



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**

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**AGENDA ITEM NO 6a**  
HCAOG Board meeting of  
September 18, 2014

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DATE: September 11, 2014  
TO: HCAOG Board of Directors  
FROM: Marcella Clem, Executive Director  
SUBJECT: **McKinleyville Community Services District (MCSD) Request for Membership on the Technical Advisory Committee (TAC)**

**STAFF REPORT**

**Contents:**

- Staff's recommended action
- Staff summary
- Map of MCSD maintained trails and roads
- TAC By-laws

**Staff's Recommended Action:**

1. Introduce the item as an action Item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making one of the motions:

"I move that the PAC recommends the HCAOG Board support the TAC's recommendation to amend to Section 4.01 of the TAC by-laws to allow one seat for special districts and assign that seat to a representative of MSCD."

or

"I move that the PAC recommends that the HCAOG Board delay approval of MCSD membership until a formal agreement of single membership of special districts in the region is submitted for consideration of approval."

**Staff Summary:**

A request for MCSD membership on the TAC has been discussed at TAC and HCAOG Board meetings for over a year. At the Board's March meeting, action was delayed to allow for representatives from MCSD to attend monthly meetings of the TAC and report back on how they can best contribute to the committee.

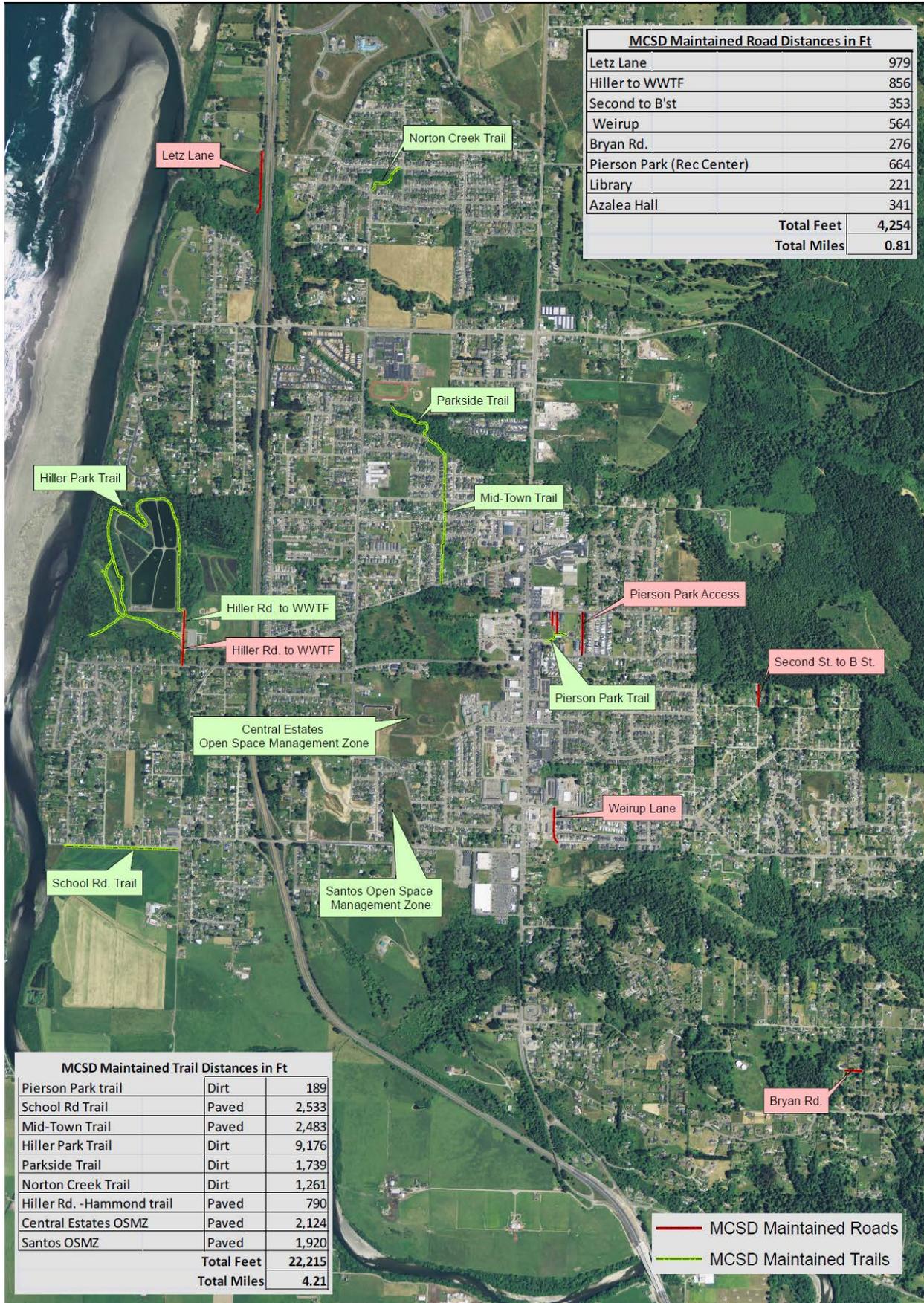
MCSO representatives Greg Orsini and James Henry made a presentation at the September 4<sup>th</sup> TAC meeting. The following is a summary of support for MCSO membership:

- MCSO has a distinct ability to provide information to the TAC independent of the County and specific for all full service special districts in the region.
- If required, MCSO could formalize their relationship with other special districts in the region to act as a liaison on their behalf. TAC membership will allow MCSO to inform special districts of transportation issues in the region.
- MCSO is eager to participate in the process as an active member of the TAC.
- MCSO represents approximately 17,000 residents, just under 13% of Humboldt County's total population.
- MCSO's service area is approximately 21 square miles.
- MCSO serves the communities water, wastewater, parks and recreation, and street lighting.
- MCSO manages approximately four miles of trails (A map showing locations are provided with this staff report). As a trail manager and steward, MCSO will contribute to the TAC through experience and expertise in maintenance as well as sharing grant funding opportunities. There is an opportunity to increase partnerships in trail management with special districts, not only MCSO. As a member on the TAC, MCSO can provide a different perspective when trail development and management is discussed. There is an opportunity for special districts to bring new resources to the TAC.
- MCSO regularly meets with State and federal representatives. Discussions with elected officials could expand to regional transportation issues by representing HCAOG as a member of the TAC.
- MCSO provides a unique perspective to transportation and trail activities.
- MCSO membership will improve communication between the County and all special districts.
- MCSO representation will provide a different, non-engineer, perspective to the committee.
- MCSO will provide a new opportunity to build relationships in the region.
- Special districts are affected by many transportation issues: transit, tribal relationships, Caltrans partnerships, street and road improvements.

The TAC has forwarded a motion to allow one seat for special districts on the TAC. At this time, the TAC recommends that the seat be assigned to MCSO as they are the only applicant to date.

The TAC's motion passed with an eight to six vote. The no votes included every City representative present at the meeting. The discussions against the motion included many of the same reasons discussed at their meeting of September 12<sup>th</sup>, 2013.

- HCAOG is a Transportation Planning Agency and MCSD does not have public road maintenance responsibilities.
- No funds are or will be allocated directly to MCSD. They are allocated through the County.
- MCSD has every potential for involvement with HCAOG through county representatives, Tom Mattson on the TAC and Supervisor Sundberg on the Board.
- The addition of MCSD could skew the vote on where resources go.
- The addition of MCSD will set a precedent for other Community Service Districts to request membership.



MCSD Maintained Road Distances in Ft	
Letz Lane	979
Hiller to WWTF	856
Second to B'st	353
Weirup	564
Bryan Rd.	276
Pierson Park (Rec Center)	664
Library	221
Azalea Hall	341
<b>Total Feet</b>	<b>4,254</b>
<b>Total Miles</b>	<b>0.81</b>

MCSD Maintained Trail Distances in Ft		
Pierson Park trail	Dirt	189
School Rd Trail	Paved	2,533
Mid-Town Trail	Paved	2,483
Hiller Park Trail	Dirt	9,176
Parkside Trail	Dirt	1,739
Norton Creek Trail	Dirt	1,261
Hiller Rd. -Hammond trail	Paved	790
Central Estates OSMZ	Paved	2,124
Santos OSMZ	Paved	1,920
<b>Total Feet</b>		<b>22,215</b>
<b>Total Miles</b>		<b>4.21</b>

— MCSD Maintained Roads  
— MCSD Maintained Trails

**HUMBOLDT COUNTY  
ASSOCIATION OF GOVERNMENTS**

**TECHNICAL ADVISORY COMMITTEE  
(TAC)  
BY-LAWS**

ADOPTED ~~JUNE 19~~ **SEPTEMBER 18**, 2014

**Article 1.00 - Designation**

**1.01 - Name**

The name of this organization shall be the Technical Advisory Committee, hereinafter referred to in this document as the TAC to function in an advisory capacity to the Humboldt County Association of Governments hereinafter referred to in this document as HCAOG, in its role as the designated Regional Transportation Planning Agency. Actions of HCAOG creating the TAC are directed under the Cooperative Agreement for the Formation of HCAOG, Resolution No. 1.

**1.02 - Jurisdiction**

The area of jurisdiction for the TAC shall be the entire geographic jurisdictional area of Humboldt County.

**Article 2.00 - Purpose**

It shall be the purpose of the TAC to advise HCAOG on all matters general or relevant to the solution of common problems for all local entities, and to qualify cities and the County for the allocation of State and federal funds necessary to carry out projects on an areawide basis.

**Article 3.00 - Responsibility**

It is the responsibility of the TAC pursuant to the Memorandum of Understanding executed by HCAOG and Caltrans, as well as HCAOG's Cooperative Agreement to function at a staff level role to review, comment, and advise the HCAOG Board on matters related to transportation and relevant regional issues, in carrying out their regional duties.

**Article 4.00 - Membership**

**4.01 - Committee Composition**

The membership of the TAC consist of:

- An engineering/planning representative from each of HCAOG's member entities (8 total)
- A representative from the general public transit providers (3 total)
- A representative from Caltrans District 01
- A representative from the regional office of the California Highway Patrol
- A representative from the Karuk Tribe of California
- A representative from the Trinidad Rancheria
- A representative from the Yurok Tribe
- A representative from the Hoopa Valley Tribe
- A representative from the Blue Lake Rancheria
- A representative from the Bear River Band of the Rhonerville Rancheria
- A representative from a Special District, the McKinleyville Community Services District

The names of representatives shall be submitted to HCAOG.

**4.02 - Term of Office**

Of the appointments to the TAC, the term of office is indefinite as directed by the appropriate appointing entity.

**4.03 - Voting Rights**

Each member of the TAC shall be entitled to one vote only and may cast that vote on any issue submitted to a vote for the action of the TAC. Proxy voting and absentee voting shall not be permitted for any item brought before the TAC.

**4.04 - Transfer of Membership**

Local entities may select within their agency an alternate for representation at meetings of the TAC in their absence. The names of alternative representatives shall be submitted to HCAOG and shall be voting members in the absence of the primary representative.

**4.05 - Conflict of Interest**

When any member of the TAC has financial interests of benefit, or is a member of an agency, business, or organization with financial interests of benefit, such member shall immediately disclose his/her interest and shall not vote on the issue. Conflicts do not exist in the actions of members which benefit parent entities and do not enrich or profit personal interests.

**4.06 - Termination of Membership**

Membership may be terminated for any member who is absent from three regular meetings in a calendar year. Upon the absence of three calendar year meetings, HCAOG staff shall notify the member of impending termination. The member will have an opportunity to explain the absences to the TAC who may recommend action to terminate to the HCAOG Board. Such termination shall be effective on the date that concurring action of the HCAOG Board is made in response to written Notice of Termination from the TAC Chair.

**Article 5.00 - Meetings**

**5.01 - Regular Meetings**

The Committee shall meet regularly on the first Thursday of every month or as necessary, or unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next succeeding day.

Regular meetings are open to the public. All convened meetings of the TAC are public meetings to be noticed as such by HCAOG staff in the same manner as all other regular meetings of HCAOG's various bodies. All matters and materials related to items under consideration at meeting of the TAC shall be considered public information.

**5.02 - Place of Meetings**

The Committee shall conduct all of its meetings in a facility to be determined by HCAOG staff.

**5.03 - Special Meetings**

Special meetings may be called whenever necessary for the purpose of the conduct of special business in any of the following ways:

- 1) By the request of the Chair;
- 2) By the request of the Vice-Chair, in the absence of, or inability to act by the Chair;
- 3) By the request of the HCAOG Board.

**5.04 - Notice of Meetings**

All meetings of the TAC, being public meetings, shall be noticed in the same manner as all other meetings of the various bodies of HCAOG in conformance with the Brown Act, as amended. Required notices shall state date, hour, and location of the meeting and on the HCAOG website and shall be emailed to TAC members not less than 72 hours in advance of the date of such meetings.

**5.05 - Decisions of Committee**

All decisions of the TAC shall be made only after an affirmative vote of a majority of its members in attendance provided a quorum is present.

**5.06 - Quorum**

At any meeting properly called and noticed, a quorum shall consist of 50% or more of the appointed members.

**5.07 - Conduct of Meetings**

All points of order otherwise not covered in these By-laws shall be decided by Robert's Rules of Order, revised.

**Article 6.00 - Officers**

**6.01 - Officers**

The Officers of the TAC shall be a Chair and Vice-Chair, and any other such officer as deemed desirable.

**6.02 - Election and Term of Office**

The Officers of the Advisory Committee shall be elected for a one-year term and may be re-elected for a second one-year term.

**6.03 - Removal**

Any officer elected or appointed by the TAC may be removed by a vote of a quorum of appointed members of the TAC.

**6.04 - Chair**

The Chair shall preside at all meetings of the TAC and may sign all letters, reports, and other communications from the TAC. In addition, the Chair shall perform all duties incidental to the office and such other duties as may be prescribed by the TAC from time-to-time.

**6.05 - Vice-Chair**

It shall be the duty of the Vice-Chair to represent the Chair in assigned tasks and to substitute in the absence of the Chair. The Vice-Chair shall also perform such other duties as from time-to-time may be assigned by the Chair or the TAC.

**Article 7.00 - Amendments**

Amendments to these By-laws may be initiated by a two-thirds affirmative vote of appointed TAC members provided the amendment is to further carry out the objectives of the TAC as herein expressed, with the final authority of the HCAOG Board.

**Article 8.00 - Sub-Committees**

**8.01 - Sub-Committees**

The TAC shall have the authority to create sub-committee bodies through initiating By-Law amendment pursuant to Article 7.00.

The HCAOG Board will retain authority to establish and/or dissolve standing or special sub-committees as needed for the conduct of business.

Conduct of business for all TAC Sub-Committees shall be governed through extension of TAC By-Laws in accordance with the Brown Act, as amended. At any meeting properly called and noticed, a quorum shall consist of a simple majority of members.