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# MENDOCINO

# Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482  
Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

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## CHAIR

**Jerry Ward**  
Public Member

## VICE CHAIR

**Holly Madrigal**  
Willits City Council

## TREASURER

**Doug Hammerstrom**  
Fort Bragg City Council

## MEMBERS

**Dan Hamburg**  
County Board  
of Supervisors

**John McCowen**  
County Board  
of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Vacant**  
Special District Member

## ALTERNATE MEMBERS

**Carre Brown**  
County Board  
of Supervisors

**Kevin Doble**  
Ukiah City Council

**Carol Rosenberg**  
Public Member

**Angela Silver**  
Calpella County Water District

**Executive Officer**  
**George Williamson**

**Counsel**  
**Scott Browne**

**Analyst**  
**Colette Metz**

**Commission Clerk**  
**Elizabeth Salomone**

**Regular Meetings**  
First Monday  
of each month  
at 9:00 AM  
at the Mendocino  
County Board  
of Supervisors Chambers  
501 Low Gap Road

*Approved by Committee February 16, 2016*

## Executive Committee Minutes

Executive Committee Meeting of January 22<sup>nd</sup>, 2016 10:00am  
Willits City Hall, Conference Room  
111 East Commercial Street, Willits, California

### Call to Order

Chair Ward called the meeting to order at 10:00am.

### Roll Call

Members Present: Commissioners Jerry Ward, Holly Madrigal,  
and Doug Hammerstrom

### Staff Present:

George Williamson, EO (via telephone)  
Elizabeth Salomone, Clerk

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

### 1. **Approval of the December 18, 2015 Executive Committee Minutes**

Upon motion by Commissioner Madrigal and second by Commissioner Ward, the December 18, 2015 Executive Committee Minutes were approved unanimously.

Ayes: Hammerstrom, Madrigal, and Ward

### 2. **Review of FY 2015-16 Budget Amendment**

George Williamson presented the proposed budget amendment. Chair Ward presented a cash analysis. Commissioner Hammerstrom noted the Planwest FY 2015-16 Proposed Contract Amendment does not match the proposed FY 2015-16 Budget Amendment. Mr. Williamson noted the edit.

Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the recommendation of the FY 2015-16 Budget Amendment to the full Commission at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

### 3. **Review of FY 2015-16 Contract Amendment**

George Williamson presented the proposed contract amendment. Chair Ward asked for expansion on the Work Plan Table. Commissioner Madrigal asked for clarification on the flow of communication and a central point for information storage and distribution. Mr. Williamson noted he is prepared to be that central point for all Commission communications. Mr. Ward tabled this discussion to a later date.

Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the recommendation of the FY 2015-16 Contract Amendment (with payment terms edited from \$63,860 to \$59,000) to the full Commission at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

#### **4. Review of Preliminary FY 2016-17 Budget**

George Williamson presented the Preliminary FY 2016-17 Budget, noting the process for approval by the full Commission. The following topics were discussed:

- A-87 costs have not been issued yet by County and are not accounted for in the proposed budget.
- Apportionment fees
- Baracco & Associates remaining budget amount of \$6,300.
- Office space/rent itemization clarification
- Travel and Lodging allocations
- Stipend policy has changed therefore budget allocation will need to be examined
- Special District training completion or forwarding to next fiscal year?
- Contract Extension, RFP for Executive Officer Services for FY 16/17.

Upon motion by Commissioner Hammerstrom and second by Commissioner Madrigal, the recommendation to discuss the FY 2016-17 Preliminary Budget with further clarifications as noted with the full Commission at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

#### **5. Presentation of 2013-14 Audit and Status of 2014-15 Audit**

George Williamson presented, noting the draft 2014-15 Audit was sent to Chair Ward.

Chair Ward noted a number of inconsistencies and errors in the draft audit for FY 2014-15. [It was later determined the Auditor had not received the Audited Financial Statements for the Fiscal Years Ending June 30, 2013 & 2012 prepared by Michael Celentano or the unaudited Financial Statements for the Fiscal Years Ending June 30, 2014 & 2013 prepared by LAFCo Treasurer.] Commissioners asked if this was a draft or final version. Clerk confirmed it is a draft from the Auditor. Chair Ward indicated he will contact Mr. Pehling for further discussion on the draft audit. The Executive Committee directed the draft FY 2014-15 Audit on the agenda for the Regular Commission meeting of February 1, 2016. The Committee directed Mr. Williamson to provide Mr. Pehling with all financial information needed for the FY 15-16 Audit and a contract to complete the services.

#### **6. Review of Adopted Fee Schedule**

The Executive Committee directed the Policies and Procedures Committee to review the Adopted Fee Schedule with the assistance of Colette Metz and present any recommended revisions to the full Commission. Chair Ward asked Mr. Williamson for clarification on the amounts recently charged to applicants.

#### **7. Next Executive Committee Meeting**

The next meeting will be scheduled as needed.

### **ADJOURNMENT**

There being no further business, at 11:27am the meeting was adjourned.

The next Regular Commission Meeting is scheduled for  
Monday, February 1, 2016 at 9:00 AM  
in the County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, California