

**LOCAL AGENCY FORMATION COMMISSION  
MENDOCINO COUNTY**

The Local Agency Formation Commission convened a regular meeting on Monday, April 3, 2006 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 10:03 AM. The following Commissioners were present and seated: Delbar, Smith, Oslund, Simon, Melo and Chairwoman Ranker. Also present were Alternate Commissioners Wattenburger and Ward as well as Executive Officer McMichael. Commissioner O'Brien was absent. Alternate Commissioner Ashiku and Orth were absent.

**AGENDA ITEM 2—PUBLIC EXPRESSION**

There was no one from the public in attendance at the meeting who indicated an interest in speaking.

**AGENDA ITEM 3—APPROVAL/ADOPTION OF MINUTES**

Upon a motion of approval by Commissioner Melo and seconded by Commissioner Simon the minutes of March 6, 2006 were approved on the following vote: Ayes: Delbar, Smith, Simon, Oslund, Melo and Chair Ranker; Nays: None; Abstention: None; Absent: O'Brien.

Upon a motion of approval by Commissioner Simon seconded by Commissioner Melo the Executive Committee minutes of February 16, 2006 were approved on the following vote: Ayes: Melo, Simon and Chair Ranker; Nays: None; Abstention: None; Absent: None

**AGENDA ITEM 4—DISCUSSION/DIRECTION FOR PROPOSED FY 06-07 BUDGET**

Upon direction of the Chair, Executive Officer McMichael reviewed the Executive Committee's Proposed Budget and the agenda report. After completion of this review, the Commission discussed the proposed budget, the increased cost to the agencies, the need for completion of the SOI/MSR process and the potential costs to LAFCO and the agencies if this process is not completed by the mandated deadline.

Upon completion of this discussion, Commissioner Simon seconded by Commissioner Melo moved that the Executive Committee's Proposed Budget as indicated below become the Commission's Proposed Budget for the first Public Hearing to be held in May and that Executive Officer McMichael was directed to properly notice the agencies and the public of the public hearing in May. The motion was unanimously approved on the following voter: Ayes: Delbar, Smith, Simon, Oslund, Melo and Chair Ranker; Nays: None; Abstention: None; Absent: O'Brien.

	<b>Line Item</b>	<b>Detail Description</b>	<b>Amount Budgeted</b>	<b>Totals</b>
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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	2,500.00	
6	862060	Communications	1,000.00	
7	862184	Engineering and Plan Services--GIS	3,000.00	
8	862194	A-87 Costs (County Services)	2,000.00	
9	862183	Commission Counsel	4,000.00	
10	862189	Contract Services Office & Staff	99,812.32	
11	862239	Special Dept. Expense	1,000.00	
12	862250	In County Commissioner Travel	1,000.00	
13	862280	ADA Compliance	0.00	
14	862253	Out of County Conferences	6,000.00	
15	862190	Publication and Legal Notices	500.00	
16	862189	56425 and 56430 Mandates [Sphere of Influence (SOI) and Municipal Service Reviews (MSR)]	57,040.00	
17	860010	Appropriation for Contingency	7,500.00	
18	869991	Legal Reserve	0.00	
19	860011	General Reserve	3,000.00	
20	Total Apportionment Budget FY 06-07			195,552.32
21	Fund Balance Carryover			0.00
22	Total to be apportioned for revenues			195,552.32
23	Apportionment for County-Cities-Districts			65,184.10
24	<b>Fiscal Year 05-06 Comparison</b>			
25	Total Budgeted FY 05-06			161,173.39
26	Fund Balance Carryover FY 05-06			20,000.00
27	Total Apportionment Budget FY 05-06			141,173.39
28	Apportionment for County-Cities-Districts FY 05-06			47,057.79
29	<b>Reserve Commitment to Budget</b>			
30	Reserve Commitment to SOI/MSR Mandated Process FY 06-07			30,000.00
31	Total Budgeted FY 06-07 For SOI/MSR Mandates			87,040.00
32	Total Budgeted FY 06-07			225,552.32
32	<b>Balance of Reserves From Prior Fiscal Years</b>			
33	Legal Reserve			20,000.00
34	Service Review Reserve			15,000.00
35	General Reserve			50,639.00
36	Total Reserves			85,639.00

The Commission provided unanimous direction that they did not want to review the fee schedule at this time.

**AGENDA ITEM 5—DISCUSSION/DIRECTION FOR PROTOCOL FOR SELECTION OF PUBLIC COMMISSIONERS**

Upon direction of the Chair, Executive Officer McMichael reviewed the agenda report for this item. After a brief discussion and questions to Executive Officer McMichael, Commissioner Simon, seconded by Commissioner Oslund, provided a motion that the protocol described in the agenda report and as outlined below become policy and be followed for the selection of the Public Commissioner and Alternate with the understanding that any presently seated Commissioner could apply for additional terms. The motion was approved on the following vote: Ayes: Delbar, Smith, Simon, Oslund, Melo and Chair Ranker; Nays: None; Abstention: None; Absent: O'Brien.

#### Protocol

- Notice the availability of the opening
- Publish the notice in the newspaper and post on website
- Mail notice to interested parties that have requested such notice
- Via notice, request submission of a letter of interest plus provision of a resume from interested parties
- Provide a closure date whereby letters of interest must be submitted
- Set a date for interviews at a regular meeting of the Commission
- Regular meeting agenda includes an agenda item for selection and appointment
- At the meeting, allow applicants to make presentation and interview applicants in open meeting
- At closure of the presentation/interview process, receive nominations from Commissioners
- Vote on nominations in the order nominated
- First person who receives a majority vote which includes a vote from at least one commissioner representing each appointing authority is selected
- If no majority vote is forthcoming for any applicant, go through a new process for new applicants

Upon conclusion of the vote, direction was given to Executive Officer McMichael that the June agenda have an item for selection of the regular Public Commissioner and that the cutoff date for application would be Monday, May 15, 2006 at 12:00 pm.

#### AGENDA ITEM 7—REPORTS

- A. Executive Officer McMichael provided a report on the status of the Caspar South Water District MSR; the letter to the agencies in the Ukiah Valley/Russian River Watershed MSR who have not responded; a Westport CWD update as to the arraignment of Kenny Rogers, former Chair of the District; and that John Dickerson was no longer the Executive Officer for the Employers Council.
- B. There were no reports from Commissioners

#### Agenda Item 8—Adjournment

Having no further business the Commission adjourned at 11:02 am.