



Posted: 10-05-2018

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

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, OCTOBER 10<sup>th</sup>, 2018, at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### CLOSED SESSION at 5:00 pm

- I. **CALL TO ORDER**
- II. **ADJOURN TO CLOSED SESSION**
  1. *Real estate negotiations between the City of Trinidad and Verizon Wireless regarding the Trinidad Head cell site. Pursuant to California Government Code section 54956.8*
  2. *Real estate negotiations between the City of Trinidad and Charles Garth regarding 1 North Westhaven Dr. Pursuant to California Government Code section 54956.8*
  3. *Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957*
- III. **RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES 09-12-2018 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 September 2018
  2. Financial Statements August 2018
  3. Law Enforcement Report September 2018
  4. Accept City Engineer RFQ Results and Authorize City Manager to Negotiate GHD for City Engineering Services
  5. Planning Commissioner Vacancy Notice
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
  1. Discussion/Decision regarding Ethics Complaint against Councilmember Miller
  2. Public Hearing on Unmet Transit Needs
  3. Presentation Regarding Countywide Measure O
  4. Discussion of Water Rates, Water Policies, and Consider Approval of Scope of Services with GHD to evaluate maximum water production rates.
  5. Consider Appointments to the STR Committee
- X. **FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

SEPTEMBER 12, 2018 CC

Supporting Documentation follows with: \_\_\_\_\_ 4 PAGES

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, SEPTEMBER 12, 2018**

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. CLOSED SESSION**

1. Real estate negotiations between the City of Trinidad and Verizon Wireless regarding the Trinidad Head cell site. Pursuant to California Government Code section 54956.8
2. Real estate negotiations between the City of Trinidad and Charles Garth regarding 1 North Westhaven Drive. Pursuant to California Government Code section 54956.8
3. Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957

**IV. CLOSED SESSION REPORT**

- 1) Continued research into feasibility of acquiring property at 1 North Westhaven.
- 2) Draft lease sent to Verizon for review but no response has been received.

**V. APPROVAL OF AGENDA**

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

**VI. APPROVAL OF MINUTES – 07-25-18 cc2, 08-08-18 cc, 08-09-18 scc, 08-14-18 scc**

*Motion (Miller/West) to approve 7/25, 08/08, 08/14 as written. **Passed 4-0.***

*Motion (Miller/West) to approve 08/09 as corrected. **Passed 4-0.***

**VII. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**

**West:** HCOAG; Continued discussion regarding Last Chance grade on HWY 101.  
**Baker:** Nothing to report.  
**Miller:** Nothing to report.  
**Rotwein:** Community forum will be held on October 01 with Sheriff Billy Honsal regarding Trinidad Law Enforcement. OES update, Letter from residents on Langford Road regarding PG&E Tree Trimming, Tsunami Hazard workshop, Government-to-Government with Yurok Tribe, Trails Committee meeting recap.

**VIII. STAFF REPORTS**

City Manager Berman's written staff report was included in the packet. Various highlights included 1) A flow monitor has been installed in Luffenholtz Creek at the Water Treatment Plant as a required part of the City's Water Rights permit. He compared the amount of water being diverted to the water right amount. Showed various slides with recent data collected. Expressed concern that the City is nearing its diversion threshold and discussed possible conservation measures the Council would have to implement in the November if the stats are accurate. 2) The STR Committee volunteer notice has been published.

**Mayor Rotwein** requested City Manager follow-up on 1) fees for service, 2) meet with County Planning Department regarding cannabis permits, 3) longevity pay benefit, and applauded the Civic Club, Rancheria, and Yurok Tribe for cooperation and successful permitting of the Memorial Lighthouse project.

**IX. ITEMS FROM THE FLOOR**

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

**Dorothy Cox – Trinidad**

Referenced the Grand Jury response and various locations in the packet where attachments were mentioned but no attachment included.

**Barbara Kadlecik – Trinidad Area**

Provided information about grant resources for fire safety.

**Leslie Farrar** – Trinidad

Concerned about water use, wants the city volunteers to have wildland fire training, and concerned about the rainwater garden plan for Hector Street.

**Alan Grau** – Trinidad

Requested follow up regarding a recent noise complaint submitted regarding an STR. Does not support City offices located on the other side of the freeway.

**X. CONSENT AGENDA**

1. Staff Activity Report August 2018
2. Financial Statements July 2018
3. Law Enforcement Report August 2018
4. Agreement for Services with SHN for Stormwater Project CEQA & Permitting.

**Mayor Rotwein** pulled this item due to lack of information in the agreement that addresses working with the Rancheria – coordinating, collaborating, etc. City Manager Berman explained that a CDP will be required, and the Council may choose to add to the motion that “the City will work closely with the Rancheria...” at that time.

Public comment included:

**Shirley Laos** – Trinidad Rancheria

The Rancheria is willing to work with the City to ensure the time frame is met.

*Motion (Miller/Baker) to approve agenda item 4. **Passed 4-0.***

5. Approve Change Order #1 To Agreement with Wahlund, Inc. for East Street Water Line Replacement.  
*Motion (Rotwein/Miller) to approve 1, 2, 3, and 5, and pull 4 for discussion. **Passed 4-0.***

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision regarding the Draft Response to the Grand Jury Report.

City Manager Berman explained that the Humboldt County Civil Grand Jury issued a report regarding short term rentals in Trinidad, dated June 25<sup>th</sup>, 2018. The City Council and City Manager are required to provide a formal response to the findings and recommendations of the report within 90 days, or approximately September 25<sup>th</sup>.

After an initial draft was presented at the August Council meeting, an ad-hoc Council Committee of Councilmembers Ladwig and Miller worked with staff to produce the response. The local group 'Saving Trinidad's Neighborhoods' (STN) was involved in the Grand Jury process and invited by the Grand Jury to also submit a response. They requested that their response be included as public comment on this item.

The City response is due soon. Ideally the Council will agree on any final edits to the response and approve it at this meeting. If group-editing the response at the meeting is not practical due to the volume of desired changes, staff recommend that the Council authorize staff and the ad-hoc Committee to finalize the response and submit it based on Council input at this meeting.

Council questions included:

**Baker:** Regarding F4 - I would like the City to clarify, in writing, advise to Council and Staff for conflict of interest issues. The City Attorney should draft this document and the City should post it on the website for all to see.

Public comment included:

**Dorothy Cox** – Trinidad

The Council may feel put-out by this. I spoke to the Grand Jury representative who said the Jury receives hundreds of issues and only investigates a few. Regarding F1 – residents should be polled. Regarding complaints, the process has improved since the City Manager evaluation process has been more frequent. I'm concerned that the meet and greets are not happening.

**Kathleen Lake** – Trinidad

Thanked the residents and congratulated Saving Trinidad Neighborhoods (STN) for helping bring this issue into the light. We were happy to see the Grand Jury took this issue up. The STR industry representatives have harassed and targeted us. Several City Council members continue to criticize us. We are offended to hear you regard us as “vocal minority”, or “small group of citizens”. Please focus on conflicts of interest, as the City

minutes do not record recusals. Please address the City Clerk's conflicts. All City minutes should be posted online in a timely manner. All public comments should be posted online before noon on Friday before the meeting.

**Alan Grau – Trinidad**

A property manager stated that meet and greets are not happening. A form should be signed. The Mayor should be recusing herself from any discussions related to STR Ordinances.

**Leslie Farrar – Trinidad**

Violations must be submitted. We never know when something is going to happen. We did not intend for business activity to occur on a regular basis next to our forever home when we moved here.

Council comments included:

**Miller:** Regarding the Ordinance, it's not perfect but it took a lot of work. Certain members of the community have kept us focused on it for many years.

**Baker:** My complaint is with the Grand Jury's methodology in interviewing City officials. I believe we have been accused of corruption, and I reject and resent it. Why were the Grand Jury methods selected and certain information omitted? I believe this ordinance is well done, and I'm going to run on it this November. I would like to know if we were being investigated for corruption. I stand behind our public officials (and staff) tonight. I suggest we include the following sentence in the response: "The decision to interview only the "City Manager" and "City Clerk" is of concern to the City Council.

**West:** I would like a response to Baker's question/concerns as well.

**Miller:** Supported adding Baker's question to the preamble, as well as correcting the following statements:

P.1: "...did not interview a cross-section of Trinidad..."

P.2, Preamble: Include Baker's suggested sentence.

P.3: Ask why other staff or Council was not interviewed.

*Motion (West/Miller) to accept the draft Grand Jury response with 3 additions as listed. **Passed 4-0.***

2. Discussion/Decision regarding development of an Administrative Fines Ordinance.

City Manager Berman explained that the Planning Commission has recommended the City adopt an Administrative Fines Ordinance. This meeting is intended to generate Council, staff, and public discussion and input, with a goal of coming back to Council at a subsequent meeting with a draft Ordinance ready for a First Reading. This would provide City staff with an alternative, and much easier, enforcement mechanism to address violations of City Code. Currently the enforcement process is a criminal process involving our City Attorney, and only our Sheriff Deputies can issue citations of any kind. An administrative fines ordinance allows designated City staff to issue fines for ordinance violations, without involving our attorney or our deputies.

Key issues that vary between the attached examples include: 1) Fine amounts, 2) Who can issue fines?, and 3) Appeal Process.

Public comment included:

**Jim Cuthbertson – Trinidad**

You people can create ordinances, but you never enforce them. Don't write ordinances you can't back up. I'm not following the rules anymore 😊

**Dorothy Cox – Trinidad**

How much revenue do fines/fees generate for the City?

Council comments included:

**Baker:** We have to change the culture in this City.

*By consensus, the Council directed Staff to develop an ordinance based on research from other cities and examples and return with a draft for further discussion.*

3. Discussion/Decision regarding Appointment of a Council Liaison to the Planning Commission  
City Manager Berman explained that the Council expressed an interest in having a member attend Planning Commission meetings.

Public comment included:

**Leslie Farrar** – Trinidad  
Should check to see if this is legal.

**Kathleen Lake** – Trinidad

This was practiced in the past, but for some reason (possible legal reasons) the role ended.

Council comments included:

**Baker:** Let's get a legal opinion first.

**Miller:** Council can rotate. Not one person should have to attend all the meetings.

**Rotwein:** We have been dragging our feet on the General Plan and Council should be aware of the Planning Commission's activities.

**West:** I agree with Rotwein, but would like to hear what our City Attorney says first.

*No decision was made. Continued to a future meeting.*

4. Discussion/Decision regarding Trinidad Head Cell Tower Lease Agreement.  
City Manager Berman explained that the Council, in closed session, agreed to send Verizon a "cease and desist order to vacate" due to the expired lease and since no response was provided to the City's final negotiation efforts.

*No public or Council comments were made.*

#### XI. FUTURE AGENDA ITEMS

- ADU Update
- Longevity Pay
- Review of Fines/Fees
- Merge Cemetery Fund into the General Fund
- Include City Manager Evaluation tool on the agenda.
- Discuss commercial water rate option.
- Update on 1 Westhaven Drive Church property.
- STR Committee Appointment
- Update on Tsurai Lawsuit
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#### XIII. ADJOURNMENT: 8:10 pm

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

\_\_\_\_\_  
**Susan Rotwein**  
Mayor

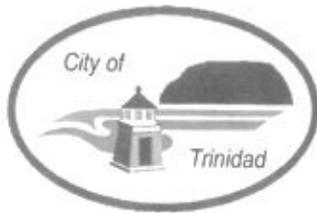


## CONSENT AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES**

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1. Staff Activity Report September 2018



**Susan Rotwein, Mayor**  
**Dan Berman, City Manager**

## STAFF ACTIVITIES REPORT

For Council Meeting of October 10<sup>th</sup> 2018

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*Italics indicate newly updated information.*

### City Administration:

#### **Grand Jury Report on Short Term Rentals –**

*The City's Response was submitted and is available on our website.*

#### **Complaints –**

*The City has received two new complaints regarding vacation rentals which are being reviewed by staff. The City has received complaints regarding personal interactions in the audience of Council meetings which are being reviewed by staff.*

#### **Construction in Trinidad**

*The stormwater infiltration work funded by the Ocean Protection Council Proposition is largely complete as of October 5<sup>th</sup>, with the exception of the vegetation work at Hector Street, which is being done by a separate contractor and planned for late October to coincide with more consistent rains. The Hidden Creek RV Park has begun construction on a new septic system and a water system upgrade, funded in part through the City's Clean Beaches Initiative grant project to replace failing septic systems.*

**Trails Advisory Committee-** *Trail Construction & Maintenance Policies are under development, and the Trails committee is working with the Gateway Committee to develop a consistent signage concept and recommendations..*

**Public Comment Policy.** Staff are developing a written policy and procedures to address how written comments will be handled with regard to the agenda packets, website postings, and distribution.

**OWTS Permits –** *Our new Administrative Assistant is getting up to speed on OWTS permitting and we expect to resume permitting efforts in October. Staff and the City Planner will continue to implement the plan to issue OWTS operating permits to all septic system owners in the City. The remaining parcels in town without operating permits will be contacted next.*

**Law Enforcement Service –** *The Sheriff's Office and the City held a 'Coffee with a Cop' Public Safety Forum October 3 for the community to discuss public safety with city and County officials.*

**Trinidad Rancheria Efforts to put the Harbor Property in Federal Trust Status.**  
The City requested an update from the Bureau of Indian Affairs and was informed that BIA is still working on responses to the comment letters received. No timetable for next steps was provided, but the City and other commenters are on the notification list for this project.

**Trinidad Rancheria Hotel Project**

*The Environmental Assessment for the Trinidad Hotel Project is currently out for Public Comment, to close on Oct 22<sup>nd</sup>. The City is holding a Special Meeting on Monday October 15<sup>th</sup> with a Rancheria Presentation.*

**STR Ordinance**

The revised (2016) Ordinance is now in effect. 28 STR licenses have been issued. The UR zone is near its cap (21 licenses, cap of 19). The SR zone is below the cap. The new ordinance has resulted in at least three licenses going away upon property sales, and the number of guests in the UR zone has come down by 26 due to lower allowed occupancy and some rentals losing their license upon sale.

*Appointments to the STR Committee are on the agenda for October 10<sup>th</sup>.*

**Tsurai Study Area.**

*A new homeowner on Wagner Street had workers conduct vegetation maintenance that went well across the unmarked property line and the Wagner Street Trail. A police report has been filed and staff and the City Attorney are considering what administrative fines or enforcement may be appropriate. The homeowners are accepting responsibility and expressing contrition.*

*Staff are pursuing services from local survey companies to mark the surveyed property line so we can put up signage to prevent future occurrences, and increase the ability to pursue trespass and related action if this does happen again.*

A draft settlement and land transfer was conditionally approved by Council in December 2016. Additional agreements were deemed necessary because of prior legal settlements involving multiple state agencies. Efforts to resolve this complication and complete the settlement and land transfer are ongoing.

**Planning**

**Detached Living Spaces**

The Planning Commission has completed their effort to provide recommendations to the Council on this issue and are returning to the Local Coastal Plan update as well as regular permit applications.

**General Plan Update**

*The Planning Commission is making steady progress on completing the General Plan update.*

We are about a year behind the ambitious schedule presented in the last major update to the Council that was provided in a memo dated January 19, 2017. Since then, City staff did apply for supplemental funding and an extension to the Coastal Commission grant period to complete much of the work. That was approved, and the grant period now runs to October 31, 2018. I am still hopeful that we can meet our grant obligations within that time. The following is an update on the various tasks.

- *Planning Commission Review* – The Planning Commission has reviewed all the draft elements of the General Plan again. That occurred from January 2017 through July 2017. Although the Planning Commission had several special meetings to keep that discussing going, it still took well over the estimated two months.
- *Background Reports and Information* – Staff held two harbor area stakeholder meetings on April 17, 2017 (one during the day and one in the evening). Informal Tribal consultation has not been very fruitful so far, but staff continues to seek input.
- *Update Draft General Plan* – Staff have been working on incorporating the Planning Commission comments into the draft, as well as information from recent background reports such as the one regarding climate change and sea level rise. In addition, comments from the harbor stakeholder meeting have been incorporated. Staff have also been adding to the draft elements where deficiencies were identified after an analysis based on the Coastal Commission's LCP update guidelines. In addition, the State adopted new General Plan Guidelines in 2017, which staff have been reviewing for consistency with the existing draft. Staff have finalized revisions to the Land Use Element, and Conservation and Open Space Element, and are currently working on the Circulation Element and Cultural Resources Element. We have been waiting for updated maps in order to start submitting elements to the Coastal Commission for their staff review, but plan on starting to submit drafts this week regardless of whether all the maps are complete.
- *Zoning Ordinance* – Staff have started drafting zoning ordinance updates to make it consistent with the draft general plan and current Coastal Act requirements.

**Cell Towers** – See agenda

**Memorial Light House** – The Planning Commission recently approved the Civic Club regular 'follow up' permit for the Lighthouse move and clean up at the former site. The Coastal Commission also needs to issue approval for the Harbor Area placement.

**Unpermitted Development** – The City is working with the Coastal Commission and a Scenic Dr. landowner to resolve problems related to shoreline armoring efforts that were undertaken without permits. Final notices before Nuisance Abatement proceedings have been sent.

**View Restoration Permit process for Van Wycke St.**

The new owners of the property are working with the neighbors and planning for significant trimming to restore views.

**CalFire Water Line Extension**

The City has approved the LCP/General Plan amendment process required for this. CalFire will be returning soon with an application to the City (and County) for the CDP and other necessary permits for the physical construction of the water line.

**Marine Lab Cypress Tree** HSU has received approval to remove the tree

## WATER SYSTEM

### **Streamflow Monitoring on Luffenholtz Creek (Water Fund)**

The data can be viewed at the following link, soon to be on the City Website:  
<https://m2x.att.com/dashboards/shared/483d35e70ccd5170cf6646115b13a19d?>

**Water accountability** – Through meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services, staff continue audit and reduce water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owner's side and coordinated with the appropriate party to facilitate the necessary repairs.

**Water Distribution System** - A major water line under East St. has been replaced. A leak was caused by AT&T work near Stagecoach Rd. and repaired by our PW staff. A PVC pipe broke at the Water Plant and was managed and repaired by our PW staff.

## PUBLIC WORKS

### **Staffing**

*The City has hired a new employee, Kyle Shipman, to fill the public works/water system vacancy.*

**City Contracting Requirements.** *See agenda item.*

**Trails.** A recent slip and fall injury on the Parker Ck. Trail has resulted in ongoing discussion between the Land Trust, City, and adjacent landowners over property lines and responsibilities for maintenance. Short term measures have been implemented to increase safety. Installation of a few steps to address a steep change in slope are being considered.

Caltrans has taken the lead and is pursuing grant funds to advance the proposed Little River Trail connection from the end of Scenic Dr. across the Little River.

**City MS4 Permit Compliance and Reporting** – In September, the Project Coordinator/Stormwater Program Manager will begin work on the MS4 Permit annual

report. MS4 Permit coverage is required due to the City's storm water discharge into the Trinidad Bay Area of Special Biological Significance (ASBS). Complying with the permit requirements is costly and time consuming and involves all City staff, the planner, the city engineer, and building official.

### October 2018 Project and Grant Coordinator Activities

**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. In September, the Grant Coordinator completed the end-of-the-year grant fund reviews. See below for progress on specific tasks for each grant below.

#### Non-grant (general fund) tasks assigned in August:

- Assisted with the Request for Qualification (RFQ) process for City Planning and City Engineering Services.
- Began preparing the Annual Report for the City's MS4 (Stormwater Discharge) permit.

Project Name	<b>Citywide Low Impact Development Planning and Construction Project (OPC Project)</b>		
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:** The purpose of the Citywide LID project is to develop storm water infiltration policies to protect the bluff based on groundwater modeling data and construct storm water system improvements on Hector and East Streets to eliminate the discharges to the Trinidad Bay (ASBS) from these areas in the upper part of town. These improvements were planned in 2012 during the Phase 1 and were funded as a shovel-ready project.

**Project Status:** The construction on Hector and East Streets will be completed in mid-October. The Hector Street raingarden landscaping work is currently being coordinated. The remaining project tasks include updating the Groundwater (Modeling) Technical Memorandum and Bluff Stability Analysis and developing policies to protect the bluff area from excessive infiltration of storm water and wastewater.

Project Name	<b>Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)</b>		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
Match (City)	\$15,000	Match paid by	General Funds-staff costs through Aug 2017 to develop project
Match (Other)	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
Match (Other)	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/20	City Personnel Costs	Reimbursed by Prop 84 grant beginning September 2018

**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) by improving the system along Underwood, Edwards, Ewing, Gallindo, Van Wycke, and down to the harbor parking lot area. Phase 1 of the Project improved the storm water system on Trinity and Ocean Streets to redirect and treat storm water from much of the upper part of town that had been discharging into the ASBS. The OPC Citywide LID Construction project is a component of the overall project.

Status: The City is anticipating signing the SWGP grant agreement in October with a revised timeline that schedules project construction in Summer 2020 rather than 2019. City staff is preparing to advertise the availability of the Storm Water Project NEPA Environmental Assessment (EA) for a 14 day public review and comment period. The USDA Grant/Loan Application will be underwritten by USDA when the final NEPA has been approved. The next steps include soliciting proposals for Project Monitoring, and the Project Design Report.

Project Name	<b>LCP Planning and Sea Level Rise Update Project</b>		
Grant Budget	\$80,000	Funding Source	Coastal Commission LCP Planning Grant Round 2
Match	\$35,000	Match paid by	City GF for planner and staff LCP update costs
Term	4/13/15 - 10/31/18	City Personnel Costs	60% grant reimbursement, 40% GF

Project Summary: The project assists the City with updating the Local Coastal Program (General Plan) to reflect and address changed conditions and effects of climate change and sea level rise.

Project Status: Staff is wrapping up this project - the grant project term ends in October 2018.

Project Name	<b>LCP Update Project 2</b>		
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4
Match	\$10,000	Match paid by	City GF for planner and staff LCP update costs
Term	11/1/17-12/31/19	City Personnel Costs	Grant reimburses 87%, GF 13%

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

Project Status: Currently, work on this project includes compiling previous studies on water supply, bluff stability and hazard assessment.

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

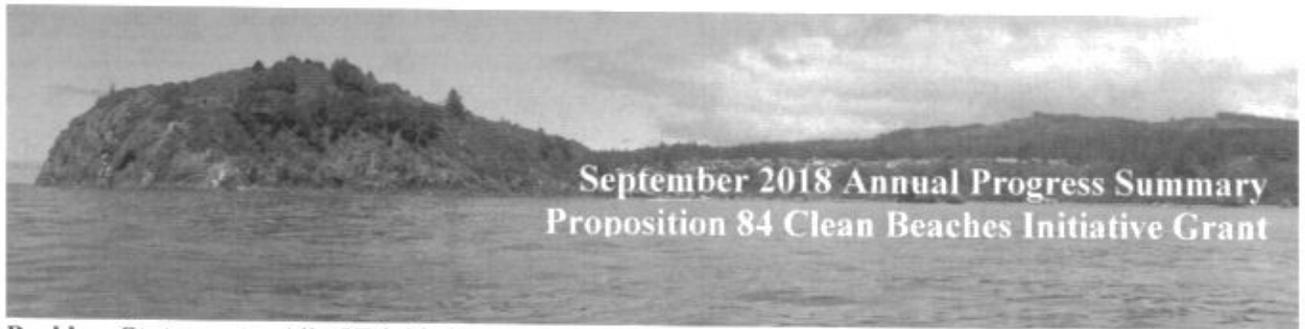
Project Summary: This project will improve the Van Wycke Trail to provide better access and safety for pedestrians and bicyclists between Edwards Street and the Harbor Area.

Project Status: The Grant Coordinator completed and submitted the semi-annual invoice and report to Caltrans. City Planner is preparing the CEQA document. Following completion of CEQA the project will go through the engineering and design phase.

Project Name	<b>Clean Beaches OWTS Repair &amp; Replacement Grant</b>		
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: Please see Grant Progress Summary below.

Status: Construction is nearing completion to replace the septic system for 50 RV spaces at Hidden Creek RV Park. This is the final onsite wastewater treatment system to be constructed for the Clean Beaches Project. Eight residential systems have replaced during this Project. Post-project water quality monitoring will begin after the first rains. The Annual Progress Summary is included at the end of this report. A grant budget adjustment was approved to increase funding for City personnel.



**Problem Statement:** All of Trinidad and the surrounding areas utilized Onsite Wastewater Treatment Systems (OWTS), or septic systems, for wastewater disposal. The problem that this Project addresses is bacteriological contamination of creeks and beaches. The Project is aimed at reducing bacteria levels in nearshore waters that have resulted from malfunctioning OWTS. OWTS is one of the three factors that have been identified as adversely impacting the Trinidad Head Area of Special Biological Significance.

**Project Description and Purpose:** The Trinidad-Westhaven Coastal Water Quality Restoration Program/OWTS Emphasis (Project) will reduce bacterial contamination on adjacent beaches caused by septic system (OWTS) contributions. This Project will correlate sources of bacterial indicators, measured on public beaches and coastal streams, with OWTS contributions to identify malfunctioning OWTS and assist homeowners with repairs, resulting in direct and prompt improvement to bacteria-related water quality problems at those waters. Elements of the Project will include collecting updated parcel and OWTS permit data, targeted bacterial indicator sampling, priority parcel analysis in contributing surface waters using GIS, and improving / replacing poorly functioning OWTS based on onsite inspections. Public outreach and education is also an important component. Effectiveness monitoring will measure the success of the Project.

**Scope of Project:** This Project will build upon the previous Clean Beaches project concept, which researched source tracking using fluorometry in conjunction with water quality testing to identify and characterize bacterial contamination and at-risk OWTS near water sources that drain into Trinidad Bay. This project includes (1) new targeted baseline water quality monitoring, (2) updating the priority parcels analysis, (3) community education and outreach, (4) inspections of 75-100 priority parcels, (5) repair or replacement of the worst failing and malfunctioning systems on an income eligible basis based on the OWTS inspections, and (6) effectiveness monitoring.

**Project Progress, Milestones and Schedule:** The following tasks and milestones have been completed or are in progress:

- The PAEP, Monitoring Plan and QAPP have been submitted and approved.
- Completed the initial water quality sampling as well as pre-project sampling for all parcels prior to construction.
- Created and sent flyer summarizing the grant and project to all property owners within the previously identified priority areas.



- The City participated in the County's development of a LAMP under the State OWTS Policy. Prepared and disseminated informational materials to non-City OWTS owners in the project priority area and for the public.
- Provided project updates at Trinidad Bay Watershed Council, Trinidad Planning Commission and Trinidad City Council meetings.

Proposition 84 Clean Beaches Initiative Grant Progress Summary  
Page 2

- Updated the City's GIS with current assessor and land use data and with new OWTS information from the Humboldt County Division of Environmental Health (DEH) files. Identified and ranked 148 priority parcels in the City's GIS in the priority areas.
- Formed a Technical Advisory Committee (TAC) of agencies and professionals to prioritize and approve parcels for the priority list for repairs and replacement of failing OWTS.
- Reached out to owners of 148 priority parcels areas offering assistance to upgrade failing OWTS. Mailed information to 267 parcel owners about OWTS maintenance and regulations. 27 residents completed OWTS repairs without requesting assistance based on their inspection results.
- Reviewed and ranked parcels based on inspection reports. Held 6 TAC meetings for review of parcel results and approved 17 parcels with failing OWTS for inclusion in the priority parcel list.
- Awarded eight construction contracts to repair 10 residential systems, and one contract was awarded to repair a 57 space RV Park sewer system.
- Next Steps: Project staff will conduct post-project effectiveness sampling for three storms, analyze the results then develop the draft and final project reports.



### **Project Outcomes & Effectiveness**

- 59 inspections reports and 58 household surveys were received, reviewed and ranked.
- 5 parcels in Round 1 (2016) and 12 parcels in Round 2 (2017-18) with failing OWTS were approved by the Technical Advisory Committee for the Project priority repair list.
- 14 homeowners received rebates for OWTS inspections and pumping.
- 27 residents submitted documentation of repairs completed without CBI assistance.
- 8 construction projects to repair/replace OWTS were completed serving 10 residences and 1 project to serve 57 residences is being constructed.



## CONSENT AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES**

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2. Financial Statements August 2018

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 8/1/2018 Through 8/31/2018

	Current Month	Year to Date	Total Budget - Original	% of Budget
<b>Revenue</b>				
41010	PROPERTY TAX - SECURED	0.00	0.00	92,000.00 100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,400.00 100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	50.00 100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	1,300.00 100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00 100.00)%
41070	PROPERTY TAX - FINES	0.00	0.00	500.00 100.00)%
41071	MOTOR VEHICLES	0.00	0.00	500.00 100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	1,300.00 100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00 100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	4,500.00 100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,300.00) 100.00)%
41200	LAFCO Charge	0.00	0.00	(1,850.00) 100.00)%
41220	IN LIEU VLF	0.00	0.00	30,000.00 100.00)%
42000	SALES & USE TAX	0.00	0.00	245,000.00 100.00)%
43000	TRANSIENT LODGING TAX	5,287.29	5,287.29	138,000.00 (96.17)%
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)%
53010	COPY MACHINE FEE	0.00	0.00	50.00 100.00)%
53020	INTEREST INCOME	24.47	44.45	15,000.00 (99.70)%
53090	OTHER MISCELLANEOUS INCOME	0.00	7,369.00	2,500.00 194.76)%
54020	PLANNER- APPLICATION PROCESSIN	0.00	3,000.00	9,000.00 (66.67)%
54050	BLDG.INSP-APPLICATION PROCESSI	423.83	2,173.36	10,000.00 (78.27)%
54100	ANIMAL LICENSE FEES	0.00	0.00	200.00 100.00)%
54150	BUSINESS LICENSE TAX	1,681.00	7,315.00	9,500.00 (23.00)%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	0.00	8,000.00 100.00)%
54300	ENCROACHMENT PERMIT FEES	100.00	100.00	400.00 (75.00)%
56400	RENT - VERIZON	0.00	4,177.55	49,600.00 (91.58)%
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	1,675.35	1,675.35	6,500.00 (74.23)%
56700	RENT - TOWN HALL	0.00	500.00	6,500.00 (92.31)%
	<b>Total Revenue</b>	<u>9,191.94</u>	<u>31,642.00</u>	<u>841,950.00 (96.24)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 8/1/2018 Through 8/31/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	200.00	400.00	3,500.00	88.57%
61000	EMPLOYEE GROSS WAGE	12,045.11	15,824.84	126,315.00	87.47%
61470	FRINGE BENEFITS	69.24	92.32	0.00	0.00%
65100	DEFERRED RETIREMENT	1,451.66	1,907.31	15,158.00	87.42%
65200	MEDICAL INSURANCE AND EXPENSE	1,051.29	2,102.58	25,940.00	91.89%
65250	Health Savings Program	234.13	243.26	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	4,831.75	4,737.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	219.78	241.78	500.00	51.64%
65600	PAYROLL TAX	1,030.81	1,300.03	10,823.00	87.99%
65800	Grant Payroll Allocation	(90.57)	(410.64)	(5,500.00)	92.53%
68090	CRIME BOND	0.00	487.50	500.00	2.50%
68200	INSURANCE - LIABILITY	0.00	11,818.30	12,400.00	4.69%
68300	PROPERTY & CASUALTY	0.00	4,486.95	4,800.00	6.52%
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	17,775.48	17,775.48	51,000.00	65.15%
71410	BLDG INSPECTOR-ADMIN TASKS	702.30	1,082.30	7,000.00	84.54%
71510	ACCOUNTANT-ADMIN TASKS	984.88	2,115.69	15,000.00	85.90%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	14,500.00	100.00%
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	70.00	102.00	3,000.00	96.60%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	1,500.00	9,000.00	83.33%
75180	UTILITIES	2,198.98	3,026.62	8,250.00	63.31%
75190	DUES & MEMBERSHIP	0.00	0.00	750.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	184.00	1,924.90	4,000.00	51.88%
75220	OFFICE SUPPLIES & EXPENSE	604.18	768.63	6,500.00	88.17%
75240	BANK CHARGES	0.00	10.00	200.00	95.00%
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	160.46	325.10	1,800.00	81.94%
76130	CABLE & INTERNET SERVICE	215.88	427.78	3,500.00	87.78%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	73.50	73.50	500.00	85.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
<b>Total Expense</b>		<u>39,931.11</u>	<u>73,707.98</u>	<u>375,673.00</u>	<u>80.38%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 8/1/2018 Through 8/31/2018

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	455.76	607.68	5,656.00	89.26%
65100	DEFERRED RETIREMENT	55.11	73.48	679.00	89.18%
65200	MEDICAL INSURANCE AND EXPENSE	0.24	0.48	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	39.35	52.47	485.00	89.18%
75170	RENT	750.00	1,500.00	9,000.00	83.33%
75180	UTILITIES	112.14	195.08	2,000.00	90.25%
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	120.00	240.00	1,500.00	84.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	90.42	180.36	1,200.00	84.97%
Total Expense		<u>1,623.02</u>	<u>3,065.81</u>	<u>266,482.00</u>	<u>98.85%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 8/1/2018 Through 8/31/2018

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	300.00	1,800.00	83.33%
75180	UTILITIES	0.00	52.27	550.00	90.50%
75190	DUES & MEMBERSHIP	0.00	144.00	250.00	42.40%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
76110	TELEPHONE	49.34	116.77	1,000.00	88.32%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	0.00	350.00	100.00%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMENTS	10.98	1,616.87	5,000.00	67.66%
78200	EQUIPMENT REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
Total Expense		<u>210.32</u>	<u>2,229.91</u>	<u>17,350.00</u>	<u>87.15%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 8/1/2018 Through 8/31/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	9,567.41	12,959.95	93,517.00	86.14%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	1,148.91	1,556.30	11,222.00	86.13%
65200	MEDICAL INSURANCE AND EXPENSE	2,382.95	5,858.00	44,584.00	86.86%
65250	Health Savings Program	541.63	561.26	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65600	PAYROLL TAX	811.89	1,182.38	8,013.00	85.24%
65800	Grant Payroll Allocation	(4,995.39)	(12,083.21)	(75,500.00)	84.00%
71210	CITY ENGINEER-ADMIN. TASKS	609.25	949.25	10,000.00	90.51%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	3,000.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	2,500.00	100.00%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	450.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	8,965.15	3,000.00	(198.84)%
78120	STREET LIGHTING	358.94	739.09	4,500.00	83.58%
78130	TRAIL MAINTENANCE	0.00	494.46	3,500.00	85.87%
78140	VEHICLE FUEL & OIL	183.08	453.15	4,000.00	88.67%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	1,018.12	2,068.44	15,000.00	86.21%
78170	SECURITY SYSTEM	106.50	106.50	500.00	78.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,307.67	1,414.07	6,000.00	76.43%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79120	WATER PLANT CHEMICALS	0.00	6.81	0.00	0.00%
Total Expense		<u>13,040.96</u>	<u>28,818.68</u>	<u>166,793.00</u>	<u>82.72%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 8/1/2018 Through 8/31/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	0.00	0.00	6,200.00	(100.00)%
	<b>Total Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>16,700.00</u>	<u>(100.00)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	1,127.89	1,603.52	12,089.00	86.74%
65100	DEFERRED RETIREMENT	135.34	192.38	1,451.00	86.74%
65200	MEDICAL INSURANCE AND EXPENSE	64.96	493.94	5,348.00	90.76%
65250	Health Savings Program	87.48	90.96	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65600	PAYROLL TAX	95.54	135.93	1,036.00	86.88%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	<b>Total Expense</b>	<u>1,511.21</u>	<u>2,975.70</u>	<u>22,074.00</u>	<u>86.52%</u>
	<b>Net Income</b>	<u>(1,511.21)</u>	<u>(2,975.70)</u>	<u>(5,374.00)</u>	<u>(44.63)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 8/1/2018 Through 8/31/2018

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget	
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	8,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	2,000.00	(100.00)%
57100	WATER SALES	28,219.18	60,229.30	315,000.00	(80.88)%
57200	Water Sales - Wholesale	1,080.00	1,920.00	5,000.00	(61.60)%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	444.24	628.70	1,000.00	(37.13)%
	<b>Total Revenue</b>	<u>29,743.42</u>	<u>62,778.00</u>	<u>332,000.00</u>	<u>(81.09)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	10,513.60	13,672.77	103,994.00	86.85%
61250	OVERTIME	0.00	0.00	501.00	100.00%
65100	DEFERRED RETIREMENT	1,262.49	1,641.89	12,479.00	86.84%
65200	MEDICAL INSURANCE AND EXPENSE	2,100.75	5,263.26	42,412.00	87.59%
65250	Health Savings Program	587.39	610.78	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,977.98	3,900.00	(2.00)%
65600	PAYROLL TAX	882.97	1,119.47	8,910.00	87.44%
68090	CRIME BOND	0.00	262.50	300.00	12.50%
68200	INSURANCE - LIABILITY	0.00	6,363.70	6,650.00	4.31%
68300	PROPERTY & CASUALTY	0.00	2,416.05	2,625.00	7.96%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	530.32	1,139.21	6,700.00	83.00%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,000.00	100.00%
72100	BAD DEBTS	68.00	268.00	350.00	23.43%
75180	UTILITIES	0.00	1,340.77	13,500.00	90.07%
75190	DUES & MEMBERSHIP	0.00	0.00	1,500.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	70.00	210.00	3,000.00	93.00%
75240	BANK CHARGES	10.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	125.00	125.00	1,000.00	87.50%
75300	CONTRACTED SERVICES	0.00	0.00	6,000.00	100.00%
76110	TELEPHONE	153.93	304.81	1,800.00	83.07%
76130	CABLE & INTERNET SERVICE	61.95	123.90	750.00	83.48%
76160	LICENSES & FEES	0.00	0.00	4,500.00	100.00%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	209.09	209.09	1,500.00	86.06%
78150	VEHICLE REPAIRS	943.64	4,196.02	2,000.00	(109.80)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78170	SECURITY SYSTEM	76.50	76.50	500.00	84.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	296.52	296.52	6,000.00	95.06%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	120.00	1,000.00	88.00%
79100	WATER LAB FEES	280.00	640.00	4,000.00	84.00%
79120	WATER PLANT CHEMICALS	486.09	1,219.21	7,500.00	83.74%
79130	WATER LINE HOOK-UPS	0.00	0.00	1,000.00	100.00%
79150	WATER LINE REPAIR	0.00	0.00	68,000.00	100.00%
79160	WATER PLANT REPAIR	0.00	0.00	6,000.00	100.00%
	<b>Total Expense</b>	<u>18,658.24</u>	<u>45,617.43</u>	<u>333,071.00</u>	<u>86.30%</u>
	<b>Net Income</b>	<u>11,085.18</u>	<u>17,160.57</u>	<u>(1,071.00)</u>	<u>(1,702.29)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 8/1/2018 Through 8/31/2018

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>				
53020				
		0.00		
58100		0.00	200.00	(100.00)%
		2,002.50	6,000.00	(64.13)%
		2,002.50	6,200.00	(65.28)%
<b>Expense</b>				
61000				
	1,345.20	1,911.18	13,205.00	85.53%
65100				
	161.42	229.34	1,585.00	85.53%
65200				
	26.02	567.76	5,747.00	90.12%
65250				
	109.37	113.74	0.00	0.00%
65300				
	0.00	504.96	495.00	(2.01)%
65600				
	113.72	161.71	1,131.00	85.70%
75180				
	45.23	90.46	750.00	87.94%
78190				
	0.00	0.00	500.00	100.00%
	1,800.96	3,579.15	23,413.00	84.71%
	201.54	(1,426.65)	(17,213.00)	(91.71)%



## CONSENT AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES**

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3. Law Enforcement Report September 2018

**ACTIVITY REPORT  
TRINIDAD  
BY DEPUTY LUKE MATHIESON**

**09/01/2018-09/30/2018**

- Numerous citizen contacts.
- Regular patrols at Hidden Creek. Continuing to address the problems within the park, and complaints of drug dealing.
- Conducted numerous vehicle investigations, addressing subjects camping in their vehicles.
- Worked with casino regarding ongoing issues and locating/arresting wanted persons.
- Conducted regular patrols for subject(s) sleeping at night outside of the library and wooded area surrounding Scenic Drive.
- Addressed numerous pan handlers. Provided them information for resources.
- Assisted Mckinleyville units with a disturbance call on Tah-Pah Lane in Westhaven, and runaway juvenile was later located and transferred to Child Welfare Services
- Contacted a male subject blocking the side on Main Street at the intersection of Scenic Drive, male was determined to be intoxicated and violating his probation terms, male was transported to the HCCF
- Contacted a male subject walking down the middle of Trinity Street, male was uncooperative with law enforcement, provided false names to avoid arrest and was later transported to HCCF for multiple misdemeanor charges.
- Conducting traffic enforcement at Main Street and Scenic Drive, a gold Honda Accord ran the stop sign and accelerated at high rate of speed southbound on Hwy 101, conducted a traffic enforcement stop and the driver was found to be driving without a license.
- Investigated an alleged vandalism, berry briars and a small bush were cut down on Wagner Street Trail. Investigation was completed and the case was forwarded to the District Attorney's Office for review.

**HUMBOLDT COUNTY SHERIFF'S OFFICE**  
**CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**  
**From: 08/27/18 Through: 09/02/18**

49

CFS#	TIME	TYPE OF CALL	ADDRESS	OCL	TRI DEP
082718-24	0755	Found Property	Elementary School		X
082718-33	0854	Disturbance	201804273 Westhaven Dr/IAO Fox Farm	X	X
082718-34	0854	Mental	Westhaven Dr	X	
082718-59	1141	Alarm	Scenic Dr	X	X
082718-77	1303	Vehicle Investigation	End of Frontage Rd	X	X
082718-84	1357	CWS Referral	201804281 Midway Drive	X	X
082718-93	1418	CWS Referral	201804287 Edwards St		X
082718-134	1733	Death Investigation	Patricks Point State Park	X	
082718-172	2110	Public Assist	The Head	X	
082718-173	2125	Suspicious Circumstance	Driver Rd	X	
082818-69	1140	Mental	Ocean Ave		X
082818-103	1448	Burglary	201804318 Luffenholtz	X	
082918-57	0945	Alarm	Patricks Point Dr	X	
082918-64	1028	Vehicle Investigation	Park & Ride		X
082918-70	1053	Follow Up	Luffenholtz	X	
082918-68	1056	Traffic Stop	Lanford Rd	X	X
082918-104	1443	Investigation	Westhaven Dr	X	X
082918-114	1529	Follow Up	State Beach	X	X
082918-117	1557	Burglary	201804344 Strawberry Rock	X	
082918-139	1754	Attempt Warratn Serive	Scenic Dr	X	
083018-10	0218	Alarm	Bay Street		
083018-19	0618	Narcotics Activity	Moonstone Beach	X	
083018-32	0903	Petty Theft	201804362 Wagner St		
083018-81	1336	Threats Report	Patricks Point Dr	X	X
083018-107	1540	Petty Theft	Westhaven Dr	X	
083018-138	1826	Alarm	Westhaven Dr	X	
083118-25	0637	Alarm	Patricks Point Dr	X	
083118-53	1015	Follow Up	Luffenholtz	X	
083118-83	1307	Search & Rescue	Fox Farm Rd	X	
090118-26	0747	Alarm	Kane Rd	X	
090118-39	0844	Burglary	201804389 Patricks Point Dr	X	
090118-183	2119	Public Assist	Scenic Dr	X	
090218-32	0401	Pedestrian Check	Frontage Rd		
090218-48	0730	Vehicle Registration Check	Trinity St		X
090218-53	0759	Vehicle Registration Check	Trinity St		X
090218-54	0808	Patrol Check	Westhaven Dr/Tribal Hsing	X	X
090218-57	0826	Foot Patrol	Downtown		X
090218-62	0913	Patrol Check	Ewing St		X
090218-63	0926	Vehicle Registration Check	Seascape	X	X
090218-73	1023	Investigation	201804406 Main Street		X
090218-84	1119	Vehicle Registration Check	Trinity St		X
090218-88	1135	Vehicle Investigation	Quarry Rd	X	X

090218-89	1145	Foot Patrol		Main Street		X
090218-95	1209	Business Check		Scenic Dr	X	X
090218-102	1255	Burglary	201804410	Scenic Dr/Baker Ranch Rd	X	
090218-119	1455	Follow Up		Tah Pah Ln	X	X
090218-136	1611	Patrol Check		Houda Point	X	
090218-139	1637	Alarm		Trinity St		X
090218-151	1747	Burglary	201804414	Luffenholtz	X	

**HUMBOLDT COUNTY SHERIFF'S OFFICE**  
**CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**  
**From: 09/03/18 Through: 09/09/18**

55

CFS#	TIME	TYPE OF CALL	ADDRESS	OCL	TRI DEP
090318-12	0228	Suspicious Fire	201804419 Hwy 101/JSO Big Lagoon	X	
090318-14	0246	Agency Assist/CHP	Hwy 101.JSO Westhaven Dr	X	
090318-24	0755	Vehicle Investigation	Luffenholtz	X	X
090318-25	0811	Patrol Check	Ewing St		X
090318-35	0921	Extra Patrol			X
090318-45	1028	Pedestrian Check	Cemetery		X
090318-51	1203	Vehicle Registration Check	Trinity St		X
090318-52	1209	Vehicle Registration Check	Trinity St		X
090319-53	1226	Vehicle Registration Check	Trinity St		X
090318-77	1451	Vehicle Registration Check	Trinity St		X
090318-78	1502	Pedestrian check	Trinity St		X
090318-81	1510	Extra Patrol			X
090318-89	1622	Patrol Check	Driver Rd	X	X
090318-97	1646	Traffic Stop	Westhaven Dr/8th Ave	X	X
090318-131	2101	Trespass	Janis Court		
090318-138	2138	Unwanted Subject	Janis Court		
090418-30	0554	Alarm	Patricks Point Dr	X	
090418-36	0745	Custody Dispute	201804434 Westhaven Dr		
090418-45	0830	Patrol Check	Beach/IFO Lighthouse		
090418-76	1059	Follow Up	Westhaven Dr		
090418-80	1137	Unwanted Subject	Patricks Point Dr	X	
090418-96	1301	Suspicious Circumstance	Moonstone Cross/Driver Rd	X	
090418-150	1759	Burglary	201804451 Baker Beach	X	
090518-161	1747	Burglary	201804480 Access Rd/State Beach	X	
090518-185	2046	Patrol Check	Scenic Dr	X	
090618-164	2017	Disturbance	201804499 Kay-Win Ln	X	
090618-170	2050	Disturbance	201804501 Patricks Point Dr	X	
090718-73	1014	Vehicle Investigation	State Beach	X	X
090718-88	1137	Suspicious Circumstance	Moonstone Beach	X	
090718-105	1328	CWS Referral	201804515 Driver Rd	X	
090718-115	1509	Attempt Warrant Service	Scenic Dr	X	X
090718-121	1527	Vehicle Registration Check	Trinity St		X
090718-124	1539	Vehicle Investigation	College Cove	X	X
090718-198	2219	Welfare Check	Gipson Lane	X	
090818-37	0910	Vehicle Registration Check	Trinity St		X
090818-46	0944	Vehicle Investigation	Main St/View Ave		X
090818-79	1207	Disturbance	Kay Win Lane	X	X
090818-113	1425	Follow Up	Westhaven Dr		X
090918-39	0758	Vehicle Investigation	Scenic Dr/Kidder Rd	X	X
090918-41	0804	Vehicle Investigation	Scenic Dr	X	X
090918-44	0820	Vehicle Registration Check	Trinity St		X
090918-49	0907	Foot Patrol	Downtown		X

090918-58	1017	Vehicle Registration Check		Trinity St		X
090918-95	1231	Vehicle Registration Check		Trinity St		X
090918-99	1237	Traffic Stop		Patricks Point Dr	X	X
090918-100	1251	Disturbance		Main St		X
090918-104	1257	Burglary	201804541	Patricks Point DrState Parks	X	X
090918-105	1301	Found Property	201804542	Patricks Point Dr	X	X
090918-106	1302	Patrol Check		State Beach	X	X
090918-107	1302	Public Assist		State Beach	X	X
090918-108	1311	Vehicle Registration Check		Trinity St		X
090918-119	1530	Vehicle Investigation	201804544	Patricks Point Dr/Seawood Dr	X	X
090918-122	1539	Follow Up		Trinidad Head	X	X
090918-149	1855	Suspicious Circumstance		Patricks Point Dr	X	
090918-160	1925	Disabled Vehicle		Hwy 101 Trinidad Offramp	X	

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

**CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

**From: 09/10/18 Through: 09/16/18**

CFS#	TIME	TYPE OF CALL	ADDRESS	OCL	TRI DEP
091018-41	0851	Foot Patrol	Trinity St		X
091018-42	0857	Unwanted Subject	Janis Court		X
091018-22	0436	Patrol Check	Westhaven Dr		
091118-53	0925	Agency Assist/State Parks	Patricks Point Dr	X	
091118-120	1537	Welfare Check	Patricks Point Dr	X	
091118-162	2017	Agency Assist/CHP	NB Hwy 101 Rest Stop	X	
091218-42	0900	Vehicle Investigation	Murphy's		X
091218-46	0930	Public Assist	Elementary School		X
091218-61	1103	Vehicle Investigation	Main Street		X
091218-118	1619	Vehicle Registration Check	Trinity St		X
091218-159	2126	Assault & Battery	Scenic Dr	X	
091218-64	1012	Vehicle Registration Check	Trinity St		X
091318-94	1318	Vehicle Registration Check	Trinity St		X
091618-96	1325	Traffic Stop	Scenic Dr	X	X
091318-105	1352	Vehicle Investigation	Stagecoach Rd	X	X
091318-122	1445	Vehicle Investigation	Scenic Dr	X	X
091318-127	1507	Traffic Stop	Scenic Dr	X	X
091318-135	1527	Pedestrian Check	Main St/Scenic Dr		X
091318-137	1531	Pedestrian Check	201804635 Main St/Scenic Dr		X
091318-187	1801	Abandon Vehicle	Patricks Point Dr	X	
091318-241	2219	Agency Assist/CalFire	Scenic Dr/Baker Ranch Rd	X	
091418-3	0253	Follow Up	Rest Stop	X	
091418-40	1021	Mental	Westhaven Dr		X
091518-76	1126	Vehicle Investigation	Westhaven Dr		X
091519-80	1131	Vehicle Registration Check	Trinity St		X
091518-90	1202	Vehicle Investigation	Frontage Rd		X
091518-126	1459	Follow Up	Westhaven Dr		X
081618-47	0949	Vehicle Registration Check	Trinity St		X
091618-50	1008	Vehicle Registration Check	Trinity St		X
091618-51	1011	Vehicle Investigation	College Cove Parking Lot		X
091618-52	1019	Vehicle Investigation	State Beach		X
091618-56	1041	Vehicle Registration Check	Trinity St		X
091618-58	1058	Foot Patrol	Downtown		X
091618-59	1102	Incorrigible Juvenile	Westhaven Dr		X
091618-62	1129	Patrol Check	Westhaven Dr/Tribal Hsing	X	X
091618-67	1141	Vehicle Registration Check	Trinity St		X
091618-69	1154	Alarm	Adams Fox Farm Rd	X	
091618-74	1228	Vehicle Registration Check	Trinity St		X
091618-91	1416	Traffic Stop	Scenic Dr/Main St		X
091618-108	1546	Vehicle Registration Check	Trinity St		X

**HUMBOLDT COUNTY SHERIFF'S OFFICE**  
**CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**  
**From: 09/17/18 Through: 09/23/18**

40

CFS#	TIME	TYPE OF CALL	ADDRESS	OCL	TRI DEP
091718-14	0456	Welfare Check	Westhaven Dr		
091718-55	1040	Public Assist	Westhaven Dr		
091718-86	1256	Agency Assist/Fort Bragg PD	Bauger Ln		X
091718-107	1443	Patrol Check	Westhaven Dr	X	X
091718-119	1553	Vehicle Registration Check	Trinity St		X
091818-24	0641	Garbage Dumping	Scenic Dr	X	
091818-26	0708	Traffic Stop	Scenic Dr	X	
091818-31	0729	Vehicle Registration Check	Trinity St		X
091918-49	0743	Vehicle Registration Check	Trinity St		X
091918-68	1037	Pedestrian Check	201804737 Edwards St/Trinity St		X
091918-105	1405	Neighbor Problem	Westhaven Dr	X	X
092018-38	0722	Vehicle Registration Check	Trinity St		X
092018-96	1449	Vehicle Registration Check	Trinity St		X
092018-191	2256	Patrol Check	Stagecoach Rd	X	
092118-14	0421	Suspicious Circumstance	Westhaven Dr	X	
092118-19	0547	Alarm	Main Street		
092118-40	0840	Animal Problem	Trinity St		X
092118-100	1355	Trespass	Westhaven Dr		X
092118-119	1531	Traffic Stop	201804772 6th Ave	X	X
092118-202	2318	Vehicle Investigation	Houda Point	X	
092118-90	1404	Investigation	Wagner Creek Trl	X	X
092218-120	1705	Burglary	201804800 Strawberry Rock	X	X
092218-127	1745	Suspicious Circumstance	Scenic Dr/Moonstone Bch Rd	X	
092218-143	1901	Disturbance	201804793 Scenic Dr	X	
092218-147	1920	Promiscuous Shooting	Westhaven Dr		
092218-160	2037	Promiscuous Shooting	Westhaven Dr		
092218-163	2040	Promiscuous Shooting	Westhaven Dr		
092218-179	2228	Alarm	Main Street		
092318-16	0201	Investigation			
092318-46	0915	Foot Patrol	The Pier		X
092318-51	0936	Traffic Stop	Stagecoach Rd/Main Street		X
092318-53	1002	Public Assist	Trinity St		X
092318-54	1004	Pedestrian Check	Trinity St		X
092318-74	1253	Vehicle Investigation	S/End of Scenic Dr	X	X
092318-82	1312	Vehicle Registration Check	Trinity St		X
092318-98	1450	Foot Patrol	Downtown		X
092318-108	1624	Traffic Hazard	Scenic Dr/Lanford Rd	X	X
092318-109	1631	Vehicle Registration Check	Trinity St		X
092318-149	2039	Explosion	Kingdom Rd/9th Ave	X	
092318-177	2302	Disturbance	Kay-Win Ln	X	



## CONSENT AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES**

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4. Accept City Engineer RFQ Results and Authorize City Manager to Negotiate GHD for City Engineering Services

## **CONSENT AGENDA ITEM**

**Date: October 10, 2018**

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### **Item: Accept RFQ results and authorize staff to negotiate contract for Engineering Services**

#### **Summary:**

In response to the City's Request for Qualifications (RFQ) advertised on August 22 & 29, 2018, GHD and LACO submitted qualification packages at City Hall by the 2:00 pm deadline on September 11, 2018. Based on review, ranking of the submitted Statements of Qualifications (SOQs) and checking references, staff recommends that the Council authorize the City Manager to negotiate a contract for City Engineering Services with GHD, Inc. for Council review and approval.

**Background:** Cities typically procure outside consultants for engineering, architectural and planning services through publication of a Request for Qualifications (RFQ) in a competitive Qualifications Based Selection process about every four years. The RFQ can be project specific or for procuring general services (such as City Engineer and City Planner). Procurement is highly governed by State and Federal requirements. Some of the grant agreements the City is currently working under require that we complete this competitive process

After reviewing and ranking the SOQs, the City Manager, Public Works Director and Project and Grant Coordinator met to discuss a potential recommendation based on preliminary rankings and agreed to complete the rankings by checking references. GHD's response was scored higher by each reviewer by at least 10 points. Staff recommends negotiating a contract with GHD for City Engineering Services. GHD has a wide range of skill sets on staff, has extensive history with the City, and has been very successful at helping the City obtain and implement significant infrastructure projects including a major upgrade of our Water Plant, state mandated stormwater work, Trail repair funding, and streets and roads funding.

Note - The City Engineering Services contract does not obligate the City to work exclusively with that company. The City has the ability, and is often required, to bid out specific projects or project components. Changes to state contracting laws may have the effect of requiring the City to hire non-City Engineer firms for specific projects, with the City Engineer helping review and oversee the work for the City.

#### **Staff Recommendation:**

- Authorize the City Manager to negotiate a contract for City Engineering Services with GHD, Inc. for Council review and approval.

#### **Attachment:**

- Request for Qualifications for City Engineering Services

# CITY OF TRINIDAD

## REQUEST FOR QUALIFICATIONS (RFQ)

### CITY ENGINEERING SERVICES

**Request Release Date:**

August 14, 2018

**Request Closing Date:**

September 11, 2018

**Request Contact Person:**

Daniel Berman, City Manager

City of Trinidad

Phone: (707) 677-3876

Email: [citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov)

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#### **INTRODUCTION:**

The City of Trinidad is releasing this Request for Qualifications for City Engineering Services. The City of Trinidad does not have an 'in-house' City Engineer and intends to enter into one or more master agreements for City Engineer Services with qualified individual(s) or firm(s) based on the results of this RFQ process. City Engineer Services needed by the City include engineering, project management, project review, grant preparation, consultation services and design services for a wide range of State, Federal and locally funded projects ranging from multi-million dollar water and stormwater infrastructure improvements to basic streets and roads maintenance and (where needed) engineering review of building permits. The City and the selected individual(s) or firm(s) would develop specific task-based scopes of work under a master agreement(s).

This RFQ includes the Criteria and scoring system that will be used to evaluate and score responses to this RFQ. These factors include but are not limited to resumes and qualifications, references, prior experience in other municipalities and cities similar in nature to Trinidad, responsiveness to this RFQ, and past performance.

The City may contract with one or more firms or individuals in order to adequately satisfy our needs for engineering services. Accessibility to and a timely response from these firms is essential to the position. The level of involvement by the contracted Engineer for any specific project will be defined through specific task based scopes of work depending on the requirements of the project. The Engineer will work in coordination and partnership with the

City's leadership team, including the City Manager, Grant & Project Coordinator, Public Works Director, City Planner, City Council and Building Official.

The selected Consultant(s) shall be familiar with and shall follow relevant local, state, and federal regulations and funder guidelines, including the Caltrans Local Agency Procedure Manual (LAPM) and Caltrans Manuals as appropriate for specific projects. In accordance with the newly issued FHWA Directive of May 15, 2017, regarding FHWA Approval of Architectural and Engineering (A & E) Consultants in a Management Support Role, there will be an audit and approval process the selected Consultant(s) will go through prior to award of the contract.

**Deadline Submission: September 11, 2018-2:00 p.m.**

### **SCOPE OF SERVICES:**

*Note: The final Scope of Services is subject to change following the selection process and negotiations with the selected individual(s) and/or firm(s). Therefore, the City reserves the right to make revisions. The final contract will comply with Caltrans' Mandatory Fiscal and Federal Provisions, including labor/wage requirements, fiscal management provisions, and DBE requirements. The Local Assistance Procedures Manual (LAPM) and the Caltrans Manual shall be strictly followed for Federal Aid Projects.*

### **City Engineering Services may include, but are not limited to:**

- General consulting
- Inspections
- Project review
- Council, commission(s) and community consultation, scoping and visioning
- Peer review
- Grant Writing
- Design services, including quantity calculations and engineers estimates
- Surveying
- Labor compliance, progress payment review and processing, and claim avoidance
- Design review and permit processing \*(typically done by the City Planner, but may involve City Engineer for some projects)
- Plan check
- CEQA/NEPA review, consultation and preparation \*(typically done by the City Planner, but may involve City Engineer for some projects)
- Provide engineering recommendations for emergency situations
- Computer or manual drafting
- Design standard review, consultation and development
- Proposal review and development

- Infrastructure review, design and evaluation
- Consultation to public on a fee recovery basis
- May represent the City on various technical advisory boards, committees, and commissions as appropriate
- Project management for State, Federal and locally funded projects
- Prepare preliminary project development documents, environmental studies, PS&E documents for intersection and corridor enhancement projects, pavement preservation projects, etc...
- Assist in programming and funding efforts of transportation projects, completing Federal or State grant applications

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge of:***

- Principles and practices of engineering, including planning, design and construction; and
- State and federal regulations for water and stormwater, public works and public contracting.

### **Desired Qualifications:**

- Knowledge of and use of County, State, Caltrans and Federal (FHWA) standards and processes; and
- Knowledge of and familiarity with State (STIP) and Federal (RSTP, CMAQ, HSIP and HBP) funds. Consultant must be familiar and experienced with State and Federal administrative requirements and procedures.
- Ability to comply with LAPM contracting, reporting and fiscal management requirements
- Qualified Stormwater Practitioner (QSP), and/or Qualified Stormwater Developer (QSD) and knowledge of storm water regulations, standards, best management practices and design.
- Knowledge and experience with public water system regulations, standards, best management practices and design.

#### ***License Requirements:***

The City Engineer will be a licensed Civil Engineer, in good standing, with the State of California; project managers assigned to a project may be civil engineers but do not require that license.

#### ***Experience:***

At least ten (10) years of progressively responsible work experience, including work with Local, State and Federal governments and agencies, including Caltrans, FHWA, and the State Water Resources Control Board.

**POINT-OF-CONTACT:**

The City of Trinidad requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed **in writing via email** to:

**Daniel Berman-City Manager**  
**RFQ-City Engineering Services**  
**citymanager@trinidad.ca.gov**

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

- Firm or Individual Name, Address, Telephone Number, Email Address, Website address and Year Organized of the firm or person submitting the quote;
- Qualifications, Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract;
- A description of capabilities to satisfy the requirements of this RFQ; including any previous experience or services provided to the City of Trinidad or jurisdictions similar in scope and size, demonstration of technical ability to deliver and administer civil projects;
- A description of capabilities to meet State, Federal, County and/or Local requirements, including demonstrated ability to implement LAPM/Caltrans Manuals; provide example projects in which Consultant has demonstrated the ability to follow the Federal Aid process in construction administration and for engineering design;
- Provide a minimum of three (3) references for *similar* services only, who can attest to the Respondent's knowledge, quality of work, timeliness, diligence, and professionalism. Respondent must include names, contact persons, and phone numbers for all references;
- Other factors or special considerations you feel would influence your selection, and describe why you would like to work with the City of Trinidad;
- Estimated Fee Schedule and Billing Rates- **(Provide in a Separate Envelope)** Please provide an estimate of billing rates for staff at the various levels which may perform work on the City's projects. If at any point during the term of the master agreement,

your firm's billing rates will be increasing those increases shall be clearly outlined in the fee schedule provided in the Estimated Billing Rates section of the proposal. If no increases are shown, there will be no increases allowed on the billing rates at any classification. Invoices submitted throughout the term of the master agreement will be paid at the proposed billing rates provided in the proposal. The estimated fee schedule does not constitute a bid; a detailed review of the merits of the proposal will be completed prior to the cost information being reviewed.

### **OTHER TERMS AND CONDITIONS:**

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from the original Request for Qualification's specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right. Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City's needs, with a mutually agreeable start date.

Note: The City of Trinidad is concurrently requesting proposals for City Planning Services. The City encourages qualified individuals or firms to respond to both RFQs, but the City will be evaluating responses to these RFQs independently. Individuals or firms should **not** submit a single proposal for combined Engineering and Planning services, but instead should respond separately to each RFQ.

**EVALUATION CRITERIA**

These criteria are to be utilized in the evaluation of the Proposals of those Respondents to be considered. Respondents are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

<b>Consultant/Firm Name:</b>		
<b>Criteria</b>	<b>Max Points</b>	<b>Rating</b>
General qualifications of the candidate(s) for the position and key support personnel	<b>25</b>	
Quality and extent of services available	<b>20</b>	
Experience and familiarity with the City of Trinidad	<b>5</b>	
Experience and familiarity with State and Federal procedures	<b>20</b>	
Project References	<b>20</b>	
Compliance with this Request for Qualifications	<b>5</b>	
Other criteria which pertain to providing effective and efficient services, such as availability for questions and contact, timeliness, responsiveness and follow-through	<b>5</b>	
<b>Evaluator Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____	<b>Total Score:</b>	

**COMMUNICATION DURING EVALUATION**

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise, any representative of the City of Trinidad other than as provided above in regard to this RFQ. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

## **SUBMITTAL**

Please provide three (3) bound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, "**City of Trinidad City Engineering Services**" and addressed to:

City of Trinidad  
Attention: Daniel Berman, City Manager  
409 Trinity Street  
PO Box 390  
Trinidad, CA 95570

### **Submission Deadline:**

All proposals must be received no later than 2:00 p.m. on September 11, 2018



## CONSENT AGENDA ITEM 5

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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5. Planning Commissioner Vacancy Notice

## DISCUSSION AGENDA ITEM

Wednesday, October 10, 2018

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**Item:** Planning Commissioner Vacancy Posting.

**Background:** The Planning Commission has been operating with only 3 commissioners since August of 2018. One of the vacant seats expire in 2020, and the other expires in 2018. In addition, two seated Commissioner's terms expire in 2018 as well:

The current commissioners are:

VACANT	<i>must be a City resident</i>	Term expires December 2018
VACANT	<i>must be a City resident</i>	Term expires December 2020
John Graves	Trinidad Area Resident	Term expires December 2020
Diane Stockness	City resident	Term expires December 2018
Richard Johnson	Trinidad area resident	Term expires December 2018

Trinidad Municipal allows the Planning Commission to include up to (2) Commissioners that live outside the city limits. In December 2018, only 1 of these seats will be occupied (Commissioner John Graves). This opens up the opportunity for 1 additional person to be appointed from "the greater Trinidad area" should there be a lack of in-city resident applications.

The attached vacancy notice will be posted and run until all positions are filled. Staff will update the Council as letters of interest are received. The Council may be asked to fill vacancies when there are sufficient applications received OR on an as needed basis to ensure there is always a quorum.

**Proposed action:** Authorize Staff to begin the recruitment process for the following (4) vacancies; (3) serving through 2022, and (1) serving through 2020.

**Attachments:** Vacancy Notice

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

*Susan Rotwein, Mayor*  
*Gabriel Adams, City Clerk*



Wednesday, October 10, 2018

**PUBLIC ANNOUNCEMENT OF VACANCY ON THE  
TRINIDAD PLANNING COMMISSION**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING INDIVIDUALS TO FILL  
**(4) VACANCIES** ON THE TRINIDAD PLANNING COMMISSION.

- (3) SEATS, TERM: **Through DECEMBER 2022**
- (1) SEAT, TERM: **Through DECEMBER 2020**

SEND A LETTER OF INTEREST, INCLUDING QUALIFICATIONS, TO THE  
CITY CLERK AT:

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

OR YOU MAY DELIVER THE LETTER IN PERSON TO:

*TRINIDAD CITY HALL  
409 TRINITY STREET  
TRINIDAD, CA*

OR YOU MAY EMAIL IT TO:

*CITYCLERK@TRINIDAD.CA.GOV*

**THE DEADLINE FOR FILING IS 2:00 PM, NOVEMBER 07, OR UNTIL  
POSITIONS ARE FILLED.**

**QUALIFIED APPLICANTS MUST LIVE WITHIN THE CITY LIMITS OR  
GREATER TRINIDAD AREA.**

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

*Gabriel Adams - Trinidad City Clerk*



## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 14 PAGES**

---

1. Discussion/Decision regarding Ethics Complaint against Councilmember Miller

## **ACTION AGENDA ITEM**

Date: October 10th, 2018

---

### **Item: *Consider Ethics Complaint Against Councilmember Dwight Miller***

#### **Summary:**

Trinidad resident Mike Morgan has filed an ethics complaint against Councilmember Dwight Miller. The complaint and supporting materials provided by Mr. Morgan are attached. Councilmember Miller has requested that this complaint be agendized and heard by the Council.

Mr. Morgan's complaint states that Councilmember Miller acted in violation of the City Code of Ethics in his actions around the recent decision by the Council to remove Mr. Morgan from the Planning Commission. Mr. Morgan states that the Special Meeting where the Council took this action was improperly noticed, that the action taken was not consistent with the posted agenda, that Councilmember Miller knew that Mr. Morgan and some Councilmembers could not attend the meeting, and that Councilmember Miller's actions were not consistent with the City Code of Ethics.

#### **Discussion:**

Staff believe the meeting posting, agenda titles, and scheduling were all done in accordance with applicable laws and policies. These issues are the responsibility of City Staff and the City Attorney, not of Councilmembers, and therefore staff do not see them as providing a reasonable basis for an Ethics violation by a Councilmember Miller, even if they had been done incorrectly.

City staff spoke with Mr. Morgan by phone the day before the August 9<sup>th</sup> meeting, prior to posting the meeting, to confirm with him that the meeting was going forward, that staff thought his removal from office was a likely outcome, and to ask if he wanted to resign to avoid this meeting and this possible outcome. Mr. Morgan indicated he did not want to resign and said nothing to staff about his ability to attend. Staff was surprised when he did not attend.

Part of Mr. Morgan's complaint is based on discussions between Mr. Morgan and Councilmember Miller leading up to the meeting in question. Staff were not present and cannot comment on those discussions.

#### **Staff recommends the Council:**

- a) *provide an opportunity for Mr. Morgan to present his argument*

- b) accept public comment*
- c) Consider whether Councilmember Miller has violated the Code of Ethics and*
- d) either dismiss the complaint (this is Staff's recommendation based on the available information)*  
*or*
- e) if a Council majority finds the complaint is warranted, the Council can consider issuing a letter of censor condemning the Ethics Violation*

Attachments:

- 1) Mr. Morgan's complaint and supporting materials
- 2) City Code of Ethics
- 3) Agenda and Staff Report for the August 9<sup>th</sup> Special Meeting. (without attachments)

RECEIVED

SEP 12 '18

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

CITY OF TRINIDAD



CITIZEN COMPLAINT FORM

DATE: 12 SEPTEMBER 2018 TIME: \_\_\_\_\_  
SUBJECT OF COMPLAINT: PRO-TECTOR MAYOR MURPHY ETHIC  
DETAILS OF COMPLAINT: VIOLATIONS

ATTACHED

\*\*\* OPTIONAL INFORMATION \*\*\*

NAME: MIKE MORGAN TELEPHONE: 0840  
ADDRESS: PO Box 849 EMAIL: \_\_\_\_\_  
SIGNATURE: [Signature] REPLY REQUESTED:  YES  NO

NOTE: INFORMATION CONTAINED IN THIS FORM MAY BE SUBJECT TO REVIEW THROUGH THE PUBLIC RECORDS ACT

\*\*\* OFFICIAL USE ONLY \*\*\*

DATE & TIME COMPLAINT RECEIVED: 09/12/18 COMPLAINT # 2018-09  
COMPLAINT RECEIVED BY: C. ADAMS  (IN PERSON)  MAIL  EMAIL  TELEPHONE

ACTION TAKEN: RECEIVED AT COUNCIL MEETING. (5) COPIES.  
FORWARDING COPIES TO EACH COUNCILMEMBER & CITY MANAGER.  
COPIED COUNCIL DOCUMENTS FILE.

From: **M Morgan** mmorgan.online@icloud.com  
Subject: City of Trinidad Code of Ethics Violations by Mayor Pro-Ten Dwight Miller  
Date: September 12, 2018 at 6:40 PM  
To: City of Trinidad cityclerk@trinidad.ca.gov  
Cc: Trinidad City Manager Manager citymanager@trinidad.ca.gov, Susan Rotwein srotwein@trinidad.ca.gov, Jim & Joan Baker jrbakers@gmail.com, Jack West jandywest@yahoo.com, Steve Ladwig smladwig@gmail.com, Dwight Miller trinidad.miller@gmail.com

The residents and businesses of Trinidad are entitled to have fair, ethical and accountable local government.

Mayor Pro-Ten Dwight Miller has served multiple terms on the Council and certainly knows to *avoid and discourage conduct which is divisive and harmful to the best interests of Trinidad*. He knows keeping the common good should be his highest purpose, and that he should focus on achieving constructive solutions for the public benefit, with honesty, integrity, fairness and respect for others. As required by all members of the Council, Dwight has agreed to uphold and conduct himself by our City of Trinidad Code of Ethics.

Dwight Miller has broken his agreement and violated the City of Trinidad Code of Ethics: Specific sections include Public Interest, Complying With the Law, Respect for Process, Communication, Use of Public Resources, Conflict of Interest, and Independence of the Planning Commission.

Working with demonstratively biased City Manager Dan Berman, Dwight Miller did improperly notice a special meeting for August 09, 2018 - 24 hours earlier on August 08, 2018. Both he and Dan knew I and other Council Members could not attend. The meeting was noticed as a Discussion/Decision Regarding Allegations of Code of Ethics and NOT regarding Removal of Planning Commissioner Mike Morgan - see attached examples.

I would like the Council to include an item for Discussion/Decision Regarding Allegations of Code of Ethics Violations by Mayor Pro-Ten Dwight Miller on their next Agenda.

Dwight met with me twice before the August 09, 2018 meeting. As I had told other Councilmembers, I told him I was willing to resign my position on Planning, since I served at the Council's pleasure and was running in November's election anyway.

Why he chose to pursue a special meeting 24 hours later, which he knew I could not attend, and then move to remove me from Planning, which was NOT on the agenda, is beyond unfair, beyond unethical, and I request he be held accountable.

I will work with any Councilmember or staff, except Dan Berman obviously, on preparatory materials for the next meeting.

Use of public office should be for the public good, not for personal or political gain.

Sincerely,  
Mike Morgan

#### PUBLIC INTEREST

Recognizing the stewardship of the public interest must be their primary concern, Council members and Planning commissioners shall work for the common good of the people of Trinidad and not for any private or personal interest. Council members and commissioners must endeavor to treat all members of the public and issues before them in a fair and equitable manner.

#### COMPLY WITH THE LAW

Council members and Planning commissioners shall comply with the laws of the Nation, the State of California, and the City in performance of their public duties. These laws include those pertaining to conflict of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government.

#### RESPECT FOR PROCESS

Council members and Planning Commissioners shall perform their duties in accordance with the processes and rules of order established by the City Council.

#### COMMUNICATION

It is the responsibility of the Council members and Planning commissioners to publicly share substantive information that is relevant to the matter under consideration and which they may have received from other sources.

#### USE OF PUBLIC RESOURCES

Council members and Planning commissioners shall not take advantage of services or opportunities by virtue of their public office that are not available to the public in general. They should avoid any action that could be construed as, or create the appearance of, using public office for personal gain, including use of staff time, stationery, equipment or supplies, or other City facilities of resources to promote personal purposes.

#### CONFLICT OF INTEREST

In order to assure their independence and impartiality on behalf of the public good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest.

Council members and Planning commissioners need to be above suspicion. When a public official participates in a decision that does not fall within the specific statutory guidelines for conflicts of interest but still does not "look" or "feel" right, that public official has probably encountered "the appearance of impropriety". For the public to have faith and confidence that government authority will be implemented in an even-handed and ethical manner, public officials may need to step aside, for the good of the community, even though no technical conflict exists.

#### INDEPENDENCE OF THE PLANNING COMMISSION

Because of the value of the independent advice of commissions to the public decision-making process, members of the Council shall refrain from using their position to unduly influence the deliberations or outcomes of Planning Commission proceedings.



Posted: Wednesday, August 08, 2018

## NOTICE AND CALL OF A SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a Special Meeting on  
**THURSDAY, AUGUST 9<sup>th</sup>, 2018, at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

**CLOSED SESSION BEGINS AT 5:30PM**

- I. CALL TO ORDER
- II. ADJOURN TO CLOSED SESSION
  1. *Conference with Legal Council regarding threatened litigation from Mike Morgan regarding City Manager actions. Pursuant to California Government Code section 54956.9 (a)*
- III. RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF AGENDA
- VI. 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.*
- IX. DISCUSSION/ACTION AGENDA ITEMS  
Discussion/Decision Regarding Allegations of Code of Ethics Violations by Planning Commissioner Mike Morgan.
- XI. ADJOURNMENT

(707) 677-0223 • 409 Trinity Street • P.O. Box 390 • Trinidad, CA 95570 • Fax (707) 677-3759

City Council Meeting Agenda: 08-09-18

Page 1



Posted: Friday, August 04, 2017

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

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, AUGUST 09, 2017 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. PLEDGE OF ALLEGIANCE
- III. 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. Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957
- IV. RECONVENE TO OPEN SESSION & CLOSED SESSION REPORT
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES – *No minutes to approve*
- VII. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS
- VIII. STAFF REPORTS
- IX. ITEMS FROM THE FLOOR  
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- X. CONSENT AGENDA
  1. Financial Status Reports for June 2017.
  2. Law Enforcement Activity Report for July
  3. Staff Activity Report
  4. Letter Authorizing removal of Alder Tree in Van Wycke St. Right-of-Way.
- XI. DISCUSSION/ACTION AGENDA ITEMS
  1. Discussion/Decision regarding Removal of John Hedrick from the Trinidad Planning Commission
  2. Discussion/Decision regarding Allocation of Capital Reserve Funds for priority ADA projects.
  3. Direction regarding Ordinance development relating to Marijuana
- XII. FUTURE AGENDA ITEMS
- XIII. ADJOURNMENT

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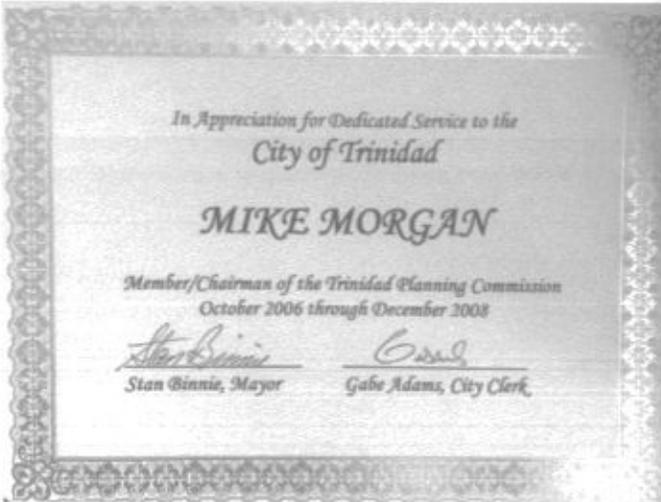


CouncilguyMike Morgan shared a post to your timeline. 7 mins · 📍

Looking forward to our next regularly scheduled City of Trinidad Council meeting .. and our General Election Tuesday November 06,2018

In the comments .. subjects and links to our City of Trinidad Documents Library relating to the Formal Complaint I will be filing against Vice Mayor Dwight Miller. He violated numerous items referenced in our Code of Ethics.

http://trinidad.ca.gov/.../Code%20of%20Ethics%2003-09-05%20-%...  
www.CouncilGuyMike.us — 📖 reading City of Trinidad Code of Ethics in Trinidad, California.



CouncilguyMike Morgan is 🥰 feeling proud in Trinidad, California. August 13 at 6:27 PM

That was quick! Apparently, I was removed from the Trinidad Planning Commission? Heard it happened last Thursday, with only 24hrs notice and 3 Councilmembers - 2 of whom are running against me in November's General Election?!!

I had a previous commitment and couldn't attend, but they obviously didn't care, or they would simply have tabled it for a couple of days - like until tomorrow's meeting.

I heard their motion was to remove me for the "best interests of Trinidad", or some such nonsense. I haven't heard anything official from the City yet. This is highly unusual and has the appearance of impropriety.

I did find out there may not even be a recording of the meeting. Good thing our City Clerk takes great notes haha.

I'm especially disappointed since I told the Council I would resign, if that's the direction they wished to go. I am running for City Councilmember after all, and only had a couple of Planning Meetings left to attend.

Reviewing their Code of Ethics, this does not "look" or "feel" right at all.

Still, I'm thankful for the opportunity and I enjoyed both meetings I attended. I sure had a better run, with far more support, a decade ago ..

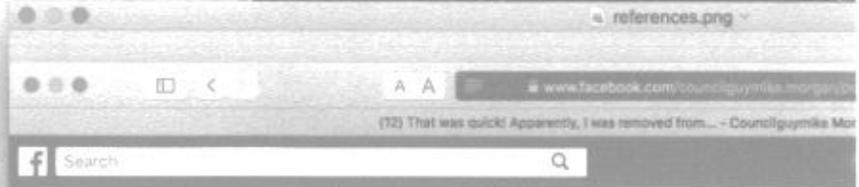
1 Share



Write a comment...



Chat (Off)



👤 Write Comment Share

CouncilguyMike Morgan "For those involved in public service, "ethics laws" tend to be those laws whose central purpose is to preserve the public's trust in its public institutions and those who serve in them. Trustworthiness is a key ethical value."

Like Reply 1d

CouncilguyMike Morgan http://trinidad.ca.gov/.../understanding\_the\_basics\_of...

Like Reply 1d

CouncilguyMike Morgan What Process is Due: Notice, Reasonable Opportunity To Be Heard, Impartial Decision Maker Administrative hearings are not required to be conducted like trials with sworn testimony, cross examination and conformity to the rules of evidence. The procedur... See More

Like Reply 1d

CouncilguyMike Morgan http://trinidad.ca.gov/.../final\_demystifying\_due\_process...

Like Reply 1d

CouncilguyMike Morgan COMPLY WITH THE LAW Council members and Planning commissioners shall comply with the laws of the Nation, the State of California, and the City in performance of their public duties. These laws include those pertaining to conflict of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government.

Like Reply 57m

CouncilguyMike Morgan CONDUCT OF MEMBERS Council members and Planning Commissioners shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, commissioners, staff or the public.

Like Reply 56m

CouncilguyMike Morgan CONFLICT OF INTEREST In order to assure their independence and impartiality on behalf of the public good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they ha... See More

Like Reply 55m

CouncilguyMike Morgan INDEPENDENCE OF THE PLANNING COMMISSION Because of the value of the independent advice of commissions to the public decision-making process, members of the Council shall refrain from using their position to unduly influence the deliberations or outcomes of Planning Commission proceedings.

Like Reply 55m

CouncilguyMike Morgan COMPLIANCE AND ENFORCEMENT All members of the City Council and Planning Commission have the responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. Any member may place an allegation of Ethics Code violation on the City Council agenda, and it shall always be placed first in order on the agenda.

Like Reply 54m

CouncilguyMike Morgan http://trinidad.ca.gov/.../Code%20of%20Ethics%2003-09-05...

Like Reply 2m

Write a comment...



running be spent on direct pay- ter deal with debt through the reser runding, commercial fishermen, buyer/pro- FISHERMEN ♦ A3



FOR PEACE The 36th Annual Arcata Lantern Floating Ceremony took place Saturday at Klopp Lake at the Arcata Marsh & Wildlife Sanctuary. Top left, LED lights are placed in the lanterns. Top right, Rick Kruse played the shakuhachi.

PHOTOS BY MATT FLAR | UNION

## ♦ TRINIDAD Council boots Morgan from commission

**Elaine Weinreb**  
MAD RIVER UNION

TRINIDAD - The Trinidad City Council removed Mike Morgan from the Trinidad Planning Commission at a special meeting Aug. 9. The stated purpose of the meeting was to discuss alleged violations of the City's Code of Ethics by Morgan.



**Mike Morgan**

Morgan, who was appointed to the Planning Commission only three months ago, has aroused controversy throughout the seaside village. At the July 25 meet-

ing of the Trinidad City Council, two residents alleged that he had brought a stun gun or taser to a Planning Commission meeting. One of the residents, Brett Gregory, was the Vice Chair of the Planning Commission, and resigned, saying that he could not work effectively with Morgan. At the same meeting, Morgan filed a legal complaint

MORGAN ♦ A3

well.”

# Morgan | Commissioner deemed disruptive, ditched

◇ FROM A1

against City Manager Dan Berman because of a report which Berman had written about the complaints. That report was posted on the city website.

At the Aug. 9 meeting, Gregory said that Morgan had subsequently entered his place of business with a companion, Tyler James, and created a ruckus. Gregory said that he had videotaped the encounter, and offered to show it to the council.

Other residents spoke during the meeting, complaining of alleged harassment from Morgan. The only one who spoke in defense of Morgan was James. Other people then attested to the good character and honesty of the people who had complained. Morgan was not present at the meeting, although he had been notified about the meeting the previous day by the city clerk.

John Graves, the Chair of the Planning Commission, said that Morgan was a disruptive influence who was slowing down the work of the commission.

Only three councilmembers - Dwight Miller, Jim Baker and Steve Ladwig - were present at the meeting, as was City Attorney Andy Stunsch. Mayor Susan Rotwein was absent, as was City Councilmember Jack West. This created a procedural stumbling block. While three councilmembers were sufficient

for a quorum, four Councilmembers were needed to determine that an ethics violation had occurred.

However, another portion of the town's ordinances says that the council can remove a member of the Planning Commission for any reason. Three councilmembers were adequate for that action.

The council debated the pros and cons of the situation, with Miller reading portions of the Code of Ethics aloud. Ladwig at first said that he was disturbed that Morgan was not present, but then said that Planning Commissioner Graves' statements had convinced him to vote for Morgan's removal.

All three councilmembers voted to remove Morgan from his seat on the commission.

Reached by the *Union* Monday morning, Morgan said "It's unfortunate I couldn't attend such a

hastily called meeting. I have no idea why they didn't care to hear from me or the rest of the council. I don't know what their specific complaint is. I regret not being able to address it."

"I did offer to resign Wednesday, if it would help, but it seems a few

on the Council may have ulterior motives for choosing to hold a Special Meeting that I could not attend - sad," Morgan continued. "Using authority this way, especially when it appears politically motivated, is certainly not in the best interest of Trinidad."



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See "Music" for details

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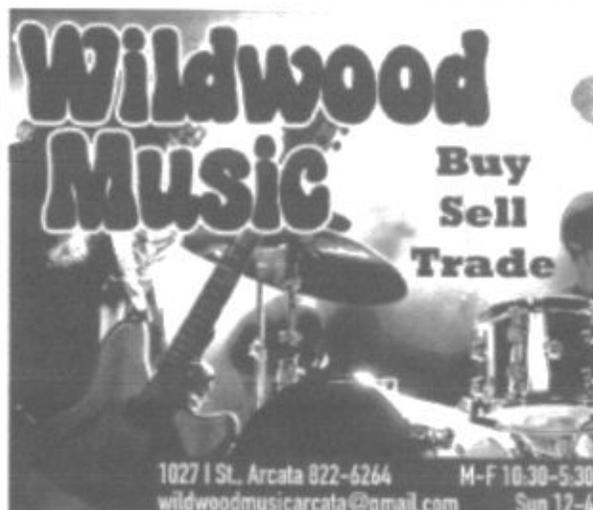
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From: TyMac Ty@TrinidadBayBnB.com ty@trinidadbaybnb.com  
Subject: Re: Regarding Kathleen Lake and Tom Davies Complaint Against Planning Commissioner Mike Morgan  
Date: October 3, 2018 at 10:32 AM  
To: City of Trinidad cityclerk@trinidad.ca.gov  
Cc: TyMac Ty@TrinidadBayBnB.com ty@trinidadbaybnb.com



On Aug 9, 2018, at 5:14 PM, TyMac Ty@TrinidadBayBnB.com <ty@trinidadbaybnb.com> wrote:

August 9, 2018

Tyler James  
560 Edwards

***Regarding Kathleen Lake and Tom Davies Complaint Against Planning Commissioner Mike Morgan***

I have 3 comments regarding Dorothy Cox and Brett Gregory's public statements made against Mike Morgan.

1. About a month ago, after Mike's attorney sent Kathleen and Tom a CEASE AND DESIST letter .. Dorothy was gossiping with our next door neighbor. I told Mike, and he came out and asked Dorothy if she was going to come forward now, and admit to being the "**anonymous**" person from their complaint. She said she wasn't, and now we know she lied right to his face, in front of me and our neighbors - based on her July 25th City Council statement.

2. Brett Gregory's statement at the July 25th Council Meeting was misleading. He said he saw a stun gun and that

**"this thing was put on the table in front of me, to where if the table wasn't there, it would have been on my foot."**

Even if Mike had put something on the table, it would not have been near Brett, because Mike wasn't sitting beside Brett - the Planning Chairman was sitting in between Brett and Mike.

It was also interesting to hear Brett state the chief complainant, Dorothy Cox, "**came by my house ...**" but why would she?

3. At last night's Council Meeting, Brett made inaccurate character assessments not only of Mike but of me too.

Mike & I went to Salty's in an attempt to clear the air with Brett. I was not there to intimidate Brett. I was there in support of Mike because I have learned first hand that Brett is a liar. And Dorothy is a liar. And finally that Brett is very explosive ...

Brett was the only person to say "**Fuck you**", and called Mike a moron on our way out.

Then Dorothy files a false third party complaint for Brett? She wasn't even there. This is ridiculous.

Instead of coming up with solutions for issues within our community that make Trinidad great, the City and a couple of members in the community choose to waste time and resources harassing Mike.

**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**THURSDAY, AUGUST 09, 2018**

**I. CALL TO ORDER**

Mayor Pro-Tem Miller called the meeting to order at 5:30pm. Council members in attendance: Ladwig, Baker Miller. **Rotwein & West were absent.** City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT ON CLOSED SESSION ITEMS - None**

**IV. ADJOURNMENT TO CLOSED SESSION**

1. Conference with Legal Counsel regarding threatened litigation from Mike Morgan regarding City Manager actions. Pursuant to California Government Code Section 54956.9 (a)

**V. RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT – Nothing to report.**

**VI. APPROVAL OF AGENDA**

Motion (Baker/Ladwig) to approve the agenda. **Passed 3-0.**

**VII. ITEMS FROM THE FLOOR - NONE**

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

**VIII. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision Regarding Allegations of Code of Ethics Violations by Planning Commissioner Mike Morgan.

**Mayor Pro-Tem Miller** explained that this meeting was requested by active members of the community regarding an ethics issue that involves Planning Commissioner Mike Morgan. This special meeting has been called with short notice. Originally, 4 Council members were expected to attend, but one realized earlier today that their attendance, by phone, would not be possible. We invite the community to share comments tonight.

City Manager Berman explained that the City's Code of Ethics for Council and Planning Commissioners provides that "any member may place and allegation of an Ethics Code violation on the City Council agenda, and it shall always be placed first in order on the agenda."

Councilmember Miller has requested such as discussion regarding the conduct of Planning Commissioner Mike Morgan, related to the June 19<sup>th</sup> complaint regarding Mr. Morgan, and the information and actions that have followed that complaint.

The initial complaint, and the response to it, are before the Council tonight for review. Since that response was created, the anonymous person described in the report has identified herself, and reiterated her account and concerns. The Council also heard directly from Mr. Brett Gregory, who stated he witnessed the initial incident.

A second complaint regarding Mr. Morgan's behavior has been filed and is also before the Council for review tonight. It is regarding a recent confrontation between Mr. Morgan and Mr. Gregory related to this issue. Mr. Morgan has also made a complaint against the City Manager in relation to Staff's response to the initial complaint.

Staff is concerned that 1) bringing weapons of any kind to public City meetings is unnecessary and destructive to the goals of fostering positive civic engagement, and 2) Mr. Morgan's response to Staff, members of the public, and fellow Commissioners with regard to the initial complaint has resulted in further complaints about his behavior, and generally inflamed the situation rather than helping bring it to any resolution.

Council questions included:

**Ladwig:** Was Mr. Morgan made aware of this meeting? CM Berman confirmed that we spoke to Mr. Morgan yesterday and alerted him of the scheduled meeting.

**Baker:** We may need to table this item. Asked the City Attorney to define "sanctions" in terms of disciplining fellow Council or Planning Commissioners.

**City Manager Berman** apologized for losing his cool as Mr. Morgan stated in his complaint.

Public comment included:

**Tyler James** – Trinidad Bay B&B

Read statement submitted by email on 08/09/18, supporting Mike Morgan and sharing his account of events as they unfolded following the alleged incident that occurred at the May Planning Commission meeting.

**John Graves** – Trinidad Planning Commission Chair

It is my personal opinion that Mr. Morgan has become a distraction to the City and should be removed immediately. I did not see a weapon displayed as alleged, but distractions like this are not helpful.

Tom Davies – I disagree that this is only a personal conflict. Dorothy came to me. Brett came to me. I received a cease and desist letter from Mr. Morgan. Personal issues happened after the initial incident. I can't sit next to someone who could harm someone in a Council meeting for speaking their opinion.

**Brett Gregory** – Trinidad

I was called a liar. I did say "F.U." to Mike after he said the same to me. I have surveillance video recordings of Mike and I's encounter at my business. I encourage you to watch it with me to see how Morgan behaved. It's obvious to me why Mayor Rotwein and Mr. Morgan are not here tonight.

**Dorothy Cox** – Trinidad

Recapped the account of the May 09 City Council meeting where Morgan was appointed, and of the May 16 Planning Commission meeting where the incident occurred. She met with the City Manager about the incident, but recent encounters with Morgan have left her very unsettled. Morgan's lies have been perpetuated. If he had just apologized and admitted he did it, this would not be an issue today. I've been name-called, taunted, and intimidated by Morgan. After the verbal assault at Salty's, I'm very concerned about running into him in town. I'm not a liar. He should be removed from the Commission.

**Laurence Jourdan** – Trinidad

I've had many personal and business dealings with Dan and Dorothy Cox, and Brett Gregory. They are not liars.

**Pat Morales** – Trinidad

I've been harassed by Morgan for many years. I do not speak to him. I filed a Police complaint, but Morgan refuses to answer Police questions.

**Dan Cox** – Trinidad

I'm disappointed that Rotwein and Morgan are not here tonight. I'd like to ask Morgan why Dorothy and Brett would make this up. My wife's integrity has been called into question. Brett and Dorothy have integrity. This should have been handled better by Morgan. I hope he gets removed.

Council comments included:

**Ladwig:** I'm sorry I missed the July meeting. Issue #1, Morgan is not here. Issue #2, He has had many opportunities to address and correct this. I do not appreciate his behavior and comments. I have a decision formulating in my mind, and this is the second time Morgan has been warned about behavior and violations of the Ethics Code.

**Baker:** I have spoken to everyone involved prior to this meeting. It means a lot to me when people make passionate testimony, but I would like to hear from Mike and Mayor Rotwein. However, John Graves' statement is very important to me. I voted to appoint Mike based on how he behaved moving forward since that date. As far as I'm concerned, he was on notice from that point on and since then several incidents have affected my feelings about this.

**Miller:** I appreciate Dorothy Cox's comments tonight. I have a great deal of confidence that she is not a liar. I recall back in 2005 when the ethic's code was adopted that there were many issues affecting personal behaviors among Councilmembers. We have the authority to remove Morgan from the Commission tonight, or continue this to a future meeting.

**City Attorney Stunich** reminded the Council that they cannot remove Morgan for Ethic's Code Violations, but they can remove him at any time if it is in the City's best interest.

Motion (Ladwig/Baker) to remove Mike Morgan from the Planning Commission, in the best interest of the City, effective immediately. **Passed 3-0.**

**XIII. ADJOURNMENT: 7:30pm**

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Dwight Miller**  
Mayor Pro-Tem

DRAFT



## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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2. Public Hearing on Unmet Transit Needs

## DISCUSSION AGENDA ITEM

Wednesday, October 10, 2018

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**Item:** ANNUAL UNMET TRANSIT NEEDS HEARING

**Background:** Each year HCAOG conducts citizen participation process to assess unmet transit needs within Humboldt County. The public is invited during this hearing to express their opinion, solutions, complaints, or suggestions regarding Humboldt County's public transportation systems and/or general unmet transit needs.

**Recommended Action:** Open the public hearing, receive comments, and forward to HCAOG.

**Attachments:**

- HCAOG summary letter.



**HCAOG**  
*Regional Transportation  
Planning Agency*

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

August 27, 2018

Mr. Dan Berman, City Manager  
City of Trinidad  
Post Office Box 390  
Trinidad, CA 95570

Every year, as established by the California Transportation Development Act (TDA), the Humboldt County Association of Governments (HCAOG) is required to conduct a citizen participation process to identify any "unmet transit need" (UTN) that may exist in the region before TDA funds are distributed to local jurisdictions for non-transit purposes. If a UTN is identified, a further determination is needed to establish whether or not that need is "reasonable to meet".

The HCAOG Board of Directors will hold a public hearing on Thursday, October 15, 2018, to provide members of the public, local transit agencies, and local jurisdictions with the opportunity to discuss new or previously identified unmet transit needs.

Though not required, we encourage your agency to also conduct a public hearing between the timeline of September 24, 2018 through the end of October and forward us a record of all comments received.

Please provide your public hearing date to Christie Smith at [christie.smith@hcaog.net](mailto:christie.smith@hcaog.net) by Thursday, September 13, 2018. HCAOG will publish an ad in the Times Standard which will include a schedule of all hearing dates, times, and locations.

Enclosed for your information is a synopsis of the UTN process. If you have any questions, or if you would like me or a member of HCAOG's Social Service Transportation Advisory Council to participate at your hearing, please contact me at 444-8208. Thank you for your assistance.

Respectfully,

  
Marcella Clem  
Executive Director

Enclosures

cc: Gabriel Adams, City Clerk



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS  
Regional Transportation Planning Agency  
Humboldt County Local Transportation Authority  
Service Authority for Freeway Emergencies  
611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208  
www.hcaog.net

## SYNOPSIS: Citizen Participation Process for Assessing Unmet Transit Needs

### Transportation Development Act

California's Transportation Development Act (TDA) legislates funding for transit purposes primarily, and for non-transit purposes under certain conditions. TDA funds are distributed through transportation planning agencies throughout the state. HCAOG is required to assess unmet transit needs prior to allocating any TDA funds for purposes *not* directly related to public transit.

### Public Process to Make a Finding

Each year, HCAOG conducts a citizen participation process to gather public input concerning transit needs within the region. HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the process to solicit broad input from transportation-dependent and transportation-disadvantaged persons. In consideration of public input, the SSTAC's recommendations, and adherence to HCAOG's adopted definitions, the HCAOG Board is required to make one of the following findings:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are reasonable to meet; or
- (c) there are unmet transit needs, including those that are reasonable to meet.

If a documented unmet transit need is identified within a specific jurisdiction that meets the test of reasonable to meet, the following will occur:

- The jurisdiction's Local Transportation Funds must be used to rectify the identified unmet transit need prior to using these funds for non-transit purposes such as maintenance of streets and roads;
- The addition and/or modification of the existing transit system(s) must be considered to resolve the identified unmet transit need.

### Report of Findings

HCAOG's SSTAC considers all public testimony and input, applies the adopted definitions and reasonable to meet criteria and forwards a recommendation to the HCAOG Board in an annual report. The HCAOG Board will consider and adopt the Report of Findings no earlier than February of each year.

### Opportunities for Public Comment on Unmet Transit Needs

Public hearings are held in the fall of each year. Comments may be provided at any of the unmet transit needs public hearings or submitted to HCAOG throughout the year via email, Facebook, in person, or telephone through the contact information below.

Email: [marcella.clem@hcaog.net](mailto:marcella.clem@hcaog.net)  
Facebook: [www.facebook.com/hcaog](http://www.facebook.com/hcaog)  
Mail or in person: HCAOG Office  
611 I Street, Suite B Eureka, CA 95501  
Telephone: (707) 444-8208

## UNMET TRANSIT NEEDS DEFINITIONS

**Unmet transit needs** are, at a minimum:

- (1) Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
- (2) Proposed public transportation, specialized transportation, or private transport services that are identified in the following but is not limited to a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit-Human Services Transportation Plan.

Additionally, the HCAOG TDA Rules stipulate that, for this process, unmet transit needs do not include :

- ❖ Improvements funded or scheduled for implementation in the next fiscal year
- ❖ Minor operational improvements or changes such as bus stops, schedules, and minor route changes
- ❖ Trips for primary or secondary school transportation
- ❖ Sidewalk improvements or street and road needs

**Reasonable to meet** criteria:

- (1) To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
  - a) The service must have adequate roadways, and must be safe to operate.
  - b) Enough money should be available from identified sources of funding to pay for the marginal operating costs of the service continuously for three years.
- (2) The service must be projected to meet a minimum "marginal farebox return ratio" of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing new introduced services.
- (3) Pursuant to the requirements of TDA Statutes (Public Utilities Code Section 99401.5c, a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
- (4) Once a service is determined to be "reasonable to meet" and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically, whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent with the first year, or 100 percent within two years, the service may be cancelled and deemed "no longer reasonable to meet." An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



## DISCUSSION AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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3. Presentation Regarding Countywide Measure O

## **ACTION AGENDA ITEM**

**Date: October 10, 2018**

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### **Item: Receive County Presentation Regarding Measure O, and Consider Endorsing and Advocating for Approval of Measure O.**

Measure O is a successor to Measure Z, and would continue the county wide ½ cent sales tax of Measure Z, which is currently set to expire this year. Measure Z grant applications by the City have provided significant funding to the City to increase the deputy hours in Trinidad by 50% - from four days a week to six days a week. Measure Z funds have significantly increased staffing across the Sheriff's Office, which also helps Trinidad by reducing law enforcement response times when we don't have a deputy in Trinidad. Staff recommend that the City endorse and advocate for the approval of Measure O.

#### **Summary from County:**

On July 31, the Humboldt County Board of Supervisors unanimously placed Measure O – the Public Safety and Essential Services Renewal Measure – on the November 2018 ballot for voter consideration. If renewed, Measure O would continue existing voter-approved, locally controlled funding to maintain essential services in Humboldt County, with no increase in tax rates.

Over the past 25 years, Sacramento has taken \$386 million in revenue from Humboldt County's budget. Measure O, if passed, would provide Humboldt County with a guaranteed source of local funding that cannot be taken by Sacramento and requires these tax dollars to be spent locally.

Protective and counseling services for the victims and witnesses of child abuse have been severely reduced in recent years. Measure O will restore those services and protect children that have been victims of these horrible crimes. In addition, despite limited funding, volunteer fire departments and firefighters play critical roles in protecting life and property here in Humboldt County. Measure O will continue to support these volunteers and maintain resources and training that better – and more safely – protect county residents.

Spending priorities for Measure O, if passed, would include:

- Maintaining 911 emergency response times
- Providing services for the victims of child abuse
- Maintaining rural ambulance and fire protection services
- Providing additional mental health services for children
- Emergency communications systems
- Ensuring there are sheriff's deputies on-duty 24 hours a day
- Repairing deteriorating roads
- Other essential services

This item and presentation is an opportunity to learn more about Measure O and answer questions your organization may have. You can find more information about Measure O on the county website at [Humboldt.gov/MeasureO](http://Humboldt.gov/MeasureO).

#### **Staff Recommendation:**

The City Council express their support of Measure O.



## DISCUSSION AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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4. Discussion of Water Rates, Water Policies, and Consider Approval of Scope of Services with GHD to evaluate maximum water production rates.

## **ACTION AGENDA ITEM**

Date: October 10<sup>th</sup>, 2018

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**Item:** Discussion of Water Rates, Water Policies, and Consideration of Approving a Scope of Services with GHD to Evaluate Maximum Water Production Rates

### **Summary and Recommendation:**

Staff and GHD Engineers will make a presentation and engage Council and community in a discussion regarding the City Water System, including the need to conduct a new Water Rate Assessment, and to consider updating City Policies regarding water service.

As a first step to addressing these needs, Staff recommend Council approval of a Scope of Work not to exceed \$8,600 with GHD to evaluate and document the maximum feasible water production rate of our Water Plant, and to assist in developing new Water Policies.

### **Staff recommendation:**

- a) Receive presentation, discuss, and provide direction regarding Water Rate Assessment and Water Policies.
- b) Authorize City Manager to execute the attached scope of work with GHD to evaluate the maximum production capacity of our Water System, and to amend the City Water Budget by \$8,600 from our Water Reserve Fund for this work.

### **Discussion:**

The customer base and the water demand for the City's Water System has changed little in recent decades, with a gradual increase in water usage from a few new residential connections. The City has approved in concept connecting the CalFire station, but the expected usage there is on the order of a single family residence.

The City has recently received statements of interest in connecting to the City's Water System from two businesses, the proposed Hotel at the Trinidad Rancheria, and the Emerald Creek RV Park. Both entities would be major new water users - the Hotel as proposed would become the single largest water user in the entire system, using approximately as much as 45 average Single Family Residences, and Emerald Creek RV park would (roughly) use about a third of that, or as much as 15 homes.

The City has not considered such significant new connections to the system since the 1980's, when the Cher-Ae Heights Casino was connected. The Casino is the current largest user in the system. Consideration of these requests will require:

1. A detailed assessment of the City's current feasible production capacity - i.e. how much water can we produce on a daily basis. We have theoretical numbers

based on pump and filter specifications, but those values likely overestimate the actual feasible production at the plant taking human resources, plant maintenance needs, which will increase as production increases ..... Our water rights are a key part of this analysis as well. *The recommended scope of services with GHD will answer this question.*

2. A detailed assessment of existing usage and of future water needs to accommodate planned development within the City Limits, within the Sphere of Influence, and within the City's Water Service Area. *(This work is currently underway as part of updating our Local Coastal Program and General Plan)*
3. A review and possible updates and additions to City Code and City Policies for considering new water service applications. The City Code regarding providing new water service was largely written in the 1970's as the Treatment Plant was coming online. The Code provides no guidance about addressing new requests in the context of scarcity – where we may not have enough capacity to serve all requests.
4. The City will need to review and update criteria for prioritizing among future uses. Our General Plan provides some guidance here, for instance it establishes that we should reserve water capacity to support buildout within the City Limits, and then within the Sphere of Influence, before agreeing to connect users outside those jurisdictional boundaries.

Relatedly, the City last conducted a Water Rate Assessment and adjusted our rates in 2012. Staff and our City Engineers recommend that we update this assessment and consider adjusting our rate structure. Topics for consideration may include establishing conservation pricing, with higher per unit prices for water use above specific thresholds. We may also want to consider establishing different rate structures for residential vs. commercial uses, and/or for unusual high volume users. We currently charge commercial and residential users the same rates.

This agenda item is intended as a start to these discussions.

**Staff recommends the Council:**

- a) *Receive presentation, discuss, and provide direction regarding further work on Water Rate Assessment and Water Policies.*
- b) *Authorize City Manager to execute the attached scope of work with GHD to evaluate the maximum production capacity of our Water System, and to amend the City Water Budget by \$8,600 from our Water Reserve Fund for this work.*

Attachments:

- 1) GHD Scope of Work for Water System Production Capacity Assessment



October 4, 2018

Daniel Berman  
City Manager  
City of Trinidad  
463 Trinity Street  
Trinidad, CA 95548

**RE: Proposal for evaluating the maximum water production rates for the City's water treatment plant and developing a procedure of evaluating future water service requests.**

Dear Daniel,

GHD Inc. is pleased to submit this proposal to assist in the City of Trinidad (City) in performing an analysis of the effective maximum water production rates from the City's drinking water plant. This scope of work is based on our understanding of the project and our experience with the City's water plant and water rights. This proposal can be further refined to meet the needs and goals of the City, if so desired.

#### **PROJECT UNDERSTANDING**

The City of Trinidad serves municipal treated water to approximately 1000 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's combined rights on Luffenholtz Creek provide for a maximum diversion rate of 0.56 cubic feet per second (cfs) (251 gpm) and a maximum annual diversion of 337 acre-feet. However, the effective water production rates are limited by physical constraints in the processing of the water, which include: filter fouling rates, flocculator flow rates, backwash periods, low flow bypass requirements and chlorine contact time requirements. This scope of service will outline the task that work with City Staff to evaluate and determine the effective maximum water production rates.

Additionally, the City has received requests for additional water hook-ups from the Trinidad Rancheria and others. These requests have highlighted the need for the City to have a process of evaluating the ability of the City's water plant to provide the requested new services while maintaining service to the existing customers and future demands within the City's existing sphere of service. This scope of service will also outline the task to work with the City and the City Planner to develop a procedure for assessing these types of service requests

#### **SCOPE OF SERVICES:**

The scope of services is defined by the following tasks:

##### **Task 1 – Evaluation of effective maximum water production rates**

The evaluation of the effective maximum water production rate will require working with the City's Staff to develop and carry out a series of water plant production tests. These tests will provide data to help determine the effective maximum water plant production rates. GHD will meet with the City's treatment plant operators to observe current plant production and develop a series of test scenarios. The City's treatment plant operators will then carry out the tests and record the data. GHD will evaluate the data, discuss findings with the City's Staff, and summarize in a memorandum with recommendations for the effective maximum treatment plant production rate based on current staffing levels and if applicable make recommendations for an upper maximum treatment plant production rate even if that could require additional staffing needs.



**Deliverables:** *Summary memorandum of treatment plant testing procedures and data forms, Summary memorandum of evaluation of the test results with a recommendation of effective maximum water production rate.*

**Task 2 – Water Service Request Procedure**

In this Task GHD will work with the City and the City Planner to develop a procedure for evaluating water service requests. The evaluation will consider the effective water production rate (determined in Task 1), current and future water demands, current and future water storage, fire flow demand, and chlorine contact time.

**Deliverables:** *Summary Memorandum outlining recommendations for water service request procedures*

**COMPENSATION**

GHD will provide these services on a time and materials basis, not to exceed \$8,800, per GHD's fee schedule in effect at the time services are performed. Actual costs to each task estimated below may vary.

**Table 1 Budget**

Description	Budget
Task 1 – Evaluation of effective maximum water production rates	\$6,400
Task 2 – Water Service Request Procedure	\$2,400
<b>TOTAL BUDGET</b>	<b>\$8,800</b>

**GENERAL EXCLUSIONS AND ASSUMPTIONS**

This proposal is based on the following assumptions and exclusions:

- Work not specifically defined in tasks above are not included in this scope of work;
- The City or City Planner will be the primary author of the Water Service Request Procedure

We look forward to the opportunity to work with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,  
GHD Inc.

  
**Patrick Sullivan, PE**  
Project Manager

  
**Steve Allen, PE**  
Principal



## DISCUSSION AGENDA ITEM 5

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES**

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5. Consider Appointments to the STR Committee

## DISCUSSION AGENDA ITEM

Wednesday, October 10, 2018

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**Item:** Discussion/Decision regarding STR Committee Appointments.

**Background:** At the regular meeting on **April 11, 2018**, the Council approved a charter developed by Councilmembers for a standing STR Committee to include composition of the group, purpose, and goals.

At the regular meeting on April 11, 2018, the Council approved the following membership framework:

- (1) **Planning Commission Liaison**
- (2) **2 General Public Representatives** (City representative)
- (2) **STR Business Representatives** (STR Owner or Manager)

*They also approved the caveat that the City Manager, or his/her designee, shall serve as primary staff liaison to the STR Committee.*

The eligible candidates that applied by the designated filing deadline of Wednesday, October 3, 2018 were the following:

**City representatives:**

*Erin Rowe  
Richard Bruce  
Tyler James  
Mike Morgan  
Dorothy Cox  
Kathleen Lake*

**STR representatives:**

*Jonna Kitchen (STR representative)  
Jan Nash Hunt (STR representative)*

The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short Term Rentals in the City of Trinidad.

Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all.

Letters of interest will be distributed to the Council prior to the meeting for review and appointment.

**Recommended Action:** *Appoint individuals to serve on the Short Term Rentals Committee.*

**Attachments:** *Letters of interests from eligible candidates.*

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

*Susan Rotwein, Mayor*  
*Gabriel Adams, City Clerk*



Wednesday, September 12, 2018

**THE CITY OF TRINIDAD  
IS SEEKING VOLUNTEERS TO SERVE ON THE  
SHORT-TERM RENTAL (STR)  
COMMITTEE**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING INDIVIDUALS TO FILL  
**(3) VACANCIES** ON A SHORT-TERM RENTAL COMMITTEE.

**Powers and Duties:** The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short-Term Rentals in the City of Trinidad. These duties include:

- To provide a forum for community engagement, outreach, and education for issues regarding short term rentals;
- To periodically review and make recommendations regarding current City Regulations and their implementation with respect to short term rentals;

**Committee Composition and Meetings:** Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all. The membership of the STR Committee shall be appointed by the City Council, and shall be composed of the following representatives:

- 1 Planning Commissioner
- 2 General Public representatives (City Residents)
- 2 STR business representatives (STR Owner or Manager)

The City Manager, or his/her designee, will serve as primary staff liaison to the STR Committee.

RESIDENTS LIVING WITHIN THE CITY OF TRINIDAD MAY SEND A LETTER OF INTEREST TO THE CITY CLERK AT: **CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570**

OR YOU MAY DELIVER THE LETTER IN PERSON TO:  
**TRINIDAD CITY HALL, 409 TRINITY STREET, TRINIDAD, CA**

Email to: [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

**FILING DEADLINE: WEDNESDAY, OCTOBER 03, 2018**

Please call 707-677-0223 for additional information or questions about this volunteer opportunity.

**Gabriel Adams**, Trinidad City Clerk

## Trinidad City Clerk

---

**From:** Erin Rowe <erowemediate@yahoo.com>  
**Sent:** Thursday, September 13, 2018 7:20 PM  
**To:** Trinidad City Clerk  
**Subject:** Re: RE: Meeting Notice & Volunteers Needed

RECEIVED

SEP 14 '18

CITY OF TRINIDAD

Thank you Gabe: I would be interested in being one of the resident members of the committee.

On Thursday, September 13, 2018, 10:01:56 AM PDT, Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

That's all up in the air still. My guess is once the committee is established (by the Council at the October 10 regular meeting), the first order of business for that committee will be to determine the meeting date and frequency.

The Council is expecting the committee to hold a minimum of 1 meeting every year in October to allow the community to provide feedback on the busy summer season that passed. Beyond that, meetings could be set regularly or on an as needed basis.

Gabe

**From:** Erin Rowe <erowemediate@yahoo.com>  
**Sent:** Wednesday, September 12, 2018 10:21 PM  
**To:** Trinidad City Clerk <cityclerk@trinidad.ca.gov>  
**Subject:** Re: Meeting Notice & Volunteers Needed

When will the STR committee meetings be held?

On Wednesday, September 12, 2018, 4:14:13 PM PDT, Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

Meeting Notice:

Planning Commission - Regular Meeting:

## Trinidad City Clerk

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**From:** Trinidad Retreats <info@trinidadretreats.com>  
**Sent:** Thursday, September 13, 2018 9:29 AM  
**To:** cityclerk@trinidad.ca.gov  
**Subject:** STR Committee Volunteer

Dear Honorable City Council Members,

I am asking you to please consider choosing me as the STR representative for the STR Committee. I feel I would be a good choice for this volunteer position as I have the ability to speak and listen respectfully as well as share best practices in managing a successful vacation rental business (11 STR's in the city). I hope that the city chooses other volunteers who share the ability to be respectful, fair and unbiased in serving on this committee given how contentious this topic has been. It is my sincere hope that the residents vehemently opposed to STR's are not chosen for this committee as their agenda has demonstrated that their main wish is for STR's to go away. I am only looking to serve on a committee that will be comprised of fair minded individuals who can best assess current practices of STR's and the effectiveness of our STR Ordinance using data, statistics and real facts.

Sincerely,

**Jonna Kitchen, Reservations Manager/Owner**  
**(707) 601-6645**



[Like us on facebook](#)



[Post a Review on Yelp](#)



[Connect with us on LinkedIn](#)

Jan Nash Hunt  
2161 Golf Course Road  
Bayside, CA 95524

707-845-6618

RE: STR Committee  
(Owner of STR at 30 Scenic Drive)

October 3, 2018

Dear City of Trinidad,

I see that you are looking for volunteers to be on your "Short-Term Rental Committee". I would like to be an *alternate member (or regular member if you can't find anyone else)* to fill the slot of STR Business Representative. Being an alternate might be best since I am often busy with work and volunteer positions, but I could at least attend quarterly meetings. I am interested in representing the owners of vacation rentals in the area if need be and helping with making the relationship as positive as is possible between the town, its leadership, and those doing business in this industry.

My qualifications (that may or may not apply) include:

1. Being involved as an owner of a house in Trinidad since 1979. This was used as a family vacation home until Gail Saunders helped us by being our property manager then later the new owners of Trinidad Retreats took over. We have rented the home as a vacation rental for around 15 years, I believe.
2. I have a few other rentals that are month-to-month, so I see the difference in these two types of business.
3. I am a tax preparer for a local orthodontist's office, a practice that I help manage with my husband.
4. I am a former speech pathologist and worked with people with head injuries and strokes for many years, as well as autistic children.
5. I am the mother of three.
6. I am the immediate past president and a current board member of Humboldt Sponsors, a non-profit organization that raises money each year to provide camperships, swimming lessons, enrichment, and mentorship experiences for homeless and disadvantaged children. Last year we raised and granted \$110,000 to Humboldt County organizations that assist children who need services.
7. I am an open-minded person and my hope is for the City, the residents, and the STR owners to have a positive relationship and work together on issues that come up.

Thank you,   
Jan Nash Hunt

City of Trinidad  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570

RECEIVED  
SEP 29 2018  
CITY OF TRINIDAD

Trinidad City Council:

September 29, 2018

I would like to be considered for one of the General Public (City Resident) positions on the City's Short-Term Rental (STR) Committee. I am a 40+ year resident of Trinidad and reside at 780 Underwood Drive.

My qualifications include: BA and MBA from the University of California (Berkeley), former business owner (Trinidad Market and Deli- now Murphy's Market), former Trinidad Planning Commissioner (mid 1980's), and most recently I retired from my Caltrans position as an Associate Transportation Planner.

I have attended and provided input at both Planning Commission and City Council meetings regarding Short Term Vacation Rentals and feel that I have a pretty good understanding of many of the issues/problems/benefits associated with them. As a former business owner I understand the value that tourism brings to our community. As a resident with an STR directly across the street from me I have personal experience with both the positive and negative impacts associated with their operation. With that in mind, I believe I will be able to look at all sides of the STR issue and provide a balanced approach to analyzing how the City's STR ordinance is working.

Thank you for considering me for this position.

Sincerely,



Richard "Dick" Bruce  
780 Underwood Drive  
P.O. Box 1190  
Trinidad, CA 95570  
707 677-3940

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

I am interested in being  
involved

Susan Rotwein, Mayor  
Gabriel Adams, City Clerk



Wednesday, September 12, 2018

Jyler James

**THE CITY OF TRINIDAD  
IS SEEKING VOLUNTEERS TO SERVE ON THE  
SHORT-TERM RENTAL (STR)  
COMMITTEE**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING INDIVIDUALS TO FILL  
(3) VACANCIES ON A SHORT-TERM RENTAL COMMITTEE.

**Powers and Duties:** The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short-Term Rentals in the City of Trinidad. These duties include:

- To provide a forum for community engagement, outreach, and education for issues regarding short term rentals;
- To periodically review and make recommendations regarding current City Regulations and their implementation with respect to short term rentals;

**Committee Composition and Meetings:** Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all. The membership of the STR Committee shall be appointed by the City Council, and shall be composed of the following representatives:

- 1 City Council member (Chair)
- 1 Planning Commissioner
- 2 General Public representatives (City Residents)
- 1 STR business representative (STR Owner or Manager)

The City Manager, or his/her designee, will serve as primary staff liaison to the STR Committee.

RESIDENTS LIVING WITHIN THE CITY OF TRINIDAD MAY SEND A LETTER OF INTEREST TO THE CITY CLERK AT: CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570

OR YOU MAY DELIVER THE LETTER IN PERSON TO:  
TRINIDAD CITY HALL, 409 TRINITY STREET, TRINIDAD, CA

Email to: [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

**FILING DEADLINE: WEDNESDAY, OCTOBER 03, 2018**

Please call 707-677-0223 for additional information or questions about this volunteer opportunity.

Gabriel Adams, Trinidad City Clerk

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

I AM INTERESTED.

Mike Morgan  
677 2840

*Susan Rotwein, Mayor*  
*Gabriel Adams, City Clerk*



Wednesday, September 12, 2018

**THE CITY OF TRINIDAD  
IS SEEKING VOLUNTEERS TO SERVE ON THE  
SHORT-TERM RENTAL (STR)  
COMMITTEE**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING INDIVIDUALS TO FILL  
**(3) VACANCIES ON A SHORT-TERM RENTAL COMMITTEE.**

**Powers and Duties:** The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short-Term Rentals in the City of Trinidad. These duties include:

- To provide a forum for community engagement, outreach, and education for issues regarding short term rentals;
- To periodically review and make recommendations regarding current City Regulations and their implementation with respect to short term rentals;

**Committee Composition and Meetings:** Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all. The membership of the STR Committee shall be appointed by the City Council, and shall be composed of the following representatives:

- 1 City Council member (Chair)
- 1 Planning Commissioner
- 2 General Public representatives (City Residents)
- 1 STR business representative (STR Owner or Manager)

The City Manager, or his/her designee, will serve as primary staff liaison to the STR Committee.

RESIDENTS LIVING WITHIN THE CITY OF TRINIDAD MAY SEND A LETTER OF INTEREST TO THE CITY CLERK AT: CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570

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**FILING DEADLINE: WEDNESDAY, OCTOBER 03, 2018**

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**Gabriel Adams, Trinidad City Clerk**

## Trinidad City Clerk

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**From:** Trinidad City Clerk <cityclerk@trinidad.ca.gov>  
**Sent:** Monday, September 24, 2018 2:38 PM  
**To:** 'Dorothy Cox'  
**Subject:** RE: STR committee

Hi Dorothy.

Message received and your letter of interest will be forwarded to the City Council for consideration. It is anticipated that the Council will discuss STR membership at the regular meeting scheduled for October 10. We'll let you know if that changes as we get closer to the meeting date.

Gabriel Adams  
Trinidad City Clerk  
707.677.0223  
\*\*\*\*\*

-----Original Message-----

**From:** Dorothy Cox <crabby2@suddenlink.net>  
**Sent:** Monday, September 24, 2018 1:25 PM  
**To:** City of Trinidad <cityclerk@trinidad.ca.gov>; Dan Berman Trinidad City Manager <citymanager@trinidad.ca.gov>  
**Subject:** STR committee

I would like to be considered for the STR committee.  
I am a resident of the Trinidad community since 1966.....Dan and I have lived on Ocean Avenue in the same house since 1977.  
I have been an avid participator in City Council meetings and Planning Commission meetings for several years.  
I am confident I understand the issues of STRs and I will strive to be a fair representative of our community.  
Dorothy Cox

Sent from my iPad

## Trinidad City Clerk

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**From:** Trinidad City Clerk <cityclerk@trinidad.ca.gov>  
**Sent:** Monday, September 24, 2018 2:39 PM  
**To:** 'Tom Davies Kathleen Lake'  
**Subject:** RE: STR committee

Kathleen,

Message received and will be forwarded to the City Council for consideration. It is anticipated that the Council will discuss STR membership at the regular meeting scheduled for October 10. We will let you know if that changes as we get closer to the meeting date.

Gabriel Adams  
Trinidad City Clerk  
707.677.0223  
\*\*\*\*\*

-----Original Message-----

**From:** Tom Davies Kathleen Lake <tomd.kathleenl@gmail.com>  
**Sent:** Monday, September 24, 2018 1:52 PM  
**To:** Dan Berman Trinidad City Manager <citymanager@trinidad.ca.gov>  
**Cc:** Trinidad City Clerk <cityclerk@trinidad.ca.gov>  
**Subject:** STR committee

Trinidad City Council,

Thank you for your support of the Trinidad community with the recommendation to convene a new Trinidad STR Committee, in Trinidad.

At this time, I am submitting my name for your consideration as a resident member for this new committee.

Thank you,  
Kathleen Lake