



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7G: Adoption of Resolution Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Approve Adopting Resolution 19-2023, Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies.

BACKGROUND:

Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) is required for the District to be eligible to receive State and/or Federal funding to remedy damages related to disasters. A resolution older than three years is invalid. The last Designation of Applicant's Agent Resolution was authorized by the Board on May 12, 2020. The resolution is universal and effective for all open and future emergencies/disasters up to three years following the date of approval by the Board.

The attached Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) authorizes the following personnel from the District to act as its authorized agents: General Manager, Administrative Services Manager, and Board President.

ATTACHMENTS:

1. Resolution 19-2023, Cal OES Form 130

Resolution 19-2023

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

BE IT RESOLVED BY THE Board of Directors OF THE Groveland Community Services District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Administrative Services Manager, OR
(Title of Authorized Agent)

Board President
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Groveland Community Services District, 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 Groveland Community Services District, 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 11th day of April, 2023

Nancy Mora, Director; Janice Kwiatkowsk, Director
(Name and Title of Governing Body Representative)

John Armstrong, Director
(Name and Title of Governing Body Representative)

Spencer Edwards, Director; Robert Swan, Director
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Rachel Pearlman, duly appointed and Board Secretary of
(Name) (Title)

Groveland Community Services District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Groveland Community Services District
(Governing Body) (Name of Applicant)

on the April day of 11th, 2023.

(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.")