

Shoemaker, Rodin, Pinches, McFadden, McCowen and Chair Melo; Nays: None; Abstain: Kisslinger; Absent: Colfax.

**AGENDA ITEM 6 - COVELO CSD REORGANIZATION**

Because the newspaper publication of the notice for the public hearing for the SOI determination did not occur, the Commission decided to continue this item to the October 4, 2010 meeting.

**AGENDA ITEM 7 - 21 DAY NOTICED PUBLIC HEARING FOR REVIEW AND ADOPTION OF COVELO CSD SPHERE OF INFLUENCE/MUNICIPAL SERVICE REVIEW REPORT AND DETERMINATION OF THE SOI**

At 11:28 a.m. Chair Melo indicated that because of failure of newspaper publication of the public notice for the hearing, a public hearing would not be conducted for the SOI determination but a discussion and review of the MSR Report would occur. At which point he directed Executive Officer McMichael to provide a review of the Report. E.O. McMichael provided an overview of the report, the changes that had been included from the December workshop on this Report and the updated information provided by Covelo CSD regarding work presently underway at the District's wastewater treatment plant. The only suggestion for change was to note that on page 2 a minor editing correction was needed. It was the general direction of the Board that this document be brought to the October meeting for final adoption along with the SOI determination.

**AGENDA ITEM 8 - 21 DAY NOTICED PUBLIC HEARING FOR REVIEW AND ADOPTION OF BROOKTRAILS TOWNSHIP CSD SPHERE OF INFLUENCE MUNICIPAL SERVICE REVIEW REPORT**

At 11:46 a.m. Chair Melo indicated that because of failure of newspaper publication of the public notice for the hearing, a public hearing would not be conducted for the SOI determination but a discussion and review of the MSR Report would occur. At which point he directed Executive Officer McMichael to provide a review of the Report. E.O. McMichael provided an overview of the report, the changes that had been included after the Administrative Report was reviewed by the General Manager and the subsequent receipt of additional written comments from the General Manager and various members of the Brooktrails Board of Directors. He indicated that most of the comments received from Brooktrails, with several minor exceptions, could be included in an updated document. In discussion of the Report, it was indicated by several commissioners that an Executive Summary would be valuable and that additionally a Management Letter could also be included in the document. At the conclusion of the review and discussion, E.O. McMichael was directed to make the changes as discussed including the Executive Summary and Management Letter and to schedule the updated Report for adoption at the October meeting.

**AGENDA ITEM 9 - REPORTS**

A. Commissioner Orth indicated that he would probably be unable to attend the annual CALAFCO Conference due to family issues, at which point Commissioner Rodin indicated that she may be able to attend in his place.

B. E.O. McMichael provided a verbal update on the FBRFD detachment process; an issue regarding latent powers and an update on the City of Ukiah - U.V.S.D. wastewater report. Upon completion of some discussion and observations about the wastewater report, he was given general direction to provide a more detailed written report of the circumstances of his efforts to complete this report for the next meeting.

Having no further business, the meeting adjourned at 12:47 PM.

**LOCAL AGENCY FORMATION COMMISSION  
MENDOCINO COUNTY**

The Local Agency Formation Commission convened a meeting on Monday, September 13, 2010 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 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 McCowen, Rodin, Shoemaker, Kisslinger, McFadden and Chair Melo. Also present were alternate commissioners Madrigal, Orth, Ward and Pinches and Executive Officer McMichael. Commissioner Colfax was not present. Alternate Commissioner Pinches was immediately seated.

**AGENDA ITEM 2 - PUBLIC EXPRESSION**

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

**AGENDA ITEM 3 – OATH OF OFFICE FOR DISTRICT REPRESENTATIVES**

At 10:10 a.m. Chair Melo administered the oath of office for Commissioners Shoemaker, McFadden and Alternate Commissioner Orth.

**AGENDA ITEM 4 - APPROVAL/CORRECTION/ADOPTION OF MINUTES**

Upon a motion by Commissioner McCowen, seconded by Commissioner Kisslinger the minutes of the May 3, 2010 regular meeting were approved as submitted by the following vote: Ayes: Kisslinger, Rodin, Shoemaker, McCowen, and Chair Melo; Nays: None; Abstain: Pinches and McFadden; Absent: Colfax. The Planning Committee minutes of May 6, 2010 were not approved; several changes were suggested to be made to include a statement that the City of Ukiah had provided a map indicating their choice for their SOI, their indicated interest in annexation and that there was general agreement that it was important to accomplish the various MSR processes. It was directed that the minutes be returned to the October meeting for approval after the indicated changes were made and Chair Melo had reviewed the minutes.

**AGENDA ITEM 5 – REVIEW AND APPROVAL OF BUDGET REPORTS**

Upon direction of the Chair, Executive Officer McMichael reviewed the change in budget reporting as recommended by the ad hoc budget committee and the development of the Budget Reports utilizing QuickBooks and Larry Restel of the firm Coastal Mountain Group. After this review, Larry Restel provided a review of the provided budget reports for FY 2009-2010 and for month ending July 31, 2010 for FY 2010-2011.

After discussion, the Commission requested that the following three elements be included in the budget reports: Reserves by purpose; Project tracking of applications fees and costs; and utilizing an accrual basis for the accounting. Upon completion of the discussion, Commissioner Shoemaker, seconded by Commissioner Rodin moved that the budget reports as provided be accepted, that Mr. Restel be retained for preparing the monthly reports and that he return next meeting to review the budget reports including the requested elements. The motion was approved on the following roll call vote: Ayes: