

# CALAVERAS LOCAL AGENCY FORMATION COMMISSION

## MINUTES

**November 18, 2013**

**Call to order:** The meeting was called to order by chair, Jack Lynch who then led the group in the pledge. In attendance were Bert Sobon, Jack Lynch, Merita Callaway, Darren Spellman, Tony Tyrrell, John Lavaroni, Anita Paque and Executive Director, John Benoit.

**Approval of Agenda:** The agenda was approved on a motion by Tyrrell/2<sup>nd</sup> by Callaway. Passes 7-0.

**Minutes:** The minutes of September 16, 2013, were approved on a motion by Lavaroni/2<sup>nd</sup> by Tyrrell. Passes 6-0-1 absent. (Tyrrell was absent)

**Public Comment:** None.

**Consent Agenda:** The Commissioners authorized the payment of \$7836.07. Motion by Tyrrell/2<sup>nd</sup> by Lavaroni. Passes 7-0.

### **Workshop – S.O.I. for the Calaveras Public Utility District**

Donna Letterman from CPUD spoke to the Commission. A map included showed the boundary of the existing sphere and it is felt CPUD would be most able to serve water to that area. January 27, 2014 date was set for a public hearing in this matter. Motion by Paque/2<sup>nd</sup> by Tyrrell. Passes 7-0.

**Rosenburg Rules of Order:** John showed a presentation of the Rosenburg Rules on the screen. Calloway made a motion that we pass Resolution 2013-2008 amending the by-laws to use Rosenburg's Rules of Order rather than Robert's Rules of Order. The Resolution would add the words "as a guide" And item #2 would add the words "as a guide". #4 was changed to read: All previously adopted ByLaws are hereby repealed in favor of this amendment 2<sup>nd</sup> by Paque Passes 7-0,

### **Conduct workshop regarding Records Retention and consider adopting A Records Retention policy.**

Tyrell made a motion to approve Resolution 2013-0009 requiring that we keep or retain certain records. This will be a more specific rules for the amount of time we keep certain records. 2<sup>nd</sup> by Anita Paque. Passes 7-0.

### **Review Proposed Polict Language regarding Disadvantaged Unincorporated Communities. (DUCS)**

There was much discussion by the Commissioners then the decision to bring this back in the form of a Resolution and they will deliberate it at that time.

**Review LAFCO's Procedural Guidelines and Policy for Municipal Service Reviews and S.O.I. and provide direction to staff regarding Additions and deletions.**

The Commissioners were asked to review Section 3.3 and bring back questions or suggestions. Look at page 20 and 21. Consider adoption

**Executive Officer's Report:**

John received a flyer from the Planning Director. The update of the ' fire' Sphere Of Influence will begin.

**Commissioner's Reports:**

Darren Spellman will take a tour of the Utica Power Plant with Merita. He also took A tour of CCWD in LaContenta.

John Lavaroni received responses from Mokelumne Hill Fire Department.

Meeting adjourned

Respectfully submitted  
Lucy Thein, clerk

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Jack Lynch, Chairman

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John Benoit, Executive Director