	CITY OF JURUPA VALLEY	619,302.35	66,779.18	10.78%
2024	CITY OF PALOS VERDES ESTATES	749,110.52	80,776.35	10.78%
2024	CITY OF PLEASANT HILL	1,804,382.87	194,566.04	10.78%
2024	CITY OF PLYMOUTH	24,085.56	2,597.14	10.78%
2024	CITY OF SAN JOAQUIN	233,224.87	25,148.57	10.78%
2024	CITY OF SOUTH LAKE TAHOE	3,484,409.40	375,722.78	10.78%
2024	CITY OF WILLOWS	256,245.50	27,630.87	10.78%
2024	CLOVERDALE FIRE PROTECTION DISTRICT	202,141.10	21,796.81	10.78%
2024	GOLD RIDGE FIRE PROTECTION DISTRICT	565,973.77	61,028.78	10.78%
2024	LINDA FIRE PROTECTION DISTRICT	551,539.20	59,472.30	10.78%
2024	MONTE RIO FPD	56,386.08	6,080.09	10.78%
2024	MURPHYS FIRE PROTECTION DISTRICT	11,984.64	1,292.30	10.78%
2024	NORTH CENTRAL FIRE PROTECTION DISTRICT	880,338.18	94,926.59	10.78%
2024	NORTHERN SONOMA COUNTY FPD	61,057.08	6,583.77	10.78%
2024	OCEANO COMMUNITY SERVICES DISTRICT	115,733.42	12,479.50	10.78%
2024	RESCUE FIRE PROTECTION DISTRICT	223,382.58	24,087.27	10.78%
2024	RESOURCE CONSERVATION DISTRICT OF TEHAMA COUNTY	301,146.42	32,472.52	10.78%
2024	SACRAMENTO RIVER FIRE PROTECTION DISTRICT OF COLUSA	12,831.24	1,383.59	10.78%
2024	SALIDA FIRE PROTECTION DISTRICT	11,149.32	1,202.23	10.78%
2024	SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT	396,103.70	42,711.74	10.78%
2024	SHELL-VISTA FIRE PROTECTION DISTRICT	112,103.76	12,088.11	10.78%
2024	SONOMA COUNTY FIRE DISTRICT	2,554,592.87	275,460.96	10.78%
2024	SONOMA VALLEY FIRE DISTRICT	1,461,855.76	157,631.45	10.78%
2024	STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT	974,515.10	105,081.66	10.78%
2024	SUTTER CREEK FIRE PROTECTION DISTRICT	45,017.28	4,854.20	10.78%
2024	SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT	335,965.90	36,227.10	10.78%
2024	THORNTON FIRE PROTECTION DISTRICT	8,822.44	951.32	10.78%
2024	WOODBIDGE FIRE PROTECTION DISTRICT	324,748.15	35,017.49	10.78%
	Total		2,704,748.00	

Note: Employee Benefits, Medical Benefits Coverage Program calculated as of 7/30/2025
Prepared by Kemble Ng, FRMS Finance Manager

**FRMS - Employee Benefits, Medical Benefits Coverage Program
2025 Special Assessment**

Year	Member	Gross Contributions	Assessment Amount	Allocation
2025	AMADOR FIRE PROTECTION DISTRICT			
2025	CENTRAL COAST COMMUNITY ENERGY	328,859.44	186,667.92	56.76%
2025	CITY OF BEAUMONT	409,316.27	232,337.01	56.76%
2025	CITY OF BLUE LAKE	2,168,194.54	1,230,715.39	56.76%
2025	CITY OF CERES	106,142.46	60,248.82	56.76%
2025	CITY OF FERNDALE	1,796,827.94	1,019,919.45	56.76%
2025	CITY OF GLENDORA	82,355.73	46,746.94	56.76%
2025	CITY OF JURUPA VALLEY	552,025.02	313,341.66	56.76%
2025	CITY OF PALOS VERDES ESTATES	440,626.11	250,109.17	56.76%
2025	CITY OF PLEASANT HILL	474,132.34	269,128.05	56.76%
2025	CITY OF PLYMOUTH	1,071,762.90	608,356.43	56.76%
2025	CITY OF SAN JOAQUIN	13,178.62	7,480.48	56.76%
2025	CITY OF SOUTH LAKE TAHOE	156,702.88	88,948.04	56.76%
2025	CITY OF WILLOWS	2,293,059.46	1,301,591.49	56.76%
2025	CLOVERDALE FIRE PROTECTION DISTRICT	154,571.38	87,738.15	56.76%
2025	GOLD RIDGE FIRE PROTECTION DISTRICT	156,487.37	88,825.71	56.76%
2025	LINDA FIRE PROTECTION DISTRICT	544,799.64	309,240.38	56.76%
2025	MURPHYS FIRE PROTECTION DISTRICT	371,559.38	210,905.36	56.76%
2025	NORTH CENTRAL FIRE PROTECTION DISTRICT	7,797.79	4,426.20	56.76%
2025	NORTHERN SONOMA COUNTY FPD	624,635.55	354,557.01	56.76%
2025	OCEANO COMMUNITY SERVICES DISTRICT	39,873.40	22,633.03	56.76%
2025	RESCUE FIRE PROTECTION DISTRICT	47,858.23	27,165.39	56.76%
2025	RESOURCE CONSERVATION DISTRICT OF TEHAMA COUNTY	135,652.86	76,999.58	56.76%
2025	SACRAMENTO RIVER FIRE PROTECTION DISTRICT OF COLUSA	198,443.16	112,640.75	56.76%
2025	SALIDA FIRE PROTECTION DISTRICT	8,348.62	4,738.86	56.76%
2025	SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT	7,254.31	4,117.71	56.76%
2025	SHELL-VISTA FIRE PROTECTION DISTRICT	263,106.77	149,345.25	56.76%
2025	SONOMA COUNTY FIRE DISTRICT	79,532.39	45,144.35	56.76%
2025	SONOMA VALLEY FIRE DISTRICT	1,571,295.54	891,902.25	56.76%
2025	STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT	909,693.62	516,362.31	56.76%
2025	SUTTER CREEK FIRE PROTECTION DISTRICT	571,967.16	324,661.27	56.76%
2025	SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT	10,625.99	6,031.55	56.76%
2025	THORNTON FIRE PROTECTION DISTRICT	218,198.05	123,854.06	56.76%
2025	WOODBIDGE FIRE PROTECTION DISTRICT	16,842.84	9,560.37	56.76%
	Total	177,483.59	100,743.63	56.76%
			9,087,184.00	

Note: Employee Benefits, Medical Benefits Coverage Program calculated as of 7/30/2025
Prepared by Kemble Ng, FRMS Finance Manager



Agenda Item: 10

City of Blue Lake

Staff Report

Agenda Item: 10

Date: October 23, 2025 *For meeting of: October 28, 2025*

Subject: **Receive Presentation and Request from Karina Green To Address Powers Creek Flooding Concerns**

Recommended Action: That the City Council:
1. Receive and Discuss Request from Karina Green, resident of Chartin & Broderick; and
2. Provide direction as appropriate.

DISCUSSION:

That Council receive an overview presentation to receive and discuss flooding concerns raised by Karina Green, a resident of Broderick Lane. Ms. Green has expressed concerns about the impacts of periodic flooding in the lower portion of Powers Creek, highlighting issues such as property damage, safety risks, and the need for flood mitigation measures.

FISCAL IMPACT: None with this action.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

Submitted By: Jill K Duffy, Interim City Manager



City of Blue Lake

Staff Report

Agenda Item #: 11
Date: October 24, 2025 *For Meeting Of: October 28, 2025*
Subject: **Introduction of the Revised FY 2025-26 Budget and Approve Continuing Resolution 1245 for Fiscal Year Budget 2025-26**

Recommended Action: That the City Council:

1. Receive the Revised Fiscal Year 2025-26 Budget; and
2. Provide Direction to the Budget Ad Hoc Committee and Interim City Manager as appropriate; and
3. Approve Resolution No. 1245“Authorizing A Temporary Extension Of Appropriations For Fiscal Year 2025–2026 Pending Adoption Of The Annual Budget”; and
4. File the approved Resolution with the Humboldt County Auditor’s Office.
5. Return with a Balanced Budget by November 24, 2025

SUMMARY:
Receive the Revised Fiscal Year 2025-26 Budget and approve Resolution No. 1245 to authorize a third 60-day extension to allow the City to continue using the FY 2024/25 budget for spending and revenues until the FY 2025/26 budget is completed and adopted by City Council.

DISCUSSION:
The City’s draft Fiscal Year 2025-26 Budget has been discussed in two meetings with the AdHoc Committee. These meetings facilitated review and initial feedback to staff; however, final revisions are pending completion by the City’s Accountant. The Accountant has been on leave, which has delayed the revision process. Until these revisions are finalized, staff has no action to recommend regarding the formal adoption of the budget.

State law mandates that local governments adopt a budget or an accurate listing of expected revenues and expenditures within 60 days of the start of the fiscal year. Since the FY 2025-26 budget is not yet finalized, the City is required to implement a Continuing Resolution to maintain legal spending authority.

The current draft budget remains unchanged and is not ready for adoption, primarily due to staffing transitions, including the separation of the previous City Manager, the appointment of an Acting City Manager, and the hiring of an Interim City Manager. These personnel changes, along with the delay in

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 11

revision work, underscore the importance of extending the current budget authority until staff can finalize the new budget.

Under State law, local governments must adopt a budget – or, at a minimum, file a listing of expected revenue and expenses – within 60 days after the start of the fiscal year. If a budget is not adopted on time, the City Council must approve a “Continuing Resolution”. This allows last year’s budget to remain in effect temporarily so that services can continue and bills can be paid. Without either a budget or a Continuing Resolution, the City would have no legal authority to spend money and operations would be forced to stop.

Approving a third 60-day extension through the attached Continuing Resolution ensures that the City can keep operating while staff and the Interim City Manager work to finalize the FY 2025/26 budget for Council’s review and adoption.

Once the revisions are complete, staff will present the updated budget for Council review and adoption. In the meantime, the continuation of current budget authority is essential to maintain services and financial obligations.

FISCAL IMPACT:

Approving the Continuing Resolution allows the City to continue its daily operations, service delivery and meet payroll and other financial obligations without interruptions.

ALTERNATIVES:

Council could opt not to approve the Continuing Resolution. This is not recommended because the impact will be that City operations are suspended because there is no legal authorization to spend City funds.

<p>Review Information:</p> <p>City Manager Review: <input checked="" type="checkbox"/> Legal Review: <input checked="" type="checkbox"/> Planner Review: <input type="checkbox"/> Engineer: <input type="checkbox"/></p> <p>Comments:</p>

ATTACHMENT:

1. Resolution No. 1245 “Authorizing A Temporary Extension Of Appropriations For Fiscal Year 2025–2026 Pending Adoption Of The Annual Budget”

Submitted By: Jill K Duffy, Interim City Manager

RESOLUTION NO. 1245

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE,
CALIFORNIA, AUTHORIZING A TEMPORARY EXTENSION OF
APPROPRIATIONS FOR FISCAL YEAR 2025–2026 PENDING ADOPTION OF
THE ANNUAL BUDGET**

WHEREAS, the City of Blue Lake, a general law city, is required by California law to adopt an annual budget for each fiscal year beginning July 1 and ending June 30; and

WHEREAS, the City Council has not yet adopted the annual operating and capital budget for Fiscal Year 2025–2026; and

WHEREAS, the City Council adopted Resolution No. 1237 on June 27, 2025, authorizing temporary appropriations for a 60-day period to provide for the continued operation of the City pending adoption of the new budget; and

WHEREAS, due to extenuating circumstances, additional time was required to complete the budget process, Council extended a secondary resolution, Resolution 1241 on August 26th, for temporary appropriations to ensure continuity of municipal operations and services; and

WHEREAS, The draft Fiscal Year 2025-26 Budget has been reviewed in two meetings with the Budget AdHoc Committee which provided initial feedback to staff; however, final revisions are pending completion by the City’s Accountant; and

WHEREAS, Until these revisions are finalized, staff has no immediate action to recommend regarding the formal adoption of the budget; and

WHEREAS, staff is committed to completing this review and will return to the City Council with a revised budget for approval no later than their upcoming regular meeting on November 25, 2025; and

WHEREAS, Chapter 4 of Part 2 of Division 3 of Title 4 of the California Government Code and related provisions authorize the City Council to approve appropriations and expenditures by resolution, provided such actions are duly adopted and recorded.

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

- 1. Temporary Authority to Expend Funds.** The Interim City Manager is hereby authorized to continue expenditures necessary for the ordinary and ongoing operations of the City. Expenditures shall not exceed a prorated monthly share (one-twelfth per month) of the appropriations approved in the Fiscal Year 2024–2025 budget, unless otherwise approved by the City Council.
- 2. Duration.** This authority shall remain in effect until the earlier of: (a) adoption of the official Fiscal Year 2025–2026 budget by the City Council, or (b) sixty (60) days from the date of this Resolution, unless extended by further action of the Council.
- 3. Limitations.** No new capital projects or significant new expenditures shall be initiated during this interim period without prior approval of the City Council.
- 4. Reporting.** If the Fiscal Year 2025–2026 budget has not been adopted prior to expiration of this Resolution, the City Manager shall present to the Council a written report on the status of the budget process and options for further action.

Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ___ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Sawatzky, Mayor

ATTEST:

Jill K Duffy
City Clerk, City of Blue Lake

RESOLUTION NO. 1245



NATIONAL
RURAL WATER
ASSOCIATION

NRWA *America's Largest Utility Membership*

2915 S. 13th Street, Duncan, OK 73533
580.252.0629 | nrwa.org

*10/8/25
Copied
for
accountant
SG.*

RECEIVED
OCT 02 2025

BY:

September 29, 2025

City of Blue Lake
Attn: Mayor or City Manager
PO Box 458
111 Greenwood Road
Blue Lake, CA 95525

Dear Mayor/City Clerk,

I'm pleased to confirm that with the receipt of your loan payment on September 24 2025, your RLF loan number 5519 is now paid in full. This letter may be used as your record of full loan repayment.

Feel free to contact me if we can be of assistance to your utility in the future.

Sincerely,

Gloria York
RLF Program Loan Administrator
2915 South 13th Street
Duncan, OK 73533

Payee National Rural Water Assoc.
Vendor ID nat rur

Account #:

Invoice	Description	Discount	Amount
251001SCADA	SCADA loan pmt due 10/1/25 - final	\$0.00	\$964.87
Total :		\$0.00	\$964.87

PRINTED IN U.S.A.

10 year ammortized loan in the amount of 99,937.00
3.00% annual interest rate
Monthly payments in the amount of \$965.00
First loan payment due date - 11/1/2015
Final payment due date - 10/1/2025

For: Purchase of SCADA Control System
Purchased From: Daqota Systems, Inc.

Due Date: 1st of each month

Description: SCADA loan pmt due 10 / 1 / 25 - final

Post to: Principal 60 - 2394 ----- = 962.59 962.46
Interest 60 - 7250 - 000 - 00 = 241
Total Payment = ~~\$965.00~~ 964.87

Handwritten signature and initials

Handwritten date: 9/17/25

54e

vendor ID (nat rur)

per SG
FY 2018/19 - post to fund 60
As of October 2018 - post to fund 60
We have JE'd Jul-Sep 2018 postings to fund 60



September 25, 2025

To: Interested Parties

From: Brendan Byrd, HCAOG Executive Director

Subject: Notification of the Adoption of the Regional Housing Needs Allocation (RHNA) Methodology and Issuance of the Draft RHNA Allocation

At its September 18, 2025 meeting, the Humboldt County Association of Governments (HCAOG) Board selected a preferred alternative allocation methodology for the Cycle 7 Regional Housing Needs Allocation (RHNA).

The preferred methodology, along with documentation of the RHNA process for the 7th Housing Element Cycle, is posted on the HCAOG website at <https://www.hcaog.net/regional-housing-needs-allocation-rhna-7th-cycle>. The draft allocations are listed below.

Jurisdiction	Acuteley Low (0% - 15% MHI)	Extremely Low (15% - 30% MHI)	Very Low (30% - 50% MHI)	Low (50% - 80% MHI)	Moderate (80% - 120% MHI)	Above Moderate (120%<MHI)	Total Jurisdictional Allocation
Arcata	90	135	103	201	100	413	1,042
Blue Lake	3	7	4	7	4	16	41
Eureka	175	258	179	307	171	650	1,740
Ferndale	8	6	6	10	5	22	57
Fortuna	45	70	50	93	46	175	479
Rio Dell	8	14	8	16	10	39	95
Trinidad	4	4	5	7	3	4	27
County	229	372	272	423	226	959	2,481
Total	562	866	627	1,064	565	2,278	5,962

Pursuant to Government Code Section 65584.05, this letter is to inform you of the preliminary decision made by the Board to adopt a preferred RHNA allocation method for the public comment period. This step will initiate a 60-day public comment and review period, wherein the public and interested parties can provide further input on the final adopted RHNA allocation methodology, which will be considered at the December 18th, 2025 Board Meeting. In addition to the Board meeting considering adoption, a public hearing will be held on the November 20th, 2025 Board meeting, to receive and review public comment received to date.

If you have any questions or need information on appeal limitations, please contact me at (707) 444-8208 or brendan.byrd@hcaog.net.

Sincerely,

Brendan Byrd, PE
 Executive Director
 Humboldt County Association of Governments

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*

On Sun, Oct 5, 2025

at 2:24 PM Kent Sawatzky <kentsawatzky@hotmail.com> wrote:

Tonie please distribute this to the City Manager, the Council members, and the Safety Commissioners.

We have major concerns with the action/inaction of the Blue Lake Safety Commission.

The notification of the next Blue Lake Safety Commission that is agendized for "Tuesday October 6th" has not been noticed correctly. There is no Tuesday October 6th this year. The Agenda was not found at City Hall, The Grange, nor was it accessible at the Blue Lake Post Office.

The Blue Lake Post Office no longer suffices as a location to post legal notices. Most notifications require 72-hour notices. These must be accessible during the 72-hour period. The hours on the Post Office door indicates that it is likely the Post Office may be closed from 11AM Saturday until 7 AM Monday. That appears to be 44 hours short of the 72 required time.

The agenda does not reflect the items that should be on it. It has been repeatedly requested that such items such as the City ordinance for Large Animals be addressed. Such ongoing items such as the Power Plant, Skate park and other road hazards like the hazardous root under I St. are ignored. The fact that the Cities water supply is in jeopardy appears to be of no importance to Ms. Jones. It appears that large quantities of chlorinated water is going into a fish bearing waterway. Shold the regulatory agencies be informed of this it is likely the tank would have to be drained and likely the Citizens of Blue Lake would find the water source and the ability to obtain fire insurance in jeopardy. Yet there appears to be plenty of time to agenize speed bumps throughout the City (Item 11).

It is public perception that the current chair (Ex-Mayor Jones) of the Safety Commission intentionally does not put items on the agenda that may have negative effect on her friends. The lack of integrity and concern for Blue Lakes Public Safety on the part of Ex-Mayor Jones would cause question of her ability to serve on the Safety Commission, let alone be the chair. Ex-Mayor Jones is Ex-Mayor Jones because as Mayor she used the same tactics. It is time for her to be Ex-Safety Commissioner for the same reasons.

Kent Sawatzky