



**SEPTEMBER 15, 2021  
ADOPTED 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, Debra Lake, Ali Lee, Mike Losey, and Mike Wilson  
Members Absent: Troy Nicolini  
Alternates Present: David Couch\*, Gordon Johnson, and Skip Jorgensen  
Alternates Absent: Michelle Bushnell  
Staff: Colette Santsche, Executive Officer  
Krystle Heaney, Clerk/Analyst  
Ryan Plotz, Attorney

\*Alternate member seated as voting member.

**4. PUBLIC COMMENT – None**

**5. CONSENT CALENDAR**

**A) Approval of July 15, 2021 Regular Meeting Minutes**

Consent calendar was approved by motion of the chair with no objection.

**6. BUSINESS ITEMS**

**A) Fiscal Year 2020/21 Year End Financial Report**

Executive Officer Santsche introduced the staff report and provided an overview of FY2020/21 revenues and expenditures. The Commission held a brief discussion about revenues versus expenditures and Executive Officer Santsche explained that the Commission previously budgeted for contingency funds but stopped once reserve funds reached an acceptable level to cover any unforeseen costs in a given fiscal year. It was also clarified that the budget includes a set amount to help cover the cost of leasing office space in Arcata. The FY2020/21 year-end financial report was approved by motion of the chair with no objection.

**7. PUBLIC HEARING ITEMS**

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

Chair Bass opened the Public Hearing and asked for initial comment from staff. Clerk Heaney introduced the staff report for the Draft McKinleyville CSD MSR/SOI Update and provided a brief overview of the District including activated powers, community partnerships, and proposed sphere amendment. She also expressed the District's desire to have additional time to review the draft document and provide comments

to LAFCo staff. To allow additional time for comment, staff recommended continuing the public hearing to the November Regular Commission meeting.

The item was then turned over to the Commission for discussion and comment. Commissioners asked for clarification on specific terms and units of measurement in the document including latent powers and wheeling of water. Executive Officer Santsche provided an explanation of activated powers versus latent powers in regard to both CSD and LAFCo law. Clerk Heaney provided an explanation of wheeling as it refers to transporting water through one system to another.

Additional items of discussion included providing a better comparison between potable water entering the system versus wastewater exiting the system, clarification on the relationship between MCSD and Humboldt County Sheriff, clarification on services provided to Patrick Creek CSD, a consideration of alternative rate structures, and the potential effects of sea level rise and drought within the District boundary.

The Commission noted that it would be good to include a better explanation of emergency services in the area. This would include an overview of fire and emergency medical services along with a more robust discussion about law enforcement needs and activities in the area.

Commissioners Wilson and Lee also commented that in the future, especially when looking at SOIs and planned development areas, the Commission should consider the long term impacts of large single family developments on the edges of service areas that may require a higher level of infrastructure repairs compared to infill developments or smaller lots.

Staff indicated they will incorporate the Commission's comments into the draft MSR/SOI update and will continue to coordinate with MCSD on revisions.

**Motion Losey/Wilson** to continue the Public Hearing to the November 17, 2021 Regular Commission meeting. Motion passed by 7-0-0 roll call vote.

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

### **A) Status of MSR Preparations**

Clerk Heaney introduced the staff report for MSR preparations. Staff is currently working on an administrative draft of the Manila CSD MSR/SOI update and hopes to bring it before the Commission at the next regular meeting. Staff is also working on contacting Riverside CSD and will begin drafting the MSR once information is received from the District. Additional MSRs will be stated in early 2022.

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

Executive Officer Santsche presented the staff report for Current and Future Proposals. Staff is currently working with City of Arcata and Humboldt CSD on final maps and parcel descriptions for their respective annexations. The City of Rio Dell received map approval from the County Surveyor. The City and County also discussed long term road maintenance as required by the Conditions of Approval and concluded that a MOU would not be necessary. As such, LAFCo staff will be moving forward with the final Board of Equalization filing and Certificate of Completion for the Rio Dell Metropolitan Road annexation.

Future proposals are similar to what has been presented in previous meetings including continued efforts of fire services coordination. The Eel River Valley fire chiefs have been meeting regularly and are working to develop cost sharing options for the districts including a possible shared senior administrative position and a shared fire prevention specialist position that would be funded and utilized by all the Districts. Commissioners commented that collaboration between the districts is positive and can provide improved administrative efficiencies and cost savings.

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

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

Executive Officer Santsche informed the Commission that the Annual CALAFCO conference has been canceled due to low anticipated attendance levels which have made the conference fiscally infeasible. Reserved hotel accommodations have been cancelled and refunded. However, there has been some trouble in canceling flights due to various airline policies. Staff recognizes that this may be a financial burden to Commissioners that booked flights and will be working to get refunds. LAFCo may be able to cover the costs if the Commission is agreeable.

Commissioners discussed potential refunding of flights and directed staff to work on getting refunds from the airlines but if it is not possible the LAFCo can cover the costs. It was also noted that next year's conference will be held in the same location so it may be possible to use airline credits then.

### **B) CALAFCO Quarterly (August 2021)**

Executive Officer Santsche introduced the CALAFCO quarterly newsletter which has valuable information of current events.

### **C) CALAFCO Daily Legislative Report (September 2021)**

Executive Officer Santsche introduced the legislative report which is also available online.

Additional discussion was held about recent CALAFCO-U webinars including the Fire and EMS series. Commissioner Lake commented that the series was well done and worth viewing if Commissioners have time. Commissioner Lee also attend the series and thought it was very informative. She also thanked Commissioner Lake for participating in LAFCo and sharing her fire and EMS services background with the Commission. CALFCO-U webinars and associated materials are available online to CALAFCO members.

Commissioner Council also noted that CALAFCO membership dues have recently been questioned. Kern County previously requested a reduction in their membership fee but has instead decided to leave CALAFCO.

## **10. WRITTEN CORRESPONDENCE**

None

## **11. ADJOURNMENT**

The meeting was adjourned at 10:07 a.m. The next regular meeting of the Commission will be held on Wednesday, November 17, 2021, at 9:00 a.m. via Zoom webinar or in person as current safety levels and regulations allow.