



SISKIYOU LOCAL AGENCY FORMATION COMMISSION

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RACHEL JEREB
EXECUTIVE OFFICER

VACANT
DEPUTY EXECUTIVE OFFICER

Siskiyou County Local Agency Formation Commission Regular Meeting February 8, 2022

The Siskiyou County Local Agency Formation Commission meeting of February 8, 2022, was called to order by Chair Baird at 2:00 p.m. in the Board of Supervisors' Chambers, 311 Fourth Street, Yreka, California.

Present: Commissioners Bryan, Harkness, Ogren, Valenzuela, DeCausmaker, and Baird

Absent: Commissioner Kobseff

Also Present: Hailey Lang, Executive Officer; Rachel Jereb, Deputy Executive Officer; Rick Dean, Community Development Director; William Carroll, Deputy County Counsel; Janine Rowe, Clerk

Election of Officers:

Chair:

Motion: It was moved by Commissioner Valenzuela, seconded by Commissioner Ogren, to elect Commissioner Baird as the Chair for 2022.

Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

Vice Chair:

Motion: It was moved by Commissioner Valenzuela, seconded by Commissioner Ogren, to elect Commissioner Bryan as the Vice Chair for 2022.

Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

Minutes: It was moved by Commissioner Valenzuela, seconded by Commissioner Harkness, to approve the Minutes from the May 11, 2021, LAFCO meeting as presented.

Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

City Members

Deborah Baird, Chair
Matthew Bryan, Vice Chair
Michelle DeCausmaker, Alternate

County Members

Ed Valenzuela, Commissioner
Nancy Ogren, Commissioner
Michael Kobseff, Alternate

Members-at-Large

Vacant, Member-at-Large
Laurel Harkness, Alternate Member-at-Large

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Unscheduled Appearances: None**Conflict of Interest Declaration: None****Presentation of Documents: None****Old Business: None****New Business:****Agenda Item 1: Appointment of Executive Officer****Staff Report:**

Ms. Jereb told the Commission that LAFCO's Executive Officer is traditionally the Community Development Director or Planning Director, but Ms. Jereb was appointed to the position due to staff shortages and turnover in the Planning Division in the past. Now that Ms. Lang is the Planning Director, it would be appropriate that she act as Executive Officer.

Commission Questions / Discussion:

Chair Baird asked whether there would be any change in the budget due to Ms. Lang's qualifications, and Ms. Lang said there would not be.

The Chair opened the Public Hearing.

Public Input: None

There being no comment, the Chair closed the Public Hearing.

Motion: Following discussion, it was moved by Commissioner Valenzuela, seconded by Commissioner Ogren, to appoint Hailey Lang as Executive Officer of Siskiyou LAFCO.

Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

Agenda Item 2: Appointment of Deputy Executive Officer**Staff Report:**

Ms. Jereb said that because Siskiyou LAFCO has not had a Deputy Executive Officer for quite a while, and because she has experience as the Executive Officer, Ms. Jereb proposed that she be appointed Deputy Executive Officer.

Commission Questions / Discussion: None

The Chair opened the Public Hearing.

Public Input: None

There being no comment, the Chair closed the Public Hearing.

Motion: Following discussion, it was moved by Commissioner Bryan, seconded by Commissioner Harkness, to appoint Rachel Jereb as Deputy Executive Officer of Siskiyou LAFCO.

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Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

Agenda Item 3: Selection of Consultant for Fire Protection Municipal Service Review and Sphere of Influence Updates

Staff Report:

Ms. Jereb began her presentation but due to technical difficulties, the meeting had to go off the record.

The meeting went off the record at 2:10 p.m.

The meeting went back on record at 2:13 p.m.

Ms. Jereb restarted her presentation. She reminded the Commission that they directed staff to circulate an RFP to find a consultant to update the municipal service reviews and sphere of influences for the fire protection districts in Siskiyou County. The updates haven't been performed since 2006 and statute requires they be done every five years.

However, because staff was working in the Emergency Operations Center due to the fires in the summer of 2021 and because the Planning Director left the department in 2021, Ms. Jereb had other jobs in addition to her regular job. Ms. Jereb said she was finally able to get the RFP circulated in December of 2021, and one proposal was received. However, in doing research, staff became aware that the company might not be a good fit due to their lack of experience with LAFCO. Ms. Jereb recommended that the Commission direct staff to circulate the RFP a second time.

Commission Questions / Discussion:

Discussion was held that the plan moving forward once a consultant is found to perform the current MSR/SOI, staff would keep up with the requisite five-year updates in house.

Ms. Jereb said she could make inquiries of other LAFCO agencies to see if they had any suggestions. She said she thought maybe the timing of the RFP being circulated just before the holidays as well as the affect of the Omicron outbreak might have been factors in the lack of response.

Discussion was held about the possibility of breaking up the RFP into parts, such as one being the LAFCO aspect and the other being the technical aspects.

Discussion was held about the proposal fees for the MSR/SOI updates and if the proposed \$110,000 cost was acceptable with LAFCO's budget.

Chair Baird asked about the Technical Advisory Committee (TAC) aspect and said she would like to be a part of that. Ms. Jereb said the TAC would be comprised of fire chiefs, possibly Cal Fire personnel and potentially LAFCO commissioners. She thought it would be a good idea that some of the commissioners be on the TAC.

The Chair opened the Public Hearing.

Public Input: None

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Motion: Following discussion, it was moved by Commissioner Ogren, seconded by Commissioner Valenzuela, to authorize LAFCO staff to extend the RFP for a second round.

Voted upon and the Chair declared the motion carried unanimously by those Commissioners present.

Agenda Item 4: Reposting and Re-Notice of Vacancy of Member-at-Large Commissioner Position

Staff Report:

Ms. Jereb told the Commission that since the original posting of the Notice of Vacancy of the Member-at-Large last Spring, no letters of interest have been submitted. Ms. Jereb asked the Commission to direct staff to repost the Notice.

Commission Questions / Discussion: None

The Chair opened the Public Hearing.

Public Input: None

Motion: Following discussion, it was moved by Commissioner Valenzuela, seconded by Commissioner Ogren, to repost the Notice of Vacancy of the Member-at-Large Commissioner position.

Voted upon and the Chair declared the motion carried unanimously those Commissioners present.

Items for Discussion/Direction: None

Vice Chair Bryan requested an update on some property owners who had to go through LAFCO in order to connect to the South Dunsmuir Sewer Improvement District. Ms. Jereb explained that they're called out of area service agreements, and before 2015/2016 those were reviewed by the LAFCO Commission. After 2015/2016, the executive officer at the time proposed that out of area service agreements be considered ministerial which would be something that the executive officer could approve, and the Commission approved it.

In 2021, staff received applications from one property owner with three different properties and that process is complete. Two more property owners applied for out of area service agreements last Fall, one of which is complete. The other property owner has not signed the annexation waiver which is one of the ministerial items that has to be done prior to the project being approved.

Miscellaneous:

- 1. Future Meetings:** The next regular meeting of Siskiyou LAFCO is scheduled for Tuesday, March 8, 2022, at 1:30 p.m.
- 2. Correspondence:** None

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3. Staff Comments: Ms. Jereb told the Commission that there may be future potential conflicts with the start time of LAFCO meetings being at 2:00 p.m. because the Transportation Commission meetings are also held on the second Tuesday of each month starting at 3:00 p.m. After discussion, it was agreed that future LAFCO meetings will begin at 1:30 p.m.

4. Commission Comments: None

Adjournment: The meeting was concluded at approximately 2:37 p.m.

Respectfully submitted,

Signature on file

Hailey Lang, Secretary

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