

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

COMMISSIONERS

Jerry Ward, Chair & Treasurer
Public Member

Carre Brown, Vice Chair
County Board of Supervisors

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

Dan Hamburg
County Board of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

Scott Ignacio, Alternate
Point Arena City Council

John McCowen, Alternate
County Board of Supervisors

Carol Rosenberg, Alternate
Public Member

Angela Silver, Alternate
Calpella County Water 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

Executive Committee Meeting

A G E N D A

August 7, 2017, 10:30 am

Mendocino County Administrative Building
501 Low Gap Road, Ukiah, CA 95482
Conference Room B

Call to Order & Roll Call:

Commissioners Gerald Ward, Carre Brown, and Kevin Doble

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the May 1, 2017 Executive Committee Minutes
2. Special District Financial Reporting UPDATE
Update from Commissioner Brown on legislative reform efforts.
3. FY 2016-17 Year-End Budget Review
Review and discussion of year-end budget tracking.
4. Contract Services for Application Processing
Discussion and possible direction to staff regarding use of outside consultants for processing large applications.
5. District Request for Sexual Harassment Training
Discussion and recommendation regarding providing mandatory sexual harassment prevention training for supervisory employees of special districts and other organizations as well as special district board members who receive any type of compensation and/or reimbursement.

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, September 11, 2017 at 9:00am
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

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Agenda Item No. 1

DRAFT Executive Committee Minutes

Executive Committee Meeting of Monday, May 1, 2017, 11:15am
Mendocino County Administrative Building
501 Low Gap Road, Ukiah, CA 95482
Board Conference Room

Call to Order: Chair Ward called the meeting to order at 11:26am.
Members Present: Commissioners Carre Brown, Kevin Doble, and Gerald Ward
Staff Present: Uma Hinman, Larkyn Feiler, and Elizabeth Salomone

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the March 17, 2017 Executive Committee Minutes

Upon motion by Commissioner Doble and second by Commissioner Brown, the Executive Committee meeting minutes of March 17, 2017 were unanimously approved with no changes.

Ayes: Commissioners Brown, Doble, and Ward

2. Special District Financial Reporting

EO Hinman presented the staff report. Commissioner Brown reported that the Board of Supervisor has an agenda item to direct the General Government Committee to work with the County Auditor-Controller to develop and communicate the standardized financial reporting procedures for the special districts.

3. FY 2016-17 Budget and Basic Services Contract Review

EO Hinman presented the staff report, noting that staff would likely exceed the 2017-18 basic services budget by approximately \$4,000. The Committee directed the Policies & Procedures Committee to develop a basic services contingency fund policy for Fiscal Year 2018-19. Staff was directed to bring the exceedance to the full Commission at the June 5, 2017 regular meeting for discussion and possible action.

(continued....)

4. Anderson Valley Community Service District (AVCSD) Application Fee Review

Application deposits, fees paid, and work completed on the AVCSD application was reviewed.

Phillip Thomas, Boonville resident and Board Member of Anderson Valley Ambulance Services, made comments and answered questions from the Committee.

Chair Ward complimented the Anderson Valley Ambulance Service and AVCSD, expressing appreciation for all the work and dedication of both entities.

The Executive Committee consensus was to make no recommendation at this time but to bring the item to the full LAFCo Commission at the June 5, 2017 regular meeting for discussion and possible action.

ADJOURNMENT

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

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Local Agency Formation Commission

Staff Report

DATE: August 7, 2017
TO: Executive Committee
FROM: Uma Hinman, Executive Officer
SUBJECT: FY 2016-17 Budget Review

Staff has prepared a year-end tracking of the FY 2016-17 budget, which is a part of the year-end review process. We welcome any questions or comments on the budget tracking sheet.

Staff is in the process of preparing the year-end financial review and have completed reconciling Quickbooks and confirming expenses. We anticipate having the draft year-end financial review prepared in September.

Recommendation(s):

Review and discuss of FY 2016-17 budget review.

Attachments:

(1) Final Budget Tracking FY 2016-17

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: August 7, 2017
 TO: Executive Committee
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Contract Services for Application Processing

In looking ahead at potential projects and workload, staff would like to open a discussion with the Committee regarding establishing contract services for application processing.

Estimated workload and applications for FY 2017-18:

Workload	Anticipated Timing
Applications	
Anderson Valley CSD Activation of Latent Powers for Water/Wastewater Services	Fall 2017
Millview CWD Annexation	Pre-app in August 2017
Water District Consolidation	2018/19
Work Plan	
14 Fire District SOIs	In process
Fort Bragg MSR/SOI	In process
Willits SOI Update	In process
Brooktrails CSD MSR/SOI	In process
Redwood Coast FPD MSR/SOI	Fall 2017
Covelo CSD MSR/SOI	Fall/Winter 2017
Mendocino City CSD MSR/SOI	Fall/Winter 2017
Mendocino Coast RPD MSR/SOI	Spring 2018
Mutual Water Company profiles	Fall 2017

The discussion is being brought forward in an effort to be prepared for application submittals and limit delays in processing. In particular, the water district consolidation application will require substantial amounts of staff time that would likely delay work plan efforts, particularly if there is overlap with other applications. To get a better idea of the timing of the consolidation application and status, EO will be meeting with RRFC General Manager in early September.

Request:

Staff is requesting discussion of past practices and process, such as establishment of contractor lists, general services contracts, etc.

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Staff Report

DATE: August 7, 2017
TO: Executive Committee
FROM: Uma Hinman, Executive Officer
SUBJECT: District Request for Sexual Harassment Training

Sexual harassment prevention training is now mandatory for supervisory employees of special districts and other organizations as well as special district board members who receive any type of compensation and/or reimbursement. Employers are required to ensure that all managers/supervisory employees as well as directors/trustees receive at least two hours of sexual harassment prevention training every two years. These requirements include LAFCo Commissioners and Special District board members that receive compensation and/or reimbursement.

Several special districts have inquired about a LAFCo-hosted sexual harassment training.

Recommendation(s):

Staff is requesting discussion and direction regarding whether LAFCo wishes to provide sexual harassment training for Commissioners and special districts.