

**NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD AT:**

**MCSD District Office
1656 Sutter Road
McKinleyville, California**

**Wednesday, February 22, 2012
9:00 A.M.**

AGENDA

A. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

B. APPROVAL OF THE AGENDA

C. PUBLIC HEARINGS

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

NO PUBLIC HEARING SCHEDULED

D. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

- D.1 Authorize Signatory change for Finance Director Colleen Trask for Umpqua Bank and/or other agencies as may be required**

E. CONTINUED AND NEW BUSINESS

- E.1 Humboldt County Local Agency Formation Commission (Humboldt LAFCo) Notice of Vacancy and Request for Nomination for Humboldt LAFCo Special District Representative. **Pg. 4**
- E.2 Consider adopting Resolution 2012-02 for Grant funding through Land and Water Conservation Fund **Pg. 9**

F. REPORTS

No specific action is required on these items, but the Board may discuss any particular item as required.

NO REPORT ITEMS SCHEDULED

G. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

*Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.*

This special meeting will provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

H. CLOSED SESSION DISCUSSION

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

H.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT,
BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO.
CV110632 LITIGATION, pursuant to subdivision (a) of Section 54956.9.

I. ADJOURNMENT

Posted 9:00 AM on February 17, 2012

McKinleyville Community Services District

BOARD OF DIRECTORS

February 22, 2012

TYPE OF ITEM: **ACTION**

ITEM: D.1. **Add Colleen Trask, Finance Director as signer at Umpqua Bank and/or other agencies, banks or credit card companies as may be required**

PRESENTED BY: **Norman Shopay**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Approve a signatory change to Umpqua Bank, other agencies, County and/or other Banks or credit card companies to add the new Finance Director Colleen Trask as may be required.

Discussion:

The District has on file with Umpqua Bank all those parties that are approved as signers for the transaction of District business. Due to the recent hiring of a new Finance Director Colleen Trask, the District is required to make this change so that records at the Bank are updated. We will also like to confirm that the approved signers are listed as General Manager Shopay, HR/Payroll Manager Diane Sloane in addition to Finance Director Colleen Trask. We will need to forward a copy of this Board agenda item and the minutes of that action to Umpqua Bank for them to prepare a revised signature card. This change would be applicable to the checking and money market accounts with Umpqua Bank.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

February 22, 2012

TYPE OF ITEM: **ACTION**

**ITEM: E.1. Request for Nominations for Humboldt LAFCo
Special District Representative**

PRESENTED BY: Norman Shopay

TYPE OF ACTION: Voice Vote

Recommendation:

Discuss and consider nomination of a Director to apply for the vacant Special District position on the Humboldt LAFCo Commission.

Discussion:

The District has received announcement of an upcoming vacancy of one of the Special District seats on LAFCo due to term expiration on May 31, 2012. The nomination must be approved by the District's governing body and the nomination form and qualifications form both need to be completed and submitted prior to 5:00 March 7, 2012. The Board should discuss if they are interested in designating and applying for the position on LAFCo.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- LAFCo Notice of vacancy

NOTICE OF VACANCY

DATE: January 25, 2012
TO: Independent Special Districts of Humboldt County
FROM: George Williamson AICP, Executive Officer
SUBJECT: Request for Nominations for Humboldt LAFCo Special District Representative

The term of one of the Special District seats on the Humboldt Local Agency Formation Commission (Humboldt LAFCo), which is currently held by Commissioner Jeff Pauli of the Humboldt Fire District No.1, will be expiring in May, 2012. Humboldt LAFCo is soliciting nominations for a special district representative to serve for the next four-year term, 2012-2016. The special district representative elected will serve as a "voting member".

Background. The composition of the Humboldt LAFCo Commission includes seven voting members representing local government and the public: two members representing the county, two members representing the cities, two members representing special districts, and one member representing the general public. There are also four alternate members that represent each category – county, city, special district, and public – who vote only in the absence of a voting member. County and city member appointments are made by Board of Supervisors and Humboldt County Association of Governments (HCAOG) Mayor City Selection Committee, respectively. Special district members are elected through a special district board nomination and ballot process. The public member is selected by the other six LAFCo members. Alternate members are selected in the same manner. All LAFCo terms are four years in length.

Special District Member Nomination and Election Schedule for 2012

- By February 1 – LAFCo Staff mails out nomination instructions and forms to all special districts;
- March 7 - Nominations from Special Districts due back to Humboldt LAFCo;
- March: 18 – Nominations received reported to the Commission;
- By March 30 – Ballots with nominated candidates mailed to all special districts;
- May 4- Ballots from Special Districts due back to Humboldt LAFCo;
- May 7 – Ballots counted by LAFCo staff;
- May 9 - Special District representative receiving most qualified votes notified; and
- May 16 – Special district member seated at Humboldt LAFCo meeting.

Instructions. Please schedule this request for nominations on the next available agenda meeting of your Board of Directors. Nominations are required to be submitted in writing; late nominations will not be considered. A nomination must be approved by the District's governing body. Humboldt LAFCo will accept nominations for any elected or appointed board member residing within Humboldt County. If your District's Board of Directors nominates a special district board

member, please submit the attached nomination form to the Humboldt LAFCo office by 5:00 p.m. on March 7, 2012. Nomination forms may be submitted via postal mail, fax, or e-mail.

At the end of the nomination period, a ballot of candidates with voting instructions will be sent to each special district by certified or electronic mail at the end of March. The District's governing body will then have until May 4, 2012 to meet, vote for the nominated district officers, and mail back the ballot. Please forward your e-mail address to the LAFCo Executive Officer at execofficer@humboldtlafo.org if you would like to receive your ballots by electronic mail.

A nomination form and current Commission membership sheet are attached to assist you. Also, the LAFCo website (www.humboldtlafo.org) has additional information about LAFCo. Please contact me at 445-7508 if you have any questions about the nomination process.

Current Humboldt LAFCo Commission Membership

A full listing of the current terms of office for all regular and alternate members is included below.

<u>MEMBER</u>	<u>APPOINTED</u>	<u>TERM ENDS</u>	<u>CURRENTLY SERVING</u>
1. County	01/19/11	5/31/14	Virginia Bass (Vice Chair)
2. County	01/13/09	12/31/12	Clif Clendenen*
3. City	5/06/10	5/05/14	Kenneth Zanzi, Fortuna
4. City	1/22/09	5/06/13	Jeff Farley, Ferndale
5. District	5/19/10	5/05/14	Kevin McKenny, HCSD
6. District	5/31/08	5/07/12	Jeff Pauli, HFD No.1
7. Public	5/31/08	5/07/12	Marty McClelland (Chair)

<u>ALTERNATE</u>	<u>APPOINTED</u>	<u>TERM ENDS</u>	<u>CURRENTLY SERVING</u>
1. County	01/19/11	5/31/14	Ryan Sundberg
2. City	06/24/10	5/05/14	Michael Winkler, Arcata
3. District	5/19/10	5/05/14	Mike Harvey
4. Public	7/21/10	5/05/14	Bob McPherson

cc: LAFCo Members



HUMBOLDT

Local Agency Formation Commission

1125 16th Street, Suite 202, Arcata, CA 95521

(707) 445-7508 / (707) 825-9181 fax

www.humboldtlafo.org

NOMINATION FORM SPECIAL DISTRICT REPRESENTATIVE – REGULAR MEMBER

Name of District:

Address:

Phone:

E-mail:

The Board hereby nominates the following current member of its own or another independent special district to serve as the Special District Member on the Humboldt Local Agency Formation Commission.

Name of Nominee* _____

* Attach completed qualification form

Board action taken on the _____ day of _____, 2012, by the following vote:

AYES:

NOSE:

ABSENT:

ABSTAIN:

Board President

Attest:

District Manager



1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafo.org

**NOMINEE QUALIFICATIONS
SPECIAL DISTRICT REPRESENTATIVE - REGULAR MEMBER**

Name:

Phone:

E-mail:

Address:

Present Occupation:

Summary of Qualifications for Position:

Reasons for Applying:

Organization membership(s):

*Additional information may be attached

McKinleyville Community Services District

BOARD OF DIRECTORS

February 22, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.2. **Consider adoption of Resolution 2012-02 for the preparation and submission of an application for grant funding through the Land and Water Conservation Fund**

PRESENTED BY: **Jason Sehon, Parks & Recreation Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board adopt Resolution 2012-02 in order to submit an application for matching grant funds through the Land and Water Conservation Fund (LWCF).

Discussion:

Staff has submitted an application for grant funding through the LWCF. In order to apply for funding, the program requires that the MCSD Board of Directors approve Resolution 2012-02.

The deadline for grant submission was November 1, 2011. We have received notice from the LWCF that there are a few revisions necessary for the resolution. Therefore staff has revised the Resolution in accordance to their request.

LWCF funds can be used for acquisition or development projects. There is a total of \$1,745,815 available funds for the program. This is a matching grant, requiring MCSD to match a minimum of dollar for dollar. 60% of the funding goes to Southern California below Monterey County, and 40% to the north.

Staff is working on a grant application to construct a covered picnic area at Pierson Park where the trailer is currently located. This is an ideal location for a covered picnic area as it would be located between the bocce ball courts/horseshoe pits, and the playground at Pierson Park. It would provide a great place for birthday parties and events, which means it has potential for additional revenue to the District.

The FY 2011/2012 budget already includes \$25,000 in the CIP to construct a covered picnic area. The funds would be reimbursed through the Quimby Inland Park Dedication Fund. Staff would like to postpone the project, apply

for matching funds through this grant program, and wait until grant awards are announced before beginning construction.

After further research and adding amenities to the project, staff is estimating a new project amount of \$50,000. Meaning the potential matching funds required from MCSD would be \$25,000, the same amount in the current budget.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The grant program requires MCSD provide 50% matching funds for the project.

- Estimated total project cost is \$50,000
- Estimated MCSD portion not to exceed \$25,000 (which would be reimbursed through the Quimby Inland Park Dedication Fund).

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2012-02

RESOLUTION 2012-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA APPROVING THE APPLICATION FOR LAND AND WATER CONSERVATION FUND FOR THE PIERSON PARK COVERED PICNIC AREA PROJECT

WHEREAS the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing Matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes; and

WHEREAS the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing Applications by local agencies under the program; and

WHEREAS said adopted procedures established by the State Department of Parks and Recreation require the APPLICANT to certify by resolution the approval of Applications and the availability of eligible Matching funds prior to submission of said Applications to the State; and

WHEREAS the proposed Pierson Park Covered Picnic Area Project is consistent with the most recent California Outdoor Recreation Plan, and is compatible with the land use plans of those jurisdictions immediately surrounding Project;

WHEREAS MCSD agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors hereby:

1. Approves the filing of an Application for Land and Water Conservation Fund assistance; and
2. Agrees to abide by SECTION 6(F)(3) of Public Law 88-578 which states "No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."

3. Certifies that said agency has Matching funds from eligible source(s) and can finance 100 percent of the Project, which up to half may be reimbursed; and
4. Certifies that the Project is compatible with the land use plans of those jurisdictions immediately surrounding the Project; and
5. Appoints General Manager as agent of the APPLICANT to conduct all negotiations and execute and submit all documents, including, but not limited to, Applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned Project.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 19th day of October 2011 by the following polled vote:

AYES:

NOES:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary