



MINUTES FOR JULY 25, 2007 MEETING

COMMISSIONERS PRESENT: Commissioners Marty McClelland, Richard “Bud” Leonard and Roy Curless, Supervisors Roger Rodoni and Bonnie Neely, District Alternate Virginia Graziani and Public Member Alternate Bob McPherson.

COMMISSIONERS ABSENT: Commissioners Kevin McKenny, Patrick Whitchurch, Commissioner Alternate Jeff Leonard and Supervisor Alternate Jill Geist.

STAFF PRESENT: George Williamson, Contract Executive Officer; Amber Jamieson, Contract LAFCo Administrator; Sydney Vergis, Contract LAFCo staff; and Jeff Guttero, Legal Counsel.

The meeting was called to order at 9:00 a.m. in the Humboldt County Board of Supervisors Chambers, Chairman McClelland presiding.

APPROVAL OF MINUTES FOR JUNE 13, 2007

THE MOTION WAS MADE (Leonard/ Curless) to approve the April 25, 2007 Minutes.

THE MOTION PASSED BY A VOTE OF 4-0-2. (Supervisors Neely and Graziani abstained)

PUBLIC HEARING

5. Public hearing on City of Arcata authorization for emergency sewer hookup on Shirley Boulevard (Shirley Young, APN 503-092-014, 508 Shirley Blvd.)

George Williamson, Contract LAFCo staff summarized the application and staff report to extend the City of Arcata sewer service to parcel on Shirley Boulevard. The application was found to be complete and staff recommended that the Commission approve the application and provide authorization to the City with two conditions: 1) the City of Arcata annex the property within 18 months as specified in resolution #067-52; and 2) pay all LAFCo fees associated with processing and hearing of this item.

Mike Mullen, City of Arcata staff member, affirmed the parcel would be in conformance with City standards if it were brought into the City. Mike concurred with LAFCo staff on their recommendation before the LAFCo commission to provide emergency sewer hookup to this site. Mullen affirmed that the City will diligently pursue annexation procedures within 18 months as prescribed by the Commission.

Bob Brown, Streamline Planning Consultants, representing the property owner, expressed the need for this hookup for health reasons.

Chairman McClelland asked what happens if the City does not annex within 18 months.

George Williamson explained that the Commission is taking it in good faith that the City will act consistent with the resolution.

THE MOTION WAS MADE (Neely/Curless) to approve the sewer extension and provide authorization to the City to extend services to the Shirley Boulevard parcel with conditions consistent with the resolution.

THE MOTION WAS PASSED BY A VOTE OF 6-0.

NEW BUSINESS:

6A. Budget Progress Report

George Williamson provided a verbal report on the continued efforts of the contract LAFCo staff and their work with County staff on budgeting procedures. George noted that the County has deposited their portion (1/3) of the annual budget into the LAFCo account, and that there are sufficient funds for the 07-08 Fiscal year for initial LAFCo expenditures. George noted that fees for the Shirley Boulevard emergency sewer hookup have been deposited and LAFCo staff has made a request for the funds from Palco, for the Scotia CSD formation.

Chairman McClelland asked that in the future LAFCo staff provide a summary at each meeting of the adopted line item budget showing the expenditures and revenues so that we can keep track of how much we have spent and how much we have left.

BY ORDER OF THE CHAIR, with the concurrence of the Commission, the report was received and accepted as presented by George Williamson.

6B. Planwest Status Report on LAFCo Staffing Services

i. **Review and Approval of Logo Design:** LAFCo staff presented 10 logo options to the Commission and distributed ballots for logo selection. The selected logo will be used for letterhead and the new LAFCo website.

ii. **Website Development:** Amber Jamieson, LAFCo staff, discussed the status of the new LAFCo website (www.humboldtlaico.org) that is up and running.

iii. **Office Space:** Amber Jamieson notified the Commission that a LAFCo office space has been established at 1125 16th Street Suite 202. The space has a separate entrance and address, and the LAFCo filing cabinets, desk, and other LAFCo materials have been moved from the County to this location. A **phone line** has been installed and the existing LAFCo number (445-7508) has been retained. Three separate **emails** have been established for LAFCo staff: administrator@humboldtlaico.org execofficer@humboldtlaico.org and accounting@humboldtlaico.org additional emails can be added if necessary.

iv. **Insurance:** Amber Jamieson presented an insurance bid to the Commission. The annual quote from SDRMA is for \$2,500.00 and will cover the commissioners for up to \$2.5 million. The coverage requires membership to California Special Districts Association, which would be \$380.00 based on an estimated annual budget of \$38,000. The current rate that is being charged for coverage under the County is \$5,680.00. LAFCo staff recommended the Commission adopt the resolution (07-11) to authorize SDRMA to provide insurance services to Humboldt LAFCo.

Chairman McClelland asked that LAFCo staff notify the County of the effective date, once insurance is secured through SDRMA.

THE MOTION WAS MADE (Leonard/ Curless) to authorize LAFCo staff to secure insurance services for Humboldt LAFCo through SDRMA.

THE MOTION WAS PASSED BY A VOTE OF 6-0.

6C. Planwest status report for Task Orders 1 and 2

George Williamson explained attachment 6Ci, which is a table that describes staff efforts to contact each of the member organization regarding the Sphere of Influence (SOI) and Municipal Service Reviews (MSR) status.

Chairman McClelland requested that LAFCo staff add a timing column, so SOI and MSR updates can be scheduled to go before the commission as a formal finding (this should also be done with general plan amendments). Mr. McClelland directed LAFCo staff to ask the City of Arcata if/when it will be conducting a review, since the SOI for is larger than the one proposed in their General Plan; the SOI may need to be reduced in size to make it consistent with the General Plan.

Mr. Williamson LAFCo Staff will follow up on the status of the City of Arcata's sphere.

The Commission received the report from LAFCo staff. No action necessary.

6D. Planwest Status report on the Foster Avenue Annexation

George Williamson notified the Commission that there is an annexation request pending with the City of Arcata for the proposed Creek Side Homes project, (also known as the Foster Avenue Annexation) located on Foster Avenue. The matter has been considered by the Arcata Planning Commission, which did take an action and recommended denial of the annexation request. The annexation application now goes before the City Council.

The Commission received the verbal report from LAFCo staff. No action necessary.

6E. PMC status report on Scotia CSD formation application: Municipal Service Review

Sydney Vergis, LAFCo staff, discussed the Scotia petition. In order for the petition to be valid they need to have 25 percent of the voters to sign off, and Scotia has 26 percent. A list of outstanding items was sent out, and Sydney will be working with legal council to develop a certificate of sufficiency, which PALCo will need as part of the packet and completeness finding. Sydney agreed to send a copy of the list of outstanding items to the LAFCo Commission members.

The Commission received the verbal report from LAFCo staff. No action necessary.

Arnie Herskovic, Project coordinator with SHN engineers for PALCo, gave a brief overview of the status of the PALCo application. Mr Herskovic reported that the application is targeted to go before the County Planning Commission some time in September, and that the Draft Environmental Impact Report (DEIR) is currently under review with the County Counsel, and public works staff, where comments are still being received.

Chairman McClelland asked if LAFCo has already provided comments on the environmental document.

Sydney Vergis explained that the environmental document is currently under County internal review, and if LAFCo became involved at this point, the commission would be assuming a role as lead agency. Therefore, LAFCo will wait until the public draft is available for public review, and then comment.

The Commission received the verbal report from LAFCo staff. No action necessary.

6F. PMC status report on Fortuna public review period.

Sydney Vergis notified the Commission that she had received a copy of the Fortuna General Plan Program EIR Notice of Preparation (NOP) last week, and with the Council's permission she offered to email a response prior to the cutoff period at the end of the day (July 25, 2007). Ms. Vergis proposed to produce a task order for the entire process for approval at the next meeting.

Chairman McClelland, with the commission's concurrence, authorized that the comments be sent to the City of Fortuna, and agreed to have a task order at the next meeting to keep LAFCo informed on the Fortuna General Plan Update.

Bonnie Neely requested that Fortuna correspondence be copied to commission members.

The Commission received the verbal report from LAFCo staff. No action necessary.

6G. Inquiries and Pending Applications

George Williamson briefed the commission about inquiries LAFCo staff has received from various groups. LAFCo has received inquiries from the Humboldt Airport Advisory Committee to form a Rohnerville airport district; from King Salmon residents to form a service district for waterway and shoreline protections; and a property owner on Westhaven Road who made an inquiry for connection to the City of Trinidad water source. Staff has provided these groups and individuals with the information and materials they would need if they choose to move forward with the formation of a district. The Westhaven property owner has been provided with the information needed to petition the City of Trinidad for water services.

Chairman McClelland commented on the King Salmon inquiry, he directed LAFCo staff to check on existing district options first, as a sub-zone service area. Mr. McClelland stated that in the past, residents along Westhaven Drive have requested water service from the City of Trinidad. However, the request was denied because an annexation to the City would be required.

The Commission received the verbal report from LAFCo staff. No action necessary.

6H. Additional Meeting for 2007

George Williamson suggested that the LAFCo Commission meet an additional time in October to address pending actions. Mr. Williamson said he would bring some alternative dates to the September meeting.

7. Public Appearances

There were no public appearances

8. Correspondence

George Williamson distributed a flyer for the CALAFCo conference, which is scheduled to take place August 28-31 in Sacramento, where statewide LAFCo staff and commission members will be participating in conference activities.

The meeting was adjourned at 9:36 AM.