



AGENDA ITEM 5A

MARCH 16, 2016 REGULAR MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m. in the Humboldt County Board of Supervisors Chamber, with Chair Bass presiding.

2. FLAG SALUTE

3. ROLL CALL

Members Present: Virginia Bass, Estelle Fennell, Gordon Johnson, Sue Long, Robert McPherson, and Troy Nicolini
Members Absent: Bruce Rupp
Alternates Present: None
Alternates Absent: Skip Jorgensen, Frank Scolari, Ryan Sundburg and Mark Wheelley
Staff: George Williamson, Executive Officer
Colette Metz, Administrator
Paul Brisso, Legal Counsel

4. PUBLIC APPEARANCES

None

5. CONSENT CALENDAR

A) Approval January 20, 2016 Regular Meeting Minutes

Motion Fennell/ Johnson to approve the consent calendar. The motion was passed by a vote of 5-0-1 (Nicolini).

6. BUSINESS ITEMS

A) Proposed Boyd Road Annexation to the City of Arcata

Executive Officer Williamson summarized the staff report and introduced the Memorandum of Understanding between the City of Arcata and the McKinleyville Community Services District (MCSD), which provides for maintaining the status quo in regard to water services, with MCSD providing water service to the ERM Property until such time as additional development or subdivision is proposed. The Commission expressed appreciation for both parties coming together to coordinate service delivery to the annexation area.

Motion Nicolini/ Fennell to adopt Resolution No. 16-01, approving the Annexation of Four (4) Parcels and a Portion of State Route 299 Right-of-Way in the Boyd Road Area to the City of Arcata, as described in the staff report and subject to the recommended conditions. The motion was passed by a roll call vote of 6-0-0.

B) Professional Services Contracts for Executive Officer and Legal Counsel

Executive Officer Williamson summarized the staff report, provided an historic overview of the Commission's staffing services, and described the contractual framework and insurance requirements of its contractors. Paul Brisso described the difference between competitive bidding processes (lowest bidder) vs. request for proposals (RFP) that allows the Commission to use their discretion with its selection. The Commission discussed its current staffing model and the benefits of maintaining continuity. Commissioner Long suggested there may be a need for an RFP process due to the length of time since an RFP opportunity has been provided. Commissioner Fennell suggested maintaining current staff for two more years based on current work load and pending applications, with the clear direction to go out for an RFP after this time.

Motion Fennell/ Long to recommend renewal of current staffing services contracts for an extension of two-years and subsequently discuss formation of a subcommittee and Request for Proposals process prior to the next 2-year contract period. The motion was passed by a vote of 6-0-0.

7. PUBLIC HEARING ITEMS

A) Proposed Budget for Fiscal Year 2016-17

Executive Officer Williamson discussed the process for adopting a proposed and final budget, including noticing the LAFCo budget to member agencies. Mr. Williamson described the recommended increase in expenses related to MSRs and SOI Updates, which would be covered by unexpended funds without increases to apportionment fees from member agencies.

Motion Fennell/ McPherson to adopt Resolution No. 16-02, approving the proposed budget for fiscal year 2016-17 and directing the Executive Officer to distribute the proposed budget to member agencies. The motion was passed by a roll call vote of 6-0-0.

8. INFORMATIONAL AND CONTINUING ITEMS

A) Initial Review of Draft Agency Profiles for the South County Regional Fire Protection Services Municipal Service Review

Administrator Metz summarized the staff report and provided an overview of the draft MSR. The Commission discussed the need to address fire services boundaries in the South County region, including opportunities for annexation, district formation, services by contract, and activation of latent powers to provide fire services (existing CSDs). Commissioner Fennell discussed her involvement in the Humboldt County Fire Services Sub-Committee and recent fire services planning efforts funded by Measure Z. The Commission discussed current challenges facing the fire service including recruitment and retention of volunteers, lack of funding, training standards, and insurance requirements.

By order of the Chair, the Commission received and filed the report.

B) Status of Current and Future Proposals

Administrator Metz summarized the staff report. By order of the Chair, the Commission received and filed the report.

9. EXECUTIVE OFFICER'S REPORT

A) Special District Member Nomination and Election

Executive Officer Williamson noted that the nomination period for the upcoming special district member vacancy closed on February 19, 2016, with two (2) nominations received by the deadline: Bruce Rupp, Humboldt Bay Municipal Water District (incumbent) and Debra Lake, Fruitland Ridge Fire Protection District. Staff has sent an official ballot to each district, which must be returned by May 6, 2016.

10. WRITTEN CORRESPONDENCE

A) SDRMA Rate Stabilization Letter

B) SDRMA Property/Liability Longevity Distribution Letter

C) CSDA CALAFCO Quarterly, February 2016

All written correspondence received and filed

11. ADJOURNMENT

The meeting was adjourned at 10:25 a.m. Next regular meeting: May 25, 2016 (special meeting in place of regular meeting).