

**AGENDA ITEM 5A**

**MARCH 15, 2023  
DRAFT MEETING MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 9:10 a.m. in the City of Eureka Council Chambers and via Zoom video conference with Chair Bushnell presiding.

**2. FLAG SALUTE**

**3. ROLL CALL**

Members Present: Michelle Bushnell, Debra Lake, Ali Lee, Mike Losey, and Steve Madrone  
Members Absent: Steve Ladwig and Troy Nicolini  
Alternates Present: Heidi Benzonelli\* and Gordon Johnson  
Alternates Absent: Jack West and Mike Wilson  
Staff: Colette Santsche, Executive Officer  
Krystle Heaney, Clerk  
Ryan Plotz, Attorney

\*Seated as voting member

**4. PUBLIC COMMENT – None**

**5. CONSENT CALENDAR**

**A) Approval of January 18, 2023 Regular Meeting Minutes**

**Motion Losey/Lee** to approve the consent calendar. Motion passed by 6-0-0 voice vote.

**6. BUSINESS ITEMS**

**A) Appointment of Alternate Public Member to Commission**

Executive Officer Santsche introduced the staff report and provided a brief overview of the selection process. The selection committee met and chose to not conduct interviews since they were familiar with all the candidates and their prior service on LAFCo. The committee recommended Gordon Johnson for Alternate Public Member.

Commissioners held a brief discussion on the candidates and the committee's recommendation. Executive Officer Santsche noted that the committee had a challenging decision, however, Mr. Johnson's engineering background was seen as a tremendous asset to the Commission especially as it relates to municipal service reviews, boundary changes, and service extensions. Selection committee members agreed with this statement and further stated there was no large separation between candidates.

Commissioner Lee noted that the Commission would benefit from a more diversified membership and would like to engage in additional outreach efforts to hopefully

obtain a larger pool of candidates for future seats on the Commission. This could include outreach to people of color, those with disabilities, and others.

**Motion Losey/Lake** to appoint Gordon Johnson as the Alternate Public Member. Motion passed by 6-0-0 roll voice vote.

## **7. PUBLIC HEARING ITEMS**

### **A) Proposed Budget and Work Plan for Fiscal Year 2023-24**

Executive Officer Santsche introduced the staff report and provided an overview of the proposed revenues and expenditures for the year. She also provided an overview of the proposed workplan which includes Municipal Service Reviews for Orick CSD, Orleans CSD, Scotia CSD, Peninsula CSD, City of Eureka, and Humboldt Bay MWD.

Commissioners held a discussion regarding proposed expenses and asked for clarification on contingency funding. Executive Officer Santsche stated that there has not been a need to budget for contingency in several years as there have been no major unforeseen expenses. The current reserve is right around \$100,000 and fluctuates based on when deposits and final cost accounting for applications are received. Expenses and deposits for applications are not always received in the same fiscal year so reserve funds are sometimes used to cover the difference but are recovered once the final cost accounting is done.

**Motion Madrone/Losey** to adopt Resolution No. 23-02, approving the proposed budget for fiscal year 2023-24 and directing the Executive Officer to distribute the proposed budget to cities, special districts and the county and schedule the final budget hearing for May 17, 2023. Motion passed by 6-0-0 roll call vote.

## **8. INFORMATIONAL AND CONTINUING ITEMS**

### **A) Preview of Draft Agency Profiles for South County Municipal Services Review and Sphere of Influence Update**

Clerk Heaney introduced the staff report and provided an overview of the Briceland Community Services District, Redway Community Services District, Resort Improvement District No. 1 (Shelter Cove), and Weott Community Services District.

Commissioners were invited to discuss the draft profiles and provide direction to staff as needed. Commissioners held discussion on the various agencies which included the discussion of hazard and disaster response to the agency profiles. It was noted that during recent hazard and storm events, there were multiple, prolonged electricity outages. This could impact an agency's ability to pump and/or treat water and a contingency plan or disaster plan should be in place to address these types of events.

Redway CSD General Manager Cody Cox joined the meeting and was available to answer questions from Commissioners. He stated that there is a current waitlist for services which the district is reviewing and revising based on applicants' current interest in obtaining services. As infrastructure upgrade projects are completed, the district will be able to move forward with additional connections. There is also interest from the district to begin providing water services to the nearby Eel River Conservation Camp since they already provide wastewater services for the facility which is expected to remain open since it also acts as a storage facility and fire camp. The district is looking into additional sources of water and has received funding for

exploratory drilling. Their permitted spring will not likely be used since it is a cold water source and provides environmental benefits for salamander and fish species. Commissioners also asked if there were any issues with rising insurance costs. Mr. Cox stated that he would have to check with his administrative manager and provide an answer at a later time.

It was noted that Weott CSD has been going through a difficult transition including issues with obtaining staff and board members. They also experienced two boil water notices in the past year. However, Commissioner Bushnell stated that the community is coming together and working to address the issues. They now have a full Board of Directors again and are working to improve the operation and administration of the district. Commissioners asked if this district may be a good candidate for the county to take over due to its prior history, but it was noted that this type of reorganization is unlikely and that the county does not currently oversee any community water or wastewater systems.

Minimal discussion was held on the other districts. It was noted that Resort Improvement District No. 1 is unique in that it provides electric services to the community and has the capacity for 30 additional connections. Commissioner Madrone offered to provide water source consultation to agencies if their respective boards request it.

## **B) Status of Expiring Commissioner Terms**

Executive Officer Santsche introduced the staff report and provided an overview of staff efforts to fill Commission vacancies. She noted that the city selection committee met in February and elected two Trinidad City Council members to fill the vacant regular and alternate city member seats on the Commission. EO Santsche met with Kathy Hayes regarding the meeting and received feedback on future outreach efforts amongst the cities to generate more interest in LAFCo.

With the appointment of City of Trinidad Steve Ladwig as Regular City Member and Jack West as Alternate City Member, all vacancies on the Commission have been filled.

## **C) Status of Current and Future Proposals**

Executive Officer Santsche presented the staff report for Current and Future Proposals. An election was held on March 7<sup>th</sup> that included ballot measures for formation of Salmon Creek Fire Protection District and annexation to the Garberville Fire Protection District, including special tax measures for both. Based on initial election results, all measures passed. EO Santsche will obtain final election results and follow up with Certificates of Completion for each of the proposals.

It was noted that there was a great deal of effort and support from the community in developing these two proposals and Chair Bushnell provided congratulations to each district for their successful applications and expressed gratitude to county and LAFCO staff for all their hard work during the process.

**D) Status of Meeting Location**

Executive Officer Santsche presented the staff report on the current meeting location and asked the Commissioners how they felt about the current meeting location. It was noted by Commissioners that parking was a little easier at the Eureka City Hall as compared to the County Courthouse and that there is easy access to public transportation from the current location. The Commission would like to continue utilizing the Eureka Council Chambers and check back in after six months (September 2023).

**9. EXECUTIVE OFFICER'S REPORT**

**A) CALAFCO Board Meeting (February 17, 2023)**

**B) CALAFCO Daily Legislative Report (January 2023)**

**C) Form 700 (due April 1<sup>st</sup>)**

**D) Ethics Training**

Executive Officer Santsche introduced the attachments included as part of the Executive Officers Report. She requested that Commissioners submit their Form 700s if they have not already and reminded Commissioners that ethics training is required every two years. Certificates should be submitted to either the Clerk or the EO when available. Commissioners requested that staff provide the link to the online ethics training again.

Commissioner Lake provided a brief overview of the last CALAFCO Board meeting and stated that it was a basic business and operations meeting with little to report out.

**10. WRITTEN CORRESPONDENCE**

**A) Correspondence from Ed Voice Regarding Garberville Sanitary District Extension of Water Services to Southern Humboldt Community Park**

Executive Officer Santsche introduced the correspondence received from Mr. Voice and provided a brief background on the extension of water service to the Southern Humboldt Community Park (SHCP). The extension of service was approved in 2019 and Garberville Sanitary District notified LAFCo of the change in location in September 2022. LAFCo's authority for out of agency services is focused on the "actual delivery of services or the intensification of services to a specific property". LAFCo does not oversee or have authority to regulate the design, installation, or construction of planned infrastructure. As such, LAFCo staff determined it was not necessary to bring the item back to the Commission for review.

Mr. Voice provided public comment stating his belief that a condition of approval from LAFCo for extension of service from Kimtu water line exists and expressed concerns about growth inducement. The original approval for service to SHCP was from the Tooby water line and not Kimtu. He stated that no notice was given about the location change and the public was not allowed to provide comment.

**11. ADJOURNMENT**

The meeting was adjourned at 10:38 a.m. The next regular meeting of the Commission will be held on Wednesday, March 15, 2023, at 9:00 a.m. at the City of Eureka Council Chambers located at 531 K Street, Eureka, CA 95501.