

**AGENDA ITEM 5B**

**MAY 18, 2022  
DRAFT MEETING MINUTES**

**1. CALL TO ORDER**

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

**2. FLAG SALUTE**

**3. ROLL CALL**

Members Present: Stephen Avis, Virginia Bass, Michelle Bushnell, Debra Lake, Ali Lee, Mike Losey, and Troy Nicolini  
Members Absent: None  
Alternates Present: David Couch, Gordon Johnson, and Skip Jorgensen  
Alternates Absent: Mike Wilson  
Staff: Colette Santsche, Executive Officer  
George Williamson, Senior Advisor  
Ryan Plotz, Attorney

**4. PUBLIC COMMENT – None**

**5. CONSENT CALENDAR**

- A) AB 361 for Continued Remote Meetings**
- B) Approval of March 16, 2022 Regular Meeting Minutes**

No discussion was held regarding the consent calendar.

**Motion Avis/Losey** to approve the consent calendar including adoption of Resolution 22-05 for continuation of remote meetings. Motion passed by 7-0-0 roll call vote.

**6. BUSINESS ITEMS**

**A) Professional Services Contract for Executive Officer**

Executive Officer Santsche introduced the staff report and provided an overview of the proposed contract for executive officer services. The contract includes updated rates for services to be effective from July 1, 2022 to June 30, 2024.

**Motion Avis/ Nicolini** to approve the contract with Planwest Partners, Inc. for executive officer services. Motion passed by 7-0-0 roll call vote.

**B) Professional Services Contract for Legal Counsel and Engineering**

Executive Officer Santsche introduced the staff report and provided an overview of the current contracts with Mitchell Law Firm for legal counsel services and GHD for on-call engineering services. Commissioner Losey commented on the professionalism and directness of comments provided by legal counsel.

**Motion Losey/Avis** to approve contract with Mitchell Law Firm for legal counsel services and GHD for on-call engineering services. Motion passed by 7-0-0 roll call vote.

## **7. PUBLIC HEARING ITEMS**

### **A) Municipal Service Review and Sphere of Influence Update for the Riverside Community Services District**

Chair Bass opened the public hearing as a continuation from the March 16, 2022 public hearing and requested a report from staff. Executive Officer Santsche introduced the staff report that provided an overview of the Riverside CSD. The current MSR/SOI focused on water services including work in progress by the District to obtain a secondary source of water. The updated draft includes additional language based on comments received from the Commission at the prior meeting. EO Santsche was able to meet with the District Board and develop a proposed SOI expansion based on existing out of boundary services provided by the District.

Discussion was opened to commissioners for comment. Commissioner Avis was impressed with the additional information and inquired about what revenue sources the District receives. EO Santsche stated that they rely on water revenue and no property taxes are allocated to the District. Commissioner Avis sent Clerk Heaney minor edits regarding the Salt River Restoration and will forward that email to EO Santsche. Commissioner Losey commented that the water rates seem low and asked if there can be an adjustment by the Board of the District to help cover the deficit. EO Santsche agreed and noted they are working to update rates as it has been some time since rates were increased. No public comment was received.

**Motion Losey/ Nicolini** to adopt Resolution 22-06 approving the Riverside Community Services District MSR/ SOI update and expanding the SOI as proposed. Motion passed by 7-0-0 roll call vote.

### **B) Final Budget and Work Plan for Fiscal Year 2022-23**

Chair Bass opened the public hearing and requested a report from staff. Executive Officer Santsche introduced the staff report and reviewed the final budget which includes a 3% increase in member contributions. Staff circulated the budget to member agencies and received no comment.

**Motion Avis/ Lee** to adopt Resolution No. 22-07 approving the Final Budget for FY 2022-23. Motion passed by 7-0-0 roll call vote.

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

### **A) Preview of Proposed Formation of the Salmon Creek Fire Protection District**

Executive Officer Santsche introduced the staff report and provided an overview on progress of the formation. Staff has been attending meetings and answering questions about the formation process and providing additional technical support to the Salmon Creek Volunteer Fire Company. Currently the department is circulating a petition for formation. Formation of the FPD would include a \$75 special tax on all applicable parcels. EO Santsche also provided an overview of the service area for the District which includes the greater Salmon Creek area and a small overlap with Miranda CSD SOI. Miranda CSD is aware of this and supports the proposed

boundaries. Part of the formation process will include a reduction of the CSD SOI during the next MSR/SOI update for the District.

Discussion was opened up to commissioners for comment. Commissioner Avis was impressed with the public outreach material and correspondence with the public. Commissioner Losey pointed out that the Salmon Creek community is very close-knit and takes care of their own and their issues. Commissioner Losey believes that the formation will pass easily. As an informational item, the Chair received and filed the report.

**B) Preview of Proposed Annexation of Good Will Response Area and Land Currently Served by the Sprowel Creek Volunteer Fire Company to the Garberville Fire Protection District**

Executive Officer Santsche introduced the staff report and provided an overview on progress of the Garberville FPD annexation. She discussed how the annexation includes Garberville Fire Protection District's existing goodwill response area and Sprowel Creek Volunteer Fire Company response area. The District is proposing a special tax within the current District and proposed annexation area. Increased revenue is critical to build response capacity and improve services. EO Santsche presented an overview of the service area and explained that there has been a lot of outreach from a group based in Benbow that have focused on moving forward with a fire safe community and supporting the annexation. She discussed how the District has developed a Facebook page and are working on a website. The District is scheduling a meeting to initiate the annexation by resolution of application by the District Board.

Discussion was opened up to commissioners for comment. Commissioner Bushnell stated that this annexation is a much wider area compared to the Salmon Creek formation and that many of the houses are rented in Garberville and surrounding areas and are not landowners. Commissioner Avis asked EO Santsche how the special tax will be collected. EO Santsche discussed how the parcel tax will be collected on the property tax bill. Commissioner Bushnell pointed out that Rio Dell's assessment for their special tax came in late so the County provided initial funding and then was repaid when the tax came in. Bushnell stated this may end up being the case for Garberville, as well. EO Santsche discussed how the new tax will be addressed for Garberville and how they elected not to propose a contiguous parcel exemption. As an informational item, the Chair received and filed the report.

**C) Status of Expiring Commissioner Terms**

Executive Officer Santsche introduced the staff report and provided an overview of expiring terms. She stated that the City Selection Committee are planning to meet in July and is coordinating this with County Clerk of the Board Kathy Hayes. She also discussed that ballots for the Special District seats were sent out and were due by June 24. Currently there are no applications for the Public Member seat, but a second round of news releases have been sent out. Current Commissioners can continue to serve until appointments are made for those seats. As an informational item, the Chair received and filed the report.

#### **D) Status of MSR Preparations**

EO Santsche stated that staff is currently working on the South County Regional Water and Wastewater MSR. This MSR includes eight districts and will cover mutual water companies. Staff anticipates having a complete draft by late summer. EO Santsche is preparing tentative schedules for future MSRs.

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

Executive Officer Santsche presented the staff report for Current and Future Proposals. There are no active proposals until the Garberville FPD annexation and Salmon Creek FPD formation applications are submitted. Arcata Fire may want to pursue annexation later this fall. The Sustainable Fire Services team will continue to provide technical assistance to rural fire districts thanks to Measure Z funding allocated to the Fire Chief's Association.

Commissioner Lee asked if there are places that LAFCo is notifying the public online besides the website. EO Santsche stated that for both Garberville and Salmon Creek, information was sent to the Times Standard and Humboldt Independent. Commissioner Lee suggested that it is important to ensure that the landowners get the information, especially since they are the ones to be taxed. Santsche discussed how she will be getting landowner addresses from the assessor's office and the registered voters list from the elections office for the Salmon Creek formation notices. Since there are more than 1,000 voters and landowners in Garberville and the surrounding area, the mailing will be waived, and instead a one eighth page display must be submitted to the newspaper. Commissioner Bushnell commented that they will be doing town hall meetings in those areas to answer questions. This will potentially begin around September/October.

### **9. EXECUTIVE OFFICER'S REPORT**

#### **A) CALAFCO Annual Conference**

#### **B) CALAFCO Board Meeting (April 22, 2022)**

#### **C) CALAFCO Daily Legislative Report (May 2022)**

Executive Officer Santsche introduced the attachments included as part of the Executive Officers Report. Santsche stated that the annual conference is scheduled for October 19 to 21 of this year in Newport Beach. Commissioner Lake did not have much to report, except that Renee LaRoche's first meeting as the new executive director went well.

### **10. WRITTEN CORRESPONDENCE**

None

### **11. ADJOURNMENT**

The meeting was adjourned at 10:02 a.m. The next regular meeting of the Commission will be held on Wednesday, July 20, 2022, at 9:00 a.m. via Zoom webinar or in person as current safety levels and regulations allow.