

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
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COMMISSIONERS

Carre Brown, Chair
County Board of Supervisors

Tony Orth, Vice Chair
Brooktrails Township CSD

Gerald Ward, Treasurer
Public Member

Gerardo Gonzalez
Willits City Council

John Huff
Mendocino Coast Recreation
and Park District

Scott Ignacio
Point Arena City Council

John McCowen
County Board of Supervisors

Jenifer Bazzani, Alternate
Ukiah Valley Fire District

Will Lee, Alternate
Fort Bragg City Council

Carol Rosenberg, Alternate
Public Member

Ted Williams, Alternate
County Board of Supervisors

STAFF

Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Vacant

Counsel
Scott Browne

Regular Meetings

First Monday
of each month
at 9:00 AM
in the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

Approved by Commission on August 5, 2019

MINUTES

Local Agency Formation Commission of Mendocino County

Regular Meeting of Monday, June 3, 2019

County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California

1. **CALL TO ORDER and ROLL CALL** (Video Time 0:57)

Chair Brown called the meeting to order at 9:01am.

Regular Commissioners Present: Carre Brown, Gerardo Gonzalez, John Huff, Scott Ignacio, John McCowen, Tony Orth, and Gerald Ward

Alternate Commissioners Present: Carol Rosenberg

Alternate Commissioners Absent: Jen Bazzani, Will Lee, and Ted Williams

Staff Present: Uma Hinman, Executive Officer; Elizabeth Salomone, Clerk

2. **PUBLIC EXPRESSION** (Video Time 1:29)

No one from the public indicated interest in public expression.

3. **OTHER BUSINESS** (Video Time 1:37)

None.

4. **CONSENT CALENDAR** (Video Time 1:43)

4a) Approval of the May 6, 2019 Regular Meeting Summary

4b) Approval of the May 2019 Claims & Financial Reports

4c) Cancellation of July 1, 2019 Regular Commission Meeting

The following edits were requested to the May 6, 2019 Regular Meeting Minutes:

° Pg 2, Item 5 "...adoption of this budget ~~with~~ will authorize up to...."

<u>May 2019 Claims totaling</u>	<u>\$10,159.64</u>
Hinman & Associates Consulting	\$ 6,985.50
P. Scott Browne	\$ 600.00
Ukiah Valley Conference Center	\$ 455.00
Commissioner Stipends & Reimbursements	\$ 382.12
County of Mendocino, Video services	\$ 201.87
Newspapers	\$ 259.89
Special District Risk Management Authority	\$ 1,076.00
Petty Cash	\$ 199.26

Upon motion by Commissioner McCowen and second by Commissioner Ward, Consent Calendar items 4a) Approval of the May 6, 2018 Regular Meeting Summary Minutes with noted edits, and 4b) Approval of the May 2019 Claims and Financial Report, and 4c) Cancellation of July 1, 2019 Regular Commission Meeting were approved by roll call vote:

Ayes: (7) Brown, Gonzalez, Huff, Ignacio, McCowen, Orth, and Ward

5. PUBLIC HEARING ITEMS (Video Time 8:27)

None

6. WORKSHOP ITEMS

6a) Brooktrails Township Community Services District MSR/SOI Update (Video Time 8:38)

EO Hinman presented. Comments and questions were offered by Commissioners Brown, Orth, McCowen, Rosenberg, Gonzalez, and Huff.

The following points were noted:

- On Page 34 of 82, also Page 2-11, clarify whether Brooktrails Firefighters Association is a separate entity from the BTCSD Fire Department for fundraising activities.
- On Page 21 of 82, also Page 1-5, and under Section 1.6, clarify whether this section titled Senate Bill 215 should include Senate Bill 375.
- On Page 47 of 82, also Page 2-23, provide information regarding the Teeter Plan and the 232 Brooktrails Township lots in default of property tax and assessments and subject to pending sale at auction as of January 26, 2019.
- Provide information regarding the current status of the Brooktrails Township Specific Plan Lot Reduction Program including the District's incentivization of lot mergers and accepting donated lots.
- Provide information describing that the original Brooktrails Township subdivision envisioned part-time occupancy and an associated lower demand on water supply and created lots that are economically difficult to development due to small size and various physical constraints.
- Clarify the history and relationship between the District and Sylvandale and Spring Creek and whether these subdivisions are part of the 6,000 plus lots in the Brooktrails Township subdivision.
- For future MSRs, Table 2.2 should consistently include the names of elected or appointed officials for the governing body of local agencies.
- On Page 32 of 82, also Page 2-9, modify Table 2.4 to include Fiscal Year 2017-18 financial audit information.
- On Page 31 of 82, also Page 2-9, at the top of the page, correct the reference to the current County EOA contract as being Countywide to the Inland area including the Highway 101 corridor, Covelo, and Anderson Valley.
- On Page 32 of 82, also Page 2-9, modify Table 2.4 to clearly show the amount of funds held in reserve by the District consistent with previous MSRs.
- On Page 34 of 82, also Page 2-11, revise Section 2.4.2.1 including the following language "a reserve account is hereby established", since the District reserve policy is not established by the MSR.
- Provide information regarding the reserve balance for each of the reserve accounts listed under Section 2.4.2.1.
- On Page 32 of 82, also Page 2-9, modify Table 2.4 to reflect an Income Statement that itemizes the District's expenses from the audit, instead of the District's budget, and provides a net income.
- Provide the full audit report as an attachment to the MSR to better inform the Commission and the public about the District's financial position and history.

- As a courtesy, verify the information regarding wastewater treatment and disposal services under Section 3.6.2 with the City of Willits Administration to ensure both parties are on the same page related to services provided and resolution of the legal dispute between the District and the City.

Tamara Alaniz, General Manager of Brooktrails Township CSD, addressed the Commission, providing further information on the points discussed. She also thanked LAFCo staff for their work and willingness to incorporate District comments into the document.

7. MATTERS FOR DISCUSSION & POSSIBLE ACTION

7a) The Special District Risk Management Authority 2019 Board of Directors Election (Video Time 1:02:48)

Chair Brown presented the Special District Risk Management Authority (SDRMA) Board of Directors official election ballot and possible selection of candidates for 2019. Comments and questions were offered by Commissioners Gonzalez, Ignacio, Brown, Ward, McCowen, and Rosenberg.

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, adoption of the Official Election Resolution and Ballot, selecting candidate Patrick O'Rourke, authorizing the Chair's signature, and directing staff to submit the Ballot to SDRMA, was approved by roll call vote:

Ayes: (7) Brown, Gonzalez, Huff, Ignacio, McCowen, Orth, and Ward

8. INFORMATION/ REPORT ITEMS

8a) Work Plan, Current, and Future Proposals (Video Time: 1:10:50)

EO Hinman presented and noted that the format of the staff report has changed to provide more information about each of the projects. Comments and questions were offered by Commissioner Ward.

8b) Correspondence (Video Time: 1:13:00)

EO Hinman reported no correspondence.

8c) Executive Officer's Report (Video Time: 1:13:16)

The Commission recognized Clerk Salomone's seven years of dedicated and excellent service to Mendocino LAFCo and presented a Certificate of Appreciation.

EO Hinman reported on the following (Video Time 1:20:30):

- Albion-Little River Fire Protection District concerns regarding finding a long-term Fire Chief.
- Point Arena Harbor Report addressing ways to keep pier operations viable is now complete.
- Upper Russian River Water Agency consolidation effort update.
- Free Sexual Harassment webinar training from SDRMA on June 6, 2019 at 10 a.m.
- Millview CWD pre-application meeting with Dave Redding and SHN regarding proposed annexation.
- City of Ukiah General Plan Update meeting with Craig Schlatter.

8d) Committee Reports (Video Time: 1:24:20)

The Executive Committee is scheduled to meet after the Regular Meeting.

8e) Commissioners Reports, Comments or Questions (Video Time: 1:24:30)

Commissioner McCowen asked for clarification on policies and procedures regarding payment of outstanding bills to re-initiate an on-hold application.

Treasurer Ward is looking into why there is a \$5.00 bank charge from SBMC and the status of an outstanding accounts receivable of \$144 for the County account.

Commissioner Ignacio confirmed that since the July 1, 2019 Commission meeting is cancelled the next Commission meeting is scheduled for August 5, 2019 at 9 a.m.

8f) CALAFCO Business and Legislation Report (Video Time: 1:28:15)

EO Hinman noted that the upcoming CALAFCO Conference is in Sacramento and scheduled for October 30 through November 1.

EO Hinman noted that AB 1253 for LAFCO Grant Funding and AB 1822 for the Omnibus Bill passed the Assembly and are now going on to the Senate for review.

ADJOURNMENT

There being no further business, at 10:29 a.m. the meeting was adjourned. The next regular meeting is scheduled for Monday, August 5, 2019 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website.

https://www.youtube.com/watch?v=fp4oTz0_WM4