

LOCAL AGENCY FORMATION COMMISSION OF LAKE COUNTY  
MINUTES OF MEETING  
May 15, 2013

PRESENT:

Ed Robey, Chair, Public Member  
Frank Gillespie, Special Districts Member  
Jeri Spittler, City Member  
Stacy Mattina, City Member  
Gerry Mills, Special District Member  
Jeff Smith, County Alternate

ALSO PRESENT:

Jim Abell, Spec. Dist. Alt.  
Suzanne Lyons, Public Alt.  
John Benoit, Executive Officer  
Scott Browne, Legal Counsel  
Lora Ceccon, Clerk

**1. Call to Order/Roll Call**

The meeting was called to order at 9:32 a.m. There was a quorum present.

**2. Approval of Minutes – March 20, 2013**

**Commissioner S. Mattina moved to approve the March 20, 2013 minutes, second by Commissioner J. Spittler; motion carried.**

**3. Public Comment**

Betsy Cawn provided information on a watershed satellite mapping project including its purpose and use.

**4. Consent Agenda**

**Commissioner J. Smith moved to authorize payment of the March and April 2013 expenses, second by Commissioner J. Spittler; motion carried.**

**5. Public Hearing regarding the 2013-2014 Lake LAFCo Final Budget.**

J. Benoit presented the final 2013-2014 Lake Lafco Budget. He discussed the need for a good fire districts MSR and the process for completing the MSR. John explained that MSRs are not “gotcha documents”. They can provide recommendations and the districts can choose to correct any issues. The information they provide can also be used for completing grant applications.

Ms. Cawn discussed the importance of completing the MSR in relation to the need for other documents such as an Emergency Services Plan for emergency response for disasters.

Commissioner Robey asked what stage the City of Clearlake General Plan is at. Joan Phillippe, City of Clearlake City Administrator, responded that they have an

administrative draft. This is the first version for staff comments. It should go out for public comments the end of June. Ms. Phillipe thinks it would be better to finalize the MSR after the General Plan. S. Browne, stated that it would be helpful to have a capacity study prepared prior to completion of the General Plan. He suggested a preliminary MSR; then, upon completion of the General Plan, the MSR could be finalized. More discussion followed.

J. Benoit is not sure that the \$12,000 budgeted for MSRs and SOIs is sufficient. He has kept the budget low; however, due to raised expectations of MSRs and SOIs, the reality is that the cost increases. John explained where the funds come from for the Lafco budget and advised members of the projects that still need to be completed. Discussion followed.

**Commissioner J. Spittler made the motion to increase budget line item 21 from \$6,000 to \$12,000, second by Commissioner G. Mills, motion carried.**

10:38 a.m. – Opened Public Hearing

10:39 a.m. – Closed Public Hearing

**Commissioner J. Smith moved to approve Resolution 2013-0003 a Resolution of the Lake Local Agency Formation Commission Adopting its Final Budget for 2013-2014 as amended to reflect the \$6,000 increase, second by Commissioner J. Spittler, motion carried by roll call vote. (6-0)**

Break – 10:40 a.m. – 10:50 a.m.

A lengthy discussion was held regarding the annual Lafco conference, budget and possible attendees. The budget allows for four Commissioners to attend.

**6. Appointment of voting and alternate voting representative to vote on behalf of Lake Lafco at the Calafco Annual conference in August.**

**Commissioner J. Spittler moved to appoint S. Mattina and herself as voting delegates on behalf of Lake Lafco at the Calafco Annual conference in August, second by Commissioner S. Lyons, motion carried.**

**7. Review and Discuss Calafco Staff Workshop – Postponed to next meeting.**

**8. Calafco Achievement Awards Nominations**

J. Benoit stated that information was included in today's agenda packet and asked for any ideas. None were heard.

**9. Nominations for Calafco Board of Directors**

J. Benoit stated that Mary Jane is doing a good job; we will support her.

**10. MSR Committee for the Watershed Protection MSR**

Discussion was held regarding the formation of a committee for completion of the Watershed Protection MSR. Mr. Dunlap stated that he would be willing to sit on the committee. S. Lyons and E. Robey would also like to participate. It was agreed that committee members would include Commissioners E. Robey and S. Lyons; public representatives B. Cawn and M. Dunlap and J. Benoit as staff.

**11. Executive Officer's Report**

*a. MSR status: Clearlake Oaks and Callayomi Water Districts – Schedule hearing at the July Lake LAFCo meeting – J. Benoit provided the Commission with an update on the Clearlake Oaks and Callayomi Water Districts MSRs.*

**12. Commissioner Reports – None**

**13. Correspondence – None**

**14. Closed Session – 11:25 a.m.**

Subject: Performance Evaluation March 2012 – February 2013

Title: LAFCO Executive Officer

**15. Report of Action from Closed Session – 11:43 a.m.**

The Lake County Lafco Commission held a closed session for the purpose of conducting an evaluation of the LAFCO Executive Officer.

**Commission J. Smith moved to re-open Item 8. Calafco Achievement Awards Nominations, second by Commissioner J. Spittler, motion carried.**

**Commissioner G. Mills moved to nominate John Benoit as Outstanding Lafco Professional, second by Commissioner J. Smith, motion carried.**

**16. Adjourn to LAFCO's next regular meeting: July 17, 2013 in Lakeport**

The meeting was adjourned at 11:44 a.m.