



REGULAR COMMISSION MEETING AGENDA
April 15, 2025 at 4:00 p.m.
Trinity County Library Meeting Room
351 Main Street, Weaverville

The Commission will hold a hybrid meeting which will allow public participation in person and online via Zoom video conference. Commissioners will attend in person in accordance with the Brown Act unless otherwise noticed or approved in accordance with AB 2449. Instructions for remote public participation are included below.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84393317666?pwd=eWR2TWg4bFc1MFhWVUNQazNSbUQxUT09>

Meeting ID: 843 9331 7666

Passcode: 740955

Call in: 1 (669) 900-6833

1. CALL TO ORDER/ROLL CALL

A. Roll Call

2. PRESENTATIONS/ANNOUNCEMENTS

A. None

3. CONSENT CALENDAR (*Potential Action*)

A. Approval of Minutes from February 18, 2025 Regular Commission Meeting

4. PUBLIC COMMENT OPPORTUNITY

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. All statements that require a response will be referred to staff for reply in writing.

5. PUBLIC HEARINGS (*Potential Action*)

A. Proposed Budget and Workplan for FY2025-26

The Commission will consider approving the proposed budget and workplan for FY2025-26 for distribution to member agencies.

6. BUSINESS (*Potential Action*)

A. Status of Post Mountain Public Utilities District

B. Status of Current and Future Applications

C. Public Member Appointment

7. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE (*Information Only*)

8. COMMISSIONER'S COMMENTS

9. ADJOURNMENT

The next LAFCo meeting is scheduled for June 17, 2025, at 4:00 p.m. at the Trinity County Library Meeting Room in Weaverville.

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

All persons are invited to provide public testimony and submit written comments to the Commission. All written materials received by staff before 12:00 p.m. on the day of the meeting will be distributed to the Commission. If you wish to submit written material at the meeting, please supply 10 copies.

Accessibility

The location of this meeting is wheelchair accessible. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Executive Officer or Commission Clerk at least 24 hours before the meeting.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Trinity LAFCo must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCo Commissioner must disqualify herself or himself from voting on an application involving an “entitlement for use” (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$500 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agent (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCo proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Late-Distributed Materials. Any material submitted to the Commission after this agenda is posted will be made available for public inspection as soon as possible on the LAFCo website trinitylafco.org.

Contact LAFCo Staff. For additional information please contact krystle@trinitylafco.org.

These minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken. Votes are shown in abbreviated format when unanimous (Ayes-Noes-Abstain).

1. CALL TO ORDER/ROLL CALL

A. Roll Call

EO Santsche called the meeting to order at 4:00 pm.

Members present: Commissioners Julia Brownfield, Anna Burke, Heidi Carpenter-Harris, Todd Corbett, Jill Cox, Jake Grossman-Crist*, Andrew Johnson, and Alternate Commissioner Liam Gogan.

Members absent: Alternate Commissioners Lisa Harper and Joe Kasper.

Staff Present: Colette Santsche, Executive Officer (EO), Krystle Heaney, Clerk/Analyst

*Participated remotely.

Commissioner Grossman-Crist requested to participate remotely for emergency circumstances under AB 2449 due to an illness. Motion to approve remote participation by Commissioner Carpenter-Harris and seconded by Commissioner Burke. All approved.

B. Designation of Chair and Vice Chair

EO Santsche introduced the staff report and provided an overview of officers for the past several years. LAFCo policy is to have the Chair and Vice Chair represent different member agencies.

Motion to appoint Commissioner Jill Cox as Chair for the 2025 calendar year was presented by Commissioner Carpenter-Harris, seconded by Commissioner Burke, and passed by 7-0-0 roll call vote.

Motion to appoint Commissioner Todd Corbett as Vice Chair for the 2025 calendar year was presented by Commissioner Johnson, seconded by Commissioner Burke, and passed by 7-0-0 roll call vote.

2. PRESENTATIONS/ANNOUNCEMENTS

A. Seating of County Members for Calendar Year 2025

EO Santsche welcomed the new County members and thanked them for their willingness to serve on LAFCo.

3. CONSENT CALENDAR

A. Approval of Minutes of the December 17, 2024 Commission Meeting

Motion to approve the consent calendar was presented by Commissioner Carpenter-Harris, seconded by Commissioner Grossman-Christ, and passed by 4-0-3 voice vote.

Commissioners Brownfield, Cox, and Johnson abstained since they were not in attendance at the prior meeting. It was clarified that members are allowed to vote on the prior meeting minutes as long as they reviewed the draft minutes and found them to be in good order.

4. PUBLIC COMMENT OPPORTUNITY

No public comment was received.

5. **PUBLIC HEARINGS**

A. **Municipal Service Review and Sphere of Influence Update for Trinity County Waterworks District #1 (TCWWD #1)**

This item was continued from the December 17, 2024 Regular Commission meeting. EO Santsche introduced the staff report and provided a brief overview of the District. She also noted changes to the document since the last meeting which included updated information about the water system and details on the wastewater treatment system for the District. Staff is also proposing to expand the SOI to include four parcels; two proposed for annexation, one that receives water service from the District, and one adjacent to the existing service that would prevent creation of an island. It was noted that General Manager Shane McDonald was in attendance and available for questions.

Commissioners held discussion regarding the MSR/SOI Update and asked clarifying questions. It was noted that tax rate areas are used to disperse property taxes to local taxing agencies. Upon annexation, a statement of boundary change will be filed with the State Board of Equalization (BOE) and the parcels will be assigned to new tax rate areas where TCWWD #1 is a taxing agency. It was also noted that since TCWWD #1 is a dependent special district under County Waterworks District law, they are not required to adhere to website requirements under AB929. However, they strive to meet these requirements and maintain transparency.

Commissioners clarified that the Trinity Life Support Community Services District was successful in obtaining grant funding for new ambulances and as such, the Hayfork area now has a dedicated backup ambulance. It was requested that this be updated in the adopted MSR/SOI Update.

Motion to adopt Resolution 25-01 approving the TCWWD #1 MSR/SOI Update with changes as discussed was presented by Commissioner Carpenter-Harris, seconded by Commissioner Burke, and passed by 7-0-0 roll call vote.

6. **BUSINESS**

A. **TCWWD #1 Horse Tail Hill Road Annexation**

EO Santsche introduced the staff report and provided details regarding the parcel proposed for annexation. The proposed water connection would support a licensed cannabis facility located on designated agricultural parcel. LAFCo circulated a referral to interested and affected agencies and received minimal comments on the proposed annexation. Upon annexation, the BOE would be notified, and the County Auditor-Controller would assign the parcel a new tax rate area. The proposal would not be subject to protest proceedings since there is 100% landowner consent, but it would be subject to a 30-day reconsideration period.

Commissioners held minimal discussion regarding the proposed annexation and asked if any environmental impacts to Cedar Gulch were considered during the review process. EO Santsche clarified that LAFCo is concerned with the extension of services only and any other environmental impacts regarding cannabis cultivation would have been considered during the County licensing process.

It was also clarified that the property is already served through a connection from an adjacent parcel that is within the District and as such, little ground disturbance would take place. Annexation would allow the District to install a separate meter for the property to accurately track and bill water usage.

Motion to adopt Resolution 25-02 approving the TCWWD #1 Horse Tail Hill Road Annexation to the TCWWD #1 was presented by Commissioner Carpenter-Harris, seconded by Commissioner Johnson, and passed by 7-0-0 roll call vote.

B. **TCWWD #1 Hyampom Road II Annexation**

EO Santsche introduced the staff report and provided details about the parcel proposed for annexation.

The process for this application was very similar to the Horse Tail Hill annexation and much of the information provided was the same. The item was opened up to the Commission for discussion, but none was held.

Motion to adopt Resolution 25-03 approving the TCWWD #1 Hyampom Road II Annexation to the TCWWD #1 was presented by Commissioner Johnson, seconded by Commissioner Burke, and passed by 7-0-0 roll call vote.

C. FY2024-25 Mid-Year Financial Report

EO Santsche introduced the staff report and provided an overview of current revenues and expenses. Since revenues do not cover expenses, LAFCo has to use a portion of reserve funding every year. Staff has been slowly increasing member contributions each budget cycle, but this may need to be increased more so that reserves are not depleted to an unhealthy level. Staff will be providing a 5-year projection as part of the proposed FY2025-26 budget at the April Commission meeting.

Commissioners held minimal discussion and asked for clarification on how certain projects are funded. Applications are processed on a full cost recovery basis but other items, such as working with Post Mountain PUD, come out of the staffing and MSR budget.

D. Status of Current and Future Applications

EO Santsche introduced the staff report and noted that this is a tracking mechanism of the current applications on file. Since the Commission has approved the two annexations for TCWWD #1, staff will work on filing with the BOE and notify the County of the approved boundary change.

Commissioners inquired about the potential for cannabis farmers to connect to established water systems. It was noted that due to the already stringent regulatory environment for cannabis cultivation—including surface water forbearance periods—it is unlikely that cannabis operators would opt to connect to public systems. Additionally, current regulations prohibit new cannabis licenses from being approved within district boundaries, further limiting the feasibility of such connections.

E. Expiring Commissioner Terms Update

EO Santsche introduced the staff report and noted that one regular member seat will be expiring in April. Staff will begin the process for public member selection soon and seek applications from any interested persons including the incumbent, Anna Burke.

7. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE (Information Only)

EO Santsche noted that she is continuing to work with Post Mountain PUD and will provide a more detailed report at the April meeting.

8. COMMISSIONERS' COMMENTS

Clerk Heaney noted that Alternate Commissioner Kasper emailed comments prior to the meeting since he was unable to attend. His comments expressed an interest in promoting collaboration between private property owners with water storage tanks and local fire service providers to better plan for emergency situations. He also expressed an interest in gathering community support to help people and families that have been impacted by recent federal layoffs.

9. ADJOURNMENT

There being no further business, Chair Cox adjourned the meeting at 4:50 pm.

ATTEST:

Krystle Heaney, Clerk

DATE: _____

AGENDA ITEM 5.A.

MEETING: April 15, 2025
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Proposed Budget for Fiscal Year 2025-26

BACKGROUND

Local Agency Formation Commissions (LAFCos) are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th in accordance with Government Code Section 56381. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

Funding Sources:

Trinity LAFCo’s annual operating expenses are principally funded through appropriations from the County and Special Districts, in addition to application fees. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions operating expenses between the County and the independent special districts. Statutory authority allows the County Auditor-Controller to collect the amounts apportioned.

Operating Expenses:

The proposed operating expenses reflect the anticipated staffing services, daily operational needs, and preparation of municipal service reviews and sphere of influence updates. No changes in operating expenses are proposed from the prior fiscal year.

Operating Revenues:

LAFCo has been operating at a deficit and relying on reserve funding to balance revenues and expenses. Staff typically proposes a 2-3% increase in member contributions every year while maintaining operating expenses in order to slowly close the gap between revenues and expenses. This course of action is expected to deplete reserves over the next five to seven years. As such, staff is proposing a higher increase in member contributions to maintain reserve levels. Two scenarios are presented below including a 7% and 5% increase in revenues over the next five fiscal years. Beginning and ending fund balances are estimated based on FY2024-25 expenses.

Table 1: 7% Annual Increase Option

	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30
Revenues	\$38,500	\$41,200	\$44,100	\$47,200	\$50,500
Expenses	\$49,900	\$49,900	\$49,900	\$49,900	\$49,900
Difference	(11,400)	(8,700)	(5,800)	(2,700)	600
Beginning Fund Balance	\$64,548	\$53,148	\$44,448	\$38,648	\$35,948
Ending Fund Balance	\$53,148	\$44,448	\$38,648	\$35,948	\$36,548

Table 2: 5% Annual Increase Option

	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30
Revenues	\$37,800	\$39,650	\$41,600	\$43,650	\$45,800
Expenses	\$49,900	\$49,900	\$49,900	\$49,900	\$49,900
Difference	(12,100)	(10,250)	(8,300)	(6,250)	(4,100)
Beginning Fund Balance	\$64,548 (est)	\$52,448	\$42,198	\$33,898	\$27,648
Ending Fund Balance	\$52,448	\$42,198	\$33,898	\$27,648	\$23,548

LAFCo’s current Policy 2.1.6(c) states that the reserve account should be at least 25% of the current year budget (~\$12,500), but not less than \$30,000. A 5% increase over the next five fiscal years has the potential to reduce the reserve balance below \$30,000 but is anticipated to stabilize the budget in approximately six years. A 7% increase would stabilize the budget in approximately five years and allow the Commission to begin implementing Policy 2.1.6(a) which states that the annual budget shall include a contingency appropriation of 10% of the total operating expenses, but not less than \$5,000, unless the Commission deems a different amount appropriate.

Proposed Work Plan:

As stated above, the proposed budget is intended to cover basic operating and administration expenses of the commission. This includes the development of municipal service reviews and sphere of influence updates for special districts throughout the county. As part of the Fiscal Year 2025-26 budgeting process, staff is proposing the following work plan:

Activity	Tentative Time Frame
Planning and Regulatory Activities	
Post Mountain PUD MSR/SOI Follow-up	Ongoing
Down River Regional Fire Services MSR/SOI Update	Aug/Oct 2025 Hearing
Countywide Park and Recreation Services MSR/SOI Update	Dec/Feb 2026 Hearing
Trinity County Resource Conservation District MSR/SOI Update	Apr/Jun 2026 Hearing
Change of Organization/Reorganization Proposals (0-2/yr)	Ongoing
Out of Agency Service Requests (0-1/yr)	Ongoing
Agency pre-application meetings, inquiries and technical support	Ongoing
Administrative Activities (Priority 1)	
2025-26 budget, claim forms, tracking	Ongoing
2025 CALAFCO Annual Conference in San Diego, CA	Oct 22-24, 2025
2026 CALAFCO Staff Workshop	TBD
Public information/communications	Ongoing
Website Maintenance and Updates	Ongoing
GIS Boundary Mapping Updates	Ongoing
Administrative Activities (Priority 2)	
Public Records Requests	As needed
Respond to Grand Jury Reports	As needed

Activity	Tentative Time Frame
LAFCo Policy Review and Revisions	As needed
State Legislation Monitoring and Position Letters	As needed
Comment on LAFCo-related local government proceedings	As needed

RECOMMENDATION

Staff recommends the Commission approve the Proposed Budget and workplan for Fiscal Year 2025-26 referenced in Resolution No. 2025-04 and as outlined in Attachment B, with any requested changes; direct staff to forward the proposed budget to local funding agencies; and direct staff to prepare the final budget at a public hearing scheduled for June 17, 2025.

“I move to adopt Resolution 2025-04, approving the Proposed FY2025-26 Budget and directing staff to distribute the budget to member agencies for review and comment.”

Attachments:

- A. Trinity LAFCo FY 2025-26 Proposed Budget
- B. Resolution 2025-04

Trinity LAFCo Budget

Categories	Acct #	FY 2022/23 Adopted Budget	FY 2022/23 Year End Actual	FY 2023/24 Adopted Budget	FY 2023/24 Amended Budget	FY 2023/24 Year End Actual	FY 2024/25 Adopted Budget	FY 2024/25 Mid Year Actual	FY 2025/26 Proposed Budget
------------	--------	---------------------------------	----------------------------------	---------------------------------	---------------------------------	----------------------------------	---------------------------------	----------------------------------	----------------------------------

REVENUES:

Interest	6601	-	2,257.84	-	-	921.33	-	-	-
LAFCo Fees (Applications)	8404	5,000	400.00	5,000	5,000	-	5,000	10,000	5,000
Cont From Other Agencies:									
County	9282	14,500	14,500.00	15,000	15,000	15,000.00	15,500	15,500	16,400
Indep Spec Districts	9285	14,500	14,697.49	15,000	15,000	14,281.08	15,500	14,521	16,400
TOTAL Revenues		\$ 34,000	\$ 31,855.33	\$ 35,000	\$ 35,000	\$ 30,202	\$ 36,000	\$ 40,021	\$ 37,800

EXPENDITURES:

Memberships	2240	1,500	1,243.00	1,500	1,500	1,346.00	1,500	1,378.00	1,500
Office	2260	600	247.36	600	600	524.01	600	247.73	600
Professional & Specialized:	2300	45,800	16,283.75	45,800	59,800	53,547.99	45,800	30,167.50	45,800
- Staffing services		25,000	12,394.25	25,000	33,000	32,274.00	25,000	14,756.25	25,000
- MSR/SOI		15,000	3,717.00	15,000	21,000	20,981.00	15,000	9,258.75	15,000
- Applications		5,000	172.50	5,000	5,000	-	5,000	6,152.50	5,000
- Legal Counsel		500	-	500	500	-	500	-	500
- Web Service		300	-	300	300	292.99	300	-	300
Publications & Legal Notices	2500	500	84.92	500	550	529.81	500	260.94	500
Transportation & Travel	2750	1,500	597.50	1,500	1,500	1,109.46	1,500	604.34	1,500
Training	2756	-	-	-	-	-	-	-	-
Contrib to Non LAF Agency	3200	-	-	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-	-	-
TOTAL Expenditures		\$ 49,900	\$ 18,456.53	\$ 49,900	\$ 63,950	\$ 57,057.27	\$ 49,900	\$ 32,659	\$ 49,900

Operating Difference		\$ (15,900)	\$ 13,398.80	\$ (14,900)	\$ (28,950)	\$ (26,855)	\$ (13,900)	\$ 7,363	\$ (12,100)
----------------------	--	-------------	--------------	-------------	-------------	-------------	-------------	----------	-------------

(Negative Balance Indicates Use of Reserves)

FUND BALANCE/RESERVES

Beginning Year Fund Balance		\$ 80,983		\$ 94,381					
Ending Year Fund Balance			\$ 94,381			\$ 67,527			

RESOLUTION NO. 2025-04

Agenda Item 5A
Attachment B

**ADOPTING A PROPOSED BUDGET
FOR FISCAL YEAR 2025-26**

WHEREAS, the Trinity Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1; and

WHEREAS, the Executive Officer prepared a report concerning the proposed budget, including recommendations thereon; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at its public hearing on the proposed budget held on April 15, 2025; and

WHEREAS, the Commission determined the proposed budget projects staffing and program costs of the agency as accurately and appropriately as is possible.

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The proposed budget for Fiscal Year 2025-26 as outlined in Exhibit A is hereby approved and by this reference incorporated herein;
2. The overall operating costs provided in the proposed budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section § 56381(a);
3. The adopted proposed budget for Fiscal Year 2025-26 shall be circulated to funding agencies for review and comment.

THE FOREGOING RESOLUTION was introduced at a special meeting of the Trinity LAFCo Commission on the 15th day of April, 2025, and adopted by the following roll call vote:

AYES:
NOES:
ABSTAINS:
ABSENT:

ATTEST:

APPROVED:

Colette Santsche
Executive Officer

Jill Cox
Commission Chair

AGENDA ITEM 6.A.

MEETING: April 15, 2025
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Status of Post Mountain Public Utilities District

BACKGROUND

Post Mountain Public Utility District (PUD) is an independent special district governed by a five-member board of directors, authorized to provide fire protection and road maintenance services in the Post Mountain/Trinity Pines area of unincorporated Trinity County. In recent years, the District has faced significant operational, financial, and administrative challenges, including limited board member participation, inadequate firefighter staffing, insufficient funding for road maintenance, failure to complete timely audits, and increasing difficulty in sustaining reliable service delivery. These issues have been further compounded by turnover in leadership and concerns regarding equipment maintenance and the District's overall emergency response capabilities.

In October 2024, Trinity LAFCo reviewed the status of Post Mountain PUD and determined that the District had not made sufficient progress in remedying deficiencies identified during the 2023 Municipal Service Review (MSR) and Sphere of Influence (SOI) update process. As a result, the Commission adopted Resolution 2024-03, which established a zero sphere of influence for the District and declared the Commission's intent to initiate dissolution following a 12-month remediation period.

During this period, if the District demonstrates sufficient progress toward operational and service improvements, the Commission may reconsider dissolution. An extension of time to address deficiencies may also be considered. However, if adequate progress is not achieved, the Commission may consider formally dissolving the District at a noticed public hearing tentatively scheduled for October 2025.

As part of the ongoing process, LAFCo staff committed to providing a status update to the Commission within six months of the resolution's adoption. This report provides that update and outlines recent activities and coordination efforts.

DISCUSSION

Since adoption of Resolution 2024-03, Post Mountain PUD and LAFCo staff, along with support from County representatives, have continued to coordinate to evaluate pathways for sustaining essential services and addressing long-standing governance and operational challenges. Key updates from recent coordination efforts are summarized below:

- **Fire and Road Services Planning:** District volunteers and leadership continue to assess and document the condition of fire and road maintenance equipment. The district has confirmed one operational water tender (3541) and one fire engine (3531), with additional vehicles in various states of disrepair. Road department activities remain limited, but grant efforts are underway, including coordination with FLOWRA on potential fire mitigation and sediment reduction grants.
- **Strategic Equipment and Infrastructure Planning:** The District has identified needs for a functioning snowplow at the fire station, an operational water source and new storage tank at the

station, and repair or replacement of key apparatus. A future plan is needed to assess and prioritize these capital needs and guide purchases, repairs, and volunteer training.

- **Volunteer Recruitment and Training:** Increased interest from Hmong community residents has led to multiple applications for volunteer positions in both the road and fire departments. Title 22 certification and other fire and EMS training opportunities are being explored but with limited completion. For public safety personnel in California, Title 22 first aid training requires a minimum of 21 hours of instruction which is valid for 2 years and refresher training every two years thereafter, providing First Aid/CPR responders with the required skills. CPR classes are available in Hayfork. Community education about 911 protocols and emergency response standards is also needed.
- **Board Governance and Meeting Schedule:** Governance challenges continue. The regularly scheduled February 14 and 25, 2025 board meetings were canceled due to inclement weather and board member health concerns. The March 14 meeting did not meet quorum. A special meeting was held on March 29, 2025, where quorum was achieved. A regular board meeting was scheduled for April 11, 2025 at 10:00 a.m. at the fire station. A full board remains seated, though attendance issues and conflicts among board members and staff have been reported.
- **Board Member Conduct and Personnel Concerns:** Persistent internal conflicts have been reported. Incidents include allegations of verbal threats and harassment involving multiple board members and department personnel, and concerns about interference in chain-of-command and operations. These issues continue to disrupt progress and may require outside intervention or mediation.
- **District Administration and Policy Updates:** The District has demonstrated progress in administrative operations, including timely payment of bills, submission of required financial reports (e.g., to the State Controller and FRMS), and improvements in records retention and compliance with the Brown Act. New policies have been reviewed and adopted by the Board. There have been some disputes about station access, but new access control policy has been implemented to secure conference room office facilities and confidential district information.
- **Special Tax Measure Planning:** The District is exploring a special tax measure to secure dedicated funding for road maintenance. Coordination with the Trinity County Elections Office has confirmed that the next general election is November 3, 2026. Preliminary discussions have included drafting an ordinance for an annual special tax of \$175/parcel for roads, while maintaining the existing \$24/parcel annual fire assessment. The District is proceeding with early planning efforts to confirm election filing requirements and meet election deadlines.
- **Agency and Technical Assistance Coordination:** LAFCo continues to coordinate with the District on governance questions, special tax procedures, and compliance issues. Additional technical assistance resources are being explored to help support strategic planning, board training, and long-term sustainability of services. Options for district reorganization, dissolution, or annexation remain under consideration as part of the overall evaluation.

RECOMMENDATION

It is recommended that the Commission receive this report and provide direction to staff as needed.

AGENDA ITEM 6.B.

MEETING: April 15, 2025
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Status of Current and Future Applications

BACKGROUND

LAFCos are responsible, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, to regulate the formation and development of local governmental agencies and their municipal services. This includes approving or disapproving proposed changes of organization, such as boundary changes (e.g. annexations), consistent with adopted policies and procedures pursuant to California Government Code (G.C.) §56375. LAFCos have broad discretion in amending and conditioning changes of organization as long as they do not directly regulate land use, property development, or subdivision requirements.

DISCUSSION

The following application(s) are active with LAFCo:

Trinity County Waterworks District #1 Hyampom Road II Annexation

LAFCo received a proposal for annexation submitted by resolution of application from Trinity County Waterworks District #1. The proposal involves a single parcel totaling 23.86 acres, located adjacent to the District boundary along Hyampom Road at Cedar Gulch Road. The purpose of the annexation is to provide public water service to a single-family residence experiencing issues with its onsite well. The Commission approved the annexation at its February 18, 2025 meeting. A 30-day reconsideration period followed the Commission's action, during which no requests for reconsideration were received. LAFCo staff is currently completing the final procedural steps, including recording a Certificate of Completion with the County Recorder's Office and filing a Statement of Boundary Change with the State Board of Equalization.

Trinity County Waterworks District #1 Horse Tail Hill Road Annexation

LAFCo received a proposal for annexation submitted by resolution of application from Trinity County Waterworks District #1. The proposal involves a single parcel totaling 20.22 acres, located adjacent to the District boundary along Horse Tail Hill Road at Cedar Gulch Road. The purpose of the annexation is to provide a metered water service connection to an existing cannabis operation on the site, which does not include any permanent residential structures. The Commission approved the annexation at its February 18, 2025 meeting. A 30-day reconsideration period followed the Commission's action, during which no requests for reconsideration were received. LAFCo staff is currently completing the final steps in the process, including recording a Certificate of Completion with the County Recorder's Office and filing the required Statement of Boundary Change with the State Board of Equalization.

RECOMMENDATION

It is recommended that the Commission receive this report and provide direction to staff as needed.



AGENDA ITEM 6.C.

MEETING: April 15, 2025
TO: Trinity LAFco Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: Public Member Appointment

BACKGROUND

The Commission consists of seven regular and three alternate members as follows:

- County – Three regular members and one alternate appointed by the Board of Supervisors;
- Special Districts – Two regular members and one alternate appointed by the Independent Special District Selection Committee; and
- Public Members – Two regular members and one alternate appointed by the Commission.

The term of office for each member pursuant to CKH Act §56334 is four years and until the appointment and qualification of a successor. There are no term limits.

DISCUSSION

One of the Regular Public Member seats is set to expire on April 30, 2025. In accordance with Commission policy, staff distributed a public notice through the *Trinity Journal* inviting applications from interested individuals. To date, one application has been received from the current incumbent, Anna Burke. Ms. Burke was first appointed in December 2019 to complete the remainder of an unexpired four-year term (2017–2021) and has since served a full term (2021–2025).

Listed below are current Commission members with their Term of Office:

Designation	Current Member	Term of Office
County – Regular Member	Heidi Carpenter-Harris	Annual Appointment
County – Regular Member	Jill Cox	Annual Appointment
County – Regular Member	Julia Brownfield	Annual Appointment
County – Alternate Member	Liam Gogan	Annual Appointment
Special District – Regular Member (Seat 1)	Andrew Johnson	4/30/2028
Special District – Regular Member (Seat 2)	Todd Corbett	4/30/2026
Special District – Alternate Member	Lisa Harper	4/30/2026
Public Member	Anna C. Burke	4/30/2025
Public Member	Jake Grossman-Crist	4/30/2027
Public Member – Alternate	Joseph Kasper	4/30/2027

RECOMMENDATION

Staff recommends the Commission appoint Anna Burke as Regular Public Member for the next four-year term ending April 30, 2029. Selection of Public Members requires a majority vote of the Commission and the affirmative vote of at least one County and one Special District member.

Attachments:

- A. Application Submitted by Anna Burke



Application for Regular Public Member

Contact Information	
Name	Anna C. Burke
Home Address	
Mailing Address	
Primary Phone	
Secondary Phone	
E-Mail Address	
Occupation/ Employment	Retired

Availability	
The Trinity LAFCo Commission typically meets on the 3 rd Tuesday of even numbered months at 4:00 p.m. at the Library meeting room in Weaverville. Are you typically available to attend LAFCO Commission meetings?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Any access requirements? NO

Interest in LAFCo	
Tell us why you are interested in serving on LAFCo?	
I have been serving as a LAFCO Commissioner for approximately four (five?) years now and would like to continue to do so because I believe in the LAFCO mission and objectives, and enjoy participating in a committee that contributes to the well being of Trinity County.	

Special Skills or Qualifications	
Summarize special skills and qualifications you have acquired from employment, volunteer work, or previous public service experience that may be of benefit in this position.	
I have previously served on local Trinity County School Boards and was the President of our local Mutual Water Company for several years, as well serving as a long-time member on the Board of that Company, and served as water master for that water company.	

I worked for 20 years in Trinity County schools as a Para Professional, Teacher/Aide, and substitute Teacher (for an additional 3 years), and as such have been intimately involved with Trinity County in an educational capacity.

Previous Public Service Experience

Summarize your previous public service experience.

I worked for many years in the Public Sector, first at the Telecommunications Dept. of UCSC, Santa Cruz, next as a municipal service employee of the City of Santa Cruz Parks & Recreation Dept, then as a volunteer on our local mutual water system Board (member, Water Master, President), and finally as an employee of Trinity County Public Schools for the past 23 years.

Disqualification

The LAFCo Public Member cannot be an officer or employee of the County or any Special District (e.g., community services district, fire protection district, sanitary district) with territory in Trinity County.

Are you currently employed by the County or any Special District within Trinity County? Yes ___ No

Do you currently serve on a public board, commission or committee of the County or any Special District within Trinity County? Yes ___ No

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am chosen to be a LAFCo Commissioner, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Anna C. Burke
Signature Anna C. Burke
Date 4/9/25

Please mark position(s) of interest:

Regular Public Member Alternate Public Member

Our Process

Any open Public Member position(s) will remain open until filled. LAFCo Public Members are selected and appointed by the other regular members of the Commission.

Return Application/Questions

Return Completed Application to: Trinity LAFCo 670 9th Street, Suite 202, Arcata CA 95521 or via email. For any questions you may have, please contact Krystle Heaney, Commission Clerk at krystle@trinitylafco.org.