

## Introduction

The League of Women Voters of Humboldt County has prepared this guide and made it available free-of-charge in order to promote informed participation in county government by providing access to detailed information about elected and appointed offices, intergovernmental bodies, and other public agencies. We wish to thank the county officials and staff and the many individuals who provided information for this publication; any errors are our own. The figures are based on the 2009-2010 adopted budget.

Many of the offices and agencies listed here have Web sites with detailed information about the services they provide and helpful features such as downloadable forms and documents. You can find Web addresses and related information in the online version of this guide at: [www.lwvhc.org/vote/guide.htm](http://www.lwvhc.org/vote/guide.htm)

### League of Women Voters Mission Statement

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

### Supporting the League

The League of Women Voters does not support or oppose any political party or any candidate. It does take action on selected government issues in the public interest. *Join us* in creating responsible civil discourse, and action based on substance rather than partisanship. Become a member of the League. Membership is open to *all* citizens of voting age. Call 444-9252 or email us at [vote@lwvhc.org](mailto:vote@lwvhc.org). Mailing address: P.O. Box 3219, Eureka, CA 95502-3219.

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## Voter Registration Information

### You are eligible to vote in this county if you are:

- a citizen of the United States;
- a resident of Humboldt County;
- at least 18 years old by Election Day;
- a registered voter at least 15 days before election;
- not judged mentally incompetent by a court of law; and,
- not in prison or on parole for a felony.

### To register to vote:

Register by mail. Get a postcard registration form at any post office, library, city hall, or military recruiting office. You may also call the Humboldt County Registrar of Voters 707-445-7678, or you may call toll-free (800) 345-VOTE anytime; leave your name and address, and a form will be sent to you. For help in Spanish call: toll-free (800) 232-VOTA.

You may register or update your voter registration when you are renewing a driver's license at the DMV. Registration forms are also offered by agencies serving the disabled and those applying in person for public assistance.

### You need to re-register to vote if you:

- have never registered to vote in Humboldt County;
- have changed your place of residence and/or mailing address since registering;
- wish to change your political party; or,
- have changed your name since last registering.

Direct any questions on voter registration and absentee ballots to:

#### Humboldt County Elections Office

3033 H St., Eureka 95501                      445-7678  
Hours: 8-12, 1-5, Monday-Friday



**Auditor-Controller**

Michael Giacone next election 2010  
 825 5th St. Room 126, Eureka 95501 476-2452  
 Salary: \$107,880 Staff: 14.5 Budget: \$1,268,751

Serves as chief accounting officer for the county; records the financial transactions of the county and other related agencies; audits and processes claims for payments; issues receipts for all monies received by the county; prepares financial reports; audits and issues payroll checks; maintains personnel earnings and benefit records; accounts for property tax monies; oversees the divisions of payroll, accounting, accounts receivable, audit and cost accounting, and property tax.

**Clerk-Recorder and Registrar of Voters**

Carolyn Wilson Crnich next election 2010  
 825 5th St., 5th Floor, Eureka 95501 445-7593  
 Salary: \$107,880 Staff: 24 Budget: \$2,206,954

The official repository for all real estate records and official maps as well as vital records (birth, death and marriage records). Files fictitious business name statements and notary bonds; sells marriage licenses and performs civil wedding ceremonies. It has one division:

**Elections & Voter Registration**

Kelly Sanders, Elections Manager  
 3033 H St., Eureka 95501 445-7678  
 Staff: 11 Budget: \$766,270

Registers all voters; conducts federal, state, county, city, school, and special district elections; ensures that all eligible residents are able to exercise their right to vote; ensures that elections are held in a fair, accurate, and efficient manner; provides election information and results to the public.

**Coroner and Public Administrator**

David Parris next election 2010  
 3012 I St., Eureka 95501 445-7242  
 Salary: \$99,540 Staff: 6 Budget: \$619,955

Investigates all deaths reportable to the coroner; safeguards property of the deceased; notifies and counsels next-of-kin; conducts inquests; administers estates; provides burial for indigent persons.

**District Attorney**

Paul Gallegos next election 2010  
 825 5th St., Eureka 95501 445-7411  
 Salary: \$150,384 Staff: 48 Budget: \$4,807,331

Initiates and conducts the prosecution of public offenses occurring within Humboldt County on behalf of the People of the State of California; assists and advises the grand jury on criminal matters; oversees a Victim-Witness program which offers support services to victims, their families and witnesses during criminal proceedings, and collaborates with other agencies to operate special programs focusing on child abuse and on anti-drug abuse enforcement.

Applying for a marriage license? Need a copy of a certificate for a birth, death or marriage that occurred in Humboldt County, or a copy of a property deed? 445-7382

**School District Boards**

The role of each local district board is to establish a vision for the district, set policies for how the district is run, oversee district operations, and hire the district superintendent.

Meeting agendas are posted at each school site. Discussion is limited to school business. Confidential matters regarding individual students and personnel will not be discussed during public meetings. School board meetings may vary slightly, but each will allow public comment and time to address an agenda item. You may do so by signing in at the beginning of the meeting, or by raising your hand to be recognized. It's always a good idea to call and verify that a meeting has not been cancelled or changed.

<u>School District</u>	<u>Phone</u>	<u>Meets</u>
Arcata	822-0351	2nd Monday, 7 P.M.
Big Lagoon Union	677-3688	2nd Thursday, 6 P.M.
Blue Lake Union	668-5674	3rd Thursday, 6 P.M.
Bridgeville Elementary	777-3311	1st Monday, 5:30 P.M.
College of the Redwoods	476-4170	1st Tuesday, time and locale vary
Cuddeback Union	768-3372	2nd Wednesday, 6:30 P.M.
Cutten	441-3900	2nd Monday, 7 P.M.
Eureka City Schools	441-2400	1st & 3rd Wednesdays, 7 P.M.
Ferndale Unified	786-5900	2nd Wednesday, 7 P.M.
Fieldbrook	839-3201	3rd Tuesday, 5:30 P.M.
Fortuna Union Elementary	725-2293	3rd Tuesday, 6 P.M.
Fortuna Union High	725-4461	2nd Tuesday, 7 P.M.
Freshwater	442-2969	2nd Tuesday, 6:30 P.M.
Garfield	442-5471	2nd Thursday, 4 P.M.
Green Point	668-5921	2nd Tuesday, 6 P.M.
Humboldt County Office of Education	445-7030	2nd Wednesday, 3 P.M. 3rd Wednesday in Nov.
Hydesville	768-3610	2nd Thursday, 5 P.M.
Jacoby Creek Charter	822-4896	2nd Thursday, 6 P.M.
Klamath Trinity Joint Unified	530-625-5600	2nd Tuesday, 6 P.M.
Kneeland	442-5472	2nd Thursday, 4 P.M.
Loleta Union	733-5705	2nd & 4th Tuesdays, 6:30 P.M.
Maple Creek	668-5596	3rd Wednesday, 3 P.M.
Mattole Unified	629-3311	2nd Thursday, 4 P.M.
McKinleyville Union	839-1549	2nd Wednesday, 6:30 P.M.
Northern Humboldt Union High	839-6470	2nd Tuesday, 7 P.M.
Orick	488-2821	1st Friday, 3:30 P.M.
Pacific Union	822-4619	2nd Thursday, 6 P.M.
Peninsula Union	443-2731	1st Tuesday, 6 P.M.
Rio Dell	764-5694	2nd Thursday, 5:30 P.M.
Rohnerville	725-7823	2nd Thursday, 7:30 P.M.
Scotia Union	764-2212	2nd Thursday, 7 P.M.
South Bay Union	476-8549	2nd Thursday, 7 P.M.
Southern Humboldt Unified	943-1789	2nd Thursday, 4:30 P.M.
Trinidad Union	677-3631	2nd Thursday, 7 P.M.

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**Self Governing Special Districts by Type:**

Community Service.....	13
Fire Protection.....	13
Water.....	2
Sanitary.....	2
Parks & Recreation.....	2
Cemetery.....	2
Harbor.....	1
Hospital.....	1
Resort Improvement... 1	

# Appointed Offices

## County Administrative Officer

Phillip Smith-Hanes

825 5th St., Room 111, Eureka 95501 445-7266

Salary: \$164,064 Staff: 41.5 Budget: \$32,212,329

The administrative arm of the board of supervisors; recommends and facilitates the implementation of policies; analyzes issues and makes recommendations to the board of supervisors regarding the administration and operation of county departments; monitors the use of financial and human resources. The CAO's office has 5 main divisions:

Revenue Recovery 476-2398

Collects court fines and other outstanding fees due to the county, collects outstanding debts owed to county departments, and negotiates payment agreements.

Information Technology 445-7556

Operates and maintains the county's computer network, servers and databases, desktop computers, and business applications.

Communications 268-2510

Administers the county's phone and radio systems, which includes all federally licensed radio equipment that operates through the four mountaintop radio repeater sites; manages the county's utilities, and negotiates and administers the cable television franchises.

Risk Management 268-3669

Responsible for administering the county's insurance programs and claims; helps to determine the proper mix of loss control (safety and environmental), risk transfer (purchase of insurance) and risk retention (self-insurance).

Purchasing 268-2544

Acquires goods and services for county departments at the best price from the most responsible vendor; ensures full utilization of excess equipment and conducts sales and auctions of retired equipment; oversees the mailroom.

Mailroom

Provides inter-office mail delivery, U.S. Mail processing, offset printing, and copying services.

## Agricultural Commissioner and Sealer of Weights & Measures

Jeff M. Dolf

5630 South Broadway, Eureka 95503 441-5260

Executive Secretary Lynda Powell 441-5261

Salary: \$99,540 Staff: 7.2 Budget: \$789,847

Provides environmental protection through agricultural pest exclusion, pesticide use enforcement, and management of predatory animal damage; protects consumers by inspecting and/or testing all commercial weighing devices and enforcing package labeling laws.

Fox in your henhouse? Wildlife services may be able to help. 441-5260

## Humboldt Transit Authority (HTA)

Neleen Fregoso, General Manager

133 V St., Eureka 95501 443-0826

Meets: 3rd Wednesday, 9 A.M.

Made up of seven members of indefinite term (five members chosen from participating cities and two members from the board of supervisors); serves as governing board for the Redwood Transit System; supervises maintenance and operation of the buses; provides support for Dial-A-Ride and Dial-A-Lift.

## North Coast Unified Air Quality Management District (AQMD)

Richard Martin, Jr., Air Pollution Control Officer

2300 Myrtle Ave., Eureka 95501 443-3093

Meets: Bimonthly starting in January  
3rd Thursday, 10 A.M., Locations vary

Formed in 1982 from the merger of air pollution control districts of Humboldt, Del Norte, and Trinity Counties, the AQMD was created to achieve and maintain federal and state ambient air quality standards. A five-member board of directors, made up of four county supervisors and one member from an incorporated city, appoints the air pollution control officer and adopts the budget, air quality rules and regulations, and policies. The air pollution control officer monitors air quality; enforces county, state, and federal air pollution laws.

Air Quality Complaint Hotline - After Hours 444-2233

Air Quality Information 443-1580

Burn Day Information toll-free (866) BURN-DAY (866) 287-6329

The AQMD issues **Residential Burn Permits** for Humboldt County 443-3093

## Redwood Coast Energy Authority (RCEA)

David Boyd, Executive Director

517 5th St., Eureka 95501 269-1700

Meets: 3rd Monday, 3 P.M.

A joint powers agency formed in 2003 comprised of the seven incorporated cities and the county, governed by representatives from each of these jurisdictions. The RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources. RCEA is funded completely from contracts and grants.

## Redwood Region Economic Development Commission (RREDC)

Gregg Foster, Executive Director

520 E St., Eureka 95501 445-9651

Meets: 4th Monday, 6:30 P.M.

Formed in 1977 to coordinate economic development and planning, and to allocate grant funds given to the County as economic mitigation for the expansion of Redwood National Park. Coordinates project development and grant administration; operates \$3.3 million in revolving loan funds for small businesses; contracts to administer other programs; assists member entities with grant applications and administration. Made up of 19 members and alternates; each is appointed by the governing board of each member jurisdiction for an indefinite term.

**Community Development Services Director**

Kirk A. Girard  
 3015 H St., Eureka 95501 445-7541  
 Salary: \$111,972 Staff: 57 Budget: \$24,595,033

Community Development Services has 3 divisions:  
**Planning** 445-7541  
 Staff: 29 Budget: \$13,271,649

Develops and maintains the General Plan, Community Plans, and Housing Element; recommends action on zoning; executes zoning and other land use ordinances by processing permit applications and encouraging voluntary code compliance; oversees staff management of the Local Agency Formation Commission (more about LAFCo on page 13).

**Building** 445-7245 or toll-free (800) 900-4034  
 Staff: 17 Budget: \$1,258,408

Provides information to residents in unincorporated areas of Humboldt County regarding building regulations; performs inspections during new construction for codes and standards compliance; issues permits to alter, enlarge, remodel or repair existing buildings; issues permits and provides inspections for placement of mobile homes in unincorporated areas.

**Economic Development**  
 520 E St., Eureka 95501 445-7745  
 Staff: 11 Budget: \$10,064,976

Encourages economic development by focusing on business retention and expansion, on the development of housing and infrastructure, and on workforce development; oversees the Headwaters Fund, the Workforce Investment Board and the Redevelopment Agency.

**Health & Human Services Director**

Phillip R. Crandall  
 507 F St., Eureka 95501 441-5400  
 Salary: \$161,796 Staff: 1169 Budget: \$146,162,886

The department has 3 branches:

**Mental Health**  
 Karolyn Stein, Director  
 Admin: 824 Harris St., Eureka 95501 268-2990  
 Services: 720 Wood St., Eureka 95501 268-2900  
 Alcohol & Other Drug Programs 476-4054  
 727 Cedar St., Garberville 95542 923-2729  
 Staff: 374.5 Budget: \$36,551,021

Directs diagnosis, treatment, and rehabilitation of persons within the county who suffer from mental and emotional disorders, alcoholism, and substance abuse. State and Federal Funds, insurance, user fees, contracts for services, and a small amount of county funds offset the cost of these services.

**Need zoning information**  
 for a particular parcel?  
 If you have the assessor's parcel number (APN), call the **Zone Phone** 445-7550

**Got maps?**  
 Planning's GIS program has maps and other geographical information. 445-7541

**Building permits & inspection requests:** 445-7245

**Humboldt Mental Health Crisis Hotline**  
 445-7715  
 toll-free (888) 849-5728

Lead Poisoning Prevention 441-5564

Family Violence Prevention 441-5551

Public Health Nursing 268-2105

Preventative Health Care for Adults offers free health screenings. 268-2107

WIC (Women, Infants, and Children) Nutrition Program 445-6255

**Mental Health Board**

Meets: 3rd Thursday, 12:15 P.M. 268-2990  
 720 Wood St., Eureka

Responsible for overseeing, evaluating and approving mental health services and facilities; advises the board of supervisors regarding special problems pertaining to mental health issues.

**North Coast Railroad Authority (NCRA)**

419 Talmadge Rd. Ste. M, Ukiah 45482 463-3280  
 Meets: 2nd Wednesday, times & locations vary

Created by the state legislature in 1989 to ensure railroad service to the region, but funding was promptly vetoed by Governor Deukmejian. That the NCRA survives is a testament to the dedication and tenacity of North Coast rail advocates. Owns the railroad right-of-way from Napa to Arcata. Agendas are posted at The Depot, 4 W. 2nd St., Eureka.

**Planning Commission**

Meets: 1st & 3rd Thursdays, 6 P.M. 268-3735  
 825 5th St., Eureka Supervisors Chambers

Approves land and zoning permits that can't be done administratively, usually hearing cases for exceptions to zoning regulations. Meetings are televised live, and also rebroadcast, on the local access channel: Suddenlink channel 10.

**Redwood Community Action Agency**

**Board of Directors**  
 Meets: 3rd Thursday, 5 P.M. 269-2002  
 904 G St., Eureka

Determines policy and direction for Redwood Community Action Agency, a local, private, non-profit agency that provides a wide range of services to low- and moderate-income people with the aim of reducing poverty and dependency.

**Resource Conservation District**

Meets: 2nd Thursday, 8 A.M. 444-9708 Ext. 5  
 5630 S. Broadway, Eureka

Promotes soil and water conservation practices.

**Status of Women Commission**

Meets: 3rd Tuesday, 6 P.M. 822-4716  
 Call for meeting location

Advises the board of supervisors on matters affecting women and girls in Humboldt County.

**Workforce Investment Board**

520 E St., Eureka 445-7745  
 Meets: Bimonthly beginning Feb., 3rd Friday, 8:30 A.M.  
 901 Myrtle Ave., Eureka Sequoia Room

Formed to satisfy the requirements of the Workforce Investment Act of 1998; majority of members represent private sector employers; works to improve the quality of the local workforce.

**Personnel Director**

Jeffery Schrader

825 5th St., Room 100, Eureka 95501 476-2349

Salary: \$117,420 Staff: 7 Budget: \$699,369

Find out about  
**County Job  
Openings**  
24-hour recorded  
Job Line  
476-2357

Manages the county personnel program including recruitment, selection, classification, affirmative action plans and training; maintains county salary plans; conducts employee relations process; keeps employee records; administers contracts with employee organizations; conducts ADA (Americans with Disabilities Act) compliance activities; administers benefit programs.

**Chief Probation Officer**

Doug Rasines

2002 Harrison Ave., Eureka 95501 445-7401

Salary: \$117,576 Staff: 123.2 Budget: \$8,990,830

**Juvenile Hall**  
445-7644

Provides supervision of adult and juvenile offenders; sanctions and treats offenders through community correction; enforces court orders; provides accurate and comprehensive information to the courts; is responsible for the operation of the juvenile hall and Northern California Regional Facility. The probation department is an arm of the superior court, and its head is an appointee of the court.

**Public Defender**

Kevin Robinson

1001 4th St., Eureka 95501 445-7634

Salary: \$126,996 Staff: 17 Budget: \$1,640,175

Represents defendants in criminal cases who are unable to pay for a private attorney. Also represents juveniles, parents in dependency matters, and proposed conservatees of the public conservator.

**Public Works Director**

Thomas Mattson

1106 2nd St., Eureka 95501 445-7491

Salary: \$117,120 Staff: 215.4 Budget: \$54,395,376

Responsible for the county roads and bridges, motor pool, heavy equipment garage and airport system; prepares engineered plans and specifications; inspects construction projects; manages county properties and right-of-ways; prepares environmental documents; obtains regulatory permits; administers solid waste franchises and facilities; maintains county levee systems; administers county parks; reviews planning submittals for subdivisions; buys, sells and/or leases real property for county departments at the lowest fair market value; repairs and maintains county facilities.

## *Board of Supervisors Appointed Boards, Commissions and Committees*

The board of supervisors appoints the following boards, commissions and committees to advise them on specific matters or to perform certain duties. Citizen participation is possible through seeking appointments to these bodies, and all of them have designated time at their meetings for public input. It's always a good idea to call and verify that a meeting has not been cancelled or changed.

Following is a partial list. A complete list is available from the clerk of the board of supervisors, 476-2396.

**Airport Advisory Committee**

Meets: 4th Tuesday, 6 P.M. 839-5401

Eureka/Arcata Airport, Aviation Room  
3561 Boeing Way, McKinleyville

Advises the board of supervisors on aviation matters.

**Alcohol and Drug Advisory Board**

Meets: 3rd Wednesday, 12 noon 268-2990

720 Wood St., Eureka Main Conference Room

Advises the board of supervisors on matters regarding alcohol and other drugs as well as issues pertaining to treatment and prevention.

**Area 1 Developmental Disability Program Board**

505 S. State St., Ukiah 95482 463-4700

Meets: March, June, September, December  
1st Saturday, 9:30 A.M. Call for locations

Addresses the mandates of the Lanterman Act, which includes protection and advocacy for the rights of persons with developmental disabilities and their families; monitors the practices of publicly funded agencies for compliance with local, state and federal laws.

**Assessment Appeals Board**

Meets: 2nd Thursday, 9 A.M., as needed 476-2396

825 5th St., Eureka Supervisors Chambers

Hears property tax valuation assessment appeals; appointed by the superior court. Also meets on the first Monday of July at 9 A.M. for a mandated administrative meeting.

**Emergency Medical Care Committee**

Meets: Call for times and dates 268-2187

Reviews issues that affect the delivery of emergency services, CPR, and first aid training in Humboldt County.