



Posted: Friday, May 03, 2019

NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on
WEDNESDAY, MAY 08, 2019, at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS AT 5:00PM

- I. **CALL TO ORDER**
- II. **ADJOURN TO CLOSED SESSION**
 1. *Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9(a)*
 2. *Real Estate Negotiations pursuant to California Government Code section 54956.8*
- III. **RECONVENE TO OPEN SESSION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – 04-10-19 cc**
- VII. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VIII. **STAFF REPORTS**
- IX. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.
- X. **CONSENT AGENDA**

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

 1. Staff Activity Report – April 2019
 2. Financial Statements March 2019
 3. Law Enforcement Report April 2019
 4. Tourist Occupancy Tax Allocation for 2018-2019
 5. Discussion/Decision regarding Resolution 2019-09; Stormwater Project USDA Funding Authorization.
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Proclamation 2019-01; In Recognition of HSU Student Contributions the Trinidad Trails Committee
 2. Discussion/Presentation regarding the Trinidad Water System Production Study.
 3. Update/Discussion/Decision regarding Council and Committee Vacancies
- X. **FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

APRIL 10, 2019 CC

Supporting Documentation follows with: _____ 5 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, APRIL 10, 2019

I. CALL TO ORDER

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Davies. Baker was absent. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

II. CLOSED SESSION REPORT – *No closed session.*

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

Motion (Ladwig/Miller) to move approve the agenda as amended; Moving agenda #5 up to first in order. Passed 4-0.

V. APPROVAL OF MINUTES – 01-09-19 cc revised, 03-13-19 cc

Motion (West/Miller) to approve the revised 01-09-19 as corrected. Passed 4-0.
Motion (Miller/West) to approve the 03-13-19 cc minutes as written. Passed 4-0.

VI. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS

West: HCAOG: Discussion regarding regional housing needs.

Miller: RCEA discussed offering 100% renewable energy by 2025, and new policies for solar buy-back, renewable energy, and a secondary energy feed into the County.

Davies: Trails Committee update. HSU students continuing their work on a maintenance policy.

Ladwig: Nothing to report.

VII. STAFF REPORTS

City Manager Naffah explained that he attended a conference last week and emergency preparedness was a topic of discussion. Spent his first month meeting with staff (both contract and local), and wants to see the General Plan work its way to the Council soon – one element at a time if necessary. Also noted the PARSAC grant program awarding \$10,000 for risk reduction projects that the City is currently working on.

VIII. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Patti Fleschner – Trinidad

Hoping to see the occupancy tax allocation paid to the local organizations soon. Also thanked City Staff for coordinating repair of the street lights. Reported recent vandalism that occurred to both the Museum and HSU Marine Lab.

Ben Morehead – Trinidad Coastal Land Trust

The City should speak with the School about their micro-grid solar installation project. Regarding Trails, the Trails Committee presented priorities to the Council in December. The Council requested the priorities be brought up during the budget discussion for funding. Provided a copy of the priorities report to the Council and Clerk for reference.

Dorothy Cox – Trinidad

The Short-Term Rental Ordinance is due for the 2-year review. Requested information on how public comments become part of the public record.

IX. CONSENT AGENDA

1. Financial Statements February 2019
2. Law Enforcement Report March 2019

Councilmember Davies asked if revenue from parking tickets issued in Trinidad come back to the City, and if so, how? City Manager offered to research it and respond to Davies.

Motion (West/Miller) to approve the consent agenda as submitted. Passed 4-0.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding the Status of Councilmember Jim Baker.

City Manager Naffah explained that Baker has been out on leave since February, and has officially submitted a letter of resignation.

City Clerk Adams explained that the Council may fill the position by appointment, but since the resignation falls within the first half of Baker's 4-year term, the candidate must participate in a future election to qualify their candidacy for the full remaining term. The City Clerk will begin advertising for the position immediately, and recommended the appointment deadline of the regular meeting in June. The position may remain open for that length of time if necessary, depending on whether a qualified candidate comes forward before the May meeting.

There were no Council or public comments.

No decision was made. Jim Baker's resignation was accepted and the City Clerk will begin advertising for the open seat immediately.

2. Discussion/Decision Regarding Resolution 2019-17: Establishing the Short-Term Rental (STR) Advisory Committee.

At the regular meeting on November 14, 2019, the Council appointed members to the Short-Term Rental Advisory Committee. The STR Committee held its first meeting in late January and requested clarification from the Council on various process-related topics. After a lengthy discussion at the regular meeting on February 13, the Council suspended the Committee until a formal resolution was adopted that clarified the mission, expectations, and procedures that define how it would operate. Councilmember West agreed to coordinate development of the draft resolution and bring it back for review and consideration.

Council comments included:

Davies: The Resolution included in this meeting packet is different from the Council West's version. Why?

City Manager Naffah explained why changes were made and stated the Council has the opportunity tonight to make additional amendments if necessary. **Ladwig** and **West** explained the process of drafting the first version, and how they worked together to form the final draft.

Written comments received:

Kathleen Lake – Trinidad

Submitted an alternative resolution and supporting letter explaining her disappointment that her version was not included in the packet without notification, and requested it be made available to the public.

Public comments included:

Dick Bruce – Trinidad

The draft ordinance covers what I hoped to participate in when I signed up for this committee. Keep it brief and to the point.

Susan Rotwein – Trinidad

I agree. The draft resolution is good. I suggest the following edits; 1) strike "neutral" Planning Commission member. 2) The Council should "appoint" not "approve" Planning Commission recommendations for new members or chairpersons. 3) 2-year terms for all committee members. The current Planning Commissioner appointment is neither appropriate nor healthy for this Committee.

Jonna Kitchen – Trinidad

How will "neutrality" of the Planning Commissioner be determined? Why would there only be a 1-year term for that position? I don't agree that committee member residency should be a concern. The city has stacks of documents and evidence that the current committee chairperson dislikes STR's.

Dorothy Cox – Trinidad

Committee members should be required to live in town...not on the East Coast. I don't agree with Susan. Remove the word "neutral". Before going any further, the City needs a resolution that defines how committees are created.

Adora King – Trinidad

I have copies of both resolutions; the one included in the packet, and another version written by Kathleen Lake. Residents or non-resident qualifications should be considered tonight. "It's time to put (our differences) aside." Let's give this committee a try.

Mayor Ladwig read aloud a letter submitted by resident **Alan Grau** that criticized city staff, supported the kick-off meeting held by the current committee, supported only residents on the committee, and noted possible conflict of interest and bias's.

Council comments included:

West: I agree with revisions that include 2-year terms of office for everyone, residency preferred but not mandatory for all but 1 member, and staggered terms. I'd like to see this committee get to work.

Miller: I prefer residents, but the reality is that we need to have a good selection to choose from. I also agree that the Committee should be able to select its own Chair. I agree we need to remove the word "neutrality", and keep this resolution as simple as possible. The draft before us tonight is very clear, and I want to see this committee get to work.

Ladwig: I support 1 member from outside the City limits, but prefer them all to be residents. I also support looking at other cities to see how they're handling STR related issues as well. Strike "neutral" and make 2-year terms for everyone. I support the City Manager having authority over additional meetings and believe this is a great template resolution for guidance for future committees.

Davies: We are putting the cart before the horse. We need a resolution that defines how committee's are formed, and separate resolutions for each committee created. The real bias here is with the people that make money off the STR commercial activity. Only residents should be included in all committees. Remove "neutral". Committee should appoint its own chair. The Planning Commission needs to be given credit for their independence, and their appointment to the STR Committee should be final. I'm voting no on this tonight and am also concerned with controlling the costs related to these committees.

Additional public comments included:

Jonna Kitchen – Trinidad

I have a right to come to this podium and speak without fear of being attacked personally by Councilmembers for my comments. I ask for protection by the Council to prevent this from happening again.

Susan Rotwein – Trinidad

Personal attacks are not acceptable in this forum.

Motion (Ladwig/Miller) to make the following revisions and adopt Resolution 2019-07 as amended:

- 1) Include "visitors & residents" in the Purpose section.
- 2) Membership may include 1 outside-city resident.
- 3) Remove "neutral" from the Planning Commission Chair position in the Membership section.
- 4) Change "approve" to "appoint" in the last sentence of the Committee Membership section.
- 5) Allow the Chair to be appointed by the Committee (in the Membership section).
- 6) 2-year terms for all members.

Motion passed 3-1; Davies-No.

3. Discussion/Decision regarding Application Proposal for HCAOG Funds to Enhance Crosswalk Safety in the School Zone on Trinity Street

The Humboldt County Association of Governments released a call for projects for their 2% TDA Bicycle & Pedestrian Program. The City has the opportunity to submit an application to request funding for the installation of an enhanced crosswalk system for the Trinity Street recommended improvement to enhance pedestrian visibility and safety at the crosswalk.

In October 2018, the City was contacted by Katie Cavanaugh, Principal of Trinidad Union Elementary School, who was concerned about potentially unsafe conditions along Trinity Street in front of the School. The City Engineer met with Ms. Cavanaugh to discuss and observe the conditions. Following the meeting the City Engineer developed a number of recommended improvements to increase school zone safety. Public Works has implemented several of the improvements included establishing no-parking zones on all sides of the crosswalk, installation of in-roadway signage, and trimming trees for improved visibility. In addition to the improvements that have already been implemented, the Engineer recommended enhancing the existing crosswalk with a Rapid Rectangular Flashing Beacon system, a user-activated flashing light to supplement crosswalk warning signs. It would be double sided, wireless, solar powered, and activated by push-buttons.

The City will need to hire a contractor to install the sign system, and the grant application for this project will request the approximate \$16,000 for the materials and contractor fees. The City would be responsible for any costs beyond what is funded by HCAOG, including staff time.

Public comment included:

John Dean – ?

This is a safe intersection.

Adora King – Trinidad

Should we dedicate law enforcement time to monitor the issue before dedicating funds to it?

Dorothy Cox – Trinidad

No school isn't concerned about safety. This is the slowest part of town and we have too many grants going on right now. Traffic circulation needs to be looked at. Ocean Avenue traffic is getting bad and a traffic study should be conducted.

Council comments included:

West: I support the observations and concerns of the School Principal.

*Motion (Miller/West) to authorize staff to submit a request to HCAOG for the 2% Bicycle and Pedestrian TDA to fund an enhanced crosswalk system on the Trinity Street crosswalk in front of Trinidad Union Elementary School, and if awarded authorize the City Manager and staff to proceed with implementing the project. **Passed 4-0.***

4. Adopt Resolution 2019-06: Adopting a List of Projects for Fiscal Year 2019-2020 Funded by SB-1, The Road and Repair Accountability Act of 2017.

City Manager Naffah explained that the City is required to adopt a resolution designating projects during fiscal year 2019-2020 which will be funded by SB1: The Road Repair and Accountability Act. The City will receive an estimated \$5,820 in Road Maintenance and Rehabilitation Account (RMRA) funding in Fiscal Year 2019-2020. City Public Works staff worked with the City Engineer to identify roadway rehabilitation projects to be completed this calendar year, which can be funded in part by the City's RMRA share. The fiscal year 2019-20 list of projects includes repair, slurry seal, and marking of Parker, Hector, Edwards, and Galindo Streets.

There were no Council or public comments.

*Motion (Miller/West) to adopt Resolution 2019-06, a resolution of the City Council of the City of Trinidad incorporating a list of projects for fiscal year 2019-2020 to be funded by SB1, and authorize staff to proceed with implementation of the project. **Passed 4-0.***

5. Adopt Resolution 2019-08: In support of the Local Dungeness Crab Fishing Industry

Mayor Ladwig read the resolution aloud.

Public comment included:

Susan Rotwein – Trinidad

Thanked the Council for their support and noted the County Board of Supervisors adopted the same resolution last night. She read from a prepared statement that was distributed to the Clerk and Council regarding the impact/devastation that the abrupt closure of crab season has on local fishermen, and urged the State Legislature to do their job.

Tom Lesher – Trinidad

42-year commercial fisherman. Please support this resolution.

Dick Bruce – Trinidad

40-year resident of Trinidad, sport fisherman. Support the resolution.

Dennis Mayo – McKinleyville

Representing local fishermen. This community is the front line of adaptive fishing practices. Please use your authority and contact your State leaders and support the fishermen. The issues are occurring way far south – not here – but we're affected by it. Support the resolution.

Dan Cox – Trinidad

Welcomed the new City Manager. Thanked the Council for listening. Asked the Mayor to call the State leadership. We don't deserve this.

Patti Fleschner – Trinidad

Please forward the resolution to State leaders.

Council comments included:

Miller: I support a resolution that supports the impacted fishermen and their families. There is a lot of information online that explains this issue. The Council should ask the State to address the financial issues that will occur as a result of the closure. Suggested edits/editions to the Resolution that recognize the court order and provides assistance to local fishermen.

Davies: Explained his experiences with fisheries experts that changed their opinion after seeing Trinidad's fishery. I support the resolution as written. If needed we can write our own letters to accompany the resolution.

Motion (Ladwig/Davies) to adopt Resolution 2019-08; In Support of the Local Dungeness crab Fishing Industry as written. Passed 4-0.

X. FUTURE AGENDA ITEMS

- T.O.T. Allocation
- Committee Formation Resolution
- Trinidad Rancheria Harbor Trust Status Application

ADJOURNMENT: 8:50pm

Submitted by:

Gabriel Adams
Trinidad City Clerk

Approved by:

Steve Ladwig
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

1. Staff Activity Report – April 2019

Staff Report

To: Mayor and City Council

From: City Manager and Staff

Date: May 3, 2019

City Manager

Some of the highlights of the past month include:

Attended meetings of the Trails Committee, the Planning Commission, and a Gov to Gov meeting with the Rancheria.

Attended a meeting of the Trinidad Land Trust, and a scholarship presentation at the Trinidad Civic Club meeting.

Attended the Humboldt City Managers and County CAO Group, where the County's Community Development Dept. discussed affordable housing.

Attended a CCNM (California Coastal National Monument) meeting where various projects and events were discussed.

Met the County representative of the CAP (Climate Action Plan) and our City Planner to discuss possible measures for cities.

Met with Dan Keene, local representative of ICMA (International City/County Managers' Association) to discuss issues facing our city and similar smaller cities.

Met with John Weber of the Coastal Commission to discuss the Rancheria's hotel project and their land trust area.

Met Dave Tyson of the Rancheria's EDC (Economic Development Corporation) to view and discuss the proposed hotel site.

Met with the City Engineers, City Planner, and one Public Works staff to discuss the draft Water Plant Production Rate Study.

Held the first of bimonthly Staff meetings to discuss projects, issues, implementation, and direction of the city.

Upcoming meetings

Budget Workshop, draft budget for FY 2019-2020 (possibly May 22)

Redwood Empire Division of League on May 24th in Blue Lake

PARSAC semi-annual meeting, May 29-30, in Sacramento

PARSAC Grant:

A grant of \$9,848 has been obtained from PARSAC. Approximately \$5,000 will be used for building surveillance cameras, and \$4,848 will go toward the crosswalk safety improvement project.

Parking:

In anticipation of the summer, staff is identifying potential additional parking spaces that can be created by redoing and modifying some of the existing striping and painted curbs. So far 4 parking spaces have been added. The streets being addressed are Main, Trinity, and Edwards.

Signage:

Public Works is in the process of obtaining signage to indicate a 3-stop intersection. The signage will be added below the 3 stop signs at the intersection of Main, Scenic, and Patricks Point. The suggestion was made by Mayor Pro-Tem West.

The City Clerk's Office has seen a spike of activity in the Cemetery in March/April. Cemetery plots have been purchased by individuals planning ahead, but also family members dealing with immediate loss. Staff is also coordinating review of a number of encroachment permits for upcoming events such as the Fish Festival, the Civic Club Memorial Day Ceremony, Trinidad School Ocean Day Parade, and the Salmon Run. Building Permit reviews from February and March are now beginning construction as the weather has improved, and a second wave of Planning applications are piling up as the Commission could not reach conclusions on projects that were reviewed at the March meeting. The Trails Committee worked with the HSU Student volunteers to wrap up a trails maintenance policy that will be presented at the May Council meeting. A considerable amount of time was spent in April responding to the resignation of Council and Committee members and coordinating the marketing process to seek qualified individuals to fill the positions. Finally, as April 30 was the quarterly deadline for filing various reports with Federal and State agencies, it also was the deadline for local lodging and short-term rentals to file their occupancy taxes.

Public Works

Trail/lawn equipment maintenance, and mowing is in full swing. Kyle shipman has completed his water treatment operator certification prerequisite through Sacramento State University.

Staff fine-tuned chlorine dosing and chlorine residuals to reduced disinfection byproducts, and worked with GHD to complete water production rate study and to implement sludge management procedures. Performed ongoing meter reading and leak detection, and routine stormwater drainage maintenance.

GRANT ADMINISTRATION

(See attached)

May 2019 Project and Grant Coordinator Activities Report

Non-grant (general fund) Projects and tasks assigned in March and April:

- The City Engineer consultant selection process was wrapped up: The City Engineer Master Agreement with GHD, Inc. was executed. A thank you letter was sent to the other firm that submitted a Statement of Qualifications informing them that their firm was not selected. The process was documented in accordance with Caltrans Local Assistance Procedures Manual.
- Local Hazard Mitigation Plan (LHMP) – completed the Trinidad Annex Phase 3 of the plan with input from staff and submitted to Humboldt County Office of Emergency Services in April for County review. The City Annex Phase 3 will be returned to the City for a final week of review before the County finalizes the plan.
- Participated in a California Coastal National Monument (CCNM) Trinidad Gateway quarterly meeting. Continued discussion of plans for a community-wide CCNM celebration on September 28. The Ecology and Restoration work group is very concerned about the observed purple urchin invasion of the rocky intertidal habitat in and around Trinidad Bay. The group discussed partners sending letters to the California Fish and Game Commission as well as a joint letter from the work group.

Manage Grant Projects – Provided administrative support for all grants; worked with funders to complete funding agreements and develop new grant funding; coordinated with city staff, project consultants and project partners.

- Completed and submitted a multiple benefit Prop 1 IRWM proposal to replace old City and WCSD water lines and a culvert in Westhaven. The project was not selected as part of the NCRP combined grant application, but was designated as the contingency project.
- Prepared grant invoices and reports for period of January – March 2019.

Details are provided below for each grant project.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds- project development staff costs 2015- 2017
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Funded by Prop 84 grant beginning September 2017

Project Summary and Background: This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS) at Launcher Beach (see photos right and below) by constructing LID improvements along Underwood, Edwards, Ewing, and at the harbor parking lot area.

Status: 2.7 % of the total project budget has been spent to date. The City continues to coordinate with the Trinidad Rancheria regarding work in the beach parking area. The City engineer is developing a design report and beginning development of the project design. A Draft Initial Study / Mitigated Negative Declaration is available for public comment from May 1 – May 31. A hearing is scheduled at the Planning Commission meeting on May 15 at 6:00 pm. Construction is scheduled for summer 2020.

Project Name	LCP Update Project 2		
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4
Term	11/1/2017-12/31/2019	City Personnel Costs	Reimbursed by grant funds

Project Summary: This second Coastal Commission LCP grant project focuses on developing a Coastal Hazards Plan/Recommendations and Water Supply Assessment to support planning and work on the General Plan/LCP update.

Project Status: Approximately 40% of the grant budget has been spent. The build-out potential and development scenarios within the City's Water Service Area was analyzed. The water production assessment report has been completed. Based on existing studies of coastal hazards and risks an assessment is being developed with a range of options to address the risks.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Trail Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
Term	7/8/16-4/1/21	City Personnel Costs	Not reimbursed by grant except in final educational phase

Project Summary: This project will improve the Van Wycke Trail to provide better access and safety for pedestrians and bicyclists between Edwards Street and the Harbor Area.

Project Status: The CEQA Initial Study / Mitigated Negative Declaration has been approved. Allocation requests have been submitted for the project engineering/design, right of way phases and non-infrastructure (public education) tasks for approval by the California Transportation Commission in June.

Project Name	Downtown Trinidad Pedestrian and Connectivity Improvements Project		
Project Budget	\$550,000	Funding Source	Caltrans STIP
Match	\$30,000	Match paid by	City (from Gas Tax & other Transportation funding)
Term	2019 - 2021	City Personnel Costs	Partially reimbursed by STIP funds

Project Summary: The Downtown Trinidad Pedestrian and Connectivity Improvements Project will remove accessibility barriers and extend new safe and accessible pedestrian routes (in accordance with the Americans with Disabilities Act of 1990) along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

Status: In March, the City Council approved a Task Order with contract City Engineer GHD, Inc., to begin on topographic survey and right-of-way mapping, preliminary design, public meeting, CEQA documentation and preparation of allocation requests for the next phases of the project.

Project Name	Citywide Low Impact Development (LID) Planning and Construction Project (OPC Project)		
Grant Budget	\$848,650	Funding Source	Prop 1 Ocean Protection Council
Match	\$0	Match paid by	NA
Term	10/25/16-6/30/19	City Personnel Costs	Reimbursed by Grant

Project Summary: Citywide LID Planning and Construction Project goals are 1) to construct storm water system improvements on Hector and East Streets that eliminate the discharges to the Trinidad Bay (ASBS) from the upper part of town, and 2) to develop LID policies to protect the bluff by reducing infiltration of stormwater and wastewater in sensitive areas.

Project Status: 90% of the grant funds have been spent and all construction is completed. The remaining project task is to develop and install a permanent interpretive sign near the Hector Street raingarden to explain how raingardens, vegetated parking swales and infiltration treats stormwater and protects water quality in Trinidad Bay.

Project Name	Clean Beaches OWTS Repair & Replacement Grant		
Grant Budget	\$480,075	Funding Source	Prop 84 Clean Beaches Initiative Grant
Match	\$225,000 \$10,000	Match paid by	Property owners City and Consultant
Term	6/1/15 - 3/31/19	City Personnel Costs	Reimbursed by grant funds

Project Summary: The OWTS Repair Project identified and prioritized failing OWTS (septic systems) that threatened water quality in Parker, Luffenholtz and Joland Creeks, and worked with interested property owners to upgrade (repair or replace) their failing systems. The project has also provided OWTS care and maintenance information to Trinidad and Westhaven residents.

Status: 96% of the grant funds were expended. The project has been wrapped up. The Final Project Summary is attached.



Trinidad & Westhaven

Coastal Water Quality Restoration Program

OWTS Emphasis (14-477-550)

Project Overview

With State funding from Clean Beaches Initiative Grant Program (Proposition 84), the City of Trinidad coordinated repairs and replacements of Onsite Wastewater Treatment Systems (OWTS or Septic Systems) on priority parcels in the Trinidad and Westhaven Planning Area. The project focused on Parker Creek, Lower Luffenholtz Creek, and Joland Creek watersheds to reduce the bacterial contamination in nearshore waters at local beaches that have resulted from malfunctioning OWTS. The Project identified malfunctioning OWTS through targeted bacterial water quality sampling, GIS parcel analysis, and inspections of prioritized at-risk OWTS. Water quality monitoring occurred at designated sampling locations over the course of the project (2016 to 2019), providing perspective on the effectiveness of OWTS repairs.

Pre- Project Monitoring

Education and Outreach

OWTS Inspection

OWTS Prioritization

OWTS Repairs

Post-Project Monitoring



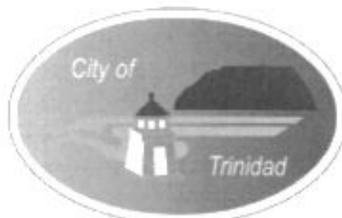
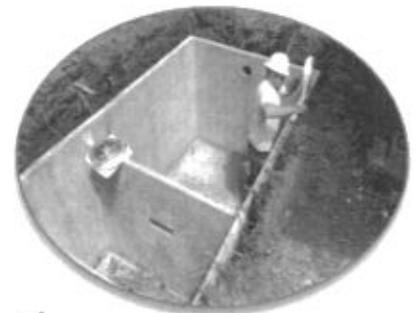
Background

The nearshore ocean zone along the Trinidad and Westhaven is a recreational and biological treasure. Crashing waves and idyllic beaches are enjoyed by an array of outdoor enthusiasts. Moreover, the nutrient rich waters support a rich diversity of organisms and habitats. However, bacteriological contamination in nearshore waters has been linked with Onsite Wastewater Treatment Systems (OWTS), or septic systems used throughout the Trinidad region for wastewater disposal. Many properties were developed prior to current regulatory standards and the OWTS would fail to meet current design requirements. Water quality sampling results show that bacteria pollution is impacting coastal waters with some coastal streams having bacteria counts in excess of 1,000 times the contact recreational standards after rainfall events.

Implementation

Failing systems in priority areas were prioritized and approved for the repair list. Of \$555,300 in OWTS repair costs, 51% was paid by the grant and 49% paid by the landowners on an income-based sliding scale. Over the course of two construction seasons, the project successfully replaced OWTS serving 67 residences, consisting of nine separate construction projects:

- Two construction projects replacing two-family residential OWTS.
- Six construction projects replacing single-family residential OWTS.
- One project that constructed a new commercial OWTS serving 57 low-income residences.

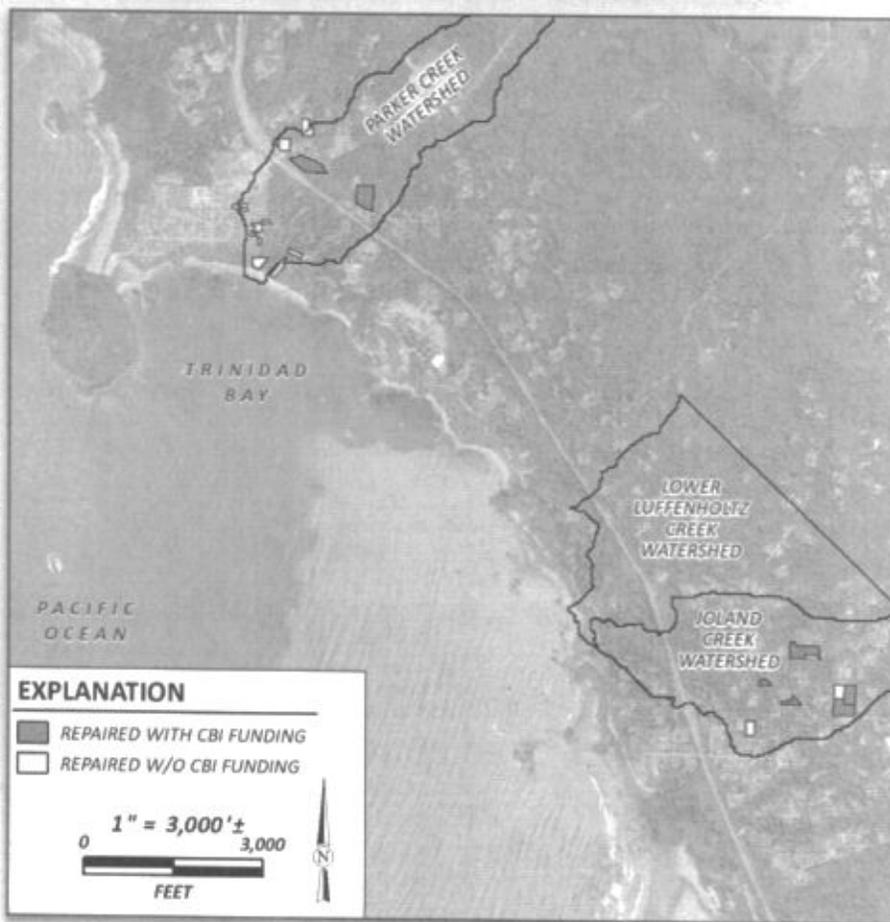


Project Results

Annual variation in precipitation frequency, quantity, and intensity makes measuring bacteriological contamination trends highly variable. However, over the course of the project period (2016 to 2019), the project fulfilled one of its goals in reducing the total number of recreational standard exceedances at Luffenholtz Beach. These years were relatively wet years, so the reduction in exceedances is a indication that the project was successful at reducing bacterial contamination in the surf zone.

The majority of repairs occurred in the Parker Creek watershed. Pre- and post-project monitoring in Parker Creek shows a decrease in the number of exceedances for two of three sampled bacteria types. No OWTS repairs occurred in the Luffenholtz Creek watershed due to a lack of public participation. As such, Luffenholtz Creek was used as a control to help interpret monitoring data. With no OWTS systems replace in Luffenholtz Creek, pre- and post-project monitoring shows an increase in the number of exceedances for two of three sampled bacteria types. The most pronounced decrease in bacteria counts pre-and post-project of any of the priority watersheds occurred in Joland Creek, which also had the highest levels of bacteriological contamination entering project implementation. Water quality results are shown only for the lowest sampling points in each watershed, because they capture all the repairs.

Figure 1. Trinidad & Westhaven Repaired OWTS



Conclusion

Overall the project was a success. However, lack of public participation during outreach initiatives made the identification and prioritization of OWTS challenging. But City staff were able to work with participating community members to repair and replace a number of failing or malfunctioning OWTS that were high-risk threats to water quality within the project area. Pre- and post-project water quality sampling showed reductions in exceedances of bacterial water quality standards. Property owners within the project area are more educated regarding the proper operation and maintenance of OWTS. Into the future, the City will continue to provide public outreach and education regarding OWTS to residents and visitors to the City and will continue to monitor water quality as funding allows.

Figure 2. Luffenholtz Beach Surf Zone % of Samples Exceeding REC-1 Indicator Bacteria Standards

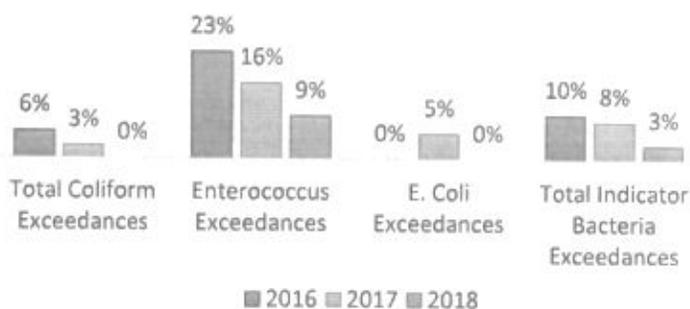


Table 1. Percentage of Samples Exceeding REC-1 Bacteria Standards Before and After Project Implementation

Sample Area	Total Coliform Exceedances	Enterococcus Exceedances	E. Coli Exceedances	Total Indicator Bacteria Exceedances
All Lower Project Sites Pre-Project Construction	17%	42%	25%	28%
All Lower Project Sites Post-Project Construction	19%	31%	25%	25%
Lower Joland Creek Watershed Pre-Project Construction	25%	50%	50%	42%
Lower Joland Creek Watershed Post-Project Construction	20%	40%	20%	27%
Lower Luffenholtz Creek Watershed Pre-Project Construction	0%	25%	0%	8%
Lower Luffenholtz Creek Watershed Post-Project Construction	17%	17%	17%	17%
Lower Parker Creek Watershed Pre-Project Construction	25%	50%	25%	33%
Lower Parker Creek Watershed Post-Project Construction	20%	40%	40%	33%



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

2. Financial Statements March 2019

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 3/1/2019 Through 3/31/2019

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	PROPERTY TAX - SECURED	49,417.07	49,417.07	92,000.00 (46.29)%
41020	PROPERTY TAX - UNSECURED	3,540.62	3,540.62	3,400.00 4.14%
41040	PROPERTY TAX-PRIOR UNSECURED	20.27	20.27	50.00 (59.46)%
41050	PROPERTY TAX - CURRENT SUPPL	474.08	474.08	1,300.00 (63.53)%
41060	PROPERTY TAX-PRIOR SUPPL	104.30	104.30	200.00 (47.85)%
41070	PROPERTY TAX - FINES	83.75	83.75	500.00 (83.25)%
41071	MOTOR VEHICLES	0.00	0.00	500.00 100.00%
41110	PROPERTY TAX EXEMPTION	177.27	177.27	1,300.00 (86.36)%
41130	PUBLIC SAFETY 1/2 CENT	551.00	551.00	1,900.00 (71.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	2,251.43	2,251.43	4,500.00 (49.97)%
41190	PROPERTY TAX ADMINISTRATION FE	(1,178.00)	(1,178.00)	(2,300.00) (48.78)%
41200	LAFCO Charge	(508.57)	(508.57)	(1,850.00) (72.51)%
41220	IN LIEU VLF	0.00	0.00	30,000.00 100.00%
42000	SALES & USE TAX	20,723.49	172,189.03	245,000.00 (29.72)%
43000	TRANSIENT LODGING TAX	0.00	80,697.46	138,000.00 (41.52)%
46000	GRANT INCOME	0.00	0.00	120,000.00 100.00%
46100	Measure Z Grant Income	0.00	0.00	75,000.00 100.00%
47310	VEHICLE LICENSE COLLECTION	0.00	176.39	0.00 0.00%
53010	COPY MACHINE FEE	0.00	60.35	50.00 20.70%
53020	INTEREST INCOME	314.64	21,993.38	15,000.00 46.62%
53090	OTHER MISCELLANEOUS INCOME	60.00	9,409.81	2,500.00 276.39%
54020	PLANNER- APPLICATION PROCESSIN	3,746.20	26,921.37	9,000.00 199.13%
54050	BLDG.INSP-APPLICATION PROCESSI	514.17	4,657.34	10,000.00 (53.43)%
54100	ANIMAL LICENSE FEES	170.00	280.00	200.00 40.00%
54150	BUSINESS LICENSE TAX	120.00	17,415.00	9,500.00 83.32%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	0.00	8,000.00 100.00%
54300	ENCROACHMENT PERMIT FEES	50.00	350.00	400.00 (12.50)%
56400	RENT - VERIZON	2,536.35	24,281.97	49,600.00 (51.04)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,200.00 100.00%
56550	RENT - PG& E	0.00	0.00	10,000.00 100.00%
56650	RENT - SUDDENLINK	0.00	5,074.66	6,500.00 (21.93)%
56700	RENT - TOWN HALL	125.00	2,340.00	6,500.00 (64.00)%
	Total Revenue	83,293.07	420,779.98	841,950.00 (50.02)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 3/1/2019 Through 3/31/2019

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
60900	HONORARIUMS	250.00	1,850.00	3,500.00	47.14%
61000	EMPLOYEE GROSS WAGE	6,504.15	82,101.99	126,315.00	35.00%
61470	FRINGE BENEFITS	0.00	346.20	0.00	0.00%
65100	DEFERRED RETIREMENT	780.51	8,449.14	15,158.00	44.26%
65200	MEDICAL INSURANCE AND EXPENSE	1,019.62	10,372.19	25,940.00	60.01%
65250	Health Savings Program	41.64	392.18	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	10,943.18	4,737.00	(131.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	106.78	533.95	500.00	(6.79)%
65600	PAYROLL TAX	548.21	6,933.58	10,823.00	35.94%
65800	Grant Payroll Allocation	(83.39)	(7,003.74)	(5,500.00)	(27.34)%
68090	CRIME BOND	0.00	487.50	500.00	2.50%
68200	INSURANCE - LIABILITY	0.00	(5,584.18)	12,400.00	145.03%
68300	PROPERTY & CASUALTY	0.00	5,437.90	4,800.00	(13.29)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	10,000.00	100.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	3,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	52,091.93	51,000.00	(2.14)%
71410	BLDG INSPECTOR-ADMIN TASKS	554.46	5,048.92	7,000.00	27.87%
71510	ACCOUNTANT-ADMIN TASKS	986.57	12,817.01	15,000.00	14.55%
71620	AUDITOR-FINANCIAL REPORTS	1,495.00	12,610.00	14,500.00	13.03%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
72100	BAD DEBTS	0.00	750.00	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	74.00	817.75	3,000.00	72.74%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	6,750.00	9,000.00	25.00%
75180	UTILITIES	1,526.00	9,289.94	8,250.00	(12.61)%
75190	DUES & MEMBERSHIP	0.00	128.00	750.00	82.93%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	3,945.74	4,000.00	1.36%
75220	OFFICE SUPPLIES & EXPENSE	1,903.17	4,496.16	6,500.00	30.83%
75240	BANK CHARGES	0.00	40.00	200.00	80.00%
75280	TRAINING / EDUCATION	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	234.48	1,587.80	1,800.00	11.79%
76130	CABLE & INTERNET SERVICE	215.88	1,938.94	3,500.00	44.60%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	303.00	500.00	39.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
	Total Expense	<u>16,907.08</u>	<u>228,375.08</u>	<u>375,673.00</u>	<u>39.21%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 3/1/2019 Through 3/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	209.96	3,352.64	5,656.00	40.72%
65100	DEFERRED RETIREMENT	25.20	308.79	679.00	54.52%
65200	MEDICAL INSURANCE AND EXPENSE	23.45	189.34	0.00	0.00%
65250	Health Savings Program	1.33	4.83	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	17.66	279.44	485.00	42.38%
75170	RENT	750.00	6,750.00	9,000.00	25.00%
75180	UTILITIES	121.34	1,226.52	2,000.00	38.67%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	245,000.00	100.00%
75350	ANIMAL CONTROL	124.00	1,104.00	1,500.00	26.40%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	91.61	822.65	1,200.00	31.45%
78170	SECURITY SYSTEM	76.50	531.00	0.00	0.00%
	Total Expense	<u>1,441.05</u>	<u>14,785.47</u>	<u>266,482.00</u>	<u>94.45%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 3/1/2019 Through 3/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	1,350.00	1,800.00	25.00%
75180	UTILITIES	51.98	382.41	550.00	30.47%
75190	DUES & MEMBERSHIP	190.00	334.00	250.00	(33.60)%
75280	TRAINING / EDUCATION	80.00	80.00	500.00	84.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
76110	TELEPHONE	101.81	1,035.16	1,000.00	(3.52)%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	82.51	350.00	76.43%
78150	VEHICLE REPAIRS	0.00	158.57	2,500.00	93.66%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	448.32	1,000.00	55.17%
78190	MATERIALS, SUPPLIES & EQUIPMEN	(466.95)	2,336.02	5,000.00	53.28%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
Total Expense		<u>106.84</u>	<u>6,206.99</u>	<u>17,350.00</u>	<u>64.22%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 3/1/2019 Through 3/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	6,541.68	62,910.10	93,517.00	32.73%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	785.01	6,877.16	11,222.00	38.72%
65200	MEDICAL INSURANCE AND EXPENSE	(195.67)	24,468.61	44,584.00	45.12%
65250	Health Savings Program	49.06	1,081.70	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	43.36	0.00	0.00%
65600	PAYROLL TAX	550.03	5,296.24	8,013.00	33.90%
65800	Grant Payroll Allocation	(5,862.64)	(55,608.99)	(75,500.00)	26.35%
71210	CITY ENGINEER-ADMIN. TASKS	10,476.25	20,370.00	10,000.00	(103.70)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	3,000.00	100.00%
75180	UTILITIES	40.00	50.13	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,847.00	2,500.00	(13.88)%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	9,250.00	25,000.00	63.00%
75370	UNIFORMS/PERSONAL EQUIP.	83.78	370.18	450.00	17.74%
76110	TELEPHONE	0.00	175.68	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	181.05	9,157.80	3,000.00	(205.26)%
78120	STREET LIGHTING	620.73	3,647.45	4,500.00	18.95%
78130	TRAIL MAINTENANCE	0.00	1,094.46	3,500.00	68.73%
78140	VEHICLE FUEL & OIL	276.68	2,245.31	4,000.00	43.87%
78150	VEHICLE REPAIRS	0.00	224.01	2,500.00	91.04%
78160	BUILDING REPAIRS & MAINTENANCE	52.65	5,548.70	15,000.00	63.01%
78170	SECURITY SYSTEM	0.00	213.00	500.00	57.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	421.83	4,092.53	6,000.00	31.79%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	4,304.27	1,000.00	(330.43)%
	Total Expense	<u>14,020.44</u>	<u>112,245.78</u>	<u>166,793.00</u>	<u>32.70%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 3/1/2019 Through 3/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	1,775.20	7,252.26	6,200.00	16.97%
	Total Revenue	<u>1,775.20</u>	<u>7,252.26</u>	<u>16,700.00</u>	<u>(56.57)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	912.48	8,216.72	12,089.00	32.03%
65100	DEFERRED RETIREMENT	109.48	792.32	1,451.00	45.39%
65200	MEDICAL INSURANCE AND EXPENSE	315.75	2,611.94	5,348.00	51.16%
65250	Health Savings Program	7.85	236.42	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	12.23	0.00	0.00%
65600	PAYROLL TAX	77.43	669.93	1,036.00	35.33%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	Total Expense	<u>1,422.99</u>	<u>12,998.53</u>	<u>22,074.00</u>	<u>41.11%</u>
	Net Income	<u>352.21</u>	<u>(5,746.27)</u>	<u>(5,374.00)</u>	<u>6.93%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue				
53020	0.00	0.00	8,000.00	(100.00)%
53090	450.00	720.00	2,000.00	(64.00)%
57100	23,290.22	242,825.58	315,000.00	(22.91)%
57200	750.00	5,970.00	5,000.00	19.40%
57300	0.00	0.00	1,000.00	(100.00)%
57500	(248.14)	1,594.85	1,000.00	59.48%
Total Revenue	24,242.08	251,110.43	332,000.00	(24.36)%
Expense				
61000	7,537.92	70,120.07	103,994.00	32.57%
61250	0.00	0.00	501.00	100.00%
65100	904.57	7,486.77	12,479.00	40.01%
65200	2,786.40	25,629.95	42,412.00	39.57%
65250	59.18	1,214.16	0.00	0.00%
65300	0.00	4,575.08	3,900.00	(17.31)%
65500	0.00	44.47	0.00	0.00%
65600	632.36	5,746.96	8,910.00	35.50%
68090	0.00	262.50	300.00	12.50%
68200	0.00	6,363.70	6,650.00	4.31%
68300	0.00	2,416.05	2,625.00	7.96%
71110	0.00	0.00	1,000.00	100.00%
71210	1,404.00	1,479.50	4,000.00	63.01%
71510	531.23	6,901.44	6,700.00	(3.01)%
71620	805.00	6,790.00	7,000.00	3.00%
72100	0.00	499.22	350.00	(42.63)%
75180	833.81	10,576.16	13,500.00	21.66%
75190	0.00	197.52	1,500.00	86.83%
75200	0.00	1,985.00	0.00	0.00%
75220	576.64	2,449.64	3,000.00	18.35%
75240	0.00	40.00	100.00	60.00%
75280	0.00	402.53	1,000.00	59.75%
75300	0.00	0.00	6,000.00	100.00%
76110	138.07	1,214.30	1,800.00	32.54%
76130	61.95	557.55	750.00	25.66%
76160	0.00	1,173.30	4,500.00	73.93%
78120	0.00	0.00	1,600.00	100.00%
78140	97.46	559.85	1,500.00	62.68%
78150	0.00	4,852.27	2,000.00	(142.61)%
78160	0.00	205.75	1,000.00	79.42%
78170	0.00	229.50	500.00	54.10%
78190	107.64	1,379.76	6,000.00	77.00%
78200	625.30	7,544.33	1,000.00	(654.43)%
79100	70.00	3,152.68	4,000.00	21.18%
79120	35.00	5,074.10	7,500.00	32.35%
79130	0.00	438.09	1,000.00	56.19%
79150	0.00	64,818.52	68,000.00	4.68%
79160	120.00	7,343.56	6,000.00	(22.39)%
Total Expense	17,326.53	253,724.28	333,071.00	23.82%
Net Income	6,915.55	(2,613.85)	(1,071.00)	144.06%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 3/1/2019 Through 3/31/2019

<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
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CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Law Enforcement Report April 2019



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 4/8/2019 and 4/14/2019

04/15/2019

Date	Inc #	Type	Time	Location	Dispositio
04/08/2019	1904080001	XPAT	00:05:44	380 PATRICKS POINT DR	Cad Documentation Only
04/08/2019	1904080030	FU	08:05:52	1277 STAGECOACH RD	Cad Documentation Only
04/08/2019	1904080045	242	09:49:02	27 SCENIC DR	Report Taken
04/08/2019	1904080061	INV	12:27:06	1313 DRIVER RD	Public Assist
04/08/2019	1904080155	CIVIL	21:44:51	480 PATRICKS POINT DR	Public Assist
04/08/2019	1904080164	PED	22:49:10	SCENIC DR	Field Interview
04/09/2019	1904090001	XPAT	00:05:56	380 PATRICKS POINT DR	Cad Documentation Only
04/09/2019	1904090039	487	09:53:31	1446 ADAMS FOX FARM RD	Report Taken
04/09/2019	1904090046	FU	10:23:51	1277 STAGECOACH RD	Cad Documentation Only
04/09/2019	1904090156	PC	21:21:50	199 N WESTHAVEN DR	Quiet on Arrival or Departur
04/10/2019	1904100003	XPAT	00:05:06	380 PATRICKS POINT DR	No Report
04/10/2019	1904100054	CIVS	10:11:31	3674 PATRICKS POINT DR	Good Service
04/10/2019	1904100058	SUSPP	10:30:09	357 MAIN ST	Field Interview
04/10/2019	1904100084	NPROB	12:32:51	3602 PATRICKS POINT DR	Cad Documentati on Only
04/10/2019	1904100091	FP	12:58:50	(UNKNOWN ADDRESS)	Cad Documentati on Only
04/10/2019	1904100099	CIVS	13:31:45	199 N WESTHAVEN DR	Call Created in Error
04/10/2019	1904100101	CIVS	13:34:48	199 N WESTHAVEN DR	Good Service
04/10/2019	1904100109	CUST	13:55:09	322 WESTGATE DR	Civil Problem
04/10/2019	1904100160	NPROB	19:25:07	941 1ST AVE	Public Assist
04/11/2019	1904110002	XPAT	00:05:53	380 PATRICKS POINT DR	No Report
04/11/2019	1904110028	XPAT	08:25:37	300 TRINITY ST	Cad Documentation Only
04/11/2019	1904110133	WELF	16:46:29	400 SEASCAPE LN	Civil Problem
04/11/2019	1904110144	WELF	19:19:31	884 9TH AVE	Cad Documentation Only
04/12/2019	1904120034	XPAT	10:00:10	1 MAIN ST	Cad Documentation Only
04/12/2019	1904120064	INV	14:13:33	1277 STAGECOACH RD	Supplemental Taken
04/12/2019	1904120065	CIVS	14:17:16	864 PATRICKS POINT	Negative Service
04/12/2019	1904120073	LIVSTK	15:07:56	820 STAGECOACH RD	Public Assist
04/13/2019	1904130007	415	00:40:39	822 TEP-PAH LN	Cad Documentation Only
04/13/2019	1904130012	VEHI	01:31:31	201 MAIN ST	Field Interview
04/13/2019	1904130014	WELF	01:51:29	822 TEP-PAH LN	Cad Documentati on Only
04/13/2019	1904130019	VEHI	02:47:18	SCENIC DR/KIDDER RD	Field Interview
04/13/2019	1904130041	WELF	08:38:47	52 METSKO LN	Cad Documentation Only
04/13/2019	1904130045	ANIMAL	09:14:26	1225 STAGECOACH RD	Cad Documentation Only
04/13/2019	1904130048	XPAT	10:00:45	199 N WESTHAVEN DR	Cad Documentation Only
04/13/2019	1904130066	602	13:07:27	822 TEH PAH	Cite
04/13/2019	1904130082	ANIMAL	15:11:21	3415 PATRICKS POINT DR	Cad Documentation Only
04/13/2019	1904130086	UNW	15:34:29	389 MAIN ST	Arrest Made
04/13/2019	1904130108	FU	18:54:48	1225 STAGECOACH DR	Supplemental Taken
04/13/2019	1904130116	33X	19:25:27	1277 STAGECOACH RD	Billable Alarm
04/14/2019	1904140041	FU	10:15:46	271 LYNDA WAY	Cad Documentation Only
04/14/2019	1904140057	CUST	13:11:24	822 TEH-PAH	Public Assist
04/14/2019	1904140060	UNW	13:36:26	322 MAIN ST	Unable to Locate
04/14/2019	1904140108	FP	20:04:43	(UNKNOWN ADDRESS)	No Report
04/14/2019	1904140109	INV	20:07:08	WESTHAVEN DR/N WESTHAVEN	Cad Documentation Only

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

Incident Search Results

City is trinidad or trin, Date Between 4/15/2019 and 4/21/2019

04/22/2019

Date	Inc #	Type	Time	Location	Dispositio
04/15/2019	1904150038	FU	07:48:05	1277 STAGECOACH RD	Supplemental Taken
04/15/2019	1904150069	ANIMAL	10:37:51	RAINBOW LN	Unable to Locate
04/15/2019	1904150081	XFER	11:23:44	STATE HWY 101/BIG LAGOON	Xfer to CHP
04/15/2019	1904150125	PROPL	15:57:32	.TRINIDAD	Report Taken
04/15/2019	1904150128	PROPF	16:14:07	1770 LYNDA LN	Unable to Locate
04/15/2019	1904150131	ASSISTA	16:32:20	199 N WESTHAVEN DR	Agency Assist
04/16/2019	1904160011	FP	00:22:15	100 JANIS CT	Clear Unoccupied
04/16/2019	1904160013	VEHI	00:39:41	SCENIC DR/BAKER RANCH RD	Field Interview
04/16/2019	1904160042	459	07:41:27	950 SCENIC DR	Report Taken
04/16/2019	1904160134	CIVS	15:31:26	864 PATRICKS POINT DR	Negative Service
04/16/2019	1904160138	33X	16:20:24	130 SCENIC DR	Billable Alarm
04/17/2019	1904170048	XPAT	08:00:38	1146 DRIVER RD	No Report
04/17/2019	1904170066	VEHI	09:35:09	SCENIC DR	Field Interview
04/17/2019	1904170084	VEHI	11:25:34	322 MAIN ST	Field Interview
04/17/2019	1904170116	TRF	14:01:29	SB STATE HWY 101/1 ML JS	Warned
04/17/2019	1904170122	EVIC	14:29:20	199 N WESTHAVEN DR	Call Created in Error
04/17/2019	1904170123	EVIC	14:29:58	199 N WESTHAVEN DR	Negative Service
04/17/2019	1904170140	TRF	15:58:15	.TRINIDAD PIER	Cite
04/17/2019	1904170199	WELF	22:33:24	389 MAIN ST	Gone On Arrival
04/17/2019	1904170201	PED	22:42:45	400 JANIS CT	Arrest Made
04/18/2019	1904180038	XPAT	08:00:20	300 TRINITY ST	Cad Documentation Only
04/18/2019	1904180043	415	08:17:52	(UNKNOWN ADDRESS)	Unable to Locate
04/18/2019	1904180117	CUST	14:57:36	300 TRINITY ST	Public Assist
04/18/2019	1904180118	AVA	14:57:39	700 EDWARDS ST	Cad Documentation Only
04/18/2019	1904180144	DUMP	18:27:35	FRONTAGE RD	Public Assist
04/19/2019	1904190059	XPAT	10:00:14	389 MAIN ST	Cad Documentation Only
04/19/2019	1904190110	TRF	13:59:45	27 SCENIC DR	Cite
04/19/2019	1904190134	TRF	15:23:25	33 BERRY RD	Cite
04/19/2019	1904190140	242	16:05:25	971 8TH AVE	Cad Documentation Only
04/19/2019	1904190169	ASSISTP	19:26:44	1528 ADAMS FOX FARM RD	Pending Recontact From Rp
04/19/2019	1904190177	SUSPV	19:58:50	950 SCENIC DR	Cancel Per Rp
04/20/2019	1904200051	XPAT	10:00:40	199 N WESTHAVEN DR	Cad Documentation Only
04/20/2019	1904200089	ASSISTA	14:26:22	SB 101/SEAWOOD	Cancel Per Rp
04/20/2019	1904200098	WELF	15:56:26	822 TEP-PAH LN	Cad Documentation Only
04/21/2019	1904210043	ANIMAL	10:10:01	684 6TH AVE	Cad Documentation Only



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results City is trinidad or trin, Date Between 4/22/2019 and 4/28/2019

04/29/2019

Date	Inc #	Type	Time	Location	Dispositio
04/22/2019	1904220066	THREAT	11:05:30	850 S WESTHAVEN DR	Civil Problem
04/22/2019	1904220106	INV	14:33:27	112 TRINIMA RD	Mail In Report
04/23/2019	1904230023	XFER	04:17:17	306 VIEW AVE	Xfer to Medical
04/23/2019	1904230037	FRAUD	08:51:03	400 SEASCAPE LN	Public Assist
04/23/2019	1904230038	PED	09:04:36	300 TRINITY ST	No Assistance Needed
04/23/2019	1904230077	MP	12:11:27	.TRINIDAD AREA	Report Taken
04/23/2019	1904230108	ASSISTA	14:29:05	HIGHWAY 101 OFF RAMP/SEA	Agency Assist
04/23/2019	1904230123	ADMIN	16:02:31	1277 STAGECOACH RD	Public Assist
04/24/2019	1904240094	ASSISTP	11:04:47	170 SCENIC DR	Public Assist
04/24/2019	1904240127	PROB	12:56:15	876 PATRICKS POINT DR	Cad Documentation Only
04/24/2019	1904240139	NPROB	13:44:19	290 MOONSTONE CROSS	Public Assist
04/24/2019	1904240163	CIVS	14:49:18	870 PATRICKS POINT	Call Created in Error
04/24/2019	1904240164	CIVS	14:50:24	864 PATRICK'S POINT	Call Created in Error
04/24/2019	1904240166	CIVS	14:51:12	864 PATRICKS POINT DR	Negative Service
04/25/2019	1904250034	XPAT	08:00:41	300 TRINITY ST	Cad Documentation Only
04/25/2019	1904250057	TRF	10:44:42	SCENIC DR/MAIN ST	Report Taken
04/25/2019	1904250107	TRF	14:43:08	400 PATRICKS POINT DR	Arrest Made
04/25/2019	1904250153	33X	19:09:35	10 METSKO LN	Cancel Per Rp
04/26/2019	1904260047	XPAT	10:00:47	389 MAIN ST	Cad Documentation Only
04/26/2019	1904260124	FU	18:15:44	1277 STAGECOACH RD	Supplemental Taken
04/26/2019	1904260173	911H	23:23:22	480 PATRICKS POINT DR	Accidental Dial
04/27/2019	1904270067	XPAT	10:00:52	199 N WESTHAVEN DR	Cad Documentation Only
04/27/2019	1904270074	488	11:02:41	389 MAIN ST	Cad Documentation Only
04/27/2019	1904270075	33P	11:12:11	1828 PATRICKS POINT DR	Billable Alarm
04/27/2019	1904270076	SUSPP	11:40:27	.TRINIDAD DOCS	Not as Reported
04/27/2019	1904270081	FP	12:26:49	MAIN ST/SCENIC DR	Field Interview
04/27/2019	1904270085	PED	13:24:03	480 PATRICKS POINT DR	Field Interview
04/27/2019	1904270112	WELF	18:38:58	361 MAIN ST	Assisted
04/27/2019	1904270114	SUSPC	18:47:51	MAIN ST	Cad Documentation Only
04/27/2019	1904270131	PC	20:22:41	HECTOR ST/UNDERWOOD DR	Gone On Arrival
04/27/2019	1904270157	415	23:26:57	27 SCENIC DR	Cad Documentation Only
04/28/2019	1904280017	415	01:14:10	1170 PATRICKS POINT DR	Cad Documentation Only
04/28/2019	1904280021	ASSISTP	02:10:37	1170 PATRICKS POINT DR	Cad Documentation Only
04/28/2019	1904280034	ASSISTP	06:25:47	1170 PATRICKS POINT DR	No Report
04/28/2019	1904280035	DISP	06:29:37	1170 PATRICKS POINT DR	Cad Documentation Only
04/28/2019	1904280036	DISP	07:04:21	1170 PATRICKS POINT DR	Cad Documentation Only
04/28/2019	1904280040	415	08:10:41	607 PARKER ST	Agency Assist
04/28/2019	1904280042	PC	08:17:29	311 TRINITY ST	Gone On Arrival
04/28/2019	1904280043	VEHI	09:06:27	400 JANIS CT	No Report
04/28/2019	1904280065	CUST	13:07:19	822 TEH-PAH LN	Cad Documentation Only
04/28/2019	1904280089	SUSPC	18:10:15	70 ANDERSON LN	Field Interview
04/28/2019	1904280097	WELF	19:32:38	389 MAIN ST	Arrest Made
04/28/2019	1904280133	INV	23:27:44	128 HIMALAYA DR	Public Assist



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Tourist Occupancy Tax Allocation for 2018-2019

CONSENT AGENDA ITEM

Wednesday, May 08, 2019

Item: Distribute allocation of TOT revenue to community organizations

The 2019 City Budget includes an allocation of \$15,000 or 10.7% of the total, annual Tourist Occupancy Tax revenue for community organizations. The Chamber of Commerce, Trinidad Museum, and Trinidad Library recently agreed to include the Trinidad Coastal Land Trust and Trinidad Art Nights in the distribution. (See attached email from Patti Fleschner).

The total, audited Occupancy Tax revenue collected in FY 2017-2018 (not including 2% TBID) was **\$140,100**. The City is preparing checks to each organization in the following payments, based on the \$15,000 budgeted amount:

38%	\$5,700.00	Greater Trinidad Chamber of Commerce
28.5%	\$4,275.00	Trinidad Museum
19%	\$2,850.00	Trinidad Coastal Land Trust
9.5%	\$1,425.00	Trinidad Library
5%	\$750.00	Trinidad Art Nights

Recommended Action: *No action required since this is an approved budget expense.*

Attachments: None

Trinidad City Clerk

From: baycity@sonic.net
Sent: Friday, March 08, 2019 5:28 AM
To: smladwig@gmail.com; Jack West; Bakers; Miller Dwight; Tom Davies; Trinidad City Clerk; Dan Berman
Cc: baycity@sonic.net
Subject: Suggested TOT allocation 2018-2019 city budget

Note to Council Members: Community organizations suggested these allocations last year. Was a decision made on allocating TOT revenue?

Thank you,

Patti

May 25, 2018

Dear City Council and Dan,

Representatives from the Greater Trinidad Chamber of Commerce, Trinidad Coastal Land Trust, Trinidad Museum, Friends of Trinidad Library and Trinidad Art Nights met and agreed to suggest the following Transient Occupancy Tax allocations for the 2018-2019 City fiscal year. We understand that 10% TOT revenue received by City would be allocated to the the organizations listed below, all of which serve the community in positive ways and bring good will, public benefit and revenue to the City.

We also suggest that in the following year (2019-2020), a 12% allocation to these groups might be considered.

Many thanks for supporting Trinidad's fine organizations.

Greater Trinidad Chamber of Commerce: 38%
Trinidad Museum Society: 28.5%
Trinidad Coastal Land Trust: 19%
Friends of the Trinidad Library: 9.5%
Trinidad Art Nights: 5%

Best regards,
Patti Fleschner, ad hoc TOT committee representative
Trinidad Museum Society
P. O. Box 1126
Trinidad, CA 95570



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 20 PAGES

5. Discussion/Decision regarding Resolution 2019-09; Stormwater Project USDA Funding Authorization.

DISCUSSION/ACTION AGENDA ITEM

Date: May 8, 2019

Item: AUTHORIZING THE CITY MANAGER SIGN A USDA FINANCE AGREEMENT FOR THE ASBS STORM WATER PROJECT PHASE 2

Summary:

The State Water Quality Control Board (Water Board) awarded the project \$4,832,981 in Proposition 84 ASBS grant funding and executed the Grant Agreement 1712652 on October 26, 2018, for the Storm Water Management Improvement Project Phase 2 with a requirement that the City provide a 10% funding match. The USDA Rural Utility Service (USDA) approved obligation of \$510,994 in Stormwater Grant funding for Trinidad's Storm Water Project on April 30, 2019. A resolution is required to authorize the City Manager to enter into a grant agreement with USDA.

Background:

The California Ocean Plan Area of Special Biological Significance (ASBS) Special Protections require the City to eliminate all polluted storm water discharges to the ASBS. To address the requirement, the City implemented Phase 1 of the ASBS Storm Water Project in 2015. The Storm Water Project Phase 2 will construct stormwater infrastructure in 2020 that will eliminate the City's direct stormwater discharge to Trinidad Bay (ASBS) by diverting, treating and infiltrating the storm water runoff. The table below summarizes the Storm Water Project budget and funding sources. The USDA has offered \$510,994 in grant funding.

Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Source of Funds	Budget	Comments
Prop 84 Storm Water Grant Program Grant Agreement D1712652	\$4,832,981	Agreement executed October 2018
USDA SEARCH Grant for Preliminary Engineering Report	\$26,000	Match funds received August 2018
USDA Rural Development Storm Water Grant/Loan Financing	\$510,994	Match funds obligated 4/30/19
Total Project Costs	\$5,369,975	
General Funds- project development staff and consultant costs	\$15,000	City costs Sept. 2015-Aug. 2017

USDA issued a Letter of Conditions and RD 1940-1 Request for Obligation of Funds, which was approved by USDA on April 30, 2019. To receive the USDA funds, the City must pass a resolution authorizing the City Manager to enter into the grant and loan agreement.

Staff Recommendation:

Adopt Resolution 2019-09, authorizing the City Manager to sign a USDA Financing Agreement for \$510,994.

Attachments:

- Resolution 2019-09
- USDA Letter of Conditions

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570

(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2019-09

AUTHORIZING THE CITY MANAGER TO ENTER INTO A USDA RUS GRANT AGREEMENT

WHEREAS, the City of Trinidad desires to use use grant and match funds to construct City infrastructure improvements to eliminate the City's high threat direct storm water discharge to the Trinidad Head ASBS and promote adoption of practices to reduce storm water pollution. This multi-benefit storm water management project will address environmental habitat protection of the ASBS, provide increased infiltration and treatment of storm water runoff, and provide benefits to the public and the community through improved ocean and beach water quality, a healthier marine ecosystem, enhanced public use areas, and contributing to the sustainability of the local fisheries and coastal dependent community; and

WHEREAS, on June 8, 2016 the Council authorized staff to prepare and submit a Proposition 84 funding proposal for the Trinidad Storm Water Management Improvement Phase 2 Project for a total project cost of approximately \$5 million, including a 10% funding match to be provided by the City; and

WHEREAS, on October 26, 2018, a Proposition 84 Grant Agreement No. 1712652 was fully executed for \$4,832,981 to construct the Trinidad Storm Water Project; and

WHEREAS, on December 12, 2018, the Council authorized the City Manager to apply for grant/loan funds from the US Department of Agriculture on behalf of the City to finance the 10% match required for the Storm Water Phase 2 Project. Staff submitted a USDA Rural Utility Service grant application on March 19, 2019 for \$510,994 for the Storm Water Phase 2 Project; and

WHEREAS, on April 23, 2019, the City Manager signed and submitted 1) a letter of intent to meet USDA Rural Utility Service grant conditions within one year and, 2) a Request for obligation of grant funds in the amount of \$510,994 for the Storm Water System Replacement Project.

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

The City Manager or designee is hereby authorized and directed to sign the RUS Bulletin 1780-12 United States Department of Agriculture Rural Utilities Service Water and Waste System Grant Agreement for \$510,994 for the Stormwater System Replacement Project, and is designated to meet the conditions set forth in the April 18, 2019 USDA Letter of Conditions.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 8th day of May, 2019.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City Council held on May 8, 2019.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



Rural Development

April 18, 2019

Santa Rosa
Field Office

LETTER OF CONDITIONS

777 Sonoma Ave
E Street Annex
Santa Rosa, CA
95404

Eli Naffah, City Manager
The City of Trinidad
409 Trinity Street
Trinidad, CA 95570

Voice 707.536.0248
Fax 844.206.7011

SUBJECT: Recipient Name: Trinidad, City of
Project Name: Storm Water System Replacement
CFDA Number: 10.760

Dear Mr. Naffah:

This letter establishes conditions which must be understood and agreed to by the City of Trinidad (recipient), before further consideration may be given to the application. The application can be processed on the basis of a USDA Rural Development grant not to exceed \$510,994. The grant will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development, both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or recipient must be reported to and concurred with by the Agency by written amendment to this letter. If significant changes are made without obtaining such concurrence, the Agency may discontinue processing of the application.

All conditions set forth under Sections I - III must be met prior to construction and no later than one year from the date of this letter. If the recipient has not met these conditions, the Agency reserves the right to discontinue the processing of the application.

If the recipient agrees to meet the conditions set forth in this letter and desire further consideration be given to the application, please complete and return the following forms within 7 days:

Form RD 1942-46, "Letter of Intent to Meet Conditions"
Form RD 1940-1, "Request for Obligation of Funds"

The grants will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is signed by the approving official. Please be advised that this letter in itself does not constitute grant approval, nor does it ensure that funds are or will be available for the project. After the recipient signs and returns the form to the Agency, the request will be processed and the grant funds will be approved and obligated.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

The grant approval conditions are as follows:

SECTION I - PROJECT DETAIL

1. **Project Description** – Funds will be used to replace an old and failing storm water system. This work includes the removal of the old system and outfall and installing a new system that treats and releases the storm water. Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER) as concurred with by the Agency.

2. **Project Budget** – Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs:</u>	<u>Total Budgeted:</u>
Construction	\$3,962,675
Contingency	\$396,300
Engineering Fees	\$250,000
Construction Administration	\$396,000
Project Monitoring	\$74,000
Educational and Outreach	\$8,000
Permitting	\$107,000
Administrative	<u>\$176,000</u>
TOTAL	\$5,369,975
<u>Project Funding</u>	
Other Funding	\$4,832,981
SEARCH Grant	\$26,000
USDA Grant	<u>\$510,994</u>
TOTAL	\$5,369,975

This funding is offered based on the amounts stated above. Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary. Construction must begin within one year of this letter.

Agency funds will not be used to pre-finance funds committed to the project from other sources.

Obligated grant funds not needed to complete the proposed project will be de-obligated prior to start of construction. An amended letter of conditions will be issued for any changes to the total project budget.

SECTION II – GRANT TERMS

1. The district will be required to agree to the security requirements that are contained in RUS Bulletin 1780-12, "Water and Waste System Grant Agreement.

Prior to grant closing please provide duly adopted and executed:

- a. RUS Bulletin 1780-12, "Water and Waste System Grant Agreement. The Grant Agreement must be fully executed prior to the first disbursement of grant funds.
2. **Construction Completion Timeframe** - All projects must be completed and all funds disbursed within **five years** of obligation. If funds are not disbursed within five years of obligation, the recipient must submit to the Agency a written request for extension of time with adequate justification of circumstances beyond the recipient's control. Requests for waivers beyond the initial extension will be submitted to the Assistant Administrator for concurrence decision.
3. Agency funds will be disbursed into the recipient's depository account through an electronic transfer **Disbursement of Agency Funds** - Agency funds will be disbursed into the recipient's depository account through an electronic transfer system

Any recipient contribution will be the first funds expended, followed by other funding sources. A written agreement will be reached with all other funding sources on how funds are to be disbursed prior to start of construction or grant closing, whichever occurs first.

Grant funds are to be deposited in an interest-bearing account (exception provided below) in accordance with 2 CFR Part 200 and interest in excess of \$500 per year remitted to the Agency. The funds should be disbursed by the recipient immediately upon receipt and there should be little interest accrual on the Federal funds. Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless:

- a. The recipient receives less than \$120,000 in Federal awards per year.
- b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
- c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. **Reserves** - Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency maintenance and repairs, and assist with debt service should the need arise. The following reserves are required to be established as a condition of this grant:
 - a. **Short-Lived Asset Reserve** – This project does not have short-lived assets.

SECTION III – REQUIREMENTS PRIOR TO THE START OF CONSTRUCTION

1. **Environmental Requirements** – At the conclusion of the proposal’s environmental review process, specific action(s) were determined necessary to avoid or minimize adverse environmental impacts. As outlined in the Environmental Report dated May 1, 2017, the following actions are required for successful completion of the project and must be adhered to during project design and construction:
 - There are mitigation measures for this project. The measures are attached and must be implemented for this project. Prior to construction, the applicant will submit a mitigation monitoring plan.

The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and or permits may apply or be required. If the project or any project element deviates from or is modified from the originally-approved project, additional environmental review may be required.

2. **Engineering Services** – The recipient will be required to complete an Agreement for Engineering Services, which should consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, “Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance,” or other approved form of agreement. The Agency will provide concurrence prior to advertising for bids, and must approve any modifications to this agreement.
3. **Contract Documents, Final Plans, and Specifications**
 - a. The contract documents must consist of the EJCDC construction contract documents as indicated in RUS Bulletin 1780-26 or other Agency-approved forms of agreement.
 - b. The contract documents, final plans, and specifications must comply with RUS Instruction 1780, Subpart C – Planning, Designing, Bidding, Contracting, Constructing and Inspections, and must be submitted to the Agency for concurrence prior to advertising for bids along with an updated cost estimate. The Agency may require another updated cost estimate if a significant amount of time elapses between the original submission and advertising for bids.
 - c. The following must be reviewed and approved by USDA Rural Development in the sequence indicated:

- i. Preliminary Engineering Report
 - ii. Agreement for Engineering Services
 - iii. Final Plans and Specifications for the project
 - iv. Bid Award Information.
 - v. Executed Contract Documents
 - d. The use of any procurement method other than competitive sealed bids must be requested in writing and approved by the Agency.
4. **Legal Services** – The recipient will be required to execute a legal services agreement with the following:
 - i. Attorney

The agreement(s) should stipulate an hourly rate for the work, with a “not to exceed” amount for the services, including reimbursable expenses. RUS Bulletin 1780-7, “Legal Services Agreement,” or similar format may be used. The Agency will provide concurrence prior to advertising for bids. Any changes to the fees or services spelled out in the original agreement must be reflected in an amendment to the agreement and have prior Agency concurrence.

5. **Property Rights** - Prior to advertising for bids, the recipient and its legal counsel must furnish satisfactory evidence that recipient has or can obtain adequate continuous and valid control over the lands and rights-of-way needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Such control over the lands and rights will be evidenced by the following:
 - a. **Right-of-Way Map** – the project engineer will provide a map clearly showing the location of all lands and rights-of-way needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof.
 - b. **Form RD 442-20, “Right-of-Way Easement”** – This form may be used to obtain any necessary easements for the proposed project.
 - c. **Form RD 442-21, “Right-of-Way Certificate”** – The recipient will provide a certification on this form that all right-of-way requirements have been obtained for the proposed project.
 - d. **Form RD 442-22, “Opinion of Counsel Relative to Rights-of-Way”** – The recipient’s attorney will provide a certification and legal opinion on this form addressing rights-of-way, easements, and title.

The approving official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility. Any such waivers must be provided by the approving official in writing prior to closing or the start of construction, whichever occurs first.

The recipient is responsible for the acquisition of all property rights necessary for the project and for determining that prices paid are reasonable and fair. The Agency may require an appraisal by an independent appraiser or Agency employee in order to validate the price to be paid.

6. **Construction Account** – The recipient must establish a construction account for all funds related to the project. Construction funds will be deposited with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. A separate account will not be required for Federal funds and other funds; however, the recipient must be able to separately identify, report, and account for all Federal funds, including the receipt, obligation and expenditure of funds. Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral, in accordance with 31 CFR Part 202. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. The recipient financial institution can provide additional guidance on collateral pledge requirements.
 - a. **Electronic Funds Transfer**: Agency funds will be disbursed into the recipient's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

7. **System Users** – This letter of conditions is based upon the recipient indication at application that there will be at least 187 households on the existing system when construction is completed.
 - a. Before the Agency can agree to the project being advertised for construction bids, the recipient must certify that the number of users indicated at application are currently using the system or signed up to use the system once it is operational.

8. **Other Funding** – Prior to advertisement for construction bids, the recipient must provide:
 - a. Approval of other funding sources. This evidence should include a copy of the commitment letter.

Fully executed copies of any policies, procedures, ordinances, contracts, or agreements must be submitted prior to grant closing

9. **Proposed Operating Budget** – The recipient must establish funding from the general fund that provides adequate income to meet the minimum requirements for operation and maintenance (O&M), debt service, and reserves. Prior to advertising for bids, the recipient must submit a proposed annual operating budget to the Agency which supports the operation,

maintenance, debt service, and reserves, as well as the proposed rate schedule. The operating budget should be based on a typical year cash flow after completion of the construction phase and should be signed by the appropriate official of the organization. Form RD 442-7, "Operating Budget," or similar format may be utilized for this purpose. It is expected that O&M will change over each successive year and user rates will need to be adjusted on a regular basis.

10. **Permits** –The recipient, owner or responsible party will be required to obtain all applicable permits for the project, prior to advertising for bids. The consulting engineer must submit written evidence that all applicable permits required prior to construction have been obtained with submission to the Agency of the final plans, specifications, and bid documents.
11. **Vulnerability Assessment/Emergency Response Plan (VA/ERP)** – The Agency requires all financed water and wastewater systems to have a VA/ERP in place. Borrowers with existing systems must provide a certification that a VA/ERP has been completed prior to advertising for bids. The VA/ERP documents themselves are not submitted to the Agency. The VA/ERP must address potential impacts from natural disasters and other emergency events. In particular, it should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every three years at a minimum.

For new systems, see Section V of this letter of conditions. Technical assistance at no cost is available in preparing these documents.

12. **Bid Authorization** - Once the final plans and specifications have been developed for the project, the Agency will authorize the recipient to advertise the project for construction bids. Such advertisement must be in accordance with applicable State statutes.
13. **Bid Tabulation** – Immediately after bid opening, the recipient must provide the Agency with the bid tabulation and the project engineer's evaluation of bids and recommendations for contract awards. If the Agency agrees that the construction bids received are acceptable, adequate funds are available to cover the total project costs, and all the requirements of Section III of this letter have been satisfied, the Agency will authorize the recipient to issue the Notice of Award.
 - a. **Cost Overruns**. If bids are higher than expected, or if unexpected construction problems are encountered, the recipient must utilize all options to reduce cost overruns. Negotiations, redesign, use of bidding alternatives, rebidding or other means will be considered prior to commitment of subsequent funding by the Agency. Any requests for subsequent funding to cover cost overruns will be contingent on the availability of funds. Cost overruns exceeding 20% of the development cost at time of grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date.
 - b. **Excess Funds**. If bids are lower than anticipated at time of obligation, excess funds must be de-obligated prior to start of construction except in the cases addressed in this

paragraph. In cases where the original PER for the project included items that were not bid, or were bid as an alternate, the State Office official may modify the project to fully utilize obligated funds for those items. Amendments to the PER, ER, and letter of conditions may be needed for any work not included in the original project scope. In all cases, prior to start of construction, excess funds will be de-obligated, with grant funds being de-obligated first. Excess funds do not include contingency funds as described in this letter.

14. **Contract Review** – The recipient’s attorney will certify that the executed contract documents, including performance and payment bonds, if required, are adequate and that the persons executing these documents have been properly authorized to do so in accordance with RUS Instruction 1780.61(b).

Once the attorney has certified that they are acceptable, the contract documents will be submitted to the Agency for its concurrence. The Notice to Proceed cannot be issued until the Agency has concurred with the construction contracts and the pre-construction conference has been held.

15. **Final Rights-of-Way** – If any of the rights-of-way forms listed previously in this letter contain exceptions that do not adversely affect the suitability, successful operation, security value, or transferability of the facility, the approving official must provide a written waiver prior to the issuance of the Notice to Proceed. For projects involving the acquisition of land, the recipient must provide evidence of clear title to the land prior to the issuance of the Notice to Proceed.

16. **Insurance and Bonding Requirements** - Prior to the start of construction or grant closing, whichever occurs first, the recipient must acquire and submit to the Agency proof of the types of insurance and bond coverage for the borrower shown below. The use of deductibles may be allowed, providing the recipient has the financial resources to cover potential claims requiring payment of the deductible. The Agency strongly recommends that the recipient have the project engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is the recipient’s responsibility and not that of the Agency to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

- a. **General Liability Insurance** – Include vehicular coverage.
- b. **Workers’ Compensation** – In accordance with appropriate State laws.
- c. **Fidelity Bond, Employee Dishonesty Bonds or Employee Dishonesty Insurance Policy** – Include coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either for all individual positions or persons, or through blanket coverage providing protection for all appropriate workers. During construction, each position should be bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction

based on the anticipated monthly advances. The Agency will be identified in the fidelity bond for receipt of notices. Form RD 440-24, "Position Fidelity Schedule Bond," or similar format may be used.

- d. **Real Property Insurance** – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured, and subsurface lift stations except for the value of electrical and pumping equipment. The Agency will be listed as mortgagee on the policy when the Agency has a lien on the property. Prior to the acceptance of the facility from the contractor(s), the recipient must obtain real property insurance (fire and extended coverage) on all facilities identified above.

17. **Initial Compliance Review** – The Agency will conduct an initial compliance review of the recipient prior to grant closing or start of construction, whichever occurs first, in accordance with 7 CFR 1901, Subpart E.

18. **Other Requirements** – All requirements contained in the Agency's closing instructions, as well as any requirements of the recipient bond counsel and/or attorney, must be met prior to grant closing.

- a. **System for Award Management**. The recipient will be required to maintain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM) database. Renewal can be done on-line at: <http://sam.gov>. This registration must be renewed and revalidated every twelve (12) months for as long as there are Agency funds to be expended. See Appendix A.

To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the "Help" section at <http://sam.gov>).

- b. **Litigation**. The recipient is required to notify the Agency within 30 days of receiving notification of being involved in any type of litigation prior to grant closing or start of construction, whichever occurs first. Additional documentation regarding the situation and litigation may be requested by the Agency.

19. **American Iron and Steel Requirement**

Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) applies a new American Iron and Steel requirement:

- (1) No Federal funds made available for this fiscal year for the rural water, waste water, waste disposal, and solid waste management programs authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1926 et seq.) shall be used

for a project for the construction, alteration, maintenance, or repair of a public water or wastewater system unless all of the iron and steel products used in the project are produced in the United States.

- (2) The term "iron and steel products" means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.
- (3) The requirement shall not apply in any case or category of cases in which the Secretary of Agriculture (in this section referred to as the "Secretary") or the designee of the Secretary finds that—
 - a. applying the requirement would be inconsistent with the public interest;
 - b. iron and steel products are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
 - c. inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.
- (4) Owners are ultimately responsible for compliance with AIS requirements and will be responsible for the following:
 - a. Signing loan resolutions, grant agreements and letters of intent to meet conditions which include AIS language, accepting AIS requirements in those documents and in the letter of conditions.
 - b. Signing change orders (i.e. C-941 of EJCDC) and partial payment estimates (i.e. C-620 of EJCDC) and thereby acknowledging responsibility for compliance with American and Iron Steel requirements.
 - c. Obtaining the certification letters from the consulting engineer upon substantial completion of the project and maintaining this documentation for the life of the loan.
 - d. Where the owner provides their own engineering and/or construction services, providing copies of engineers', contractors', and manufacturers' certification letters (as applicable) to the Agency to insert into the Agency file. All certification letters must be kept in the engineer's project file and on site during construction. For Owner Construction (Force Account), all clauses from Section 17 must be included in the Agreement for Engineering Services.
 - e. Where the owner directly procures AIS products, including AIS clauses in the procurement contracts and obtaining manufacturers' certification letters and providing copies to consulting engineers and contractors.

SECTION IV – REQUIREMENTS DURING CONSTRUCTION AND POST CONSTRUCTION

1. **Resident Inspector(s)** – Full-time inspection is required unless the recipient requests an exception. Such requests must be made in writing and the Agency must concur with the request. Inspection services are to be provided by the consulting engineer unless other arrangements are requested in writing and concurred with by the Agency. A resume of qualifications of any resident inspector(s) will be submitted to the owner and Agency for review and concurrence prior to the pre-construction conference. The resident inspector(s) must attend the pre-construction conference.
2. **Preconstruction Conference** – A preconstruction conference will be held prior to the issuance of the Notice to Proceed. The consulting engineer will review the planned development with the Agency, owner, resident inspector, attorney, contractor, other funders, and other interested parties, and will provide minutes of this meeting to the owner and Agency.
3. **Inspections** - The Agency requires a pre-construction conference, pre-final and final inspections, and a warranty inspection. The project engineer will schedule a warranty inspection with the contractor and the Agency before the end of the one-year warranty period to address and/or resolve any warranty issues.
4. **Change Orders** – Prior Agency concurrence is required for all Change Orders.
5. **Payments** – Prior Agency concurrence is required for all Invoices and Partial Payment Estimates before Agency funds will be released. Requests for payment related to a contract or service agreement will be signed by the owner, project engineer, and contractor or service provider prior to Agency concurrence. Invoices not related to a construction contract or service agreement will include the owner's written concurrence.
6. **Use of Remaining Funds** – The recipient contribution and connection or tap fees will be the first funds expended in the project, followed by non-Agency sources of funds. Remaining funds may be considered in direct proportion to the amounts obtained from each source and handled as follows:
 - a. Remaining funds may be used for eligible grant purposes, provided the use will not result in major changes to the original scope of work and the purpose of the grant remains the same.
 - b. Grant funds not expended for authorized purposes will be cancelled (de-obligated) within 60 days of final completion of project. Prior to actual cancellation, the recipient, will be notified of the Agency's intent to cancel the remaining funds and given appropriate appeal rights.
7. **Technical, Managerial and Financial Capacity** - It is required that members of the Board of Directors, City Council members, trustees, commissioners and other governing members possess the necessary technical, managerial, and financial capacity skills to

consistently comply with pertinent Federal and State laws and requirements. It is recommended members receive training within one year of appointment or election to the governing board, and a refresher training for all governing members on a routine basis. The content and amount of training should be tailored to the needs of the particular individual and the utility system. Technical assistance providers are available to provide this training for the recipient, often at no cost. Contact the Agency for information.

8. Reporting Requirements Related to Expenditure of Funds

- a. **Financial Audit**– An annual audit under the Single Audit Act is required if the recipient expends \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from the Agency. The audit must be prepared by an independent licensed Certified Public Accountant, or a State or Federal auditor if allowed by State law, and must be submitted within 9 months of the recipients fiscal year end.

If an audit is required, the recipient must enter into a written agreement with the auditor and submit a copy to the Agency prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit to be completed, the time frame in which the audit will be completed, and how irregularities will be reported.

- b. **Reporting Subawards and Executive Compensation** – The recipient and its first-tier contractors are required by 2 CFR Part 170 to report disbursements to subrecipients in accordance with Appendix B of this letter and www.fsr.gov. The local Agency processing office can provide more information.

9. Statutory and National Policy Requirements – The recipient has received an award of Federal funding and is required to comply with U.S. statutory and public policy requirements, including but not limited to:

- a. **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance.
- b. **Civil Rights Act of 1964** – All recipients are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C.

2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.

- c. **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
- d. **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- e. **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. The recipient must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information the organization provides. These protections are pursuant to Executive Order 13166 entitled, “Improving Access to Services by Persons with Limited English Proficiency” and further affirmed in the USDA Departmental Regulation 4330-005, “Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.”

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The recipient must display posters (provided by the Agency) informing users of these requirements, and the Agency will monitor the recipient’s compliance with these requirements during regular compliance reviews.

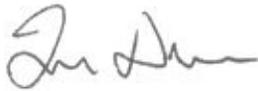
- f. **Compliance Reviews and Data Collection** – The Agency will conduct compliance reviews of the grantee and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the use of the facility or service that the recipient provides, the recipient must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American,

White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. The Agency will utilize this data as part of the required compliance review.

We look forward to working with the City of Trinidad to complete this project. Non-compliance with the conditions in this letter or requirements of the recipient security documents will be addressed under the provisions of 7 CFR 1782 and other applicable regulations, statutes, and policies.

If there are any questions, please contact Quinn Donovan at 707.536.0248 or by e-mail at quinn.donovan@ca.usda.gov.

Sincerely,



Quinn Donovan
Community Programs Specialist

Attachments:

NEPA Mitigation Measures

NEPA Mitigation Measures
City of Trinidad
Storm water System Replacement

Water quality could potentially be affected by runoff from construction activities. Therefore a grading permit will be required and Mitigation Measure 1 water quality best management practices will be implemented during construction.

Mitigation Measure 1: Water Quality BMPs to be Implemented During Construction

- At all times during construction activities, the contractor shall minimize the area disturbed by excavation, grading, or earth moving to prevent the release of excessive fugitive dust. During periods of high winds (i.e. wind speed sufficient that fugitive dust leaves the site) contractor shall cover or treat areas of exposed soil and active portions of the construction site to prevent fugitive dust.
- No construction materials, equipment, debris, or waste shall be placed or stored where it may be subject to wind, or rain erosion and dispersion. Material handling on and offsite shall be required to comply with California Vehicle Code Sec. 23114 with regard to covering loads to prevent materials spills onto public roads.
- All construction equipment shall be equipped and maintained to meet applicable EPA and CARB emission requirements for the duration of construction activities.
- Throughout construction, contractor shall maintain adjacent paved areas free of visible soil, sand or other debris.
- If stockpiled on or offsite, or if rain is expected, soil and aggregate materials shall be covered with secured plastic sheeting and runoff shall be diverted around them.
- Drainage courses, creeks, or catch basins shall be protected with straw bales, silt fences, and/or straw wattles.
- Storm drain inlets shall be protected from sediment-laden runoff with sand bag barriers, filter fabric fences, straw wattles, block and gravel filters, and excavated drop inlet sediment traps.
- Vehicle and equipment parking and vehicle maintenance shall be conducted in designated areas away from creeks or storm drain inlets.
- Major maintenance, repair, and washing of vehicles and other equipment shall be conducted offsite or in a designated and controlled area.
- Construction debris, plant and organic material, trash, and hazardous materials shall be collected and properly disposed.
- Any areas of bare soil disturbed during construction that are not paved will be re-seeded or planted with native vegetation or a locally appropriate seed mix.

Biological Resources: An evaluation was conducted for the presence or absence, and habitat requirements relative to conditions observed during field surveys of special status plant

and animal species. Federally and state listed species Marbled Murrelet, Bald Eagle and California Brown Pelican were the primary concern. No special status plant or animal species were observed during the field visits. Nesting birds (Migratory Bird Treaty Act) could be disturbed if brush clearing or construction work occurs during breeding season, therefore Mitigation Measure 2 bird surveys will be performed weekly within the active construction area during nesting season. There will be no open trenches left open following construction, therefore there is no risk that the American bullfrog (invasive species) will colonize as a result of the project.

Mitigation Measure 2: Pre-construction bird surveys during nesting season

If project-related brush clearing or construction work must occur during the breeding season (February 15-August 15), nesting bird surveys should be performed weekly by a qualified biologist within the active construction area to ensure that active nests are not destroyed.

Cultural and historic resource protection: No structures will be disturbed or demolished, however there may be cultural artifacts on or below the surface that could be disturbed. Research and an archaeological survey were conducted and no artifacts, archaeological features, sites or other specific cultural resources were encountered during the investigation. Consultation and discussions were held with the Cher-Ae Heights Indian Community of the Trinidad Rancheria, the Yurok Tribe and the Tsurai Ancestral Society. To avoid adverse effects implementation of Mitigation Measure 3 - Cultural and Historic Resource Protections will include putting in place a Monitoring Plan/NAGPRA Plan of Action, including monitoring of all earth disturbing activities by tribally appointed monitors.

Mitigation Measure 3 – Cultural and Historic Resource Protections

The following recommendations are designed in accordance with the expressed concerns of the contacted Trinidad area Tribes and will be incorporated into the project as mitigation:

1. A Monitoring Plan/NAGPRA Plan of Action be put in place prior to permit approval, thereby setting up a formal agreement between the stakeholders regarding the plan for items discovered and excavated dirt removed during project implementation.
2. It is recommended that any grading or earthwork activities within the project area be monitored tribally appointed monitors.
3. Cultural resource monitors must be empowered to halt heavy equipment operations in the event that significant cultural features or human remains are uncovered. Construction activities in the immediate vicinity would be delayed until an archaeologist, qualified to the Secretary of Interior Standards, has assessed the significance of the find. An Inadvertent Discovery Protocol, developed in consultation with the Yurok Tribe and Trinidad Rancheria, will be in place prior to construction.
4. The Cultural resource monitor(s) must be kept informed by the contractor and understand the ground disturbance schedule. Field notes should be kept by the monitor(s) and a brief letter report of the monitoring effort filed with the North Coastal Information Center.

Air Quality: The primary concern is dust generated during construction. A grading permit will be required conditioned on controlling dust and other nuisance impacts. With Mitigation Measure 4 to implement air quality emission control measures during construction, the project will not adversely affect air quality.

Mitigation Measure 4 – Implement Air Quality Emission Control Measures during Construction

Although the North Coast Unified Air Quality Management District (NCUAQMD) has not adopted formal construction measures or guidelines, the project includes the following air quality control actions to reduce construction-generated emissions:

The principal concern about the effect of construction projects on air quality relates to the potential for earthwork and other activities to generate dust, including inhalable particulate matter (PM10) that poses a human health hazard. To address the potential for dust generation, the contractor will be required to implement the following BMPs to reduce nuisance dust and other sources of PM10.

- These actions will also apply to ground disturbing maintenance activities and equipment exhaust.
- Exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) will be watered as necessary during dusty conditions.
- If loose material becomes airborne during transportation, haul trucks transporting soil, sand, or other loose material off-site will be covered.
- Disturbed roadways will be re-paved as soon as possible following work in the area, as appropriate.
- Visible mud or dirt track-out onto adjacent public roads will be removed using wet power vacuum street sweepers, as necessary. The use of dry power sweeping is prohibited.
- Idling times will be minimized by shutting equipment off when not in use.
- Construction equipment will be maintained and properly tuned in accordance with manufacturer's specifications.

Noise: To avoid and minimize adverse effects to sensitive noise receptors, Mitigation Measure 5 Noise Reduction Actions will be implemented during project construction. There will be a less than significant effect during the operation phase of the project.

Mitigation Measure 5: Noise Reduction Actions.

During project construction, the following actions will be incorporated into the project to reduce daytime noise impacts to the maximum feasible extent:

- A preconstruction meeting (or conference call) will be held among the City of Trinidad, construction manager, and the general contractor to confirm that the following noise reduction practices are to be implemented in the appropriate phase of construction.
- Hours of construction will typically be limited 7:00 a.m. to 5:00 p.m. Monday through Friday, unless other hours are specified by the City Engineer. No construction would occur on weekends except with permission from the City as needed to keep the project on schedule.

- Semi-stationary equipment (e.g., generators, compressors, etc.) will be located as far as possible from residences.
- Quietest available equipment and electrically-powered equipment will be used, rather than internal combustion engines where feasible.
- Equipment and on-site trucks used for project construction will be equipped with properly functioning noise control devices such as mufflers, shields, and shrouds. All construction equipment will be inspected by construction personnel at periodic intervals to ensure proper maintenance and resulting lower noise levels.
- Impact tools (e.g., jack hammers, pavement breakers, rock drills) used for project construction will be hydraulically or electrically powered wherever possible to avoid noise associated with compressed-air exhaust from pneumatically powered tools.

Traffic: Most of the project will occur in the road right of ways, so there is the potential for minor impacts to motor vehicles, pedestrians and bicyclists. With implementation of Mitigation Measure 6 Traffic Control Plan, the project will not adversely affect traffic.

Mitigation Measure 6: Traffic Control Plan

In coordination with the City of Trinidad, the construction contractor shall develop an approved traffic control plan prior to the commencement of construction. Elements of this plan shall be implemented as necessary and appropriate for construction. The plan shall include, but not be limited to:

- Adherence to City and Caltrans traffic management standards.
- Location(s) of designated project construction staging area(s) for equipment/materials storage and construction worker parking.
- Temporary replacement parking for residents during the construction period, if needed.
- Detour routes will be used in order to maintain access throughout the City and to the coastline during project construction.
- Use of flagging and signage during construction of LID/BMPs stormwater improvements, materials delivery, and/or movement of construction equipment in any private or public roadway.
- Provisions to maintain unobstructed access for law enforcement, fire department, or other official or emergency personnel and vehicles.

NEPA Mitigation Measures

cc: Community Programs Director



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGE

1. Proclamation 2019-01; In Recognition of HSU Student Contributions the Trinidad Trails Committee

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223



PROCLAMATION 2019-01

**RECOGNIZING THE HSU ENVIRONMENTAL SCIENCE AND MANAGEMENT
SENIOR PLANNING PRACTICUM**

Whereas, the City of Trinidad is privileged to have the talent and resources of Humboldt State University (HSU) students available to the City; and

Whereas, the City of Trinidad and the Trails Committee desire to have a Trails Policy in place to support the City's existing trails system; and

Whereas, HSU's Environmental Science and Management Program's Senior Planning Practicum took on the task to prepare a draft Trinidad Trails Policy to include management principles and access guidelines to provide for safe and enjoyable visitor recreation and to conserve natural and cultural resources associated with the trails system; and

Whereas, the City of Trinidad and Trails Committee desire to have a Trails Policy that is adaptable to meet future General Plan revisions.

NOW, THEREFORE, BE IT PROCLAIMED that the Trinidad City Council recognizes HSU's Environmental Science and Management's Senior Planning Practicum and the students' who participated; Natasha Braziel, Alexander Brown, Grant Olin and Andie White; for their exemplary efforts in the preparation of the draft Trinidad Trails Policy.

PASSED, APPROVED, AND ADOPTED by the Trinidad City Council on May 8, 2019.

Attest:

Gabriel Adams
City Clerk

Steve Ladwig
Mayor



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 15 PAGES

2. Discussion/Presentation regarding the Trinidad Water System Production Study.



Memorandum

May 1, 2019

To: Eli Naffah Ref. No.: 11185172

From: Patrick Sullivan Tel: (707)267-2238

CC: Becky Price-Hall, Bryan Buckman, Ryan DeSmet

Subject: Water Treatment Plant Production Rate Test and Analysis

1. Purpose

The purpose of this memo is to provide an analysis to determine the theoretical effective maximum water production capacity of Trinidad's drinking water production facility under current conditions.

This analysis does not address policy issues related to providing additional connections or obligating the City to provide additional water. This analysis did not consider or address potential water storage needs, distribution network needs, nor any risk analysis of different system components. It is recommended that the City evaluate their policy for considering new service requests. Additional evaluations are needed before making obligations for additional water to meet additional service requests.

2. Background

The City of Trinidad serves treated water to approximately 1,000 people within the City service area. The City's diversion and water plant is located at 1313 Westhaven Dr. Trinidad CA, adjacent to Luffenholtz Creek. Water for the plant is pumped from a wet well that is filled through an infiltration gallery located approximately 10 feet below the creek bed. The point of diversion is just upstream of the Westhaven Dr. culvert. The City has current water rights limiting the rate of diversion, the annual maximum diversion, and required bypass flow requirements, which is the minimum flow rate that must be allowed to bypass the water intake. In addition to water right limitations, the effective water production rates are currently limited by physical constraints in the processing of the water which include: infiltration gallery limitations, flocculator flow rates, filter fouling rates, backwash periods, and chlorine contact time requirements.

3. Water Rights

The City can extract a maximum of 0.56 cubic feet per second (cfs) (251 gallons per minute) from Luffenholtz Creek through appropriate water rights permit numbers 15984 and 17255, which corresponds to a daily maximum extraction of 361,440 gallons per day. The City's water right permit 17255 stipulates that the City shall bypass 0.25 cfs except when the natural flow in Luffenholtz Creek is lower than 0.86 cfs and then the City must leave at least 0.15 cfs in the creek, including enough flow for the 0.0054 cfs worth of water rights downstream from the City. This results in a total of 0.1554 cfs or approximately 70 gpm that must bypass the City's water intake during low flows below 0.86 cfs.



4. Water System Process

The raw water from Luffenholtz Creek is extracted through an infiltration gallery that feeds a wet well. The infiltration gallery is made up of three perforated pipe buried approximately ten feet below the surface of Luffenholtz Creek and flows into a wet well with intake pumps. When the intake pumps are not running, the water surface elevation in the wet well matches the water surface elevation in the creek. When the pumps operate, the level in the wet well drops and the difference in hydraulic head between the water surface elevation in the creek and the elevation in the wet well provides the force to drive the water through the gravels in the creek bed and into the wet well. As gravels become clogged with sediments, the rate at which water can travel through the gravel for a given head is reduced. The dry season elevation of water in the creek is lower than in the wet season and hence reduces the static elevation in the wet well.

Water is pumped from the wet well to a flocculator where polymer is added to aid in particulate clumping and settling, which reduces turbidity. The water is then pumped through a series of mixed media filters with additional polymer and then through a chlorine contact pipe prior to entering the water delivery system.

One of the factors limiting the capacity of the system is the turbidity of the raw water that flows into the wet well from the infiltration gallery. The turbidity in the creek varies seasonally and with rain events the turbidity is generally higher. The water entering the wet well is naturally pre-filtered through the creek bed to some degree, but raw water turbidity in the wet well typically increases with higher creek flow rates. Higher turbidity rates require more polymer and a slower feed rate to the flocculator and also results in more frequent backwashing of the mixed media filters. During a backwash cycle, clean water from the distribution system flows backwards through the filters to flush out sediment. The backwash water is routed to a holding tank where the sediment is allowed to settle to the bottom of the tank. Backwash water is decanted of the top of the holding and routed back into the water processing filter train.

5. Evaluation Approach

Production of potable water from the treatment plant is a function of three factors: legal water right conditions including bypass flow requirements, infiltration gallery intake limits, and treatment plant component limits. This evaluation focuses on the infiltration gallery intake limits and treatment plant component limits.

The approach to evaluating the maximum potable water production rate under current conditions is to operate the treatment plant at various discrete flow rates for a period of time and monitor, record and evaluate performance measurements to determine the limiting factors to water rate production. The highest sustainable flow rate is the rate that does not violate the water right constraints or system limitations. The parameters monitored to evaluate the system capacity include: flow rate, wetwell water levels, chemical addition, and pressure drop across the filter trains, and turbidity of the raw and processed water.

The capacity tests consisted of operating the system at a specified pumping rate to meet the existing daily water demand. The tests were performed and data recorded by the City staff. To perform each test City staff performed the following steps:

- Back wash the system,



- Set the pump speed to produce the desired flow rate,
- Run the test for 7 days or until failure to meet normal performance criteria,
- Monitor the pressure across the filter trains multiple times daily,
- Monitor plant parameter for normal system compliance: chlorine residual, turbidity, bypass flow, filter train pressure, wet well water level,
- Compile data and measurements.

5.1 Evaluated Flow Rates

The flow rate of water through the treatment plant is instantaneous flow through the system typically considered in gallons per minute (gpm). How much water can be made in a day depends on how long the system can run and how much finished water must be used for backwashing. The flow rate through the system dictates the velocity or speed at which water moves through the flocculator, filters and chlorine contact basin. The length of time that the plant runs in any given day determines the daily volume of water produced. The amount of time that the plant typically runs varies with the daily fluctuations in demand and the ability to operate the system during high turbidity in the creek.

The flow rates evaluated in this analysis were determined based upon interviews and consultation with City treatment plant operators. The City can extract a maximum of 251 gpm from Luffenholtz Creek based on water rights; however, the existing pumps can only achieve a maximum flow rate of 175 gallons per minute. However, the operators report that when the plant runs at flow rates greater than 120 gpm the raw water increases and the wetwell level drops significantly. Therefore, 120 gpm was established as the maximum test flow rate and the following eight flow tests were performed:

- Test #1 - 120 gpm
- Test #2 - 115 gpm
- Test #3 - 110 gpm
- Test #4 - 105 gpm
- Test #5 - 100 gpm
- Test #6 - 95 gpm
- Test #7 - 90 gpm
- Test #8 - 85 gpm

The highest flow rate test was performed first, when the flows in Luffenholtz Creek were the lowest and draw down in the wetwell would be greatest.

6. Flow Test Results and Analysis

The flow rate tests were performed over a period of several months starting in mid-November and ending in February. The runtimes of each test was determined by the time between filter backwash cycles. Each test started directly after a filter backwash cycle and was ended when the next backwash was required or 7 days, whichever was less. The first test was performed prior to the first rains of the season and at the highest



pumping rate when the bypass flows would be most critical. A summary of all the test run rates and dates is shown in Table 1 below.

Table 1. Treatment Plant Flow Rate Tests and Dates.

Test	Flow Rate (gpm)	Start Date	End Date
Test # 1	120	11/13/2018	11/19/2018
Test # 2	115	11/20/2018	11/21/2018
Test # 3	110	11/26/2018	12/2/2018
Test # 4	105	12/4/2018	12/6/2018
Test # 5	100	1/28/2019	2/3/2019
Test # 6	95	2/4/2019	2/9/2019
Test # 7	90	2/12/2019	2/18/2019
Test # 8	85	2/19/2019	2/25/2019



Table 2. Summary of Flow Study Data.

Test Number	Flow Rate (gpm)	# of Days Testing	Total Water Volume Produced (gallons)	Amount of Flocculants Added (gallons)	Amount of Chlorine Added (gallons)	# of Backwashes Required
Test # 1	120	5	411,614	2.50	7.89	1
Test # 2	115	2	96,830	1.25	1.93	1
Test # 3	110	5	269,970	5.75	7.37	1
Test # 4	105	3	141,540	3.50	4.05	1
Test # 5	100	5	292,077	3.25	4.67	1
Test # 6	95	5	241,303	2.75	4.06	1
Test # 7	90	4	218,055	2.25	3.87	1
Test # 8	85	6	324,755	2.50	5.73	1

6.1 Water Rights Compliance Assessment

The existing water right provides a substantial source of water when there is ample water in the creek. It is low flow conditions and the requirements for bypass flows that can significantly restrict the amount of water the City is allowed to extract. As discussed above, the City's water right permit stipulates that the City shall bypass a total of 0.1554 cfs or approximately 70 gpm.

Based on previous analyses, there is no known documentation indicating that the creek flow has previously decreased to the point that the City's intake rate needed to be reduced. However, periods of drought, long term changes in the climate, and increased extractions in the upstream watershed could result in restrictions in the future. It is important for the City to remain mindful of these future potential changes in creek flow, and not over commit the water supply, which could become restricted due to low flow in the creek at some point.

To demonstrate compliance with water right requirements, the City measures the flows in Luffenholtz Creek with a stream gauge located directly below the City's point of diversion, below the Luffenholtz Creek culvert on Westhaven Drive.

The first significant rains of the season started on November 20th, 2018. The average flow below the City's diversion was 1.2 cfs. The lowest bypass flow observed was 0.81 cfs and occurred November 13th, 2018, during Test #1. The bypass flow is therefore greater than the required 0.25 or 0.1554 cfs. The Luffenholtz Creek flows are presented in Figure 1 along with an indication of when each pumping rate test was performed. Note that the stream flow data was not reported during Test # 8, however, the creek flows were observed to be "significantly higher than normal" for that time of year. This indicates that the bypass requirements are not the limiting factor for diversion during normal water years.



Luffenholtz Creek Flow Below City of Trinidad Water Diversion Bypass Flow - Winter 2018-2019

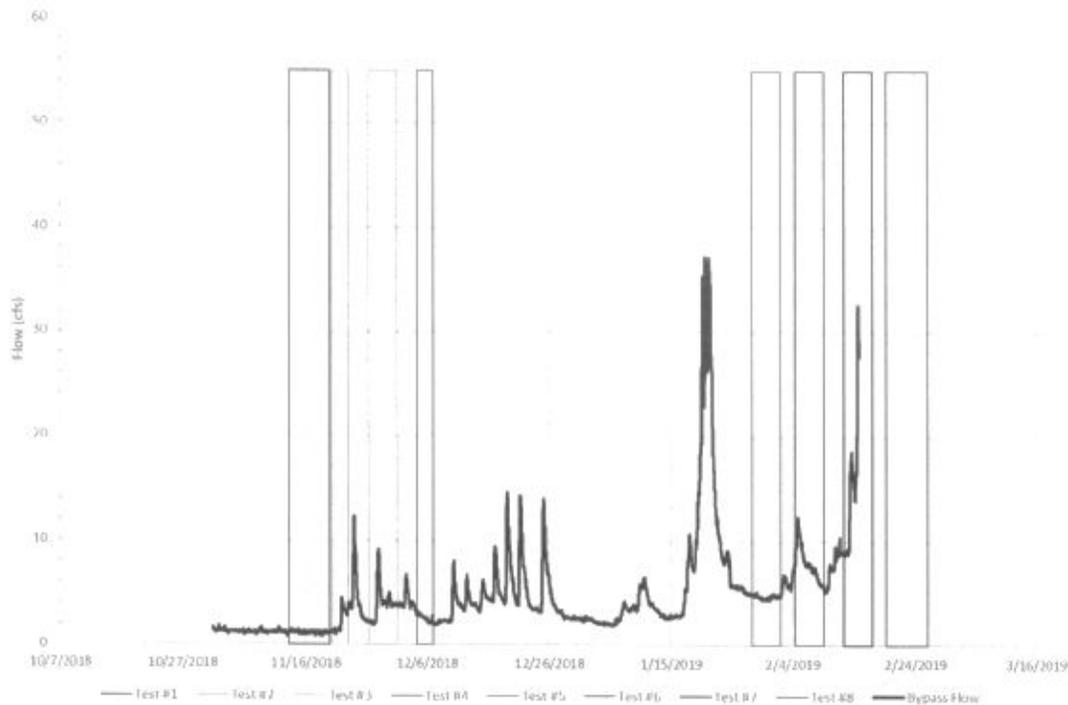


Figure 1. Luffenholtz Creek Bypass Flows below City of Trinidad Water Diversion, Winter 2018-2019

6.2 Wetwell Water Level Assessment

The wetwell for the water treatment plant is located adjacent to Luffenholtz Creek, just east of the Westhaven Drive culvert. Water for the treatment plant is pumped from the wetwell into the treatment plant. Water flows from Luffenholtz Creek and into the infiltration gallery made up of a series of perforated pipes and flows into the wetwell. The top of the wetwell is located above the bank full elevation of the creek at that location. There is depth gauge in the wetwell that records the water level and it is reported as a percent of the total wetwell height. Typically, the wetwell is recorded at roughly 47% to 50% capacity prior to starting the pumps for a production run after a period without pumping. The level of the wetwell is expected to typically decrease with increasing pumping rates and length of time that water is pumped into the treatment plant. The operators typically stop pumping when the water in the wet well decreases to 18% to 20%.

The observed drawdown in water level of the wetwell varied for each test. During the limited test runs, the drawdown does not appear to be correlated with pumping rates. The lowest wetwell water level observed was not coincident with the highest pumping rate. The water levels did not appear to decrease with the increase in duration of the pumping test either. The lower pumping rates required a longer pump run time to generate the daily water demand and resulted in lower wetwell level. The variability in wetwell drawdown is



likely due to the cumulative effect of pumping at higher rates from previous tests. Test #4 had the lowest recorded percent wetwell level and was recorded during a pump run lasting 14 hours. However, previous pumping test were performed at higher pumping rates. The previous tests coincided with storm events when turbidity in the stream (raw water) was elevated and pumping at the higher rates may have introduced additional fine sediments into the subsurface gravels, reducing subsurface flow in the creek bed to the wetwell. When the creek sediments become clogged or fouled with creek sediments the system may be back flushed with water and air to flush the fine sediments out of the gravels. The creek gravels are backwashed only when needed. Typically, backwashing is needed more frequently during the winter wet period when the turbidity in the creek is naturally higher. In future analysis a flushing of the creek sediments should occur prior to each test.

A summary of the average decrease in percent of wetwell volume and the minimum percent of wetwell volume is presented in Table 3.

Table 3. Percentage of Wetwell Drawdown per Pumping Rate Test.

Test #	Flow Rate (gpm)	Average Decrease (% of Total Wetwell Volume)	Minimum % of Wetwell Level
Test #1	120	4.94	41.31
Test #2	115	4.80	41.7
Test #3	110	6.34	26.26
Test #4	105	13.15	19.9
Test #5	100	5.65	40.15
Test #6	95	9.13	34.11
Test #7	90	5.60	32.92
Test #8	85	11.37	24.75

The apparent lack of correlation between the pumping rate and wet well level suggests there may be an instrumentation problem resulting in faulty elevation readings. There may also be other factors affecting headloss in the creek bed, but such headloss is not expected to change in such a sporadic way to result in the wet well readings recorded during the tests. The cause of these apparent characteristics should be investigated further by the City.

6.3 Flocculent and Chlorine Assessment

One of the factors to consider when evaluating the capacity of the system is how flow rate affects the need for dosing of treatment chemicals to achieve the required finished water standards. This is primarily chlorine for disinfection and polymer added as a flocculants for turbidity reduction.

The chlorine contact time is defined by the amount of time it takes for a volume of water to pass through the chlorine contact pipe. The higher the pumping rate the lower the chlorine contact time. The existing chlorine contact pipe was designed to provide 30 minutes of contact time at flow of 175 gpm. The maximum testing



rate of 120 gpm is much less than the 175 gpm maximum design, therefore, chlorine contact time is not a limiting factor for any of the evaluated pumping rates.

The amount of chlorine and polymer required is dependent on the quality of the raw water and flow rate. These conditions will vary based on weather patterns and flow conditions in the creek. In general, the higher the flow, the more organic matter and particulates contributing to the raw water turbidity. This requires more polymer and chlorine during treatment. It is also possible that higher pumping rates could increase the water velocity of the water entering the wetwell. Higher velocities could mobilize sediments in the gravels and increase turbidity in the raw water, thus increasing the chemical demand.

To assess the potential effects on chemical demand, the amount of chlorine and polymer used per 1,000 gallons of water produced was calculated for each test. The resulting rate of chemical usage varies by test run, but there does not appear to be a correlation with production rates. The usage is more likely affected by the turbidity of the raw water from the conditions in the creek. The results are graphically depicted in Figure 2.

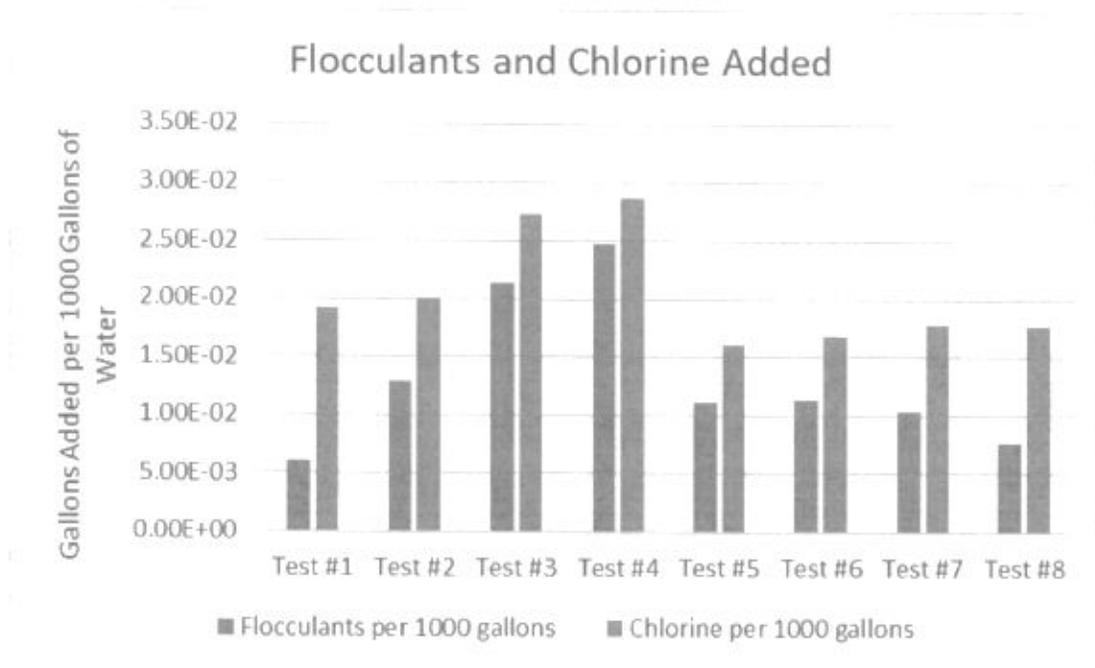


Figure 2. Flocculant and Chlorine Usage per Volume of Water Produced.

6.4 Pressure Drop

As stated above, during the processing of potable water, the raw water is pumped through mixed media filters. The filters are container vessels that are filled with sand, gravel and anthracitic carbon. Particulates are trapped in the filter as the water passes through the filter. The more particulates in the water (measured as higher turbidity), the faster the filters will become clogged. As the filters become clogged the pressure



drop across the filter will increase. A filter train is comprised of two filter vessels aligned in series. The treatment plant has three filter trains that are run in parallel. The pressure on the inlet and outlet of each filter train was periodically recorded for each filter train during each pumping rate test.

If the pressure drop across a filter train is too great, the filter will not function correctly and will need to be backwashed to remove the accumulated sediment in the filter. The maximum pressure drop per 1,000 gallons of water produced was calculated and the results are graphically presented in Figure 3.

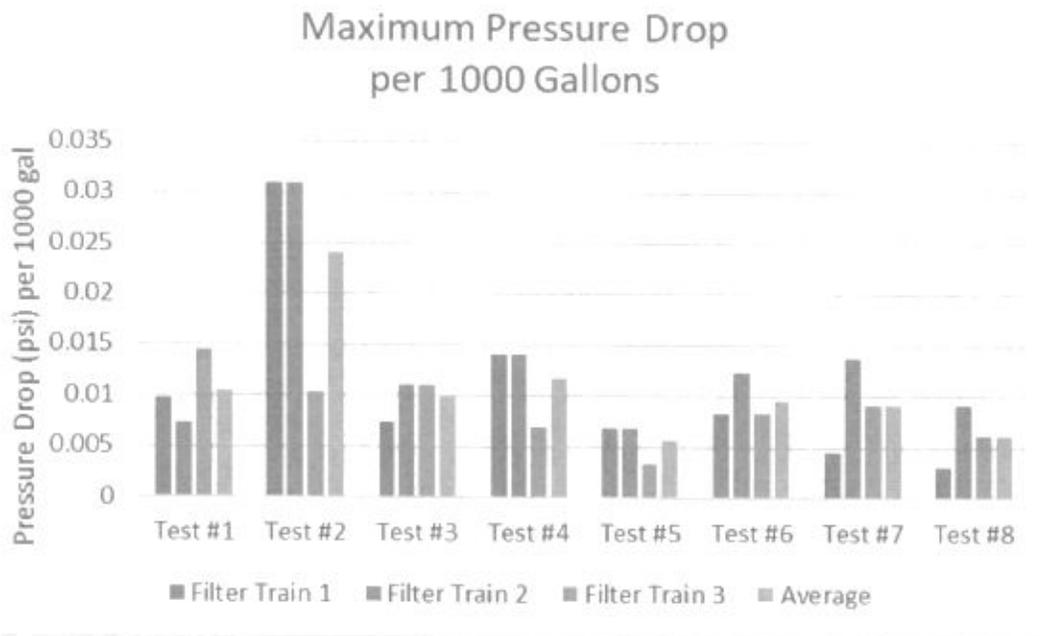


Figure 3. Maximum Pressure Drop across the Filter Trains.

6.5 Turbidity Assessment

The turbidity of water is a measure of the amount of suspended particles or sediment and is reported in Nephelometric Turbidity Unit (NTU). An NTU is a measure of light scattered through a liquid. At the City's treatment plant, the turbidity is measured at various location throughout the treatment process, but of primary concern is the raw water turbidity and the finished water turbidity. The City is required to produce water that is less than 0.3 NTU. The more turbidity in the raw water the faster the filters either clog or fail to produce water that meets their requirements.

The raw water turbidity observed during the pumping rate tests ranged from 0.38 NTU to 50 NTU. The highest turbidity measurements coincided with storm events where runoff into the creek increases the amount of suspended solids in the water. The turbidity of the processed water is also monitored. When the turbidity of the processed water is greater than 0.3 NTU the processing of potable water is stopped and the filter trains are back washed and flushed prior to restarting potable water production. Each of the pumping rate tests were ended due to processed water turbidity being greater than 0.3 NTU.



The observed turbidity during the test period is shown in Figure 4. The raw water turbidity is represented with the green dots and references the scale on the left. The finished water turbidity is represented with the blue dots and references the scale on the right.

The filter run time is determined by the amount of water filtered between a backwash of the filters and when the turbidity of the finished (filtered) water reaches 0.3 NTU, which triggers another backwash cycle. The turbidity of the finished water gradually increases as the volume of water filtered increases during a filter run. There was variability in the filter run times during the tests. Two trends were observed during the tests; the higher the turbidity of the raw water the shorter the run times, and the higher pump rates the shorter the run times.

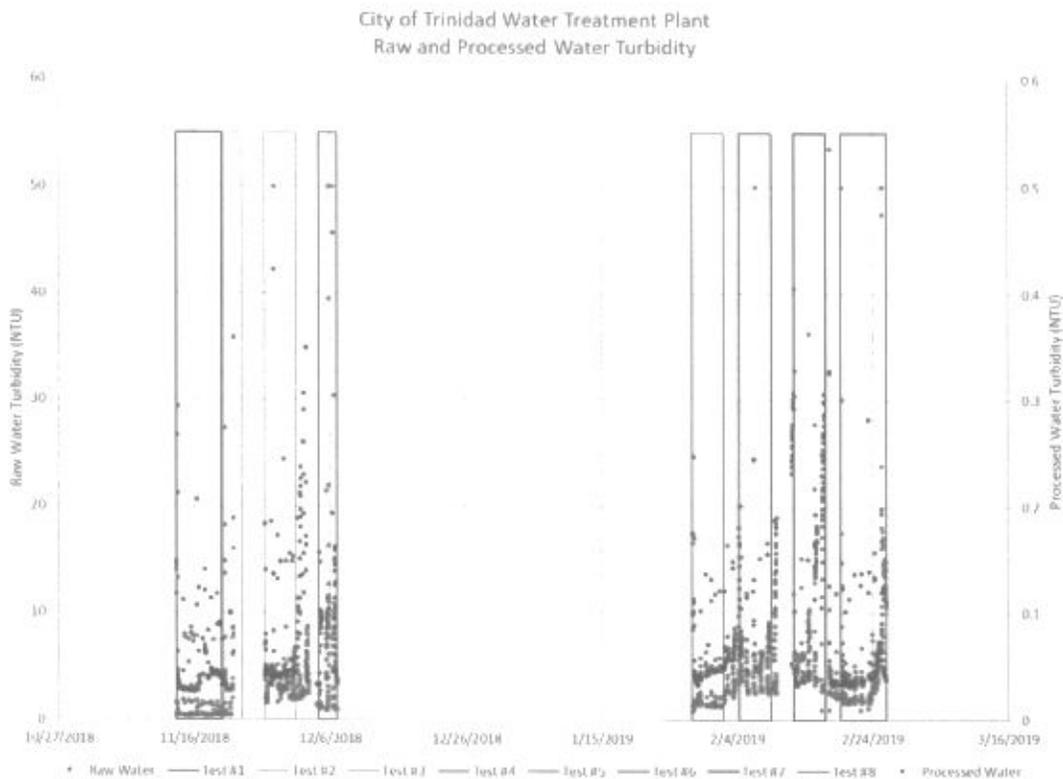


Figure 4. Raw Water and Processed Water Turbidity at the City of Trinidad Water Treatment Plant.

6.6 Filter Train Backwash

When processed water fails to meet the required levels of turbidity or the pressure drop across the filters is too great, the filter trains need to be backwashed to remove the trapped suspended solids and flocculants. This process requires the treatment plant to stop producing water. Potable water that is already in the distribution system is fed back through the filters at a rate of 300 gpm. Each filter is back flushed for 15



minutes (4500 gallons) with the backwash water routed to a 20,000 gallon backwash holding tank. After the backwash, raw water is then processed until it meets the 0.3 NTU requirement. This process water is also discharged to the backwash holding tank. The backwashing of all three filter trains produces between 15,000 and 18,000 gallons of backwash water. This water is allowed to settle and is then decanted off the top of the tank. The decanted water is then re-introduced into the raw water filter process or appropriately land applied. Alternatively, the decanted backwash water may be disposed of on the surface and allowed to infiltrate. The surface disposal is not allowed to cause erosion or runoff from the disposal area which prohibits surface disposal during the wet season when the ground is saturated. The backwash tank can be discharged at maximum rate of approximately 10 gpm. At this rate, the disposal of the backwash water requires between 25 and 30 hours of water plant operation.

With the treatment plant operating for 16 hours per day it would require approximately two days of operations to dispose of the backwash water between filter backwash processes.

Another factor to consider with the backwash process is the accumulation of sediments, or sludge, in the backwash tank. Periodically the sediment needs to be removed from the backwash tank, which is completed by washing down with a hose and pumping the solids to a truck and hauling off for drying.

7. Maximum Production Rate Estimate

In determining the current maximum water treatment plant production rate, the factors presented and discussed in Section 6 need to be considered. Based upon the eight pumping rate tests the limiting factors are daily pumping times and the turbidity of the processed water.

The City currently produces enough water to meet the daily demand for existing customers. The demand fluctuates from day to day and is typically higher in the summer and fall months. The staff at the treatment plant adjust water production to meet the demand by lengthening or shortening the time when the pumps are running. Staff have found that the overall treatment process operates most effectively when operated at the lowest flow rate that meets the overall system demand. Therefore, the operators pump at the lowest rate possible and adjust the pumping time to meet the demand. They typically will produce water for the longest period possible that allows time for backwashing the filters and infiltration gallery in creek bed. The required time for backwashing the filters and the infiltration gallery varies with the raw water quality, and more time is required when the turbidity in the raw water is higher (i.e. during the winter storms). When the turbidity in the creek is higher the operators need to backwash more frequently. Based on operational experience, City staff have found that the plant can produce water for approximately up to 18 hours per day November through April, up to 20 hours per day May through June, and up to 22 hours per day July through October.

The turbidity is the primary limiting factor and it is associated with the required time to perform filter train backwashes and then process the backwash water. The results of Test #4, at a pumping rate of 105 gpm, and when the turbidity of the raw water was the highest, allowed for over 30 hours of pumping (which occurred over 3 consecutive days of operation) between filter train backwashes. At this rate there is adequate capacity to process and dispose of backwash water during the normal process runs.



With a pumping rate of 105 gpm and the pumping hours as specified above the maximum daily water production is: 113,400 gallons per day November through April, 126,000 gallons per day May through June, and 138,600 gallons per day July through October.

The average daily production between 2013 and 2018 is estimated at 68,600 gallons per day. However, it is important to consider that this is averaged for the whole year and water demand varies through the year. The highest average water demand by month is 85,300 gallons per day and occurs in August. A summary of production by month is presented in Figure 5.

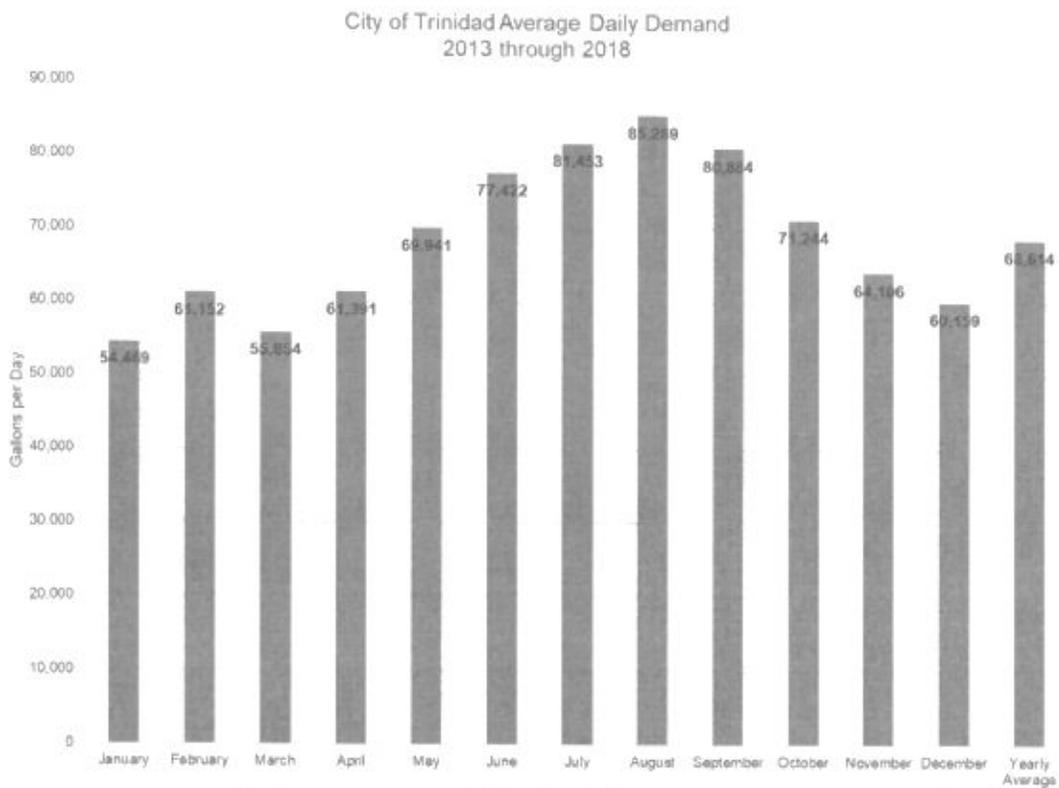


Figure 5. Average Daily Water Production 2013 through 2018.

The surplus water supply may be estimated by subtracting average daily water production from the maximum daily water production rate. The surplus water amount will vary by month based upon the expected demand and daily pumping run time. A summary of the theoretical water production surplus by month is shown in Figure 6. The smallest surplus daily production was estimated to be 48,578 gallons per day and occurred in June. The largest surplus daily production was estimated to be 67,356 gallons per day and occurred in October.

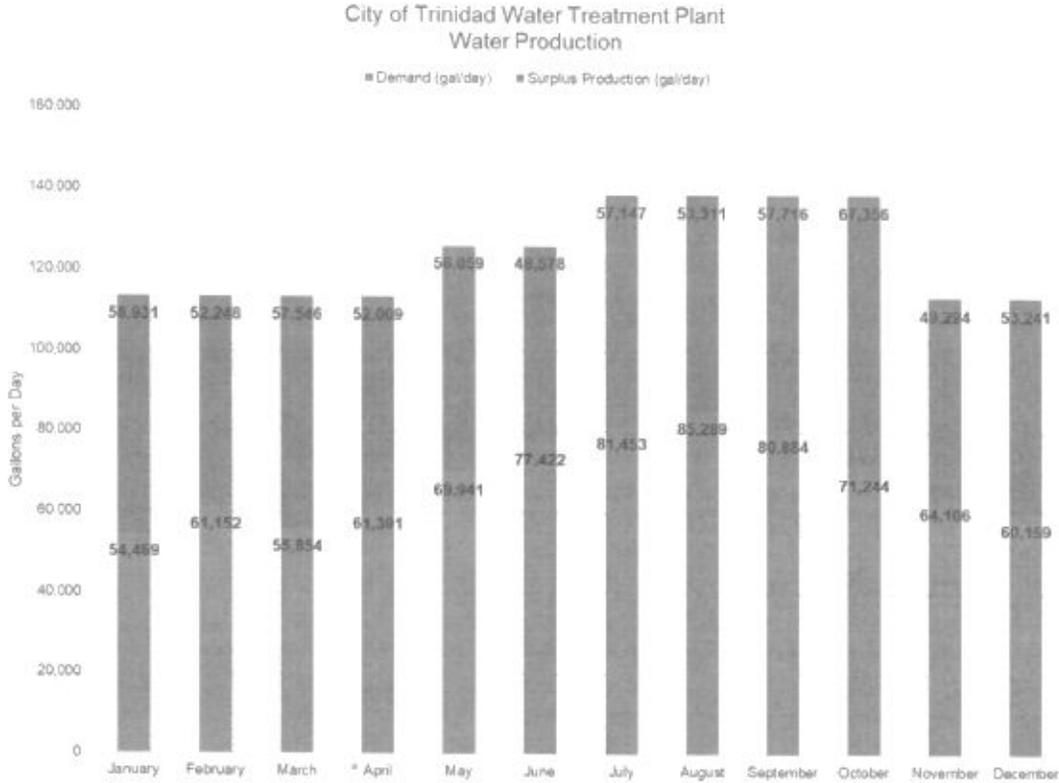


Figure 6. Theoretical Daily Production Surplus by Month.

It is important to keep in mind that these projected surplus capacities are approximate averages over typical months. Actual available surplus on any given day will depend on the actual characteristics at the time. The other factors evaluated (water right allocation, pump theoretical maximum rates, bypass flow rates, chlorine contact time, additive requirements, and pressure drop across the filter trains) do not appear to be limiting factors to water production rates.

8. Conclusions

The Trinidad Water Treatment Plant and treatment process was evaluated under multiple production rates to identify factors limiting production and to determine the theoretical effective maximum water production capacity of Trinidad’s drinking water production facility under current conditions. Of all the factors evaluated, turbidity breakthrough in the filters (and associated filter backwash) and decreases in the wetwell water elevations were limiting factors. Turbidity breakthrough on the filters stops the production of water and necessitates the backwashing of the filters. This condition is most noticeable during the winter storm period when the turbidity of the raw water from the creek is higher. Faster pumping rates cause the filter trains to foul quicker and shorten the runtimes of the filters before they need to be backwashed. The flow rate of 105



gpm allowed for sufficient runtime on the filter trains and allowed enough time between backwash cycles to process and discard the backwash water.

When turbid water from the creek is drawn into the creek bed the suspended sediments clog the void spaces between the gravels and causes a restriction to subsurface flow. The restriction of creek water migrating through the creek bed gravels and subsequently flowing into the wetwell leads to the lower water levels in the wetwell. This condition is exacerbated during the higher pumping rates. Restrictions on the flow into the wetwell is exacerbated by higher raw water turbidity from the creek, especially during storm events.

With a treatment plant production rate of 105 gpm and a maximum daily production run time that varied from 18 to 22 hours per day the daily maximum treatment plant production is between 48,578 and 67,356 gallons per day. This is much less than the City's annual allocation of water under the two appropriative permits of 337 acre-feet per year (just under 110 million gallons per year). Based upon a demand and production analysis, there is a theoretical surplus of up to approximately 48,000 gallons per day of supply to meet future service requests. How many and what type of service request can be accommodated will depend on how many and what type of requests there are as well as long term raw water supply characteristics, City water facilities characteristics, and operational practices.

It should be noted that current water demand are met with the existing water treatment plant staff and facilities. Increasing the pumping rates and total amounts of water produced will certainly require additional efforts in treatment plant staff time, pumping electrical costs, maintenance costs, monitoring costs, and chemical costs. While the increased water production rates are possible the increased costs associated with the increase should be considered. These impacts were not evaluated in this analysis.

The current City water system includes two water tanks. These tanks provide storage that allow the plant to be operated with minimal staffing and does not require multiple daily or night shifts to meet the daily demand. In the event of a break down at the plant or a break in a water line, there is typically capacity in the tanks to meet the existing daily demand while the problem is resolved. The existing surplus capacity may then be used to "catch up" and refill the storage tanks. This ability to handle emergency situations is decreased when the surplus supply is allocated to other customers and may make recovery difficult or limit service until the problem is resolved.

Future supply allocations should also consider the need for firefighting demand. The existing water tanks and supply lines currently serve the City's fire demand needs. It is not known if the existing system meets today's standards for fire protection flows. Any future supply allocations should include an analysis of storage and pipe system capacity to meet the fire demands of the new allocation.

Increased supply and demand through the existing system may impact the disinfection process of the water supply system. While the chlorine contact basin will certainly meet the chlorine contact time requirements, this evaluation did not consider the potential impacts on the chlorine residual or chlorine byproducts throughout the entire water delivery system. The operation of the water delivery system is very dynamic and City staff quite artfully operate the system to ensure a safe chlorine residual throughout the delivery system while minimizing the formation of chlorine byproducts. Any changes to the production, storage, and delivery of new water services should include an evaluation of the delivery and storage system with regards to disinfection and disinfection byproducts.



9. Recommendations

During the process of performing the pumping tests and evaluating the results there were a couple of performance items that should be evaluated.

The fluctuations in the wetwell water levels does not appear to be consistent with our understanding of how water enters the wetwell. This may indicate that subsurface conditions in the creek may vary with stream flow or the water level transducer or volume calculation are not functioning as expected. Erroneous reading from the wetwell level can cause the treatment plant to shut down prematurely. It is recommended that an evaluation of the wetwell water level transducer and volume calculation be verified.

It is also recommended that the flocculator be evaluated. In discussions with City staff it is clear that the flocculator does reduce sediment in the raw water as designed but it is not clear that it is functioning as indicated in the manufacturer's equipment specifications. Therefore an evaluation of how the flocculator is functioning should be performed to see if there are any modifications that could be made to increase its performance. Increased performance from the flocculator should decrease the turbidity of the raw water entering the filter trains. Less sediment entering the filters will allow longer runtimes between filter backwash cycles. Making changes to increase the performance of the flocculator could decrease operation costs and may increase production rates.

The findings and operational issues presented in this memorandum should be discussed and confirmed with the operators and engineers. This analysis and recommendations were limited to considering the theoretical effective maximum water production capacity of Trinidad's drinking water production facility under current conditions. This memo does not address policy issues related to providing additional connections or obligating the City to provide additional water. This analysis did not consider or address potential water storage needs, distribution network needs, nor any risk analysis of different system components. It is recommended that the City evaluate their policy for considering additional service requests. Additional evaluations are needed before making obligations for additional water supply to meet future service requests.



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

3. Update/Discussion/Decision regarding Council and Committee Vacancies

DISCUSSION AGENDA ITEM

Thursday, May 10, 2018

Item: Update/Discussion/Decision regarding Council and Committee Vacancies

The City is in need of qualified volunteer candidates to fill (3) vacant positions:

1. City Council, 3.5 year term through December 2022.
2. Trails Committee, public volunteer position
3. Short-Term Rental Advisory Committee, STR Industry representative.

All positions are being advertised locally, online, and in print media. To date, only one application has been received.

Resident David Grover has submitted an application for the City Council position. Staff would like to see an appointment to the Council seat made by the regular meeting in June to comply with State Government Election Codes and simplify the appointment process, although the position may be left vacant until such time the Council finds the most qualified individual to fill the seat.

The Trails Committee consists of 7 voting members, so missing 1 member temporarily does not necessarily hamper their ability to meet and continue their work.

The STR Committee, however, has yet to schedule its first meeting under the recently adopted Resolution and by-laws. The loss of the STR industry representative may hinder their ability to function with the balance the Council intended for this Committee.

Action Requested: No action required unless the Council determines to close the Council vacancy period and act on the application received.

Attachments: - • (3) vacancy notices

- 1 letter of interest for the Council vacancy, received from David Grover.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



Monday, April 15, 2019

PUBLIC ANNOUNCEMENT OF VACANCY ON THE **TRINIDAD CITY COUNCIL**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING A VOLUNTEER TO FILL
(1) VACANCY ON THE TRINIDAD CITY COUNCIL.

TERM: THROUGH DECEMBER 2022*

**Government Code requires appointments made to fill resignation must be qualified through the election process. Although this term expires in 2022, the appointed member must participate in and win the next election process to serve out the complete term.*

RESIDENTS LIVING WITHIN THE CITY OF TRINIDAD MAY SEND A LETTER OF INTEREST, INCLUDING QUALIFICATIONS, TO THE CITY CLERK AT:

CITY OF TRINIDAD
P.O. BOX 390
TRINIDAD, CA 95570

Email to: cityclerk@trinidad.ca.gov

OR YOU MAY DELIVER THE LETTER IN PERSON TO:

TRINIDAD CITY HALL
409 TRINITY STREET
TRINIDAD, CA

THE DEADLINE FOR FILING IS
THURSDAY, MAY 02, 2019 AT 2:00 PM, OR UNTIL A
QUALIFIED CANDIDATE IS APPOINTED BY THE COUNCIL.

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CALL 677-0223.

Gabriel Adams
Trinidad City Clerk



SHORT-TERM RENTAL ADVISORY COMMITTEE **MEMBER OF THE PUBLIC – STR OWNER OR PROPERTY** **MANAGER REPRESENTATIVE NEEDED**

The City of Trinidad is searching for a volunteer to fill a vacancy on the Short-Term Rental Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, on all matters concerning Short-Term Rentals (or STRs) in the City limits.

Purpose of the Advisory Group: The purpose of the Committee is to evaluate the Ordinance for its effectiveness relating to permitting, implementation, or conflict resolution, and analyze conflicts or problems with parking, noise, over-occupancy, gatherings, etc. that have been identified in the Ordinance, and assist the Council in resolving or making recommendations on such matters. Guidance and oversight will be provided by the City Manager.

Objectives of the Committee: 1) provide a public forum at the end of the busy tourist season to solicit input from the community on issues or successes related to the implementation of the short-term rental regulations, 2) assist the City Manager in evaluating formal complaints received throughout the calendar year, 3) make balanced and informed recommendations to the City Council on ways to improve the Ordinance, or share ways in which the policies and procedures are being successfully implemented, and 4) report to the Council annually on the Committee meetings, activity, and recommendations.

MINIMUM QUALIFICATIONS:

- *The position open was left vacant by an STR Owner or Property Manager Representative*
- *Must reside within the City of Trinidad limits.*

COMMITTEE COMPOSITION & MEETINGS:

MEETING DATES: The STR Committee will meet regularly on a quarterly basis, with one meeting being held in the fall in conjunction with the end of the busy tourist season. Additional special meetings may be added to the quarterly schedule, subject to the availability of all Committee members. Special meetings must be reviewed and approved by the City Manager or City Council.

- (1) Planning Commissioner
- (2) members of the public who are not directly affiliated with an STR
- (2) members of the public who are either STR owners or property managers

The City Manager or his/her designee will serve as the primary City staff liaison between the Advisory Group and the Council

Interested residents living within the City limits may send a letter of interest to the City Clerk at:

City of Trinidad, PO Box 390, Trinidad, CA 95570, or by email to: cityclerk@trinidad.ca.gov, or delivered in person to the Town Hall at 409 Trinity Street.

In this letter, please discuss why you want to serve on the Advisory Group, what your understanding and/or familiarity is with the STR ordinance, and how you see yourself working with a group of people who potentially have different and sometimes very opposing points of view.

Deadline is Friday, May 03, 2019, 2:00pm – OR UNTIL THE POSITION IS FILLED.

Mail to: City of Trinidad, P.O. Box 390, Trinidad, CA, 95570
Deliver to: 409 Trinity Street, Trinidad, CA 95570
Email to: cityclerk@trinidad.ca.gov

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



TRINIDAD TRAILS ADVISORY COMMITTEE **GENERAL PUBLIC REPRESENTATIVE NEEDED**

The City of Trinidad is searching for a volunteer to fill a vacancy on the Trinidad Trails Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, in matters relating to or affecting trails in the City of Trinidad; including

- To make recommendations to City Staff on the management, maintenance, and repair of trails in the City of Trinidad.
- To make recommendations during the environmental review process on projects that may involve or affect trails in the City of Trinidad; and
- To provide a forum for community engagement, outreach, and education regarding trails.

MINIMUM QUALIFICATIONS:

- *The position open was left vacant by a General Public representative.*
- *Must reside within the City of Trinidad limits.*
- *Must act as the liaison between the Public and the Trails Committee.*

COMMITTEE COMPOSITION & MEETINGS:

Meetings are held monthly, open to the public, and noticed in accordance with the Brown Act and City regulations. Membership of the Trails committee shall be appointed by the City Council, and is composed of the following representatives:

- (1) City Councilmember (Committee Chair)
- (1) Planning Commission liaison
- (2) General Public representatives
- (1) Tribal representative of the Yurok Tribe
- (1) Tribal representative of the Trinidad Rancheria
- (1) Visitor Services/Business Community representative

The Public Works Director, or his designee, shall serve as primary staff liaison to the Trails Committee.

If you'd like to be considered for this committee, please send a very brief letter of interest to the City of Trinidad at the contact information below. Make sure your letter includes your name, address, telephone number so we're able to contact you.

Deadline is Friday, May 03, 2019, 2:00pm

Mail to: City of Trinidad, P.O. Box 390, Trinidad, CA, 95570
Deliver to: 409 Trinity Street, Trinidad, CA 95570
Email to: cityclerk@trinidad.ca.gov

Trinidad City Clerk

From: David Grover <dwg110@humboldt.edu>
Sent: Friday, April 26, 2019 11:25 AM
To: cityclerk@trinidad.ca.gov
Subject: Fwd: Open Seat on Trinidad City Council
Attachments: CV_S_2019.pdf

----- Forwarded message -----

From: David Grover <dwg110@humboldt.edu>
Date: Thu, Apr 25, 2019 at 9:04 PM
Subject: Open Seat on Trinidad City Council
To: <tdavies@trinidad.ca.gov>, <sladwig@trinidad.ca.gov>, <jwest@trinidad.ca.gov>, <dmliller@trinidad.ca.gov>

To: Members of the Trinidad City Council

Date: April 25, 2019

From: David W. Grover

RE: Open Seat on the Trinidad City Council

I'm writing to you to inquire about the recently vacated seat of Trinidad Council member Jim Baker. Whether the appointment lasts until a special election this November, a municipal/county election in 2020, or the full 2022 term transpires, I believe I am a qualified candidate pertaining to the Council's consideration for an appointment to the seat. I am currently pursuing a Bachelor of Science (BS) degree in Environmental Management (policy & planning), and have an informed perspective of the current Draft General Plan for Trinidad and trail systems. I ultimately hope to be involved with the Redwood Coast Energy Authority (RCEA) offshore wind project which will help mitigate the effects of climate change. As a new resident of Trinidad, I am very interested in contributing to current and future city projects using the smart growth, best practices I have learned through my 35+ years in the field of

residential and commercial construction, coupled with the wide-ranging methods of policy and planning taught to me at Humboldt State University.

I believe I can bring a “blue-collar” perspective from an experienced, objective, and educated opinion regarding sustainable development, including, but not limited to, Low Impact Development (LID), and coastal management. I am a proponent of both stakeholder involvement and public participation regarding the success of the council's responsibility to the city and its residents. Attached is my *curriculum vitae*, which contains additional information pertinent to my specific experience and skills. I would appreciate the opportunity to discuss the position with you and to provide further information on my candidacy.

Thank you for your time and consideration. I look forward to speaking with one or more you via Ex parte communication about what I feel is a very exciting opportunity should it come to fruition. I can be reached anytime via my cell phone, (707) 630-2602, or by email at: dwg110@humboldt.edu .

Sincerely,

David W. Grover

David W. Grover

Address:

797 Edwards St.
P.O. Box 142
Trinidad, CA 95570

Email: dwg110@humboldt.edu or
groovy8632@yahoo.com

Phone: (707) 630-2602

Education:

Working toward B.S. degree in Environmental Studies Management (Policy and Planning) at Humboldt State University, Arcata, CA.

Current G.P.A.: 3.25 Expected graduation: December, 2019.

A.S. Degree in Transfer Studies, College of the Redwoods, Eureka, CA. 3.8 G.P.A. Completed:
(May, 2015)

Pertinent Coursework:

- **Earth Education International: Costa Rica:** H.S.U. upper division-Summer course 2016. Emphasis on Hydro-electric & Solar Power
- **Introduction to Climate change**
- **Introduction to Environmental Planning Methods**
- **Local Government Planning**

Class Projects:

- **Capstone Project: "American Bullfrog Assessment of Strawberry Creek Orick, CA"**
Completed: December, 2016.
- **Environmental Impact Assessment Group Environmental Impact Report (EIR) project:** Offshore wind turbine impacts assessment- Including concepts & examples of Quay-side and offshore installation strategies
Completed: December, 2018

Related Academic Activities:

- **President of Green Campus at Humboldt State University**
- **Established Chapter of the Roosevelt Institute Campus Network at College of the Redwoods (2013-15). President of committee for 2 semesters (F-2014, S2015)**
- **Presidential Honors (2013-14)**

Academic Reference: Kevin Fingerman (krf256@humboldt.edu)

- **Academic Advisor**
- **Professor for Practicum (see "class projects" above)**
- **Professor for ENV Problem Solving**

Licenses & Certifications:

- Addiction Studies Certification (2014)
- Massachusetts State Commercial/Residential Builder's License (2008)
- Hazardous Waste Material Removal Certification (1992)
- Deep Sea Dive Certification (1990)
At the Diver's Institute of Technology, Seattle, WA

Scholarships, Fellowships and Awards:

- *Youth Movement Campaign Award (Pat Higgins, 2015 5th District Harbor Commissioner election)*
- *Maude Teal Codini, Jane Codini Horn, Antoinette Boies Codini & S.H. Paine Memorial Scholarship (2013-14)*
- *Charles M. Foster Memorial Scholarship (2012-13)*

Work Experience:

- 35+ years of commercial and residential construction. Experienced in every phase of construction including masonry, framing, electrical, plumbing, drywall, finish, and painting.
- Addiction Counseling at Humboldt Recovery Center (HRC) in Eureka and at the Open Door Clinic in Arcata, CA

Special Qualifications:

Experienced in both single & multi-phase commercial/residential and landscape project development

- *3 years of coastal, cliffside construction (1992-1995) in Bolinas, CA*
- *Estimating material & labor cost(s)*
- *Delegating duties to subordinates*
- *Meeting deadlines pertinent to physical aspects, and/or administrable deliverables.*
- *Blueprint and schematic interpretation involving city planning and structural integrity*

Community Activities:

- **North Coast People's Alliance (2015-2017)**
- **Patrick Higgins 5th District Harbor Commission Re-election Campaign (2015)**
Duties included phone banking/training, door-to-door canvassing, & writing editorials
- **General Service in Alcoholics Anonymous (General Service Representative, Web Chair for Humboldt/Del Norte Counties, District 15 Committee Member for Arcata, Eureka, & Trinidad)**

Personal References:

Mimi Newton Esq.

Assistant Regional
Counsel, USEPA
City Commissioner/ Fairfax
139 Mono Ave
Fairfax, CA 94930
(415) 845-6464
mimi.newton@gmail.com

Alan Shin (Retired)

Industrial Arts
Instructor/ Finish
Supervisor at SunFrost Solar
2466 Lince Avenue
(707) 362-6723
shinas@suddenlink.com

Mr. Brian Finnigan

Owner/ Proprietor
Finnigan & Thonson
824 L St #8
Arcata, CA 95521
(707) 267-5272
b.finnigan@yahoo.com