

Chairman:
Robert Meacher

Commissioners:
Jim Krantz
Bill Kennedy
Terry Swofford
John Larrieu

Executive Officer :
John Benoit

Clerk:
Nancy Fluke



LAFCo

*The Local Agency Formation
Commission Serving Plumas County*

SPECIAL MEETING MINUTES

FRIDAY, OCTOBER 16, 2009

10:00 AM

BOARD OF SUPERVISORS CHAMBERS

PLUMAS COUNTY COURTHOUSE

QUINCY, CALIFORNIA

1. CALL TO ORDER – 10:02 A.M.

2. ROLL CALL

Present: Supervisor Meacher, Supervisor Swofford, Jim Krantz, John Larrieu, and Bill Kennedy.

Absent: None.

Also Present: John Benoit, Executive Officer, Dan Wilson, Alternate LAFCo Commissioner, and Nancy Fluke, Clerk.

3. CONSENT ITEM(S)

A. Approval of Agenda

Meacher asks if there are any changes or corrections to the Agenda. Hearing none, Meacher calls for a motion to approve the Agenda. The motion is made by Larrieu, Swofford seconds the motion, and a unanimous affirmative voice vote is recorded.

B. Approval of Minutes – Deferred to November 9, 2009.

4. PUBLIC COMMENT OPPORTUNITY

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

Meacher opens the Public Comment Opportunity. There being no comments, Meacher closes the Public Comment Opportunity.

5. Review, Amend and Consider amended Budget for Fiscal Year 2009-2010.

Meacher asks Benoit to explain the amended budget sheet. Benoit explains what each column on the spreadsheet represents and then elaborates about the data on each row. The Commissioners and Benoit discuss the following issues:

- Meacher asks Benoit if the upcoming County Audit is included in *Special Dept. Expenses – Personnel Costs* and Benoit respond, “No.” Benoit questions the need to have a County Audit of LAFCo since the State Controller’s Office does not require an audit of LAFCo; however, Benoit agrees that it might be a good idea to do an audit at this time. Meacher states that historically Commissioners on LAFCo have really been in “angst” over the fact that LAFCo hasn’t had an audit. Meacher adds that an audit hasn’t been done in the past because of the “bare bones” budget LAFCo has always had. Kennedy expresses his desire that yearly audits take place. Kennedy also questions why the County Audit is needed since a forensic audit of LAFCo recently took place. Meacher adds that he was told the focus of each audit is different.
- In reference to LAFCo’s involvement with Plumas County government, Benoit brings up the fact that LAFCo is not subject to *A-87 – A County Cost Allocation Plan*. Benoit elaborates about *A-87* and adds that because Plumas LAFCo is not subject to *A-87*, LAFCo must negotiate with the County to provide whatever services will be needed.
- Following discussion among the Commissions and Benoit about various un-anticipated costs, Benoit states the budget will need to increase as follows:
Special Dept. Expenses-Personnel Costs, \$2,677.50 (added as a cushion);
County Audit Costs, \$2,500.00;
Total Added = \$5,177.50.
With these revisions, the total LAFCo Budget for FY 09-10 amounts to \$247,819.92.
- John Sheehan of Plumas Corporation asks Meacher about expenditures for the past fiscal year. Meacher provides an explanation about how LAFCo has functioned financially in the past. Meacher elaborates on the history of LAFCo leading up to this point and the history of LAFCo as it has related to the Special Districts.

Meacher calls for a motion to adopt Plumas LAFCo Resolution 2009-03 approving the amended final budget in the amount of \$247,819.92 for the Fiscal Year 2009-2010. Krantz makes the motion and Kennedy seconds with the following roll call vote recorded:

Ayes: Kennedy, Larrieu, Krantz, Meacher, and Swofford.
Noes: None.
Abstain: None.
Absent: None

6. **Authorize John Benoit, Executive Officer and Robert Meacher, Chair to sign Auditor Signature Card thereby authorizing their signature on Auditor Claim forms for LAFCo expenditures and (or) deposits and other actions, as necessary.**

Benoit explains that he would also like to add Heidi Wightman, Fiscal Officer - Planning Department, to the Signature Card. Meacher calls for a motion. Larrieu makes the motion to authorize Benoit, Meacher, and Wightman to sign the Auditor Signature Card which authorizes them to sign Auditor Claim forms for LAFCo. Kennedy seconds the motion and a unanimous affirmative voice vote is recorded.

7. **Authorize payment of Claims for September 2009**

Benoit explains that LAFCo needs to have internal controls; meaning, the payment of bills is authorized by the Commission. Benoit says he will prepare a spreadsheet every month showing everything that has been spent. Meacher calls for a motion. Kennedy makes the motion to approve claims received during the month of September. Swofford seconds the motion and a unanimous affirmative voice vote is recorded.

Benoit adds that there are some items (i.e., PERS monthly payment, Commissioners monthly stipend/mileage payment) that can't wait for authorization due to timing constraints.

8. **Authorize Executive Officer to obtain a LAFCo phone # for LAFCo operations.**

Benoit says he will do a study on how to best set up a LAFCo phone number. Meacher calls for a motion. Larrieu makes a motion to authorize Benoit to obtain a LAFCo Phone number for LAFCo operations. Kennedy seconds the motion and a unanimous affirmative voice vote is recorded.

9. **Modify existing contract with Plumas County Planning Department and negotiation of new contract with the County of Plumas (or the City of Portola) for miscellaneous services, as needed.**

Benoit states he would like to immediately stop paying office rent at the Planning Department; however, there is a need for clerking and interim financial services. Benoit adds that ultimately he will take those responsibilities over. Benoit says he will need to get a cost-for-service from the Auditor for the Planning Department, and possibly GIS for some things. Meacher calls for a motion. Krantz makes the motion to authorize staff to modify portions of the existing agreement with Plumas County and re-negotiate a new agreement with the Plumas County Board of Supervisors or Portola City council for miscellaneous services. Kennedy seconds the motion and a unanimous affirmative voice vote is recorded.

10. **Workshop and Discussion of Commission Bylaws**

Benoit explains that he would like to see Plumas LAFCo begin the process to establish bylaws and update the policies and procedures. Benoit encourages the Commissioners to read the draft by-laws handout presented at this meeting in order to work through the handout and get comments at the next meeting. Meacher states that this item will be continued to the November 9, 2009, LAFCo meeting.

The topic of future involvement with the Special District is mentioned and Mary Henrici, Vice-President of the Plumas County Special Districts Association explains past and current sentiments on the part of the Special Districts concerning working with LAFCo. Benoit adds that more will be discussed on this matter at a future meeting. Meacher encourages representatives from PCSDA to attend the November 9, 2009, LAFCo meeting so they can provide input concerning the LAFCo bylaws.

11. Discussion and Direction with respect to retaining Legal Counsel as required by Government Code Section 56384 (b).

Benoit states that government code requires the retaining of legal counsel and that he can recommend his associate, Scott Brown, to serve in that capacity. Meacher calls for a motion for Staff to bring back this item at the November meeting. Swofford makes the motion, Larrieu seconds the motion and a unanimous affirmative voice vote is recorded.

12. Designation of voting delegate to represent Plumas LAFCO at the CALAFCO Annual Conference.

General discussion takes place among Benoit and the Commissioners about the upcoming CALAFCo conference near Yosemite. Benoit states that if Swofford cannot attend, Benoit is willing to be a proxy to vote at that conference. Meacher calls for a motion. Krantz makes the motion that in the absence of a Commissioner attending, Benoit will serve as a proxy at the upcoming CALAFCo conference. Larrieu seconds the motion and a unanimous affirmative voice vote is recorded.

13. Discussion of a Regional Structure for CALAFCO

Benoit explains the history of membership of the CALAFCo Board of Directors. Benoit states that currently there are discussions at CALAFCo concerning the regional structure for participation on the CALAFCo Board. Benoit adds that Plumas County would be in a region that extends from Sacramento County to the Oregon border. Following discussion about various ways CALAFCo could be structured, Meacher encourages Benoit to proceed in a manner that best serves the northern Counties.

14. Receive Status Report of current and future projects before LAFCO

Benoit directs attention to a handout showing the current projects pending. Benoit explains the subject of a Property Tax Exchange Agreement process and that the Commission needs to go back and re-visit this subject with some of the pending files. Benoit intends to get projects to the Commission as soon as possible.

15. Executive Officer's report

Discussed Policies and Bylaws in Item 10.

16. Commissioners Reports

Meacher reports that he attended the CSAC/EIA Annual Conference as a volunteer to serve for one year on the Executive Committee for Peter Huebner, Sierra County Supervisor, who has been moved to president. Meacher mentions that this conference was held at the same location that the upcoming CALAFCO Conference will be held. Meacher adds that he inquired about rooms still available for the CALAFCo Conference and was told there were still 250 rooms. Benoit reports that he has also seen rooms available on the webpage and that he could make arrangements for any of the Commissioners hoping to attend. Swofford states he would like to go, but he has had concerns about the budget. Meacher and Benoit suggest to Swofford that attending this year in Yosemite would be better than the following year in Palm Springs.

Kennedy points out that all but one of the Commissioners are either in Portola or east of Portola; and if meetings could be held in Portola, there would be a savings to the Plumas LAFCo budget for travel time. Kennedy also asks the Commissioners to consider a location in Portola that would be substantially less expensive than the Board of Supervisors Room in Quincy. Meacher recommends this subject for a future agenda item after Staff (Heidi Wightman, Planning Fiscal Officer) has had a chance to run the numbers. Benoit adds that he intends to include many of these subjects in the by-laws discussions.

17. ADJOURNMENT:

There being no further business on the agenda, Meacher adjourns the meeting of October 16, 2009, at 11:55 p.m. to the next meeting of Plumas LAFCo on Monday, November 9, 2009, 10:00 a.m., in the Board of Supervisors Room, Plumas County Courthouse, Quincy, California.

Supervisor Robert Meacher
Plumas LAFCo Chairman

Nancy Fluke
Clerk