

**LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
OF NEVADA COUNTY**  
MINUTES  
Regular Meeting  
March 19, 2020

**Commissioners Present:**

Ben Aguilar (Cities)  
Richard Anderson (County) remote-link  
Kurt Grundel (Districts), **Chair**  
Anna Klovstad (Cities) remote-link  
Dan Miller (County) remote-link  
Josh Susman (Public) remote-link  
  
Nick Wilcox (Districts), **Vice-Chair**

**Commissioners Absent:**

Erin Minett (Cities)

**Alternates Present:**

none

**Alternates Absent:**

Ed Beckenbach (Districts)  
Gloria Glenn (Public)  
Sue Hoek (County)

**Staff:**

SR Jones, Executive Officer  
Scott Browne, Legal Counsel – remote-link  
Deborah Gilcrest, Commission Clerk

**Call to Order/Flag Salute/Roll Call**

Chair Grundel called the meeting to order and acknowledged that most Commissioners were attending remotely due to the COVID-19 outbreak. Commissioner Grundel and Commissioner Aguilar were present in the Board Chambers at the Nevada County Administrative Center, as well as SR Jones, Executive Officer and Deborah Gilcrest, Commission Clerk.

Chair Grundel lead the Pledge of Allegiance, and then asked the Commission Clerk to call roll. Following roll call, the Clerk noted a quorum was present and that all action items would require a roll call vote per Brown Act Guidelines related to remote participation.

**Public Comment**

Chair Grundel announced Public Comment as the time for any members of the public to address the Commission on any matter not on the agenda. Testimony related to an item on the agenda is to be presented at the time designated on the agenda. No comments from the public were received.

**Consent Calendar**

Chair Grundel announced the items listed on the Consent Calendar; the draft minutes for the January 16, 2020 Commission Meeting, the Second Quarter Budget Status Report for FY 2019-2020, and the 2019 Audit.

**MOTION** was made by Commissioner Aguilar to approve the Consent Calendar as presented. **MOTION** was seconded by Commissioner Klovstad, and passed unanimously by roll call vote.

Aguilar: Aye  
 Anderson: Aye  
 Klovstad: Aye  
 Miller: Aye  
 Susman: Aye  
 Wilcox: Aye  
 Grundel: Aye

### **Public Hearing**

- **LAFCO Fiscal Year 2020-2021 Preliminary Work Program and Budget**

As the chair of the Budget Committee, Chair Grundel made a presentation regarding the proposed LAFCO work program and budget for Fiscal Year 2020-2021. Mr. Grundel first noted that the final budget will be considered at a second public hearing tentatively scheduled for May 21, 2020.

Other members of the budget committee, Commissioner Anderson and Commissioner Aguilar were also present and available for questions.

The Chair explained that the work program includes the completion of the Nevada City sphere of influence plan update, and four recreation district spheres, including the Resource Conservation District sphere which should be presented to the Commission in May.

Mr. Grundel stated the proposed budget for FY 2020-2021 includes an Expenditure Plan that is increased from the current 2019- 2020 Budget by \$17,406, approximately 4%. Therefore, apportionments would similarly be increased by 4%. The following categories were explained:

- **Supplies & Services:** an increase of 7% (\$4,297) over the current fiscal year. Increased cost items include memberships with CALAFCo and CSDA and an increase in Commissioner stipends. Other items in this category have increased per annual inflation.
- **Personnel:** to remain at the same funding level, accounting for cost of living adjustments for non-salaried LAFCo staff.
- **Professional Services:** this category includes funding for the Commission's Legal Counsel, liability insurance, the annual audit, and administrative support from the County Auditor, and consulting fees for the initial effort on the Grass Valley sphere of influence update.
- As per the usual annual recommendation, the Contingency would be funded at 5% of the expenditure budget.

Chair Grundel asked for comments and/or questions from the Commissioners. Hearing none, Commissioner Grundel opened the public hearing portion of the meeting. No comments were received from the audience or public, and Chair Grundel closed the public hearing and asked for a Motion on the proposed preliminary budget.

**MOTION** was made by Commissioner Miller to adopt the Preliminary Budget Proposal as presented, directing staff to distribute the proposed budget to all affected agencies for comment. **MOTION** was seconded by Commissioner Aguilar, and passed unanimously by roll call vote:

Aguilar: Aye  
 Anderson: Aye  
 Klovstad: Aye  
 Miller: Aye  
 Susman: Aye  
 Wilcox: Aye  
 Grundel: Aye

### **Business/Action**

- **Consulting Contract Amendment**

Chair Grundel explained that the Commission is being asked to consider an amendment to the contract between LAFCo and Kimley-Horn, the consultant currently preparing the Draft EIR for the Nevada City sphere of influence update. The amendment would cover the cost of an additional analysis section on Geology and Soils. The Budget Committee reviewed the original contract and the proposed amendment (\$5,200) and recommended approval based on the need for the supplemental analysis and the availability of budget reserves for such purposes.

Chair Grundel asked for comments and/or questions from the Commissioners.

Commissioner Klovstad asked if the additional analysis would have an impact on LAFCO staff time. Jones responded that some effort and time will be required by staff, but a marginal amount.

Commissioner Wilcox was interested in site specific mitigations associated with the environmental review. Jones responded that the EIR is a Program EIR, more generic in nature and mitigation measures would be implemented by the City, to provide site specific mitigations for particular projects. Commissioner Wilcox cautioned that this approach could defer important decisions.

**MOTION** was made by Commissioner Aguilar to approve of the contract amendment which will cover the cost of an additional necessary analysis. **MOTION** was seconded by Commissioner Klovstad, and passed unanimously by roll call vote:

Aguilar: Aye  
 Anderson: Aye  
 Klovstad: Aye  
 Miller: Aye  
 Susman: Aye  
 Wilcox: Aye  
 Grundel: Aye

## **CALAFCO Matters**

Regarding CALAFCO issues, Commissioner Susman reported that the issue of raising the dues throughout the state has received very little to no push back. He noted there had been a concern that some LAFCOs might choose to leave the umbrella agency, but these fears have so far proved unwarranted. Mr. Susman added that the need to cancel the Staff workshop (due to the COVID-19 pandemic) was going to have a negative fiscal impact on CALAFCO's budget.

Commissioner Susman announced that the Director Pamela Miller, had submitted her resignation with the caveat that she would continue her service through the Annual Conference (October), and to assist with recruitment of her replacement. Commissioner Susman indicated that several ideas have surfaced with regard to the compensation for the Executive Director, including the possibility of changing the position to an hourly employee.

## **Announcements**

Chair Grundel asked if there were any announcements from the floor. No announcements were made.

## **Executive Officer's Activity Report**

Chair Grundel asked if any changes were needed to the EO's activity report.

Jones responded that she wished to add a brief description of a forthcoming NID proposal related to an annexation of a Placer County-owned parcel at the DeWitt Center in Auburn. The project will require some coordination with Kris Berry, the EO at Placer LAFCO.

Jones added that due to the COVID-19 outbreak, the LAFCO office hours may be minimized and that some staff members may be working from home temporarily.

Finally, Jones announced one more addition to her Activity Report, announcing that Chair Grundel had been re-elected to his position as a representative for Independent Special Districts. She added that the nomination process garnered two nominations for Mr. Grundel from local districts; one nominating resolution from Penn Valley Fire District Board of Directors and another from the Western Gateway Recreation and Parks District Board.

## **Adjournment**

Chair Grundel thanked the Commissioners for their patience during the conference call and its various challenges. He suggested adjournment of the meeting at approximately 10:45 a.m. and announced the next LAFCo meeting would be held May 21, 2020.