

TRINITY LOCAL AGENCY FORMATION COMMISSION

April 16, 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 4:10pm. Members present: County members: Keith Groves, Judy Morris, John Fenley; Special District members: Clarence Rose, Bill Britton; Public Members: none. Interim Executive Officer: John Jelichich.

Alternate members present: Bobbi Chadwick (County); Pat Frost (Special Districts)

Members absent: Public Member positions are vacant

2. **PRESENTATIONS/ANNOUNCEMENTS**

None

3. **APPROVAL OF MINUTES** (March 19, 2019)

On motion of Commissioner Morris, second by Commissioner Fenley and carried, the minutes of March 19, 2019 are approved.

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.

No comments received from the public.

5. **PUBLIC HEARINGS**

A. **Public Hearing on 'Proposed' Budget for FY 2019/2020**

Consider/action, and provide direction to Executive Officer regarding "proposed" budget for FY 2019-2020.

EO Jelichich presented the staff report for the proposed budget explaining various categories, the need to increase the budget to accommodate a transition from himself to a consultant to provide staff services and the need to prepare/update the Municipal Service Reviews (MSR) and Spheres of Influence (SOI) from special districts in the county. Past practice by the Commission has been to direct that MSRs and SOIs only be conducted when accompanied by another project, such as an annexation. The legislature has changed the option of performing MSR when

necessary to now requiring them every five years. The proposed budget also includes a list of special districts considered to be high priority for the first round of MSR/SOI updates. There was general discussion and questions for clarification between members of the Commission and the EO and with George Williamson of Planwest, Inc. regarding the legal requirements to conduct these updates.

The Chair opened the public hearing open. There were no comments from the public. Public hearing closed.

Following discussion between the members, Commissioner Groves made a motion to approve the proposed budget with the following changes: In revenues: increase the contributions from the County/Special Districts to a total of \$28,000 (\$14,000 from County; \$14,000 from Special Districts) - the remainder of needed revenue would be from cash reserves; and in Expenses: delete the Training amount (\$2,500, Acct # 3200) in its entirety. Second by Commissioner Fenley and approved unanimously.

Following discussion among members, the Chair directed staff to send letters to Special Districts and the County regarding the budget increase, explaining that the MSR/SOI updates are required by State law and that the Commission has consistently kept its budget to the minimum necessary to conduct business.

## 6. ACTION ITEMS

### A. Appointment of Public Member(s) to Commission

The closing date for applications was April 3, 2019.

EO Jelich explained that he had noticed the vacancies twice in a display ad in the Trinity Journal; sent e-mail messages to people who might be interested, sent a copy of the display ad to the Watershed Center for posting. One person seemed interested, but no letters of interest have been received. The positions remain open until filled. Commissioners indicated that they would keep an eye out for potential candidates.

### B. Elect Chair and Vice-Chair

Discuss and/or take action to appoint Chair and Vice-chair to serve from May 1, 2019 to May 1, 2020. (The new Chair will be a County member. [The current vice-chair is Judy Morris (County)]; the new vice-chair would normally be a Public member).

EO Jelich explained that Trinity LAFCO has a practice of rotating the Chair activities between Special District, County and Public members.

Commissioner Britton made a motion to appoint Judy Morris as Chair for the next year, beginning May 1, 2019. Second by Commissioner Groves and approved unanimously.

There being no Public Members currently on the Commission, Commissioner Groves made a motion to appoint Bill Britton (Special District member) as Vice Chair. Second by Commissioner Fenley and approved unanimously.

## **7. ADMINISTRATIVE BUSINESS**

- A. Review bi-tech report (this will probably be discussed during the budget item)

This matter was discussed during the budget hearing.

- B. Discuss and/or take action regarding transition from current Executive Officer to Planwest, a consulting firm specializing in LAFCO matters.

Following a brief discussion with staff and George Williamson, the Commission stated that they would like a contract available for consideration at their next meeting in May.

- C. Discuss and/or take action regarding proposed schedule to prepare/update Independent Special District Municipal Service Reviews (MSR) and Spheres of Influence (SOI)

This matter was discussed during the budget hearing.

- D. Discuss, direction and/or action regarding Trinity LAFCO website and arrangement with "Streamline" of Sacramento to develop and maintain new website in conformance with State requirements.

EO Jelich stated that he wanted to discuss the issue of using Streamline's services with Planwest in case the new EO had different ideas about how the website maintenance should be handled.

- E. Discuss and/or take action regarding Commission meeting schedule for remainder of calendar year.

Commissioners should note the regular Commission meeting dates in their calendars. The CSD formation meetings are likely to occur in August and September and their will likely be meetings almost every month during the next fiscal year for MSR/SOI actions.

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

- A. Status of Trinity County Life Support application to form a special district.

On April 2, 2019 the Board of Supervisors adopted a "resolution of application" to form a Community Services District for the purpose of providing ambulance service within the general area currently served by Trinity County Life Support. EO Jelich stated that he is reviewing the application submitted with the resolution, prepared by TCLS, for completeness and, for calendar planning purposes, is considering having the Commission conduct a workshop on the formation proposal on August

20, 2019 and the public hearing to consider adopting a resolution to form the district on September 17, 2019. This would still provide sufficient time for an additional meeting, if necessary, in October and still meet the Elections Department deadline for submittal for the March 2020 election.

B. Policy and Procedures Manual update.

No new information. This is an item that EO Jelich plans to complete prior to his departure, but probably after the CSD formation.

9. **COMMISSIONERS' COMMENTS**

None

10. **ADJOURNMENT**

Meeting adjourned at 5:25 pm.