

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

Approved by Commission September 12, 2016

VICE CHAIR

John McCowen
County Board
of Supervisors

MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

MEMBERS

Carre Brown
County Board
of Supervisors

Regular Meeting of Monday, August 1, 2016

County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California

Doug Hammerstrom
Fort Bragg City Council

Call to Order

Chair Ward called the meeting to order at 9:05am.

Holly Madrigal
Willits City Council

Roll Call

Members Present:

Commissioners Carre Brown, Holly Madrigal, John McCowen, Theresa McNerlin, Tony Orth, and Jerry Ward

Theresa McNerlin
Ukiah Valley Sanitation District

Members Absent:

Commissioner Doug Hammerstrom

Tony Orth
Brooktrails Township CSD

Alternate Members Present:

Commissioners Dan Hamburg, Carol Rosenberg, and Angela Silver

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Alternate Members Absent:

Commissioner Kevin Doble

Dan Hamburg
County Board
of Supervisors

Staff Present:

Uma Hinman, Executive Officer
Elizabeth Salomone, Clerk

Carol Rosenberg
Public Member

PUBLIC EXPRESSION

1. No one from the public indicated an interest to speak.

Angela Silver
Calpella County Water District

CONSENT CALENDAR

Executive Officer
Uma Hinman

2. Approval of the July 11, 2016 Regular Meeting Summary Minutes
3. Approval of the July 2016 Claims –Pulled for further discussion
4. Acceptance of the Monthly Financial Report –Pulled for further discussion

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Upon motion by Commissioner McCowen and second by Commissioner Brown the Consent Calendar Item 1: July 11, 2016 Regular Meeting Summary Minutes was approved by unanimous vote:

Counsel
Scott Browne

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Regular Meetings

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

Chair Ward made the following points and will work with staff to address:

- Baracco & Associates check amount incorrect.
- Anderson Valley CSD deposit is not showing on the bank statement. Clerk confirmed deposit made and will confirm with the bank.
- For the benefit of the Commission, the monthly report requires edits. Staff and EO are meeting after the Regular Commission meeting to review.

Upon motion by Commissioner McCowen and second by Commissioner Brown, Consent Calendar Items 3: July Claims and 4: Acceptance of Monthly Financial Report were approved by roll call vote:

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Approval of June 2016 claims totaling \$

Uma Hinman Consulting:	\$4,728.00	
UHC Cemetery Dist Contract:	\$130.00	
Ukiah Valley Conf Ctr:	\$430.00+	final amount: \$470.72
P. Scott Browne:	\$500.00	
Commission Reimbursements:	\$237.80	
Office Supplies:	\$45.50	
Newspaper Noticing:	\$244.95	
Pehling & Pehling:	\$1,550.00	
SHN Consulting:	\$2,000.00	
Baracco & Associates:	\$2,400.00	

MATTERS FOR DISCUSSION/POSSIBLE ACTION

5. Report on Fiscal Year 2015-16 Financials (Verbal Report by Chair Ward)

Chair Ward noted the Fiscal Year 2014-15 Final Audit has been received and is correct. Chair Ward provided a handout titled "Recap" for the Fiscal Year 2015-16 and presented. Commissioner Madrigal thanked Chair Ward for his work.

PUBLIC HEARINGS

6. Fiscal Year 2016-17 Budget Amendment

Chair Ward noted this is a public hearing for which notices were posted and published on July 11, 2016. Uma Hinman presented the staff report, apologizing the document was not included in the packet, noting the total proposed budget amendment is \$7,302.00. Comments and questions were offered by Commissioners Ward, McNerlin, Madrigal, Orth, McCowen, and Rosenberg.

Uma Hinman noted a contract is being prepared by Mendocino County General Services Agency, Information Services Division for the Commission's consideration. The last contract with County GIS expired June 30, 2014.

Upon motion by Commissioner Madrigal and second by Commissioner McCowen, approval of the Resolution 16-17-01 amending the Budget for Fiscal Year 2016-17 and authorization to Chair Ward to sign expected GIS Contract was approved by roll call vote:

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Staff will distribute a notice of the budget amendment and announcement of the new Executive Officer.

INFORMATION/ REPORT ITEMS

7. Status of Applications, Future Projects, MSR and SOI Updates

Uma Hinman presented. Comments and questions were offered by Commissions Ward, McCowen, Orth, and Madrigal. The following points were discussed and staff will work to address:

- Templates for MSRs and SOIs
- Inquiry regarding SOI Cost (as shown on budget)
- Hastings Frontage Road Ad Hoc Committee, meeting after Regular Meeting on August 1, 2016

8. Correspondence - No comments or questions were offered.

9. Executive Officer's Report: Uma Hinman provided a verbal update.

- Special District Elections: nomination forms out for August 15th.
- Website transition: Planwest awaiting signed contract to begin. Clerk will send ASAP.
- Planwest file upload to dropbox: Planwest experienced difficulties with dropbox. Anticipate progress.
- Planwest hardcopy files: Received at the LAFCo office.

Chair Ward opened discussion regarding the Executive Officer attending the CALAFCO conference and payment coverage. Comments and questions were offered by Commissioners McCowen, Madrigal, Orth, Rosenberg, Brown, and McNerlin. Staff will research past practice and place on the September 12, 2016 agenda.

10. Committee Reports - There were no committee meetings held in July 2016.

11. Commissioners Reports, Comments or Questions

Commissioner Madrigal: Acknowledged EO Uma Hinman meeting with Willits City Planner to continue SOI discussions.

Commissioner McCowen: Announced the Board of Supervisors is now paperless. Discussion was held on reducing paper handouts at LAFCo further. Commission requested Clerk to research technology needs and software for paperless distribution, in particular software with the ability to highlight and make notes electronically. Clerk will check with Board of Supervisor's office regarding their software.

Commissioner Ward: Acknowledged the City Manager of Point Arena submitted a request for further information on the distribution of the proposed budget and public hearing budget. Clerk noted staff responded with copies of documents.

Commissioner Ward: Asked staff to review the contract with Scott Browne, legal counsel, for renewal date, suggesting a possible Commission review of contract.

12. Legislation Report - No comments or questions were offered.

ADJOURNMENT

There being no further business, at 10:53am the meeting was adjourned. The next regular meeting is Monday, September 12, 2016 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website.

August 1, 2016 meeting:

<https://www.youtube.com/watch?v=i1g2eGKoAKA&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP&index=10&spfreload=10>