



**MAY 25, 2016
SPECIAL 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: Frank Scolari and Skip Jorgensen
Alternates Absent: Ryan Sundburg and Mark Wheetley
Staff: George Williamson, Executive Officer
Colette Metz, Administrator
Paul Brisso, Legal Counsel

**Frank Scolari immediately took seat in Bruce Rupp's absence*

4. PUBLIC APPEARANCES

None

5. CONSENT CALENDAR

A) Approval March 16, 2016 Regular Meeting Minutes

Motion Fennell/ McPherson to approve the consent calendar. The motion was passed by a vote of 7-0-0.

6. BUSINESS ITEMS

A) Authorization of a Request from the City of Blue Lake to Extend Water and Wastewater Services Outside the City Boundary to 271 Davis Street

Administrator Metz summarized the staff report and reviewed the proposed extension of water and sewer services to a 4.3-acre parcel located adjacent to the jurisdictional boundary of the City of Blue Lake and within the City's sphere of influence. Ms. Metz reviewed the location of existing a proposed infrastructure as well as the existing service connections within the City's sphere.

Tina Christensen, Realtor, discussed community water and sewer needs evaluated as part of the Humboldt County General Plan, and noted that annexation would be cost effective if additional development were allowed. Ms. Christensen noted that there is an opportunity to look at a water service area, similar to the Jacoby Creek County Water District, for the Blue Lake area.

Jolene Hayes, Realtor, noted the pending sale of the property and the importance of water and sewer services for development of a single-family residence.

The Commission discussed the feasibility of annexing the parcels served within the sphere boundary, and acknowledged the City's concern that road maintenance

costs for Blue Lake Boulevard could outweigh the additional property tax revenue they would receive from the annexed parcels. The Commission noted that annexation should be evaluated in more depth for the next Municipal Service Review. **Motion Fennell/ Nicolini** to adopt Resolution No. 16-03, authorizing the City of Blue Lake to extend water services outside the City boundary to 271 Davis Street (APN 312-121-013), as described in the staff report, subject to the recommended conditions. The motion was passed by a roll call vote of 7-0-0.

B) Status of Expiring Commissioner Terms in 2016

Executive Officer Williamson summarized the staff report including the special district election results. Debra Lake was in attendance and was introduced as the newest special district member to be seated at the July meeting. For the public member appointment, the Commission designated a special committee consisting of one county (Fennell), one city (Long), and one district member (Nicolini) for purposes of reviewing applications, interviewing candidates, and making a recommendation for the appointment of a regular public member.

Motion McPherson/ Fennell to approve certification of the special district election results. The motion was passed by a vote of 7-0-0.

C) Professional Services Contracts for Executive Officer and Legal Counsel

Executive Officer Williamson discussed the professional services contracts and the Commission's prior recommendation to extend both contracts for additional two-year period, with a commitment to carry out a Request for Proposals (RFP) process after this period for the executive officer services contract.

Motion Nicolini/ Fennell to authorize a two-year contract extension for Planwest to provide executive officer services for the 2016-17 and 2017-18 fiscal years, with a commitment to carry out a RFP process after this period. The motion was passed by a vote of 7-0-0.

Motion McPherson/ Johnson to authorize a two-year contract extension for Mitchell, Brisso, Delaney and Vrieze, LLP to provide legal counsel services for the 2016-17 and 2017-18 fiscal years. The motion was passed by a vote of 7-0-0.

7. PUBLIC HEARING ITEMS

A) Final Budget for Fiscal Year 2016-17

Chair Bass opened the public hearing. Executive Officer Williamson introduced the recommended final budget that was identical to the proposed budget adopted in March and subsequently circulated to local funding agencies for which no comments were received. Commissioner Johnson expressed support for using some reserves for MSRs and other planned expenses while keeping member apportionment fees the same. Commissioner Fennell noted that the budget is prudent and well managed. Chair Bass thanked staff for including the fee schedule. No public comments were received.

Motion Fennell/ Johnson to adopt Resolution No. 16-04, approving the final budget for fiscal year 2016-17. The motion was passed by a roll call vote of 7-0-0.

B) South County Fire Protection Services Municipal Service Review

Chair Bass opened the public hearing. Administrator Metz provided an overview of the fire-related districts included in the MSR and explained efforts to update the non-district fire response area/ sphere mapping for each department. Commissioner McPherson emphasized the need to clean up boundaries to formalize services and provide needed funding. Commissioner Fennell discussed the process in working with the districts to identify the new sphere boundaries. The Commission discussed service challenges including volunteer recruitment and retention and lack of funding support for calls to state/federal lands. Commissioner Nicolini noted Shelter Cove RID and other multi-purpose special districts may have a unique opportunity to cross-train employees (e.g., fire chief as water/sewer operator) and achieve economies of scale.

Debra Lake, Fruitland FPD, expressed support for being part of the process and noted the difficulty for small departments to maintain consistent volunteers.

Gary Wellborn, Garberville area resident, expressed the need for fire hydrants to be installed along the Garberville Sanitary District's waterline that runs along Kimtu Road and serves the Kimtu Meadows Subdivision. The Commission noted the comment and asked staff to follow up with Mr. Wellborn.

The Commission discussed continuing the hearing to allow for more time to review the MSR.

Motion McPherson/ Johnson to continue the public hearing to the July 20th meeting. The motion was passed by a vote of 7-0-0.

8. INFORMATIONAL AND CONTINUING ITEMS

A) Overview of Proposed Reorganization of the Samoa Peninsula Fire Protection District to a Community Services District

Executive Officer Williamson noted that a reorganization application has been received and a notice of filing has been sent to subject and interested agencies. In addition, an EDA grant has been secured to study the feasibility of using the ocean outfall pipe at Redwood Marine Terminal II, as well preparing an operational plan, infrastructure analysis, and rate recommendations for the new CSD. This study is being prepared by SHN and will be a key component of the application needed to support the LAFCo process. Paul Brisso further explained the existing and potential uses of the ocean outfall pipe and the Commission discussed the range of services to be provided by the new CSD.

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

B) Executive Officer Action and Approval of an Emergency Request from the City of Eureka to Extend Water Services Outside the City Boundary to Mobile Estates Mobile Home Park, 7660 Myrtle Avenue

Executive Officer Williamson described the previous administrative action and approval of a request submitted by the City of Eureka to extend domestic water services to Mobile Estates Mobile Home Park, located outside the City's boundary and sphere of influence, to respond to a public health and safety threat pursuant to Government Code Section 56133.

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

C) Status of Current and Future Proposals

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

9. EXECUTIVE OFFICER'S REPORT

A) Website Update

Administrator Metz noted the LAFCo website is being updated due to an outdated drupal platform that is no longer being supported.

B) Temporary Meeting Location Change

Executive Officer Williamson noted that the meetings for the remainder of 2016 will be in a new location due to the Board of Supervisors Chambers being used by the County Courts.

10. WRITTEN CORRESPONDENCE

None

11. ADJOURNMENT

The meeting was adjourned at 10:38 a.m. Next regular meeting: July 20, 2016.