

## MINUTES OF REGULAR MEETING

Del Norte Local Agency Formation Commission  
Board of Supervisors Chambers  
August 27, 2012

**Members Present:** Chairman Gerry Hemmingsen, Vice-Chairman Kelly Schellong, Leslie McNamer, Public Member Sparky Countess, and Rick Holley

**Members Absent:** None

**Others Present:** George Williamson, Executive Director and Karen Phillips, PS Business Services

1. Call to Order/Roll Call

Chairman Hemmingsen called the meeting to order in open session at 4:00 p.m.

2. Public Hearings

A. Del Norte Library District MSR & SOI Update (ATTACHMENT 2A)

The public hearing was opened at 4: 00 p.m. Executive Officer Williamson reported that the last MSR for the Del Norte Library District was updated in 2006. The recent request went to the District and Rebecca Tipton, current library manager, was very helpful in completing the MSR review documents. There is no opportunity for expansion of the District, as the boundaries include the entire county. The District is managing resources within their revenues and they maintain a regular schedule of meetings of the board of directors. They are providing services per their resource allowances. All determinations were made and the District is planning ahead for how they can serve the public based on the growth projections into the future. Literacy and other community service programs are presented by the library. No public comments were received. Chairman Hemmingsen closed the public hearing at 4:05 p.m. The complete MSR was presented to Ms. Tipton who indicated that there were no changes. She had her board review the document prior to this meeting. Public Member Countess asked about the revenues and taxes generated and noted that they seem to have an increase in tax revenues for this year which is strange given the fact that many folks are asking to have their taxes reduced. Other commissioners indicated their concern regarding the budget for the district. Commissioner Schellong asked how many employees there were budgeted. Staff noted there is one manager, but the executive officer did not know the total number of staff. Ms. Schellong noted that they give the impression of underfunding to the public and Measure "A" did not pass; however, she feels

that the budget is kind of out of whack. Commissioner McNamer asked if the commission wanted to request that the district come before the board to answer questions before the MSR was considered for adopted. Staff indicated that they would pass that request along and ask representatives to come to the next meeting to answer questions. An actual budget would be helpful. After checking the documents, there appear to be six part-time employees. Chairman Hemmingsen noted that the balance sheet does not match on the liabilities and assets. Commissioner Holley noted that last year's actual was different this year in a significant manner. He wanted to know if they were buying computers or something. Consensus of the commissioners was to continue this matter until the next meeting to have the district members come before the Commission to answer questions.

3. Regular Business

A. Approval of July 23, 2012 Draft Minutes (ATTACHMENT 3A)

On a motion by Commissioner Holley, seconded by Commissioner McNamer, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and adopted the minutes of the July 23, 2012 meeting as presented.

B. LAFCo Policies and Procedures Update (ATTACHMENT 3B)

George Williamson provided an update on the policies and procedures, including the fact that it has been 8 years since they were last updated. Since then there have been significant changes in the law and policies that need to be included in the updated documents. New members are given the Policy and Procedures Manual to get them up to speed with LAFCO's purpose. There is a new "Sturgis" procedure that is more streamlined and staff will bring that and other options to the Commission to consider. The update work is included in this fiscal year's budget. Staff will bring changes to the Commission over the next 4-5 meetings and by spring the updates should be complete. Commissioner Holley asked if CALAFCO had a manual that could be modeled. Staff indicated "no". Mr. Williamson did note that he has a good working relationship with the other executive officers throughout the state and they share ideas and information which is helpful in this circumstance.

C. Voting for CALAFCO Delegate at Conference (NO ATTACHMNET)

Staff reported briefly on the voting process and it was noted that information regarding the candidates will be brought back to the Commission for discussion at the next meeting. Humboldt County Supervisor Virginia Bass will be attending the CALAFCO conference and could carry the ballot for the Commission if they would like.

4. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.

No matters were discussed.

B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

No commissioners made reported, requests or announcements.

C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.

No public comments were received. The Commission did discuss posting of the agendas and asked about those who received agendas due to the lack of public participation.

5. Adjournment

There being no further business to come before the Commission, Chairman Hemmingsen adjourned the meeting at 4:23 p.m. until the next regularly scheduled meeting on September 24, 2012.

Respectfully submitted,

Karen L. Phillips, Recording Secretary