



Posted: Friday, December 07, 2018

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

The Trinidad City Council will hold a regular meeting on
WEDNESDAY, DECEMBER 12, 2018, at 6:15 PM

In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

THE TRINIDAD CIVIC CLUB IS HOSTING A TEA AND CAKE SOCIAL TO HONOR INCOMING AND OUTGOING COUNCIL MEMBERS FROM 6:00 TO 6:15 IN THE CIVIC CLUB ROOM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **CERTIFICATION OF THE NOVEMBER 06, 2018 MUNICIPAL ELECTION**
 1. Adopt Resolution 2018-13; Declaring the Results of the Municipal Election Held on November 06, 2018.
- IV. **INSTALLATION OF NEWLY ELECTED MEMBERS OF THE CITY COUNCIL**
 1. Swear-In Newly Elected Members Pursuant to California Elections Code Section 10265.
 2. Appoint a Mayor and Mayor Pro-Tem Pursuant to Municipal Code Section
 3. Resolution 2018-14; Acknowledging the Public Service of Susan Rotwein
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – 11-14-18 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. **PROCLAMATIONS**
 1. Proclamation 2018-03; Recognizing December 2018 as Human Rights Awareness Month
- XI. **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 November 2018
 2. Financial Statements October 2018
 3. Law Enforcement Report November 2018
 4. Authorize Scope of Work with City Engineer GHD for Water Rate Analysis
 5. Authorize Scope of Work with City Engineer GHD for Storm Water Project Design Services
 6. Intent to Apply for USDA Financing for the Storm Water Project, Phase II
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision regarding Resolution 2018-11; LCP Amendments Related to the Calfire Water Line Extension
 2. Discussion/Decision regarding Resolution 2018-02; Opposition to Offshore Oil and Gas Drilling and Exploration
 3. Discussion/Decision regarding Appointment of Planning Commissioners
 4. Discussion/Decision regarding Appointment of Short-Term Rental Advisory Committee Members
 5. Presentation from the Trinidad Trails Committee regarding Trail Priorities and Maintenance.
 6. Discussion/Decision regarding City Manager Vacancy.
- X. **FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**



ELECTION RESULTS

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

- I. **CERTIFICATION OF THE NOVEMBER 06, 2018 MUNICIPAL ELECTION**
1. Adopt Resolution 2018-13; Declaring the Results of the Municipal Election Held on November 06, 2018.



RESOLUTION 2018-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD
CANVASSING RETURNS AND DECLARING RESULT OF THE GENERAL MUNICIPAL ELECTION
HELD ON TUESDAY, NOVEMBER 06, 2018.**

RESOLVED, by the City Council of the City of Trinidad, California, that

WHEREAS, a Consolidated General Municipal Election was held and conducted on November 06, 2018, as required by law; and

WHEREAS, it appears that notice of said election was duly and legally given, that the voting precinct was properly established therefore, that polling place information and sample ballots were mailed to all registered voters in the City, Election Officers were appointed and election supplies furnished; and that in all respects said election was held and conducted and the voters cast there ballots, received and canvassed and the returns thereof made, determined and declared in time, form and manner as required by law; and

WHEREAS, the County of Humboldt Elections Division met to canvass the returns of said consolidated election and declare the results thereof are as hereinafter set forth;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND RESOLVED:

1. The Consolidated General Election was held and conducted in the City of Trinidad, County of Humboldt, California, on Tuesday, November 06, 2018 in the time, form and manner required by law.
2. There was one voting precinct established in said City for the purpose of holding said election, as last established by the Board of Supervisors of the County of Humboldt for the conduct of State and County elections, as follows: **Trinidad Precinct 5T-1**
3. That a canvass of the votes cast in said City for the offices of 3 (three) Council members was duly held and completed on December 06th, 2018 by the County Elections Division and in accordance with law.
4. That the total number of votes cast in said City of Trinidad at said election was **225 of 280 registered voters, resulting in an 80.36% voter turn-out.**
5. That the names of the persons voted for, the office which they were voted, the number of votes received by each said persons in said precinct, together with the whole number of votes which they received are as follows:

FOR COUNCILMEMBER	5T-1	PERCENTAGE
Susan Rotwein	93	19.21%
Tom Davies	104	21.49%
Michael J. Morgan	34	7.02%
Dwight Miller	103	21.28%
Brett D. Gregory	45	9.30%
James H. Baker	97	20.04%

6. That duly registered voters, who expected to be absent from their respective election precincts, or who were unable to go to the polls due to illness or disability, received ballots from the Election Division of the County of Humboldt in the time and manner provided by law for absent voters.
7. That the Election Division of the County of Humboldt has certified to this Council that all the absentee ballots were issued and cast within the time required by law.
8. That said absentee ballots so cast have been counted as required by law, and the result of the absent vote count is included with the canvass of returns from the precinct. The total number of votes cast for the respective candidates is herinbefore set forth.
9. That the said Consolidated General Municipal Election held in the City of Trinidad on Tuesday, November 06, 2018 resulted in the election of **Tom Davies, Dwight Miller, and Jim Baker**, as members of the Council of the City of Trinidad.
10. That the City Clerk of the City of Trinidad has been directed to deliver to each of the persons elected a certificate of election signed by the County Elections Official and duly authenticated. The Oath of Office will be subscribed thereto.

PASSED, APPROVED & ADOPTED on this 12th day of December, 2018 by the following vote:

Ayes:
Nays:
Abstain:
Absent:

Attest:

Gabriel Adams
Trinidad City Clerk

Mayor

FINAL CUMULATIVE REPORT — Official HUMBOLDT COUNTY — STATEWIDE GENERAL ELECTION — November 06, 2018

Total Number of Voters : 53,435 of 78,757 = 67.85%

Precincts Reporting 144 of 144 = 100.00%

Party	Candidate	Vote by Mail		Mail Ballot Precincts		Election		Total	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
	SUSAN ROTWEIN	53	17.26%	0	0.00%	40	22.60%	93	19.21%
	TOM DAVIES	68	22.15%	0	0.00%	36	20.34%	104	21.49%
	MICHAEL J. MORGAN	23	7.49%	0	0.00%	11	6.21%	34	7.02%
	DWIGHT MILLER	66	21.50%	0	0.00%	37	20.90%	103	21.28%
	BRETT D. GREGORY	31	10.10%	0	0.00%	14	7.91%	45	9.30%
	JAMES H. BAKER	61	19.87%	0	0.00%	36	20.34%	97	20.04%
	Unresolved Write-Ins	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Unqualified Write-Ins	5	1.63%	0	0.00%	3	1.69%	8	1.65%
Cast Votes:		307	75.80%	0	0.00%	177	65.56%	484	71.70%
Over Votes:		0	0.00%	0	0.00%	0	0.00%	0	0.00%
Under Votes:		98	24.20%	0	0.00%	93	34.44%	191	28.30%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
1	1	100.00%	225	280	80.36%

HUMBOLDT COMMUNITY SERVICES DISTRICT, DIRECTOR, Vote For 2

DESIREE N. DAVENPORT	1,738	24.26%	107	23.73%	988	27.53%	2,833	25.29%
PAT KANZLER	1,612	22.50%	94	20.84%	802	22.35%	2,508	22.38%
GREGG GARDINER	1,839	25.67%	124	27.49%	807	22.49%	2,770	24.72%
ALAN BONGIO	1,933	26.98%	126	27.94%	976	27.19%	3,035	27.09%
Unresolved Write-Ins	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Unqualified Write-Ins	42	0.59%	0	0.00%	16	0.45%	58	0.52%
Cast Votes:	7,164	69.18%	451	71.14%	3,589	65.47%	11,204	68.02%
Over Votes:	4	0.08%	0	0.00%	2	0.07%	6	0.07%
Under Votes:	3,184	30.75%	183	28.86%	1,889	34.46%	5,256	31.91%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
18	18	100.00%	8,236	12,024	68.50%



INSTALLATION OF NEW COUNCILMEMBER

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

1. Swear-In Newly Elected Members Pursuant to California Elections Code Section 10265.



MAYOR & MAYOR PRO-TEM SELECTION

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Appoint a Mayor and Mayor Pro-Tem Pursuant to Municipal Code Section

Chapter 2.06 MAYOR

Sections:

2.06.010 Office of mayor.

2.06.010 Office of mayor.

As soon as practicable after each general election at which one or more persons are elected to the city council, the council members shall vote and select one of their own to serve as mayor, and one to serve as mayor pro tem.

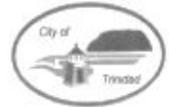
The persons so elected shall serve until the next regularly scheduled council election, or until removed by a majority vote of the council. [Ord. 97-1 § 1, 1997].



ACKNOWLEDGEMENT

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGE

3. Resolution 2018-14; Acknowledging the Public Service of Susan Rotwein



RESOLUTION 2018-14

ACKNOWLEDGING THE PUBLIC SERVICE OF SUSAN ROTWEIN

WHEREAS, Susan Rotwein has served as a Trinidad City Council member from 2016 through 2018, and as the town Mayor since December 2017. She embraced her role as a public official, encouraged the community to engage respectfully with one another, promoted civil dialog in meetings, and recognized city Staff for their work and dedication.

WHEREAS, Susan Rotwein kept public safety as one of her top priorities. She served as the City's representative to the Office of Emergency Services and worked closely with the County Sheriff to ensure the community's safety needs were always being addressed.

WHEREAS, Susan Rotwein served as the City's Tribal Liaison. She was committed to bringing Tribal Governments together. She recognized the cultural significance of the Tsurai Village Site, formalized communication between the City and Tribal Governments, and committed to working hand-in-hand with the Yurok People.

WHEREAS, Susan Rotwein provided strong leadership and guidance as Mayor during the Memorial Lighthouse relocation project, and helped the community find balance on many complicated issues.

WHEREAS, Susan Rotwein was instrumental in forming and serving as the Committee Chairperson for the Trinidad Trails Committee - a diverse group of residents and Tribal representatives assigned with evaluating the City's trail system and recommending maintenance policies to the Council for consideration.

WHEREAS, Susan Rotwein was instrumental in developing priorities and keeping City business on task. Her focuses ranged from environmental health, public safety, financial stability, personal accountability, and project completion. From protecting the Trinidad Bay Watershed, to ensuring the efficient distribution of key government services, Rotwein worked tirelessly to improve the Trinidad experience for both residents and visitors alike.

NOW, THEREFORE IT BE RESOLVED, THAT the City Council of Trinidad congratulates and thanks Susan Rotwein for her whole-hearted and dedicated service to the citizens of Trinidad and to the future well-being of the community.

PASSED UNANIMOUSLY AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 12th day of December, 2018.

Attest:

Gabriel Adams
Trinidad City Clerk

Mayor



APPROVAL OF MINUTES

NOVEMBER 14, 2018 CC

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, NOVEMBER 14, 2018

I. CALL TO ORDER

Mayor Rotwein called the meeting to order at 5:00pm. Council members in attendance: West, Rotwein, Miller. ***Baker and Ladwig were absent.*** City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams, City Planner Trever Parker.

II. PLEDGE OF ALLEGIANCE

III. 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. Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)

IV. RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT

The extended lease agreement has been approved by Verizon. Deferred to agenda item 1.

V. APPROVAL OF AGENDA

Motion (West/Miller) to approve the agenda as amended, pulling 4 and 5 from Consent for discussion, and continuing STR discussion item to the next meeting due to lack of quorum. **Passed 3-0.**

VI. APPROVAL OF MINUTES – 10-10-18 cc, 10-15-18 scc

Motion (West/Miller) to approve the minutes as written. **Passed 3-0.**

VII. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS

Rotwein: Planning Commission approved raising the Tsunami Siren. We need to have our emergency response plan updated. Until the new manager is hired, safety-related agenda items should be prioritized. Trails Committee will be bringing recommendations to the Council at the December meeting. Invited the public to the upcoming Blessing of the Fleet.

VIII. STAFF REPORTS

City Manager Berman highlighted various City accomplishments for the month, including grant progress and photos, and a status report from the November 06 Election.

Mayor Rotwein requested follow-up on the following items:

- Water Rate Study Scope
- Administrative Fine & Fee Ordinance
- Longevity Pay and Compensation Study
- Tsurai Update, Declaratory Relief Process

IX. ITEMS FROM THE FLOOR

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

Alan Grau – Trinidad

Unable to find documents on the City website. Some of the packets are missing. Concerned with the accuracy of meeting minutes. The City should consider video recording the meetings.

Leslie Farrar – Trinidad

All building projects should be required to underground the utilities, and all the utility poles throughout town should be underground.

Kathleen Lake – Trinidad

We have had problems with missing minutes for years. We are not being informed of the General Plan process. What's going on with the LCP?

X. CONSENT AGENDA

1. Staff Activity Report October 2018
2. Financial Statements September 2018

3. Law Enforcement Report October 2018
4. Approve a Budget Amendment for Purchase of a 2008 Ford Ranger for Public Works Department
Motion (Miller/West) to allocate \$4000 from reserves, and find the remaining amount within the current budget.
Passed 2-1. No-Rotwein.
5. Approve Resolution 2018-10 indicating the City's interest in working with the RCEA Pilot Solar Program
Rotwein concerned about staff time allocated to this project. **Miller** supports the long-term benefits of the project. **West** would like to see the project move forward. *Motion (Rotwein/West) to approve the Resolution.*
Passed 3-0.
6. City Manager Hiring Process Summary
7. Authorize Consultant Agreement with ADH Environmental for Storm Water Project Monitoring Tasks
Motion (Rotwein/West) to approve consent items 1, 2, 3, 6, 7. Passed 3-0.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision to Authorize Mayor to Finalize 2018-19 Cell Tower Lease Extension Agreement
 City Manager Berman explained that Verizon has agreed to a lease amendment includes the following terms:
 - Extends the existing lease for the Cell Tower on Trinidad Head by one year, to September 1st 2019
 - Increases the lease revenue to the City from the current value of approximately \$25,000/yr to approximately \$56,000/yr
 - Directs the lessee to proceed with all permitting required to remove the lease facility by the termination date of September 1st 2019
 - Provides for a 50% increase in lease rent if the facility is not removed by the lease termination date.

The original 20-year lease agreement ended September 2017. The City Council previously approved a one-year extension from September 2017 to September 2018. Verizon presented arguments to the Council and community last spring requesting additional time to get alternative towers in place to avoid a loss of cellular coverage. The City Council directed staff to explore a possible lease amendment for an additional year, and the City and Verizon have been in negotiations since then. This lease amendment is the culmination of those negotiations.

This facility has been the subject of many community and Council discussions. This action is consistent with the Council's intention to terminate the lease and end this use of Trinidad Head by next September.

Financial Implications: The current budget includes the anticipated revenue from this lease amendment. If the amendment is not approved, City General Fund revenues would be reduced. The lessee would continue to owe rent (at the original lower rate) until their facilities were removed, so the exact amount is not certain, but at a minimum the City would not receive the approximately \$24,000 increase from the previous rent in this fiscal year and approximately \$8,000 next year.

Staff recommends the Council approve this Amendment to the Trinidad Head Cellular Facilities Lease and authorize the Mayor to sign the amendment on behalf of the City.

Public comment included:

Alan Grau – Trinidad

Why is it necessary to keep this lease? Did the City incur expenses that require the income? Are decisions being made in the City's best interest?

Tom Davies – Trinidad

The only incentive for Verizon to leave is a lease increase if they remain beyond the expiration date.

Erin Rowe – Trinidad

This lease isn't consistent with past decisions.

Leslie Farrar – Trinidad

Agree with Rowe. Verizon is a big corporation and has no reason to change.

City Manager Berman explained that the Council's direction is explicit, and the City should continue to monitor Verizon's exit progress as the year proceeds.

Council comments included:

Miller: Agree with City Manager that we must stay in touch with Verizon through the lease period.

Motion (Miller/West) to approve the Amendment to the Trinidad Head Cellular Facilities Lease and authorize the Mayor to sign the amendment on behalf of the City. Passed 3-0.

2. Discussion/Decision regarding City Water Policies.

City Planner Trever Parker explained that a number of projects and issues are currently coming to the forefront of City business that are all related to water. These include:

- Provision of water to the CAL FIRE station & associated LCP amendment (see next agenda item)
- Trinidad General Plan update and water supply assessment
- Trinidad Rancheria proposed hotel development
- Request(s) for water service from the north Trinidad service area (and an overall uptick in requests for City water)
- Trinidad Accessory Dwelling Unit (ADU) ordinance (this is an older issue, but will be part of the General Plan / Local Coastal Program (LCP) update)
- Stormwater and wastewater infiltration, LID and bluff stability
- Water rate structuring

Current Progress: The City has embarked on a comprehensive water supply assessment. This will address not only capacity, but future demand, both inside and outside the City. The City has tasked the City Engineer with assessing the actual treatment capacity at the water plant, which is different from the theoretical pump capacity, which is yet different from the volume of the City's water right.

The City Planner is assessing build-out potential within City limits and estimating future water demand based on an analysis of past water use. Overall, water use has decreased per account over the last several years, but some individual water users have had substantial increases. In addition, the development potential of the City's designated water service area is also being assessed; this is still in the early stages.

Next Steps: In terms of treatment capacity, other important factors could include potential water plant upgrades to increase treatment capacity, as well as an updated assessment of low flows on Luffenholtz Creek. As part of the analysis of the Moss subdivision within the Luffenholtz Creek watershed that the County approved a few years ago, it was determined that Luffenholtz Creek is essentially fully allocated in a dry year in terms of water rights. Therefore, it may be beneficial to review the assumptions and basis for the low flow numbers and update them based on more current information, including climate change projections. A better assessment of existing water rights may also be beneficial.

For the build-out assessment, we will be breaking up the City's service area into more manageable chunks to assess and prioritize the ability of the City to serve these areas. Another piece of that will include analyzing the advantages and disadvantages to serving and potentially annexing these different areas. These factors include things like costs to provide services, potential revenues from property, sales and TOT taxes, land use control, population increases, etc.

This information will be used for a variety of purposes. Some of the questions the City may want to answer with it include (but are not limited to):

- Can the City allow accessory dwelling units in town (water use is not the only limiting factor for this, but is an important component)?
- How much of the City's water service area can the City actually serve?
- What portions of the service area make the most sense to serve (and potentially annex, since that is generally a requirement of water provision under current regulations)?
- How will these areas be prioritized for water service?
- What process and criteria will be used for future water service requests?

The information and answers to the above questions will be used to create policies within the City's updated General Plan. It will also be used to create and update the City's regulations regarding water service and land use (e.g. ADU ordinance).

Background: For the initial background information, attachments include the City's existing certified water service policies, which were updated in 1987. Current policies prioritize users within City limits. In general, the City is obligated to reserve enough capacity to serve all users within City limits, including future development on vacant and underutilized parcels. Neither the current nor draft policies provide further prioritization of users within the service area, other than acknowledging that it is limited by the water service capacity.

Also included is the water service section from the current draft of the general plan update. These policies were not included in the most recent update of the draft Circulation Element (2018), because they will need to be updated once we have the water supply assessment completed. There is also the "Development outside of City Limits" section from the current draft of the Land Use Element of the General Plan, which discusses the Sphere of Influence, Service Area and Planning Area. It is likely that the Sphere of Influence and Service Area will change as a result of the water supply assessment.

Public comment included:

Leslie Farrar – Trinidad

This feels like the cart is coming before the horse. There is no flow data or creek capacity information, and illegal water draws could be a problem. I want to see the science.

Alan Grau – Trinidad

Is this a money issue? We can't over-commit. If you do, you risk running out.

Kathleen Lake – Trinidad

We've been working on this for many years. It appears to be putting the cart before the horse. Annexation? We don't have the information and are very concerned.

Council comments included:

Miller: The County recently approved new zoning for properties in our watershed. We should make a statement tonight. This is a fundamental issue and we need to be proactive in our decisions.

West: We are in the process of getting more information from the engineers related to capacity.

Rotwein: We agreed to make a strong statement to the County with regard to County development expansion in or around the Luffenholtz Creek Watershed. This policy needs updating, and we need to be gathering all the information we can right now. I would like to see the annual water report. Cannabis and zone changes are threats to the watershed.

City Manger Berman suggested that the City 1) Continue its data collection, and 2) discuss the issues with the County and the State Water Board, and continue the discussion to a future meeting. By consensus, the Council agreed.

3. Discussion/Decision regarding Approval of LCP Amendments Related to the Calfire Water Line Extension
City Planner Trever Parker explained that the history of this project goes back several years. The CAL FIRE Trinidad Station previously obtained its potable water through a collection and treatment system on Martin Creek. However, possibly due to upstream development, that source has become polluted and unreliable. CAL FIRE attempted several solutions, including expansion of the collection cistern, improvements to the filtration system and even digging a new well. None of these actions worked, and the station has had to rely on trucked and bottled water for domestic use ever since.

CAL FIRE applied to the Humboldt Local Agency Formation Commission (LAFCo) in 2009 for a service extension from the City of Trinidad water system. Normally out of agency service extensions are not allowed without annexation. However, an exception was allowed in this case because CAL FIRE is a public agency and because the current water situation is a health and safety issue. Winzler and Kelly, Consulting Engineers, prepared a preliminary feasibility report for LAFCo, which showed that the CAL FIRE demand would use approximately 1% of the City's available capacity and that a 1" line would be adequate to serve the station. LAFCo approved a 1.5" water line in order to allow some room for error. LAFCo's approval was conditioned on

CALFIRE negotiating an agreement with the City, assuming all financial responsibility, and completing all the required environmental and permit compliance.

CALFIRE then approached the City for approval of the water line extension. The City Council considered the request at their October 2012 meeting. The minutes do not reflect that there was much discussion, and there were no objections. A CALFIRE representative noted that once they received approval from the City, they would have to work on securing funding and applying for the appropriate permits. Planning staff was not involved in the request at this time nor in the LAFCo process.

After obtaining their funding authorization, CALFIRE again approached the City in 2014 to start discussions about the required design, engineering, environmental analysis and permitting. This is when the City Planner got involved, as well as Coastal Commission staff. Coastal Commission staff pointed out that the Trinidad Fire Station is outside the City's approved and mapped Water Service Area. Both the City and County LCPs include language that would prohibit extension of City water outside of the service area. Between 2015 and 2017 City, County, Coastal Commission and CALFIRE staff all worked on developing language for a limited-scope LCP amendment that allowed for a specific exception for CALFIRE.

CALFIRE then requested an amendment to the City's Land Use Plan / General Plan, which is part of the City's Local Coastal Program (LCP). The amendment would provide a narrowly defined exception to allow the City to provide water service to the Trinidad Fire Station, even though it is outside the City's approved water service area. At their meeting of August 16, 2017, the Planning Commission held a public hearing and discussed the proposed amendment. Following the hearing they unanimously approved a motion to recommend approval and adoption of the amendment by the City Council. The City Council approved the amendment on September 13, 2017.

After City Council approval, City staff submitted an application for an LCP amendment to the Coastal Commission for certification. Although City staff understood that the amendment language had already been agreed to by Coastal Commission staff, upon further review and analysis as part of preparing their staff report, they ended up suggesting modifications to the proposed amendment. The Coastal Commission then approved the amendment as modified by staff on September 12, 2018.

Because the Coastal Commission modified the amendment, the City must take action again to accept the amendments before they become certified and effective. Once the amendment is certified, CAL FIRE can then apply for a Coastal Development Permit, and any other necessary permits, from the City and County in order to install the line. Both the 2017 Planning Commission approval and the 2012 City Council approval require that CAL FIRE bear the financial responsibility for design, permitting and installation of the new water line.

Coastal Commission Modifications: The primary modification was to add a new Policy 27a that gives priority to the commercial recreation zoned parcels within the north Trinidad service area over other users within the City's service area. The reason for the change is because those parcels are zoned for visitor serving uses that are a priority use of lands in the Coastal Zone under the Coastal Act. Therefore, the Coastal Commission has an obligation to ensure that those parcels are given priority over the residentially zoned parcels that make up most of the rest of the service area. Other modifications include references to the new policy 27a and the existing policy 23a which gives users in the City limits first priority for water service and capacity. Together the amendments give first priority for service connections to users in City limits and second priority to the CR zoned parcels in the north service area; the remainder of the service area is a lower priority. As part of the amendment process, City staff supplied Coastal Commission staff with preliminary data showing that the City does have the capacity to serve build-out within City limits, development of the CR parcels in the north service area, and the CAL FIRE station. However, that was very preliminary data, which was acceptable, because the CAL FIRE station will create very little additional demand, so the standard of review was lower than it would be for a larger project.

Larger Issues: The City Planner did not object to the proposed modifications when informed, because the City had already obtained grant funding to do a comprehensive water supply assessment that will be used to prioritize and potentially amend the City's service area. That work will eventually be incorporated into the City's ongoing LCP/General Plan update, likely making the Coastal Commission modifications a moot point. In addition, it is likely that eventual provision of water service and annexation of that north service area would be beneficial to the City (potentially large property, sales and TOT tax revenues, land use control, larger population base, etc.). However, that has yet to be determined.

The Trinidad Rancheria's hotel proposal complicates this amendment issue. Existing City users and future build-out in the City are still the first priority, with or without the amendment (see Policy 23a). However, it appears that the amendment would require the City to reserve enough capacity to serve the north Trinidad service area prior to providing additional water to the Trinidad Rancheria. City staff calculated a very rough estimate of a little over 17,000 gpd needed to serve the north Trinidad service area based on water use of the two RV parks in town, which is very close to what the estimated need of the hotel is.

Because the hotel is also a priority visitor-serving use under the Coastal Act, the actual effect of the amendment is unclear. I had one Coastal Commission staff person assure me that the hotel could still be given priority over the north service area parcels, and another one tell me absolutely not. This is further complicated by the number of conflicts of interest that the staff in the local Coastal Commission office have with the Rancheria's development, so I can't talk to the people most familiar with Trinidad's LCP. If the modifications are interpreted to mean that the City has to reserve capacity for the north service area prior to providing water to the hotel, and if the water plant does not have the capacity to serve both, it would mean that the Rancheria would either have to (1) pursue upgrades of the City's water plant to increase the capacity such that the City could serve both the north service area and the hotel, or (2) pursue an LCP amendment, just like CAL FIRE did, to give other visitor serving uses the same priority. Regardless, the Rancheria would still have to obtain separate approvals from the City and from LAFCo.

Recommendation: The larger issues of water supply / treatment capacity and prioritizations within the City's service area can not be resolved immediately. On the other hand, CAL FIRE has been working in good faith with the City on this amendment for many years, and now they are preparing a CDP application anticipating certification of the amendment. County staff anticipates that the Board of Supervisors will act to approve the modifications in November. The City must act to accept the proposed modifications no later than early January, or a new LCP amendment application would need to be submitted.

Potential future changes to the City's service area, and/or priorities within the service area would not materially affect the City's agreement to provide potable water to the fire station. The one exception is that if the City wants to provide water to and annex the north service area, it would not make sense to install a 1.5" water line as a service connection to the CAL FIRE station; a much larger trunk line would be needed eventually. But the proposed modifications to the LCP amendment that the City already approved do not impact this issue, and it would not prevent the City from taking action on the proposed modifications. However, it should be investigated and considered at the time of or prior to approval of the CDP for the water line extension.

On the other hand, any request for City water from the Trinidad Rancheria could be impacted as described above, depending on the results of the City's water supply assessment (e.g. if there is not enough treatment capacity to serve both the hotel and the north Trinidad service area). However, it would not be precluded by this amendment.

City staff do not want to derail CAL FIRE's efforts over the last 10 years to obtain water from the City. The County Board of Supervisors has already approved a similar set of modifications to their amendment, also have similar effects on any future water service requests. By the time the Coastal Development Permits for the physical water line extension are ready to be acted upon (several months), the City will have better information on which to make an informed decision.

Public comment included:

Tom Davies – Trinidad

I was on the Council in 2012 and approved the concept of CalFire connecting to the City's water system. The Coastal Commission is blackmailing a coastal community to do what they want – putting visitor services above residential uses. We've been talking about this for years. We don't need to serve the rest of the State before serving CalFire. I support CalFire but am irritated with the process.

Kathleen Lake – Trinidad

Reject this condition before relinquishing local control. The Coastal Commission members are appointed, not elected. I support CalFire, but not with these conditions attached.

Leslie Farrar – Trinidad

This is like adding things to bills to get them passed in Congress. We should say no. This is our water. We will not jeopardize this water line by adding additional connections.

Shirley Laos – Trinidad Rancheria

The Rancheria was notified of this project and showed its support for CalFire.

Alan Grau – Trinidad

I support water for CalFire, but don't like being blackmailed by the Coastal Commission.

Council comments included:

West: I would like to see the whole Council weigh in on this, but can we really tell the Coastal Commission no?

City Manager Berman explained the Coastal Commission's role in the City's policies – in general. However, this is the reality we live in on the coast. If we don't accept this, CalFire may not get water, but that won't stop our General Plan from getting red-lined by the Coastal Commission when the update is finished. We don't have the capacity study done yet to determine our ability to meet the Commission's policy to serve visitor services to the north. We won't have it in December either, but we need to decide on this by then.

City Planner Trevor Parker further explained that this is State Law. It may not be fair or right, but it is the law. It is very rare for the Coastal Commission to approve anything without modifications.

Rotwein: Why is this just now coming up? Why didn't we see this coming? I have a serious problem with this. We need to hold off on this until the full Council can weigh in.

Miller: I support the Resolution as written.

The City Council agreed, by consensus, to continue this to the December meeting. Staff will ask the Coastal Commission to explain Policy 27a (clarification and basis), find out if there's any possibility to change it, and find out if there are any examples from other communities that have had this same condition imposed on them.

4. Discussion/Decision regarding Appointment of Short-Term Rental Advisory Committee Members
Continued to the December 12 meeting.

XI. FUTURE AGENDA ITEMS

- STR Appointments
- CALFIRE LCP Application
- Administrative Fine & Fees
- Tsunami Siren and Fee Split with Rancheria
- Compensation Study and Longevity Pay
- Revised Job Descriptions and Expectations for CM
- City Manager Contract questions
- PC Appointments
- Trail Committee Advertising/Appointment
- City Council Election Results

ADJOURNMENT: 8:05 pm

Submitted by:

Approved by:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor



PROCLAMATION

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. Proclamation 2018-03; Recognizing December 2018 as Human Rights Awareness Month

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

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



PROCLAMATION 2018-03

IN RECOGNITION OF HUMAN RIGHTS AWARENESS MONTH
DECEMBER 2018

WHEREAS, the United Nations General Assembly adopted The Universal Declaration of Human Rights in December 1948. This marked the first attempt in human history to set down the minimum rights every person should enjoy; and

WHEREAS, this document states the necessity "to recognize the inherent dignity of equal and inalienable rights of all members of the human family in the foundation of freedom, justice and peace in the world," to which everyone is entitled "without distinction of any kind to race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or status;" and

WHEREAS, The Universal Declaration of Human Rights has inspired international covenants, treaties and agreements not only protecting the rights of men and women of all races creeds, but specifically enumerating and protecting the rights and unique needs of children, indigenous and tribal peoples, refugees and political prisoners; and

WHEREAS, the County of Humboldt, in compliance with California State statutes, adopted ordinances establishing and defining the work of the Humboldt County Human Rights Commission to aid in the eradication of discrimination based on color, race, religion, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, familial status, source of income, gender identity, gender expression, age, sexual orientation or socioeconomic status.

THEREFORE, BE IT PROCLAIMED that the Trinidad City Council hereby proclaims December 2018 as HUMAN RIGHTS AWARENESS MONTH and encourages all citizens to educate themselves about The Universal Declaration of Human Rights and the privileges we enjoy in a free society.

Dated: Wednesday, December 12, 2018.

Dwight Miller
Mayor

HUMBOLDT COUNTY HUMAN RIGHTS COMMISSION

825 Fifth Street, Rm 1A, Eureka, CA 95501 | 707.268.2548 hhr@co.humboldt.ca.us OR humboldt.humanrights@gmail.com

City of Trinidad

Dear City Manager Berman:

The Humboldt County Human Rights Commission is tasked with keeping individual human rights uppermost in the awareness of our community members. We serve at the pleasure of the Humboldt County Board of Supervisors. Our goal is "to foster mutual respect and understanding among all people, including people subject to prejudice and discrimination due to race, religious creed, color, national origin, ancestry, physical disability, mental disability, marital status, gender, sexual orientation, socioeconomic status, civic interest, or any other factors."

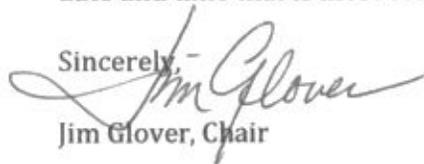
Within the last year, our communities have been made acutely aware of an erosion of civility and tolerance locally and on a national level. When this kind of environment exists it is even more important to recognize the importance of educating the public to the value and necessity to have mutual respect.

For these reasons, we hope you will note that December is Human Rights Awareness Month. Your city can assist in educating the public and drawing attention to the need for supporting human rights in all its forms.

The Human Rights Commission will be seeking proclamations from the County and each City that make your statement regarding human rights throughout our corner of Northern California. We ask you to choose a December meeting date when you could provide a reading of a proclamation from your organization. This would be accepted by a representative of the Human Rights Commission who may wish to share a few words with you and those assembled. Most entities in the County have participated in the past and we hope you will consider doing so this year.

Please respond as early as possible as to your interest in participating in this event and indicating a date and time that is most convenient for your group.

Sincerely,

A handwritten signature in cursive script that reads "Jim Glover".

Jim Glover, Chair

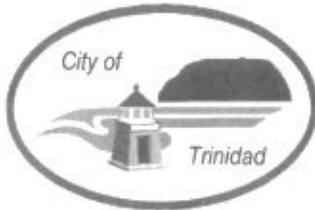
Humboldt County Human Rights Commission



CONSENT AGENDA

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

1. Staff Activity Report November 2018



Susan Rotwein, Mayor
Dan Berman, City Manager

STAFF ACTIVITIES REPORT

For Council Meeting of December 12th 2018

Italics indicate newly updated information.

City Administration:

Staffing

Applications for the City Manager position are due December 11th. A 30 day extension of City Manager Berman's contract to allow for the hiring process to be completed is on the December Agenda.

Construction in Trinidad

The stormwater infiltration work funded by the Ocean Protection Council at Hector St. and East St. is complete. The Hector St. raingarden was planted in late October. *The Hidden Creek RV Park new septic system and water system upgrade is complete*, 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. *The Trails Committee will be making a presentation to Council on Dec 12th regarding Trail Maintenance Policies.*

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 –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 City hosted a Special Meeting Monday October 15th with a Rancheria Presentation. The City submitted detailed comments on the Environmental Assessment for the Trinidad Hotel Project.

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 Dec 12th.

Complaints –

The City has received two 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.

Tsurai Study Area.

The City Manager and Attorney met with TAS representatives in Nov to renew efforts to complete this settlement and Land Transfer agreement. 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

Water Issues Update - December 2018

(SEE ATTACHED STAFF REPORT FROM CITY PLANNER TREVER PARKER)

At the November 14 City Council meeting, there was a discussion about current water issues and the water supply assessment. The Council asked for some additional information. This report provides an update on those requests as well as the water supply assessment.

Cannabis Update - December 2018

The Council also requested information regarding cannabis permit status in the Luffenholtz watershed. County regulations do limit the number of cannabis permits allowed in each watershed. The Trinidad planning watershed includes

the coastal streams from Little River to Redwood Creek, Maple Creek and Little River. A maximum of 19 permits and six acres is allowed within this area. It looks like the County has received seven cannabis cultivation permit applications for this area, and interestingly, six of the seven are all in the Luffenholtz Creek watershed. Two of the six in the Luffenholtz watershed have been closed or cancelled, and one other has been deemed incomplete. The three remaining projects are in the referral stage. I believe the City has received one of those referrals. One of the applications is for 10,000 sq. ft., and the rest are for less than 2,000 sq. ft. All but one (the larger 10,000 sq. ft. project) of the operations are already existing. The County regulations require a forbearance period for surface water diversions from May 15 to October 31. This means that surface water can not be withdrawn during this time, and therefore significant storage of winter flows is necessary. State requirements may be stricter. Groundwater sources are less regulated, but applicants are supposed to show that the wells are not hydrologically connected to any surface water, or a forbearance period may also be required. Therefore, for legal operations, there are fairly robust protections in place to minimize impacts on summer flows in Luffenholtz. However, the City should still review and provide comments on all these referrals; the concentration of these projects within the Luffenholtz Creek watershed is certainly a concern.

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.

Memorial Light House –The Planning Commission 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.

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

WATER SYSTEM

Rainy season begins. *With significant rains around Thanksgiving, low flow concerns are over until the next dry season. Staff have been working through the recent rainstorms to maintain high water quality for our customers. The Treatment Plant requires much more staff effort during high turbidity events.*

Streamflow Monitoring on Luffenholtz Creek

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. *Two new leaks were found and repaired in recent weeks, one on Scenic Dr. and another (caused by a truck driving over the meter box) on Main St.*

PUBLIC WORKS

Streets and Roads

Public works staff and GHD staff Josh Wolf recently evaluated road slumping issues on Scenic Dr. Staff are soliciting estimates for making repairs.

Stagecoach Road is now open over Mill Creek, with a narrow one lane bridge.

Trails.

The Trinidad Coastal Land Trust has repaired a steep section of the Parker Creek Trail that contributed to a recent slip and fall injury.

The Trails Committee will be making a presentation on Trail Maintenance Recommendations at the Dec 12th meeting.

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.

December 2018 Project and Grant Coordinator Activities

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

- Assist with preparation of documentation for the Auditor.
- Regulatory Compliance: Updated and submitted an updated map for the Trash Amendment of the City’s MS4 (Stormwater Discharge) permit showing the planned locations of the storm water improvements that will capture 100% of the trash in the stormwater flows that would otherwise be discharged into the Trinidad Bay.



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. See below for progress on specific tasks for each grant below.

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

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



Project Status: The construction and landscaping on Hector and East Streets was completed in October. The Groundwater (Modeling) Technical Memorandum and Bluff Stability Analysis is being finalized. The final task is developing policies to protect the bluff area from excessive infiltration of storm water and wastewater.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds-staff costs through Aug 2017 to develop project
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	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) at Launcher Beach (see photos right and below) by constructing LID improvements along Underwood, Edwards, Ewing, and at the harbor parking lot area.

Status: A kick-off meeting was held with the State Water Resources Control Board grant manager, project engineer and City staff on December 6. The Project is in the environmental review phase with U. S. Department of Agriculture (USDA) completing approval of the National Environmental Protection Act (NEPA) documentation.

The California Environmental Quality Act (CEQA) process is underway. Project design will begin in the next month with construction scheduled for summer 2020. The USDA Grant/Loan Application will be underwritten by USDA when the NEPA has been approved. Council approval is requested to enter into consultant agreements with GHD for project design services.

Project Name	LCP Planning and Sea Level Rise Update Project FINAL UPDATE		
Grant Budget	\$80,000	Funding Source	Coastal Commission LCP Planning Grant Round 2

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

Project Status: A Climate Change Vulnerability and Adaptation Response Report was developed, an Implementation Plan Needs Assessment was completed, Policies for the Harbor (Area of Deferred Certification) were developed, the Cultural Resources element was revised, and administrative draft Local Coastal Program



documents were prepared. The project involved a series of meetings with stakeholders, the Planning Commission and Coastal Commission. This project was completed in October 2018. The final report, documentation and invoice have been submitted.

Project Name	LCP Update Project 2		Term	11/01/17 – 12/31/19
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4	

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

Project Status: Currently, a water supply assessment is in process.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Trail Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
Term	7/8/16-4/1/21	City Personnel Costs	Not reimbursed by grant except 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: City Planner is preparing the CEQA document for public review in the next month. Following completion of CEQA in March, the City will request allocation of funding for the project engineering/design and right of way phases.

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

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

Status: Construction was completed on the new sewer system at Hidden Creek RV Park serving approximately 57 RV spaces. This is the final onsite wastewater treatment system to be constructed for the Clean Beaches Project. Ten residential systems have replaced during this Project, 14 homeowners received rebates for inspections, and 27 homeowners submitted documentation of OWTS repairs completed without grant assistance and 59 OWTS inspections were completed. Post-project effectiveness water quality monitoring has begun

CONSENT AGENDA ITEM

December 12, 2018

Item: Water Issues and Policies Update

At the November 14 City Council meeting, there was a discussion about current water issues and the water supply assessment. The Council asked for some additional information. This report provides an update on those requests as well as the water supply assessment.

Additional Information

Previous Studies and Assessments

One of the things that the Council wanted was a list of all the previous studies and water supply assessments that have been done. Planning staff have compiled what they have and have also reached out to the City Engineer's office to obtain any additional information. Once these are all compiled, they will be uploaded to the City's website. There is already a section for 'plans and studies' under the 'water' category on the downloadable documents page.

County Zoning

Another thing the Council requested was for City staff to reach out to County staff to discuss the proposed zoning update and how it could impact the Luffenholtz Creek watershed. I had a chance to speak with John Miller in the County Planning Dept. I also spent time looking at the zone changes parcel by parcel on the County's GIS. For the most part, the new zoning is pretty similar to the old zoning, and in general, conforms with the existing development and lot sizes, and it does not provide significant new opportunities for subdivisions, if any. For example, the smallest parcels are zoned RS (Residential Suburban). RA (Rural Residential Agriculture) designations include a minimum lot size that tends to reflect current lot sizes.

The AG (Agricultural General) zoned parcels are also associated with minimum lot sizes and include the subdivision at the end of Fox Farm Road. There is some subdivision potential for these parcels, but the zoning isn't being changed from the current zoning. AE (Agricultural Exclusive) and TPZ (Timberland Production Zone) have restrictive regulations and would be difficult to subdivide, even if the parcels are much larger than the minimum lot size. The three large parcels that were changed from AE to RA-5-20 in the General Plan update, ended up being zoned RA-20, so the 20-acre minimum lot size is being maintained. The rezoning is on the Board of Supervisors agenda for Tuesday December 11, 2018 for discussion and possible action. City staff are working on a letter to submit prior to the Tuesday meeting to reiterate the City concerns regarding subdivision and water supply within the Luffenholtz Creek watershed.

Cannabis

The Council also requested information regarding cannabis permit status in the Luffenholtz watershed. County regulations do limit the number of cannabis permits allowed in each watershed. The Trinidad planning watershed includes the coastal streams from Little River to Redwood Creek, Maple Creek and Little River watersheds. A maximum of 19 permits totalling six acres is allowed within this area. It looks like the County has received seven cannabis cultivation permit applications for this area, and interestingly, six of the seven are in the Luffenholtz Creek watershed. Two of the six in the Luffenholtz watershed have been closed or cancelled, and one other has been deemed incomplete. The three remaining projects are in the referral stage. I believe the City has received at least one of those referrals. One of the applications is for 10,000 sq. ft., and the rest are for less than 2,000 sq. ft. All but one (the larger 10,000 sq. ft. project) of the operations are already existing. The County regulations require a forbearance period for cannabis surface water diversions from May 15 to October 31. This means that surface water can not be withdrawn during this time, and therefore significant storage of winter flows is necessary. State requirements may be even stricter. Groundwater sources are less regulated, but applicants are supposed to show that the wells are not hydrologically connected to any surface water, or a forbearance period may also be required. Therefore, for legal operations, there are fairly robust protections in place to minimize impacts on summer flows in Luffenholtz. However, the City should still review and provide comments on all these referrals; the concentration of these projects within the Luffenholtz Creek watershed is certainly a concern.

Water Rights

Finally, the Council requested staff to look into the status of other water rights on Luffenholtz Creek and how the City may be able to enforce its water right. Staff has started implementing this task, but it is likely to be a substantial one, and is not included as part of any current scope of work or budget. Staff is working on putting together some preliminary information as well as suggestions for next steps that can be used to develop a scope and budget. Some preliminary information has been obtained from the State Water Resources Control Board's website; however, minimal information is currently available. In 2009, the SWRCB started requiring all surface water users to submit statements of diversions and obtain appropriate permits. That huge statewide task is still being implemented. The next step would be to contact SWRCB staff to obtain any data that is not yet available on their online system. In addition, well permits should also be inventoried so the City can get an idea of what parcels don't have a permitted water supply.

The options and procedures for enforcement also need further investigation. Just making sure that the SWRCB, the County and Dept. of Fish and Wildlife (DFW) aware of the situation is important. Then the City can work with them to investigate any potential illegal diversions and to ensure that new applications for diversions are carefully scrutinized. In general, most new diversions are required to forbear pumping during much of the dry season. If SWRCB and DFW know that Luffenholtz mostly or fully allocated (all the available water is claimed under existing water rights), they will impose

stricture requirements on new applications and require that junior water rights yield to more senior and priority rights when flows get low. The City will also need to do its part to ensure efficient use of water and to impose water conservation measures.

Water Supply Assessment

As part of this topic, I also wanted to provide an update on the water supply assessment efforts that are underway.

Future Demand

Planning staff are working on estimating future water demand based on various build-out scenarios. This includes build-out within City limits. There is still a fair amount of development potential within the City under current land use regulations. We will also be looking at potential increased demand from accessory dwelling units (ADUs) in anticipation of the City LCP update including provisions for ADUs. We will also be assessing development potential within the City's service area, but outside City limits. The intent is to break up the service area into different sections that can be evaluated and prioritized for future water service and annexation. This task is being funded by the second LCP update grant that the City obtained and is anticipated to be completed by the end of January.

Treatment Plant Capacity

GHD is currently working on this task. This has included various tests at the water plant in order to assess the actual treatment and storage capacity. This task also includes an evaluation of potential upgrades that could be made at the plant and to the system that would increase the capacity to provide additional potable water. This task also falls under the second LCP grant and is scheduled to be completed by the end of January.

Luffenholtz Creek Flows

Very little actual flow data exists for Luffenholtz Creek. Current estimates of the of the likely lowest return flow at the water plant are based on flows in 1977. However, how that was determined should be further researched. It would be prudent to reassess this low flow assumption to include more current information, including climate change impacts. This task was not anticipated as part of the water supply assessment funded by the LCP update grant and has not been started. However, the information gathering that is currently occurring may help shed some light on this issue. In addition, staff will start looking into what might be required to reassess low flow scenarios on Luffenholtz Creek.

Recommended Action:

None, update only.



CONSENT AGENDA 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

2. Financial Statements October 2018

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 9/1/2018 Through 9/30/2018

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	0.00	0.00	92,000.00	100.00)%
41020	0.00	0.00	3,400.00	100.00)%
41040	0.00	0.00	50.00	100.00)%
41050	0.00	0.00	1,300.00	100.00)%
41060	0.00	0.00	200.00	100.00)%
41070	0.00	0.00	500.00	100.00)%
41071	0.00	0.00	500.00	100.00)%
41110	0.00	0.00	1,300.00	100.00)%
41130	0.00	0.00	1,900.00	100.00)%
41140	0.00	0.00	4,500.00	100.00)%
41190	0.00	0.00	(2,300.00)	100.00)%
41200	0.00	0.00	(1,850.00)	100.00)%
41220	0.00	0.00	30,000.00	100.00)%
42000	12,702.69	12,702.69	245,000.00	(94.82)%
43000	0.00	0.00	138,000.00	100.00)%
46000	0.00	0.00	120,000.00	100.00)%
46100	0.00	0.00	75,000.00	100.00)%
53010	0.00	0.00	50.00	100.00)%
53020	56.00	100.45	15,000.00	(99.33)%
53090	1,375.00	8,744.00	2,500.00	249.76%
54020	1,341.85	4,341.85	9,000.00	(51.76)%
54050	650.36	2,823.72	10,000.00	(71.76)%
54100	0.00	0.00	200.00	100.00)%
54150	600.00	7,915.00	9,500.00	(16.68)%
54170	0.00	0.00	8,000.00	100.00)%
54300	0.00	100.00	400.00	(75.00)%
56400	1,897.68	6,075.23	49,600.00	(87.75)%
56500	0.00	0.00	5,200.00	100.00)%
56550	0.00	0.00	10,000.00	100.00)%
56650	0.00	1,675.35	6,500.00	(74.23)%
56700	440.00	940.00	6,500.00	(85.54)%
Total Revenue	19,063.58	45,418.29	841,950.00	(94.61)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 9/1/2018 Through 9/30/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	200.00	600.00	3,500.00	82.86%
61000	EMPLOYEE GROSS WAGE	9,815.65	25,640.49	126,315.00	79.70%
61470	FRINGE BENEFITS	46.16	138.48	0.00	0.00%
65100	DEFERRED RETIREMENT	953.66	2,860.97	15,158.00	81.13%
65200	MEDICAL INSURANCE AND EXPENSE	1,962.43	4,065.01	25,940.00	84.33%
65250	Health Savings Program	9.13	252.39	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	4,831.75	4,737.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	37.80	279.58	500.00	44.08%
65600	PAYROLL TAX	933.90	2,233.93	10,823.00	79.36%
65800	Grant Payroll Allocation	(1,785.49)	(2,196.13)	(5,500.00)	60.07%
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	6,694.69	24,470.17	51,000.00	52.02%
71410	BLDG INSPECTOR-ADMIN TASKS	286.54	1,368.84	7,000.00	80.45%
71510	ACCOUNTANT-ADMIN TASKS	941.07	3,056.76	15,000.00	79.62%
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	172.00	3,000.00	94.27%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	2,250.00	9,000.00	75.00%
75180	UTILITIES	738.80	3,765.42	8,250.00	54.36%
75190	DUES & MEMBERSHIP	0.00	0.00	750.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	375.00	2,299.90	4,000.00	42.50%
75220	OFFICE SUPPLIES & EXPENSE	238.68	1,007.31	6,500.00	84.50%
75240	BANK CHARGES	15.00	25.00	200.00	87.50%
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	172.61	497.71	1,800.00	72.35%
76130	CABLE & INTERNET SERVICE	215.88	643.66	3,500.00	81.61%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	73.50	500.00	85.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
	Total Expense	22,671.51	96,379.49	375,673.00	74.34%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 9/1/2018 Through 9/30/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	430.72	1,038.40	5,656.00	81.64%
65100	DEFERRED RETIREMENT	36.74	110.22	679.00	83.77%
65200	MEDICAL INSURANCE AND EXPENSE	47.66	48.14	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	35.95	88.42	485.00	81.77%
75170	RENT	750.00	2,250.00	9,000.00	75.00%
75180	UTILITIES	121.07	316.15	2,000.00	84.19%
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	360.00	1,500.00	76.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	93.92	274.28	1,200.00	77.14%
	Total Expense	<u>1,636.06</u>	<u>4,701.87</u>	<u>266,482.00</u>	<u>98.24%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 9/1/2018 Through 9/30/2018

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	450.00	1,800.00	75.00%
75180	UTILITIES	50.41	102.68	550.00	81.33%
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	67.79	184.56	1,000.00	81.54%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	40.72	40.72	350.00	88.37%
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 & EQUIPMEN	486.12	2,102.99	5,000.00	57.94%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
Total Expense		<u>795.04</u>	<u>3,024.95</u>	<u>17,350.00</u>	<u>82.57%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 9/1/2018 Through 9/30/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	6,299.15	19,259.10	93,517.00	79.41%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	713.58	2,269.88	11,222.00	79.77%
65200	MEDICAL INSURANCE AND EXPENSE	2,884.50	8,742.50	44,584.00	80.39%
65250	Health Savings Program	19.63	580.89	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	43.36	43.36	0.00	0.00%
65600	PAYROLL TAX	487.83	1,670.21	8,013.00	79.16%
65800	Grant Payroll Allocation	(8,464.56)	(20,547.77)	(75,500.00)	72.78%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	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	348.31	1,087.40	4,500.00	75.84%
78130	TRAIL MAINTENANCE	0.00	494.46	3,500.00	85.87%
78140	VEHICLE FUEL & OIL	295.05	748.20	4,000.00	81.30%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	384.00	2,452.44	15,000.00	83.65%
78170	SECURITY SYSTEM	0.00	106.50	500.00	78.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	100.76	1,514.83	6,000.00	74.75%
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>3,111.61</u>	<u>31,930.29</u>	<u>166,793.00</u>	<u>80.86%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 9/1/2018 Through 9/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	764.55	764.55	6,200.00	(87.67)%
	Total Revenue	<u>764.55</u>	<u>764.55</u>	<u>16,700.00</u>	<u>(95.42)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	682.08	2,285.60	12,089.00	81.09%
65100	DEFERRED RETIREMENT	72.62	265.00	1,451.00	81.74%
65200	MEDICAL INSURANCE AND EXPENSE	216.34	710.28	5,348.00	86.72%
65250	Health Savings Program	3.48	94.44	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	12.23	12.23	0.00	0.00%
65600	PAYROLL TAX	44.76	180.69	1,036.00	82.56%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	Total Expense	<u>1,031.51</u>	<u>4,007.21</u>	<u>22,074.00</u>	<u>81.85%</u>
	Net Income	<u>(266.96)</u>	<u>(3,242.66)</u>	<u>(5,374.00)</u>	<u>(39.66)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 9/1/2018 Through 9/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
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	25,093.01	85,322.31	315,000.00	(72.91)%
57200	Water Sales - Wholesale	0.00	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	781.21	1,409.91	1,000.00	40.99%
	Total Revenue	<u>25,874.22</u>	<u>88,652.22</u>	<u>332,000.00</u>	<u>(73.30)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	7,204.34	20,877.11	103,994.00	79.92%
61250	OVERTIME	0.00	0.00	501.00	100.00%
65100	DEFERRED RETIREMENT	788.70	2,430.59	12,479.00	80.52%
65200	MEDICAL INSURANCE AND EXPENSE	2,684.54	7,947.80	42,412.00	81.26%
65250	Health Savings Program	23.39	634.17	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,977.98	3,900.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	44.47	44.47	0.00	0.00%
65600	PAYROLL TAX	555.08	1,674.55	8,910.00	81.21%
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%
71240	CONSTRUCTION	28,084.25	28,084.25	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	506.73	1,645.94	6,700.00	75.43%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,000.00	100.00%
72100	BAD DEBTS	0.00	268.00	350.00	23.43%
75180	UTILITIES	1,288.95	2,629.72	13,500.00	80.52%
75190	DUES & MEMBERSHIP	0.00	0.00	1,500.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	35.00	35.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	210.00	3,000.00	93.00%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	125.00	1,000.00	87.50%
75300	CONTRACTED SERVICES	0.00	0.00	6,000.00	100.00%
76110	TELEPHONE	161.22	466.03	1,800.00	74.11%
76130	CABLE & INTERNET SERVICE	61.95	185.85	750.00	75.22%
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	50.47	259.56	1,500.00	82.70%
78150	VEHICLE REPAIRS	0.00	4,196.02	2,000.00	(109.80)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78170	SECURITY SYSTEM	0.00	76.50	500.00	84.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	49.35	345.87	6,000.00	94.24%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	120.00	1,000.00	88.00%
79100	WATER LAB FEES	420.00	1,060.00	4,000.00	73.50%
79120	WATER PLANT CHEMICALS	1,213.09	2,432.30	7,500.00	67.57%
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	1,253.11	1,253.11	6,000.00	79.11%
	Total Expense	<u>44,424.64</u>	<u>90,042.07</u>	<u>333,071.00</u>	<u>72.97%</u>

City of Trinidad
 Statement of Revenues and Expenditures - Monthly Reports
 601 - Water
 From 9/1/2018 Through 9/30/2018

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Net Income	(18,550.42)	(1,389.85)	(1,071.00)	29.77%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 9/1/2018 Through 9/30/2018

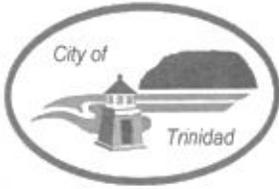
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	200.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	2,152.50	6,000.00	(64.13)%
	Total Revenue	<u>0.00</u>	<u>2,152.50</u>	<u>6,200.00</u>	<u>(65.28)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	765.04	2,676.22	13,205.00	79.73%
65100	DEFERRED RETIREMENT	82.58	311.92	1,585.00	80.32%
65200	MEDICAL INSURANCE AND EXPENSE	240.49	808.25	5,747.00	85.94%
65250	Health Savings Program	4.37	118.11	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	504.96	495.00	(2.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	11.12	11.12	0.00	0.00%
65600	PAYROLL TAX	52.70	214.41	1,131.00	81.04%
75180	UTILITIES	45.23	135.69	750.00	81.91%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	<u>1,201.53</u>	<u>4,780.68</u>	<u>23,413.00</u>	<u>79.58%</u>
	Net Income	<u>(1,201.53)</u>	<u>(2,628.18)</u>	<u>(17,213.00)</u>	<u>(84.73)%</u>



CONSENT AGENDA 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

3. Law Enforcement Report November 2018



Susan Rotwein
Mayor

Law Enforcement Activity Report

11/01/2018-11/30/2018

Submitted by Deputy Luke Mathieson

- 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.
- Addressed numerous pan handlers. Provided them information for resources.
- Investigated a burglary on Ocean Avenue, burglary occurred while the residents were inside the home, investigation is ongoing but suspended due to lack of evidence
- Pizza parlor was burglarized during night time hours, Deputy Maus is investigating the burglary and the investigation is ongoing.
- Attended a community watch meeting with community watch director Ginger Campbell, addresses a group of residents about issues in the community and how to better safe guard our neighborhood.
- Conducted multiple traffic enforcement stops, multiple warning and citation issued.
- New 9th circuit court ruling restricts some enforcement of homeless/transient, illegal camping on city streets or public areas, in vehicle's or tents is no longer enforceable, private property is still enforceable via trespassing laws



HUMBOLDT COUNTY SHERIFF'S OFFICE

Page 1

Incident Search Results

City is Hoopa, Date Between 11/26/2018 and 12/2/2018

12/03/2018

Date	Inc #	Type	Time	Location	Dispositio
11/26/2018	1811260001	TRF	00:18:46	STATE HWY 96/VISTA POINT	Warned
11/26/2018	1811260005	ASSISTA	01:51:01	12637 STATE HWY 96	Report Taken
11/26/2018	1811260025	33X	08:08:56	535 AIRPORT RD	Referred To Other Agency
11/26/2018	1811260113	FU	19:34:30	.NORTON FIELD HOUSING	Clear Call Cad Documentation
11/26/2018	1811260128	FIRE	21:50:34	BIG HILL RD/MARSHALL LN	Agency Assist
11/27/2018	1811270015	INC	03:03:58	104 CAMPUS RD	Negative Service
11/27/2018	1811270143	XFER	19:29:49	(UNKNOWN ADDRESS)	Xfer to CHP
11/28/2018	1811280110	CWS	17:25:31	.HOOPA	Report Taken
11/29/2018	1811290074	ASSISTA	14:33:42	42.57/HWY 96	Agency Assist
11/29/2018	1811290110	911H	16:57:26	.MARSHALL LANE	Accidental Dial
11/29/2018	1811290137	UNW	19:17:18	TISH TANG RD/ATTEBURY RE	Gone On Arrival
11/30/2018	1811300043	JUVL	10:10:06	(UNKNOWN ADDRESS)	Referred To Other Agency
11/30/2018	1811300060	TRF	12:04:23	12482 STATE HWY 96	Cite
11/30/2018	1811300067	PROB	12:27:13	192 JACKSON	Clear Call Cad Documentation
11/30/2018	1811300087	XFER	14:15:37	CARPENTER LN	Xfer to Fire
11/30/2018	1811300090	DISP	14:17:30	CARPENTER LN	Xfer Caller to another agenc
11/30/2018	1811300092	DISP	14:23:41	CARPENTER LN	Xfer to Fire
11/30/2018	1811300108	ASSISTA	15:53:43	5 LOOP RD	Agency Assist
11/30/2018	1811300155	TRF	21:42:50	TISH TANG RD/STATE HWY 9	Warned
11/30/2018	1811300157	TRF	21:52:20	STATE HWY 96/HOSTLER FIE	Warned
11/30/2018	1811300161	ASSISTA	22:01:16	(UNKNOWN ADDRESS)	Agency Assist
11/30/2018	1811300165	BUS	22:24:33	LUCKY BEAR CASINO	Clear Call Cad Documentation
12/01/2018	1812010003	CWS	00:11:33	154 CAMPBELL FIELD LN	Supplemental Taken
12/01/2018	1812010006	ASSISTA	01:25:21	FORESTRY OFFICE/ORCUTT L	Assisted
12/01/2018	1812010007	VEHI	01:40:42	STATE HWY 96/MM 5	Clear Call Cad Documentation
12/01/2018	1812010044	ASSISTA	09:05:36	(UNKNOWN ADDRESS)	Agency Assist
12/01/2018	1812010105	594	16:05:29	RIVER RD	Agency Assist
12/01/2018	1812010123	XFER	18:29:47	66 SHOEMAKER RD	Xfer to Fire
12/01/2018	1812010129	XFER	18:39:23	66 SHOEMAKER RD	Xfer to Fire
12/01/2018	1812010144	TRF	20:53:41	STATE HWY 96/JSO BLUE SL	Warned
12/01/2018	1812010146	TRF	21:09:49	STATE HWY 96/LUCKY BEAR	Warned
12/02/2018	1812020054	XFER	10:32:02	(UNKNOWN ADDRESS)	Referred To Other Agency
12/02/2018	1812020090	WELF	16:37:41	138 PINE CREEK RD	Referred To Other Agency
12/02/2018	1812020094	DISP	16:52:57	138 PINE CREEK RD	Clear Call Cad Documentation
12/02/2018	1812020114	ASSISTP	19:14:40	STATE HWY 96/MILL CREEK	Clear Call Cad Documentation



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 11/12/2018 and 11/18/2018

11/26/2018

Date	Inc #	Type	Time	Location	Dispositio
11/12/2018	1811120101	XFER	17:20:17	78 HUCKLEBERRY LN	Xfer to CHP
11/12/2018	1811120105	INV	17:57:26	824 BIG LAGOON PARK RD	Clear Call Cad Documentation
11/12/2018	1811120120	XFER	19:26:37	216 IDLEWOOD	Xfer to Fire
11/12/2018	1811120155	PC	23:55:10	TRINIDAD FRONTAGE RD/BER	Clear Call Cad Documentation
11/13/2018	1811130012	415	04:45:14	3602 PATRICKS POINT DR	Report Taken
11/13/2018	1811130013	TRF	05:29:25	3602 PATRICKS POINT DR	Field Interview
11/13/2018	1811130017	FU	06:59:00	389 MAIN ST	Supplemental Taken
11/13/2018	1811130028	488	09:17:07	69 STUMPTOWN RD	Pending Recontact From Rp
11/13/2018	1811130062	WELF	12:42:04	199 N WESTHAVEN DR	Clear Call Cad Documentation
11/13/2018	1811130070	DISP	13:24:52	355 MAIN ST	Clear Call Cad Documentation
11/13/2018	1811130101	INV	15:50:37	824 HIGHLAND AVE	Report Taken
11/13/2018	1811130134	243E	19:30:14	1225 STAGECOACH RD	Clear Public Assist
11/14/2018	1811140011	VEHI	02:29:21	SCENIC DR/MAIN ST	Clear Unoccupied
11/14/2018	1811140061	PED	13:13:37	101 MAIN ST	Clear Call Cad Documentation
11/15/2018	1811150037	33X	09:00:51	1658 PATRICKS POINT DR	Cancel Per Rp
11/15/2018	1811150051	WELF	10:44:27	659 S WESTHAVEN DR	Clear Call Cad Documentation
11/15/2018	1811150052	XFER	10:59:27	SB101/TRINIDAD	Xfer to CHP
11/15/2018	1811150056	INV	11:19:15	300 TRINITY ST	Report Taken
11/16/2018	1811160052	SUSPP	13:00:27	363 TRINITY ST	Clear Public Assist
11/16/2018	1811160100	XFER	17:27:34	STATE HWY 101 SB / BIG L	Xfer to CHP
11/17/2018	1811170003	488	00:14:19	27 SCENIC DR	Clear Call Cad Documentation
11/17/2018	1811170031	VEHI	08:21:47	MAIN ST/SCENIC DR	Clear Call Cad Documentation
11/18/2018	1811180029	VEHI	09:22:54	SCENIC DR/MAIN ST	No Report
11/18/2018	1811180071	FP	14:03:50	.TRINIDAD	Outside Assist
11/18/2018	1811180076	XFER	14:47:56	STATE HWY 101 / 734	Xfer to CHP
11/18/2018	1811180093	XFER	17:11:22	MOONSTONE BEACH RD	Xfer to Fire



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 11/5/2018 and 11/11/2018

11/14/2018

Date	Inc #	Type	Time	Location	Dispositio
11/05/2018	1811050035	488	09:43:28	389 MAIN ST	Report Taken
11/05/2018	1811050057	415N	11:11:32	199 N WESTHAVEN DR	Clear Call Cad Documentation
11/05/2018	1811050062	FU	12:07:12	389 MAIN ST	Clear Call Cad Documentation
11/05/2018	1811050134	911H	19:53:54	1 CHER-AE LN	Negative Service
11/06/2018	1811060004	TRF	00:48:03	.LUFFENHOLTZ BEACH	Cite
11/06/2018	1811060055	415	12:21:01	463 TRINITY ST	Cancel Per Rp
11/06/2018	1811060058	594	12:38:13	102 KAY-WINN	Report Taken
11/06/2018	1811060140	ASSISTP	20:26:32	463 TRINITY ST	Clear Call Cad Documentation
11/06/2018	1811060147	TRF	20:47:51	101 MAIN ST	Arrest Made
11/07/2018	1811070010	UNW	02:25:23	27 SCENIC DR	Field Interview
11/07/2018	1811070051	VEHI	10:53:35	6TH AVE/LOOP PL	Clear Call Cad Documentation
11/07/2018	1811070057	ANIMAL	11:35:16	286 MILL CREEK LN	Report Taken
11/07/2018	1811070098	BITE	14:19:12	867 STAGECOACH RD	Report Taken
11/07/2018	1811070102	FP	14:43:15	30 SCENIC DR	Clear Call Cad Documentation
11/07/2018	1811070107	FU	15:18:57	27 SCENIC DR	Clear Call Cad Documentation
11/07/2018	1811070113	PC	15:50:49	110 WA-RAY	Unable to Locate
11/07/2018	1811070115	CIVS	15:57:08	480 PATRICKS POINT DR	Good Service
11/07/2018	1811070180	ASSISTP	23:46:40	1389 KANE RD	Clear Public Assist
11/08/2018	1811080055	SUSPP	11:37:31	389 MAIN ST	Field Interview
11/08/2018	1811080115	XFER	16:40:52	NB 101/JNO TRINIDAD	Xfer to Fire
11/09/2018	1811090056	ANIMAL	09:55:48	300 TRINITY ST	Gone On Arrival
11/09/2018	1811090098	INC	14:19:00	570 EWING ST	Accidental Dial
11/09/2018	1811090136	UNW	16:49:06	355 MAIN ST	Clear Call Cad Documentation
11/09/2018	1811090166	SUSPC	19:45:23	300 TRINITY ST	Clear Public Assist
11/10/2018	1811100025	DUMP	08:55:20	355 MAIN ST	Clear Public Assist
11/10/2018	1811100082	5150	15:49:45	SCENIC DR/BAKER RANCH RD	Arrest Made
11/10/2018	1811100091	TA	17:52:34	101 MAIN ST	Report Taken
11/10/2018	1811100104	ASSISTA	19:26:53	6TH AVE/KAY AVE	Agency Assist
11/11/2018	1811110018	33X	08:16:58	151 DRIFTWOOD LN	Billable Alarm
11/11/2018	1811110068	594	14:37:44	.BAKER BEACH	Report Taken
11/11/2018	1811110069	459V	14:40:34	.BAKER BEACH	Report Taken
11/11/2018	1811110082	XFER	16:30:33	201 MAIN ST	Xfer to CHP
11/11/2018	1811110083	459	16:39:32	864 PATRICKS POINT DR	Clear Call Cad Documentation

**Incident Search Results**

City is Hoopa, Date Between 10/29/2018 and 11/4/2018

11/05/2018

Date	Inc #	Type	Time	Location	Dispositio
10/29/2018	1810290004	VEHI	01:16:04	.HOOPA AIRPORT	Field Interview
10/29/2018	1810290007	33X	04:40:55	12651 STATE HWY 96	Billable Alarm
10/29/2018	1810290091	33X	17:10:22	535 AIRPORT RD	Cancel Per Rp
10/29/2018	1810290095	XFER	17:58:07	STATE HWY 96	Xfer to Fire
10/30/2018	1810300006	UNW	01:03:45	461 PINE CREEK RD	Agency Assist
10/30/2018	1810300022	XFER	04:18:10	TISH TANG RD	Xfer to Medical
10/30/2018	1810300093	PROB	13:34:51	414 MILL CREEK RD	Clear Call Cad Documentation
10/30/2018	1810300154	CWS	20:29:11	75 MARSHALL LN	Report Taken
10/31/2018	1810310098	TRF	16:30:00	LOOP RD/CANNARY	Warned
10/31/2018	1810310115	ASSISTA	18:48:55	.HOOPA	Clear Call Cad Documentation
10/31/2018	1810310124	XFER	20:17:11	BIG HILL/MARHSALL	Xfer to CHP
10/31/2018	1810310126	ASSISTA	20:19:48	BIG HILL RD/MARSHALL LN	Agency Assist
10/31/2018	1810310147	CWS	22:57:48	75 MARSHALL LN	Report Taken
11/01/2018	1811010037	242	09:14:11	(UNKNOWN ADDRESS)	Unable to Locate
11/01/2018	1811010039	5150	10:01:23	5 LOOP RD	Clear Public Assist
11/01/2018	1811010144	JUVU	20:08:17	.HOOPA	Not as Reported
11/01/2018	1811010146	33X	20:20:32	190 LOOP RD	Referred To Other Agency
11/01/2018	1811010165	XFER	22:13:45	COMMUNITY SERVICE RD	Xfer to Medical
11/01/2018	1811010181	CWS	23:18:09	15 TISH TANG RD	Report Taken
11/02/2018	1811020073	OD	12:05:40	.CAL PAC RD	Xfer to Medical
11/02/2018	1811020132	ASSISTP	16:42:25	STATE HWY 96	Supplemental Taken
11/02/2018	1811020177	FU	22:34:06	TISH TANG RD	Unable to Locate
11/02/2018	1811020180	FU	22:45:07	DOOLITTLE RES/TISH TANG	Cite
11/03/2018	1811030001	TRF	00:08:27	STATE HWY 96/HOSTLER FIE	Warned
11/03/2018	1811030003	TRF	00:23:02	.CAL PAC RD	Warned
11/03/2018	1811030047	FS	09:21:12	.BIG ROCK	Clear Call Cad Documentation
11/03/2018	1811030072	FU	12:56:49	STATE HWY 96	Clear Call Cad Documentation
11/03/2018	1811030122	911H	18:06:14	.HOOPA	Clear Call Cad Documentation
11/03/2018	1811030159	TRF	21:17:35	.BIG ROCK RIVER ACCESS	Arrest Made
11/03/2018	1811030170	TRF	23:07:02	STATE HWY 96/SHOEMAKER R	Warned
11/04/2018	1811040004	ASSISTA	00:29:34	STATE HWY 96/TISH TANG R	Agency Assist
11/04/2018	1811040006	XFER	00:42:44	747 MILL CREEK RD	Xfer to Medical
11/04/2018	1811040010	VEHI	01:04:58	STATE HWY 96/LOOP RD	Cite
11/04/2018	1811040009	VEHI	01:47:30	LOOP RD/BEAR RD	Warned
11/04/2018	1811040020	ASSISTA	02:37:19	RICE LN/MARSHALL LN	Cancel Per Rp
11/04/2018	1811040105	ASSISTA	19:38:11	44L HOSTLER FLAT	Agency Assist
11/04/2018	1811040111	XFER	21:03:36	.COMMUNITY SERVICE RD	Xfer to Medical
11/04/2018	1811040112	TRF	21:06:55	(UNKNOWN ADDRESS)	Warned
11/04/2018	1811040116	TRF	21:36:19	STATE HWY 96/ NORTH LOOP	Warned
11/04/2018	1811040119	TRF	21:58:40	TISH TANG RD/AIRPORT RD	Warned
11/04/2018	1811040121	TRF	22:22:04	STATE HWY 96/ N SHOEMAKE	Warned



CONSENT AGENDA 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

4. Authorize Scope of Work with City Engineer GHD for Water Rate Analysis

CONSENT AGENDA ITEM

Date: December 12, 2018

Item: AUTHORIZE ENTERING INTO CONSULTANT AGREEMENT WITH CITY ENGINEER GHD FOR WATER RATE ANALYSIS

Summary:

City Engineer GHD has proposed a scope of work to assist the City with a Water Rate Assessment process. The need for a rate assessment has been reviewed in recent meetings and the Council directed staff to solicit this proposal. The proposed cost is \$24,050. The proposal also includes two optional tasks – a detailed capital improvement plan for the water system with a ~\$50,000 cost, and GHD support for a possible Citizen’s Advisory Committee to help provide input on the water rate options, estimated at five to ten thousand dollars.

Staff recommends the Council approve the base scope of work for up to \$24,050.

Staff support the concept of a Citizen’s Advisory Committee and a more detailed Capital Improvement Plan, but need more time to work with GHD to refine the appropriate level of effort and cost for these tasks and return to Council with a revised proposal.

Budget Impact:

Funding for a Water Rate Assessment was not included in this year’s water budget, however \$20,000 to be set aside towards our Water Capital Reserves was included. Staff recommend the Council approve a budget adjustment reallocating those funds to the Contracted Services budget account (78300) for this purpose. This does not require any transfer out of Reserves, it is reallocating money we had planned to set aside in reserve at year end. For reference, the Water Fund had net ‘surplus’ of approximately \$41,000 last year (awaiting final audit adjustments) that was added to our Capital Reserves, which have a total balance of almost a million dollars for future maintenance and replacement needs.

Staff Recommendation:

- Authorize the City Manager to enter into an agreement for services with City Engineer GHD not to exceed \$24,050 for assistance with Water Rate Assessment
- Direct Staff to work with GHD to refine and revise proposals for the optional tasks of assistance with a Community Advisory Committee on Water Rates and a Water System Capital Improvement Plan.
- Authorize a budget adjustment to move \$20,000 from the Capital Reserve budget account to the Contracted Services budget line. (no net change in the annual budgeted expense)

Attachments:

- GHD Agreement Scope for Water Rate Assessment.



**Scope of Services Between
GHD Inc. And
City of Trinidad For
Water Rate Study**

This scope of services relates to a master services agreement dated May 20, 2008 between the City of Trinidad and GHD Inc. (GHD). All provisions of the prime agreement apply to this scope of services unless noted otherwise herein.

Project Description

The purpose of this water study is to evaluate the water rates charged by the City of Trinidad. The City last adjusted rates in 2012. The City's rate structure includes a provision to annually adjust the rates by 2.5% to account for inflation. To remain in compliance with Proposition 218, passed by the California voters in 1996, the City must re-adopt the water rates every 5 years in order to continue to include the annual inflation rate adjustment. Also, as the City has not evaluated water rates in the last 5 years, the timing is appropriate to evaluate the existing rates, rate revenue, and water system revenue requirements.

The following sections describe the work to be completed by GHD in support of the City of Trinidad Water Rate Study. In addition to basic services, GHD has included some optional services for consideration that provide benefits to the rate study and adoption process.

Basic Services

Task 1 – Review Existing System Capital, Operations, and Maintenance Costs and Water Use

This first task will involve evaluating existing information about the financial status and operation of the water system. GHD will work with City staff to review system financial information, including revenues and expenditures over the last 3 years. This information will be used to project revenue requirements needed to cover the annual capital, operations, and maintenance costs that must be collected from water rates. These are routine costs associated with providing basic services to customers. This encompasses staff time, utilities, routine spare parts, chemicals, insurance, and training, among other items. City staff will provide a copy of the water system's current budget and previous three years of audited financial statements to assist in this effort.

In addition to the evaluation of the existing system financial needs, this task will include an evaluation of existing water use. This is helpful in understanding trends in water use, unaccounted for water losses, and impacts to rates payers for proposed new rate structures. The City will provide the last 3 years of water use data, including customer water use data and water plant production data.

Task 1 Deliverables (to be incorporated into the Final Rate Study):

- Table listing projected revenue requirements for operations and maintenance for 5 years.
- Graphs of system and customer water use

Task 2 – Summarize Capital Improvements

There is typically a component of the water rate revenue requirement that is intended to collect funds for future capital improvements. This includes planning for the replacement of the distribution system piping, storage, and future upgrades to the treatment system. The costs captured in Task 1 are annual costs typical to operate and maintain the system. In the 2012 Rate Study future capital improvements costs were simply based on capturing a percentage of the distribution system replacement costs without detail on timing of replacement or inclusion of storage or other costs. This provided a means for the City to support the collection of capital reserves for the water system, but lacked details on the timing of replacements, priorities, and a full accounting of system future improvement needs. Under this task, GHD would take a similar approach so that a capital reserve line item can be included in the



water rate analysis to collect funds for future improvements. Optional Task 1 is to complete a Capital Improvement Plan that would provide more detailed planning on system capital replacement needs.

Task 2 Deliverables (to be incorporated into the Final Rate Study):

- Summary of capital replacement estimation methodology

Task 3 – Develop Water Rate Scenarios and Rate Study Technical Memorandum

Under this task, GHD will work with City staff to develop up to five rate scenarios that meet the revenue requirement determined from Tasks 1 and 2 above. The information in the tasks above and the rate scenarios will be collected in a Rate Study Technical Memorandum to document the City's work on water rates and for future reference. This task assumes GHD will have access to the City's water billing software, under which different rate scenarios can be entered and the estimated revenue based on historic water use will be calculated by the City's existing software.

The City currently has two sets of water rates, one for residents within City limits and one for those outside City limits. The historical reason for these two separate rates has not been able to be clearly determined in the past. It is recommended that the City engage the City attorney to determine the legal basis for this cost difference. It is likely there may be some liability and insurance items City residents have potential cost liabilities for that out of City water customer do not. However, the water system operates as an enterprise fund meaning all system costs are paid for by rates, not City general funds and the legality for having higher rates for users outside the City should be verified.

It is highly recommended that the City engage a Citizen Advisory Committee (CAC) to help facilitate understanding of the need for new water rates and potential impacts to different types of customers. The CAC can also serve to provide a forum for staff to receive community input during the process, making the issue less contentious. Facilitation of a Citizen's Advisory Committee is available as an optional task if required of this scope.

The City's current rate structure includes an annual adjustment for inflation. It is recommended that all future rates include this provision to allow the City's rate to keep up with inflation on system costs without the need to complete the Proposition 218 rate adjustment process every year.

Task 3 Deliverables

- One (1) electronic copy in pdf format of the Draft Rate Study Technical Memorandum
- One (1) electronic copy in pdf format of the Final Rate Study Technical Memorandum

Task 4 – Rate Adoption Assistance

It is anticipated that rate information would be presented to the Board at five (5) meetings, which include an initial rate option discussion, second rate study option presentation, presentation of final rate options, a presentation during the required 45-day Proposition 218 public process, and final rate adoption Board meeting. This task involves attendance at up to five (5) City meetings, assistance with preparation of materials for the presentations, and development of the Proposition 218 notice for circulation to the public.

Task 4 Deliverables:

- Rate presentations for Board meetings
- Proposition 218 Rate Notice



Optional Task 1 – Water System Capital Improvement Plan

Under this task, GHD will prepare a Capital Improvement Plan (CIP) for the Water System. A CIP is a multi-year scheduling of improvements and infrastructure replacement. Development of a CIP improves the financial efficiency of the water system by identifying and addressing needs in a timely manner rather than addressing issues in emergency mode. Also, by looking at long term costs the CIP promotes financial and rate stability and informs leaders and rate payers of the system status.

Task O1.1 – Background Summary

GHD will prepare an Introduction and Background section that will outline the City's existing water system components and summarize previous studies and findings related to capacity, maintenance and repair requirements, and other identified limitations of the existing system components.

It is assumed for this CIP, that the size of the existing water distribution network is large enough to accommodate existing and future demands. Based on existing known information a majority of the main distribution lines are 6-inch and 8-inch capacity, which is appropriate for a system of Trinidad's size. If an analysis to evaluate water piping capacity and or fire flows is desired a separate scope and budget can be developed, as this is outside the scope of this task.

Task O1.2 – Inventory Assets

This task includes an analysis of the age of the existing distribution system components, pipe sizes, and pipe materials. Development of this information will be based on evaluation of historical design documents and the City's records of improvement projects. The completeness and accuracy of the distribution system profile will in large part depend on the availability of information. A profile of the distribution system will be developed and may include data gaps to be addressed at a future time. An estimated age will be included in the CIP for those pipes where no information is available for planning purposes. The asset inventory will also cover the water treatment plant and storage system.

The final asset inventory will include a tabulation of the distribution system pipe age, pipe material, pipe diameter and length of each age classification. It will also include the major components at the Water Treatment Plant and the storage tanks.

Task O1.3 – Condition Assessment

Once the asset inventory is completed, the condition of the assets will be incorporated into the inventory. The condition of each asset is anticipated to rated based on a scale of one to six with one being in excellent condition (like new) to six being failing (at high risk of failure or breakdown). The condition of the assets will be based on GHD's knowledge of recent projects, City maintenance records, and City staff knowledge. Any identified areas of concern or excessive system maintenance or break repairs identified through consultation with City staff will also be highlighted in the condition assessment.

It is assumed that no field work will be completed as part of this task by GHD. All condition information will come from existing documents and City staff input.

Task O1.4 – Prioritization, Cost Estimation, and Scheduling of Improvements

Following the completion of the asset inventory and condition assessment, GHD will develop a schedule for capital replacements and improvements. This task will include a discussion of other risk based factors that may influence when specific sections of the distribution system or other components should be considered for replacement. This task includes a high level conceptual risk-based analysis. Obvious high risk components of the system that need replacement in the next five to ten years shall be identified. An estimated timeline for longer term replacements will also be incorporated.

A high level construction costs estimate conforming to a Class 3 AACE International Construction Cost Estimate (+/- 20%) will be



developed for the replacement of the water mains, based on existing pipe sizes, average depth, and whether or not the main is in a paved area as well as the storage system and treatment system component included in the CIP. The full system replacement schedule will then be reviewed and finalized into both a near term schedule for priority assets and optional 50, 75, or 100 year schedules for long term asset replacement for City review and consideration under Task O1.5.

Task O1.5 – CIP Funding Recommendations

Under this task, the cost impacts of the various asset replacement schedules will be evaluated, and incorporated into the Water Rate Model. Up to five rate scenarios will be developed for City consideration to be incorporated into the new water rates. The scenarios will incorporate final revenue requirements from the main rate study results.

Task O1 Deliverables: The Consultant shall submit the following as part of this task:

- One (1) electronic copy in pdf format of the Draft Asset Inventory for City review and comments
- One (1) electronic copy in pdf format of the Final Asset Inventory for City review and comments

- One (1) electronic copy in pdf format of the Draft Condition Assessment for City review and comments
- One (1) electronic copy in pdf format of the Final Condition Assessment for City review and comments

- One (1) electronic copy in pdf format of the Draft System Replacement Schedule
- One (1) electronic copy in pdf format of the Final System Replacement Schedule

- Results of up to five rate scenarios incorporating varying levels of capital replacement costs.

If the City chooses to move forward with this optional task, a schedule will be worked out in coordination with the overall rate study.

Task O1		Fee
O1.1	Background Summary	\$8,100
O1.2	Inventory Assets	\$10,600
O1.3	Condition Assessment	\$9,900
O1.4	Prioritization, Cost Estimation, and Scheduling of Improvements	\$12,250
O1.5	CIP Funding Recommendations	\$8,600
	Total	\$49,450

Optional Task 2: Citizen Advisory Committee

Water rate increases can be a controversial issue to the public. Often the background and need for rate increases is not well understood by the public. Under this task, GHD would facilitate a Citizens advisory committee. The final level of effort would depend on the level of involvement desired by the City and if optional Task O1 is pursued and if the City would like citizen input on the CIP as well. If the City is interested a separate scope and fee could be developed for the Citizen advisory committee with an estimated budget in the range of \$5,000 to \$10,000 depending on the level of effort.



CONSENT AGENDA 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

5. Authorize Scope of Work with City Engineer GHD for Storm Water Project Design Services

CONSENT AGENDA ITEM

Date: December 12, 2018

Item: AUTHORIZE ENTERING INTO CONSULTANT AGREEMENT WITH CITY ENGINEER GHD FOR STORM WATER PROJECT DESIGN SERVICES

Summary:

Now that the City has finalized a grant agreement with the State Water Resources Control Board (Water Board) we will be entering into a series of contracts for the next stages of this project. The timeline for the project is ambitious but feasible. Environmental clearance, design, and permitting are scheduled to be completed in 2019, and project construction will take place in 2020. Staff recommends the Council authorize entering into an agreement for design development with City Engineer GHD. The costs are covered in the Water Board grant and are consistent with the grant budget for the project.

Background:

Additional information about financing the project is in a separate Storm Water Project section of the Staff Report. The financing agreement with the Water Board for the bulk of the project funding is complete. The financing agreement with USDA for the required non-state matching funds is inching closer to completion, with the final required NEPA step about to wrap up. The USDA funding is expected to be mostly in the form of a grant, rather than a low interest loan. Staff recommends moving forward with the design phase now to keep the project on schedule, with the Project Design Report due in February 2019. The City Engineer was included in the technical and planning team in the City's ASBS Storm Water Project application for the competitively awarded Storm Water Grant Program (SWGP).

Staff Recommendation:

- Authorize the City Manager to enter into an agreement for services with City Engineer GHD not to exceed \$203,960 for Storm Water Project design services.

Attachments:

- GHD Agreement Scope for Storm Water Project Design Development



**Scope of Services Between
GHD Inc. And
City of Trinidad For
Storm Water Design Development**

This scope of services relates to a master services agreement dated May 20, 2008 between the City of Trinidad and GHD Inc. (GHD). All provisions of the prime agreement apply to this scope of services unless noted otherwise herein.

Project Description

The purpose of this storm water design development is to complete the storm water designs for what has sometimes been referred to as Phase II of the the City of Trinidad's ASBS storm water project. The first two tasks below are the first two tasks that GHD needs to complete to support the project design for the City of Trinidad. There are additional tasks and project components, such as CEQA, permitting, bidding, and construction related services, that will be needed for completion of the work but are not included in this scope of services.

The Project shall be designed to capture, treat, and/or use storm water collected from a minimum of twenty-one (21) acres of impermeable surfaces. The Project shall be designed to infiltrate a minimum of forty-one (41) acre-feet per year of storm water and dry weather runoff using the following approaches:

- The project shall include a minimum of eight hundred (800) linear feet of curb and gutter and a minimum of one hundred and twenty (120) linear feet of concrete valley gutter.
- The project shall include a minimum of twenty-two (22) drainage inlets.
- The project shall include a minimum of three (3) manholes.
- The project shall include a minimum of one thousand seven hundred (1,700) linear feet of storm drain.
- The project shall include a minimum of four (4) pre-treatment units on Edwards and/or Ewing Street with a combined minimum design flow rate of one thousand four hundred and eighty (1,480) gallons per minute.
- The project shall include a minimum of one (1) pre-treatment unit on Underwood Drive with a minimum design flow rate of four hundred and eighty (480) gallons per minute.
- The project shall include a minimum of one (1) pre-treatment unit in the parking lot with a minimum design flow rate of eight hundred (800) gallons per minute.
- The project shall include a minimum of one thousand six hundred (1,600) linear feet of infiltration chambers with perforated pipe.

Scope of Services

The following tasks define our scope of services.

Task 2.1 – Project Design Report (Grant Scope Task 4.1)

GHD will develop and prepare a Design Report that includes and summarizes a geotechnical analysis and hydrologic study for the Project's design elements. The Design Report will also include preliminary design plans which show the overall footprint, locations of storm water project design elements in plan view, and typical cross sections and details to help convey the design intent. The draft Design Report will be provided to the City for their review. The City will be welcome to share the draft with project stakeholders of their choosing, and provide GHD with consolidated review comments with clear direction regarding how to proceed to finalize the report. GHD will participate, and present the preliminary design and analysis at one public meeting.

Assumptions/Exclusions:

- The geotechnical analysis will be limited to shallow subsurface exploration at the proposed project infiltration element locations to provide soil data, confirm compatability of project design, and make recommendations for construction of the project.



- The hydrologic study will be limited to confirming the drainage areas and flow rates for the proposed project infiltration elements.
- A single submittal will be made for review

Deliverables:

- Presentation of draft design at one public meeting.
- Draft Design Report in electronic (PDF file) format emailed for review.
- Final Design Report in electronic (PDF file) format and four (4) bound hardcopies.

Task 2.3 – Project Design (Grant Scope Task 4.2-4.4)

GHD will develop the design consisting of plans, specifications, and an Opinion of Probable Construction Cost (OPCC) that will build-upon the previous submittals and will incorporate comments received from the City, agencies, and project partners from the Design Report. There are three distinct project design submittals as defined below.

2.31 50% Design Submittal

GHD will develop the 50% design submittal consisting of plans, specifications, and OPCC that will build-upon the previously submitted preliminary plans and will incorporate comments received from the City, agencies, and project partners from the Design Report. The following will be completed as part of the 50% submittal:

- Develop the project design components
- Integrate and address review comments
- Conduct quality assurance and quality control reviews
- Provide drafting of the design plans
- Prepare technical specifications and measurement and payment section
- Prepare front end specifications
- Prepare the Opinion of Probable Construction Cost

Assumptions/Exclusions:

- A single submittal will be made for review
- GHD will utilize the technical specifications following Construction Specification Institute (CSI) format from the recently constructed OPC storm water bid package
- No substantial deviations from the Design Report submittal will be made

Deliverables:

- Two (2) hard copies and 1-electronic copy of 100% Design Submittal, with three (3) separate PDF files of plans (11"x17"), specifications (8.5"x11"), and OPCC (8.5"x11")

2.32 100% Design Submittal

GHD will develop the 100% design submittal consisting of plans, specifications, and OPCC that will build-upon the previously submitted 50% plans and will incorporate comments received from the City, agencies, and project partners. The following will be completed as part of the 100% submittal:

- Finalize the project design components
- Integrate and address review comments



- Conduct quality assurance and quality control reviews
- Finalize drafting of the design plans
- Update technical specifications and measurement and payment section
- Update front end specifications
- Update the Opinion of Probable Construction Cost

Assumptions/Exclusions:

- A single submittal will be made for review
- GHD will utilize the technical specifications following Construction Specification Institute (CSI) format from the recently constructed OPC storm water bid package
- No substantial deviations from the 50% submittal will be made

Deliverables:

- Two (2) hard copies and 1-electronic copy of 100% Design Submittal, with three (3) separate PDF files of plans (11"x17"), specifications (8.5"x11"), and OPCC (8.5"x11")
- 1-electronic (PDF) copy of a summary identifying changes from the fifty percent (50%) plans

Task 2.33 Final Bid Documents

GHD will develop Final Bid Documents that will build-upon the previously submitted 100% plans and specifications and will incorporate comments provided to GHD from the City, agencies, and project partners. The bid documents will include the final plans, front-end specifications, technical specifications and opinion of probable construction cost.

Assumptions/Exclusions:

- No substantial design changes requested from the 100% Design Submittal
- A single bid package will be delivered.
- The Final Bid Documents will be stamped and signed by a Professional Engineer Licensed in the State of California.
- City will pay for any costs associated with advertising the project and bidding assistance is not included in this scope of work.

Deliverables:

- Two (2) hard copies and 1-electronic copy (PDF) of Contract Documents (Plans and Specifications)
- Two (2) hard copies and 1-electronic copy (PDF) of half size (11" x 17") plans
- 1-electronic copy (PDF) of Opinion of Probable Construction Cost



CONSENT AGENDA 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

6. Intent to Apply for USDA Financing for the Storm Water Project, Phase II

CONSENT AGENDA ITEM

Date: December 12, 2018

Item: INTENT TO APPLY FOR A USDA FINANCING FOR THE STORM WATER PROJECT PHASE II

Summary:

The City of Trinidad intends to file an application for federal financial assistance with the U.S. Department of Agriculture, Rural Development, Rural Utilities Service (USDA). The project includes improvements to the storm water system. Any comments regarding this application should be submitted to the City of Trinidad at PO Box 390, Trinidad CA 95570. The Project will construct stormwater infrastructure in 2020 that will eliminate the City's direct stormwater discharge to Trinidad Bay (ASBS) by diverting, treating and infiltrating the storm water runoff. The USDA has determined that the City is grant eligible so it is anticipated that the financing will primarily or entirely grant funds.

Background:

As mentioned in the staff report, planning and financing the ASBS Storm Water Project has been a very long and involved process. The City Council has received many reports and approved many steps in the process of securing funding and beginning work on the Project. Noticing the Intent to Apply for USDA Funding is another such step. The State has already provided \$4,832,981 in Proposition 84 grant funding through grant agreement No. D1712652. A 10% match is required of approximately \$541,000. \$41,000 has been secured to date, and the City is in the process of securing the remaining \$500,000 from USDA.

The Council will hear a separate item at this meeting for the Project authorizing entering into an agreement with GHD for Design Services.

Staff Recommendation:

Accept the Staff Report for Intent to apply for USDA Financing.

Attachments: None



DISCUSSION AGENDA 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

1. Discussion/Decision regarding Resolution 2018-11; LCP Amendments Related to the Calfire Water Line Extension

TRINIDAD CITY HALL

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

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



RESOLUTION NO. 2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD, CALIFORNIA, TO GRANT APPROVAL OF THE COASTAL COMMISSION SUGGESTED MODIFICATIONS TO AN AMENDMENT OF THE WATER SERVICE SECTION OF THE TRINIDAD GENERAL PLAN / LAND USE PLAN PORTION OF THE LOCAL COASTAL PROGRAM TO ALLOW EXTENSION OF CITY WATER SERVICE TO THE CAL FIRE TRINIDAD FIRE STATION PREVIOUSLY APPROVED BY THE CITY

WHEREAS, the on September 13, 2017, the City Council of the City of Trinidad approved an amendment to the Trinidad General Plan / Land Use Plan portion of the City's Local Coastal Program to allow a limited exception in order to provide City water service to the CAL FIRE Trinidad Fire Station (Resolution No. 2017-12); and

WHEREAS, on November 16, 2017 the City of Trinidad, by Resolution No. 2017-11 submitted said amendment for consideration and certification to the California Coastal Commission; and

WHEREAS, On September 12, 2018, the California Coastal Commission approved resolutions of certification and suggested modifications for this amendment to the City's Local Coastal Program (Coastal Commission Case No. LCP-1-TRN-17-0072-1); and

WHEREAS, the City Council finds the suggested modifications to be acceptable.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Trinidad as follows:

1. The above recitations are true and correct.
2. The City Council acknowledges receipt of the California Coastal Commission's resolutions of certification and suggested modifications and accepts and agrees to the modifications through amendment of the Coastal Land Use Plan as required in Section 13544(a) of the Commission's Administrative Regulations, and agrees to issue Coastal Development Permits for the total area included in the certified Local Coastal Program consistent with the modifications to the Land Use Plan amendment approved as Resolution 2017-12 as certified by the Commission.
3. The City Council will submit this acknowledgement to the California Coastal Commission to demonstrate conformity with the provisions of the Commission's action to certify the amendment to the Local Coastal Program in compliance with Section 13544(b) of the Commission's administrative regulations.
4. The Mayor of Trinidad is hereby authorized and directed to sign and certify all documents and other materials in accordance with this Resolution to reflect the above mentioned action by the City Council.
5. The City Council directs the City Planner to submit this Resolution to the Executive Director of the California Coastal Commission.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this November 14, 2018.

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

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor

AGENDA ITEM REPORT
December 12, 2018

Item: CAL FIRE Water Line Extension LCP Amendment - Continued from November 14

Background

At the November meeting, the City Council requested some additional information related to this item. The Council was concerned about the Coastal Commission prioritizing City water service connections instead of the City. This report provides some of the requested information, but please also bring the material provided for the November meeting.

Basis for the Proposed Modifications

One of the things the Council asked for was additional information regarding the basis for the Coastal Commission's proposed modifications to the City's amendment of the Land Use Plan (LUP) portion of the City's Local Coastal Program (LCP). Recall that the primary modification was to add a new Policy 27a that gives priority to the Commercial Recreation (CR) zoned parcels within the north Trinidad service area over other users within the City's service area. The relevant sections of the Coastal Act, including 30254, are included in Attachment 1 as well as a more detailed explanation from the Coastal Commission staff report on the amendment.

Summary (From CCC staff report)

"The Coastal Act requires that in cases where limited services are available to serve development, priority must be given to certain uses, including essential public services and visitor serving land uses. Therefore, staff believes extending water service to the Calfire station, an essential public service, is consistent with these policies. However, Staff is recommending modifications to both LUP amendments that we believe are needed to correct long-standing problems with the certified LCPs and ensure prioritization of water service connections to visitor-serving priority-use lands within the service area. There are lands planned for visitor-serving commercial recreation uses in the North Trinidad service area that currently lack water. The suggested modifications to both LUP amendments would require the City and County to assure that future connections that might be granted for residential uses within the service area do not use up the available water capacity needed for visitor-serving uses that could be developed in the service area."

Original Amendment Language

Also note that the original LCP amendment that was approved by the City and submitted to the Coastal Commission already included the relevant language from Coastal Act Section 30254 prioritizing certain uses over others. This language was included in the amendment as part of the discussions between City staff, County staff and Coastal Commission staff, and both the Planning Commission and City Council agreed with and approved it. Policy 27a was added by the Coastal Commission simply to implement

language the City already included in the amendment. Therefore, it should not materially affect decisions to extend water service.

Practical Implications

The Council also had some questions about the practical applications of the proposed modifications. The modifications do allow the City to connect residential users in the service area but outside City limits prior to extending service to the north Trinidad area as long as adequate capacity is reserved for users in the City and priority uses in the north service area. However, as has been discussed before, connecting users outside City limits is not a simple process. It requires approval by the Local Agency Formation Commission (LAFCo) and likely the County as well. The definition of "development" in the Coastal Act and the City and County LCPs includes: "*change in the intensity of use of water, or of access thereto...*" meaning that most new service connections likely require a Coastal Development Permit (CDP).

Language from the County's Trinidad Area Plan (TAP), which is the applicable certified Coastal Land Use Plan, is included in Attachment 1. Those are the criteria that the County would use in reviewing any CDPs, including service extensions. The stipulations in the County's TAP are basically the same as those included in City policies, including the proposed modifications. That language has already been approved by the both the County and Coastal Commission. Therefore, even if the City elects not to accept the proposed modifications to its amendment, the standards of review for any new connections outside the City would still include consistency with Section 30254, including prioritization of visitor-serving uses. The only difference being that then the City's LCP would not allow extension of water service to CALFIRE.

My understanding is that the City and County LUP language and standards would apply to any kind of new connection of the City's water system to property outside of City limits, regardless of whether it entails extension of any main line or extensions into unserved areas. Therefore, it would apply to any connections to properties adjacent to a City water main, and it would apply to any new connections/meters on a property that is already served by City water. I don't have a definitive answer on how the amendment affects the potential provision of water to a hotel on the Trinidad Rancheria. Because that property is not subject to the Coastal Act or the City or County LCP, this amendment likely does not impact that decision.

Recommendation

In summary, (1) the Coastal Commission proposed modifications are required to maintain consistency with the CA Coastal Act; (2) they don't materially change any future approvals regarding water service outside (or inside) the City because the City's amendment already included a reference to Coastal Act section 30254, and the County's LUP includes the same language and standards; (3) CAL FIRE has been working in good faith with the City on this amendment for many years, and now they are preparing a CDP application

anticipating certification of the amendment. Nothing is gained by not approving the proposed modifications, but CALFIRE's efforts and expenses would be rendered moot.

Attachments

- Relevant excerpts from the Coastal Act, Coastal Commission staff report and County Trinidad Area plan
- Resolution of Adoption

Recommended Action:

Adopt the attached resolution approving the Coastal Commission modifications to the City approved Land Use Plan / General Plan Amendment.

Attachment 1 Excerpts

Relevant Coastal Act Sections:

30213.

Lower cost visitor and recreational facilities shall be protected, encouraged, and, where feasible, provided. Developments providing public recreational opportunities are preferred.

The commission shall not: (1) require that overnight room rentals be fixed at an amount certain for any privately owned and operated hotel, motel, or other similar visitor-serving facility located on either public or private lands; or (2) establish or approve any method for the identification of low or moderate income persons for the purpose of determining eligibility for overnight room rentals in any such facilities. (*Amended by Stats. 1991, Ch. 285, Sec. 3.*)

30222.

The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry. (*Added by Stats. 1976, Ch. 1330.*)

30254.

New or expanded public works facilities shall be designed and limited to accommodate needs generated by development or uses permitted consistent with the provisions of this division; provided, however, that it is the intent of the Legislature that State Highway Route 1 in rural areas of the coastal zone remain a scenic two-lane road. Special districts shall not be formed or expanded except where assessment for, and provision of, the service would not induce new development inconsistent with this division. Where existing or planned public works facilities can accommodate only a limited amount of new development, services to coastal-dependent land use, essential public services and basic industries vital to the economic health of the region, state, or nation, public recreation, commercial recreation, and visitor-serving land uses shall not be precluded by other development. (*Added by Stats. 1976, Ch. 1330.*) [Emphasis added.]

Coastal Commission Staff Report:

Amendment as proposed does not ensure water available for land designated for priority uses adjacent to the CalFire Fire Station

Even though the City has provided evidence demonstrating that its water system is sufficient to serve (a) buildout within the City, (b) all priority use lands within the City's entire designated water service area, and (c) the CalFire station, an essential public service facility, the LCP amendment as submitted fails to ensure that sufficient water supply capacity from the City's water system will be available to serve visitor-serving priority use

lands located within the designated service area and immediately adjacent to the fire station, inconsistent with Coastal Act sections 30213, 30222 and 30254, as discussed below.

Policy 23a of the City's existing certified LUP gives users within the city limits preference for water service connections over other lands within the designated service area. Furthermore, policy 26a prohibits extension of City water service to the designated North Trinidad Service area, including the unincorporated priority-use CR lands in the County, until the City system has sufficient capacity. Policy 25 permits additional connections to the County residential within the portion of the designated service area to the east and southeast of the City "as the system allows." As discussed above and summarized in Table 1, the existing serviced areas include over 60 lots east and south of the City boundary planned for rural residential uses under the County's LCP. Pending completion of the comprehensive water supply assessment of the Luffenholtz Creek watershed that currently is in process, it is unknown whether the City's municipal water system has sufficient capacity to extend water service in the future to all residential, commercial and visitor-serving properties within the portion of the designated service area in unincorporated areas north, east and south of the City.

Although the policy measures proposed by the City would limit the connection to the CalFire station in a manner that would not induce growth in surrounding areas and includes measures to limit the size of the water line and restrictions on extending lateral connections to other lands, the LUP amendment as submitted fails to prioritize water service to priority use development if there is not sufficient water to serve all lands within the service area. The LUP as proposed to be amended does not ensure that visitor-serving priority use lands within the designated service area are protected (as directed by Coastal Act section 30213) and prioritized over private residential or general commercial development (as required by Coastal Act sections 30222 and 30254). While all priority use lands within the City limits, including commercial and visitor-serving lands, already are served with City water (there are no undeveloped visitor-serving lands in the City),¹⁴ and there are no agriculture, industrial, or coastal-dependent industrial lands within or around the City, the LUP amendment as submitted includes no policy requirements directing the City to ensure that sufficient water supply capacity is available for the visitor-serving CR lots within the North Trinidad Service Area. In fact, those lands designated visitor-serving cannot be developed unless and until the City has sufficient capacity to serve all existing and planned development within the service area, both inside and outside of the City. Therefore, it is necessary to modify policies 25 and 26a to prioritize the visitor-serving lands to instead allow them to be developed if the City has sufficient capacity to serve all existing and planned development within the City. It is also necessary to add Policy 27a to ensure that connections granted for residential uses within the North Trinidad Service Area do not use up all available water capacity before lands planned for visitor serving under the County's certified LUP can be developed.

Therefore the Commission finds that because (a) the City is proposing to allow for extension of water service beyond both the limits of the City and the designated service

area around the City, (b) the City's public water works facility can accommodate only a limited amount of new development, (c) the City has not yet established that it has sufficient public water works capacity to serve the entirety of its LUP-designated service area (pending completion of the comprehensive water supply assessment previously discussed), and (d) the existing LUP prohibits extension of water service to designated service areas outside of the City until the City's public works water system has sufficient capacity, the LUP amendment as proposed fails to prioritize services to priority use development, including visitor-serving lands within the City's designated service area, over non-priority (in this case residential) use types, inconsistent with Coastal Act sections 30213, 30222 and 30254. To ensure the LUP as amended is consistent with these policies, the Commission recommends Suggested Modification 1, below (text deletions and additions proposed by the County are shown in single-strikeout and single-underline, respectively; text deletions and additions suggested by the Commission are formatted in **bold double strikethrough** and **bold double-underlined** text, respectively):

County LCP (Trinidad Area Plan)

B. DEVELOPMENT POLICIES

1. Extension of Services

It is the intent of this chapter that extensive rural public service systems, such as water and sewer, not be developed. This is exclusive of such public systems such as roads, electric, gas, telephone, and fire protection systems appropriate to planned levels of development. No permit shall be issued by any agency of the County to a special district or private utility or mutual system proposing to provide such services outside an Urban Limit Line or the area identified as the Westhaven Village area; except that provision of water service shall only be permitted, (i) within the service area, if sized so as not to exceed the maximum number of residential sites and other planned uses which can be developed under the adopted plan ~~residential sites and other planned uses which can be developed under the adopted plan,~~ and (ii) to the CalFire Trinidad Fire Station located at 923 Patricks Point Drive if sized so as not to exceed provision of the minimum amount of water needed to serve the fire station for domestic water use only.

- (i) Extension of water service outside of the Urban Limit Line as defined in the plan to the service area shall only be permitted provided that:
 - a) service along the extension can be extended consistent with Coastal Act section 30254 and will not remove capacity necessary to serve future development on undeveloped lots within the existing serviced areas, whether within the Urban Limit Line or not, to the uses permitted in the plan;
 - b) developments to be serviced are compatible with the plan;
 - c) the extension of water service will be paid for only by the users of that service;
 - d) the existing system is in no way degraded and that fire protection services are in no way impaired; and
 - e) the proposed service is found to be in conformance with the resource protection policies of this plan.; and
 - f) the extension will not remove water system capacity needed to serve Coastal Act priority uses within the service area.

- (ii) Extension of water service to the CalFire Trinidad Fire Station located at 923 Patricks Point Drive shall only be permitted provided that the service extension:
 - a) is sized so as not to exceed provision of the minimum amount of water needed to serve the fire station for domestic water use;
 - b) will not remove capacity necessary to serve future development within the City;
 - c) will not impair fire protection services in the City;
 - d) is designed and conditioned in such a way that it will not service additional parcels/be growth inducing; and
 - e) is found to be in conformance with the resource protection policies of this plan.



DISCUSSION AGENDA 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

2. Discussion/Decision regarding Resolution 2018-02; Opposition to Offshore Oil and Gas Drilling and Exploration

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

SUSAN ROTWEIN, MAYOR
GABRIEL ADAMS, CITY CLERK



RESOLUTION 2018-12

A RESOLUTION TO SEND TO LOCAL DECISION MAKERS TO EXPRESS THE CITY OF TRINIDAD'S OPPOSITION TO OFFSHORE OIL AND GAS DRILLING AND EXPLORATION ACTIVITIES, INCLUDING SEISMIC AIRGUN BLASTING

WHEREAS, in California hundreds of thousands of jobs and billions of dollars of the state's gross domestic product depend on clean water, oil-free beaches, and abundant fish and wildlife; and,

WHEREAS, the vast majority of California's ocean wealth stems from our tourism and recreation sector which benefits from a healthy ocean and coast; and,

WHEREAS, offshore oil and gas drilling and exploration places coastal communities at economic and ecological risk from oil spills and the pollution brought by routine drilling operations and onshore industrialization, threatening the livelihoods of commercial and recreational fisherman and small businesses that rely on tourism and clean and healthy ocean and beaches; and, 30

WHEREAS, offshore drilling may require significant onshore infrastructure, such as pipelines or refineries, which would harm the character of California's coastline, contribute to the loss of coastal habitats that provide natural mitigation against coastal hazards, such as wetlands; and,

WHEREAS, offshore drilling and exploration perpetuates our ties to greenhouse gas pollution and contributes to climate change and the resulting sea level rise, extreme weather, seawater intrusion, and storm surge; and,

WHEREAS, the harmful impacts from offshore oil and gas drilling and exploration anywhere along the California's coastline could extend far beyond immediately surrounding areas and severely impact communities that rely on the robust economy of the marine industry; and,

WHEREAS, the current administration has expressed interest in opening the Atlantic and Pacific Ocean to offshore oil and gas drilling and exploration, which includes the use of seismic air guns which fire intense blasts of compressed air that rank just behind military explosives as the loudest source of noise in the ocean, every 10-12 seconds, 24 hours a day, for months on end; and,

WHEREAS, seismic air gun blasting to explore for oil and gas deposits has been proven to injure, disrupt, displace, and even kill marine life, such as whales which rely on their hearing to find food and mate, and can impair the health of many fish species, including those of commercial importance; and,

WHEREAS, offshore hydraulic fracturing and other unconventional oil extraction techniques such as acid fracturing, matrix acidizing, gravel packing and cyclic steam injection collectively referred to here as "fracking and other well stimulation," provide another means to expand offshore oil and gas extraction; and,

WHEREAS, offshore fracking and other well stimulation release harmful toxic pollutants into the marine environment; and,

WHEREAS, the 2019-2024 Draft Proposed Five-Year OCS Leasing Program is in violation of the Endangered Species Act, the Coastal Zone Management Act, the National Marine Sanctuaries Act, and the jurisdiction of the Marine Mammal Protection Act over oil and gas exploration using seismic air guns; and, 31

WHEREAS, the City of Trinidad recognizes that our communities, businesses, and industries depend on a healthy coastal environment for the benefit of current and future residents, property owners, and visitors;

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF TRINIDAD THAT:

SECTION 1. The City of Trinidad finds that offshore oil and gas drilling, seismic oil and gas exploration, and offshore fracking and other well stimulation unnecessarily risk our economic and ecological health, individually and cumulatively, and therefore opposes any plan or legislation which encourages any oil and gas development, exploration, or fracking and other well stimulation offshore, that would impact the citizens of California.

SECTION 2. This Resolution shall take effect immediately upon its adoption by the Trinidad City Council.

SECTION 3. The Clerk shall forward a copy of this Resolution to Department of Interior Secretary Zinke; Bureau of Ocean Energy Management Acting Director Walter Cruickshank; California Governor Brown, and any other interested parties.

PASSED, APPROVED & ADOPTED on this 12th day of December, 2018 by the following vote:

Ayes:
Nays:
Abstain:
Absent:

Attest:

Gabriel Adams
Trinidad City Clerk

Mayor

Subject: Resolution Protecting Our Coast from Offshore Drilling and Fracking

Dear Trinidad City Council Members,

On behalf of the Surfrider Foundation and Surfrider Foundation Humboldt Chapter, I am writing to you with an urgent request to adopt a resolution against new offshore oil and gas drilling, and no new federal oil and gas leasing in all U.S. waters including off the coast of California. More than 80 West Coast cities and towns have already passed similar measures, and I urge you to add the City of Eureka to the list. Attached is a sample resolution for your consideration.

Earlier this year, the Department of the Interior released plans to expand offshore drilling and fracking off California's coast for the first time in over 30 years. If allowed to proceed, the plan would threaten California's vibrant marine ecosystems and superior coastal economy with catastrophic oil spills, toxic pollution, and climate chaos. The resolution we seek would reject this plan and serve to protect California and the entire West Coast.

Offshore drilling and fracking are dangerous, dirty practices that pollute our water and air, drench our beaches in oil, wreck our climate, and are fundamentally at odds with our coastal economy and way of life. They have no place in our ocean. That's why I'm asking you and the city's governing body today to take a stand and proactively address this problem with a resolution.

Instead of allowing oil companies unrestricted access to oil and gas reserves under America's oceans, local communities must step up to guard our coastline against dangerous offshore drilling and the worst impacts of climate change.

Therefore I urge you to introduce and pass a resolution calling for 1) a ban on new offshore oil and gas drilling, fracking, and other well stimulation in federal and state waters off the California coast, and 2) no new federal oil and gas leasing in all U.S. waters, including off the coast of California.

Please feel free to contact me with any questions. Thank you for your time and consideration.

Sincerely,

Delia Bense-Kang
Reid Kitchen

Delia Bense-Kang | Northern California Campaign Coordinator | Surfrider Foundation
t: 707.497.8866. | dbense-kang@surfrider.org



DISCUSSION AGENDA 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

3. Discussion/Decision regarding Appointment of Planning Commissioners

DISCUSSION AGENDA ITEM

Wednesday, December 12, 2018

Item: Discussion/Decision regarding Planning Commissioner Appointments.

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.

A vacancy notice was posted through the month of November. The following applications were received from both City residents and Trinidad area residents. The list of applicants are as follows:

Diane Stockness	City resident
Richard Johnson	Trinidad area resident
Cheryl Kelly	City resident
Raymond Seda	Trinidad area resident
Kathleen Lake	City resident

Recommended Action: Consider appointment of new members to the Planning Commission for the following (4) vacancies; (3) serving through 2022, and (1) serving through 2020.

Attachments: (5) Letters of interest

November 5, 2018

To: Trinidad City Council Members,

I am writing to ask you for another term to serve as a planning commissioner for the city of Trinidad.

I have enjoyed my experience as a public servant for the Trinidad community. My personal responsibility, voice, and civic duty have been educating and fulfilling for me these past four years.

Thank you.

Sincerely,
Diane Stockness
P.O. Box 345
Trinidad, CA. 95570

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CITY OF TRINIDAD

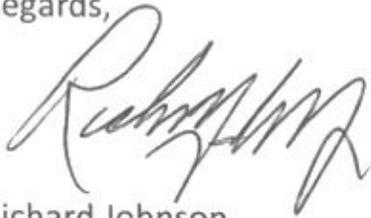
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November 5, 2018

Please consider me for appointment to the Trinidad Planning Commission. I am an incumbent commissioner who has served more than one term on the Commission. I would like to continue the work that has started on the General Plan update. This is an important project for the residents of the City and the Trinidad area as well. Currently, with only three appointed commissioners, there are significant challenges facing the City in its efforts to complete this important work. I would like to be a part of this effort until it is completed.

Thank you again for your consideration in the matter.

Regards,



Richard Johnson

Cheryl Kelly

20 Scenic Drive, Trinidad, CA 95570

707-599-3931

cherogo@outlook.com

RECEIVED

Oct 19, 2018

OCT 24 '18

CITY OF TRINIDAD

City of Trinidad,

I am writing to express my interest in a Planning Commission appointment for the City of Trinidad.

My husband and I have owned a home in Trinidad for twenty years and visited frequently throughout the years, moving to the area permanently three years ago.

I retired early in 2015 after 30+ years in high-tech. Throughout the years, I held positions of increasing responsibility managing both small and large teams in the US and internationally. My background is primarily in marketing and channels of distribution. I believe many of the skills I've learned over the years are transferable to City Government. I am passionate about managing/leading people, creative problem-solving and communicating in a way that brings others along once a decision has been reached. Although I have no government experience, I did serve on the board of a non-profit in San Francisco for a few years which I believe may be similar. That role was really about taking ownership and working collaboratively to improve the quality of life for constituents.

I am committed to working closely with the Trinidad City Council and the City Administration team to serve the local citizens to the best of my ability.

Thank you for your consideration.

Best,



Cheryl Kelly

Raymond & Julia Seda

PO Box 783

Trinidad, Ca. 95570

Phone: 951 259 2594

51 MIDWAY DR 2A
TRINIDAD, CA 95570

November 6, 2018

I am applying for the position of Planning Commissioner (Greater Trinidad Area)

I have previously been on the Planning Commission for the city of Westminster and the City of Murrieta. I was on the Planning Commission for June 8, 1982 until May 8, 1984 for the City of Westminster. I was on the Planning Commission for the City of Murrieta from July 1, 2011 until June 30, 2012.

Being part of the Planning Commission at the two cities gave me an understanding of the city workings and political dealings. Our decisions on the Planning Commission were based on merit, State, County and City policies. We used facts and recommendations from the city planning department. Any decisions that the applicant did not approve of were then sent to the City Council for their review.

I worked in the banking industry for over 32 years and retiring from Bank of America at the end of September 2002. I was a Regional Vice President Credit Manager upon my retirement. I took another job as a Finance Manager for a local Recreational Vehicle dealership and worked there until March 31, 2007. From 2007 until moving to Trinidad we travel in our RV. We moved to Trinidad because our son resides in McKinleyville. This is a lovely area and away from the turmoil of Southern California.

Thank you for your consideration.


Raymond Seda



Trinidad City Clerk

From: Tom Davies & Kathleen Lake <tomd.kathleen@gmail.com>
Sent: Thursday, December 06, 2018 12:08 PM
To: John G Graves; Dan Berman Trinidad City Manager; Dwight Miller; Trinidad City Clerk
Subject: Planning Commission Opening Letter of Interest

December 6, 2018

To: Trinidad City Council
Re: Planning Commission Opening Letter of Interest
From: Kathleen Lake

DEC 07 '18
CITY OF TRINIDAD

Dear Trinidad City Council:

I am writing at this time to let you that I am interested in being a member of the Trinidad Planning Commission. I am requesting that you consider me for one of the current open seats. I have lived in Trinidad for the past 17 years. As a resident I have demonstrated a serious commitment to the town of Trinidad by regularly attending/or submitting public written comments to address the ideas, questions and concerns of the current issues in Trinidad. I communicate regularly and often with other Trinidad residents. I collaborate and gather information for what future needs and questions residents might have, as well as my own. My public comments, both written and verbal, often include the ideas, questions and concerns of many Trinidad residents, as well as my own.

At this time I am concerned that the Trinidad Planning Commission has not been able to seat a full Commission for over a year, and that it has had very few Trinidad residents, as Commissioners, over the past few months. Trinidad is our home and our children and grandchildren also live here locally. The future of Trinidad is of great importance and concern to me. My understanding of the current Trinidad ordinances and current and proposed Draft General Plan are good. My interest and commitment to a transparent process, consistent procedures for public input and engagement, and my knowledge of the current issues facing Trinidad will support my active participation on the Trinidad Planning Commission. These experiences have provided me the opportunity to better understand the challenges facing Trinidad, improving our infrastructure and quality of life, and further developing a Trinidad with a strong "livability" future.

As an interested member of our community, I would like to volunteer my time, skills, and commitment to assist in planning the future of our town.

I respectfully request your support in being appointed to the Trinidad Planning Commission.

I would be happy to answer any questions that you may have.

Sincerely,
Kathleen Lake
Trinidad Resident
707-677-3576
PO Box 1164
Trinidad CA 95570



DISCUSSION AGENDA 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 18 PAGES

4. Discussion/Decision regarding Appointment of Short-Term Rental Advisory Committee Members

DISCUSSION AGENDA ITEM

Wednesday, December 12, 2018

Item: Discussion/Decision regarding STR Advisory Committee Appointments.

Background: At the regular meeting on **October 10**, the Council chose to postpone the appointments and revise the recruitment announcement in order to enrich the selection process and correct any confusion as to the makeup of the committee.

At that meeting, the Council reaffirmed 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 candidates that applied by the revised deadline of Wednesday, November 08, 2018 were the following:

*Jonna Kitchen (STR Business Owner)
Jan Nash Hunt (STR Homeowner)
Richard Bruce (Resident)
Erin Rowe (Resident)
Dorothy Cox (Resident)
Alan Grau (Resident)*

The candidates that applied by the first deadline of Wednesday, October 03, 2018, did not change or amend their first letter of interest, nor reaffirm their interest in filing a second time were the following:

*Tyler James (Trinidad Bay B&B)
Mike Morgan (Trinidad Bay B&B)
Kathleen Lake (Resident)*

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



Posted: Tuesday, October 30, 2018

The City of Trinidad is seeking volunteers to serve on the **SHORT-TERM RENTAL ADVISORY COMMITTEE**

The City Council is seeking volunteers who have an interest in advising the City Council on all matters concerning Short-Term Rentals (or STRs) in the City limits. The Council would like this group to be:

- (1) Planning Commissioner
 - (2) members of the public who are not directly affiliated with an STR
 - (2) members of the public who are either STR owners or property managers
- The City Manager or his/her designee will serve as the primary City staff liaison between the Advisory Group and the Council

Purpose of the Advisory Group: The Planning Commission and City Council have worked hard over the last several years to develop a strong, inclusive and fair Ordinance to moderate and guide the actions surrounding Short-term Rentals. After 2 years with an ordinance was in place it became apparent that revisions and adaptations were necessary. Two Councilmembers (West and Baker) spent a year studying the effectiveness of the Ordinance, based on citizen input, review of other ordinances, and many hours of discussion. One result of their good work was the recommendation to form this Advisory Group to keep up with the City, the Ordinance, and the effectiveness of how we administer the whole process.

This Advisory Group is expected to meet quarterly and report annually to the Council. The annual meeting should happen in the late Fall, in anticipation of the next permitting cycle which begins in February. The group is not expected to reach consensus on issues that it reports to the Council. Rather, it is the duty of the Group to reach across all sectors of Trinidad's community to keep the Council informed of the needs of the Ordinance and at times suggest ways to improve if necessary.

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

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

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

FILING DEADLINE: NOVEMBER 08, 2018

- Please call Councilmember Ladwig at 707.845.5942 if you have questions
- the STR ordinance is online: <http://trinidad.ca.gov/document-library/document/str-ordinance-11-09-16-final>

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

RECEIVED
OCT 01 '18
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

RECEIVED

NOV 08 '18

August 3, 2016

to the Trinidad City Council:

CITY OF TRINIDAD

Please accept the following comments on the Planning Commission's recommendations on a new STR ordinance.

I have lived in Trinidad since 1976. I currently have an STR across the street from my home and another down the street. We have had both good and bad experiences with them. As a former business owner I understand the positive economic impact that tourism has on our city, and STR's definitely contribute to that. I also value the importance of full time neighbors and the contributions they make to the social fabric of our community. I feel it is important to look at the STR issue from both sides and try to find a way to preserve our neighborhoods while still allowing STR's and the economic benefit they provide to the City.

I have attended numerous Council and Planning Commission meetings on the STR issue, and one thing I have taken away from those discussions is that the most glaring problems associated with STR's seem to be limited to a minority of STR units. Most of the complaints seem to be centered on specific units or clusters of STR's.

For the most part, I concur with the Planning Commission's recommendations. However, **I disagree with a 5 year maximum license term for all STR's.** If I understand the reasoning behind this recommendation, it is to provide neighbors of problem STR's a reasonable expectation that those problem STR's will not have a guaranteed license renewal and that the neighbors will gain relief after no more than 5 years. However, this will unfairly punish those STR owners who do a good job of making sure that their units do not create problems for the neighborhoods they are located in. Instead I suggest that the license term be reviewed annually for each STR, and that those units which have not had any verified "Significant Violations" in the previous year be allowed to renew their licenses. An STR with 1 verified "Significant Violation" would be given a warning (and perhaps an administrative penalty) that if another "Significant Violation" occurred in the next year they would lose their right to renew and be added to the next lottery. Any STR which has had 2 or more "Significant Violations" would have its license revoked and would not be eligible to enter the lottery pool for at least 1 year. This system would identify and weed out the problem STR's while not punishing the operators who make sure their units are properly managed. Adversely affected neighbors would still have the expectation of relief, and the problems associated with clustering could be addressed without having to wait for attrition.

In closing I would like to thank both the Planning Commission and all the community members who contributed long hours to this often contentious effort. I would also request that this letter be read into the official City Council record.

11-8-18
RICHARD BRUCE
RE: STR COMMITTEE -
EXAMPLES OF PRIOR
INTEREST/PARTICIPATION
IN STR ORDINANCE
PROCESS.

Sincerely,

Dick Bruce

780 Underwood Drive

Mr. Robert Merrill
North Coast District Manager
California Coastal Commission
1385 Eighth Street, Suite 130
Arcata, CA 95521

February 23, 2017

Subject: Extension of time limit for Commission action on City of Trinidad request for certification of Implementation Plan (IP) amendment to revise limits on short term rental residences for transient occupancy.

Dear Mr. Merrill:

My wife and I recently received a notice dated February 17, 2017 of a public hearing scheduled for March 9, 2017 to allow the Coastal Commission a time extension before considering the City of Trinidad's LCP Amendment NO. LCP-1-TRN-16-0065-1. Please accept the following comments for your consideration.

My wife and I are over 40 year residents of the City of Trinidad. Although now retired, we both owned and operated successful businesses in the City for many years. We are well aware of the importance of both tourism and an involved active citizenry in making Trinidad a vibrant and attractive community for both residents and visitors alike.

The City and a large number of concerned citizens have worked diligently for over a year to address legitimate concerns regarding short term rentals (STR-vacation rentals) and the problems that have arisen due to their proliferation. I have personally attended numerous committee, Planning Commission and City Council meetings regarding this issue. All sides have had ample opportunity to voice their feelings regarding the effect of STR's on the City and the City's LCP amendment has taken all of this into consideration. I fully support the amendment and ask that the Commission move forward as quickly as possible to approve the amendment.

Should the Commission grant itself a time extension for consideration of the City's LCP amendment, I urge that it be for no longer than the next regularly scheduled Commission meeting. The City of Trinidad and its residents deserve a decision before the onset of the summer tourism season.

Respectfully,

Richard Bruce
780 Underwood Drive
PO Box 1190
Trinidad, CA 95570

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

Trinidad City Clerk

From: Trinidad Retreats <info@trinidadretreats.com>
Sent: Thursday, November 08, 2018 3:33 PM
To: City of Trinidad
Subject: Re: STR Advisory Committee

Dear Honorable City Council Members:

I am submitting my letter of interest to participate on the STR Advisory committee as an STR Manager. As many of you already know I am a co-owner of Trinidad Retreats. I have been managing vacation rentals in the city of Trinidad for nearly 10 years now. I currently manage 11 STR's in the City of Trinidad. I am volunteering to participate on this committee because I believe it is critical to provide an accurate, unbiased assessment of how the STR ordinance is actually working. My mission would be to promote data driven analysis with statistics to see what is working well and what needs improvement. Since I participated as much as possible in all of the meetings both City Council and Planning Commission when the STR ordinance was being re-written I feel I am a qualified person for this role. Although there are features to the STR ordinance that I don't agree with I feel that the city worked hard to create a very reasonable, balanced ordinance that protects both community and commerce. I believe the ordinance is working quite well from the data I have seen as an STR Manager however I agree that some oversight to see what is working well, what is unnecessary and what can be improved is an important part of an evaluation process. I understand that there are some very extreme differences of opinion on this topic. I believe if the right candidates are chosen we can come together to listen, speak calmly and work respectfully as a committee. If we can focus on facts & data and avoid drama and he said/she said scenarios then I think this process will be very productive.

Sincerely,

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



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[Connect with us on LinkedIn](#)

On Thu, Nov 8, 2018 at 9:43 AM Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

*** Correction - the regular meeting is on Wednesday, November 14 (not November 12)***

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

From: Trinidad City Clerk <cityclerk@trinidad.ca.gov>

Sent: Wednesday, November 07, 2018 3:42 PM

To: cityclerk@trinidad.ca.gov

Subject: STR Advisory Committee

Dear STR Committee Candidate:

You are receiving this message because you submitted a letter of interest to the City during the first round in October, or more recently when the process was revised and re-noticed.

City of Trinidad
PO Box 390
Trinidad, CA 95570

November 6, 2018

Dear City Council,

I am applying for a position on your Short-Term Rental Advisory Committee as a member of the public who is not directly affiliated with an STR.

I have resided in Trinidad for 35 years. I am applying because I am interested in Trinidad and Trinidad's future. In a city the size of Trinidad we all need to contribute in whatever way we can.

I attended all of the Planning Commission and City Council STR Ordinance revision meetings. I made public comments at most of the meetings. I am familiar with the STR Ordinance and the process of its revision. We have STRs in the city. We need an ordinance to regulate them, and the ordinance needs to be reviewed periodically. STRs and their regulation is an extremely complex issue and I am pretty much "up to speed" on this.

Best practices would encourage diversity in the selection of the advisory group, reflecting different points of view and would provide authentic voices to the committee. I can think outside the box as a critical thinker, addressing issues that may be challenging to myself, residents and the city.

Thank you for forming this all important committee and considering me for a position.

Sincerely,

Alan Grau

PO Box 80
433 Ewing Street
Trinidad

Trinidad City Clerk

From: Dorothy Cox <crabby2@suddenlink.net>
Sent: Thursday, November 08, 2018 11:01 AM
To: City of Trinidad
Cc: sladwig@trinidad.ca.gov
Subject: STR COMMITTEE

City Manager Berman, Mr. Ladwig

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 participated in City Council meetings and Planning

Commission meetings for several years. I am confident that I attended at least 90% of all (CC and PC) meetings when the new STR ordinance was being written. I have read and re-read the ordinance many times.

I would like to be on this committee because I am interested in working toward a more responsive process for both local residents and those who own/ manage vacation rentals.

I served on many, many committees while working at MUSD for almost 20 years and I know I can be both a listener and an active participant in working toward goals.

I do believe I understand the issues of STRs and I will strive to be a fair representative of our community.

Dorothy Cox

Sent from my iPad

STR

Ten years ago my Trinidad house was a vacation rental for a few summers, which allowed me to contribute to my childrens education.

I like having vacationers here to share in the reverence of this area, and hopefully support our efforts to save this place. Revenue for the City is also good.

I like to address specific problems (water usage, noise..etc.) directly rather than using a blunt ineffective tool. I like to find the value in each position and to craft intelligent, sensible solutions.

I have been a mediator for over 35 years and am familiar with conflict. My background is in law and real estate.

ERIN ROWE

Erin Rowe

P.O.Box 845
Trinidad, CA 95570
(707) 845-4033

www.rowemediation.com
erowemediate@yahoo.com

35 years experience mediating more than 3,000 cases in court and private venues; a member of the California Bar and a Real Estate Broker.

EDUCATION

Southwestern University; Los Angeles, J.D. 1980
University of Southern California; Los Angeles; B.A., Philosophy 1978

MEDIATION Certificates

Los Angeles County Bar Association/ Dispute Resolution Services 1988-2002
Arts Arbitration and Mediation, Santa Monica, CA 1987
Cloke Center For Dispute Resolution, Santa Monica, CA 1988
Collaborative Law; Probate, Santa Rosa, CA 2004
Harvard Negotiation Initiative, Cambridge, MA 2007
Humboldt County Bar Association 2009
Non-Violent Communication, Esalen, CA 2010, and 11

PROFESSIONAL EXPERIENCE

LOS ANGELES COUNTY SUPERIOR COURT 1992- 2002
Senior Family Mediator; Mediated over 2,000 multi-party, in-court child abuse cases with parents and counsel for parents, children and the Department of Children and Family Services. Taught "Parents Beyond Conflict."

CASA Supervisor; 1996-2002
Trained and supervised volunteer child advocates

SOCIAL SERVICES COMMISSION; CITY OF SANTA MONICA 1991-1997
Chair; Appointed by Santa Monica City Council 1995 and 1996
Oversaw 35 City funded social service agencies, provided seminars for city employees and coordinated annual budget and education calendars.

LOS ANGELES COUNTY BAR ASSOCIATION 1988-2002
Mediator; Conducted over 400 individual and multi-party mediations for the Municipal Courts in Los Angeles, Santa Monica and Pasadena, and in Superior Court for criminal misdemeanor and civil cases including insurance claims, contested wills, business contracts, real estate and business dissolutions.

LOS ANGELES COUNTY JUVENILE PROBATION	1988-1992
Executive Director; Peer Mediation Training Program, Camp Kilpatrick;	
Designed and directed a dispute resolution training program for incarcerated teens. Trained wards to participate in onsite mediation panel resolving conflicts among peers.	
Trainer; "Training for Corrections," provided conflict resolution training for probation officers.	
CLARE FOUNDATION; Santa Monica, CA	1991-1993
Board President; Chaired 20-member board meetings; developed and implemented policies and programs for a 14-facility, \$2.5 million annual budget non-profit.	
CALIFORNIA LAWYERS FOR THE ARTS; Santa Monica, CA	1989-1995
Administrator/Mediator Panel Member; Arts Arbitration and Mediation Services;	
Administered arbitration and mediation program and educational seminar series, and mediated cases settling gallery and artist disputes.	
SUPERIOR COURT; Van Nuys, CA	2002-2003
Probate Department Mediator	
Settled multi-party, in-court contested probate cases	
HOLA (Heart of LA Youth)	2002
Supervisor for five program managers; reviewed and designed after school enrichment programs for inner city high school youth.	
DANIEL'S PLACE: Santa Monica, CA	2003
Counselor/advocate for young adults with mental health crises	
HUMBOLDT COUNTY TEEN COURT; Eureka, CA	2011-present
Advisory Board Member; Attorney Mentor Volunteer	
Courtroom teen diversion/restitution program	
EMMA CENTER: Arcata, CA	2013-2016
Board President	
HOSPICE OF HUMBOLDT:	2013-2016
Grief support group facilitator	
<u>Humboldt County Human Rights Commissioner</u>	2017-present
<u>MEDIATION TRAINER</u>	
MCLE attorney training provider ; LawArts Seminars	1998
LA County Certified "Standards and trainings for Corrections"	
Trained probation officers in dispute resolution	1992

MEMBERSHIPS

California and Humboldt County Bar Associations
Arcata Chamber of Commerce

CERTIFICATIONS

Attorney, California State Bar #146775
California Real Estate Broker #01841943
LAUSD-certified bilingual Spanish

inactive

1998

Trinidad City Clerk

From: Jenny Anderton <jennyrhae@yahoo.com>
Sent: Tuesday, November 06, 2018 3:08 PM
To: cityclerk@trinidad.ca.gov
Subject: Attn: Gabe

Hi,
My name is Jenny Anderton and I live in Trinidad. Currently I live in a complex that has a vacation rental on one side. I also work at the Trinidad Bay Eatery and connect with travelers daily. I heard the city is putting together a vacation rental advisory. I am interested in knowing more and how I can be of support.

Thanks,
Jenny Anderton
707.498.1784

Sent from my iPhone

Trinidad City Clerk

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.kathleen1@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

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

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

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



I AM INTERESTED.

Mike Morgan
677 2840

Wednesday, September 12, 2018

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

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:

Gabe

Planning Commission - Regular Meeting:



DISCUSSION AGENDA 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

5. Presentation from the Trinidad Trails Committee regarding Trail Priorities and Maintenance.

NO SUPPORTING DOCUMENTS WERE SUBMITTED



DISCUSSION AGENDA 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

6. Discussion/Decision regarding City Manager Vacancy.

DISCUSSION AGENDA ITEM

Date: December 12th, 2018

Item: Discussion/Decision regarding City Manager Vacancy

Summary:

The hiring process for the City Manager position is underway, with the application deadline closing on December 11th. Accounting for review of the applications, interviews, and time for the selected candidate to transition jobs as needed, the earliest start date for the selected candidate is likely to be in January or February.

The current employment contract for City Manager Berman ends on December 13th. In order to maintain progress on City projects and continuity through this period, the Council may consider approving a 30-day extension of the existing City Manager contract - through January 12th 2019. The Council has a regular meeting on January 9th and can review the hiring process timeline and consider another interim contract extension at that time if needed. The contract terms would remain unchanged aside from the date extension. This action will not impact the budget, as the associated personnel costs are already planned for.

The Council may also want to discuss scheduling a special meeting during the week of December 17-21 to review resumes and determining the process they will use to select interview candidates.

Staff Recommendation:

Staff recommends the Council:

1. Consider extending the current City Manager Contract with Daniel Berman for thirty (30) days to January 12th, 2019.
2. Consider scheduling a special meeting during the week of December 17-21 to review resumes and select interview candidates.