

October 4, 2021

Dear Humboldt County Board of Supervisors,

Early this year the McKinleyville Municipal Advisory Committee (MMAC) decided that their Rules and Regulations for Operation document needed to be updated and created an Ad Hoc Subcommittee, composed of Bonnie Oliver, Barbara Georgianna and Twila Sanchez, to work on this task. We have crafted the attached Revised Draft after getting input on previous drafts from the full MMAC including the General Manager of McKinleyville Community Services District. We also requested and received input from Humboldt County Counsel, Jefferson Billingsly, and many of his comments are incorporated into this draft.

This update reflects changes that have been made over the years by the Board of Supervisors, including your 2016 decision to make the McKinleyville Community Services District General Manager a voting member, bringing our voting member count to 8. We have tried to make the document more accurately reflect how the MMAC currently functions and also include some future policies we would like to see put in place. We have also done some reorganizing of sections in a way that seems more logical (to us anyway), some elimination of redundancies and errors, and making the tenses used more uniform. For example, the old document had quite a mix of "shall" and "will". We decided to go with "will" consistently since we are proposing this as a current rules document and not the original "Establishment" document.

We have added the position of Treasurer to the officers that the MMAC will select annually (see section 6) Governance). The Board of Supervisors have made funds available as needed to reimburse members for MMAC related expenses. We feel that we will need to have someone designated to document these expenditures and to coordinate getting funds issued from the County. Language related to this has also been added to section 15) Responsibilities of the County, Staffing and Funding.

Another section added is 16) Responsibilities of the McKinleyville Community Services District. The text of this section was reviewed and reflects input from the MCSD General Manager, Pat Kaspari and MCSD Board members.

It is our hope that this document can be accessed from a link on the County MMAC webpage and will serve as a resource for visitors who want to learn about the MMAC and our "Rules, Regulations and Procedures for Operation." Additionally, it will be a resource reference for MMAC members.

Thank you for your consideration of, input on, and hopefully eventual approval and adoption of this document.

Sincerely,

Bonnie Oliver, Barbara Georgiana, Twila Sanchez

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McKinleyville Municipal Advisory Committee
Rules and Regulations ad hoc Subcommittee