

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission

May 22, 2017 4:00 pm

Members present: Blake Inscore (Vice-Chair), Roger Gitlin (Chairman), Gerry Hemmingsen, Bob Berkowitz, Sparky Countess

Members absent: Jason Greenough

Others present: Executive Officer George Williamson, County Counsel Elizabeth Cable, and Nicole Burshem, PS Business Services, Linda Sutter

1. Call to Order/Roll Call

Chairman Gitlin called the meeting to order at 4:00 p.m.

Nicole Burshem took roll call.

Commissioner Countess led the Pledge of Allegiance.

Closed Session

Chairman Gitlin adjourned to closed session at 4:01 p.m. and reconvened in open session at 4:11. Elizabeth Cable, Legal Counsel, reported LAFCO is successful in the case - CVPT 16-1124, and the Notice of Entry of Judgement was entered.

Public Comment on Closed Session items only

The following person(s) addressed the Commission: None

Conference with Legal Counsel- Existing litigation pursuant to Government Code § 54956.9(d)(1) *Bertsch-Ocean View Community Services District v. Del Norte LAFCo et. al* CVPT 16-1124

2. Public Hearings

A. **FY 2017-18 Final Budget (ATTACHMENT 3A)** – Chairman Gitlin asked Mr. Williamson to identify the Acronyms addressed in the report and opened public hearing at 4:14 p.m. Mr. Williamson reported this is the second public hearing on this matter. The prior meeting on March 27th was for the draft budget where the Commission took favorable action. Mr. Williamson reported he has distributed the budget to the City and County staff, it was posted, and we received no response. This budget is the same as the last two. Mr. Williamson reported there has been no budget increase for several years. Last year there was a slight reduction. This budget restores the FY 2016-17 amounts. The Commission has followed the appropriate protocols.

Chair Gitlin opened public hearing. The Resolution has been prepared. There is one change from Draft Budget reviewed at the March meeting. There was a slight increase in the County Interfund Cost Plan charge. The Resolution is in the packet for the Commission to review.

Commissioner Berkowitz asked if Mr. Williamson could explain what some of the items are for, such as the insurance. Mr. Williamson responded there is some exposure given your action that affect money, territory, and extension of services. This is insurance for you as a commission in case there was a suit, this is like Errors and Omission insurance. Commissioner Berkowitz asked if the county insurance worked for this. Mr. Williamson responded you are an independent commission so no that would not work. Commissioner Berkowitz asked what the Interfund-Cost Plan is. Mr. Williamson responded it is an expense item (budget account #70530) the County charges to the commission for managing the accounts and funds held in the County Auditor's office, such as when LAFCo receives funds from the City or an application deposit. Linda Sutter commented that everything is reviewed in the public concerning these meetings and it is kind of hard to review a budget when you don't have access to it. Mr Williamson responded that the meeting agendas including the budget items, are posted on the Del Norte LAFCo website www.delnortelaftco.org.

On a motion by Commissioner Countess, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Agency Formation Board of Commissioners approved FY 2017-18 Final Budget.

- B. **Smith River CSD MSR SOI Update (to be continued to July meeting)** – Mr. Williamson reported we are making good progress and there was a change since the last review. There has been a Smith River Community Service District management change. This MSR is the first one that the general manager has worked on. We are helping him understand the process and why they are doing it. There has been good progress, but we don't have everything to present to you. He is confident they will have that ready very soon. He is requesting that they open that up to the public, take action, and continue the hearing until July.

On a motion by Commissioner Inscore, seconded by Commissioner Berkowitz, and unanimously carried on a polled vote the Del Norte Local Agency Formation Board of Commissioners approved to continue the hearing until the July24 meeting.

3. **Regular Business**

- A. **Approval of March 27, 2017 Draft Minutes (ATTACHMENT 4A)** –

On a motion by Commissioner Inscore, seconded by Commissioner Countess, and unanimously carried on a polled vote the Del Norte Local Agency Formation Board of Commissioners approved the minutes of March 27, 2017.

- B. **Approval of FY 2017-18 Staffing Services Contract (ATTACHMENT 4B)** – Mr. Williamson reported we have been fortunate to be able to provide

staffing services since 2008. We enjoy the work and feel it is very meaningful. One of the highlights was helping the Fair board form a special district. We were able to work with the Fair board to form a Park and Recreation Community Service District. They are in a much better financial situation. Mr. Williamson reported there is periodic request for service extension. We provide the service down in Humboldt as well as Del Norte. We would like to continue your staffing services for the next fiscal year.

On a motion by Commissioner Countess, seconded by Commissioner Berkowitz, and unanimously carried on a polled vote the Del Norte Local Agency Formation Commission approved FY 2017-18 staffing services contract with Planwest Partners Inc.

- C. **Klamath Fire Protection District Update (ATTACHMENT 4C)** – Mr. Williamson reported there is a report and a list of ten key items in the packet. Since the last meeting, we have talked about all of these 10 items. This same group of items was considered last week at the Klamath River Fire District board meeting. There's another meeting on June 6th. Mr. Williamson reported we hope to make even more progress on this at that meeting. This is just a staff report for an update, but in July we hope to have more concrete information. Linda Sutter asked if the Commission is voting on this item. Chairman Gitlin responded we are not voting on this just getting an update and asked Mr. Williamson when the Commission will be voting on this item. Mr. Williamson responded at the July meeting. Chairman Gitlin asked Mr. Williamson to reach out to the Tribe to answer questions at the next meeting.

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. Mr. Williamson reported he has been contacted by the water board and within the Hussy Ranch Corporation (HRC) Community Service District there is potential to combine those water systems. Mr. Williamson will meet with the water board engineer tomorrow morning to see what their plans are. Mr. Williamson is hoping to come back in July with more of a report. Commissioner Inscore asked if there was any more opportunity to ask special districts to come to the table to join the board. Mr. Williamson responded he has and he wants to see where the legislation goes and if that is approved we will have some specific legislation that we can use to streamline that process. The action should be soon.
- 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).


Commissioners commented: None

- 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.

Public comment: None

5. **Adjournment**

On a motion by Commissioner Berkowitz, seconded by Commissioner Countess, and unanimously carried the Del Norte Local Agency Formation Board of Commissioners approved to adjourn the meeting. There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:46 p.m. until the next regularly scheduled meeting on July 24, 2017 at 4:00 p.m.

A handwritten signature in black ink, appearing to read "George Williamson", written over a horizontal line.

Respectfully Submitted,