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, October 27, 2026, ~ 6:30 p.m. ~ Regular 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/85145536927?pwd=AKAaZPGLIG0rLCcXWGqmWMgUkUt7V6.1

Meeting Id: 851 4553 6927 Passcode: 938971

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call and Establish a Quorum of the Council**
4. **Approval Of Agenda**

5. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To ensure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*

6. **Consent Agenda**
   a) Approval of October 6, 2026, City Council Meeting Minutes
   b) Approval of October 13, 2026, City Council Meeting Minutes
   c) Disbursements Report – September 2026
   d) 4th Quarter Draft Financial Statements
   e) Accept Donation from RCMBA for Bike Park
   f) Accept donation from GLJ Construction for materials
   g) Saddle Club MOU

h) Baduwa't Watershed Resilience Initiative: Contribution to HBMWD to Develop a Prop. 4 Watershed Resilience Program grant

ITEMS FOR COUNCIL DISCUSSION OR ACTION

7. **Rousseau Property Exchange - Lot Line Adjustment**

8. **Application to LAFCo – Blue Lake Rancheria**

9. **Blue Lake Truck Route Improvement Project – Phase 2 Railroad Ave to Hatchery Road**

10. **Consider approval of the First Amendment and Full Restatement of the Employment Agreement with City Manager Jennie Short, extending the term through June 30, 2029, revising compensation and leave provisions, and authorizing the Mayor to execute the agreement**

11. **State Park Per Capita Round 5 Grant Project: Bike & Skate Park – Public Outreach & Project Elements**

12. **State Park Per Capita Round 5 Grant Project: Town Square Expansion – Public Outreach & Project Elements**

13. **Bike & Skate Park Phase 1 Update**

14. **Council Correspondence**

15. **Reports Of Council and Staff**
    a) City Manager Report – Discussion & Direction
    b) City Clerk Report – Discussion & Direction
    c) Ad hoc Committee Reports
    d) Commission Updates

16. **Future Agenda Items**

17. **Closed Session Agenda**

    a) Public Comment on Closed Session agenda item(s).

    b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
    Title: City Clerk

    c) CONFERENCE WITH REAL PROPERTY NEGOTIATORS
    Property: approximately three (3) acres of land that is a portion of the parcels designated as Assessor's Parcel Numbers 312-161-018 and 312-161-015 in the City of Blue Lake, California
    Agency negotiator: Jennie Short, City Manager
    Negotiating parties: Danco Communities, a California Corporation
    Under negotiation: Price and terms of payment

    d) Adjourn Closed Session and Report Out

18. **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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CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road
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Blue Lake City Council Action Minutes

Tuesday, October 06, 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, Councilmember Michelle Lewis-Lusso.
Councilmembers Absent: None.

Staff Present: City Manager Jennie Short and City Clerk Samantha Green.

4. **Approval of the Agenda –**

Motion by Councilmember Bayles to approve the agenda. **Second by Councilmember Napier**
Voice Vote: Motion passed unanimously.

5. **Public Comment on Non-Agenda Items:** Dennis Whitcomb and Kent Sawatzky.

6. **Consent Agenda**
   a) Approval of August 25, 2026, City Council Action Minutes
   b) August 2026 Disbursements

Motion by Councilmember Lewis-Lusso to approve the consent agenda. **Second by Councilmember Bayles.**
Voice Vote: Motion passed unanimously.

PUBLIC HEARING ITEM:

7. **7th Cycle Housing Element: A public hearing of the Blue Lake City Council to receive public comment and provide staff direction on the draft 7th Cycle Housing Element Updated, dated September 14, 2026, and to authorize submittal of the Draft Housing Element to the California Department of Housing and Community Development (HCD) to complete the mandatory 90-day compliance review.**

Public Comment: Kent Sawatzky and Lisa Hoover

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Motion by Councilmember Napier to review the draft 7th cycle housing element, accept public comments, provide comments to staff on recommended revisions, and adopt Resolution 1273, approving submission of Blue Lake's Draft 7th Cycle Housing Element to the California Department of Housing and Development (HCD)**. Second by Councilmember Lewis-Lusso.**

Roll call vote:
Aye: Sawatzky, Scafani, Napier, Lewis-Lusso.
No: Bayles
Motion passed 4:1

8. Annual Fiscal Report for the Fiscal Year ended June 30, 2024.

The FY 2023-24 audit was delayed following the departure of the previous permanent City Manager in May 2025 and subsequent staff transitions. JJACPA, Inc. was engaged on April 2, 2026, to complete the audit and prepare the financial statements. The audit is now complete and ready for Council review.

Public Comment: Kent Sawatzky.

Motion by Mayor Pro Tem Scafani to accept and file the fiscal report. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously.

9. Fee Waiver Consideration for Community Bread Project

Tony Cogliati proposed using the Prasch Hall kitchen to bake bread for donation to the Blue Lake Resource Center. Mr. Cogliati would donate the ingredients and his time, requesting the City provide kitchen space and utilities. County Environmental Health indicated the use may be permissible under the Limited-Service Charitable Feeding Operation provisions of the food code. The proposal includes an initial test bake, followed by approximately four hours of weekly kitchen use on Monday or Sunday afternoons.

Public Comment: Kent Sawatzky.

Motion by Councilmember Napier to waive the fees for use of Prasch Hall kitchen to prepare bread for donation to the Blue Lake Resource Center for Distribution. **Second by Mayor Pro Tem Scafani.**
Voice vote: Motion passed unanimously

10. Council Correspondence: None received.

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11. Future Agenda Items

Public Comment: Kent Sawatzky.

12. Closed Session Agenda:

a) **Public Comment on Closed Session agenda item(s):** Kent Sawatzky.

b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: City Manager

c) **CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: Ryan Plotz, City Attorney
Unrepresented employee: City Manager

d) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: approximately three (3) acres of land that is a portion of the parcels designated as Assessor's Parcel Numbers 312-161-018 and 312-161-015 in the City of Blue Lake, California
Agency negotiator: Jennie Short, City Manager
Negotiating parties: Danco Communities, a California Corporation
Under negotiation: Price and terms of payment

e) **Report Out of Closed Session.** Council reconvened at **7:20pm the *following day** at City Hall for a report out of Closed Session. No reportable action was taken.

***The City Council issued an order of adjournment of the Special Meeting in accordance with Government Code §54955. Pursuant to the order of adjournment, the City Council reconvened the Special Meeting at 5:30pm on October 7, 2026, at City Hall and adjourned at 7:20pm**

Prepared by: Samantha Green, City Clerk

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CITY OF BLUE LAKE
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111 Greenwood Road
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Blue Lake City Council Action Minutes

Tuesday, October 13, 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 6:35 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, Councilmember Terry Bayles (virtually)
Councilmembers Absent: Councilmember Lewis-Lusso

Staff Present: City Manager Jennie Short, and City Clerk Samantha Green

Councilmember Bayles joined the meeting remotely via Zoom at approximately 6:45 p.m. Her remote participation was authorized under the just cause exception pursuant to Government Code section 54953.8.3(c)(2). Councilmember Bayles confirmed that no other individuals were present in the room with her.

4. **Approval of the Agenda –**

Motion by Mayor Pro Tem Scafani to approve the agenda. Second by Councilmember Napier.
Voice Vote: Motion passed unanimously.

5. **Public Comment on Non-Agenda Items:** None received.

ITEMS FOR COUNCIL DISCUSSION OR ACTION

6. Water Tank 1 Property Acquisition Update

The City Manager provided an update on the City's efforts to acquire the property and easements associated with the Water Tank 1 site. The previously negotiated agreement did not close due to unresolved title insurance requirements, and the City terminated the agreement in July 2026. The City continues to pursue a voluntary acquisition, has retained an appraisal firm and legal counsel to assist with the process, and is responding to an inverse condemnation lawsuit filed by the property owner.

Public Comment: None received.

No action was taken.

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7. Council Meeting Calendar Review

Staff recommended adjusting the November and December 2026 City Council meeting dates to avoid the weeks of Thanksgiving and Christmas. An additional December meeting was also proposed to allow additional time for preparation of the State Parks Per Capita Grant application and to support the transition of newly elected Councilmembers following the November election.

Public Comment: None received.

Motion by Councilmember Napier to approve the proposed calendar and meeting dates.
Second by Mayor Pro Tem Scafani.
Roll call vote:
Aye: Sawatzky, Scafani, Napier, Bayles.
Absent: Lewis-Lusso
Motion passed unanimously.

8. Closed Session Agenda

a) Public Comment on Closed Session agenda item(s): None received.

Motion by Councilmember Napier to move into Closed Session. Second by Councilmember Bayles.
Roll call vote:
Aye: Sawatzky, Scafani, Napier, Bayles.
Absent: Lewis-Lusso
Motion passed unanimously.

Council convened into Closed Session at Skinner Store at 7:05pm for the purpose of:

a) CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Ryan Plotz, City Attorney
Unrepresented employee: City Manager

b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Approximately three (3) acres of land that is a portion of the parcels designated as Assessor Parcel Numbers 312-161-018 and 312-161-015 in the City of Blue Lake, California
Agency negotiator: Jennie Short, City Manager
Negotiating parties: Danco Communities, a California Corporation
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c) **Adjourn Closed Session and Report Out.** Council reconvened at **8:20pm** at Skinner Store for a report out. No reportable action was taken.

Prepared by: Samantha, City Clerk

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City of Blue Lake
Staff Report

Consent Agenda Item #:	**6.c.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	September Monthly Disbursements
Recommended Action:	That the City Council: 1. Approve the monthly report on disbursements for the period September 1 – 30, 2026

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

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

FISCAL IMPACT
None

ALTERNATIVES
None.

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

Review Information:

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

Comments:

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City of Blue Lake
Check/Voucher Register
From 9/1/2026 Through 9/30/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
14028	9/4/2026	Isabella G. Crawford	Employee: crawfordi; Pay Date: 9/4/2026	43.69
Total 14028	9/4/2026			43.69
14029	9/4/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 9/4/2026	693.38
Total 14029	9/4/2026			693.38
14030	9/4/2026	Michael D. Downard	Employee: downardm; Pay Date: 9/4/2026	2,363.14
Total 14030	9/4/2026			2,363.14
14031	9/4/2026	Aaqib A. Haq	Employee: haqa; Pay Date: 9/4/2026	1,267.36
Total 14031	9/4/2026			1,267.36
14032	9/9/2026	Aflac	INV906907 8/25/26 Aug2026	260.16
Total 14032	9/9/2026			260.16
14033	9/9/2026	AT&T	ACCT23384157271066 8/20/26 Alarms	31.76
	9/9/2026	AT&T	ACCT23838111108003 8/20/26 Alarms	31.76
Total 14033	9/9/2026			63.52
14034	9/9/2026	B & B Portable Toilet Co.	INV236576 8/15/26 Town Square	335.35
	9/9/2026	B & B Portable Toilet Co.	INV236577 8/15/26 Perigot Park	137.44
Total 14034	9/9/2026			472.79
14035	9/9/2026	Bender Rosenthal Incorporated	INV4548 8/28/26 Appraisal of McClure tank site - Buckley Rd	151.50
Total 14035	9/9/2026			151.50
14036	9/9/2026	Blue Lake Casino	INV4549-IN 8/31/26 Aug2026 - fuel expense	875.00
Total 14036	9/9/2026			875.00
14037	9/9/2026	City of Blue Lake	INV9/1/26 W/S payments	3,396.60
Total 14037	9/9/2026			3,396.60
14038	9/9/2026	CA Building Standards Comm.	INV8/26/26 Apr-June2026 CBSC Rpt fees	14.40
Total 14038	9/9/2026			14.40
14039	9/9/2026	Coastal Business Systems Inc.	INV42829446 8/24/26 Copier cvrg 8/17/26-9/16/26	352.81
Total 14039	9/9/2026			352.81
14040	9/9/2026	Skyler A. Coke	INV8/28/26 Dental Reimb - B10	212.00
Total 14040	9/9/2026			212.00
14041	9/9/2026	Colantuono, Highsmith, Whatley	INV72238 8/31/26 Legal-EM	2,225.50
Total 14041	9/9/2026			2,225.50
14042	9/9/2026	Dazey's Arcata	INV12412 8/14/26 Trailer paint	68.50

Check Number	Check Date	Payee	Transaction Description	Check Amount
	9/9/2026	Dazey's Arcata	INV12477 8/25/26 WWTP-CL2 Tank fitting	22.04
Total 14042	9/9/2026			90.54
14043	9/9/2026	Foster & Foster Actuaries& Con	INV16065T Actuarial Val. & GASB-FY ending6/30/25-2nd Inst	1,620.00
Total 14043	9/9/2026			1,620.00
14044	9/9/2026	Humboldt Co. Sheriff's Office	INV9/30/26 Animal Shelter Svcs Jul-Sept2026	2,921.50
	9/9/2026	Humboldt Co. Sheriff's Office	INV9/30/26 Law Enforcement Svcs. Jul-Sept2026	46,720.50
Total 14044	9/9/2026			49,642.00
14045	9/9/2026	Humb. Bay Municipal Water Dist	Billing Period 7/1/26-7/31/26	20,142.56
Total 14045	9/9/2026			20,142.56
14046	9/9/2026	Michelle Lewis-Lusso	Jul, Aug & Sept 2026 Council Stipend	150.00
Total 14046	9/9/2026			150.00
14047	9/9/2026	McKinleyville Ace Hardware	INV522448 8/12/26 Shop supp-dowel	8.25
	9/9/2026	McKinleyville Ace Hardware	INV523056 8/24/26 Shop supps	83.95
Total 14047	9/9/2026			92.20
14048	9/9/2026	Miller Farms Nursery, Inc.	INV181651 8/12/26 Blower repair equipmnt	36.95
	9/9/2026	Miller Farms Nursery, Inc.	INV181784 8/24/26 Shop Safety equipmnt	188.58
Total 14048	9/9/2026			225.53
14049	9/9/2026	The Mill Yard	INV569233 8/1/26 Town Sq Trellace Supps.	96.55
Total 14049	9/9/2026			96.55
14050	9/9/2026	Katheryn Napier	July, Aug & Sept 2026 Council Stipend	150.00
Total 14050	9/9/2026			150.00
14051	9/9/2026	O'Reilly Auto Parts	INV3537340755 8/21/26 Auto Trans Fluid for shop	131.57
Total 14051	9/9/2026			131.57
14052	9/9/2026	Pacific Paper Company	INV251782/251781/252353 CH Supplies	106.51
	9/9/2026	Pacific Paper Company	INV251885 8/4/26 Car show supps	35.26
Total 14052	9/9/2026			141.77
14053	9/9/2026	John Sawatzky	July, Aug & Sept 2026 Council Stipend	150.00
Total 14053	9/9/2026			150.00
14054	9/9/2026	Elise G. Scafani	July, Aug & Sept 2026 Council Stipend	150.00
Total 14054	9/9/2026			150.00
14055	9/9/2026	SHN Consulting	INV131002 8/20/26 Engineering Svcs-July2026	2,977.50
Total 14055	9/9/2026			2,977.50

Check Number	Check Date	Payee	Transaction Description	Check Amount
14056	9/9/2026	Tensor IT	INV12350 9/1/26 IT Services	200.70
Total 14056	9/9/2026			200.70
14057	9/9/2026	Verizon Wireless	INV6151595318 7/22/26-8/21/26	415.90
Total 14057	9/9/2026			415.90
14058	9/18/2026	Isabella G. Crawford	Employee: crawfordi; Pay Date: 9/18/2026	59.58
Total 14058	9/18/2026			59.58
14059	9/18/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 9/18/2026	848.87
Total 14059	9/18/2026			848.87
14060	9/18/2026	Michael D. Downard	Employee: downardm; Pay Date: 9/18/2026	879.69
Total 14060	9/18/2026			879.69
14061	9/18/2026	Layla R. Holbrooks	Employee: holbrooksl; Pay Date: 9/18/2026	118.07
Total 14061	9/18/2026			118.07
14062	9/18/2026	Meghan C. O'Neil	Employee: oneilm; Pay Date: 9/18/2026	66.89
Total 14062	9/18/2026			66.89
14063	9/18/2026	Kieren Yoder	Employee: yoderk; Pay Date: 9/18/2026	188.91
Total 14063	9/18/2026			188.91
14064	9/18/2026	AT&T	INV9/4/26 4-Cal Net 3 Bills	302.88
Total 14064	9/18/2026			302.88
14065	9/18/2026	B & B Portable Toilet Co.	INV236641 9/15/26 Horse Arena	137.44
	9/18/2026	B & B Portable Toilet Co.	INV239239 9/12/26 WWTP	54.38
Total 14065	9/18/2026			191.82
14066	9/18/2026	Skyler A. Coke	INV9/8/26 Dental Payment-B10	340.00
Total 14066	9/18/2026			340.00
14067	9/18/2026	Hensel's Ace Hardware	INV335855 8/18/26 Park supplies-maint.	81.09
	9/18/2026	Hensel's Ace Hardware	INV336057 8/21/26 Prasch Hall supplies	284.57
Total 14067	9/18/2026			365.66
14068	9/18/2026	Intedata Systems, Inc.	INVINTMN0001765 8/31/26 W/S Support	101.65
Total 14068	9/18/2026			101.65
14069	9/18/2026	S. Shaun Johanson DDS	INV9/10/26 Dental payment-W10	108.00
Total 14069	9/18/2026			108.00
14070	9/18/2026	Austin Jones	INV9/3/26 Vision Payment-E10	53.97

Check Number	Check Date	Payee	Transaction Description	Check Amount
Total 14070	9/18/2026			53.97
14071	9/18/2026	Jacob Meng	INV9/1/26 Cell phone reimb-Meng	40.00
Total 14071	9/18/2026			40.00
14072	9/18/2026	Microbac Laboratories, Inc.	INV189783 8/3/26 WW	158.00
	9/18/2026	Microbac Laboratories, Inc.	INV189859 8/7/26 WW	88.00
	9/18/2026	Microbac Laboratories, Inc.	INV189942 8/10/26 WW	60.00
	9/18/2026	Microbac Laboratories, Inc.	INV190064 8/17/26 WW	738.00
	9/18/2026	Microbac Laboratories, Inc.	INV190086 8/19/26 WW	88.00
	9/18/2026	Microbac Laboratories, Inc.	INV190134 8/20/26 WW	158.00
	9/18/2026	Microbac Laboratories, Inc.	INV190204 8/25/26 WW	60.00
	9/18/2026	Microbac Laboratories, Inc.	INV190205 8/25/26 WW	88.00
Total 14072	9/18/2026			1,438.00
14073	9/18/2026	Miller Farms Nursery, Inc.	INV181965 9/11/26 Repair hedge trimmer	140.40
	9/18/2026	Miller Farms Nursery, Inc.	INV181967 9/11/26 Chain saw chains	77.19
Total 14073	9/18/2026			217.59
14074	9/18/2026	Optimum	INV9/30/26 Billing period 9/1/26-9/30/26	510.44
Total 14074	9/18/2026			510.44
14075	9/18/2026	O'Reilly Auto Parts	INV3537-344840/850/797 9/14/26 Truck#186 replace pump	206.81
	9/18/2026	O'Reilly Auto Parts	INV3537-345183 9/16/26 Oil for backhoe	164.57
Total 14075	9/18/2026			371.38
14076	9/18/2026	Pacific Gas and Electric	8/28/26 Statement	10,694.64
Total 14076	9/18/2026			10,694.64
14077	9/18/2026	Pierson Building Center	INV352298 8/31/26 Town Square supps-panel	66.74
Total 14077	9/18/2026			66.74
14078	9/18/2026	RMW Accounting	INV2523 8/31/26 FYE 24/25 Acctg. Svcs.	10,240.00
Total 14078	9/18/2026			10,240.00
14079	9/18/2026	Tensor IT	INV12227 7/1/26 IT Svcs-comp#2	1,459.38
	9/18/2026	Tensor IT	INV12303 9/1/26 IT Services	298.75
	9/18/2026	Tensor IT	INV12331 9/1/26 IT Services	800.45
Total 14079	9/18/2026			2,558.58
14080	9/18/2026	Thomas Home Center	INV952287 8/26/26 Town Square supps	4.05
	9/18/2026	Thomas Home Center	INV953029 9/16/26 Paint	107.54
Total 14080	9/18/2026			111.59
14081	9/18/2026	U. S. Postal Service	INV9/17/26 Replenish W/S Trust acct.	1,500.00
Total 14081	9/18/2026			1,500.00

Check Number	Check Date	Payee	Transaction Description	Check Amount
14082	9/25/2026	Advanced Security Systems	INV797754 10/1/26 Alarm Syst.	388.50
Total 14082	9/25/2026			388.50
14083	9/25/2026	Aflac	INV216115 9/25/26 Sept2026	234.96
Total 14083	9/25/2026			234.96
14084	9/25/2026	Coastal Business Systems Inc.	INV43083302 Copier cvrg 9/17/26-10/16/26	382.79
Total 14084	9/25/2026			382.79
14085	9/25/2026	Fire Risk Mgmt Services	FRMS 2024 & 2025 Assessment pmt#14	4,454.88
Total 14085	9/25/2026			4,454.88
14086	9/25/2026	Humboldt County Tax Collector	FY26/27 Property Tax -314 Railroad	51.06
Total 14086	9/25/2026			51.06
14087	9/25/2026	Humboldt Termite and Pest	INV613277 9/9/26 Pest Control Svcs.	72.00
Total 14087	9/25/2026			72.00
14088	9/25/2026	Intedata Systems, Inc.	INVINTFORM00117 9/15/26 W/S Supplies-bill forms	484.85
Total 14088	9/25/2026			484.85
14089	9/25/2026	TimeValue Software	INV176393 8/9/26 Annual Subscription	60.00
Total 14089	9/25/2026			60.00
14090	9/25/2026			0.00
Total 14090	9/25/2026			0.00
14091	9/25/2026	US Bank Corp. Payment Systems	INV001345 8/7/26 Car show table supps-Michaels	24.21
	9/25/2026	US Bank Corp. Payment Systems	INV035292 8/7/26 Car show awards-EurekaRubberStamp	29.77
	9/25/2026	US Bank Corp. Payment Systems	INV039221 8/4/26 Rec Supps/Staples	132.28
	9/25/2026	US Bank Corp. Payment Systems	INV058824 8/7/26 Car show food/supps-US Chef	12.99
	9/25/2026	US Bank Corp. Payment Systems	INV070609 8/6/26 Car show food/supps-Costco	387.02
	9/25/2026	US Bank Corp. Payment Systems	INV090106 8/6/26 Car show food/supps-US Chef	258.14
	9/25/2026	US Bank Corp. Payment Systems	INV128541044 7/21/26 Replace equip@Clemence-Webstarant	241.44
	9/25/2026	US Bank Corp. Payment Systems	INV22902 8/21/26 Car show event mktg-Meta	19.47
	9/25/2026	US Bank Corp. Payment Systems	INV7/22/26 Zoom	16.99
	9/25/2026	US Bank Corp. Payment Systems	INV7/23/26 Spotify	10.99
	9/25/2026	US Bank Corp. Payment Systems	INV7/28/26 Billing Period:7/1/26-7/31/26-Optimum	558.22
	9/25/2026	US Bank Corp. Payment Systems	INV7/30/26 Zoom	16.99
	9/25/2026	US Bank Corp. Payment Systems	INV756360 8/15/26 Parts/WaterTrailer-Harbor Freight	132.26
	9/25/2026	US Bank Corp. Payment Systems	INV756507 8/16/26 Parts/WaterTrailer-HarberFreight	23.05
	9/25/2026	US Bank Corp. Payment Systems	INV8/10/26 Amazon	44.02
	9/25/2026	US Bank Corp. Payment Systems	INV8/22/26 Adobe	95.96
	9/25/2026	US Bank Corp. Payment Systems	INV8/22/26 Zoom	16.99
	9/25/2026	US Bank Corp. Payment Systems	INV8/23/26 Spotify	10.99
	9/25/2026	US Bank Corp. Payment Systems	INV81821713 7/26/26 Car show mech/caps-Printful	200.14
	9/25/2026	US Bank Corp. Payment Systems	INV81821714 7/28/26 Car show merch-Printful	930.70
	9/25/2026	US Bank Corp. Payment Systems	INVC1819 7/31/26 Car show supps/Murphy's	11.94

Check Number	Check Date	Payee	Transaction Description	Check Amount
	9/25/2026	US Bank Corp. Payment Systems	INVHD04831339242 Billing:7/22/26-8/21/26-Adobe	95.96
Total 14091	9/25/2026			3,270.52
2457	9/4/2026	Jessika Chapman	Utility Deposit Refund #60707002 113 Evergreen St	219.23
Total 2457	9/4/2026			219.23
260904A01	9/4/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 9/4/2026	2,006.49
Total 260904A01	9/4/2026			2,006.49
260904A02	9/4/2026	Skyler A. Coke	Employee: cokes; Pay Date: 9/4/2026	1,106.17
Total 260904A02	9/4/2026			1,106.17
260904A03	9/4/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 9/4/2026	1,929.56
Total 260904A03	9/4/2026			1,929.56
260904A04	9/4/2026	Samantha G. Green	Employee: greens; Pay Date: 9/4/2026	1,436.14
Total 260904A04	9/4/2026			1,436.14
260904A05	9/4/2026	Austin R. Jones	Employee: jonesa; Pay Date: 9/4/2026	1,340.90
Total 260904A05	9/4/2026			1,340.90
260904A06	9/4/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 9/4/2026	1,624.34
Total 260904A06	9/4/2026			1,624.34
260904A07	9/4/2026	Athina S. Lee	Employee: leea; Pay Date: 9/4/2026	1,727.47
Total 260904A07	9/4/2026			1,727.47
260904A08	9/4/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 9/4/2026	1,352.17
Total 260904A08	9/4/2026			1,352.17
260904A09	9/4/2026	Aislin N. McKinney	Employee: mckinneya; Pay Date: 9/4/2026	290.25
Total 260904A09	9/4/2026			290.25
260904A10	9/4/2026	Jacob P. Meng	Employee: mengj; Pay Date: 9/4/2026	1,231.41
Total 260904A10	9/4/2026			1,231.41
260904A11	9/4/2026	Jennie M. Short	Employee: shortj; Pay Date: 9/4/2026	3,439.08
Total 260904A11	9/4/2026			3,439.08
260904A12	9/4/2026	Quinn Sousa	Employee: sousaq; Pay Date: 9/4/2026	336.32
Total 260904A12	9/4/2026			336.32
260904A13	9/4/2026	Emily P. Wood	Employee: woode; Pay Date: 9/4/2026	1,625.03
Total 260904A13	9/4/2026			1,625.03

Check Number	Check Date	Payee	Transaction Description	Check Amount
260904EFT-01	9/4/2026	U. S. Department of Treasury	EFTPS Federal Tax Pmt 9/04/26 PR	7,993.14
Total 260904EFT-(	9/4/2026			7,993.14
260904EFT-02	9/4/2026	Employment Development Dept.	DE88 State Tax Pmt 9/04/26 PR	1,583.22
Total 260904EFT-(	9/4/2026			1,583.22
260904EFT-03	9/4/2026	Cal PERS	PERS Retirement Pmt 9/04/26 PR	4,699.08
Total 260904EFT-(	9/4/2026			4,699.08
260904EFT-04	9/4/2026	CA State Disbursement Unit	CS Deduction 9/04/26 PR	164.76
Total 260904EFT-(	9/4/2026			164.76
260904EFT-05	9/4/2026	Cal PERS	Health Premium Sept 2026	14,526.87
Total 260904EFT-(	9/4/2026			14,526.87
260904EFT-06	9/4/2026	Freedom Voice	Freedom Voice 9/01/26 Statement	124.91
Total 260904EFT-(	9/4/2026			124.91
260918-EFT01	9/18/2026	U. S. Department of Treasury	EFTPS Federal Tax Pmt 9/18/26 PR	7,625.34
Total 260918-EFT(	9/18/2026			7,625.34
260918-EFT02	9/18/2026	Employment Development Dept.	DE88 State Tax Pmt 9/18/26 PR	1,463.67
Total 260918-EFT(	9/18/2026			1,463.67
260918-EFT03	9/18/2026	Cal PERS	PERS Retirement Pmt 9/18/26 PR	4,733.97
	9/18/2026	Cal PERS	Soc Sec 218 Annual fee 26/27	90.00
Total 260918-EFT(	9/18/2026			4,823.97
260918-EFT04	9/18/2026	CA State Disbursement Unit	Child Support Deduction 9/18/26 PR	164.76
Total 260918-EFT(	9/18/2026			164.76
260918A01	9/18/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 9/18/2026	2,257.24
Total 260918A01	9/18/2026			2,257.24
260918A02	9/18/2026	Skyler A. Coke	Employee: cokes; Pay Date: 9/18/2026	1,323.65
Total 260918A02	9/18/2026			1,323.65
260918A03	9/18/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 9/18/2026	1,929.55
Total 260918A03	9/18/2026			1,929.55
260918A04	9/18/2026	Samantha G. Green	Employee: greens; Pay Date: 9/18/2026	1,436.14
Total 260918A04	9/18/2026			1,436.14
260918A05	9/18/2026	Aaqib A. Haq	Employee: haqa; Pay Date: 9/18/2026	1,267.36
Total 260918A05	9/18/2026			1,267.36

Check Number	Check Date	Payee	Transaction Description	Check Amount
260918A06	9/18/2026	Austin R. Jones	Employee: jonesa; Pay Date: 9/18/2026	1,444.33
Total 260918A06	9/18/2026			1,444.33
260918A07	9/18/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 9/18/2026	1,635.47
Total 260918A07	9/18/2026			1,635.47
260918A08	9/18/2026	Athina S. Lee	Employee: leea; Pay Date: 9/18/2026	1,727.47
Total 260918A08	9/18/2026			1,727.47
260918A09	9/18/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 9/18/2026	1,332.51
Total 260918A09	9/18/2026			1,332.51
260918A10	9/18/2026	Aislin N. McKinney	Employee: mckinneya; Pay Date: 9/18/2026	165.86
Total 260918A10	9/18/2026			165.86
260918A11	9/18/2026	Jacob P. Meng	Employee: mengj; Pay Date: 9/18/2026	1,289.70
Total 260918A11	9/18/2026			1,289.70
260918A12	9/18/2026	Jennie M. Short	Employee: shortj; Pay Date: 9/18/2026	3,439.08
Total 260918A12	9/18/2026			3,439.08
260918A13	9/18/2026	Quinn Sousa	Employee: sousaq; Pay Date: 9/18/2026	451.50
Total 260918A13	9/18/2026			451.50
260918A14	9/18/2026	Emily P. Wood	Employee: woode; Pay Date: 9/18/2026	1,625.02
Total 260918A14	9/18/2026			1,625.02
260918A15	9/18/2026	Mickey Woodroofe	Employee: woodroofem; Pay Date: 9/18/2026	66.89
Total 260918A15	9/18/2026			66.89
Report Total				213,769.23

City of Blue Lake
Staff Report

Consent Agenda Item #:	**6.d.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Unaudited Fourth Quarter Financial Reports for Period of April 1 through June 30, 2026
Recommended Action:	That the City Council: **1.** Receive and file the Fiscal Year 2025-26 Fourth Quarter Financial Reports

DISCUSSION

Presented for Council review is the unaudited draft Revenue and Expenditures by Fund report for the City's financial position for the period of 04/01/26 -06/30/26 and 07/01/25 -06/30/26 and the Cash Balances by Fund report as of June 30, 2026. This report is intended to inform the Council on budget status and provide an overview of the revenues received through the end of the fourth quarter. **None of the year end adjustments have been completed.** These reports reflect a cash basis and have not yet been modified to accrue outstanding payables or receivables in their entirety.

FINANCIAL HIGHLIGHTS

General Fund (Fund 10)

The revenues to date are $1,057,251 (99%) of a budgeted $1,069,316. The expenditures to date are $1,218,004 (112%) of a budgeted $1,085,504. The unaudited cash balance at the beginning of the fiscal year was $907,740.81 and the general fund's cash balance has decreased by $58,508.75 so far this year.

Most of the revenues and expenditures are on target with the adopted budget, with a few exceptions. Those exceptions include:

- Legal expenses in Fund 10 Dept. 160 are $21,176.67 over budget but $4,054.50 under budget in Dept 100.
- Planning expenses in Fund 10 Dept. 220 are $117,990.81 over budget due to the 7th Housing Element consultant costs.
- Revenue from Gas Taxes was suspended pending approval of the City's Annual Streets Report submission to the State Controller's Office but has been reinstated and the held balances distributed to the City.
- The sales and use tax payments are $21,466.05 under budget but are submitted on a delayed schedule and should increase with the posting of the end of the fiscal year adjustments.

Water Operating Fund (Fund 60)
The revenues to date are $658,257 (101%) of a budgeted $654,133. The expenditures to date are $708,661 (95%) of a budgeted $742,603. One of the year end adjusting entries will be to post the payout to PERS for the GASB adjustments, which will total approximately 27,700. Once this expense has been posted, the expenditure will be 99% of the budgeted amount. The unaudited cash balance for the Water Operating Fund at the beginning of the fiscal year was $302,362.79 and has decreased by $184,893.37 so far this year. The adopted budget anticipated a deficit of $88,470. So far this year we have realized $50,404, or 57% of this amount.

The only remedy for the deficit in this fund is to increase water rates or decrease expenditures. The $1.90 per hundred cubic feet of water charged to customers is less than the amount the City pays HBMWD for the water delivered.

Sewer Operating Fund (Fund 70)
The revenues to date are $550,942 (93%) of a budgeted $591,663. The expenditures to date are $561,049 (92%) of a budgeted $611,204. The unaudited cash balance for the Sewer Operating Fund at the beginning of the fiscal year was $43,743.60 and has increased by $1,521.31 so far this year. The adopted budget anticipated a deficit of $19,541. So far this year we have realized a deficit of $10,108, or 48% of this amount.

The sewer service charges are $46,531 less than budgeted. This deficit is concerning. Analysis of the sewer charges is high on my list of priorities.

Audit expenses in all funds are $25K under budget because the budget anticipated completion of several budgets during the 2025-2026 fiscal year. That expense will actually be incurred during the 2026-2027 fiscal year.

ATTACHMENTS

1. Fourth Quarter Revenue and Expenditure by Fund Report for Period of April 1 – June 30, 2026
2. Cash Balances by Fund as of June 30, 2026, with YTD Change
3. Cash Balances by Fund as of June 30, 2025, with YTD Change
4. Cash Balances by Fund as of June 30, 2024, with YTD Change (matches audit)

Review Information:

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

Comments:

Summary of Revenues and Expenditures by Fund

Fund Department or Description	Revenue & Transfers In	Expenditures & Transfers Out	Total Income or (Loss)	Budget Variance
10 - General Fund	1,057,251	1,218,004	(160,753)	(144,565)
11 - Recreation Economic Analysis Fund				
12 American Rescue Plan - Covid Relief Fund				
13 State Park Per Capita Program Fund				
15 - Bike & Skate Park Fund	9,566	8,333	1,233	1,278
25 - Highway Users Tax Fund	73,682	77,544	(3,861)	(3,861)
30 - TDA Street Fund	28,104	47,643	(19,540)	(19,540)
31 - TDA Purchased Transportation Fund	15,630	15,600	30	30
32 - AB-939 Solid Waste/Recycling Fund	12,547	14,776	(2,229)	(5,759)
33 - Supplemental Law Enforcement Services Fund	192,519	170,159	22,360	6,748
34 - Regional Surface Transportation Program Fund	12,368	12,368	0	0
36 - Powers Creek District Fund	4,542	18,339	(13,797)	(34,176)
38 - CDBG Non-Program Income Fund	14,292	8,635	5,657	(458)
42 - CDBG Program Income-Holding Fund	2,213	2,213	0	(450)
44 - CDBG Program Income-Revolving Fund	7,573	7,573	0	(2,200)
60 - Water Fund	658,257	708,661	(50,404)	38,066
61 - Water Connection Fee Fund	7,860	0	7,860	1,880
62 - Water Capital Reserve Fund	529	0	529	124
64 - Turbidity Reduction Facility Reserve Fund	12,221	20,186	(7,966)	(7,866)
70 - Sewer Fund	550,942	561,049	(10,108)	(19,541)
71 - Sewer Connection Fee Fund	12,532	0	12,532	3,000
72 - Sewer Capital Reserve Fund	50,016	0	50,016	15,016
80 - Dental/Vision Trust Fund	9,598	8,591	1,007	1,007
Total	2,732,242	2,899,674	(167,434)	(171,267)

City of Blue Lake
Statement of Revenues and Expenditures
Current Period: 4/1/2026 Through 6/30/2026
Year to Date: 7/1/2025 - 6/30/2026

10 - General Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Property tax-secured	82,083	**161,884**	161,045	839	1 %
Property tax-unsecured	1,478	**5,938**	6,166	(228)	(4)%
Property tax-supplemental	1,096	**2,163**	2,161	2	0 %
Property tax-prior years	170	**519**	2,191	(1,672)	(76)%
Interest Income/penalties on delinquent	1,182	**1,910**	4,946	(3,037)	(61)%
Sales & use tax	70,320	**153,154**	174,620	(21,466)	(12)%
Real Property Transfer Tax	1,161	**2,219**	3,761	(1,542)	(41)%
Transient Occupancy Tax	786	**786**	872	(86)	(10)%
Franchise fee, Cable TV	5,326	**11,044**	11,980	(936)	(8)%
Franchise fee, Pacific Gas & Electric	19,115	**19,115**	18,320	795	4 %
Franchise fee, garbage	7,332	**19,535**	18,379	1,156	6 %
Business license taxes	2,920	**18,480**	18,473	7	0 %
Animal licenses & fees	2,610	**3,485**	2,565	920	36 %
Building permits & fees	4,380	**19,424**	20,000	(576)	(3)%
Interest earned	12,340	**26,632**	17,245	9,387	54 %
Rent, Little League	1,000	**1,000**	1,000	0	0 %
Rent, Resource Center	9,396	**20,803**	12,191	8,612	71 %
Rent, caretaker cabin	1,320	**6,600**	7,920	(1,320)	(17)%
Park facilities rental	3,875	**13,895**	19,800	(5,905)	(30)%
Motor vehicle in-lieu	74,352	**150,547**	151,627	(1,080)	(1)%
Other State grants	79	**130,323**	95,516	34,806	36 %
Homeowners property tax relief	654	**1,308**	1,375	(67)	(5)%
Prop 172 public safety	9,730	**19,570**	15,768	3,802	24 %
Miscellaneous Grants	3,631	**4,454**	6,000	(1,546)	(26)%
Planning cost recovery & fees	3,571	**5,536**	19,639	(14,103)	(72)%
City attorney cost recovery & fees	0	**0**	148	(148)	(100)%
Public works cost recovery & fees	700	**1,875**	2,115	(240)	(11)%
Administrative fees	542	**1,183**	2,705	(1,522)	(56)%
Plan check fees	1,244	**1,244**	0	1,244	0 %
City engineering cost recovery & fees	0	**0**	808	(808)	(100)%
Other cost recovery fees	1,007	**2,882**	3,165	(283)	(9)%
Parks & rec-skating	15,702	**68,034**	80,000	(11,966)	(15)%
Parks & rec-games/vending machines	528	**1,869**	2,743	(874)	(32)%
Parks & rec-summer recreation program	3,763	**16,503**	11,447	5,056	44 %
Parks & rec-recreation fees	4,100	**14,981**	10,000	4,981	50 %
Parks & rec-concessions revenue	1,001	**10,213**	13,000	(2,787)	(21)%
Parks & rec-donations	90	**250**	0	250	0 %
General donations	4	**41**	0	41	0 %
Miscellaneous other revenue	38	**296**	500	(204)	(41)%
Indirect costs recovered	0	**0**	2,889	(2,889)	(100)%
Transfers from other funds	84,319	**137,555**	146,234	(8,679)	(6)%
Total REVENUES & TRANSFERS	432,945	**1,057,251**	1,069,316	(12,065)	(1)%

10 - General Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	94,310	**260,022**	248,477	(11,545)	(5)%
Salaries, regular parttime	25,733	**136,272**	154,999	18,727	12 %
Salaries, on call/standby	104	**104**	0	(104)	0 %
Compensation time paid	686	**2,588**	0	(2,588)	0 %
Vacation time paid	1,043	**4,185**	0	(4,185)	0 %
Over time paid	646	**6,908**	6,850	(58)	(1)%
Salaries, rounds/call back	56	**536**	0	(536)	0 %
Severance pay	0	**3,750**	3,750	0	0 %
Opt-Out Stipend	116	**116**	0	(116)	0 %
Payroll taxes (ss/med/sui)	9,987	**33,483**	33,465	(18)	(0)%
Retirement-Miscellaneous Members	9,356	**26,745**	28,546	1,801	6 %
Retirement-Unfunded Liability	0	**52,682**	52,682	0	0 %
Health insurance	30,117	**92,834**	89,679	(3,155)	(4)%
Dental/vision plan	1,404	**3,269**	3,188	(81)	(3)%
Retirement-Public Safety	0	**12,471**	12,471	0	0 %
Workers' compensation insurance	4,270	**14,135**	13,378	(757)	(6)%
City Council stipend	600	**2,400**	3,000	600	20 %
Legal	10,089	**47,337**	28,115	(19,222)	(68)%
Engineering	2,726	**27,649**	25,975	(1,674)	(6)%
Planning (includes 7th HE Update)	91,746	**159,718**	40,575	(119,143)	(294)%
Audit	5,550	**5,550**	13,000	7,450	57 %
Accounting	2,766	**7,851**	10,000	2,149	21 %
Actuarial services	0	**0**	700	700	100 %
Postage	150	**980**	1,055	75	7 %
Fuels & lubricants	3,383	**6,950**	3,925	(3,025)	(77)%
Supplies & expendable equipment	14,433	**31,435**	19,740	(11,695)	(59)%
Chartin Cemetery supplies	179	**179**	0	(179)	0 %
Concession supplies	1,198	**7,413**	7,500	87	1 %
Advertising & promotion	519	**845**	615	(230)	(37)%
Background reports	0	**154**	300	146	49 %
Maintenance & repair-equipment	260	**1,512**	2,000	488	24 %
Maintenance & repair-facilities	1,167	**6,270**	5,300	(970)	(18)%
Maintenance & repair-vehicles	103	**469**	805	336	42 %
Equipment & vehicle rentals	2,200	**9,604**	5,150	(4,454)	(86)%
Janitorial services	183	**516**	3,455	2,939	85 %
Animal Shelter Services	2,695	**10,779**	10,779	0	0 %
Outside services	4,974	**18,960**	18,141	(819)	(5)%
IT services & costs	4,819	**11,536**	7,980	(3,556)	(45)%
Communications	1,831	**8,219**	6,255	(1,964)	(31)%
Water	5,081	**19,026**	20,755	1,729	8 %
Gas & Electric	13,298	**45,157**	42,850	(2,307)	(5)%
Garbage & greenwaste disposal services	0	**4,737**	5,965	1,228	21 %

10 - General Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
Alarm system services	314	**1,397**	1,485	88	6 %
Licenses, permits & fees	1,766	**6,862**	19,765	12,903	65 %
County tax collector-admin fee	2,133	**4,914**	4,595	(319)	(7)%
General liability insurance	8,280	**33,121**	41,088	7,967	19 %
Property casualty insurance	1,885	**7,539**	8,251	712	9 %
Travel	84	**1,670**	350	(1,320)	(377)%
Property taxes & assesments	0	**745**	755	10	1 %
Meetings, education & training	1,580	**5,101**	4,260	(841)	(20)%
Memberships, dues & subscriptions	283	**1,880**	2,010	130	6 %
Miscellaneous other expense	136	**136**	50	(86)	(173)%
Buildings & Improvements	0	**69,289**	71,475	2,187	3 %
Total EXPENDITURES & TRANSFERS	364,244	**1,218,004**	1,085,504	(132,500)	(12)%
TOTAL	**68,701**	**(160,753)**	**(16,188)**	**(144,565)**	**893 %**

15 - Bike & Skate Park Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Parks & rec-donations	5,090	**9,566**	8,000	1,566	20%
Total REVENUES & TRANSFERS	5,090	**9,566**	8,000	1,566	
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	256	**256**	0	(256)	0 %
Payroll taxes (ss/med/sui)	13	**13**	0	(13)	0 %
Retirement-Miscellaneous Members	21	**21**	0	(21)	0 %
Health insurance	36	**36**	0	(36)	0 %
Dental/vision plan	2	**2**	0	(2)	0 %
Workers' compensation insurance	9	**9**	0	(9)	0 %
Legal	0	**0**	2,000	2,000	100 %
Planning	0	**0**	200	200	100 %
Supplies & expendable equipment	0	**0**	845	845	100 %
Buildings & Improvements	0	**7,997**	5,000	(2,997)	-60%
Total EXPENDITURES & TRANSFERS	336	**8,334**	**8,045**	(289)	-4%
TOTAL	**4,754**	**1,233**	**(45)**	**1,278**	

25 - Highway Users Tax Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	593	**1,056**	518	538	104 %
2103 Highway Users Tax	5,337	**11,371**	11,524	(153)	(1)%
2105 Highway Users Tax	3,636	**7,330**	7,494	(164)	(2)%
2106 Highway users tax	4,883	**9,721**	9,824	(103)	(1)%
2107 Highway Users Tax	4,796	**9,759**	9,912	(153)	(2)%
2107.5 Highway Users Tax	0	**1,000**	1,000	0	0 %
Highway Users Tax-Rd Maint Rehab Acct	13,832	**33,445**	32,883	562	2 %
Total REVENUES & TRANSFERS	33,077	**73,682**	73,155	527	1 %
EXPENDITURES & TRANSFERS					
Transfers to other funds	48,408	**77,544**	73,155	(4,389)	(7)%
Total EXPENDITURES & TRANSFERS	48,408	**77,544**	73,155	(4,389)	(7)%
TOTAL	**(15,331)**	**(3,861)**	**0**	**(3,861)**	**0 %**

30 - TDA Street Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
HCOAG Transportation Tax-Streets	27,671	**27,671**	59,955	(32,284)	(54)%
Interest earned	219	**433**	43	390	906 %
Total REVENUES & TRANSFERS	27,890	**28,104**	59,998	(31,894)	(53)%
EXPENDITURES & TRANSFERS					
Transfers to other funds	35,911	**47,643**	59,998	12,355	21 %
Total EXPENDITURES & TRANSFERS	35,911	**47,643**	59,998	12,355	21 %
TOTAL	**(8,021)**	**(19,540)**	**0**	**(19,540)**	**0 %**

31 - TDA Purchased Transportation Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
HCOAG Transportation Tax-Transit	15,600	**15,600**	15,600	0	0 %
Interest earned	0	**30**	0	30	0 %
Total REVENUES & TRANSFERS	15,600	**15,630**	15,600	30	0 %
EXPENDITURES & TRANSFERS					
Public transit services	0	**15,600**	15,600	0	0 %
Total EXPENDITURES & TRANSFERS	0	**15,600**	15,600	0	0 %
TOTAL	**15,600**	**30**	**0**	**30**	**0 %**

32 - AB-939 Solid Waste/Recycling Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Other State grants	0	**5,000**	5,000	0	0 %
AB-939 tipping fees	1,919	**7,547**	5,530	2,017	36 %
Total REVENUES & TRANSFERS	1,919	**12,547**	10,530	2,017	19 %
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	4,079	**4,056**	0	(4,056)	0 %
Salaries, regular parttime	86	**86**	0	(86)	0 %
Compensation time paid	104	**0**	0	0	0 %
Payroll taxes (ss/med/sui)	(67)	**331**	0	(331)	0 %
Retirement-Miscellaneous Members	(54)	**343**	0	(343)	0 %
Health insurance	(76)	**2,385**	0	(2,385)	0 %
Dental/vision plan	(3)	**93**	0	(93)	0 %
Workers' compensation insurance	(27)	**215**	0	(215)	0 %
Planning	0	**566**	0	(566)	0 %
Garbage & greenwaste disposal services	0	**6,700**	7,000	300	4 %
Total EXPENDITURES & TRANSFERS	4,045	**14,776**	7,000	(7,776)	(111)%
TOTAL	**(2,126)**	**(2,229)**	**3,530**	**(5,759)**	**(163)%**

33 - Supplemental Law Enforcement Services Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	999	**999**	500	499	100 %
SLESF grant	12,779	**191,519**	185,271	6,248	3 %
Total REVENUES & TRANSFERS	13,779	**192,519**	185,771	6,748	4 %
EXPENDITURES & TRANSFERS					
Law enforcement services	42,540	**170,159**	170,159	0	0 %
Total EXPENDITURES & TRANSFERS	42,540	**170,159**	170,159	0	0 %
TOTAL	**(28,761)**	**22,360**	**15,612**	**6,748**	**43 %**

34 - Regional Surface Transportation Program Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
RSTP funds	0	**12,368**	13,081	(713)	(5)%
Total REVENUES & TRANSFERS	0	**12,368**	13,081	(713)	(5)%
EXPENDITURES & TRANSFERS					
Transfers to other funds	0	**12,368**	13,081	713	5 %
Total EXPENDITURES & TRANSFERS	0	**12,368**	13,081	713	5 %
TOTAL	**0**	**0**	**0**	**0**	**0 %**

36 - Powers Creek District Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Rent, 100/110 Monda Way	4,542	**4,542**	27,250	(22,708)	(83)%
Total REVENUES & TRANSFERS	4,542	**4,542**	27,250	(22,708)	(83)%
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	2,849	**6,976**	0	(6,976)	0 %
Salaries, regular parttime	657	**3,663**	3,202	(461)	(14)%
Salaries, on call/standby	22	**22**	0	(22)	0 %
Salaries, rounds/call back	19	**19**	0	(19)	0 %
Payroll taxes (ss/med/sui)	269	**849**	258	(591)	(229)%
Retirement-Miscellaneous Members	293	**871**	255	(616)	(242)%
Health insurance	1,515	**3,642**	0	(3,642)	0 %
Dental/vision plan	56	**139**	0	(139)	0 %
Workers' compensation insurance	118	**461**	106	(355)	(335)%
Legal	407	**426**	0	(426)	0 %
Supplies & expendable equipment	0	**61**	50	(11)	(22)%
Maintenance & repair-equipment	52	**107**	300	193	64 %
Maintenance & repair-facilities	22	**72**	200	128	64 %
Outside services	0	**0**	2,000	2,000	100 %
Garbage & greenwaste disposal services	0	**155**	0	(155)	0 %
Property taxes & assesments	0	**702**	500	(202)	(40)%
Buildings & Improvements	0	**175**	0	(175)	0 %
Total EXPENDITURES & TRANSFERS	6,278	**18,339**	6,871	(11,468)	(167)%
TOTAL	**(1,737)**	**(13,797)**	**20,379**	**(34,176)**	**(168)%**

38 - CDBG Non-Program Income Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	2,209	**4,565**	3,800	765	20 %
Loan payment revenue-Business Retentic	0	**0**	1,200	(1,200)	(100)%
Transfers from other funds	9,726	**9,726**	9,750	(24)	(0)%
Total REVENUES & TRANSFERS	11,935	**14,292**	14,750	(458)	(3)%
EXPENDITURES & TRANSFERS					
Interest expense	0	**140**	140	0	(0)%
Debt principal re-payments	0	**8,495**	8,495	0	0 %
Total EXPENDITURES & TRANSFERS	0	**8,635**	8,635	0	(0)%
TOTAL	**11,935**	**5,657**	**6,115**	**(458)**	**(7)%**

42 - CDBG Program Income-Holding Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	37	**59**	250	(191)	(76)%
Interest-CDBG loans	0	**7**	50	(43)	(86)%
Loan payment revenue-Housing Rehab	0	**2,147**	5,000	(2,853)	(57)%
Total REVENUES & TRANSFERS	37	**2,213**	5,300	(3,087)	(58)%
EXPENDITURES & TRANSFERS					
IT services & costs	0	**60**	100	40	40 %
Transfers to other funds	2,153	**2,153**	4,750	2,597	55 %
Total EXPENDITURES & TRANSFERS	2,153	**2,213**	4,850	2,637	54 %
TOTAL	**(2,117)**	**0**	**450**	**(450)**	**(100)%**

44 - CDBG Program Income-Revolving Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	3,727	**7,573**	7,200	373	5 %
Total REVENUES & TRANSFERS	3,727	**7,573**	7,200	373	5 %
EXPENDITURES & TRANSFERS					
Transfers to other funds	7,573	**7,573**	5,000	(2,573)	(51)%
Total EXPENDITURES & TRANSFERS	7,573	**7,573**	5,000	(2,573)	(51)%
TOTAL	**(3,846)**	**0**	**2,200**	**(2,200)**	**(100)%**

60 - Water Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	3,960	**9,113**	12,635	(3,522)	(28)%
Other Federal grants	0	**56,000**	55,999	1	0 %
Miscellaneous Grants	0	**823**	2,500	(1,677)	(67)%
City attorney cost recovery & fees	0	**0**	823	(823)	(100)%
Public works cost recovery & fees	2,093	**2,093**	0	2,093	0 %
Administrative fees	1,763	**2,633**	1,155	1,478	128 %
Services to others	3,700	**7,200**	6,095	1,105	18 %
Water sales	148,365	**571,387**	566,181	5,206	1 %
Water late charges	2,127	**8,754**	8,745	9	0 %
General donations	109	**109**	0	109	0 %
Bad debts recovered	49	**49**	0	49	0 %
Miscellaneous other revenue	98	**98**	0	98	0 %
Total REVENUES & TRANSFERS	162,263	**658,257**	654,133	4,124	1 %
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	50,033	**149,992**	132,011	(17,981)	(14)%
Salaries, regular parttime	4,321	**25,917**	53,181	27,264	51 %
Salaries, on call/standby	1,029	**3,801**	3,840	39	1 %
Compensation time paid	284	**1,040**	0	(1,040)	0 %
Vacation time paid	993	**2,474**	0	(2,474)	0 %
Over time paid	492	**5,185**	5,000	(185)	(4)%
Salaries, rounds/call back	3,018	**11,157**	11,223	66	1 %
Severance pay	0	**7,500**	7,500	0	0 %
Opt-Out Stipend	136	**136**	0	(136)	0 %
Payroll taxes (ss/med/sui)	4,632	**16,257**	16,457	200	1 %
Retirement-Miscellaneous Members	4,951	**16,068**	17,374	1,306	8 %
Health insurance	18,078	**66,921**	63,959	(2,962)	(5)%
Dental/vision plan	934	**2,473**	2,337	(136)	(6)%
Workers' compensation insurance	1,835	**7,365**	6,648	(717)	(11)%
GASB 68 PERS Adjustment	0	**0**	21,750	21,750	100 %
GASB 74/75 OPEB Adjustment	0	**0**	5,937	5,937	100 %
Legal	1,659	**13,465**	5,200	(8,265)	(159)%
Engineering	1,005	**5,235**	3,000	(2,235)	(75)%
Planning	0	**178**	125	(53)	(42)%
Audit	5,550	**5,550**	14,500	8,950	62 %
Accounting	2,767	**7,852**	10,000	2,148	21 %
Actuarial services	0	**0**	700	700	100 %
Postage	596	**2,171**	3,060	889	29 %
Fuels & lubricants	1,848	**4,903**	4,085	(818)	(20)%
Supplies & expendable equipment	4,220	**9,880**	10,505	625	6 %
Concession supplies	187	**0**	0	0	0 %

60 - Water Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
Advertising & promotion	7	**47**	115	68	59 %
Background reports	0	**99**	70	(29)	(41)%
Maintenance & repair-equipment	68	**519**	1,880	1,361	72 %
Maintenance & repair-facilities	1,501	**23,158**	20,000	(3,158)	(16)%
Maintenance & repair-vehicles	102	**395**	840	445	53 %
Equipment & vehicle rentals	427	**2,304**	2,265	(39)	(2)%
Janitorial services	110	**438**	650	212	33 %
Lab tests	540	**1,913**	2,785	872	31 %
Outside services	311	**8,525**	8,878	353	4 %
IT services & costs	3,241	**6,755**	3,500	(3,255)	(93)%
Communications	1,236	**6,468**	5,325	(1,143)	(21)%
Water	52,886	**216,514**	227,755	11,241	5 %
Gas & Electric	7,520	**26,064**	28,513	2,449	9 %
Garbage & greenwaste disposal services	0	**35**	190	155	82 %
Alarm system services	459	**1,825**	1,890	65	3 %
McClure right of way	11,000	**11,100**	100	(11,000)	(11,000)%
Licenses, permits & fees	356	**5,629**	5,647	18	0 %
Bad debt expense	0	**932**	500	(432)	(86)%
General liability insurance	3,999	**15,994**	15,577	(417)	(3)%
Property casualty insurance	1,885	**7,539**	8,251	712	9 %
Travel	38	**1,444**	1,500	56	4 %
Property taxes & assesments	0	**487**	490	3	1 %
Interest expense	0	**24**	265	241	91 %
Meetings, education & training	17	**3,750**	5,340	1,590	30 %
Memberships, dues & subscriptions	138	**1,049**	1,410	361	26 %
Miscellaneous other expense	136	**136**	475	339	71 %
Total EXPENDITURES & TRANSFERS	194,544	**708,661**	742,603	33,942	5 %
TOTAL	**(32,281)**	**(50,404)**	**(88,470)**	**38,066**	**(43)%**

61 - Water Connection Fee Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	3,869	**7,860**	5,980	1,880	31 %
Total REVENUES & TRANSFERS	3,869	**7,860**	5,980	1,880	31 %
TOTAL	**3,869**	**7,860**	**5,980**	**1,880**	**31 %**

62 - Water Capital Reserve Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	260	**529**	405	124	31 %
Total REVENUES & TRANSFERS	260	**529**	405	124	31 %
TOTAL	**260**	**529**	**405**	**124**	**31 %**

64 - Turbidity Reduction Facility Reserve Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
TRF water fees	5,045	**12,221**	11,585	636	5 %
Total REVENUES & TRANSFERS	5,045	**12,221**	11,585	636	5 %
EXPENDITURES & TRANSFERS					
Bad debt expense	0	**21**	100	79	79 %
City share of Turbidity Reduction Facility	5,041	**20,165**	11,585	(8,580)	(74)%
Total EXPENDITURES & TRANSFERS	5,041	**20,186**	11,685	(8,501)	(73)%
TOTAL	**4**	**(7,966)**	**(100)**	**(7,866)**	**7,866 %**

70 - Sewer Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	172	**172**	0	172	0 %
Miscellaneous Grants	0	**823**	2,500	(1,677)	(67)%
City attorney cost recovery & fees	0	**0**	1,795	(1,795)	(100)%
Public works cost recovery & fees	470	**771**	445	326	73 %
Administrative fees	2,236	**3,105**	1,325	1,780	134 %
Other cost recovery fees	0	**0**	800	(800)	(100)%
Services to others	2,500	**6,000**	2,000	4,000	200 %
Sewer service charges	134,210	**531,267**	577,798	(46,531)	(8)%
Sewer late charges	2,127	**8,754**	5,000	3,754	75 %
Bad debts recovered	49	**49**	0	49	0 %
Total REVENUES & TRANSFERS	141,763	**550,942**	591,663	(40,721)	(7)%

70 - Sewer Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	56,044	**166,451**	148,273	(18,178)	(12)%
Salaries, regular parttime	3,978	**26,153**	46,776	20,623	44 %
Salaries, on call/standby	1,017	**3,789**	3,840	51	1 %
Compensation time paid	284	**1,040**	0	(1,040)	0 %
Vacation time paid	993	**2,250**	0	(2,250)	0 %
Over time paid	406	**5,441**	4,800	(641)	(13)%
Salaries, rounds/call back	3,055	**11,195**	11,223	28	0 %
Severance pay	0	**7,500**	7,500	0	0 %
Opt-Out Stipend	136	**136**	0	(136)	0 %
Payroll taxes (ss/med/sui)	5,060	**17,585**	17,205	(380)	(2)%
Retirement-Miscellaneous Members	5,430	**17,082**	18,597	1,515	8 %
Health insurance	19,624	**69,088**	64,939	(4,149)	(6)%
Dental/vision plan	991	**2,509**	2,285	(224)	(10)%
Workers' compensation insurance	2,208	**7,373**	6,976	(397)	(6)%
GASB 68 PERS Adjustment	0	**0**	20,149	20,149	100 %
GASB 74/75 OPEB Adjustment	0	**0**	6,362	6,362	100 %
Legal	(99)	**2,808**	2,000	(808)	(40)%
Engineering	6,059	**13,092**	11,510	(1,582)	(14)%
Planning	0	**328**	1,000	672	67 %
Audit	5,550	**5,550**	14,500	8,950	62 %
Accounting	2,767	**7,852**	10,000	2,148	21 %
Actuarial services	0	**0**	700	700	100 %
Postage	578	**2,133**	1,770	(363)	(20)%
Fuels & lubricants	2,394	**6,062**	4,935	(1,127)	(23)%
Supplies & expendable equipment	977	**5,244**	6,105	861	14 %
Chemical supplies	0	**3,628**	4,300	672	16 %
Advertising & promotion	7	**47**	95	48	51 %
Background reports	0	**99**	70	(29)	(41)%
Maintenance & repair-equipment	156	**918**	3,020	2,102	70 %
Maintenance & repair-facilities	75	**10,797**	10,000	(797)	(8)%
Maintenance & repair-vehicles	61	**295**	1,194	899	75 %
Equipment & vehicle rentals	590	**3,269**	3,025	(244)	(8)%
Janitorial services	110	**438**	750	312	42 %
Lab tests	4,185	**14,534**	14,720	187	1 %
Outside services	1,236	**9,449**	9,403	(46)	(0)%
IT services & costs	2,585	**6,117**	3,500	(2,617)	(75)%
Communications	831	**4,834**	3,895	(939)	(24)%
Water	2,959	**8,604**	8,679	75	1 %
Gas & Electric	14,240	**53,163**	59,789	6,627	11 %
Garbage & greenwaste disposal services	0	**35**	190	155	82 %
Alarm system services	268	**1,065**	1,135	70	6 %
Licenses, permits & fees	256	**34,628**	45,500	10,872	24 %
Bad debt expense	0	**753**	500	(253)	(51)%

70 - Sewer Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
General liability insurance	4,157	**16,629**	17,268	639	4 %
Property casualty insurance	1,885	**7,539**	8,251	712	9 %
Travel	38	**1,444**	1,500	56	4 %
Property taxes & assesments	0	**324**	325	1	0 %
Meetings, education & training	17	**424**	1,000	576	58 %
Memberships, dues & subscriptions	138	**1,222**	1,175	(47)	(4)%
Miscellaneous other expense	136	**136**	475	339	71 %
Total EXPENDITURES & TRANSFERS	151,381	**561,049**	611,204	50,155	8 %
TOTAL	**(9,618)**	**(10,108)**	**(19,541)**	**9,434**	**(48)%**

71 - Sewer Connection Fee Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	6,168	**12,532**	9,532	3,000	31 %
Total REVENUES & TRANSFERS	6,168	**12,532**	9,532	3,000	31 %
TOTAL	**6,168**	**12,532**	**9,532**	**3,000**	**31 %**

72 - Sewer Capital Reserve Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	22,370	**50,016**	35,000	15,016	43 %
Total REVENUES & TRANSFERS	22,370	**50,016**	35,000	15,016	43 %
TOTAL	**22,370**	**50,016**	**35,000**	**15,016**	**43 %**

80 - Dental/Vision Trust Fund

	4th Quarter 4/1 - 6/30	**YTD Actual**	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	710	**1,438**	1,060	378	36 %
Transfer of charges to operations	3,060	**8,160**	6,740	1,420	21 %
Total REVENUES & TRANSFERS	3,770	**9,598**	7,800	1,798	23 %
EXPENDITURES & TRANSFERS					
Dental claims paid	1,326	**7,037**	6,300	(737)	(12)%
Vision claims paid	262	**1,554**	1,500	(54)	(4)%
Total EXPENDITURES & TRANSFERS	1,589	**8,591**	7,800	(791)	(10)%
TOTAL	**2,182**	**1,007**	**0**	**1,007**	**0 %**

City of Blue Lake

Balance Sheet - Cash Balances Council Rpt - Unposted Transactions Included In Report

As of 6/30/2026

		Beginning Year Balance	Current Period Balance	YTD Change
	Assets			
	Current Assets			
10	General Fund	907,740.81	849,232.06	(58,508.75)
13	State Park Per Capita Program Fund	(95,944.43)	(95,944.43)	0.00
15	Bike & Skate Park Fund	(3,719.75)	(7,487.15)	(3,767.40)
25	Highway Users Tax Fund	14,552.27	(7,693.64)	(22,245.91)
30	TDA Street Fund	(21,316.41)	(151.35)	21,165.06
31	TDA Purchased Transportation Fund	(1,544.78)	1,668.88	3,213.66
32	AB-939 Solid Waste/Recycling Fund	(15,010.01)	(20,957.55)	(5,947.54)
33	Supplemental Law Enforcement Services Fund	(4,244.39)	18,229.04	22,473.43
34	Regional Surface Transportation Program Fund	0.00	0.00	0.00
36	Powers Creek District Fund	(77,159.17)	(93,559.03)	(16,399.86)
38	CDBG Non-Program Income Fund	133,367.15	139,018.27	5,651.12
42	CDBG Program Income-Holding Fund	0.00	4.38	4.38
44	CDBG Program Income-Revolving Fund	209,846.32	209,825.10	(21.22)
60	Water Fund	302,362.79	117,469.42	(184,893.37)
61	Water Connection Fee Fund	218,004.59	225,806.61	7,802.02
62	Water Capital Reserve Fund	14,669.89	15,195.20	525.31
64	Turbidity Reduction Facility Reserve Fund	(11,396.18)	(20,659.00)	(9,262.82)
70	Sewer Fund	43,743.60	1,521.31	(42,222.29)
71	Sewer Connection Fee Fund	347,585.21	360,023.94	12,438.73
72	Sewer Capital Reserve Fund	1,376,267.62	1,428,143.31	51,875.69
80	Dental/Vision Trust Fund	40,523.74	41,829.00	1,305.26
82	Self Insured-Retention Reserve Fund	20,000.00	20,000.00	0.00
	Total Current Assets	3,398,328.87	3,181,514.37	(216,814.50)
	Total Assets	3,398,328.87	3,181,514.37	(216,814.50)

City of Blue Lake

Balance Sheet - Cash Balances Council Rpt - Unposted Transactions Included In Report

As of 6/30/2025

		Beginning Year Balance	Current Period Balance	YTD Change
	Assets			
	Current Assets			
10	General Fund	947,588.81	907,740.81	(39,848.00)
11	Recreation Economic Analysis Fund	(116,946.21)	0.00	116,946.21
12	American Rescue Plan - Covid Relief Fund	1,250.00	0.00	(1,250.00)
13	State Park Per Capita Program Fund	(96,944.43)	(95,944.43)	1,000.00
15	Bike & Skate Park Fund	(1,434.46)	(3,719.75)	(2,285.29)
25	Highway Users Tax Fund	18,971.27	14,552.27	(4,419.00)
30	TDA Street Fund	(14,683.00)	(21,316.41)	(6,633.41)
31	TDA Purchased Transportation Fund	13,837.55	(1,544.78)	(15,382.33)
32	AB-939 Solid Waste/Recycling Fund	8,860.96	(15,010.01)	(23,870.97)
33	Supplemental Law Enforcement Services Fund	30,980.09	(4,244.39)	(35,224.48)
34	Regional Surface Transportation Program Fund	0.00	0.00	0.00
36	Powers Creek District Fund	(52,422.98)	(77,159.17)	(24,736.19)
38	CDBG Non-Program Income Fund	117,093.30	133,367.15	16,273.85
42	CDBG Program Income-Holding Fund	(199.94)	0.00	199.94
44	CDBG Program Income-Revolving Fund	207,283.70	209,846.32	2,562.62
60	Water Fund	758,532.19	302,362.79	(456,169.40)
61	Water Connection Fee Fund	209,882.97	218,004.59	8,121.62
62	Water Capital Reserve Fund	14,123.06	14,669.89	546.83
64	Turbidity Reduction Facility Reserve Fund	(7,809.46)	(11,396.18)	(3,586.72)
70	Sewer Fund	(15,240.05)	43,743.60	58,983.65
71	Sewer Connection Fee Fund	334,638.03	347,585.21	12,947.18
72	Sewer Capital Reserve Fund	1,320,018.25	1,376,267.62	56,249.37
80	Dental/Vision Trust Fund	40,397.45	40,523.74	126.29
82	Self Insured-Retention Reserve Fund	20,000.00	20,000.00	0.00
	Total Current Assets	3,737,777.10	3,398,328.87	(339,448.23)
	Total Assets	3,737,777.10	3,398,328.87	(339,448.23)

City of Blue Lake

Balance Sheet - Cash Balances Council Rpt - Unposted Transactions Included In Report

As of 6/30/2024

		Beginning Year Balance	Current Period Balance	YTD Change
	Assets			
	Current Assets			
10	General Fund	939,314.48	947,588.81	8,274.33
11	Recreation Economic Analysis Fund	(57,818.70)	(116,946.21)	(59,127.51)
12	American Rescue Plan - Covid Relief Fund	99,998.02	1,250.00	(98,748.02)
13	State Park Per Capita Program Fund	(147,766.66)	(96,944.43)	50,822.23
15	Bike & Skate Park Fund	0.00	(1,434.46)	(1,434.46)
25	Highway Users Tax Fund	40,909.23	18,971.27	(21,937.96)
30	TDA Street Fund	9,386.50	(14,683.00)	(24,069.50)
31	TDA Purchased Transportation Fund	(28,203.45)	13,837.55	42,041.00
32	AB-939 Solid Waste/Recycling Fund	24,534.54	8,860.96	(15,673.58)
33	Supplemental Law Enforcement Services Fund	0.00	30,980.09	30,980.09
34	Regional Surface Transportation Program Fund	(5,121.36)	0.00	5,121.36
36	Powers Creek District Fund	8,013.02	(52,422.98)	(60,436.00)
38	CDBG Non-Program Income Fund	73,702.38	117,093.30	43,390.92
42	CDBG Program Income-Holding Fund	(141.01)	(199.94)	(58.93)
44	CDBG Program Income-Revolving Fund	389,336.17	207,283.70	(182,052.47)
60	Water Fund	850,447.97	750,888.05	(99,559.92)
61	Water Connection Fee Fund	200,929.61	209,882.97	8,953.36
62	Water Capital Reserve Fund	13,492.62	14,123.06	630.44
64	Turbidity Reduction Facility Reserve Fund	(24,274.74)	(7,809.46)	16,465.28
70	Sewer Fund	(92,241.49)	(7,595.91)	84,645.58
71	Sewer Connection Fee Fund	320,418.82	334,638.03	14,219.21
72	Sewer Capital Reserve Fund	1,388,137.60	1,320,018.25	(68,119.35)
80	Dental/Vision Trust Fund	37,317.14	40,397.45	3,080.31
82	Self Insured-Retention Reserve Fund	20,000.00	20,000.00	0.00
	Total Current Assets	4,060,370.69	3,737,777.10	(322,593.59)
	Total Assets	4,060,370.69	3,737,777.10	(322,593.59)

City of Blue Lake
Staff Report

Agenda Item #:	**6.e.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Acceptance of Annie & Mary Day Pour to Bike & Skate Park from RCMBA
Recommended Action:	That the City Council: 1. Accept the donation from RCMBA for the Annie & Mary Day Pour designated for the Bike & Skate Park

BACKGROUND
The Redwood Coast Mountain Bike Association (RCMBA) “poured” beer, wine & cider as a fundraiser for the Bike & Skate Park. RCMBA collected $3,471.41 and is presenting it to Council for acceptance.

RCMBA received:

- discounts from Paskenta Mad River Brewing on the beer plus loaning the jockey box & ice
- donations from Humboldt Distributors of Redwood Curtain beer, Humboldt Cider, and Briceland Vineyards wine
- help from numerous biking volunteers pouring the drinks.

FISCAL IMPACT
Acceptance of the donation. Any decision regarding how to allocate the donation will be considered as part of the separate agenda item for the Bike & Skate Park Phase 1 update.

ALTERNATIVES
1. Refuse the donation.

ATTACHMENTS
None

Review Information:

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

Comments:

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City of Blue Lake
Staff Report

Agenda Item #:	**6.f.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Acceptance of Donation of Material from GLJ Construction
Recommended Action:	That the City Council: 1. Acknowledge payment for the bulk water received by GLJ Construction from the hydrant on Taylor Way 2. Accept the donation from GLJ Construction in the amount of $3,611 for the value of materials received over the past 3 years

BACKGROUND

Concern regarding the continued removal of water from the City of Blue Lake's water system from a hydrant on Taylor Way was investigated. GLJ Construction freely admitted that they had been told they could use the water from the hydrant to fill their water truck for dust abatement at their property. They prefer to fill the truck from the hydrant instead of behind their meter because the larger port on a hydrant and no meter size restriction, results in much quicker truck filling. I coordinated with GLJ to determine the quantity of water that was being used. They routinely fill the 3,000-gallon water tank twice a week during dry months. The City ordinance § 13.08.170 Temporary Service includes a bulk water rate for this type of use that is the same as the consumption rate for all water customers – currently $1.90 per hundred-cubic feet of water taken. This equates to each truckload costing $7.62. From June 2024 – October 2026, approximately 600 truckloads of water have been used by GLJ Construction. The value of the water equates to $1,524.00.

The other half of the agreement with prior City Managers regarding this water use was that GLJ would intermittently provide various aggregate products to the Corporation Yard for use by the Public Works staff. GLJ has also been willing to bring equipment to assist Public Works staff when needed. I asked GLJ to summarize the deliveries and equipment usages. Their invoice in the amount of $5,135 is attached.

Based upon these estimates, the City owes Gary Johnson **$3,611**. He has indicated that he does not want the City to pay him this difference and had always intended on this being a donation to the City.

FISCAL IMPACT

Acceptance of the donation will alleviate the City's obligation to pay GLJ the difference between the value of the materials received and the bulk water provided.

ALTERNATIVES

1. Refuse the donation and make payment to GLJ.

ATTACHMENTS

1. GLJ Invoice
2. § 13.08.170Temporary Service.

Review Information:

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

Comments:

Attachment 1

GLJ CONSTRUCTION

INVOICE

PO Box 922
Blue Lake, CA 95525
Phone: 707-407-5544

BILL TO
City of Blue Lake

INVOICE #	DATE
4056	**10/14/2026**

CUSTOMER ID	TERMS
City of Blue Lake	**Balance due in 30 days**

Various jobs

DESCRIPTION	Tag #	Tons/HRS	UNIT PRICE	AMOUNT
6/20/2024 16 yards Base delivered				$ 496.00
8/10/2024 8 yards Base delivered				$ 298.00
8/20/2024 8 yards Sand delivered				$ 265.00
11/2/2024 8 yards Base delivered				$ 298.00
1/15/2025 8 yards Base delivered				$ 315.00
3/10/2025 8 yards Sand delivered				$ 275.00
7/14/20252 16 yards Base delivered				$ 518.00
10/20/2025 Move brush out of Blue Lake yard				$ 500.00
12/12/2025 8 yards Base Delivered				$ 315.00
3/10/2026 8 yards Base delivered				$ 315.00
6/10/2026 8 yards Base delivered				$ 315.00
7/4/2026 Move loader and excavator to Power Plant property to fight fire in chip pile				$ 600.00
7/6/2026 Fire chip pile		3	$ 100.00	$ 300.00
10/14/2026 Clean CDF fire burner				$ 100.00
10/11/2026 Move brush from corp yard to burn pile		1.5	$ 150.00	$ 225.00

Thank you for your business!

TOTAL **$ 5,135.00**

If you have any questions about this invoice, please contact

Kim at 707-499-3180 or gljllcequip@gmail.com

Attachment 2

§ 13.08.170. Temporary Service.

A. Application for Temporary Service From Water Main. The applicant shall deposit, in advance with the City, the cost to the City estimated by the Director of Public Works of installing and removing the facilities required to furnish said service. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as to any additional charge, refund or credit. Normal rates for water usage shall be levied as per Sections 13.08.180 and 13.08.190.

B. Application for Temporary Service From Fire Hydrant. If applicant requests water service supplied through a fire hydrant, the applicant will be charged in accordance with the following schedule and shall be subject to the monthly rates per Sections 13.08.180 and 13.08.190:

1. A flat charge for both installation and removal of the service facilities, including meter—$50.00. Payment shall be made in advance to the City.

2. For each additional move of the facilities to another location—$15.00. Payment to be made in advance of the move.

Service from a fire hydrant may be discontinued without notice, if the hydrant is needed to help extinguish a fire. The City will not be held liable for any damages caused by the disconnection.

C. Duration of Service. Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted in writing by the City.

D. Installation and Operation. All facilities for temporary service to the customer connection shall be made by the Department of Public Works and shall be operated in accordance with its instructions.

E. Responsibility for Meters and Installations. The customer shall use all possible care to prevent damage to the meter or to any other facilities of the City which are involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours notice in writing has been given to the City that the contractor or other person is through with the meter or meters and the installation. If the meter or other facilities are damaged, the cost of making repairs shall be paid by the customer.

F. Unauthorized Use of Hydrants. Tampering with any fire hydrant, for any purpose, is a misdemeanor punishable by law. Unauthorized use of hydrants shall include damaging of the hydrant through the use of wrenches other than a proper spanner wrench and shall be classed as a misdemeanor punishable by law.

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City of Blue Lake

Staff Report

Agenda Item #:	**6g**
Meeting Date:	**October 27, 2026**
Prepared By:	Emily Wood, Director of Parks & Recreation
Subject:	Saddle Club MOU (2027)
Recommended Action:	That the City Council: **1.** Approve the MOU with the Saddle Club with an effective date of 1/1/27

BACKGROUND:

The Saddle Club held an Memorandum of Understanding (MOU) with the City regarding arena/gymkhana use back in 2020. The Saddle Club has met with staff to revise the prior MOU terms and have drafted this 2027 agreement together for review.

ATTACHMENTS: 6G – Saddle Club Draft MOU

Review Information:

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

Comments:

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AGREEMENT FOR USE, MAINTENANDCE, AND CLEANING OF THE HORSE ARENA FACILITY

This agreement is made and entered into in duplicate on January 1st, 2027 by and between the City of Blue Lake, a general law municipal corporation (hereinafter referred to as "City"), and the Blue Lake Saddle Club (hereinafter referred to as "Club").

WITNESETH:

WHEREAS, the City is the owner and operator of the Horse Arena, located at the corner of Broderick and Chartin Roads, in the city of Blue Lake, California; and,

WHEREAS, the Club has previously rented the Horse Arena throughout its relationship with the City; and,

WHEREAS, the Club currently fundraises and assumes general maintenance and cleaning of the Horse Arena; and,

WHEREAS, the execution of this Agreement will increase and improve recreational opportunities within the City of Blue Lake; and,

WHEREAS, the Club will continue to assume general maintenance and cleaning activities of the facility during the term of this MOU, saving the City from General Fund expenditures,

NOW THEREFORE, in consideration of the covenants and mutual promises herein contained, it is agreed between the City and Club as follows:

1) *Lease to Club.* City leases the Blue Lake Horse Arena, located at the corner of Broderick and Chartin Roads, at no charge during the term of this Agreement. Club shall have precedence in scheduling use of the Horse Arena over other members of the general public, provided that the Club is in good standing under this agreement and complies with the following conditions:

    a) With respect to the Horse Arena leased under this Agreement, Club shall maintain the insurance specified below:

        The City reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Club from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the term of this lease.

        i) Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
        ii) Coverage shall be on a standard occurrent form.

iii) Minimum Limits: $1,000,000 per Occurrence; $2,000,000 General Aggregate; the General Aggregate shall apply separately to each location. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If Club maintains higher limits than the specified minimum limits required; the City shall be entitled to coverage for the higher limits maintained by the Club.

iv) Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds $25,000 it must be approved in advance by the City. The Club is responsible for any deductible or self-insured retention and shall fund it upon the City's written request, regardless of whether the Club has a claim against the insurance or is named as a party in any action involving the City.

v) The City shall be endorsed as an additional insured for liability arising out of the ownership, maintenance or use of that part of the Horse Arena leased to the Club for ongoing and completed operations.

vi) The insurance provided to the City as an additional insured shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by the City.

vii) The policy shall cover inter-insured suits and include a "separation of insureds" or "severability" clause which treats each insured separately.

viii) The Club shall provide a Certificate of Insurance to the City, with the City named as an additional insured, annually to cover all events scheduled during the term of the Agreement.

b) Club shall hold harmless, defend and indemnity the City, its officers, officials, employees, and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the use of facilities described herein, caused in whole or in part by any negligent act or omission of the Club, any Club contractor or subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the City, its officers, officials, employees and volunteers.

c) Club shall abide by the maintenance and repair requirements of said Agreement, as found in Section 3.

d) Club shall submit to the Parks and Recreation Director a calendar of all anticipated events, including events where the arena must be closed to the public, no later than April 15th of each year. Events not submitted on the calendar are subject to the discretion of the Parks & Recreation Director per current scheduled events and may be subject to the City's Special Event Policy and may incur separate fees. The Club may arrange up to 5 events free of charge per term of this agreement – all event dates must be submitted to the City and receive approval prior to advertising an event. The Director will respond within 48 business hours to any date inquiries submitted by the Saddle Club.

e) Club shall ensure that trash, garbage, debris, and horse manure are picked up following each Club usage of the Horse Arena. Failure to do so shall result in the City's clean-up cost being charged to the Club.

2) *Rules and Regulations.* City shall adopt reasonable rules and regulations including requirements for all users, including Club users, which may be amended by the City. Club agrees to follow posted rules and regulations while on the property at all times. The City agrees to maintain signage at the arena; including waiver procedures, arena rules, and release of liability; including the responsibility of having a current waiver(s) available at the arena for users.

3) *Maintenance and Repairs.* Club shall have responsibility for the cleaning and general maintenance of the Horse Arena year round; including weeding/removing encroaching brush and responsibility for watering and dragging the arena for all Saddle Club events. All repairs, other than general maintenance, should be directed to the City for completion. City shall have responsibility for all repairs to the Horse Arena with exception of equipment owned by the Saddle Club and/or personal equipment. Club shall reimburse to the City the cost to the City of any necessary repairs caused by the negligence of the Club or its agents or assigns.

4) City will provide a portable toilet for use at the Horse Arena and surrounding Park and Recreation facilities from April 15th – October 15th, i.e., basketball courts, tennis courts, horseshoe pits, and walkers, joggers, and bikers who use the adjacent trail.

5) *City Insurance.* City maintains property and liability insurance for all City owned facilities.

6) *Locks.* The City may choose to lock the arena if it is deemed unsafe or for another closed event applied for by other users. Club shall not lock the Horse Arena at any time, with the exception of the evening prior to an approved Club event that requires substantial set up the evening before. Installation of locks must be approved in advance by the City Manager or Director of Parks & Recreation.

7) Use by the general public of the Horse Arena is at the City's sole discretion, with the exception of the pre-approved calendar of events per the terms stated in 1d of this agreement.

8) Club shall reimburse to the City a flat rate of $300 due April 15th of each calendar year, for costs incurred from the use of the Horse Arena during the term of this Agreement.

9) *Other.* The Club is not authorized to sublease the Horse Arena to other parties or use for any events not organized and/or operated by the Saddle Club. Any fixed improvements made by the Club become the property of the City of Blue Lake. Installation of temporary storage shed(s) shall be approved by the Parks and Recreation Director prior to installation but shall remain the property of the Club. The portable round pen that was purchased by the Club and is often installed inside the arena, in addition to other small miscellaneous equipment, remains property of the Club.

10) The term of this Agreement, including the Club's right to preferential use of the Horse Arena, shall commence on January 1, 2027, and end on December 31, 2027.

11) The Club shall be allowed the use of Skinner Store for monthly meetings at no cost under this Agreement. The Club agrees use of Skinner Store will be subordinate to any authorized use by Providence's Community Resource Center and/or City of Blue Lake.

12) Club shall not assign this Agreement or their rights under this Agreement without the written consent of the City.

13) Any material breach of any of the terms or provisions of this Agreement shall constitute cause for termination of this Agreement. City shall give ten (10) days written notice of any such breach, and if Club fails to correct such breach within said thirty (30) days, City may terminate this Agreement.

In Witness whereof, this Agreement is executed in duplicate and made effective as of January 1st, 2027.

City of Blue Lake

_____
By: John Sawatzky, Mayor

Attest:

_____
By: Samantha Green, City Clerk

Blue Lake Saddle Club

_____
By: Lauren West, President

Date: _____

City of Blue Lake
Staff Report

Consent Agenda Item #:	**6.h.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	**Baduwa't Watershed Resilience Initiative Contribution to HBMWD to Develop a Prop. 4 Watershed Resilience Program grant application for the Baduwa't/Mad River Watershed**
Recommended Action:	That the City Council: 1. Receive and discuss Staff's report and presentation 2. Take Public comment 3. Authorize $4,000 of funding to be contributed to HBMWD to help fund the development of a Prop. 4 Watershed Resilience Program grant application for the Baduwa't/Mad River Watershed. 4. Other direction as appropriate.

BACKGROUND

From MCSD's staff report dated October 8, 2026:

> The Humboldt Bay Municipal Water District (HBMWD) is positioning itself, together with regional partners, to compete for funding under Proposition 4. The Watershed Resilience Program, administered by the California Department of Water Resources (DWR), is of direct relevance, anticipated at approximately $152 million statewide. Program guidelines and solicitation have not yet been published by DWR, and award amounts, timelines, and eligibility requirements remain subject to change. Successful applications under programs of this kind typically come from coalitions that have organized in advance of the solicitation. HBMWD Staff have accordingly been engaged in early coalition building across the watershed, from the Trinity County headwaters to the Humboldt Bay service area, while also strengthening relationships with state and federal agencies, tribal governments, and elected officials.
>
> To build that coalition in a structured and credible way, HBMWD applied to the North Coast Resource Partnership (NCRP) Technical Assistance program to fund neutral, third-party facilitation. They were successful in obtaining a $15,000 grant from the NCRP. The purpose of the NCRP grant is to confirm the coalition's partners and their roles, establish clear tiers of participation, and guide the partners to a shared watershed vision and set of guiding principles that will be built upon to further develop the Prop. 4 grant application. DWR has emphasized that this kind of coalition development and shared visioning is important to a competitive application and increases the likelihood of advancing to a more detailed, second-stage application developed with DWR technical assistance.
>
> HBMWD is also asking if partners, including their Municipal customers, are willing to contribute "seed funding" to help facilitate the coalition formation and perform the planning and scoping

activities necessary to develop a successful grant application. Further information can be found on the flier HBMWD prepared to solicit funds and the HBMWD slide presentation prepared for their Board, which are included as **Attachments 1 and 2**.

MCSD and HCSD have approved funding in the amount of $10,000 each. The Ruth Lake reservoir is the sole active water supply for the City of Blue Lake. It is also the headwaters for the Mad River recreational asset we rely on. I recommend we participate with both staff involvement as a stakeholder and financially in this important effort to protect this essential resource.

FISCAL IMPACT

HBMWD obtained a $15,000 grant from the NCRP and has committed $15,000 toward the development of the grant application. They are asking for commitment of $5,000 to $10,000 from their Municipal Customers and other potential stakeholders and partners to fully fund the application and plan development. This contribution was of course not budgeted for but could easily fit within the District's operational funds.

These funds could come from the water operations fund (60) or the capital reserve fund (62). I recommend that, since the proposed donation is only $4,000, that it be funded through the operations fund.

ATTACHMENTS

1. Baduwa't Watershed Resilience Initiative Seed Funding Fliers
2. Baduwa't Watershed Resilience Initiative Slide Presentation - download from City Website via https://bluelake.ca.gov/wp-content/uploads/2026/10/6.h.2-BWRI-Board-Presentation.pdf

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

Attachment 1

BADUWA'T WATERSHED RESILIENCE INITIATIVE

A Summit-to-Sea-to-Tap Coalition for Integrated Watershed Planning for the Baduwa't (Mad River)
Tribal nations, communities, and partners caring for one connected system

Community & Partners Brief: Fall 2026

What is possible?

The Baduwa't (Mad River) runs about 1,900 square miles, from the Yolla Bolly Mountains of Trinity County, past Ruth Lake, to the Pacific near McKinleyville. Along the way it sustains forests, salmon, ranches, recreation, and rural towns, and it is the only source of drinking water for 94,000 people in the population center of northwestern California around Humboldt Bay. For roughly two of every three Humboldt County residents in the lower watershed – including some of the region's most vulnerable communities – it is their source of water (and other services). For Trinity County residents in the upper watershed, the basin plays a key role in the economy. This is one connected system, from mountain headwaters to the community tap, yet it has rarely been understood or cared for as one. The Baduwa't Watershed Resilience Initiative is a new coalition forming to treat it as a whole and proactively and collectively manage it as such.

We are inviting you to help shape it. Every partner and community in this watershed holds something the coalition needs: knowledge, history, relationships, a point of view. Tribal nations, cities, service districts, agencies, landowners, researchers, and conservation and community groups are all part of this conversation, and each takes part at whatever level fits its capacity. There is no minimum and no commitment needed to start the conversation.

The Baduwa't and the lands and waters of this watershed have been cared for since time immemorial by tribal peoples whose stewardship continues today. Tribal nations are invited as sovereign partners, engaging government-to-government, and each nation decides whether, how, and when to take part, and what, if any, of its knowledge is shared.

A Watershed of Abundance

The Baduwa't is not a story of scarcity. It is rich in water, fish and wildlife, forests and prairies, tribal knowledge, and communities who care deeply about its future. Our task is not to ration, but to steward and grow what we have, together.

~94,000	~1,900 sq mi	2 counties
People who drink Baduwa't water	Headwaters to the Pacific	Humboldt & Trinity

Shared Challenges



- **Fire and its aftermath:** the 2020 August Complex burned much of the headwaters. Erosion now carries sediment into Ruth Lake and the river, affecting fish habitat, reservoir storage, the cost and difficulty of treating drinking water, and recreational and economic options for dependent communities.
- **Aging infrastructure on a changing coast:** the dam, wells, and pipelines that deliver this water are aging, and several have needed emergency repairs in recent years. The pipelines crossing Humboldt Bay sit on soft, earthquake-prone ground amid some of the fastest sea level rise on the West Coast.
- **A watershed few can see:** much of the middle and upper watershed is private or federal land with little public access, and it has never been studied as one connected system.

Questions We Hope to Explore Together

We would love to hear your answers:

→ What does a resilient Baduwa't look like to you and those you serve?
→ What are you already doing in the watershed that we could connect to and/or build on?
→ What knowledge, data, or relationships could you bring to the table?
→ What project have you always wished you could do, if resources were no obstacle?
→ Who else should be part of this that we may not have thought of?
→ What is possible if we work together?

How the Regional Coalition Is Coming Together

The coalition is taking shape. This summer and fall, a watershed flight and site visits brought together partners from across the watershed. Humboldt Bay Municipal Water District (Humboldt Water), the regional water supplier, is convening the effort alongside early partners such as the Watershed Research and Training Center and California Trout. For the coalition's vision to be shaped by every partner rather than by a single organization or group, the North Coast Resource Partnership and Humboldt Water have made funding contributions to support an independent, neutral facilitator. Additional seed funding is being sought so the cost and ownership of this early work are shared across the coalition.



Photos: EcoFlight

Why Now & What Is Next

California's Proposition 4 (2024) climate bond created a new Watershed Resilience Program, run by the Department of Water Resources (DWR), to fund planning across whole watersheds, from headwaters to ocean. The program centers tribal partnership and community benefit, and rewards work that connects water, fire, forests, fish and wildlife, and land use. DWR is expected to invite a short list of the strongest coalitions to a full application, and the coalitions that come together early with a shared vision will be best positioned – and those funded will surely also attract more support. For a sense of what a funded watershed can produce, see the Sacramento region's American, Bear & Cosumnes Watersheds Resilience Plan.

Summer 2026 – Spring 2027	**We are here:** listening and gathering to build relationships and a shared vision
Spring 2027	State guidelines anticipated; coalition submits an initial application
If short-listed	Detailed application, developed with DWR support
Upon award	Multi-year watershed planning and early on-the-ground projects

~$100M	**~$8M**	**$0**	**$???M**
Watershed Resilience Program pool (40% of Prop 4 to disadvantaged communities)	Anticipated award for the watershed	Required local cost share	Other funding sources leveraged for partners

Planning estimates only. The 2024 pilot round awarded $2M to each of five watersheds. DWR has not yet published final guidelines or award sizes.

A Launch Pad, Not a Finish Line

The relationships, shared vision, studies, and common ground we surface will help us turn ideas into ready-to-go projects, positioning partners and communities to pursue broader sources of state, federal, and philanthropic funding together in the years ahead, whatever the outcome of any single grant proposal.

Interested? We would love to think with you about it.

Humboldt Bay Municipal Water District | Clean. Reliable. Resilient.
Michiko Mares, P.E., General Manager | 828 Seventh Street, Eureka, CA 95501 | 707-443-5018 | gm@hbmwd.com

BADUWA'T WATERSHED RESILIENCE INITIATIVE

Coalition Pre-Positioning: Facilitation Scope and Funding

Where Funding Stands, and How Yours Would Help

Convening this coalition well takes neutral, professional facilitation. The scope below is the facilitator's six-task plan to build a shared vision and pre-position to submit a competitive Proposition 4 application. Two contributions have launched the work; the remaining tasks are where new seed funding goes directly. Every dollar advances the whole region's pre-positioning, not any single organization's agenda. Local consultant, Jen Rice, has been retained as lead process designer and facilitator for this effort. Learn more about Jen's qualifications here.

Committed to date, and what remains

$40,000 committed 31% of need	**$90,000 to raise** 69% remaining

$15,000 North Coast Resource Partnership technical assistance award plus a **$15,000 Humboldt Water matching contribution** have funded the coalition's start-up. Additional funding received from McKinleyville CSD includes $10,000 to nearly fully fund the first three tasks!. $90,000 remains to fully resource facilitation through the application.

The six-task facilitation scope

The coalition is guided by a neutral, third-party facilitator engaged through NCRP, Humboldt Bay Municipal Water District, and the Watershed Research & Training Center, so the shared vision is shaped by every partner rather than any single organization. Estimated costs assume a six-month timeframe with convenings in January and February.

Facilitation task	Est. cost	Status	Funding source / next up
Task 1 Design Team Establishing and running the small team that steers the effort (six working convenings). *NCRP TA (funded in full)*	**$11,200**	**Funded**	Complete
Task 2 Coalition Communications & Partner Support Drafting and follow-up that keeps partners informed and engaged throughout. *NCRP TA + Humboldt Water (funded in full)*	**$9,600**	**Funded**	Complete
Task 3 Listening Campaign Interviews and a survey to surface each partner's priorities and the questions worth answering. *Humboldt Water ($9,200) + MCSD ($10,000)*	**$21,200**	**Partially funded**	**$2,000 open**
Task 4 Co-Creative Design Sessions The convenings where partners define a shared vision together. *Seeking funders*	**$51,300**	**To be funded**	Highest need
Task 5 Results & Guiding Principles Compiling the shared vision, roles, priorities, and agreements into a final report. *Seeking funders*	**$26,700**	**To be funded**	Open
Task 6 Documentation & Storytelling Photo and video documentation and storytelling of the process and the watershed. *Seeking funders*	**$10,000**	**To be funded**	Open

WHERE YOUR CONTRIBUTION GOES

New seed funding is directed to the unfunded tasks, above all the **Co-Creative Design Sessions (Task 4)**, where the coalition and tribal partners define a shared vision together. Contributions can be designated to a task or applied where the need is greatest.

Watershed Contribution Levels

New seed funding helps close the **funding** still needed, above all the Co-Creative Design Sessions where the coalition and tribal partners define a shared vision together. We invite partners and supporters to give at a level that fits, so the cost and ownership of this early work are shared across the region. Choose your place in the watershed, from the whole system to the tap.

Level	Gift	Where your gift goes in the watershed
Watershed	**$15,000**	The whole connected system, summit to sea to tap. Your gift lifts the entire pre-positioning effort and the shared vision at its heart.
Headwaters	**$10,000**	Where the river begins. Anchors the shared vision at the source and the co-creative design sessions where it takes shape.
Reservoir	**$5,000**	What the whole region stores and depends on. Sustains the listening and design work that hold the coalition together.
River	**$2,500**	The watershed in motion. Keeps partner engagement and shared-visioning work flowing.
Pipeline	**$1,000**	The connection that carries water the last miles. Supports the communications that keep every partner linked in.
Tap	**$500**	Where it reaches the community. Every gift at this level brings one more voice to the table.

How to give.
Wholesale customer agencies contribute directly to **Humboldt Water** as a regional cost-share.

All other contributions, from partners, organizations, and supporters, are made to the **Watershed Research and Training Center**, a 501(c)(3) nonprofit serving as fiscal host for the coalition, and may be tax-deductible to the extent allowed by law. Gifts can be designated to a level or applied where the need is greatest. To contribute or learn more, contact Nick Goulette at the Watershed Research and Training Center at nick@thewatershedcenter.com

Figures are draft planning estimates from the facilitation scope of work and are subject to change | September 2026



Figure 1: Yolla Bolly Headwaters, EcoFlight, 8/24/26



Figure 2: Ruth Lake facing South & Hetten Cove, Ecoflight, 8/24/26

Attachment 2

Slide Presentation to HBMWD Board of Directors

Download from City Website

https://bluelake.ca.gov/wp-content/uploads/2026/10/6.h.2-BWRI-Board-Presentation.pdf

City of Blue Lake
Staff Report

Agenda Item #:	**7**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Rousseau Mixed-Use Project – Proposed Property Exchange
Recommended Action:	That the City Council: 1. Receive a presentation on the recommended property exchange via Lot Line Adjustment for the Rousseau Mixed-Use Project. 2. Open the item for public comment. 3. Close the item for public comment. 4. Ask questions of city staff and the applicant (if present). 5. Conceptually approve the property exchange. 6. Authorize staff to coordinate with the Rousseau's project team on next steps. 7. Provide direction as appropriate.

BACKGROUND

At the February 10, 2026 City Council Meeting, the project applicant (Rousseau Investments LLC) was requesting that the City consider a reciprocal easement across the driveway to their property and a small strip of the City's Corporation Yard parcel adjacent to their driveway. To follow is the information provided at that time.

Rousseau Investments LLC has submitted a Conditional Use Permit (CUP) application for a mixed-use project on their property in the Powers Creek District on APN 025-201-018. The project proposes a two-story building that would consist of two 520 s.f. one-bedroom units and 3,200 s.f. of commercial space on the ground floor and two 520 s.f. one-bedroom units on the upper floor. **Attachment 1** to this staff report is the most recent draft site plan from the applicant.

The project site is currently served by a one-lane, access driveway that is composed of compacted gravel and is 17 feet in width. As shown on the draft site plan and in the photo below, the driveway provides access to an existing commercial building located in the southwestern portion of the property along the Monda Way cul-de-sac. In their comments on the project, the City Engineer provided the following recommendations regarding the site driveway (see **Attachment 2**):

1) Driveway and parking areas should be paved with Type A asphalt, conforming to current California Department of Transportation (Caltrans) Standard Specification Section 39.

2) Due to the close proximity of the existing building on the project site to the southern property line, the preliminary project plans propose a temporary, one-lane, access driveway with a width of 17 feet. We find this proposal to be adequate for the proposed development in the interim, while the City prepares for private development on the City's existing corporation yard to the south (APN

025-201-019). When the corporation yard is developed, the temporary 17-foot-wide driveway will be expanded to be a 25-foot-wide shared access for parcels with APNs 025-201-018 and 025-201-019.

3) To prepare for the future shared access, we are recommending a condition of approval requiring establishing a 25-foot reciprocal easement for the benefit of Rousseau Investments LLC and the City along the southern portion of parcel 025-201-018 and the northern portion of parcel 025-201-019. Because of existing utility infrastructure in the northwest corner of parcel 025-101-019, it is recommended that the portion of the easement at the entrance to parcel 025-201-018 be expanded as illustrated in the attached figure to provide a minimum 24-foot-wide shared access.

For reference, the photo below shows the existing driveway access to the Rousseau property and the portion of the City's corporation yard that would be used for the expansion of the driveway.



Since then, city staff has reviewed the survey maps prepared by the applicant's surveyor (Points West Surveying Co) and found that there is a section of the City's access road/trail off the Monda Way cul-de-sac that was constructed on the Rousseau's property. In addition, the fenceline for the sewer lift station near the pedestrian bridge is also on the Rousseau's property. The City desires to have sufficient space adjacent to the existing lift station to place a permanent generator. Considering these facts, Manager Short approached the Rousseau's about the possibility of exchanging property; a small strip from the Corporation Yard in trade for a section to cover the existing road and space surrounding the lift station.

Points West Surveying Co prepared the attached concept drawing for a Lot Line Adjustment that would result in an almost exactly equal swap of land area between the City and the Rousseau's (see **Attachment 3**).

City Council Review

Since the City Manager's recommendation would result in the use of a portion of the City's corporation yard property for an expanded driveway to serve the Rousseau Mixed-Use Project, this item is being brought before the City Council for consideration regarding the concept of a property exchange before the CUP application process moved forward.

FISCAL IMPACT

The costs associated with the Lot Line Adjustment will be borne by the applicant.

ATTACHMENTS

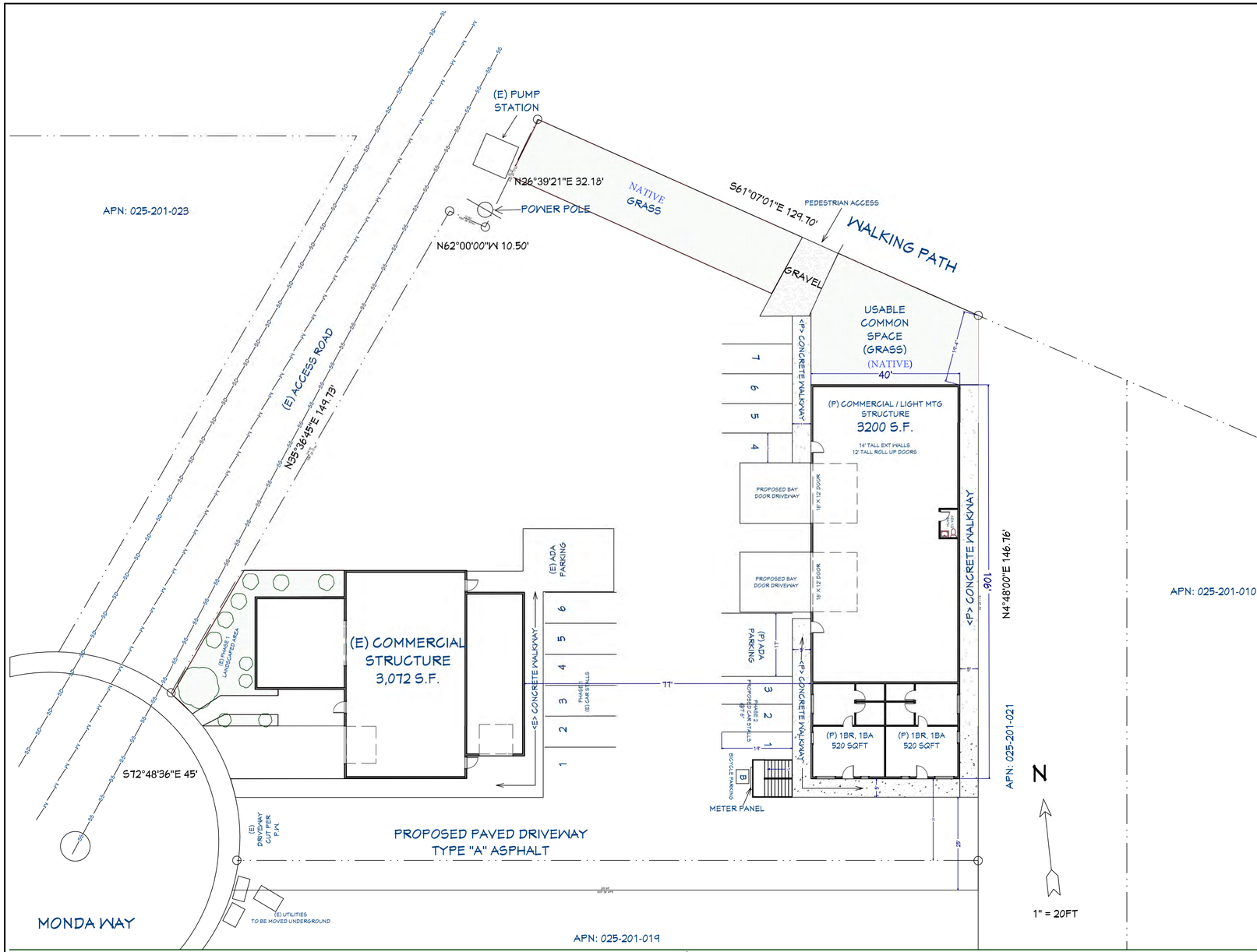
1. Draft Site Plan for Rousseau Mixed-Use Project
2. Referral comments from City Engineer on site access improvements (dated 12/22/2023)
3. Concptual Lot Line Adjustment prepared by Points West Surveying Co

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

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Attachment 1



SITE PLAN

SCALE 1" = 20'

PHASE 2

131 MONDA WAY, BLUE LAKE, CA 95525

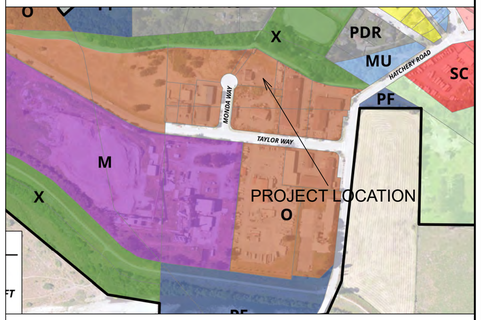
APN: 025-201-018

ROUSSEAU INVESTMENTS

PLAN LEGEND

A-1 SITE PLAN
A-2 1ST FLOOR PLAN
A-3 2ND FLOOR PLAN
A-4 WEST AND SOUTH ELEVATIONS
A-5 EAST AND NORTH ELEVATIONS
A-6 3D ELEVATION

VICINITY MAP



PHASE 2 PROJECT DESCRIPTION

This project is a second phase of development on the same parcel as a previous addition completed in July 2022. The second phase proposal includes construction of one commercial unit and four apartments to create a live/work concept. The proposed structure is ground level 4,240 S.F., with two 520 S.F. one-bedroom accessable units to its south, and 3,200 S.F. of commercial or light manufacturing space with two one-bedroom units on its upper level. The upper level consists of two one-bedroom units at 520 S.F. each. The project proposes extending, widening and paving the driveway with type A asphalt. An open concept design of space use includes pedestrian access through the property and a common area of outdoor space for residents. Parking is provided for each unit with additional parking on the street and bicycle parking. The proposed building is within walking distance to Blue Lake city hall where a bus stop is located. A CUP is requested for the north side of the building for a 19' 4" setback from the trail (code is 25' setback). This set-back will reflect current development at neighboring properties.

LEGAL/ZONING

PROJECT TITLE:	ROUSSEAU MIXED USE - PHASE 2
APPLICANT / OWNER :	ROUSSEAU INVESTMENT P.O. BOX 782 BLUE LAKE, CA 95525 707-499-2631
ASSESSOR'S PARCEL #:	025-201-018 131 MONDA WAY BLUE LAKE, CA 95525
JURISDICTION:	CITY OF BLUE LAKE
ZONING:	OPPORTUNITY - 0 ZONE (0)
LOT SIZE:	+/- 32,170 S.F (+/- 0.74 ACRES)
USE PERMINT:	RESIDENTAL @> 5 UNITS
MAX RESIDENTAL UNITS 1/2,500:	32,170/2,500 = 13 UNITS
SET BACKS:	
NORTH SIDE:	50 FT HORIZ. C.L POWERS CREEK

	MIN	PROPOSED
WEST SIDE:	25 FT	156 FT
SOUTH SIDE:	25 FT	22 FT
EAST SIDE:	15 FT	5' FT

PROPOSED HEIGHT:	21' 3"
BUILDING COVERAGE:	22,519 S.F MAX 70% OF LOT AREA S.F.
PROPOSED BUILDING COVERAGE:	3,072 S.F. (EXISTING) + 4,240 S.F.
TOTAL BUILDING COVERAGE:	7312 S.F.
PARKING REQUIRED:	PER 17.24.100 & 17.24.230
PROPOSED WALK-WAY:	541 S.F.
PROPOSED PAVED AREA:	-S.F.
PARKING PROVIDED:	1 ADA + 7
BICYCLE PARKING PROVIDED:	YES

KRC DESIGN

SHEET TITLE: SITE PLAN

PHASE 2
ROUSSEAU INVESTMENTS LLC
MONDA WAY, BLUE LAKE, CA 95525
A.P.N. 025-201-018

DRAWINGS PROVIDED BY:
KRC DESIGN
KRISTIN COSBY
(707)599-5967
KRCDESIGNHUMBOLDT@GMAIL.COM

DATE:

SCALE: 1" = 20'

SHEET: A-1

Attachment 2

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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

Reference: 023003.101

December 22, 2023

Ryan and Alicia Rousseau
P.O. Box 782
Blue Lake, CA 95525

Subject: Rousseau Investments LLC CUP/SPA—Phase 2: Access Improvements

City staff has reviewed the preliminary plans for the conditional use permit and site plan approval application (App. No. 025-201-018/2023) proposing development of a three-story, mixed-use building on Assessor's parcel number (APN) 025-201-018 in the City of Blue Lake (City). Our recommendations regarding access improvements are summarized below.

Recommendations

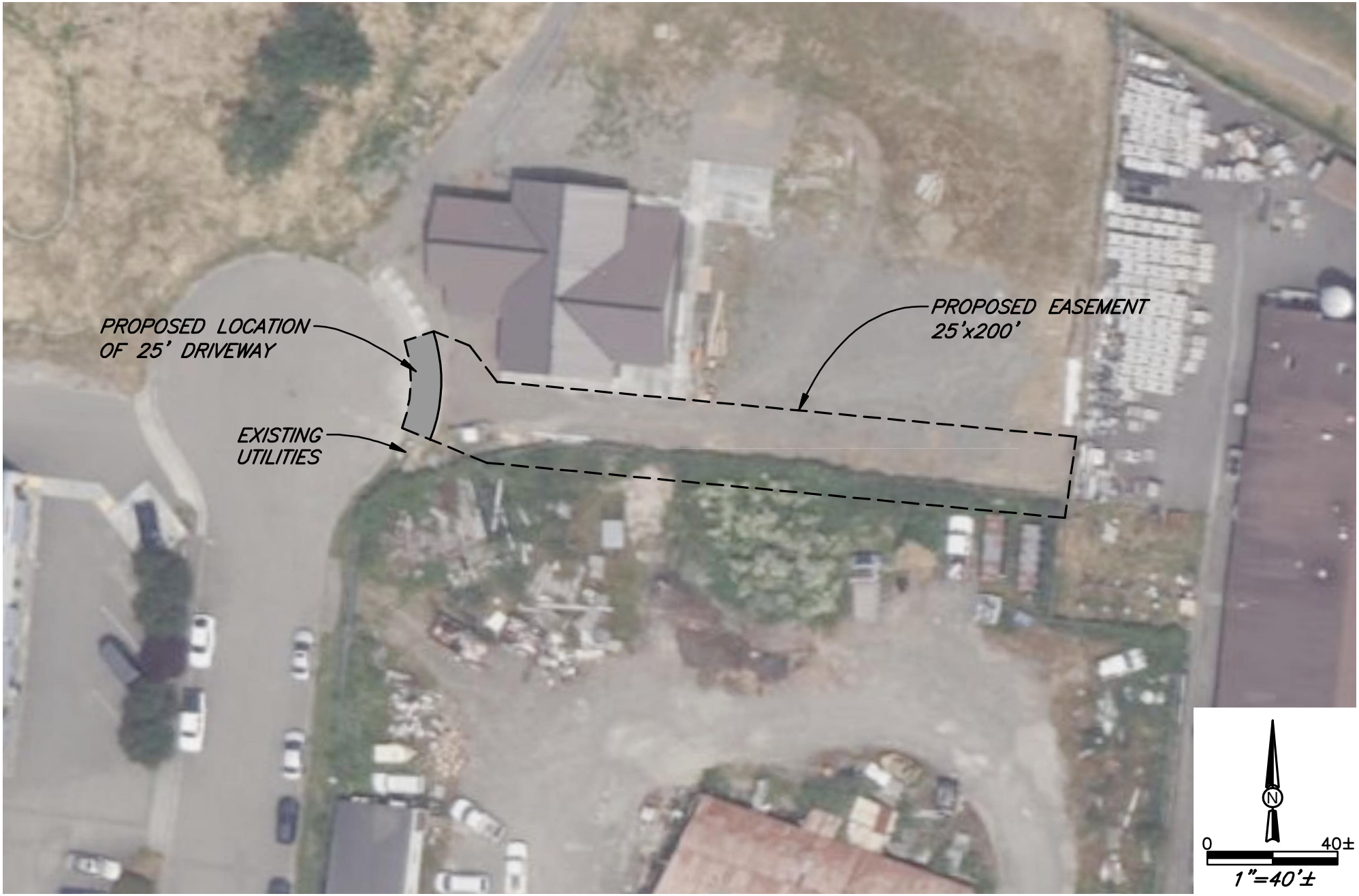
1. Driveway and parking areas should be paved with Type A asphalt, conforming to current California Department of Transportation (Caltrans) Standard Specification Section 39.
2. Due to the close proximity of the existing building on the project site to the southern property line, the preliminary project plans propose a temporary, one-lane, access driveway with a width of 17 feet. We find this proposal to be adequate for the proposed development in the interim, while the City prepares for private development on the City's existing corporation yard to the south (APN 025-201-019). When the corporation yard is developed, the temporary 17-foot-wide driveway will be expanded to be a 25-foot-wide shared access for parcels with APNs 025-201-018 and 025-201-019.
3. To prepare for the future shared access, we are recommending a condition of approval requiring establishing a 25-foot reciprocal easement for the benefit of Rousseau Investments LLC and the City along the southern portion of parcel 025-201-018 and the northern portion of parcel 025-201-019. Because of existing utility infrastructure in the northwest corner of parcel 025-101-019, it is recommended that the portion of the easement at the entrance to parcel 025-201-018 be expanded as illustrated in the attached figure to provide a minimum 24-foot-wide shared access.

Please call me at 707-441-8855 if you have any questions.

Sincerely,

Mike Foget
City Engineer

P:\Eureka\2023\023003-City-of-Blue-Lake-on-call-engr-services\101-City-engr-on-call-project-review\PUBS\rpts\20231222-AccessRoad-Rousseau-letter.docx



City of Blue Lake
Rousseau Investments LLC CUP/SPA-Phase 2: Access Improvements
Blue Lake, California

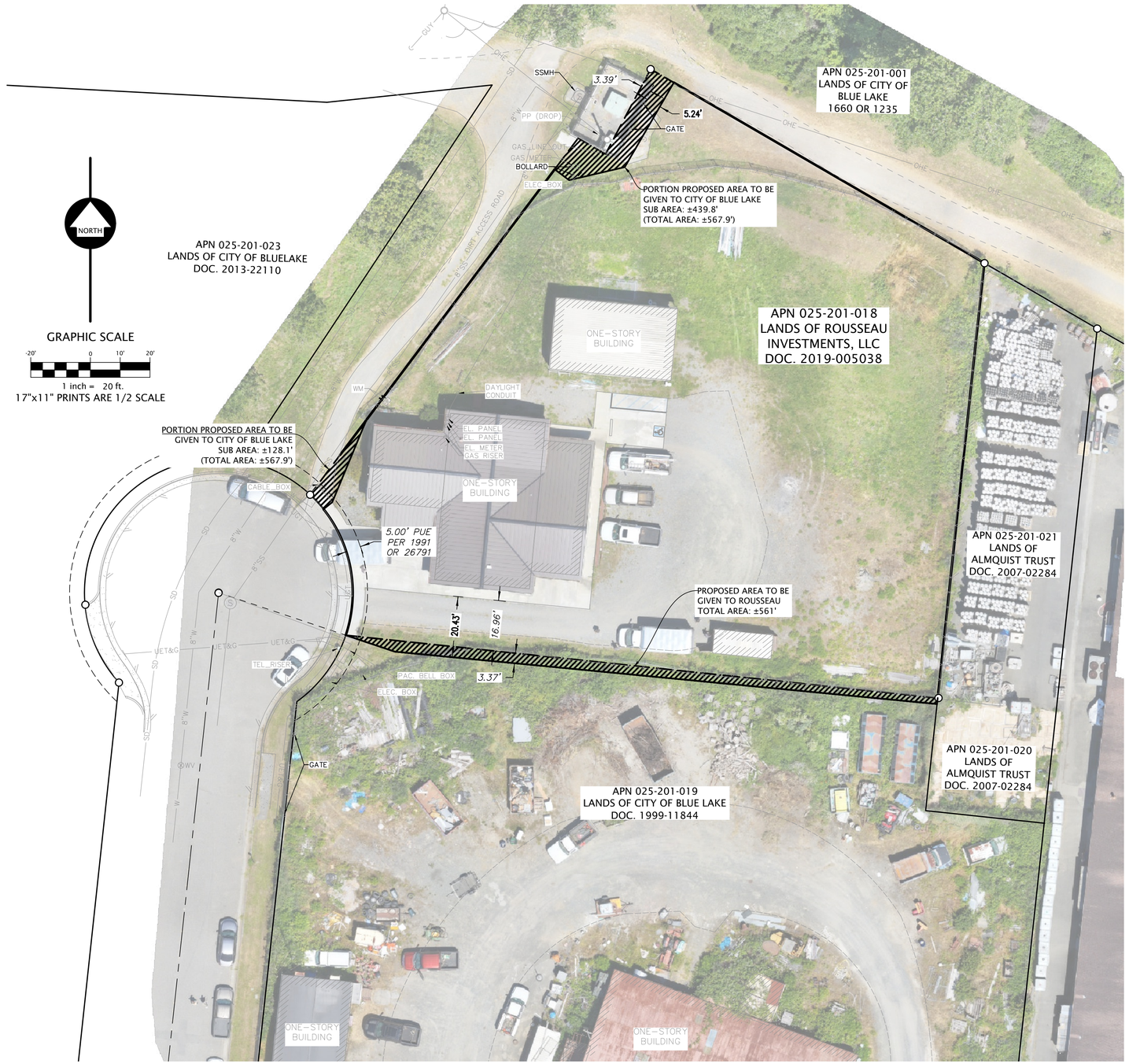
Proposed Easement
December 2023 - 023003.101

Figure
1

Attachment 3

LEGEND

- FOUND SURVEY MONUMENT
- SUBJECT PROPERTY LINES
- LINE TO BE ELIMINATED
- PROPOSED NEW LINE
- ADJACENT PROPERTY LINES
- RIGHT OF WAY CENTERLINE
- EASEMENT SIDELINES
- FENCE LINE
- WALL
- BUILDING FOOTPRINT
- CONCRETE PAVING
- EDGES OF ASPHALT PAVEMENT
- 0.80' EXISTING DIMENSION
- 0.80' PROPOSED DIMENSION
- G GAS LINE
- E UNDERGROUND ELECTRIC LINE
- OHE OVERHEAD ELECTRIC LINE
- SS SANITARY SEWER LINE
- SD STORM DRAIN CULVERT
- W WATER LINE
- EM ELECTRIC METER
- GM GAS METER
- GUY UTILITY POLE WITH GUY ANCHOR
- JP JOINT UTILITY POLE
- PP ELECTRIC POWER POLE
- FH FIRE HYDRANT
- WV WATER VALVE



PROJECT DATA

Owner / Applicant: Rousseau Investments, LLC
Mailing Address: P.O. Box 782
Blue Lake, CA 95525
Phone: 707-499-2631

Owner: City of Blue Lake
Mailing Address: P.O. Box 458
Blue Lake, CA 95525

Site Address: 131 Monda Way
Blue Lake, CA 95525

APNs: 025-201-018, 025-201-19 & 025-201-001

Current Zoning: Opportunity Zone (all APNs)

General Plan: Industrial (APN 25-201-018 & 025-201-001)
Public Facility (025-201-19)

Building Setbacks:	025-201-018	025-201-019	25-201-001
Front:	None specified	None specified	50' from CL Creek
Side:	None specified	None specified	50' from CL Creek
Rear:	25' from trail	None specified	50' from CL Creek

Agent: Jesse Buffington
Points West Surveying
Mailing Address: 5201 Carlson Park Drive, Suite 3
Arcata, CA. 95521
Phone: 707-840-9510
Fax: 707-840-9542
Email: buffington@pointswestsurveying.com

SURVEY NOTES:

1. This plot plan proposes an equal area exchange Lot Line Adjustment between Rousseau Investments, LLC (APN 025-201-018) and two parcels owned by the City of Blue Lake (APNs 025-201-019 and 025-201-001). The proposed adjustments moves the south Rousseau property line to meet the 20' set back from the edge of walk along a building face, while also moving other property lines to encompass utilities that heretofore would require easements.

2. This plot plan is based on an aerial LiDAR and photogrammetric survey performed by Points West in June 2026 and represents conditions at that time.

3. Parcels shown hereon are referenced by Document No. 2019-005038 (APN 025-201-018) and by 1999-11844 (APN: 021-201-001), Humboldt County Records.

4. Underground utilities are shown based on physical evidence and records and verbal data obtained from the City of Blue Lake. The location of the sewer lateral to the building is not known or shown. Water service based on one found blue paint mark; location is unknown; it is shown in assumed location. See Underground Utility Note below.

SURVEYOR'S STATEMENT

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyor's Act at the request of Ryan Rousseau in _____, 2026.

SIGNED_____

DATED_____

Jesse N. Buffington
P.L.S. 9339

PRELIMINARY
LLA PLOT PLAN

Rousseau
SECTION 30, T6N, R2E,
HUMBOLDT MERIDIAN
IN THE CITY OF BLUE LAKE
HUMBOLDT COUNTY, STATE OF CALIFORNIA
Date: July 2026

SCALE: 1" = 20' SHEET 1 OF 1

POINTS WEST SURVEYING CO.
5201 Carlson Park Dr., Suite 3 - Arcata, CA 95521
707·840·9510 · Phone 707·840·9542 · Fax

City of Blue Lake
Staff Report

Agenda Item #:	**8.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	**Application to Humboldt Local Agency Formation Commission** **Blue Lake Rancheria Out of Agency Water and Sewer Services**
Recommended Action:	That the City Council: 1. Receive and discuss Staff's report and presentation 2. Take Public comment 3. Authorize the City Manager to sign and submit the application to LAFCo for the Blue Lake Rancheria Out of Agency Water and Sewer Services. 4. Other direction as appropriate.

BACKGROUND

The City and the Blue Lake Rancheria have been working together to prepare the attached application to the Humboldt Local Agency Formation Commission to authorize water and/or sewer service to several parcels held in trust with BIA for the Tribe.

APN 312-111-010 has six existing single-family residences (695 Rancheria Road #1 - #6) currently served with well water and septic systems. There are existing water and sewer lines in the lane in front of the residences.

APN 312-111-004 has an existing single-family residence that is already served with water from the City. The Tribe would like to cease using the septic system and connect to the City's sewer line in Chartin Road. The residence is being converted into an office with a bathroom.

APN 312-101-014, 312-111-006 & 312-111-003: These parcels had two single family residences that were served with City water. The structures were demolished and two commercial structures have been constructed. One is the Ta'm Resilience Campus, and the other is the HULA Health Center.

These Out of Agency connections will be included in a Memorandum of Understanding amendment to the existing agreement with the Blue Lake Rancheria.

FISCAL IMPACT

Blue Lake Rancheria will pay all expenses related to processing the Out of Agency service application through LAFCo. They have provided the $3,000 deposit required by LAFCo.

They have also paid the application fees for the water and sewer services on Chartin Road & Hlow Lane. They will pay water and sewer connection fees and their proportional share of the wastewater plant expansion project for the sewer connections. They will pay the water and sewer connection fees associated with 695 Rancheria Road as part of their upcoming Indian Health Services project.

The Blue Lake Rancheria construction manager and electrician have coordinated the design of the infrastructure needed for these services as part of their larger construction projects. They have also committed to partner with the City in completing the Wastewater Plant Expansion project by supplying their electrician team to help install the two City-purchased aerators and ancillary equipment.

ATTACHMENTS

1. LAFCo APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES
2. LAFCo AT-COST FEE AGREEMENT AND VOLUNTARY INDEMNIFICATION AGREEMENT
3. LAFCo SCHEDULE OF FEES AND DEPOSITS
4. County GIS map with project area oulined
5. Overview of Service Locations Aerial Map
6. City Engineer Memos: ERUs and MOU steps
7. Construction Plans & Schematics https://bluelake.ca.gov/wp-content/uploads/2026/10/8.-Construction-Plans-and-Schematics.pdf

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Review Information:

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

Comments:

Attachment 1

LAFCo APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES

HUMBOLDT
Local Agency Formation Commission
1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafco.org

APPLICATION FORM
FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES

1. GENERAL INFORMATION

A. Applicant (City or District): City of Blue Lake

B. Applicant Contact

Name	Jennie Short
Address	111 Greenwood Road, Blue Lake, CA 95525
Telephone	(707)668-5655
E-mail	citymanager@bluelake.ca.gov

C. Property owner(s)

Name	Blue Lake Rancheria
Address	1 AiyeKwee Loop, Blue Lake, California 95525
Telephone	707-668-5101
E-mail	info@bluelakerancheria-nsn.gov

D. Landowner Representative

Name	Bruce Ryan
Address	PO Box 428, Blue Lake, Ca 95525
Telephone	707-599-6463
E-mail	bryan@bluelakerancheria-nsn.gov

E. Affected Property Address/Location:

111 Greenwood Road, Blue Lake, CA 95525

F. Assessor's Parcel Number(s):

AP#'s 312-111-006, 312-101-014, 312-111-003, 312-111-010, 312-111-004

G. Type of Service(s) to be Provided:

APNs 312-111-006, 312-101-014, 312-111-003, 312-111-004: Add sewer service. These parcels already have City water service.
APN 312-111-010: Add water and sewer service.

2. JUSTIFICATION

A. Is the reason for application a public health or safety threat to residents (e.g., a failing septic system or contaminated water supply)?

YES ☐ NO ■

If yes, please attach documentation and state problem:

If no, what is the reason for application?

The Blue Lake Rancheria wants public potable water and sewer service from the City for their health care facility and the TOMA resilience campus.

B. Is the affected property to be served within the applicant city or district's sphere of influence?

YES ■ NO ☐

C. Explain why a jurisdictional change (e.g., annexation) is not being considered at this time as an alternative to providing services outside the agency's boundaries.

This land is held in BIA trust for the Blue Lake Rancheria and they do not desire to be annexed at this time.

D. Is annexation of the affected property anticipated in the future?

YES ☐ NO ■

If yes, please describe the city or district's plans and timelines, or provide other relevant information:

3. LAND USES AND SERVICES

A. What is the existing use of the site?

On APN's , 312-111-006, 312-101-014, 312-111-003 the two SFR were demolished and two commercial structures have been constructed.

On APN 312-111-010 there are 6 existing residences that desire to convert from well water & septic to City water & sewer

On APN 312-111-004 there is an existing residence that has City water & septic and desires to convert to City sewer.

B. Is a change in use proposed? If yes, please provide a description of the change.

No

C. Is development proposed?

YES ■ NO ☐

If yes, please provide a description of the project and indicate whether discretionary approvals (e.g., use permit, subdivision lot line adjustment) are required. Provide any supporting development documentation.

The construction of the development is almost complete. The Tribe receive all necessary approvals through the BIA.

D. Describe the physical on and off site improvements needed to extend services to the subject property. Please be specific about the location of existing facilities and the location and extent of the proposed connections.

For APN's 312-111-006, 312-101-014, 312-111-003: a new road has been constructed from Chartin Road northwesterly to the new facilities.
Within this road, a new sewer line will be constructed from the manhole in Chartin Road to the most northwesterly structure. Instead of using the existing service waterline, a new 6" waterline will be constructed from the existing waterline near the hotel, across the field to the waterline in the new road. This larger waterline will allow for placement of a fire hydrant. Construction plans are attached.

For APN 312-111-004: There is existing water service. There is a sewerline in Chartin Road in front of the SFR. A new lateral with a cleanout will be installed between the residence and the sewer mainline.

For APN 312-111-010: There is existing water and sewer lines in the road to connect to.

E. Indicate any improvement costs and connection fees the city or district may charge, and method of financing, if applicable.

All infrastructure improvement costs are paid for by the Rancheria as part of their project. The City will charge the standard connections fees. As called for in the 6th Cycle Housing Element Update, all sewer services require expansion of the treatment capacity of the WWTP. The Rancheria will pay their proportional share of these expenses and plan to assist the City in implementation of the installation of the two new aerators.

F. Please list any desired conditions, restrictions or terms to be added to the LAFCo approval.

None. Any conditions or restrictions required by the City will be contained with the Memorandum of Understanding Amendment being processed in conjunction with this application.

4. INDEMNIFICATION

As part of this application, the Applicant agrees to indemnify, hold harmless and reimburse LAFCo for all reasonable expenses and attorney fees in connection with the defense of LAFCo and for any damages, penalties, fines or other costs imposed upon or incurred by LAFCo should LAFCo be named as a party in any litigation or administrative proceeding in connection with his/her/its application. This obligation includes the obligation to reimburse LAFCo, its officers, employees and agents for any court costs, or attorney fees, which LAFCo, its officers, employees or agents are required by a court to pay, as a result of such claim, action or proceeding. LAFCo agrees to notify the Applicant of any such claim, action or proceeding promptly after LAFCo becomes aware that such action has been taken. LAFCo agrees to cooperate in the defense provided by the Applicant. Additionally, LAFCo may participate in the defense of the

claim, action or proceeding at LAFCo's expense, but such participation will not relieve the Applicant of Applicant's defense and indemnification obligations. However, if Applicant defends LAFCo with a reservation of rights or with any conditions other than an unqualified and full agreement to defend and indemnify, at the sole discretion of LAFCo, Applicant will also pay reasonable attorney's fees and expenses for separate counsel, selected by LAFCo, for LAFCo's participation in the defense.

Signature

City Manager

Title

Date

Attachment 2

LAFCo AT-COST FEE AGREEMENT AND VOLUNTARY INDEMNIFICATION AGREEMENT

HUMBOLDT
Local Agency Formation Commission

AT-COST FEE AGREEMENT AND VOLUNTARY INDEMNIFICATION AGREEMENT

(Updated January 2023)

This form must be signed by the Applicant as the person responsible for payment. Where an agency has filed a Resolution of Application, an authorized staff member must sign the application and bind the agency as the entity responsible for payment. The application must be filed with LAFCo along with the applicable deposit. Questions regarding specific invoicing procedures should be directed to the LAFCo Executive Officer at (707) 445-7508 or colettem@humboldtlafco.org.

Deposit

LAFCo charges are based upon actual staff time and other expenses incidental to processing applications including CEQA compliance as a Responsible Agency, reviewing project proposals (Pre-Application Requests), and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with LAFCo. Individuals and agencies who request services, research, or review must provide a deposit toward project expenses, as listed on the current fee schedule along with a signed copy of this agreement. All deposits are subject to increase, should the Executive Officer determine that the magnitude of the project justifies the increase. The staff time necessary to process an application or request for service cannot be easily predicted in advance. Therefore, applicants should be aware that LAFCo charges may exceed the applicable initial deposit.

The deposit will be placed in LAFCo's general revenue account and application expenses incurred by LAFCo will be tracked separately from other LAFCo expenses. No interest will accrue on the deposit. LAFCo will keep an accounting of amounts charged against the deposit. In the event any balance of the deposit remains, the balance will be refunded to Applicant upon completion of application services. When the deposit is exhausted, LAFCo will request an additional deposit.

Invoicing Procedure

LAFCo invoices will detail tasks and all costs of processing applications. Invoices will also reflect the remaining balance of the initial deposit. Should the deposit be depleted, all staff work will cease until the deposit on file has been replenished. Projects with delinquent balances will not be scheduled for hearing, and the Commission will consider applicants to have waived any and all statutory deadlines.

Objections to Invoice

Applicant agrees that any questions or disagreements Applicant may have concerning the invoice or amount due shall be communicated to LAFCo prior to the end of the payment period, along with payment of any undisputed portion of the invoice. If Applicant fails to communicate to LAFCo any objection to the invoice prior to the end

of the payment period, Applicant is agreeing that the amount stated is correct and is giving up any right to later deny payment to LAFCo.

Payment Not Dependent on Future Actions

Applicant understands and agrees that the LAFCo charges are payable regardless of whether the application is ultimately filed, withdrawn, denied or otherwise terminated prior to completion. In the event of withdrawal, Applicant shall be responsible for all charges incurred prior to the time of receipt of written notice of application withdrawal, plus LAFCo's reasonable charges for file closure.

Staff Assignments

The Executive Officer shall assign LAFCo staff members to projects as appropriate. Should the scope of a project require that outside consulting or other needed services be obtained, applicants will be responsible for the entire cost of recruitment, source selection, and payment for such outside services. Applicants are responsible for paying actual costs for any services obtained through contract, even if such costs exceed the charge-out rate of a regular staff member providing similar services.

Voluntary Indemnification Agreement

As part of the application, applicant shall be asked to sign and submit a *voluntary indemnification agreement* (attached) for all reasonable expenses and attorney fees incurred from proceedings brought by a third party in connection with the application. While LAFCo retains the discretion in all cases to decide whether to defend an action, the Applicant's voluntary agreement to indemnify LAFCo will have a significant bearing on LAFCo's decision whether to defend its decision.

Waiver

LAFCo's failure to enforce any term hereof shall not be deemed to be a waiver. No delay or omission in the exercise of any remedy of LAFCo on default shall impair such right or remedy or be construed as a waiver thereof, unless waiver is set forth clearly in writing and signed by the waiving party. Such written waiver shall not be construed as a waiver of any other default concerning the same or any other agreement provision, charge, or payment of principal amount owing to LAFCo.

Compliance with Political Expenditure and Contribution Disclosure Requirements

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCo approvals and those opposing such proposals are required to report to LAFCo all political contributions and expenditures with respect to the proposal that exceed $1,000. LAFCo has adopted policies to implement the law (see Humboldt LAFCo Administrative Policies). By signing this application or request for service, the applicant shall abide by these disclosure requirements. The Applicant is further agreeing that should LAFCo be required to enforce these requirements that LAFCo will be reimbursed for all staff cost and legal fees, and litigation expenses incurred in that enforcement process.

HUMBOLDT
Local Agency Formation Commission

AT-COST FEE AGREEMENT

(signature page)

Applicant agrees to pay the following deposit with execution of this agreement:

$_____.

Authority

The party executing this agreement on behalf of Applicant personally warrants that they have full authority to enter into this agreement on behalf of the Applicant for which they are signing.

Certification

I certify that I have reviewed the above information, the current LAFCo fee schedule, the State Board of Equalization fee schedule, and the State Department of Fish and Wildlife related to CEQA filing fees. I agree, as project applicant or authorized representative, to pay Humboldt LAFCo for all staff services, materials, and other charges attributable to my application or request for services, including the obligation of indemnification should the Voluntary Indemnification Agreement (attached) be signed. I understand that services may be required before LAFCo receives a formal application, and I agree to pay for such services whenever incurred and regardless of whether a formal application is submitted to LAFCo. I also understand and agree that LAFCo's charges are payable regardless of whether the application is ultimately filed, withdrawn, denied, or otherwise terminated prior to completion.

I understand that if the cost of services exceeds the deposit on file, staff work on my project will cease, and my project will not be scheduled for hearing until the requested additional funds are provided. I agree to remit the applicable State Board of Equalization filing fee, and State Department of Fish and Wildlife CEQA filing fee if applicable, when required. I agree to pay all charges within 30 days of receipt of invoice or in any case prior to the filing of the Certificate of Completion for the project.

APPLICANT
(If Agency Submitted Resolution of Application)

Date: _____ By: _____
Authorized Signer

REAL PARTY IN INTEREST
(If different from Applicant)

Date: _____ By: _____
Authorized Signer

HUMBOLDT
Local Agency Formation Commission

VOLUNTARY INDEMNIFICATION AGREEMENT

(Updated January 2023)

LAFCo may not condition acceptance of an application upon requiring the Applicant to indemnify LAFCo. However, LAFCo has complete discretion whether to defend any lawsuit that is filed to challenge its decisions. With its limited budget, LAFCo will usually be reluctant to allocate resources to defend challenged decisions. If the Applicant desires to assure that LAFCo will consult with the Applicant before determining how to proceed on a legal challenge and increase the likelihood that LAFCo will defend its decision on the Applicant's proposal, the Applicant may enter into the following voluntary contractual agreement to indemnify LAFCo in the event of legal challenge:

1. For valuable consideration, receipt of which is hereby acknowledged, the Applicant shall defend, indemnify and hold harmless, LAFCo, its agents, officers, attorneys, employees, and contractors/consultants from any claim, action, or proceeding brought by a third party, the purpose of which is to attack, set aside, void, or annul LAFCo's decision with respect to Applicant's proposal or any required findings or determinations under CEQA made as part of that decision. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity other than the applicant, arising out of or in connection with LAFCo's approval of the Applicant's proposal, whether or not there is concurrent, passive, or active negligence on the part of LAFCo, its agents, officers, attorneys, employees and contractors/consultants.

2. Applicant agrees that LAFCo shall have the right to appoint its own counsel to defend it and conduct its own defense in the manner it deems in its best interest subject to the provisions of this agreement, and that such actions shall not relieve or limit Applicant's obligations to indemnify and reimburse defense costs.

3. In exchange for such indemnity, LAFCo agrees to the following:
   a. To immediately notify the Applicant of any litigation or administrative proceeding with respect to the Applicant's application in which LAFCo is named as a party.
   b. In the event that the Applicant is not joined in the action or proceeding, LAFCo agrees to support a motion by the Applicant to intervene in the action or proceeding.
   c. To consult with Applicant before making any decision whether to defend the legal challenge. If Applicant desires to defend the case and confirms in writing its commitment to reimburse LAFCo for its defense costs and provides a deposit for such costs as LAFCo shall reasonably determine, LAFCo will proceed to defend unless it has reasonable cause not to do so. If a determination is made to defend the action, LAFCo counsel will consult and reasonably cooperate with Applicant's counsel in the defense of the action. LAFCo shall not enter into any settlement of all or a part of the action without consulting with Applicant.

HUMBOLDT
Local Agency Formation Commission

VOLUNTARY INDEMNIFICATION AGREEMENT

(signature page)

APPLICANT:

☐ I/We have reviewed the Voluntary Indemnification Agreement (updated January 2023) and choose not to sign.

☐ I/We have reviewed and agree to the Voluntary Indemnification Agreement (updated January 2023).

Date: _____ By: _____
Authorized Signer

HUMBOLDT LAFCo:

Date: _____ By: _____
LAFCo Executive Officer

Attachment 3

LAFCo SCHEDULE OF FEES AND DEPOSITS

HUMBOLDT
Local Agency Formation Commission

SCHEDULE OF FEES AND DEPOSITS

Deposits: Where indicated in the Fee Schedule, deposits toward the actual cost of processing proposals must be paid at the time an application is submitted. Applicants must sign an At-Cost Fee Agreement, consenting to reimburse LAFCo for all costs incurred in processing, including pre-application assistance. Staff work time on applications, which includes overhead costs, is tracked on an hourly basis. Periodic invoicing of costs is provided. If actual costs exceed the deposit amount, LAFCo will invoice the applicant for the additional costs. Processing of the application may be suspended until payment is received. Any portion of the deposit not used for processing is refunded.

Outside Assistance Fees: If the Executive Officer determines that the processing of an application requires LAFCo to contract with another agency, private firm, or individual for services that are beyond the normal scope of LAFCo staff work (e.g., drafting of an Environmental Impact Report or Comprehensive Fiscal Analysis), the applicant shall be responsible for all costs associated with that contract or service. The applicant shall provide LAFCo with a deposit sufficient to cover the cost of the contract or an amount determined by the Executive Officer to be a reasonable estimate of the costs.

Legal Counsel Fees: Applicants will be charged the actual costs of fees associated with legal consultation or review. While most applications do not require legal review, occasionally a proposal will develop significant legal issues that require considerable legal counsel involvement. In the event the Executive Officer identifies significant legal issues associated with the application, the applicant will be assessed, from that point forward, an additional minimum fee equivalent to two hours of legal counsel time at the current rate and any additional cost accrued above the minimum fee amount. Legal fees must be paid in full prior the final processing of an application.

Refunds of Fees: Except for unused portions of deposits, all fees paid to Humboldt LAFCo are non-refundable. Payment of fees is not a guarantee of approval of the submitted proposal.

Waiver of Fees: The Commission may waive a fee in special circumstances or if it finds that payment would be detrimental or contrary to the public interest. Fees may be waived or reduced for applications filed in response to a condition imposed by or a recommendation made by the Commission. A request for waiver, including an explanation for the request, must be submitted in writing to the Commission. Staff will present the request to the Commission, along with analysis and recommendation, for its determination.

HUMBOLDT LAFCo FEE SCHEDULE
(All fees are deposits, unless otherwise noted)

Boundary Changes – City or District Annexation, Detachment or Combination	
With 100% landowner consent - all owners within the affected territory have provided written consent to the proposed action	$5,000 + CEQA fees + BOE fees
Without 100% landowner consent - all owners within the affected territory have not provided written consent to the proposed action	$6,000 + CEQA fees + BOE fees
Complex proposal, as determined by EO, including but not limited to, the potential for substantial development (50 or more residential units or 10,000 square feet of non-residential development), significant effect on the community, and/or sphere of influence amendment	$7,000 + CEQA fees + BOE fees

Sphere of Influence Amendments or Updates	
Sphere Amendment concurrent with annexation, detachment, or reorganization	+$500
Sphere Update (not initiated by LAFCo)	$2,500
Municipal Service Review Preparation	Actual cost

Other Changes of Organization	
District Formations or Consolidations	$10,000
District Dissolution, Merger or Establishment of Subsidiary District(s)	$5,000
District Activation or Deactivation of Latent Powers	$1,000
City Incorporation or Disincorporation	$15,000

Outside Agency Service Agreements/Contracts	
Nondevelopment-related agreements/contracts	$2,000
Development-Related agreements/contracts	$3,000
Fire Protection Contracts pursuant to G.G. Section 56134	$3,000
Request for Exemption from G.C. Section 56133 or 56134	$500

Environmental Document (CEQA) Fees – LAFCo as Lead Agency	
Environmental Document Preparation ...Statutory/Categorical Exemption ...Negative Declaration/Mitigated Negative Declaration ...Environmental Impact Report	 $40 $2,000 $4,000
Fish and Wildlife Environmental Filing Fees ...Negative Declaration/Mitigated Negative Declaration ...Environmental Impact Report	 $2,280.75 $3,168.00
County Recorder Processing Fee (for all applications)	$50

Other Application Fees	
Pre-Application Fees	No charge limited to one half-hour of staff time, then actual cost
Petition Signature Verification by Registrar of Voters	Actual cost
Request for Reconsideration	$1,000
Request for Extension of Time to Complete Proceedings	$500
Special Meeting or Hearing	$1,000
Special or Supplemental Studies	Actual cost

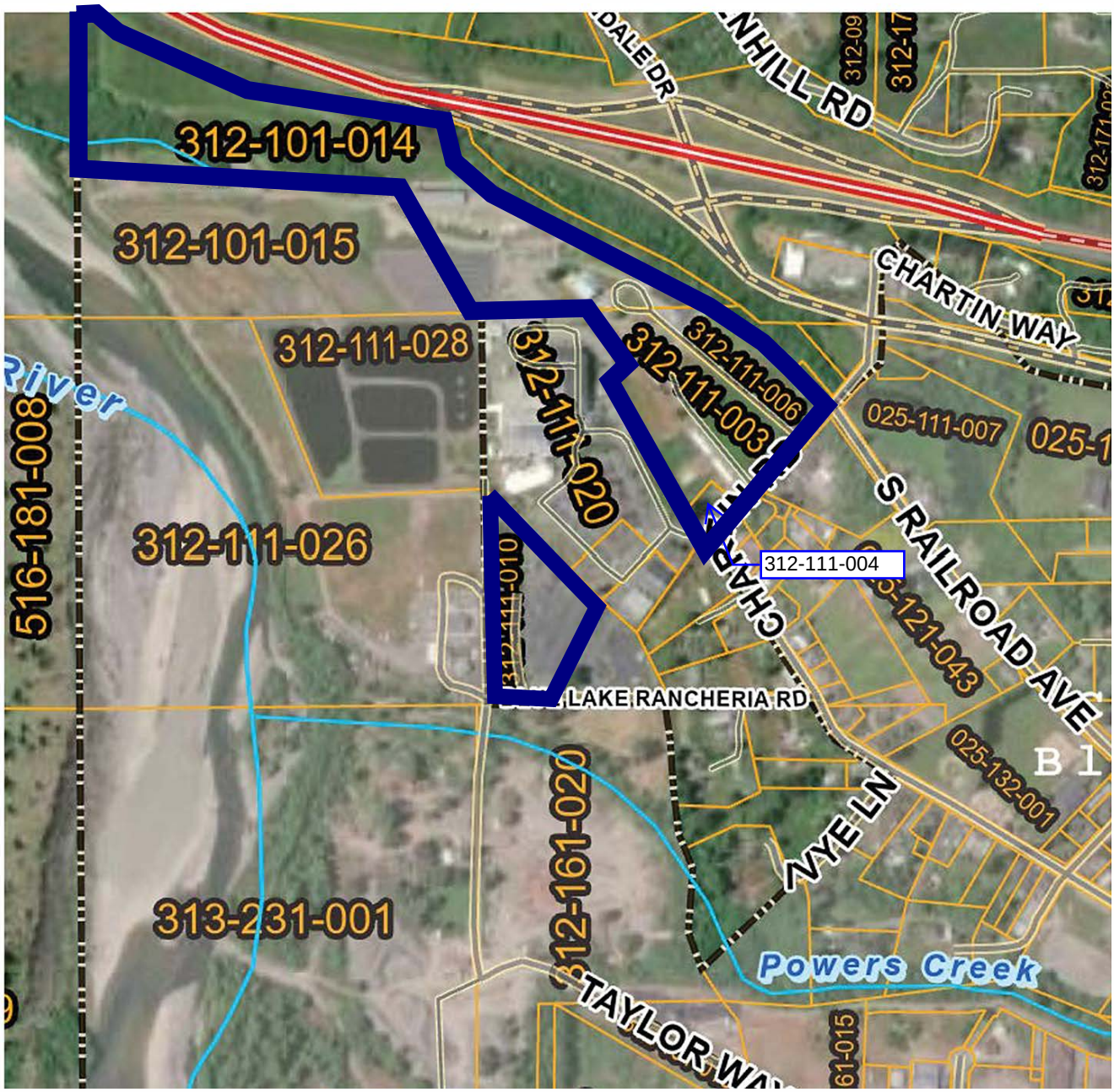
Miscellaneous Service/Duplication Fees	
Copies of documents	$.10 per page (after 10 pages)
Copies of Audio Recording	$10 per CD
Staff Research/Archive Retrieval	No charge limited to one half-hour of staff time, then actual cost

State Board of Equalization Fees	
Less than 1 acre	$300
At least 1 acre up to including 5 acres	$350
At least 6 acres up to including 10 acres	$500
At least 11 acres up to including 20 acres	$800
At least 21 acres up to including 50 acres	$1,200
At least 51 acres up to including 100 acres	$1,500
At least 101 acres up to including 500 acres	$2,000
At least 501 acres up to including 1000 acres	$2,500
At least 1001 acres up to including 2000 acres	$3,000
At least 2001 acres and above	$3,500

Attachment 4

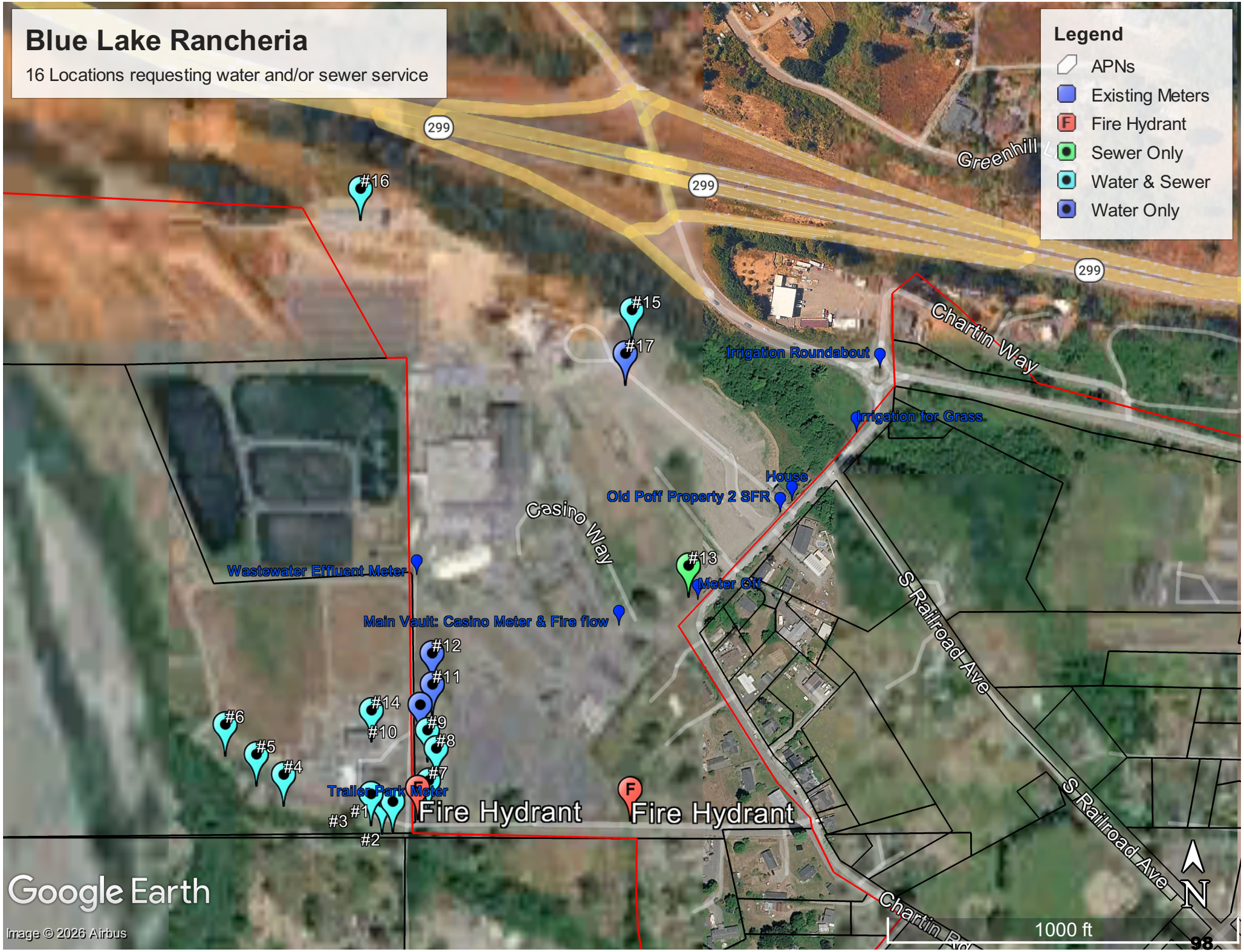
County GIS map with project area oulined

Outline of APNs in Out of Agency Service Application



Attachment 5

Overview of Service Locations Aerial Map
City Engineer Memos: ERUs and MOU steps
Construction Plans & Schematics


Blue Lake Rancheria
16 Locations requesting water and/or sewer service
Legend
APNs
Existing Meters
Fire Hydrant
Sewer Only
Water & Sewer
Water Only
299
Greenhill
Chartin Way
Irrigation Roundabout
Irrigation for Grass
House
Old Poff Property 2 SFR
Casino Way
Wastewater Effluent Meter
Meter Off
Main Vault: Casino Meter & Fire flow
S Railroad Ave
Trailer Park Meter
Fire Hydrant
Fire Hydrant
#1
#2
#3
#4
#5
#6
#7
#8
#9
#10
#11
#12
#13
#14
#15
#16
#17
Google Earth
Image © 2026 Airbus
1000 ft
N

N

3) T'AM Campus- #7 Hlow Lane

2) Claudia Brundin Health Center #5 Hlow Lane

Existing Domestic and Fire water sources for TOMA and HULA

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

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

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

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

Maxar, Microsoft

Attachment 6

City Engineer Memos: ERUs and MOU steps
Construction Plans & Schematics

City of Blue Lake

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

October 22, 2026

Subject: Equivalent Residence Unit Calculations and Subsequent Proposed Water Meter Sizing

Dear Jennie Short:

Purpose

The purpose of this memorandum is to provide the City of Blue Lake (City) with information regarding the addition of new water and sewer services for selected businesses and residences, including appropriate sizing of water meters.

Equivalent Residential Unit Determination

Trinity Valley Consulting Engineers, Inc. (TVCE) provided occupancy estimates of the four office or commercial buildings proposed to receive new water and/or sewer services (TVCE, 2026). Metcalf and Eddy, 5th Edition (Table 3-3, Pg. 190) reports typical wastewater generation rates of 10 gallons per employee per day for an office building and 15 gallons per employee per day for industrial buildings. The industrial rate was assumed to provide a conservative estimate for the medical center.

A rate study performed by SHN in 2013 reported the average residential wastewater contribution to be 586 cubic feet per month, which was established as the equivalent residence unit (ERU) for the purpose of these calculations. Additionally, the SHN 2013 rate study assumed wastewater flow to equate to 75% of the total metered water consumption. Table 1 summarizes occupancy, calculated wastewater flows, and assigned wastewater ERUs for each building.

Table 1: Estimated Wastewater Flows and Equivalent Residential Units by Building

Building	Estimated Occupancy[a]	Wastewater Usage (gal/employee/ day)[b]	Wastewater Usage with Peaking Factor[c] (gallons per day)	Wastewater Usage with Peaking Factor[c] (cubic feet per month)	ERUs
TA'M Campus	51	10	816	2,400	4
Claudia Brundin Health Center	28	15	672	1,976	3
502 Chartin Rd.	11	10	176	518	1
Justice Center	70	10	1120	3,294	6
725 Rancheria Rd[d]	---	---	---	---	6
695 Rancheria Rd[d]	---	---	---	---	6
				Total ERU	**26**

a. Occupancy counts were obtained from TVCE's water demand projections.
b. Typical wastewater generation rates were obtained from Metcalf and Eddy, 5th Edition (Table 3-3, Pg. 190)
c. The 1.6 peaking factor used in TVCE's calculations was retained for these calculations.
d. Residence consists of 6 units.

Proposed Water Meter Sizing Based on Equivalent Residential Units

Preliminary water meter sizes were selected from the Texas Rural Water Association (TRWA) meter equivalency chart, which is based on American Water Works Association (AWWA) specifications and design guidance. For the purpose of this memorandum, the calculated building ERUs were assumed to equal one residential meter equivalent from the TRWA chart. The smallest displacement meter providing an equivalent capacity greater than or equal to each building's assigned ERU was selected.

Table 2: Proposed Water Meter Sizes Based on Assigned ERUs

Building	APN #	ERUs	Preliminary Water Meter Size[a] (inches)
TA'M Campus	312-101-014-000	4	1.5
Claudia Brundin Health Center	312-101-014-000 / 312-111-006-000	3	1.5
502 Chartin Rd.	312-111-004-000	1	5/8 x 3/4
Justice Center	312-111-020-000	6	2
725 Rancheria Rd	312-111-026-000	6	5/8 (per residence)
695 Rancheria Rd	312-111-010-000	6	5/8 (per residence)
		Total ERUs	**26**

a. Water meter sizes are preliminary.

Please feel free to contact me via email at mfoget@shn-engr.com or phone (707) 441-8855 if you have any questions or need additional information.

Respectfully,

Mike Foget, PE
Senior Engineer

References

Texas Rural Water Association. (n.d.). *TRWA recommended 5/8" × 3/4" meter equivalents based on AWWA specifications and design criteria*. https://wnwater.com/documents/1757/AWWA_Equivalency_Chart.pdf

SHN Consulting Engineers & Geologists, Inc. (2013, April). *Final wastewater user rate analysis*.

Trinity Valley Consulting Engineers, Inc. (2026, July 20). *Water demand projections: Hlow Lane construction, Blue Lake, California.*

July 20, 2026

Blue Lake Rancheria
Attn: Bruce Ryan
1 Aiyekwee Loop
Blue Lake, Ca 95525

Subject: Water Demand Projections
RE: Hlow Lane Construction
Project #: 1424.05
Project: Hlow Lane
Blue Lake, California

Mr, Ryan:

Per your request, Trinity Valley Consulting Engineers, Inc. (TVCE) has estimated the total water demand for facilities located on the Blue Lake Rancheria. These facilities consisted of the following:

- TOMA Complex
- HULA Building
- Residence – Converted to Office space at 502 Chartin
- Justice Center

These buildings will be primarily utilized for office and administration functions. As such, water demand for typical office use based on the maximum occupancy of these buildings were utilized. Projected demands were calculated utilizing both the maximum occupancies, and by count of fixtures within the building, (see attached calculations). Projected demands were as follows:

TOMA Complex:	1,020 Gallons per day
HULA Building	420 Gallons per day
5002 Chartin:	165 Gallons per day
Justice Center:	1,605 Gallons per day

The total usage for these buildings equals, with an applicable peaking factor, equals 5,135 gallons per day, which equates to 112,977 gallons per month, or 15,104 cubic feet per month.

Please do not hesitate to contact me at your earliest convenience if you have any questions, or if we can be of further assistance.

Respectfully,

Josh McKnight

Josh McKnight, PE
President

Project:	Estimated Water Demand	**Project No:**	1424.05.02
Date:	7/16/2026	**APN:**	
Client:	Blue Lake Rancheria	**By:**	J. McKnight
Address:	1 Aiyekwee Loop	**Check By:**	J. McKnight
	Blue Lake, Ca	**Sheet:**	1 of 2

ESTIMATED SEWER LOADING

TOMA Complex

Based on occupants

Occupants					
Maximum # of Occupants:				51	
Loading per Occupant (gpd):				20	
Total Anticipated Loading (gpd):				**1020**	**Governs**
Based on Fixtures					
Occupants				51	
Fixtures	gpm	mins	daily uses		
Urinals	0.5	1	2	51	
Showers	2	5	1	510	This assumes everyone showers
Toilets	1.28	1	2	130.56	
Sinks	0.5	0.25	3	19.125	
				710.685	

Assuming 50% of occupants shower we add 5 gallons per occupant

Rates based on table 5.303.2.2 in plan set

HULA Building

Based on occupants

Occupants:	28
Per Occupant (gpd):	15
Total (gpd):	**420**

House - 502 Chartin Way

Based on occupants

Occupants		
# of Occupants:	11	
Per Occupant (gpd):	15	
Total (gpd):	**165**	**Governs**
Based on Fixtures		
Occupants	11	Rates based on table 5.303.2.2 in plan set
Minutes per sink use	0.5	
Sink uses per day	3	
Gallon per minute	0.4	
Sink (gpd)	6.6	
Flushes per day	3	
Gallons per flush	1.28	
Toilet (gpd)	42.24	
GPD for office	48.84	

Justice Center

Based on Fixtures

Occupants				70	Rates based on table 5.303.2.2 in plan set
Fixture	gpm	mins	daily uses		
Showers	2	5	1	700	
Lavatory Fauicet	0.5	0.25	3	26.25	
Kitchen Faucites	2.2	4	1	616	
Metering Faucets	0.25	0.25	3	13.125	
Toilets	1.28	1	2	179.2	
Urinal				70	
Total GPD				**1605**	**Governs**

This assumes everyone showers

Based on occupants

Occupants:	70
Per Occupant (gpd):	20
Total (gpd):	1400

Assuming 50% of occupants shower we add 5 gallons per occupant

Total - All buildings :	3210	gallons per day.
Peaking Factor:	1.6	
Total Loading:	5135	gallons per day.
Total Loading:	**112977**	**gallons per month**
Total Loading:	**15104**	**cubic feet per month**

CITY OF BLUE LAKE

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

February 17, 2026

FROM: Mike Foget, PE, City Engineer

TO: Jennie Short, City Manager

RE: Blue Lake Rancheria Water and Sewer Application

The Blue Lake Rancheria ("Rancheria") submitted an application to the City for water and sewer services on August 11, 2025, with supplemental information submitted in August and September. The additional water and sewer services are intended to serve commercial, public facility, and residential development on Tribal trust land within and outside of the City limit boundary. The supplemental information provided with the application includes a cover letter detailing the requested services and a figure showing the location of the proposed uses that would be served (see **Attachment 1**).

The provision of these services to the Rancheria will require an amendment to the Memorandum of Understanding (MOU) between the Rancheria and City. The City has sufficient water supply to serve the proposed development but has limited sewer capacity. Table 1 below provides information about the sewer services requested in the original MOU and subsequent amendments.

Table 1

MOU #	Date	Use	Requested EDUs[1]	Total EDUs
Original	11/1/2000	Casino	108	108
Amendment 1	12/14/2004	Pavillion	10	118
Amendment 2	1/24/2006	Revision[2]	0	118
Amendment 3	10/28/2008	Hotel	32	150
Amendment 4	In process	Various	35	185

[1]EDU = Equivalent Dwelling Unit (i.e., sewer discharge of an average single-family home)
[2]Amendment 2 included revisions to the original MOU to allow the provision of services to the Casino Hotel

The next steps required for processing this application include the following:

- Work with the City Attorney to prepare draft Amendment #4 to the MOU between the Rancheria and City for the additional services requested. As part of preparing the draft amendment, research and obtain clarification regarding the Rancheria

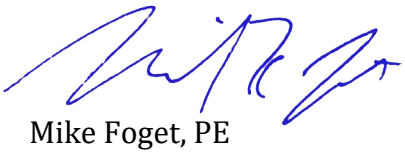
statements that they have “extra” sewer connections assigned to the existing hotel under MOU Amendment #3 that they propose to transfer to other uses.

- Provide draft MOU to the Rancheria for review and comment.
- Conduct any requested negotiations with the Rancheria to finalize the MOU.
- Present the MOU to the City Council and Tribal Council for review and approval.
- Work with the Rancheria and the Humboldt LAFCo staff on the LAFCo approval process for the additional service connections outside of City limits.

We are able to assist with the various steps required for processing this water and sewer service application. Please let us know what role you would like us to provide.

Feel free to contact me at our Eureka office to set up a time to further discuss the processing of this application (707-441-8855/mfoget@shn-engr.com).

Sincerely,



Mike Foget, PE
City Engineer

Attachment 7

Construction Plans & Schematics

Link:

https://bluelake.ca.gov/wp-content/uploads/2026/10/8.-Construction-Plans-and-Schematics.pdf

City of Blue Lake
Staff Report

Agenda Item #:	**9**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Contract with SHN Consulting Engineers for Right-of-Way and Preliminary Engineering/Bidding/Permitting services for the Blue Lake Truck Route Improvement Project – Phase 2 Railroad Ave to Hatchery Road (3307)
Recommended Action:	That the City Council: 1. Review the contract 2. Authorize the City Manager to execute the contract with SHN Consulting Engineers in the amount of $38,000 3. Update the adopted budget for Fund 10 Department 900 authorizing a budget amendment for the expenditure of $38,000 and a corresponding grant reimbursement revenue of $38,000. 4. Other direction as appropriate.

BACKGROUND

At their September 16, 2025, meeting, Council received an informational update on the Blue Lake Truck Route Improvement Project – Phase 2 Railroad Avenue to Hatchery Road.

The Blue Lake Truck Route Project is a multi-year multi-phase project that was identified in the 2017 Regional Transportation Plan and programmed through State Transportation Improvement Program funding to complete permitting, environmental studies, and design for the proposed project. The project proposed to improve the existing truck route into a multi-modal transportation corridor by implementing road rehabilitation measures, traffic calming measures, and various pedestrian and bicycle improvements within the existing City owned right-of-way. Actions to date include:

- Public outreach and a walkability assessment was held in February 2018
- Preliminary design of Phase 1 – Greenwood Avenue was approved at the February 2021 council meeting.
- Second community walkability assessment was completed in 2023 with Dan Burden consultants, city staff, SHN, and local residents
- SHN and City staff met with the local trucking companies in 2024 to review the Phase 2 -Railroad to Hatchery Road Design
- City staff installed pop up demonstrations at key intersection changes using cones and straw waddles so that the drivability could be tested in 2024
- Phase 2 Preliminary Design was presented to City Council on March 26, 2024
- In 2024, Phase 1 – Greenwood Avenue construction improvements were completed.

- The Blue Lake City Council accepted the draft plan for Phase 2- Railroad Avenue to Hatchery Road at their regular meeting of April 23, 2024, and directed staff to finalize and submit the plan to Humboldt County Association of Government (HCOAG)'s Technical Advisory Committee and Caltrans for funding.
- At the September 9, 2025, meeting the City Council approved Resolution 1242 to approve an application to HCAOG for 2026 Regional Transportation Improvement Program (RTIP) funding in the aggregate amount, not to exceed $2,768,000.00 for the section of road from the intersection with Railroad to the bridge on Hatchery Road. Plan sheet C3.0 is attached to show the limits of this larger project.
- During the HCAOG deliberations, the proposed phase of the project was split into two. One that begins at the Railroad intersection and carries through to Hatchery Road and the second on Hatchery Road to the bridge.
- The funding received covers the intersection to Hatchery Road. Plan sheets C3.1, 3.2, and C4.4 are attached for your reference. They have been marked with a red line to show the approximate limits of the smaller project area that has been funded.
- The remainder of Phase 2 may be funded in future RTIP cycles.

Once SHN has completed the contract documents, they will come back to Council for review and approval prior to bidding the project. At that time, the Engineer's Opinion of Probable Cost of construction will be available.

FISCAL IMPACT

This project has been funded with STIP funds in the amount of $625,000.

- Finalizing the construction documents, permits, and bid assistance is funded at $18,000.
- Right of Way certification and preparation of easements is funded at $20,000.
- Construction, including construction inspection and management, is funded at $587,000.

SHN's proposed scope and fee for the right of way and plans, specifications, and estimate phase of the project is $38,000.

ATTACHMENTS

1. Scope of Work and Fee proposal from SHN
2. Plan Sheets C3.0, C3.1, C3.2, and C4.4

.

Review Information:

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

Comments:

Phone: (707) 441-8855 **Email:** info@shn-engr.com **Web:** shn-engr.com
812 W. Wabash Avenue, Eureka, CA 95501-2138

Reference: 020008

September 28, 2026

Jennie Short
City Manager
City of Blue Lake

Subject: Blue Lake Truck Route Phase II Scope and Fee – Revision 1

This letter presents our scope and fee for the Right-of-Way (ROW) and Plans, Specifications, and Estimate (PS&E) phases of the Phase II Truck Route Project.

Scope of Work

Right-of-Way

SHN will provide the ROW certification (Exhibit 13-B of the California Department of Transportation [Caltrans] Local Assistance Procedures Manual) based on approval of easements for the design on Assessor's parcel number (APN) 025-076-008 and APN 025-074-003.

To support this effort, SHN will perform an analysis of existing ownership to be reviewed by the City. For any easements necessary, SHN will create up to two permanent easements with metes and bounds descriptions as well as exhibits containing areas of interest. SHN will also prepare construction easements as necessary to facilitate construction activities.

If the easements are accepted, SHN will create the needed document(s) for city council approval. The City Engineer will sign the right-of-way certification form when the easements have been recorded. This scope of work will be under the direction of a professional land surveyor licensed in California.

ROW Phase Deliverables

- Analysis of existing ownership
- Up to (2) permanent easements with metes and bounds descriptions and exhibits as necessary
- Construction easements with metes and bounds descriptions and exhibits as necessary
- Documents as necessary for city council approval
- Signed ROW Certification

PS&E

The anticipated efforts associated with each phase of work are described below.

Planning and Permitting

For the PS&E phase, SHN will assist with ensuring compliance with the conditions of the permit approvals and mitigation measures in the environmental review documentation for the project that must be completed prior to the commencement of construction activities. This includes the following:

- Mitigation measures in the Natural Environmental Study (NES) prepared by Caltrans for the truck route project in November 2021
- Permit conditions and mitigation measures required for the Powers Creek Restoration Project, which are related to the proposed modification to the retaining wall on the downstream end of the culvert under South Railroad Avenue

It is noted that at the time that Caltrans completed the NES in November 2021, the proposed retaining wall modification was not included in the project description. The modification to the retaining wall was determined to be necessary for both the truck route project and Powers Creek Restoration Project after completion of the NES by Caltrans. Ultimately, the proposed retaining wall modification was included in the permit approvals and environmental review documentation for the Powers Creek Restoration Project in 2025.

For the Powers Creek Restoration Project, including the retaining wall modification, permits were obtained from the U.S. Army Corps of Engineers (File Number SPN-2025-00135), North Coast Regional Water Quality Control Board (WDID No. 1B25068WNHU), California Department of Fish and Wildlife (Notification No. EPIMS-HUM-58448-R1C), and City of Blue Lake (Application # 025-171-001/2022). Each of these permits has conditions that must be complied with, some of which must be implemented for the retaining wall modification. It is anticipated that consultation will be required with the state and federal permitting agencies to determine the specific conditions and mitigation measures that must be implemented before and during construction of the retaining wall modifications.

The conditions and mitigation measures that are anticipated to require implementation prior to construction of the project include but are not limited to: 1) written notification to the agencies prior to the commencement of construction activities; and 2) pre-construction surveys for nesting birds and other wildlife by a qualified biologist. Please note that if vegetation trimming activity is proposed to be initiated during the bird nesting season (March 15–August 31), nesting bird surveys will need to be performed by a qualified biologist prior to this activity. If an active nest is found, a protective buffer will be established by the biologist, in consultation with CDFW or USFWS and monitored until the nest has fledged. Consultation with the state and federal agencies and implementation of the above listed requirements are included in the scope of work and fee for the PS&E phase.

For the PS&E phase, SHN will also assist with coordination with Caltrans regarding the truck route project now including the proposed retaining wall modifications. As noted above, this was an improvement that was not previously identified when Caltrans prepared the NES for the project in November 2021. Prior to

the commencement of construction, meetings are proposed with Caltrans staff to discuss the retaining wall modification and the requirements of the permit approvals and environmental review completed for the Powers Creek Restoration Project. This may result in SHN assisting Caltrans with modifications to their NES and other related documentation to ensure the project description and findings accurately reflect the current scope of work.

Construction Documents (CD)

SHN will prepare final (stamped) plans and specifications for the Phase II portion of the truck route project, as approximately delineated in the City's STIP funding request.

- SHN anticipates participating in up to two web meetings during this phase of the project.

CD Phase Deliverables

- CD Site Civil Plans (stamped)
- Technical Specifications
- OPCC
- Construction Allocation Request

Bid Assistance

SHN will provide assistance with soliciting competitive bids from construction contractors for construction of the project. Bid assistance will include preparation of "front end" bid documents including:

- Invitation for bids
- Instructions to bidders
- Bid and contract forms
- Construction contract
- General conditions
- Special conditions

SHN will publish the bid documents and distribute them to public exchanges, including the Humboldt Builders Exchange. SHN will respond to questions received during the open-bid period by preparing bid addenda and distributing addenda to plan holders through the exchange above.

SHN will host a pre-bid meeting on site during the open-bid period to make prospective bidders familiar with the project and any special requirements of which prospective bidders should be aware. SHN will prepare a pre-bid meeting agenda, lead the meeting, and document meeting attendees and questions.

Bids will be received by the City of Blue Lake (City) at the City office in Blue Lake. The City will be responsible for publicly opening the bids on the date and time specified in the bid documents. SHN will review bids and prepare a bid summary indicating whether bids are responsive to all bid requirements and will provide a recommendation for award to the lowest responsive bidder.

Bid Phase Deliverables

- Final bid documents
- Pre-bid meeting agenda, attendees list, questions, and addenda
- Bid summary and award recommendation

Project Assumptions

A. SHN assumes that no significant changes will be made to the site layout from the previously approved Hatchery Phase plans, dated 6/6/25.

B. The City will receive and open sealed bids at the City's office in Blue Lake.

Project Exclusions

Any services not specifically included in the scope of work above are excluded, including but not limited to the tasks summarized below.

A. Multiple bid packages
B. More than one public bid
C. Dispute resolution regarding the bid process
D. Construction phase services
E. Obtaining new permits from local, state, or federal agencies
F. Preparation of new technical studies
G. Preparation of new environmental review documentation (CEQA/NEPA)

Project Schedule

SHN assumes that ROW, planning, design, and bidding efforts will be completed in 2027. If the project extends beyond this timeframe, additional budget may be needed.

Fee Summary

Compensation for services described herein will be on a time and expenses basis (not to exceed). This fee summary provides a budget breakdown by each task for each project element. This total fee will not be exceeded without prior authorization.

Table 1. Fee Summary

Task	Fee
Task 1: ROW	**$20,000**
Task 2: PS&E	
Planning and Permitting	$6,000
Construction Documents	$8,000
Bid Assistance	$4,000
PS&E Total	**$18,000**
Total Fee	**$38,000**

Thank you for providing SHN with the opportunity to propose on this project. If you have any questions, please email me at jludtke@shn-engr.com.

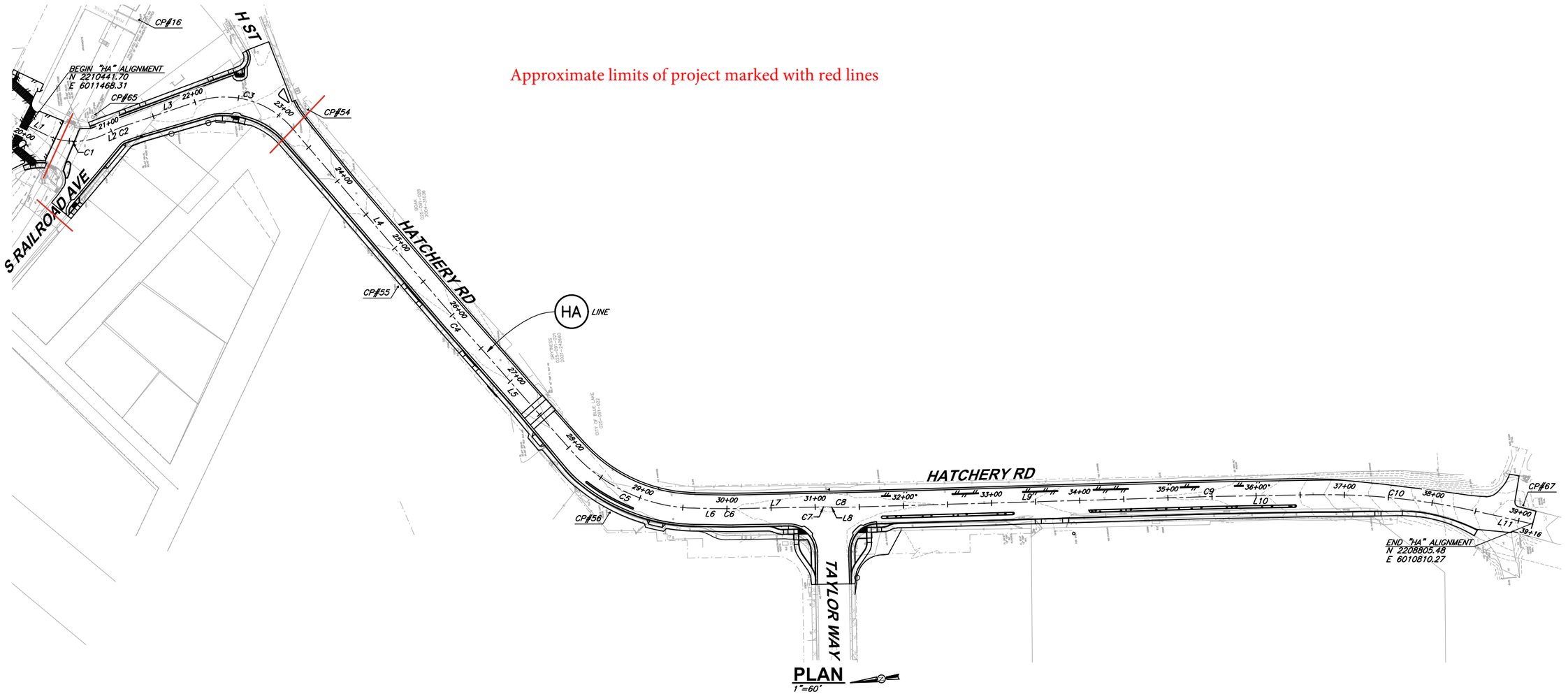
Sincerely,

SHN

Jordan Ludtke, PE
Project Engineer

JBL:ame

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PLAN
1"=60'

CONTROL TABLE

POINT#	NORTHING	EASTING	ELEVATION	DESCRIPTION
7	2210652.15	6011257.72	92.65	CP MAGS OLD
8	2210467.63	6011440.90	95.24	CP MAGS OLD
54	2210124.72	6011447.24	91.39	CP 60DS
55	2210048.53	6011235.61	87.38	CP 60DS
56	2209842.22	6010951.85	85.20	CP 60DS
57	2209592.28	6010947.16	85.44	CP 60DS
58	2209637.62	6010260.68	86.16	CP 60DS
59	2210873.74	6011024.91	88.05	CP 60DS
60	2212225.65	6011314.36	108.78	CP 60DS
61	2210614.47	6011213.04	90.13	CP 60DS
65	2210364.33	6011471.78	93.72	CP 60DS
67	2208813.67	6010831.77	98.24	5/8 RBR
70	2210518.47	6011297.80	92.01	CP 60DS
172016	2210967.68	6011127.67	90.42	STK100 CP MAG CUT 0.01

"HA" ALIGNMENT LINE TABLE

LINE	LENGTH	DIRECTION	START POINT	END POINT
L1	21.31'	S33° 33' 35.34"W	(6011468.31,2210441.70)	(6011456.53,2210423.94)
L2	23.27'	S16° 09' 32.00"E	(6011446.99,2210361.61)	(6011453.46,2210339.26)
L3	84.87'	S11° 28' 22.56"E	(6011454.93,2210333.31)	(6011471.81,2210250.13)
L4	288.22'	S56° 37' 09.81"W	(6011429.10,2210145.36)	(6011188.43,2209986.78)
L5	188.53'	S55° 41' 55.80"W	(6011181.75,2209982.31)	(6011026.01,2209876.06)
L6	35.81'	S8° 08' 08.63"W	(6010944.99,2209746.00)	(6010939.93,2209710.55)
L7	98.17'	S6° 02' 22.09"W	(6010939.02,2209703.29)	(6010928.69,2209605.66)
L8	9.58'	S8° 43' 54.08"W	(6010927.49,2209596.34)	(6010926.03,2209586.87)
L9	410.49'	S5° 26' 43.34"W	(6010924.62,2209575.49)	(6010885.66,2209166.85)
L10	114.41'	S6° 03' 34.09"W	(6010885.45,2209164.73)	(6010873.37,2209050.96)
L11	61.27'	S19° 53' 22.77"W	(6010830.17,2208863.44)	(6010809.33,2208805.82)

"HA" ALIGNMENT CURVE TABLE

CURVE	RADIUS	LENGTH	CHORD DIRECTION	START POINT	END POINT
C1	75.00'	65.08'	S8° 42' 01.67"W	(6011456.53,2210423.94)	(6011446.99,2210361.61)
C2	75.00'	6.13'	S13° 48' 57.28"E	(6011453.46,2210339.26)	(6011454.93,2210333.31)
C3	100.04'	120.25'	S22° 10' 35.79"W	(6011471.81,2210250.13)	(6011429.10,2210145.36)
C4	500.00'	8.03'	S56° 09' 32.80"W	(6011188.43,2209986.78)	(6011181.75,2209982.31)
C5	190.00'	157.73'	S31° 55' 02.21"W	(6011026.01,2209876.06)	(6010944.99,2209746.00)
C6	200.00'	7.32'	S7° 05' 15.36"W	(6010939.93,2209710.55)	(6010939.02,2209703.29)
C7	200.00'	9.40'	S7° 23' 08.09"W	(6010928.69,2209605.66)	(6010927.49,2209596.34)
C8	200.00'	11.47'	S7° 05' 18.71"W	(6010926.03,2209586.87)	(6010924.62,2209575.49)
C9	199.00'	2.13'	S5° 45' 08.72"W	(6010885.66,2209166.85)	(6010885.45,2209164.73)
C10	799.00'	192.90'	S12° 58' 23.68"W	(6010873.37,2209050.96)	(6010830.17,2208863.44)

REGISTERED PROFESSIONAL ENGINEER
Ludtke Jordan Burrows
C 91819
Civil Engineer
STATE OF CALIFORNIA
6/6/25

VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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EUREKA, CA. 95501
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707-441-8855

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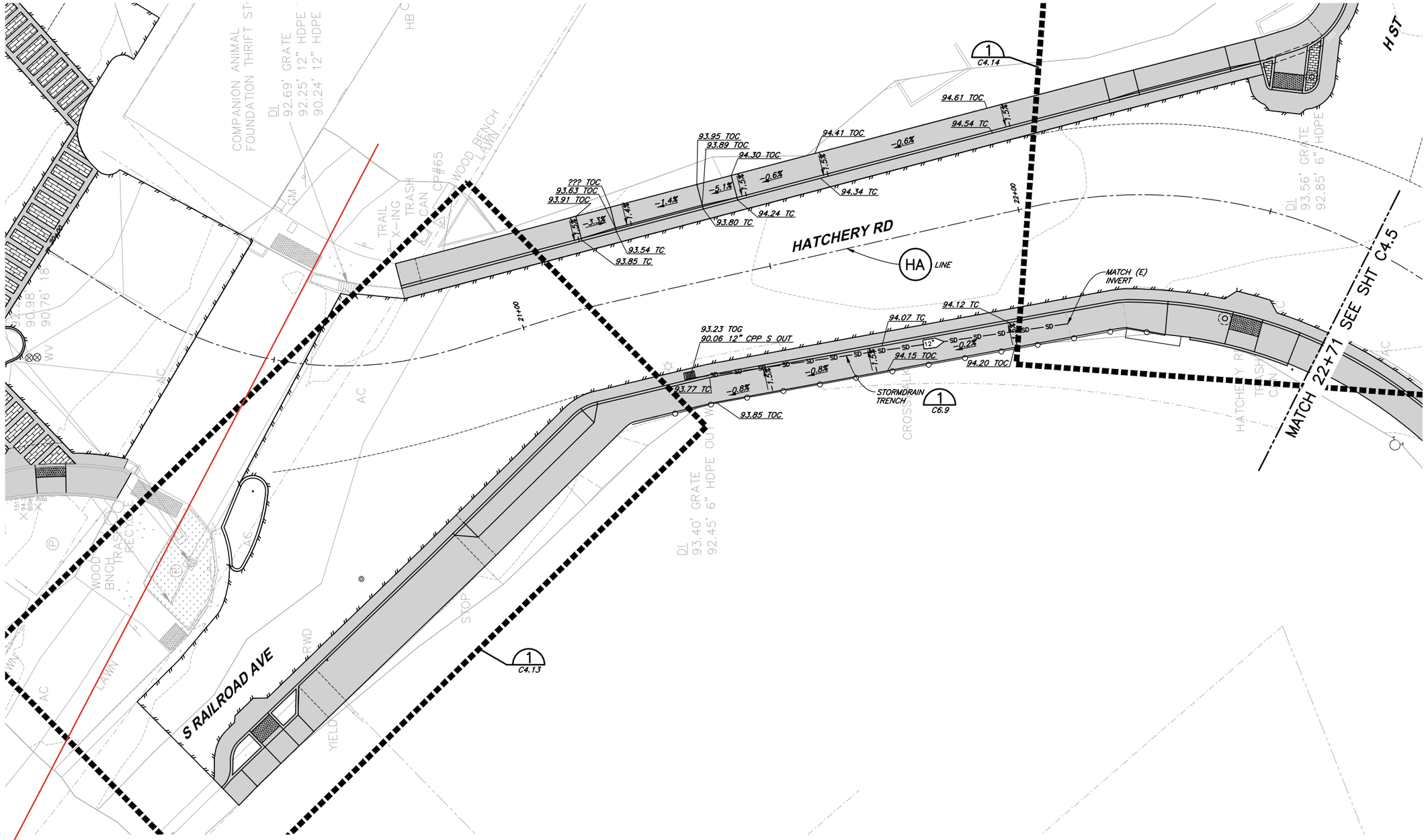
DSGN JBL
DR CDN/JWF
CHK JSO
APVD

CITY OF BLUE LAKE
TRUCK ROUTE IMPROVEMENTS HATCHERY PHASE
BLUE LAKE, CALIFORNIA

HATCHERY ROAD ALIGNMENT LAYOUT

SHEET C3.0
SEQ
DATE 06/2025
PROJ. NO. 020008

SAVED: 6/6/2025 8:03 AM CNEWELL, PLOTTED: 6/6/2025 8:07 AM NEWELL, CHRIS
P:\Eureka\2020\020008-BL-TruckRoute\Dwgs\020008-HTCHRY-ALGN-INFO.dwg



PLAN
1"=10'

LEGEND
- GRADE BREAK
- THROUGH DRAIN
- SD STORM DRAIN

Ludtke Jordan Burrows
C 91819
Civil Engineer
6/6/25

VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING 0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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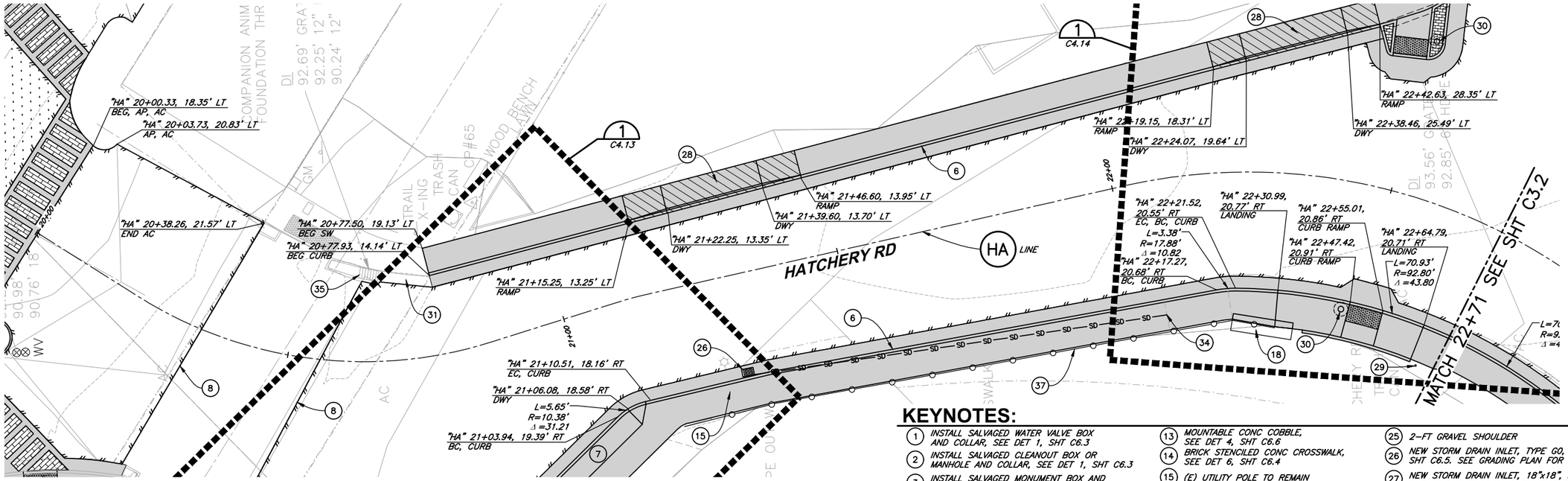
DSGN JBL
DR CDN/JWF
CHK JSO
APVD

CITY OF BLUE LAKE
TRUCK ROUTE IMPROVEMENTS HATCHERY PHASE
BLUE LAKE, CALIFORNIA

HATCHERY ROAD GRADING AND DRAINAGE PLAN

SHEET C4.4
SEQ
DATE 06/2025
PROJ. NO. 020008

SAVED: 6/6/2025 8:20 AM CNEWELL. PLOTTED: 6/6/2025 8:20 AM NEWELL, CHRIS
P:\Eureka\2020\020008-BL-TruckRoute\Dwgs\020008-HTCHRY-GRDG.dwg



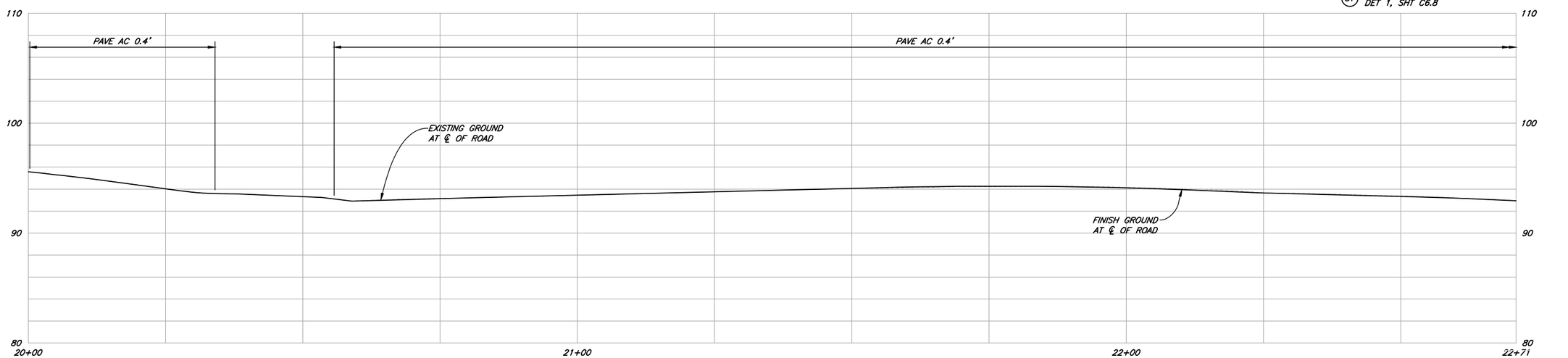
PLAN
1"=10'

LEGEND

- NEW PEDESTRIAN CONCRETE
- NEW VEHICULAR CONCRETE
- LANDSCAPING, SEE PLANTING SHEETS
- BRICK STENCILED AND DYED CONCRETE
- COBBLE STAMPED CONCRETE
- GRAVEL SHOULDER
- LIMITS OF AC PAVING
- SD — STORM DRAIN, SEE GRADING AND DRAINAGE PLAN FOR SIZE AND MATERIAL
- ROAD RECONSTRUCTION. SEE DET 7 SHT C6.4
- DETECTABLE WARNING SURFACE, SEE DET 4 SHT C6.2

KEYNOTES:

1. INSTALL SALVAGED WATER VALVE BOX AND COLLAR, SEE DET 1, SHT C6.3
2. INSTALL SALVAGED CLEANOUT BOX OR MANHOLE AND COLLAR, SEE DET 1, SHT C6.3
3. INSTALL SALVAGED MONUMENT BOX AND COLLAR, SEE DET 1, SHT C6.3
4. NEW WATER METER BOX SHALL BE CHRISTY B-9 WITH B9XG LID
5. THROUGH DRAIN, SEE DET 4, SHT C6.3
6. CURB, GUTTER, AND SIDEWALK, SEE DET 1, SHT C6.1
7. RESIDENTIAL DRIVEWAY, SEE DET 3, SHT C6.2
8. LIMITS OF AC, SEE DET 1, SHT C6.4
9. DETACHED BULB OUT, SEE DET 2, SHT C6.6
10. ATTACHED BULB OUT, SEE DET 1, SHT C6.6
11. BRICK STENCILED CONC MEDIAN, SEE DET 5, SHT C6.4
12. VALLEY GUTTER, SEE DET 5, SHT C6.3
13. MOUNTABLE CONC COBBLE, SEE DET 4, SHT C6.6
14. BRICK STENCILED CONC CROSSWALK, SEE DET 6, SHT C6.4
15. (E) UTILITY POLE TO REMAIN
16. (E) HYDRANT TO REMAIN
17. RAISED CONCRETE COBBLE, SEE DET 6, SHT C6.6
18. REMOVE AND REPLACE RETAINING WALL, SEE DET 1, SHT C6.7
19. RETAINING CURB, SEE DET 6, SHT C6.3
20. SPEED TABLE, SEE DET 4 SHT C6.4
21. SWALE PLANTER MEDIAN, SEE DET 5 SHT C6.6
22. CURB CUT WITH SPLASH BLOCK, SEE DET 5 SHT C6.1
23. INSTALL NEW 8' CHAIN LINK FENCING, SEE DET 1 SHT C6.8
24. VERTICAL CURB, SEE DET 2 SHT C6.1
25. 2-FT GRAVEL SHOULDER
26. NEW STORM DRAIN INLET, TYPE GO, SEE DET 1, SHT C6.5. SEE GRADING PLAN FOR TOG & INV
27. NEW STORM DRAIN INLET, 18"x18", SEE DET 2, SHT C6.5. SEE GRADING PLANS FOR TOG AND INV
28. COMMERCIAL DRIVEWAY, SEE DET 3, SHT C6.2
29. SIGN ANCHOR SLEEVE, SEE DET 2, SHT C6.2
30. FLASHING PEDESTRIAN CROSSING BEACON AND FOUNDATION, SEE DET 3, SHT C6.1
31. (E) GUTTER TO REMAIN
32. (E) UTILITY BOX TO REMAIN ADJUST TO BE FLUSH WITH NEW PAVING
33. NYOPLAST LANDSCAPE DRAIN INLET, SEE DET 4, SHT C6.5
34. CONNECT NEW SD TO (E) CULVERT AT (E) TIE-IN, GROUT CONNECTION
35. (E) STORM DRAIN INLET TO REMAIN
36. CURB AND SIDEWALK, SEE DET 6, SHT C6.1
37. INSTALL NEW 4' CHAIN LINK FENCING, SEE DET 1, SHT C6.8



PROFILE
SCALE: 1"=10' H
1"=5' V

REGISTERED PROFESSIONAL ENGINEER
Ludtke Jordan Burrows
C 91819
Civil Engineer
STATE OF CALIFORNIA
6/6/25

VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING 0 1"
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707-441-8855

NO.	REVISION	BY	DATE

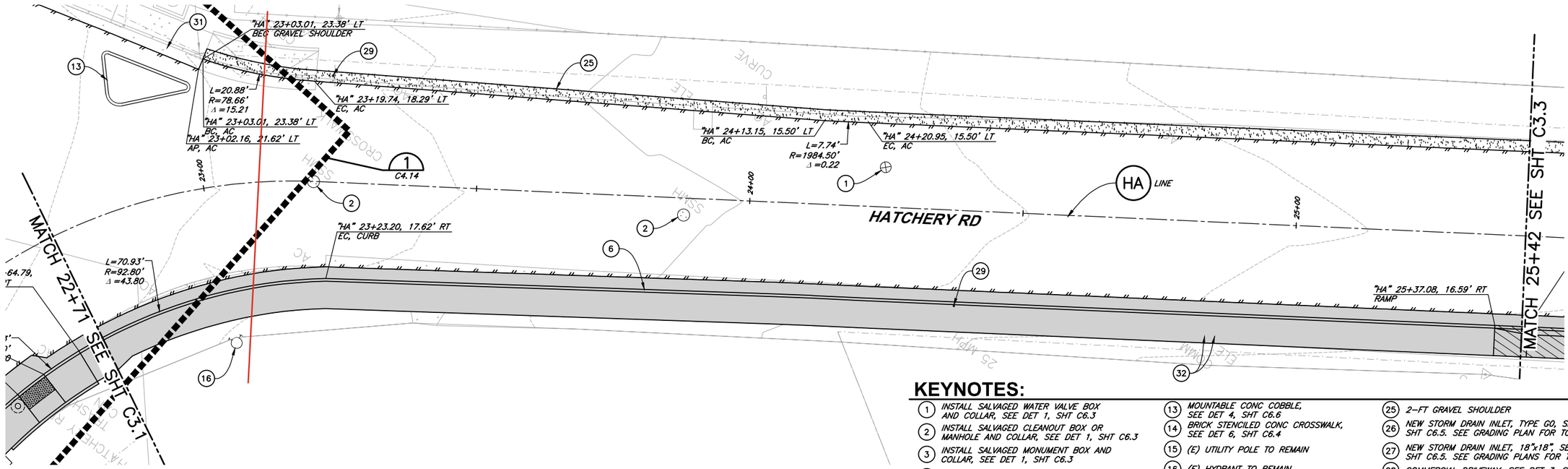
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CHK JSO
APVD

CITY OF BLUE LAKE
TRUCK ROUTE IMPROVEMENTS HATCHERY PHASE
BLUE LAKE, CALIFORNIA

HATCHERY ROAD PLAN AND PROFILE

SHEET C3.1
SEQ
DATE 06/2025
PROJ. NO. 020008

SAVED: 6/6/2025 8:03 AM CNEWELL, PLOTTED: 6/6/2025 8:07 AM NEWELL, CHRIS
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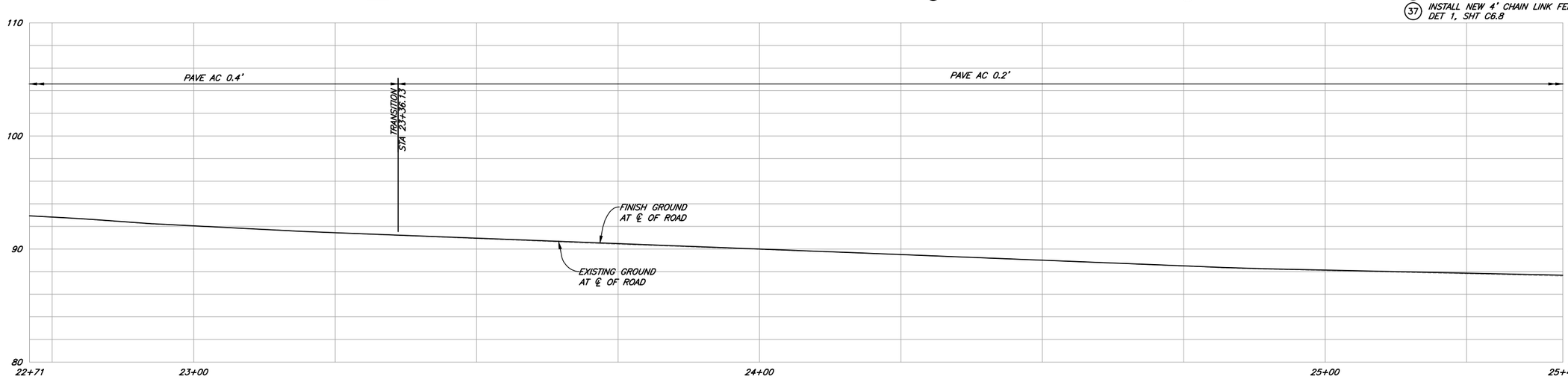
- NEW PEDESTRIAN CONCRETE
- NEW VEHICULAR CONCRETE
- LANDSCAPING, SEE PLANTING SHEETS
- BRICK STENCILED AND DYED CONCRETE
- COBBLE STAMPED CONCRETE
- GRAVEL SHOULDER
- LIMITS OF AC PAVING
- SD — STORM DRAIN, SEE GRADING AND DRAINAGE PLAN FOR SIZE AND MATERIAL
- ROAD RECONSTRUCTION. SEE DET 7 SHT C6.4
- DETECTABLE WARNING SURFACE, SEE DET 4 SHT C6.2

PLAN

1"=10'

KEYNOTES:

1. INSTALL SALVAGED WATER VALVE BOX AND COLLAR, SEE DET 1, SHT C6.3
2. INSTALL SALVAGED CLEANOUT BOX OR MANHOLE AND COLLAR, SEE DET 1, SHT C6.3
3. INSTALL SALVAGED MONUMENT BOX AND COLLAR, SEE DET 1, SHT C6.3
4. NEW WATER METER BOX SHALL BE CHRISTY B-9 WITH B9XG LID
5. THROUGH DRAIN, SEE DET 4, SHT C6.3
6. CURB, GUTTER, AND SIDEWALK, SEE DET 1, SHT C6.1
7. RESIDENTIAL DRIVEWAY, SEE DET 3, SHT C6.2
8. LIMITS OF AC, SEE DET 1, SHT C6.4
9. DETACHED BULB OUT, SEE DET 2, SHT C6.6
10. ATTACHED BULB OUT, SEE DET 1, SHT C6.6
11. BRICK STENCILED CONC MEDIAN, SEE DET 5, SHT C6.4
12. VALLEY GUTTER, SEE DET 5, SHT C6.3
13. MOUNTABLE CONC COBBLE, SEE DET 4, SHT C6.6
14. BRICK STENCILED CONC CROSSWALK, SEE DET 6, SHT C6.4
15. (E) UTILITY POLE TO REMAIN
16. (E) HYDRANT TO REMAIN
17. RAISED CONCRETE COBBLE, SEE DET 6, SHT C6.6
18. REMOVE AND REPLACE RETAINING WALL, SEE DET 1, SHT C6.7
19. RETAINING CURB, SEE DET 6, SHT C6.3
20. SPEED TABLE, SEE DET 4 SHT C6.4
21. SWALE PLANTER MEDIAN, SEE DET 5 SHT C6.6
22. CURB CUT WITH SPLASH BLOCK, SEE DET 5 SHT C6.1
23. INSTALL NEW 8' CHAIN LINK FENCING, SEE DET 1 SHT C6.8
24. VERTICAL CURB, SEE DET 2 SHT C6.1
25. 2-FT GRAVEL SHOULDER
26. NEW STORM DRAIN INLET, TYPE G0, SEE DET 1, SHT C6.5. SEE GRADING PLAN FOR TOG & INV
27. NEW STORM DRAIN INLET, 18"x18", SEE DET 2, SHT C6.5. SEE GRADING PLANS FOR TOG AND INV
28. COMMERCIAL DRIVEWAY, SEE DET 3, SHT C6.2
29. SIGN ANCHOR SLEEVE, SEE DET 2, SHT C6.2
30. FLASHING PEDESTRIAN CROSSING BEACON AND FOUNDATION, SEE DET 3, SHT C6.1
31. (E) GUTTER TO REMAIN
32. (E) UTILITY BOX TO REMAIN ADJUST TO BE FLUSH WITH NEW PAVING
33. NYOPLAST LANDSCAPE DRAIN INLET, SEE DET 4, SHT C6.5
34. CONNECT NEW SD TO (E) CULVERT AT (E) TIE-IN, GROUT CONNECTION
35. (E) STORM DRAIN INLET TO REMAIN
36. CURB AND SIDEWALK, SEE DET 6, SHT C6.1
37. INSTALL NEW 4' CHAIN LINK FENCING, SEE DET 1, SHT C6.8



PROFILE

SCALE: 1"=10' H
1"=5' V

Ludtke Jordan Burrows
C 91819
Civil Engineer
6/6/25

VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

812 W. WABASH AVE.
EUREKA, CA. 95501
WWW.SHN-ENGR.COM
707-441-8855

NO.	DATE	REVISION	BY

DSGN JBL
DR CDN/JWF
CHK JSO
APVD

CITY OF BLUE LAKE
TRUCK ROUTE IMPROVEMENTS HATCHERY PHASE
BLUE LAKE, CALIFORNIA

HATCHERY ROAD PLAN AND PROFILE

SHEET C3.2
SEQ
DATE 06/2025
PROJ. NO. 020008

SAVED: 6/6/2025 8:03 AM CNEWELL, PLOTTED: 6/6/2025 8:07 AM NEWELL, CHRIS
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City of Blue Lake

Staff Report

Agenda Item #:	**10**
Meeting Date:	**October 27 2026**
Prepared By:	Ryan Plotz
Subject:	**Consider approval of the First Amendment and Full Restatement of the Employment Agreement with City Manager Jennie Short, extending the term through June 30, 2029, revising compensation and leave provisions, and authorizing the Mayor to execute the agreement**
Recommended Action:	That the City Council: 1. Approve the First Amendment and Full Restatement of the City Manager Employment Agreement with Jennie Short and authorize the Mayor to execute the agreement on behalf of the City.

DISCUSSION:

The proposed amendment and restatement extends the City Manager's agreement from January 31, 2027, through June 30, 2029. The City Manager will continue to serve at the pleasure of the City Council as an at-will employee.

The agreement increases annual base salary from the original $118,000 to $121,333, effective November 1, 2026. It provides for annual COLAs beginning January 1, 2027, consistent with adjustments adopted for the City's Classification Pay Plan. Any advancement to a higher salary level remains subject to separate Council approval following a performance evaluation.

The management leave provisions are revised to allow an annual cash-out of unused balances exceeding 80 hours and payment of all accrued, unused management leave upon separation.

The agreement also adds vacation/PTO credits for holiday hours that cannot be used because of City duties, retroactive to the stated employment start date and without duplicating hours already used, credited, or paid.

The restatement removes the initial transition provisions and six-month interim review requirement, retains annual performance evaluations, and updates Municipal Code references.

FISCAL IMPACT:

The proposed base salary is $3,333 higher annually than the salary specified in the original agreement, an increase of approximately 2.82%. Additional costs will depend on applicable COLAs, employer payroll and benefit contributions, and leave credits and payouts.

ATTACHMENTS:

- First Amendment and Full Restatement of City Manager Employment Agreement.

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

FIRST AMENDMENT AND FULL RESTATEMENT

OF

CITY MANAGER EMPLOYMENT AGREEMENT

Between the City of Blue Lake and Jennie Short

THIS FIRST AMENDMENT AND FULL RESTATEMENT OF CITY MANAGER EMPLOYMENT AGREEMENT ("Amendment") is made and entered into as of October ____, 2026, by and between the City of Blue Lake, a California municipal corporation ("City"), and Jennie Short ("Manager") (collectively, "Parties").

RECITALS

WHEREAS, the City of Blue Lake ("City") is a California municipal corporation organized and existing under the laws of the State of California; and

WHEREAS, pursuant to Chapter 2.12 of the Blue Lake Municipal Code ("Municipal Code"), the office of City Manager is established as the administrative head of the City government, appointed by and serving at the pleasure of the City Council; and

WHEREAS, pursuant to that City Manager Employment Agreement ("Original Agreement") dated December 23, 2025, Manager was appointed to the position of City Manager; and

WHEREAS, the City Council and Manager desire to amend and fully restate the Original Agreement as set forth herein.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants herein, the Parties agree as follows:

SECTION 1. APPOINTMENT AND TERM

1.1 Appointment. The City Council hereby extends the appointment of Jennie Short as City Manager of the City of Blue Lake pursuant to Chapter 2.12 of the Blue Lake Municipal Code ("Municipal Code"), and Manager accepts such extended appointment subject to the terms of this Agreement.

1.2 Term of Agreement. This Agreement shall become effective upon execution by both Parties and shall continue until June 30, 2029, unless extended by mutual agreement or earlier terminated under this Agreement.

1.3 At-Will Status. Manager shall serve at the pleasure of the City Council, consistent with Municipal Code Section 2.12.010, meaning Manager may be terminated at any time, with or

without cause, subject to the procedural and severance provisions of the Municipal Code and Section 6 of this Agreement.

1.4 Annual Performance Review. The City Council shall conduct a formal performance evaluation of Manager at least once annually. The evaluation shall be based upon criteria, goals, and objectives established jointly by the City Council and Manager. Following each evaluation, the City Council shall provide Manager with a written summary of its findings, and Manager shall have the opportunity to respond and to discuss the evaluation with the City Council in closed session. Nothing in this Section alters Manager's at-will employment status.

SECTION 2. DUTIES, RESPONSIBILITIES, AND AUTHORITY

2.1 City Manager Duties. Manager shall serve as the administrative head of the City government under the direction and control of the City Council, consistent with Blue Lake Municipal Code Chapter 2.12. Manager shall faithfully perform all duties of the office, including those set forth in:

a. The Municipal Code;

b. Ordinances and resolutions of the City Council;

c. State and federal law applicable to city managers and public agency administrators;

d. Policies, directives, and lawful instructions of the City Council, including, without limitation, all fiscal policies and personnel policies of the City.

Manager shall at all times exercise independent, professional judgment and shall conduct herself in a manner consistent with the highest standards of public administration.

2.2 Service as Public Works Director. Manager shall, at the direction of the City Council, concurrently perform the duties of Public Works Director or oversee the Public Works Department during periods of vacancy, transition, or operational need. Such service shall be considered part of Manager's regular duties as City Manager and shall not entitle Manager to additional compensation beyond that provided in this Agreement, unless expressly authorized by the City Council. In performing such duties:

a. Manager shall exercise the authority of Public Works Director to the extent permitted by law and City policy, including oversight of public works operations, infrastructure projects, regulatory compliance, capital project planning, and supervision of Public Works personnel.

b. Manager may delegate day-to-day operational responsibilities to qualified staff but shall remain administratively responsible to the City Council for the performance of the Public Works Department.

c. The City Council may appoint or hire a separate Public Works Director at any time, after which Manager's interim duties in this area shall cease unless otherwise directed.

2.3 Ethics, Conflicts of Interest, and Compliance with Law. Manager shall comply with all applicable federal, state, and local laws governing ethical conduct and conflicts of interest, including Government Code sections 1090, 87100 et seq., and 1126, as well as the City's adopted ethics and conflict-of-interest policies. Manager shall file all required statements of economic interests and shall not knowingly engage in any activity that constitutes a prohibited conflict of interest.

SECTION 3. COUNCIL/MANAGER RELATIONSHIP

3.1 Non-Interference. Consistent with Municipal Code Section 2.12.080(A), members of the City Council shall not interfere with the execution of Manager's administrative duties, nor shall they issue directives to City employees who are subordinate to the Manager. Direction to staff shall occur solely through the City Manager.

3.2 Policy Direction. The City Council shall deal with administrative services only through the Manager, except for the purpose of inquiry. Manager shall be responsible for implementing Council policy and keeping the Council informed on operational matters.

3.3 Professional Conduct. Manager shall maintain a cooperative, transparent, and professional working relationship with the City Council, providing information, recommendations, and analysis necessary to support informed policymaking.

SECTION 4. SCHEDULE, TIME COMMITMENTS, AND OUTSIDE WORK

4.1 Start Date. Manager's employment commenced on January 5, 2026 ("Start Date").

4.2 General Time Commitment and Availability. Manager shall devote the time, attention, and energy necessary for the full and proper performance of the duties of City Manager. Manager is expected to maintain regular presence during normal City business hours and to be generally available outside those hours as necessary to address City needs, including emergencies, public meetings, special assignments, and other matters requiring executive-level attention. The position is classified as exempt under state and federal wage and hour law. Accordingly, Manager's compensation is not based on hours worked, and Manager shall not be entitled to overtime or compensatory time except as expressly provided in City policy.

While the position is inherently full-time and may require service beyond standard office hours, Manager shall have reasonable discretion, subject at all times to the needs of the City, to structure her daily and weekly work schedule in a manner that supports the effective and efficient performance of her duties. This discretion includes, but is not limited to, the ability to utilize a four-day, ten-hour (4/10) work schedule or a similar alternative schedule, provided that Manager ensures ongoing accessibility to the City Council, staff, and the public, and further ensures

continuity of executive leadership and service delivery. Manager shall keep the Mayor and Department Heads appropriately informed of her regular schedule and of any significant variations. Nothing in this Section shall limit the City's authority to require Manager's attendance at meetings, emergencies, or events requiring executive oversight.

4.3 **Exempt Position.** The City Manager position is classified as exempt under the Fair Labor Standards Act and applicable California law.

4.4 **Outside Employment and Consulting.** Manager may engage in outside employment, consulting, or professional activities during the term of this Agreement, provided that such activities do not interfere with the full and proper performance of her duties as City Manager. Any outside work must be conducted in a manner that does not create, or reasonably appear to create, any conflict of interest under applicable law, including but not limited to Government Code sections 1090, 87100, and 1126, and the City's adopted conflict-of-interest and ethics policies. Manager shall not use City staff, resources, equipment, materials, or confidential information in connection with any outside activities, and shall conduct all such activities in a manner that maintains the integrity, impartiality, and public trust associated with the office of City Manager.

4.5 **Professional Standards.** Manager shall conduct herself in accordance with the highest standards of professional ethics and public administration, and shall at all times act in a manner consistent with the trust, responsibility, and leadership expectations inherent in the office of City Manager.

SECTION 5. COMPENSATION AND BENEFITS

5.1 **Compensation.** Through October 31, 2026, Manager shall continue to receive her annual base salary at the rate in effect immediately before this Amendment becomes effective. Effective November 1, 2026, Manager's annual base salary shall be One Hundred and Twenty One Thousand, Three Hundred and Thirty Three Dollars ($121,333), representing Level 9 on the City's approved salary scale, subject to lawful payroll withholdings and the City's standard payroll practices. The salary is intended as full compensation for all services rendered in the capacity of City Manager, including evening meetings, emergencies, and work performed outside customary business hours. Salary shall be prorated for any partial year of service in which employment ends. Manager shall not receive additional compensation for overtime or extra hours worked.

5.1.1 COLA Adjustment. Effective January 1, 2027, and on each January 1 thereafter during the term of this Agreement, Manager's then-current annual base salary shall increase by the same percentage cost-of-living adjustment, if any, adopted by the City Council and uniformly applied to the City's Classification Pay Plan for that fiscal year. Any such adjustment shall apply to Manager's then-current salary level and shall not constitute advancement to a higher salary level.

5.1.2 Discretionary Level Increases. Following a performance evaluation under Section 1.4, the City Council may, in its sole discretion, approve advancement of Manager to a higher level on the City's Classification Pay Plan based on Manager's performance. Any such advancement, including its effective date, shall be expressly approved by the City Council and documented in a written amendment consistent with Section 11.2. A performance evaluation shall not automatically entitle Manager to advancement to a higher salary level.

5.2 **Paid Time Off and Leave** Accruals. Manager shall accrue vacation leave, sick leave, and other forms of PTO at the full-time accrual rates applicable to City management or unrepresented employees, as established by City policy or resolution and as amended from time to time. Manager may use accrued leave in accordance with City policy and subject to operational needs. Leave accrual caps, carryover rules, and payout provisions at separation shall apply to Manager to the same extent as other management or unrepresented employees unless otherwise provided herein.

5.3 **Management Leave.** Manager shall be credited with eighty (80) hours of Management Leave in the pay period containing each anniversary of the Start Date. Immediately before each annual credit, the City shall pay Manager for any accrued but unused Management Leave exceeding eighty (80) hours, and shall then credit the full annual eighty (80) hours, resulting in a maximum balance of one hundred sixty (160) hours. The annual cash-out shall be paid in that anniversary pay period at Manager's then-current base hourly equivalent rate, calculated by dividing her annual base salary by 2,080. No portion of the annual credit shall be forfeited because of the maximum balance. Management Leave is intended to recognize the additional time and demands associated with an exempt executive position. Unused hours shall carry over, subject to the annual cash-out and maximum balance specified above. Use of Management Leave shall be consistent with City policy and operational needs. All accrued but unused Management Leave shall be paid upon separation from employment for any reason at Manager's then-current base hourly equivalent rate. This Section controls over any inconsistent City policy or other provision of this Agreement. Existing Management Leave balances shall be preserved, and the next annual credit shall occur in the pay period containing the first anniversary of the Start Date following the effective date of this Amendment, without duplicating any credit already provided for that anniversary.

5.4 **CalPERS Retirement Benefits.** Manager shall participate in the California Public Employees' Retirement System ("CalPERS") under the applicable contract in force between the City and CalPERS, subject to all statutory requirements, including the Public Employees' Pension Reform Act of 2013 ("PEPRA"). Manager shall contribute the employee share of retirement contributions as required by CalPERS and by law. The City shall contribute the employer share. Manager understands and agrees that all retirement benefits are governed solely by CalPERS law, regulations, and contract provisions, which may change from time to time.

5.5 **Health, Dental, and Vision Insurance; Other Benefits.** Manager shall be eligible to participate in the City's health, dental, vision, and other group insurance programs made available to full-time management or unrepresented employees. The City shall pay the employer contribution toward such benefits in the same amount and manner as for similarly situated employees. Manager shall pay the employee share, if any, through payroll deduction. Eligibility, coverage levels, and premium-sharing obligations shall be governed by the applicable benefit plan documents, City resolutions, and insurance provider requirements.

5.6 **Additional Benefits for Full-Time Employees.** Manager shall be entitled to any additional benefits provided to full-time management or unrepresented employees, including but not limited to life insurance, long-term disability insurance, employee assistance programs, and deferred compensation programs, to the extent such benefits are offered by the City and subject to each plan's eligibility requirements. Participation in deferred compensation plans shall be at Manager's election and funded through Manager's own contributions unless otherwise authorized by City policy.

5.7 **Expense Reimbursement.** Manager shall be reimbursed for actual and necessary business expenses incurred in the performance of her duties, in accordance with City policy and supported by appropriate documentation. Reimbursement shall not include expenses related to outside employment or consulting activities.

5.8 **Dues and Subscriptions.** City agrees, to the extent it is financially able and with City Council approval, to budget for and to pay for professional dues and subscriptions of Manager necessary for her continuation and full participation in national, regional, state and local City Manager associations.

5.9 **Professional Development.** City agrees, to the extent it is financially able and with City Council approval, to budget for and to pay for travel and subsistence expenses of Manager for professional and office travel, meetings, and occasions adequate to continue the professional development of Manager and to adequately pursue necessary official functions for City, including but not limited to the ICMA Annual Conference, the League of California Cities Annual Conference and the annual City Manager's Department meeting and the annual renewal requirements of the ICMA Credentialed Manager Program, and such other national, regional, state, and local governmental groups and committees thereof which Manager serves as a member. City also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expense of Manager for short courses, institutes, and seminars that are necessary for her professional development and for the good of the City.

5.10 **Holidays.** Manager shall be entitled to the paid holidays provided to full-time management or unrepresented employees. If City duties prevent Manager from utilizing all or part of her allotted holiday hours during the pay period in which the holiday occurs, the unused hours shall be credited to Manager's vacation/PTO balance on an hour-for-hour basis. Hours so credited shall be subject to the same use, accrual cap, carryover, and separation payout provisions

applicable to Manager's vacation/PTO under Section 5.2. This Section controls over inconsistent City policy. This provision shall apply retroactively to the Start Date identified in Section 4.1, excluding any holiday hours already used, credited, or paid.

SECTION 6. TERMINATION

6.1 **At-Will Status.** Manager acknowledges that she serves at the pleasure of the City Council, consistent with Section 2.12.010 of the Blue Lake Municipal Code ("Municipal Code"). Nothing in this Agreement shall be construed to confer a fixed term of employment or to limit the authority of the City Council to terminate Manager's employment at any time, with or without cause, except as provided in this Section and as required by the Municipal Code.

6.2 **Termination by the City Council Without Cause.** The City Council may terminate Manager's employment without cause at any time by majority vote of the entire Council, subject to the procedural requirements of the Municipal Code and Section 6 of this Agreement. Unless otherwise waived in writing by Manager, termination without cause shall be effective not less than the minimum notice period required by Municipal Code Section 2.12.090, including delivery of written notice of the Council's intent to remove Manager.

Upon termination without cause, Manager shall be entitled solely to:

a. Any severance required under Municipal Code Section 2.12.060;
b. Payment for all accrued and unused vacation, management leave, and other paid time off to the extent payable upon separation under this Agreement or City policy; and
c. Any continued health plan participation required under federal COBRA law, at Manager's sole expense unless the Municipal Code obligates the City to contribute.

Except for severance expressly required under Municipal Code section 2.12.060, Manager shall not be entitled to any severance, payout, or termination benefit of any kind. This sentence does not limit payment of accrued leave expressly payable under this Agreement.

6.3 **Termination for Cause.** The City Council may terminate Manager for cause at any time by majority vote of the entire Council. "Cause" includes, but is not limited to:

a. Willful breach of this Agreement;
b. Gross neglect of duty or persistent failure to perform assigned responsibilities;
c. Fraud, dishonesty, or other acts involving moral turpitude;
d. Conviction of a crime involving abuse of office or violation of the public trust;
e. Material violation of City policy, law, or ethical standards;
f. Knowing or reckless violation of state or federal conflict-of-interest laws;
g. Any other conduct constituting grounds for cause under the Municipal Code or California law.

If the City Council terminates Manager for cause, Manager shall be entitled only to final wages earned, payout of accrued leave required by this Agreement or City policy, and any benefits mandated by law. No severance of any kind shall be owed in the event of termination for cause.

6.4 **Notice and Hearing Rights.** If the City Council provides written notice of intent to remove Manager pursuant to Municipal Code Section 2.12.090, Manager may, within the time allowed by the Municipal Code, request a public or closed session hearing before the City Council. The hearing shall be limited to allowing Manager the opportunity to address the Council concerning the proposed termination; it is not intended to create, and shall not be construed as creating, any due-process entitlement or property interest in continued employment. Nothing in this Agreement shall expand the process required by the Municipal Code, nor shall failure to request a hearing delay or alter the effective date of termination.

6.5 **Termination by Manager.** Manager may terminate this Agreement by submitting written resignation to the City Council. Manager shall provide no less than sixty (60) days' notice, unless the City Council and Manager mutually agree to a shorter notice period. Upon resignation, Manager shall not be entitled to severance or any compensation beyond wages earned, accrued leave payable under this Agreement or City policy, and benefits required by law.

6.6 **Disability or Incapacity.** If Manager becomes unable to perform the essential functions of the position, with or without reasonable accommodation, due to physical or mental disability, the City may separate Manager in accordance with applicable law. In determining such separation, the City shall follow all requirements of the Americans with Disabilities Act, the Fair Employment and Housing Act, and applicable City policies.

6.7 **Surrender of City Property.** Upon termination for any reason, Manager shall return all City property, records, files, equipment, electronic devices, documents, keys, access credentials, and any other items belonging to the City no later than the effective date of termination unless otherwise directed.

6.8 **Effect of Termination.** Upon termination of this Agreement for any reason, all compensation and benefits shall cease except as expressly provided in this Agreement, in the Municipal Code, or as required by law. The City shall have no continuing obligation to Manager beyond the terms specified herein.

SECTION 7. BOND REQUIREMENT

Consistent with Blue Lake Municipal Code section 2.12.040, Manager shall furnish a corporate surety bond in the amount and form approved by the City Council, conditioned upon the faithful performance of her duties as City Manager. The premium for such bond shall be paid by the City.

SECTION 8. INDEMNIFICATION

To the fullest extent permitted by law, the City shall defend, indemnify, and hold Manager harmless from and against any claim, demand, action, suit, or proceeding arising out of any act or omission

occurring within the course and scope of her employment as City Manager, in accordance with Government Code sections 825 through 825.6 and 995 through 996.6. The City's duty to defend and indemnify shall not apply to acts or omissions outside the scope of employment, acts involving actual fraud, corruption, or malice, or any matter for which indemnity is prohibited by law.

SECTION 9. GOVERNMENT CODE §§ 53243–53243.4 COMPLIANCE

Pursuant to Government Code sections 53243, 53243.1, 53243.2, and 53243.4, if Manager is convicted of a crime involving an abuse of her office or position, Manager shall fully reimburse the City for: (i) any paid leave salary provided pending investigation; (ii) any funds paid to defend Manager against criminal charges; and (iii) any severance or settlement funds paid to Manager in connection with termination.

SECTION 10. NOTICES

Any notice required or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally, deposited in the United States Mail (postage prepaid, certified or registered), or sent by nationally recognized overnight courier, addressed as follows:

To the City:

City of Blue Lake
Attn: Mayor and City Council
111 Greenwood Avenue
Blue Lake, CA 95525

To Manager:

At Manager's last address on file with the City.

Either party may change its address by providing notice to the other.

SECTION 11. MISCELLANEOUS PROVISIONS

11.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties regarding the employment of Manager. It supersedes all prior negotiations, understandings, or agreements, whether written or oral, including the Conditional Offer of Employment.

11.2 **Amendment.** No amendment to this Agreement shall be valid unless in writing and approved by the City Council and signed by both Parties.

11.3 **Severability.** If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall be interpreted to give effect to the intent of the Parties.

11.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

11.5 **Interpretation.** No ambiguity shall be construed against either Party by reason of authorship. Both Parties have had an opportunity to review and consult with counsel.

11.6 **City Property.** All documents, correspondence, emails, text messages, and other materials created, received, or maintained by Manager in the course of City business shall be City property and may constitute public records subject to disclosure under the California Public Records Act. Manager shall comply with all City policies regarding technology use, cybersecurity, and records retention.

11.7 **No Waiver.** Failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver of that provision or of the right to enforce it thereafter.

11.8 **Headings.** Headings are for convenience only and do not affect interpretation of this Agreement.

SIGNATURE PAGE FOLLOWS THIS PAGE

IN WITNESS WHEREOF, the Parties have executed this First Amendment and Full Restatement of the City Manager Employment Agreement following approval by the City Council at a duly noticed public meeting. Each Party acknowledges that they have had the opportunity to consult with legal counsel, that they fully understand the terms of this Agreement, and that they enter into it freely and voluntarily. This Amendment shall become effective upon execution by both Parties.

CITY OF BLUE LAKE	JENNIE M. SHORT
BY: _____	BY: _____
NAME: John Sawatzky	NAME: Jennie M. Short
TITLE: MAYOR	

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City of Blue Lake

Staff Report

Agenda Item #:	**11**
Meeting Date:	**October 27 2026**
Prepared By:	Emily Wood, Director of Parks & Recreation
Subject:	State Park Per Capita Round 5 Grant Project: Bike & Skate Park – Public Outreach & Project Elements
Recommended Action:	That the City Council: **1.** Receive the presentation **2.** Provide direction to staff on proposed amenities/features for Phase 2 of the Bike & Skate Park Project; including amenities/features that staff should focus on during future community input sessions and the grant application.

BACKGROUND:

Director Wood has facilitated Community Input Sessions for Phase 2 of the Bike & Skate Park. The first input session took place on August 9th, 2026 at Annie & Mary Day; and will continue through November 2026.

The following presentation and attachments have been prepared for Council and public's review; including input methods used, input received so far; input considerations, and proposed amenities/recreation features based on input received to date.

ATTACHMENTS:

- 11A – Community Input Summary
- 11B – State Parks Grant Information Handout
- 11C – Community Input Dates Flyer

SUPPLEMENTAL

- 11D – SPP Grant Outline (Wood)
- 11E – SPP Grant Packet (Agency)

Review Information:

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

Comments:

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Blue Lake
Bike & Skate Park Project

Community Outreach Update
State Parks Per Capita Grant (Round 5)



Presented by Emily Wood
Director of Parks & Recreation
10/27/26 City Council Meeting

Overview of Presentation

1. **Topic History**
   - Round 5 Funding Outline, Outreach Dates (8/11/26 City Council Meeting)
2. **Goal of this Presentation/Item**
   - What must we accomplish today with City Council's advisory?
3. **Input Session Dates**
   - In Person Outreach
4. **Input Methods Used**
5. **Input Findings**
6. **Considerations for Input Findings**
7. **Proposed Features**
   - Do they reflect input received?
   - What's missing?
8. **Closing Thoughts**



1. Topic History

Round 5 Funding/Community Input & Outreach

8/9/26 City Manager Short hosted an initial outreach table at Perigot Park during Annie & Mary Day for Phase 2 of the Bike & Skate Park Project

8/11/26 During the City Council Meeting, Director Wood shared this grant opportunity with the Council & public; accompanied by a Round 5 Funding Outline created to summarize grant information and scoring criteria

8/27/26 - Current Community input sessions have taken place since the Council Meeting on 8/11/26 and this presentation aims to summarize findings so far and discuss next steps with the community and City Council

Item 11B - Grant Information

2. Goal of this Presentation/Item

Round 5 Funding/Community Input & Outreach

- **Based on community input gathered so far; what elements/amenities does City Council wish to include in the City's grant application for Round 5 of Funding?**

(GOAL 1) - Residents are able to **identify, prioritize, and select recreation features/amenities** for park

- **What considerations should be made when moving into the 'next goals' of gathering community input (between now and November 19th) ?**
  - (GOAL 2) - Residents are able to contribute **design ideas/elements** of **selected recreation features** (WHERE WE SORTA ARE)
  - (GOAL 3) - Residents are able to **reach general consensus on the location of recreation features** and residents have the **ability to explain preferences or give reasons for the location of each feature/amenity** (WHERE WE NEED TO GET TO)

Supplemental Material - SPP Grant Guide - Round 5 Funding Outline & SPP Grant Guide

3. Input Session Dates

Round 5 Funding/Community Input & Outreach

🙂 = completed

Session Dates & Times (blue text = outside organization involved)

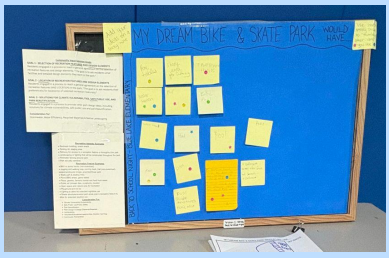
- 🙂 August 9th - Perigot Park (Annie & Mary Day) - 11am-3pm
- 🙂 August 27th - Blue Lake Elementary School (Back to School Night) - 4pm-8pm
- 🙂 September 2nd - Prasch Hall (Parks & Recreation Commission Meeting) - 6:30pm-8:30pm
- 🙂 September 11th - Blue Lake Bike & Skate Park (Mad River Enduro Event) - 3pm-7pm
- 🙂 September 12th - City Hall Parking Lot (Public Safety Faire) - 12pm-2pm
- 🙂 October 3rd & 4th - Perigot Park (Medieval Festival of Courage) - 12pm-4pm
- 🙂 October 7th - Skinner Store (Parks & Recreation Commission Meeting) - 6:30pm-8:30pm
- 🙂 October 16th - Prasch Hall (Public Skate Session) - 6pm-8pm
- 🙂 October 22nd - City Hall Parking Lot (Food Distribution Day) - 10am-1pm
- 🙂 October 24th - Perigot Park (Community Trick or Treat Event) - 5pm-7pm
- ❑ November 2nd - Mad River Grange (Coffee Club) - 7am-10am
- ❑ November 4th - Skinner Store (Parks & Recreation Commission Meeting) – 6:30pm-8pm
- ❑ November 8th - Mad River Grange (Grange Breakfast) - 8am-11am

4. Input Methods Used - Part 1

Round 5 Funding/Community Input & Outreach

Sticky Note Board (with stickers for 'upvoting' other ideas you like on the board)

- ➢ Helps Build Consensus
- ➢ Easy for people to contribute
- ➢ Great visual to showcase ideas
- ➢ Ability to quickly educate people on input goals/considerations



Big & Small Map 'Puzzle Piece' Activity

- ➢ Helps visualize size and scale of project location
- ➢ Reusable activity
- ➢ Beneficial to try out different amenities/features



4. Input Methods Used - Part 2

Round 5 Funding/Community Input & Outreach

Draw my Dream Park Handout/Draw on Aerial Map



- Engaged creative thinkers
- Helped put visuals to common sticky note ideas
- Great for young kids who may have difficulty describing with words

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Magazine Collage Activity

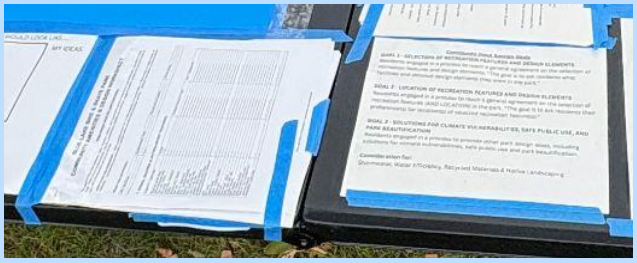


- Helps visualize real life examples of amenities/features
- Engages creative thinkers
- Beneficial for visualizing 'design elements/features'
- Great at showing different textures/materials/options to accomplish the "same" goal/feature

4. Input Methods Used - Part 3

Round 5 Funding/Community Input & Outreach

Written Survey



- Engaged detailed/critical thinkers
- Helped put specific language to amenities & features
- Great for adults who need time to think about things

Online Input Dropbox

- Helps gather input for amenities/features from those who cannot make an in-person session
- Ability to upload files/photos if desired & make edits if needed
- 24/7 access is great for project input & sharing with partner organizations/communities

Link: https://forms.gle/CdB1tHFBMeJncnZF6

5. Input Findings - Part 1

Round 5 Funding/Community Input & Outreach

Written Survey

- **185 TOTAL INPUT CONTRIBUTIONS TO DATE**
- **(146 WRITTEN, 39 DRAWING/OTHER)**
- **From these 185 INPUT CONTRIBUTIONS - 271 sets of 'IDEAS' have been collected**

(Attachment 11A)

CATEGORIES

MISC - 66
AMENITY - 54
SUSTAINABILITY/SAFETY - 51
BIKE/SKATE - 33
ART/MUSIC/SIGNAGE - 16
COMMENTS - 16
CAUTIONS - 14
FOOD/DRINK - 12
LOCATION - 9

OUT OF 271 TOTAL IDEAS
(Some 'ideas' had several suggestions in one category)

5. Input Findings - Part 2

Summary of Ideas - Overall Recap

- **Shade Structures (gazebos, pergolas, shade "sails")**
- **Restrooms (permanent - accessible, built for adults & kids)**
- **Kiosks (park information, city information, cultural/local history)**
- **Signage (informational [park], safety related, cultural/indigenous history, interpretive/nature)**
- **Picnic Tables/Benches (natural materials, long lasting/low maintenance)**
- **"Community Gathering Areas" (places to hang out with shade for all ages/abilities to watch)**
- **BBQ's/casual games or activities**
- **Snack bar Facility/Area designated for drinks & snacks**
- **Halfpipe & Skate Boarding features**

Themes:

- **Safety - features proximity to roadway, surfaces, first aid**
- **Inclusivity - features that can be used/enjoyed by a wide range of ages & abilities**
- **Cultural & ecological education/elements incorporated**
- **Sustainability - native plants/landscaping, nature inspired design elements**

6. Considerations for Input Findings

PART 1

IMPORTANT FOR SPP GRANT

- **tree planting, water drinking station, and one other energy/water/natural resource conservation technique** included in the project.
- LEED and/or SITE Certification
- Open/accessible hours of operation (**at least 8 hours/day)**
- **No membership/entry fee** for park usage (can rent out 'gazebos')
- **30 years of adequate operation & maintenance** for safe public use
- **climate vulnerabilities, safe public use & park beautification elements**
- **Stormwater, water efficiency, recycled materials, landscaping**

HOW SPP GRANT APPLICATIONS WILL BE SCORED

	Project Selection Criteria/Scoring Overview	MAX POINT
1.	Critical lack of park space	15
2.	Significant poverty	13
3.	Climate Vulnerable Populations	5
4.	Type of Project	10
5.	Community Based Planning	18
6.	Employment or Volunteer Opportunities	5
7.	Partnerships or Committed Funding	3
8.	Environmental Design	7
9.	Public Use Fees and Hours of Operation	4
10.	Community Challenges, Project Benefits and Readiness	20
	MAXIMUM SCORE	100

6. Considerations for Input Findings

PART 2

- Mountain Bike Tribal Trail Alliance (MBTTA) Arts in CA Parks Grant - $75,000 (separate grant)

Includes;

- Final public art design [mural] reviewed in collaboration with Tribal partners.
- Permanent site-specific public art installation completed at the Blue Lake Bike and Skate Park.
- Retaining wall/rider platform
- informational kiosk enhanced through integrated public art.

(public art such as murals, sculptural elements, and culturally inspired artistic features within the park.)

(kiosk will also serve as a visitor resource, providing information about the park while enhancing its visual identity. Informational kiosk will serve as both a functional visitor resource and an artistic feature,)

6. Considerations for Input Findings

PART 3

Recreation Feature Examples

- BMX or pump tracks (non-motorized)
- Jogging and walking loop, running track, trail (non-motorized), pedestrian/bicycle bridge, greenbelt/linear park
- Skate park & skating rinks
- Picnic/BBQ areas, game tables
- Plaza, zocalo, gazebo, farmers market and food truck areas
- Public art (mosaic tiles, sculptures, murals)
- Open space and natural area for recreation
- Playground and tot lot
- Lighting to allow for extended nighttime use
- Shade structure/covered park areas over a recreation feature to allow for extended daytime use

More competitive applications create new recreation features as primary goal & make up majority of application

EXAMPLES ARE AS IT PERTAINS TO SPP GRANT

Supplemental info for this meeting includes SPP Grant Guide (by Director Wood) and SPP Grant Information Packet (supplied by agency)

6. Considerations for Input Findings

PART 4

Major Support Amenity Examples

- Restroom building, snack shack
- Parking lot, staging area
- Pathway for access to a recreation feature or throughout the park
- Landscaping or lighting that will be constructed throughout the park
- Perimeter fencing around park
- Park security cameras, etc.

Includes support facilities & improvements that enhance the park & recreational experience
$50,000 or greater = Major Support Amenities

EXAMPLES ARE AS IT PERTAINS TO SPP GRANT

Supplemental info for this meeting includes SPP Grant Guide (by Director Wood) and SPP Grant Information Packet (supplied by agency)

6. Considerations for Input Findings

PART 5

Other Support Amenity Examples

Classified as Minor or Major Amenity based on cost (<$50k = minor, >50k = major)

- Benches, tables
- Signage
- Drinking fountains
- Bike racks
- Trash/Recycling receptacles

More competitive applications create new recreation opportunities (not amenities) as primary goal & are majority of application

EXAMPLES ARE AS IT PERTAINS TO SPP GRANT

Supplemental info for this meeting includes SPP Grant Guide (by Director Wood) and SPP Grant Information Packet (supplied by agency)

7. Proposed Features

In Black Text

SPP Recreation Features:

- **Concrete Halfpipe (Skateboard feature)**
- **Outer walking trail (non motorized use)**
- **Bike & Skateboard area for small kids (2-5) - away from Taylor Way**
- **Bike & Skateboard area for beginners "Balance & Skills area" - including a flat bar, "mini" features**
- **"Community gathering areas" with 1 barbecue & 1 shade structure each, and 1 'activity'**
- **Community tile wall/mosaic/art piece within park (entryway?)**
- **Area for food truck plug in/small stage w/ electrical plug ins**
- **Child play area**

Major/Minor Amenities:

- **Lighting throughout park**
- **Pathways throughout park**
- **Permanent Restroom with facilities designed for both children & adults**
- **Small dual sided Snack Shack/Maintenance Shed w/ electrical plug ins**
- **Park security cameras**
- **Native landscaping/trees throughout park**
- **Informational Kiosks**
- **Sustainable "misters" for plants/landscaping on site & in user area(s)**
- **Water bottle refill station - with animal attachment on bottom**
- **Welcome Entryway**

Other Components:

Bike racks, bike repair station, dog waste station, pull up bar/small permanent workout equipment, first aid station, trash cans/recycling bins, interpretive/educational/historical signage, tactile art/element, horse hitching post

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Arts in CA Parks Grant - (MBTTA)

- **Retaining wall/rider platform (Arts in CA Parks)**
- **informational kiosk enhanced through integrated public art (Arts in CA Parks)**



8. Closing Thoughts

- What features/amenities shall staff move forward with including in the SPP grant application?
- What's left to 'decide' as a community from now until 11/30 [pertaining to SPP grant]

Attachment 11C - Upcoming Input Sessions

Contact Information for Emily
parksdirector@bluelake.ca.gov
707-599-4498

CITY OF BLUE LAKE

BLUE LAKE BIKE & SKATE PARK COMMUNITY INPUT SESSIONS

THE CITY OF BLUE LAKE WANTS TO HEAR YOUR INPUT & IDEAS!

IN PERSON COMMUNITY INPUT SESSIONS

- AUGUST 9TH - PERIGOT PARK (ANNIE & MARY DAY) - 11AM-3PM
- AUGUST 27TH - BLUE LAKE ELEMENTARY SCHOOL (BACK TO SCHOOL NIGHT) - 4PM-8PM
- SEPTEMBER 2ND - PRASCH HALL (PARKS & RECREATION COMMISSION MEETING) - 6:30PM-8:30PM
- SEPTEMBER 11TH - BLUE LAKE BIKE & SKATE PARK (MAD RIVER ENDURO EVENT) - 3PM-7PM
- SEPTEMBER 12TH - CITY HALL PARKING LOT (PUBLIC SAFETY FAIR) - 12PM-2PM
- OCTOBER 3RD & 4TH - PERIGOT PARK (MEDIEVAL FESTIVAL OF COURAGE) - 12PM-4PM
- OCTOBER 7TH - SKINNER STORE (PARKS & RECREATION COMMISSION MEETING) - 6:30PM-8:30PM
- OCTOBER 16TH - PRASCH HALL (PUBLIC SKATE SESSION) - 6PM-8PM
- OCTOBER 22ND - CITY HALL PARKING LOT (FOOD DISTRIBUTION DAY) - 10AM-1PM
- OCTOBER 24TH - PERIGOT PARK (COMMUNITY TRICK OR TREAT EVENT) - 5PM-7PM
- NOVEMBER 2ND - MAD RIVER GRANGE (COFFEE CLUB) - 7AM-10AM
- NOVEMBER 4TH - SKINNER STORE (PARKS & RECREATION COMMISSION MEETING) – 6:30PM-8PM
- NOVEMBER 8TH - MAD RIVER GRANGE (GRANGE BREAKFAST) - 8AM-11AM







ONLINE INPUT

- DID YOU GET A SUDDEN IDEA AND/OR CAN'T MAKE IT TO AN IN-PERSON SESSION? USE OUR ONLINE FORM!

WE ARE EXCITED TO HEAR YOUR IDEAS. PLEASE USE THE LINK BELOW OR SCAN THE QR CODE TO VISIT OUR ONLINE FORM. NO EMAIL REQUIRED TO GIVE INPUT!

HTTPS://FORMS.GLE/SV1WHJSSGENXBCEH6



QUESTIONS OR ACCOMODATIONS? PLEASE CONTACT EMILY WOOD, DIRECTOR OF PARKS & RECREATION, AT PARKSDIRECTOR@BLUELAKE.CA.GOV OR 707-599-4498

COMMUNITY INPUT FEEDBACK RECEIVED TO 10/23/26
BLUE LAKE BIKE & SKATE PARK PROJECT
Prepared by Emily Wood, Director of Parks & Recreation

INPUT SESSIONS INCLUDED IN THIS SUMMARY:

10/22/26 - FOOD DISTRIBUTION DAY	**5 CONTRIBUTIONS**
10/16/26 - PUBLIC SKATE SESSION	**6 CONTRIBUTIONS**
10/7/26 - P&R COMMISSION MEETING	**3 CONTRIBUTIONS**
10/3 & 10/4/26 - MEDIEVAL FESTIVAL	**30 CONTRIBUTIONS**
9/12/26 - PUBLIC SAFETY FAIR	**20 CONTRIBUTIONS**
9/11/26 - MAD RIVER ENDURO	**28 CONTRIBUTIONS**
9/2/26 - P&R COMMISSION MEETING	**21 CONTRIBUTIONS**
8/27/26 - BACK TO SCHOOL NIGHT	**22 CONTRIBUTIONS**
8/9/26 - ANNIE & MARY DAY	**47 CONTRIBUTIONS**
+ 3 ONLINE SURVEY RESPONSES	
	= 185 TOTAL CONTRIBUTIONS

- **185 TOTAL INPUT CONTRIBUTIONS TO DATE (146 WRITTEN, 39 DRAWING/OTHER)**
- **FROM THESE 185 INPUT CONTRIBUTIONS - 271 'SETS' OF IDEAS HAVE BEEN GENERATED (categories for ideas shown above in different colors). Some sets of ideas have multiple suggestions.**

Input 'categories' (created by staff) & total input/category

MISCELLANEOUS	**(66/271)**
BIKE/SKATE	**(33/271)**
ART/MUSIC/SIGNAGE/CULTURE	**(16/271)**
FOOD/DRINK/SNACKS	**(12/271)**
COMMENTS	**(16/271)**
CAUTIONS	**(14/271)**
AMENITIES	**(54/271)**
SUSTAINABILITY/SAFETY	**(51/271)**
LOCATION/DESIGN	**(9/271)**
	271 IDEAS

10/22/26 - Food Distribution Day @ City Hall Parking Lot (5 TOTAL)

Sticky Notes: Written (5)

- Rental Bikes (ebikes please)
- Bike repair station!
- PA System :)
- BBQ!
- Walking trail <3

Sticky Notes: Drawings

- None

3 MISC IDEAS
1 BIKE IDEA
1 ART/MUSIC/SIGN

10/16/26 INPUT SESSION - PUBLIC SKATE NIGHT AT PRASCH HALL (6 TOTAL)

Sticky Notes: Written (5)

- Drinks & stands just in case (like the rink)
- Snacks
- Bring me drinks and snacks
- Because people will enjoy it!
- Ball pit/trampoline - BRING THE ROCK WALL BACK!

Sticky Notes: Drawings (1)

- 1 Ramp/trampoline drawing

3 FOOD/DRINK IDEAS
1 COMMENT
2 MISC IDEAS

10/7/26 INPUT SESSION - PARKS & RECREATION COMMISSION MEETING AT SKINNER STORE (3 TOTAL)

Sticky Notes: Written (3)

- Cover up the sewer station with a viewing platform
- Incorporate a half pipe for both bike and skateboard use
- Add art pieces where possible - make sure it will be free to use to the public

Sticky Notes: Drawings

- None

1 MISC IDEA
1 BIKE IDEA
1 ART/MUSIC/SIGN IDEA
1 CAUTION

10/3/26 & 10/4/26 - MEDIEVAL FESTIVAL AT PERIGOT PARK (30 TOTAL)

Sticky Notes: Written (25)

- Bathrooms
- Have the perimeter lined with trees and hang out spots so friends can be together and watch their friends do awesome stuff
- It would have a beer stand for my dad
- It would have a cage for my little brother….he's wild!
- A bottomless pit leading to the core of the Earth - obviously for decor purposes
- Storywalk "permanent" display cases - ask Shoshanna at library [email address]
- MISTERS? A water obstacle?
- (2nd or maybe 3rd) - the halfpipe idea - like 5ft tall
- Zipline
- SWAG!
- Vine Maples
- Just Build It and I will skate it!
- Space and crash pads for tumbling
- Workout equipment for adults while kids are riding!
- Skate cradle or backbowl
- Bank with Hubba and 4 Stairs, Bump to Bar, Good Transitions, Flow
- Egg
- REAL PARK FOR ACTUAL SK8BRDS! COPY EUREKA OR AT LEAST PUT IN A MINI-RAMP TO LEARN
- PUT IN A FLAT BAR!
- Shade and benches
- Hire the California Conservation Corps to help build
- A park that is smooth enough for roller skaters - we have a large outdoor quad skating community in Humco
- PUMP TRACK
- RC Park for all scale RC [cars] - 1/39 rockcrawler, 1/24 drift, 1/18 race track, 1/10 obstacle course
- Pump Track! For all skaters or smaller kids

Sticky Notes: Drawings (5)

- 1 'Big Half Pipe' Drawing
- 1 'Turtle upside down' drawing
- 1 Halfpipe drawing "There are no public halfpipes….yet"
- 1 Skateboard [curvy] pathway drawing
- 1 Zipline Drawing

2 AMENITY IDEA
3 SUSTAINABILITY IDEAS
1 FOOD/DRINK IDEA
10 MISC IDEA
1 ART/MUSIC/SIGN IDEA
11 BIKE/SKATE IDEAS
2 COMMENTS

9/12/26 - PUBLIC SAFETY FAIR @ CITY HALL PARKING LOT (20 TOTAL)

Sticky Notes: Written (19)

- My ideal park would be open! Water, repair stand, trees for shade and a table would be nice.
- Get it done and soon!
- Tarp shades over park
- Hang out place
- Basketball court
- Water fountain, water bottle refiller
- Blue Lake themed mural
- POOL!
- Pull up bar
- Pump for tires, repair stand
- SPLASH PAD FOR SMALL RIDERS
- Area to sit and watch in the shade
- Trail support & entertainment
- NATIVE PLANTS
- Seating for watchers & parents
- DRINKING WATER
- SHADE from native trees
- Misters to ride through
- PUBLIC ART

Sticky Notes: Drawings

- None

Other: (1)

- TCIL (Tri-County Independent Living) Pamphlet & business card

7 SUSTAINABILITY/SAFETY
1 COMMENT
3 AMENITY
6 MISC
2 ART/CULTURE/SIGNAGE
2 BIKE

9/11/26 - Mad River Enduro @ Bike Park (28 TOTAL)
Sticky Notes: Written (26)

- Kids pump track! Campground?
- Wooden lips for progressive jumps
- PUBLIC CAMPING NEARBY!
- Progressive jumps for all levels. Beginner to advance to make something that everyone wants to ride :)
- HUGE JUMPS (dirt)
- JUST F'N OPEN IT! GET IT TOGETHER BLUE LAKE
- NO POOL - think about it, really?
- We don't need any more features. Let's just make it liveable. Tables, family areas
- Amazing start! Lines look great outside. Grom track? Community gathering space? NO EBIKES!
- NO MOTORS
- Think about sustainability - who's going to pay? - Maintenance, insurance, lawsuits, because it doesn't matter
- Suggestions: Concrete half pipe for skateboarders in South East Corner, Native plants landscaping around the perimeter
- Body weight exercise features like the dog park on Camp Kimtu Rd. in Garberville - Google it!
- Shade structures of some sort
- BIG JUMPS
- Nice foot tall ledges with coping
- Dirt jumps with wood lips/takeoffs
- Add a slurry coat to the surfacing, Add a pump track. Right now it's just jumps
- Somewhere inviting where everyone wants to hang out, young - old
- Big dirt jumps along the right side
- Just build anything, we'll skate it!
- I want it open
- Open it!
- Similar to Willow Creek Skate Park
- Native plants, family friendly seating/BBQ, shade structures, no new features, no ebikes or 'e' anything, no motors
- Lots of first aid

13 SKATE
4 MISC
4 COMMENTS
4 CAUTIONS
5 AMENTITY
1 LOCATION
3 SUSTAINABILITY

Drawings/other on next page for this session

9/11/26 - Mad River Enduro @ Bike Park (continued)

Drawings/Other: (2) [surveys not included in overall "ideas" count; are included in contribution count]

- 3A - Written Survey. Age group - 70, Resident.
  Page 1: Balance/skills area, kids strider bike area, learn to ride area 5/5.
  Location: North east corner. For toddlers Age 1-5, away from Taylor Way
  Page 2: Safety fencing/barriers, protective railing, soft-landing, safety surfacing where appropriate. 5/5 Location: North East Corner. Safer - away from Taylor Way
  Recycling bins 5/5 Location: Taylor Way. Easy access
  Page 4: Safe street crossing improvements. 5/5. Location: East/west - ends of park - speed bumps. Slow down gravel trucks
  Page 6: [Drawing showing kids area] - Kids fenced in area with gate

- 3B - Written Survey. Age group - 60. Resident.
  Page 1: Beginner & advanced pump tracks, flow trail/berms, dirt jumps, jump lines/table tops, rollers, banked turns/berms, wall ride, step-up/down, balance/skills area, kids strider bike area, adaptive riding features, skateboarding street plaza, skateboarding bowls/transition area, beginner loop separated from advanced features, competition/event area [locations shown for features on attachment 3B with comments]
  Page 2: ADA accessible routes/surfaces, emergency access route, first aid/emergency equipment, drinking fountain/water bottle refill, restrooms, trash cans/recycling bins, dog waste station, rules/safety signage 5/5
  Bike repair station, air pump, tool station, water bottle refill, connection to Annie & Mary Trail 5/5
  Page 3: BBQ/picnic area, public art/mural wall 5/5.
  Native plant landscaping, natural seating/boulders, trees for shade, low water/drought tolerant landscaping, sustainable stormwater improvements
  Page 4: History kiosk, community info kiosk, Indigenous/Wiyot cultural interpretation elements, local history displays, public art by local artists, rotating mural wall, community message/chalk wall, youth designed feature, interpretive signage, environmental education signage 5/5
  Entrances: pedestrian & bike, connections to nearby trails, accessible parking.
  Comments: all good ideas when it gets done
  Page 5: Comments: Section 8: Yes these are good - this is what it's all about - community.
  General: Whew! This questionnaire is too long. Appreciate the effort. Let's finish the basics and go from here.
  Page 6: [Drawing showing bike/skateboard jump], observation deck above defunct pump

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9/2/26 - Parks & Recreation Commission Meeting @ Prasch Hall (21 TOTAL)

Sticky Notes: Written (13)

- Horse hitching posts
- Animal water stations & human water fountains
- Food & drink sales nearby
- Campground @ the power plant
- Benches and seating
- Kiosk with maps of trails & recreation amenities
- Bike repair area
- Mobile food loop - bike powered drink & snack trickshow to go on the trail to Perigot Park, bike park, river, town square - hotdogs, drinks, icecream
- Restrooms & parking
- Shade area
- “Stage” for award ceremony & bands
- School mascot - mustangs?
- Vibrant art that recognizes the indigenous people whose land we are on

Drawings/Other (8)

- 2A - [accompanied with my dream park handout] - Water access, bike repair stand w/ air pump & tools, shade for parents & tired kids
- 2B - [accompanied with my dream park handout] Tables, benches, finish trail, shade. Sponsorship signs, place to sit, finish it
- 2C - [accompanied with my dream park handout] Shade, water fountain, picnic tables, pergola <3
- 2D - [accompanied with my dream park handout] Interpretive nature signs
- 2E - Benches to sit on for breaks, greenery in the area. A slab of asphalt would be unsightly, trees could provide shade to those taking a break/those there for their friends. Bushes and native plants to provide nice view and support for wildlife
- 2F - [accompanied with my dream park handout] Grass, shade, skating area, landscape
- 2G - [accompanied with my dream park handout] Shade, benches/picnic tables, bikes only - human powered pedals (no ebikes/motorcycles)
- 2H - Magazine collage

4 MISC
8 SUSTAIN
4 FOOD/DRINK
13 AMENITY
3 BIKE
5 ART
2 CAUTION
1 LOCATION/DESIGN
1 COMMENT

8/27/26 - Back to School Night @ Blue Lake Elementary (22 TOTAL)

Sticky Notes: Written (15)

- Picnic tables
- Shady area for sitting
- A playground for kids
- Water station
- Pool!
- Bike pool
- Heelee friendly
- Pool
- Pool
- Pool
- Pool
- Pool
- I think we should put a big pool with chairs around it and a diving board. I think this is a good idea because anyone would use it!
- A bathroom named after Glen, but seriously, a bathroom
- Pool, shade structures, picnic area

Sticky Notes: Drawings (7)

- 1A - [accompanied with my dream park handout] - Pools, chairs
- 1B - [accompanied with my dream park handout]
- 1C - [accompanied with my dream park handout] - Big hill/jump for little kids
- 1D - [accompanied with my dream park handout] - Pool
- 1E - [accompanied with my dream park handout] - Pool
- 1F - [accompanied with my dream park handout] - Pool
- 1G - [accompanied with my dream park handout] - 4000 feet

4 AMENTITY
16 MISC
1 SUSTAINABILITY
2 BIKE

8/9/26 - Annie & Mary Day @ Perigot Park (47 TOTAL)

Written (32)

- 4 - Honestly, what's holding yall back? Just open the damn skate park! - Random kid. Also, another idea is "BMX BLAST!"
- 5 - Brunson Bike/Skate Park, Bathrooms.
- 6- PLEASE JUST OPEN IT! FOR ADDITIONAL PHASES, DO ANYTHING THAT DOES NOT CLOSE THE PARK :)
- 8 - BBQ areas w/ coverings (for family gatherings), trees
- 10 - Bathrooms, water station, picnic area, skate ramp. Finish project!
- 12 - Restrooms for kids, great idea to bring people to Blue Lake
- 13 - I would add bathrooms, bike racks. Possibly a skateboard/scooter bowl. As well as water fountains.
- 14 - Bathrooms, playground space, connecting to creek for public access, trees for shade - picnic areas - natural materials & colors
- 15 - Swings or slide, bathroom, track for younger kids - beginners, smallish shaded area/rain protection too & cool drought tolerant native plants
- 16 - Puppetgolf around outside - multigenerational/family. Bocce ball, horse shoes? Tie it into the water/creek? Interactive physical sculpture. Tactile park in San Francisco Science Center. [look at] Meowwolf Park, Santa Fe New Mexico
- 17 - Seasonal pumpkin patch, drinks area/bottle fill, self service bike area/air pump, free bike donation area (no more than 5 bikes at a time - working bikes only), free helmet stand/covered
- 18 - 9 Hole Disc golf course
- 19 - A LOUNGE AREA FOR MAMAS & FRIENDS WHO AREN'T SKATING! LETS GROW SOME JASMINE!
- 24 - Water fountain and hard bathroom or B&B. Seating or benches, shade cover for parents watching kiddos
- 27 - lots of fun but safe - safe fun! In the Sun :) for the kids. Safe textures and materials (softer)
- 28 - Solar power charging ports and any games to occupy
- 29 - Phase II - porta potty or restroom, signage for advanced/beginner (the color code: green/blue/black), a kiosk! For Blue Lake activities and bike classes…[colors/textures/materials used would be:] for nature & history
- 30 - Pump track shade
- 31 - I imagine the park having a shade structure of some sort, trees, native plant landscaping. Seating for viewing, picnic tables, toilets, drinking water.
- 32 - Picnic area, trees, shade structure, bathroom w/ running water
- 33 - A place for adults & kids to enjoy together. I would like benches for those of us oldsters to sit on and watch the action. Some shade structures would be nice.
- 34 - Picnic area
- 35 - 4' mini ramp w/ coping, mini pool w/ less than 1' vert, 4-6 stairs w/ hubba, flat rails!
- 36 - area for lunch, small playground for little kids, water fountain
- 37 - Safe! A safe place for kids of all ages to hangout and stay out of trouble. It's right next to a busy road & trail so making sure both the kids who use the park & pedestrians can recreate safely.
- 38 - Playground swings
- 39 - restrooms, shade, seating, water fountain, cross walk, welcome signage. [colors/textures/materials used would be:] wood/steel, industrial style, natural with our environment
- 40 - Skate park (with input from the skaters and local cement)

- 41 - Skate park - homemade/community build [because] it's more fun - listen to the skaters <3 Shade - benches and tables. B-day party spot
- 42 - 2 Thumbs Up! Skate park
- 43 - On slope: gymnastics - needs to be fluffy, green grass, spongey. Beams for practicing, bars, rubber chips, mats (maybe black), shade, tables, trees - weeping willow, pond, monkey bars, big rock climbing area (on wall), playground with some small slides but one REALLY big slide, woodland park example, mushrooms mixed in
- 44 - Have natural shade (trees) for resting. Have vertical space for artwork/mural.Half pipe! Picnic tables.
- 45 - Picnic areas/food trucks/community events/evenings <3

Drawings (15)

- 1 - [accompanied with map drawing] - Pump Bumps, Banked perimeter, kinked grind rails, rideable transitions, halfpipe, observation deck over pump, kids skill zone, tool station, restrooms, observation zone with water/vendors/food [near start hill] - HELP US FINISH THIS DREAM PARK THAT GIVES US SOMETHING FUN TO DO OUTSIDE, AWAY FROM COMPUTERS
- 2 - [accompanied with map drawing] - Trees, lower
- 3 - [accompanied with dream park handout] - halfpipe drawing with 7 ft horizontal, 8ft/15ft ramp with coping
- 7 - [accompanied with my dream park handout] - 2ft platform, 4ft dip, 12ft ramp, 3ft platform
- 9 - [accompanied with my dream park handout] - Umbrellas
- 11 - [accompanied with my dream park handout] - Yay! Lots of ramps :) Bikes to borrow & helmets
- 20 - [accompanied with my dream park handout] - (curly ramp course with firepit included)
- 21 - [accompanied with my dream park handout] - Drawing
- 22 - [accompanied with my dream park handout] - Drawing
- 23 - [accompanied with my dream park handout] - Drawing
- 25 - [accompanied with my dream park handout] - Drawing
- 26 - [accompanied with my dream park handout] - Drawing
- 46 - Drawing received
- 47 - Drawing received
- 48 - Drawing received

6 COMMENTS
17 BIKE
5 ART
23 AMENTITY
15 MISC
23 SUSTAINABILITY
5 LOCATION/DESIGN
4 FOOD

ONLINE SURVEY (3 total)

Responser 1 - "Pls add a restroom, tables/benches"

Responder 2 - Public art, gazebo, shade structure, restroom, landscaping - features away from street. Use water efficiency concepts, recycled materials, native plants. Hours: Weekends, after school hours, evenings in the Summer. Community building activities definitely improve quality of life.

Responder 3 - Have fun riding bikes and skateboards from 9am til 5pm (winter) and til 7pm (summer) and then enjoy the NIGHT SKY. That's right, Blue Lake still has a night sky where stars can be seen and wild creatures survive in the Creek that runs along the north side of the Bike Park. Please NO artificial lighting. Make protecting the wildlife from further incursions a priority as well as keep the stars in Blue Lake.
I support having clean restrooms but wonder how you'll manage uninvited overnight guests in this isolated part of town. This has been an issue in the past, without restrooms.
Recycling and trash bins that are maintained.
Funding that will provide for maintenance for as long as the park exists.
My vote is all activities should be next to the road - not along the Creek portion of the property. Further from the creek means the critters aren't as adversely affected by human sound, and the neighbors who live on the north side of the Creek aren't quite as adversely affected. It may seem unlikely to those walking on the trail or using the bike park, but the neighbors can hear all the conversations on the trail when we're outside. And to that end, Please No Amplified Sound, including rider boom boxes. The joy of riding is plenty of fun. Amplified celebrations and music can take place at Peigot Park.
[Do you have any ideas to address climate vulnerability within the park?] Honestly, my first thought is that it's kinda late for that since it's already asphalted over and folks have to drive to get there. But to add to the query: This side of Blue Lake already has some big problems with seasonal flooding. Since much of the park is impermeable paving the drain pipes need to be kept open and storm water kept on site. Letting stormwater funnel into the creek will exacerbate the flooding of the Creek. Provide shade. Blue Lake gets hotter in the summer than the coast. Temps in the high 70's and 80's are not as uncommon as it was years ago. No more impermeable surfaces.

Do you have any ideas to address safe public use [public safety] within the park? Not just a plan for security, but the funds and means to implement and enforce it before you open the park. Blue Lake has no police and minimal sheriff attention, and this park is in an isolated part of town. Who is called when the park area is being misused (as it is now with motorcycles) and who WILL show up to enforce it? Cameras aren't enough if there isn't monitoring, quick action, an effective response time and follow through. Continuing with locked gates and fencing might be a deterrent..

Responder 3 (continued) [online survey]

Do you have any ideas about sustainable techniques that can be used within the design of the park? Specifically: energy, water, natural resource conservation, and/or climate vulnerability ideas

The entire area needs to be planted with native plants and trees to offset the impermeable asphalt-parking-lot feel of the park, manage storm water, provide shade, soften noise, and of course to support wildlife. There are many, many local organizations (e.g. California Native Plant Society) and companies (e.g. Samara) that do this work and are excellent resources. Note: many folks have the perception that you can plant natives and walk away without watering. That is not the case. Using natives deserves the same landscaping attention as one would give any other public or private space, requires watering the first year or two (sometimes longer with climate changes) to look good, and needs ongoing maintenance. The City has a native plant recommendations that was written up for the Creek Restoration project a couple years ago. That would be a good starting place.

Hours of Operation - Winter 9 - 5. Summer 9 - 7.

How can this project improve the community's recreational, social, climate vulnerability, cultural, environmental, educational, and economic conditions?

Seems the hope is that it will bring folks out to Blue Lake which may help the economy as folks stop for food and beverages. At issue is that without the oversight (which the City can't afford as is) it makes the townspeople more vulnerable. While bike riding and skateboarding in and of themselves are fun for those who partake, the park itself creates it's own set of climate, environmental, and social problems. Just seeing the trashing of the Mad River at the bridge and up river should make one pause.

TOTAL FOR ONLINE SURVEYS:
AMENTITY - 4
ART - 1
LOCATION - 2
SUSTAINABILITY - 6
MISCELLANEOUS - 5
CAUTION - 7
COMMENTS - 1

CALIFORNIA DEPARTMENT OF PARKS AND RECREATION



Statewide Park Development and Community Revitalization Program

PROGRAM GOAL

The Statewide Park Program's (SPP) goal is to create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

Funding Type

DEVELOPMENT, and ACQUISITION & DEVELOPMENT combined.

Types of Projects

1. Create a NEW PARK
2. EXPAND an EXISTING PARK
3. Renovate an EXISTING PARK

Eligible Applicants

1. Cities, counties, DISTRICTS,
2. Nonprofits with 501(c)(3) status, and
3. JOINT POWERS AUTHORITIES (one member must be either an eligible city, county or DISTRICT)

Open Date

August 28, 2026

Application Deadline

December 17, 2026



Amount Available

$188.5 million approximately



Maximum Grant Request

$8.5 million

Minimum Grant Request

$200,000

Eligible RECREATION FEATURE Examples:

Aquatic center, amphitheater, athletic fields and courts, sensory play area, community gardens, dog park, outdoor fitness areas, equestrian and golf courses, rock climbing wall, picnic areas, playgrounds, skate parks, farmers market, public art, etc.

Additional eligible RECREATION FEATURE examples are available in the SPP Application Guide: www.parks.ca.gov/spp.

Words and terms appearing in SMALL CAPS are defined in the SPP Application Guide.



PROGRAM WEBSITE

www.parks.ca.gov/spp

Office of Grants and Local Services * Email: ogals@parks.ca.gov * Main Phone Line: (916) 653-7423 * www.parks.ca.gov/ogals

11B-10/27/26 council meeting

Competitive Chart

Statewide Park Development and Community Revitalization Program (SPP)

The Competitive Chart is a planning tool for applicants that guides them through eligibility requirements and creating a competitive project. Detailed guidance on project eligibility is found in the August 2026 Final Application Guide. A copy of the guide is available on the program website at www.parks.ca.gov/spp.

If the answer to any of the following questions is "No", the applicant may need to reconsider or adjust the project to meet competitive priorities.

#	Competitive Chart Questions	Page(s)	Yes	No
1	**Applicant Eligibility**: Is the applicant an eligible entity?	1	☐	☐
2	**Minimum and Maximum Grant Amount:** Is the grant request amount between $200,000 and $8.5 million? Does the applicant understand that funding is **not** guaranteed?	4	☐	☐
3	**Project site ownership, acquisition, lease, or turn-key.** • Does the applicant understand site control requirements?	54	☐	☐
4	***Eligible*** **Project Site**: Using the Community FactFinder, does the project site radius have: • A ratio of less than 3 acres of parkland per 1,000 residents? **OR** • A median household income below $77,067? **OR** • Project is within proximity to a climate vulnerability(ies)? ***Competitive*** **Project Site**: • Were the steps in the Community FactFinder Handbook followed for Project Selection Criteria #1, #2, and #3? Community FactFinder: ParksforCalifornia.org/communities FactFinder Handbook: www.parks.ca.gov/spp	13–16 and 71	☐	☐
5	**Type of Project:** Does one of the following type of project apply? Project Selection Criteria #4 • Create a new park? (10 points) • Renovate an existing park? (9 or 5 points) • Expand an existing park? (8 points)	17–18 and 72	☐	☐
6	**Community Based Planning with Residents**: Were 5 meetings held? Project Selection Criteria #5 A. Five meetings at convenient times near the project site, with at least two on a weekend or evening? B. Invited and involved in a broad representation of residents? C. Residents engaged to design the project concept? Photos?	19–23 and 73–76	☐	☐

CITY OF BLUE LAKE

BLUE LAKE BIKE & SKATE PARK COMMUNITY INPUT SESSIONS

THE CITY OF BLUE LAKE WANTS TO HEAR YOUR INPUT & IDEAS!

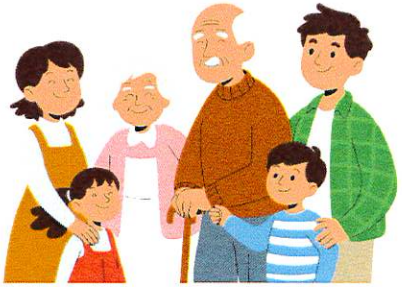
IIC
10/27/26
City Council

IN PERSON COMMUNITY INPUT SESSIONS

- AUGUST 9TH - PERIGOT PARK (ANNIE & MARY DAY) - 11AM-3PM
- AUGUST 27TH - BLUE LAKE ELEMENTARY SCHOOL (BACK TO SCHOOL NIGHT) - 4PM-8PM
- SEPTEMBER 2ND - PRASCH HALL (PARKS & RECREATION COMMISSION MEETING) - 6:30PM-8:30PM
- SEPTEMBER 11TH - BLUE LAKE BIKE & SKATE PARK (MAD RIVER ENDURO EVENT) - 3PM-7PM
- SEPTEMBER 12TH - CITY HALL PARKING LOT (PUBLIC SAFETY FAIR) - 12PM-2PM
- OCTOBER 3RD & 4TH - PERIGOT PARK (MEDIEVAL FESTIVAL OF COURAGE) - 12PM-4PM
- OCTOBER 7TH - SKINNER STORE (PARKS & RECREATION COMMISSION MEETING) - 6:30PM-8:30PM
- OCTOBER 16TH - PRASCH HALL (PUBLIC SKATE SESSION) - 6PM-8PM
- OCTOBER 22ND - CITY HALL PARKING LOT (FOOD DISTRIBUTION DAY) - 10AM-1PM
- OCTOBER 24TH - PERIGOT PARK (COMMUNITY TRICK OR TREAT EVENT) - 5PM-7PM
- NOVEMBER 2ND - MAD RIVER GRANGE (COFFEE CLUB) - 7AM-10AM
- NOVEMBER 4TH - SKINNER STORE (PARKS & RECREATION COMMISSION MEETING) – 6:30PM-8PM
- NOVEMBER 8TH - MAD RIVER GRANGE (GRANGE BREAKFAST) - 8AM-11AM







ONLINE INPUT

- DID YOU GET A SUDDEN IDEA AND/OR CAN'T MAKE IT TO AN IN-PERSON SESSION? USE OUR ONLINE FORM!

WE ARE EXCITED TO HEAR YOUR IDEAS. PLEASE USE THE LINK BELOW OR SCAN THE QR CODE TO VISIT OUR ONLINE FORM. NO EMAIL REQUIRED TO GIVE INPUT!

HTTPS://FORMS.GLE/SV1WHJSSGENXBCEH6



QUESTIONS OR ACCOMODATIONS? PLEASE CONTACT EMILY WOOD, DIRECTOR OF PARKS & RECREATION, AT PARKSDIRECTOR@BLUELAKE.CA.GOV OR 707-599-4498

City of Blue Lake

Staff Report

Agenda Item #:	**12**
Meeting Date:	**October 27, 2026**
Prepared By:	Emily Wood, Director of Parks & Recreation
Subject:	State Park Per Capita Round 5 Grant Project: Town Square Expansion – Public Outreach & Project Elements
Recommended Action:	That the City Council: **1.** Provide direction to staff on whether this property acquisition is something they're interested in staff investigating further as it relates to an upcoming State Parks Grant opportunity.

BACKGROUND:

The property at 411 Railroad Avenue is privately owned and has been listed for sale. Staff is interested in City Council providing direction on whether this property is something they would like staff to investigate; as it pertains to the upcoming State Parks grant due on December 17th, 2026. Land acquisition is one element covered within the upcoming grant. If obtained; this property would expand the footprint of Town Square. A non-legally binding letter from a 'willing seller' would be required for the application.

ATTACHMENTS: None

Review Information:

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

Comments:

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City of Blue Lake
Staff Report

Agenda Item #:	**13**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Bike & Skate Park Update
Recommended Action:	That the City Council: 1. Receive the report. 2. Accept the engineered as-built record drawings for Phase 1 3. Authorize expenditure of $2,500 for fence anchors and concrete 4. Authorize the City Manager to make field decisions during paving and fencing efforts that increase authorized expenditures by up to 20% of the authorized amount. 5. Provide direction on fundraising for outstanding vendor invoices 6. Provide additional direction to the City Manager if desired.

PROJECT UPDATES

The progress on Phase 1 of the Bike Park can be broken up into a few sections.

- Section 1 (2023 – Nov 2024): ground preparation, installation of the rollers, construction of the large drop in, and paving of the majority of the first phase of the Phase 1 bike facilities. This culminates with an impressive paving operation in November 2024 with asphalt from Mercer-Fraser and dozens of local volunteers and a volunteer paving crew from Hemmingson Construction out of Crescent City.
- Section 2 (Nov 2024 – August 2025): Winterize the park and wait for spring, separation of City Manager Amanda Mager from City employment May 5, 2025, interim City Manager Dani Burkhart, and Council requests for details on the bike park construction so far. The equipment that had been mobilized by Dana Creech from Red Bluff to Blue Lake remained here awaiting Council permission to pave the remainder of what we now consider Phase 1 of the Bike Park.
    - Coordination meetings between coordination between Dana Creech, City Manager Mager, and City Engineer Foget on April 14, 2025 regarding starting work again in May 2025; another meeting with Mr. Creech, Interim City Manager Burkhart, Director Wood, and the various biking volunteer groups occurred on May 12, 2025. On June 18, 2025, Director Wood presented a detailed overview of the process and progress of the Bike Park project to Council at Prasch Hall.
    - At the July 22, 2025 Council meeting the Council adopted ordinance number 547-2025 entitled An Ordinance of the City Council of the City of Blue Lake Adopting Helmet Protective Gear Use at the Blue Lake Bike and Skate Park and wave the full reading of the ordinance with a reading by title. At that same meeting, Council adopted resolution number 1238,

approving the application for land and water conservation fund assistance for the Blue Lake Bike and Skate Park project, and authorizing the city manager to execute and submit all required documentation.
    - At the July 29, 2025 Council meeting, Jill Duffy was appointed as Interim City Manager.
    - On August 14, 205 Mayor Sawatsky, Director Wood, and JT met to discuss the upcoming paving to finish Phase 1.
    - In preparation for the August 26, 2025 Council meeting there was coordination on the RCMBA MOU, the status of the project, the lack of procurement process, and the impending already scheduled paving plan to finish Phase 1 paving on August 25 & 26th were underway.
    - Interim City Manager Duffy informed Mr. Creech and RCMBA that the planned paving was cancelled.
- Section 3 (August 2025 – current): a Corrective Action Plan was approved by Council and City Manager Short has worked through the various steps with the consultants, vendors, and volunteers. At this point paving to finish Phase 1 is scheduled for October 27 & 28, 2026. Council has allocated $15,000 for the cost of asphalt and base rock. Mr. Creech has agreed to supply his time and equipment at no charge to the City. Hemmingson Construction's crew is coming as volunteers to help pave. Numerous volunteers from MBTTA, RCMBA, and Humboldt Skate Collective are planning help.
- Points West completed the as-built survey. SHN has completed the Phase 1 As-Built record drawings (see **Attachment 1**) and confirmed that the facility as constructed, including roller height and spacing, falls within the recommendations.
- Final Phase 1 elements include installation of permanent signage, removal of the temporary construction fencing, installation of permanent wood split-rail style fencing (see **Attachment 2**), final connections for the storm drainage facilities. North Fork Lumber has indicated they are willing to donate lumber for the fencing. The style will be similar to the photos below, but will be connected with Simpson brackets to concrete footings:



Phase 2 is currently in the conceptual phase and there is a separate agenda item for this portion of the project.

FINANCIAL UPDATE

Additional meetings and coordination with Dana Creech of Wildland Operators have helped to narrow the questions regarding the outstanding invoice submitted by Wildland Operators. After having reviewed photos, backup invoices, talked with various members of the volunteer group, and looking at the emails and meeting notes I have prepared a couple of options for Council to consider. Mr. Creech is not requesting that the City pay any outstanding amount from City or existing donations but is asking for Council to authorize fundraising efforts so he can be paid for prior expenses related to donated work on Phase 1 of the Bike Park.

Initially Mr. Creech's equipment costs were being paid by Tavis Cain. This arrangement was in place until the end of 2023. City Manager Mager and the larger biking volunteer group was informed that Mr. Cain had reach the end of the amount he would fund and that additional donations needed to be found to cover future expenses. In 2023, the City received approximately $ 11,450.18. In 2024 an additional $45,767.00 was donated. And in 2025, we received $ 25,668.00, which included the $20,000 from RCMBA designated to pay Dana Creech. We continue to receive donations in 2026 including the largest donation of $150,000 from the Brunson Family Trust to finish and open the Bike Park.

Step 1 of the Corrective Action Plan was to "contact each of the vendors that have asserted outstanding financial obligation with the City for materials, services, or equipment used at the Bike Park project. Vendors will be required to supply supporting documentation substantiating their claims, including invoices, proof of services rendered, or deliverables received and evidence of prior written authorization from City staff, where applicable. No additional payments will be issued until staff have reviewed and validated the legitimacy of any claimed obligations and have informed the City Council of the findings."

At this point I have coordinate with all the vendors and am ready for City Council to review the findings.

GLJ Construction was readily able to provide details on the dates, materials, equipment and quantities that had been supplied to the Bike Park. The photos of the construction progress substantiated these details. GLJ has two invoices totaling $24,539. GLJ has been partially paid and the remaining balance is **$18,714**.

Wildland Operators (Dana Creech) has submitted two invoices to the City. One was for work through June 2024, in the amount of $30,375 which City Manager Mager approved. Three payments have been made to date totaling $26,475. The remaining balance due on this invoice is $3,900. The second invoice was for work through May 2025 in the amount of $113,040. Interim City Manager Burkhart paid $20,000 on this invoice with RCMBA brought a $20,000 donation designated for Dana Creech's invoice.

After reviewing Mr. Creech's photos, invoices, and various emails and meeting notes, I have an amount that I believe has sufficient backup to allow fundraising for. The total verified costs from January 2024 – November 2024 plus demobilization are **$81,633** (see **Attachment 3** for details). Of this amount we have paid $46,475. That leaves **$33,058** unpaid.

Mr. Creech was under the impression that after the paving in November 2024 the project would begin again as soon as the weather permitted. Based upon that impression, he left his excavator, skid steer, roller, and sheep's foot in Blue Lake. He notified the City Engineer in April 2025 that the weather was looking better, and he would be ready to begin work again in May 2025. As I described above, there was much coordination and meetings regarding the plan to finish work on the site and pave the rest of Phase 1 on August 25 & 26, 2025. When Mr. Creech invoiced in the City in June 2025, he included monthly charges for these pieces of equipment as though they were on standby status. The cost of the standby would total **$40,800**. There is no indication in the records found that the City approved of a standby charge for this equipment. In comparison, the cost of demobilizing and remobilizing the equipment would have been approximately $8,000.

There are a number of charges on the Wildland invoices that do not have sufficient backup to recommend payment in full. The charge for Diesel between the two invoices totals $28,275. The backup from Valley Pacific shows $7,453 in 2024. That is the only verification receipt provided, so that is the amount included in my recommended total. Travel expenses, included hotels, meals, mileage, etc. total $5,500. To date, no backup receipts or logs have been provided, but I have included a portion of this amount in my total. The biggest difference between what Mr. Creech has billed and what I verified is the number of months associated with the project. Through May 2025 he has invoice equipment for a total of 21 months (9 +21) but the number of months between January 2024 and May 2025 is only 17. This creates a 4-month difference for every piece of equipment.

Ultimately I believe that Council needs to select an amount that is verifiable for which the various groups can fundraise for so that Mr. Creech can been paid for the expenses he incurred in completing the work directed by the City Managers. The agreement was always that he would be paid by donation and not from City funds. He continues to state that he only want the City to allow him to be paid by donations.

ATTACHMENTS

Attachment 1: Phase 1 As-Built Record Drawings by SHN https://bluelake.ca.gov/wp-content/uploads/2026/10/13.-As-Builts-BIKE-SKATE-PARK-11x17-1.pdf

Attachment 2: Fencing Layout https://bluelake.ca.gov/wp-content/uploads/2026/10/13.-Fencing-Layout-11x17-1.pdf

Attachment 3: Summary of Equipment and Materials verified for Wildland Operators

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Review Information:

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

Comments:

Attachment 1

SHN As-Built Record Drawings

Link:

https://bluelake.ca.gov/wp-content/uploads/2026/10/13.-As-Builts-BIKE-SKATE-PARK-11x17-1.pdf

Attachment 2

SHN Fencing Layout

Link:

https://bluelake.ca.gov/wp-content/uploads/2026/10/13.-Fencing-Layout-11x17-1.pdf

Attachment 3

Verified Wildland Operators Expenses

Summary of Equipment at Bike & Skate Park

Equipment Description	Oct 2023	<-- Tavis	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Total	Price Per Month	Total Owed
Wildland Operators																
Mini Excavator			1	1	1	1	1	1	1	1	1	1	1	11	$2,100	$23,100
Skid Steer							1	1	1	1	1	1	1	7	$1,000	$7,000
Loader 644K									1	1				2	$3,620	$7,240
Vibraplate(2)			1	1	1	1	1	1	1	1	1	1	1	10	$300	$3,000
Roller									1	1	1	1	1	5	$1,000	$5,000
Equipment Transport	$2,040	$2,040						$2,040		$2,040				$12,840		$12,840
Sheep's Foot									1	1	1	1	1	5	$1,000	$5,000
Propane Torches, tanks, propane													1	1	$1,000	$1,000
Rakes & Shovels for AC													1	1	$500	$500
Drainline										$1,000				$1,000		$1,000
6" Drain Pipe										$1,500				$1,500		$1,500
Diesel for Equipment						$3,275					$4,178			$7,453		$7,453
Straw Wattles								$1,000					$1,000	$2,000		$2,000
Travel Expenses						$2,500					$2,500			$5,000		$5,000
Labor Donated (hrs)					381.5						1152			1,534	$0	$0
Total																$81,633

City of Blue Lake
Staff Report

Consent Agenda Item #:	**15.a.**
Meeting Date:	October 27, 2026
Prepared By:	Jennie Short, City Manager
Subject:	September City Manager's Report
Recommended Action:	That the City Council: 1. Receive the Report 2. Discuss projects as needed 3. Provide direction to staff if desired

Attached is the monthly City Manager's Report summarizing the status and activities on the various major projects currently underway. These projects do not have any specific council action recommended, but are included to provide an update on the progress. I will be available to answer questions during the meeting.

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City Manager's Report

October 27, 2026

Project Name	Status/Notes
City Wide Operations	A request from Eliason to reduce some of the costs billed for his project will be coming before Council in November. He was informed that before his request would be considered by Council, he needed to pay the fees that he agrees are owed so that the only balance remaining are fees he believes should be waived. The Medieval Festival event went smoothly and was very well organized. They did an excellent job cleaning up after themselves. Coordination with the Jonsteen Company for Treeland has expanded to include discussion on phasing of their project and staging their initial move to the property from the Dow's Prairie area to Blue Lake. Their operations will be primarily wholesale with some retail. The engineer has performed the flood analysis and is working on concepts for sewer service connection to the parcel.
Water and Sewer Rate Analysis	I am working towards a recommendation to Council on steps necessary to charge the customers at least what we are paying to HBMWD for each gallon of water.
23/24 Audit	The audit was presented for Council's review and approval.
24/25 Audit and Year End Closeout	Now that the 23/24 audit has been approved, JJACPA can move forward with FY 24/25 & 25/26. We are anticipating that the field portion of the audit will be conducted during the later part of 2026 so that both FY 2024/25 and 2025/26 can be completed together so as to reduce audit costs.
25/26 Financial Statements	The 4th quarterly financial statements including YTD amounts are included in this packet. Just a few year-end entries remain to be completed.
25/26 Audit and Year End Closeout	I am coordinating with the auditor to execute a letter of engagement for FY25/26's audit to be completed. You will see in the 25/26 year-end financial statements included in this packet that approximately $25,000 that was budgeted for audits in 25/26 remains and will need to be moved to FY 26/27. We are anticipating that the field portion of the audit will be conducted during the later part of 2026.
Baduwa't/ Powers Creek Lower Restoration Project	The Baduwa't Watershed Council continues to look for funding for the phased project.

Project Name	Status/Notes
Rancheria New Water and Sewer services	LAFCo's Executive Director has determined that any water or sewer services to parcels outside of the City Limits requires their review under the out-of-agency approval process. This only applies to parcels that don't already have water and sewer service. The Rancheria has a few parcels that fall into this category, and the application to LAFCo is included in this packet as a separate agenda item. The connection of the sewer line from Hllo Lane to the manhole in Chartin Road was completed last week. They plugged the line until LAFCo approves the out-of-agency service to the parcels.
7th Cycle Housing Element Update	The public hearing was held October 6, 2026. The 30-day public comment period for the draft closed on Oct 14th. The 10-day period for making changes to the draft based upon public comment ends on Oct 24th. Planwest will upload the draft into the HCD Connect portal. I notified the HCD Technical Assistance Unit that is overseeing the MOU with the City to let them know we have met the milestone for the public hearing and the submission of the draft for HCD review. They now have 90 days to review the document and provide input.
Town Square Construction Project	The last item that needs to be completed is installation of the art feature. The creation of the mosaic is well underway and should be installed by the end of October. We have until December 31, 2027, to finish expending funds and submitting the project close-out paperwork. There are **$132,688.18** in project costs that are eligible for reimbursement under the State Parks Per Capita Grant. Once this final reimbursement request is paid, all $585,000 in grant funds for this project will be received.
Wastewater Plant Capacity Expansion Project	The electrical engineer has prepared a draft design for review and comment. One all input has been collected and returned; he will prepare final stamped plans. The Rancheria's electrician and his staff will complete the installation. The City will purchase all the equipment. This expansion should allow for 180 additional ERUs to be accepted at the WWTP.
Blue Lake Truck Route Phase II	This project has a specific agenda item in this packet. The construction funding must be allocated **by June 30, 2027**.
Traffic Calming	I asked the County Sheriff to help enforce the speed limit and put extra effort into patrolling this street. Speed limit signs are planned for installation on I Street.

Project Name	Status/Notes
Drainage	I continue to coordinate with CalFire's Eel River (or possibly High Rock) Conservation Camp to schedule tree and brush removal from the Powers Creek channel. The contract with the CCC has been sent. I am coordinating with their staff for assistance with Powers Creek. The City purchased 4,000 sandbags. I notified each of the property owners that want to fill and place them in preparation for a potential high rain event this winter that their requested sandbags are here and they can pick them up at City Hall. The rest will be stored at the Corp Yard for use during the event. The hope is to find a group of volunteers that will work with the City and property owners to fill the sandbags and stage them on pallets so that when they are needed during an event, they are ready to be mobilized to the appropriate locations. The Public Works crew removed blackberry bushes from the bank of Powers Creek in the 50' right of way for Chartin Road. Based upon the Flood Fight Training recommendations, we prepared the site for construction of a sandbag diversion berm that is approximately 3' high at the highest location. The Old Crows volunteered to come fill approximately 1,200 sandbags to construct the berm.  Coordination with the County regarding removal of redwood trees in ditch line to Railroad Creek is complete and we are awaiting them to schedule to work.

Project Name	Status/Notes
Bike Park	The volunteer community is excited to plan and execute the workdays necessary to finalize the shape and compaction of the area approved for paving and to complete paving of the section for Phase 1. It is looking like mid-October will be the timeframe that the necessary professional pavers are available to volunteer. Director Wood has completed numerous public outreach events and is collecting substantial and significant input from the community at large. The deadline for submission of the State Parks Per Capita Grant program round 5 is December 2026. We are working hard to collect all the information that will be necessary. The application will come before Council prior to submission. RCMBA poured beer during Annie & Mary Day as a fundraiser for the Bike Park. The acceptance of this Donation will come before Council once the exact amount is known. Mike Foget of SHN provided a scope and fee to complete the compaction testing and the as-built engineered plans. It is in a separate agenda item. A permanent sign with Bike Park Rules is being designed and printed in preparation for opening Phase 1. I have continued to coordinate with Dana Creech to receive and review additional documentation regarding his direct costs related to completing the work at the bike park. I anticipate having a draft for the Ad Hoc Committee to review in October. One the Ad Hoc is satisfied, it will be brought before the Council to review.
Hartman Sewer line Replacement	Hooven & Company completed the replacement of the sewer line in Hartman. The final trench paving and concrete collars around the cleanouts and boxes still remain to be completed.
Power Plant	We continue to collect green waste in the front paved section of the plant for future incineration in the CalFire container. We placed a pile of the wood “chips” on Taylor Way for the public to be able to take whenever they would like. Public Works staff continue to replenish the pile as needed. Councilmember Napier desires to investigate the usefulness and restrictions related to the PG&E interconnect. This is an agenda item for discussion.

Project Name	Status/Notes
Water Tank Replacement Project	The quarterly report was completed in October. CalOES has been notified of the City's concern regarding possible imminent failure of Tank 2 during the lengthy review process based upon the condition of the tank. This notification was concerning enough that the project manager's supervisor brought it up specifically to FEMA during their monthly meeting. She requested that the project be prioritized for signature since it has already received approval.
McClure Easement	Bender Rosenthal is under contract to complete the appraisal services for the acquisition services. SHN has updated the exhibit maps for the notices. McClure filed an inverse condemnation lawsuit and a first amendment. A response was filed with the Humboldt County Superior Court, and we anticipate they will take up the item in November.
Blue Lake Library ADA Project	SHN submitted a concept for the remediation to the CASp inspector & County. SHN has coordinated the fabrication of the required modifications by O&M at their cost.
DANCO Affordable Housing Development Project	The Ad Hoc Committee has met with Danco several times to discuss project details and DDA terms. This is also a closed session item.
Karen Gilkerson Claim for Damages (flooding)	The adjustor reported he should have a response soon.

City of Blue Lake

Staff Report

Agenda Item #:	**15b**
Meeting Date:	**October 27 2026**
Prepared By:	Samantha Green, City Clerk
Subject:	City Clerk Report
Recommended Action:	That the City Council: **1.** Receive the report **2.** Provide direction as needed

BACKGROUND:

The City Council expressed interest in having a City Clerk report as a way to receive updates and information about the various tasks and projects that I have completed or am a part of.

As this is the first time I am providing a report like this to the Council, my goal is to provide as much information as I can regarding my last 8 months of employment with the City. I kindly ask that you provide feedback on what the Council would like to me to focus on going forward and how often the Council would like this report to be produced.

ATTACHMENTS:

- City Clerk Report

Review Information:

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

Comments:

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CITY OF BLUE LAKE
City Clerk Report

City Council Meeting | October 27, 2026

1. Completed Tasks/Projects

A. Forms and Website Updates

- ✓ Updated business license, dog license, Transient Occupancy Tax (TOT), Public Records Act (PRA), and commission application forms.
- ✓ Created Election and Fair Political Practices Commission (FPPC) webpages.
- ✓ Added TOT information to the Business License webpage and the Accessory Dwelling Unit (ADU) Handbook to the Building Permits webpage.
- ✓ Added 2025 City Council meeting minutes and videos to the City website.
- ✓ Updated the Public Safety webpage with current Community Emergency Response Team (CERT) information.

B. Records, Ordinances, and Administration

- ✓ Updated the Cross-Connection Control and Building Standards ordinances.
- ✓ Updated the Building Department fee schedule.
- ✓ Continued organizing and filing missing City records, including resolutions dating from Resolution No. 1200 to the present.
- ✓ Applied for the Community Credit Union (CCCU) Community Investment Grant to offset costs associated with upgraded audiovisual equipment at Skinner Store.
- ✓ Completed the 2027–2028 general liability insurance renewal.
- ✓ Completed System for Award Management (SAM) registration.
- ✓ Prepared and executed a restated residential lease for the caretaker cabin.
- ✓ Completed the Nuts-and-Bolts municipal clerk training program, earning four CMC credits.
- ✓ Managed candidate filing for the November 2026 election.

C. Transient Occupancy Tax (TOT) Program

- ✓ Assumed responsibility for the City's TOT program and began outreach to bring businesses into compliance.
- ✓ Collected $3,392.90 in TOT payments for calendar year 2026 to date. An additional $366.33 was collected for 2025 and is not included in the 2026 total.
- ✓ Actively working to collect delinquent TOT payments to improve compliance and recover past-due revenues.

2. Ongoing Responsibilities

- Monitoring compliance with dog licensing, business licensing, and TOT requirements.
- Process Encroachment permits, building permits, special event permits, planning applications, official complaints, public record requests, and claims.
- Tracking employee training, Department of Motor Vehicles (DMV) driving record checks and monitoring, and employee insurance coverage.
- Agenda preparation and posting for Council and Commission meetings

3. Projects and Tasks Underway

A. Website Accessibility

- Working with Andy at Redwood Curtain Design to implement website updates that improve accessibility and transparency
- Working on creating a master fee schedule that can be posted online

B. Records Management

- Finalizing the City resolution index.
- Conducting an inventory of existing records, identifying records eligible for destruction in accordance with applicable retention requirements, and restructuring the electronic filing system.
- Create a retention schedule for Blue Lake, we currently utilize the States retention schedule for records.

C. Policies and Administrative Documents

- Update the City Council handbook.
- Establishing/revamping the contract logging system.

D. Municipal Code Updates

- Commission ordinance amendment for Council review (draft ready)
- Political Signage Ordinance creation, the City currently relies on existing real estate sign requirements during election season. (draft ready)
- Continuing to identify and remove fees embedded in the Municipal Code where appropriate to simplify future code updates.

E. Contract Administration

- Updating the agreement with Justin Goad for recording commission meetings. (Draft ready)

4. Other Ongoing Duties and Public Service

A. Reporting and Compliance (Quarterly)

- Reports for the State Seismic and Building Standards Commission.
- Special event insurance reports.
- Building permit reports to Humboldt County.

B. Public Records Requests and Complaints

- Received and processed 61 Public Records Act requests to date in 2026.
- Approximately 13 complaints have been received and handled, including matters that did not result in a formal complaint.

C. Public Counter and Administrative Support

- Providing front-counter assistance and responding to public inquiries.
- Assist Glenn with Backflow testing device compliance