



# SISKIYOU LOCAL AGENCY FORMATION COMMISSION

806 South Main Street  
Yreka, California 96097  
Phone: (530) 841-2100  
Fax: (530) 841-4076

**RACHEL JEREB**  
EXECUTIVE OFFICER

**VACANT**  
DEPUTY EXECUTIVE OFFICER

## Minutes

### Siskiyou Local Agency Formation Commission (LAFCo)

**April 13, 2021**

The meeting was called to order by Chair Baird at 2:04 p.m.

Pursuant to California Governor Newsom's Executive Order N-29-20 dated March 17, 2020, the April 13, 2021, Siskiyou County LAFCo meeting was held with the option of appearing via teleconference. The meeting was held in its usual physical location in the Siskiyou County Transit Center conference room, 190 Greenhorn Road, Yreka, California. Chair Baird, Commissioner Ogren and Commissioner DeCausmaker attended the meeting in person and Alternate Commissioner Harkness appeared by phone. This meeting was open to the public, and the public was also given the opportunity to listen and/or comment via teleconference.

#### Roll Call:

**Present:** Commissioners DeCausmaker, Ogren, Harkness and Baird

**Absent:** Commissioners Bryan, Valenzuela, and Kobseff

**Also Present:** Rachel Jerreb, Executive Officer  
Janine Rowe, Clerk to the Commission  
Richard J. Dean, Director, Community Development Department  
Kirk Skierski, Deputy Director, Planning Division  
Sherry Lawson, Administrative Services Manager, Community Development Department

**Approval of Minutes:** The Minutes from the May 12, 2020 meeting were not approved because there was not a quorum of Commissioners present at today's meeting who were also present at the May 12, 2020 meeting.

#### Presentations from the Public:

Mr. Chester Sharp of Grenada spoke regarding the Grenada Irrigation District. He said he understands that the Grenada Irrigation District is proposing to add another 90 acres to the District, but he is not in favor of that. Mr. Sharp said there hasn't been a full irrigation season for several years, and this year will probably be worse. Even when there is water, the District still cannot provide irrigation to everyone in the district with the way it is currently set up. He does not want to see it be approved because he doesn't believe it will help anyone in the District.

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#### City Members

Deborah Baird, Chair  
Matthew Bryan, Commissioner  
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

Ms. Jereb told the Commission that the Grenada Irrigation District has sent her a rough draft application for annexation, but they have not supplied all the necessary documents, nor have they paid the application fee.

**Conflict of Interest Declaration: None**

**Consent Items: None**

**Old Business: None**

**Changes to Agenda: None**

**New Business (Public Hearings):**

**1. Election of Officers:**

**A. Nomination of Chair:** Commissioner Baird was nominated to remain as Chair for 2021.

**B. Nomination of Vice Chair:** After discussion, due to the fact there were Commissioners who were not present at today's meeting, the Commissioners who were present decided to table the nomination of Vice Chair until the next meeting.

**Motion:** Following discussion, it was moved by Commissioner Ogren, seconded by Commissioner Harkness, to nominate Commissioner Baird for the Chair.

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

**Motion:** Following discussion, it was moved by Commissioner Ogren, seconded by Commissioner DeCausmaker, to table the selection of Vice Chair for the next meeting.

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

**Ayes:** Commissioners DeCausmaker, Ogren, Harkness, and Baird

**Noes:** None

**Absent:** Commissioners Bryan, Valenzuela, and Kobseff

**Abstain:** None

- 2. Oath of Office for New Commissioners:** The Commission Clerk administered the Oaths of Office to Commissioners Ogren, DeCausmaker and Harkness.
- 3. Vacancy of Member-at-Large Commissioner Position:** The Commissioners directed Staff to post a Notice of Vacancy for the Member-at-Large position.

#### 4. Siskiyou County LAFCo Proposed Budget for Fiscal Year 2021-2022

##### A. Staff Report:

Ms. Jereb advised the Commission that budget approvals require two meetings, and today she was presenting the preliminary budget. She said there was also a surplus. The municipal service review and sphere of influence update were part of previous budgets, but that project is almost done and is the subject of another agenda item for today's meeting. She also said there is a contract for a consultant and not much has been spent from that budget, so she proposed to continue having a consultant but a different one who could assist with taking some of the load off of her. Ms. Jereb also proposed sending out requests for proposals for a consultant to do all the MSR and SOI updates for all the fire protection districts in the County.

##### B. Commission Discussion / Questions:

Chair Baird asked if those funds are in the budget, and Community Development Department Administrative Services Manager Sherry Lawson replied that those particular funds are not in the budget and Staff would have to transfer those funds from the fund balance into the budget once a contract is established. Ms. Jereb said the preliminary budget would be distributed to the nine cities in the County and comments would be requested. Any comments received would be provided to the Commissioners at the next meeting, at which time the final budget would be presented.

Discussion was held about what constitutes cost allocation. The Commission was wondering why the cost allocation for County Counsel was a high amount, and Mr. Carroll replied that he thinks it's because County Counsel is more involved with LAFCo now than in the past.

Discussion was held about a cost estimate for preparing the MSR and SOI for the fire protection districts.

##### C. Public Comment: None

##### D. Decision:

**Motion:** Following discussion, it was moved by Commissioner Ogren, seconded by Commissioner DeCausmaker, to determine that the recommended actions are not subject to environmental review under CEQA pursuant to CEQA Guidelines Section 15378(b)(4) and are therefore exempt from CEQA and approve the proposed FY 2021/22 preliminary budget.

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

**Ayes:** Commissioners DeCausmaker, Ogren, Harkness, and Baird

**Noes:** None

**Absent:** Commissioners Bryan, Valenzuela, and Kobseff

**Abstain:** None

**5. City MSR Update****A. Staff Report:**

Ms. Jereb advised the Commission that the Municipal Service Reviews (MSRs) for the nine cities have been completed. Mr. Steve Brant of QK provided the Commission with a brief presentation summarizing the MSRs for Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mount Shasta, Tulelake, Weed and Yreka.

**B. Commission Discussion / Questions:**

Discussion was held about whether there could be any changes made, and Ms. Jereb responded that the MSRs are long overdue and making changes would go over budget. Further discussion was held about what changes were made to the MSRs since the last time they were done in 2011.

Discussion was held about whether Public Resource Code Section 4290 regulations were included in MSRs, and the Cortese-Knox-Hertzberg Guide does not currently include any requirements to include PRC Section 4290 requirements.

Discussion was held about who is responsible for utilities.

**C. Public Comment:** None**D. Decision:**

**Motion:** Following discussion, it was moved by Commissioner Baird, seconded by Commissioner DeCausmaker, to adopt Resolution 2021-02, A Resolution of the Local Agency Formation Commission of the County of Siskiyou, State of California, Making Findings and Determinations Related to Information Contained in the Municipal Service Review and Sphere of Influence Update for the Nine Municipalities in Siskiyou County, Determining Exemption from the California Environmental Quality Act, and Adopting the Determinations of the Municipal Service Review and Sphere of Influence for the Nine Municipalities in Siskiyou County.

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

**Ayes:** Commissioners DeCausmaker, Ogren, Harkness, and Baird

**Noes:** None

**Absent:** Commissioners Bryan, Valenzuela, and Kobseff

**Abstain:** None

## Items for Discussion / Direction

### 1. Out-of-Area Service Agreements:

Ms. Jereb advised the Commission that one of the things County Counsel has assisted Staff with over the past few months is out of area service agreements (OASA). Prior Executive Officers administratively approved them based on certain criteria. However, recently some cities have or want to provide services to parcels outside their city limits but within their sphere of influence and are bypassing LAFCo altogether. In the case of Dunsmuir, there was a disagreement between the city and LAFCo staff regarding whether or not an OASA was required, and Dunsmuir chose not to proceed to obtain an OASA but is still providing the services. She came across other situations where OASAs should have been done but are not.

After discussion, the Commissioners directed Staff to research what legal avenues LAFCo would have regarding cities not going through LAFCo and to report back to the Commission.

### 2. RFPs for Municipal Service Reviews for the Fire Protection Districts:

The Commission directed Staff to move forward with getting RFPs for municipal service reviews and sphere of influence updates for the fire protection districts.

## Miscellaneous:

1. **Correspondence:** None.

2. **Commission Questions for Staff:** None.

3. **Staff Comments:** Mr. Carroll asked for clarification regarding the preliminary budget and whether it was adopted, and it was determined that adopting it was part of the motion.

Ms. Jereb informed Commissioners Ogren and DeCausmaker that the South Yreka Fire Protection District's MSR and SOI were updated in 2020, and they have applied for an annexation of their territory. Ms. Jereb provided a status update.

4. **Commission Comments:** None.

5. **Future Meetings:** The next regular LAFCo meeting is scheduled on Tuesday, May 11, 2021, at 2:00 p.m.

**Adjournment:** There being no further business before the Commission, Chair Baird adjourned the meeting at 3:40 p.m.

By: Signature on file  
Janine Rowe, Clerk to the Commission