



**JULY 18, 2018**  
**REGULAR MEETING MINUTES**

**1. CALL TO ORDER**

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

**2. FLAG SALUTE**

**3. ROLL CALL**

Members Present: Virginia Bass, Estelle Fennell, Frank Jager, Gordon Johnson, Debra Lake, Robert McPherson, and David Couch\*

Members Absent: Troy Nicolini

Alternates Present: Skip Jorgensen

Alternates Absent: Sue Long, Ryan Sundberg

Staff: Colette Metz, Executive Officer  
Sarah West, Administrator  
Paul Brisso, Legal Counsel

\*Alternate Commissioner Couch was seated at 10:11 a.m.

**4. NEW APPOINTMENTS**

**A) Status of Commissioner Terms**

Executive Officer Metz reported that the Mayor City Selection Committee appointed Frank Jager, City of Eureka as the new Regular City Member and Sue Long, City of Fortuna, as the new Alternate City member to the LAFCo Commission. Both appointments are for four-year terms ending June 30, 2022. She then reported on the outcome of the District Member selection process, which resulted in the appointment of Troy Nicolini, Samoa Peninsula FPD, as the Commission's Regular District Member, and David Couch, McKinleyville CSD, as the Commission's Alternate District Member, both serving new four-year terms ending June 30, 2022.

Finally, Executive Officer Metz discussed filling the new four-year term for Alternate Public Member to the Commission. This appointment required consideration and action of the Commission as the appointing authority for public members. One application had been received from Skip Jorgensen. The Alternate Public Member Ad hoc Committee recommended the Commission appoint Mr. Jorgensen as the Alternate Public Member.

**Motion Bass/Johnson** to appoint Skip Jorgensen as Alternate Public Member for the 2018-2022 term. Motion passed by a voice vote of 6-0-0.

**B) Oaths of Office for New Members**

Administrator West administered the oaths of office to Commissioner Jager and Alternate Commissioner Jorgensen.

**5. PUBLIC APPEARANCES**

None

**6. CONSENT CALENDAR**

**A) Approval of May 16, 2018 Regular Meeting Minutes**

**Motion Johnson/ Lake** to approve the consent calendar. Motion passed by a voice vote of 6-0-0.

**7. BUSINESS ITEMS**

**A) Proposed Langlois Lane Annexation to the Humboldt Community Services District**  
Executive Officer Metz summarized the staff report and discussed the proposal submitted by resolution of application from the Humboldt Community Services District (HCSD) for annexation of approximately 23.71 acres (5 parcels), generally located at the end of Langlois Lane in the Freshwater area. The proposal had 100% property owner consent and therefore did not require a public hearing. Legal Counsel Paul Brisso noted that his firm also works with HCSD as well as Humboldt Bay Municipal Water District. However, Legal Counsel was not involved with reviewing or advising Humboldt LAFCo or either district on this proposal. The Commission then discussed the item and asked clarifying questions of staff.

**Motion Johnson/ McPherson** to adopt Resolution No. 18-12, approving the Langlois Lane Annexation to the Humboldt Community Services District, as described in the staff report, subject to the recommended conditions. Motion passed by a roll-call vote of 6-0-0.

**B) Administrative Policies and Procedures Amendment**

Executive Officer Metz presented proposed amendments to the Commission's Administrative Policies and Procedures. She discussed each of the proposed changes by section, and the Commission asked clarifying questions as proposed changes were presented. Commissioner Lake requested that additional language addressing sexual harassment training be added to the proposed amendment of Policy 2.10. The new language would be similar to CALAFCO's new sexual harassment training policy.

**Motion Bass/Johnson** to adopt Resolution 18-13, amending the Commission's Administrative Policies and Procedures, with requested revisions incorporated. Motion passed by a roll-call vote of 6-0-0.

**8. PUBLIC HEARING ITEMS**

None

**9. INFORMATIONAL AND CONTINUING ITEMS**

**A) CALAFCO Annual Conference Items**

Executive Officer Metz discussed Commissioner interest in attending the 2018 Conference. Commissioner Lake and Chair Fennell indicated their interest and availability to attend. The Commission then discussed nominations for achievement awards at the conference. Commissioner Johnson requested that the Commission nominate former Executive Officer George Williamson for an achievement award.

The Commission then formed an Ad hoc committee to further discuss and submit the nomination. Chair Fennell and Commissioner Johnson were appointed to the Committee.

**B) Status of Rohner Community Recreation and Park District**

Executive Officer Metz reported that new board members were recently appointed to the RCRPD by the Fortuna City Council and Humboldt County Board of Supervisors. City staff is providing administrative support to the District. The District Board is now meeting regularly and beginning to explore the potential options for recreation in its region, including a new pool. By order of the Chair, the Commission received and filed the report.

**C) Status of Current and Future Proposals**

Executive Officer Metz discussed the status of the applications in process with LAFCo. By order of the Chair, the Commission received and filed the report.

**10. EXECUTIVE OFFICER'S REPORT**

**A) Humboldt LAFCo Website Review and Feedback**

Administrator West presented the Humboldt LAFCo website and discussed updates by staff. The Commission then discussed and asked questions of staff. Staff noted input. As an informational item, no formal action was taken by the Commission.

**B) CALAFCO Promotional Video**

LAFCo staff played the CALAFCO promotional video for persons in attendance. As an informational item, no formal action was taken by the Commission.

**C) CALAFCO July 20, 2018 Board of Directors Meeting**

Commissioner Lake presented the discussion and decisions of the CALAFCO Board of Directors meeting. Alternate Commissioner David Couch arrived and was seated on the dais at 10:11 a.m. The Commission then asked questions and discussed the proposed California Legislation noted at the CALAFCO Board of Directors meeting.

**D) CALAFCO Letter of Appreciation for George Williamson**

Chair Fennell read and presented a letter of appreciation to former Executive Officer George Williamson. Mr. Williamson, who will continue to support the Commission in an advisory capacity, accepted the letter and thanked the Commission.

**E) Daily Legislative Report (July 2018)**

As an informational item, no formal action was taken by the Commission.

*\*Administrator West administered the Oath of Office to new Alternate Public Member David Couch.*

**11. WRITTEN CORRESPONDENCE - None**

**12. ADJOURNMENT**

The meeting was adjourned at 10:25 a.m. The next regular meeting of the Commission will be held on Wednesday, September 19, 2018, at 9:00 a.m. in the Board of Supervisors Chamber, Humboldt County Courthouse, Eureka.