
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

CHAIR & TREASURER

Jerry Ward
Public Member

Approved by Committee May 1, 2017

VICE CHAIR

Carre Brown
County Board
of Supervisors

Executive Committee Minutes

Executive Committee Meeting of Monday, March 17, 2017, 11:00am
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 11:10am.

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 and Elizabeth Salomone

Tony Orth

Brooktrails Township CSD

ALTERNATE MEMBERS

John McCowen

County Board
of Supervisors

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the February 21, 2017 Executive Committee Minutes

Upon motion by Commissioner Brown and second by Commissioner Doble, the Executive Committee meeting minutes of February 21, 2017 were approved with no changes by unanimous approval:

Ayes: Commissioners Brown, Doble, and Ward

Carol Rosenberg

Public Member

Angela Silver

Calpella County Water District

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

2. Finalization of the Fort Bragg Rural Fire Protection District North of Ten Mile Annexation Application

EO Hinman presented the staff report. The Committee directed staff to communicate with SHN Consulting to remove the note in question on the map of May 2013 and provide update at the April 3, 2017 Regular Commission meeting.

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Elizabeth Salomone

3. 2016-17 Budget Amendment

EO Hinman presented the staff report.

Upon motion by Commissioner Brown and second by Commissioner Doble, the Executive recommends the FY 2016-17 Budget Amendment as presented in the staff report with no changes by unanimous approval:

Ayes: Commissioners Brown, Doble, and Ward

Counsel

Scott Browne

Regular Meetings

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

(continued...)

Account	Contractor/ Account Description	Project/Description	Amount
7000	Baracco & Associates	Final payment. Terms approved at May 12, 2016 Special Meeting (paid July 21, 2016)	\$ 2,400
7000	Uma Hinman Consulting	Cemetery District MSRs. Contract approved July 1, 2016.	\$ 3,900
6670	SHN Consulting	North of 10 Mile Map Correction. Invoiced July 11, 2016	\$ 2,000
6670	Planwest Partners	Website transition. Contracted July 1, 2016 for \$2,460. Paid in September 2016.	\$ 2,170
5607	Office Equipment	Printer Replacement	\$238
6000	Televising Meetings	Payment for FY15/16 services	\$1,200
Subtotal			\$10,470

4. Fiscal Year 2017-18 Budget Development

The following items were discussed:

- Apportionment fee adjustment for FY 2015-16

At the February Executive Committee meeting, 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 to the March 17, 2017 meeting. The Executive Committee directed staff to bring the item to consult with Legal Counsel, Scott Brown and present findings at the Regular Commission meeting of April 3, 2017 for discussion and possible action.

- Implementation of new reserve policy

The newly adopted reserve policy specifies an operational reserve of 25 percent of the operational budget and \$50,000 legal reserves. Treasurer Ward withdrew \$10,000 from the reserves account on March 6th, 2017 and deposited in the operational account to reduce the reserves accordingly. The current reserves held in Mendocino Lake Credit Union are \$90,206 and include the Operational and Legal Reserves.

- Financial Status Report

Treasurer Ward provided a breakdown of LAFCo's current financial status and end of Fiscal Year 2016-17 projection.

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

Specific items were discussed, including anticipated unspent funds in the current fiscal year to "rollover." The preliminary draft budget workshop will be held at the April 3, 2017 Regular Commission meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 pm.