

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482

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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

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

Vacant
Alternate Special District Seat

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 Committee May 21, 2108

MINUTES

Policies and Procedures Committee Meeting

April 9, 2018 10:00am

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

1. CALL TO ORDER AND ROLL CALL

[Note: Commissioner Carol Rosenberg was assigned to the Policies & Procedures Committee in February 2018 by Chair Ward, replacing Commissioner Theresa McNerlin]

Chair Orth called the meeting to order at 10:05am.

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

Staff Present: Uma Hinman and Elizabeth Salomone

2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

2a. Approval of the September 14, 2017 Policies & Procedures Committee Meeting Minutes

Upon motion by Commissioner Orth and second by Commissioner Hamburg, the minutes for the September 14, 2017 Policies and Procedures Committee Meeting were approved by unanimous vote:

Ayes: Commissioners Hamburg and Orth

Abstain: Commissioner Rosenberg

2b. Draft 2018 Legislative Platform

EO Hinman presented the proposed draft 2018 legislative platform, which was based upon CALAFCO's 2018 legislative platform. Discussion was held and the Committee directed staff to recommend the proposed policy to the full Commission.

2c. Draft Participation of Alternate Commissioner Policy Amendment

EO Hinman presented the proposed draft Alternate Commissioner Policy Amendment, language for which was recommended by LAFCo Counsel, Scott P. Browne. Discussion was held and the Committee directed staff to recommend the proposed policy amendment to the full Commission.

2d. Electronic Email and Device Policy

EO Hinman presented a draft policy regarding the use of electronic email and devices for Commission consideration. Discussion was held and the Committee directed staff to recommend the proposed policy amendment to the full Commission.

2e. Commissioner Compensation Policy

EO Hinman presented the current Commissioner Compensation Policy and opened the discussion to consider inclusion of city representatives and alternate in the mileage reimbursement and/or per diem. Discussion was held and the Committee directed staff to 1) research potential impact to budget and email to P&P Committee members, and 2) present the proposed policy amendment with three options for consideration to the full Commission.

Commissioner Orth called a break: 10:44 – 10:49am.

2f. Draft Policies & Procedures Manual Update

EO Hinman presented the working draft Policies and Procedures Manual update. Discussion was held and consensus met for approval of the new numbering format of the manual. Staff will continue to develop the addition of definitions and fee policy, electronic hot links to resolutions numbers of policy updates, and any proposed policies approved by the Commission in May, and present the full revised draft to the Committee for the next Policies & Procedures Committee meeting on Monday, May 21, 2018 at 10:00am.

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

The Committee requested a proposal for realigning the LAFCo Commissioner terms to better coincide with Special District, City, and County terms.

3. ADJOURNMENT

There being no further business the meeting was adjourned at 11:08am.

The next Regular Commission Meeting is scheduled for May 7, 2018 at 9:00am
in the County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California