

MINUTES REGULAR MEETING

Del Norte Local Agency Formation Commission October 22, 2012

Members Present: Chairman Gerry Hemmingsen, Leslie McNamer, and Rick Holley

Members Absent: Vice-Chairman Kelly Schellong and Public Member Sparky Countess

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

1. Call to Order/Roll Call

Chairman Hemmingsen called the meeting to order in open session at 4:03 p.m.

2. Public Hearings

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

Chairman Hemmingsen reconvened the public hearing regarding the Del Norte Library District MSR and SOI at 4:03 p.m., and Executive Officer Williamson reported that no persons representing the district were present even though they had said they would be present at this continued hearing. The responses to the questions were presented in the agenda packet as part of the staff report. There was an increase in tax revenues this fiscal year. The actual revenue numbers were provided to show back up of the budgeted numbers. Mr. Williamson was told that the library staff and the board are monitoring these numbers monthly and they will not hesitate to make changes as necessary. The questions regarding putting a measure back on the ballot for tax revenues for the library and staffing were addressed in the memorandum sufficiently according to the Commission. Discussion was held regarding the equipment line item increases, which will be financed with Del Norte Reads funds. The public hearing closed at 4:13 p.m.

On a motion by Commissioner McNamer, seconded by Commissioner Holley, and unanimously carried on a polled vote, with Commissioner Schellong and Public Member Countess absent, the Del Norte Local Agency Formation Commission approved and adopted the Del Norte Library District MSR and Resolution No. 12-07, entitled, RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION APPROVING SPHERE OF INFLUENCE UPDATE AND MUNICIPAL SERVICE REVIEW FOR THE DEL NORTE COUNTY LIBRARY DISTRICT.

Rebecca Tipton entered the meeting at 4:23 p.m., noting that she had showed up at the wrong venue and apologized for being late. She asked if there were any questions regarding the MSR. Ms. Tipton was told that the Commission already adopted the MSR update and discussion was held regarding the budgeted tax revenues for the District, staffing changes, and grant for Del Norte Reads. Two of the staffing changes required payouts to staff for benefits they accrued

while employed. Ms. Tipton also noted that they purchase a new security system and the purchase of computers and other electronic equipment was from the Del Norte Reads grant. There were additional attorney fees for an issue involving the change over in staffing that needed to be addressed.

3. Regular Business

A. Approval of September 24, 2012 Draft Minutes (ATTACHMENT 3A)

On a motion by Commissioner Holley, seconded by Commissioner McNamer, and unanimously carried on a polled vote with Commissioner Schellong and Public Member Countess absent, the Del Norte Local Agency Formation Commission approved and adopted the minutes of the September 24, 2012 meeting as presented.

B. Amendment to Staffing Services Agreement (ATTACHMENT 3B)

Mr. Williamson reported on the amendment requesting reimbursement for travel/mileage and expenses paid by the executive officer. The amendment was requested by the Del Norte County Auditor because the current agreement with the Commission does not allow for travel reimbursement or reimbursement for other professional expenses. Mr. Williamson noted that there will be no impact on the budget for this reimbursement. Commissioner Holley asked how this could not affect the budget. The cost of the mileage will be absorbed into the current budget as with the professional services and other costs. Mr. Williamson stated that he would not go over budget and will monitor his expenditures like he always does to stay within the budget.

On a motion by Commissioner McNamer, seconded by Commissioner Holley, and unanimously carried on a polled vote with Commissioner Schellong and Public Member Countess absent, the Del Norte Local Agency Formation Commission approved the agreement amendment and adopted Resolution No, 12-08, entitled, A RESOLUTION OF THE DEL NORTE LOCAL AGENCY FORMATION COMMISSION APPROVING PROFESSIONAL SERVICES AGREEMENT AMENDMENT, with the notation that the budget will not be increased with this amendment.

C. Del Norte LAFCo Policies and Procedures Update – Sections I & II
(ATTACHMENT 3C)

Mr. Williamson reported on the policies and procedures update, which was outlined in the agenda packet. The procedures are outdated and need to be updated to conform to new laws and provide clarification of the work of the Agency, membership, etc. There was discussion regarding the public member and the term of service for that position. Commissioner McNamer stated she felt the term needs to be noted in the new procedures and policies. Staff will check on the appointment of a public member to see if it would be a good idea to make the appointment of a public member for the term of two years and to note the term in the policies and procedures. The appointments by the City and County could also state that they are annual appointments to allow for consistency. The rules of order were discussed and the new Sturgis Rules of Order will be reviewed to see if they will work for the Agency and should be changed from the current

Roberts Rules of Order. The fee schedule and other suggested changes will need to be brought back to the Commission for discussion at the next meeting.

D. CALAFCO's October Publication of 'The Sphere' with a 2012 Report to Membership (ATTACHMENT 3D)

Mr. Williamson reported on the noted publication, including a request for increase of 2.2% in dues, the revamp of the state website, which makes things for staff much easier and legislative matters. CALAFCO continues to be vigilant on legislation and working with the governor's office on annexation. The Commission felt the newsletter was helpful and informative.

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.

The executive officer's report consisted of the following topics: 1) acknowledgment was made of the four year anniversary that Planwest has been working with the Del Norte Local Agency Formation Commission; and 2) cancelled meetings for November and December 2012 due to the holidays.

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).

Commissioner McNamer thanked George Williamson for his work and stated she felt it was a wise choice to hire his firm. Commissioner Hemmingsen expressed the same sentiments.

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.

The following person(s) addressed the Commission: None.

4. Adjournment

There being no further business to come before the Commission, Chairman Hemmingsen adjourned the meeting at 4:49 p.m. until the next regularly scheduled meeting on January 28, 2013.

Respectfully submitted,

Karen Phillips, Recording Secretary