
MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center ♦ 200 South School Street, Suite F ♦ Ukiah, California 95482

Approved by the Commission on May 5, 2014

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CONSERVATION
IMPROVEMENT DISTRICT

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EXECUTIVE OFFICER

BRUCE C. BARACCO

COUNSEL

DOUG LOSAK

COMMISSION CLERK

ELIZABETH SALOMONE

LAFCo ANALYST

CRAIG BARACCO

SUMMARY MINUTES

LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, April 7, 2014

County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Call to Order	Chair Shoemaker called the meeting to order at 9:05 AM.
Roll Call	
Members Present:	Commissioners Carre Brown, Doug Hammerstrom, Michael Kisslinger, John McCowen, and Richard Shoemaker
Members Absent:	Commissioners Holly Madrigal and Guinness McFadden
Alternate	
Members Present:	Commissioners Dan Hamburg, Mary Anne Landis, and Gerald Ward
Alternate	
Members Absent:	Commissioners Tony Orth
Staff Present:	Bruce Baracco, Executive Officer, Elizabeth Salomone, Commission Clerk

Alternate Commissioner Landis assumed a City Seat due to Commissioner Madrigal's absence.

Consent Calendar

1. Approval of the Summary minutes of the March 3, 2014 Regular meeting.
2. Approval of claims covering the February 23 through March 29, 2014 totaling \$7,206.93.

Commissioner McCowen requested the following changes to the minutes of March 3, 2014:

At the bottom of Table 3.2-5 on page 3-8, ~~with~~ add the preamble "The City states that" and include the City's comment under Item 3 of their letter dated February 25th, 2014 which reads "the financial evaluation and fund balances should be based on the City's audited financial statements and not off of budget documents that are used for operation and maintenance of the Sewer System. The City has audited financial statements that are public record."

Upon motion by Commissioner McCowen and second by Commissioner Brown, Agenda Items 1 and 2 were approved unanimously by the following roll call vote:

Ayes:	Commissioners Brown, Hammerstrom, Kisslinger, Landis, McCowen, and Shoemaker
Noes:	None
Abstain:	None
Absent:	Commissioner McFadden

Public Expression

3. There were no members of the public who indicated interest in speaking.

Matters Set for Hearing

None.

Other Matters

4. Commission Procedures for Processing Costs Related to Spheres of Influence

Mr. Baracco reviewed the proposed revision of the SOI Processing Procedures as drafted by the Polices & Procedures Committee.

Commissioners Shoemaker, McCowen and Mr. Baracco offered questions and comments including clarification of proposed procedures for an existing district requiring an SOI for the first time. The following addition was suggested:

- d. The cost of any new SOI will be borne by the agency and/or proponent.

Upon motion by Commissioner Landis and second by Commissioner McCowen, approval of the proposed Processing Costs Related to Spheres of Influence with the addition noted above was approved by the following roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Kisslinger, Landis, McCowen and Shoemaker
Noes: None
Abstain: None
Absent: McFadden

Other Items

5. LAFCo Legal Counsel Recruitment and Release of Request for Proposal

Mr. Baracco presented the draft Request for Proposal. Questions and comments were offered by Commissioners Brown, Ward, Kisslinger, Hammerstrom, McCowen and Mr. Baracco.

Upon motion by Commissioner Kisslinger and second by Commissioner McCowen, approval of the proposed LAFCo Legal Counsel Recruitment and Release of Request for Proposal was approved by the following roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Kisslinger, Landis, McCowen and Shoemaker
Noes: None
Abstain: None
Absent: McFadden

6. Monthly Financial Reports

Mr. Baracco presented the monthly financial reports and the first draft of the Project Activity Reports. Comments and questions were offered by Commissioners Shoemaker, Brown, Landis, McCowen, Ward and Mr. Baracco.

Commissioner Shoemaker asked for clarification on the estimate for spending in the MSR section of the budget report, and the negative amounts on Special Projects. Mr. Baracco reviewed progress on the MSR completions, expected billings by consultants against these line items and provided updates for the Special Projects billings. Mr. Baracco clarified that the Ukiah SOI work is for pre-application work and noted that the City is still preparing to officially file.

Commissioner Hammerstrom asked for clarification on the accuracy of the financial reports and Commissioner Ward noted some specific inaccuracies. Staff indicated that the reconciliation of reports is still in progress and these are preliminary drafts. The Commission can expect updated reports at future Commission meetings.

Mr. Baracco clarified that the Project Activity reports document the expensed amounts to projects and therefore show a "running total."

Commissioner Brown asked for an update on the Shuster Detachment and Mr. Baracco reported he has been in contact with City of Willits staff.

Commissioner McCowen offered comments and questions on the North of Ten Mile Annexation to Fort Bragg and the Reconsideration filed by the Westport Fire Department. Mr. Baracco clarified several issues.

Commissioner Brown asked for clarification on the Amy Jones Public Records Act Request. Mr. Baracco clarified.

Commissioner Ward offered suggestions on formatting changes in the Project Activity reports.

Commissioner Ward asked for an update on LAFCo staff and bookkeeper confirming the account balances. Mr. Baracco reported a meeting was being set with the County Auditor.

Upon motion by Commissioner Brown and second by Commissioner Landis, acceptance of the monthly financial reports was approved by roll call vote:

Ayes:	Commissioners Brown, Hammerstrom, Kisslinger, Landis, McCowen and Shoemaker
Noes:	None
Abstain:	None
Absent:	McFadden

Other Items

7. Correspondence

Mr. Baracco had no correspondence to report.

8. Commissioners Reports, Comments or Questions

Commissioner Ward offered comments and questions on the Annual Audit for Fiscal Year 12-13. He suggested using the services of Michael Celentano, who has been preparing the Mendocino LAFCo Audits for several years and proposed going to RFP for an auditor for the following fiscal year. Commissioner Shoemaker noted this issue was not on the agenda, however if extending Mr. Celentano's services is within current policies, Mr. Baracco could move forward with the audit preparations.

Commissioner Hammerstrom requested the North of Ten Mile Annexation billing be placed on next month's agenda to offer the applicants an opportunity to address the Commission.

9. Executive Officer's Report

▪ Executive Officer Recruitment Process

Mr. Baracco reported three proposals had been received, and noted that the Executive Committee would be meeting after the LAFCo Regular Meeting to review proposals. Mr. Baracco noted an additional proposer requested permission for a late submittal. Commission consensus was that the deadline was firm and no further submissions would be accepted. Commissioner Shoemaker asked for review of the process for recruitment and Mr. Baracco summarized.

▪ Form 700 Annual Submittals

Mr. Baracco reported on the receipt of Commissioner's Annual 700 form.

▪ Internet Provider

Mr. Baracco reported difficulties with the current internet provider and staff is working closely with them to settle the issue. The Chair will monitor progress.

▪ Photocopy Machine

Mr. Baracco reported the workroom photocopier was experiencing problems and apologized for marks on the copies provided.

10. Legislation Report

Mr. Baracco reported the CALAFCO Legislative Committee Report was just issued and he will forward the e-mail to Commissioners.

Adjournment

There being no further business, at 9:56 AM the meeting was adjourned to the next regular meeting on Monday, May 5, 2014 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Respectfully Submitted,

BRUCE C. BARACCO
Executive Officer