

TRINITY LOCAL AGENCY FORMATION COMMISSION

March 19, 2019 at 4:00 p.m.

Trinity County Library meeting room,

Weaverville

**MINUTES**

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**1. CALL TO ORDER**

Chair Clarence Rose called the meeting to order at 4:00 p.m. Members present: County members – Keith Groves, Judy Morris, John Fenley; Special District members – Clarence Rose; Public members – none. Interim Executive Officer: John Jelichich.

Alternate members present: Bobbi Chadwick (County)

Members absent: Bill Britton (Special District), public member positions are vacant

**2. PRESENTATIONS/ANNOUNCEMENTS**

Presentation from Pamela Miller, Executive Director, California Association of Local Agency Formation Commissions (CALAFCO) pertaining to LAFCO.

**3. APPROVAL OF MINUTES (December 4, 2018)**

By consent, the approval of the minutes was waived.

**4. PUBLIC COMMENT OPPORTUNITY**

This agenda time is for information from the public for items *not* appearing on today's agenda. No action or discussion will be conducted on matters presented at this time. When addressing the Commission, please state your name for the record prior to providing your comments. Address the Commission as a whole through the Chair. Comments are limited to three (3) minutes in length, subject to the discretion of the Chair, and must pertain to matters within the jurisdiction of this Commission.

Comments received from John Hamilton regarding the need for website.

**5. PUBLIC HEARINGS**

None

**6. ACTION ITEMS**

A. Discuss and/or take action regarding the following matters that could affect next year's budget preparation:

1. Establish priorities for work program in FY 2019/20, which could include, but not be limited to the following:

a. Complete and adopt Policy and Procedures Manual; and/or

E.O. explained that he had prepared a draft of the update, but needed to make

additional changes to conform with newer legislation, such as the need for a website and clarification regarding the appointment of an Executive Officer. He plans on bringing this matter to the Commission following Commission action on forming a special district for ambulance services.

- b. Prepare, update and prioritize Municipal Service Reviews (MSRs) and Spheres of Influence (SOI) for Independent Special Districts; and/or

There was general discussion regarding the need and legal requirements for the MSR/SOI updates. Comments received from Pamela Miller, George Williamson, and John Hamilton.

- c. Provide direction to staff regarding the potential need to increase revenue to achieve Commission priorities.

The proposed budget is to include funding options for updating the MSR/SOI updates and potential staffing changes.

2. Provide direction to Executive Officer regarding these and/or other matters that could affect FY 2019/20 budget preparations. (Note: this will include direction on a slight increase to CALAFCO membership dues for next fiscal year.)

The Commission directed that two budget options be provided, including options for revenue needed to meet State requirements. The Commission supported payment of the CALAFCO membership dues.

3. Executive Officer transition from current appointee to possible consulting firm. George Williamson and others from the consulting firm Planwest Partners Inc. will be present to discuss services they could provide beginning next fiscal year, if the Commission desires.

George Williamson of Planwest Partners, Inc. introduced himself and explained his firm's services for LAFCO. Planwest provides staffing services for Del Norte, Humboldt and Shasta LAFCOs and he indicated that his firm is also available to provide those services to Trinity LAFCO. The cost of the services is undetermined at this time and depends on the work priorities and desired services of the Commission. He explained their experience with MSR/SOI updates, using Shasta County as an example, and cited the importance of a close working relationship with the special districts.

The Commission questioned whether an RFP was needed. EO Jelich explained that he had contacted several firms over the past few years and Planwest is the only firm expressing an interest. He stated that he would look into the matter further.

## **7. ADMINISTRATIVE BUSINESS**

Review current bi-tech report regarding Commission budget.

The Commission reviewed that Bi-tech report dated March 11, 2019 with the EO, who

pointed out the continued increase in cash balance. Additional costs will need to be paid this fiscal year, such as legal ads, postage and photocopies.

**8. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE**

A. Discuss Public Member vacancies.

John explained that he had made personal contacts with several individuals and sent a copy of the display ad to the Watershed Center for posting. Only one person has expressed a possible interest in submitting a letter of interest.

B. Update: Trinity County Life Support (TCLS) proposal to form a special district to provide ambulance services.

The Board of Supervisors is scheduled to conduct a public hearing on April 2, 2019 to consider adopting a resolution of application to submit to LAFCO.

**9. COMMISSIONER'S COMMENTS**

None.

**10. ADJOURNMENT**

Meeting adjourned at 5:58 pm