



**APRIL 29, 2020
SPECIAL MEETING MINUTES**

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m. via Zoom video conference with Chair Fennell presiding.

2. FLAG SALUTE

3. ROLL CALL

Members Present: Stephen Avis, Virginia Bass, Estelle Fennell, Debra Lake, Robert McPherson, Troy Nicolini, and Paul Pitino
Members Absent: None
Alternates Present: David Couch and Skip Jorgensen
Alternates Absent: Sue Long and Mike Wilson
Staff: Colette Metz Santsche, Executive Officer
Ryan Plotz, Legal Counsel
Krystle Heaney, Clerk/Analyst

4. PUBLIC COMMENTS - None

5. CONSENT CALENDAR

A) Approval of January 15, 2020 Regular Meeting Minutes

Motion Bass/Avis to approve consent calendar. Motion passed by 7-0-0 roll call vote.

6. BUSINESS ITEMS

A) Professional Services Contracts for Executive Officer and Legal Counsel

Executive Officer Santsche provided an overview of the current professional services contracts, which are set to expire on June 30th. The Commission can decide to renew or otherwise extend contracts for another two-year period or conduct a competitive recruitment process.

Commissioners Nicolini, Pitino, and McPherson expressed appreciation for current staff's professionalism and diligence with remaining on budget from year to year. They feel the current level of work is good and wish to continue with current staff. Chair Fennell also gave praise and also wishes to continue with current staff.

Motion Avis/McPherson to direct staff to prepare new two year contracts and bring them back for consideration at the May meeting. Motion passed by 7-0-0 roll call vote.

7. PUBLIC HEARING ITEMS

A) Proposed Budget and Work Plan for Fiscal Year 2020-21

Chair Fennel opened the Public Hearing and Executive Officer Santsche provided an overview of the proposed budget which is not proposed to increase over the last FY budget. The proposed budget will cover items outlined in the work plan including several MSR for CSDs and water districts, processing applications submitted to the commission, and day to day administrative functions.

Commissioner Nicolini stated that the work plan looks very ambitious but is confident that staff can accomplish everything. He is also looking forward to reviewing the CSD MSR as he is now on the Board of a CSD instead of a FPD. Chair Fennell commented that she appreciates fees are not being increased at this time for member agencies.

Motion Pitino/Bass to adopt Resolution 20-01 approving the proposed budget for FY 2020-21 and direct the Executive Officer to distribute the proposed budget to member agencies for review and set the public hearing for the final budget for the May 20, 2020 regular commission meeting. Motion passed by 7-0-0 roll call vote.

8. INFORMATIONAL AND CONTINUING ITEMS

A) Status of Expiring Commissioner Terms

Executive Office Santsche presented the staff report on expiring commissioner terms. She stated that LAFCo recently contacted the City Selection Committee to schedule a meeting for appointment of the Regular City Member which will hopefully take place in the next month or two. LAFCo staff also sent out ballots for the Regular District Member and have been receiving ballots back. Ballots are due by June 19th.

LAFCo staff has also started the Regular Public Member selection process. The press release was sent to several newspapers in Humboldt County and special districts in an effort to further spread the word. Applications are due June 12th. Chair Fennel asked what got Commission McPherson involved with LAFCo. He stated he felt it was a way to give back and thought that his expertise was valuable to the work the commission does. He also stated that he is interested in continuing on the commission and will be applying for the seat again.

Commissioner Nicolini stated he appreciates Commissioner McPherson's involvement on the commission. Commissioner Lake stated she also wishes to continue on the commission and is hoping for reelection to both her district board and the commission. Commissioner Avis asked who is casting votes for the district member. Executive Officer Santsche stated that all independent special districts were sent ballots by certified mail and that they are responsible for sending the ballots back. A quorum is needed to elect the member and if one is not reached the voting period will need to be extended.

Chair Fennell asked who will be voting for the public member. Executive Officer Santsche stated that after applications are received, an Ad Hoc Public Member Selection Committee will convene to review applications and hold interviews after which they will provide a recommendation to the Commission for approval at a later

meeting. Chair Fennell, Commissioner Avis, and Commissioner Lake are serving on the Ad Hoc Committee.

B) Status of MSR Preparations

Executive Officer Santsche presented the staff report for MSR Preparations. She stated that the first part of the year focused on fire services planning and coordination through Measure Z. The second part of the year will focus on MSR preparations for cities and closely associated special districts. The MSRs are being drafted during the current fiscal year, however, public hearings for the MSRs will likely take place in the first part of FY 2020-21.

C) Status of Current and Future Proposals

Executive Officer Santsche presented the staff report for Current and Future Proposals. The Garberville Sanitary District and Fortuna Out of Agency Service Extension have been completed. The Peninsula CSD formation has also been completed, with substantial involvement from Commissioner Nicolini and George Williamson throughout the process; the Certificate of Completion was recorded with an effective date of March 31, 2020.

The Rio Dell FPD annexation was set for Public Hearing at the March 18, 2020 which was cancelled due to COVID-19 concerns. The hearing is being rescheduled for the May 20, 2020 regular meeting and will be noticed in both the Times Standard and via mailed notice.

Future proposals include the Creekside Homes Annexation in Arcata, which is expected to be filed in the coming months. Some discussion was held on the McKinleyville incorporation discussion including what the next steps are and how long the process will take. Executive Officer Santsche stated that the next step should be a feasibility study conducted by an independent and impartial consultant, however, there are currently no funds dedicated for this type of study and it is unknown if the County, MCSD, LAFCo, and/or other entities would be willing to assist with funding. LAFCo will be looking into how much the feasibility study will cost and may be the appropriate entity to oversee an RFP process for the study. She also stated that the process is likely to take several years. Commissioner Couch commented that the McKinleyville CSD would like to remain a part of the process as they will be the most affected by potential incorporation. Currently the MCSD Board is split on whether or not they support the incorporation of the area. Chair Fennell thinks it is important to gather more information on the likelihood incorporation will be supported by the community before committing to spending a large amount of money. Commissioner Avis asked how long the process for incorporation would take. Executive Officer Santsche stated it would be a long process and would be a multi-year effort.

9. EXECUTIVE OFFICER'S REPORT

A) CALAFCO February 21, 2020 Board of Directors Meeting

Executive Officer Santsche provide a brief introduction for the last CALAFCO Board meeting and invited Commissioner Couch to comment on his attendance. Commissioner Couch gave a brief verbal report of the meeting which focused on Executive Officer Pamela Miller's recent resignation due to the determination she

would need to be hired on as an employee versus an independent contractor. She has agreed to continue working through the October CALAFCo Annual Conference.

B) CALAFCO Daily Legislative Report (April 2020)

Executive Officer Santsche provide a brief overview of the latest legislative report available on the CALAFCO website.

C) CALAFCO 2020 Calendar (updated)

Executive Officer Santsche provided a brief overview of the updated calendar. Many events have either been canceled or moved to a later date. The annual conference is still set to take place in October but will be subject to State guidelines regarding COVID-19 and will likely be held virtually.

D) Form 700 (deadline extended to June 1st)

Executive Officer Santsche reminded commissioners that Form 700s are due. The deadline has been extended to June 1st.

10. WRITTEN CORRESPONDENCE - None

11. ADJOURNMENT

The meeting was adjourned at 9:55 a.m. The next regular meeting of the Commission will be held on Wednesday, May 20, 2020, at 9:00 a.m. via Zoom video conference or at the Board of Supervisors Chambers in Eureka, CA as current county health and safety guidelines allow.