

## **LOCAL AGENCY FORMATION COMMISSION MENDOCINO COUNTY**

The Local Agency Formation Commission convened a regular meeting on Monday, April 2, 2007 at 10:00 a.m. at the City of Ukiah Council Chambers, 300 Seminary Ave, Ukiah, CA.

### **AGENDA ITEM 1 - CALL TO ORDER / ROLL CALL**

Due to the Chair's absence, Vice-chairwoman Smith assumed the duties of the Chair and called the regular meeting of the Local Agency Formation Commission of Mendocino County to order at 10:05 a.m. The following Commissioners were present and seated: Commissioners Delbar, Shoemaker, Oslund, Kisslinger and Vice-chairwoman Smith. Also present were Alternate Commissioners Ward and Wattenburger, and Executive Officer McMichael. Commissioners O'Brien and Orth, and Chair Melo were absent. Chair Melo had indicated his expected absence prior to the meeting.

Also present was Ukiah City Councilman John McCowen, the newly appointed City Alternate Member to the Commission. Executive Officer McMichael was notified of this appointment Thursday, March 29<sup>th</sup>, and due to the late date, was unable to include the administering of the Oath of Office on the April 2<sup>nd</sup> Agenda. With agreement by the Commission, Vice-chairwoman Smith administered the Oath of Office for Councilman McCowen. Due to the absence of Chair Melo, Alternate Commissioner McCowen was immediately seated.

### **AGENDA ITEM 2 - PUBLIC EXPRESSION**

There was no one present from the public at the meeting thus no one requested the opportunity for public expression.

### **AGENDA ITEM 3 - APPROVAL/CORRECTION/ADOPTION OF MINUTES**

A. Executive Officer McMichael noted a spelling error to "Agenda Item 5 – Workshop on Proposed Budget for Year 2007-2008," from the March 5, 2007 regular meeting minutes. With the correction of "Proposed" to "Proposed," a motion was entered by Commissioner Oslund, seconded by Commissioner Kisslinger, to adopt the corrected minutes of the March 5, 2007 regular meeting. The motion was approved by the following vote: Ayes: Delbar, Shoemaker, Oslund, Kisslinger and Vice-chairwoman Smith; Nays: None; Abstentions: McCowen; Absent: Melo and O'Brien.

### **AGENDA ITEM 4 – PUBLIC HEARING FOR FISCAL YEAR 2007 – 2008 BUDGET**

A. Upon a motion by Commissioner Shoemaker, seconded by Commissioner McCowen, the Proof of Publication of the Notice of Public Hearing was accepted by the Commission on the following vote: Ayes: McCowen, Delbar, Oslund, Kisslinger, Shoemaker and Vice-chairwoman Smith; Nays: None; Abstention: None; Absent: Melo and O'Brien.

B. As there was no one from the public in attendance at the meeting, Vice-chairwoman Smith directed the discussion of next year's proposed budget toward the Commission. Various issues were discussed regarding the format, content and clarification of the budget. It was suggested that following this year's budget cycle, the Executive Committee meet to consider the various issues for possible incorporation into next year's budget process. Following discussion, a motion was entered by Commissioner McCowen, seconded by Commissioner Oslund, to accept the Proposed Budget indicated below as the Final Budget

for the Commission for Fiscal Year 2007-2008 and directed Executive Officer McMichael to provide public notice for hearing for adoption of the Final Budget at the May 7, 2007 regular LAFCO meeting. The motion was approved by the following vote: Ayes: McCowen, Delbar, Oslund, Kisslinger, Shoemaker and Vice-chairwoman Smith; Nays: None; Abstentions: None; Absent: Melo and O'Brien.

Commission's Proposed Budget for Year 2007-2008

	<b>Line Item</b>	<b>Detail Description</b>	<b>Amount Budgeted</b>	<b>Totals</b>
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 07-08			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 06-07 Comparison</b>			
25	Total Budgeted FY 06-07			225,552.32
26	Fund Balance Carryover FY 06-07			00.00
27	Total Apportionment Budget FY 06-07			195,552.32
28	Apportionment for County-Cities-Districts FY 06-07			65,184.10
29	<b>Reserve Commitment to Budget</b>			
30	Reserve Commitment to SOI/MSR Mandated Process FY 07-08			30,000.00
31	Total Budgeted FY 07-08 For SOI/MSR Mandates			87,040.00
32	Total Budgeted FY 07-08			225,552.32
33	<b>Balance of Reserves From Prior Fiscal Years</b>			
34	Legal Reserve			20,000.00
35	Service Review Reserve			15,000.00
36	General Reserve			77,000.00
37	Total Reserves			112,000.00

## **AGENDA ITEM 5 – REPORTS**

A. Executive Officer McMichael gave reports regarding:

- Grand Jury report on the Westport CWD and Westport Fire Department.
- Progress of the cities of Willits and Ukiah MSR process.
- Anticipation of the completed MSR Questionnaire by the Mendocino CSD.
- Possible annexation application by the Covelo CSD.
- His meeting with Jeff Adams, who is a representative of Diversified Development, owner of the Masonite property.
- Caspar South Water District – Al Stein’s e-mail.

## **AGENDA ITEM 6 - ADJOURNMENT**

Having no further business, the meeting adjourned at 10:40 a.m.