

**Calaveras Local Agency Formation Commission**  
**Regular Meeting Minutes – Monday, November 20, 2017**

1. **Call to Order/Pledge of Allegiance/Roll Call** – Order was called by Chair M. Oliveira at 6:02 p.m., on Monday, November 20, 2017, in the Calaveras County Board of Supervisors Chambers, County Administrative Center, San Andreas, California.

**Commissioners Present**

Michael Oliveira, Chair, County Member  
Anita Paque, Vice Chair, Public Member  
Amanda Folendorf, City Member  
Gary Tofanelli, County Member  
Linda Hermann, City Member  
Tony Tyrrell, Special Dist. Member  
John Lavaroni, Special Dist. Member  
John Dashner, Special Dist. Mem. Alt.

**Commissioners Absent**

Joseph Oliveira, City Member Alt.  
Dennis Mills, County Member Alt.  
Roark Weber, Public Member Alt.

**Staff Present**

John Benoit, Executive Officer  
Nancy Mees, LAFCO Clerk

**Others Present**

2. **Approval of Agenda:**

Agenda accepted without motion.

3. **Consider Minutes from the September 20, 2017, LAFCo meeting:**

**MOTION** by Commissioner Tyrrell to approve the Minutes as presented, second by Commissioner Tofanelli. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

4. **Consent Agenda:**

Executive Officer Benoit stated that he had two items to add to the Consent Agenda. The first item was approval of the expenses of those Commissioners who went to the state CALAFCO conference in October. Mr. Benoit added that, although he had not yet received all the itemized statements from the Commissioners, he wanted to be able to pay them once received and without having to wait until the January meeting for approval. There was some discussion as to whether the Board could approve those payments ahead of knowing the exact amount. Mr. Benoit stated that payment itself had already been approved at the last meeting, and that he would report the exact amounts paid at the January meeting. All agreed that it would therefore be acceptable to approve payment now.

The second item Executive Officer Benoit wished to add to the Consent Agenda was payment of the bill submitted to CALAFCO for Commissioner Folendorf's translator at the state conference. Mr. Benoit explained that CALAFCO paid the whole bill last year, but this

year was requesting a contribution from Calaveras LAFCO toward the bill (total bill is \$2240). He added that he knew CALAFCO has a tight budget, and since the translator was necessary due to one of our Commissioners, it was only fair that Calaveras should cover the cost. There was some discussion of ways to provide for a translator and/or the costs of one at next year's conference.

**MOTION** by Commissioner Tofanelli to approve the Consent Agenda with the addition of those two items and to approve the Claims for September and October 2017 as presented, second by Commissioner Paque. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

**MOTION** by Commissioner Tofanelli to approve payment of Commissioner expenses for the CALAFCO conference, second by Commissioner Lavaroni. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

**MOTION** by Commissioner Tyrrell to approve payment of the full translator expenses of \$2240, second by Commissioner Lavaroni. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

**5. Workshop – Saddle Creek CSD Service Review and Sphere of Influence:**

- a. *Review workshop draft and provide comments from Commissioners and the Public. (The Workshop Draft Report is posted on the LAFCo website: [www.calaveraslafco.org](http://www.calaveraslafco.org).)*

Executive Officer Benoit stated that this is not a controversial district. Saddle Creek CSD provides road maintenance, storm drain, street lighting, landscaping, wildlife and wetland preservation, security gate operations, and mosquito abatement services. The last service review was done in 2006. Mr. Benoit reported that Saddle Creek CSD is well run and no issues have been found.

He then reviewed the projected growth of the CSD, and added that a new special tax had been implemented to fund the CSD's services. The CSD is well managed, and is in a five-year improvement program to address the condition and maintenance of its roads. It is also working on putting in drought resistant landscaping where possible, again using funds from the special tax. The district now has a long-term capital improvement and financial planning process in place, something most districts do not have.

Executive Officer Benoit recommended that Saddle Creek CSD retain its existing Sphere of Influence and that it continue to be coterminous with its boundaries.

- b. *Set hearing on the Service Review and Sphere of Influence at the January 15, 2018, meeting.*

Executive Officer Benoit stated that he would prepare a public notice of the hearing on the Saddle Creek CSD Service Review and Sphere of Influence at the January meeting. The date of that meeting would have to be changed, but that would be discussed in the next agenda item.

**6. Consider Bylaw amendment thereby amending Section 5.1 of Calaveras LAFCo's Bylaws – Regular Meetings of the Commission.**

- a. *Receive Executive Officer's Report and consider Resolution 2017-0006 thereby amending Section 5.1 of LAFCo's Bylaws – Regular Meetings to go to an every other month regular meeting schedule.*

Executive Officer Benoit stated the regular meeting months would be July, September, November, January, March and May, still on the third Monday. Commissioner Oliveira asked how claim authorizations would be handled in non-meeting months. Mr. Benoit replied that the chair could sign payment authorizations in those months.

Mr. Benoit then stated that he would add wording to the Bylaw amendment to state that alternate meeting dates would be in the other six months.

Executive Officer Benoit commented that, since January 15 is a holiday, a different date for the January meeting would have to be chosen. After some discussion of calendars, the Board determined that Wednesday, January 10, would work for everyone.

**MOTION** by Commissioner Tofanelli to approve Resolution 2017-0006 amending Section 5.1 of LAFCo's Bylaws – Regular Meetings with the addition regarding alternate meeting months, second by Commissioner Folendorf. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

**7. CALAFCO Annual Conference Review.**

Executive Officer Benoit reported that this year's CALAFCO conference had been a good one with respect to content. He then pointed out some specific topics detailed in his Annual Conference Summary, included in the meeting packet, adding that all the workshops are available on the CALAFCO website. In implementing SB 448, Mr. Benoit stated he would appreciate some policy guidelines from CALAFCO about dissolving districts. Commissioner Paque replied that this may be addressed at the CALAFCO Staff Workshop or CALAFCO University.

Commissioner Tofanelli discussed the workshop on LAFCO branding, and agreed the public needs to be more aware of what LAFCO does. There was also some discussion among the Commissioners regarding the issue of funding both LAFCOs and Special Districts, especially in light of growing PERS costs and in dealing with local disaster issues. The latter item is something that should be considered when doing service reviews.

Executive Officer Benoit stated that Calaveras LAFCo does a good job of saving money, and added that many LAFCO budgets have remained flat. He believes some of the best ways to conserve funds are to reduce bureaucracy and pay attention to financials.

Commissioner Tofanelli congratulated Commissioner Paque on being elected to the CALAFCO Board as a rural representative. Commissioner Paque then reported that the

issue of getting municipal water to Disadvantaged Unincorporated Communities has been taken over by Hertzberg. Also, there is talk of putting together a group that will rewrite the codes regarding Health Care Districts. Executive Officer Benoit commented that it would be helpful if they would make those codes congruent with the Cortese-Knox Act.

Executive Officer Benoit then mentioned that it was through the efforts of CALAFCO that AB 1361 was narrowed to cover only *municipal* water districts in its final version.

**8. Executive Officer's Report.**

Executive Officer Benoit reported that, with respect to anticipated projects, there is a possible annexation of a small property in Murphys. Also, CSA1 may possibly be converted to a CSD.

**9. Commissioners' Reports.**

Commissioner Folendorf invited everyone to the Angels Camp Christmas party on Saturday. She also reported that the city is in the process of looking for a new City Administrator.

Commissioner Oliveira mentioned that White Pines will be having their Christmas party on Friday.

**10. Public Comment.**

There was no public comment.

**11. Adjournment.**

**MOTION** by Commissioner Tofanelli to adjourn the meeting, second by Commissioner Paque. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

Meeting was adjourned at 6:59 p.m. The next regular meeting will be Wednesday, January 10, 2018, at 6:00 p.m., in San Andreas.

Minutes submitted by Nancy Mees.

**DATED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

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Michael Oliveira, Chair, or Anita Paque, Vice  
Chair, Calaveras Local Agency Formation

