

**LOCAL AGENCY FORMATION COMMISSION
MENDOCINO COUNTY**

The Executive Committee of the Local Agency Formation Commission convened a meeting on Monday, February 19, 2009 at 11:00 a.m. at the City of Ukiah Conference Center, Chardonnay Room 200, S. School St., Ukiah, CA.

AGENDA ITEM 1 - CALL TO ORDER / ROLL CALL

Chairman Melo called the Executive Committee meeting of the Local Agency Formation Commission of Mendocino County to order at 10:11a.m. The following Commissioners were present and seated: Commissioners Smith, Kisslinger and Chair Melo.

AGENDA ITEM 2 - PUBLIC EXPRESSION

There was no one from the public at the meeting.

AGENDA ITEM 3 A – DISCUSSION/DIRECTION FOR FY 09-10 BUDGET

After discussion of the overall budget and particular line items in the budget the Committee provided unanimous direction to recommend to the Commission the following budget for FY 2009-2010:

	Line Item	Detail Description	Amount Budgeted	Increase (Decrease)
1	862150	CALAFCO Membership	775.00	50.00
2	862150	CSDA Membership	775.00	75.00
3	862101	General Liability Insurance--CSDA	3,000.00	(500)
4	862181	Audit Services	3,000.00	No change
5	862182	Website—DSL	2,000.00	No change
6	862060	Communications	1,000.00	No change
7	862184	Engineering and Plan Services--GIS	2,000.00	No change
8	862194	A-87 Costs (County Services)	2,800.00	(200)
9	862183	Commission Counsel	4,000.00	No change
10	862189	Contract Services Office & Staff	99,812.32	No change
11	862239	Special Dept. Expense	1,000.00	No change
12	862250	In County Commissioner Travel	1,000.00	No change
13	862280	ADA Compliance	0.00	No change
14	862253	Out of County Conferences	6,000.00	No change
15	862190	Publication and Legal Notices	1,000.00	500.00
16	862189	56425 and 56430 Mandates [Sphere of Influence (SOI) and Municipal Service Reviews (MSR)]	57,040.00	No change
17	860010	Appropriation for Contingency	7,000.00	No change
18	869991	Legal Reserve	0.00	No change
19	860011	General Reserve	3,000.00	No change
20	Total apportionment Budget FY 09-10			195,202.32
21	Total to be apportioned for revenues			195,202.32
22	Apportionment for County-Cities-Districts			65,067.44
23	Fiscal Year 08-09 Comparison			

24	Total Budgeted FY 08-09	225,277.32
25	Fund Balance Carryover FY 08-09	00.00
26	Total Apportionment Budget FY 08-09	195,552.32
27	Apportionment for County-Cities-Districts FY 08-09	65,092.44
28	Reserve Commitment to Budget	
29	Reserve Commitment to SOI/MSR Mandated Process FY 09-10	30,000.00
30	Total Budgeted FY 09-10 For SOI/MSR Mandates	87,040.00
31	Total Budgeted FY 09-10	225,202.32
32	Balance of Reserves From Prior Fiscal Years	
33	Legal Reserves	20,000.00
34	Service Review Reserves	15,000.00
35	Operational Reserves	97,000
36	Total	132,000

AGENDA 3 B—REVIEW OF LAFCO FEE STRUCTURE

The Committee reviewed E.O. McMichael's oral report for this item that LAFCO policies require review of the Fee Schedule each year but that he was not recommending any changes be made to schedule. The Executive Committee unanimously agreed to make that recommendation to the Commission.

AGENDA ITEM 4—DISCUSSION/DIRECTION REGARDING 07-08 ANNUAL AUDIT

Executive Officer McMichael reported that he had met with the County Auditor regarding the audit's concern that LAFCO monitor the posting of the general ledger by the County and the ability to obtain warrant register information for the Commission. He additionally indicated that he had met with County IS and applied for connection and access County's computerized financial reporting system. And, that once that connection was made he would be able to access reports from the Auditor's office regarding LAFCO's financials. He reported that the connection process would occur within the next 2 or 3 weeks and once connected he would be trained on accessing the system and then would meet with the County Auditor for training for obtaining the appropriate reports.

With this report, the Executive Committee agreed to recommend to the Commission that E.O. McMichael continue with this process and report back to the Commission as soon as the reports become available.

AGENDA ITEM 5—ADJOURNMENT

Having no further business, the meeting adjourned at 11:52 a.m.