

# LOCAL AGENCY FORMATION COMMISSION

## MINUTES FOR JUNE 13, 2007 MEETING

### COMMISSIONERS PRESENT:

Supervisor Roger Rodoni, Commissioners Roy Curless, Richard "Bud" Leonard, Marty McClelland and Patrick Whitchurch, Supervisor Alternate Jill Geist

### COMMISSIONERS ABSENT:

Supervisor Bonnie Neely, Commissioner Kevin McKenny, Alternate Virginia Graziani, Jeff Leonard and Bob McPherson.

**STAFF PRESENT:** Michael Wheeler, County LAFCo Staff; Sharyn Lodes, County LAFCo Clerk; George Williamson, Contract Executive Officer, Amber Jamieson, Contract LAFCo Administrator; Jeff Guttero, Legal Counsel; Carolyn Ruth, County Legal Counsel.

The meeting was called to order at 9:00 AM in Humboldt County Courthouse Conference Room A, Chairman McClelland presiding.

### APPROVAL OF MINUTES OF April 4, 2007

**THE MOTION WAS MADE** (Whitchurch/Leonard) to approve the April 25, 2007 Minutes as revised by the Clerk.

**THE MOTION PASSED BY A VOTE OF 4-0-2.** (Supervisor Geist and Commissioner Bud Leonard abstained.)

### NEW BUSINESS:

#### **1. Proposed alternative A and B meeting calendars for the Board of Supervisors Chambers**

**Michael Wheeler**, County LAFCo staff summarized the availability of the Board of Supervisors Chambers for two alternative meeting schedules for fiscal-year 2007-8.

**THE MOTION WAS MADE** (Leonard/Rodoni) to select the "Alternative B" calendar dates beginning on July 25<sup>th</sup> through December 5, 2007 and reschedule the remainder of the fiscal year's meeting dates at the end of the calendar year.

**THE MOTION WAS PASSED BY A VOTE OF 6-0.**

#### **2. Budget Progress Report was reviewed for fiscal year 2006-2007**

**Stephanie Larsen**, County Assistant Administrative Officer, presented the Fiscal Year 2006-2007 Budget Status Report.

**BY ORDER OF THE CHAIR**, the budget report was received and accepted as presented by Stephanie Larson.

### **3. Election of Officers**

**THE MOTION WAS MADE** (Leonard/Rodoni) to nominate and elect Pat Whitchurch as LAFCo Vice Chair for fiscal Year 2007-2008.

**THE MOTION WAS PASSED BY A VOTE OF 6-0.**

**THE MOTION WAS MADE** (Curless/Geist) to nominate and elect Marty McClelland as LAFCo Chair for Fiscal Year 2007-2008.

**THE MOTION WAS PASSED BY A VOTE OF 6-0.**

### **4. Scotia CSD Formation Application**

**Michael Wheeler**, County LAFCo Staff, discussed the Scotia Community Services District (CSD) formation application and Municipal Service Review (MSR). The application form included a draft MSR and a petition with 85 signatures (26% of Scotia registered voters); however, it is considered incomplete until the environmental document is received. Planwest has a potential conflict in the review of the MSR and staff recommended authorization of a task order of \$15,000 for PMC to conduct a review of the CSD application and MSR.

**THE MOTION WAS MADE** (Leonard/ Rodoni) to authorize the task order for PMC to conduct a review of the CSD application and MSR.

**THE MOTION WAS PASSED BY A VOTE OF 6-0.**

### **5. Consultant Status Report for LAFCo Transition and**

### **6. Insurance Coverage Costs for LAFCo Under the Transition**

**George Williamson**, Contract LAFCo Staff, presented a status report of Planwest's efforts in assuming staffing for LAFCo. Planwest has contacted the Special District Risk Management Authority (SDRMA) and has received an application for insurance coverage for LAFCo staff and for the anticipated office space.

**Chairman McClelland** directed LAFCo staff to keep the insurance under the County until July and place it on the July meeting agenda.

**Mr. Williamson** reported on available office space and suggested maintaining LAFCo office space at the Planwest location until specific space becomes available. The LAFCo existing telephone number may be call forwarded to the new location. He also discussed the website ([www.humboldtlafo.org](http://www.humboldtlafo.org)) domain which Planwest has secured and will maintain. Outside auditing was discussed. Since this is not needed until the end of the 2007-08 fiscal year, an RFQ will not be requested until after the first of the year. Also discussed were the cost accounting procedures. It was agreed that Mr. Williamson would be authorized to review and approve bills except for those from Planwest which would be reviewed and approved by a Commission member.

**Mr. Williamson** reported file transition was in progress and should be completed by July 1<sup>st</sup>. It was agreed the files should be moved to Planwest when all scanning was completed.

Further discussion ensued about separate office space and contract staffing specifications.

**BY ORDER OF THE CHAIR, with the commission's concurrence, Chairman McClelland** directed Planwest to keep the files at their office in Arcata, but look for a shared facility toward the end of the year, and report back to the Commission about office space in December.

**Mr. Williamson** stated he has met the Legal Counsel, Jeff Guttero, and will refer appropriate legal matters directly to him when a legal opinion is necessary.

**George Williamson** summarized that he had begun the task order, and has done an internal allocation for the work. Letters have been drafted for member organizations that do not need any further action. Mr. Williamson offered to have a work plan by the next meeting.

**BY ORDER OF THE CHAIR,** the Consultant Status report was received and accepted.

**BY ORDER OF THE CHAIR,** the Insurance Coverage report was received and accepted.

### **PUBLIC HEARING**

1. Consideration & Adoption of Proposed final FY 2007-08 Budget

**Stephanie Larsen** presented the proposed LAFCo 2007-08 budget, which included \$5,680.00 for insurance and \$1,800.00 for CALAFCo membership. Based on the action for the Scotia CSD formation, Ms. Larsen recommended adding \$15,000.00 for the approved PMC task order.

*The public comment period was opened.*

No one spoke before the Commission.

*The public comment period was closed.*

No further discussion ensued.

**THE MOTION WAS MADE** (Leonard/ Whitchurch) to approve the proposed budget with the inclusion of the PMC task order.

**THE MOTION PASSED BY THE VOTE 6-0.**

### **PUBLIC APPEARANCES**

No one spoke before the Commission.

### **CORRESPONDENCE**

No correspondence was received.

### **OFF AGENDA**

**Commissioner Whitchurch** read and presented a letter of appreciation to Sharyn Lodes, LAFCo Clerk, for her services to Humboldt County LAFCo.

This meeting was adjourned at 10:10 AM.