



## AGENDA ITEM 8A

**MEETING:** May 17, 2018  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** **Status of Expiring Commissioner Terms**  
The Commission will receive a status report regarding expiring Commissioner terms in 2018. The report is being presented for information only.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 states the composition of Local Agency Formation Commissions (LAFCOs) shall generally include seven regular members consisting of county (two), city (two), special district (two), and public (one) representation. Each category represented on LAFCo also has one alternate member. Appointments for the county, city, and special district seats are made by the board of supervisors, city selection committee, and mail ballot processed by LAFCo, respectively. Appointments for the public seats are made by the other regular members. All terms are four years.

### BACKGROUND

Humboldt LAFCo has five members whose terms are scheduled to expire on June 30, 2018. These members are as follows:

Sue Long (city, regular)  
Frank Jager (city, alternate)  
Troy Nicolini (district, regular)  
Frank Scolari (district, alternate)  
Skip Jorgensen (public, alternate)

### DISCUSSION

#### *City Member Selection:*

For the expiring city terms, a Mayor City Selection Committee meeting is scheduled for May 17<sup>th</sup> at 3:00 p.m. at Eureka City Hall. The two action items on the agenda are: 1) Appointment of City Representatives to LAFCo, and 2) Appointment of a City Representative to the County-wide Redevelopment Agency Oversight Board. The City Selection Committee Meeting Agenda is attached.

#### *District Member Selection:*

For the expiring district terms, LAFCo staff conducted a "call for nominations" process with one valid nomination received for each open position. Considering a single candidate was nominated for each position, no election will be required. Troy Nicolini will continue to serve as Regular District Member and David Couch of the McKinleyville

Community Services District will serve as Alternate District Member. David Couch will be seated at the Commission's July meeting.

*Public Member Selection:*

For the expiring alternate public member term, LAFCo staff has published and posted the attached "Notice of Vacancy." Applications from interested members of the public must be received by May 25<sup>th</sup>. Per Commission policy, a subcommittee shall be appointed for purposes of reviewing applications, interviewing candidates, and making a recommendation to the full Commission at its July 18<sup>th</sup> meeting.

**RECOMMENDATION**

Staff recommends the Commission designate a special committee consisting of one county, one city, and one district member for purposes of reviewing applications, interviewing candidates, and making a recommendation for the appointment of an alternate public member to serve on LAFCo.

***Attachments***

Attachment A: Mayor City Selection Committee May 17, 2018 Meeting Agenda

Attachment B: Notice of Vacancy for Alternate Public Member

## Mayor City Selection Committee

### A G E N D A

#### **Special Meeting**

**May 17, 2018 – 3:00 p.m.**

**Eureka City Hall**

**531 K Street – City Council Chambers**

**Eureka, CA 95501**

**I. Call to Order**

**II. Public Participation**

This agenda item is reserved for matters not on the agenda that may be presented by the public.

**III. Approval of the meeting record – April 20, 2017 (Attached)**

**IV. Appointment of Cities' Representatives to the Local Agency Formation Commission (LAFCO) –** The Committee will consider the appointments of one City of Eureka Alternate Member and one City of Fortuna Regular Member to LAFCO as Frank Jager's term (City of Eureka) and Sue Long (City of Fortuna) terms expire on June 30, 2018.

**Note:** The LAFCO Memorandum dated April 6, 2018 requesting these appointments is attached.

**V. Appointment of City Representative to the County-wide Consolidated Redevelopment Oversight Board –** The committee will consider the appointment of a city representative to serve on the County-Wide Consolidated Redevelopment Oversight Board. This appointment must be made prior to July 1, 2018, per Health and Safety Code Section 34179(j)(2). If the appointment does not occur, then the Governor will make the appointment on behalf of the cities.

**VI. Adjournment**

City Selection Committee  
531 K Street, Room #207  
Eureka, CA 95501

## Mayor City Selection Committee **DRAFT MEETING RECORD**

Special Meeting  
April 20, 2017  
Eureka City Hall Conference Room #207  
531 K Street, Eureka, CA 95501

**Present:**

Mayor Frank Jager, Chair  
Mayor Sue Long  
Mayor Frank Wilson  
Mayor Don Hindley

City of Eureka  
City of Fortuna  
City of Rio Dell  
City of Ferndale

**Absent:**

Mayor Adele Jones  
Mayor Sue Ornelas  
Mayor Dwight Miller  
Mayor Blake Inscore

City of Blue Lake  
City of Arcata  
City of Trinidad  
City of Crescent City

**Staff:**

Kathy Hayes

Clerk of the Board  
Humboldt County

**Guest:**

George Williamson, LAFCO Executive Officer

1. **Call to Order**  
Chair, Frank Jager called the meeting to order at 3:02 p.m.
2. **Public Participation - None**
3. **Approval of Meeting Records (January 19, 2017)**

**Motion was made** (Hindley/Wilson) to approve the meeting records as submitted.

**Motion carried by the following votes:**

**AYES:** Jager, Wilson, Hindley, and Long

**NOES:** None

**ABSTENTIONS:** None

4. **Appointment of City Representative to the Local Agency Formation Commission (LAFCO) -**  
The Committee will consider the appointment of one Alternate Member (to fill the seat previously held by Mark Wheatley) to LAFCO with term expiring on June 30, 2018.

**Motion was made** (Wilson/Long) to appoint Mayor Frank Jager as the Alternate Member on LAFCO to fill the seat previously held by Mark Wheatley.

**Motion carried by the following votes:**

**AYES:** Jager, Wilson, Hindley, and Long

**NOES:** None

**ABSTENTIONS:** None

5. **Adjournment**  
The meeting adjourned at 3:10 p.m.



**Date:** April 6, 2018  
**To:** Frank Jager, Chair  
Mayor City Selection Committee of Humboldt County  
**From:** George Williamson, Executive Officer  
**Subject:** Request for City Member Appointments to LAFCo

The terms of office for two city members on LAFCo, Commissioner Long and Alternate Commissioner Jager, are set to expire on June 30, 2018. LAFCo is requesting a special meeting of the Mayor City Selection Committee for purposes of appointing one regular and one alternate city members to begin new four-year terms ending June 30, 2022. A current listing of the city members appointed to LAFCo is provided below.

**Current City Members on LAFCo**

Designation	Current Member	Term Expiration
Regular Member	Gordon Johnson, City of Rio Dell	June 30, 2020
Regular Member	Sue Long, City of Fortuna	June 30, 2018
Alternate Member	Frank Jager, City of Eureka	June 30, 2018

In accordance with California Government Code Section 56335, the Mayor City Selection Committee is responsible for appointing regular and alternate city members to LAFCo. Interested mayors or city council members may provide letters of interest or other pertinent information for consideration by the Committee.

LAFCo meets on the third Wednesday of every other month at 9:00 a.m. in the Humboldt County Board of Supervisors Chambers. Commissioners receive a \$20 per diem stipend and mileage reimbursements to help defray the costs of attending the meetings. A frequently asked questions handout is enclosed for the Committee's review.

Thank you for your assistance in scheduling a Mayor City Selection Committee meeting. If you have any questions, please contact the LAFCo office at 445-7508 or email [execofficer@humboldtlafo.org](mailto:execofficer@humboldtlafo.org).

cc: Kathy Hayes, Humboldt County Clerk

Attachment: LAFCo Frequently Asked questions





## COUNTYWIDE OVERSIGHT BOARD INFORMATION FORM

Pursuant to Health and Safety Code Section 34179 (j), on and after July 1, 2018 in each county where more than one Oversight Board was created, there shall be only one Countywide Oversight Board. The Countywide Oversight Board shall be staffed by the County Auditor-Controller (CAC), by another county entity selected by the CAC, or by a city within the county that the CAC may select after consulting with the Department of Finance (Finance).

**Instructions:** This form is used to notify Finance of the name of the County, how the Countywide Oversight Board will be staffed, the name of the Countywide Oversight Board Members, and each participating Successor Agency. If more than 40 Oversight Boards were created within one county, there shall be five Oversight Boards created and each Oversight Board shall submit this form. In each county where there is only one successor agency, there will be no change to the composition of the established Oversight Board.

**A. Countywide Oversight Board Name:** *Identify the name of the County and select which box applies for your County.*

**Created for the County of** \_\_\_\_\_

- ☐ One successor agency within the county
- ☐ Between 2 and 39 successor agencies within the county
- ☐ More than 40 successor agencies within the county

**B. Countywide Oversight Board Staff:** *Select how your Countywide Oversight Board will be staffed and provide primary contact information.*

- ☐ County Auditor-Controller
- ☐ County entity
- ☐ City (specify the name of the City: \_\_\_\_\_)

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**C. Countywide Oversight Members** *(Identify the Countywide Oversight Board members as appointed by the following entities.)*

Entity Name	Board Member Name
County board of supervisors	
City selection committee	
Independent special district committee	
County superintendent of education	
Chancellor of the California Community Colleges	
County board of supervisors (public)	
Recognized employee organization	
Governor (appointees not selected by other entities, if applicable)	

**D. Participating Successor Agencies:** *List the Successor Agencies that will be under the oversight of the Countywide Oversight Board.*

	Countywide Oversight Board Participating Successor Agencies
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County Auditor-Controller Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Finance Use Only**

COUNTYWIDE OVERSIGHT BOARD INFORMATION FORM RECEIVED DATE: \_\_\_\_\_

ACKNOWLEDGEMENT EMAIL SENT BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Countywide Oversight Board Frequently Asked Questions**

### **GENERAL**

**Question 1: When is the deadline for creating a Countywide Oversight Board (Countywide OB) and when would it become effective?**

**Response:** Countywide Oversight Boards shall be in operation as of July 1, 2018. In order to meet this deadline, the County Auditor-Controller (CAC) should inform the Department of Finance (Finance), prior to July 1, 2018 of the newly-created Countywide OB, its members and who are the main contacts of the OB.

**Question 2: We are planning to create a Countywide OB by July 1, 2018. Do we need to submit anything to Finance?**

**Response:** There is no statutory requirement to submit anything to Finance for the creation of the new board, unless the Countywide OB will be staffed by a City within the County. According to Health and Safety Code (HSC) section 34179 (j), the CAC may select a City within the County to staff the Countywide OB, but only after consulting with Finance.

Finance is requesting the Form be completed for informational purposes. In order to inform Finance in an efficient manner, please fill out the Form and submit that completed form to the Redevelopment inbox at [RedevelopmentAdministration@dof.ca.gov](mailto:RedevelopmentAdministration@dof.ca.gov)

**Question 3: There are lots of agencies within one county. Do we all have to be governed by one Countywide OB?**

**Response:** Pursuant to HSC section 34179 (q), in a county where more than 40 OBs were created, there shall be five Countywide OB's. The boundaries of the five Countywide OBs shall correspond to the boundaries of the five county boards of supervisors districts, and each Countywide OB shall have jurisdiction over all the Agencies within its boundaries. On the Form, you will need to delineate which existing Agencies will be overseen by each of the five newly created Countywide OB's. For counties with fewer than 40 OBs, there can be no more than one Countywide OB.

**Question 4: What happens to the current OB?**

**Response:** The current OB of each Agency will dissolve and will no longer have bearing on Agency actions.

**Question 5: Does the current OB have to have one more meeting to approve?**

**Response:** As of July 1, 2018, Finance can only recognize the new OB. If the current OB needs to take action, it will need to do so before July 1, 2018.

**Question 6: If the CAC takes over the administrative function for the OB, will we also be given a RAD App login username and password so we can upload the ROPS and resolutions for the Agency? If so, when will we receive that information?**

**Response:** The Agency will continue to be responsible for the RAD App login and username. If the CAC takes over the administrative function for the OB, the login can be obtained from the individual Agency.

**Question 7: What will happen if a Countywide OB is not created by July 1, 2018?**

**Response:** Without a Countywide OB, the actions of the Agency ROPS (or other OB required approved actions) will not be able to be approved and cannot be submitted to Finance without OB approval.

**Question 8: We are the only Agency in our county, is it necessary for us to submit a form and/or create a Countywide OB?**

**Response:** No, according to HSC section 34179 (l), in each county where there is only one OB, then there will be no change to the composition of that OB. However, Finance still requests the Countywide Oversight Board Information Form for informational purposes.

**Question 9: Now that the Countywide Oversight Board is created, what are our responsibilities?**

**Response:** The creation of the Countywide OB will not change the responsibilities of the OB as outlined in HSC section 34179.

**Question 10: Our Countywide OB will oversee more than one Agency, can we submit more than one Oversight Board Action at a time?**

**Response:** No, HSC section 34179 (h) provides that notification regarding such actions be provided in a manner specified by Finance. Therefore, approved OB resolutions, that have been signed, must be emailed individually (one resolution with supporting documents per email) to Finance and in PDF format unless otherwise specified. Additionally, the subject line should be clear as to what is being submitted and what the resolution is approving (Please include the Agency name, Resolution number, and a brief description of the action).

Please be advised that submitting board meeting minutes will not be accepted as an approved OB action. Only OB resolutions that have been approved and signed by the OB and emailed individually to Finance (in PDF format) will be considered for Finance's review. Once a signed resolution is received in the proper format, Finance will initiate its review of the OB resolution. Please note: Finance does not accept electronic signatures for OB resolutions.

Pursuant to HSC section 34179 (h) (1), oversight boards are not required to submit the following OB actions to Finance for approval: meeting minutes and agendas, administrative budgets, changes in OB membership, transfers of governmental use, or future development property pursuant to an approved Long-Range Property Management Plan (LRPMP). Furthermore, HSC section 34191.5 (f) states actions to implement the disposition of property pursuant to an approved LRPMP shall not require Finance's review.

## **PRESS RELEASE**

### **NOTICE OF VACANCY** **ALTERNATE PUBLIC MEMBER**

The Humboldt Local Agency Formation Commission (LAFCo) invites interested persons to apply for the position of Alternate Public Member on the Commission. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or otherwise excused. LAFCo meetings are held at least six times per year on the third Wednesday of odd-numbered months at the County Courthouse in Eureka. The four-year term for the Alternate Public Member runs through June 30, 2022.

LAFCo is an independent government agency created in each county by the California State Legislature in 1963. LAFCo is responsible for facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Most notably, this includes approving or disapproving boundary change proposals, such as annexations and detachments, consistent with adopted spheres of influence for cities and special districts.

The Alternate Public Member must be a resident of Humboldt County. No person may serve as the Alternate Public Member of LAFCo who at the same time is an officer or employee of a local public agency or who is a member of a public board, commission, or committee that has the authority to make advisory or final decisions on matters relating to land use or the provision of services.

To obtain an application, please visit LAFCo's website at [www.humboldtlafo.org](http://www.humboldtlafo.org) or call 707-445-7508. A completed application form must be returned to the LAFCo Office no later than 5:00 p.m. on May 25, 2018. LAFCo will consider the appointment of the Alternate Public Member at its meeting on July 18, 2018. For additional information, please call the LAFCo office at 707-445-7508.

***Humboldt LAFCo will be considering the appointment of an alternate public member to serve on the Commission through June 30, 2022. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or disqualified.***