



# City of Blue Lake

Post Office Box 458 - 111 Greenwood Road  
Blue Lake, CA 95525  
Phone 707.668.5655  
[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

## City Council Agenda

**Tuesday, July 14 2026 ~ 6:30 p.m. ~ Special 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](mailto: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:

**Link:**

**<https://us02web.zoom.us/j/81969648241?pwd=6QgiufzpqcB3u3vHQUtV4ybJIHBjZa.1>**

**Meeting Id: 819 6964 8241 Passcode: 795971**

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call and Establish a Quorum of the Council**
4. **Approval Of Agenda**
5. **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 ensure 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.*
6. **Consent Agenda**
  - a. June Disbursements
  - b. June 23, 2026 Minutes

## **ITEMS FOR COUNCIL DISCUSSION OR ACTION**

7. Townsquare Kisok Proposal
8. Chamber of Commerce Fee Waiver Request
9. Hazard Mitigation Plan Approval [Resolution 1265]
10. Examination of Sales or Transactions and Use Tax Records [Resolution 1266]
11. FY 26-27 Budget Amendment and Organizational Chart Approval [Resolution 1267]
12. Memorandum of Agreement with County of Humboldt for Environmental Health Services
13. Power Plant Update
14. Bike & Skate Park Update
15. Council Correspondence
16. City Manager Report
17. Future Agenda Items
18. Closed Session Agenda
  - a. Public Comment on Closed Session agenda item(s).
  - b. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case. Facts and circumstances involve claims by Danco Communities that the City's election to terminate the Development and Disposition Agreement after notice and opportunity to cure is not permitted under the terms of the parties' agreement.
  - c. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case.
  - d. Report Out of Closed Session
19. 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.*



# City of Blue Lake

## Staff Report

**Consent** **6a**  
**Agenda Item #:**  
Meeting Date: July 14, 2026  
Prepared By: Jennie Short, City Manager  
Subject: June Monthly Disbursements  
Recommended Action: That the City Council:  
1. Approve the monthly report on disbursements for the period June 1 – 30, 2026

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### BACKGROUND

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

None

### ALTERNATIVES

None.

### ATTACHMENTS

1. City of Blue Lake Check/Voucher Register for period of June 1 – 30, 2026

#### Review Information:

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

Comments:

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**City of Blue Lake**  
 Check/Voucher Register - City Council Monthly Check Register\_j  
 From 6/1/2026 Through 6/30/2026

| Check Number | Check Date | Payee                          | Transaction Description                             | Check Amount |
|--------------|------------|--------------------------------|---|--------------|
| 13827        | 6/1/2026   | AWP Safety                     | INV08016545 5/6/26 Road paint & supps               | 4,824.41     |
| 13828        | 6/1/2026   | Matthew Cherovsky              | INV5/26/26 Internship stipend-Cherovsky             | 1,113.75     |
| 13829        | 6/1/2026   | General Code                   | INVP000046850 5/21/26 General Code                  | 933.00       |
| 13830        | 6/1/2026   | Justin Goad                    | INV13 5/13/26 Jan-Apr2026 Mtg recordings            | 800.00       |
| 13831        | 6/1/2026   | Haz Mat Response Authority     | INV2026-02 4/20/26 HMRA                             | 513.92       |
| 13832        | 6/1/2026   | Austin Jones                   | INV5/14/26 Vision Payment - E10                     | 43.18        |
| 13833        | 6/1/2026   | The Mitchell Law Firm, LLP     | INV10589 3/31/2026 Legal                            | 879.00       |
|              | 6/1/2026   | The Mitchell Law Firm, LLP     | INV11097 5/1/26 Legal                               | 733.50       |
| 13834        | 6/1/2026   | Elise G. Scafani               | INV5/11/26-1 Scafani wkshp reimb.                   | 100.00       |
| 13835        | 6/1/2026   | SHN Consulting                 | INV129679 4/30/26 Engineering-period ending 3/31/26 | 1,657.50     |
| 13836        | 6/5/2026   | AT&T                           | ACCT23384157271066 5/20/26 Alarms                   | 32.01        |
|              | 6/5/2026   | AT&T                           | ACCT23838111108003 5/20/26 Alarms                   | 31.76        |
| 13837        | 6/5/2026   | Skyler A. Coke                 | Safety Boot Reimb.-Coke                             | 175.00       |
| 13838        | 6/5/2026   | Humb. Bay Municipal Water Dist | Billing Period 5/1/26-5/29/26                       | 19,625.55    |
| 13839        | 6/5/2026   | JJACPA, Inc.                   | INV1077 5/29/26 Audit Svcs-period ending 6/30/2024  | 16,650.00    |
| 13840        | 6/5/2026   | Miller Farms Nursery, Inc.     | INV180260 5/14/26 Equip supplies                    | 5.43         |
|              | 6/5/2026   | Miller Farms Nursery, Inc.     | INV180345 5/19/26 Repair Equip                      | 16.30        |
| 13841        | 6/5/2026   | The Mill Yard                  | INV556639 5/11/26 Street Supplies                   | 19.73        |
| 13842        | 6/5/2026   | REMIF                          | REMIF Medical Premium - May 2026                    | 20,850.00    |
|              | 6/5/2026   | REMIF                          | REMIF Medical Premium-June2026                      | 21,799.00    |
| 13843        | 6/5/2026   | SHN Consulting                 | INV129845 5/19/26 Engineering Svcs - May2026        | 3,253.75     |
| 13844        | 6/5/2026   | Verizon Wireless               | INV6144146253 4/22/26-5/21/26                       | 415.82       |
| 13849        | 6/10/2026  | Isabella G. Crawford           | Employee: crawfordi; Pay Date: 6/12/2026            | 38.47        |
| 13850        | 6/10/2026  | Daniel L. Dimick               | Employee: dimickd; Pay Date: 6/12/2026              | 637.35       |
| 13851        | 6/10/2026  | Michael D. Downard             | Employee: downardm; Pay Date: 6/12/2026             | 1,144.46     |
| 13852        | 6/10/2026  | Vicki L. Hutton                | Employee: huttonv; Pay Date: 6/12/2026              | 1,924.11     |
| 260612A01    | 6/10/2026  | Glenn R. Bernald               | Employee: bernaldg; Pay Date: 6/12/2026             | 2,303.35     |
| 260612A02    | 6/10/2026  | Skyler A. Coke                 | Employee: cokes; Pay Date: 6/12/2026                | 1,126.70     |
| 260612A03    | 6/10/2026  | Christopher B. Edgar           | Employee: edgarc; Pay Date: 6/12/2026               | 1,755.89     |
| 260612A04    | 6/10/2026  | Samantha G. Green              | Employee: greens; Pay Date: 6/12/2026               | 1,501.15     |
| 260612A05    | 6/10/2026  | Hazel E. Hale                  | Employee: haleh; Pay Date: 6/12/2026                | 65.30        |
| 260612A06    | 6/10/2026  | Austin R. Jones                | Employee: jonesa; Pay Date: 6/12/2026               | 1,230.28     |
| 260612A07    | 6/10/2026  | Karie R. Kroeker               | Employee: kroekerk; Pay Date: 6/12/2026             | 1,959.32     |
| 260612A08    | 6/10/2026  | Athina S. Lee                  | Employee: leea; Pay Date: 6/12/2026                 | 1,613.83     |
| 260612A09    | 6/10/2026  | Suzette M. Leyba-Strong        | Employee: leyba-strongs; Pay Date: 6/12/2026        | 1,378.39     |
| 260612A10    | 6/10/2026  | Aislin N. McKinney             | Employee: mckinneya; Pay Date: 6/12/2026            | 281.42       |
| 260612A11    | 6/10/2026  | Jacob P. Meng                  | Employee: mengj; Pay Date: 6/12/2026                | 1,290.30     |
| 260612A12    | 6/10/2026  | Shaylee A. O'Neil              | Employee: oneils; Pay Date: 6/12/2026               | 246.20       |
| 260612A13    | 6/10/2026  | Jennie M. Short                | Employee: shortj; Pay Date: 6/12/2026               | 3,235.75     |
| 260612A14    | 6/10/2026  | Quinn Sousa                    | Employee: sousaq; Pay Date: 6/12/2026               | 477.13       |
| 260612A15    | 6/10/2026  | Emily P. Wood                  | Employee: woode; Pay Date: 6/12/2026                | 1,596.12     |
| 13853        | 6/17/2026  | Aflac                          | INV978820 5/25/26 May2026                           | 390.24       |
| 13854        | 6/17/2026  | B & B Portable Toilet Co.      | INV230143 5/23/26 Town Square                       | 315.48       |
|              | 6/17/2026  | B & B Portable Toilet Co.      | INV230322 5/23/26 WWTP                              | 54.38        |
| 13855        | 6/17/2026  | Coastal Business Systems Inc.  | INV42105173 Copier usage 5/21/26-6/20/26            | 496.47       |
| 13856        | 6/17/2026  | Fire Risk Mgmt Services        | FRMS 2024 & 2025 Assessment Pmt #11                 | 4,454.88     |
| 13857        | 6/17/2026  | Intedata Systems, Inc.         | INVINTMN0001285 6/7/26 W/S Support                  | 101.65       |
| 13858        | 6/17/2026  | Austin Jones                   | INV6/10/26 PR0809&PR0810 TCB A Jones-pay reject     | 257.47       |
| 13859        | 6/17/2026  | McKinleyville Ace Hardware     | INV517999 5/14/26 Shop supplies                     | 158.49       |
| 13860        | 6/17/2026  | Mendes Supply Company          | INVM294878 5/19/26 CH supplies                      | 209.62       |
|              | 6/17/2026  | Mendes Supply Company          | INVM295189 PH Janitorial Supplies                   | 801.79       |
| 13861        | 6/17/2026  | Microbac Laboratories, Inc.    | INV187952 4/17/26 WW                                | 88.00        |
|              | 6/17/2026  | Microbac Laboratories, Inc.    | INV188065 4/27/26 WW                                | 148.00       |
|              | 6/17/2026  | Microbac Laboratories, Inc.    | INV188142 5/4/26 WW                                 | 148.00       |
|              | 6/17/2026  | Microbac Laboratories, Inc.    | INV188245 5/8/26 WW                                 | 88.00        |
|              | 6/17/2026  | Microbac Laboratories, Inc.    | INV188403 5/18/26 WW                                | 148.00       |

**City of Blue Lake**  
 Check/Voucher Register - City Council Monthly Check Register\_j  
 From 6/1/2026 Through 6/30/2026

| Check Number | Check Date | Payee                         | Transaction Description                               | Check Amount |
|--------------|------------|-------------------------------|---|--------------|
|              | 6/17/2026  | Microbac Laboratories, Inc.   | INV188441 5/20/26 WW                                  | 158.00       |
|              | 6/17/2026  | Microbac Laboratories, Inc.   | INV188489 5/23/26 WW                                  | 473.00       |
| 13862        | 6/17/2026  | Optimum                       | Billing Period 6/1/26-6/30/26                         | 558.22       |
| 13863        | 6/17/2026  | O'Reilly Auto Parts           | INV3537323730 5/19/26 Vehicle maint                   | 27.08        |
| 13864        | 6/17/2026  | Planwest Partners, Inc.       | INV26-199-04 5/14/26 7th Housing Elmnt                | 18,161.15    |
| 13865        | 6/17/2026  | RMW Accounting                | INV2095 6/2/26 May2026 Acct Srvc                      | 3,155.00     |
| 13866        | 6/17/2026  | Tensor IT                     | INV12083 5/19/26 IT Services                          | 1,467.28     |
|              | 6/17/2026  | Tensor IT                     | INV12084 5/20/26 IT Services                          | 109.00       |
|              | 6/17/2026  | Tensor IT                     | INV12088 6/1/26 IT Services                           | 320.00       |
|              | 6/17/2026  | Tensor IT                     | INV12114 6/1/26 IT Services                           | 700.45       |
|              | 6/17/2026  | Tensor IT                     | INV12132 6/1/26 IT Services                           | 200.70       |
| 13867        | 6/17/2026  | US Bank Corp. Payment Systems | INV5/22/26 Cal card statement                         | 5,434.06     |
| 2452         | 6/18/2026  | Steve Plevin                  | Utility Deposit Refund 10011000 Plevin                | 83.00        |
| 2453         | 6/18/2026  | Greg Parish                   | Utility Deposit Refund 2023000 Parish                 | 1.27         |
| 13868        | 6/26/2026  | Isabella G. Crawford          | Employee: crawfordi; Pay Date: 6/26/2026              | 146.17       |
| 13869        | 6/26/2026  | Daniel L. Dimick              | Employee: dimickd; Pay Date: 6/26/2026                | 573.61       |
| 13870        | 6/26/2026  | Michael D. Downard            | Employee: downardm; Pay Date: 6/26/2026               | 975.62       |
| 13871        | 6/26/2026  | Vicki L. Hutton               | Employee: huttonv; Pay Date: 6/26/2026                | 1,924.12     |
| 260626A01    | 6/26/2026  | Glenn R. Bernald              | Employee: bernaldg; Pay Date: 6/26/2026               | 2,373.94     |
| 260626A02    | 6/26/2026  | Skyler A. Coke                | Employee: cokes; Pay Date: 6/26/2026                  | 1,196.01     |
| 260626A03    | 6/26/2026  | Christopher B. Edgar          | Employee: edgarc; Pay Date: 6/26/2026                 | 1,656.63     |
| 260626A04    | 6/26/2026  | Samantha G. Green             | Employee: greens; Pay Date: 6/26/2026                 | 1,557.85     |
| 260626A05    | 6/26/2026  | Hazel E. Hale                 | Employee: haleh; Pay Date: 6/26/2026                  | 155.10       |
| 260626A06    | 6/26/2026  | Kanoa K. Jones                | Employee: jonesk; Pay Date: 6/26/2026                 | 133.78       |
| 260626A07    | 6/26/2026  | Austin R. Jones               | Employee: jonesa; Pay Date: 6/26/2026                 | 1,344.43     |
| 260626A08    | 6/26/2026  | Karie R. Kroeker              | Employee: kroekerk; Pay Date: 6/26/2026               | 2,040.81     |
| 260626A09    | 6/26/2026  | Athina S. Lee                 | Employee: leea; Pay Date: 6/26/2026                   | 1,504.71     |
| 260626A10    | 6/26/2026  | Suzette M. Leyba-Strong       | Employee: leyba-strongs; Pay Date: 6/26/2026          | 1,316.96     |
| 260626A11    | 6/26/2026  | Aislin N. McKinney            | Employee: mckinneya; Pay Date: 6/26/2026              | 73.60        |
| 260626A12    | 6/26/2026  | Jacob P. Meng                 | Employee: mengj; Pay Date: 6/26/2026                  | 1,386.65     |
| 260626A13    | 6/26/2026  | Shaylee A. O'Neil             | Employee: oneils; Pay Date: 6/26/2026                 | 123.10       |
| 260626A14    | 6/26/2026  | Jennie M. Short               | Employee: shortj; Pay Date: 6/26/2026                 | 3,235.75     |
| 260626A15    | 6/26/2026  | Quinn Sousa                   | Employee: sousaq; Pay Date: 6/26/2026                 | 312.15       |
| 260626A16    | 6/26/2026  | Emily P. Wood                 | Employee: woode; Pay Date: 6/26/2026                  | 1,596.12     |
| 13872        | 6/30/2026  | Abila                         | INV1050-1000307537 7/1/26 Annual renewal software fee | 5,037.45     |
|              | 6/30/2026  | Abila                         | INV1050-1000307712 7/1/26 Addtl Software License MIP  | 1,342.19     |
| 13873        | 6/30/2026  | Advanced Security Systems     | INV786146 7/1/26 Alarm System                         | 388.50       |
| 13874        | 6/30/2026  | An Electrician, Inc.          | INV20355 6/5/26 WWTP repair                           | 724.52       |
| 13875        | 6/30/2026  | AT&T                          | INV6/4/26 4-Cal Net 3 Bills                           | 362.31       |
| 13876        | 6/30/2026  | B & B Portable Toilet Co.     | INV230144 5/23/26 Perigot Prk                         | 152.89       |
|              | 6/30/2026  | B & B Portable Toilet Co.     | INV230323 5/23/26 Horse Arena                         | 152.89       |
| 13877        | 6/30/2026  | City of Blue Lake             | W/S payments 6/1/26                                   | 2,020.94     |
| 13878        | 6/30/2026  | G.L.J. Construction           | INV6/26/26 GLJ Construction BLBK Prk CIP              | 5,000.00     |
| 13879        | 6/30/2026  | Humboldt Co. Sheriff's Office | INV6/30/26 Animal Shelter Services Apr-Jun 2026       | 2,694.75     |
|              | 6/30/2026  | Humboldt Co. Sheriff's Office | INV6/30/26 Law Enforcement Services Apr-Jun 2026      | 42,539.75    |
| 13880        | 6/30/2026  | Humboldt Termite and Pest     | INV605146 6/10/26 Pest Control Svcs.                  | 72.00        |
| 13881        | 6/30/2026  | Intedata Systems, Inc.        | INVINTMN0001416 6/30/26 W/S Support                   | 144.45       |
| 13882        | 6/30/2026  | Karie Kroeker                 | INV6/22/26 Dental Payment - F10                       | 353.60       |
| 13883        | 6/30/2026  | Michelle Lewis-Lusso          | INV6/30/26 Apr, May & Jun 2026 Council stipend        | 150.00       |
| 13884        | 6/30/2026  | Suzette Leyba-Strong          | INV6/24/26 Reimbursement Office Supplies - Leyba      | 348.29       |
| 13885        | 6/30/2026  | Microbac Laboratories, Inc.   | INV188777 6/15/26 WW                                  | 60.00        |
|              | 6/30/2026  | Microbac Laboratories, Inc.   | INV188891 6/18/26 WW                                  | 88.00        |
| 13886        | 6/30/2026  | Katheryn Napier               | INV6/30/26 Apr, May & Jun 2026 Council stipend        | 150.00       |
| 13887        | 6/30/2026  | Pacific Gas and Electric      | 5/31/26 Statement                                     | 8,335.55     |

**City of Blue Lake**  
 Check/Voucher Register - City Council Monthly Check Register\_j  
 From 6/1/2026 Through 6/30/2026

| <u>Check Number</u> | <u>Check Date</u> | <u>Payee</u>                | <u>Transaction Description</u>                 | <u>Check Amount</u> |
|---------------------|-------------------|-----------------------------|--|---------------------|
| 13888               | 6/30/2026         | Planwest Partners, Inc.     | INV26-199-05 6/16/26 7th Hsg Emnt              | 21,589.30           |
| 13889               | 6/30/2026         | John Sawatzky               | INV6/30/26 Apr, May & Jun 2026 Council stipend | 150.00              |
| 13890               | 6/30/2026         | Elise G. Scafani            | INV6/30/26 Apr, May & Jun 2026 Council stipend | 150.00              |
| 13891               | 6/30/2026         | SHN Consulting              | INV129304 5/28/26 Planning-Feb2026             | 8,543.75            |
| 13892               | 6/30/2026         | SHN Consulting              | INV129648 5/28/26 Planning - March2026         | 5,363.75            |
| 13893               | 6/30/2026         | Uline Shipping Supply Spec. | INV208743952 6/1/26 Shop Supplies              | 141.07              |
| 13894               | 6/30/2026         | Valley Pacific Petroleum    | INV26-025652 6/15/26 Shop fuel                 | 3,715.15            |
| 13895               | 6/30/2026         | FasTrak                     | INV1712649121077 6/12/26 Bridge Toll/CC Trip   | 8.50                |
| Report Total        |                   |                             |  | 290,393.52          |

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# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. Call To Order:** Mayor Sawatzky Called the Meeting to Order At 6:30 p.m.

2 **2. Pledge Of Allegiance**

3 **3. Roll Call and Establish a Quorum of the Council**

4  
5 **Councilmembers' Present:** City Clerk Green Established a Quorum

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

8 **Councilmembers Absent:** None

9 **Staff Present:** City Manager Jennie Short, City Clerk Samantha Green, Park and  
10 Recreation Director Emily Wood, and Videographer Justin Goad.

11  
12 **4. Approval Of the Agenda –**

13  
14 **Motion by Councilmember Bayles to approve the agenda. Second by Councilmember**  
15 **Lewis-Lusso**

16 **Voice Vote: Motion passed unanimously**

17  
18 **5. Public Comment on Non-Agenda Items:**

- 19 • **Stephanie Dickerson:** Addressed the council regarding a public nuisance located at  
20 540 K st and requested assistance from the City in addressing the issue, by either  
21 beginning the abatement process or requesting assistance from the County.
- 22 • **Karen Gilkerson:** Requested that the council prioritize storm drain maintenance and  
23 action to address the immediate and ongoing flooding problems.
- 24 • **Jan Henry:** Presented a generous monetary gift on behalf of the Brunson Family  
25 Fund to the Parks and Recreation department. The donation includes \$150,000  
26 towards the completion of the bike and skate park, \$50,000 to the skating rink, and  
27 \$202,000 to be put in an endowment to support the Parks and Recreation department  
28 for a total donation of \$402,000.
- 29 • **Julie Christie:** Thanked Ann and Jan for orchestrating the donation, suggest meeting  
30 with council in closed session to discuss finer details of donation. Would like to see  
31 creek restoration come back and more involvement with CDFW (California  
32 Department of Fish and Wildlife).

33  
34 **6. Consent Agenda**

- 35 a. Approval of May 26, 2026, City Council Meeting Minutes
- 36 b. Approval of June 10, 2026, City Council Meeting Minutes
- 37 c. May 2026 Disbursements

38  
39 **Motion by Councilmember Lewis-Lusso to pass the consent agenda. Second by**  
40 **Councilmember Bayles**

41 **Voice vote: Motion passed unanimously**



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

## ITEMS FOR COUNCIL DISCUSSION OR ACTION

### 7. Election Updates

City Clerk Green attended an informational meeting on June 18<sup>th</sup> hosted by the Humboldt County Office of Elections in preparation for the upcoming Statewide Election on November 3, 2026, and highlighted important dates outlined on the candidate calendar that was shared.

#### Public Comment:

- **Jennifer Kramer:** Asked how the word will be spread about the City Council terms that are set to expire.
- **Julie Christie:** Suggests it's up to the community to also help spread the word.

**No action was taken.**

### 8. Consolidation of the General Municipal Election [Resolution 1261]

The Statewide General Election is scheduled for November 3, 2026, and two City Council terms are set to expire. California Elections Code Sections 10002 and 10400 authorize a local governing body to request consolidation of a general municipal election with the statewide election. The City of Blue Lake partners with the Humboldt County Office of Elections to conduct its elections, including the City Council election. Consolidation requires approval by City Council resolution, which was prepared by City Clerk Green.

#### Public Comment:

- **Julie Christie:** Concurs with staff recommendation.

**Motion by Mayor Pro Tem Scafani** to Adopt Resolution 1261 titled "A Resolution of the City Council of the City of Blue Lake Requesting Consolidation of the General Municipal Election with the Statewide General Election to be Held on Tuesday, November 3, 2026. **Second by Councilmember Lewis-Lusso.**

#### Roll Call Vote:

**Ayes: Sawatzky, Scafani, Napier, Lewis-Lusso, Bayles**

**Motion passed unanimously**

### 9. Hill Construction Proposal for Power Plant Fuel Removal

The City owns the power plant property and desires to remove the fuel pile towards the west end of the property. Hill Construction has approached the City with a proposal to remove the pile at no cost to the city.



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

## Public Comment:

- 83 • **Mardi Grainger:** Asked for clarification regarding cost to the City.
- 84 • **Adalene Jones:** In favor of moving forward and has wanted to see the plant cleaned
- 85 up for many years.
- 86 • **Tom Tellez:** Asked about the full-sized logs and expressed concerns with chipping
- 87 these logs.
- 88 • **Julie Christie:** Suggests setting up first come first serve agreement if others are
- 89 interested in completing the work.
- 90
- 91

92 **Motion by Mayor Pro Tem Scafani** to authorize City Staff to create the contract and move  
93 forward with the involvement of the Powerplant Ad Hoc. **Second by Councilmember Bayles**  
94 **Voice vote: Motion passed unanimously**

## 10. Car Show Donation Designation

95 Director Wood presented an event sponsorship proposal for the Bill Nessler Car Show at the  
96 April 28, 2026, City Council meeting. The fundraiser benefits the Parks and Recreation  
97 Department. Director Wood requested City Council approval to allocate up to \$4,500 in  
98 sponsorship revenue toward the cost of a topographic drone survey of the Bike and Skate  
99 Park.  
100  
101  
102

## Public Comment:

- 103 • **Jennifer Kramer:** Asked whether the survey was required for a grant or insurance; later
- 104 expressed concerns about Fund 15 and oversight of donations.
- 105 • **Jennie Short:** Clarified the survey is part of a corrective action plan and needed to
- 106 determine permitting requirements.
- 107 • **Adalene Jones:** Noted Car Show revenue has traditionally supported Parks and
- 108 Recreation.
- 109 • **Elise Scafani:** Supported funding the time-sensitive drone survey; noted the public may
- 110 not distinguish between Parks and Recreation and the Bike and Skate Park.
- 111 • **Kat Napier:** Emphasized Fund 15 was created to separate Bike and Skate Park funds;
- 112 supported the survey but suggested identifying an alternative funding source.
- 113 • **Glenn Bernald:** Stated sponsorships were intended for Parks and Recreation and that
- 114 donors likely view the Bike and Skate Park as part of that.
- 115 • **John Sawatzky:** Reiterated the importance of Fund 15 guidelines and would prefer to
- 116 move forward and not delay the process any further.
- 117 • **Terri Bayles:** Supported maintaining clarity and adhering to established donation
- 118 guidelines.
- 119 • **Michelle Lewis-Lusso:** Noted the project provides a broader benefit to the community
- 120 and appreciated this being brought before council for formal acceptance.
- 121



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

- **Emily Wood:** Stated the sponsorship materials indicated funds would support Parks and Recreation and welcomed feedback for future clarity.

**Amended Motion by Mayor Pro Tem Scafani** to authorize staff to use up to \$4,500 from the 2026 Bill Nessler Car Show to fund the drone survey. **Second by Councilmember Lewis-Lusso.**

**Voice vote: Motion passed 4:1, with Councilmember Napier dissenting**

## 11. Bike Park Grant Application – MBTTA

The Mountain Bike Tribal Trail Alliance (MTTBA) has collaborated with the City to apply for the 2026 Arts in California Parks Program to benefit the Blue Lake Bike & Skate Park. MTTBA informed City staff that the preliminary application was selected to advance to the full application round. The submission deadline for the full application is June 26, 2026. Director Wood requested City Council approval to continue supporting MTTBA in the next phase of the application process and presented a concept for proposed artwork installations. Shaun Fyfe was in attendance with Tribal Artist Sorren Richards to answer any questions about the process.

### Public Comment:

- **Adalene Jones:** Reminded Council about the Arts and Heritage commission and felt this could be an opportunity to gather input from them.
- **Julie Christie:** Appreciates volunteers stepping up and suggests moving forward.
- **Jennifer Kramer:** Loves the idea and asks the artist how long art lasts on cement vs wood.
- **Sorren Richards:** Has resorted to a stronger, longer lasting paint.

**Motion by Councilmember Napier** to authorize city staff and Mountain Bike Tribal Trail Alliance to proceed with the full application round of the 2026 Arts in California Parks program for the Blue Lake Bike and Skate Park. **Second by Councilmember Bayles.**

**Voice vote: Motion passed unanimously**

## 12. Adoption of Parks and Recreation Fees [Resolution 1262]

During the May 26, 2026, City Council meeting, City Council unanimously approved a revised Parks and Recreation Fee Schedule presented by Director Wood, with an effective date of July 1, 2026. Resolution No. 1262, which adopts the updated Parks and Recreation Fee Schedule previously established under Resolution No. 1107, was presented to City Council for formal adoption.

### Public Comment:

- **Adalene Jones:** Expressed sadness that the City Chamber is being charged to host Annie and Mary Day as it has been perceived to be a City Event.



# Blue Lake City Council Minutes

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- **Julie Christie:** Supported moving forward with adoption of the fee schedule and pointed out that it can always be brought back for revisions.

**Motion by Councilmember Lewis-Lusso** to authorize and adopt Resolution 1262. **Second by Councilmember Napier.**

**Voice vote: Motion passed unanimously**

*Council took a break at 8:25 and reconvened at 8:31 p.m.*

### 13. Update Ad Hoc Committee – Danco Project

City Council established an Ad Hoc Committee for the Danco Project over a year ago, with current members John Sawatzky and Kat Napier. In light of recent correspondence, Council reviewed the committee's role and considered whether any modifications to the committee's charges were needed prior to the next meeting with Danco.

#### Public Comment:

- **Julie Christie:** Feels that having consistency outweighs "emotional issues at the moment" Hoping for updates from the Ad Hoc in structured Council Meetings and supports keeping John Sawatzky and Kat Napier on the Ad Hoc.

**Motion by Councilmember Lewis-Lusso** to continue with the established Danco Project Ad Hoc Committee of John Sawatzky and Kat Napier and replace interim City Manager Duffy with current City Manager Short. **Second by Councilmember Bayles**

**Voice vote: Motion passed unanimously**

### 14. Resolution 1263: Adopting List of Projects for Fiscal Year 2026-2027 Funded by SB1: the Road Repair and Accountability Act of 2017

The City utilizes Road Maintenance and Rehabilitation Account (RMRA) funding provided through Senate Bill 1 (SB1) to maintain and rehabilitate streets throughout the City. Staff identified priority projects for the upcoming fiscal year, including pothole repair and road rehabilitation on Hartman Avenue/G Street, Chartin Road, and Railroad Avenue, as well as replacement of traffic and directional signage. City Council considered adoption of a resolution authorizing the use of RMRA funds and submission of the required project application through CalSMART.

**Public Comment:** None

**Motion by Mayor Pro Tem Scafani** to adopt Resolution 1263 titled "Resolution Adopting a List of Projects for Fiscal Year 2026-2027 Funded by SB1: The Road Repair and Accountability Act of 2017" **Second by Councilmember Lewis-Lusso**

**Voice vote: Motion passed unanimously.**



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
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## 15. Final Draft Fiscal Year 2026-2027 Budget [Resolution 1264]

The Budget Ad Hoc Committee reviewed the updated Fiscal Year 2026-27 Budget on June 17, 2026, and recommends adoption as presented. Staff incorporated revisions related to CalPERS liabilities, planning costs, grant reimbursements, Town Square reimbursements, and additional street maintenance funding. The updated budget reduces the projected deficit from \$91,628 to a surplus of \$2,420 and was presented to City Council for consideration and adoption.

### Public Comment:

- **Julie Christie:** Commended City Manager Short for the outlay of the budget and supports passing the budget as is and making amendments as needed.

**Motion by Councilmember Napier** that the Council adopt via roll call vote Resolution No. 1264 to adopt the operating budget for Fiscal Year 2026-2027. **Second by Mayor Pro Tem Scafani.**

### Roll Call Vote:

**Ayes: Sawatzky, Scafani, Napier, Lewis-Lusso, Bayles**

**Motion passed unanimously**

*The organizational chart will be brought back with edits as requested by Council.*

## 16. Council Correspondence

- City Clerk Green read an email that was received by Jeff Harnden regarding a formal public nuisance noise complaint.

### Public Comment on Correspondence

- **Julie Christie:** Regarding comments about flooding, recommended putting pressure on CDFW to come in.

## 17. Reports of Council and Staff

### a. Ad hoc Committee Reports

**Transparency:** Exploring different ideas for meeting videos and the City website.

**RREDC:** Were happy about JPA being signed and submitted by partnering cities.

**HCAOG:** Working on transportation, taking steps towards a new Executive Director.

**RCEA:** Approved a purchase for a new “home” for the organization and will have one location for everyone instead of two. Mayor Pro Tem also had the opportunity of touring the Diabolo Canyon Nuclear Power Plant



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
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245 b. Commission Updates

246  
247 **Public Safety:** Safety Fair has been set for September 12<sup>th</sup> from 10am to 2pm and will  
248 be held in the parking lot at City Hall. Touch a Truck and information booths will be  
249 present.

250 **Arts and Heritage:** Haven't met in the last three months due to quorum issues.

251 **Parks and Recreation:** Commended the commissioners for digging in and going after it  
252 and securing a huge donation.

253  
254 c. City Manager Report:

255 Will be provided during the second Tuesday of the month meeting.

256  
257 **18. Future Agenda Items Requested by Council**

- 258 ➤ Hazard Mitigation Plan Adoption  
259 ➤ City Manager Report to be provided during second Tuesday of the month  
260 meeting

261  
262 **19. Closed Session Agenda:**

263  
264 a. **Public Comment on Closed Session agenda items**

- 265 • **Julie Christie:** Feels that Danco took advantage and urged Council to not let  
266 them continue taking advantage.

267  
268 **Motion by Mayor Pro Tem Scafani** to move into closed session. **Second by Councilmember**  
269 **Lewis-Lusso**

270 **Voice vote: Motion passed unanimously**

271  
272 b. **Council convened into Closed Session at Skinner Store at 10:00 p.m. for the**  
273 **purpose of:**

274 **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

275 Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of  
276 Section 54956.9: one case. Facts and circumstances involve claims by Danco  
277 Communities that the City's election to terminate the Development and Disposition  
278 Agreement after notice and opportunity to cure is not permitted under the terms of the  
279 parties' agreement.

280 c. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

281 Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one  
282 case.

283 d. **Public Employee Performance Evaluation**

284 Title: City Manager

285 California Government Code section 54957(b)(1).



# Blue Lake City Council Minutes

Tuesday, June 23, 2026 ~ 6:30pm ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

- e. **Report Out of Closed Session.** Council reconvened at 12:22 a.m. at the Skinner Store to report out of Closed Session. An Ad Hoc Committee was formed for the purpose of performance evaluation of the City Manager. Councilmembers Lewis-Lusso and Bayles will serve on this committee. No other reportable actions were taken.

**Adjourn at 12:22 a.m.**

Prepared by: Samantha Green, City of Blue Lake

DRAFT



# City of Blue Lake

## Staff Report

**Agenda Item #:** 7

**Meeting Date:** 7/14/26

**Prepared By:** Emily Wood, Director of Parks & Recreation

**Subject:** Town Square Kiosk Proposal

**Recommended Action:** That the City Council:

1. Authorize staff to proceed with coordinating logistics and installation of Town Square “restroom kiosk” additions as presented.

---

**BACKGROUND:** The Prop 68 Grant that was awarded for the Town Square project included the installation of interactive art on site; providing visual enhancement while encouraging visitors to interact in a playful and educational manner. The following discussion includes a staff proposal for additions to Town Square; satisfying the artistic installation and signage requirement of the grant, while adding another bulletin board in town for the community.

**DISCUSSION:** This proposal for Town Square includes utilizing remaining funds from the grant to add the following additions to the ‘restroom kiosk’ that’s currently installed:

1. Enclosed bulletin board -- (side facing Post Office)
2. Mosaic Mural [hung onto kiosk with mounting frame] – (side facing splash pad)
3. Prop 68 Sign [required by State Parks Department for receiving Prop 68 grant] – (side facing Railroad Avenue)

**FISCAL IMPACT:** Use of Prop 68 Grant Funds [Town Square project] for additions to restroom kiosk at Town Square.

**ALTERNATIVES:** N/A

**ATTACHMENTS:**

- Attachment A – Town Square Restroom Kiosk Proposal

**Review Information:**

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

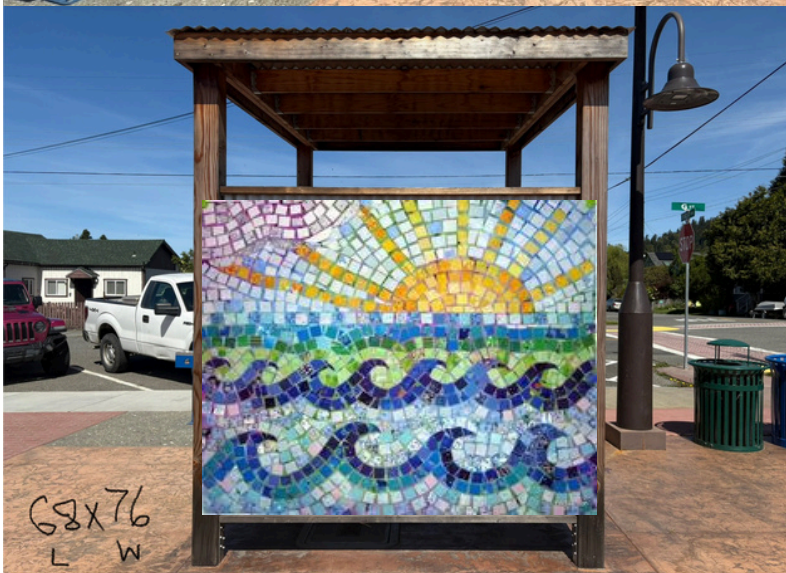
Comments:

# Town Square Restroom Kiosk Proposal

## 7/14/26 Council Meeting



Faces  
White Building  
Small Panel - 30"x56"  
Large Panel - 69"x100"



Faces  
Splashpad  
Panel - 68" x 76"



Faces  
Post Office  
Panel 67" x 100"

**Attachment 7a**



# City of Blue Lake

## Staff Report

**Agenda Item #:** 8

**Meeting Date:** July 14, 2026

**Prepared By:** Jennie Short, City Manager

**Subject:** Blue Lake Chamber of Commerce Fee Reduction Request  
Annie & Mary Day

**Recommended Action:** That the City Council:

1. Act on whether any portion of the fees for Annie & Mary Day facility rental and cost recovery be waived for the Blue Lake Chamber of Commerce

---

### BACKGROUND

In recent history, the Blue Lake Chamber of Commerce has not paid facility rental fees nor cost recovery for city staff efforts during Annie & Mary Day. With the adoption of the new fee schedule, the Chamber is requesting that Council consider waiving a portion of the facility rental fees (estimated at \$1,400). The president of the Chamber will make a presentation during the meeting detailing their request.

### FISCAL IMPACT

At a minimum the City should require full cost recovery even if the fees associated with facility rental are waived. Otherwise, the rate and tax payers are funding a portion of the fundraising for the Chamber.

### ATTACHMENTS

1. None

#### Review Information:

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

Comments:

---



# City of Blue Lake

## Staff Report

**Agenda Item #:** 9

**Meeting Date:** July 14, 2026

**Prepared By:** Jennie Short, City Manager

**Subject:** Hazard Mitigation Plan Approval

**Recommended Action:** That the City Council:

1. Adopt Resolution 1265 titled "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AUTHORIZING THE ADOPTION OF THE HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE"

---

### **BACKGROUND**

The City of Blue Lake has been working with our various municipal and agency partners on the update and adoption of the City's hazard mitigation plan. The plan has been reviewed by FEMA for consistency and compliance and is now ready for adoption. Once adopted, the plan will be utilized by the City to develop future funding requests to address identified hazards and to assist the City in prioritizing project implementation and disaster planning. Humboldt County adopted the Hazard Mitigation Plan 2025 Update on December 9, 2025, via Resolution 25-184, which is attached for your reference. The City's plan is part of the larger Humboldt County Plan (Volume 1) and is included as an annex to the County-wide plan in Volume 2. The portions of Volume 2 that apply to the City are included as Exhibit A of Resolution 1265. To be eligible for future grant funds, the City needs to adopt the plan. Resolution 1265 is provided for Council's consideration for adoption.

A hard copy of the plan can be found at Blue Lake City Hall, or accessed via the following web link:

Volume 1: <https://humboldt.gov/DocumentCenter/View/149343/Humboldt-County-HMP-Volume-1-2025-09-24-508-ready->

Volume 2: <https://humboldt.gov/DocumentCenter/View/149342/Humboldt-County-HMP-Volume-2-2025-08-29>

### **FISCAL IMPACT**

Potential future grant funds for mitigation of identified hazards.

### **ALTERNATIVES**

None.

---

## ATTACHMENTS

1. Humboldt County Resolution 25-184
2. Resolution 1265: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AUTHORIZING THE ADOPTION OF THE HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE with Exhibit A

**Review Information:**

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

Comments:

---

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BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA  
Certified Copy of Portion of Proceedings for the Meeting of December 9, 2025

RESOLUTION NO. 25 – 184

HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE

**WHEREAS**, all of Humboldt County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

**WHEREAS**, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS**, a coalition of Humboldt County, Cities, Towns, Tribes and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Humboldt County Operational Area; and

**WHEREAS**, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy; and

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that the Humboldt County Board of Supervisors: Adopts in its entirety, Volume 1: Area-Wide Elements and Volume 2: Planning Partner Annexes of the Humboldt County Operational Area Hazard Mitigation Plan (HMP). Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified. Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority. Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the HMP. Will help to promote and support the mitigation successes of all HMP Planning Partners.

Dated: 12/9/2025

  
\_\_\_\_\_  
Supervisor Natalie Arroyo, Vice-Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Madrone, Seconded by Supervisor Bushnell, and the following vote:

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified Copy of Portion of Proceedings for the Meeting of December 9, 2025**

AYES: Supervisors: -- Arroyo, Bushnell, and Madrone  
NAYES: Supervisors: -- None  
ABSENT: Supervisors: -- Bohn and Wilson  
ABSTAIN: Supervisors: -- None  
STATE OF CALIFORNIA  
County of Humboldt

I, Tracy Damico, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

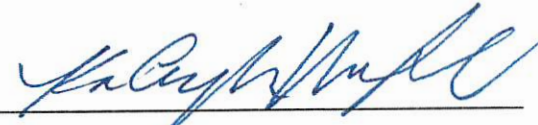
The within instrument is a full, true and correct copy of the original on file in this office.

ATTEST:

TRACY DAMICO  
Clerk of the Board of Supervisors  
of the County of Humboldt,  
State of California

By   
Deputy County Clerk

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



Kaleigh Maffei  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

## **RESOLUTION NO: 1265**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AUTHORIZING THE ADOPTION OF THE HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE**

WHEREAS, all of Humboldt County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of Humboldt County, Cities, Towns, Tribes and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Humboldt County Operational Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City Of Blue Lake:

1. Adopts in its entirety, Volume 1: Area-Wide Elements and from Volume 2: Planning Partner Annexes of the Humboldt County Operational Area Hazard Mitigation Plan (HMP), the sections included in Exhibit A attached to this resolution.
2. Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified.
3. Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority.
4. Will continue to support the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.
5. Will help to promote and support the mitigation successes of all HMP Planning Partners.

PASSED AND ADOPTED on motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ at a regular meeting of the City Council of the City of Blue Lake on **July 14, 2026**, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
John Sawatzky, Mayor

Attest:

\_\_\_\_\_  
Samantha Green, City Clerk



I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1265 was passed and adopted by the Blue Lake City Council at its regular meeting on July 14, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Blue Lake.

\_\_\_\_\_  
Samantha Green  
City Clerk of the City Council of the  
City of Blue Lake, County of Humboldt,  
State of California

Resolution 1265

Exhibit A

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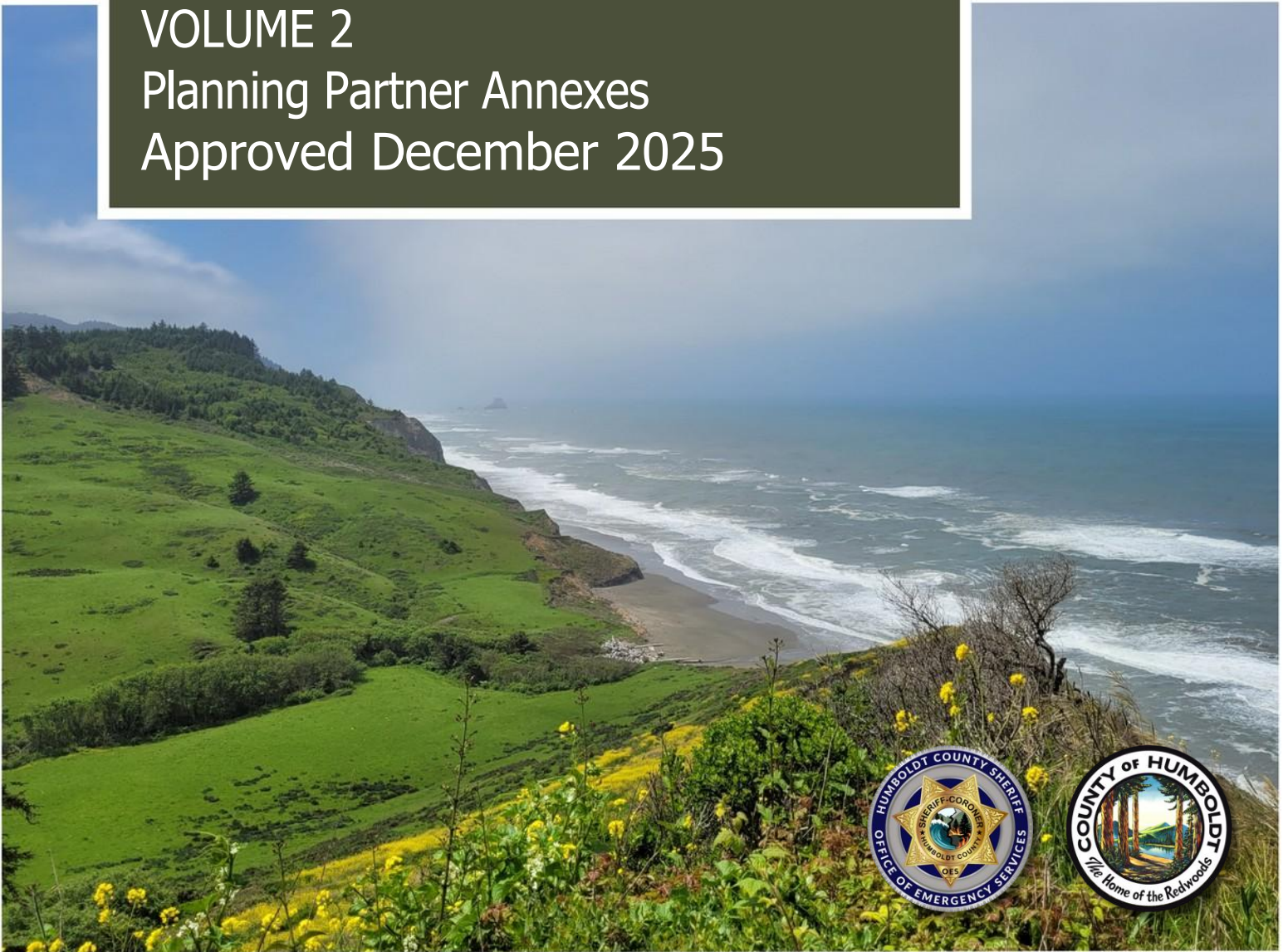
Humboldt County Operational Area

# Hazard Mitigation Plan

VOLUME 2

Planning Partner Annexes

Approved December 2025



Cover photo courtesy of Lindsey Esh

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## 5. City of Blue Lake Annex

This section presents the jurisdictional annex for the City of Blue Lake. The jurisdiction’s governing body passed a formal resolution to participate in this multi-jurisdictional hazard mitigation plan update. Since the last plan update, there have been no changes in priorities for the City of Blue Lake.

### 5.1. Planning Process

#### 5.1.1. Contact Information

A key part of hazard mitigation planning is engaging the whole community. This plan was developed by planning consultant IEM, with input from the participating jurisdictions, including the City of Blue Lake, the stakeholders and the public. The City of Blue Lake was represented during the planning process by the following individuals listed in Table 76.

**Table 76: City of Blue Lake Points of Contact**

| Name               | Job Title     | Jurisdiction/Agency | Preferred Contact Info (Email and/or Phone)                                  |
|--------------------|---------------|---------------------|--|
| <b>Garry Rees</b>  | City Planner  | City of Blue Lake   | <a href="mailto:grees@shn-engr.com">grees@shn-engr.com</a>                   |
| <b>Mandy Mager</b> | City Manager  | City of Blue Lake   | <a href="mailto:citymanager@bluelake.ca.gov">citymanager@bluelake.ca.gov</a> |
| <b>Mike Foget</b>  | City Engineer | City of Blue Lake   | <a href="mailto:mfoget@shn-engr.com">mfoget@shn-engr.com</a>                 |

#### 5.1.2. Stakeholder Engagement

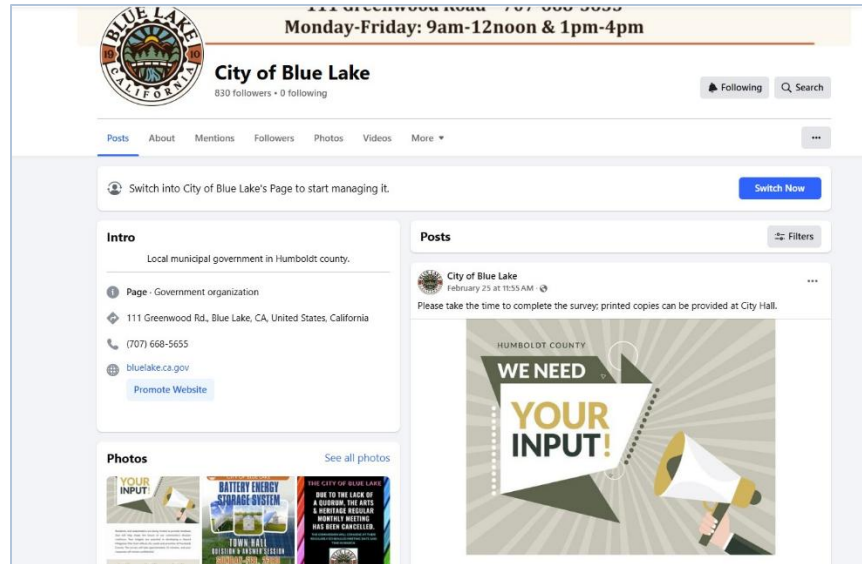
Stakeholders, including local and regional agencies, neighboring communities, representatives of businesses and academia, private organizations, nonprofit organizations and community-based organizations that work directly with and/or provide support to underserved communities and vulnerable populations, were invited to be involved in the planning process and are recognized in Table 77. Stakeholders were invited to the stakeholder meetings through emails, calendar invites and phone calls. Additionally, they were encouraged to complete and share a public survey to gather more information. Lastly, all stakeholders were provided the opportunity to review the draft plan and provide feedback.

Table 77: Stakeholders Invited to Participate

| Name                     | Job Title                        | Agency or Organization                          | Preferred Contact Info (Email and/or Phone)                            | Stakeholder Type   |
|--------------------------|----------------------------------|---|--|--|
| <b>Emily Wood</b>        | Parks and Recreation Director    | City of Blue Lake                               | <a href="mailto:ewood@bluelake.ca.gov">ewood@bluelake.ca.gov</a>       | 1. Local and regional agencies involved in hazard mitigation activities                |
| <b>Christopher Firor</b> | Community Resource Coordinator   | City of Blue Lake                               | <a href="mailto:cfiror@bluelake.ca.gov">cfiror@bluelake.ca.gov</a>     | 2. Agencies that have the authority to regulate development                            |
| <b>Amos Pole</b>         | Director of Emergency Management | Yurok Tribe                                     | <a href="mailto:apole@yuroktribe.nsn.us">apole@yuroktribe.nsn.us</a>   | 3. Neighboring communities, including special districts                                |
| -                        | -                                | Cal Poly Humboldt Emergency Management          | <a href="mailto:EOC@humboldt.edu">EOC@humboldt.edu</a>                 | 4. Representatives of businesses, academia and other private organizations             |
| <b>Simon Knopf</b>       | Disaster Program Manager         | American Red Cross – Northern CA Coastal Region | <a href="mailto:Simon.knopf@redcross.org">Simon.knopf@redcross.org</a> | 5. Representatives of nonprofit organizations, including community-based organizations |

### 5.1.3. Public Outreach

Continued public involvement was imperative to the overall success of the plan's implementation. The update process provided an opportunity to solicit participation from new and existing stakeholders, publicize mitigation success stories and seek additional public comment. The plan's maintenance and update will include continued public and stakeholder involvement and input through attendance at designated committee meetings, web postings, press releases to local media and public hearings. Figure 10 illustrates how the public was encouraged to participate in the survey available via QR code link in English, Spanish and Hmong languages. The City of Blue Lake utilized a variety of communications channels that are free and easily accessible such as Facebook and Instagram.



**Figure 10: Public Outreach Methods**

Public feedback was incorporated into the risk assessment, as appropriate, and the list of ideas which the City of Blue Lake reviewed at the Mitigation Action Workshop for inclusion in the list of mitigation actions for this plan update. In terms of hazards, residents were most concerned about vulnerability to earthquakes, flooding and wildfire. They were concerned about the vulnerability of infrastructure and housing in particular. Many thought that the community's infrastructure is not very well prepared for the impacts of climate change. They recommended actions to update infrastructure, such as bridges, roads, power infrastructure and water supply, and improving emergency services in the city. These suggestions were integrated into the city's chosen mitigation actions.

### **5.1.3.1. VULNERABLE POPULATION OUTREACH**

Some Blue Lake residents may be disproportionately affected by natural hazard events for reasons other than proximity to high-risk areas. Vulnerable and underserved residents in Blue Lake may have less access to information and resources to help mitigate risk and increase preparedness for emergencies. To better understand the risks and vulnerabilities the city residents face, this planning update developed a bilingual public survey that collectively identified ways to support, enhance and broaden capacity and resilience at the individual and social network level. Figure 11 displays how the city advertised the survey specifically to vulnerable populations. Some outreach methods included resources such as Nextdoor and website newsflashes since these are more frequently used by underserved populations such as seniors.

The City of Blue Lake placed flyers throughout the community, posted to community bulletin boards, shared the information and flyers on community social media pages and provided printed surveys and flyers to our community resource center. The resource center presented the survey to their senior club group, and several of the seniors provided written responses.

The city also provided the flyer information to the local elementary school and asked that the information be passed on to parents, teachers and staff.

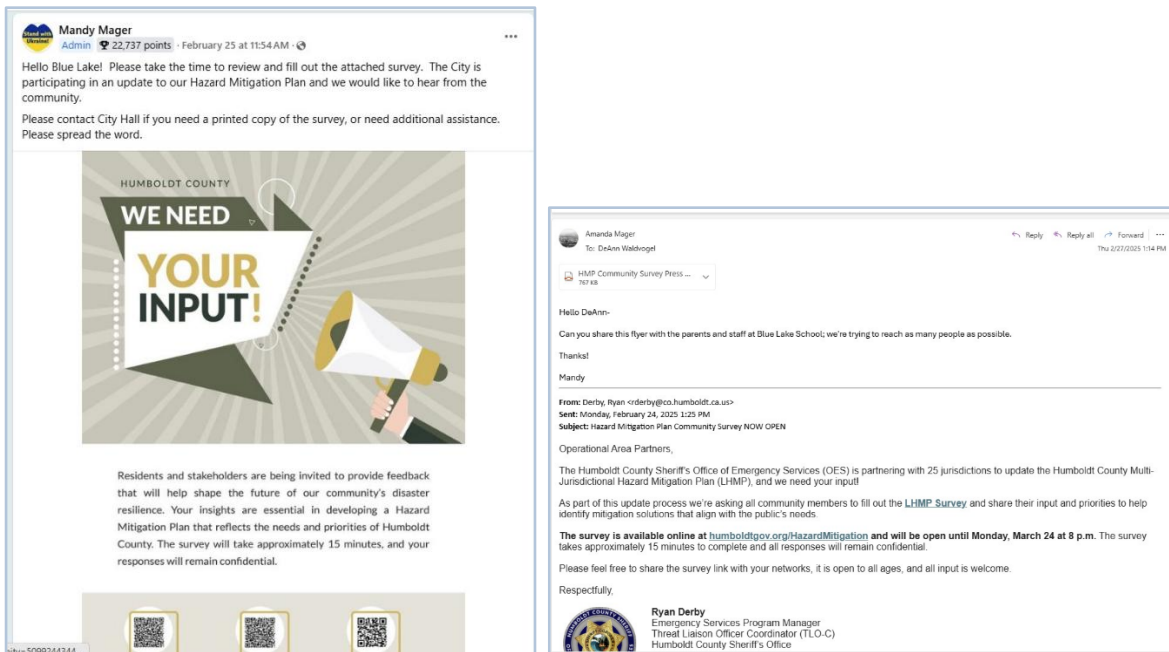


Figure 11: Public Outreach to Vulnerable Populations

### 5.1.4. Plan Integration

#### 5.1.4.1. INTEGRATION INTO LOCAL PLANNING MECHANISMS

This section identifies where such integration is already in place and where there are opportunities for further integration in the future. The successful implementation of this plan will require constant and vigilant review of existing plans and programs for coordination and multi-objective opportunities that promote a safe, sustainable community. Existing planning mechanisms into which this plan has been integrated are listed in Table 78.

Table 78: Previous Plan Integration for the City of Blue Lake

| Plan Name  | Description  |
|--|--|
| <p><b>Capital Improvement Plan (CIP) for Critical Infrastructure</b></p> | <p>The city recently updated its CIP for critical infrastructure (water/wastewater), and the mitigation plan was reviewed to assist in prioritizing investments. This includes resiliency investments, such as installation of solar at the treatment plant, additional investment in remote access supervisory control and data acquisition (SCADA) systems and options for investment in backup systems, etc. The city is in the process</p> |

| Plan Name                                       | Description   |
|---|---|
|   | of replacing two failing wooden water tanks as part of the CIP. |
| <b>Water/Wastewater CIP-Rate Study Analysis</b> | N/A   |

The plan must also identify the local planning mechanisms where the updated hazard mitigation information and actions may be integrated in the future. The plan must describe each participant's process for integrating information from the mitigation strategy into their identified planning mechanisms. Table 79 displays how each community will integrate the hazard mitigation plan into other planning mechanisms in the future.

**Table 79: Future Types of Plan Integration for the City of Blue Lake**

| Type of Plan        | Integration Method  |
|---------------------|---|
| <b>General Plan</b> | The new plan can be integrated into the city's general plan documents. The city is in the process of updating the Circulation Element and Housing Element. The city is required to update its Safety Element as part of implementing the Housing Element. The Safety Element is key to integrating with the Hazard Mitigation Plan. |

## 5.2. Risk Assessment

This plan must develop a comprehensive risk assessment to systematically identify the specific hazards and vulnerabilities of the most concern for each jurisdiction, as displayed in Table 80 and Table 81. For further information about these hazards, including extent, please refer to Volume 1 of this HMP.

**Table 80: City of Blue Lake Hazards**

| Type of Hazard Event | Jurisdiction Impact? (Yes/No) | If Not, What Is the Rationale for Omitting Hazard?  |
|----------------------|-------------------------------|---|
| <b>Dam Failure</b>   | Yes                           | N/A   |
| <b>Drought</b>       | Yes                           | N/A   |
| <b>Earthquake</b>    | Yes                           | N/A   |
| <b>Extreme Cold</b>  | No                            | Blue Lake has not experienced extreme temperatures. |

| Type of Hazard Event | Jurisdiction Impact? (Yes/No) | If Not, What Is the Rationale for Omitting Hazard?  |
|----------------------|-------------------------------|---|
| Extreme Heat         | No                            | Blue Lake has not experienced extreme temperatures.   |
| Flooding             | Yes                           | N/A   |
| Landslide            | Yes                           | N/A   |
| Tsunami              | No                            | Blue Lake is inland of the coast and is not in a tsunami impact zone. We can be impacted by people evacuating tsunami zones, but our community is not at risk of an actual tsunami. |
| Wildfire             | Yes                           | N/A   |
| Wind                 | Yes                           | N/A   |
| Winter Weather       | Yes                           | N/A   |

Table 81: City of Blue Lake Risk Assessment

| Type of Hazard Event | Probability of Future Occurrence | People Impact | Property Impact | Economy Impact | Category |
|----------------------|----------------------------------|---------------|-----------------|----------------|----------|
| Dam Failure          | Low                              | High          | High            | High           | Medium   |
| Drought              | High                             | High          | Medium          | Low            | High     |
| Earthquake           | High                             | High          | High            | High           | High     |
| Flooding             | High                             | Medium        | Medium          | Medium         | High     |
| Landslide            | High                             | Low           | Low             | Low            | Medium   |
| Wildfire             | Medium                           | Medium        | Medium          | Medium         | Medium   |
| Wind                 | High                             | High          | Medium          | Low            | High     |
| Winter Weather       | High                             | High          | Medium          | Low            | High     |

Note: The process used to assign risk rankings is described in Volume 1.

### 5.2.1. Historical Events and Impacts

The following section lists past occurrences of natural hazards for which specific impacts and damages were recorded in the City of Blue Lake. Other hazard events that broadly affected the entire planning area, including the City of Blue Lake, are listed in the risk assessments in Volume 1.

### 5.2.1.1.HISTORICAL EVENTS

The NCEI database does not always capture localized hazard data. To address this gap, the City of Blue Lake has documented additional significant events, with their impacts detailed below.

#### DAM FAILURE

- No events have occurred for this hazard.

#### DROUGHT

- No events have occurred for this hazard.

#### EARTHQUAKE

- **Dec. 5, 2024:** Business interruption. Damage to personal property, limited damage to foundations.
- **2021:** Damage to personal property, limited damage to foundations.

#### FLOODING

- **2019–2024:** Flood damage to roadways and residential properties; impact to stormwater systems, commercial property damage. Hatchery Road, Chartin Road and Broderick Lane were all impacted by flood waters; travel was restricted during the flood events.
- **Jan. 13, 2024:** Severe flooding from rainstorms caused flooding on Hatchery Road, over pastures and other roadways in Blue Lake. The Blue Lake Patriot Gas Station and the area around the Mad River Brewery were closed due to flooding in the area.

#### LANDSLIDE

- No events have occurred for this hazard.

#### WILDFIRE

- No events have occurred for this hazard.

#### WIND

- No events have occurred for this hazard.

#### WINTER WEATHER

- No events have occurred for this hazard.

## 5.2.2. Jurisdiction-Specific Vulnerabilities and Impacts

Table 82 provides information on a few key vulnerabilities and impacts on the jurisdiction.

**Table 82: City of Blue Lake Vulnerabilities and Impacts**

| Hazard             | Vulnerabilities and Impacts   |
|--------------------|---|
| <b>Dam Failure</b> | <p><i>Vulnerabilities:</i> The Mad River, which the R.W. Matthews Dam is located on, runs along the southern edge of Blue Lake. If the R.W. Matthews Dam were to fail much of the town, including people and infrastructure, would be vulnerable.</p> <p><i>Impacts:</i> Damage to critical infrastructure including the Mad River Levee, roads and the town’s wastewater treatment plant. Those working in businesses near the river and the unhoused population that camps near the river could be hurt or killed.</p>  |
| <b>Drought</b>     | <p><i>Vulnerabilities:</i> Low water supply and/or restrictive water conservation measures could limit the city’s potable water infrastructure and firefighting ability. The entire population is vulnerable to low water supply.</p> <p><i>Impacts:</i> The City of Blue Lake is located on the Mad River to the south and west. A drought would have serious implications on the Mad River and, in turn, Blue Lake. These impacts include: Mandatory or voluntary/encouraged water restrictions, putting strain on the residents of Blue Lake. Agriculture and fishing industries could be seriously impacted due to limited water supplies, including the fishing practices of the indigenous residents of Blue Lake. Indigenous peoples make up 5% of the population of Blue Lake according to the 2020 Census. Systems and capabilities could be diminished, such as available water for firefighting. Recreation, including fishing, boating and swimming in the Mad River could be affected by low water levels and the risk of bacteria growth.</p> |

| Hazard            | Vulnerabilities and Impacts  |
|-------------------|--|
| <b>Earthquake</b> | <p><i>Vulnerabilities:</i> The entire population, structures and critical infrastructure in Blue Lake are vulnerable to an earthquake. The City is situated near multiple active faults that could produce a major earthquake. Even with modern seismic building codes, structures, infrastructure and people in Blue Lake are vulnerable to major earthquakes.</p> <p><i>Impacts:</i> In all four of the HAZUS earthquake scenarios run for this hazard mitigation plan, the City of Blue Lake suffered tens to hundreds of millions of dollars in damage. The impacts from these earthquakes include the following: People could suffer severe injuries which are exacerbated by limited access to medical facilities. Historic buildings not seismically retrofitted could be seriously damaged. Critical infrastructure could stop functioning including Blue Lake Fire Department facilities and the Blue Lake wastewater treatment plant. Roadways/highways, including Trinity Highway, could be damaged limiting the effectiveness of emergency response. Power outages, including at Blue Lake Power, a local biomass energy producer, causing interruptions to communications and the economy. Fires and/or gas leaks can create risk to people and property.</p> |
| <b>Flooding</b>   | <p><i>Vulnerabilities:</i> According to FEMA FIRM maps, the City of Blue Lake is vulnerable to flooding on its southern and western borders where it is adjacent to the Mad River. Populations and infrastructure in those areas are most vulnerable to flooding.</p> <p><i>Impacts:</i> People who live near the Mad River could experience significant flooding. The unhoused population, who often camp near creeks/bay could be hurt or killed in significant flood. Infrastructure, including the wastewater treatment plant, which can be overwhelmed by high flows via inflow and infiltration. Impassable roadways, including Trinity Highway, isolating residents, impacting businesses and impeding emergency access. Erosion, impacting natural resources and putting roads and structures at risk.</p>   |

| Hazard           | Vulnerabilities and Impacts  |
|------------------|--|
| <b>Landslide</b> | <p><i>Vulnerabilities:</i> The east and north sides of Blue Lake are most vulnerable to landslides in the City. The City is located in a valley with steep mountain slopes buttressing the City to the east and north. These slopes can cause landslides. The infrastructure, including Highway 299, and people that exist on this side of the City are most vulnerable to landslides.</p> <p><i>Impacts:</i> Impassable and damaged roadways, including Highway 299, isolating residents, causing business interruptions through limited supply chain and impeding emergency access. Large sediment deposits into rivers/streams, such as Powers Creek, impacting natural resources. Dangerous conditions for people in residences and vehicles traveling on Highway 299.</p> |
| <b>Wildfire</b>  | <p><i>Vulnerabilities:</i> While the City of Blue Lake does not have a high level of vulnerability to wildfire, parts of the eastern border of the town are in the moderate wildfire severity zone defined by CAL FIRE. The homes, businesses, people and infrastructure on this side of Blue Lake are at a higher vulnerability than other sections of the City.</p> <p><i>Impacts:</i> Smoke/air quality impacts on people, particularly those with medical conditions. Residents in the Wildland-Urban Interface on the eastern border of the City are at higher risk. Wildfires in surrounding region causing transportation impacts (road closures).</p>  |
| <b>Wind</b>      | <p><i>Vulnerabilities:</i> The entire community is located in Wind Zone I which could experience high winds up to 130 mph. All people, property and infrastructure is vulnerable to wind. Transportation routes are vulnerable to disruption due to downed trees and power lines. Infrastructure and facilities that do not have backup power supplies are vulnerable.</p> <p><i>Impacts:</i> Downed power lines, resulting in power outages and loss of heat, food and economic activity. Downed trees threatening structures and blocking roadways, causing transportation issues and hindering emergency response. Downed trees and power lines posing risk to people</p>   |

| Hazard                | Vulnerabilities and Impacts  |
|-----------------------|--|
| <b>Winter Weather</b> | <p><i>Vulnerabilities:</i> Although snow does not occur regularly, it is possible to get small amounts of snow occasionally. Hail and heavy rains are also possible from winter storms. The elderly are at elevated vulnerability as well due to the impact on transportation systems.</p> <p><i>Impacts:</i> Hail, heavy rain and occasional snow, affecting roadways and transportation and increasing the potential for auto accidents. People without shelter, like the unhoused population, can face health impacts such as hypothermia from winter weather conditions. Those with mobility challenges, like the elderly, may be unable to access needed care due to road conditions.</p> |

### 5.2.2.1. DEVELOPMENT CHANGES

Table 83 summarizes development trends in the City of Blue Lake since the preparation of the previous hazard mitigation plan, as well as expected future development trends.

**Table 83: Recent and Expected Future Development Trends**

| Type of Development | Recent Development                            | Future Development   | Overall Vulnerability (Increased, Decreased, No Change)   |
|---------------------|---|--|---|
| <b>Residential</b>  | Single-family residences and ADUs             | Residential development of several types                         | Increased vulnerability in the Powers Creek District (e.g., 500-year floodplain, dam failure inundation zone) |
| <b>Commercial</b>   | None  | Mixed-use project containing commercial uses on the ground floor | Increased vulnerability in the Powers Creek District (e.g., 500-year floodplain, dam failure inundation zone) |
| <b>Industrial</b>   | Expansion of industrial contractor activities | None   | Increased vulnerability in the Powers Creek District (e.g., 500-year floodplain, dam failure inundation zone) |

## 5.3. Capability Assessment

Local mitigation capabilities are essential for reducing the impact of hazards on communities. Local authorities can effectively mitigate hazards by leveraging existing authorities, policies, programs and resources. The City of Blue Lake performed an assessment of its existing capabilities for implementing hazard mitigation actions. The capability assessment is evaluated upon a multifaceted approach including the following:

- Planning and Regulatory Capabilities
- Administrative and Technical Capabilities
- Financial Capabilities
- Education and Outreach Capabilities

### 5.3.1. Planning and Regulatory Capabilities

Table 84 and Table 85 summarize the City of Blue Lake’s planning and regulatory capabilities, including plans, policies, codes and ordinances that prevent and reduce the impacts of hazards.

**Table 84: Plans**

| <b>Plans</b>        | <b>Does the Plan Address Hazards? (Y/N)</b> | <b>How Can the Plan Be Used to Implement Mitigation Actions?</b>  | <b>When Was It Last Updated? When Will It Next Be Updated?</b> |
|---------------------|---|---|--|
| <b>General Plan</b> | Yes.<br>Assembly Plan:<br>No                | The city has implemented policies in the Safety Element for the purpose of mitigating hazards (i.e., limiting development in hazard areas, requiring technical studies and mitigation for development in hazard areas). The city does not have a hard date for updating the General Plan; the plan is still very relevant, and the city is focused on updating the required elements as funding and capacity is available to do so. | Last Update: 04/2021<br>Next Update: 01/2028                   |

| Plans                                 | Does the Plan Address Hazards? (Y/N) | How Can the Plan Be Used to Implement Mitigation Actions?  | When Was It Last Updated? When Will It Next Be Updated? |
|---------------------------------------|--------------------------------------|--|---|
| <b>Recovery Plan</b>                  | Yes                                  | Our recovery plan is limited to our water and wastewater systems. The plan identifies operational options in the event of service interruption on various levels. The recovery plan allows the city to plan for infrastructure improvements and asset protection actions and investments. The city does not have a specific date for updating; this will take place as time, funding and staff capacity become available.  | Last Update: 10/2016<br>Next Update: 01/2028            |
| <b>Capital Improvement Plan</b>       | Yes                                  | The capital improvement plan for our water and wastewater systems identifies progressive investment in infrastructure upgrades and replacement actions. We have used the plan to apply for funding for our water tank replacement project, as well as various improvements to our wastewater treatment plant to build resiliency and efficiency and to mitigate for wildfire hazards. This includes the installation of solar panels and remote monitoring upgrades. | Last Update: 12/2022<br>Next Update: 01/2028            |
| <b>Climate Change Adaptation Plan</b> | N/A                                  | N/A  | N/A   |

| Plans                                     | Does the Plan Address Hazards? (Y/N) | How Can the Plan Be Used to Implement Mitigation Actions?   | When Was It Last Updated? When Will It Next Be Updated? |
|---|--------------------------------------|---|---|
| <b>Community Wildfire Protection Plan</b> | Yes                                  | The city could utilize the plan to make infrastructure investments, including fire hydrant installations and water drafting tank installations. The city can work with our surrounding jurisdictions to implement fuel reduction programs and encourage residents to implement Firewise development standards throughout the planning, design and building permit process. The city could promote the use of building materials that are less prone to wildfire hazards. The city could amend its municipal code to promote or require fire-safe/resilient standards. | Last Update: 01/2019<br>Next Update: 01/2028            |
| <b>Economic Development Plan</b>          | N/A                                  | N/A   | N/A   |

| Plans                                  | Does the Plan Address Hazards? (Y/N) | How Can the Plan Be Used to Implement Mitigation Actions?  | When Was It Last Updated? When Will It Next Be Updated? |
|--|--------------------------------------|--|---|
| <b>Land Use Plan</b>                   | Yes                                  | The Land Use and Safety Element identifies various environmental and natural hazards that are considered for development purposes. The recognition of these hazards would allow the city to utilize the General Plan as a tool for the implementation of mitigation actions. The city does not have a specific date for updating; this will take place as time, funding and staff capacity become available.   | Last Update: 04/2021<br>Next Update: 01/2028            |
| <b>Local Emergency Operations Plan</b> | Yes                                  | The Emergency Operations Plan (EOP) can be used to pre-position resources and implement mitigation actions that can provide resilience and response operation sustainability (i.e., installation of secondary communication systems, electrical systems, potable water resources, mutual aid agreements, etc.) The EOP allows the city to evaluate all-hazard events and take preventative mitigation actions to either mitigate, reduce or resolve potential impacts. | Last Update: 10/2017<br>Next Update: 01/2026            |

| Plans                             | Does the Plan Address Hazards? (Y/N) | How Can the Plan Be Used to Implement Mitigation Actions?   | When Was It Last Updated? When Will It Next Be Updated?   |
|-----------------------------------|--------------------------------------|---|---|
| <b>Stormwater Management Plan</b> | No                                   | The city has a limited objective storm water management plan; the plan would need to be updated to address mitigation actions.  | The city does not have a specific date for updating; this will take place as time, funding and staff capacity become available. |
| <b>Transportation Plan</b>        | No                                   | The transportation plan can be used to identify issues related to disaster response, ingress/egress routes for evacuation issues and long-term planning objectives to meet the needs of the community. The city does not have a specific date for preparing a transportation plan; this will take place as time, funding and staff capacity become available. | N/A   |
| <b>Substantial Damage Plan</b>    | N/A                                  | The plan can identify higher-level impacts and provide opportunities for the city to plan for response actions, as well as provide opportunities to implement mitigation strategies to reduce potential impacts.  | N/A   |

| Plans                  | Does the Plan Address Hazards? (Y/N) | How Can the Plan Be Used to Implement Mitigation Actions?  | When Was It Last Updated? When Will It Next Be Updated? |
|------------------------|--------------------------------------|--|---|
| Debris Management Plan | No                                   | The debris management plan could be used to identify resource needs and pre-position assets necessary to manage an incident. This could include vendor identification, spoils sites identification and specialized training and identification of special hazards. The city does not have a specific date for updating; this will take place as time, funding and staff capacity become available. | N/A   |

Table 85: Regulations and Ordinances

| Regulation or Ordinance           | Does This Effectively Reduce Hazard Impacts? | Is It Adequately Administered and Enforced? | When Was It Last Updated? When Will It Next Be Updated? |
|-----------------------------------|--|---|---|
| Building Code                     | Yes  | Yes   | Last Update: 01/2022<br>Next Update: 07/2026            |
| Flood Insurance Rate Maps         | Yes  | Yes   | Last Update: 1/2016<br>Next Update: 1/2027              |
| Floodplain Ordinance              | Yes  | Yes   | Last Update: 01/2021<br>Next Update: 01/2028            |
| Subdivision Ordinance             | Yes  | Yes   | Last Update: 01/1996<br>Next Update: 01/2028            |
| Zoning Ordinance                  | Yes  | Yes   | Last Update: 02/2024<br>Next Update: 01/2026            |
| Natural Hazard Specific Ordinance | N/A  | N/A   | N/A   |

| Regulation or Ordinance                                      | Does This Effectively Reduce Hazard Impacts? | Is It Adequately Administered and Enforced? | When Was It Last Updated? When Will It Next Be Updated? |
|--|--|---|---|
| Acquisition of Land for Open Space and Public Recreation Use | N/A  | N/A   | N/A   |
| Prohibition of Building in At-Risk Areas                     | No   | N/A   | N/A   |

### 5.3.2. Administrative and Technical Capabilities

Table 86 and Table 87 summarize the City of Blue Lake’s administrative and technical capabilities, including the staff and their respective skills and the available tools to support mitigation actions.

**Table 86: Administrative Capabilities**

| Administrative Capability                       | Status (Non-Vacant, Vacant) | Is Staffing Adequate? | Is Staff Trained on Hazards? | Is Coordination Effective? |
|---|-----------------------------|-----------------------|------------------------------|----------------------------|
| Chief Building Official                         | Non-Vacant                  | Yes                   | Yes                          | Yes                        |
| Grant Writer                                    | Vacant                      | N/A                   | N/A                          | N/A                        |
| Civil Engineer                                  | Non-Vacant                  | No                    | Yes                          | Yes                        |
| Community Planner                               | Non-Vacant                  | No                    | Yes                          | Yes                        |
| Emergency Manager                               | Non-Vacant                  | Yes                   | Yes                          | Yes                        |
| Floodplain Administrator                        | Non-Vacant                  | No                    | No                           | No                         |
| Geographic Information System (GIS) Coordinator | Vacant                      | N/A                   | N/A                          | N/A                        |
| Planning Commission                             | Non-Vacant                  | No                    | No                           | No                         |
| Fire Safe Council                               | Non-Vacant                  | N/A                   | N/A                          | N/A                        |
| Community Emergency Response Team (CERT)        | Non-Vacant                  | No                    | Yes                          | Yes                        |

| <b>Administrative Capability</b>               | <b>Status (Non-Vacant, Vacant)</b> | <b>Is Staffing Adequate?</b> | <b>Is Staff Trained on Hazards?</b> | <b>Is Coordination Effective?</b> |
|--|------------------------------------|------------------------------|-------------------------------------|-----------------------------------|
| <b>Active Organizations Active in Disaster</b> | Vacant                             | N/A                          | N/A                                 | N/A                               |

Table 87: Technical Capabilities

| <b>Technical Capability</b>        | <b>Utilized? (Y/N)</b> | <b>How Has the Capability Been Used to Assess or Mitigate Risk in the Past?</b>  | <b>How Can the Capability Be Used to Assess or Mitigate Risk in the Future?</b>   |
|------------------------------------|------------------------|--|---|
| <b>Hazard Data and Information</b> | Yes                    | The city utilizes various data sources to review projects; this includes flood hazard data, infrastructure data, geologic and biological data and historical data. This data is utilized to assess risks and mitigate impacts. | The city would benefit through greater use of GIS-based data; having access to GIS data layers that delineate hazards and environmental constraints would provide greater continuity of planning for hazards and lessen data gaps that can result in future mitigation needs. |
| <b>GIS</b>                         | No                     | N/A  | N/A   |
| <b>Mutual Aid Agreements</b>       | Yes                    | Our mutual aid agreements have been utilized on a limited basis; they have mostly revolved around infrastructure impacts, emergency response and continuity of operations.   | Mitigation measures could include pre-positioning of equipment and materials, along with cross-jurisdictional training and integrated data systems that can allow for remote operations.  |

### 5.3.3. Financial Capabilities

Table 88 summarizes the City of Blue Lake’s financial capabilities, which refer to the resources to fund mitigation actions. Discussing the funding and financial capabilities of the city is important to determine the kinds of projects that are feasible given their cost.

Table 88: Financial Capabilities

| Funding Resource   | Used?<br>(Y/N) | What Types of Activities?   | Can Be Used<br>to Fund Future<br>Mitigation<br>Actions? | Can Be Used<br>as a Local<br>Match for a<br>Federal Grant |
|--|----------------|---|---|---|
| Capital Improvement Project Funding                      | Yes            | No  | Yes   | Yes   |
| General Funds  | Yes            | Yes. Upgrades to city facilities that are used as emergency shelters and operation facilities.  | Yes   | Yes   |
| Hazard Mitigation Grant Program (HMGP/404)               | Yes            | The city has applied for funds to replace two wooden water storage tanks.   | Yes   | No  |
| Building Resilient Infrastructure and Communities (BRIC) | No             | N/A   | N/A   | N/A   |
| Flood Mitigation Assistance (FMA)                        | Yes            | Hazard mitigation funding: We have applied for funding to acquire two flood-prone properties through Cal OES/FEMA.                                    | Yes   | No  |
| Community Development Block Grant (CDBG)                 | Yes            | The city has utilized CDBG funding in the past to address ADA barriers, as well as to provide funding to homeowners to rehabilitate their residences. | Yes   | Yes   |
| Natural Resources Conservation Services (NRCS) Programs  | Yes            | Planning grant to develop recreation access.  | Yes   | Yes   |
| U.S. Army Corps of Engineers (USACE) Programs            | No             | N/A   | N/A   | N/A   |

| <b>Funding Resource</b>   | <b>Used?<br/>(Y/N)</b> | <b>What Types of Activities?</b>   | <b>Can Be Used<br/>to Fund Future<br/>Mitigation<br/>Actions?</b> | <b>Can Be Used<br/>as a Local<br/>Match for a<br/>Federal Grant</b> |
|---|------------------------|--|---|---|
| <b>Property, Sales,<br/>Income or Special<br/>Purpose Taxes</b>       | Yes                    | No   | Yes   | Yes   |
| <b>Stormwater Utility<br/>Fee</b>                                     | No                     | N/A  | N/A   | N/A   |
| <b>Fees for Water,<br/>Sewer, Gas or<br/>Electric Services</b>        | Yes                    | Yes. Water/wastewater fees have funded backup generators for the systems. The city has received HMGP funding to replace two redwood water tanks; the enterprise funds will be utilized to meet match requirements. | Yes   | Yes   |
| <b>Impact Fees from<br/>New Development<br/>and<br/>Redevelopment</b> | Yes                    | The city has used water and wastewater connection fees to increase capacity and has used drainage fees to support subdivision development.   | Yes   | Yes   |
| <b>General<br/>Obligation or<br/>Special Purpose<br/>Bonds</b>        | No                     | N/A  | N/A   | N/A   |
| <b>Federal-Funded<br/>Programs</b>                                    | Yes                    | Federal funds related to creek restoration projects that mitigate flood impacts.   | N/A   | N/A   |

| Funding Resource                            | Used? (Y/N) | What Types of Activities?  | Can Be Used to Fund Future Mitigation Actions? | Can Be Used as a Local Match for a Federal Grant |
|---|-------------|--|--|--|
| <b>State-Funded Programs</b>                | Yes         | Programs: Creek restoration activities to mitigate flooding. We have used state funds to install solar at our wastewater treatment plant.<br>Activities: Flood mitigation; resilience activities.<br>Pedestrian and Traffic Safety: State funds have been used to improve pedestrian accessibility and multimodal access and safety. | Yes  | Yes  |
| <b>Private Sector or Nonprofit Programs</b> | Yes         | No   | Yes  | Yes  |

### 5.3.4. Education and Outreach Capabilities

Table 89 summarizes the City of Blue Lake’s education and outreach capabilities, which refer to programs and actions that can communicate information about and encourage risk reduction.

**Table 89: Education and Outreach**

| Education and Outreach Capability   | Used? (Y/N) | Does It Incorporate Hazard Mitigation? | Notes |
|---|-------------|--|-------|
| <b>Community Newsletter(s)</b>  | No          | N/A                                    | N/A   |
| <b>Hazard Awareness Campaigns (such as Firewise, Storm Ready, Severe Weather Awareness Week, School Programs)</b> | No          | N/A                                    | N/A   |

| <b>Education and Outreach Capability</b>  | <b>Used? (Y/N)</b> | <b>Does It Incorporate Hazard Mitigation?</b> | <b>Notes</b>   |
|---|--------------------|---|--|
| <b>Public Meetings/Events</b>   | Yes                | Yes   | Yearly safety fair; the city has an active fire department and an active CERT. We have a public safety commission that works on various community safety issues, including disaster preparedness and recovery. |
| <b>Emergency Management Listserv</b>  | No                 | N/A   | N/A  |
| <b>Local News</b>   | Yes                | Yes   | N/A  |
| <b>Distributing Hard Copies of Notices (e.g., Public Libraries, Door-to-Door Outreach)</b>                | Yes                | Yes   | N/A  |
| <b>Insurance Disclosures/ Outreach</b>  | No                 | N/A   | N/A  |
| <b>Organizations that Represent, Advocate for or Interact with Underserved and Vulnerable Communities</b> | Yes                | Yes   | Blue Lake Community Resource Center; Blue Lake Union Elementary School   |
| <b>Social Media</b>   | Yes                | Yes   | Facebook and city website  |

### 5.3.5. Opportunities to Expand and/or Improve Capabilities

The capability assessment findings were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. These opportunities are included in Table 90. Where such opportunities were identified and determined to be feasible, they are included in the action plan.

**Table 90: Opportunities to Expand and/or Improve**

| <b>Capability Type</b>              | <b>Opportunity to Expand and/or Improve</b>  |
|-------------------------------------|--|
| <b>Planning and Regulations</b>     | The city would benefit from targeted planning related to specific risks; one such plan could be the Community Wildfire Protection Plan (CWPP). With the recent receipt of new fire mapping and designation from CAL FIRE, it will be important for Blue Lake to address potential mitigation projects and development standards to reduce fire hazards. The city is also working on flood mitigation projects and specific planning related to resiliency improvements for our critical infrastructure would be beneficial. Planning actions are critical to implementation opportunities.   |
| <b>Administrative and Technical</b> | The city has very limited staffing; we currently have a City Manager who fulfills numerous roles in the city and limited contract services for engineering, planning and building official activities. The city greatly benefits from grant programs and combined action programs such as this update to help alleviate staff and funding burdens. Access to GIS data layers, as well as additional planning efforts with the county to address critical issues such as wildfire through more community planning processes, would be very beneficial. The City of Blue Lake is surrounded by county jurisdiction, which provides a lot of opportunities for cross-benefit planning and implementation. |
| <b>Financial</b>                    | The city would greatly benefit from grant writing resources and assistance; currently, the City Manager and our contract services team write grants for the city. This is costly to contract out, and the City Manager has limited time to dedicate to grant writing efforts. Collaborative approaches to grants and implementation strategies will greatly benefit the city.  |
| <b>Education and Outreach</b>       | The city does not have the staff or financial capacity to maintain an active flood management program. Any assistance in this arena—utilizing online resources and access to community-specific GIS layers, etc.—could greatly benefit the community and could be a low-cost option for the city.  |

## 5.4. National Flood Insurance Program

The City of Blue Lake has been a participant in the National Flood Insurance Program (NFIP) since 1982. Details of NFIP policies in the City of Blue Lake are in Table 91. Additional NFIP information is in Table 92 through Table 94. Continued compliance with NFIP standards is expected for the City of Blue Lake.

Table 91: City of Blue Lake NFIP Details

| Community Name     | Community Number | Total Premium + FPF <sup>8</sup> | Total Policy Count | Total Coverage | Total Losses |
|--------------------|------------------|----------------------------------|--------------------|----------------|--------------|
| Blue Lake, City of | 060438           | \$10,498.00                      | 12                 | \$2,840,000.00 | 2            |

Table 92: Floodplain Management

| Question  | Response  |
|---|---|
| Who is the floodplain manager? Is this their primary or secondary role?   | The City Manager; this is a secondary role.   |
| Does the floodplain manager have adequate training and capacity for their role? If not, what else is needed?                                      | No. Additional training on roles and responsibilities.                                      |
| How does the community enforce its floodplain rules? Does enforcement include monitoring compliance and acting to correct violations?             | Floodplain rules are enforced through the permitting process and monitoring for compliance. |
| When was the community's most recent Community Assistance Visit (CAV)?  | 01/2019   |
| Were any violations noted on the community's most recent CAV?   | No  |
| Is there an upcoming CAV? If no, is one needed?   | Upcoming CAV? No<br>Is one needed? No   |
| When was the most recent floodplain management ordinance adopted?   | 01/2025   |
| Does your community participate in the Community Rating System (CRS)? If so, describe the steps the community has taken to achieve the CRS goals. | No  |
| Does the community's floodplain management ordinance include any higher standards? If so, please list.  | No  |
| Who is responsible for permitting?  | The city is the permitting authority.   |

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<sup>8</sup> FPF: Federal Policy Fee

| Question   | Response   |
|--|--|
| <b>How does the community issue development permits in the special flood hazard area?</b>                                | We have not issued permits in special flood hazard areas to date.  |
| <b>Does the community maintain elevation certificates?</b>   | No   |
| <b>Does the community track the number of buildings in the special flood hazard area? If yes, are there any trends?</b>  | Yes. No data to track.   |
| <b>How many repetitive loss (RL) structures does the community have? (List number and type of structure)</b>             | 0  |
| <b>How many severe repetitive loss (SRL) structures does the community have? (List number and type of structure)</b>     | 0  |
| <b>Have any RL/SRL properties been mitigated since the last plan update?</b>   | None   |
| <b>Who is responsible for making substantial damage/substantial improvement determinations?</b>                          | Building Inspector and Floodplain Manager  |
| <b>How does the substantial damage/substantial improvement process work in your community?</b>                           | Highly coordinated effort between the building inspector and floodplain manager to make sure they proper document this information |
| <b>Is there sufficient staff and training to make substantial damage/substantial improvement determinations?</b>         | No   |
| <b>How are substantial damage/substantial improvement requirements messaged to the public before and after an event?</b> | City of Blue Lake has not yet had to advertise but would likely put on website and reach out to areas heavily impacted.            |
| <b>Have any substantially damaged/substantially improved structures been mitigated since the last plan update?</b>       | No   |
| <b>How will the community remain in compliance with the NFIP moving forward?</b>   | By ensuring that all new construction is done per the latest building and FEMA codes   |

Table 93: Floodplain Mapping

| Question  | Response   |
|---|--|
| How does the community support map change requests? This could be requests during the Risk MAP process or through Letters of Map Amendment or Revision. | This has not been an issue to date; I believe we would go through the Map Amendment process. |
| When did the latest Flood Insurance Rate Map (FIRM) become effective?   | 01/2016  |
| When was the latest FIRM adopted?   | 01/2016  |
| Is the FIRM and Flood Insurance Study (FIS) report in an accessible location? How would the public get access to their flood map information?           | Yes. FEMA website.   |
| Does the community use any Risk MAP products? If so, describe.  | No   |
| Does the community collect updated floodplain data or modeling? Is this shared with partners and with FEMA?   | Yes  |

Table 94: Flood Insurance and Outreach

| Question  | Response |
|---|----------|
| How does the community educate the public on floodplain management and the availability of flood insurance, in and out of the floodplain? | Unknown  |
| How does the community engage with insurance agents on flood insurance?   | Unknown  |
| Does the community (or state) have flood hazard disclosure laws?  | No       |
| How familiar is the public with their flood insurance options?  | Unknown  |
| How many properties have flood insurance in the community?  | 12       |
| Are there any areas where flood insurance is lacking?   | No       |

## 5.5. Mitigation Strategy

The City of Blue Lake has adopted the same goals and prioritization process as Humboldt County, which is in Volume 1. Previous mitigation actions and their statuses are in Table 95, while new mitigation action items and those carried forward from the previous plan are in Table 96.

### 5.5.1. Previous Mitigation Actions

**Table 95: Previous Mitigation Actions**

| <b>Mitigation Action</b> | <b>Description</b>   | <b>Status</b>  |
|--------------------------|--|--|
| <b>BL1</b>               | Where appropriate, support retrofitting, purchase or relocation of structures or infrastructure located in hazard areas, prioritizing those that have experienced repetitive losses and/or are located in high- or medium-risk hazard areas.   | Deferred: The city is working toward these improvements when grant funding becomes available or budget resources become available.   |
| <b>BL2</b>               | Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions in the community, including the zoning ordinance and climate action plan.   | Deferred-Ongoing: The city is working to update various plans and ordinances as grant funds or other budget resources are available. |
| <b>BL3</b>               | Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.  | Deferred: The city is an active participant.   |
| <b>BL4</b>               | Continue to maintain good standing and compliance under the NFIP through implementation of floodplain management programs that, at a minimum, meet the NFIP requirements: <ul style="list-style-type: none"> <li>• Enforce the flood damage prevention ordinance.</li> <li>• Participate in floodplain identification and mapping updates.</li> <li>• Provide public assistance/information on floodplain requirements and impacts.</li> </ul> | Deferred: This is an ongoing effort for the city.  |

| Mitigation Action | Description   | Status  |
|-------------------|---|---|
| BL5               | <p>Identify and pursue strategies to increase adaptive capacity to climate change including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Incorporate resiliency planning and implementation strategies for solar and alternative energy sources for critical facilities.</li> <li>• Pursue restoration projects that improve capacity of local streams to carry higher volumes of flood water.</li> <li>• Pursue opportunities to integrate wildland fire management objectives into planning and policy development, including adaptive management strategies for evacuation scenarios, fuel break adaptations, community outreach and planning, construction standards and water supply sources for wildland fire management operations.</li> <li>• Identify system redundancy needs, including looping water supply lines, alternative water sources and wastewater system needs.</li> </ul> | <p>Deferred: The city is actively pursuing opportunities to implement adaptive strategies; this work is being done as grant resources are available. The city partners with various nonprofits and other agencies to leverage resources for implementation, but is limited due to increasing costs and capital outlay requirements.</p> |
| BL6               | <p>Purchase generators for critical facilities and infrastructure that lack adequate backup power, including Prash Hall, the City Corporation Yard, the booster station and the wastewater treatment plant.</p>   | <p>Deferred: The city has installed solar energy at the treatment plant but requires additional infrastructure to increase resilience and operational continuity in the event of a disaster or other event.</p>   |
| BL7               | <p>Map all municipal infrastructure utilizing GIS hardware/software to effectively mitigate impacts during natural and/or human-caused disasters and events. Creating a central database of critical infrastructure, including water and wastewater lines, valves, supply lines, etc. is critical to an efficient and effective response to critical events.</p>  | <p>Deferred: The city has begun mapping our critical infrastructure but does not have the funding to create a comprehensive and effective information retrieval system.</p>   |

| Mitigation Action | Description  | Status   |
|-------------------|--|--|
| BL8               | Develop and implement a program to capture perishable data after significant events (e.g., high-water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan. | Deferred: The city does not have the financial resources necessary to fully integrate data into an effective and comprehensive system.                                     |
| BL9               | Develop a post recovery and debris management plan.  | Deferred   |
| BL10              | Develop and/or update plans that support or enhance continuity of operations following disasters.  | Deferred   |
| BL11              | Complete levee repairs necessary to certify the Mad River Levee.   | Deferred: This is an ongoing project that requires ongoing attention and capital infusion.   |
| BL12              | Adopt a long-term capital improvement plan, which provides the City the financial capability to fund capital projects that could include hazard mitigation projects.   | Deferred: The city has developed a CIP for our water and wastewater systems that emphasizes system operations but does not adequately address mitigation efforts or needs. |
| BL13              | Investigate Emergency water inter-ties between neighboring jurisdictions.  | Deferred   |
| BL14              | Evaluate the need for fuel storage tanks on-site at Key Asset facilities and other important facilities to support the sustainability of emergency power operations.   | Deferred   |
| BL15              | Implement Army Corps of Engineers recommended remedial actions at identified during 10/17/2012 levee inspection.   | Deferred   |

## 5.5.2. Updated Mitigation Actions

Table 96: 2025 Mitigation Actions<sup>9</sup>

| #   | Action Description  | Priority | Lead Agency       | Hazards Mitigated  | Potential Funding Source(s) | Estimated Cost      | Estimated Timeline | New and/or Existing Asset | Vulnerable Population Benefit? | Community Lifelines Benefit? |
|-----|---|----------|-------------------|--|-----------------------------|---------------------|--------------------|---------------------------|--------------------------------|------------------------------|
| BL1 | Support countywide actions  | High     | Humboldt County   | Dam failure, drought, earthquake, flooding, landslides, wildfire, wind, winter weather | Enterprise Funds, HMGP      | Over \$5,000,000    | Short-term         | New                       | Yes                            | All Community Lifelines      |
| BL2 | Installation of generators at the wastewater treatment plant  | High     | City of Blue Lake | Earthquake, wind, winter weather, flooding   | Enterprise Funds, HMGP      | \$100,000-\$500,000 | Short-term         | New                       | Yes                            | Yes, Water Systems           |
| BL3 | Flood prone property acquisition  | High     | City of Blue Lake | Flooding   | Enterprise Funds, HMGP      | Over \$5,000,000    | Medium-term        | Existing                  | No                             | No                           |
| BL4 | Solar and battery storage installation at wastewater treatment plant: to ensure operational resiliency during emergency events and to reduce operational costs and reliance on fossil fuel-based systems. | High     | City of Blue Lake | Earthquake, wind, winter weather, flooding   | Enterprise Funds, HMGP      | Over \$5,000,000    | Medium-term        | Both                      | Yes                            | Yes, Water Systems           |
| BL5 | Replace seismic activity prone water delivery systems to prevent failures during earthquake events  | High     | City of Blue Lake | Earthquake   | Enterprise Funds, HMGP      | Over \$5,000,000    | Medium-term        | New                       | Yes                            | Yes, Water Systems           |
| BL6 | Replace seismic activity prone wastewater delivery systems to prevent failures during earthquake events   | High     | City of Blue Lake | Earthquake   | Enterprise Funds, HMGP      | Over \$5,000,000    | Medium-term        | New                       | Yes                            | Yes, Water Systems           |

<sup>9</sup> HMGP: Hazard Mitigation Grant Program

| #           | Action Description   | Priority | Lead Agency       | Hazards Mitigated                          | Potential Funding Source(s) | Estimated Cost       | Estimated Timeline | New and/or Existing Asset | Vulnerable Population Benefit? | Community Lifelines Benefit? |
|-------------|--|----------|-------------------|--|-----------------------------|----------------------|--------------------|---------------------------|--------------------------------|------------------------------|
| <b>BL7</b>  | Prasch Hall and City Hall: earthquake retrofits  | High     | City of Blue Lake | Earthquake                                 | Enterprise Funds, HMGP      | \$100,000-\$5000,000 | Medium-term        | Existing                  | Yes                            | Yes                          |
| <b>BL8</b>  | City Hall and Prasch Hall-install solar and battery energy storage system to ensure operational resiliency and to reduce operational costs | High     | City of Blue Lake | Earthquake, wind, winter weather, flooding | Enterprise Funds, HMGP      | \$100,000-\$500,000  | Short-term         | New                       | Yes                            | Yes, Energy                  |
| <b>BL9</b>  | Powers Creek-Conduct streambank stabilization activities along the creek to reduce flooding of residences and businesses.                  | High     | City of Blue Lake | Flooding, winter weather, wind             | HMGP                        | \$100,000-\$500,000  | Short-term         | Existing                  | No                             | Yes                          |
| <b>BL10</b> | Powers Creek-Conduct stabilization improvements to prevent streambank failures through the downtown section of the creek                   | High     | City of Blue Lake | Earthquake, flooding, winter weather       | Enterprise Funds, HMGP      | \$100,000-\$500,000  | Medium-term        | Existing                  | No                             | No                           |
| <b>BL11</b> | Seismic upgrades to the facilities at the wastewater treatment plant to prevent operational loss and damage                                | High     | City of Blue Lake | Earthquake                                 | Enterprise Funds, HMGP      | \$100,000-\$500,000  | Short-term         | Existing                  | Yes                            | Yes, Water Systems           |
| <b>BL12</b> | Partner with the county on fuel reduction activities for properties surrounding city limits  | High     | Humboldt County   | Wildfire                                   | Enterprise Funds, HMGP      | \$100,000-\$500,000  | Short-term         | Existing                  | Yes                            | Yes                          |
| <b>BL13</b> | Partner with the county on levee upgrades and improvements to prevent flood damage   | High     | Humboldt County   | Flooding, earthquake, winter weather       | HMGP, General Fund          | \$100,000-\$500,000  | Short-term         | Existing                  | Yes                            | Yes                          |
| <b>BL14</b> | Purchase and install back-up generators at critical facilities, including Prasch Hall, skinner store and water booster stations.           | High     | City of Blue Lake | Earthquake, wind, winter weather, flooding | Enterprise Funds, HMGP      | \$100,000-\$500,000  | Short-term         | New                       | Yes                            | Yes, Energy                  |

| #           | Action Description   | Priority | Lead Agency       | Hazards Mitigated   | Potential Funding Source(s) | Estimated Cost      | Estimated Timeline | New and/or Existing Asset | Vulnerable Population Benefit? | Community Lifelines Benefit?     |
|-------------|--|----------|-------------------|---|-----------------------------|---------------------|--------------------|---------------------------|--------------------------------|----------------------------------|
| <b>BL15</b> | Prasch Hall Improvements: Facility upgrades to facilitate the designation as an emergency shelter (Install shower facilities and upgraded bathrooms, install storage systems to facilitate shelter operations) | High     | City of Blue Lake | Dam failure, drought, earthquake, flooding, landslide, wildfire, wind, winter weather | Enterprise Funds, HMGP      | \$100,000-\$500,000 | Medium-term        | Both                      | Yes                            | Yes, Food, Shelter and Hydration |
| <b>BL16</b> | Conduct seismic upgrades and wildfire resiliency improvements to the city's water tanks  | High     | City of Blue Lake | Earthquake, wildfire  | Enterprise Funds, HMGP      | Over \$500,000      | Short-term         | Both                      | Yes                            | Yes, Water Systems               |
| <b>BL17</b> | Residential earthquake retrofit program  | High     | City of Blue Lake | Earthquake  | Enterprise Funds, HMGP      | \$100,000-\$500,000 | Medium-term        | Existing                  | Yes                            | Yes                              |
| <b>BL18</b> | Powers Creek culvert replacement (multiple)  | High     | City of Blue Lake | Flooding, earthquake, winter weather  | Enterprise Funds, HMGP      | \$100,000-\$500,000 | Medium-term        | Existing                  | Yes                            | Yes                              |
| <b>BL19</b> | Powers Creek water and wastewater delivery line crossing replacement   | High     | City of Blue Lake | Flooding, earthquake, wind, winter weather  | Enterprise Funds, HMGP      | Under \$100,000     | Medium-term        | Existing                  | Yes                            | Yes, Water Systems               |

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 10

Meeting Date: July 14, 2026

Prepared By: Jennie Short, City Manager

Subject: Examination of Sales or Transactions and Use Tax Records

Recommended Action: That the City Council, by roll call vote:

1. Adopt Resolution 1266 titled "A Resolution of the City Council of the City of Blue Lake Authorizing Examination of Sales or Transactions and Use Tax Records"

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### BACKGROUND

The City of Blue Lake entered into an agreement with Hinderliter de Llamas and Associates (aka HdL) to provide consulting and software services that help the City to understand and maximize the collection of sales, use, and transaction taxes. HdL must be given permission by the City to the California Department of Tax and Fee Administration to access the City's Sales, Transactions, and Use Tax Records.

This access is granted using the state's resolution template, which has been completed with the appropriate details for the City of Blue Lake as Resolution 1266. This resolution will supersede the previously adopted Resolution 1212.

### FISCAL IMPACT

Will allow HdL to access sales and use tax transactions for analysis and petitions or appeals for corrections to sales tax collection.

### ALTERNATIVES

None.

### ATTACHMENTS

1. Resolution 1266: A Resolution of the City Council of the City of Blue Lake Authorizing Examination of Sales or Transactions and Use Tax Records

#### Review Information:

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

Comments:

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## RESOLUTION NO. 1266

### A Resolution of the City Council of the City of Blue Lake Authorizing Examination of Sales or Transactions and Use Tax Records

**WHEREAS**, pursuant to Ordinance Number 541, the City of Blue Lake (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

**WHEREAS**, pursuant to Ordinance Number 541, Revenue and Taxation Code section 7270, the City entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of transactions and use taxes; and

**WHEREAS**, the City Council of the City of Blue Lake deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected by the Department for the City pursuant to that contract; and

**WHEREAS**, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

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

**Section 1.** That the City Manager, City Clerk, and Finance Manager, or other officer or employee of the City designated in writing by the City Manager to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

**Section 2.** The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to that contract.

**Section 3.** That Hinderliter de Llamas and Associates is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and the Hinderliter de Llamas and Associates:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information.
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;

- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

**BE IT FURTHER RESOLVED** that the information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to the contract between the City and the Department.

**Section 4.** That Hinderliter de Llamas and Associates is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to any petition or appeal for the reallocation/redistribtuion of sales or transactions and use taxes that was filed by Hinderliter de Llamas and Associates on behalf of the City pursuant to the contract between the Hinderliter de Llamas and Associates and City. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and the Hinderliter de Llamas and Associates:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information.
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;
- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

**Section 5.** That this resolution supersedes all prior resolutions of the City Council of the City of Blue Lake adopted pursuant to subdivision (b) of Revenue and Taxation Code section 7056.

Introduced, approved and adopted this **14<sup>th</sup> day of July, 2026.**

ATTEST: (s) \_\_\_\_\_ (s) \_\_\_\_\_  
City Clerk Mayor

~~~~~  
I, Samantha Green, City Clerk of the City of Blue Lake, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of Blue Lake, at a regular meeting of said Council held on the 14th day of July, 2026, by the following roll call vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

(s) \_\_\_\_\_  
City Clerk



# City of Blue Lake

## Staff Report

**Agenda Item #:** 11

Meeting Date: July 14, 2026

Prepared By: Jennie Short, City Manager

Subject: Amendment to FY 2026-27 Budget and Approval of the Organizational Chart

Recommended Action: That the City Council:

1. Adopt via **Roll Call Vote**, Resolution No. 1267 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AMENDING THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27"; and
2. Approve the Organization Chart; and
3. Affirm that the City Manager's Holiday hours can be banked as comp-time for future use as needed

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### BACKGROUND

At the June 23, 2026, Council Meeting, the Council adopted Resolution No. 1264 titled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2026-27" which included Attachment "B" – Position Allocation Table and Classification Pay Plan. The number of FTEs allocated to the Business & Finance Department was 3.5. They consisted of a FT Finance Manager, two FT Administrative Accounting Specialist I/II (AAS), and half an FTE AAS. The half FTE AAS was budgeted to be 19 hours per week or less and did not include health insurance or other full-time benefits, in accordance with the Personnel Policy Manual.

In July, we held interviews for the FT and PT AAS positions. There were several excellent candidates. After completing the interviews, we desire to hire a FT AAS and a PT AAS for 32 hours per week instead of the budgeted 19 hours per week. This change not only slightly increases the cost of wages, but more significantly creates an additional position that is eligible for health, dental and vision insurance, and retirement.

After much consideration of the current workload, the impact of the long-time Finance Manager's retirement, and the fact that ALL the business and finance department staff are new, the Finance Manager and I believe that it is in the City's best interest over the long term to increase the 19 hour per week position to a 32 hour per week position so that we can transition the existing temporary part time employee into the permanent part time position and still hire

the full-time AAS position. She has been working for the City for the past few months and is a great asset to the accomplishment of the City's goals.

During the June 23<sup>rd</sup> meeting, Council requested minor changes to the Organizational Chart presented. Those changes have been made, and the org chart is ready for approval.

The City Manager's contract is structured as an exempt salaried position with all other benefits as outlined in the Personnel Policy. As holidays have occurred over the past 6 months, it has become evident that on occasion the number of hours worked by the City Manager during the week of a holiday results in the holiday not being used for the 40 hours that week. The Personnel Policy Manual allows for comp-time to be accrued for employees that are on call or work the holiday. I am recommending that Council acknowledge that from her hire date, that if the City Manager has unused holiday time in each pay period, it can be accrued as comp-time on a one-hour for one-hour basis (instead of the 1.5 times for non-exempt employees) for use in the future.

### **FISCAL IMPACT**

This increase from 19 to 32 hours per week for the part-time position results in an annual increase in wages of \$15,400. The anticipated cost of the additional benefits is \$17,385, for a total of \$32,785. These expenses will be spread across Fund 10 Department 180, Fund 60, and Fund 70 as detailed below.

| <b>Fund</b> | <b>GL</b> | <b>Dept</b> | <b>Description</b>                      | <b>Amount</b>    |
|-------------|-----------|-------------|-----------------------------------------|------------------|
| 10          | 5002      | 180         | Salaries, regular parttime              | 5,133.33         |
| 10          | 5021      | 180         | Payroll taxes (ss/med/sui)              | 392.35           |
| 10          | 5022      | 180         | Retirement                              | 1,001.00         |
| 10          | 5024      | 180         | Health insurance                        | 4,066.36         |
| 10          | 5025      | 180         | Dental/vision plan                      | 138.67           |
| 10          | 5027      | 180         | Workers' compensation insurance         | 196.60           |
| 60          | 5002      |             | Salaries, regular parttime              | 5,133.33         |
| 60          | 5021      |             | Payroll taxes (ss/med/sui)              | 392.35           |
| 60          | 5022      |             | Retirement                              | 1,001.00         |
| 60          | 5024      |             | Health insurance                        | 4,066.36         |
| 60          | 5025      |             | Dental/vision plan                      | 138.67           |
| 60          | 5027      |             | Workers' compensation insurance         | 196.60           |
| 70          | 5002      |             | Salaries, regular parttime              | 5,133.33         |
| 70          | 5021      |             | Payroll taxes (ss/med/sui)              | 392.35           |
| 70          | 5022      |             | Retirement                              | 1,001.00         |
| 70          | 5024      |             | Health insurance                        | 4,066.36         |
| 70          | 5025      |             | Dental/vision plan                      | 138.67           |
| 70          | 5027      |             | Workers' compensation insurance         | 196.60           |
|             |           |             | <b>Total Additional Annual Expenses</b> | <b>32,784.93</b> |

## ALTERNATIVES

1. Do not increase the part time AAS position from 19 to 32 hours per week.
2. Hire a part-time AAS at 19 hours per week and hire a part-time AAS at 32 hour per week to fill the full-time AAS position.

## ATTACHMENTS

1. Resolution 1267: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AMENDING THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27
2. Revised Organizational Chart

### Review Information:

City Manager:     Legal Review:     Finance Manager:     Engineer:

Comments:

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**RESOLUTION NO. 1267**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE,**  
**CALIFORNIA,**  
**AMENDING THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27**

**WHEREAS**, the City Council of the City of Blue Lake, adopted Resolution 1264 titled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2026-27,

**WHEREAS**, the Council desires to made modifications to the POSITION ALLOCATION TABLE AND CLASSIFICATION PAY PLAN in Attachment “B” which will also modify the operating budget.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Blue Lake City Council does hereby adopt the Amended City of Blue Lake Fiscal Year 2026-27 Operating Budget comprised of revenues totaling \$ 2,655,227 and expenditure appropriations in the amount of \$ **2,685,592**, with a net draw from the fund balance(s) as follows:

| Fund No.            | Estimated<br>7/1/2026<br>Balance | Net Draw  | Anticipated<br>6/30/2027<br>Balance |
|---------------------|----------------------------------|-----------|-------------------------------------|
| <b>10 - General</b> | \$866,594                        | \$27,985  | \$838,609                           |
| <b>25 - HUTA</b>    | \$14,552                         | \$10,000  | \$4,552                             |
| <b>60 -Water</b>    | \$326,462                        | \$104,902 | \$221,560                           |
| <b>70 - Sewer</b>   | -\$230,729                       | \$41,643  | -\$272,372                          |

**BE IT FURTHER RESOLVED** that staffing positions are hereby **amended** and funded in the FY 2026-27 Operating Budget as presented in *Attachment B* “Position Allocation Table and Classification Pay Plan”:

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

PASSED AND ADOPTED on motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ at a regular meeting of the City Council of the City of Blue Lake on **July 14, 2026**, by the following vote:

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
 John Sawatzky, Mayor

Attest:  
 \_\_\_\_\_  
 Samantha Green, City Clerk

~~~~~

I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1267 was passed and adopted by the Blue Lake City Council at its regular meeting on July 14, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Blue Lake.

---

Samantha Green  
City Clerk of the City Council of the City of Blue Lake, County of Humboldt, State of California

**ATTACHMENT "B" TO RESOLUTION 1264  
POSITION ALLOCATION TABLE AND CLASSIFICATION PAY PLAN**

| Department/Position               | Full-Time Employee (FTE's) |              |              |              |              |
|-----------------------------------|----------------------------|--------------|--------------|--------------|--------------|
|                                   | FY 2024-2025               | FY 2025-2026 | FY 2026-2027 | FY 2027-2028 | FY 2028-2029 |
| <b>Administration</b>             |                            |              |              |              |              |
| City Manager                      | 0.70                       | 0.70         | 0.70         |              |              |
| City Clerk                        |                            | 1.00         | 1.00         |              |              |
| Deputy City Clerk                 | 0.25                       |              |              |              |              |
| <b>Total FTE's</b>                | <b>0.95</b>                | <b>1.70</b>  | <b>1.70</b>  |              |              |
| <b>Finance</b>                    |                            |              |              |              |              |
| Finance Manager                   | 1.00                       | 1.00         | 1.00         |              |              |
| Office Clerk                      | 0.50                       | 0.50         | 0.00         |              |              |
| Account Specialist I/II           | 1.40                       | 1.50         | 2.80         |              |              |
| <b>Total FTE's</b>                | <b>2.90</b>                | <b>3.00</b>  | <b>3.80</b>  |              |              |
| <b>Public Works</b>               |                            |              |              |              |              |
| Public Works Director             | 0.30                       | 0.30         | 0.30         |              |              |
| Building Official                 | 0.25                       | 0.25         | 0.25         |              |              |
| Public Works Superintendent       | 1.00                       | 1.00         | 1.00         |              |              |
| Public Works Supervising Operator | 1.00                       | 1.00         | 1.00         |              |              |
| Water Operator                    | 1.00                       | 1.00         | 1.00         |              |              |
| Facilities Maintenance I/II       | 1.75                       | 1.75         | 1.75         |              |              |
| <b>Total FTE's</b>                | <b>5.30</b>                | <b>5.30</b>  | <b>5.30</b>  |              |              |
| <b>Parks &amp; Recreation</b>     |                            |              |              |              |              |
| Parks & Recreations Director      | 1.00                       | 1.00         | 1.00         |              |              |
| Asst. Parks & Recreation Director | 1.00                       | 1.00         | 1.00         |              |              |
| Recreational Coordinator          | 0.50                       | 0.00         | 0.00         |              |              |
| Recreational Specialist I/II      | 1.50                       | 1.25         | 1.00         |              |              |
| <b>Total FTE's</b>                | <b>4.00</b>                | <b>3.25</b>  | <b>3.00</b>  |              |              |
| <b>Total City FTE's</b>           | <b>13.15</b>               | <b>13.25</b> | <b>13.80</b> |              |              |

Notes:

- 1) Deputy City Clerk was a part-time employee employed from May 2025 to November 2025
- 2) Asst. Parks & Recreational Director was promoted to full-time position in February 2025 (FY 2024-45)
- 3) City Manager also serves as Public Works Director
- 4) Rec Coordinator empty as of April 2026. Not filled.

Exempt and Non-Exempt Employee  
Proposed Classification Pay Plan  
Fiscal Year 2026-27

With 2.3% COLA Increase

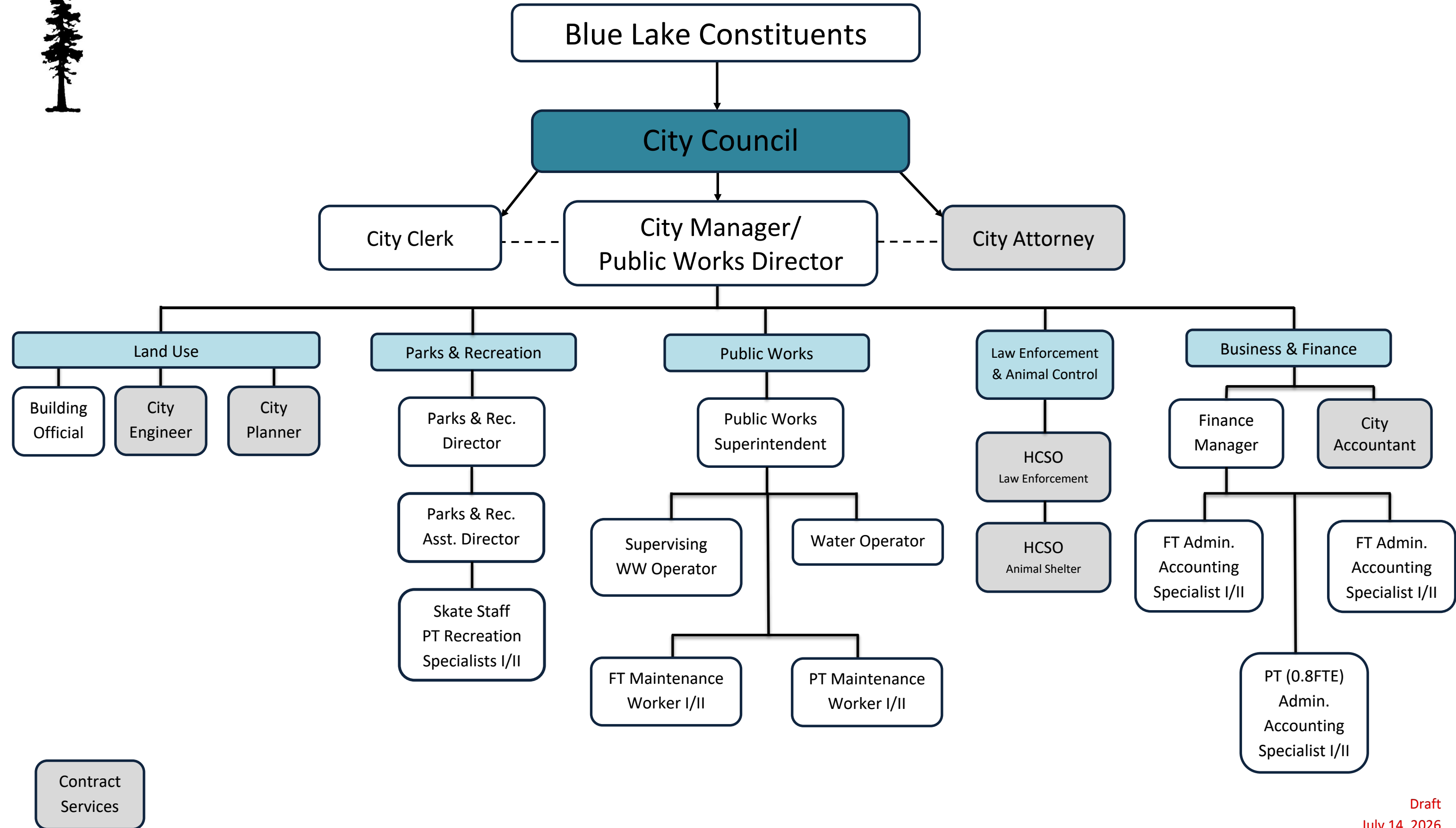
| Classification(s)   | Level 1   | Level 2   | Level 3   | Level 4   | Level 5   | Level 6   | Level 7   | Level 8   | Level 9   | Level 10  | Level 11  | Level 12 | Level 13 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|
| City Manager  | \$104,000 | \$109,200 | \$110,933 | \$112,667 | \$114,400 | \$116,133 | \$117,867 | \$119,600 | \$121,333 | \$123,066 | \$124,800 |          |          |
| No COLA Applied   | \$50.00   | \$52.50   | \$53.33   | \$54.17   | \$55.00   | \$55.83   | \$56.67   | \$57.50   | \$58.33   | \$59.17   | \$60.00   |          |          |
| Finance Manager   | \$60,154  | \$61,963  | \$63,814  | \$65,728  | \$67,704  | \$69,742  | \$71,843  | \$74,006  | \$76,232  | \$78,520  | \$80,870  | \$83,304 | \$85,800 |
| Hourly  | \$28.92   | \$29.79   | \$30.68   | \$31.60   | \$32.55   | \$33.53   | \$34.54   | \$35.58   | \$36.65   | \$37.75   | \$38.88   | \$40.05  | \$41.25  |
| Longevity   | 29.48     | \$30.36   | \$31.27   | \$32.21   | \$33.18   | \$34.17   | \$35.20   | \$36.26   | \$37.35   | \$38.48   | \$39.63   | \$40.82  | \$42.04  |
| Public Works Supt.  | \$53,494  | \$55,099  | \$56,742  | \$58,448  | \$60,195  | \$62,005  | \$63,856  | \$65,770  | \$67,746  | \$69,784  | \$71,885  | \$74,048 | \$76,274 |
| Hourly  | \$25.72   | \$26.49   | \$27.28   | \$28.10   | \$28.94   | \$29.81   | \$30.70   | \$31.62   | \$32.57   | \$33.55   | \$34.56   | \$35.60  | \$36.67  |
| Longevity   | 26.21     | \$27.00   | \$27.80   | \$28.64   | \$29.50   | \$30.38   | \$31.29   | \$32.23   | \$33.20   | \$34.20   | \$35.22   | \$36.28  | \$37.38  |
| Parks & Rec. Director   | \$51,111  | \$52,645  | \$54,226  | \$55,848  | \$57,533  | \$59,259  | \$61,027  | \$62,858  | \$64,750  | \$66,685  | \$68,682  | \$70,741 | \$72,862 |
| Hourly  | \$24.57   | \$25.31   | \$26.07   | \$26.85   | \$27.66   | \$28.49   | \$29.34   | \$30.22   | \$31.13   | \$32.06   | \$33.02   | \$34.01  | \$35.03  |
| Longevity   | 25.04     | \$25.80   | \$26.57   | \$27.37   | \$28.19   | \$29.04   | \$29.90   | \$30.80   | \$31.73   | \$32.68   | \$33.65   | \$34.66  | \$35.70  |
| Public Works Sup. Operator  | \$50,728  | \$52,250  | \$53,810  | \$55,432  | \$57,096  | \$58,802  | \$60,570  | \$62,379  | \$64,251  | \$66,186  | \$68,162  | \$70,200 | \$72,301 |
| Hourly  | \$24.39   | \$25.12   | \$25.87   | \$26.65   | \$27.45   | \$28.27   | \$29.12   | \$29.99   | \$30.89   | \$31.82   | \$32.77   | \$33.75  | \$34.76  |
| Longevity   | 24.86     | \$25.60   | \$26.37   | \$27.16   | \$27.98   | \$28.81   | \$29.68   | \$30.57   | \$31.48   | \$32.43   | \$33.40   | \$34.40  | \$35.43  |
| Admin. Acct. Specialist II  | \$47,344  | \$48,755  | \$50,211  | \$51,709  | \$53,269  | \$54,870  | \$56,514  | \$58,219  | \$59,966  | \$61,755  | \$63,606  | \$65,520 | \$67,496 |
| Hourly  | \$22.76   | \$23.44   | \$24.14   | \$24.86   | \$25.61   | \$26.38   | \$27.17   | \$27.99   | \$28.83   | \$29.69   | \$30.58   | \$31.50  | \$32.45  |
| Longevity   | 23.2      | \$23.89   | \$24.60   | \$25.34   | \$26.10   | \$26.89   | \$27.69   | \$28.53   | \$29.38   | \$30.26   | \$31.17   | \$32.11  | \$33.07  |
| Asst. Recreation Director   | \$42,067  | \$43,326  | \$44,616  | \$45,947  | \$47,320  | \$48,734  | \$50,190  | \$51,688  | \$53,248  | \$54,850  | \$56,493  | \$58,178 | \$59,925 |
| Hourly  | \$20.22   | \$20.83   | \$21.45   | \$22.09   | \$22.75   | \$23.43   | \$24.13   | \$24.85   | \$25.60   | \$26.37   | \$27.16   | \$27.97  | \$28.81  |
| Longevity   | 20.61     | \$21.23   | \$21.86   | \$22.51   | \$23.19   | \$23.88   | \$24.59   | \$25.33   | \$26.09   | \$26.88   | \$27.68   | \$28.51  | \$29.36  |
| Public Works Operator   | \$42,411  | \$43,701  | \$45,011  | \$46,363  | \$47,757  | \$49,213  | \$50,690  | \$52,208  | \$53,789  | \$55,390  | \$57,054  | \$58,760 | \$60,528 |
| Hourly  | \$20.01   | \$20.61   | \$21.23   | \$21.87   | \$22.53   | \$23.21   | \$23.91   | \$24.63   | \$25.37   | \$26.13   | \$26.91   | \$27.72  | \$28.55  |
| Longevity   | 20.39     | \$21.01   | \$21.64   | \$22.29   | \$22.96   | \$23.66   | \$24.37   | \$25.10   | \$25.86   | \$26.63   | \$27.43   | \$28.25  | \$29.10  |
| Public Works Maint II & Recreation Specialist II & Office Assistant | \$38,535  | \$39,686  | \$40,872  | \$42,099  | \$43,368  | \$44,678  | \$46,010  | \$47,382  | \$48,797  | \$50,253  | \$51,750  | \$53,310 | \$54,912 |
| Hourly  | \$18.53   | \$19.08   | \$19.65   | \$20.24   | \$20.85   | \$21.48   | \$22.12   | \$22.78   | \$23.46   | \$24.16   | \$24.88   | \$25.63  | \$26.40  |
| Longevity   | 18.88     | \$19.45   | \$20.03   | \$20.63   | \$21.25   | \$21.89   | \$22.55   | \$23.22   | \$23.91   | \$24.62   | \$25.36   | \$26.12  | \$26.91  |
| Public Works Maint I & Recreation Specialist I                      | \$37,003  | \$38,126  | \$39,270  | \$40,456  | \$41,662  | \$42,910  | \$44,200  | \$45,531  | \$46,904  | \$48,298  | \$49,733  | \$51,210 | \$52,749 |
| Hourly  | \$17.45   | \$17.98   | \$18.52   | \$19.08   | \$19.65   | \$20.24   | \$20.85   | \$21.48   | \$22.12   | \$22.78   | \$23.46   | \$24.16  | \$24.88  |
| Longevity   | 17.79     | \$18.33   | \$18.88   | \$19.45   | \$20.03   | \$20.63   | \$21.25   | \$21.89   | \$22.55   | \$23.22   | \$23.91   | \$24.62  | \$25.36  |

Contract Positions:  
Building Official = \$70.00 per hour  
No COLA Applied

*Revised*

# CITY OF BLUE LAKE ORGANIZATIONAL CHART

FY 2026-2027



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# City of Blue Lake

## Staff Report

**Agenda Item #:** 12

Meeting Date: July 14, 2026

Prepared By: Jennie Short, City Manager

Subject: Memorandum of Agreement – Humboldt County Department of Health & Human Services- Environmental Health Services

Recommended Action: That the City Council:

1. Authorize the City Manager to execute the Memorandum of Agreement by and between County of Humboldt and City of Blue Lake for Environmental Health Services

### BACKGROUND

The City received a letter from the Humboldt County Department of Health & Human Services Division of Environmental Health on July 23, 2025, informing us that they were terminating the historic contract with the City effective 12 months later. The County Board of Supervisors approved a template Memorandum of Agreement (MOA) for future contractual relationships. This updated MOA strengthens DEH's ability to enforce the California Health and Safety Code of Regulations within our city limits. This updated MOA also provides access to new DEH programs such as Tobacco Retail Licensing, Childhood Lead Pollution Prevention Program, and the Edible Food Recovery Organization inspection program.

### FISCAL IMPACT

The inspection and permitting of businesses within city limits are paid for by the entity receiving the permit. This MOA would only result in charges to the City should we request assistance in enforcement of a condition that is under DEH's purview.

### ALTERNATIVES

1. None.

### ATTACHMENTS

1. Memorandum of Agreement by and between County of Humboldt and City of Blue Lake for Environmental Health Services

|                            |                                     |                  |                          |
|----------------------------|-------------------------------------|------------------|--------------------------|
| <b>Review Information:</b> |                                     |                  |                          |
| City Manager:              | <input checked="" type="checkbox"/> | Legal Review:    | <input type="checkbox"/> |
|                            |                                     | Finance Manager: | <input type="checkbox"/> |
|                            |                                     | Engineer:        | <input type="checkbox"/> |
| Comments:                  |                                     |                  |                          |

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**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
CITY OF BLUE LAKE  
FOR ENVIRONMENTAL HEALTH SERVICES  
FOR FISCAL YEARS 2025-2026 THROUGH 2045-2046**

This Memorandum of Agreement (“MOA”), entered into this \_\_\_\_ day of \_\_\_\_\_ 2026, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY”, and the City of Blue Lake hereinafter referred to as “CITY”, is made upon the following considerations:

WHEREAS, the County Board of Supervisors and the governing board of any incorporated city may enter into contract for the performance of health officer functions for any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions as stated in California Health and Safety Code Section 101400, et seq. as well as California Government Code Sections 23008 and 51300, et seq.; and

WHEREAS, subsequent to the existing Agreement, State laws have directly authorized the COUNTY to administer certain environmental health programs throughout the COUNTY, and the COUNTY instituted a Director of Environmental Health to administer and enforce environmental health programs and to oversee a separate County Division of Environmental Health (DEH); and

WHEREAS, the parties desire to update and clarify their contractual relationship related to environmental health services offered within the CITY, where such services depend in part on a contractual relationship; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and promises contained herein, the parties hereto mutually agree as follows:

1. **RIGHTS AND RESPONSIBILITIES OF THE PARTIES:**

A. The COUNTY, through its Public Health Officer, its Director of the Division of Environmental Health (DEH), or designee, shall:

1. Implement and enforce within the CITY, as shown in Exhibit A, environmental health laws and regulations, as amended or adopted by the State, which the COUNTY’s DEH and/or Health Officer is mandated by law or otherwise authorized by the State to administer county-wide. Exhibit A – Scope of Work sets forth these programs as of the effective date of this agreement.
2. Provide within the CITY, to the same extent as in the unincorporated COUNTY, the basic environmental health services set forth in Section 1276 of Title 17 of the California Code of Regulations and established by the Board of Supervisors based on powers that apply county-wide or as may be amended by the Board. Exhibit A describes these environmental health programs, as of the effective date of this Agreement, with specific information on the scope of implementation by DEH within the COUNTY and CITY with adoption of this agreement.
3. Where supported by parallel CITY ordinance, administer and enforce within the CITY additional discretionary environmental health programs to the same extent implemented

and enforced in the unincorporated areas of the COUNTY. For non-discretionary programs, COUNTY's responsibility to provide basic environmental health services in excess of state minimum requirements shall be contingent upon the CITY's adoption and implementation of such programs in a manner that is consistent with, and aligns with, the scope and standards of such programs as provided by the COUNTY. Exhibit A, paragraph 6.2, sets forth these programs as of the effective date of this Agreement.

4. Refer non-compliant and/or recalcitrant operators found to be in violation of applicable regulations to CITY enforcement program staff after exhausting administrative procedures as followed for regulated enterprises and/or properties in unincorporated county areas. The referral shall follow the procedures outlined in Exhibit D, EH-03-001, Code Enforcement Unit Referral Format.
5. Keep accurate records related to the consumption of materials, use of equipment and professional third-party services (laboratory analysis, professional services and/or consultation) necessary during the investigation of any received complaint or routine regulatory inspection for reimbursement purposes. Costs shall be paid by either the operator of the regulated facility found to be in violation of applicable regulations or the CITY when services are rendered in response to a request from CITY staff.
6. Cooperate with the CITY to resolve violations of public health or environmental health programs that simultaneously implicate both CITY-administered and COUNTY-administered programs.
7. Ensure cooperation by COUNTY staff with CITY staff and departments during the performance of public health and environmental health functions within the CITY.

B. The CITY shall:

1. Continue to vest full authority in the COUNTY's Public Health Officer and DEH to perform all functions identified in Exhibit A, respectively and pursuant to California Health and Safety Code Sections 101375-101380 implemented by CITY Council Resolution.
2. Promptly respond to orders and/or directives issued pursuant to Section 1(A)(3) for information or action in which the COUNTY Public Health Officer has indicated there is a potential public health risk which will require the CITY to take steps to mitigate such risk. County directed action could require additional municipal services than what CITY is currently providing.
3. Ensure cooperation by CITY staff with the COUNTY Department of Public Health and DEH in the performance of public health and environmental health functions within the CITY, including compliance with orders and directives issued by the County Health Officer related to DEH programs described Exhibit A.
4. Submit to the CITY Council, on an ongoing and as-needed basis, proposed Municipal Code revisions to (1) remove provisions that purport to authorize or require the Public Health Officer, Director of Public Health, or DEH to provide any public health or environmental health service, or to administer or enforce within the CITY any public or environmental health program, which is not within the scope of this Agreement; and (2) to amend any provisions related to programs that are within the scope of this Agreement as needed to conform to the terms of this Agreement.

5. For programs that are based on ordinances, rather than State law, provide by ordinance that persons intending to engage in or engaged in regulated activities must seek and obtain plan approvals and permits as specified by the COUNTY, must comply with applicable COUNTY requirements and procedures, and must pay applicable fees and any assessed penalties.
6. Refer complaints to DEH received by the CITY concerning COUNTY-administered programs included within this Agreement and listed in Exhibit C (DEH Complaint Subject Titles and Definitions 2023), including but not limited to, complaints about unpermitted food or body art vendors, or businesses unlawfully operating without a Certified Unified Program Agency (CUPA) permit for hazardous materials and waste. DEH can help with complaints unrelated to regulated facilities upon receipt of request from the CITY.
7. Obtain DEH approval of building permit applications and business license applications for retail food facilities, body art facilities, and public pools and spas; direct persons or entities proposing to handle, process or transfer municipal volumes of solid waste (including organic waste) to contact DEH prior to operations. Obtain DEH approval on applications for development on, or near, parcels within the CITY that are known to contain buried solid waste.
8. Cooperate with the COUNTY to resolve violations of public health or environmental health programs that simultaneously implicate both CITY-administered and COUNTY-administered programs.
9. Provide, where appropriate and when City resources allow, for code enforcement processes, or criminal prosecution when appropriate, to ensure thorough enforcement of the law and ultimate protection of public health and the environment.
10. Compensate the COUNTY, as described below in Section 2, Compensation, for services, and materials provided in programs with no explicit fee for service mechanism. Examples of non-fee-based services include response to complaints related to assessment of vector infestation, evaluation of potential water quality problem from animal keeping, and/or non-business hazardous waste disposal violations.

C. The parties shall:

1. Communicate, coordinate, and collaborate on public health and environmental health matters related to:
  - a. Routine day-to-day operations as discussed above in section 1.A.
  - b. Emerging public health concerns that may lead to communicable disease outbreaks from programs discussed in section 1.A.
  - c. Incidents, including:
    - i. A disaster such as a manmade or natural catastrophe that causes or may lead to illness or loss of life when related to programs discussed in section 1.A.
    - ii. An outbreak which is an increase in number of communicable disease cases beyond what is normally expected in a geographic region. The CITY will rely

on the COUNTY to provide notification related to outbreaks associated with programs discussed in section 1.A.

2. The COUNTY's Director of Environmental Health and the City Manager shall be the primary liaisons for communications, and collaboration for environmental health matters as described in section 1.A. The parties shall notify each other designated liaisons.
3. The COUNTY's Public Health Officer and Director of Environmental Health, or their respective designees, shall both participate in communication and collaboration on emerging incidents when the participation of both COUNTY officials are necessary under the specific circumstances.
4. Where authorized by State law, the COUNTY may recover costs associated with services provided within the CITY through fees and charges to persons served. For services that are based on CITY ordinances, CITY shall, by ordinance, authorize the COUNTY to assess fees and charges to fully recover associated costs from persons served, or notwithstanding and other provision of this Agreement, COUNTY will have no obligation to provide those services.

2. COMPENSATION:

Where DEH services are not funded by a County Board of Supervisor approved fee, or grant award applicable to areas within CITY limits, all costs associated with the service shall be borne by the CITY. These costs shall be limited to services explicitly requested by CITY to be performed by DEH. Costs incurred pursuant to this section shall not exceed five thousand dollars (\$5000) per fiscal quarter absent express written consent of CITY. DEH shall submit to CITY an invoice substantiating the costs and expenses incurred pursuant to the terms and conditions of this Agreement no later than ninety (90) days after acceptance and completion of the work described herein. Invoices shall reflect all efforts undertaken by DEH within CITY jurisdiction to include hours spent related to the service provided as well as costs related to consumption of materials, use of equipment, and use of professional third-party services (laboratory analysis, professional services and/or consultation) as deemed necessary by DEH. CITY shall promptly pay for any and all costs and expenses incurred pursuant to the terms and conditions of this Agreement but in no event not later than ninety (90) days after the receipt of said invoice.

CITY shall send all payments to the COUNTY. Payment is accepted via money order, credit card or check, if delivered to:

COUNTY: County of Humboldt  
Department of Health and Human Services  
Environmental Health Division  
100 H Street, Suite 100  
Eureka, CA 95501

3. GOVERNING LAW:

This Agreement shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of California.

4. THIRD PARTY BENEFICIARIES EXCLUDED:

This Agreement is intended solely for the benefit of the COUNTY and the CITY. Any benefit to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.

5. SEVERABILITY:

If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of its term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the maximum extent permitted by law.

6. TERM:

This MOA shall begin on the date each of the parties have signed this Agreement and be in force until either party terminates this Agreement, or after twenty (20) years. If this Agreement is terminated without a superseding agreement, each party shall fulfill its obligations in accordance with State law.

7. FIVE YEAR REVIEW:

COUNTY and CITY shall jointly review this Agreement no less than every five (5) years to determine whether any amendments to this Agreement are necessary and to evaluate programs within the scope of this Agreement and environmental health programs implemented that may require appropriate amendments to the Agreement.

8. TERMINATION:

A. Termination for Cause. If either party fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state, or federal law, regulation or standard applicable to its performance hereunder, the non-breaching party may terminate the MOA for cause. However, prior to termination, the breaching party shall be given a written notice of the breach specifying the violation and a reasonable cure period. The breaching party shall have fourteen (14) days to rectify the breach. If the breach remains uncured at the end of the cure period, the non-breaching party may terminate the MOA by providing written notice to the breaching party, effective immediately.

B. Termination without Cause. Either party may terminate this MOA without cause upon thirty (30) days advance written notice which states the effective date of the termination.

9. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this MOA shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below.

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: County of Humboldt  
Department of Health and Human Services

Environmental Health Division  
100 H Street, Suite 100  
Eureka, California 95501

CITY: City of Blue Lake  
City Manager  
111 Greenwood Rd.  
Blue Lake, California 95525

10. REPORTING REQUIREMENTS:

Each party hereby agrees to prepare and submit any and all reports that may be required by any local, state and/or federal agencies for compliance with this MOA. Any and all reports required hereunder shall be prepared in a format that complies with the Americans with Disabilities Act, and any other applicable local, state, and federal accessibility laws, regulations, and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

11. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. Each party hereby agrees to timely prepare accurate and complete records, documents and other evidence relating to its performance hereunder, as otherwise required by any and all applicable local, state, and federal laws, regulations, and standards, except that if any litigation, claim, negotiation, audit or other action is pending, such records shall be retained until completion and resolution of all issues arising therefrom.
- B. Inspection of Records. Each party hereby agrees to make any and all records, documents and other evidence relating to its performance hereunder available during normal business hours to inspection, audit, and reproduction by any duly authorized local, state and/or federal agencies as otherwise required by any and all applicable local, state, and federal laws, regulations, or standards. Each party further agrees to allow interviews of any of its employees who might reasonably have information related to such records by any duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted pursuant to the terms and conditions of this MOA shall be strictly confined to those matters connected with the performance of the duties and obligations set forth herein, including, without limitation, the costs of administering this MOA.
- C. Audit Costs. In the event of an audit exception or exceptions related to the performance of this MOA, the party responsible for not meeting the requirements set forth herein shall be responsible for the cost of the audit.

12. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this MOA, each party may receive information that is confidential under local, state, or federal law. Each party hereby agrees to protect all confidential information in conformance with any and all applicable local, state, and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act (“CMIA”); the United States Health Information Technology for Economic and

Clinical Health Act (“HITECH Act”); the United States Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations (“C.F.R.”) Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.

- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state, and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving, and that amendment of this MOA may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this MOA embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state, and federal laws, regulations, or standards.

13. NON-DISCRIMINATION COMPLIANCE :

- A. Professional Services and Employment. In connection with the execution of this MOU, neither party shall unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require employment of unqualified persons.

- B. Compliance with Anti-Discrimination Laws. Each party further assures that it will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California

Fair Employment and Housing commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated into this MOA by reference as if set forth in full.

14. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this MOA, CITY certifies that it is not a Nuclear Weapons Contractor, and that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CITY agrees to notify COUNTY immediately if it becomes a Nuclear

Weapons Contractor as defined above. COUNTY may immediately terminate this MOA if it determines that the foregoing certification is false or if CITY subsequently becomes a Nuclear Weapons Contractor.

15. INDEMNIFICATION:

- A. Mutual Indemnity. Each party hereto shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.
- B. Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability. In such cases, each party will bear their own costs and attorney's fees.
- C. Effect of Insurance. Acceptance of the insurance required hereunder shall not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder, regardless of whether any insurance is applicable or not.

16. INSURANCE REQUIREMENTS:

- A. General Insurance Requirements. Without limiting the parties' indemnification obligations set forth herein, each party shall maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability, comprehensive automobile, workers' compensation, and professional liability insurance policies.
- B. Insurance Notices. Any and all insurance notices required hereunder shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

CITY: City of Blue Lake  
City Manager  
111 Greenwood Rd.  
Blue Lake, California 95525  
citymanager@bluelake.ca.gov

17. RELATIONSHIP OF PARTIES:

It is understood that this MOA is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, legal partnership, joint venture, or any other similar association. Each party shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees, and subcontractors.

18. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. Each party hereby agrees to comply with any and all local, state, and federal laws, regulations, policies, procedures, and standards.
- B. Licensure Requirements. Each party hereby agrees to comply with any and all local, state, and federal licensure and certification requirements applicable to its performance hereunder.
- C. Accessibility Requirements. Each party hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. Each party hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures, and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

19. ENVIRONMENTAL IMPACT EVALUATION:

Lead and Responsible Agency designation for any projects performed under this MOU will be in conformance with California Environmental Quality Act (CEQA) Guidelines. If after reasonable diligence the parties cannot agree which agency is lead for a particular project, the parties will request a Lead Agency determination from the State Office of Planning and Research. Where applicable, the Lead Agency shall consider and evaluate impacts on Public Trust resources.

20. PROVISIONS REQUIRED BY LAW:

This MOA is subject to any additional local, state, and federal restrictions, limitations or conditions that may affect the terms, conditions, or funding of this MOA. This MOA shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or incorrectly stated, the parties agree to amend the pertinent section to make such insertion or correction.

21. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this MOA, the parties agree to comply with the amended provision as of the effective date thereof.

22. PROTOCOLS:

Each party hereby agrees that the inclusion of additional protocols may be required to make this MOA specific. All such protocols shall be negotiated, determined and agreed upon by each party hereto.

23. SEVERABILITY:

If any provision of this MOA, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOA.

24. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision shall be void and shall be cause for immediate termination of this MOA. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support, or professional services.

25. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOA shall be fully binding upon, and shall inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

26. WAIVER OF DEFAULT:

The waiver by either party of any breach of this MOA shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOA.

27. NON-LIABILITY OF OFFICIALS AND EMPLOYEES:

No official or employee of either party shall be personally liable for any default or liability under this MOA.

28. AMENDMENT:

This MOA may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOA shall be valid unless made in writing and signed by an authorized representative of each party hereto.

29. STANDARD OF PRACTICE:

Each party warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. Each party's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

30. JURISDICTION AND VENUE:

This MOA shall be construed in accordance with the laws of the State of California. Any dispute relating hereto shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

31. ADVERTISING AND MEDIA RELEASE:

Each party shall obtain the written approval of the other party before any informational material related to this MOA may be used as advertising or released to the media, including, without limitation, television, radio, newspapers, and internet. Each party shall inform the other party of any and all requests for interviews by media related to this MOA before such interviews take place; and the other party shall be entitled to have a representative present at such interviews. Any and all notices required by this provision shall be provided in accordance with the notice requirements set forth herein.

32. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 10 – Record Retention and Inspection, Section 11 – Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this MOU.

33. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOA, the terms and conditions set forth herein shall have priority.

34. INTERPRETATION:

This MOA, as well as its individual provisions, shall be deemed to have been prepared equally by each of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

35. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOA.

36. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

37. ENTIRE AGREEMENT:

This MOA contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOA shall be deemed to exist or to bind either of the parties hereto. In addition, this MOA shall supersede in their entirety any and all prior agreements, promises, representations, understandings, and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOA are hereby ratified.

38. COUNTERPART EXECUTION:

This MOA, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOA, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state, and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOA, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOA and any amendments hereto.

39. AUTHORITY TO EXECUTE:

Each person executing this MOA represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOA. Each party represents and warrants to the other that the execution and delivery of this MOA and the performance of such party's obligations hereunder have been duly authorized.

[Signatures are on following page]

IN WITNESS WHEREOF, the parties have entered into this MOA as of the first date written above.

**CITY OF BLUE LAKE:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title: City Manager

**COUNTY OF HUMBOLDT:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Sofia Pereira, Public Health Director  
*(Pursuant to the authority granted by the  
County of Humboldt Board of Supervisors  
on December 17, 2024 [Agenda Item 24-1637])*

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Risk Management

**LIST OF EXHIBITS:**

Exhibit A: Scope of Work

Exhibit B: Blue Lake City Limits

Exhibit C: Complaint Subject Titles and Definitions

Exhibit D: Code Enforcement Unit Referral Format Procedure

## EXHIBIT “A” – SCOPE OF WORK

### COUNTY PROGRAMS TO BE ADMINISTERED AND ENFORCED BY HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH IN THE CITY OF BLUE LAKE

Wherein “Purpose” is defined as the reason for the engagement in specified health services program activities as stated through statutory and regulatory enactments, but does not bind, commit, require rendering of performance, obligate production of a deliverable, or otherwise impart any duty on the COUNTY for which satisfaction would or could be demanded; and

Wherein “Legal Authorities” is defined as the authorizing State, COUNTY, or CITY statute, regulation, or code providing for enforcement of the below-mentioned health services programs; and

Wherein, “Objective” is defined as the position and/or purpose sought to be attained and/or achieved through directed effort, but does not bind, commit, require rendering of performance, obligate production of a deliverable, or otherwise impart any duty on the COUNTY for which satisfaction would or could be demanded; and

Wherein “Summary of Activities” is defined as the list of actions and functions undertaken and implemented in order to satisfy or otherwise fulfill COUNTY’s obligations arising out of this MOA and for which the stated rights and responsibilities of the parties correspond.

***Now, THEREFORE, the parties mutual understand and agree to implementation of environmental services programs as follows:***

The County of Humboldt, Department of Health & Human Services, Public Health Branch, Division of Environmental Health (DEH), intends to protect the health, safety and well-being of the public, and to preserve and improve the quality of the environment. Title 17 California Code of Regulations section 1276(e) lists titles or brief descriptions of basic environmental health and sanitation services provided by Local Health Jurisdictions (LHJ). Representing the County Health Officer and/or Director of Environmental Health, each LHJ determines the scope of each service in the context of their individual organizational structure. The COUNTY’s responsibility to provide specified health services is contingent upon the local municipality’s adoption of appropriate legislation or resolutions. In jurisdictions where such legislation or resolutions have not been adopted, state minimum requirements shall apply. Where no state legislation exists, no health officer services shall be provided until such time as the corresponding legislation or resolution is adopted. The scope of these programs as interpreted by DEH, both in the City and County, are described briefly below.

17 CCR §1276, Basic Services states:

“The health department” shall offer at least the following basic services to the health jurisdiction which it serves:

- (e) Environmental health and sanitation services and programs in accordance with an annual plan and program outline as required in 17 CCR §1328, and approved by the State Department of Health and the applicable services and program standards as specified in the State Department of Health “Services in a Local Environmental Health and Sanitation Program,” September 1976. The required services and programs shall be as follows:
  - (1) Food.

- (2) Housing and institutions.
- (3) Radiological health in local jurisdictions contracting with the State Department of Health to enforce the Radiation Control Law pursuant to HSC §114960 - §115273.
- (4) Milk and dairy products in local jurisdictions maintaining an approved milk inspection service pursuant to FAC CA FOOD & AG §32503.
- (5) Water-oriented recreation.
- (6) Safety.
- (7) Vector control.
- (8) Waste management.
- (9) Water supply.
- (10) Air sanitation.
- (11) Additional environmentally related services and programs as required by the County Board of Supervisors, City Council, or Health District Board.
- (12) And may include land development and use.

PROGRAMS IMPLEMENTED COUNTY-WIDE AS MANDATED OR AUTHORIZED BY STATE LAW and Agreement between CITY and COUNTY:

**1. CONSUMER PROTECTION PROGRAM**

Through inspection, monitoring and enforcement of state and local laws, the Consumer Protection Program goal is implemented through multiple programs which protect the general public from bacteria and contaminants that have potential to impact human health.

**A. Program: Retail Food Permitting and Inspection**

1. **Purpose:** To prevent the outbreak of food borne illness; to ensure that food provided for human consumption is free of adulteration, is honestly presented and safe to eat; to accomplish this in a manner uniform with programs of other jurisdictions in the State; and to protect the health of the food worker by encouraging safe and sanitary working conditions.
2. **Legal Authorities:** HSC §113700 et seq. (Cal Code); HSC §109875 et seq. (Sherman Food, Drug, and Cosmetic Law); 17 CCR §13600-13616; 17 CCR, §1254 and §1308; HCC §511 (Permits for Food Establishments).
3. **Objectives:**
  - a. Minimize the incidence of food borne illnesses originating from retail food facilities in Humboldt County.
  - b. Perform timely, thorough risk-based inspections of retail food facilities.
  - c. Respond to suspected food borne outbreaks within 24 hours.
4. **Summary of Activities:**
  - a. Evaluate, measure, and improve the level of environmental health conditions in all food facilities.
  - b. Conduct routine inspections and special inspections of all food facilities for which the agency is legally responsible to ensure compliance with California Retail Food Code (CalCode) requirements for sanitation, operation and maintenance.

- c. Conduct legal enforcement activities, including office hearings when education and inspection efforts fail to achieve desired results.
- d. Investigate and take corrective action on citizen reports of food borne illness or unsanitary conditions in food facilities. Food borne illness outbreaks may require coordination with Public Health Communicable Disease Nursing and Epidemiology staff.
- e. Complete review of food facility plans to ensure proper construction and compliance with CalCode.

## **B. Program: Organized Camps and Detention Facilities**

1. **Purpose:** To ensure that organized camps and detention facilities (“jails”) provide a safe and suitable environment, including safe water supply, proper sewage disposal, and safe and wholesome food preparation.
2. **Legal Authorities:** 8 CCR §3362, HSC §114244 - §124245.7 (Refuse), 15 CCR §1006 et seq., §1270 et seq., § 1280., §1313 et seq., §1480 et seq., §1510 et seq., HSC §101045 (Detention Facilities), 17 CCR §30700 et seq. (Organized Camps), HSC §18207 (Mobile Home Parks Act) 24 CCR, Part 1 (California Administrative Code) 24 CCR, Part 2 (California Building Code) 25 CCR, §6 (Housing and Community Development); HSC §17000 et seq. (Employee Housing Act), HSC §17910-17998.3 (State Housing Law), HSC §18897-§18897.7 (Organized Camp), WIC §209, §210, §872, & §885.
3. **Objectives:**
  - a. To perform annual inspections of detention facilities to obtain compliance with the law, in coordination with other Public Health programs.
  - b. To perform semi-annual inspections of each year-round organized camp and annually of seasonal camps to obtain 100% compliance with the law.
  - c. To respond to all citizen complaints concerning detention facilities, and organized camps within five business days and to obtain compliance with applicable laws.
4. **Summary of Activities:**
  - a. Detention Facilities
    - i. Inspect each county and city detention facility on an annual basis and report findings to the responsible city or county official and to the Board of State and Community Corrections.
    - ii. Investigate all complaints of detention facilities regarding sanitation, maintenance, use or occupancy.
    - iii. Coordinate an inspection team with Public Health staff for the inspection of all county detention facilities.
  - b. Organized Camps
    - i. Inspect organized camps on an annual, or semi-annual basis to ensure compliance with State Law.

### C. Program: Swimming Pools and Spas

1. **Purpose:** To ensure safe and sanitary public swimming pools and spas.
2. **Legal Authorities:** HSC §116025 et seq. (sanitation), 22 CCR §65501 et seq., HSC §1797.182, §115950, §115951, §115952 (Public Swimming Pools); California Building Code, Div 1, §3101B et seq., Div 2, §3160B et seq., HCC §332-3, §654-6.
3. **Objective:**
  - a. Ensure the safety of public pools and spas.
  - b. Ensure that public pools and spas are constructed and maintained in an appropriate manner.
4. **Summary of Activities:**
  - a. Conduct routine inspections of all public swimming pools and spas on an annual basis.
  - b. Respond to citizen's complaints regarding unsanitary or unsafe conditions at public swimming pools or spas.
  - c. Review construction plans for public pools and spas, and conduct construction inspections to verify compliance with state laws.
  - d. Evaluate new equipment proposed for public swimming pools and spas.

### D. Program: Vector Control

1. **Purpose:** To protect the public from the health hazards associated with disease transmitting nuisance animals and arthropods.
2. **Legal Authorities:** HSC §116125-§116170 (Rodents), HSC §121690, 17 CCR §2606 (Rabies), HSC 105200 (Pesticide Poisoning).
3. **Objectives:**
  - a. Surveillance and surveys of vectors and vector-borne diseases to evaluate community vector control needs.
  - b. Emergency vector/pest control through private or public agency participation.
  - c. Vector prevention guidelines through environmental planning process.
  - d. Maintain program records to evaluate procedures and measure effectiveness of program.
  - e. Educate public and staff in vector/pest control principles to obtain maximum participation in solution of local vector problems.
4. **Summary of Activities:**
  - a. Reduction of rodent food and harborage through public education.
  - b. Public education and monitoring for tick-borne Lyme disease, carried by the Pacific black-legged tick.

- c. Public education and monitoring for rabies, primarily in skunks, foxes, and bats.
- d. Consider public health threats related to West Nile Virus and monitor Culex mosquito activity. Emphasize public education and environmental control for prevention.
- e. Respond to citizen complaints of vector/pest infestations.

#### **E. Program: Body Art**

1. **Purpose:** To ensure the application of proper body art procedures and the control of cross-contamination of instruments and supplies to protect both the body art practitioner and client from transmission of infectious diseases.
2. **Legal Authorities:** HSC §119300 et seq. (California Safe Body Art Act), PEN § 652, §653.
3. **Objective:**
  - a. Ensure the safety of body art facilities through the use of timely and consistent routine inspections.
  - b. Ensure that body art facilities are constructed and maintained in a manner consistent with the CA Safe Body Art Act.
  - c. To rapidly respond to complaints of unsanitary body art facilities and practitioners.
4. **Summary of Activities:**
  - a. Conduct annual inspections of all body art facilities.
  - b. Respond to citizen complaints regarding unsanitary or unsafe conditions at body art facilities.
  - c. Review construction plans for body art facilities, and conduct construction inspections to verify compliance with CA Safe Body Art Act.
  - d. Evaluate new equipment proposed for use in body art facilities.

## **2. HAZARDOUS MATERIALS PROGRAM**

Through inspection, monitoring and enforcement of state and local laws, the Hazardous Materials Program goal is implemented through multiple programs which protect the general public from chemicals and contaminants that have potential to impact human health and the environment.

#### **A. Program: Certified Unified Program Agency (CUPA)**

1. **Purpose:** In accordance with California Senate Bill 1082, the CUPA consolidates, coordinates, and makes consistent the regulatory activities of several hazardous materials and hazardous waste programs through implementation and oversight at the local level. The implemented programs are as follows:
  - a. Hazardous waste generator and hazardous waste on-site treatment program.
  - b. Aboveground storage tank program spill prevention control and countermeasure requirements.

- c. Underground storage tank program.
  - d. Hazardous materials release response plans and inventory (*Business Plan*).
  - e. California accidental release prevention program.
  - f. Hazardous materials management plans and hazardous materials inventory statement.
2. **Legal Authorities:** CA HSC Ch. 6.5, various sections (Hazardous waste handling, transport and disposal); CA HSC Ch 6.7 (Underground storage of hazardous substances); CA HSC Ch. 6.95 (Hazardous Materials Release Response Plans and Inventory); CA HSC Ch. 6.67 (Aboveground storage of petroleum); HSC §101080 (Health Officer authority to declare a local health emergency); CA HSC Div. 20, Ch. 6.6 (Proposition 65, Safe Drinking Water and Toxic Enforcement Act of 1986); Ch 6.11, Sec. 25200 et seq.; 25404 et seq.; CA HSC Div. 20, Ch. 6.75; CCR, Title 22, Div. 4.5, Ch. 10, Art.2 (Secondary containment for tanks); CCR, Title 22, 66265, 67450; Title 19, Div 2, Ch. 4.5, Art. 3, 2765, 2775 et seq., HCC §384, (Unified Program Consolidated Compliance Checklist, Dec. 1997), HCC §561.
3. **Objectives:**
- a. Hazardous Waste Generator and On-site Hazardous Waste Treatment Program
    - i. Inspect, evaluate and maintain an adequate surveillance of hazardous waste generators in order to ensure full compliance with laws and regulations for the handling, storage, transportation, and disposal of hazardous wastes.
    - ii. Investigate complaints and take enforcement action, as necessary, against violators of hazardous waste laws and regulations.
    - iii. Educate county industries and the public on the legal requirements for handling, storage, and disposal of hazardous waste.
    - iv. Maintain a data management system for hazardous waste generators. The system should contain complete information on hazardous waste generators, including name, address, waste generated, volumes, storage and disposal methods, etc.
    - v. Utilize a waste reduction/pollution prevention approach in regulating generators.
  - b. Aboveground Petroleum Storage Tank program
    - i. Inspect all aboveground storage tank facilities to ensure that storage tanks meet all program requirements.
    - ii. Ensure proper management of the Spill Prevention Control and Countermeasure (SPCC) plans, when applicable.
    - iii. Check every CUPA regulated facility with aboveground storage tanks at least once every three years to ensure that SPCC is certified and current.
  - c. Underground Storage Tank Program

- i. Approve plans and issue permits for new underground storage tank installation, modification, repair, and closure of underground storage tank systems.
  - ii. Routinely inspect all underground storage tank facilities in order to ensure compliance with state laws and regulations pertaining to the operation of underground storage tanks.
  - iii. Respond to emergency situations and investigate all complaints pertaining to leaking underground storage tanks.
  - iv. Conduct annual routine inspections to ensure compliance with the permit and monitoring requirements.
  - v. Identify and bring into compliance newly discovered USTs, and maintain a comprehensive data base of information regarding tanks identified, including age, size, material stored, history of repairs and leaks, etc.
  - vi. Pursue enforcement action against any person who violates the laws and regulations pertaining to the operation of underground storage tanks.
  - vii. Provide consultation, assistance, and education to industries and the public regarding the regulatory requirements for installing and operating underground storage tank systems.
- d. Hazardous Materials Release Response Plans and Inventory (*Business Plan*)
- i. Maintain an accurate inventory of hazardous materials stored at every regulated facility, and ensure that the state's CERS database is updated annually.
  - ii. Ensure that the emergency response plan at each facility is effective and up-to-date.
  - iii. Ensure that the site diagram for each facility is current and routinely shared with fire districts.
  - iv. Update the Humboldt County Hazardous Materials Emergency Response Plan (Area Plan) every three years, share it with other response agencies, and test it with a full-scale, multi-agency exercise.
- e. California Accidental Release Prevention Program.
- i. Complete the review and public notification requirements for the Risk Management Plan for each facility meeting or exceeding state or federal threshold limits of extremely hazardous materials.
  - ii. Require periodic updating of Risk Management Plans.

## B. Program: Childhood Lead Pollution Prevent Program

1. **Purpose:** To identify and reduce sources of household lead hazards that may lead to high child blood lead levels and their detrimental effects.
2. **Legal Authorities:** HSC Ch. 6.5, various sections (hazardous waste handling, transport and disposal); 40 CFR parts 239 through 282 (RCRA); 24 CFR, Part 35 and 40, Part 745 (HUD/USEPA disclosure); 8

CCR, §1532.1 (Cal-OSHA Construction Standards); 8 CCR §5194, 22 CCR §12601 (CA HazCom Standards); HSC §101080 (County Health Officer authority to declare of local health emergency).

**3. Objectives:**

- a. Investigate reports of lead-based paint hazards.
- b. Participate in Childhood Lead Poisoning Prevention Program (CLPPP) team by investigating and reducing all sources of household lead hazards that may lead to a high child blood lead level.

**4. Summary of Activities:**

- a. Participate in investigations referred from the CDPH's Childhood Lead Poisoning Prevention Branch to determine environmental factors contributing to an identified case of childhood lead poisoning.
- b. Identify and investigate properties with potential for concentrating environmental lead levels; and work with property owners to mitigate public health risks.
- c. Attend quarterly team meetings to discuss cases, outreach and results of team investigations.
- d. Educate affected communities and populations as to the hazards of lead exposure.

**C. Program: Tobacco Retail Licensing**

1. **Purpose:** To improve local control over the sale of tobacco products and prevent the sale of tobacco to youth in Humboldt County.
2. **Legal Authorities:** TITLE VII, DIVISION 1, CHAPTER 7, TOBACCO RETAILER LICENSING, Humboldt County Code.
3. **Objectives:**
  - a. Prevent youth from using tobacco and tobacco products.
  - b. Encourage responsible tobacco retailing.
  - c. Discourage violations of tobacco-related laws.
4. **Summary of Activities:**
  - a. Review and approve applications for licensing of tobacco retailers.
  - b. Inspect tobacco retailers for compliance with, and pursue enforcement action against any person who violates, TITLE VII, DIVISION 1, CHAPTER 7, TOBACCO RETAILER LICENSING, Humboldt County Code\_

**D. Program: Geotechnical Drilling of Monitoring Wells and Exploratory Borings**

1. **Purpose:** To protect ground water quality by preventing the exacerbation existing on site contamination by ensuring compliance with California Department of Water Resources Bulletin 74-81 and 74-90, in Humboldt County.
2. **Legal Authorities:** Humboldt County Code Title IV, Chapter 1 (Wells)

### 3. Objectives:

- a. Ensure construction and destruction standards are met.
- b. Ensure work is performed by a qualified professional.

### 3. LOCAL ENFORCEMENT AGENCY PROGRAM

By County Resolution 92-30 and City of (insert)Resolution (92- or City Approval Resolution #) the Division of Environmental Health was designated the Solid Waste Local Enforcement Agency and acts on behalf of Humboldt County and each city herein to enforce solid waste law as prescribed by Public Resource Code Section 43203

1. **Purpose:** To ensure that solid waste landfills and transfer stations are operated properly in regard to vector control, water quality protection, litter prevention, and related concerns; to provide an independent Hearing Panel to hear appeals of the decisions/orders made by the Local Enforcement Agency (LEA); to ensure that inactive sites are properly closed and maintained following closure.
2. **Legal Authorities:** PRC §40000 et seq., 14 CCR §17020 et seq., HCC §521 & §523.

### 3. Objectives:

- a. Permit and inspect all solid waste disposal, transfer/processing and composting facilities, and closed landfills to ensure full compliance with federal, state, and local laws and regulations.
- b. Investigate solid waste complaints and take appropriate corrective action to ensure compliance with state and local standards.
- c. Ensure compliance with state and local standards for refuse collection.

### 4. Summary of Activities:

- a. Solid Waste Enforcement
  - i. Carry out the mandates and responsibilities of the County Solid Waste LEA.
  - ii. Enforce all laws and regulations pertaining to the minimum standard for solid waste handling and disposal facilities through a routine inspection program.
  - iii. Issue permits to all solid waste facilities in Humboldt County and ensure compliance with state mandated minimum standards.
  - iv. Provide consultation to other governmental and private agencies in matters pertaining to the enforcement of solid waste laws.
  - v. Investigate complaints and take necessary action to abate illegal waste sites and composting facilities.

- b. Disposal Site, Transfer/Processing Facilities and Operations
  - i. Maintain a current inventory of all landfill sites, transfer/processing stations and composting facilities and operations.
  - ii. Investigate, inspect and evaluate active disposal sites, transfer/processing, and composting facilities and operations on a monthly basis for facilities and quarterly basis for operations and in response to complaints.
  - iii. Review and evaluate construction plans for new transfer, processing and composting facilities and operations, and issue applicable permits or notifications.
- c. Solid Waste Facility Permits
  - i. Write and issue solid waste facility permits for landfills and other solid waste facilities.
  - ii. Review and comment on environmental documents prepared for landfills such as initial studies, negative declarations, EIRs, zoning and land use permits for compliance with the California Environmental Quality Act.
  - iii. Investigate permit violations by solid waste facility operators.
  - iv. Revise or modify solid waste facility permits as methods of operations change or as required by state regulations.

#### 4. LAND USE PROGRAM

##### A. Program: Land Use Permits, Development Permits, and Business Licenses

1. **Purpose:** To ensure that proposed developments and businesses within Humboldt County comply with applicable State and local laws within DEH jurisdiction. In coordination with other DEH programs, the Land Use team evaluates development proposals with the goal of protecting or minimizing impacts to human health and the environment.
2. **Legal Authorities:** GOV 66410 et seq., PRC §21000-§21177, HCC §311, §321-12, §322, §323, §324, §325-4&5, §657, §664.
3. **Objectives:**
  - a. Minimize the potential for proposed land development projects (subdivisions, special permits, use permits, building permits, etc.) to subject present and future residents to adverse public and environmental health impacts.
  - b. Verify that land development projects include adequate public or private sewage treatment and disposal facilities to maintain water quality and environmental health standards.
  - c. Verify that water supplies proposed for all new subdivisions are adequate.
    - i. Ensure that onsite wastewater disposal for all proposed land developments comply with DEH regulations.
    - ii. Ensure that Environmental Impact Reports (EIR) consider pertinent adverse public health and environmental impacts, and incorporate adequate mitigating measures.

- iii. Review Conditional Use Permits, Zone Changes, and general Plan Amendments to identify and make recommendations on elements which have the potential to create environmental hazards.

4. **Summary of Activities:**

- a. Review proposed tentative tract maps, parcel maps, zone changes, use permit, general plan amendments, and business license applications; evaluate potential adverse public health and environmental effects; prepare reports of evaluations and mitigating measures.
- b. Conduct site investigations of the above-mentioned projects to evaluate public health and environmental effects.
- c. Review utility plans of onsite wastewater disposal systems proposed for new projects to ascertain feasibility and compliance with DEH regulations.
- d. Review environmental impact reports of proposed projects to ensure adequate consideration has been given to public health and environmental impacts.

**B. Program: Water Wells: Construction /Abandonment**

1. **Purpose:** To ensure that water wells are properly located and constructed with annular seals to protect the quality of groundwater resources.
2. **Legal Authorities:** DWR Bulletin 74-81 & 74-90 (Water Well Standards); WAT §13700 - §13806; HSC §25299.97; HCC §631.
3. **Objectives:**
  - a. Ensure that all wells are constructed and destroyed by permit and according to State and local standards.
  - b. Permit properly constructed wells.
  - c. Provide consultation, assistance, and education to well drillers, contractors, consultants, operators, and cities with regard to regulatory requirements for well construction and destruction.
4. **Summary of Activities:**
  - a. Review applications and issue permits for all well destruction, modification and construction.
  - b. Conduct inspections during construction and destruction of wells to ensure compliance with state and local regulations.
  - c. Consult with community members regarding domestic, irrigation or other wells relating to water quality suspected illnesses or other health concerns.
  - d. Investigate reports of abandoned wells and ensure destruction or re-construction.
  - e. Conduct appeals as provided by the Humboldt County Code.

**C. Program: Liquid Wastes (OWTS, septage haulers, and greywater/wastewater reclamation)**

1. **Purpose:** To protect the health of the public and the environment from the improper disposal of sewage from on-site wastewater treatment systems (OWTS) and greywater systems. This is accomplished through development and enforcement of local ordinance and regulations for the permitting of OWTS, greywater systems, and waste haulers to ensure compliance with State and local laws.
2. **Legal Authorities:** HSC §117400 et seq., WAT §13280 - §13286.9 (Individual Disposal Systems), WAT §14875 – §14877.3 (Graywater Systems); California Plumbing Code; HCC §611-617, §621, Humboldt County Onsite Wastewater LAMP and RTM, 7 Nov 2017.
3. **Objectives**
  - a. Ensure on-site sewage treatment and disposal systems are properly sited and designed to prevent impacts to groundwater, surface waters and the public.
  - b. Ensure that septic tanks, portable toilets and vault pumpers are disposing of waste at an approved disposal facility.
  - c. Provide educational material to the general public on the proper operation and maintenance of OWTS.
  - d. Ensure greywater systems will not create groundwater, public or environmental health problems.
4. **Summary of Activities:**
  - a. Evaluate proposals for and permit OWTS.
  - b. Investigate complaints relating to illegal or unsafe sewage disposal.
  - c. Maintain records of and monitor the construction, repair, and maintenance of OWTS.
  - d. Permit waste haulers and monitor records of service from permitted septage haulers, grease vault pumpers, and chemical toilet service companies.
  - e. Review and update local regulations related to onsite waste, as necessary.
  - f. Evaluate and permit proposed greywater disposal systems.
  - g. Monitor non-standard systems and report to the North Coast Regional Water Quality Control Board as described in the Local Area Management Program.
  - h. Develop educational pamphlets on the proper use and maintenance of OWTS.
  - i. Evaluate new technology for on-site sewage systems.
  - j. Conduct sanitary surveys to evaluate the operation and maintenance of on-site systems.
  - k. Implement and update the Local Area Management Program.

#### **D. Program: State Small Public Water Systems**

1. **Purpose:** To regulate State Small Water Systems to ensure potable water is provided to the public. State Small Water Systems are defined as having between 5-14 service connections and not regularly serving more than an average of 25 individuals daily for more than 60 days in a year. The State Small Water System Program is a state mandated program.

2. **Legal Authorities:** HSC §116340, 22CCR §64211 - §64217.
3. **Objectives:**
  - a. Inspect, evaluate, and maintain public health protection of all state small public water systems, verify permits, acceptable monitoring programs, and comply with state standards.
  - b. Review bacteriological and chemical samples at small public water systems on a routine basis.
  - c. Identify potential public health threats by conducting studies, as requested or as needed by the occurrence of domestic water quality problems.
  - d. Respond to all consumer health or nuisance complaints with investigation and sampling, as needed.
4. **Summary of Activities:**
  - a. Conduct complete sanitary surveys of existing and proposed water sources, treatment, storage, and distribution facilities of all state small public water systems. Conduct audit of records, site surveys, and pumping and storage equipment checks.
  - b. Make inspections of all state small public water systems in accordance with the requirements of the State Water System Construction and Monitoring Standards.
  - c. Take appropriate action with respect to issuance or denial of permits to sample public water systems. Approve state small public water systems under the comprehensive conditions of the California Safe Drinking Water Act.
  - d. Review bacteriological, general mineral, inorganic/organic chemical, and radiological samples from small water systems at frequencies designated by the Safe Drinking Water Act.
  - e. Pursue corrective and enforcement action regarding non-compliance with primary drinking water standards and noncompliance with other State and Federal Laws, including requirements for public notification related to small public water systems.
  - f. Conduct plan checks and inspections of all proposed new state small public water systems or modifications, including equipment installations, site analysis, and potential water quality problems.
  - g. Provide consultation and assistance to water system and water treatment plant operators, developers, engineers, and the public regarding domestic water quality, and the applicable laws and regulations.
  - h. Investigate citizens' complaints regarding domestic water quality, suspected illnesses, or other public health concerns.

## 5. **COMPLAINT INVESTIGATION PROGRAM**

1. **Purpose:** To investigate and abate potential public health hazards and public nuisances associated with: food supply; pools and spas; public and individual water supplies; solid waste; sewage; vectors; water quality; spills; abandoned wells; negligent management of hazardous materials or wastes; and other matters related to environmental health programs.

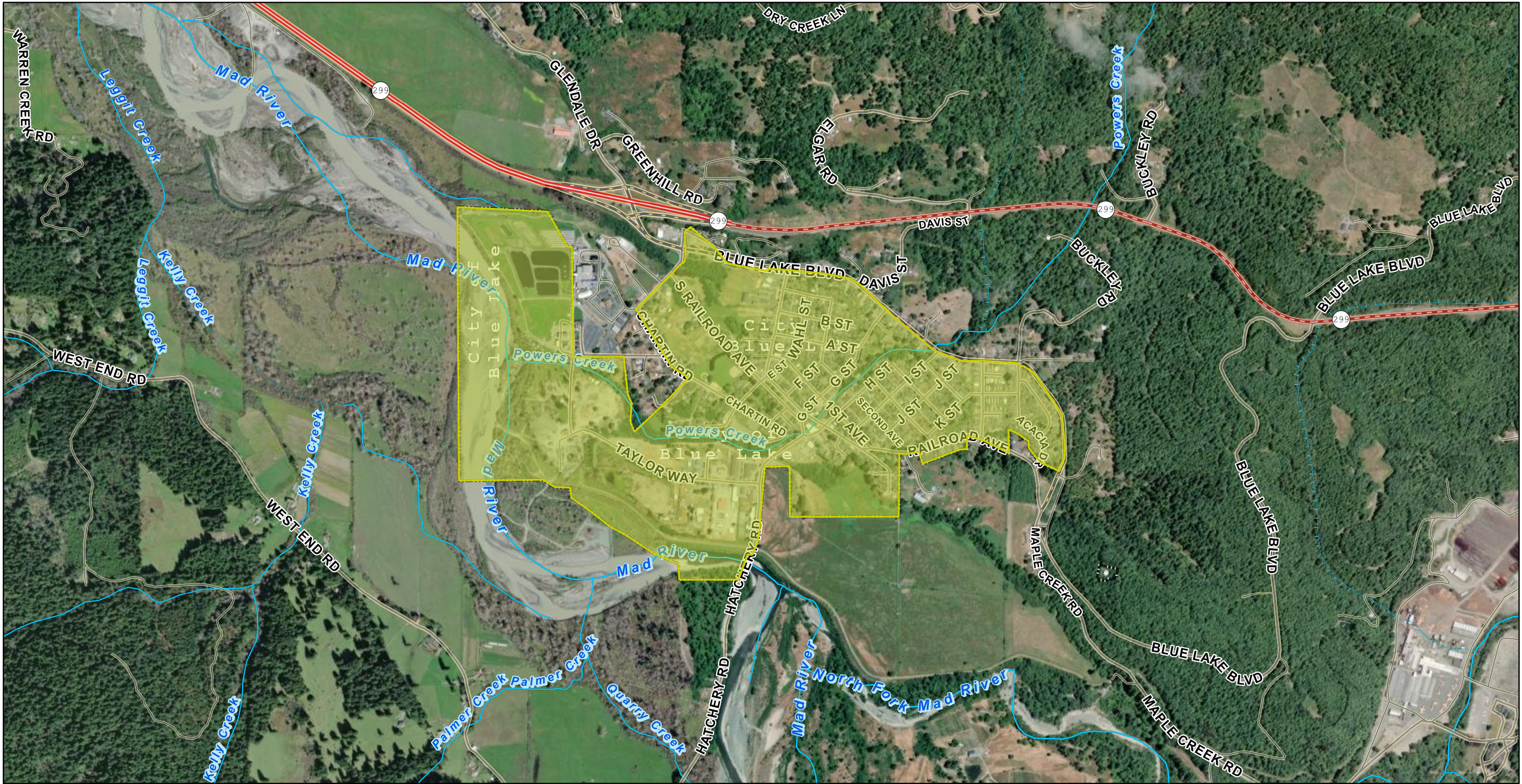
2. **Legal Authorities:** HSC §101030, HCC §381.
3. **Objectives:**
  - a. Ensure protection of human health and safety by responding in a timely manner to citizen complaints.
  - b. Provide citizens and community members with resources to mitigate public health concerns and nuisances.
4. **Summary of Activities:**
  - a. Respond to and investigate citizen complaints of environmental health concern.
  - b. Seek compliance following DEH complaint response procedure.
  - c. Coordinate investigation and compliance efforts with Planning and Building, Code Enforcement and other agencies.
  - d. Refer complaints to the Code Enforcement for abatement, if compliance efforts fail.

## 6. **ADDITIONAL ENVIRONMENTAL PROGRAM SERVICES**

This provision is implemented when approved by local decision-making authorities. The City may not impose additional programs on the County without the County's agreement.

*NOTE: These programs are implemented in the City as in the County and depend on a city ordinance that provides for DEH administration.*

1. Legal Authorities: 17 CCR 1276(e)(11) "Additional environmentally related services and programs as required by the County Board of Supervisors, City Council, or Health District Board"
2. Local enhancement to state-law based programs, supported by local ordinances
  - i. Edible Food Recovery Contract Inspection
  - ii. Tobacco Retail Licensing



## City of Blue Lake - City Limits

Humboldt County Planning and Building Department

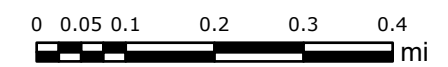
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Web AppBuilder 2.21 for ArcGIS

**Map Disclaimer:**

While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force & effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.

Center of Map: 123°59'31"W 40°52'54"N



RF=1:18,056


1 inch equals 1,505 feet



Sources: Humboldt County GIS  
Earthstar Geographics

Complaint Subject Titles and Definitions  
June 27, 2023

|  |  |
|--|--|
| General Environmental Health                 | Other  |
| CP-Correctional Facility                     | Housing conditions and food safety per Titles 15 & 24, California Code of Regulations (CCR), and CalCode   |
| CP-Unsanitary Food Facility                  | Sanitation (including water supply) involving a retail food facility. Does not include a foodborne illness |
| CP-Freshwater Bathing Area                   | Sanitary or water quality complaint at a river, lake, freshwater lagoon or creek                           |
| CP-Oceanwater Bathing Area                   | Sanitary or water quality complaint at an ocean beach or lagoon  |
| CP-Organized Camp                            | Unsanitary conditions regarding water supply, dining hall, pool, cabins, etc.                              |
| CP-Rabies                                    | Potential Rabies Incident  |
| CP-Suspected Foodborne Illness Report        | Public member reportedly ill from dining at a food facility  |
| CP-Swimming pool/Spa                         | A public swimming pool or spa pool regulated by state code   |
| CP-Tattoo/Body Piercing/Body Art             | A business providing tattoos, permanent cosmetics, or body piercing (excludes ear piercing)                |
| CP-Vector-Insect/Arthropod Infestation       | High population of insects/Arthropods inside or outside a structure  |
| CP-Vector-Mosquito Harborage                 | Mosquito harborage and control: standing water   |
| CP-Vector-Bedbugs                            | Reported bedbug infestation  |
| CP-Vector-Nuisance Birds/Dead Bird           | High numbers of birds or bird droppings creating nuisance or dead bird testing for West Nile Virus         |
| CP-Vector-Rodents                            | Predominant complaint is active rat or mouse infestation   |
| HM-Business-Illegal HazMat Disposal/Dump     | Business hazardous waste disposal violation  |
| HM-Business-Illegal HazMat Management        | Business hazardous waste handling violation  |
| HM-Non-Business-Illegal HazMat Disposal/Dump | Non-Business hazardous waste disposal violation  |
| HM-Non-Business-Illegal HazMat Management    | Non-Business hazardous waste handling violation  |
| HM-Prop 65                                   | Spill of Prop 65 chemical  |
| HM-CLPPP hazard investigation                | Complaint or case referral requiring a lead investigation  |
| HM-Tobacco retailing investigation           | Complaint of violation of the Tobacco Retail License Ordinance, including unlicensed operators             |
| LU-State Small Water System                  | Water quality or supply complaint involving a permitted State Small Water System (5-14 connections)        |
| LU-Animal Nuisance-Water Quality             | Animal keeping is causing a water quality problem  |
| LU-Community Water Supply                    | Water quality complaint involving a system with 15 or more service connections                             |
| LU-Wells and Individual Water Supply         | Permit status and quality of a private well, spring or surface supply with less than five (5) connections  |
| LU-Onsite OWTS Failure                       | Surface discharge of sewage, sluggish operation or malfunction of an onsite sewage disposal system         |
| LU-Public Sewer                              | Surface discharge of sewage, sewage back-up, etc., associated with a public or community sewer system      |
| LU-Sewage Spill                              | An event, spill, or release of sewage from a sewer line, private lift pump failure or septic truck         |
| LU-Water Quality                             | Suspected contamination of surface or ground water sources from human wastewater sources                   |
| SW-Solid Waste-Compost Facility              | Nuisance (odors, vectors, runoff) from regulated compost operation or facility                             |
| SW-Solid Waste-Illegal Disposal Site         | More serious than roadside dumping, a site routinely used for dumping garbage and/or rubbish               |
| SW-Solid Waste-Sharps/Needle Disposal        | Improper storage and disposal of medical sharps from a household, medical or veterinary facility           |
| SW-Solid Waste-Solid Waste Facility          | Complaint at a permitted solid waste facility; or an unpermitted solid waste operation                     |

| <b>PROCEDURE</b>  |                                       |
|---|---------------------------------------|
| Humboldt County Department of Health and Human Services Public Health, Division of Environmental Health                           |                                       |
| Program: Environmental Health   | Number: EH 03 001                     |
| Review Schedule: 1 yr. 2 yr. <b>5 yr.</b> Other _____<br>(circle one) (specify)   | Reference: Code Enforcement Referrals |
| Approved by: <br>Director, Environmental Health | 8/2/19<br>Date                        |
| <b>CODE ENFORCEMENT UNIT REFERRAL FORMAT</b>  |                                       |

**PURPOSE:**

To provide Division of Environmental Health (DEH) Staff with guidelines for the preparation of referrals of code enforcement cases to the County Code Enforcement Unit (CEU). If a land owner or responsible party has failed to voluntarily correct violations, as directed in written notice of violations from the Division of Environmental Health, then the matter may be referred to the CEU. The thoroughness of our investigation and content of the referral will assist the CEU in prioritizing and completing the code enforcement process.

**PROCEDURE:**

1. Prepare draft memorandum following the outline below and submit to the Unit Supervisor with any file, notices, and supporting documentation for review. Staff may also consult with the Senior or the Supervisor regarding the readiness for referral and adequacy of investigation & steps taken.
2. Once approved by the supervisor, send a copy to the CEU and enter the date referred within the Disposition section of the complaint.

**Memorandum Contents:**

Prepared a memo on DHHS – DEH Memo letterhead template in Word with the following format and contents:

*Date:*

*To:* name, title, Code Enforcement Unit

*From:* name, title, program, phone number

*CC:* supervisor, DEH Director



*Subject:* brief description of subject, name of the owner or responsible party, location, assessor's parcel number

1. *Description* of the violation(s); number or degree of health hazard; owner of record, etc. End with a statement that the owner has not complied with our notices to abate and we are referring the matter for code enforcement.
2. *List* state and, or local codes & sections in violation. This will not be necessary if the notices are attached and they cite the statute(s) or code(s).
3. *Chronology* of the steps that were taken by DEH and the owner including but not limited to:
  - a. Complaint(s) received
  - b. Investigation(s)
  - c. Notice of Violation(s) dated sent
  - d. Reference other agency correspondence or notices regarding the violation(s)
  - e. Reply or correspondence received from the owner or responsible party
  - f. Measures taken to correct the violation by the owner or responsible party
  - g. Recent verification that the violation still exists and to what degree
  - h. Special conditions for the CEU to be aware of or consider
4. *Recommendations* on how the violation(s) are to be corrected including any permits, agency approvals, documentation, conditions to be re-stored to, etc.
5. *Attachments including notices, maps, parcel owner information, letter responses from the owner, photo documentation, sample results, cost recovery worksheet and all other pertinent documentation.*
6. *Copy* the memo to other agencies which may have related violations or have requirements to be met through the abatement or correction of the violations. Include the name and agency for the person(s) to be receiving the memo. Provide a copy to your Supervisor and Director.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 13  
**Meeting Date:** July 14, 2026  
**Prepared By:** Jennie Short, City Manager  
**Subject:** Power Plant Update  
**Recommended Action:** That the City Council:  
1. Receive the report  
2. Provide direction as appropriate

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### SUMMARY

On July 4, 2026 the fuel pile at the power plant caught fire. The Blue Lake Fire Department responded. After many hours the successfully eliminated the fire, with additional efforts later to put out small hot spots in the pile. Gary from GLJ brought an excavator to create holes in the pile so that the fire department could extinguish the fire inside of the pile. The source appears to be a firework that was set off in the middle of Taylor Way that went into the grass adjacent to the property, catching the grass on fire and eventually the fuel pile itself.

### FISCAL IMPACT

Unknown at this time.

### ATTACHMENTS

1. None

#### Review Information:

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

Comments:

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Photos







# City of Blue Lake

## Staff Report

**Agenda Item #:** 14

**Meeting Date:** July 14, 2026

**Prepared By:** Jennie Short, City Manager

**Subject:** Bike & Skate Park Update

**Recommended Action:** That the City Council:

1. Receive the report.
2. Authorize the City Manager to negotiate and execute a contract with Points West for completion of the drone survey up to \$4,500.
3. Provide additional direction to the City Manager if desired.

### PROJECT UPDATES

Numerous volunteers met with the City to lay out the plan for drone survey maintenance at the site. They have begun removal of the plastic, relocation of the sandbags, adjustment of the fences, weed-eating the grass to grade, and minor modifications to keep positive drainage.

I am working with Points West Surveying to obtain a proposal for a scope and fee to complete the topographic drone survey and field collection of underground infrastructure and centerline monuments.

### FINANCIAL UPDATE

Attached are the updated financial summary tables. The City has received \$92,251.19 in donations and paid \$ 92,355.87 in expenses for a **net City cash outflow of \$1,419.11**. In addition, RCMBA has paid \$1,314.43 more than the donations along with \$33,300 in donations to the City. The GLJ payable is \$18,714.

Recent discussions with Dana Creech of Wildland Operators indicate that the costs incurred were only intended to be paid for with fundraising efforts, not City or grant funds. The first Wildland Operators invoice was for \$30,375 of which \$26,475 has been paid by the city, leaving \$3,900 as payable. The second Wildland Operators invoice was for \$113,040 of which \$20,000 has been paid by the city with a RCMBA donation, leaving \$93,040 that is in dispute. Mr. Creech is requesting that the various groups that have independently fundraised for this project to date be allowed to continue the fundraising efforts to cover these disputed expenses, as was originally planned.

### ATTACHMENTS

1. Summary Financial Report for Bike & Skate Park expenditures and donations through City accounting and RCMBA's accounting.
2. Corrective Action Plan with status notes
3. Various Bike Park Invoices & Letters to Vendors

**Review Information:**

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

Comments:

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Transactions from RCMB

| Description                             | Expense          | Revenue          |
|---|------------------|------------------|
| BLPT                                    |                  | 1,591.23         |
| Diamond Grinder Donation                |                  | 110.00           |
| Humboldt Skate Collective 501c3         |                  | 3,000.00         |
| Blue Lake Bike Park Fundraiser          |                  | 475.00           |
| Blue Lake Bike Park                     |                  | 280.00           |
| Blue Lake Bike Park Fundraiser          |                  | 240.00           |
| Steve and Margaret                      |                  | 500.00           |
| BLBP                                    |                  | 220.00           |
| earmarked                               |                  | 250.00           |
| Kevin Fischer -10/28/25                 |                  | 535.00           |
| GearSwap-Raffle                         |                  | 730.00           |
| GearSwap-Community Booth                |                  | 160.00           |
| GearSwap-Community Swap/Other Donations |                  | 506.00           |
| Annie and Mary - Blue Lake Pump         |                  | 93.18            |
| Annie and Mary - Blue Lake              |                  | 3,451.00         |
| A&M Booth                               |                  | 2,611.00         |
| A&M Booth                               |                  | 552.71           |
| Mercer Fraser Co                        | 13,403.20        |                  |
| ABC permit for A&M Day                  | 75.00            |                  |
| Lost coast brewry                       | 360.53           |                  |
| Misc                                    | 45.55            |                  |
| Costco                                  | 23.17            |                  |
| Humboldt Cider Co                       | 120.00           |                  |
| GB Costco Reimbursement                 | 226.88           |                  |
| TD Misc small supplies                  | 27.65            |                  |
| GB Redwood Curtain Reimbursment         | 166.98           |                  |
| TJ Humboldt Cider reimbursment          | 224.82           |                  |
| Mad River Brewery                       | 232.46           |                  |
| Staples                                 | 40.97            |                  |
| The Mill Yard                           | 1,000.00         |                  |
| Tarps for Blue Lake Pump Track          | 325.50           |                  |
| Tarp straps                             | 39.06            |                  |
| Kevin Fisher-Tarps and Straps           | 54.20            |                  |
| Don's Rent All                          | 253.58           |                  |
|   |                  |                  |
| <b>Total</b>                            | <b>16,619.55</b> | <b>15,305.12</b> |
|   |                  |                  |
| Net Expense                             | 1,314.43         |                  |

## Transactions in City's Accounting System

| Description                               | Expense   | Revenue   |
|---|-----------|-----------|
| Dazey's Arcata                            | 2,092.65  |           |
| City Staff Wages                          | 655.90    |           |
| Mercer-Fraser Company                     | 25,000.00 |           |
| O'Reilly Auto Parts                       | 23.91     |           |
| Supplies                                  | 83.73     |           |
| Paradise Cay Publications                 | 265.79    |           |
| SHN Consulting                            | 2,131.25  |           |
| Steven Pearl                              | 1,700.00  |           |
| The Hilfiker Company                      | 693.32    |           |
| The Mill Yard                             | 19.19     |           |
| The Mitchell Law Firm, LLP                | 2,572.52  |           |
| Harbor Freight: 2 large tarps & tent pegs | 461.61    |           |
| G.L.J. Construction                       | 825.00    |           |
| G.L.J. Construction                       | 23,714.00 |           |
| Wildland Operators INV 0126               | 30,375.00 |           |
| Wildland Operators Inv 0007               | 20,000.00 |           |
| Mercer Frasier Hydroseeding Donation      | 4,356.00  | 4,356.00  |
| Donation Mad Scramble 4/10/23             |           | 200.00    |
| Donation-Anonymous                        |           | 110.00    |
| Donation-Brunson Trst                     |           | 10,000.00 |
| Donation-Grainger                         |           | 1,000.00  |
| Donation-Koier-Schrauger                  |           | 10,000.00 |
| Donation-Paskenta Brewery                 |           | 97.00     |
| Donation - P. Smith                       |           | 38.54     |
| Donation-Green Diamond                    |           | 1,000.00  |
| Donation                                  |           | 50.00     |
| Donation PGE Nov 2022                     |           | 5,000.00  |
| Donation-Alves                            |           | 1,000.00  |
| Donation-BL Garbage                       |           | 500.00    |
| Donation-Friends of A&M Trail             |           | 150.00    |
| Donation-Goad                             |           | 1,000.00  |
| Donation-Haven Elec.                      |           | 5,000.00  |
| Donation-Kosek                            |           | 250.00    |
| Donation-M.Foget                          |           | 500.00    |
| Donation-Morehouse                        |           | 500.00    |
| Donation-Paskenta                         |           | 190.00    |
| Donation-Quality bodyworks                |           | 1,000.00  |
| Donation-Rousseau                         |           | 2,500.00  |
| Donation-Rusconi                          |           | 1,000.00  |
| Donation-Schweigert                       |           | 500.00    |
| Donation-Sensory Science                  |           | 79.00     |
| Donation-SHN                              |           | 2,500.00  |

Transactions in City's Accounting System

| Description                                | Expense           | Revenue          |
|--|-------------------|------------------|
| P/R bike park sticker sales                |                   | 112.00           |
| Donation                                   |                   | 244.95           |
| P/R Medieval Festival bounce house         |                   | 1,167.00         |
| Donation - RCMBA                           |                   | 2,500.00         |
| Donation - RCMBA                           |                   | 2,500.00         |
| Donation - RCMBA                           |                   | 4,300.00         |
| Donation - RCMBA                           |                   | 3,000.00         |
| Donation - RCMBA                           |                   | 1,000.00         |
| Donation - RCMBA                           |                   | 20,000.00        |
| Donation - RCMBA (Annie & Mary Beer Sales) |                   | 3,000.00         |
| Donation - RCMBA Mad Scramble 2026         |                   | 5,090.01         |
| Bike Park Donations                        |                   | 816.69           |
|  |                   |                  |
| <b>Totals</b>                              | <b>114,969.87</b> | <b>92,251.19</b> |
|  |                   |                  |
| Net Expense                                | 22,718.68         |                  |

|  |                 |
|--|-----------------|
| Total Bike & Skate Park Unfunded Expenses      | 24,033.11       |
| Payable: GLJ Invoice                           | 18,714.00       |
| Payable: Wildland Operators INV 0126           | 3,900.00        |
| Unfunded Paid                                  | <b>1,419.11</b> |
| Invoiced but not approved (Wildland Operators) | 93,040.00       |



# City of Blue Lake

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

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## Blue Lake Bike Park Council Approved Corrective Action Plan

The following steps were approved by the Blue Lake City Council at their meeting on February 10, 2025.

### **Step 1: City Staff Coordination with Vendors Claiming Outstanding Financial Obligations & Verification of Grant Application Status**

City staff will contact each of the vendors that have asserted outstanding financial obligation with the City for materials, services, or equipment used at the Bike Park project. The following vendors have identified outstanding balances with the City:

- Wildland Operators - \$113,040 (\$20,000 of this has been paid through a donation from RCMB)
- Wildland Operators - \$3,900 (original invoice was for \$30,375 of which \$26,475 has been paid)
- Livin' Lawn Care - \$10,000 This invoice was included in Wildland Operators' invoice
- GLJ Construction - \$23,714 \$5,000 paid from Mad Scramble donation

Vendors will be required to supply supporting documentation substantiating their claims, including invoices, proof of services rendered, or deliverables received and evidence of prior written authorization from City staff, where applicable. No additional payments will be issued until staff have reviewed and validated the legitimacy of any claimed obligations and have informed the City Council of the findings.

In addition, continued verification of the status of the outstanding grant application will be reported to City Council as part of a subsequent financial update.

Letters were sent to each vendor. Dana Creech of Wildland Operators has committed to providing additional detail and plans to meet with the City Manager next week. GLJ's invoice contains dates and specific types and quantities of materials provided and are incorporated into the project and has been deemed valid. GLJ's invoice appears to have been incurred without specific approval from Council, but the work was completed and the materials provided and incorporated into the facility on the city's property under the supervision of the previous City Manager. Mr. Johnson met with the City Manager and is willing to wait to be paid as funding becomes available.

Once the information from Wildland Operators has been received and reviewed, a report to Council will be prepared. Council will need to determine which if any of the Wildland Operators costs are the City's obligation and which were incurred without City consent. For expenses incurred without City consent, fundraising by private entities to cover those expenses is a viable option.

## **Step 2: Collect and Review of Construction Related Data**

A significant amount of construction activity has already been completed at the Bike Park. Over a thousand cubic yards of material (some native, base rock, sand and drain rock) have been imported, placed, shaped, compacted, and partially paved as part of the project. Additional site stabilization and weatherization measures have also been completed.

City staff will collect and review available construction-related documentation to assess the work performed to date. This effort will include outreach to consultants, volunteers, and organizations involved in or associated with the project to obtain any available compaction testing results, gradation or materials testing reports, photographs documenting construction progress, records of equipment utilized on site, and other information that could help verify construction means and methods for the completed work.

The information gathered through this process will be used to evaluate the condition and completeness of the work performed and to inform subsequent phases of project review and decision-making.

Dana Creech has indicated that he has large quantities of paperwork, photographic and drone video footage for all phases of the construction. He will provide these resources in July 2026. There was also information presented at the June 2025 Council meeting outlining the work to date. A water truck and water from the adjacent hydrant were utilized to assist in compaction. The use of water from this hydrant has occurred historically in trade for provision of materials to the City's corp yard. The value of the materials provided appear to be more than the value of the bulk water provided by the City (estimated at less than \$500 per year). Reporting of the number of loads of water taken from the hydrant will be implemented to identify and quantify the water being used but not metered through a customer's meter. Alternatively, Council could require the bulk water useage to be billed and GLJ could bill for the materials provided.

## **Step 3: Topographic Survey of Existing Construction**

The purpose of this step is to document the as-partially-built conditions at the project site. A topographic survey shall be prepared by a licensed engineer or licensed land surveyor and shall accurately depict current site conditions.

At a minimum, the scaled plan view shall include the following elements:

- Existing ground surface with 1-foot contours
- All drainage features and direction of flow
- Property boundaries and areas of site disturbance
- Areas on adjacent parcels that have been disturbed or utilized for stockpiles
- Dimensions and elevations of critical features including length, width, berm radii, and roller spacing
- Cross-sections showing above-referenced features

In addition, a separate plan sheet shall overlay the constructed features with the plans previously approved by the Planning Commission, with any design deviations clearly identified.

As part of this step, the design documentation shall also identify additional construction elements that were approved by the Planning Commission but remain unbuilt. These elements shall be shown in

relation to the currently constructed features to support evaluation of feasibility, potential relocation, or modification as necessary.

I am coordinating with Points West to provide a scope and fee to complete the work in this task. City Council allocated up to \$4,500 of the funds raised from the car show to be utilized to complete the drone survey.

Numerous volunteers have begun work on clearing the plastic, removing the sand bags and pallets, and weed whacking the grass surrounding with bike park in preparation for completion of the survey.

#### **Step 4: Coordination with Risk Management Carriers to Verify Insurability**

City staff will coordinate with the City's risk management carriers to verify that the Bike and Skate Park, upon completion, will be eligible for insurance coverage. This review will include an assessment of the project's design, construction features, signage, and intended use to identify any conditions or requirements that may affect insurability.

The results of this coordination will be used to inform subsequent project decisions and will be reported to the City Council as appropriate.

The City's insurance company will provide coverage once the City obtains design documents stamped by a licensed engineer or architect. The necessary ordinance requiring safety equipment and subsequent signage has been completed.

#### **Step 5: Comparison of As-Built Conditions with Approved Project Documents**

Upon completion of the as-built topographic plan, City staff will perform a compliance review comparing existing site conditions with the project's approved plans and regulatory requirements. This review will evaluate consistency with applicable approvals, permits, and standards, including but not limited to the following:

- Planning Commission Conditions of Approval
- Issued building permits
- Issued grading permits
- Applicable ADA accessibility requirements
- Stormwater management and erosion control requirements, including the need for a Storm Water Pollution Prevention Plan (SWPPP)
- Applicable safety standards for public recreation facilities

The results of this compliance review will inform recommendations regarding any required corrective actions, modifications, or additional approvals.

#### **Step 6: Preparation of a Conceptual Remediation and/or Project Completion Plan for City Council Review**

Upon completion of the preceding steps, City staff will prepare a conceptual remediation and/or project completion plan for City Council consideration. The plan will evaluate whether continued development of

the Bike and Skate Park is feasible and will identify potential pathways for addressing existing conditions and completing the project.

The conceptual plan will include, as applicable, the following components:

- Recommended project development scope and approach
- Identification of required permits, approvals, and regulatory compliance measures
- Description of additional design efforts
- Estimated total project costs and phased cost projections
- Evaluation of phased implementation options
- Potential funding sources, including grant opportunities and other financing strategies
- Procurement considerations and contracting requirements
- Evaluation of the feasibility of continued construction supported by donations or volunteer contributions
- Proposed project schedule, including anticipated milestones and timelines
- Assessment of potential future use of the partially completed facility
- Consideration of fundraising activities and/or special events at the site
- Identification of work eligible for volunteer participation and any associated limitations or conditions
- Assessment of risk management and liability considerations, including insurance coverage, safety compliance, and operational exposure

The plan will be presented to the City Council for review and direction, with clearly identified decision points as appropriate.

### **Step 7: Coordination with MOU Partners for Project Funding**

Once the City Council has approved the project, City staff will coordinate with partner organizations that have executed memorandum of understandings (MOUs) with the City regarding the Bike and Skate Park. This coordination will focus on identifying and pursuing grant opportunities and other alternative funding sources to support the approved project.

Funding efforts will be directed toward covering the costs associated with required permits, design, and construction. Staff will report progress on funding initiatives to the City Council as appropriate and will seek direction on any significant funding decisions or commitments.

MBTTA has applied for grant funding for a portion of the project. City staff would like to apply for Statewide Park Program (SPP) Round 5 funding for the project. The timeline for this grant program has not yet been released. The grant process will require community engagement to determine the desires of the community for the development of this park.

### **FISCAL IMPACT**

All expenditures related to the Bike and Skate Park (Fund 15) are only allowed within the City Council adopted budget and are contingent upon the availability of sufficient donations or other revenues to cover the associated costs. A summary of the historical finances of the project has been provided.

Proceeds from the Mad Scramble special event in February was donated to Fund 15 to support the Bike and Skate Park. Council authorized use of these funds to pay part of the GLJ costs validated in Step 1.

Council allocated up to \$4,500 of the funds raised from the car show to be utilized to complete the drone survey for step 3.

The costs associated with staff time required to complete coordination for Steps 1 through 4 will be charged to Fund 15 and tracked for potential reimbursement through future grant funding. The current budget does not include funds for these costs. Completion of Step 1 is necessary to enable the Finance Department to finalize year-end entries for FY 2024/25.



# City of Blue Lake

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

March 20, 2026

GLJ Construction  
Attn: Gary Johnston  
P.O. Box 922  
Blue Lake, CA 95525

Re: Invoice 6001 & 5545

Dear Pepe,

As the new City Manager, it is my responsibility to go through the documents relating to the construction of the Bike Park and determine the validity of any outstanding invoices. I came across an invoice (INV5545) from GLJ Construction for \$23,714 that appears to be unpaid. I also found invoice 6001 that appears to be paid in full.

I met with you a few weeks ago and discussed the possibility of your being willing to donate a portion of the unpaid amount to the City's Bike Park project. That would be greatly appreciated! We also discussed the fact that the City intends on making payment on the invoice a little at a time as donations come in. I appreciate the fact that you invoiced the City at significantly discounted rates for the equipment and materials provided, and that you are willing to be patient as the City works through the difficulties in how this project has been constructed and funded.

If you have questions, or need additional information, please contact me via email at [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov) or by phone at (707)668-5655.

Sincerely,

A handwritten signature in black ink that reads "Jmshort". The signature is written in a cursive, flowing style.

Jennie Short  
City Manager



# City of Blue Lake

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

March 20, 2026

Livin Lawn Care  
Attn: Shawn McIntosh

Via email: shawnmcintosh24@icloud.com

Re: Invoice 0001 - Bike Park design/layout/shape/ground management

Dear Mr. McIntosh,

As the new City Manager, it is my responsibility to go through the documents relating to the construction of the Bike Park and determine the validity of any outstanding invoices. I came across an invoice (INV0001) from Livin Lawn Care for \$10,000. All indications in the files are that this work was a donation. If you do not concur, please provide documentation such as contracts, emails, or other correspondence from the City that can validate the amount due to your company. Please provide them to me by April 15, 2026. If I do not receive a response by then I will assume that the amount is not due and payable by the City and will discard the invoice.

If you have questions, or need additional information, please contact me via email at [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov) or by phone at (707)668-5655.

Sincerely,

Jennie Short  
City Manager



# City of Blue Lake

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

March 20, 2026

Via email: [d52moto@gmail.com](mailto:d52moto@gmail.com)

Wildland Operators  
Attn: Dana Creech  
6830 South Fork Dr  
Red Bluff, Ca

Re: Request for backup information for Invoice 0007

Dear Mr. Creech,

As the new City Manager, it is my responsibility to go through the documents relating to the construction of the Bike Park and determine the validity of any outstanding invoices. I came across an invoice (INV0007) from Wildland Operators for \$113,040. I can find no indication in the City files that the equipment, travel expenses, diesel expense, or the materials listed on the invoice. I see that the City has paid you a total of \$46,475 to date. There are also notes in the file stating that Shawn McIntosh's invoice has been folded into your invoice? For any further payment, you will need to provide documentation such as contracts, emails, or other correspondence from the City that can validate the amount due to your company. In addition, I will need detailed reports regarding when each piece of equipment was mobilized to the site, from where, what work was completed with it, and when it was demobilized. Receipts for transport of equipment, travel expenses, propane, diesel, waddles, and pipes will need to be supplied. Please provide them to me by April 15, 2026, or a response as to when you will be able to provide them. If I do not receive a response by then, I will assume that the amount is not due and payable by the City and will discard the invoice.

If you have questions, or need additional information, please contact me via email at [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov) or by phone at (707)668-5655.

Sincerely,

A handwritten signature in black ink that reads "Jmshort". The signature is written in a cursive, flowing style.

Jennie Short  
City Manager



# City of Blue Lake

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

June 30, 2026

Via email: d52moto@gmail.com

Wildland Operators  
Attn: Dana Creech  
6830 South Fork Dr  
Red Bluff, Ca 96080

Re: Request for backup information for Invoice 0007

Dear Mr. Creech,

In March 2026, I wrote you a letter and emailed you requesting additional documentation and details for invoice (INV0007) from Wildland Operators for \$113,040. I informed you that for any further payment, you will need to provide documentation such as contracts, emails, or other correspondence from the City that can validate the amount due to your company. In addition, I will need detailed reports regarding when each piece of equipment was mobilized to the site, from where, what work was completed with it, and when it was demobilized. Receipts for transport of equipment, travel expenses, propane, diesel, waddles, and pipes will need to be supplied.

I spoke with you on the phone and you indicated that a revised invoice with details would be supplied to the City. You also indicated that you would supply photos, drone video footage, and documents related to means and method for the partial construction of the bike park. To date I have received nothing. Mike Foget of SHN offered to transport the documents in electronic format from their office in Redding to the City if that would make it easier for you. I have received nothing to date. The City's fiscal year ends today and based upon a lack of response I do not consider your previous invoice to be valid and it will not be posted as a payable of the City's for fiscal year 2025-26.

If you have questions, or need additional information, please contact me via email at [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov) or by phone at (707)668-5655.

Sincerely,

  
Jennie Short  
City Manager



# Wildland Operators

Dana Creech  
Business Number 7074995745  
6830 south fork dr red bluff ,ca  
7074995745  
d52moto@gmail.com

INVOICE  
INV0008

DATE  
06/25/2025

DUE DATE  
09/23/2025

BALANCE DUE  
USD \$113,040.00

**BILL TO**

## City of blue lake

111 greenwood ave , blue lake ca , 95525  
☎ 7076685655  
☒ 7074981599  
citymanager@bluelake.ca.gov

| DESCRIPTION   | RATE         | QTY | AMOUNT       |
|---|--------------|-----|--------------|
| Bike park build and design and paving for Blue lake.<br>Phase 1<br>1,152 hours<br>This bill is late over a year | \$113,040.00 | 1   | \$113,040.00 |

**TOTAL** \$113,040.00

**BALANCE DUE**  
**USD \$113,040.00**

CITY OF BLUE LAKE P.O. BOX 458 111 GREENWOOD ROAD BLUE LAKE, CA 95525

Payee Wildland Operators  
Vendor ID wil ope

Account #:

13058  
13058  
6/25/2025

| Invoice | Description               | Discount | Amount      |
|---------|---------------------------|----------|-------------|
| INV0007 | INV0007 6/25/25 Bike Park | \$0.00   | \$20,000.00 |
| Total : |                           | \$0.00   | \$20,000.00 |

PRINTED IN U.S.A



**City of Blue Lake  
Request For Payment**

INV 0007

Date of Request: 6/24/25

Payment Allocation

Invoice No. ~~1122087~~

|   |      |      |       |         |        |
|---|------|------|-------|---------|--------|
| Make Payment Payable To:<br>Wildland Operators<br>Dana Creech | Fund | G.L. | Dept. | Project | Spread |
|   | 10   | 7577 | 900   | 25      |        |
|   |      |      |       |         |        |
|   |      |      |       |         |        |
|   |      |      |       |         |        |

| Description          | Invoice Amount | Balance   |
|----------------------|----------------|-----------|
| Invoice Request:     |                | 20,000    |
| Less Discount:       |                |           |
| Less Other:          |                |           |
| Other:               |                |           |
| Subtotal:            |                | \$        |
| Check Amount to Pay: |                | \$ 20,000 |

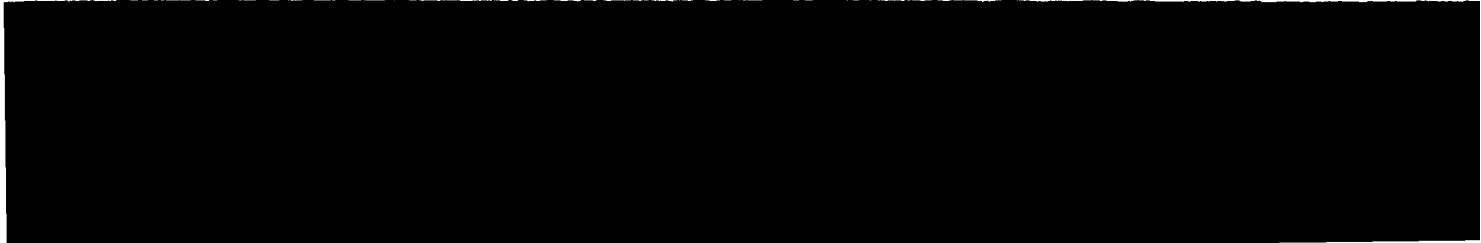


|                    |                          |
|--------------------|--------------------------|
| Reimbursement:     | <input type="checkbox"/> |
| Other: (See Notes) | <input type="checkbox"/> |

Notes: Bike Parks Work - see attached docs

Requested By:

Payment Authorization:



City of Blue Lake

Bike Park Construction Expenses

|                    |                    |
|--------------------|--------------------|
| Wildland Operators | 6830 South Fork Rd |
| Owner: Dana Creech | Anderson, CA       |



Invoice Amount: \$113040.00 (attached)

| Payment No. | Date      | Amount      | Balance     |
|-------------|-----------|-------------|-------------|
| 1           | 6/25/2025 | \$20,000.00 | \$93,040.00 |
| 2           |           |             |             |
| 3           |           |             |             |
|             |           |             |             |
|             |           |             |             |
|             |           |             |             |
|             |           |             |             |
|             |           |             |             |

\*The invoice will be paid down as funds are raised

Process (I pulled the other invoices)  
Shawn's invoice is now included in this full invoice to keep consistent w/ past transactions for Dana/Mandy



## Wildland Operators

Dana Creech  
Business Number 7074995745  
6830 south fork dr red bluff ,ca  
7074995745  
d52moto@gmail.com

INVOICE  
INV0007

DATE  
06/25/2025

DUE DATE  
09/23/2025

BALANCE DUE  
USD \$113,040.00

### BILL TO

### City of blue lake

111 greenwood ave , blue lake ca , 95525

☎ 7076685655

☒ 7074981599

citymanager@bluelake.ca.gov

*\* Balance to be paid as funds are raised*

| DESCRIPTION                           | RATE        | QTY | AMOUNT      |
|---------------------------------------|-------------|-----|-------------|
| Excavator for 12 months               | \$2,100.00  | 12  | \$25,200.00 |
| Skid steer for 12 months              | \$1,000.00  | 12  | \$12,000.00 |
| Loader for 2 months                   | \$3,620.00  | 2   | \$7,240.00  |
| Transport of equipment                | \$8,000.00  | 1   | \$8,000.00  |
| 2 Viberplate for 12 months            | \$300.00    | 12  | \$3,600.00  |
| Diesel expense                        | \$25,000.00 | 1   | \$25,000.00 |
| Roller                                | \$1,000.00  | 12  | \$12,000.00 |
| Sheep's foot                          | \$1,000.00  | 12  | \$12,000.00 |
| Propane torches and tanks and propane | \$1,000.00  | 1   | \$1,000.00  |
| Rakes and shovels for paving          | \$500.00    | 1   | \$500.00    |

| DESCRIPTION           | RATE       | QTY | AMOUNT     |
|-----------------------|------------|-----|------------|
| Travel expenses       | \$3,000.00 | 1   | \$3,000.00 |
| Erosion straw waddles | \$1,000.00 | 1   | \$1,000.00 |
| PVC drain pipe        | \$1,000.00 | 1   | \$1,000.00 |
| 6inch drain pipe      | \$1,500.00 | 1   | \$1,500.00 |
| 1152 hours of labor   | \$0.00     | 1   | \$0.00     |

**TOTAL** **\$113,040.00**

BALANCE DUE

**USD \$113,040.00**

*Bike Park Budget from JT/Dana/RCMBA*

Estimated Expense - No Sponsors

| Expense                               | Pre-Donation Price | Phase | Donation % (Predicted) | Post-Donation Price | Notes   |
|---------------------------------------|--------------------|-------|------------------------|---------------------|---|
| Asphalt Phase 1                       | \$18,000           | 1     | TBD                    | \$13,000            | Mercer may be willing to discount / giveaway  |
| Asphalt Phase 2                       | \$30,000           | 2     | TBD                    | \$15,000            | Mercer may be willing to discount / giveaway  |
| Asphalt Slurry                        | \$20,000           | 2     |                        | \$0                 |   |
| Paint + Striping                      | \$10,000           | 3     |                        | \$5,000             |   |
| Fence                                 | \$50,000           | 2     | TBD                    | \$25,000            | Completely donated - Schmidbauer / Humboldt Fence Co.   |
| Shade/Observation                     | \$10,000           | 3     | 100%                   | \$0                 | Wood and Labor Donated  |
| Base Rock                             | \$25,000           | 2     | 50%                    | \$12,500            | Dana will talk to Pepe  |
| Dana Creech Labor + Expenses (Future) | \$60,000           | 2     | 0%                     | \$60,000            | Past Amount will need to be paid before completion of project.  |
| Dana Creech Labor + Expenses (Past)   | \$90,000           | 1     | 0%                     | \$90,000            | Needs to be paid in full  |
| Shaun Labor (Past)                    | \$23,040           | 1     | 0%                     | \$23,040            | Needs to be paid in full  |
| DI Drain to Storm ?                   | \$20,000           | 2     | 100%                   | \$0                 | Get hifiker quote + labor   |
| Landscaping                           | \$10,000           | 3     | 100%                   | \$0                 | Volunteers / Landscaping Company  |
| Water Fountain                        | \$4,000            | 3     | 0%                     | \$4,000             | <a href="https://bottlefillingstations.com/products/leikay-lk4420-outdoor-drinking-to">https://bottlefillingstations.com/products/leikay-lk4420-outdoor-drinking-to</a> |
| Air pump/tool station                 | \$1,500            | 2     | 0%                     | \$1,500             | <a href="https://sarisinfrastructure.com/products/deluxe-public-work-stand">https://sarisinfrastructure.com/products/deluxe-public-work-stand</a>                       |
| Bike Rack                             | \$1,000            | 2     | 0%                     | \$1,000             | <a href="https://www.barco-products.com/curves-it-bike-racks?sku=05CL1674&amp;utm">https://www.barco-products.com/curves-it-bike-racks?sku=05CL1674&amp;utm</a>         |
| Sponsor Board / Plaque                | \$2,000            | 2     | 100%                   | \$0                 | All-Points / Visual Concepts  |
| Half Pipe                             | \$75,000           | 3     | 50%                    | \$37,500            | Humboldt Skate Park Collective  |
| Tarps, Steaks, Donations              | \$11,000           | 1     |                        | \$11,000            |   |
| Wooden Wallrides                      | \$30,000           | 2     | 100%                   | \$0                 | O&M Industries  |
| <b>TOTAL</b>                          | <b>\$490,540</b>   |       | <b>AFTER SPONSORS</b>  | <b>\$298,540</b>    |   |

|                                  |                     |                    |                     |
|----------------------------------|---------------------|--------------------|---------------------|
| 003                              | 60,000.00 +         |                    |                     |
| 000                              | 90,000.00 +         |                    |                     |
| 000                              | 23,040.00 +         |                    | 0. * G              |
| <b>TOTAL</b>                     | <b>173,040.00 *</b> | Inv 1 113,040.00 + |                     |
| <b>Budgeted to be fundraised</b> | <b>000</b>          | Inv 2 30,375.00 +  |                     |
| <b>Remaining Budget</b>          | <b>0. * G</b>       | 002                |                     |
| <b>After</b>                     | <b>173,040.00 +</b> | <b>Total</b>       | <b>143,415.00 *</b> |
| <b>Plants</b>                    | <b>26,475.00 -</b>  | <b>invoiced</b>    | <b>000</b>          |
| <b>Mobile</b>                    | <b>146,565.00 *</b> |                    | <b>0. * G</b>       |

CITY OF BLUE LAKE P.O. BOX 458 111 GREENWOOD ROAD BLUE LAKE, CA 95525

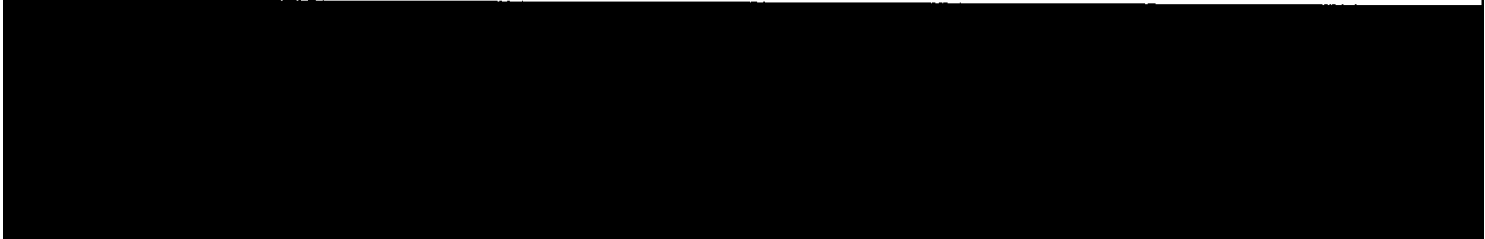
Payee Wildland Operators  
Vendor ID wil ope

Account #:

12452  
12452  
11/8/2024

| Description                           | Amount      |
|---------------------------------------|-------------|
| Wildland Operators 7/18/24 INV0126 #3 | \$10,000.00 |

PRINTED IN U.S.A.



**City of Blue Lake - Bike Park.**  
**Request For Payment**

Date of Request: 11/8/24

**Make Payment Payable To:**  
 Wildland Operators  
 6830 South Fork Rd  
 Anderson, CA  
 Dana Creech

| Payment Allocation |      |       | Invoice No. |        |
|--------------------|------|-------|-------------|--------|
| Fund               | G.L. | Dept. | Project     | Spread |
| 10                 | 7577 | 900   | 25          |        |
|                    |      |       |             |        |
|                    |      |       |             |        |
|                    |      |       |             |        |

| Description                 | Invoice Amount | Balance     |
|-----------------------------|----------------|-------------|
| Invoice Request:            | \$10,000 -     | \$10,000 -  |
| Less Discount:              |                |             |
| Less Other:                 |                |             |
| Other:                      |                |             |
| Subtotal:                   |                | \$10,000.00 |
| <b>Check Amount to Pay:</b> |                | \$10,000.00 |

Reimbursement:   
 Other: (See Notes)



Progress Payment  
 No. # 3.

Notes: Bike Park Construction Progress Payment #3.

Requested By: *[Signature]*  
 Payment Authorization: *[Signature]*  
 Wildland Operators INVO126 7/18/24 #3

City of Blue Lake

Bike Park Construction Expenses

|                    |                    |
|--------------------|--------------------|
| Wildland Operators | 6830 South Fork Rd |
| Owner: Dana Creech | Anderson, CA       |



Invoice Amount: \$ 30,375.00

| Payment No. | Date       | Amount      | Balance     |
|-------------|------------|-------------|-------------|
| 1           | 7/31/2024  | \$11,475.00 | \$18,900.00 |
| 2           | 10/18/2024 | \$5,000.00  | \$13,900.00 |
| 3           | 11/7/2024  | \$10,000.00 | \$3,900.00  |
|             |            |             |             |
|             |            |             |             |
|             |            |             |             |
|             |            |             |             |
|             |            |             |             |

*Handwritten signature*

**\*The invoice will be paid down as funds are raised**

**Wildland Operators**

Dana Creech  
Business Number 7074995745  
6830 south fork dr red bluff ,ca  
7074995745  
d52moto@gmail.com

*the paid*  
Balance of 13,900.00  
- 10,000.00  
\$ 3,900.00

INVOICE  
INV0126

DATE  
07/18/2024  
Bike Park  
DUE DATE  
10/16/2024

COPY

Remaining Balance USD \$30,375.00

BILL TO  
City of blue lake  
Mandy  
111 greenwood ave , blue lake ca , 95525  
7076685655  
7074981599  
citymanager@bluelake.ca.gov

Excavator Costs - \$18,900  
Less - progress pay #2 - \$5,000  
\$13,900 -  
Remaining Balance  
\* Balance will be paid down as funds are raised.

| DESCRIPTION                  | RATE       | QTY | DISCOUNT | AMOUNT         |
|------------------------------|------------|-----|----------|----------------|
| Excavator for 9 months       | \$2,100.00 | 9   |          | \$18,900.00    |
| Viberplate for 9 months      | \$300.00   | 9   |          | \$2,700.00 *OK |
| Skid steer for two months    | \$1,000.00 | 2   |          | \$2,000.00 *OK |
| Deisel expense               | \$3,275.00 | 1   |          | \$3,275.00 *OK |
| Erosion straw waddles        | \$1,000.00 | 1   |          | \$1,000.00 *OK |
| Travel expense over 9 months | \$2,500.00 | 1   |          | \$2,500.00 *OK |
| Hours in labor donated 381.5 | \$0.00     | 1   | 100%     | -\$0.00 \$0.00 |

- \$11,475.00  
Okay to pay  
\$11,475.00

Okay to pay \$5,000.00  
Payment no. # 2 (10.18.24)

TOTAL \$30,375.00  
BALANCE DUE USD \$30,375.00

11,475.00 OK to pay

**City of Blue Lake**  
**Expanded General Ledger - Unposted Transactions Included in Report**  
**From 7/1/2022 Through 11/7/2024**

| Fund Code | GL Code | Dept/... | Project Code | Effective Date | Session ID | Docum... Number | Name           | Document Description                     | Debit  | Credit    |
|-----------|---------|----------|--------------|----------------|------------|-----------------|----------------|--|--------|-----------|
| 10        | 4550    | 445      | 25           |                |            |                 |                | Opening Balance                          | 0.00   | 1,167.00  |
| 10        | 4550    | 445      | 25           | 10/11/2024     | CR2556     | 011             |                | P/R Medieval Festival bounce house       |        | 1,167.00  |
|           |         |          |              |                |            |                 |                | Transaction Total                        | 0.00   | 1,167.00  |
| 10        | 4556    | 425      | 25           |                |            |                 |                | Opening Balance                          | 0.00   | 500.00    |
| 10        | 4556    | 425      | 25           | 10/11/2024     | CR2556     | 008             |                | P/R bike park donation-M. Foget          |        | 500.00    |
|           |         |          |              |                |            |                 |                | Transaction Total                        | 0.00   | 500.00    |
|           |         |          |              |                |            |                 |                | Opening Balance                          | 0.00   | 500.00    |
| 10        | 4566    | 000      | 25           | 10/7/2022      | CR2281     | 010             |                | P/R donation-Red C.Mth bike assoc        |        | 2,500.00  |
| 10        | 4566    | 000      | 25           | 11/23/2022     | CR2299     | 010             |                | P/R bike park donation PGE Nov 2022      |        | 5,000.00  |
| 10        | 4566    | 000      | 25           | 4/14/2023      | CR2347     | 008             |                | Bike Park donation Mad Scramble 4/10/23  |        | 200.00    |
| 10        | 4566    | 425      | 25           | 7/12/2024      | CR2516     | 017             |                | P/R bike park donation-Rousseau          |        | 2,500.00  |
| 10        | 4566    | 425      | 25           | 7/19/2024      | CR2518     | 011             |                | P/R bike park donation-BL Garbage        |        | 500.00    |
| 10        | 4566    | 425      | 25           | 7/19/2024      | CR2518     | 012             |                | P/R bike park donation-Alves             |        | 1,000.00  |
| 10        | 4566    | 425      | 25           | 7/26/2024      | CR2519     | 009             |                | P/R bike park donation-RCMBA             |        | 4,300.00  |
| 10        | 4566    | 425      | 25           | 8/9/2024       | CR2529     | 011             |                | P/R bike park donation-Quality Bodyworks |        | 1,000.00  |
| 10        | 4566    | 425      | 25           | 8/16/2024      | CR2532     | 001             |                | P/R bike park donation-Kosek             |        | 250.00    |
| 10        | 4566    | 425      | 25           | 8/30/2024      | CR2537     | 002             |                | P/R bike donation-Green Diamond          |        | 1,000.00  |
| 10        | 4566    | 425      | 25           | 9/16/2024      | CR2539     | 002             |                | P/R bike park donation-SHW               |        | 2,500.00  |
| 10        | 4566    | 425      | 25           | 9/13/2024      | CR2544     | 015             |                | P/R Bike Park Donation-Schweigert        |        | 500.00    |
| 10        | 4566    | 425      | 25           | 10/11/2024     | CR2556     | 002             |                | P/R bike park donation-Goad              |        | 1,000.00  |
| 10        | 4566    | 425      | 25           | 10/25/2024     | CR2560     | 003             |                | Bike Park donation-Brunson Trst          |        | 10,000.00 |
| 10        | 4566    | 425      | 25           | 10/25/2024     | CR2560     | 004             |                | Bike Park donation-Koier-Schrauger       |        | 10,000.00 |
| 10        | 4566    | 425      | 25           | 10/25/2024     | CR2560     | 008             |                | Bike Park donation-RCMBA                 |        | 3,000.00  |
| 10        | 4566    | 425      | 25           | 10/31/2024     | CR2563     | 012             |                | P/R bike park donation-Haven Elec.       |        | 5,000.00  |
|           |         |          |              |                |            |                 |                | Transaction Total                        | 0.00   | 50,250.00 |
|           |         |          |              |                |            |                 |                | Opening Balance                          | 0.00   | 72.39     |
| 10        | 5001    | 425      | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke | Employee: coke; Pay Date: 12/15/2023     |        | 72.39     |
| 10        | 5001    | 425      | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng  | Employee: meng; Pay Date: 12/15/2023     |        | 50.50     |
|           |         |          |              |                |            |                 |                | Transaction Total                        | 162.89 | 0.00      |
|           |         |          |              |                |            |                 |                | Opening Balance                          | 162.89 | 0.00      |
| 10        | 5002    | 425      | 25           |                |            |                 |                | Opening Balance                          | 0.00   | 0.00      |

City of Blue Lake

Expanded General Ledger - Unposted Transactions Included In Report  
From 7/1/2022 Through 11/7/2024

| Fund Code | Sl. Code     | Dept/... Code | Project Code | Effective Date | Session ID | Docum... Number | Name               | Document Description                     | Debit  | Credit |
|-----------|--------------|---------------|--------------|----------------|------------|-----------------|--------------------|--|--------|--------|
| 10        | 5002         | 425           | 25           | 12/15/2023     | PR0743     | 11542           | Michael D. Downard | Employee: downward; Pay Date: 12/15/2023 | 101.85 |        |
|           | Balance 5002 |               |              |                |            |                 |                    | Transaction Total                        | 101.85 | 0.00   |
| 10        | 5021         | 425           | 25           | 12/15/2023     | PR0743     | 11542           | Michael D. Downard | Opening Balance                          | 0.00   |        |
| 10        | 5021         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Employee: downward; Pay Date: 12/15/2023 | 7.79   |        |
| 10        | 5021         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: mengj; Pay Date: 12/15/2023    | 6.68   |        |
| 10        | 5021         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: cokes; Pay Date: 12/15/2023    | 5.53   |        |
|           | Balance 5021 |               |              |                |            |                 |                    | Transaction Total                        | 20.00  | 0.00   |
| 10        | 5022         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Opening Balance                          | 0.00   |        |
| 10        | 5022         | 425           | 25           | 12/15/2023     | PR0743     | 11542           | Michael D. Downard | Employee: mengj; Pay Date: 12/15/2023    | 6.95   |        |
| 10        | 5022         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Michael D. Downard | Employee: downward; Pay Date: 12/15/2023 | 7.82   |        |
| 10        | 5022         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: cokes; Pay Date: 12/15/2023    | 5.56   |        |
|           | Balance 5022 |               |              |                |            |                 |                    | Transaction Total                        | 20.33  | 0.00   |
| 10        | 5024         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Opening Balance                          | 0.00   |        |
| 10        | 5024         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Employee: cokes; Pay Date: 12/15/2023    | 23.25  |        |
| 10        | 5024         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Employee: mengj; Pay Date: 12/15/2023    | 74.12  |        |
|           | Balance 5024 |               |              |                |            |                 |                    | Transaction Total                        | 97.37  | 0.00   |
| 10        | 5025         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Opening Balance                          | 0.00   |        |
| 10        | 5025         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: mengj; Pay Date: 12/15/2023    | 3.75   |        |
| 10        | 5025         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: cokes; Pay Date: 12/15/2023    | 0.99   |        |
|           | Balance 5025 |               |              |                |            |                 |                    | Transaction Total                        | 4.74   | 0.00   |
| 10        | 5027         | 425           | 25           | 12/15/2023     | PR0743     | 11542           | Michael D. Downard | Opening Balance                          | 0.00   |        |
| 10        | 5027         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Employee: downward; Pay Date: 12/15/2023 | 3.21   |        |
| 10        | 5027         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Jacob P. Meng      | Employee: mengj; Pay Date: 12/15/2023    | 2.85   |        |
| 10        | 5027         | 425           | 25           | 12/15/2023     | PR0743     | 23121...        | Skyler A. Coke     | Employee: cokes; Pay Date: 12/15/2023    | 2.28   |        |

**City of Blue Lake**

**Expanded General Ledger - Unposted Transactions Included in Report  
From 7/1/2022 Through 11/7/2024**

| Fund Code | GL Code      | Dept/... Code | Project Code | Effective Date | Session ID | Docum... Number | Name                          | Document Description   | Debit    | Credit   |
|-----------|--------------|---------------|--------------|----------------|------------|-----------------|-------------------------------|--|----------|----------|
|           | Balance 5027 |               |              |                |            |                 |                               | Transaction Total  | 8.34     | 0.00     |
| 10        | 5130         | 220           | 25           |                |            |                 |                               | Opening Balance  |          | 0.00     |
| 10        | 5130         | 220           | 25           | 1/19/2023      | WC1356     | 10491           | SHN Consulting                | 12/29/22 Inv# 115681 engineering                             | 82.50    |          |
| 10        | 5130         | 425           | 25           | 11/18/2022     | WC1348     | 10344           | SHN Consulting                | 10/21/22 Inv# 114964 engineering                             | 135.00   |          |
| 10        | 5130         | 425           | 25           | 12/30/2022     | WC1353     | 10432           | SHN Consulting                | 11/17/22 Inv# 115240 engineering                             | 273.75   |          |
| 10        | 5130         | 425           | 25           | 5/15/2023      | WC1370     | 10790           | SHN Consulting                | 2/21/23 # 116279, 3/21/23 # 116686, 4/26/23 # 117106 Enginee | 87.50    |          |
| 10        | 5130         | 425           | 25           | 6/30/2023      | WC1379     | 10994           | SHN Consulting                | 6/22/23 INV #117691 Engineering                              | 175.00   |          |
| 10        | 5130         | 425           | 25           | 1/2/2024       | WC1407     | 11573           | SHN Consulting                | 12/20/23 Inv #119794   | 262.50   |          |
|           | Balance 5130 |               |              |                |            |                 |                               | Transaction Total  | 1,016.25 | 0.00     |
| 10        | 5140         | 425           | 25           |                |            |                 |                               | Opening Balance  |          | 0.00     |
| 10        | 5140         | 425           | 25           | 5/15/2023      | WC1370     | 10794           | SHN Consulting                | 2/23/23 # 116322, 3/29/23 #116763, 3/31/23 #117037 Planning  | 31.25    |          |
| 10        | 5140         | 425           | 25           | 1/11/2024      | WC1410     | 11612           | SHN Consulting                | 12/21/2023 Inv #119833 Planning                              | 26.25    |          |
|           | Balance 5140 |               |              |                |            |                 |                               | Transaction Total  | 57.50    | 0.00     |
| 10        | 6025         | 425           | 25           |                |            |                 |                               | Opening Balance  |          | 0.00     |
| 10        | 6025         | 425           | 25           | 12/8/2022      | WC1351     | 10376           | US Bank Corp. Payment Systems | 11/22/22 statement   | 340.60   |          |
| 10        | 6025         | 425           | 25           | 5/31/2023      | JE2242     | 001             |                               | Reclass capital expenditures from dept 425 to 900            |          | 340.60   |
| 10        | 6025         | 425           | 25           | 12/11/2023     | WC1405     | 11518           | O'Reilly Auto Parts           | 11/28/23 Statement   | 23.91    |          |
| 10        | 6025         | 425           | 25           | 1/17/2024      | WC1411     | 11632           | US Bank Corp. Payment Systems | 12/22/23 Statement   | 19.01    |          |
| 10        | 6025         | 900           | 25           | 5/31/2023      | JE2242     | 001             |                               | Reclass capital expenditures from dept 425 to 900            | 340.60   |          |
| 10        | 6025         | 900           | 25           | 6/30/2023      | JE2385     | 002             |                               | Reclass Bike Park project costs                              |          | 340.60   |
|           | Balance 6025 |               |              |                |            |                 |                               | Transaction Total  | 724.12   | 681.20   |
|           | Balance 6025 |               |              |                |            |                 |                               |  | 42.92    |          |
| 10        | 6120         | 425           | 25           |                |            |                 |                               | Opening Balance  |          | 0.00     |
| 10        | 6120         | 425           | 25           | 11/17/2023     | WC1401     | 11440           | Dazey's Arcata                | 10/31/23 Statement   | 687.27   |          |
|           | Balance 6120 |               |              |                |            |                 |                               | Transaction Total  | 687.27   | 0.00     |
| 10        | 6250         | 425           | 25           |                |            |                 |                               | Opening Balance  |          | 0.00     |
| 10        | 6250         | 425           | 25           | 10/28/2022     | WC1341     | 10262           | Steven Pearl                  | 10/12/22 Invoice- Bike Park                                  | 1,700.00 |          |
|           | Balance 6250 |               |              |                |            |                 |                               | Accounting - LYTD Detail Report                              |          | 1,700.00 |

**City of Blue Lake**  
**Expanded General Ledger - Unposted Transactions Included In Report**  
**From 7/1/2022 Through 11/7/2024**

| Fund Code                      | GL Code      | Dept/... Code | Project Code | Effective Date | Session ID | Docum... Number | Name               | Document Description                     | Debit     | Credit    |
|--------------------------------|--------------|---------------|--------------|----------------|------------|-----------------|--------------------|--|-----------|-----------|
|                                | Balance 6250 |               |              |                |            |                 |                    | Transaction Total                        | 1,700.00  | 0.00      |
| 10                             | 7577         | 900           | 25           |                |            |                 |                    | Opening Balance                          |           | 0.00      |
| 10                             | 7577         | 900           | 25           | 6/30/2023      | JE2365     | 002             |                    | Reclass Bike Park project costs          | 340.60    |           |
| 10                             | 7577         | 900           | 25           | 7/31/2024      | WC1448     | 12203           | Wildland Operators | 7/18/24 Inv #0126 Bike Park ✓            | 11,475.00 |           |
| 10                             | 7577         | 900           | 25           | 10/18/2024     | WC1466     | 12426           | Wildland Operators | Wildland Operators 7/18/24 (Bike Park) ✓ | 5,000.00  |           |
|                                | Balance 7577 |               |              |                |            |                 |                    | Transaction Total                        | 16,815.60 | 0.00      |
| Bal...                         | 10           |               |              |                |            |                 |                    |  |           | 31,181.94 |
| Report Opening/Current Balance |              |               |              |                |            |                 |                    |  | 0.00      | 0.00      |
| Report Transaction Totals      |              |               |              |                |            |                 |                    |  | 21,416.26 | 52,596.20 |
| Report Current Balances        |              |               |              |                |            |                 |                    |  | 21,416.26 | 52,596.20 |
| Report Difference              |              |               |              |                |            |                 |                    |  |           | 31,181.94 |

**\$31,181.94**  
**BALANCE**

**Paving - \$27,000.00**

CITY OF BLUE LAKE P.O. BOX 458 111 GREENWOOD ROAD BLUE LAKE, CA 95525

Payee Wildland Operators  
Vendor ID wil ope

Account #:

12426  
12426  
10/18/2024

| Description                            | Amount     |
|--|------------|
| Wildland Operators 7/18/24 (Bike Park) | \$5,000.00 |

PRINTED IN U.S.A.



**City of Blue Lake  
Request For Payment**

Date of Request:

Payment Allocation

Invoice No.

**Make Payment Payable To:**

Wildland Operators  
 Dana Creech  
 6830 South Fork Drive  
 Red Bluff, CA

| Fund | G.L. | Dept. | Project | Spread    |
|------|------|-------|---------|-----------|
| 10   | 7577 | 900   | 25      | \$5000.00 |
|      |      |       |         |           |
|      |      |       |         |           |
|      |      |       |         |           |

| Description                 | Invoice Amount | Balance    |
|-----------------------------|----------------|------------|
| Invoice Request:            | \$5,000 --     | \$5,000 -- |
| Less Discount:              |                |            |
| Less Other:                 |                |            |
| Other:                      |                |            |
| Subtotal: \$                |                |            |
| <b>Check Amount to Pay:</b> |                | \$5,000 -- |



Reimbursement:

Other: (See Notes)

\* Progress Payment  
#2 -

Notes: Progress payment No. 2 - Excavator Rental + Use  
 [ \$18,900 - Cost ]; pay \$5,000 Against the excavator use total

Requested By: [Signature]

Payment Authorization: \_\_\_\_\_

**Wildland Operators**

Dana Creech  
 Business Number 7074995745  
 6830 south fork dr red bluff ,ca  
 7074995745  
 d52moto@gmail.com

INVOICE  
 INV0126

DATE  
 07/18/2024  
 Bike Park  
 DUE DATE  
 10/16/2024

BALANCE DUE  
 USD \$30,375.00

BILL TO **EXCAVATOR COSTS - \$18,900**  
**City of blue lake** **Less - progress pay #2 \$5,000**  
 Mandy **\$13,900 -**  
 111 greenwood ave , blue lake ca , 95525 **Remaining Balance**  
 7076685655 **\* Balance will be paid down as**  
 7074981599 **funds are raised.**  
 citymanager@bluelake.ca.gov *m*

| DESCRIPTION                  | RATE       | QTY | DISCOUNT      | AMOUNT         |
|------------------------------|------------|-----|---------------|----------------|
| Excavator for 9 months       | \$2,100.00 | 9   |               | \$18,900.00    |
| Viberplate for 9 months      | \$300.00   | 9   |               | \$2,700.00 *OK |
| Skid steer for two months    | \$1,000.00 | 2   |               | \$2,000.00 *OK |
| Deisel expense               | \$3,275.00 | 1   |               | \$3,275.00 *OK |
| Erosion straw waddles        | \$1,000.00 | 1   |               | \$1,000.00 *OK |
| Travel expense over 9 months | \$2,500.00 | 1   |               | \$2,500.00 *OK |
| Hours in labor donated 381.5 | \$0.00     | 1   | 100% - \$0.00 | \$0.00         |

- \$11,475.00  
 Okay to pay  
 \$11,475.00 *m*

TOTAL \$30,375.00  
 BALANCE DUE USD \$30,375.00

11,475.00 OK to pay *m*

[Okay to pay \$5,000.00]  
 Payment NO. # 2 - (10-18-24)  
*m*

CITY OF BLUE LAKE P.O. BOX 458 111 GREENWOOD ROAD BLUE LAKE, CA 95525

Payee Wildland Operators  
Vendor ID wil ope

Account #:

12203  
12203  
7/31/2024

| Description                | Amount      |
|----------------------------|-------------|
| Wildland Operators 7/18/24 | \$11,475.00 |

PRINTED IN U.S.A.



**City of Blue Lake  
Request For Payment**

Date of Request:

Payment Allocation

Invoice No. INV0126

| Make Payment Payable To: |
|--------------------------|
| Wildland Operators       |
| Dana Creech              |
| 6830 South Fork Rd. Dr.  |
| Red Bluff, CA            |

| Fund | G.L. | Dept.                 | Project | Spread    |
|------|------|-----------------------|---------|-----------|
| 10   | 7577 | <del>425</del><br>900 | 25      | 11,475.00 |
|      |      |                       |         |           |
|      |      |                       |         |           |
|      |      |                       |         |           |

| Description          | Invoice Amount | Balance     |
|----------------------|----------------|-------------|
| Invoice Request:     |                | \$11,475.00 |
| Less Discount:       |                |             |
| Less Other:          |                |             |
| Other:               |                |             |
| Subtotal:            | \$             |             |
| Check Amount to Pay: |                | \$11,475.00 |



|                    |                                     |
|--------------------|-------------------------------------|
| Reimbursement:     | <input type="checkbox"/>            |
| Other: (See Notes) | <input checked="" type="checkbox"/> |

\* Hold check.  
Do not mail,  
will be picked up.

Notes: Use of equipment and equipment rental  
costs for Blue Lake Bike Park.

Requested By: [Signature]  
Payment Authorization: \_\_\_\_\_

**Wildland Operators**

Dana Creech  
Business Number 7074995745  
6830 south fork dr red bluff ,ca  
7074995745  
d52moto@gmail.com

INVOICE

INV0126

DATE

07/18/2024

**Bike Park**

DUE DATE

10/16/2024

BALANCE DUE

USD \$30,375.00

**BILL TO**

**City of blue lake**

Mandy  
111 greenwood ave , blue lake ca , 95525  
7076685655  
7074981599  
citymanager@bluelake.ca.gov

| DESCRIPTION                  | RATE       | QTY | DISCOUNT        | AMOUNT         |
|------------------------------|------------|-----|-----------------|----------------|
| Excavator for 9 months       | \$2,100.00 | 9   |                 | \$18,900.00    |
| Viberplate for 9 months      | \$300.00   | 9   |                 | \$2,700.00 *OK |
| Skid steer for two months    | \$1,000.00 | 2   |                 | \$2,000.00 *OK |
| Deisel expense               | \$3,275.00 | 1   |                 | \$3,275.00 *OK |
| Erosion straw waddles        | \$1,000.00 | 1   |                 | \$1,000.00 *OK |
| Travel expense over 9 months | \$2,500.00 | 1   |                 | \$2,500.00 *OK |
| Hours in labor donated 381.5 | \$0.00     | 1   | -\$0.00<br>100% | \$0.00         |

- \$11,475.00  
Okay to pay  
\$11,475.00  
*cm*

TOTAL \$30,375.00

BALANCE DUE USD \$30,375.00

11,475.00 OK to pay  
*[Signature]*

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City Manager's Report

July 14, 2026

| Project Name   | Status/Notes   |
|--|--|
| <b>23/24 Audit</b>   | A number of capital projects related adjusting journal entries to close out the fiscal year 23/24 have been created. Significant analysis was necessary to determine the deferred revenue amounts for each project. The AJEs are complete and have been provided to the auditor. The Audit should be coming before Council for review very soon.   |
| <b>24/25 Closeout</b>                                      | Funds 11, 12, 13, and USDA project 32/34 have all been completed. Town Square and the State Per Capital project have a considerable number of eligible expenditures that need reimbursement requests to be completed.  |
| <b>State Park Per Capital Grant for Parks Dept.</b>        | The reconciliation of the expenditures for this project is complete. A final reimbursement request is being prepared to close out the grant.   |
| <b>24/25 Audit and Year End Closeout</b>                   | This project will begin once the FY 23/24 final closeout is complete.  |
| <b>25/26 Financial Statements</b>                          | The next quarterly financial statements will be presented as a draft at the August 25 <sup>th</sup> meeting.   |
| <b>Rancheria New Water and Sewer services</b>              | The Rancheria paid the preapplication deposit for all the commercial water and sewer applications. I held another meeting this week with Bruce and Randy from the BL Rancheria to work through the details of the various water and sewer applications. I hope to present details for the water connections on Hlow Lane to Council at the July 28 <sup>th</sup> meeting.  |
| <b>7<sup>th</sup> Cycle Housing Element Update</b>         | The drafts for each chapter are being prepared, and the team is working through various issues. We met with the HCD technical staff to discuss timelines for HCD's release of the data needed to complete the AFFH analysis. The next milestone is <b>July 17<sup>th</sup></b> for release of the initial draft for a 30-day public review prior to the August 25 <sup>th</sup> public hearing. Council will host a public workshop on <b>August 1</b> from 10:30 – 12:30 at the Grange.   |
| <b>6<sup>th</sup> Cycle Housing Element Implementation</b> | A complete list and estimated cost for each item has been created. We are coordinating with HCD on which items can be postponed so they can be combined with the implementation of the 7 <sup>th</sup> Cycle items. This will eliminate expending funds for consultants to complete changes that then need to be changed a second time in a 2-year period.   |
| <b>Operations</b>  | The public works staff has worked very hard in warm weather over the past month completing the painting of virtually all the red, white, and yellow paint marking within the entire City. A small section of downtown is being finished over the next couple of weeks in preparation for Annie & Mary days.<br><br>The annual industrial waste discharge permits were issued.<br><br>Several complaints regarding retaining wall construction, damaged building hazards, and nuisance abatement have been processed and coordinated. |
| <b>Drainage</b>  | Coordination with the County regarding removal of redwood tree in ditch line to Railroad Creek.  |

| Project Name  | Status/Notes   |
|---|--|
| <b>Karen Gilkerson Claim for Damages (flooding)</b> | A claim was received and has been forwarded to our insurance company. The adjuster has requested a list of information and documents from the City. I and the City Engineer am collecting the numerous documents.  |
| <b>Town Square Construction Project</b>             | <p>The Old Crows plan to complete erection of the pergola before the end of July. The cross braces need to be cut and stained prior to installation. City PW staff will install the connectors.</p> <p>The City is coordinating the installation of the art feature and the project sign. We have until December 31, 2027 to finish expending funds and submitting the project close-out paperwork.</p> <p>There are several significant expenditures that have not yet been included in a reimbursement request.</p>  |
| <b>Blue Lake Library ADA Project</b>                | SHN submitted a concept for the remediation to the CASp inspector & County. Once approved, SHN will coordinate the required modifications at their cost.   |
| <b>Wastewater Plant Capacity Expansion Project</b>  | <p>The existing capacity of the Wastewater Treatment Plant is insufficient for the RENA allocations in the 7<sup>th</sup> Cycle Housing Element. The capacity can be expanded by installing additional aerators in Pond 1.</p> <p>I met with the electrical engineer to discuss the project and verify the elements that need to be installed now, versus items that could be part of a future phase. After updating the load calculations, he feels that we can install two aerators in Pond 1 without having to initially update the electrical panel.</p> <p>Based upon this change, the cost for installing just the aerators is being researched. The Rancheria's applications for sewer service would also utilize some of the increased capacity, so their completing a significant portion of the upgrade in-lieu of paying a development impact fee on top of the connection fees is being discussed. The Council will receive a report on the proposal once some additional details are available.</p> |
| <b>Water Tank Replacement Project</b>               | No additional work has been completed on this project this month.  |
| <b>McClure Easement</b>                             | The escrow for this agreement is not progressing. Coordination for updated appraisal.  |
| <b>Blue Lake Truck Route Phase II</b>               | I prepared & submitted the Allocation Form requesting allocation of the right-of-way and engineering funding to be placed on the CTC's <b>August 20, 2026</b> agenda. Once the funding is allocated, we can begin incurring reimbursable expenses to complete right of way acquisition and finalize the construction contract documents for bidding.   |
| <b>Electric Maintenance Fleet Vehicles</b>          | The city has been awarded \$80,000 to purchase two electric maintenance vehicles for its fleet: two Polaris Ranger XP Kinetic Premium vehicles. I have completed the necessary paperwork and am awaiting Caltrans' Local Agency Program Manager to advise that we can complete the purchase.   |
| <b>Bike Park</b>                                    | See separate agenda item 14.   |
| <b>Power Plant</b>                                  | See separate agenda item 13.<br>Fire, Hill Construction contract, transfer permit to City, security of perimeter, hazardous waste.   |

| <b>Project Name</b>                                     | <b>Status/Notes</b>                                    |
|---|--|
| <b>Baduw'at/ Powers Creek Lower Restoration Project</b> | No progress this month.                                |
| <b>DANCO/ Baduw'at Development</b>                      | The Ad Hoc Committee has set up a meeting with Danco.  |
| <b>Water and Sewer Rate Analysis</b>                    | I have begun compiling the data to begin the analysis. |