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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 & TREASURER

**Jerry Ward**  
Public Member

*Approved March 17, 2017*

## VICE CHAIR

**Carre Brown**  
County Board  
of Supervisors

## Executive Committee Minutes

Executive Committee Meeting of Monday, February 21, 2017 10:00am  
Chardonnay Room, Ukiah Valley Conference Center,  
200 South School Street, Ukiah, California

## MEMBERS

**Kevin Doble**  
Ukiah City Council

## **Gerardo Gonzalez**

Willits City Council

Call to Order: Chair Ward called the meeting to order at 10:08am.

## **Dan Hamburg**

County Board  
of Supervisors

Members Present: Commissioners Carre Brown, Kevin Doble, and Gerald Ward

## **Theresa McNerlin**

Ukiah Valley Sanitation District

Staff Present: Uma Hinman, Larkyn Feiler, Elizabeth Salomone

## **Tony Orth**

Brooktrails Township CSD

## ALTERNATE MEMBERS

### **John McCowen**

County Board  
of Supervisors

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

### 1. Approval of the November 7, 2016 Executive Committee Minutes

Due to Committee member reassignments, and upon recommendation by Chair Ward and Executive Officer Hinman, the minutes of the November 7, 2016 meeting were unanimously accepted and filed rather than moved for approval.

### **Carol Rosenberg**

Public Member

### **Angela Silver**

Calpella County Water District

City Alternate Representative  
to be announced March 2017  
by City Select Committee

### 2. 2016-17 Budget Amendment

EO Hinman presented the staff report. In FY 2016/17 the Commission approved four contracts totaling \$10,470 (see table below) and four unanticipated expenses that are not reflected in the budget. In order to bring the budget into alignment with approved expenses, staff suggests amending the budget to include the following:

### Executive Officer

Uma Hinman

### Analyst

Larkyn Feiler

### Commission Clerk

Elizabeth Salomone

### Counsel

Scott Browne

*(continued...)*

### Regular Meetings

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

Account #	Description	Contractor	Amount	Notes
7000	MSR	Baracco and Associates	\$ 2,400.00	Cemetery District MSR
7000	MSR	Uma Hinman Consulting	\$ 3,900.00	Cemetery District MSR
6670	Professional Services	SHN Consulting	\$ 2,000.00	FBRFPD mapping error
6670	Professional Services	Planwest Partners	\$ 2,170.00	Website Transition
5607	Office Equipment	n/a	\$ 238.00	Printer replacement
6000	Televising meetings	Mendocino County	\$ 1,700.00	payment for FY 2015/16
9000	Trainings	Mendocino County	\$ 160.00	Host Ethics/Brown Act Training
		<b>Total</b>	<b>\$12,568.00</b>	

Discussion was held regarding options to continue transparency and accurate tracking in LAFCo expenditures.

Committee directed staff to forward this item to the next Executive Committee meeting and provide further information on the current operational fund balance before a budget amendment recommendation is developed for the Commission.

### 3. Fiscal Year 2017-18 Budget Development

EO Hinman presented the staff report with four main topics of discussion:

- Apportionment fee adjustment for FY 2015-16

Discussion was held to address the adjustment process. Staff recommended a letter addressing the apportionment fee adjustment be sent to cities, districts and the county with the FY 2017-18 statements. This item was forwarded.

- Implementation of new reserve policy

Chair Ward will return with banking options for the reserve monies. This item was forwarded.

- Mid-year work plan review

The Committee requested staff develop a 5 year work plan with rough cost estimates. This item was forwarded.

- Preliminary drafts of FY 2017-18 work plan and budget

Specific items were discussed and changes requested. Staff will prepare a FY 2015-16 Budget & Actuals Report showing unspent funds from the Budget. This item was forwarded.

- Other

Staff will add a line on the FY 2016-17 Budget Track spreadsheet to show “unallocated funds” balance and reserves.

It was noted the Executive Officer’s contract does permit for hiring of additional subcontractors, though notification to the Commission was requested.

An Executive Committee meeting will be scheduled for March 2017.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 12:08 pm.