

LOCAL AGENCY FORMATION COMMISSION
MENDOCINO COUNTY

The Local Agency Formation Commission convened a regular meeting on Monday, February 3, 2003 at 10:00 AM, at the City of Ukiah Council Chambers, 300 Seminary, Ukiah.

AGENDA ITEM 1—CALL TO ORDER / ROLL CALL

Chairwoman Ranker called the regular meeting of the Local Agency Formation Commission of Mendocino County to order at 10:05 AM. The following Commissioners were present and seated: Melo, Delbar, Colfax, Simon, and Chairwoman Ranker. Also present were alternate Commissioners Oslund, Orth and Wagonet as well as Executive Officer McMichael. Alternate Commissioner Ward was absent but had called to indicate that he would be unable to attend.

Alternate Commissioner Oslund and Orth were seated immediately as the city and district representatives.

AGENDA ITEM 2—PUBLIC EXPRESSION

No one requested the opportunity for public expression.

AGENDA ITEM 3—APPROVAL/CORRECTION/ADOPTION OF MINUTES

Upon a motion by Commissioner Simon and seconded by Commissioner Oslund the minutes of January 6, 2003 were approved as submitted. (Ayes: Melo, Simon, Oslund, Delbar, Oslund and Ranker; Nays: None; Abstains: Colfax and Orth)

AGENDA ITEM 4—SWEARING IN OF NEW COMMISSIONERS COLFAX AND WAGONET

Chairwoman Ranker swore in Board of Supervisor appointed Commissioner Colfax and Alternate Commissioner Wagonet at 10:12 a.m. and signed their Certificates of Appointments. Copies were provided to the new Commissioners and for the records of LAfCO.

AGENDA ITEM 5—ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS..

Chairwoman Ranker opened the floor for nominations. Commissioner Simon nominated Commission Delbar. After discussion Commissioner Delbar declined the nomination.

Commissioner Orth then nominated Commissioner Ranker. Commissioners Melo and Oslund seconded the nomination simultaneously. The vote was unanimous. (Ayes: Melo, Delbar, Colfax, Simon, Orth, Oslund and Ranker; Nays: None; Abstains: None.)

Commissioner Simon nominated Commissioner Delbar for Vice-Chair seconded by Commissioner Orth. The vote was unanimous upon a roll call vote. (Ayes: Melo, Delbar, Colfax, Simon, Orth, Oslund and Ranker; Nays: None; Abstains: None.)

Chairwoman Ranker appointed herself as Chair, Commissioner Delbar as Vice Chair and Commissioner Simon to the Executive Committee.

Chairwoman Ranker then appointed Commissioners Oslund, Melo and Alternate Commissioner Ward to the Planning Committee.

By direction from the Chair, the Policy and Procedures Review Committee was to continue to be the Planning Committee plus Chairwoman Ranker.

AGENDA ITEM 6—2001-2002 AUDIT REPORT

Executive Officer provided the following report regarding A-87 costs:

A-87 is the county auditor code for all departments that provide support services.

The \$8,000.00 indicated in the A-87 cost on page six of the audit report represents a combination of \$5,000.00 for the County Counsel Contract costs and \$3,000.00 indicated for County Department Support Services costs.

Four lines above the A-87 line is a line that indicates legal fees whereby \$5,000.00 was taken from \$6,500.00 that was budgeted. This \$6,500.00 is actually our legal reserve.

There was a mess-up in understanding of the right codes for the reserve (LAFCO's fault) so therefore the clerk at the auditor's office deducted the payment for the county counsel contract from the legal reserve and nothing was taken from the line item that was to be for the county counsel contract.

Upon receipt of this information Commissioner Melo seconded by Commissioner Oslund entered a motion to accept the Fiscal Year 2001-2003 audit report. The vote was unanimous upon a roll call vote. (Ayes: Melo, Delbar, Colfax, Simon, Orth, Oslund and Ranker; Nays: None; Abstains: None.)

AGENDA ITEM 7—DISCUSSION/DIRECTION AS TO RESERVE POLICY FOR BUDGET

After discussion among the Commissioners it was the consensus of the Commission that they wanted to continue building the Legal Reserve to at least \$20,000, continue budgeting \$25,000 per year for Sphere Update/Service Review Studies with any unspent moneys to build a reserve for that purpose and to begin to build an Operational Reserve of 20% of budget.

AGENDA ITEM 8—CORRESPONDENCE

The Commission received the Letter from Brooktrails.

AGENDA ITEM 9—REPORTS

Executive Officer McMichael reported that he had sent out a request for nominations for the vacant district seat and that all nominations must be received by April 1, 2003.

He reported that draft Policy and Procedures had been sent to the Review Committee and that they would meeting soon for review and consolidation.

E.O. McMichael reported that he had sent out copies to the Commissioners of the Statement of Economic Interests and that they were due by April 1st. He also reminded the new Commissioners that they would need to provide an entering office statement to LAFCO.

He reported that he had a Trojan Horse virus on his computer and anticipated to be down for an additional day or two.

Commissioner Melo reported that the City Select Committee would be meeting on February 14th for purposes of selecting the city appointment to LAFCO.

AGENDA ITEM 10—ADJOURNMENT

Being no further business the Commission adjourned at 11:25 a.m.