



City of Blue Lake

Post Office Box 458 - 111 Greenwood Road

Blue Lake, CA 95525

Phone 707.668.5655

www.bluelake.ca.gov

City Council Agenda

Tuesday, July 28, 2026, ~ 6:30 p.m. ~ Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

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

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

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

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

Link:

<https://us02web.zoom.us/j/89815779572?pwd=8B9jKwJfgZ4XIVT00LbDOmnQ3MhYcX.1>

Meeting Id: [898 1577 9572](#) Passcode: [398169](#)

- 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 assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
- 6. Consent Agenda**
 - a) Approval of June 23, 2026, City Council Meeting Minutes
 - b) Approval of July 14, 2026, City Council Meeting Action Minutes
 - c) Contract with Bender Rosenthal
 - d) Contract with Deltex Diving

ITEMS FOR COUNCIL DISCUSSION OR ACTION

- 7. Humboldt Skate Collective MOU [Resolution 1268]**
- 8. Brunson Family Fund Donation Acceptance**
- 9. Fee Waiver Request: RCMBA Enduro**
- 10. Fee Waiver Request: Annie & Mary Day**
- 11. 7th Cycle Housing Element Update**
- 12. Fee Waiver Policy Concept - Discussion**
- 13. Building Department Fee Schedule Update [Resolution 1269]**
- 14. City Manager & City Clerk Performance Evaluation Methodology - Discussion**
- 15. Town Square Project Financial Update**
- 16. Blue Lake Rancheria Water and Sewer Applications**
- 17. Council Correspondence**
 - a) Green Waste Day
 - b) Letter from David Groe
- 18. Reports Of Council and Staff**
 - a) Ad hoc Committee Reports
 - b) Commission Updates
- 19. Future Agenda Items**
- 20. 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 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.



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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, Councilmember Kat Napier,
7 Councilmember Michelle Lewis-Lusso, Councilmember Terri Bayles.

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, suggested
30 meeting with Council in closed session to discuss finer details of donation. Would like
31 to see 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**



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ITEMS FOR COUNCIL DISCUSSION OR ACTION

7. Election Updates

City Clerk Green attended an informational meeting on June 18th hosted by the Humboldt County Office of Elections in preparation for the upcoming Statewide General 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:** Suggested 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:** Concurred 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.



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Public Comment:

- **Mardi Grainger:** Asked for clarification regarding cost to the City.
- **Adelene Jones:** In favor of moving forward and has wanted to see the plant cleaned up for many years.
- **Tom Tellez:** Asked about the full-sized logs and expressed concerns with chipping these logs.
- **Julie Christie:** Suggested setting up first come first serve agreement if others are interested in completing the work.

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

10. Car Show Donation Designation

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

Public Comment:

- **Jennifer Kramer:** Asked whether the survey was required for a grant or insurance; later expressed concerns about Fund 15 and oversight of donations.
- **Adelene Jones:** Noted Car Show revenue has traditionally supported Parks and Recreation.

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 (MBTTA) has collaborated with the City to apply for the 2026 Arts in California Parks Program to benefit the Blue Lake Bike & Skate Park. MBTTA 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 MBTTA 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.



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Public Comment:

- **Adelene Jones:** Highlighted the role of the Arts and Heritage Commission and suggested utilizing the Commission for further input.
- **Julie Christie:** Expressed appreciation for volunteers and spoke in favor of moving forward.
- **Jennifer Kramer:** Supports the project and asked about the durability of the artwork on cement compared to wood surfaces.
- **Sorren Richards:** Shared experience regarding the use of high-durability paint for longevity.

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:

- **Adelene Jones:** Expressed sadness that the Blue Lake Chamber of Commerce is being charged to host Annie and Mary Day as it has been perceived to be a City Event.
- **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 p.m. 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.



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Public Comment:

- **Julie Christie:** Spoke in favor of committee continuity and requested Ad Hoc updates during meetings.

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.

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 supported passing the budget as is and making amendments as needed.

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



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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 sent by Jeff Harnden regarding a formal public nuisance noise complaint.

Public Comment on Correspondence

- **Julie Christie:** Recommended putting pressure on CDFW to come in to provide assistance with flood concerns.

17. Reports of Council and Staff

a. Ad hoc Committee Reports

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

RREDC: Members were happy about the 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 Scafani also had the to tour the Diabolo Canyon Nuclear Power Plant.

b. Commission Updates

Public Safety: Safety Fair has been set for September 12th from 10am to 2pm and will be held in the parking lot at City Hall. Touch a Truck and information booths will be present.

Arts and Heritage: Had not met in the last three months due to quorum issues.

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

c. City Manager Report:

The City Manager report will be provided at the second Tuesday meeting of the month.

18. Future Agenda Items Requested by Council

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



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19. Closed Session Agenda:

a. Public Comment on Closed Session agenda items

- **Julie Christie:** Felt that Danco took advantage and urged Council to not let them continue taking advantage.

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

Voice vote: Motion passed unanimously

b. Council convened Closed Session at the Skinner Store at 10:00 p.m. for the purpose of:

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. **Public Employee Performance Evaluation**

Title: City Manager

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

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.

Adjourned at 12:22 a.m.

Prepared by: Samantha Green, City Clerk

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Blue Lake City Council Action Minutes

Tuesday, July 14, 2026 ~ 6:30pm ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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

2. Pledge Of Allegiance

3. Roll Call and Establish a Quorum of the Council

Councilmembers' Present: City Clerk Green established a Quorum

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

Councilmembers Absent: None

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

4. Approval Of the Agenda –

Motion by Councilmember Lewis-Lusso to approve the agenda. **Second by Councilmember Napier.**

Voice vote: Motion passed unanimously.

5. Public Comment on Non-Agenda Items: Kent Sawatzky, Erin McClure, Lin Rose, and Julie Christie.

6. Consent Agenda

- a. June Disbursements
- b. June 23, 2026 Minutes

Consent agenda item 6a was pulled by Mayor Pro Tem Scafani and 6b was pulled by Councilmember Bayles.

6a. June Disbursements

Mayor Pro Tem Scafani asked about various payments related to the Park and Recreation Intern, Auditors, REMIF, and SHN payments.

Public Comment Received: Kent Sawatzky

Motion by Mayor Pro Tem Scafani to approve the June disbursements. **Second by Councilmember Lewis-Lusso.**

Voice vote: Motion passed unanimously.

6b. June 23, 2026, Minutes

In addition to corrections that City Clerk Green made regarding spelling of a name and correction to an organization's name, Councilmember Bayles requested a revision of public



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comment under item 10: Car Show Designation. City Clerk Green will bring the minutes back for final approval at the next regular council meeting.

Public Comment Received: None

ITEMS FOR COUNCIL DISCUSSION OR ACTION

7. Townsquare Kiosk Proposal

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.

Public Comment Received: Lin Glen, Adelene Jones, Lin Rose, and Julie Christie.

Motion by Mayor Pro Tem Scafani to authorize staff to proceed with coordinating logistics and installation of Town Square "restroom kiosk" additions as presented. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously.

8. Blue Lake Chamber of Commerce Fee Waiver Request

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).

Public Comment Received: Kent Sawatzky, Julie Christie, Charis Bowman, and Colin Vance.

Motion by Mayor Pro Tem Scafani to form an Ad Hoc to work with the Chamber. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion failed (2:3)

9. Hazard Mitigation Plan Approval [Resolution 1265]

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.



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Public Comment Received: Karen Gilkerson, Kent Sawatzky, Christine Davis, Lin Glen, Julie Christie, and Lin Rose.

Motion by Councilmember Bayles to Adopt 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." **Second by Mayor Pro Tem Scafani.**

Roll Call Vote:

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

Motion passed unanimously

10. Examination of Sales or Transactions and Use Tax Records [Resolution 1266]

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.

Public Comment Received: Lin Rose.

Motion by Mayor Pro Tem Scafani to Adopt Resolution 1266 "Resolution of the City Council of the City of Blue Lake Authorizing Examination of Sales or Transactions and Use Tax Records." **Second by Councilmember Lewis-Lusso.**

Roll Call Vote:

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

Motion passed unanimously

11. FY 26-27 Budget Amendment and Organizational Chart Approval [Resolution 1267]

At the June 23, 2026, City Council meeting, Council approved the Fiscal Year 2026–27 Operating Budget, including the Position Allocation Table and Classification Pay Plan, which allocated 3.5 FTEs to the Business and Finance Department. Following recent recruitment efforts, staff recommended increasing the part-time Administrative Accounting Specialist position from 19 to 32 hours per week to better support departmental workload and allow for retention of a current employee, resulting in additional benefit eligibility and increased costs. Staff also presented a revised Organizational Chart incorporating prior Council feedback for approval. Additionally, staff recommended allowing the City Manager to accrue unused holiday time as comp time on a one-to-one basis in accordance with the Personnel Policy.

Public Comment Received: Kent Sawatzky.



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Motion by Councilmember Lewis-Lusso to Adopt Resolution 1267 "A Resolution of the City Council of the City of Blue Lake Amending the Adopted Operating Budget for Fiscal Year 2026-2027"; and Approve the Organization Chart; and Affirm that the City Manager's holiday hours can be banked as comp-time for future use as needed. **Second by Mayor Pro Tem Scafani.**

Roll Call Vote:

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

Motion passed unanimously

12. Memorandum of Agreement with County of Humboldt for Environmental Health Services

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.

Public Comment Received: Kent Sawatzky and Julie Christie.

Motion by Councilmember Napier to authorize the City Manager to execute the Memorandum of Agreement by and between the County of Humboldt and City of Blue Lake for environmental Health Services. **Second by Councilmember Lewis-Lusso.**

Voice vote: Motion passed unanimously

13. Power Plant Update

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.

Public Comment Received: Julie Christie.

14. Bike & Skate Park Update

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



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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.

Public Comment Received: Kent Sawatzky and Julie Christie.

Motion by Mayor Pro Tem Scafani to authorize the City Manager to negotiate and execute a contract with Points West for completion of the drone survey up to \$4,500. **Second by Councilmember Bayles.**

Voice vote: Motion passes 4:1 with Councilmember Napier dissenting.

15. Council Correspondence

16. City Manager Report

17. Future Agenda Items Requested by Council

- City Manager and City Clerk Evaluation Process
- Fiscal Policy

18. Closed Session Agenda:

a. Public Comment on Closed Session: Kent Sawatzky and Julie Chrisite.

Motion by Mayor Pro Tem Scafani to move into Closed Session. **Second by Councilmember Bayles.**

Voice vote: Motion passed unanimously.

Council convened into Closed Session at 9:59 p.m. for the purpose of:

a. 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.

b. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

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

c. Report Out of Closed Session: Council adjourned closed session at 11:08 p.m. No reportable action was taken.

Adjourned at 11:08 p.m.

Prepared by: Samantha, City Clerk

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City of Blue Lake

Staff Report

Agenda Item #: 6c

Meeting Date: July 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Contract with Bender Rosenthal to Provide Property Appraisal and Acquisition services for Water Tank 1 Site and Associated Waterline and Access Easements {APNs 312-190-010, 312-131-045 and 312-131-046}

Recommended Action: That the City Council:

1. Authorize the City Manager to execute the contract with Bender Rosenthal Incorporated in the amount of \$21,100
2. Authorize expenditure of approximately \$25,000 From the City's Water Fund for property acquisition and appraisal contract services plus legal support services
3. Other direction as appropriate.

BACKGROUND

The City owns and operates two water tanks totaling 900,000-gallons of storage to provide water and fire suppression services to approximately 750 customers. One of these tanks is a 400,000-gallon redwood tank located on APN 312-190-010, which is part of the McClure Trust. The water enters and leaves the tank via a pipeline that runs through APNs 312-190-010, 312-131-045, and 312-131-046. The access road to this tank is along Buckley Road on APNs 312-131-045 and 312-190-010. SHN's schematic of these APNs and associated proposed easements for the tank, waterline, and access road are attached. All three parcels are held in the Richard V. McClure Trust with Erin McClure as the successor trustee.

On April 24, 1912, the City of Blue Lake entered into a fifty-year lease agreement with Mary Powers to "maintain pipelines, reservoir, tanks, and dig wells at any place" on her property [Book 1 of Leases page 432]. On February 5, 1947, the City and Catherine V. McClure entered into an agreement [Book 5 of Agreements page 382] to 1.) extend the termination date by fifty years until April 24, 2012, and 2.) modified the area on which the City could dig wells, maintain reservoirs, tanks and pipelines to exclude the land easterly of Buckley Road and the "reasonably flat land lying westerly of the Buckley Road approximately 1200 feet Northerly of the state highway" excepting the existing pipeline belonging to the City.

Beginning in 2011, John Berchtold as City Manager began negotiating with the McClure Trust to renew the lease for the 400,000-gallon tank site easement, twenty five-foot waterline easement, and an ingress/egress access easement. Since then, each City Manager has worked towards completing this process. In 2023, the City Attorney began coordination on negotiations. On February 28, 2024, Childs Appraisal Services produced the final report for Appraisal of Water Line, Water Tank Site & Tank Access

Road Easement Blue Lake Right-of-Way APNs 312-131-037 and 312-131-045 and 312-131-046 and 312-190-010 (4 parcels). The appraised value was \$32,379. Negotiations on value and easement terms continued, all within the concept of a 40-year lease and in an informal voluntary manner.

When I began working for the City in January 2026, I continued coordinating with Ms. McClure culminating in her signing in April 2026 an Agreement to Convey and Easement and Joint Escrow Instructions and the Easement Deed and Agreement document for the 40-year lease. On April 7th, Council held a special meeting about this item and adopted Resolution 1257 authorizing the City Manager to execute the agreement on behalf of the City, subject to approval as to form by the City Attorney.

Summary of events related to 2026 escrow:

1. Ms. McClure requested that the 2026-27 first annual lease payment of \$6,000 be paid to her by the City once the agreement had been signed, but before escrow had closed, because she needed it quicker than escrow could close. As a concession, I agreed to make the payment. Ms. McClure cashed the check. The term of the easement was set up to begin at the close of escrow, but Ms. McClure has stated it started with the date of April 7, 2026, on the Easement Deed and Agreement that was signed for escrow.
2. All documents were executed, escrow was opened, and the City deposited their funds with the title company.
3. On April 28th the title company produced an extensive Preliminary Title Report that contained numerous exceptions.
4. On May 4th the City notified the McClure Trust, through her attorney, of the exceptions that must be remedied for the City to be able to obtain acceptable title insurance, attached.
5. The title company explained their position that the “trust language appears to prohibit sale or transfer of trust real property prior to final distribution,” causing them concern for underwriting, and supplied several options to remedy:
 - i. Beneficiaries providing written consent to the transaction; or
 - ii. Court approval of the proposed conveyance; or
 - iii. City approves an exception from coverage in the title policy in the following form: “Any invalidity or defect in the title of the vestees in the event that the Richard V. McClure trust is invalid, fails to grant sufficient powers to the trustee(s), the land is unmarketable, or in the event there is a lack of compliance with the terms and provisions of the trust instrument.”
6. Ms. McClure stated she is unwilling to obtain beneficiary consents, will not seek court approval, and will not even provide her own written consent in her capacity as a beneficiary.
7. On June 21, 2026, the City notified Ms. McClure that we would not accept an exception from coverage in the title policy due to the nature and value of the infrastructure in the easements and demanded that she cure the deficiencies so the purchase agreement could be completed, attached.
8. No response was received.
9. On July 8th the City provided a notice of termination, which was picked up on July 13th, attached.
10. On July 17th, Ms. McClure came to City Hall (with Kent Sawatzky) to talk with me. During the meeting she stated that she considered the easement to be in effect because of the payment of \$6,000 and provided the locked access gate’s code, so that City Public Works staff can access the tank for inspection, repair, and maintenance.

11. On July 20th and 21st, the Public Works crew complete significant maintenance on the access road and the areas surrounding the tank. As a separate agenda item, I am asking the Council to approve the contract with divers to mobilize for inspection, cleaning, and repair of the various leaks for both redwood water tanks. Photos of before and after the Public Works crew cleaned up the site and access road are attached.

Since abandoning one of the City's two main water storage tanks providing service to the residents of the urban Blue Lake area is not a viable solution to the acquisition complications associated with the trust language, I am recommending that the City cease negotiations related to the 40-year lease and initiate the formal property acquisition process in accordance with the Uniform Relocation Act (URA) to purchase the tank site, with the associated easements for the water pipeline and for ingress/egress, utilizing a consultant with specialized knowledge and experience for this type of acquisition. The URA establishes mandatory standards for acquisition and relocation in federally assisted construction projects. By requiring agencies to follow specific acquisition steps, provide timely notices, and offer relocation assistance, the URA balances the government's need to complete critical infrastructure projects with the rights of affected property owners, tenants, and businesses¹.

Under the URA, the acquisition process will start over. The first step will be providing notice to the property owner that the City has decided to appraise the property for acquisition and inviting her to participate in the appraisal inspection. The notice will detail the size (approx. **1.89 acres** of 75.78 acres) and nature of the proposed acquisition.

A new appraisal will be prepared in accordance with all the requirements for both state and federal funding programs to make sure the City is eligible to fund the future tank replacement project with any funding source available. The appraisal will be reviewed by an independent appraisal firm. Once complete, the City will review the appraisal and establish just compensation. The City will then provide a First Written Offer to the property owner.

The City's goal has always been and continues to be that we reach a mutually agreed upon negotiated agreement with Ms. McClure, and the City will continue to participate in good-faith negotiations as part of the proposed URA acquisition process. However, if agreement cannot be reached, or if the property owner continues to be unable to provide insurable title, the proposed process can culminate in action by the courts to grant ownership of the tank site with easements to the City while ensuring that just compensation is paid to the property owner.

FISCAL IMPACT

Initially the cost will consist of the contract amount with Bender Rosenthal for the property appraisal and acquisition services. In addition, there will be some legal expenses incurred with Mitchell Law Firm and Colantuono, Highsmith & Whatley. I am estimating this will total approximately \$25,000. Should acquisition become more complicated, staff will update Council on likely costs.

¹ <https://canons.sog.unc.edu/blog/2025/09/10/federal-funding-fundamentals-the-uniform-relocation-act/>

ATTACHMENTS

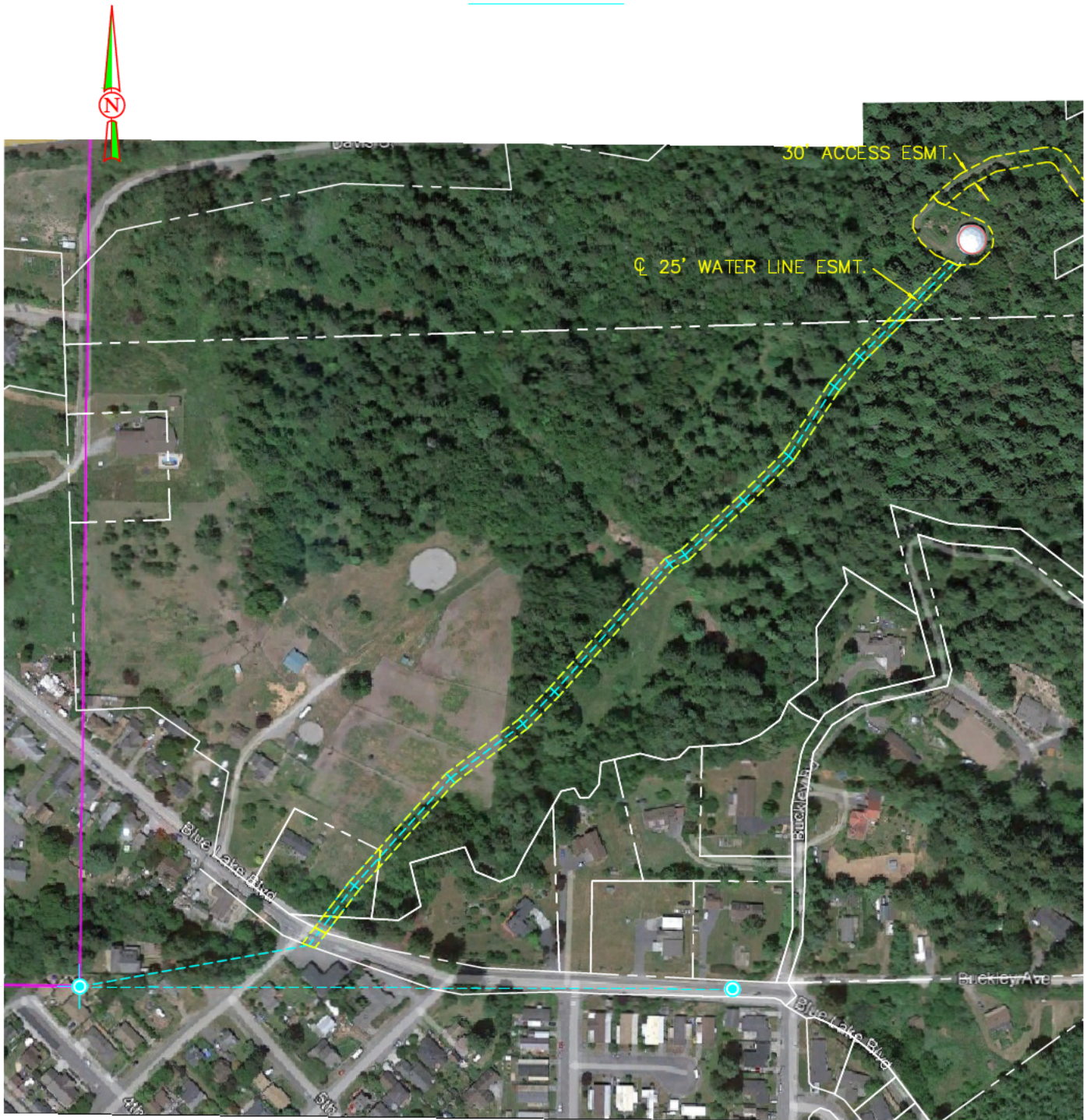
1. SHN Aerial Schematics (2 sheets)
2. May 4, 2026 Letter from Mitchell Law Firm
3. June 21, 2026 Letter from Mitchell Law Firm
4. July 8, 2026 Letter from Mitchell Law Firm
5. Bender Rosenthal Contract for Services
6. Before and after photos around the tank from when Public Works was given access to the site

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

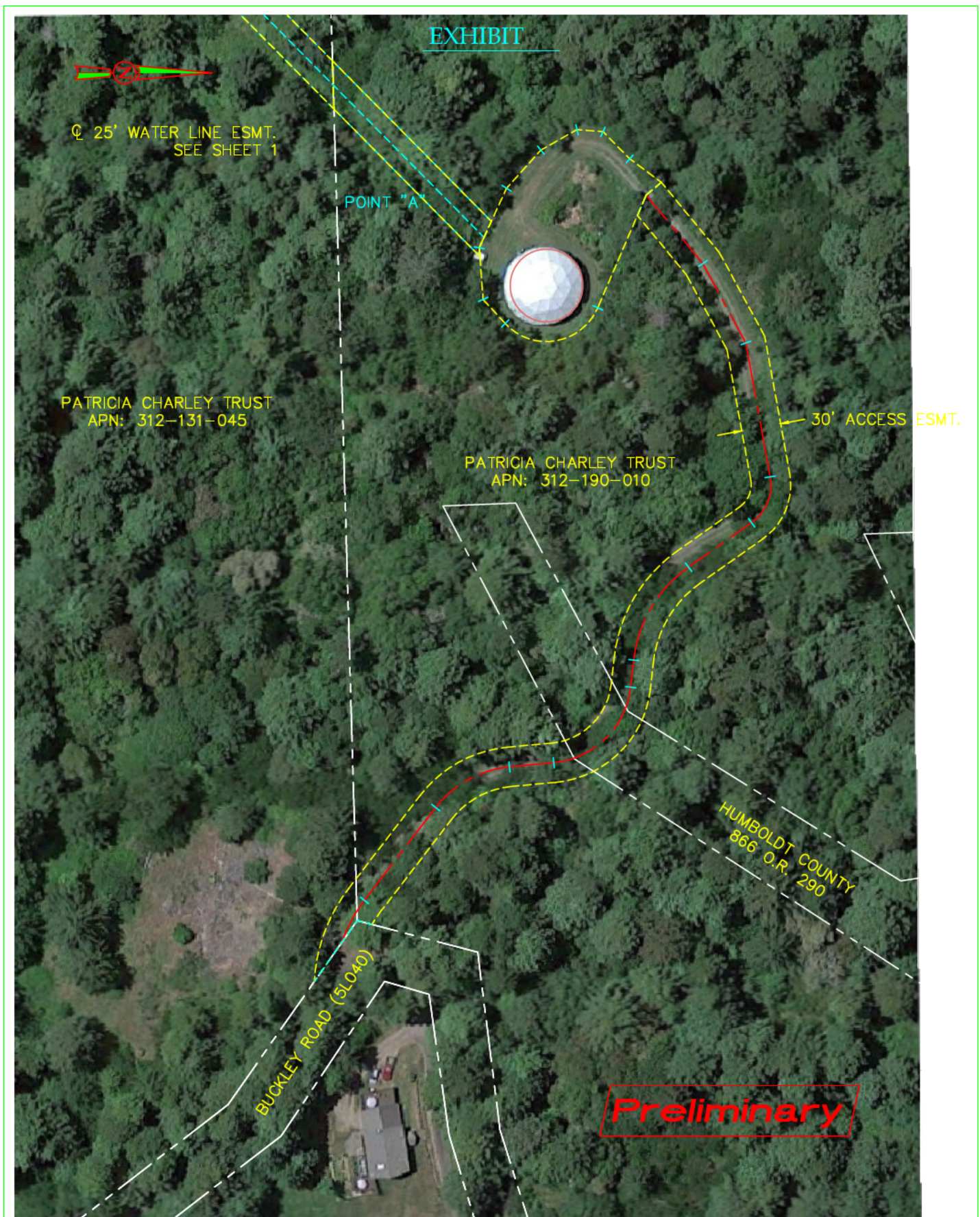
Comments:

EXHIBIT



THIS MAP IS FOR VISUAL REFERENCE ONLY

Preliminary





THE MITCHELL LAW FIRM, LLP

CLIFFORD B. MITCHELL (1927 - 2010)

RUSSELL S. GANS
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WALTER J. CARTER (1949 - 1993)
R.C. DEDEKAM (1929 - 2011)
NANCY K. DELANEY (1950 - 2022)

May 4, 2026

Allison Jackson
Harland Law Firm LLP
212 G Street, Suite 201
Eureka, California 95501-0420

Re: Title Objection Notice (Preliminary Report) – McClure Easement Transaction

Allison:

I write on behalf of the City of Blue Lake regarding the above-referenced transaction and to provide formal notice of title objections pursuant to the Agreement to Convey an Easement and Joint Escrow Instructions. This letter follows our call last week wherein we discussed these exceptions to the report. This letter is sent pursuant to the Purchase Agreement to preserve the objections.

The City has reviewed the Preliminary Report dated April 28, 2026 (effective April 9, 2026), which reflects title to Tracts A, B, and C in Patricia S. Charley, as Trustee under the Will of Richard Virgil McClure, and Tract D in Thomas G. Charley and Patricia S. Charley, as joint tenants.

First, the City acknowledges that Tract D is not owned by the Trust and is not part of the agreed transaction. Accordingly, Tract D (APN 312-131-037-000) must be removed from the legal description and all related title and escrow documents. As noted, I will inform the Escrow Officer of the need to remove Tract D from the transaction.

Second, the City objects to the following items in the Preliminary Report:

- **Exception 27** – The City objects to Exception 27 and requests that it be removed as an exception to title. I understand from our discussion that the property remains held in trust and that the trustees and beneficiaries elected to keep the property in the trust notwithstanding the distribution language referenced in Exception 27. From the City's perspective, the concern is not with the internal trust history itself, but with ensuring that the current owner's duly authorized representative has authority to convey the easement interest and that the City receives insurable title to the easement. Accordingly, please provide any documentation Fidelity requires to remove, satisfy, or insure over Exception 27, including confirmation of current vesting and trustee authority.

- **Exception 51** – Probate-related requirements. Please provide the documentation necessary to satisfy or remove this requirement, or confirm the specific path to clearance.
- **Exception 53** – Trust validity and trustee authority. Please provide a trust certification pursuant to Probate Code section 18100.5 and any additional materials necessary to establish authority to convey.
- **Exception 54** – Owner's Affidavit. Please arrange for completion of the required affidavit prior to closing.

The City requests that the foregoing matters be addressed such that they are either removed, satisfied, or insured over prior to close of escrow.

The City's concern with respect to the foregoing title matters—particularly Exception 27—is limited to ensuring that title is satisfied as to Erin McClure's authority to execute and deliver the easement deed on behalf of the current owner. The City is not concerned with, nor does it take any position regarding, whether the property was formally distributed in accordance with the terms of the underlying trust. Rather, the City's sole objective is to confirm that the conveying party has the requisite authority and that the City will receive insurable title to the easement.

Very truly yours,

THE MITCHELL LAW FIRM, LLP



Ryan T. Plotz

CC: Client

Nikki Naughton via email only to Nikki.Naughton@fnf.com



THE MITCHELL LAW FIRM, LLP

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NANCY K. DELANEY (1950 - 2022)

June 12, 2026

Via Hand Delivery

Erin McClure
Successor Trustee

Re: McClure Easement Transaction – Title Objections and Demand to Cure

Dear Ms. McClure:

As you know, the City previously delivered its Title Objection Notice pursuant to the Agreement to Convey an Easement and Joint Escrow Instructions, objecting to, among other matters, the trust-related title issues identified in Exceptions 27, 51, 53, and 54 of Fidelity National Title Company's Preliminary Report.

I am directing this correspondence to you because Allison Jackson advised by email dated June 2, 2026, that her scope of representation regarding this transaction has concluded and that the City may communicate directly with you regarding how the parties wish to proceed. A copy of this correspondence is nevertheless being provided to Ms. Jackson as a courtesy.

Since delivery of the City's Title Objection Notice, Fidelity's underwriter has reviewed the trust and probate materials provided on your behalf and has advised that it will not insure the transaction unless the trust-related concerns are resolved. Specifically, Fidelity has advised that it will require beneficiary consents, court authorization, or another resolution satisfactory to the underwriter. In the alternative, Fidelity has proposed a broad exception to coverage relating to trustee authority, trust validity, marketability of title, and compliance with the trust instrument.

The City has carefully considered Fidelity's position. Given the nature of the easement, the critical public water infrastructure located on the property, and the City's need for certainty regarding the continued operation, maintenance, repair, and replacement of those facilities,

the City cannot accept the proposed exception. The City requires an insurable easement interest free of trust-related exceptions that would leave the validity, enforceability, or marketability of the easement subject to future challenge by trust beneficiaries or other persons claiming an interest through the trust.

During discussions with Ms. Jackson following Fidelity's underwriting determination, the City was advised that you are unwilling to pursue beneficiary consents or court authorization and that, from your perspective, the City must either accept Fidelity's proposed exception or terminate the transaction. The City was further advised that you would not provide written consent in your separate capacity as a beneficiary. Those positions make written confirmation of your intentions particularly important.

Accordingly, the City hereby demands that Seller cure the trust-related title objections identified in the City's Title Objection Notice.

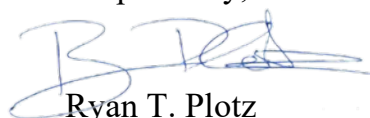
To facilitate resolution of this issue, the City requests written confirmation on or before Friday, June 19, 2026, that you will take the steps necessary to obtain removal of the trust-related title objections identified by Fidelity. Thereafter, the City expects those trust-related exceptions to be removed, withdrawn, insured over without exception, or otherwise resolved to Fidelity's and the City's satisfaction within thirty (30) days.

The City is not dictating the manner in which you elect to resolve the issue. Whether through beneficiary consents, court authorization, additional trust documentation, or another method acceptable to Fidelity, the responsibility for curing the title objections remains with Seller.

Absent timely written confirmation and subsequent removal of the trust-related title objections, the City is unlikely to proceed with the transaction.

Nothing in this letter shall constitute a waiver of any rights, remedies, claims, defenses, or positions available to the City under the Agreement, at law, or in equity, all of which are expressly reserved.

Respectfully,

A handwritten signature in blue ink, appearing to read "R. Plotz", is written over the printed name.

Ryan T. Plotz
City Attorney
City of Blue Lake

June 12, 2026

Page 3

cc: Allison Jackson, Esq. (via email only)
Jennie Short, City Manager (via email only)



THE MITCHELL LAW FIRM, LLP

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NANCY K. DELANEY (1950 - 2022)

July 8, 2026

Via Hand Delivery

Erin McClure, Successor Trustee
Richard V. McClure Trust

Re: Notice of Termination – Agreement to Convey Easement and Joint Escrow Instructions

Dear Erin:

On June 11, 2026, the City delivered correspondence requesting written confirmation, on or before June 19, 2026, that you would undertake the steps necessary to cure the trust-related title objections previously identified in the City's Title Objection Notice and obtain removal of the trust-related exceptions identified by Fidelity National Title Company.

The City further advised that, because of the nature of the easement and the critical public water infrastructure located on the property, it could not accept a title policy containing broad exceptions relating to trustee authority, trust validity, marketability of title, or compliance with the trust instrument. The City explained that it required an insurable easement interest free of trust-related exceptions that would leave the validity or enforceability of the easement subject to future challenge by trust beneficiaries or other persons claiming an interest through the trust.

The deadline established by the City has now passed. The City has received neither the requested written commitment nor any proposal to cure the trust-related title objections. Accordingly, Seller has failed to cure the title objections previously asserted by the City, has failed to provide the written commitment requested by the City, and has not demonstrated an ability to convey title in accordance with the Agreement.

The City has negotiated this transaction in good faith over an extended period, made substantial concessions in an effort to reach agreement, opened escrow, completed its due diligence, and remained willing to close the transaction upon Seller's delivery of title acceptable under the Agreement.

The City afforded Seller an additional opportunity to cure the title objections following Fidelity's underwriting determination. Seller declined to provide the requested written commitment or

otherwise propose a path to satisfy the City's title objections. The City regrets that Seller's failure to resolve the title issues has made it impossible to complete a transaction that both parties worked diligently to negotiate over an extended period of time.

Accordingly, the City hereby elects to terminate the Agreement to Convey an Easement and Joint Escrow Instructions.

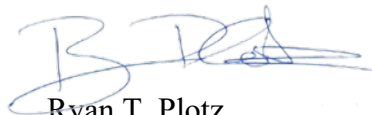
This termination is based solely upon Seller's failure to cure the outstanding trust-related title objections and should not be construed as an abandonment, waiver, or relinquishment of any rights the City may possess with respect to its existing water system facilities, its historic use and occupancy of the property, or any contractual, legal, or equitable rights, claims, defenses, or remedies. The City expressly reserves all such rights.

The City further notes that Seller accepted and retained the initial \$6,000 annual payment made in connection with the Agreement. That payment was made for the City's continued use and occupancy of the easement area while the parties proceeded toward closing. If Seller contends that termination of the Agreement eliminates any right of continued City use or occupancy, Seller should immediately return the \$6,000 payment. Absent the immediate return of those funds, the City will view Seller's continued retention of the payment as confirmation that Seller continues to accept compensation for the City's ongoing use and occupancy pending resolution of the parties' respective rights. Retention of that payment while simultaneously asserting that the City has no right to continued use or occupancy of the property would be inconsistent with Seller's position. The City reserves all rights arising from Seller's acceptance and retention of that payment.

Although the City is disappointed that the parties were unable to complete this transaction, the City appreciates the time and effort invested throughout the negotiations. The City's decision to terminate this Agreement should not be interpreted as a decision to abandon its longstanding water system facilities or to relinquish the property rights necessary to serve the public. The City will take such actions as it determines are necessary to protect the public water system and the public interest.

Very truly yours,

THE MITCHELL LAW FIRM, LLP

A handwritten signature in blue ink, appearing to read 'R. Plotz', is written over a horizontal line.

Ryan T. Plotz
City Attorney
City of Blue Lake

cc: Allison Jackson, Esq. (via email only)
Jennie Short, City Manager
Nikki Naughton, Senior Escrow Officer (via email only)

July 23, 2026

Jennie Short, City Manager
City of Blue Lake
PO Box 458 - 111 Greenwood Ave.
Blue Lake, CA 95525

ORIGINAL BY EMAIL:
citymanager@bluelake.ca.gov

RE: RIGHT OF WAY SERVICES SCOPE AND QUOTE
BUCKLEY ROAD TANK SITE, WATERLINE AND ACCESS EASEMENT PROJECT

Dear Ms. Short,

Bender Rosenthal Inc. (BRI) appreciates the opportunity to submit a proposal to provide right of way services to the City of Blue Lake (City) for the Buckley Road Tank Site, Waterline, and Access Easement Project (Project). BRI understands that the project will impact two (2) agricultural parcels, APN 312-131-045 and APN 312-190-010, both owned by the Patricia Charley Trust. The City has been in ongoing negotiations with the property owners for several years, and no agreement has been reached. Therefore, BRI will attempt one final settlement prior to initiating condemnation proceedings. The project is utilizing federal funding.

The following outlines BRI's scope, methodology, timeline, and fee for this project.

RIGHT OF WAY PROJECT MANAGEMENT

Rebekah Green will serve as the Project Manager and will oversee the performance of the tasks involved in the delivery of the right of way. Upon receipt of Notice to Proceed (NTP), Rebekah will discuss the expectations with the City to define a common understanding about project details, critical issues and processes, and roles and responsibilities associated with the right of way activities. Typical tasks include providing status updates, attending meetings, and making recommendations on right of way issues.

Deliverables: Bi-weekly updates; Attendance at project meetings as required.

APPRAISAL SERVICES

BRI will develop one (1) narrative appraisal of the estimated fair market value of the rights to be acquired. The appraisal will be a narrative report that will be prepared in conformance with and subject to the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, which fully incorporate the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, requirements related to the Uniform Relocation Assistance and Real Property Acquisition Act and state and federal statutes.

Deliverables: One (1) electronic Appraisal Report that meets all State and Federal Standards. Up to two (2) Printed and bound copies will be provided upon request.

INDEPENDENT APPRAISAL REVIEW SERVICES

Due to the federal funding, BRI has enlisted the expertise of the Chapman and Patton for Independent Appraisal Review. Upon completion of the review, a USPAP Standard 3 and 4 compliant review report will be provided and forwarded to the City for approval of Just Compensation.

Deliverables: One (1) Independent Appraisal Review Certificate.

ACQUISITION SERVICES

Upon completion of the appraisal and establishment of just compensation, BRI will develop the contract and conveyance documents necessary to make the offers and acquire the necessary rights. The offer package will be reviewed internally to ensure quality standards are met. BRI will then convey documents until acceptance or impasse is reached. BRI will contact or attempt to contact the property owner at least six (6) times within the first sixty (60) days of approval to proceed and will make additional contacts by phone, e-mail, or postal service. Finally, BRI will prepare a final file for the parcel, ensuring it has been quality-checked and meets State and Federal reporting requirements.

Deliverables: Acquisition of a waterline easement, tank site easement and access easement from one (1) ownership, with files on the negotiation, acquisition, and project settlement.

TITLE & ESCROW SERVICES

Escrow services will be required to finalize the acquisition transaction. BRI will serve as a liaison between the title company, escrow holder, and the City and will deliver documents and checks to the escrow company, review all documents for submission to escrow companies, and review all final title and escrow documents. We will apply extensive acquisition experience so that the project acquires good title and property rights necessary for completion. BRI will coordinate escrow closings and file all applicable forms and documents with the County Assessor's office.

Deliverables: Facilitate Title and Escrow support as outlined above for one (1) ownership.

PROJECT SCHEDULE

The appraisal report will be delivered within six (6) to eight (8) weeks of Notice to Proceed, and Independent Appraisal Review two (2) weeks thereafter. Acquisition tasks are anticipated to take place over a period of three (3) to six (6) months.

FEE PROPOSAL

RIGHT OF WAY TASK	HOURS / UNIT	RATE / LUMP SUM	COST
PROJECT MANAGEMENT	10	\$202	\$2,020
APPRAISAL SERVICES	1	\$6,000	\$6,000
APPRAISAL REVIEW SERVICES	1	\$1,800	\$1,800
ACQUISITION SERVICES	1	\$4,000	\$4,000
ESCROW SERVICES	1	\$1,500	\$1,500
Subtotal			\$15,320
Other Direct Costs			\$280
TOTAL FEE			\$15,600

Acquisition services will be billed at the following milestones:

MILESTONE BILLING - ACQUISITION	
Item Description	Cost
Offer package sent	\$1,500
Sixty (60) days or when an agreement is reached, whichever is sooner	\$2,000
Final project closeout; files transmitted to the City	\$500

Escrow services will be billed at the following milestones:

MILESTONE BILLING - ESCROW	
Item Description	Cost
Funds deposited into escrow	\$750
Escrow closes	\$750

Thank you for the opportunity to submit a proposal to work on this Project. Should you have any questions regarding this scope and fee, please reach out to Project Manager Rebekah Green at r.green@benderrosenthal.com or at (916) 978.4900, Ext. 2065.

Sincerely,
BENDER ROSENTHAL, INC.



Renee Baur, PMP, SR/WA
CA Real Estate Broker
Chief Executive Officer







City of Blue Lake

Staff Report

Agenda Item #: 6d

Meeting Date: July 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Contract with Deltex Diving Services for Tank Maintenance

Recommended Action: That the City Council:

1. Authorize the City Manager to execute the contract with Deltex Diving for inspection, cleaning, and repairs of both water storage tanks

BACKGROUND

The City owns and operates two water tanks totaling 900,000-gallons of storage to provide water and fire suppression services to approximately 750 customers. One of these tanks is a 400,000-gallon redwood tank off Buckley Road (Tank 1) and the other is a 500,000-gallon redwood tank above Northfield Terrace (Tank 2). Both tanks are leaking and need repairs. The City has enough funding from FEMA through CalOES to replace Tank 2 in the relatively near future. The cost to the City from the water leaking from the tanks is approximately \$2.55 per 100 cubic feet to purchase the water from the Humboldt Bay Municipal Water District plus the cost to pump it to the tank.

The attached contract with Deltex Diving Services includes cleaning and inspecting the tanks and then performing repairs as identified during the inspection.

FISCAL IMPACT

The contract for the mobilization, cleaning and inspection totals \$11,533.48. Additional costs will be incurred for the tank repairs, but the amount will be dependent upon the extent of the work and the number of repairs completed. These expenses will be paid for out of Fund 60.

ATTACHMENTS

1. Contract with Deltex Diving Services

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planning Review: ☐ Engineer: ☐

Comments:

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DELTEX DIVING SERVICES

Office/Mailing Address
711 Market Street
Klamath Falls, OR 97601

Phone: 541-887-8347
Fax: 541-887-8346
Email: deltexdivingservices@gmail.com
website: deltexdivingservices.com

Glenn Bernald
City of Blue Lake
PO Box 458
Blue Lake, CA 95525

6/10/2026
707-599-4490
gbernald@bluelake.ca.gov
CA00512026R2T_*

We are pleased to provide you with the following quotation and comprehensive outline of our Services and Condition

QUOTE SUMMARY:

This quote will follow AIA Format.

This quote will remain valid for up to 90 days.

Signed and returned Quote will remain valid for up to 1 year.

1. Base service: This will include an interior cleaning of the reservoir floor, a full comprehensive inspection performed documenting the condition of the entire structure recorded on a USB flash drive. Written documentation with digital pictures, descriptions of the images and any recommendations will be provided to the District on the USB flash drive as well. Pricing is based on a variety of factors that pertain to the length of time it takes to complete the work with the main consideration being the amount of sediment to be removed. This is based on up to **2" of normal sediment**. Our cleaning procedure utilizes our proprietary vacuum cleaner, the "LiquiVac". The LiquiVac™ pumps an average of 200 gallons per minute. It comes equipped with suction capabilities to allow for wall cleaning (this is Not included in our Base Service) along with a rotating soft bristle brush that scrubs the floor or wall to remove sediment without creating turbidity in your tank. This will ensure that all biofilm is removed from the interior surfaces without getting any of it mixed into the water column.

2. Base Service + Walls: Is the inclusion of the reservoir walls. Wall cleaning is highly recommended because a very light accumulation of sediment will still insulate bacteria in the water. Wall cleaning uses the same method as floor cleaning and uses water suction in combination with a rapidly rotating brush.

3. Additional Services Requested: These will be quoted separately and includes repairs and retrofitting.

Repairs: For roofing repairs we use a two part underwater epoxy. Each rust nodule or area of coating defect is wire brushed to bare metal and epoxy is applied over the area. The epoxy chemically bonds to the steel, displaces water, and remains intact with a greater bond than the original coating. All of our repair, sealing and coating materials meet or exceed NSF 60 & 61 standards.

Crack repair in concrete tanks, we use a two part underwater epoxy or Manus. For large cracks, holes are drilled at a 45 degree angle from the surface into the crack then epoxy or cement is injected into the crack. All of our repair, sealing and coating materials meet or exceed NSF 60 &



DELTEX DIVING SERVICES

Office/Mailing Address
711 Market Street
Klamath Falls, OR 97601

Phone: 541-887-8347
Fax: 541-887-8346
Email: deltexdivingservices@gmail.com
website: deltexdivingservices.com

Services are quoted for the following Two Tanks:

Tank	Type	Dia. or LxW (Feet)	Hgt. (Feet)	Maximum Calculated Capacity (Gallons)	Floor Surface Area (s.f.)	Wall Surface Area (s.f.)		
1. Tank 1	Redwood	58	20	395,082	2,641	3,644.25		
2. Tank 2	Redwood	60	24	507,359	2,826	4,523.89		

BASE SCOPE OF WORK: Please initial if accepted		Price For: Cleaning And Inspection	Price For Mobilization	Totals
City of Blue Lake, CA				
1. Tank 1		\$5,281.48	\$ 600.00	
2. Tank 2		\$5,652.00		

Total For Base Scope Of Work

**Plus Sales Tax if applicable
(Page 2)*

\$ 11,533.48



DELTEX DIVING SERVICES

Office/Mailing Address
711 Market Street
Klamath Falls, OR 97601

Phone: 541-887-8347
Fax: 541-887-8346
Email: deltexdivingservices@gmail.com
website: deltexdivingservices.com

Wall Cleaning							Price For Wall Cleaning		Totals
1. Tank 1									
2. Tank 2									

Total For Walls:

**Plus Sales Tax if applicable*

\$ -

ADDITIONAL SERVICES:						Repairs \$825 Per Hour	Epoxy/Manus \$25 Per Tube	Filter Bag(s) Dechlor Sprinklers
Tank(s):	Repair/Additional Costs:							
1. Tank 1						\$ 825.00	\$ 25.00	
2. Tank 2						\$ 825.00	\$ 25.00	

Total For Additional 2

**Plus Sales Tax if applicable*

\$ 1,700.00

TOTAL FOR ALL SERVICES

**Plus Sales Tax if applicable
(Page 3)*

\$11,533.48



DELTEX DIVING SERVICES

Office/Mailing Address
711 Market Street
Klamath Falls, OR 97601

Phone: 541-887-8347
Fax: 541-887-8346
Email: deltexdivingservices@gmail.com
website: deltexdivingservices.com

Summary

Total For Base Scope of Work:	\$ 11,533.48
Total For Repairs:	\$ 1,700.00
Total To Include All Services Requested:	\$ 13,233.48

Price shown is an estimate and is subject to change depending on actual time and materials used.*

1. Pricing is contingent on all work being completed on the same trip.
2. Deltex estimates 2 days of work for Base Service and Additional Services: Repairs.
If more time is needed multiple trips might be required and additional fees may apply.
3. Sediment levels over 2" will be billed additionally \$825 per hour.
4. Prices Do Reflect Prevailing Wage Rates.
5. Please Note: If Additional Insured Status Or a Waiver of Subrogation Is Required, This Contract Will Need To Be Revised. Kindly Contact Our Office To Have These Included In Your Quote.
~*Waiver of Subrogation-This is billed additionally at \$250 per request
~*Additionally Insured- This is billed additionally at \$100 per request
6. Repairs are billed additionally at \$825 per hour plus \$25 per tube of materials used.

Please Advise Us If Any Of the Below Items Need To Be Added:
Filter Bags, Dechlor, Sprinklers Or Remote Unit



DELTEX DIVING SERVICES

Office/Mailing Address
711 Market Street
Klamath Falls, OR 97601

Phone: 541-887-8347
Fax: 541-887-8346
Email: deltexdivingservices@gmail.com
website: deltexdivingservices.com

Scope of Work:

INCLUSIONS:

1. **Divers Safety and Satitation Procedures:** Divers will wear hard hat helmets mated to dry suits. No part of the diver or diving equipment will come into direct contact with the surrounding water. All divers and any equipment entering the reservoir will be disinfected with a 200 PPM chlorine solution prior to entry. Each Diver is equipped with a helmet mounted video camera and hard-wired voice communication with surface support. All work is recorded and will be provided on a USB flash drive upon completion of the project.
2. **Base Service -** Floor Cleaning: The base service includes removal of sediment and/or debris from the reservoir floor. Pricing is based on mulitple factors related to the time required to complete the work. This quote is based on removal of up to 2 inches of normal sediment. For sediment levels over 2" a **\$825** hourly fee will apply if the work exceeds our daily rate. Cleaning is performed using water suction to remove sediment and debris, combined with scrubbing of the surface using a rapidly rotating brush (LIQUIVAC). The brush is necessary to ensure complete removal of any biofilm from the surface.
3. Base Service includes complete inspection of the reservoir. A final and comprehensive inspection will be performed documenting the condition of the entire structure and recorded on USB flash drive. Written documentation with digital pictures, descriptions of the images and any recommendations will be provided to the district on a USB flash drive.
4. Effluent removed from reservoir during cleaning will be disposed of at the district's direction.

EXCLUSIONS OR ADDITIONAL CHARGES:

- 1 **Wall Cleaning:** Wall cleaning is Highly Recommended, as even light accumulation of sediment can insulate bacteria from disinfectants in the water. Wall cleaning utilizes the same method as floor cleaning, combining water suction with a rapidly rotating soft- bristle brush to effectively remove sediment and biofilm from the reservoir walls without creating turbidity.
- 2 **Tank Repairs:** Steel Tanks: Repairs to steel tanks are performed using a two part underwater epoxy. Each rust nodule or area of coating defect is wire-brushed to bare meta, after which epoxy is applied. The epoxy chemically bonds to the steel, displaces water, and cures with a bond strength greater than the original coating. All repair, sealing, coating materials meet or exceeds NSF 60 & 61 standards.
Concrete Tanks: Repairs to concrete tanks are completed using a two part underwater epoxy System or Manus puddy. For large cracks, holes are drilled at a 45-degree angle from the surface into the crack., and the Manus or epoxy is injected to fully seal the affected area. All repair, sealing and coating materials meet or exceeds NSF 60 & 61 Standards..
- 3 **Non Standard Sediment and Hazardous Materials:** Quotes for cleaning assume that the sediment is normal material (such as silt, flocculated material, insects, manganese, rust, etc.) found in potable water tanks that is easily removed by our vacuum system. If the sediment is difficult to remove such as large amounts of concrete chips, gravel, sand, rocks, detached coating debris, etc., then we will charge **\$825** Per hour on site If the job exceeds our daily rate. If our divers find hazardous material in or around the tank that prevent job completion, the district will be charged for the full amount plus any additional fee based on
- 4 If any information provided to us is incorrect or if any problems exist that inhibit our ability to complete the job on a timely schedule, then we will notify you of the problem and reserve the right to add on to the quote based on our estimate of the additional time it will take to complete the work. Charges for time delays are **\$800** per hour. This paragraph only applies to any issues that are **your** responsibility (i.e. tank not ready (water level too low) rescheduling with less than 2 business days notice, etc.) If the district cancels work on the scheduled day or upon the team's arrival, a full invoice will be issued. In the event our work truck and trailer can not be driven close enough to the reservoir to do the work then we will have to remove our Diver Control System and carry it to the entry point. This is called "Going Remote". Charge for going remote (if required and not addressed in advance) is **\$500** per hour.



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5 Surface Cleaning Limitations: Unless specified in quote detail we clean all submerged horizontal and angled berms or sloped surfaces 35 degrees or less. Surfaces exceeding this angle such as the walls can be cleaned but must be listed separately in the quote detail or estimated by the divers upon inspection. We do not clean surfaces that are out of the water.

6 If dechlorination is required for effluent it will be charged at \$20.00 per hour. **If Filter Bags** are required then the filter bags will be charged at \$300 per bag. Unless specified, Deltex does not remove the bags. The district is responsible for Sediment Bag removal.

In a conscious effort to preserve our nations natural resources Deltex will provide our reports to the district on **USB** flash drives. If you require a printed and bound copy of the reports please notify our office staff. There will be an additional fee of \$200 per copy.

In over 20 years of providing diving services we continue to treat every customer as if they were our only customer. We are dedicated to accomplishing every job with the utmost professionalism, safety and efficiency



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I accept the **BASE SCOPE OF WORK**, and the following **ADDITIONAL SERVICES**:

PLEASE INITIAL DESIRED SERVICES ACCEPTED:

☐ Wall Cleaning

☐ **ADDITIONAL SERVICES:**

Please Verify And Sign Below:

- ☐ Entry hatch on top of the tank is at least 18" diameter.
☐ The water level is kept within ten (10) feet of the top of the tank.
☐ Tank dimensions are correct.
☐ Scope of work is correct.
Yes___ No___ The Water Has / Has Not Been Treated
Yes___ No___ Does this Quote require Prevailing Wage Rates?

Please sign and return this quote via fax or email. Please include an approximate time frame of when you would like the work completed. If you have any questions or concerns please give us a call.
We look forward to working with you!

A 2% discount will be given if payment is made within 10 days. If payment is not made within thirty days from the invoice date, an interest charge of 3.5% shall begin to accrue each month on the unpaid balance. This interest will continue to accrue each month until the balance is paid in full. To avoid any interest charges, payment must be received or postmarked within thirty days following the date of the invoice. Statements will be sent each month to reflect the new balance.

Please submit payments to:

Deltex Diving Services
P.O. BOX 5277
Klamath Falls OR 97601

Sincerely,

Stephanie Scott
Deltex Diving Services

Signature

I find the above and preceding page of contingencies and procedures acceptable.

Accepted by:

Date:

Signature:

Title:

[illegible]



City of Blue Lake

Staff Report

Agenda Item #: 7

Meeting Date: July 28, 2026

Prepared By: Emily Wood, Director of Parks & Recreation

Subject: Memorandum of Understanding with Humboldt Skate Collective

Recommended That the City Council:

- Action:
1. Discuss and Approve the Memorandum of Understanding with Humboldt Skate Collective; and
 2. Approve Resolution 1268 - Regarding the Memorandum Of Understanding with the Humboldt Skate Collective
 3. Direct the City Manager to Sign the MOU; and
 4. Other direction as appropriate.

BACKGROUND

Staff recommends formalizing this group's role through an MOU to ensure accountability, transparency and collaboration related to fundraising, project completion, long-term maintenance of the facility, insurance coverage and access to the City property for public use subject to City approval. Additionally, the agreement assists with compliance with City Resolution 1077 pertaining to donation management.

The City Council is requested to discuss and approve the Memorandum of Understanding (MOU) between the City and Humboldt Skate Collective (HSC) to formalize their role in fundraising, volunteer coordination and community outreach in support of the Blue Lake Bike & Skate Park.

The MOU with HSC will work alongside the existing MOU's that the City entered with the Redwood Coast Mountain Bike Association (RCMBA) at the November 19th, 2025 Council meeting and with Mountain Bike Tribal Trail Alliance (MBTTA) at the February 10th, 2026 Council meeting. This represents a collaborative approach to increase resources and community involvement in the project.

FISCAL IMPACT

None.

ALTERNATIVES

None.

ATTACHMENTS

7A – Proposed Memorandum of Understanding with Humboldt Skate Collective

7B – Resolution 1268

Review Information: ITEM 7

City Manager Review: ☒

Legal Review: ☐

Planning Review: ☐

Engineer: ☐

Comments:

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MEMORANDUM OF UNDERSTANDING BETWEEN HUMBOLDT SKATEPARK COLLECTIVE AND CITY OF BLUE LAKE

This memorandum of understanding is hereby made and entered into by and between the Humboldt Skatepark Collective, a California 501(c)(3) Non-Profit hereinafter referred to as HSC, and the City of Blue Lake, hereinafter referred to as City. HSC and the City collectively are referred to as "Parties".

A. Introduction

The purpose of this partnership is to formalize a development, maintenance, and monitoring agreement between HSC and the City. HSC is a volunteer, member based, organization dedicated to creating and preserving access to public and private lands for recreation through trail and facility development and trail and facility maintenance. The City owns land and Bike Park facilities that require development, routine maintenance and monitoring to sustain the local recreation demand. HSC has maintained a verbal agreement with the City and has donated significant funds to the development of the City's Bike Park. Formalizing this agreement will allow HSC to continue to help offset the City's costs by engaging the community through continued organized volunteer workdays. The workdays will continue to empower the community and HSC's members playing a direct role in the development of a concrete Half Pipe for the Blue Lake Bike and Skate Park and will attempt to ensure progress continues as the City's available budget to accommodate such standards remains uncertain. This MOU will formalize a scope of work for volunteer activities, communication protocols between HSC and the City in regard to facilitating volunteer activities, parameters for liability and insurance coverage, guidelines and expectations, and the City's commitment to grant HSC access to land acquired by the City for public use.

B. Statement of Mutual Benefit and Interest

Both the City and HSC have shown a commitment to supporting public access to recreation infrastructure and building the recreation community in the City of Blue Lake the rest of Humboldt County. The City has demonstrated its commitment to HSC and the community through partnering with HSC during bicycle community events, co-hosting fundraising activities, and consulting on planning and developing the Bike Park. Continuing this commitment by agreeing to this MOU will result in HSC continuing to provide resources to the City such as fundraising capabilities, design, cost estimates and construction support for the Half pipe. It is in the best interest of both parties to establish a sustainable, volunteer-based partnership that focuses on: development, maintenance, monitoring, and preserving recreational infrastructure like the Half Pipe for the Blue Lake Bike and Skate Park and future projects in the City's sphere of influence.

C. HSC SHALL

1. Continue to assist in the development and maintenance of the Half Pipe for the Blue Lake Bike and Skate Park, provided sufficient volunteer interest exists to support the volume of work needed to complete specific tasks and areas mutually agreed upon by the Parties.

2. Facilitate volunteer workdays without the City needing to overextend financial resources by paying staff to be present. HSC shall ensure that all volunteers are physically capable of performing assigned tasks and shall exclude any volunteer who appears to be under the influence of alcohol or controlled substances. HSC shall conduct safety briefings before each work session and maintain a first aid kit on-site during all work activities. The City reserves the right to exclude any volunteer from City property for safety or conduct reasons.
3. Provide common tools and equipment for workdays. Use of power tools or mechanized equipment will be considered on a project-by-project basis and must have the City's approval prior to use. The City may need to close the Half Pipe / Blue Lake Bike and Skate Park to other users to facilitate workdays.
4. Monitor work performed on City property involving the Parties' mutual projects to ensure the work complies with City and State safety and maintenance standards, provide project specific safety briefings to begin each workday, and ensure all volunteers are Respectful, Courteous, Skate population and HSC support teams.
5. Develop projects with the City that would likely generate interest from volunteers.
6. Require all volunteers to sign an agreement, in a form approved by the City, holding the City and HSC harmless prior to working on the Parties' mutual projects and cooperate with the City on any additional volunteer authorization or waiver procedures that the City determines may be necessary.
7. Ensure none of the Parties' mutual projects is altered or reconfigured by HSC or its members without consent from the City.
8. Hold fundraising events as necessary and practicable to help fund the Parties' mutual projects. To the extent HSC fundraises monies expressly for Half Pipe for the Blue Lake Bike and Skate Park, HSC shall ensure that all donated funds are expended on City authorized projects relating to the Half Pipe for the Blue Lake Bike and Skate Park. HSC shall provide the City with a list of donations, bi-annually, received for Half Pipe for the Blue Lake Bike and Skate Park and a report of expenditures therefrom.
9. Discuss annually with the City whether the terms of this MOU should be amended.
10. Maintain detailed records of all volunteer hours, work performed, materials used, and any incidents or accidents occurring during work activities.
11. HSC shall not incur any expenses on behalf of the City or commit the City to any financial obligations without prior written authorization from the City Manager, following consultation and approval from the City Council. All fundraising activities must clearly indicate that donations support HSC projects and do not constitute City endorsement of donors or sponsors. Ownership of all materials, equipment, and improvements purchased with funds raised for City projects shall vest in the City upon installation or delivery to City property.

D. City of Blue Lake SHALL

1. Provide clear direction regarding maintenance priorities and specific project outcome expectations for a given project site.
2. Provide clear direction regarding proper safety and maintenance techniques beyond those set by federal, local, and state law to be used by volunteers on City property.
3. Provide regular, timely feedback about the effectiveness of the program and any desired changes to the HSC scope of work or how certain tasks are to be executed.

4. Subject to budgetary limitations and as approved by the City, provide any specialized tools or equipment that HSC does not already possess.
5. As approved by the City, provide access to work areas, including temporarily closing City property to other uses to facilitate HSC's ability to safely conduct work on the Parties' mutual projects on planned workdays.
6. Minimize administrative hurdles for HSC to the greatest extent possible.
7. With sufficient notice and to the extent practicable, advocate for HSC and HSC projects to other local government entities by describing HSC's work with the City.
8. Contact HSC at least every 6 months to review the scope of the Parties' active or prospective projects and volunteer trends and outline expectations and costs for projects HSC is to operate on.
9. Seek solutions to cost barriers of HSC projects, such as participating in grant application processes, on facilities owned and operated by the City.
10. Discuss annually with HSC whether the terms of this MOU should be amended.

E. Mutual Understanding and Agreement Between HSC and City of Blue Lake

1. The City and HSC will communicate openly and timely about any matters regarding the partnership.
2. Any change in this MOU or the communication protocols developed pursuant to this MOU will require the joint approval of the HSC Board and the City Council.
3. It is the intention of HSC and the City that this partnership will continue long term, though should it be deemed unsatisfactory, the agreement can be terminated by either party with 60 days' written notice.
4. The City and HSC will be named as equal partners on any promotional, outreach, or informational material regarding cooperative projects and programs.
5. All plans, designs, improvements, and intellectual property developed through this partnership shall be owned by the City. Both parties may use photographs and descriptions of cooperative projects for promotional purposes, provided that both parties are credited as partners. Neither party may use the other's name, logo, or likeness for commercial purposes without written consent.
6. The City retains final authority over all aspects of project planning, design, and execution. All work performed under this MOU must comply with applicable federal, state, and local laws, regulations, permits, and City codes. The City reserves the right to immediately halt any work if safety concerns arise, if work deviates from approved plans, or if regulatory compliance issues are identified. HSC shall not commence any work without prior written approval from the City Manager or designee. The City Manager may only authorized work in accordance with the approved plans for which funding has been budgeted by the City Council.

F. Mutual Indemnity

- 1. HSC Indemnification of City.** HSC agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, agents, and volunteers from and against any and all claims, demands, causes of action, liability, damages, losses, costs, or expenses, including reasonable attorney's fees and costs (collectively, "Claims") arising out of or in connection with:
 - i. The performance of work under this MOU by HSC, its members, volunteers, agents, or subcontractors;
 - ii. Any breach of this MOU by HSC;
 - iii. Any negligent or wrongful act or omission of HSC, its members, volunteers, agents, or subcontractors;
 - iv. Any violation of applicable laws, regulations, or permits by HSC, its members, volunteers, agents, or subcontractors;
 - v. Any bodily injury, personal injury, or property damage occurring on City property during HSC activities, except to the extent caused by the City's sole negligence or willful misconduct.
- 2. City Indemnification of HSC.** The City agrees to defend, indemnify, and hold harmless HSC, its officers, directors, members, volunteers, and agents from and against any and all Claims arising out of or in connection with:
 - i. The City's negligence or willful misconduct;
 - ii. Any breach of this MOU by the City;
 - iii. Any defects in City-owned tools, equipment, or facilities provided to HSC, provided HSC has used such items in accordance with manufacturer instructions and applicable safety standards.
- 3. Procedure.** The indemnifying party shall assume the defense of any Claim with counsel acceptable to the indemnified party. The indemnified party shall cooperate in the defense and may participate with counsel of its own choice at its own expense. No settlement shall be made without the written consent of both parties.
- 4. Survival.** The indemnification obligations under this section shall survive the termination or expiration of this MOU.

G. Insurance

HSC shall comply with the insurance requirements set forth in Exhibit A hereto and incorporated herein.

H. Principal Contacts

City of Blue Lake: City Manager

HSC: Charles E Caldwell CEO HSC

I. Authorized Representatives and Duration

By signing below, the Parties certify that the individuals listed in this document represents their respective Parties and are authorized to make this agreement. This MOU becomes effective upon signature by the Parties and can be modified or terminated as described above.

CITY OF BLUE LAKE

DATE

HUMBOLDT SKATE COLLECTIVE

DATE

EXHIBIT A

Insurance Requirements

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to the City of Blue Lake ("Entity" or "City"). By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by Entity, and if a conflict occurs, the broader requirements shall prevail.

2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits of Insurance carried by or available to the Contractor shall be available to Entity and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be either: 1-all the Insurance coverage and limits carried by or available to the Contractor; or 2-the minimum Insurance requirements shown in this agreement; whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to Entity.

3. Contractor shall furnish the Entity with original Certificates of Insurance including all required amendatory and Additional Insured endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsements Pages of the policies listing all policy endorsements to Entity before work begins. Entity reserves the right to require full-certified copies of all Insurance coverage and endorsements.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. At the option of the City, either: the contractor shall cause the insurer shall to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Other Insurance Provisions:

Additional Insured

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Insurance

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Entity.

Waiver of Subrogation

The Contractor hereby grants to the Entity a waiver of any right to subrogation which any insurer of the Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the Entity has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

MEMORANDUM OF UNDERSTANDING BETWEEN HUMBOLDT SKATEPARK COLLECTIVE AND CITY OF BLUE LAKE

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4. Subject to budgetary limitations and as approved by the City, provide any specialized tools or equipment that HSC does not already possess.
5. As approved by the City, provide access to work areas, including temporarily closing City property to other uses to facilitate HSC's ability to safely conduct work on the Parties' mutual projects on planned workdays.
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E. Mutual Understanding and Agreement Between HSC and City of Blue Lake

1. The City and HSC will communicate openly and timely about any matters regarding the partnership.
2. Any change in this MOU or the communication protocols developed pursuant to this MOU will require the joint approval of the HSC Board and the City Council.
3. It is the intention of HSC and the City that this partnership will continue long term, though should it be deemed unsatisfactory, the agreement can be terminated by either party with 60 days' written notice.
4. The City and HSC will be named as equal partners on any promotional, outreach, or informational material regarding cooperative projects and programs.
5. All plans, designs, improvements, and intellectual property developed through this partnership shall be owned by the City. Both parties may use photographs and descriptions of cooperative projects for promotional purposes, provided that both parties are credited as partners. Neither party may use the other's name, logo, or likeness for commercial purposes without written consent.
6. The City retains final authority over all aspects of project planning, design, and execution. All work performed under this MOU must comply with applicable federal, state, and local laws, regulations, permits, and City codes. The City reserves the right to immediately halt any work if safety concerns arise, if work deviates from approved plans, or if regulatory compliance issues are identified. HSC shall not commence any work without prior written approval from the City Manager or designee. The City Manager may only authorize work in accordance with the approved plans for which funding has been budgeted by the City Council.

F. Mutual Indemnity

1. **HSC Indemnification of City.** HSC agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, agents, and volunteers from and against any and all claims, demands, causes of action, liability, damages, losses, costs, or expenses, including reasonable attorney's fees and costs (collectively, "Claims") arising out of or in connection with:
 - i. The performance of work under this MOU by HSC, its members, volunteers, agents, or subcontractors;
 - ii. Any breach of this MOU by HSC;
 - iii. Any negligent or wrongful act or omission of HSC, its members, volunteers, agents, or subcontractors;
 - iv. Any violation of applicable laws, regulations, or permits by HSC, its members, volunteers, agents, or subcontractors;
 - v. Any bodily injury, personal injury, or property damage occurring on City property during HSC activities, except to the extent caused by the City's sole negligence or willful misconduct.
2. **City Indemnification of HSC.** The City agrees to defend, indemnify, and hold harmless HSC, its officers, directors, members, volunteers, and agents from and against any and all Claims arising out of or in connection with:
 - i. The City's negligence or willful misconduct;
 - ii. Any breach of this MOU by the City;
 - iii. Any defects in City-owned tools, equipment, or facilities provided to HSC, provided HSC has used such items in accordance with manufacturer instructions and applicable safety standards.
3. **Procedure.** The indemnifying party shall assume the defense of any Claim with counsel acceptable to the indemnified party. The indemnified party shall cooperate in the defense and may participate with counsel of its own choice at its own expense. No settlement shall be made without the written consent of both parties.
4. **Survival.** The indemnification obligations under this section shall survive the termination or expiration of this MOU.

G. Insurance

HSC shall comply with the insurance requirements set forth in Exhibit A hereto and incorporated herein.

H. Principal Contacts

City of Blue Lake:

Name

City Manager

HSC: Charles E Caldwell CEO HSC

I. Authorized Representatives and Duration

By signing below, the Parties certify that the individuals listed in this document represents their respective Parties and are authorized to make this agreement. This MOU becomes effective upon signature by the Parties and can be modified or terminated as described above.

EXHIBIT A

Insurance Requirements

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to the City of Blue Lake ("Entity" or "City"). By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by Entity, and if a conflict occurs, the broader requirements shall prevail.
2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits of Insurance carried by or available to the Contractor shall be available to Entity and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be either: 1-all the Insurance coverage and limits carried by or available to the Contractor; or 2-the minimum Insurance requirements shown in this agreement; whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to Entity.
3. Contractor shall furnish the Entity with original Certificates of Insurance including all required amendatory and Additional Insured endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsements Pages of the policies listing all policy endorsements to Entity before work begins. Entity reserves the right to require full-certified copies of all Insurance coverage and endorsements.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. At the option of the City, either: the contractor shall cause the insurer shall to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Other Insurance Provisions:

Additional Insured

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Insurance

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Entity.

Waiver of Subrogation

The Contractor hereby grants to the Entity a waiver of any right to subrogation which any insurer of the Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the Entity has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

RESOLUTION NO. 1268

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE HUMBOLDT SKATE COLLECTIVE FOR DEVELOPMENT, MAINTENANCE, AND MONITORING OF THE BLUE LAKE BIKE & SKATE PARK

WHEREAS, the City of Blue Lake (“City”) owns and operates public lands and recreational facilities, including the Blue Lake Bike & Skate Park, that require ongoing development, maintenance, and monitoring to serve the community and promote recreational access; and

WHEREAS, the Humboldt Skate Collective (“HSC”) is a California nonprofit organization dedicated to creating and preserving recreational access through trail and facility development, maintenance, and stewardship; and

WHEREAS, HSC has expressed their interest to the City to assist in supporting the development and operation of the Blue Lake Bike & Skate Park through volunteer workdays, fundraising efforts, and collaborative planning with the City; and

WHEREAS, formalizing this partnership through a Memorandum of Understanding (“MOU”) will enable the City and HSC to establish clear roles, responsibilities, and expectations regarding volunteer coordination, liability and insurance provisions, maintenance standards, and communication protocols; and

WHEREAS, the City Council has reviewed the MOU and finds that entering into this agreement serves the public interest by promoting recreation, enhancing community involvement, and reducing maintenance costs to the City through coordinated volunteer participation.

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

1. Approval of MOU. The City Council hereby approves the Memorandum of Understanding between the City of Blue Lake and the Humboldt Skate Collective (HSC) for the cooperative development, maintenance, and monitoring of the Blue Lake Bike & Skate Park.
2. Authorization to Execute. The City Manager is hereby authorized and directed to execute the MOU on behalf of the City of Blue Lake, in substantially the form presented to the City Council, with such minor modifications as may be approved by the City Attorney.

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

**PASSED, APPROVED, AND ADOPTED by the City Council of the City of Blue Lake
on this _____ day of _____, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

John Sawatzky, Mayor

ATTEST:

Samantha Green, City Clerk



City of Blue Lake

Staff Report

Agenda Item #: 8

Meeting Date: July 28, 2026

Prepared By: Jennie Short, City Manager
Emily Wood, Director of Parks & Recreation

Subject: Acceptance of Brunson Family Trust Donation to Parks and Recreation
Department

Recommended That the City Council:

- Action:**
1. Accept the donation from the Bronson Family Trust designated for the Bike Park in the amount of \$150,000 and Prasch Hall in the amount of \$50,000
 2. Accept the donation from the Bronson Family Trust into an endowment held by the Humboldt Area Foundation for use in the Parks and Recreation Department in perpetuity
 3. Authorize the City Manager to execute any agreements necessary for acceptance and distribution of the donations to the City

BACKGROUND

The Brunson Family were long-time supporters of Blue Lake's Parks and Recreation Department. In 1975, Ron and Nancy Brunson, along with other park committee members, started the skating program at Prasch Hall and worked tirelessly to ensure it was a success; bringing joy and activity to the community for decades to come.

The Brunson Family Fund is using Humboldt Area Foundation (HAF) to administer their gift. According to HAF, "the details of the grants are as follows:

1. \$150,000 to the City of Blue Lake Parks & Recreation Department to be used to support completion of the Bike Park project
2. \$50,000 to the City of Blue Lake Parks & Recreation Department to be used at Prasch Hall (Blue Lake Roller Rink) for facility improvements and/or repairs that support the skate program.

These two grants will have a period of one year from the grant date, with a final financial and narrative report due at the end of the grant period. An extension of the grant period may be requested if the initial one year period becomes unfeasible.

"The annual grants from the endowed Brunson Family Fund will start with the next annual cycle in 2027. The amount will vary since it is based on a percentage of the fund balance but will likely be somewhere in the range of \$7,500-\$8,000 each August. These grants will be to the Blue Lake Parks &

Recreation Department, for the purpose of supporting programs and activities that offer recreational opportunities for youth in Blue Lake.”

An example of the Agreement to Grant Terms that will need to be followed is attached for your review.

FISCAL IMPACT

Accept the donations but delay authorization of expenditure until a future project(s) have been identified.

ALTERNATIVES

- 1. Refuse the donation.

ATTACHMENTS

- 1. Sample Agreement to Grant Terms between Humboldt Area Foundation and the City of Blue Lake.

Review Information: ITEM 8			
City Manager Review:	☒	Legal Review:	☐
Planning Review:	☐	Engineer:	☐
Comments:			



363 Indianola Road, Bayside, CA 95524
info@hafoundation.org
(707) 442-2993

AGREEMENT TO GRANT TERMS

By depositing the grant check, your organization agrees to the following terms and conditions set forth by the Humboldt Area Foundation and Wild Rivers Community Foundation (the Foundation):

- Grant funds must be used for the charitable purpose(s) outlined in the grant packet. The Foundation's grants are to be used exclusively for purposes that are charitable, educational, religious, scientific, literary; testing for public safety; and the prevention of cruelty to children or animals.
- Grants will not support expenditures against public policy, for unrelated business activities or in another way that violates requirements of Internal Revenue Code Section 501(c)(3).
- Grant funds are prohibited from supporting organizations and activities that incite or engage in violence, intimidation, harassment, threats, or defamation targeting an individual or group based on their actual or perceived race, color, religion, national origin, ethnicity, immigration status, gender, gender identity, sexual orientation, or disability, or supporting organizations and activities that are contrary to the Foundation's mission and its charitable purpose.
- Your organization retains full discretion and control over the selection of any sub-grantees or individuals to carry out the work set forth in your proposal. In doing so, your organization will act completely independently of the Foundation.
- Your organization agrees to contact a Program Officer, Program Manager, or Director of the Foundation if there are significant changes to program staff, timeline, or status during the grant period.
- Your organization understands and agrees that reporting must be submitted to the Foundation as outlined in the grant packet. Failure to do so may affect your organization's eligibility to apply for the Foundation's grants in the future.
- The total amount of this grant or any payment thereof may be discontinued, modified, or withheld at any time if, in the judgment of the Foundation, such (i) is warranted because grant funds are not being used as required by this agreement or (ii) is necessary to comply with the requirements of the law, regulations, or rulings.
- This grant is not earmarked for any attempt to influence legislation. Thus, any use of grant funds by your organization for such activities constitutes a decision of your organization that is wholly independent of the Foundation.

Please retain this agreement for your reference.

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City of Blue Lake

Staff Report

Agenda Item #: 9

Meeting Date: July 28, 2026

Prepared By: Emily Wood, Director of Parks & Recreation

Subject: Redwood Coast Mountain Bike Association Fee Reduction Request
Mad River Enduro Camping

Recommended That the City Council:

Action: 1. Authorize a \$400 discount on facility rental fees for Taylor Way usage for the Mad River Enduro event; equating to a total fee of \$580.00.

BACKGROUND

With the adoption of a new parks and recreation fee schedule (effective July 1st, 2026), Redwood Coast Mountain Bike Association (RCMBA) is requesting that the City Council consider waiving a portion of rental fees for camping along Taylor Way during the Mad River Enduro Race event; taking place September 10th-14th, 2026. Under this new fee schedule, RCMBA has been quoted \$980.00 in total for the use of Taylor Way.

As part of this event, RCMBA has hosted an annual awards ceremony at Perigot Park for the race; arranging a September 12th rental (serving booth/picnic area, stage and Prasch Hall restrooms) with staff in February 2026 and paying a total fee of \$625.00 for the park rental. During this time, RCMBA expressed interest in using Taylor Way for camping purposes for the weekend of the race to host riders from out of town in Blue Lake (as done in the past 8 years). The introduction of a camping fee as of July 1st; particularly stacked upon multiple days; has posed a budgetary constraint for the event. Registration packets for race participants had already been distributed by this time; affecting RCMBA's ability to pass increased fees off to race participants.

Due to these factors; I recommend waiving \$400 from rental fees – for a total rental fee of \$580 – that includes \$500 for the use of Taylor Way plus \$80 for the cost of a Special Event Permit. This rental fee would remain separate from RCMBA's existing rental of Perigot Park for \$625.00.

A letter has been prepared by Redwood Coast Mountain Bike Association for City Council's review and consideration on this matter.

FISCAL IMPACT

Action on this item could affect facility rental fees associated with this event.

ATTACHMENTS

9A – Letter from Redwood Coast Mountain Bike Association

9B – Event Quote – Mad River Enduro Camping Quote - RCMBA

Review Information: ITEM 9

City Manager Review: ☒

Legal Review: ☐

Planner Review: ☐

Engineer: ☐

Comments:

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July 22, 2026

City of Blue Lake and Members of the Blue Lake City Council,

On behalf of the Redwood Coast Mountain Bike Association (RCMBA), thank you for your continued support of the Mad River Enduro and for considering our request regarding the use fee for the City-owned lot during this year's event.

For the past eight years (excluding the year the event was canceled due to COVID-19), the City has generously allowed us to use this property as a temporary campground for out-of-town participants attending the Mad River Enduro. The campground has become an important part of the event, providing racers with a safe and convenient place to stay within close proximity of the trail system and awards festivities while fostering the camaraderie that makes community events like ours special.

We understand and support the City's recent adoption of a facility use fee schedule. Public spaces have value, municipal budgets are stretched thin, and it is reasonable that users contribute toward the maintenance and operation of City-owned properties. We appreciate the City's efforts to create a fair and consistent policy for all users. At the same time, we respectfully ask the Council to consider a reduced fee for nonprofit community organizations such as RCMBA.

Unlike a commercial promoter, RCMBA is a 100% volunteer-run nonprofit organization. The Mad River Enduro is not operated to generate private profit; rather, the funds raised are reinvested directly into local trails, recreation opportunities, and community projects. Over the years, RCMBA has made significant contributions to the Blue Lake Bike Park and has supported other local initiatives, a recent donation of specialized rescue equipment to the Blue Lake Volunteer Fire Department.

In addition, the City lot functions as a campground during the event because RCMBA provides all supporting infrastructure and management. We bring in portable toilets, showers, water, trash service, signage, and a dedicated camp host who manages check-in, directs campers, and ensures compliance with quiet hours and campground rules. We take pride in leaving the property in excellent condition and have worked hard to be responsible stewards of the site.



The Mad River Enduro also brings hundreds of visitors to Blue Lake each year who spend money locally throughout the event weekend. We believe the event provides a meaningful economic and recreational benefit to the community while showcasing Blue Lake as a destination for outdoor recreation.

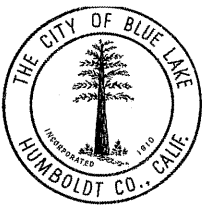
Finally, when registration opened for this year's event, we did not budget for the newly adopted campground use fee. Based on our understanding at the time, events that had submitted permit applications before implementation of the new fee schedule would not be subject to the full fee. As a result, these costs were not passed on to participants and cannot easily be recovered this year.

We are committed to being good partners with the City of Blue Lake and understand that costs and policies evolve over time. Our hope is simply that the Council will consider a reduced rate or nonprofit accommodation that recognizes the community benefits generated by volunteer-led organizations and events such as the Mad River Enduro.

Thank you for your consideration and for your continued support of recreation, community events, and the volunteers who work to make them possible. We look forward to continuing our partnership with the City of Blue Lake for years to come.

Respectfully,

Gina Bauer
Chair, Board of Directors
Redwood Coast Mountain Bike Association
(707) 498-8995



City of Blue Lake - Parks and Recreation Department

PO Box 458, Blue Lake, CA 95525

Phone: 707-668-5932 Fax: 707-668-5916

Facility Rental Request & Agreement

Application Date: 7/9/26

Confirmation Date:

Facilit(ies) to be used: Taylor Way (Camping)

Facility Use Date: September 10th-14th, 2026

Event Time Range: Full Day

Individual or Organization Responsible for Event: Redwood Coast Mountain Bike Association

Mailing: PO BOX 386, Arcata CA 95518

Email Address: info@redwoodcoastmtb.org

Phone Number(s): 707-668-1716

Booked By: EW

Event Information

Type of Event: Camping

Number of Guests: 200

Is the Event Open to the Public? Yes ☒ No ☐ Will there be Amplified Music? Yes ☐ No ☒

Will there be outside vendors at this event? Yes ☐ No ☒

Alcoholic Beverages Served? Yes ☐ No ☒ Type: Alcoholic Beverages Sold? Yes ☐ No ☒

● If alcoholic beverages are sold, event holder must submit Alcohol Beverage Control Permit and Liquor Liability Insurance; an Event Permit must be submitted and approved by Police Dept.

Admission Charged? Yes ☐ No ☒ Contributions Solicited? Yes ☐ No ☒

● All profits from the rental of publicly subsidized facilities must benefit a non-profit purpose.

Non-Profit ID #: 46-4305959 Proceeds will be used for: Organization Insurance Needed? Yes ☒ or No ☐

Payment Total

Make checks payable to: CITY OF BLUE LAKE.

All deposits will be returned within two weeks, if no clean-up fees or damages occur.

- Facility Use Fee: \$900 (\$825 Camping, \$75 Overnight Setup) Two separate checks
 - Alcoholic Beverage Charge: N/A
 - Special Event Permit: \$80
 - Deposit(s): \$200
- DEPOSIT: \$200 Shredded ☐ Returned ☐
TOTAL RENTAL FEES: \$980

Note: American with Disabilities Act accommodations must be requested at the time the permit application is submitted. The undersigned, acting as a representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay rental fees four weeks prior to the event, has read and agrees to obey by the rules and regulations, and assumes full responsibility for any damages sustained to the building(s), grounds, furniture, or equipment and for the acts and conduct of all persons admitted to the premises. The undersigned further agrees to hold the City of Blue Lake, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss of damages to property occasioned by in or connection with the use of the facilities, equipment and premises caused by any source whatsoever. The undersigned agrees to provide liability insurance for the event in the amount of 1 million dollars and an endorsement naming the City of Blue Lake as additionally insured.

Signature: _____ Date: _____

.....

For Office Use Only

Deposit: Paid \$ _____ Date Paid: _____ Check Number(s) _____ Date Returned _____ By: _____

Facility Rental Fees: Paid \$ _____ Date Paid: _____ Check Number(s) _____ By: _____

Insurance: N/A Date Submitted _____ Type of Insurance (private/City/other) _____

Event Host Required: Yes ☐ No ☐ Event Permit Required: Yes ☐ No ☐ Date Approved _____

ABC License Required: Yes ☐ No ☐ Date ABC Lic. Received _____ By: _____

Key # _____ Date Picked Up _____ Date Returned _____ By Whom _____

MAD RIVER ENDURO CAMPING - DRAFT EVENT OVERVIEW

DRAFT QUOTE - \$980.00

EVENT TYPE: Camping

LOCATION: Taylor Way (Camping Rental)

EVENT ATTENDANCE (max expected per day): 200

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 4 Days (see below)

- Setup - September 10th, 2026
- Camping - September 11th, 12th, 13th (Checkout on September 14th, 2026 @ 12pm)

FACILITIES RENTED:

- Taylor Way (Camping)

Page 8

SPECIAL EVENT PERMIT REQUIRED: Yes (Medium)

ADMINISTRATIVE PROCESSING - REGULAR: N/A (Waived - Application submitted 6/24/26)

AMPLIFIED MUSIC: No

OUTSIDE PARKING REQUIRED: No

PARKING PLAN REQUIRED: No

ALCOHOL: No

PORTABLE TOILETS REQUIRED: Yes (Camping Rental - >150 People)

OVERNIGHT SETUP/STORAGE: Yes (September 10th, 2026)

Page 9

FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

MAD RIVER ENDURO CAMPING - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**
- Items in yellow are 'optional' and/or variable

Facility Rental Fees: \$825.00

- **PG. 7 - Taylor Way - Camping (3 Nights - September 11th,12th,13th) @ \$275/day**

Special Event Fees: \$155.00 (Discounts not applicable)

- **PG. 8 - Special Event Application Fee - \$80**
- **PG. 8 - Administrative Processing Fee (Regular - Medium Event) - Waived (App submitted 6/24/26)**
- **PG. 8 - Overnight Storage Fee (September 10th, 2026) - \$75**

Vendor/Concessionaire Fees: N/A (Discounts not applicable)

Equipment Rental Fees: N/A

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$980.00 DRAFT QUOTE



RECEIVED
JUL 09 2026

City of Blue Lake - Parks and Recreation Department
PO Box 458, Blue Lake, CA 95525
Phone: 707-668-5932 Fax: 707-668-5916

BY: 3
Facility Rental Agreement

Application Date: 9 July 2026 Confirmation Date:

Facilit(ies) to be used: Open Empty field on Taylor Way
Facility Use Date: 10 Sept. 2026 Event Time Range: until check-out time on 13 Sept. 2026 (3 nights)
Individual or Organization Responsible for Event: Redwood Coast Mountain Bike Association

Mailing: 386 PO Box 386, Arcata CA 95518

Email Address: info@redwoodcoastmtb.org

Phone Number(s): 707 668 1716

Booked By: Tim Daniels

Event Information

Type of Event: MTB Race Number of Guests: 200 ~~per~~ Individual campers

Is the Event Open to the Public? Yes X No Will there be Amplified Music? Yes No X

Will there be outside vendors at this event? Yes No X

Alcoholic Beverages Served? Yes No X Type: Alcoholic Beverages Sold? Yes No

• If alcoholic beverages are sold, event holder must submit Alcohol Beverage Control Permit and Liquor Liability Insurance; an Event Permit must be submitted and approved by Police Dept.

Admission Charged? Yes No X Contributions Solicited? Yes No X

• All profits from the rental of publicly subsidized facilities must benefit a non-profit purpose.

Non-Profit ID #: 46-4305959 Proceeds will be used for: yes Insurance Needed? Yes or No

Payment Total

Make checks payable to: **CITY OF BLUE LAKE.**

All deposits will be returned within two weeks, if no clean-up fees or damages occur.

• Facility Use Fee: Two separate checks
• Alcoholic Beverage Charge:
• Event Host Fee: DEPOSIT: Shredded Returned
• Deposit(s): TOTAL RENTAL FEES:

Note: American with Disabilities Act accommodations must be requested at the time the permit application is submitted. The undersigned, acting as a representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay rental fees four weeks prior to the event, has read and agrees to obey by the rules and regulations, and assumes full responsibility for any damages sustained to the building(s), grounds, furniture, or equipment and for the acts and conduct of all persons admitted to the premises. The undersigned further agrees to hold the City of Blue Lake, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss of damages to property occasioned by in or connection with the use of the facilities, equipment and premises caused by any source whatsoever. The undersigned agrees to provide liability insurance for the event in the amount of 1 million dollars and an endorsement naming the City of Blue Lake as additionally insured.

Signature: [Signature] Date: July 9, 2026

For Office Use Only

Deposit: Paid \$ Date Paid: Check Number(s) Date Returned By:
Facility Rental Fees: Paid \$ Date Paid: Check Number(s) By:
Insurance: N/A Date Submitted Type of Insurance (private/City/other)
Event Host Required: Yes No Event Permit Required: Yes No Date Approved
ABC License Required: Yes No Date ABC Lic. Received By:
Key # Date Picked Up Date Returned By Whom

(707) 668-5655
Fax: (707) 668-5916
www.bluelake.ca.gov



CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

SPECIAL EVENT APPLICATION

Organization: RCMBA Application Number: _____
Event Contact: Timothy Daniels Phone Number: 707-668-1716
Address: PO Box 386
City: Arcata State: CA Zip: 95518
Email Address: info@redwoodcoastmtb.org
Event Name: Mad River Enduro participant camping
Event Location: Open field on Taylor Way
Event Date: September 10 - 14, 2026 Event Time(s) All day

Describe Event: (Street Closures, Activities, Participation - Please use another sheet of paper if needed)

Mad River Enduro main event will take place on Green Diamond property. Friday, September 11 is practice day and the race will take place on Saturday, September 12. Campers are expected to start showing up Thursday, September 10 and stay until Monday, September 14. Past experience has shown that the only traffic controls needed are cones set up at the gaps in the berm along Taylor Way so that campers can find their way into the field. An awards ceremony will be held in Perigot Park after the race and a separate application will be submitted for the park rental.

Is the event open to the Public? _____ Anticipated Attendance: 200 campers
Will there be vendors at the event? No If yes, how many? N/A
Will Alcoholic beverages be served? No Be sold? No ABC Permit No? N/A
Will there be any street barricades? No Where? N/A
Describe how your event will impact parking and traffic control - include parking plan : No traffic controls are needed. Campers will park on the grass or on the shoulder of Taylor Way as needed.
Will you be using amplified music or sound system? No Type of music: N/A
Will you be providing Portable Toilets? Yes How many? 4
I hereby certify that I am qualified to submit this application: (Print Name) Timothy Daniels
Signature: [Signature] Date: 6/26/2026

Event Name: Mad River Enduro participant camping

Dates: September 10 - 14, 2026

_____ I Understand that if I am utilizing a city-owned facility or right-of-way, I am responsible to clean the above requested facility, by removing all rubbish, debris, etc., and restore the area back to a clean and orderly condition. I further understand I may be required to pay a deposit, at the City's discretion, for clean-up of the area, and upon inspection of the area, the deposit may be fully or partially refunded, depending upon the condition it is left by the user.

_____ I understand that this application is not a guarantee of event approval.

_____ I have read the general regulations and insurance requirements attached to this contract, understand them and agree fully, and will furnish all insurance documents no later than 5 days prior to the event.

Indemnification:

Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and volunteer from and against all liability, loss, damage, expense, cost (including without limitation, costs and fees of litigations) of any nature arising out of or in connection with the applicant's performance of the permit described herein, or it's failure to comply with any of its obligations contained in the permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

Other than those City of Blue Lake employees who are specifically assigned to assist in or monitor this event, it is understood by the City and the applicant that any and all employees and volunteers working on the applicant's event are employees or volunteers of the applicant and not the City of Blue Lake. Any and all liability associated with activities of the applicant's employees and volunteers, including worker's compensations, are the sole responsibility of the applicant and not the City of Blue Lake.

Authorized Signature: _____

Date: 6/26/2026

---- For Office Use Only ----

Fees: (circle all that apply)

Application Fee - \$80

Expedited Fee - \$25

Barricade Fee - \$10/Doz

Amount Paid: _____

Date: _____

Initials: _____

Approved by Departments:

Public Works _____

Law Enforcement _____

Parks and Recreation _____

Fire _____

City Manager _____

Permit Approved: Date _____

Conditions of the Permit: _____



City of Blue Lake

Staff Report

Agenda Item #: 10

Meeting Date: July 28, 2026

Prepared By: Emily Wood, Director of Parks & Recreation

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

Recommended That the City Council:

Action: 1. Waive the facility rental fee for Perigot Park (\$675), amplified music fee (\$50) and alcoholic beverage fee (\$50) for the Blue Lake Chamber of Commerce's rental for the 57th Annual Annie & Mary Day Festival; equating to a proposed discount of \$775.00 in total; with acknowledgement that full cost recovery measures would be taken for staff time.

BACKGROUND

With the adoption of a new parks and recreation fee schedule (effective July 1st, 2026), the Chamber of Commerce is requesting that the City Council consider waiving a portion of rental fees for the 57th Annual Annie & Mary Day festival; taking place on August 9th, 2026 at Perigot Park.

Historically, there has been a collaborative effort between the Chamber of Commerce [organizing activities at Perigot Park]; and the City [organizing the Bill Nessler Car Show hosted along Railroad Avenue and side streets]. The Chamber of Commerce has coordinated and paid for the festival's 'Temporary Food Facility Coordinator' permit through Humboldt County Environmental Health (costing roughly \$250); allowing food and beverage sales to occur during the festival. In addition to this permit, the Chamber of Commerce pays for festival entertainment; including musicians and MC's.

A letter has been prepared by officers of the Blue Lake Chamber of Commerce for City Council's review and consideration on this matter.

FISCAL IMPACT

Action on this item could affect facility rental fees associated with this event.

ATTACHMENTS

10A – Letter from Blue Lake Chamber of Commerce

10B – Event Quote – Annie & Mary Day Festival – Revision 1

Review Information:

City Manager Review: ☒

Legal Review: ☐

Planner Review: ☐

Engineer: ☐

Comments:

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July 22, 2026

Dear Mayor Sawatzky and the members of the Blue Lake City Council,

The Blue Lake Chamber of Commerce asks that you formally add to your next meeting's agenda an item to discuss and vote on a proposed facility rental fee agreement for the 2026 Annie and Mary Day festival to be held at Perigot Park on August 9th. You will find the detailed agreement on page three.

The Chamber of Commerce has heard your concerns regarding maintaining a solvent city budget as well as concerns regarding communication and collaborative planning with the City Council and the residents of Blue Lake. We would like to address these concerns and provide a fee proposal that will be amenable to all parties. We hope that you will give our proposal serious consideration and view this as an opportunity to revitalize collaborations between the Council and the Chamber, particularly since Annie and Mary Day has traditionally been a cooperative effort between the City and the Chamber to provide fundraising opportunities for the Parks and Recreation Department, the Chamber of Commerce, the Blue Lake Volunteer Fire Department, the Blue Lake Museum, and the Redwood Coast Mountain Biking Association.

We are working hard to revitalize the role of the Chamber of Commerce in Blue Lake to the benefit of Blue Lake businesses and the community. Our goal is to accomplish this in a transparent and collaborative manner, and we encourage and are working towards getting as much participation and feedback as possible from business owners, community members, and the City Council. We recognize that our website has not been updated regularly in some time and we are working to rectify this. We hold monthly meetings that are open to the public as well as the City Council and we have updated the regular meeting times on our website and will keep the website up to date with any changes, as recommended by the council. We would also like to encourage the Council to send a representative to these meetings, as has been the practice of prior City Councils, to facilitate communication between the Council and the Chamber. We also heard your concern that the transition of the Blue Lake Happenings Facebook Page to an official Blue Lake Chamber of Commerce Page did not happen in a transparent manner. We will clarify the transition on our page and develop clear community guidelines and posting approval processes that are in-line with the Chamber's mission of supporting the economic and social welfare of Blue Lake.

The Annie and Mary Day festival has been ongoing for 59 years. Continuing to put on this free community event is a top priority for the Chamber. For many years the festival has been held in concert with the Bill Nessler Car show which allows the City to raise money for the Parks and



Recreation Department. The festival also provides an opportunity for the Blue Lake Fire Department, the Blue Lake Museum, and the Redwood Coast Mountain Biking Association to fundraise through food and drink sales at no cost to these organizations. Our fee request reflects the cooperative nature of this festival which benefits both the City, the Chamber, and multiple Blue Lake organizations. Due to this cooperation, we believe the burden of cost should not be the sole responsibility of the Chamber of Commerce. Furthermore, we do not believe that discounting the use fees for the Chamber will be a precedent setting event. Historically the Chamber has never been charged use fees for Annie and Mary Day as this event is a uniquely cooperative event between the Chamber and the Parks and Recreation Department that benefits the Blue Lake community.

We look forward to this opportunity to collaborate.

Sincerely,

The Blue Lake Chamber of Commerce members:

President, Justin Goad

Vice President, Adelene Jones

Treasurer, Nalani Ludington

Secretary, Mandy Meager

Board Members, Colin Vance, Charis Bowman, & Mourad Gabriel



Proposed Fee Agreement for the 2026 Annie and Mary Day Festival

The Blue Lake Chamber of Commerce proposes an adjusted event fee of \$675.00 to cover the cost of facilities rentals. The chamber will also provide labor which will include festival set-up and take down, garbage management, and bathroom management during the festival.

The chamber proposes waiving all other fees for services that directly benefit the fundraising activities of the Blue Lake Parks and Recreation Department, Blue Lake Volunteer Fire Department, Blue Lake Museum, and the Redwood Coast Mountain Biking Association.

Fee Type	Quoted cost	Proposed cost	Justification
Facility Rental- non-profit rate			
Perigot Park	675	675	Use of Perigot Park facilities is primarily by A&M Day festival
Special Event Fees			
Event application	80	waived	Collaboration of multiple events benefiting mult orgs
Administrative processing	waived	waived	
Amplified music	50	waived	Music benefits car show
Alcohol sold	50	waived	Alcohol sold as fundraiser for RMCBA
Vendor/Concessionaire Fees			
Non- food truck vendors	60	waived	Non-food truck vendors primarily Blue Lake Non-profits
Food trucks	80	waived	Food vendors mutually benefit car show
Craft vendors	20	waived	Craft vendors mutually benefit car show
Total	1015	675	

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ANNIE & MARY DAY - DRAFT EVENT OVERVIEW - REVISION 1
7/28/26 CITY COUNCIL MEETING - ITEM 10B

DRAFT QUOTE - \$1,015.00

EVENT TYPE: Festival

LOCATION: Perigot Park (Full Park Rental)

EVENT ATTENDANCE (max expected per day): 3,000

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Day (see below)

- Full Day - Sunday (Event 11am-5pm) - 6 hours

FACILITIES RENTED:

- Perigot Park - Full Park Rental

Page 8

SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>4 hours)

OUTSIDE PARKING REQUIRED: Yes (>300 people)

PARKING PLAN REQUIRED: Yes (>300 people)

ALCOHOL: Yes (Sold) - 1 day

PORTABLE TOILETS REQUIRED: Yes (>300 people)

OVERNIGHT SETUP/STORAGE: No (Banner placed on stage day before)

Page 9

FOOD TRUCK - Yes (2)

CONCESSION SALES (NON FOOD TRUCK - TENTS) - Yes (1 day) - (2 food tents)

CRAFT/OTHER VENDOR - Yes (1 day)

ANNIE & MARY DAY FESTIVAL - DRAFT EVENT OVERVIEW - REVISION 1
7/28/26 CITY COUNCIL MEETING - ITEM 10B

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**
Items in yellow are 'optional' and/or variable

Facility Rental Fees: \$675.00

- **PG. 6** - Perigot Park - Full Rental - \$675/day (>300 people) x 1 days = \$675

Special Event Fees: \$180.00 (Discounts not applicable)

- **PG. 8** - Special Event Application - \$80
- **PG. 8** - Administrative Processing Fee (Regular - Large Event) - WAIVED (App submitted 6/26/26)
- **PG. 8** - Amplified Music Fee - \$50 x 1 day = \$50
- **PG. 8** - Alcohol Sold - (\$50/day x 1 day) = \$50

Vendor/Concessionaire Fees: \$160.00 (Discounts not applicable)

- **PG. 9** - Concessionaire Vendors (Non Food Truck) Fee - \$15/vendor x 2 (food in tent) vendors = \$60
- **PG. 9** - Food Truck Vendor Fee - 2 trucks x \$20/truck = \$80
- **PG. 9** - Craft Vendor Fee - \$20 (Per Event)

Equipment Rental Fees: N/A

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$1,015.00 DRAFT QUOTE



City of Blue Lake

Staff Report

Agenda Item #: 11
Meeting Date: July 28, 2026
Prepared By: Jennie Short, City Manager
Subject: 7th Cycle Housing Element Update
Recommended Action: That the City Council:
1. Receive the report

BACKGROUND

The MOU with HCD requires that the City publish the initial draft of the 7th Cycle Housing Element by August 3, 2026. We are pleased to share that the initial Draft Housing Element was published for public review on Friday, July 17th for review at: <https://www.bluelakehousingelement.com/documents>

The City will hold a Public Workshop–City Council Study Session on **August 1, 2026, 10:30 am to 12:30 pm, at the Mad River Grange** to review the draft and hear from community members. Please see the attached flyer for additional information about the meeting.

I set up a specific email address for written comments on the Draft Housing Element so they can be easily found, reviewed, catalogued, etc. The address is: comments@bluelake.ca.gov

Also, I reached out to Housing and Community Development, Housing Accountability Unit group that is overseeing the MOU and made the following request:

The City of Blue Lake continues to make a good faith effort to prepare its 7th Cycle Housing Element in accordance with the terms of the HCD–City of Blue Lake MOU. Our consultant is completing administrative drafts of various chapters, and the document is on track to be released to the public in mid-July 2026. On August 1, 2026, the City is hosting a public workshop and City Council study session.

At this time, preparation of the AFFH component is paused while the HCD housing element team prepares the Data Packet/AFFH Tools that are part of the larger Housing Element Technical Assistance (HETA) package. During a June 30th meeting between the City of Blue Lake and the HCD housing element team, the team shared that they are working to finalize the AFFH data and to provide a data package comparable to those provided for other early 7th Cycle jurisdictions. Paul, if you would like to elaborate, please do so.

The City of Blue Lake requests an extension to the HCD–City of Blue Lake MOU deadline of September 18, 2026, for the City to submit its draft 7th Cycle Housing Element to HCD for the initial 90-day HCD

compliance review. The City requests the at date be extended to 60-days following the date that HCD's Housing Element Data Packet/AFFH Tools are transmitted to the region.

We make this request based on the following:

- This would put the City of Blue Lake on equal footing as other cities in the region by providing it with the same information for updating its housing element.*
- As you know, the AFFH analysis results in the jurisdiction identifying contributing factors and preparing an action plan, the latter being incorporated into the Element's goals, policies, and programs. Action plans contain the jurisdiction's commitments to address the local contributing factors and improve access to opportunity for residents. A partial AFFH analysis may exacerbate community opposition and contribute to public mistrust of the City's housing element update process.*
- Our consultant has noted that the breadth of the AFFH analysis in certified 7th Cycle Housing Elements exceeds that required for the 6th Cycle housing elements they prepared for certification. This change in breadth represents a not insignificant cost increase.*

We greatly appreciate your consideration of our request.

HCD responded "HCD approves the request to extend the City of Blue Lake's September 18th deadline for submitting its draft 7th cycle housing element to HCD to 60 days following the date that HCD's Housing Element Data Packet/AFFH Tools are transmitted to the region.

Since this extension may impact other dates in the agreement, please provide a mockup of the City's proposed date changes."

The project team is putting together a proposal for the proposed date changes. This proposal will not change the public hearing date of August 25, 2026, but it will affect the rest of the MOU milestones.

FISCAL IMPACT

None

ATTACHMENTS

Flyer for Council Study Session

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planning Review: ☐ Engineer: ☐

Comments:



YOU'RE INVITED

PUBLIC WORKSHOP

+

CITY COUNCIL STUDY SESSION

The City Council and the public will receive an overview of the draft Housing Element and have an opportunity to ask questions to better understand the document. The workshop will be in-person only. The draft will be available online at www.bluelakehousingelement.com. No decisions will be made at this workshop.

Saturday, August 1, 2026
10:30 a.m. to 12:30 p.m.
Mad River Grange (in-person)
110 Hatchery Road, Blue Lake, CA

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City of Blue Lake

Staff Report

Agenda Item #: 12

Meeting Date: July 28 2026

Prepared By: Kat Napier, Councilmember

Subject: Fee Waiver Policy Concept- Discussion

Recommended Action: That the City Council:

1. Receive and review the information provided by Kat Napier and determine whether the Council desires to pursue policy for fee waivers.

BACKGROUND:

The City of Blue Lake, its residents, and the larger community value and enjoy the many events held upon city parks, lands and facilities. With these community assets (parks and facilities) come real financial costs to the City by way of ongoing maintenance, utilities, repairs, improvements, and staff time.

The City is regularly approached by event hosts and organizers to waive event-associated fees citing various reasons from increased costs faced by the requestor, past history of no fees charged, or financial hardship, to name a few.

This proposal seeks to establish a transparent and consistent method, via policy development, to fairly weigh and balance organizations' needs, community benefit, appropriate use of public resources and fiscal responsibility.

DISCUSSION:

This initial discussion seeks to determine whether the Council, Staff, and Public have an interest in receiving more details within the provided framework.

Collectively, do they value a transparent, predictable, financially sound, and equitable process for the consideration of fee waivers?

Would the Council like to pursue policy development that would enable this process?

Next Steps:

1. Review policies from various municipalities
2. Obtain permission from municipalities to use their content (in whole or in part) for development of the common elements within the framework.
3. Utilizing the Framework, insert relevant content from these municipalities for Council to review and consider.

FISCAL IMPACT:

None at this time.

ALTERNATIVES:

Council may elect to forgo any set criteria or formal policy to evaluate all fee waiver requests and to continue on an unstructured, case by case basis.

ATTACHMENTS:

1. Framework of common elements found in fee reduction and waiver policies for parks and facilities.

Review Information:

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

Comments:

Fee Reduction and Waiver Policy Framework

Submitted by: Kat Napier, City Council Member

Common elements found within fee reduction and waiver policies for events utilizing municipal parks and facilities:

1. General Overview and Purpose
 2. Policy
 3. Fiscal Responsibility and Considerations
 4. Limit on Waivers
 - a. Total Annual Cap on Waivers (*total dollar amount, % amount*)
 - b. Individual Organization Cap on Waivers (*total dollar amount, % amount*)
 5. Eligibility (Organization)
 6. Eligible/Ineligible Criteria
 7. Exclusions (to consider)
 - a. particular facilities
 - b. weekends and holidays
 - c. block out dates
 8. Recognition / Acknowledgement in Advertising
 9. Procedure or Process for fee reduction/waiver requests
 10. Fee Reduction/Waiver Application Components
- (This would become a larger, separate document)*
11. Fee Waiver Application Schedule
 12. Other Requirements of Organization
 - a. Demonstrated Financial Hardship
 - b. Donations and Sponsors
 - c. Volunteers and Mitigations
 13. Post Event Reporting

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City of Blue Lake

Staff Report

Agenda Item #: 13

Meeting Date: July 28 2026

Prepared By: Samantha Green, City Clerk

Subject: Building Department Fee Schedule Update

Recommended Action: That the City Council via voice vote:

1. Adopt Resolution 1269: A Resolution of the City Council of the City of Blue Lake Replacing the Building Department Schedule of Fees and Establishing other Miscellaneous Building Related Charges from Ordinance No. 501 with an effective date of August 1, 2026

BACKGROUND:

As part of the City's ongoing efforts to update outdated fee schedules across all departments, the Building Official, Dan Dimick, in collaboration with City staff, has proposed updates to the Building Department Schedule of Fees, which was last revised in 2011 through Ordinance No. 501.

With the adoption of Ordinance No. 551, amending Chapter 15.04 of Title 15 of the Blue Lake Municipal Code regarding Building Standards fees, fee schedule language has been removed from the Municipal Code. This change allows the City to establish and update fees by resolution, providing greater flexibility to adjust fees as needed without requiring future ordinance amendments.

ALTERNATIVES:

Not adopt Resolution 1269, which is not advised given the fee schedule has not been updated since 2011.

ATTACHMENTS:

- Letter from Dan Dimick, Building Official, City of Blue Lake
- Resolution 1269: A Resolution of the City Council of the City of Blue Lake Replacing the Building Department Schedule of Fees and Establishing other Miscellaneous Building Related Charges from Ordinance No. 501
- Exhibit A: Building Department Schedule of Fees

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:

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CITY OF BLUE LAKE

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

Proposed Building Permit Fee Update

7/8/26

Building Permit Fees are based on a project valuation. The valuation is supplied by the owner of the project either in the form of a contract amount or their own estimation of construction cost. If not supplied by the owner or the valuation appears to be unrealistic, the ICC publishes per square foot cost on a yearly basis related to the type of construction. Permit fees are then calculated from a fee schedule.

Methodology

In other city jurisdictions in our area, fee schedules are updated on a regular basis, typically Annually. This modification is derived by applying the average annual percentage change in the Consumer price index for all urban consumers , CPI-U, for the prior calendar year. The average increase over the past 14 years has been approximately 2.6 percent per year

Application

The Building Permit Fees were last updated in 2011. Applying the average annual percentage increase of the CPI-U to the existing fee schedule for each year from 2011 to 2025 produces A cumulative increase of 39.5 %

Examples

Project valuation	-----current fees	-----proposed fees
1) \$2,000.00	\$93.25	\$130.08
2) \$15,000.00	\$275.25	\$383.97
3) \$50,000.00	\$667.75	\$931.51
4) \$100,000.00	\$1,017.75	\$1419.76
5) \$200,000.00	\$1,577.75	\$2200.96

The fees above do not include a plan review fee of 65% of the permit fee. Not all projects require plan review fees.

The fees above do not apply to the installation of solar equipment which is regulated by the state.

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RESOLUTION NO. 1269

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE REPLACING THE BUILDING DEPARTMENT SCHEDULE OF FEES AND ESTABLISHING OTHER MISCELLANEOUS BUILDING RELATED CHARGES FROM ORDINANCE NO. 501.

WHEREAS, the City of Blue Lake provides building, permitting, inspection, and related administrative services to ensure compliance with applicable codes and to protect the public health, safety, and welfare; and

WHEREAS, the City of Blue Lake last updated the Building Department Fee Schedule in 2011 through Ordinance No. 501 and now desires to establish an updated schedule of fees, deposits, and charges for building services and related administrative functions by resolution; and

WHEREAS, Government Code Section 66014 authorizes local agencies to impose fees to recover the reasonable costs of providing services; and

WHEREAS, the City Council has reviewed and considered all information presented regarding the proposed fees.

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

Section 1: Fee Schedule.

The City Council hereby adopts the Building Department Fee Schedule, attached hereto as Exhibit A and incorporated herein by this reference.

Section 2: Cost Recovery & Deposits.

Each of the fees and charges listed in Appendix A is considered to be an initial deposit. If an application requires extraordinary assistance from city staff, city manager, city engineer, city planner, and city attorney (beyond standard review), the city manager is authorized to collect additional funds based upon an "estimate of actual costs". The city manager is authorized to require submittal of these funds at the initial application stage and / or later after review by any of the city officials listed above. An application shall not be processed or continued to be processed until the initial fee, the initial deposit, or subsequent deposit of funds is made to the satisfaction of the city manager.

The City Manager is hereby authorized to collect a ten percent (10%) general overhead charge in addition to all its actual costs.

In the event a project costs more than the deposit, the City is entitled to collect, not only all costs (engineer, planner, attorney, City staff, etc.), but in addition, a general overhead charge of ten percent (10%). Any funds not applied towards City costs or the ten percent (10%) general overhead cost shall be returned to the applicant within thirty (30) days of project completion.

Section 3: Unspecified Fees.

The fees for any other services nonspecifically outlined in Appendix A shall be based upon an estimate prepared by the City Manager. The City Manager is authorized to collect said deposit. If the deposit exceeds “final” actual costs which includes the ten percent (10%) general overhead costs, the balance shall be refunded by the City within thirty (30) days of project completion.

Section 4: Amendments.

The City Council may amend the fee schedule from time to time by Resolution.

Section 5: Severability.

If any section, subsection, sentence, clause, or phrase of this Resolution is for ant reason to be held invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

Section 6: Effective Date.

This resolution shall take effect on August 1, 2026.

INTRODUCED, PASSED AND ADOPTED this 28th day of July 2026 by the following vote:

AYES:

NAYS:

ABSENT:

John Sawatzky, Mayor

Attest:

Samantha Green, City Clerk

~~~~~  
**CLERK’S CERTIFICATE**

I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing is a true and correct copy of Resolution No. 1269 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 28<sup>th</sup> of July, 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 of Blue Lake,  
County of Humboldt, State of California

Appendix A  
Building Department Schedule of Fees  
Resolution 1269  
Effective August 1, 2026

**BUILDING PERMIT AND PLAN CHECK FEES**

| <b>TOTAL VALUATION</b>                                                       | <b>FEE</b>                                                                                                                  |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Issuance                                                                     | \$33.48                                                                                                                     |
| \$1 to \$500                                                                 | \$32.78                                                                                                                     |
| \$501 to \$2,000                                                             | \$32.78 for the first \$500 plus \$4.25 for each additional \$100 or fraction thereof, too and including \$2,000            |
| \$2,001 to \$25,000                                                          | \$96.60 for the first \$2,000 plus \$19.53 for each additional \$1,000 or fraction thereof, to and including \$25,000       |
| \$25,001 to \$50,000                                                         | \$545.79 for the first \$25,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$50,000     |
| \$50,001 to \$100,000                                                        | \$898.03 for the first \$50,000 plus \$9.76 for each additional \$1,000 or fraction thereof, to and including \$100,000     |
| \$100,001 to \$500,000                                                       | \$1386.28 for the first \$100,000 plus \$7.81 for each additional \$1,000 or fraction thereof, to and including \$500,000   |
| \$501,000 to \$1,000,000                                                     | \$4511.08 for the first \$500,000 plus \$6.62 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 |
| \$1,000,000 and up                                                           | \$7824.20 for the first \$1,000,000 plus \$5.09 for each additional \$1,000,000 or fraction thereof                         |
| <b>Plan Check Fee Shall be 65% of the Building Permit Fee as Shown above</b> |                                                                                                                             |

**GRADING PERMIT AND PLAN CHECK FEES**

| <b>50 cubic yards (38.2 m3)</b>                           |              |
|-----------------------------------------------------------|--------------|
| For the first 50 cubic yards (38.2 m3) or less            | \$52.31      |
| <b>*51 – 1,000 (40-764.6 M3)</b>                          |              |
| For the first 100 cubic yards (76.5 m3)                   | \$78.46      |
| For each additional 100 cubic yards (76.5 m3)             | Plus \$36.62 |
| <b>*1,001 to 10,000 cubic yards (765.3 to 7,645.5 m3)</b> |              |
| For the first 1,000 cubic yards (764.6 m3)                | \$408.03     |

|                                                                            |               |
|----------------------------------------------------------------------------|---------------|
| For each additional 1,000 cubic yards (764.5 m3) or fraction thereof       | Plus \$31.38  |
| <b>*10,001 to 100,000 cubic yards (7,646.3 to 76,455 m3)</b>               |               |
| For the first 10,000 cubic yards (7,645.5 m3) or fraction thereof          | \$690.52      |
| For each additional 10,000 cubic yards (7645.5 m3) or fraction thereof     | Plus \$139.84 |
| <b>*100,001 cubic yards (76,456 m3 or more)</b>                            |               |
| For the first 100,000 cubic yards (76,455 m3)                              | \$1,949.86    |
| For each additional 10,000 cubic yards (7645.5 m3) or fraction thereof     | Plus \$77.07  |
| <b>*Grading Plan Check Fee Shall be 65% of Grading Permit Fee as Shown</b> |               |

### MISCELLANEOUS BUILDING INSPECTION FEES

| Service                                                                                                                                                                                                        | Fee                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site                                                                                                                                                                                                           | \$70.00                                                                                                                                                                                                 |
| Health and Safety                                                                                                                                                                                              | \$120.00                                                                                                                                                                                                |
| Agricultural Exemption – Processing Fee                                                                                                                                                                        | \$120.00                                                                                                                                                                                                |
| Building Permits                                                                                                                                                                                               | See Page 1                                                                                                                                                                                              |
| Plan Check                                                                                                                                                                                                     | See Page 1                                                                                                                                                                                              |
| Residential Energy Plan Check (amount added to original plan check fee)                                                                                                                                        | \$85.00                                                                                                                                                                                                 |
| Commercial Energy Plan Check (amount added to plan check fee)                                                                                                                                                  | \$170.00                                                                                                                                                                                                |
| Erosion and Sediment Control Inspection (small project)                                                                                                                                                        | \$130.00                                                                                                                                                                                                |
| Erosion and Sediment Control Inspection (designed)                                                                                                                                                             | \$177.00                                                                                                                                                                                                |
| Seismic Fee- Required by State Law to fund seismic mapping and strong motion instrumentation programs                                                                                                          | See State Requirements<br><a href="https://www.conservation.ca.gov/cgs/Documents/program-smi/SMIP_Fee_Schedule.pdf">https://www.conservation.ca.gov/cgs/Documents/program-smi/SMIP_Fee_Schedule.pdf</a> |
| California Building Standard Commission Fee- Required by State Law for expenditures to carry out provisions of State Building Standards Law and provisions of State Housing Law relating to building standards | See State Requirements<br><a href="https://www.dgs.ca.gov/BSC/BSASRF---The-Building-Permit-Fee">https://www.dgs.ca.gov/BSC/BSASRF---The-Building-Permit-Fee</a>                                         |
| Soils Report Compliance Fee                                                                                                                                                                                    | \$70                                                                                                                                                                                                    |
| HOC Form 433A – Processing and Filing                                                                                                                                                                          | \$130.00                                                                                                                                                                                                |
| Refunds: The Building Official may authorize the refund of permit and plan check fees in accordance with the provisions of the Building Codes                                                                  | No Refund Less Than \$70                                                                                                                                                                                |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Code Enforcement Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | **Cost Recovery |
| <b>Special Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Fee</b>      |
| Special Service Fees are charged for administrative services for special notifications investigations, examinations, or evaluations not otherwise provided for in the fee schedule or not generally provided when processing projects and for special legislative services for private projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | **Cost Recovery |
| <b>Other Inspections and Fees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Fee</b>      |
| 1. Inspections for which no fee is specifically indicated (minimum charge ½ hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$70/hour       |
| 2. Additional plan review required by changes, additions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |
| 3. For use of outside consultants for plan checking and inspections, or both                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | **Cost Recovery |
| <p><b>** Resolution 1269 Section 2. Cost Recovery:</b></p> <p>Each of the fees and charges listed in Appendix A is considered to be an initial deposit. If an application requires extraordinary assistance from city staff, city manager, city engineer, city planner, and city attorney (beyond standard review), the city manager is authorized to collect additional funds based upon an "estimate of actual costs". The city manager is authorized to require submittal of these funds at the initial application stage and / or later after review by any of the city officials listed above. An application shall not be processed or continued to be processed until the initial fee, the initial deposit, or subsequent deposit of funds is made to the satisfaction of the city manager.</p> <p>The City Manager is hereby authorized to collect a ten percent (10%) general overhead charge in addition to all its actual costs.</p> <p>In the event a project costs more than the deposit, the City is entitled to collect, not only all costs (engineer, planner, attorney, City staff, etc.), but in addition, a general overhead charge of ten percent (10%). Any funds not applied towards City costs or the ten percent (10%) general overhead cost shall be returned to the applicant within thirty (30) days of project completion.</p> |                 |

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 14

**Meeting Date:** July 28 2026

**Prepared By:** Evaluation Ad Hoc: Michelle Lewis-Lusso and Terri Bayles, Councilmembers

**Subject:** City Manager and City Clerk Performance Evaluation Methodology- Discussion

**Recommended** That the City Council:

**Action:** 1. Consider the tools presented for consideration when evaluating the City Manager and City Clerk.

---

### DISCUSSION:

The Ad Hoc Committee for Evaluations will provide a verbal presentation during the council meeting to review the evaluation forms provided for the City Manager and City Clerk for input from fellow Councilmembers and the community.

### ATTACHMENTS:

- City Manager evaluation form
- City Clerk evaluation form

#### Review Information:

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

Comments:

**CONFIDENTIAL**  
**Blue Lake City Council REVIEW**  
**January-June 2026**  
**(City Manager's Evaluation)**

The Council is currently conducting its six-month review of City Manager Jennie Short and would like your input. Please take a few minutes to complete the answers below and return to \_\_\_\_\_, \_\_\_\_\_ (email) **no later than** \_\_\_\_\_. Thank you in advance for participating in this process.

For questions 1-3 below, please rate the performance of the City Manager using a scale of 1-5 (1 being weak and 5 being strong). You may provide specific comments to any individual question if desired.

1. How well does the City Manager oversee, or assist you in overseeing, your job duties? \_\_\_\_\_
2. How effective is the City Manager's style of management and supervision? \_\_\_\_\_
3. How well does the City Manager develop and maintain a good work environment and morale? \_\_\_\_\_
4. Is the City Manager approachable for bringing issues and concerns to their attention? Are they responsive and effective?
5. Is the City Manager proactive in reaching out to you in order to understand and respond to your issues and concerns?
6. Indicate at least two things that the City Manager does well or that you would like to see continue:
  - a)
  - b)
7. Indicate at least two things that the City Manager could do to improve their performance:
  - a)
  - b)
8. General comments:

# CITY OF BLUE LAKE

## City Manager Performance Evaluation

### CITY COUNCIL EVALUATION FORM | CONFIDENTIAL

#### Evaluator information

Council Member name:

Evaluation period:

Date submitted:

Return completed form to:

#### Rating scale

Rate each indicator from 1 (Weak) to 5 (Strong).

**1** = Weak / poor performance

**2** = Below expectations

**3** = Average / meets expectations

**4** = Above average

**5** = Strong / excellent performance

**Source:** League of California Cities City Manager Performance Evaluation (San Carlos model), adapted for the City of Blue Lake using the City's 2025 City Manager Recruitment Brochure.

**Instructions:** Each Council Member should complete this form independently. Rate each item 1 (Weak) to 5 (Strong). Add comments where ratings are notably high or low. Sign below and return by the deadline. Evaluations will be summarized for the City Manager's review session. Individual forms are confidential — only compiled results are shared.

#### Signatures

\_\_\_\_\_  
Mayor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Member signature

\_\_\_\_\_  
Date submitted

Confidential personnel record (Gov. Code §6254(c)). Individual forms not shared with the City Manager or other Council Members; only compiled results used in the evaluation session.

**I. ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE**

Cal Cities San Carlos model — Policy Facilitation · Blue Lake Recruitment Brochure: "trusted advisor," "timely professional and thorough reports"

**A. Providing information**

| Performance indicator                                                                                                                                 | 1                        | 2                        | 3                        | 4                        | 5                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                       |                          |                          |                          |                          |                          |
| Does the City Manager keep you informed, in a timely manner, of the things you want to know about?                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you feel that you receive information on an equal basis with other Council Members?                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do reports provide adequate information and analysis to help you make sound decisions? Are they professional, thorough, and accessible to the public? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager regularly consult with the Mayor before setting the agenda to determine appropriate topics and timing?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are Council packets relatively free of errors and omissions?                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                                                                                                                                      |                          |                          |                          |                          |                          |

**B. Providing advice**

| Performance indicator                                                                                                         | 1                        | 2                        | 3                        | 4                        | 5                        |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                               |                          |                          |                          |                          |                          |
| Does the City Manager have adequate knowledge of municipal affairs, including local government law and finance in California? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager exercise good judgment?                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you feel that the City Manager considers alternatives before making recommendations?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager plan ahead, anticipate needs, and recognize potential problems before they become crises?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| How do you feel about the quality of analysis that accompanies recommendations?                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager have a good sense of timing in bringing issues to the Council for action?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                                                                                                              |                          |                          |                          |                          |                          |



## II. INTERNAL ADMINISTRATION

Cal Cities San Carlos model — Financial Management, Personnel Management, Getting the Job Done · Blue Lake Brochure: CM also serves as Director of Public Works

### A. Financial management

| Performance indicator                                                                                                                                                                   | 1                        | 2                        | 3                        | 4                        | 5                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                                         |                          |                          |                          |                          |                          |
| Are you comfortable with the City Manager's approach to budget preparation and review? Is the budget process fully transparent, timely, and reflective of Council goals and priorities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager effective in controlling costs through economical utilization of personnel, materials, and equipment?                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager have sufficient knowledge of local government financial matters?                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager provide you with sufficient, accurate information on the financial status of the City — in a format accessible to both Council and the public?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments:                                                                                                                                                                               |                          |                          |                          |                          |                          |

### B. Personnel management

| Performance indicator                                                                                                                                                                                              | 1                        | 2                        | 3                        | 4                        | 5                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                                                                    |                          |                          |                          |                          |                          |
| Is the City Manager successful in guiding people so that they work together as a team toward common objectives?                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager effective in selecting and placing personnel?                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties? Does the City Manager model a tone of accountability, integrity, and professional growth? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager willing to face up to disciplinary problems and take action when warranted?                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager effective in promoting positive employer-employee relations and a professional, supportive workplace culture?                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager ensure that every City employee receives a written annual performance review?                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments:                                                                                                                                                                                                          |                          |                          |                          |                          |                          |

**C. Getting the job done — including public works, capital projects & strategic initiatives**

**Note:** The City Manager also serves as Director of Public Works, overseeing water distribution, wastewater treatment, streets, and parks, alongside the Public Works Superintendent. Law enforcement and fire are provided by outside agencies (contract oversight only).

| Performance indicator                                                                                                                                          | 1                        | 2                        | 3                        | 4                        | 5                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                |                          |                          |                          |                          |                          |
| Do you have the feeling that things the Council decides or directs get done?                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager organize or assign work so that it is performed efficiently and effectively, given Blue Lake's lean staffing environment?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager pay sufficient attention to detail to avoid errors or things "slipping through the cracks"?                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the City Manager made meaningful progress on the Capital Improvement Plan — identifying, prioritizing, and delivering key infrastructure projects?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the City Manager advanced the General Plan update and/or Strategic Plan process?                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager effectively leading grant development efforts — identifying opportunities, preparing applications, and managing awarded funds responsibly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager making progress on economic development and creative use of City-owned properties and development opportunities?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                                                                                                                                               |                          |                          |                          |                          |                          |

**III. EXTERNAL RELATIONS**

*Cal Cities San Carlos model — Citizen Relations, Intergovernmental Relations · Blue Lake Brochure: Tribal relations, town halls, inclusive engagement*

**A. Citizen, community & tribal relations**

| Performance indicator                                                                                                                                                      | 1                        | 2                        | 3                        | 4                        | 5                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                            |                          |                          |                          |                          |                          |
| Does the City Manager generally make a positive impression on residents and is the Manager respected in the Blue Lake community?                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager effective in handling disputes or complaints involving residents?                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager have appropriate visibility and identity in the community? Does the Manager conduct town hall-style meetings and inclusive engagement opportunities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager represent Council positions and policies accurately and effectively to the public?                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager build and maintain positive, cooperative relationships with the Blue Lake Rancheria and other neighboring Tribal communities?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager think and act in a manner reflecting that Council, staff, and community perceptions and satisfaction are key?                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                                                                                                                                                           |                          |                          |                          |                          |                          |

**B. Intergovernmental & regional relations**

| Performance indicator                                                                                                                                                              | 1                        | 2                        | 3                        | 4                        | 5                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                                    |                          |                          |                          |                          |                          |
| Is the City Manager effective in representing Blue Lake's interests in dealings with other agencies, including Humboldt County, state and federal entities, and regional partners? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager participate in enough intergovernmental activity to have a positive impact on behalf of Blue Lake?                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### IV. PERSONAL CHARACTERISTICS

Cal Cities San Carlos model — Personality, Communications, Management Style · Blue Lake Brochure: ideal candidate traits

##### A. Personality

| Performance indicator                                                                                                      | 1                        | 2                        | 3                        | 4                        | 5                        |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                            |                          |                          |                          |                          |                          |
| Is the City Manager's personality suited to effective performance of duties in a small, community-facing general law city? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

##### B. Communications

| Performance indicator                                                                                                            | 1                        | 2                        | 3                        | 4                        | 5                        |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                  |                          |                          |                          |                          |                          |
| Is the City Manager easy to talk to? Is the Manager approachable and accessible to residents, staff, and Council?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you feel the City Manager is a good listener?                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are communications thoughtful, clear, and to the point — in writing, in public presentations, and in one-on-one settings?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager show sensitivity to the concerns of others, including diverse perspectives within the Blue Lake community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

##### C. Management style & leadership

| Performance indicator                                                                                                                                                            | 1                        | 2                        | 3                        | 4                        | 5                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ← Weak Strong →                                                                                                                                                                  |                          |                          |                          |                          |                          |
| Does the City Manager demonstrate interest and enthusiasm in performing duties?                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager have sufficient leadership characteristics to command respect and good performance from employees while empowering staff to grow professionally?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager show initiative and creativity in dealing with issues, problems, and unusual situations — particularly in developing opportunities with limited resources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City Manager open to new ideas and suggestions for change? Does the Manager embrace technology to enhance transparency, access, and efficiency?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager create an atmosphere in which employees can enjoy working for the City?                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                                                                                                                                                   |                          |                          |                          |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Is the City Manager honest and ethical? Does the Manager set a clear tone of accountability, transparency, and integrity across the organization? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the City Manager work well under pressure and in politically sensitive situations, maintaining composure and professionalism?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can the City Manager consistently set aside personal views and implement Council policy and direction?                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                                                                                                                                  |                          |                          |                          |                          |                          |

**Achievements**

List the top three achievements or strong points of the City Manager for the past twelve months.

Cal Cities San Carlos form. Consider: budget transparency, CIP progress, strategic plan, grant successes, tribal/community relations, staff development, economic development.

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Future development**

List three performance objectives for the City Manager that you feel are the most important targets for this year.

Cal Cities San Carlos form. Consider: General Plan update, Strategic Plan completion, economic development plan, infrastructure projects, technology modernization, community engagement.

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

Overall rating: **1** **2** **3** **4** **5** (circle one)

# CITY OF BLUE LAKE

## City Clerk Annual Performance Evaluation

**SUPERVISOR / CITY MANAGER EVALUATION FORM | CONFIDENTIAL — PERSONNEL RECORD**

| Evaluation information  |  | Rating scale                                                                                                                                            |
|-------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee name:          |  | <b>1</b> — Unsatisfactory<br><b>2</b> — Needs improvement<br><b>3</b> — Meets expectations<br><b>4</b> — Exceeds expectations<br><b>5</b> — Outstanding |
| Supervisor / evaluator: |  |                                                                                                                                                         |
| Evaluation period:      |  |                                                                                                                                                         |
| Date completed:         |  |                                                                                                                                                         |

**Authority:** City Clerks Association of California (CMCA) — "What is a City Clerk?" · California Government Code §§40801–40814 (statutory duties) · Brown Act, California Public Records Act, Political Reform Act, Maddy Act, California Elections Code · IIMC Certified Municipal Clerk (CMC) competency standards and Code of Ethics

**Instructions:** Rate each indicator 1–5 (check box). Comments required for any 1, 2, or 5. Employee receives copy and may add written comments before signing. Retain in official personnel file (Gov. Code §6254(c)).

### A. Agendas, meetings & legislative records

Gov. Code §40801 · Brown Act §§54950–54963 · CMCA / Cal Cities core function

| Performance indicator                                                                                    | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Prepares complete, error-free agendas and Council packets; posts within Brown Act timeframes (72/24 hrs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Attends all Council meetings; keeps accurate minutes of motions, votes, and key actions                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Minutes are finalized and distributed in a timely manner; error-free and legally sufficient              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Properly notices closed sessions; reports out per Brown Act; advises Chair on parliamentary procedure    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Processes and certifies all Council actions: ordinances, resolutions, contracts, bonds, deeds            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Maintains and updates the Municipal Code; codifies ordinances promptly                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>                     |                          |                          |                          |                          |                          |                     |

### B. Records management & Public Records Act

Gov. Code §§40801–40811 (official custodian) · California Public Records Act

| Performance indicator                                                      | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Maintains a comprehensive, accessible city-wide records management program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |

|                                                                                              |                          |                          |                          |                          |                          |  |
|----------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Responds to CPRA requests accurately within statutory deadlines (10 business days)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Properly identifies and documents exemptions; withholds only what law allows                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Implements records retention schedules; oversees lawful destruction of records               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Serves as custodian of City seal (Gov. Code §40811); attestation is accurate and appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>         |                          |                          |                          |                          |                          |  |

### C. Elections & Political Reform Act administration

*California Elections Code · Political Reform Act · FPPC regulations · Maddy Act*

| Performance indicator                                                                               | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Administers City elections in compliance with Elections Code; all noticing and deadlines met        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Manages candidate filing: nomination papers, candidate statements, FPPC Form 501                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Coordinates with Humboldt County Elections Office; processes initiative/referendum/recall petitions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Administers FPPC filings (Form 700, Form 460/470); maintains and updates Conflict of Interest Code  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Manages Maddy Act appointment process; posts vacancies; maintains board/commission rosters          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>                |                          |                          |                          |                          |                          |                     |

### D. Compliance, open government & legal knowledge

*Brown Act · CPRA · Political Reform Act · Maddy Act · AB 1234 ethics training*

| Performance indicator                                                                                        | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|--------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Demonstrates thorough, current knowledge of Brown Act, CPRA, Political Reform Act, and Elections Code        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Proactively advises Council, City Manager, and staff on compliance obligations                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Maintains AB 1234 ethics training records; stays current on legislative changes affecting Clerk functions    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Identifies and promptly flags potential compliance issues; provides accurate guidance to staff and officials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>                         |                          |                          |                          |                          |                          |                     |

### E. Customer service, public relations & communication

*CMCA: "service department upon which Council, departments, and public rely" · IIMC CMC competency*



| Performance indicator                                                                                      | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Responds to public inquiries promptly, professionally, and with appropriate neutrality                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Maintains City Clerk website content (agendas, minutes, ordinances, election info) as current and accurate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Serves as liaison between public, Council, City Manager, and City departments effectively                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Communicates clearly in writing and verbally; documents work product professionally                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>                       |                          |                          |                          |                          |                          |                     |

## F. Office management, professional development & ethics

*IIMC Code of Ethics · CMC/MMC certification standards · CMCA professional obligations*

| Performance indicator                                                                                          | 1                        | 2                        | 3                        | 4                        | 5                        | Comments / examples |
|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Manages City Clerk Office operations efficiently; exercises sound fiscal stewardship of department budget      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Demonstrates impartiality and political independence; upholds IIMC Code of Ethics in all duties                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Holds or is actively pursuing CMC designation (IIMC); maintains required continuing education                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Participates in CMCA, Cal Cities, and IIMC professional development opportunities                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Works effectively under pressure and deadline; demonstrates initiative, detail orientation, and follow-through | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| <b>Section narrative (required for any 1, 2, or 5 — cite specific observations):</b>                           |                          |                          |                          |                          |                          |                     |

## Prior Year Goal Review

Rate progress on goals from the prior cycle. (1 = Not addressed; 5 = Fully achieved)

| # | Goal / priority | Rating (1 2 3 4 5) | Status / outcome |
|---|-----------------|--------------------|------------------|
| 1 |                 | 1 2 3 4 5          |                  |
| 2 |                 | 1 2 3 4 5          |                  |
| 3 |                 | 1 2 3 4 5          |                  |
| 4 |                 | 1 2 3 4 5          |                  |

### Key strengths and accomplishments

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### Areas for improvement

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### Goals for next evaluation period

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### Overall summary

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## Domain Score Summary

| # | § | Domain                                          | Items rated | Avg rating |
|---|---|-------------------------------------------------|-------------|------------|
| 1 | A | Agendas, meetings & legislative records         | ___ of 6    | _____      |
| 2 | B | Records management & Public Records Act         | ___ of 5    | _____      |
| 3 | C | Elections & Political Reform Act administration | ___ of 5    | _____      |
| 4 | D | Compliance, open government & legal knowledge   | ___ of 4    | _____      |

|   |   |                                                      |                  |              |
|---|---|------------------------------------------------------|------------------|--------------|
| 5 | E | Customer service, public relations & communication   | ___ of 4         | _____        |
| 6 | F | Office management, professional development & ethics | ___ of 5         | _____        |
|   |   | <b>OVERALL AVERAGE</b>                               | <b>___ of 29</b> | <b>_____</b> |

Overall rating (circle): **1 2 3 4 5**

|                                                                                                                                                                                                                                                                  |                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <p><b>Compensation recommendation (confidential):</b></p> <p><input type="checkbox"/> No change</p> <p><input type="checkbox"/> Merit increase: _____</p> <p><input type="checkbox"/> Adjustment downward</p> <p><input type="checkbox"/> Further discussion</p> | <p><b>Employee comments (optional):</b></p><br><br><br><br><p>_____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|

Signatures below confirm this evaluation has been reviewed with the employee. Employee signature does not indicate agreement.

\_\_\_\_\_  
Supervisor / City Manager signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (City Clerk) signature

\_\_\_\_\_  
Date

Confidential personnel record (Gov. Code §6254(c)). Retain in official personnel file.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 15

**Meeting Date:** July 28, 2026

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

**Subject:** Financial Update for Town Square Project

**Recommended Action:** That the City Council:  
1. Receive the report

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### BACKGROUND

In 2019, the City began the property acquisition process for APN 025-073-007. The purpose was to construct a new park in the heart of the City. Funding in the amount of \$585,000 was received from the State Parks Per Capita program. The project was designed and constructed from 2020 – 2024. In 2025, numerous minor finishing touches were completed. At this time, only a few items are outstanding for the grant to be closed out. They are erection of the pergola, installation of the art feature (mosaic on wall), and the project sign. Council approved completion of those items at the July 14, 2026, Council meeting. These last few items should be completed in the next 60 days.

### FISCAL IMPACT

To follow is a summary of the finances of the project and how it has been funded so far.

Table 1. Project Expenses

| Description                              | Amount     |
|------------------------------------------|------------|
| <b>Direct Project Construction Costs</b> |            |
| Payroll                                  | 7,773.93   |
| Materials Suppliers                      | 4,203.20   |
| SHN Consulting                           | 102,782.35 |
| Sequoia Construction Spec.               | 360,788.76 |
| Powell Landscape Materials               | 4,081.03   |
| PG&E                                     | 4,617.31   |
| O&M Industries                           | 1,362.48   |
| Subtotal:                                | 485,609.06 |
| <b>Property Purchase</b>                 |            |
| Nilsen Real Estate Appraisals            | 5,600.00   |
| Joseph C. Reinik                         | 50,000.00  |
| Humboldt Land Title                      | 176,048.75 |
| Subtotal:                                | 231,648.75 |

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|                                |                   |
|--------------------------------|-------------------|
| <b>Financing Expenses</b>      |                   |
| Loan Fee                       | 2,250.00          |
| RREDC Town Square Loan         | (225,000.00)      |
| RREDC (Loan Payments)          | 261,466.59        |
| Subtotal:                      | 38,716.59         |
| <b>Legal Services</b>          |                   |
| Colantuono, Highsmith, Whatley | 5,008.00          |
| The Mitchell Law Firm, LLP     | 19,718.85         |
| Subtotal:                      | 24,726.85         |
| <b>Total Expenses</b>          | <b>780,701.25</b> |

Table 2. Summary of Funding Sources

| <b>Funding Source Description</b> | <b>Amount</b>     |
|-----------------------------------|-------------------|
| State Park Per Capita Received    | 452,312.00        |
| State Park Per Capita Payable     | 132,688.18        |
| General Fund (F10)                | 3,005.01          |
| Powers Creek District (Fund 36)   | 103,391.84        |
| CDBG (Fund 38)                    | 46,977.22         |
| Water Fund (Fund 60)              | 9,525.00          |
| Sewer Fund (Fund 70)              | 4,525.00          |
| RMR Gas Taxes (P33)               | 28,277.00         |
| <b>Total</b>                      | <b>780,701.25</b> |

## ATTACHMENTS

1. None





# City of Blue Lake

## Staff Report

**Agenda Item #:** 16

**Meeting Date:** July 28, 2026

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

**Subject:** Blue Lake Rancheria Water and Sewer Applications (15 sites)

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

1. Approve the transfer of the water connection to the residences on APNs 312-111-006 and 312-101-014 to the new commercial facilities (HULA-Claudia Brundin Health Center and TOMA-T'am Campus)

---

### BACKGROUND

Blue Lake Rancheria has provided 15 applications for water and sewer service to existing residences and new commercial facilities constructed on the various parcels they own. They also provided a letter detailing the various APNs and whether they are in or out of city limits, tribal trust property or not, previously had water service or not, etc. is attached for your reference.

City staff have been coordinating with Bryce Ryan and Randy Cox of the Rancheria as we process the various applications. Each location has unique issues and instead of waiting to process them all together, **I am proposing that we process the ones that are simple as the information becomes available and continue to work together on resolving the complicated ones.**

The two locations that are straightforward for water service and for which the Rancheria has provided all the information necessary to finalize a decision are the HULA-Claudia Brundin Health Center (#5 Hlow Lane) and TOMA-T'am Campus (#7 Hlow Lane). The Rancheria requested last week that we process these first so that the contractor that is currently working on the site can complete the connections.

Both commercial facilities are on what is considered the old Poff property. This property had water service for many decades to the residence that used to exist there. That residence was demolished and two commercial facilities are in the final stages of construction. Instead of running a new waterline down Hlow Lane to these facilities from the existing 1 ½" meter, they are requesting that we allow them to serve the facilities from the waterline behind the Rancheria's main meter for both domestic and fire suppression service. As these connections are consolidated, the Rancheria is agreeable to increasing the base rate for the Rancheria's main meter that currently services the casino, hotel, and old tribal office in an amount equal to the base rate of the meter being consolidated. If additional connections are consolidated, they will also be added in the future.

A Memorandum of Understanding amendment will be prepared for all the services that are outside of the city limits.

## FISCAL IMPACT

Blue Lake Rancheria has paid preapplication fees for #5 Hlow Lane, #7 Hlow Lane, 1 Aiyekwee Loop, 502 Chartin totaling \$3,220. They will pay the preapplication fees for the residential connections once they receive the funds from Indian Health Services. I have attached a table that details the known connection and application fees. For the commercial accounts we are working with the Rancheria's engineers to review demand calculations and occupancy loads to determine ERUs. They are shown as TBD = to be determined. Water service to HULA & TOMA will not begin until all connection fees have been paid.

## ATTACHMENTS

1. Rancheria Letter for Water and Wastewater Services
2. Water and Sewer Applications from Blue Lake Rancheria
3. Map showing locations of applications
4. Summary Table

### Review Information:

City Manager Review: ☒      Legal Review: ☐      Planning Review: ☐      Engineer: ☐

Comments:

# BLUE LAKE RANCHERIA

P.O. Box 428  
Blue Lake, CA 95525

Office: (707) 668-5101  
Fax: (707) 668-4272



[www.bluelakerancheria-nsn.gov](http://www.bluelakerancheria-nsn.gov)

May 14, 2026

City of Blue Lake:

The Blue Lake Rancheria is providing this introduction letter to cover the applications being made to the City for water and/or sewer service to selected businesses and residences on the reservation.

Some of the residences/businesses are within the City Limits and some are not.

Some of the residences/businesses are applying for water only and some are applying for water and sewer.

## Details:

- 1) The Tribal Government Center is applying for water and wastewater and is within the City Limits. 1 Aiyekwee Loop (by end of Rancheria Rd)
  - a. Estimated at 50.5 fixture units. (Unsigned MOU #4 had 7 SFR's assigned.)
  - b. Wastewater piping to Casino wet well already installed but not connected.
- 2) The Claudia Brundin Health Center (#5 Hlow Lane) is applying for water and wastewater and is not within the City Limits. #5 Hlow Lane (on the new road being built by Old Railroad Grade)
  - a. This address has an estimated 43 fixture units.
  - b. This address has a filtering/septic tank for solids.
  - c. Hlow Lane sewer line would gravity into existing City manhole in Chartin Rd.
  - d. Domestic and Fire water to be sourced from existing Tribal meters at Rancheria entrance.
- 3) The T'am Center (#7 Hlow Lane) is applying for water and wastewater and is not within the City Limits. #7 Hlow Lane (on the new road being built by Old Railroad Grade)
  - a. This address has an estimated 86.5 fixture units.
  - b. This address has a commercial kitchen and an underground grease interceptor and a filtering/septic tank for solids.
  - c. Hlow Lane sewer line would gravity into existing City manhole in Chartin Rd.
  - d. Domestic and Fire water to be sourced from existing Tribal meters at Rancheria entrance.
- 4) Residences at 725 Rancheria Rd applying for water and sewer
  - a. #1, #2, #3 are in City limits
  - b. Wastewater piping to Casino wet well already installed but not connected.

- 5) Residences at 725 Rancheria Rd applying for water only
  - a. #4, #5, #6
    - i. These addresses are within the City limits
    - ii. #4 is an RV location not in use but a mini house is proposed for that location.
    - iii. These two addresses would need a pump/lift station to feed into a sewer line. This is not proposed at this time.
- 6) Residences at 695 Rancheria Rd applying for water and sewer. None are within City limits.
  - a. #1, #2, #3, #4, #5, and #6
    - i. #4 has two possible RV connections not in use.
  - b. Wastewater piping to Casino wet well already installed but not connected.
- 7) House at 502 Chartin that is being remodeled into a small office.
  - a. No kitchen
  - b. Domestic waste only, with a maximum occupancy of 7 work stations
  - c. Adjacent barn on same parcel is being rebuilt and will have a toilet and hand sink to serve the garden workers.

Other notes:

- A) #4, #5 and #6 above are within the old Blue Lake Trailer Park and have been receiving water from that provision of 18 SFR's.
- B) #1 above is within the old Blue Lake Trailer Park and has not been receiving water from that provision of 18 SFR's.
  - a. This address has a commercial kitchen and an associated underground grease interceptor.
- C) Sewer infrastructure for #1, #4 and #6 is in place and feeds into the existing casino wet well (not currently connected)
- D) New water infrastructure for #1, #4 and #6 is in place but not connected. Currently these addresses are receiving water from the old Trailer Park infrastructure of 18 SFR's.
- E) The above (except #2 and #3) would need new water meters specific to each address.
- F) Hlow Lane would have a sewer line run down the middle of this new road and would gravity connect to an existing manhole /sewer line in Chartin Rd.
  - a. Hlow Lane sewer line would have a gravity volume meter installed and a sampling well for City sampling for strength.
  - b. This new Hlow Lane sewer line would service #2 Claudia Brundin Health Center) and #3 (T'am Campus) above but the Tribe would like to install laterals now (not connected) for possible future addresses/uses. The Tribe

understands each/any new Hlow Lane water/sewer connection would need City authorization before any connection.

G) Tribe would retain ownership and maintenance of all infrastructure up to the City mains.

H) Per discussions with City staff, the Tribe is applying for services and understands that the non-City limit addresses will need to be covered with a Memorandum of Understanding with the City.

- a. The Tribe is requesting transfer of 'extra' sewer SFR's assigned to the existing hotel under MOU Amendment #3 to other addresses as there are no plans to expand the number of hotel rooms in the future.

Respectfully,

Bruce RYAN

Construction Liaison  
Blue Lake Rancheria  
P.O. Box 428  
Blue Lake, California 95525  
707-599-6463 cell  
[bryan@bluelakerancheria-nsn.gov](mailto:bryan@bluelakerancheria-nsn.gov)

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# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☒ Rental: ☐

| Account Information           |                                |               |  |
|-------------------------------|--------------------------------|---------------|--|
| Account # (Assigned by City): |                                | Service Date: |  |
| Service Address:              | 1 Aiyckwee Loop                | Apt./Unit No: |  |
| Mailing Address:              | P.O. Box 428, Blue Lake, 95525 |               |  |

| Residential Application Account Holder Information (Please Print):                                                                                 |  |               |                       |                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|-----------------------|----------------|--|
| First Name:                                                                                                                                        |  | Last Name:    |                       | D.L.# & State: |  |
| Phone No.:                                                                                                                                         |  | Alternate No: |                       | Email:         |  |
| Additional Name on Account:                                                                                                                        |  |               |                       | Phone No.:     |  |
| Landlords Name:                                                                                                                                    |  |               | Landlord Contact No.: |                |  |
| Do you plan on operating a home-based business at this residence? No: <input type="checkbox"/> Yes: <input type="checkbox"/>                       |  |               |                       |                |  |
| If Yes, a Home Occupation Permit must be completed.                                                                                                |  |               |                       |                |  |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |  |               |                       |                |  |

| Business/Commercial Application Information (Please Print)-*A Blue Lake Business License is Required Prior to Service |                                              |                                         |              |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------|--------------|
| Business Name (As it should appear on billing):                                                                       | Blue Lake Rancheria Tribal Government Office |                                         |              |
| Business Owner(s):                                                                                                    | Blue Lake Rancheria                          | Business Phone No:                      | 707-668-5101 |
| Emergency Contact Person:                                                                                             | Bruce Ryan                                   | After Hours Emergency Phone No.:        | 707-599-6463 |
| Business Contact Email Address:                                                                                       | bryan@bluelakerrancheria-nsn.gov             | City of Blue Lake Business License No.: | N/A          |
| Landlord's Name:                                                                                                      | N/A                                          | Landlord's Contact No.:                 | N/A          |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: \_\_\_\_\_

Date: 8/11/2025

| Office Use Only |    |            |  |                   |          |
|-----------------|----|------------|--|-------------------|----------|
| Deposit Amt:    | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:      | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

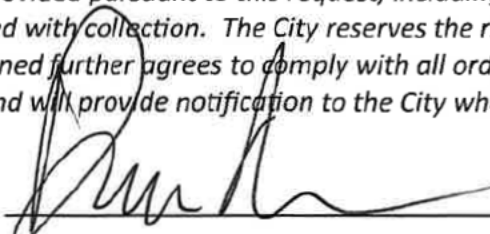
Owner Occupied: ☒ Rental: ☐

| Account Information                                                       |  |               |  |
|---------------------------------------------------------------------------|--|---------------|--|
| Account # (Assigned by City):                                             |  | Service Date: |  |
| Service Address: <del>Blue Lake Rancheria</del> 7 Hlow Lane water + sewer |  | Apt./Unit No: |  |
| Mailing Address: P.O. Box 428, Blue Lake, 95525                           |  |               |  |

| Residential Application Account Holder Information (Please Print):                                                                                                                  |  |                       |  |                |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------|--|----------------|--|
| First Name:                                                                                                                                                                         |  | Last Name:            |  | D.L.# & State: |  |
| Phone No.:                                                                                                                                                                          |  | Alternate No:         |  | Email:         |  |
| Additional Name on Account:                                                                                                                                                         |  |                       |  | Phone No.:     |  |
| Landlords Name:                                                                                                                                                                     |  | Landlord Contact No.: |  |                |  |
| Do you plan on operating a home-based business at this residence? No: <input type="checkbox"/> Yes: <input type="checkbox"/><br>If Yes, a Home Occupation Permit must be completed. |  |                       |  |                |  |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application                                  |  |                       |  |                |  |

| Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service |  |                                               |  |
|-------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------|--|
| Business Name (As it should appear on billing): Blue Lake Rancheria - T'am                                              |  |                                               |  |
| Business Owner(s): Blue Lake Rancheria                                                                                  |  | Business Phone No: 707-668-5101               |  |
| Emergency Contact Person: Bruce Ryan                                                                                    |  | After Hours Emergency Phone No.: 707-599-6463 |  |
| Business Contact Email Address: bryan@bluelakerancheria-hsn.gov                                                         |  | City of Blue Lake Business License No.: N/A   |  |
| Landlord's Name: N/A                                                                                                    |  | Landlord's Contact No.: N/A                   |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8/11/2025

| Office Use Only |    |            |  |                   |          |
|-----------------|----|------------|--|-------------------|----------|
| Deposit Amt:    | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:      | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |

**Note: Both domestic and fire water to be sourced from existing metered water lines**





Existing Water Meter  
reassignment

# City of Blue Lake WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☒ Rental: ☐

## Account Information

|                               |                                |               |               |
|-------------------------------|--------------------------------|---------------|---------------|
| Account # (Assigned by City): |                                | Service Date: |               |
| Service Address:              | * 5 Hlow Lane - Sewer          |               | Apt./Unit No: |
| Mailing Address:              | P.O. Box 428, Blue Lake, 95525 |               |               |

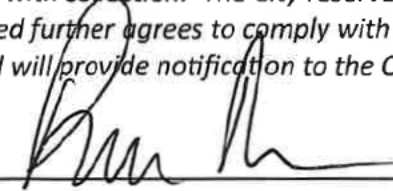
## Residential Application Account Holder Information (Please Print):

|                                                                                                                                                    |  |                       |  |                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------|--|----------------|--|
| First Name:                                                                                                                                        |  | Last Name:            |  | D.L.# & State: |  |
| Phone No.:                                                                                                                                         |  | Alternate No:         |  | Email:         |  |
| Additional Name on Account:                                                                                                                        |  |                       |  | Phone No.:     |  |
| Landlords Name:                                                                                                                                    |  | Landlord Contact No.: |  |                |  |
| Do you plan on operating a home-based business at this residence? No: <input type="checkbox"/> Yes: <input type="checkbox"/>                       |  |                       |  |                |  |
| If Yes, a Home Occupation Permit must be completed.                                                                                                |  |                       |  |                |  |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |  |                       |  |                |  |

## Business/Commercial Application Information (Please Print)-\*A Blue Lake Business License is Required Prior to Service

|                                                 |                                     |                                         |              |
|-------------------------------------------------|-------------------------------------|-----------------------------------------|--------------|
| Business Name (As it should appear on billing): | Blue Lake Rancheria - Health Center |                                         |              |
| Business Owner(s):                              | Blue Lake Rancheria                 | Business Phone No:                      | 707-668-5001 |
| Emergency Contact Person:                       | Bruce Ryan                          | After Hours Emergency Phone No.:        | 707-599-6463 |
| Business Contact Email Address:                 | bryan@bluelakerancheria-nsh.gov     | City of Blue Lake Business License No.: | N/A          |
| Landlord's Name:                                | N/A                                 | Landlord's Contact No.:                 | N/A          |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant:  Date: 8/11/2025

## Office Use Only

|              |    |            |  |                   |  |          |  |
|--------------|----|------------|--|-------------------|--|----------|--|
| Deposit Amt: | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |
| Admin Fee:   | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |

**Note: Both domestic and fire water to be sourced from existing metered water lines.**



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

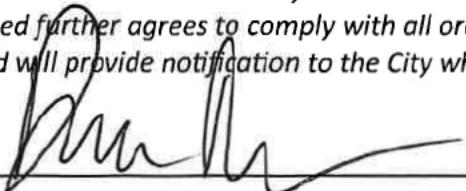
Owner Occupied: ☐ Rental: ☒

|                               |                                |               |    |
|-------------------------------|--------------------------------|---------------|----|
| <b>Account Information</b>    |                                |               |    |
| Account # (Assigned by City): |                                | Service Date: |    |
| Service Address:              | 725 Rancheria Rd               | Apt./Unit No: | #1 |
| Mailing Address:              | P.O. Box 1217, Blue Lake 95525 |               |    |

|                                                                                                                                                               |                     |                       |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|--------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |                     |                       |              |
| First Name:                                                                                                                                                   | [REDACTED]          | Last Name:            | [REDACTED]   |
| D.L.# & State:                                                                                                                                                |                     | [REDACTED]            |              |
| Phone No.:                                                                                                                                                    | [REDACTED]          | Alternate No:         |              |
| Email:                                                                                                                                                        |                     | /                     |              |
| Additional Name on Account:                                                                                                                                   |                     | Phone No.:            |              |
| Landlords Name:                                                                                                                                               | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101 |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |                     |                       |              |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |                     |                       |              |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |                     |                       |              |

|                                                                                                                              |  |                                         |  |
|------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| <b>Business/Commercial Application Information (Please Print)-*A Blue Lake Business License is Required Prior to Service</b> |  |                                         |  |
| Business Name (As it should appear on billing):                                                                              |  |                                         |  |
| Business Owner(s):                                                                                                           |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                                    |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                              |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                             |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8-11-2025

|                        |    |            |  |                   |  |
|------------------------|----|------------|--|-------------------|--|
| <b>Office Use Only</b> |    |            |  |                   |  |
| Deposit Amt:           | \$ | Date Paid: |  | Check#/Cash/C.C.: |  |
| Admin Fee:             | \$ | Date Paid: |  | Check#/Cash/C.C.: |  |





# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

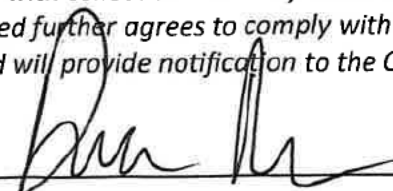
Owner Occupied: ☐ Rental: ☒

|                                                 |  |                  |  |
|-------------------------------------------------|--|------------------|--|
| <b>Account Information</b>                      |  |                  |  |
| Account # (Assigned by City):                   |  | Service Date:    |  |
| Service Address: 725 Rancheria Rd               |  | Apt./Unit No: #2 |  |
| Mailing Address: P.O. Box 1345, Blue Lake 95525 |  |                  |  |

|                                                                                                                                                               |            |                                    |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------|------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |            |                                    |            |
| First Name:                                                                                                                                                   | [REDACTED] | Last Name:                         | [REDACTED] |
| D.L.# & State:                                                                                                                                                |            | [REDACTED]                         |            |
| Phone No.:                                                                                                                                                    | [REDACTED] | Alternate No:                      | /          |
| Email:                                                                                                                                                        |            | [REDACTED]                         |            |
| Additional Name on Account:                                                                                                                                   |            | [REDACTED]                         |            |
| Phone No.:                                                                                                                                                    |            | /                                  |            |
| Landlords Name: Blue Lake Rancheria                                                                                                                           |            | Landlord Contact No.: 707-668-5101 |            |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |            |                                    |            |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |            |                                    |            |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |            |                                    |            |

|                                                                                                                                |  |                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| <b>Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service</b> |  |                                         |  |
| Business Name (As it should appear on billing):                                                                                |  |                                         |  |
| Business Owner(s):                                                                                                             |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                                      |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                                |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                               |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8-11-2025

|                        |    |            |  |                   |          |
|------------------------|----|------------|--|-------------------|----------|
| <b>Office Use Only</b> |    |            |  |                   |          |
| Deposit Amt:           | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:             | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

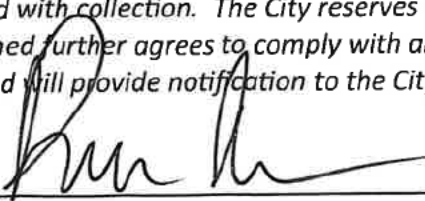
Owner Occupied: ☐ Rental: ☒

|                               |                                 |               |   |
|-------------------------------|---------------------------------|---------------|---|
| <b>Account Information</b>    |                                 |               |   |
| Account # (Assigned by City): |                                 | Service Date: |   |
| Service Address:              | 725 Rancheria Rd                | Apt./Unit No: | 3 |
| Mailing Address:              | P.O. Box 4128, Blue Lake, 95525 |               |   |

|                                                                                                                                                               |                     |                       |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|--------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |                     |                       |              |
| First Name:                                                                                                                                                   | Renter              | Last Name:            | Vacant       |
| Phone No.:                                                                                                                                                    | —                   | Alternate No:         | —            |
| Additional Name on Account:                                                                                                                                   | Blue Lake Rancheria | Phone No.:            | 707-668-5101 |
| Landlords Name:                                                                                                                                               | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101 |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |                     |                       |              |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |                     |                       |              |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |                     |                       |              |

|                                                                                                                               |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| <b>Business/Commercial Application Information (Please Print)- *A Blue Lake Business License is Required Prior to Service</b> |  |                                         |  |
| Business Name (As it should appear on billing):                                                                               |  |                                         |  |
| Business Owner(s):                                                                                                            |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                                     |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                               |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                              |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant:  Date: 8-12-2025

|                        |    |            |  |                   |          |
|------------------------|----|------------|--|-------------------|----------|
| <b>Office Use Only</b> |    |            |  |                   |          |
| Deposit Amt:           | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:             | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |





# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☐ Rental: ☒

|                                                |  |                  |  |
|------------------------------------------------|--|------------------|--|
| <b>Account Information</b>                     |  |                  |  |
| Account # (Assigned by City):                  |  | Service Date:    |  |
| Service Address: 725 Rancheria Rd              |  | Apt./Unit No: #4 |  |
| Mailing Address: P.O. Box 428, Blue Lake 95525 |  |                  |  |

|                                                                                                                                                                                     |                                    |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------|--|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                                           |                                    |                                         |  |
| First Name: RV Spot                                                                                                                                                                 | Last Name: Unoccupied              | D.L.# & State: /                        |  |
| Phone No.: /                                                                                                                                                                        | Alternate No: /                    | Email: bryan@bluelake-rancheria-hsn.gov |  |
| Additional Name on Account:                                                                                                                                                         |                                    | Phone No.:                              |  |
| Landlords Name: Blue Lake Rancheria                                                                                                                                                 | Landlord Contact No.: 707-668-5101 |                                         |  |
| Do you plan on operating a home-based business at this residence? No: <input type="checkbox"/> Yes: <input type="checkbox"/><br>If Yes, a Home Occupation Permit must be completed. |                                    |                                         |  |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application                                  |                                    |                                         |  |

|                                                                                                                              |                                         |  |  |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|--|
| <b>Business/Commercial Application Information (Please Print)-*A Blue Lake Business License is Required Prior to Service</b> |                                         |  |  |
| Business Name (As it should appear on billing):                                                                              |                                         |  |  |
| Business Owner(s):                                                                                                           | Business Phone No:                      |  |  |
| Emergency Contact Person:                                                                                                    | After Hours Emergency Phone No.:        |  |  |
| Business Contact Email Address:                                                                                              | City of Blue Lake Business License No.: |  |  |
| Landlord's Name:                                                                                                             | Landlord's Contact No.:                 |  |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

|                        |            |                   |          |  |  |
|------------------------|------------|-------------------|----------|--|--|
| <b>Office Use Only</b> |            |                   |          |  |  |
| Deposit Amt: \$        | Date Paid: | Check#/Cash/C.C.: | Initial: |  |  |
| Admin Fee: \$          | Date Paid: | Check#/Cash/C.C.: | Initial: |  |  |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☒ Rental: ☐

|                               |                               |               |    |
|-------------------------------|-------------------------------|---------------|----|
| <b>Account Information</b>    |                               |               |    |
| Account # (Assigned by City): |                               | Service Date: |    |
| Service Address:              | 725 Rancheria Rd              | Apt./Unit No: | #5 |
| Mailing Address:              | P.O. Box 613, Blue Lake 95525 |               |    |

|                                                                                                                                                               |            |                       |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------|------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |            |                       |            |
| First Name:                                                                                                                                                   | [REDACTED] | Last Name:            | [REDACTED] |
| D.L.# & State:                                                                                                                                                |            | [REDACTED]            |            |
| Phone No.:                                                                                                                                                    | [REDACTED] | Alternate No:         | [REDACTED] |
| Email:                                                                                                                                                        |            | [REDACTED]            |            |
| Additional Name on Account:                                                                                                                                   |            | Phone No.:            |            |
| Landlords Name:                                                                                                                                               |            | Landlord Contact No.: |            |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |            |                       |            |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |            |                       |            |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input checked="" type="checkbox"/> If Yes, please complete a Dog License Application |            |                       |            |

|                                                                                                                              |  |                                         |  |
|------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| <b>Business/Commercial Application Information (Please Print)-*A Blue Lake Business License is Required Prior to Service</b> |  |                                         |  |
| Business Name (As it should appear on billing):                                                                              |  |                                         |  |
| Business Owner(s):                                                                                                           |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                                    |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                              |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                             |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: \_\_\_\_\_

Date: 8-11-2025

|                        |    |            |  |                   |          |
|------------------------|----|------------|--|-------------------|----------|
| <b>Office Use Only</b> |    |            |  |                   |          |
| Deposit Amt:           | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:             | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☐ Rental: ☒

| Account Information           |                               |               |   |
|-------------------------------|-------------------------------|---------------|---|
| Account # (Assigned by City): |                               | Service Date: |   |
| Service Address:              | 695 Rancheria Rd              | Apt./Unit No: | 1 |
| Mailing Address:              | P.O. Box 841, Blue Lake 95525 |               |   |

| Residential Application Account Holder Information (Please Print):                                                                                            |                     |                       |              |                |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|--------------|----------------|----|
| First Name:                                                                                                                                                   |                     | Last Name:            |              | D.L.# & State: | CA |
| Phone No.:                                                                                                                                                    |                     | Alternate No:         |              | Email:         |    |
| Additional Name on Account:                                                                                                                                   |                     |                       |              | Phone No.:     |    |
| Landlords Name:                                                                                                                                               | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101 |                |    |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |                     |                       |              |                |    |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |                     |                       |              |                |    |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input checked="" type="checkbox"/> If Yes, please complete a Dog License Application |                     |                       |              |                |    |

| Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| Business Name (As it should appear on billing):                                                                         |  |                                         |  |
| Business Owner(s):                                                                                                      |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                               |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                         |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                        |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: \_\_\_\_\_

Date: 8/11/2015

| Office Use Only |    |            |  |                   |          |
|-----------------|----|------------|--|-------------------|----------|
| Deposit Amt:    | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |
| Admin Fee:      | \$ | Date Paid: |  | Check#/Cash/C.C.: | Initial: |





# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

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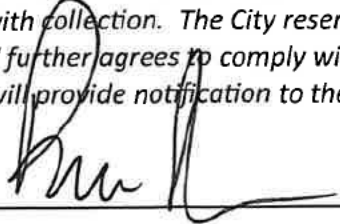
Owner Occupied: ☐ Rental: ☒

|                                                    |  |                  |  |
|----------------------------------------------------|--|------------------|--|
| <b>Account Information</b>                         |  |                  |  |
| Account # (Assigned by City):                      |  | Service Date:    |  |
| Service Address: 695 Rancheria Rd                  |  | Apt./Unit No: #2 |  |
| Mailing Address: P.O. Box 905, Blue Lake, CA 95525 |  |                  |  |

|                                                                                                                                                               |            |                                    |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------|------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |            |                                    |            |
| First Name:                                                                                                                                                   | [REDACTED] | Last Name:                         | [REDACTED] |
| D.L.# & State:                                                                                                                                                |            | [REDACTED]                         |            |
| Phone No.:                                                                                                                                                    | [REDACTED] | Alternate No.:                     | [REDACTED] |
| Email:                                                                                                                                                        |            | [REDACTED]                         |            |
| Additional Name on Account:                                                                                                                                   |            | Phone No.:                         |            |
| Landlords Name: BlueLake Rancheria                                                                                                                            |            | Landlord Contact No.: 707-668-5101 |            |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |            |                                    |            |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |            |                                    |            |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input checked="" type="checkbox"/> If Yes, please complete a Dog License Application |            |                                    |            |

|                                                                                                                                |  |                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| <b>Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service</b> |  |                                         |  |
| Business Name (As it should appear on billing):                                                                                |  |                                         |  |
| Business Owner(s):                                                                                                             |  | Business Phone No.:                     |  |
| Emergency Contact Person:                                                                                                      |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                                |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                               |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8/11/2025

|                        |    |            |                   |          |  |
|------------------------|----|------------|-------------------|----------|--|
| <b>Office Use Only</b> |    |            |                   |          |  |
| Deposit Amt:           | \$ | Date Paid: | Check#/Cash/C.C.: | Initial: |  |
| Admin Fee:             | \$ | Date Paid: | Check#/Cash/C.C.: | Initial: |  |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☐ Rental: ☒

### Account Information

|                               |                                 |               |   |
|-------------------------------|---------------------------------|---------------|---|
| Account # (Assigned by City): |                                 | Service Date: |   |
| Service Address:              | 695 Rancheria Rd                | Apt./Unit No: | 3 |
| Mailing Address:              | P.O. Box 1113, Blue Lake, 95525 |               |   |

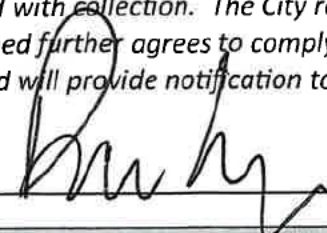
### Residential Application Account Holder Information (Please Print):

|                                                                                                                                                               |                     |                       |              |                |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|--------------|----------------|--|
| First Name:                                                                                                                                                   |                     | Last Name:            |              | D.L.# & State: |  |
| Phone No.:                                                                                                                                                    |                     | Alternate No:         |              | Email:         |  |
| Additional Name on Account:                                                                                                                                   |                     |                       |              | Phone No.:     |  |
| Landlords Name:                                                                                                                                               | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101 |                |  |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |                     |                       |              |                |  |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |                     |                       |              |                |  |
| Will a dog(s) reside at this address? No: <input type="checkbox"/> Yes: <input checked="" type="checkbox"/> If Yes, please complete a Dog License Application |                     |                       |              |                |  |

### Business/Commercial Application Information (Please Print) - \*A Blue Lake Business License is Required Prior to Service

|                                                 |  |                                         |  |
|-------------------------------------------------|--|-----------------------------------------|--|
| Business Name (As it should appear on billing): |  |                                         |  |
| Business Owner(s):                              |  | Business Phone No:                      |  |
| Emergency Contact Person:                       |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                 |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8/11/2025

### Office Use Only

|              |    |            |  |                   |  |          |  |
|--------------|----|------------|--|-------------------|--|----------|--|
| Deposit Amt: | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |
| Admin Fee:   | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

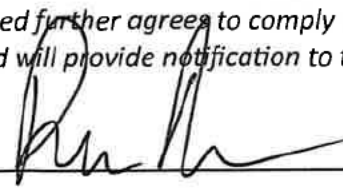
Owner Occupied: ☐ Rental: ☒

| Account Information                              |  |                 |  |
|--------------------------------------------------|--|-----------------|--|
| Account # (Assigned by City):                    |  | Service Date:   |  |
| Service Address: 695 Rancheria Rd                |  | Apt./Unit No: 4 |  |
| Mailing Address: P.O. Box 1281, Blue Lake, 95525 |  |                 |  |

| Residential Application Account Holder Information (Please Print):                                                                                            |                     |                       |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|----------------|
| First Name:                                                                                                                                                   |                     | Last Name:            | D.L.# & State: |
| Phone No.:                                                                                                                                                    |                     | Alternate No:         | Email:         |
| Additional Name on Account:                                                                                                                                   |                     | Phone No.:            |                |
| Landlords Name:                                                                                                                                               | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101   |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |                     |                       |                |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |                     |                       |                |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |                     |                       |                |

| Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| Business Name (As it should appear on billing):                                                                         |  |                                         |  |
| Business Owner(s):                                                                                                      |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                               |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                         |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                        |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8/11/2025

| Office Use Only |    |            |                   |          |  |
|-----------------|----|------------|-------------------|----------|--|
| Deposit Amt:    | \$ | Date Paid: | Check#/Cash/C.C.: | Initial: |  |
| Admin Fee:      | \$ | Date Paid: | Check#/Cash/C.C.: | Initial: |  |





# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☐ Rental: ☒

### Account Information

|                               |                                |               |    |
|-------------------------------|--------------------------------|---------------|----|
| Account # (Assigned by City): |                                | Service Date: |    |
| Service Address:              | 695 Rancheria Rd               | Apt./Unit No: | #5 |
| Mailing Address:              | P.O. Box 142, Blue Lake, 95525 |               |    |

### Residential Application Account Holder Information (Please Print):

|                             |                     |                       |              |                |  |
|-----------------------------|---------------------|-----------------------|--------------|----------------|--|
| First Name:                 |                     | Last Name:            |              | D.L.# & State: |  |
| Phone No.:                  |                     | Alternate No.:        |              | Email:         |  |
| Additional Name on Account: |                     |                       |              | Phone No.:     |  |
| Landlords Name:             | Blue Lake Rancheria | Landlord Contact No.: | 707-668-5101 |                |  |

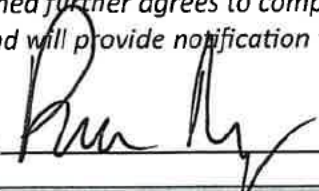
Do you plan on operating a home-based business at this residence? No: ☒ Yes: ☐  
If Yes, a Home Occupation Permit must be completed.

Will a dog(s) reside at this address? No: ☐ Yes: ☒ If Yes, please complete a Dog License Application

### Business/Commercial Application Information (Please Print) - \*A Blue Lake Business License is Required Prior to Service

|                                                 |  |                                         |  |
|-------------------------------------------------|--|-----------------------------------------|--|
| Business Name (As it should appear on billing): |  |                                         |  |
| Business Owner(s):                              |  | Business Phone No:                      |  |
| Emergency Contact Person:                       |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                 |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8-11-2025

### Office Use Only

|              |    |            |  |                   |  |          |  |
|--------------|----|------------|--|-------------------|--|----------|--|
| Deposit Amt: | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |
| Admin Fee:   | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

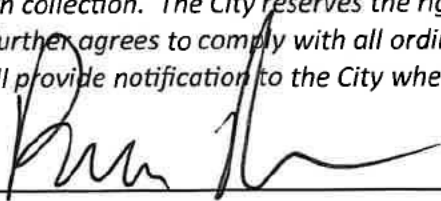
Owner Occupied: ☐ Rental: ☒

| Account Information                             |  |                 |  |
|-------------------------------------------------|--|-----------------|--|
| Account # (Assigned by City):                   |  | Service Date:   |  |
| Service Address: 695 Rancheria Rd               |  | Apt./Unit No: 6 |  |
| Mailing Address: P.O. Box 1316, Blue Lake 95525 |  |                 |  |

| Residential Application Account Holder Information (Please Print):                                                                                            |            |                                    |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------|------------|
| First Name:                                                                                                                                                   | [REDACTED] | Last Name:                         | [REDACTED] |
| D.L.# & State:                                                                                                                                                |            | [REDACTED]                         |            |
| Phone No.:                                                                                                                                                    | [REDACTED] | Alternate No:                      | [REDACTED] |
| Email:                                                                                                                                                        |            | N/A                                |            |
| Additional Name on Account:                                                                                                                                   |            | [REDACTED]                         |            |
| Phone No.:                                                                                                                                                    |            | —                                  |            |
| Landlords Name: Blue Lake Rancheria                                                                                                                           |            | Landlord Contact No.: 707-668-5101 |            |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/>                       |            |                                    |            |
| If Yes, a Home Occupation Permit must be completed.                                                                                                           |            |                                    |            |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |            |                                    |            |

| Business/Commercial Application Information (Please Print) - *A Blue Lake Business License is Required Prior to Service |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| Business Name (As it should appear on billing):                                                                         |  |                                         |  |
| Business Owner(s):                                                                                                      |  | Business Phone No:                      |  |
| Emergency Contact Person:                                                                                               |  | After Hours Emergency Phone No.:        |  |
| Business Contact Email Address:                                                                                         |  | City of Blue Lake Business License No.: |  |
| Landlord's Name:                                                                                                        |  | Landlord's Contact No.:                 |  |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 8-11-2025

| Office Use Only |    |            |  |                   |  |
|-----------------|----|------------|--|-------------------|--|
| Deposit Amt:    | \$ | Date Paid: |  | Check#/Cash/C.C.: |  |
| Admin Fee:      | \$ | Date Paid: |  | Check#/Cash/C.C.: |  |





# City of Blue Lake WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

Owner Occupied: ☐ Rental: ☐

## Account Information

|                               |                                   |               |  |
|-------------------------------|-----------------------------------|---------------|--|
| Account # (Assigned by City): |                                   | Service Date: |  |
| Service Address:              | 725 Rancheria Rd #6               | Apt./Unit No: |  |
| Mailing Address:              | P.O. Box 428, Blue Lake, CA 95525 |               |  |

## Residential Application Account Holder Information (Please Print):

|                                                                                                                                                                                                |                             |                       |              |                |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|--------------|----------------|---------------------------------|
| First Name:                                                                                                                                                                                    | Blue Lake Rancheria         | Last Name:            |              | D.L.# & State: | NA                              |
| Phone No.:                                                                                                                                                                                     | 707-668-5101                | Alternate No:         | 707-599-6463 | Email:         | bryan@bluelakeraucheria-nsh.gov |
| Additional Name on Account:                                                                                                                                                                    |                             |                       |              | Phone No.:     | 707-668-5101                    |
| Landlords Name:                                                                                                                                                                                | Blue Lake Rancheria Council | Landlord Contact No.: | 707-668-5101 |                |                                 |
| Do you plan on operating a home-based business at this residence? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/><br>If Yes, a Home Occupation Permit must be completed. |                             |                       |              |                |                                 |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application                                  |                             |                       |              |                |                                 |

## Business/Commercial Application Information (Please Print) - \*A Blue Lake Business License is Required Prior to Service

|                                                 |                                 |                                         |              |
|-------------------------------------------------|---------------------------------|-----------------------------------------|--------------|
| Business Name (As it should appear on billing): | Blue Lake Rancheria             |                                         |              |
| Business Owner(s):                              | Blue Lake Rancheria             | Business Phone No:                      | 707-668-5101 |
| Emergency Contact Person:                       | Bruce Ryan                      | After Hours Emergency Phone No.:        | 707-599-6463 |
| Business Contact Email Address:                 | bryan@bluelakeraucheria-nsh.gov | City of Blue Lake Business License No.: |              |
| Landlord's Name:                                | Blue Lake Rancheria             | Landlord's Contact No.:                 | 707-668-5101 |

**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: \_\_\_\_\_

Date: 5/14/26

## Office Use Only

|              |    |            |  |                   |  |          |  |
|--------------|----|------------|--|-------------------|--|----------|--|
| Deposit Amt: | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |
| Admin Fee:   | \$ | Date Paid: |  | Check#/Cash/C.C.: |  | Initial: |  |



# City of Blue Lake

## WATER AND SEWER APPLICATION

P.O. Box 458, Blue Lake, CA 95525

Phone: 707-668-5655 Fax: 707-668-5916 Email: [cityclerk@bluelake.ca.gov](mailto:cityclerk@bluelake.ca.gov)

[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

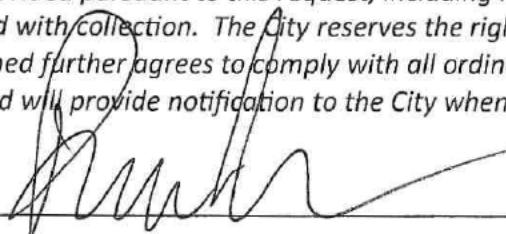
Owner Occupied: ☐ Rental: ☐

|                                                  |  |               |  |
|--------------------------------------------------|--|---------------|--|
| <b>Account Information</b>                       |  |               |  |
| Account # (Assigned by City):                    |  | Service Date: |  |
| Service Address: 502 Chartin Rd                  |  | Apt./Unit No: |  |
| Mailing Address: PO Box 428, Blue Lake, CA 95525 |  |               |  |

|                                                                                                                                                               |                                    |                                         |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------|-------------------------|
| <b>Residential Application Account Holder Information (Please Print):</b>                                                                                     |                                    |                                         |                         |
| First Name: Blue Lake Rancheria                                                                                                                               | Last Name:                         |                                         | D.L.# & State:          |
| Phone No.: 707-668-5101                                                                                                                                       | Alternate No: 707-599-6463         | Email: bryan@blue.lakerancheria-nsh.gov |                         |
| Additional Name on Account:                                                                                                                                   |                                    |                                         | Phone No.: 707-668-5101 |
| Landlords Name: Blue Lake Rancheria Council                                                                                                                   | Landlord Contact No.: 707-668-5101 |                                         |                         |
| Do you plan on operating a home-based business at this residence? No: <input type="checkbox"/> Yes: <input checked="" type="checkbox"/>                       |                                    |                                         |                         |
| If Yes, a Home Occupation Permit must be completed. Micro-grid business                                                                                       |                                    |                                         |                         |
| Will a dog(s) reside at this address? No: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> If Yes, please complete a Dog License Application |                                    |                                         |                         |

|                                                                                                                              |                                               |  |  |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|--|
| <b>Business/Commercial Application Information (Please Print)-*A Blue Lake Business License is Required Prior to Service</b> |                                               |  |  |
| Business Name (As it should appear on billing): Blue Lake Rancheria MicroGrid                                                |                                               |  |  |
| Business Owner(s): Blue Lake Rancheria                                                                                       | Business Phone No: 707-668-5101               |  |  |
| Emergency Contact Person: Bruce Ryan                                                                                         | After Hours Emergency Phone No.: 707-599-6463 |  |  |
| Business Contact Email Address: bryan@blue.lakerancheria-nsh.gov                                                             | City of Blue Lake Business License No.:       |  |  |
| Landlord's Name: Blue Lake Rancheria                                                                                         | Landlord's Contact No.: 707-668-5101          |  |  |

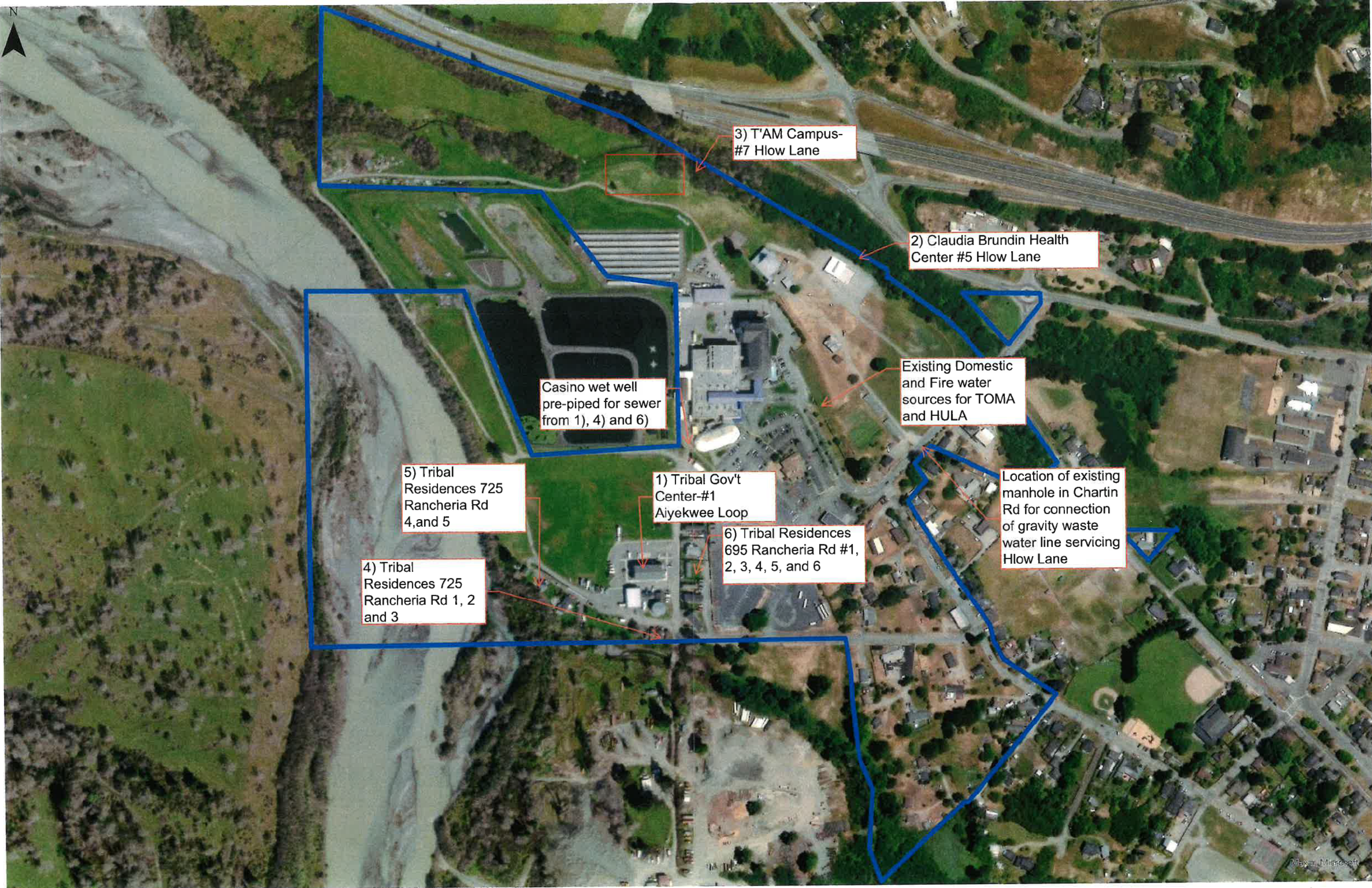
**Agreement:** The undersigned agrees to be fully liable to the City of Blue Lake for all amounts due and owing for water/sewer services provided pursuant to this request, including late fees and penalties, attorney's fees, and all other costs associated with collection. The City reserves the right to terminate services in the event of non-payment. The undersigned further agrees to comply with all ordinances and regulations pertaining to water/sewer services and will provide notification to the City when service is to be discontinued.

Signature of Applicant: 

Date: 5-4-26

|                        |            |                   |          |  |  |
|------------------------|------------|-------------------|----------|--|--|
| <b>Office Use Only</b> |            |                   |          |  |  |
| Deposit Amt: \$        | Date Paid: | Check#/Cash/C.C.: | Initial: |  |  |
| Admin Fee: \$          | Date Paid: | Check#/Cash/C.C.: | Initial: |  |  |





3) T'AM Campus-  
#7 Hlow Lane

2) Claudia Brundin Health  
Center #5 Hlow Lane

Casino wet well  
pre-piped for sewer  
from 1), 4) and 6)

Existing Domestic  
and Fire water  
sources for TOMA  
and HULA

5) Tribal  
Residences 725  
Rancheria Rd  
4, and 5

1) Tribal Gov't  
Center-#1  
Aiyekwee Loop

6) Tribal Residences  
695 Rancheria Rd #1,  
2, 3, 4, 5, and 6

Location of existing  
manhole in Chartin  
Rd for connection  
of gravity waste  
water line servicing  
Hlow Lane

4) Tribal  
Residences 725  
Rancheria Rd 1, 2  
and 3



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**CITY OF BLUE LAKE**

# **GREEN WASTE DAY**

**AUGUST 22ND, 2026**



## **WHAT TO BRING**

Grass clippings  
Flower cuttings  
Hedge trimmings  
Leaves and brush  
Natural wood (Non Painted)



## **WHAT NOT TO BRING**

Pressure Treated Wood  
Dirt/Soil  
Painted Lumber

## **WHEN & WHERE**

**SATURDAY 9AM - 4PM**  
**August 22nd, 2026**

**200 Taylor Way**  
**Blue Lake Power Plant**





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June 22, 2026

City Council Members,

The floods from Power's Creek have impacted us emotionally, physically, and financially. When Power's Creek overflows, it sends water rushing down our street as far as our neighbor Karina Gilkerson's yard. As her yard floods, water escapes along the fence line flooding our two properties. The consequences of these floods caused our yards, ponds, deck, chicken coops, and under our homes to be filled with water. The aftermath is very difficult. The first flood trapped our favorite cat under our house where she had to seek safety high on the foundation. As the water was rushing in under the house, we faced that she may not make it out alive—extremely frightening. We had to buy a dehumidifier and relocate the chickens while the chicken coop dried. We then chose to raise the chicken coops to be prepared for the next flood. The deck, ponds, and yard had to be cleaned from all of the debris and sediment that came from the flood water and Karina's gardens. Another consequence from both yards flooding was that sixty feet of our fairly new fence fell over from standing in water and rotting both sides of the posts. We had to hire a contractor and his crew to rebuild the fence even salvaging some of the boards-- it was expensive. Needless to say, we experience stress and anxiety when the heavy rains are forecasted because nothing has been done to rectify this situation. We are poised to think it will happen again—because it will.

Jan and Dave Groe

161 Broderick Lane