

**LOCAL AGENCY FORMATION COMMISSION  
MENDOCINO COUNTY**

The Local Agency Formation Commission convened a regular meeting on Monday, April 7, 2008 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**

Chairman Melo called the regular meeting of the Local Agency Formation Commission of Mendocino County to order at 10:06 a.m. The following Commissioners were present and seated: Commissioners Delbar, Kisslinger, Wattenburger and Chair Melo. Also present were Alternate Commissioners McCowen, Smith and Executive Officer McMichael. Commissioner Oslund arrived at 10:12 a.m.; alternate Commissioner McCowen was initially seated until she arrived. Commissioners Ruff and Shoemaker had previously indicated their expected absence.

**AGENDA ITEM 2 - PUBLIC EXPRESSION**

There was no one in attendance from the public.

**AGENDA ITEM 3 – APPROVAL/CORRECTION/ADOPTION OF MINUTES**

Upon a motion by Commissioner Wattenburger, seconded by Commissioner McCowen the minutes of March 3, 2008 were approved as submitted by the following vote: Ayes: Delbar, Wattenburger, McCowen and Chair Melo; Nays: None; Abstain: Kisslinger; Absent: Shoemaker and Ruff.

**AGENDA ITEM 4 – DISCUSSION/DIRECTION TO EXTEND AUDIT CONTRACT WITH MICHAEL A. CELENTANO, CPA THROUGH FISCAL YEAR 2009-2010**

Upon direction of the Chair, E.O. McMichael reviewed the proposed agreement letter from Mr. Celentano. After discussion by the Commission of the agreement letter, Commissioner McCowen, seconded by Commissioner Kisslinger, moved that the Chair sign the proposed agreement letter and that E.O. McMichael forward a copy to Mr. Celentano. The motion was approved on the following roll call vote: Ayes: Delbar, Wattenburger, Kisslinger, McCowen and Chair Melo; Nays: None; Abstain: None; Absent: Oslund, Shoemaker and Ruff.

**AGENDA ITEM 5 –PUBLIC HEARING FOR FISCAL YEAR 2008-2009 BUDGET**

The Commission reviewed the Proof of Publication of Notice of Public Hearing and upon a motion by Commissioner Wattenburger, seconded by Commissioner Oslund the Proof of Publication was accepted by the following vote: Ayes: Delbar, Wattenburger, Kisslinger, McCowen and Chair Melo; Nays: None; Abstain: None; Absent: Oslund, Shoemaker and Ruff.

Chair Melo then reviewed the Proposed Budget as recommended by the Executive Committee, the March 3, 2008 workshop held by the Commission on the Proposed Budget and the required two noticed public hearings before adoption could occur.

After this review, Chair Melo opened the Public Hearing at 10:10 a.m. There was no one in attendance for the public hearing. During this time, Commissioner Oslund arrived and assumed her seat. Seeing no one in attendance, Chair Melo closed the Public Hearing at 10:12 a.m.

After closure of the Public Hearing and following discussion, Commissioner Kisslinger, seconded by Commissioner Wattenburger entered a motion to accept the Proposed Budget indicated below as the Final Budget for the Commission for Fiscal Year 2008-2009 and directed Executive Officer McMichael to provide notice for a public hearing for adoption of the Final Budget at the May 5, 2008 regular meeting. The motion was approved by the following vote: Ayes: Delbar, Wattenburger, Kisslinger, Oslund and Chair Melo; Nays: None; Abstain: None; Absent: Shoemaker and Ruff.

**Commission's Proposed Budget  
Fiscal Year 2008-2009**

	<b>Line Item</b>	<b>Detail Description</b>	<b>Amount Budgeted</b>	<b>Totals</b>
1	862150	CALAFCO Membership	725.00	
2	862150	CSDA Membership	700.00	
3	862101	General Liability Insurance--CSDA	3,500.00	
4	862181	Audit Services	2,900.00	
5	862182	Website—DSL	2,000.00	
6	862060	Communications	1,000.00	
7	862184	Engineering and Plan Services--GIS	2,000.00	
8	862194	A-87 Costs (County Services)	3,000.00	
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	7,000.00	
18	869991	Legal Reserve	0.00	
19	860011	General Reserve	3,000.00	
20	Total apportionment Budget FY 08-09			195,277.32
21	Fund Balance Carryover			0.00
22	Total to be apportioned for revenues			195,277.32
23	Apportionment for County-Cities-Districts			65,092.44
24	<b>Fiscal Year 06-07 Comparison</b>			
25	Total Budgeted FY 07-08			225,552.32
26	Fund Balance Carryover FY 07-08			00.00
27	Total Apportionment Budget FY 07-08			195,552.32
28	Apportionment for County-Cities-Districts FY 07-08			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			225,277.32
33	<b>Balance of Reserves From Prior Fiscal Years</b>			
34	Legal Reserves			20,000.00
35	Service Review Reserves			15,000.00
36	Operational Reserves			84,415.00
37	Total			119,415.00

**AGENDA ITEM 6—REPORTS**

- A. Executive Officer McMichael orally reviewed the written progress report provided to the Commission regarding the MSR process and the monthly expenditure report. In his presentation of the progress of the wastewater MSR consultant selection process, he indicated that the Interview Committee has selected PMC for recommendation for the consultant for this project and that he expected that a proposed contract with PMC would be brought to the Commission for their review and approval at their next regular meeting on May 5, 2008. As well, he provided a copy to each Commissioner the recorded Certificate of Completion for the City of Fort Bragg's Pomo Bluffs annexation.
- B. There were no reports from Commissioners.

**AGENDA ITEM 7—ADJOURNMENT**

Having no further business, the meeting adjourned at 10:27 a.m.