

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
Telephone: (707) 463-4470 | E-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org) | Web: [www.mendolafco.org](http://www.mendolafco.org)

### **COMMISSIONERS**

**Gerald Ward, Chair & Treasurer**  
Public Member

**Carre Brown, Vice Chair**  
County Board of Supervisors

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

**Scott Ignacio, Alternate**  
Point Arena City Council

**Dan Hamburg, Alternate**  
County Board of Supervisors

**Carol Rosenberg, Alternate**  
Public Member

**Jenifer Bazzani, Alternate**  
Ukiah Valley Fire District

**STAFF**  
**Executive Officer**  
Uma Hinman

**Analyst**  
Larkyn Feiler

**Commission Clerk**  
Elizabeth Salomone

**Counsel**  
Scott Browne

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

*Approved by Policies & Procedures Committee February 24, 2020*

## MINUTES

### Policies and Procedures Committee Meeting

October 1, 2018 10:00am

Ukiah Valley Conference Center, Chardonnay Room  
200 S School Street, Ukiah, CA 95482

#### 1. CALL TO ORDER AND ROLL CALL

Chair Orth called the meeting to order at 10:03am.

Members Present: Commissioners Dan Hamburg, Tony Orth, and Carol Rosenberg

Staff Present: Uma Hinman (teleconference) and Elizabeth Salomone

#### 2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

##### 2a. Approval of the May 21, 2018 Policies & Procedures Committee Meeting Minutes

Upon motion by Commissioner Rosenberg and second by Commissioner Hamburg, the minutes for the May 21, 2018 Policies and Procedures Committee Meeting were approved by unanimous vote:

Ayes: Commissioners Hamburg, Orth, and Rosenberg

##### 2b. Commissioner Compensation Policy

EO Hinman presented the staff report on the proposed draft policy. Budget implications were discussed. Committee directed staff to incorporate the suggested changes, consult with legal counsel, and present its recommendations to the full Commission for updating the Commission Compensation at the next regular Commission meeting.

##### 2c. 2018 Policies & Procedures Manual Update

EO Hinman presented the proposed the updated manual, noting the new formatting and inclusion of definitions, as approved by the full Commission. Discussion was held and the Committee directed staff to make final updates to the manual, as necessary, after the Commission's decision on the Commissioner Compensation Policy and bring the manual to the full Commission for ratification.

*(Continued...)*

2d. Other Policy & Procedure Update Discussion and/or Recommendations

Discussion was held regarding the procedures of Work Plan implementation. No recommendations were made by the Committee.

**3. INFORMATION AND REPORT ITEMS**

3a) Executive Officer Report

EO Hinman provided an update on legal counsel and a letter of condolence was suggested. It was also acknowledged that Commissioner Hamburg would be retiring from LAFCo and no longer serving on the Committee as of January 2019.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 10:40am.

The next Regular Commission Meeting is scheduled for November 5, 2018 at 9:00am in the County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California