

# AMADOR LAFCO

## LOCAL AGENCY FORMATION COMMISSION

810 COURT STREET ♦ JACKSON, CA 95642 ♦ (209) 223-6380



**APPROVED**

### MINUTES

February 20, 2020

This meeting was available via live audio streaming and was digitally recorded.

1. **Call to Order, Pledge of Allegiance & Roll Call**

The February 20, 2020, meeting of the Amador Local Agency Formation Commission (LAFCO), held at the County Administration Center, 810 Court Street, Jackson, California, was called to order by Chairman Crew at 6:03 p.m.

2. **Roll Call**

Members Present:

Pat Crew, Chairman  
Jim Vinciguerra, Vice Chairman  
Dominic Atlan, City Member  
Brian Oneto, County Member (arrived at 6:15 p.m.)

Staff Present:

Roseanne Chamberlain, Executive Officer  
Nancy Mees, Clerk to the Commission

3. **Approval of Agenda for February 20, 2020**

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to approve the agenda as submitted. (3 yes, 0 no, 2 absent)

4. **Approval of the Minutes of January 9, 2020**

**Motion:** It was moved by Commissioner Atlan, seconded by Commissioner Vinciguerra, and carried unanimously to approve the Minutes for January 9, 2020, as submitted. (3 yes, 0 no, 2 absent)

5. **Approval of Claims to February 20, 2020**

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to approve the Approval of Claims – Meeting Final, as submitted. (3 yes, 0 no, 2 absent)

6. **Public Forum – Public Comment**

There was no public comment.

7. **Public Review Draft Municipal Service Review for Sutter Creek Fire Protection District, LAFCO Project #322 (public hearing continued from January 9, 2020)**

Chairman Crew opened the public hearing.

Executive Officer Chamberlain reported that comment letters had been received from CalFire and Amador Fire Protection District, and that those letters were in the meeting packet.

Chairman Crew commented that this item should be continued to a date certain, probably sometime this summer. Ms. Chamberlain agreed and added that if all information had still not been received by the new date set, the action could be continued again. Commissioner Atlan asked if there would be any negative effect in postponing the MSR that long and Ms. Chamberlain responded that there would not as this particular MSR's accompanying SOI does not involve any annexations or amendments.

Chairman Crew stated that he would like to see a full board present at the next hearing on this MSR. Ms. Chamberlain said the June 18, 2020, meeting would be a good date to rehear this item.

There was no public comment.

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to continue the public hearing to the June 18, 2020, LAFCO Commission meeting. (3 yes, 0 no, 2 absent)

Ms. Chamberlain commented that the meeting packet for that meeting would contain the Draft MSR with any changes resulting from comments being highlighted.

8. **Affirm Existing Sphere of Influence for Lockwood Fire Protection District, LAFCO Project #315; Resolution #2020-02 (public hearing)**

Executive Officer Chamberlain reviewed the location of the District and said that, although their MSR had been approved recently, the SOI action had been postponed so that the District could decide whether it wished to modify its sphere. The District decided to maintain the current coterminous sphere; however, there will be times when their fire trucks will be dispatched by CalFire to a location outside of their boundary.

There was no public comment.

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to close the public hearing. (3 yes, 0 no, 2 absent)

**Motion:** It was moved by Commissioner Atlan, seconded by Commissioner Vinciguerra, and carried unanimously to adopt Resolution 2020-02 affirming the existing sphere of influence for Lockwood Fire Protection District, which includes limited areas outside the district boundaries. (3 yes, 0 no, 2 absent)

9. **Mid-Year Budget Report and Discussion of Work Plan Progress**

Clerk Mees reported that the adopted work plan for fiscal year 2019-20 is progressing well, with a couple annexations completed, one CSA dissolved, and six MSR/SOIs either completed or in



process at this point. She commented that, in addition to the cost savings in having staff performing the MSR reviews this time, some additional benefits have become apparent: (1) it has allowed staff to become much more familiar with each district and its boundaries, leading to the finding of previously missed facts, such as snow removal having never been formally approved as a service in Pine Acres, and to sphere amendments that more accurately reflect the service provision and needs of each district; and (2) it has allowed staff to become acquainted with the boards of each district, opening up communication channels, and thus making it easier to encourage the boards to try to comply with MSR determinations and letting them know that LAFCO is available to help them.

Ms. Mees stated that, with the exception of the unexpected increase in liability insurance and CALAFCO fees, the other expenses in the budget are only at 50 percent or less even though we are more than half way through the fiscal year. All city cost shares have been collected, with only the county share remaining unpaid. Staff has contacted the auditor's office, and they are taking care of making that payment as soon as possible.

**10. Update Regarding Implementation Checklist for Each Agency Following MSR Determinations**

Executive Officer Chamberlain reported that Clerk Mees had come across the idea of using checklists as an MSR follow-up tool at a conference she attended a few months ago. Ms. Chamberlain stated that, although LAFCO has no enforcement ability with respect to determinations, the checklist could be useful in making it easy for districts to see what needs to be done and a suggested timeline for accomplishing the determinations made in the MSRs. Ms. Chamberlain added that the checklists would be sent to the districts and also put on the website, with accomplishments being noted as they occur.

Commissioner Oneto commented that many of the requirements listed are hard for some of the smaller districts to accomplish. Ms. Chamberlain replied that the checklists are a way for LAFCO to assist the districts in achieving the determinations.

**11. Other Business, Reports**

- a. Correspondence – Executive Officer Chamberlain reported that CALAFCO is submitting a bill to the legislature that would amend the provisions governing the approval process for cities and districts wanting to provide new and extended outside services by contract. The wording would make it explicit that LAFCO must determine whether the contract is exempt, therefore preventing agencies from self-exempting such contracts. Ms. Chamberlain added that Amador LAFCO has already been doing this, requiring cities and districts to notify LAFCO of any proposed extension of service so LAFCO can decide whether or not it is exempt. She stated that Amador LAFCO can send a letter in support of this bill.
- b. Commissioner Announcements – none.
- c. Executive Officers Report – Ms. Chamberlain reported that the networking group of women water managers held its first meeting, and everyone felt it was a good exchange of ideas and information. They would like to continue meeting quarterly, rotating the meetings among the various districts.

Ms. Chamberlain stated that CSDA is offering scholarships of up to \$1,500 to small districts to assist them in developing websites.

She also reported that she has been in discussion with legal counsel from both our own and other districts with respect to AB5 regarding contractors. The sense seems to be that it will not apply to government contracts such as those for small counties using contractors for LAFCO staff rather than having to make them employees. We will have to wait and see how this develops.

Ms. Chamberlain stated that she has negotiated with Gene Mancebo, formerly the AWA General Manager, to assist in the MSR update for AWA at a reasonable rate for a limited amount of time. Commissioner Atlan commented that he believes AWA should reimburse LAFCO for that cost. Ms. Chamberlain replied that she has an upcoming meeting with the current General Manager at AWA, John Kingsbury, to discuss the MSR and its cost.

Ms. Chamberlain reported that Pine Acres is currently down to two board members, and that she has been in conversation with Supervisor Axe regarding possible appointments to the district's board.

The city selection committee met and rotated Commissioner Atlan from city seat 2 to seat 1, rotated Commissioner Coburn from alternate to seat 1, and appointed David Groth from Amador City as the new alternate. Ms. Chamberlain is trying to get in touch with him to provide a LAFCO orientation.

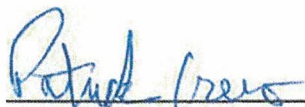
Ms. Chamberlain stated that she believed Willow Springs Water District to have been long inactive, but that she recently found out that, because it was reported to the state that the district still has \$2,000 plus in assets, it cannot be dissolved using the streamlined process. She is therefore trying to contact John Applegate, her last known contact for Willow Springs, to discuss the possibility of dissolving the district under the normal provisions.

Commissioner Oneto asked about the rates agreed upon with Mr. Mancebo, and Ms. Chamberlain responded that they had agreed to a rate of \$50 per hour for up to 20 hours of work. Commissioner Oneto stated that as long as counsel approves it, it should be fine. Ms. Chamberlain said counsel had reviewed the memorandum written by Mr. Mancebo and approved it. Ms. Chamberlain added that she will create a document she can sign acknowledging she has signed off on the memorandum, as that will be necessary for the auditor to pay Mr. Mancebo.


- d. Budget Reports – in the commissioner review binder.

**Adjournment**

The next regular LAFCO meeting (March 19, 2020) is cancelled. The next meeting is scheduled for April 16, 2020. Chairman Crew adjourned the meeting at 6:32 p.m.



Pat Crew, Presiding Officer  
LOCAL AGENCY FORMATION COMMISSION

ATTEST:   
Nancy Mees, Clerk to the Commission