

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

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Vacant
Special District Member

ALTERNATE MEMBERS

Dan Hamburg
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 March 29, 2016

Executive Committee Minutes

Executive Committee Meeting of February 16, 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, Executive Officer

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the January 22, 2016 Executive Committee Minutes

Correction: under members present, Dan Hammerstrom was changed to Doug Hammerstrom. Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the January 22, 2016 Minutes were approved unanimously.

Ayes: Hammerstrom, Madrigal, and Ward

2. Review of Request for Proposal: Professional Services

Committee discussed procedure for distributing Executive Officer Services Request for Proposal (RFP) and selection process. The 2014 Professional Services RFP was provided for review. Chair Ward will update the dates for the 2016 RFP. Committee will recommend Ad Hoc Committee of three commission members to review and screen submittals. The draft 2016 RFP will be included in the March 7 Commission packet and distributed after that. Committee also discussed naming an interview panel, as was done in the 2014 recruitment, and bringing the top two candidates in for commission consideration at the May meeting.

Committee discussed separate clerk contract and having separate clerk responsibilities from the EO defined in a scope of services. The separate contract would be offered to the current clerk, for continuity. This will be placed on the March 7 Commission agenda, as well.

3. Review of Financial Reserve Policy

Committee discussed a reserve policy, with committee members Madrigal and Hammerstrom offering policy language from cities of Willits and Fort Bragg respectively. Committee acknowledged that current reserves, approximately \$100,00.00, had been condensed into one fund account. Committee direction was to tie reserve amount to annual apportionment fees, proposed to remain \$125,000 in the FY 2016-17 budget and to draft policy that reserves be at least 80% of apportionment fees. This matter will be sent to the planning /policy and procedures committee for review.

4. Review of FY 2016-17 Proposed Budget

The proposed FY 2016-17 Budget, considered at the February commission meeting has been mailed to the member organizations. The transmittal letter and proposed budget were included in the committee packet. Chair Ward requested that the FY 2015-16 Amended Budget have Account # 6100 Audit Services, increased to \$4,650 to allow for full payment of FY 2014-15 Audit by end of fiscal year, dependent on successful completion and acceptance. Account # 6100 Audit Services, would then be decreased to \$ 3,100 for FY 2016-17. The Baracco contract amount was discussed. It was noted that the not all the submittal dates for MSRs as stated in an email from Bruce Baracco, had been met.

5. Presentation of FY 2014-15 Audit – Letter of Engagement for FY 2015-6 Audit

The current progress on FY 2014-15 audit was discussed. EO will provide draft fiscal year materials from QuickBooks to Chair Ward for review. These materials will then be submitted to Pehling and Pehling for audit completion. This is expected to be completed by the end of this fiscal year. Chair Ward has spoken with Zach Pehling who is willing to prepare the FY 2015-16 audit for the same amount as the FY 2014-15 Audit. Chair Ward will request a Letter of Engagement for this and it will be placed on the March 7 Commission Agenda.

6. Review of Ft. Bragg Rural FPD Detachment and North 10 Mile River Annexation

Staff reported on 2011 detachment and 2013 North 10 Mile River Annexation. The 2011 detachment still requires State Board of Equalization acceptance. EO will contact Ft. Bragg Rural FPD Chief and advise of geographic description format acceptable to the BOE and additional BOE application fee. The 2013 North 10 Mile River Annexation requires a corrected certificate of completion, to correct map used in the annexation hearing and commission action. The Committee noted that the Commission may have to incur costs for this as it was an error in the LAFCo record. EO will contact Ft. Bragg Rural FPD Chief and advise of this as well.

7. Review of Additional CSDA Training dates and locations: April, May, June.

The initial CSDA training day is set for March 23 in Ukiah. There are three additional CSDA training dates set for April, May, June. The committee discussed locations for these two hour trainings and directed that Willits City Hall, Fort Bragg Town Hall or CV Star Center, and the Anderson Valley CSD office in Boonville be used as meeting locations, subject to availability.

8. Next Executive Committee Meeting

The next meeting will be scheduled as needed.

ADJOURNMENT

There being no further business, at 12:05 PM the meeting was adjourned.

The next Regular Commission Meeting is scheduled for
Monday, March 7, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California