



**MARCH 16, 2022  
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 Troy Nicolini  
Members Absent: Michelle Bushnell  
Alternates Present: David Couch, Gordon Johnson, and Skip Jorgensen  
Alternates Absent: Mike Wilson  
Staff: Colette Santsche, Executive Officer  
Krystle Heaney, Clerk/Analyst  
Ryan Plotz, Attorney

**4. PUBLIC COMMENT** – None

**5. CONSENT CALENDAR**

**A) AB 361 for Continued Remote Meetings**

**B) Approval of January 19, 2022 Regular Meeting Minutes**

Discussion was held regarding the location of future meetings. Executive Officer Santsche stated that it is unknown if LAFCo will be able to use the hybrid meeting equipment in the Board of Supervisors Chamber as the commission is not part of Access Humboldt. She will be looking into options for hybrid meetings and will provide Commissioners with options for future meetings.

Commissioners indicated that a hybrid approach is preferred over fully in person meetings as it will allow for broader public participation, decrease the travel time for commissioners that live further away, and reduce the Commission's overall carbon footprint.

**Motion Losey/ Nicolini** to approve the consent calendar including adoption of Resolution 22-03 for continuation of remote meetings. Motion passed by 6-0-0 roll call vote.

**6. BUSINESS ITEMS**

**A) Professional Services Contracts for Executive Officer and Legal Counsel**

Executive Officer Santsche introduced the staff report and provided an overview of the current contracts. The Commission was given the option of continuing the current contracts for another two-year period or initiating a competitive bid process.

Commissioners indicated they are satisfied with the current contracts for staffing and legal services and choose to continue the contracts through FY 2023/24.

## **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 and requested a report from staff. Clerk Heaney introduced the staff report and provided an overview of the Riverside CSD MSR, which included a review of currently available information on District water services and finances. LAFCo staff is continuing efforts to contact District staff and board members to gain additional information to complete the MSR.

The discussion was opened for Commissioner comment. Commissioners requested additional information on potable versus non-potable water supplies, backflow and cross contamination issues, area hazards such as sea level rise, flooding, and earthquakes, the Salt River Restoration Project, and fire flows. The Commission also inquired about the potential for the District to connect with Del Oro Water Company, the water provider for the City of Ferndale.

The Commission also discussed the District's disadvantaged status and their likely need for additional help and expertise on water systems and funding. It was recommended that the Commission conduct outreach efforts and provide support to the District where feasible.

**Motion Lake/ Lee** to continue the public hearing to the May 18, 2022 regular meeting. Motion passed by 6-0-0 roll call vote.

### **B) Proposed 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 provided an overview of the draft budget. She reviewed the recommended increases to cover the rising costs of insurance and MSR preparations. The budget as proposed would increase member contributions by 3%. Executive Officer Santsche also reviewed the proposed work plan for FY 2022-23 which includes preparation of seven MSR/SOI updates. Commissioners indicated they were satisfied with the proposed budget and appreciated that the proposed increase was minimal.

**Motion Avis/ Losey** to adopt Resolution No. 22-04 approving the proposed budget for FY 2022-23, direct staff to distribute the proposed budget to cities, special districts, and the county, and schedule the final budget for a public hearing on May 18, 2022. Motion passed by 6-0-0 roll call vote.

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

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

Executive Officer Santsche introduced the staff report and provided an overview of expiring terms. LAFCo staff has requested that the City Selection Committee convene to appoint new City members however it is unlikely this will occur before July. A call for nominations was sent out to all independent special districts and several nominations have been received. Staff will be putting together an official ballot and mailing it out to Districts by April 15. A news release was issued to several news outlets in the region and posted to the Humboldt LAFCo website regarding the open alternate public member seat.

Executive Office Santsche requested that the Commission appoint members to a Public Member Selection Committee in order to review applications, conduct interviews, and provide a recommendation to the Commission for appointment of an alternate public member. Commissioners Bass, Lake, and Losey were appointed to the committee.

#### **B) Status of MSR Preparations**

Clerk Heaney introduced the staff report for MSR preparations. Staff is currently working on preparation of the Riverside CSD MSR as discussed under agenda item 7A, and the South County Regional Water and Wastewater MSR.

Commissioners inquired about the agencies that are included in the South County MSR and discussed the potential for conducting site visits to some of the agencies. A previous site visit was made to Garberville Sanitation District that was informative and helped with understanding of water and wastewater processes.

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

Executive Officer Santsche presented the staff report for Current and Future Proposals. There are currently no active proposals on file with LAFCo. Staff recently met with Humboldt CSD to discuss the application process for the North McKay Ranch Annexation and will continue to work with them on the annexation process.

Executive Officer Santsche is continuing to participate in fire services coordination efforts. She recently met with the Arcata FPD Board to discuss potential annexation of Fickle Hill Road/ Upper Jacoby Creek area. Executive Officer Santsche and Commissioner Lake also attended a meeting with Salmon Creek VFD. There was good attendance at the meeting which included a presentation about fire protection district formation and Firewise. Furthermore, Garberville FPD is making good progress with their annexation planning efforts which will likely come before the Commission later this year.

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

#### **A) CALAFCO Strategic Plan 2021 Overview**

#### **B) CALAFCO Quarterly (February 2022)**

#### **C) CALAFCO Board Meeting (January 21, 2022)**

#### **D) CALAFCO Daily Legislative Report (January 2022)**

#### **E) CALAFCO Request to Support SB 938**

#### **F) Form 700 Reminder (due April 1<sup>st</sup>)**

Executive Officer Santsche introduced the attachments included as part of the Executive Officer's Report and invited Commissioner Lake to provide any additional comments. CALAFCO has hired a new Executive Officer, Renee LaRoche, who will be supported by outgoing Executive Officer Pamala Miller for one to two months. Commissioners also requested staff to send get well card to Ms. Miller on behalf of the Commission.

Commissioner Lee indicated she would take on review of SB 938. This legislation would revise protest hearing requirements and provide clarification on the process.

**10. WRITTEN CORRESPONDENCE**

None

**11. ADJOURNMENT**

The meeting was adjourned at 10:11 a.m. The next regular meeting of the Commission will be held on Wednesday, May 18, 2022, at 9:00 a.m. via Zoom webinar or in person as current safety levels and regulations allow.