

# MONTEREY PENINSULA REGIONAL PARK DISTRICT

60 Garden Court, Suite 325  
Monterey, California 93940-5341



## BOARD OF DIRECTORS

**Kelly Sorenson (President)** - Marina, Northern Fort Ord (**Ward 1**)

**Shane Anderson** - Seaside, Northern  
Sand City, Southern Ft. Ord (**Ward 2**)

**Katie Pofahl** - Monterey, Del Rey Oaks,  
Southwest Seaside, Southern Sand City (**Ward 3**)

**Kathleen Lee** - Pacific Grove, New Monterey,  
Northern Pebble Beach (**Ward 4**)

**John Dalessio** - Carmel, Carmel Valley, Big Sur,  
Southern Pebble Beach (**Ward 5**)

**SPECIAL MEETING**  
**BOARD OF DIRECTORS AGENDA**  
Oldemeyer Center, Blackhorse Room  
986 Hilby Avenue  
Seaside, California  
Wednesday, April 12, 2017 at 7:30 p.m.

- 1) **7:30 p.m. Call to Order\***
- 2) **Roll Call**
- 3) **Approval of Agenda**
- 4) **Public Comments** *(The public may speak for a maximum of three minutes on any subject that is not on the agenda. Please complete a speaker form and give it to the Board Clerk.)*
- 5) **Discussion/Action Item** *(Items on the Consent Calendar are routine and for which a staff recommendation has been prepared. There is no discussion of these items prior to the Board vote and items will be acted on in one motion, unless a member of the Board, staff or public requests specific items be discussed and/or removed from the Consent Calendar. Public speakers are limited to three minutes.)*
  - A. Board Appointments to Assessment District Citizens Oversight Committee (*S. Parker*)
  - B. Designation of Applicant's Agent Resolution for State and Federal Funding (*K. McCullough*)

## 6) **Adjournment**

*\*Estimated start time.*

Agenda packets, with the exception of Closed Session and non-approved items are available at the Administration Office. Agendas are available at the Garland Park Visitor Center and Big Sur, Carmel, Carmel Valley, CSUMB, Marina, Monterey, Pacific Grove and Seaside Public Libraries. Materials related to an item on this Agenda submitted after distribution of the Agenda packet are available for public inspection at the Administration Office during normal business hours. The Agendas and Agenda packets may also be viewed on the District website at [www.mprpd.org](http://www.mprpd.org).

**AMERICANS WITH DISABILITIES ACT (ADA) NOTICE:** If you believe you possess any disability that would require special accommodation in order to attend and participate in this meeting, please contact the District Office at (831) 372-3196 at least 24 hours prior to the scheduled meeting.

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** April 12, 2017  
**TO:** Board of Directors  
**FROM:** Shuran Parker, Administrative Services Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Board Appointments to Assessment District Citizens Oversight Committee

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**RECOMMENDED ACTION**

That the Board consider and appoint/reappoint members to the Assessment District Citizen's Oversight Committee (ADCOC).

**FISCAL IMPACT**

None

**FUNDING SOURCE:**

Not applicable

**FUNDING BALANCE:**

Not applicable

**DISCUSSION**

The ADCOC Guidelines (**ATTACHMENT 1**) require that committee members serve a maximum of three, 2-year terms, which require MPRPD Board appointment. As of last year, membership was as outlined below.

- Mary Dainton
  - Term 1: 1/2014-12/2015
  - Term 2: 1/2016-12/2017
- Steve Dennis
  - Term 1: 1/2015-12/2016 (*Needs to be reappointed*)
- Gaely Jablonski
  - Term 1: 1/2011-12/2012
  - Term 2: 1/2013-12/2014
  - Term 3: 1/2015-12/2016 (*TERMED OUT*)
- Ron Pasquinelli
  - Term 1: 1/2011-12/2012
  - Term 2: 1/2013-12/2014
  - Term 3: 1/2015-12/2016 (*TERMED OUT*)
- Bill Wojtkowski
  - Term 1: 1/2011-12/2012
  - Term 2: 1/2013-12/2014
  - Term 3: 1/2015-12/2016 (*TERMED OUT*)

The Board now needs to make new 2-year appointments for the three positions vacated by Ms. Jablonski, Mr. Pasquinelli and Mr. Wojtkowski. Additionally, Mr. Dennis is up for reappointment to a second 2-year term and has expressed his willingness to serve another term, which also requires official Board action.

The General Manager and Nominating Committee (Board President and Vice President) solicited letters of interest from candidates and received submissions from eight candidates: Katherine Biala; Kenneth Chrisman; Christina Fischer; Deborah Mall; Barbara Mastman; Mary Pendlay; Laurie Petkus and Karyn Wolfe, which are presented for your review (**ATTACHMENTS 2-9**).

After consideration and review of candidate submissions, the Nominating Committee recommends the Board reappoint Mr. Dennis for a second 2-year term and also appoint Ms. Fischer; Ms. Mall and Ms. Mastman to fill the remaining seats for initial 2-year terms. The Nominating Committee will be available to answer any questions.

**ATTACHMENTS:**

1. ADCOC Guidelines
2. Katherine Biala submission
3. Kenneth Chrisman submission
4. Christina Fischer submission
5. Deborah Mall submission
6. Barbara Mastman submission
7. Mary Pendlay submission
8. Laurie Petkus submission
9. Karyn Wolfe submission

# MONTEREY PENINSULA REGIONAL PARK DISTRICT

## Assessment District Citizens Oversight Committee

### 1. COMMITTEE ESTABLISHED

The Board of Directors (the "Board") of the Monterey Peninsula Regional Park District (the "District") hereby establishes the Assessment District Citizens Oversight Committee (the "Committee"), which shall have the purposes and duties set forth in these guidelines.

### 2. PURPOSE

The purpose of the Committee is to inform the Board and public at least annually concerning the expenditure of assessment district proceeds approved by the voters July 12, 2004, (the "Assessment District Proceeds") by issuing a written report.

### 3. DUTIES

To carry out its stated purpose, the Committee shall perform the following duties:

Review Expenditures. The Committee shall review the proposed budget produced by the District to (a) ensure that Assessment District Proceeds are expended only for purposes as set forth in the Assessment District ballot measure; and (b) make recommendations to the Board on all matters pertinent to the acquisitions, improvements and maintenance services funded by the Assessment District.

Annual Report. The Committee shall present to the Board an annual written report (the "Annual Report") which shall include the following:

(a) A statement indicating whether the proposed Assessment District expenditures are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report.

(b) A statement indicating whether the prior fiscal year Assessment District expenditures are in compliance with the requirements as set forth in the Assessment District ballot measure Engineer's Report. Said statement shall include a summary of the prior fiscal year Assessment District expenditures.

### 4. AUTHORIZED ACTIVITIES

In order to perform the duties set forth, the Committee may engage in the following authorized activities:

(a) Make annual recommendations to the Board on all matters pertinent to the acquisitions, improvements and maintenance services funded by the Assessment District.

(b) Inspect district park facilities and grounds for which Assessment District Proceeds have been or will be expended, in accordance with any access procedure established by the General Manager or designee and report annually to the Board.

Any Committee requests for copies or inspection of District records shall be made in writing to the General Manager or designee.

## 5. COMMITTEE MEMBERSHIP

**Number.** The Committee shall consist of at least five members representing specific interests and constituencies related to parks, recreation and open space preservation and/or fiscal oversight.

**Qualification Standards.**

(a) To be a qualified member of the Committee, a person must:

(1) reside within the District and be at least 18 years of age and a citizen of the state in accordance with Government Code section 1020;

(2) not be an employee or elected official of the District; and

(3) not be a vendor, contractor, or consultant of the District.

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, such member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in the Section below.

**Appointment.** The Board shall appoint members to the Committee as necessary. Prior to appointment, the General Manager shall conduct a selection process to ensure that each person appointed meets the qualification standards as set forth herein. The Board President and Vice-President will serve as a Nominating Committee and work in conjunction with the General Manger and community organizations to suggest and consider potential candidates for appointment. All committee appointments will be made by the Board. When an appointment is necessary to fill a vacancy, the General Manager shall convene the Nominating Committee to identify potential appointees for consideration.

**Ethics; Conflicts of Interest.** By accepting appointment to the Committee, each member agrees to comply with Article 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000, et seq.), and to complete the Form 700 as required by certain designated employees of the District. Additionally, each member shall comply with the Committee Ethics Policy as herein stated.

**Term.** Each member of the Committee shall serve for a term of two years and for no more than three consecutive terms. Upon initial formation of the Committee, members shall draw lots to select three members who will automatically serve two, two-year terms.

**Removal; Vacancy.** The Board may remove any Committee member at its discretion. Upon the removal of a member, his or her seat shall be declared vacant. The Board shall fill any vacancies on the Committee in accordance with the appointment process that has been set forth.

**Compensation.** The Committee members shall not be compensated for their services, or reimbursed for their expenses.

## 6. MEETINGS OF THE COMMITTEE

**Annual Meetings.** The Committee shall establish a schedule for the date and time of its annual meetings. Additional meetings may be scheduled as deemed necessary by the Board.

**Location.** All meetings shall be held at the administrative offices of the District located at 60 Garden Ct., Suite 325, Monterey, California or at other District facilities.

**Procedures.** All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Sections 54950, et seq. (the "Brown Act"). Meetings shall be conducted according to such procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## **7. DISTRICT SUPPORT**

The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the Brown Act ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes, and reports; and
- (d) retention of all Committee records and provide public access to such records.

The District shall not use any Assessment District Proceeds to provide the support set forth in this Section.

## **8. OFFICERS**

The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent; such positions shall continue for two-year terms. No person shall serve as Chair for more than two consecutive terms. The sole duty of the Chair shall be to moderate the meetings of the Committee to insure an orderly flow of information and ideas.

## **9. CHANGES TO GUIDELINES**

Any changes to these guidelines shall require approval by the Board.

## **10. TERMINATION**

The Committee shall automatically terminate and disband at the earlier of the date when (a) all Assessment District Proceeds are spent, or (b) all projects funded by Assessment District Proceeds are completed.

## **11. APPLICABILITY OF THE CALIFORNIA LAW**

The Committee is established by the District in compliance with the Engineer's Report for the Monterey Peninsula Regional Park District's Parks, Open Space, and Coastal Preservation ballot measure of 2004. Nothing in these guidelines shall be interpreted in a manner that is inconsistent with the provisions of this ballot measure.

**ASSESSMENT DISTRICT CITIZENS OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow. The guidelines set forth in this Statement are not exhaustive and do not excuse Committee members from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices and professional conduct. Committee members are expected to adhere strictly to the provisions of this Ethics Policy. All capitalized terms used herein shall have the meanings set forth in the Guidelines of the Committee.

**POLICY**

• **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by Assessment District Proceeds, or (2) any construction and/or land acquisition project which will benefit a Committee member's outside employment, business, or personal finances or benefit an immediate family member.

• **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any District contract funded by Assessment District Proceeds, or (2) any District construction and/or land acquisition project. A Committee member shall not make or influence a District decision related to any construction and/or land acquisition project involving the interests of a person with whom the member has an agreement concerning current or future employment or remuneration of any kind. For a period of two years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the Assessment District Proceeds, and (2) any construction and/or land acquisition project.

• **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies, procedures, rules and regulations of the District.

• **COMMITMENT TO DISTRICT.** In carrying out Committee duties, a Committee member shall place the interests of the District above any personal or business interests of the member.

**From:** [kbiala@milestonemma.net](mailto:kbiala@milestonemma.net) [<mailto:kbiala@milestonemma.net>]  
**Sent:** Wednesday, March 29, 2017 2:10 PM  
**To:** Rafael Payan <[payan@mprpd.org](mailto:payan@mprpd.org)>  
**Cc:** Kelly Sorenson <[ksorenson@mprpd.org](mailto:ksorenson@mprpd.org)>  
**Subject:** Oversight Committee

Rafael, if you have not filled the positions for the MPRPD Oversight Committee, I would like to submit a resume for this purpose, if there is still need. In order to expedite this, I have attached my resume but if the positions have already been filled, please just delete this.

I am sorry that I am sending this so late, but I have been involved in so much community work with deadlines that I had some reservations about further commitments. As I may now have some flexibility in my schedule, I would like to help represent our area as I believe this is an important responsibility.

Thank you for your consideration,  
Kathy

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Kathy Biala  
Cell: [REDACTED]  
Other: [REDACTED]  
Fax: [REDACTED]  
Email: [kbiala@milestonemma.net](mailto:kbiala@milestonemma.net)



## KATHERINE Y. BIALA

Cell: [REDACTED], California 93933  
E-Mail: [kbiala@milestonemma.net](mailto:kbiala@milestonemma.net)

### EDUCATION:

M.S., Clinical Nurse Specialist, 1979  
University of Maryland, Baltimore, Maryland

B.S.N., The Accelerated Curriculum in Nursing, 1977  
Saint Louis University, St. Louis, Missouri

B.A., Psychology, 1975  
Beloit College, Beloit, Wisconsin  
Phi Beta Kappa

Ombudsman

June, 2013

Exam 10/18/11

### LICENSING/CERTIFICATION:

Registered Nurse (RN)  
California BRN Lic.# 361217

Certified Case Manager (CCM)  
CCMC Cert # 00084338

Clinical Nurse Specialist (CNS)  
California BRN Cert #478

State Certified Long Term Care

Badge # 14-405, February, 2011-

Passage of CO-OP Ombudsman

### VOLUNTEER EXPERIENCE post retirement:

City of Marina, Planning Commissioner- twice appointed, 2015, 2017

Member, C4SM (Citizens for Sustainable Marina), Lead for "Snowy Plover Active Recovery Efforts"

Alternate Board Member-Fresno County Democratic Central Committee - 2010-2014  
Co-Chair, Standing Committee, Fundraising, FCDCC  
Chair, Standing Committee, Strategic Action Committee, FCDCC  
Voter registration-regional Naturalization Ceremony, Central Valley, CA

### EXPERIENCE:

#### Liaison Ombuds

July 1, 2013- July, 2015

UCSF, Office of the Ombuds, provided organizational Ombuds services to the UCSF Fresno Graduate Medical Education Program assisting staff, faculty, residents, students, managers and trainees in the capacity of Ombuds, conflict management coach, group facilitator, inservice provider and co-mediator.

#### Milestone MMA

March 1, 2011-May, 2013

Principal/Owner, Fresno, California

Provision of Ombuds services as a trainer for conflict management and group facilitator for employers including academic institutions, corporations, public entities, and healthcare organizations. Certified in True Colors and the Thomas Kilmann Inventory (TKI).

**Focus Case Management Services**  
2011

March 1, 2006-May 4,

**Chief Executive Officer, Fresno, California**

Co-owner. Provision of medical case management services for Worker's Compensation and disability management for self-insured public entities (city, county) and private healthcare organizations (insurance carriers). Responsible for administrative, operational, marketing, financial oversight with annual revenues of \$700K; assumed caseload for medical case management files.

**BestCare Home Health Agency, Administrator**  
February 23, 2006

October 4, 2001-

**Wilshire Case Management Services (Dual position)**  
**Fresno, California**

Responsible for management of 50 professional and clerical staff in two offices serving five counties with operating budget of \$3.5M; agency received national recognition awards for excellence in Medicare clinical benchmarks; published three times for clinical treatment topics in national Lippincott journal *Home Healthcare Nurse*. Diversified agency business by launching case management services for Workers' Compensation, handling work related injuries across all occupations.

**The Corridor Group, Inc.**  
2001

November 1, 1995-Oct 1,

**Associate, Independent Contractor**  
**Overland Park, Kansas and San Francisco, California**

Organizational consulting of over 7,000 billable hours for national, regional and local healthcare organizations on contracted project basis, including six successful reversals of CMS survey decertification processes, staff development, mock JCAHO survey, strategic planning.

**ACADEMIC/TEACHING POSITIONS:**

Full-time Instructor (Dept. of Nursing, CA State University, Fresno), Fresno, CA; with lecture and clinical placements for behavioral health.

Full-time Practitioner-Teacher, Rush Presbyterian-St. Luke's Medical Center, Chicago, IL; dual role as clinician in Partial Hospitalization Program and faculty position in Rush School of Nursing. Supervised psychiatric physician residents in outpatient setting.

**OTHER JOB TITLES:**

Director of Patient Care Services -National Medical Care (NMC) Home Health, Fresno, CA.

Director of Clinical Services - Hospital Corporation of America (HCA), Cedar Vista Hospital, Fresno, CA, supervised over 100 clinical, administrative, professional staff for inpatient behavioral health hospital for 5.5. years.

Staff Nurse -Shock Trauma Unit at Maryland Institute for Emergency Medicine, Baltimore, MD.

Staff Nurse -Sheppard & Enoch Pratt Hospital, Baltimore, MD.

**PUBLICATIONS/PRESENTATIONS (sampling only, due to volume):**

Biala, Katherine Y. (2013). A Simple Methodology for Increasing Visibility and Capturing Organization Ombuds Worth. *Journal of the International Ombudsman Association*. 6(2).

International Ombudsman Association (IOA), Miami, FL. April 24, 2013. Presenter at annual IOA conference. Topic: "A Simple Methodology for Increasing Visibility and Capturing Organizational Ombuds Worth".

PARMA (Public Agency Risk Management Association) Annual Conference, February 12-16, 2007, Monterey, CA. Session Topic: "Work Comp Start to Finish".

Biala,K. et.al. (May, 2004) *Building the Foundations of Wound Care Training*. Home Healthcare Nurse, 22 (6), pp. 304-311.

**From:** Kenneth Chrisman [<mailto:ken@kennethchrismanconstruction.com>]

**Sent:** Wednesday, February 08, 2017 8:41 AM

**To:** Rafael Payan

**Cc:** Katie Pofahl MPRPD ([kpofahlmprpd@gmail.com](mailto:kpofahlmprpd@gmail.com)); Kelly Sorenson; [kellysorenson@ventanaws.org](mailto:kellysorenson@ventanaws.org); Shuran Parker

**Subject:** Re: description

Rafael,

I writing to reiterate my offer to serve the community by working with the Parks District. One area that I may be able to do that is in the citizens oversight committee. Beyond bringing my experience with working with various land management agencies, I also bring the critical eye of a business owner to the table. Please consider this offer and see the attached letter for a brief bio.

Thanks,

Ken Chrisman

Kenneth Chrisman Construction



## **VOLUNTEER FOR ADCOC 2017-18**

Board of Directors - MPRPD  
Rafael Payan - MPRPD General Manager  
February 7, 2017

Rafael,

I decided to write a brief narrative version of my CV covering activities which may be relevant to the task at hand. The qualifications and requirements needed to fill the position are very straight forward, and I feel that I certainly meet those minimum requirements. And I have no conflicts of interest. I also feel that, as specifically stated in the committee name, you are looking for everyday citizens to be providing oversight and not only people from within the field of conservation, public policy or government.

I've been in the home renovation/construction industry for most of my adult life, getting my General B license in 2002. My company focuses on sustainability in the built environment and providing living wages to workers and supporting local independent business. The work that we receive at Kenneth Chrisman Construction is entirely by referral. Most of our customers have us do multiple projects. That is a level of professional integrity that separates us from the rest of the industry. Our project sizes range from \$10K to \$1.5M and we usually perform most of the work in house. Project management and budgetary analysis are necessary components of this work as well as developing the skills necessary to work with challenges of interpersonal interactions.

In my private life, I have been an active volunteer and leader for many groups and projects. I am one of the group of "original" member of the advocacy group/non-profit MORCA and have been an active member for over 15yrs. Positions that I have held there include:

TKMTB (Take a Kid Mountain Biking) coordinator for 3yrs. Responsibilities included planning for event, advertising, soliciting donations, scheduling, set-up of event and activities, soliciting corporate sponsorship, delegating to other committee members. Of note, this is an annual free event, focused on getting youth into public lands to recreate, and instructing them on how to engage with other users and to care for lands where they do it.

Toro Park/Monterey County Parks liaison for 3yrs. In this roll, I primarily worked with the field level staff (rangers) in MTB advocacy. Our big project was a partnership with County Parks and another user group to construct an entirely new MTB optimized multi-user trail to get riders off of nearby "hiking" trails. That trail is named Pipeline. I managed all phases, from getting route approval from the land manager, to work crews of 50 constructing the trail. It was entirely a volunteer effort at no cost to the parks.

I've also been one of the coordinators for our education program which trains volunteers in current best practice trail management skills and hosts the IMBA Trail Care Crew to provide seminars to our crew leaders and volunteer base.

I'm currently a member of the Monterey County Toro Park User advisory committee tasked with helping the County formalize a trail management plan for Toro Park. While the meetings are sporadic, we've been able to identify and map all the existing routes, formal and informal, that exist in and around the park. This is a volunteer citizen committee. The next stage will involve developing the "Trail Management Plan".

In addition, there are other groups that I've worked with in the past from the North West Trail Alliance located in Portland to the Sierra Buttes Trail Stewardship mainly building trails and other similar activities.

Sincerely,

Kenneth Chrisman

**From:** Christy Fischer

**Sent:** Monday, January 02, 2017 5:13 PM

**To:** Rafael Payan

**Subject:** Christina Fischer letter of interest to serve on the MPRPD Citizens Oversight Committee

Hello Rafael – I hope this email is adequate as a letter of interest to serve on the MPRPD Assessment District Citizens Oversight Committee (ADCOC). I understand that the purpose of the ADCOC is to review expenditures from the MPRPD assessment district and prepare an annual report on its findings to the MPRPD Board. As a citizen of the District and a conservation partner in the region, I am strongly in support of the District and its mission. I also greatly value the importance of citizen oversight in the use of public funds, and would consider it both an honor and an important duty to review the proposed assessment district budget and expenditures, as well as to make recommendations on grant awards for the community grant program, which I understand is funded by the assessment district. I would like to note for the record that while the organization for which I work – the Santa Lucia Conservancy – is unlikely to apply for these funds, it is possible that an organization for which I volunteer could be in that position. I would recuse myself in such a circumstance, but I defer to you and your team to determine whether that possibility would create an issue for the committee.

My CV is attached and I am happy to answer any questions you may have, or forward additional information. Best of luck in your search for terrific committee members, and I will of course remain an active and engaged partner in your work regardless of the outcome.

With best regards,

Christy Fischer

CHRISTINA MARIE FISCHER

Carmel Valley CA 94019

OBJECTIVE: Use my leadership and managerial skills to achieve meaningful conservation and community benefits both 'in place' and as a demonstration for other regions, in an environment that fosters community service, teamwork, productivity, innovation and excellence.

**SELECTED AREAS OF EXPERTISE:**

Executive Leadership – Successfully partnered with Boards of Directors, advisors and stakeholders in establishing a shared vision and leading implementation resulting in lasting, tangible benefits for the public trust.

National Policy – Developed and led The Nature Conservancy's national response to damaging practices associated with new food safety requirements; forged and led a diverse alliance to successfully influence federal legislation.

Community Engagement – Passion for and demonstrated success in collaborative efforts with diverse stakeholders.

Communications – Excellent verbal and written communications skills, accomplished public speaker.

Negotiations – Successful record leading complex negotiations in both mutual-gains and oppositional settings.

Fundraising – A passion for and successful track record in fundraising for conservation.

Budget Management – Created, managed, tracked, and reported organizations' budgets and financial obligations.

Managing Multiple Projects – Extensive experience setting priorities and maintaining strategic focus.

Planning and Innovation – Known for foresight and creativity in responding to opportunities & challenges.

Leading and Serving Volunteers – Broad experience serving on and reporting to voluntary boards and committees, as well as developing and leading volunteer programs in science, conservation, education and youth development.

**RECENT PROFESSIONAL EXPERIENCE**

**August 2011 – Current Executive Director, Santa Lucia Conservancy, Carmel, California**

Executive leadership and daily management of a unique land trust responsible for over 18,000 acres of ecologically sensitive privately-owned lands, permanently protected through a network of fee ownership and conservation easements associated with the Santa Lucia Preserve - a low-density, high value conservation development community. Land management priorities include protecting biodiversity, reducing invasive species, managing fire risk, and adaptively managing and sustaining multiple human uses including ~100 miles of recreational trails, extensive utility easements, fire roads and private inholdings. Constituents include diverse public and private interests, including over 300 families affected by the conservation easements, who are well educated, highly engaged and personally invested in the management of the land. Annual budget ~\$2MM, with holdings valued in excess of \$60MM in land and investments. Position requires coordination, collaboration and problem-solving with diverse partners and stakeholders in a dynamic, politically sensitive and highly visible environment.

**September 2000 – August 2011 The Nature Conservancy of California, Monterey, CA**

Central Coast Project Director, Monterey Bay Region September 2005 – August 2011

Planned and led implementation of all aspects of TNC's Monterey Bay Region program. Successfully negotiated complex real estate transactions, led policy and conservation-planning initiatives, created and led collaborative networks of community leaders and partners, and raised public and private funds for conservation. Directly managed twelve-person multidisciplinary team of science, legal, finance, marketing, and philanthropy professionals. Accomplishments include: negotiated and funded multiple acquisitions of conservation lands and easements totaling over 23,000 acres in Monterey and San Benito Counties; forged lasting professional relationships with multi-generational ranching families and agricultural landowners, developed and led a broad coalition of agricultural, environmental and regulatory interests to resolve conflicts between farming practices and biodiversity conservation; expanded regional donor-base; completed two landscape-scale conservation planning efforts; and raised grant funds in excess of \$20MM.

Director of Community-Based Programs, Monterey County September 2001 – August 2005

Implemented projects relating to land protection and policy, including land stewardship activities, strengthening relationships with key partners and opinion leaders, making public presentations, negotiating

acquisitions and contracts, securing public funding, and facilitating public workshops. Accomplishments include: led negotiations for purchase of 2 ranches; secured State loan for purchase of a 10,000 acre ranch in Big Sur, developed Arroyo Seco Conservation Area Plan, strengthened ties with agricultural community.

Government Relations Advisor, San Francisco September 2000 – August 2001

Reported to State Director of Government Relations, supporting TNC's public policy initiatives including CA Proposition 40. Participated in public opinion research design, developed outreach strategies and materials, co-authored policy white papers and made public presentations.

**July 1997 – September 2000 San Mateo County Resource Conservation District**

Executive Director: managed this public agency dedicated to assisting property owners in land stewardship and restoration. Accomplishments include: built budget from \$60,000 to \$500,000/yr; developed internal control mechanisms to support growth; supported annual budget with grants & contracts; managed disbursement of \$1 MM settlement fund, developed broad-based agricultural partnerships; restored steelhead passage to over 10 miles of spawning habitat in three watersheds. Reported to Board of Directors with the following responsibilities:

- Engaging voluntary board, primarily farmers, to strengthen the agency's vision and capacity
- Program and budget development, implementation, tracking and reporting;
- Fundraising, including grant writing and fee-for-service contract negotiations;
- Grant management, accounting, consultant selection and audits;
- Negotiating land access agreements and matching fund contributions from landowners;
- Project permitting and site supervision of complex construction and monitoring projects;
- Supervision of program staff and volunteers.

**March 1993 – July 1997 Coyote Creek Riparian Station**

Program Coordinator: Developed and managed the first major citizen-based watershed monitoring program in California. Co-wrote and published data collection protocols; recruited, trained, and supervised staff, technical advisors and team of 200 volunteers; administered program including budgeting and grant management, co-authored numerous published articles and reports. Completed inventory and GIS database of natural resources in nine Santa Clara Co. watersheds; received leadership award from Regional Water Quality Control Board.

**January 1990 – March 1992 Marin Conservation Corps**

Crew Supervisor: Managed wild-lands conservation projects throughout Marin County including stream and upland habitat restoration, invasive weed control, wildfire prevention and trail construction. Trained and supervised teenagers & young adults in land management while developing teamwork and life skills.

EDUCATION

- 2003 California Agricultural Leadership Program**, Class XXXII, 2 year fellowship  
**1993 University of California, Santa Cruz** Bachelor of Arts, Environmental Studies  
**1986 Sierra Institute, Yosemite Valley** Field Quarter -- Sierra Ecology and Natural History

CONTINUING EDUCATION, TRAINING & CERTIFICATES

Guest Lecturer, Monterey Institute of International Studies, Conservation Programs, 2005-Current  
UC Berkeley Center for Executive Education and Leadership, Leader as Communicator, 2009  
Performance Coaching & Staff Development, TNC professional-led 3-month program, 2009  
UC Berkeley Center for Executive Education and Leadership, Business Negotiations, 2008  
Advanced Media Skills, Steve Alexander Group, San Diego, August 2002, 2005, 2007

SELECTED VOLUNTEER SERVICE

2014 – Current Trout Unlimited: Steinbeck Country Chapter, Board of Directors, President  
1997 – 2010 Friends of the River: Expedition Leader, Raft Guide, Guide Instructor

REFERENCES: UPON REQUEST



**From:** [Attys@WellingtonLaw.com](mailto:Attys@WellingtonLaw.com) [<mailto:attys@wellingtonlaw.com>]  
**Sent:** Thursday, February 09, 2017 12:30 PM  
**To:** Rafael Payan  
**Subject:** RE: MPRPD Citizens Oversight Committee

Dear Mr. Payan:

Please accept this letter as an expression of my interest to serve on the Monterey Peninsula Regional Park District's (MPRPD) Assessment District Citizens' Oversight Committee (ADCOC). A brief resume and biography are attached. Thank you for the opportunity.

Deborah Mall  
Attorney-at-Law  
WELLINGTON LAW OFFICES  
[REDACTED]  
Monterey, CA 93940  
[REDACTED]

Deborah Mall received her Bachelor of Art degree in International Studies and Spanish from the University of North Carolina at Chapel Hill and her *Juris Doctor* from Santa Clara University. She has over twenty years of public entity law experience. She served as the City Attorney and Assistant City Attorney for Monterey, Acting City Attorney for Hollister, the Deputy City Attorney for Morgan Hill and Watsonville, and as an Attorney Advisor for the United States Department of Labor. Deborah is currently the City Attorney for the City of San Juan Bautista; Counsel for the Seaside Oversight Board; Assistant City Attorney for the City of Marina; Counsel for Community Human Services; and, as an attorney at the Wellington Law Offices, provides services to the Carmel Area Wastewater District, Monterey Regional Waste Management District, Monterey Regional Water Pollution Control District and Pebble Beach Community Services District.

In law school, Deborah was Vice President of the Student Bar Association, received the American Jurisprudence Award in Administrative Law, won a California State Bar Writing Competition and was a Comments Editor on the Santa Clara Law Review.

Deborah is a “jack of all trades” when it comes to public entity law. She has tried cases in State and Federal Court, both on the district and appellate level, involving the California Environmental Quality Act, the Public Records Act, employment discrimination and wrongful termination, eminent domain, elections, *Pitchess* motions, contracts and government torts. She has also appeared in front of the California Public Utilities Commission, the State Water Resources Quality Control Board, California Occupational Safety and Health Board, the Employment Development Department, the Department of Fair Employment and Housing and a multitude of other administrative agencies. She has been the legal advisor to city councils, planning commissions, other boards and commission, labor negotiators and staff, including police and fire departments. She has advised on all areas of constitutional law, employment law, land use (including Local Agency Formation Commission boundary changes), contracts, public works bidding, conflicts of interest, real property and labor law. She has also drafted many ordinances, resolutions, contracts and staff reports.

Deborah is a member of the California State Bar, The Monterey County Bar Association, and is the past President of Monterey County Women Lawyers Association. She currently serves as Vice Chairperson on the City of Monterey Oversight Board. She has raised funds for various political candidates, the Youth Arts Council and Art in the Adobes. She has also served as a scorer and as an advisor for Lyceum Mock Trial for High School Students.

Deborah loves to downhill ski, plays golf, and literally runs into people at dance classes at the gym. She also loves to cook and entertain friends. Deborah spent her junior year abroad at Seville Spain and speaks Spanish. Prior to law school, she worked for the Japanese government in both their Embassy in Washington D.C. and in Kyoto Japan.

## **DEBORAH MALL**

### **Educational Experience:**

- 1980-1984 University of North Carolina at Chapel Hill – Bachelor of Art Degree in International Studies and Spanish. (Junior Year Abroad at the University of Sevilla, Spain).
- 1987 -1990 Santa Clara University - *Juris Doctor* Degree.

### **Legal Experience:**

- 1991 – 92 Attorney Advisor for the United States Department of Labor.
- 1992-97 Associate Attorney for Grunsky, Ebey, Farrar and Howell and served as Deputy City Attorney for the City of Watsonville.
- 1997-1998 Deputy City Attorney for the City of Morgan Hill.
- 1998-2011 Assistant City Attorney and City Attorney for the City of Monterey, Counsel to the Redevelopment Agency and Oceanview Community Services District.
- 2012- present Associate Attorney for the Wellington Law Offices, serving as City Attorney for the City of San Juan Bautista; Counsel for the Seaside Oversight Board; Assistant City Attorney for the City of Marina; Counsel for Community Human Services; and Assistant Counsel to the Carmel Area Wastewater District, Monterey Regional Waste Management District, Monterey Regional Water Pollution Control District and Pebble Beach Community Services District.

**From:** Barbara Mastman [<mailto:barbmastman@gmail.com>]  
**Sent:** Monday, February 13, 2017 9:33 AM  
**To:** Info  
**Subject:** Oversight Committee Position

To Whom It May Concern:

Mayor Bruce Delgado suggested that I apply for the Oversight Committee Position for the Monterey Peninsula Regional Park District.

Attached is my resume for your review, and if need be, I can send one via mail as well.

I moved to Marina about 1 1/2 years ago, and have wanted to take an interest in Marina civics, and feel that this position would be a great way to represent the city. My experience demonstrates strong business, leadership, education, and technology skills that I feel would lend itself nicely for this position.

Please let me know if you have any questions, and I look forward to hearing from you soon.

Best Regards,

Barbara Mastman

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# Barbara S. Mastman

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[REDACTED], Marina, CA 93933

[REDACTED] barbmastman@gmail.com

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- Objective**                    **To work for an organization that utilizes my strong background in education leadership, curriculum, instruction, technology, and business practices**
- Experience**
- Education Specialist Advisor**  
July 2007 – Present: Ocean Grove Charter School, Placerville, CA
- Supervise and support 26 teachers and approximately 600 students
  - Part of hiring and training process as well as teacher evaluations
  - Support teachers, parents and students in educational decisions
  - Create and present professional growth training sessions for entire organization
  - Support director in IT decisions relating to email, online collaborative tools, smartphones, and online courses
- IT Support & Training Coordinator**  
July 2013 – December 2013: Ocean Grove Charter School, Placerville, CA
- Create a system for organizing and distributing technical support information to all four IEM (Innovative Education Management) schools
  - Create training materials (WebEx videos or Google documents)
  - Provide troubleshooting documents
  - Supervise the Tech Support Network consisting of a team of Tech Support Contacts from each school
  - Communicate and consult with each school director and the director of IT
- Education Specialist–Part time**  
July 2006 – Present: Ocean Grove Charter School, Placerville, CA
- Directed education process for six students – K-12 grade levels
  - Provided curriculum and individualized education support
  - Utilized assessments to target student instruction
- 5<sup>th</sup> Grade Teacher at Farnham Elementary School**  
March 2005 – June 2006: Cambrian School District, San Jose, CA
- Taught all subjects to 5<sup>th</sup> grade students
  - Coordinated and collaborate with peer teachers
  - Provided support and extra tutoring to targeted students

**Substitute Teacher and Art Prep Teacher**

**September 2003 – March 2005: Campbell Union School District, Campbell, CA**

- Taught K-8 students, all subjects
- Taught Art to students 3<sup>rd</sup>-5<sup>th</sup> once a week

**Special Education Substitute Teacher**

**May 2004 – June 2005: Santa Clara County Office of Education**

- Supervised Aides and moderate-severe Special Ed. students ages 15-22
- Organized and supervised weekly field trips

**Technology Consultant and Trainer**

Freelance work spanning years 2003-2005:

Aim Computer Training, Pleasanton, CA

- Trained professionals at Cisco, Alza/Johnson & Johnson, and Applied Materials
- Taught courses in various software applications: Microsoft Office – Word, Excel, PowerPoint, Access, and Publisher
- Created and designed curriculum for new courses
- Coordinated roll-out of key-fob security

**Technology Instructor**

2001- 2003: Goodwill Industries, San Jose, CA

- Trained adults to prepare for future job placement
- Taught courses in various software applications: Microsoft Office – Word, Excel, PowerPoint, Access, Publisher, Windows OS

**Senior Corporate Account Manager**

1999 – 2001: WebEx Communications, Santa Clara, CA

- Developed new prospects at Fortune 500 companies
- Reached quota every quarter – eligible for President's club
- Demonstrated and performed corporate presentations to executive level clients
- Taught courses in various software applications: Microsoft Office – Word, Excel, PowerPoint, Access, Publisher, Windows OS

**Barbara S. Mastman**

## Education

### **San Jose State University, San Jose, CA**

1994 - 1996

- Bachelor of Science - Business Administration and M.I.S.

### **National University, San Jose, CA**

2004-2005

- Multiple Subject Credential

### **San Jose State University, San Jose, CA**

2011-2013

- Master's in Education Leadership with Tier 1 Administrative Credential

## Credentials

- Multiple Subject Credential
- Tier II Preliminary Administrative Credential
- (HQT) Highly Qualified to teach in special settings:
  - Math
  - Science
  - Social Science
  - English Language Arts
- Microsoft Certified trainer in all Microsoft Office Products
- MCSE (Microsoft Certified Engineer)

## Memberships & Awards

### **San Jose State University Phyllis Lindstrom Scholarship Recipient**

- Member of Phi Kappa Phi Honor Society – San Jose State University Chapter

**References available upon request**

Barbara S. Mastman

**From:** Mary Pendlay [<mailto:friendsofjackspeakpark@gmail.com>]  
**Sent:** Wednesday, February 08, 2017 8:59 AM  
**To:** Rafael Payan  
**Subject:** resume submission for ADCOC from Mary Pendlay

Good morning, Rafael,

I am attaching a resume per your request. If you need any more information, please let me know.  
I will be in attendance at the meeting tonight.

Sincerely,  
Mary Pendlay



MPRPD Assessment District Citizens Oversight Committee Application

Applicant: Mary Pendlay, [REDACTED], Monterey  
Resident of Monterey, California for 40 years  
Retired English teacher; 25 years teaching at Stevenson School, Santa Catalina  
Lower School and one semester at MPC  
CFO of 35 year old local business, owned by my husband, married 37 years, 1 son  
Began volunteerism with Monterey County Planning Department's Monterey  
Peninsula Land Use Advisory Committee, served for three years and chaired for  
three

Volunteer treasurer of the Monterey Walk Club for 3 years

Volunteer at Boy Scout events for 3 years

Volunteer for fundraising with American Cancer Society for 4 years

Member of the YWCA for one year

Chairperson for the Friends of Jacks Peak Park and currently a volunteer for  
Monterey County providing docent walks in Jacks Peak every month for 3+years

Member of Executive Committee of Sierra Club for 3 years

Endurance Race Training on horseback led to a special relationship with Jacks  
Peak Park, where I have cleared trails, created message boards and worked with  
CSUMB students to publish a brochure and power point presentation for schools.

I believe that I possess the skills necessary to be an important member of the  
Citizens Oversight Committee

Respectfully submitted,  
Mary Busby Pendlay

**From:** "Laurie Petkus"  
**To:** "Rafael Payan" <[payan@mprpd.org](mailto:payan@mprpd.org)>  
**Subject:** MPRPD ADCOC

Hi Rafael!

I recently heard about the vacancies with the Assessment District Citizens Oversight Committee. Shuran has provided me with the guidelines for committee members. I would appreciate the opportunity to discuss this matter further with you. I have attached a CV for your review.

Laurie

[www.Carmelopeakranch.com](http://www.Carmelopeakranch.com)<<http://www.Carmelopeakranch.com>>

# LAURIE PETKUS

CARMEL VALLEY, CA 93924

lpetkus@outlook.com ▪ www.Carmelopeakranch.com www.Carmelopeakstudio.com

## Summary

Offering a diversified background and comprehensive work history; versatile and enjoys working in dynamic, challenging and fast paced environment; seeking to apply talents in a collaborative setting.

## Careers

**Rancher** ▪ Born into multigenerational farm- based family in the Midwest. Founded ranching endeavor, Carmelo Peak Ranch in 2002, pasture-raised beef since 2012.

**Sommelier/Hospitality Industry** ▪ Careers in the following positions in Arizona, California, and New Zealand: restaurant manager, sommelier, server, bartender, cocktail server. Since 1970's.

**Artist** ▪ [www.Carmelopeakstudio.com](http://www.Carmelopeakstudio.com) Since 1998.

**SAG-AFTRA** ▪ Commercial and film experience; Ford/Robert Black Agency. Since 1990.

## Experience

Paddock Land & Cattle Co., Carmel, California 2005-2014. Grassland Manager for cow/calf herd. Created and author of Historical Unit Management Activity Report (HUMAR).

Mission Ranch Restaurant, Carmel, California. 2005- 2010 Server; Manager on Duty.

Santa Lucia Preserve Equestrian Center, Carmel, CA. 2004 -2005.  
Manager of the Equestrian Center.

Bernardus Lodge, Marinus Restaurant, Carmel Valley, Ca. 2003-2004.  
Assistant Sommelier. *Wine Spectator Award of Excellence*

Roy's of Scottsdale, Scottsdale, Arizona. 2000 –2002. Bartender, Server.

Cottage Place Restaurant, Flagstaff, Arizona. 1998 –2000.  
Waiter, Dining Room Manager and Sommelier.  
*Wine Spectator Award of Excellence*

Flagstaff Medical Center, Flagstaff, Arizona. 1998 - 1999.  
Aerobic instructor for the Mountain Wellness Fitness program.

## Skills

- Well-rounded; creative
- Responsible and reliable
- Self-starter; motivated
- Ability to build relationships and educate in numerous venues
- Customer service skills; problem solver
- Comfortable with various computer systems
- Team player; enjoys learning

## Education/Certification

National Reined Cow Horse Association; Judge since 2012  
AA Equine Science; Summa Cum Laude, Scottsdale, AZ 2001  
Shakespeare Master Class with Lynn Redgrave, Woodland Hills 1992  
UCLA Professional Acting Program 1990-1991  
SAG Conservatory Los Angeles 1990-1993  
Court of Master Sommeliers; Advanced Sommelier Certificate 1987

## References

Jennifer Smith  
Librarian II Branch Manager  
Monterey County Free Libraries  
Carmel Valley Branch

[REDACTED]

[MontereyCountyFreeLibraries.org](http://MontereyCountyFreeLibraries.org)

Calvin Wilkes, owner  
Fifi's Bistro Café  
1188 Forest Ave.  
Pacific Grove, CA 93950

[REDACTED]

Jeff Kwasny  
Big Sur Ecosystem Manager  
Los Padres National Forest  
Big Sur Station #1  
Big Sur, CA 93920

[REDACTED]

Nikki Nedeff  
Consulting Ecologist  
11630 McCarthy Road  
Carmel Valley, CA 93924

[REDACTED]

*Karyn Wolfe*

- Marina, CA 93933
- *kwolflynn@gmail.com*

February 24, 2017

Monterey Peninsula Regional Parks District  
Attn: Administrative Office  
60 Garden Court, Ste 325  
Monterey, CA 93940

Dear MPRPD Staff,

Please consider my application to the Oversight Committee. I canvassed on behalf of Measure E and I would be honored to support MPRPD's process of assuring the funds benefit our community.

Sincerely,

*Karyn Wolfe*

## *Karyn Wolfe*

- Marina, CA 93933
- [kwolflynn@gmail.com](mailto:kwolflynn@gmail.com)

### *Qualifications & Character*

- Articulate, organized, flexible, perceptive, passionate, and inquisitive
- Ability to maintain confidentiality, effectiveness, and optimism in complex environments
- Proven success working independently as well as in teams, task forces, and committees
- Finance management, including budgeting, analysis, and reporting
- Initiator of collaborative, supportive, and harmonious working environments
- Development programs including donor relations, grant writing, strategy, campaigns, and appeals
- Project management, including database management
- Program and curriculum development, public speaking and presentations
- Writing and editing of reports, press releases, brochures, magazines, and newsletters
- Event planning, including workshops, concerts, retreats, and large conferences
- Technologically adept (office suites, design and layout programs, databases, etc.)

### *Community Work*

Co-Chair, Citizens for Sustainable Marina, including Oak Woodland Restoration at Locke-Paddon  
Director, Communities for Sustainable Monterey County  
California Naturalist

### *Work History*

#### **Development Assistant to the Executive Director**

*Dorothy's Place*, Salinas, CA (9/12-6/14) [www.dorothysplace.org](http://www.dorothysplace.org)

#### **Office Administrator**

*Unitarian Universalist Fellowship of Santa Cruz County*, Aptos, CA (5/08-01/11) [www.uufsc.org](http://www.uufsc.org)

#### **Administrative Coordinator, Program Coordinator, Database Manager**

*Ecological Farming Association*, Watsonville, CA (9/05-09/08) [www.eco-farm.org](http://www.eco-farm.org)

#### **Program Manager / Executive Director**

*Youth Music Monterey County*, Monterey, CA (8/03-9/05) [www.youthmusicmonterey.org](http://www.youthmusicmonterey.org)

#### **Special Projects Manager, Editor, Database Manager**

*Computer History Museum*, Redwood City, CA (6/00-3/03) [www.computerhistory.org](http://www.computerhistory.org)

#### **Accounting Coordinator, Production Coordinator, Administrative Assistant**

*Grey Healthcare West*, Redwood City, CA (9/97-6/00) [ghgroup.com](http://ghgroup.com)

#### **Editor, Multiple Publications (1994-2014)**

*Love Loudly* (Dorothy's Place e-newsletter), *Core* (Computer History Museum magazine), *Friends of Creation Spirituality* (magazine), *Pacific Church News* (magazine), *New Moon Rising* (magazine)

### *Education/Certifications*

California Naturalist (2016); Ecopsychology certificate, Lewis and Clark College (to be conferred 2017); Women's Earth Spirit Circle wilderness program graduate (2016); 20 course units of Masters in Social Work, CSU Monterey Bay (2011); classes in astronomy, anatomy, physiology, cultural anthropology, Spanish; ongoing and diverse development, accounting, database, non-profit management, and technical training classes; BA in English, UC Berkeley (1997).

*Karyn Wolfe*

- Marina, CA 93933
- kwolflynn@gmail.com

*References*

**Jill Allen,** [REDACTED]

*Executive Director, Dorothy's Place, Salinas, CA*

Jill was my direct supervisor from September 2012 through June 2014.

**Pallas Stanford,** [REDACTED]

*Former Minister, Unitarian Universalist Fellowship of Santa Cruz County, Aptos, CA*

Pallas was my direct supervisor from August 2008 through January 2011.

**Kathy Biala,** [REDACTED]

*Steering Committee Member, Citizens for Sustainable Marina*

Kathy and I have worked together in various sustainability advocacy projects for the past two years.

**Melissa Czarnecki, MSW,** [REDACTED]

*Master Gardener; Volunteer, Rancho Cielo, Salinas, CA; grandmother; and friend*

Melissa is a long-time friend (since 2009) I met in the CSU Monterey Bay MSW program.

**Christine Sinnott,** [REDACTED]

*Development Manager, Women's Cancer Resource Center, Oakland, CA*

Christine is a long-time friend (since 1995).

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** April 12, 2017  
**TO:** Board of Directors  
**FROM:** Kelly McCullough, Finance Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Designation of Applicant's Agent Resolution for State and Federal Funding

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**RECOMMENDED ACTION**

Staff respectfully requests that the Board approve the attached Cal OES Form 130 resolution (**ATTACHMENT 1**) to ensure payment of State and Federal Funding.

**FISCAL IMPACT**

None

**FUNDING SOURCE:**

Not applicable

**FUNDING BALANCE:**

Not applicable

**DISCUSSION**

The District received notice from Cal OES that we may be eligible for federal reimbursement for expenses incurred responding to or recovering from the atmospheric river storm systems that occurred in January and February 2017. Staff submitted a Request for Public Assistance (RPA) to apply for funding from the Federal Public Assistance (PA) Program for two events which occurred in January and one in February.

To ensure payment of State and Federal Funding, the District must provide a Designation of Applicant's Agent Resolution (**ATTACHMENT 1**).

Staff will be attending an Applicant Briefing on Monday, April 17. These briefings will review changes in the Federal PA program; preparation of PA project worksheets; and other relevant subjects pertaining to these disasters and the PA program.

**ATTACHMENTS:**

1. Designation of Applicant's Agent Resolution



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")