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# 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

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## CHAIR

**Jerry Ward**  
Public Member

## VICE CHAIR

**Holly Madrigal**  
Willits City Council

## TREASURER

**Doug Hammerstrom**  
Fort Bragg City Council

## MEMBERS

**Dan Hamburg**  
County Board  
of Supervisors

**John McCowen**  
County Board  
of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Vacant**  
Special District Member

## ALTERNATE MEMBERS

**Carre Brown**  
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

## Executive Committee Minutes

Executive Committee Meeting of March 29, 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, EO (via telephone)

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

### 1. Approval of the February 16, 2016 Executive Committee Minutes

Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the February 16, 2016 Executive Committee Minutes were approved unanimously.

Ayes: Hammerstrom, Madrigal, and Ward

### 2. Request for Proposal: Professional Services

Committee is working and waiting on RFP responses.

### 3. Clerk Contract

The Committee discussed the proposed direct contract with LAFCo Clerk with emphasis on the concern the Clerk not be considered an employee.

Recommendation to full commission: Have legal counsel draft sample contract.

Responsibility clarifications discussed for inclusion in contract:

- EO responsible for the website not Clerk
- Clerk to distribute packet after EO approval
- Clerk in charge of public posting

### 4. FY 2015-16 Audit – Letter of Engagement

The engagement letter has been approved by Commission and Chair Ward is awaiting receipt from auditor to sign and return. George Williamson will provide the Quickbooks documents to the auditor.

## 5. Application Tracking and Cost Accounting

- **Irish Beach WD Moores (invoice previously sent)**

Applicant has acknowledged receipt of the LAFCo invoice for \$610.56 but has yet to provide the payment. George Williamson is continuing to reach out.

- **Irish Beach WD De Ruiter Detachment**

The two parties have not found a resolution to date.

- **City of Ukiah/UVSD MSR Trust Fund**

The Trust was designated as a 52-47 split to share the costs to date. George Williamson would like some direction on this. The County of Mendocino holds these funds in trust and the two parties will be required to request funds directly from the County. Chair Ward will communicate with the County auditor to clarify. George Williamson will draft a letter for Commission approval updating both the City of Ukiah and the District. The Trust Fund will be removed from application tracking as it is not a LAFCO application.

- **Fort Bragg RFD 2011 Detachment**

The Schuster Detachment is complete.

- **Fort Bragg Rural FPD North of Ten Mile River Annexation**

The finalized Board of Equalization filing is being completed. The District is sending LAFCO a check for the difference in the BOE filing amount. Finalization is expected by June 30<sup>th</sup> 2016.

- **Anderson Valley CSD**

Chair Ward expressed a preference for prepayment from all applicants, including Anderson Valley CSD. This is for the “latent power activation” George Williamson will send a written request for a \$1,200.00 deposit which will cover the current amount \$588.00. Committee discussed the need to establish the level of services provide an applicant before a deposit is required. Any policy to include “Should costs exceed this amount you will be refunded.”

- **City of Ukiah SOI reduction (EIR) complete.**

## 6. Calpella CWD Annexation Fee Waiver / MSR Correction Request

More information from the District is forthcoming. The Policy & Procedures committee is developing a policy for application fee waiver requests.

## 7. CSDA Training Flyer

Committee approved flyer distribution. Chair Ward asked for a report on the follow up questionnaire.

## ADJOURNMENT

There being no further business, at 11:05 am the meeting was adjourned.

The next Regular Commission Meeting is scheduled for  
Monday, April 4, 2016 at 9:00 AM  
in the County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, California