

# 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

**Special District Seat, Alternate**  
(Jenifer Bazzani to be sworn in August 2018.)

**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 October 1, 2018*

## MINUTES

### Policies and Procedures Committee Meeting

May 21, 2018 10:00am

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

#### 1. CALL TO ORDER AND ROLL CALL

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

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

Staff Present: Uma Hinman (teleconference) and Elizabeth Salomone

#### 2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

##### 2a. Approval of the April 9, 2018 Policies & Procedures Committee Meeting Minutes

Upon motion by Commissioner Rosenberg and second by Commissioner Hamburg, the minutes for the April 9, 2018 Policies and Procedures Committee Meeting were approved by unanimous vote:

Ayes: Commissioners Hamburg, Orth, and Rosenberg

##### 2b. Commissioner Compensation Policy

EO Hinman presented the proposed draft policy. Budget implications were discussed. Committee directed staff to present its recommendation to the full Commission for updating the Commission Compensation Policy to include mileage reimbursement to City Representatives.

##### 2c. Proposed Draft for Multi County Proposals

EO Hinman presented the proposed draft Policy. Discussion was held.

Upon motion by Commissioner Rosenberg and second by Commissioner Hamburg, recommendation of the proposed policy amendment to the full Commission was approved by unanimous vote:

Ayes: Commissioners Hamburg, Orth, and Rosenberg

*(continued...)*

2d. Proposed Draft Policy for Areas of Interest

EO Hinman presented and discussion was held. EO Hinman clarified that Areas of Interest would be a tool considered during the Sphere of Influence update process to identify areas that may not be suitable for inclusion in an SOI, but for which greater coordination may be desired by the agencies affected. Commissioner Hamburg suggested that draft SOI updates considering/recommending establishment of Area of Concern be shared with the County/City planning departments, with a cc to the County CEO, to provide opportunity for input into the process.

Upon motion by Commissioner Rosenberg and second by Commissioner Hamburg, presentation of the proposed policy to the full Commission with options to approve or to forward the item for further discussion was approved by unanimous vote:

Ayes: Commissioners Hamburg, Orth, and Rosenberg

2e. Draft Policies & Procedures Manual Update

EO Hinman presented the draft definitions as an addition to the Manual update and discussion was held. The Committee directed staff to present the proposed definitions to the full Commission for approval and inclusion in the Policies & Procedures Manual.

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

Neither staff nor the Committee had further discussion and/or recommendations at this time.

**3. ADJOURNMENT**

There being no further business the meeting was adjourned at 11:00am.

The next Regular Commission Meeting is scheduled for June 4, 2018 at 9:00am  
in the County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California