**Local Agency Formation Commission of Modoc County**

**Meeting Minutes**

**December 14, 2021**

1. **Call to order / Pledge of Allegiance**

Chair Mark Steffek called the meeting to order at 4:00 p.m. in City Council Chambers at 200 W. North Street in Alturas, CA. Commissioner Rhoads, Commissioner Nelson, Commissioner Neer, Commissioner Coe and Chair Steffek were present. Commissioner Lewis, and Commissioner Byrne were absent. Public attending 2.

Staff Present: John Benoit, Executive Officer, and Macey Binning, Clerk.

1. **Approval of the Agenda (Additions and Deletions)**

Commissioner Rhoads made the motion to approve the agenda as presented; seconded by Commissioner Coe. In favor were Commissioners Rhoads, Nelson, Neer, Coe and Chair Steffek.

Motion passed unanimous.

**3. Correspondence**

Executive Officer Benoit received a letter from the State Controller’s office claiming the Canby Community Service District is inactive. However, that isn’t correct and Mr. Benoit is working with the Canby Community Service District to apply for a REAP grant.

Commissioner Coe inquires if there is particular reason the State Controllers office would say the Canby Community Service District is inactive.

Executive Benoit replies if they didn’t file their annual audit they would be added to the inactive list. However, Mr. Benoit knows of other service districts that didn’t file an audit and are not on the list.

**4. Consider Minutes for the August 10, 2021 and October 19, 2021 LAFCO meetings**

Commissioner Rhoads made the motion to approve the August 10, 2021, LAFCo meeting minutes; seconded by Commissioner Neer. Commissioner Coe abstained. In favor were Commissioners Rhoads, Nelson, Neer, and Chair Steffek.

Motion passed.

Commissioner Rhoads made the motion to approve the October 19, 2021, LAFCo meeting minutes; seconded by Commissioner Neer. In favor were Commissioners Rhoads, Nelson, Neer, Coe, and Chair Steffek.

Motion passed unanimous.

**5. Public Comment – None**

**6. Authorize payment of Claims**

Commissioner Coe made the motion to authorize the payment of claims for October, 2021 and November, 2021; seconded by Commissioner Rhoads. In favor were Commissioners Rhoads, Nelson, Neer, Coe and Chair Steffek.

Motion passed unanimous.

**7. Policies, Standards and Procedures Amendment regarding a Service Review follow-up policy**

Executive Officer Benoit would like to update the Service Review (MSR) Follow-up Policy. In this update Mr. Benoit would the policy to reflect a follow-up with a year (more or less). This is the first reading for updating the policy. The next meeting will to be to adopt the new policy.

 Chair Steffek would like to update Service Review (MSR) to reflect as Municipal Service Review (MSR) for clarification. Mr. Steffek is also concerned with the language as year (more or less).

 Mr. Benoit will make that correction even though in the Policies, Standards, and Procedures it is refenced only as a Service Review. Mr. Benoit explained that the he added more or less due to the LAFCO meeting scheduling.

 Commissioner Neer suggested adding within approximately one year.

 Mr. Benoit will make the suggested changes.

 Commissioner Coe made a motion to waive the first reading to update the Municipal Service Review (MSR) Follow-up Policy and schedule the second reading for the February LAFCo meeting; seconded by Commissioner Rhoads. In favor were Commissioners Rhoads, Nelson, Neer, Coe and Chair Steffek.

Motion passed unanimous.

**8. Introduction to the** **Cedarville County Water District Service Review**

Executive Officer Benoit plans to schedule either a workshop or public hearing to review the first draft of the Cedarville County Water District Service Review. Currently the District will need to create and maintain a website to meet requirements. This is a very small District and they are very active. The district is applying for a grant through safe drinking water.

After review Chair Steffek was concerned in the service review it states there are two water storage tanks. However, it mentions one storage tank will be going to the Cedarville Rancheria.

Roger with the Cedarville County Water District explains this was due to a settlement to a lawsuit. The Cedarville County Water District plans on applying for a grant and replacing the storage tank along with replacing overdue water lines.

The Commissioners agree they would like to have the public hearing scheduled for the February meeting to review the first draft of the Cedarville County Water District Service Review.

**9. Set regular meeting for 2022**

Executive Officer Benoit would like to propose changing the February LAFCo meeting to February 15th instead of the regular scheduled meeting February 8th.

The Commissioners would like to keep the February meeting scheduled for February 8th.

**10. Executive Officer’s Report**

Executive Officer Benoit wanted to ensure the Commissioners had the new contact number. He recently switched from a landline to adding a line on his cellphone.

Mr. Benoit reminds the Commissioners of the option they have through the AB361 that was signed by Governor Newsom to allow the flexibility of remote meetings during the proclaimed emergency. This is done through a Resolution and is revisited every 30 days.

Chair Steffek would like to have a Resolution for AB361 to allow the flexibility of remote LAFCo meetings.

Mr. Benoit will add the Resolution as a consent agenda item on the next LAFCo agenda.

Commissioner Coe informs the Commissioners this Resolution can be added the day of a meeting if needed as well.

Mr. Benoit informs the Commissioners Modoc County has the opportunity through the Housing and Community Development to apply for the REAP Grant. This is an entitlement grant of $120,000.00 and will allow the Municipal Service Review and Sphere of Influence to be conducted and funded for the City of Alturas, Alturas Municipal Sewer District, Adin and Canby.

**11. Commissioner Reports**

Chair Steffek reports the Alturas Municipal Sewer District is moving forward and will need to set a meeting with Modoc County to finalize obtaining Daphnedale’s remaining assets. Mr. Steffek also reports the pool committee has applied for a grant through Prop 68 and recently discovered they were not successful. Even though they’re discouraged from this news they will continue to apply for funding opportunities.

**12. Adjourn to the next regular meeting on February 8, 2022.**

There being no further business to come before the Commission. Motion made by Commissioner Coe to adjourn at 4:49 p.m.; seconded by Commissioner Nelson. In favor were Commissioners Rhoads, Nelson, Neer, Coe and Chair Steffek.

Motion passed unanimous.