

LOCAL AGENCY FORMATION COMMISSION MENDOCINO COUNTY

The Local Agency Formation Commission convened a regular meeting on Monday, April 5, 2004 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, Oslund, Simon, Delbar, and Chairwoman Ranker. Also present were Alternate Commissioners Orth and Ward as well as Executive Officer McMichael. Commissioner Wagonet arrived at 10:10 AM and was seated as an alternate to Commissioner Colfax. Commissioner Colfax arrived at 10:18 AM and was seated with Commissioner Wagonet stepping down. Commissioner Orth was seated as an alternate to Commissioner O'Brien, who had notified Commissioner Orth of his expected absence.

AGENDA ITEM 2—PUBLIC EXPRESSION

There was no one from the public at the meeting at this time.

AGENDA ITEM 3—APPROVAL/CORRECTION/ADOPTION OF MINUTES

Upon a motion by Commissioner Melo and seconded by Commissioner Oslund the minutes of March 1, 2004 were approved and adopted with a minor correction of a typographical error on page 4 of 6. (Ayes: Melo, Oslund, Wagonet, Simon, Delbar and Chairwoman Ranker; Nays: None; Abstain: Orth; Absent: O'Brien & Colfax.)

AGENDA ITEM 4— PUBLIC HEARING ON ADOPTION OF PROPOSED BUDGET FOR FY 2004-2005

Upon examination of the proof of publication certification from the Ukiah Daily Journal and upon a motion by Commissioner Melo seconded by Commissioner Orth proof of publication was accepted by the Commission (Ayes: Melo, Oslund, Wagonet, Simon, Delbar, Orth and Chairwoman Ranker; Nays: None; Abstain: None; Absent: O'Brien & Colfax.)

Chairwoman Ranker opened the public hearing 10:07 AM. At this time there was no one in the audience who expressed an interest in speaking on the budget. The Commission received the proposed budget for discussion and review. Discussion questions and comments centered on information as to CPI numbers and cost of the Website. Commissioner Colfax arrived at 10:18 AM during this discussion and was

seated. Chairwoman Ranker closed the public hearing at 10:20 AM. Upon closure of the public hearing Commissioner Simon, seconded by Commissioner Melo, moved adoption of the Proposed Budget, as indicated below, to be the Final Budget for a public hearing at the May regular meeting:

LAFCO Proposed Budget
FY 2004-2005

	Line Item	Detail Description	Amount Budgeted	Totals
1	862150	CALAFCO Membership	700.00	
2	862150	CSDA Membership	500.00	
3	862101	General Liability Insurance--CSDA	3,500.00	
4	862181	Audit Services	2,500.00	
5	862182	Website—DSL	4,500.00	
6	862060	Communications	1,000.00	
7	862184	Engineering and Plan Services--GIS	2,000.00	
8	862194	A-87 Costs	3,000.00	
9	862183	Commission Counsel	5,000.00	
10	862189	Contract Services Office & Staff	92,282.11	
11	862239	Special Dept. Expense	2,000.00	
12	862250	In County Commissioner Travel	1,000.00	
13	862280	ADA Compliance	1,000.00	
14	862253	Out of County Conferences	6,000.00	
15	862190	Publication and Legal Notices	500.00	
16	862189	56425 and 56430 Mandates	25,000.00	
17	860010	Appropriation for Contingency	8,000.00	
18	869991	Legal Reserve	0.00	
19	860011	Operational Reserve	6,500.00	
20	Total Budgeted FY 04-05			164,982.21
21	Estimated Fund Balance Carryover			24,000.00
22	Total to be apportioned for revenues			140,982.21
23	Apportionment for Cities-Counties-Districts			46,994.07
24				
25	Total Budgeted FY 03-04			163,362.80
26	Fund Balance Carryover FY 03-04			20,000.00
27	Total Apportioned (revenues) FY 03-04			143,362.80
28	Apportionment for Cities-Counties-Districts FY 03-04			47,787.60
29				
30	Difference in Total Budgeted FY 03-04 vs. FY 04-05			1,619.92
31	Difference in Apportionment FY 03-04 vs. FY 02-03			(805.21)
32				
33	Legal Reserve			19,500.00
34	Service Review Reserve			25,000.00
35	General Reserve			8,096.33
36	Operational Reserve			0.00

37	Total Reserves	52,596.33
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The motion was approved on the following roll call vote: Ayes: Melo, Oslund, Colfax, Simon, Delbar, Orth and Chairwoman Ranker; Nays: None; Abstain: None; Absent: O'Brien)

E. O. McMichael was directed to send a copy of the Final Budget for FY 2004-05 to all cities, districts and the county and to provide proper notice to all parties according to the requirements of G.C. 56381 for a public hearing at the Commission's May meeting for the adoption of Final Budget by the Commission.

AGENDA ITEM 5—FINAL AUDIT REPORT FOR FY 2002-03

The Commission reviewed the Final audit report for FY 2002-2003. Alternate Commissioner Ward noted that on page 10 of the audit report under the heading of Reserves was this sentence that reads, "The Commissioner's Board of Directors has by bond action reserved prior fund balances for legal, service review and future period expenditures." He noted that it should read, "The Commissioner's Board of Directors has by board action reserved prior fund balances for legal, service review and future period expenditures."

With this change and upon a motion by Commissioner Orth seconded by Commissioner Simon the Final Audit Report for FY 2002-03 was accepted by the Commission by the following roll call vote: Ayes: Melo, Oslund, Colfax, Simon, Delbar, Orth and Chairwoman Ranker; Nays: None; Abstain: None; Absent: O'Brien)

AGENDA ITEM 6—ANNEXATION OF NICOLL SUBDIVISION TO UVSD

Upon direction of the Chair, Executive Officer McMichael provided a review of the proposed Nicoll annexation to the Ukiah Valley Sanitation District as required by Government Code Section 56857. The Commission received the information about the proposed Nicoll annexation to UVSD and no decision was required.

AGENDA ITEM 7—WEBSITE INFORMATION

After review and discussion of the various costs associated with the website and the times required for posting for agenda items as provided in the letter from Webmaster Rafael Leon, the Commission received this information without further direction.

AGENDA ITEM 8—UPDATE REPORT FOR UKIAH VALLEY/RUSSIAN RIVER WATERSHED

Upon direction of the Chair, Executive Officer McMichael provided an update report on the Ukiah Valley/Russian River Watershed Municipal Service Review, Explanation-Workplan-Questionnaire-Calendar and cover letter that was mailed to all agencies subject to the review. (A copy of this document was mailed to each Commissioner at the same

time that the agencies received the document.) The Commission received the update report without further direction to Executive Officer McMichael.

AGENDA ITEM 9—CORRESPONDENCE

The Commission acknowledged receipt of the letters to Assemblywoman Berg regarding LAFCO as an unfunded mandate and the letter from Assemblywoman Berg to Chairwoman Ranker regarding the proposed ballot initiative and unfunded mandates as provided in their agenda packet.

AGENDA ITEM 10—REPORTS

- A. Executive Officer McMichael provided the following reports:
 - a. An expenditure report for March. The Commission received the report without direction.
 - b. A report that the proposed out-of-area service agreement between the City of Ukiah and RCHDC would be on the May agenda.
 - c. A report of his meeting with George Bennett, District Manager for Covelo CSD and his ability to resolve the question whether certain parcels were in the District and that a MSR/SOI would be initiated in September for the Covelo region
 - d. A report that the Mendocino Coast Recreation and Park District would be seeking annexation of 600 acres for purposes of developing a regional park and golf course and that the MSR/SOI for the District was being initiated.
 - e. A report that due to certain circumstances a MSR/SOI for Westport CWD was being initiated. With this report E.O. McMichael requested that a subcommittee of Commissioners be assigned to assist in this process. Chairwoman Ranker and Commissioner Melo volunteered to be the subcommittee and upon general agreement of the Commission they were so designated as the subcommittee.
 - f. A report that CSDA was providing two trainings that were important for him attend: One, on the new requirements of GASB34 for financial reporting for all government agencies and; two, the requirements for personnel practices for districts which would be of interest for him for understanding for service reviews. The Commission agreed that it was important for him to attend and that they would reimburse him for the cost of registration for attendance.
 - g. A report on the possible annexation of Irish Beach Water District to the Redwood Coast FPD for purposes of fire protection and the need for beginning a MSR/SOI for the south coast for fire protection which would include South Coast FPD, Redwood Coast FPD and Irish Beach.
 - h. A report that he would be speaking at an economic development conference in Ft. Bragg on April 15 about the annexation process.

- B. Chairwoman Ranker reported that she hand delivered LAFCO's most recent letter to Governor Schwarzenegger to his secretary. There were no reports from other Commissioners

AGENDA ITEM 9—ADJOURNMENT

Being no further business the Commission adjourned at 11:27 AM.