



**MINUTES OF MEETING**  
**Wednesday, February 1, 2006**

Board of Supervisors Meeting Room  
 575 Administration Drive  
 Santa Rosa, CA 95403

**COMMISSIONERS**

Present H. E. Boyett, Chair  
 Present Paul Kelley  
 Present Mike Kerns  
 Present Debora Fudge  
 Present Lisa Schaffner  
 Present Ray Brunton

**ALTERNATE COMMISSIONERS**

Absent Tim Smith  
 Present Albert Giordano  
 Absent Jean Kapolchok  
 Present Pamela Torliatt

**STAFF**

Present Steven Sharpe, Executive Officer  
 Present Carole Cooper, Assistant Executive Officer  
 Present David Hurst, Legal Counsel  
 Present Cynthia Olson, Clerk

1. **CALL TO ORDER BY THE CHAIR** at 2:00.
2. **APPROVAL OF MINUTES OF MEETING:** The revised minutes of the December 7, 2005, meeting were approved as distributed.
3. **GENERAL ANNOUNCEMENTS:** Carole Cooper stated that several documents relating to items on the agenda had been placed before the commissioners. She gave an overview of a recent workshop that LAFCO staff conducted for staff from city planning and engineering departments. Steve Sharpe stated that he and Carole would begin the annual visits with city managers and planning/community development directors shortly.
4. **GENERAL PUBLIC COMMENT:** none
5. **CONSENT CALENDAR:**
  - 5.1. File 05-22 Northeast Santa Rosa Reorganization No. 4-03 (Hall) Involving Annexation to the City of Santa Rosa and Detachment from the Rincon Valley Fire Protection District and County Service Area No. 41 (Multi-Services)  
 Applicant: Gregory Hall  
 Environmental Document: Negative Declaration  
 Proposal: Reorganization request for two parcels, totaling 1.4+/- acres, involving annexation to the City of Santa Rosa and detachment from Rincon Valley Fire Protection District and County Service Area No. 41 (Multi-Services)  
 Location: Generally located west of Los Alamos Road, north of Highway 12 and east of Fairway Drive in Northeast Santa Rosa
  - 5.2 Final Municipal Service Reviews: the City of Cloverdale, the City of Healdsburg, the City of Sebastopol
  - 5.3 Appointment of Ad Hoc Committee for Selection of the Public Member
  - 5.4 Determination of Services Provided by Community Services Districts, as of December 31, 2005

Commissioner Kelley motioned to approve the consent calendar and Commissioner Kerns seconded.

**Action:** Approved as recommended by staff

Kelley: aye    Kerns: aye    Fudge: aye    Schaffner: aye    Brunton: aye    Giordano: aye    Boyett: aye  
 Ayes: 7        Noes: 0        Absent/Abstain: 0

## 6. REGULAR CALENDAR

### 6.1 Rules of Procedure

Carole Cooper reviewed the staff report on the consideration of revisions/additions to rules of procedure regarding membership and officers.

Chairman Boyett asked for clarification in the rules as to the procedure for selection of the public member or alternate public member, should there be a 3-3 split vote among Commissioners. Commissioner Kelley suggested that the rules include the wording that the candidate must receive a majority vote to be selected. After discussion, Commissioner Kelley motioned for approval of staff's recommendation, with the inclusion of language clarifying the procedure in the event of a tie vote. Commissioner Schaffner seconded. Chairman Boyett directed staff to include this clause in the rules of procedure.

Regarding the process of selecting the public member or alternate public member, Alternate Commissioner Torliatt stated her belief that notification to public agencies, solicitation of applicants, and going through a selection process should always be required.

**Action:** Approved as recommended by staff

Kelley: aye    Kerns: aye    Fudge: aye    Schaffner: aye    Brunton: aye    Giordano: aye    Boyett: aye  
Ayes: 7        Noes: 0        Absent/Abstain: 0

## 7. REGULAR CALENDAR PUBLIC HEARING:

### 7.1 Municipal Service Reviews: the City of Cotati, the City of Petaluma, and the Town of Windsor

Carole Cooper reviewed the staff report and introduced the consultant, Walter Kieser of EPS, who summarized the work on the Municipal Service Reviews to date.

Chair Boyett opened the public hearing and, seeing no one rise, closed the hearing.

Commissioner Kerns pointed out that the letter of response from Cotati erroneously stated the availability of SMART as a transportation option. Ms. Cooper clarified that all comments received are evaluated for correctness before inclusion in the final report.

Commissioner Torliatt requested additional time, before final Commission approval, for public input at the City of Petaluma Planning Commission and possibly City Council.

After discussion, the Commission directed staff to return to the Commission for acceptance the final MSR for the City of Petaluma at its April meeting and final MSRs for the City of Cotati and the Town of Windsor as soon as technical changes are made, no later than the April meeting.

### 7.2 Confirmation of Spheres of Influence for Districts Providing Water Services: Bodega Bay Public Utility District; Camp Meeker Recreation and Park District, Forestville County Water District; North Bay Water District, Occidental Community Services District, Rains Creek County Water District, Russian River County Water District, Sonoma Mountain County Water District, Sweetwater Springs County Water District, Timber Cove County Water District, Valley of the Moon County Water District

### 7.3 Confirmation of Spheres of Influence for Districts Providing Fire Services: Bennett Valley Fire Protection District, Bodega Bay Fire Protection District, Cloverdale Fire Protection District, Forestville Fire Protection District, Geyserville Fire Protection District, Glen Ellen Fire Protection District, Gold Ridge Fire Protection District, Graton Fire Protection District, Kenwood Fire Protection District, Monte Rio Fire Protection District, Rancho Adobe Fire Protection District, Rincon Valley Fire Protection

District, Roseland Fire Protection District, Russian River Fire Protection District, Schell Vista Fire Protection District, Timber Cove Fire Protection District, Valley of the Moon Fire Protection District, Windsor Fire Protection District, Cazadero Community Services District, Occidental Community Services District

Steve Sharpe summarized the staff report on the Sphere of Influence updates.

Chairman Boyett opened the public meeting.

Cindy Combs, Rains Creek County Water District, stated that she is the authorized representative for the district. On behalf of the district, she requested that additional territory be included in the district sphere of influence to "clean up" district boundaries and to allow the district to offer services to residents in those additional areas, should the need arise.

Steve Sharpe stated that it is the intent of the Commission to confirm, not amend, the spheres of influence. He recommended that the district file with the Commission a request for an amendment to the sphere if it wants to add territory. Commissioner Kelley stated that, while he appreciated the cost concerns to the district of annexations, he wanted to accept the district sphere as presented.

Commissioner Kelley motioned to accept the sphere of influence maps for all districts providing water services and for all districts providing fire protection services, as recommended by staff. Commissioner Kerns seconded the motion.

**Action:** Approved as recommended by staff

Kelley: aye    Kerns: aye    Fudge: aye    Schaffner: aye    Brunton: aye    Giordano: aye    Boyett: aye

Ayes: 7    Noes: 0    Absent/Abstain: 0

## 8. INFORMATION/DISCUSSION/REPORT

8.1 Budget Committee Report: Commission Fudge reviewed actual revenues and expenses through second quarter.

8.2 Update on Special District Member Selection Process: Carole Cooper reviewed the status of the selection process; nominations are due March 3.

9. **CONFIRMED MEETING** March 1, 2006, at 2:00 P.M., Special Budget Committee Meeting, March 1, 2006, at 1:30 p.m.

10. **ADJOURNED** at 2:55 p.m.