

MENDOCINO

Local Agency Formation Commission

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

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CHAIR

Jerry Ward
Public Member

Approved by Commission November 7, 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, September 12, 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 9:04am.

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 Kevin Doble, Dan Hamburg, and Carol Rosenberg

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Alternate Members Absent:

Commissioner Angela Silver

Dan Hamburg
County Board
of Supervisors

Staff Present:

Uma Hinman, Executive Officer
Elizabeth Salomone, Clerk

Alternate Commissioner Doble immediately took seat as City Representative.

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 August 1, 2016 Regular Meeting Summary Minutes
3. Approval of the August Claims
4. Acceptance of the Monthly Financial Report

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Commissioner Brown noted her agenda packet printed from the email sent by staff had computer formatting issues. Staff will investigate. Commissioner McCowen noted language change to the Adjournment section: "There being no further business, at 10:53am the meeting was adjourned. ~~to the~~ The next regular meeting is..."

Counsel
Scott Browne

Upon motion by Commissioner Madrigal and second by Commissioner Brown the Consent Calendar Items 1-2 plus an invoice for \$71.22 from Fort Bragg Advocate for a Public Hearing Notice were approved by roll call vote:

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

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

Approval of August 2016 claims totaling \$9,944.50

Uma Hinman Consulting, incl Cem Dist Contract:	\$8,327.79
Ukiah Valley Conf Ctr:	\$697.20
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$232.40
Newspaper Noticing, Ukiah Daily Journal:	\$115.89
**Newspaper Noticing, Fort Bragg Advocate:	\$71.22

** Added to Claims during meeting

MATTERS FOR DISCUSSION/POSSIBLE ACTION

5. CALAFCO Conference

EO Hinman summarized the staff report. Comments and questions were offered by Commissioners McCowen, Ward, and Brown.

Upon direction of the Commission, Commissioner Carol Rosenberg will represent Mendocino LAFCo as the voting delegate; Commissioner Angela Silver will be the alternate.

Commissioner McNerlin noted her support of paying the full conference fee in light of the EO covering travel and accommodation costs. She commended EO Hinman for offering to cover the non-reimbursed fees out of pocket.

Chair Ward directed the Policies & Procedures Committee to develop a policy for the standard of reimbursing half of the Executive Officer's conference registration fee.

Upon motion by Commissioner Orth and second by Commissioner McCowen, half of the Executive Officer's registration fee for the CALAFCO conference to be paid by the Commission was approved by roll call vote:

- Ayes: (6) Brown, Doble, Madrigal, McCowen, Orth, and Ward
- Noes: (1) McNerlin (supported full payment of EO registration fee)
- Absent: (1) Hammerstrom

INFORMATION/ REPORT ITEMS

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

EO Hinman presented. Comments and questions were offered by Commissioners Ward, McCowen, Madrigal, Brown, and Orth.

Fort Bragg RFPD Detachment: Discussion was held regarding the District's request to not pursue finalizing the mapping at this time and request for refund. The Commission supports seeing the detachment through and EO Hinman will continue speaking with Chief Orsi to facilitate. It was noted the detachment was filed in 2011 and current staff are researching the details of the project and why it was not finalized, and the files are not providing much information. Chair Ward offered his assistance to staff.

Irish Beach WD Moores Annexation: Chair Ward asked for an update on the remaining balance. EO Hinman noted no responses have been forthcoming from applicant. She will call him and send a follow up letter this week.

7. Correspondence

Chair Ward noted the summary provided by the Little Hoover Commission was thorough.

8. Executive Officer's Report: Uma Hinman provided a verbal update.
- Special District Elections: nominations are due October 10th.
 - LAFCo Counsel contract does not have an end date.
 - Website transition has been completed.
 - Planwest held off invoice until website transition was completed to satisfaction.
 - George Williamson, Planwest, assured EO Hinman that all of Planwest's files are now on dropbox.
 - Document reader/editor programs are available free online to download on Commissioners individual computers. Staff research indicated purchasing software was not viable.
9. Committee Reports
Hastings Frontage Road Ad Hoc Committee: EO Hinman and Commissioner Brown provided an update from the August 1, 2016 meeting and further investigation. LAFCo Counsel is reviewing the issue. Commissioner McCowen suggested that wording of approvals be crafted carefully to insure all conditions of Commission approval are met for finalization.
10. Commissioners Reports, Comments or Questions

Commissioner Orth: Reported on his recent tour of the Willits bypass, noting the influence of the bypass for future boundary issues of Willits.

Commissioner Ward: Requested an update on the County GIS contract. EO Hinman reported the County is preparing the contract and she will follow up with Leif Farr during their meeting later today.

Commissioner McNerlin: Asked for an update on the transition between Executive Officers. EO Hinman noted a lack of documentation on projects, especially email correspondence, has made it challenging to get up to speed. [Note: Planwest has since provided a backup of the EO email inbox from their tenure.]

11. Legislation Report

Four bills were discussed by the Commission: Assembly Bills 2613, 2910*, 1266*, SB 817* (*Letter requests). Upon Commission consensus, Chair Ward will sign letters, as requested by CALAFCO. Commissioner McCowen noted that in the future, these letters should be agendized for discussion and consideration.

ADJOURNMENT

There being no further business, at 9:48am the meeting was adjourned. The next regular meeting is Monday, October 3, 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.

September 12, 2016 meeting:

<https://www.youtube.com/watch?v=ITIFGSSmOA&index=11&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP>