

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 September 9, 2019

MINUTES

Local Agency Formation Commission of Mendocino County

Regular Meeting of Monday, August 5, 2019

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

1. **CALL TO ORDER and ROLL CALL** (Video Time 3:27)

Chair Brown called the meeting to order at 9:03 a.m.

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

Alternate Commissioners Present: Carol Rosenberg and Jen Bazzani

Alternate Commissioners Absent: Will Lee and Ted Williams

Staff Present: Uma Hinman, Executive Officer

2. **PUBLIC EXPRESSION** (Video Time 4:05)

No one from the public indicated interest in public expression.

3. **OTHER BUSINESS** (Video Time 4:28)

None.

4. **CONSENT CALENDAR** (Video Time 4:33)

4a) Approval of the June 3, 2019 Regular Meeting Summary

4b) Ratification of the June 2019 Claims & Financial Reports

4c) Approval of the July 2019 Claims & Financial Reports

Treasurer Ward requested clarification on the July Claims regarding the Weger application deposit balance.

Treasurer Ward noted that the July Claims included GIS and Video expenses, which were accounts payable for June and should be applied to last year's tracking.

Commissioner Ignacio requested clarification on why telecommunications expenses are accounted for under Budget Account #5700 for Internet & Website Costs instead of Account #5600 for Office Expenses. EO Hinman explained that phone and internet service is provided as a bundle packet through Pacific Internet and historically tracked as a single expense item.

Due to a loss of approximately six days of internet and email service caused by Pacific Internet's server change, staff was directed to request a credit for the service outages from Pacific Internet and to report back to the Commission on service provider options for next fiscal year.

<u>June 2019 Claims totaling</u>	\$ 9,228.50
Hinman & Associates Consulting	\$ 7,135.60
P. Scott Browne	\$ 617.70
Ukiah Valley Conference Center	\$ 508.95
Commissioner Stipends & Reimbursements	\$ 343.72
County of Mendocino, GIS & Video services	\$ 622.53

<u>July 2019 Claims totaling</u>	\$ 10,693.04
Hinman & Associates Consulting	\$ 7,461.52
P. Scott Browne	\$ 600.00
Ukiah Valley Conference Center	\$ 457.50
County of Mendocino, GIS & Video services	\$ 1,099.02
CALAFCO Membership (FY 2019-20)	\$ 1,075.00

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, Consent Calendar items 4a) Approval of the June 3, 2019 Regular Meeting Summary, and 4b) Ratification of the June 2019 Claims & Financial Reports, and 4c) Approval of the July 2019 Claims & Financial Reports, were approved by roll call vote:

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

5. PUBLIC HEARING ITEMS

5a) Brooktrails Township Community Services District MSR/SOI Update (Video Time 14:35)

Chair Brown opened the Public Hearing at 9:15 a.m.

Chair Brown and EO Hinman confirmed that Public Notice for this item was properly published, posted, and distributed by July 15, 2019. Chair Brown and EO Hinman noted for the record, per Mendocino LAFCo Counsel, that Commissioner Orth may vote on the Brooktrails Township CSD Municipal Service Review (MSR) and Sphere of Influence (SOI) Update without conflict of interest. EO Hinman presented the item and thanked Brooktrails Township CSD General Manager Tamara Alaniz and Analyst Larkyn Feiler for finalizing the study. Comments and questions were offered by Commissioners Orth, McCowen, and Brown.

Chair Brown opened the Public Comment Period at 9:24 a.m.

General Manager Tamara Alaniz addressed the Commission, thanked LAFCo staff for all their work and patience in this process and setting this hearing in a timely fashion, answered Commissioner McCowen's question regarding the District's reserves, requested minor final revisions to the study, and provided background information regarding the Brooktrails Property Owners Association.

In summary, the following amendments were requested by the Commission and District staff for the final draft of the MSR/SOI Update:

1. On Page 39 of 214, also Page 2-2, modify the language under Section 2.2.1 as follows: "Board members receive compensation at the rate of \$100 per meeting, regular or special meetings, in accordance with Community Services District Law Section 61047(a), with a maximum of six paid meetings per month, and not to exceed twenty-four paid meetings per year by District policy."
2. On Page 42 of 214, also Page 2-5, modify the language of the last sentence in the last paragraph to update that the Account Clerk/Secretary position is no longer vacant and was filled in July 2019.

3. On Page 69 of 214, also Page 3-4, modify the language of the first sentence in the second to last paragraph before Section 3.4 to remove reference to Brooktrails Property Owners Association (BPOA) and replace it with private/public groups.
4. Provide the Fiscal Year 2018-19 Audit as a link in the document instead of attaching the entire document for brevity and improved accessibility when downloading.
5. On Page 51 of 214, also Page 2-14, modify the language in the last sentence of the first paragraph after the bullet items as follows: "The District is currently in the process of accumulating capital ~~need~~ and other reserves each year."
6. On Page 54 of 214, modify Figure 2-3 under Parks and Recreation to update that two grant applications were applied for and remove the reference to the \$400,000 on Golf Course Bridge Project.

The Public Comment Period was closed at 9:32 a.m.

Commissioner Ward, Gonzalez, and Chair Brown noted that this is a very well done and thorough MSR/SOI Update. Commissioner Orth thanked LAFCo staff for completing this study, especially with the delay due to the District staff change in General Manager, and noted it is a quality product.

Chair Brown closed the Public Hearing at 9:32 a.m.

Upon motion by Commissioner Ward and second by Commissioner Gonzalez, adoption of LAFCo Resolution 2019-20-01, finding the Brooktrails Township Community Service District Municipal Service Review and Sphere of Influence Update exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations §15306 and §15061(b)(3); approving the Notice of Exemption for filing; approving the Brooktrails Township Community Service District Municipal Service Review and Sphere of Influence Update, as amended at the Public Hearing; and affirming the District's existing coterminous Sphere of Influence, establishing three service-specific spheres including Brooktrails Township Subdivision - All Services, Spring Creek Subdivision - Water and Fire Service, and Sylvandale Subdivision - Fire Service, and designating four Areas of Interest including Lower Sherwood Road, The Gates, Willits Airport, and Upper Sherwood Road, was approved by roll call vote:

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

6. WORKSHOP ITEMS (Video Time 34:11)

None

7. MATTERS FOR DISCUSSION & POSSIBLE ACTION

7a) Sustainable Agricultural Lands Conservation Program Grant Proposal (Video Time 34:20)

EO Hinman presented the Sustainable Agricultural Lands Conservation (SALC) Program grant proposal partnering opportunity. Comments and questions were offered by Commissioners McCowen, Brown, Ward, Ignacio, Gonzalez, and Rosenberg. Mendocino County Resource Conservation District's Executive Director, Megan McCluer, offered a summary and background on the project.

Chair Brown Ordered a Recess from 10:15 to 10:25 a.m.

EO Hinman clarified that, should the grant be awarded, participation in the grant project would not impact LAFCO's budget. The EO's participation would consist of approximately 40 hours of staff time as funding match and approximately 120 hours of reimbursable staff time, or as directed by the Commission. The funding match requirement will be documented time spent on related regular EO activities related to the objectives contained in the SALC grant proposal.

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, a) approving LAFCo participation in the SALC Program grant proposal and project as a partner, b) authorizing a share of match funds to be expended as staff time and at no increase to LAFCo's existing budget; c) authorizing the Executive Officer to expend staff time consisting of \$4,000 of existing covered activities as match funding and 120 hours in grant funding reimbursement to participate in and support the project, was approved by roll call vote:

Ayes: (5) Brown, Gonzalez, Huff, McCowen, and Orth
Nays: (2) Ignacio, Ward

7b) Consultant Selection, Certified Public Accounting Firm to conduct FY 2018-19 Audit (Video Time 1:38:08)

EO Hinman presented the responses to the Request for Proposals for a Certified Public Accounting Firm to conduct a FY 2018-19 Audit with options for up to four additional years. The Treasurer's recommendation was to retain Zach Pehling, CPA, MBA. Commissioner McCowen clarified that additional years would be considered by the full Commission annually.

Upon motion by Commissioner Ignacio and second by Commissioner Huff, selection of Zach Pehling, CPA, MBA, to perform the financial audit for Fiscal Year 2018-19, with option to extend for up to four additional years; and authorizing the Chair to execute an agreement with Zach Pehling, CPA, MBA, for financial audit services consistent with the proposal, 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: 1:45:55)

EO Hinman presented and noted that the work plan has been updated for the current fiscal year. EO Hinman also explained that staff is processing the proposed Weger Detachment from Mendocino Coast Health Care District application including working with the County Assessor and Auditor on verifying the landowner petitions, referring the application to interested and affected agencies for comment, additional outreach for agency comment due to the email service outage during the comment period deadline, and coordinating with County staff regarding the current Emergency Medical Services (EMS) Exclusive Operating Area (EOA) Request for Proposals (RFP) and potential impacts on this application. Comments and questions were offered by Commissioner Ward related to the estimated time frame for submittal of applications that are listed as pending and on hold.

8b) Correspondence (Video Time: 1:50:38)

EO Hinman reported no correspondence.

8c) Executive Officer's Report (Video Time: 1:50:46)

EO Hinman reported on the following:

- Coordination with the County Auditor's Office on an error to title of the apportionment fee bill mailing.
- Status update on filling the Clerk position.
- Contact information request from the State Controller's Office for the Anderson Valley Cemetery District.
- CALAFCO University Course: Deep dive into Municipal Service Reviews: One size does not fit all.

8d) Committee Reports (Video Time: 1:52:52)

The Executive Committee met after the June 6, 2019 Regular Meeting and discussed the Clerk position vacancy, interim limited hours of operation for the office and meetings by appointment only, coverage by existing staff for responding to calls and emails, and next steps for filling the Clerk position. Comments and questions were offered

by Commissioner Ward related to amount of staff time spent on Clerk activities since the vacancy and Chair Brown related to additional Clerk time spent addressing email service outage that is not normally incurred.

8e) Commissioners Reports, Comments or Questions (Video Time: 1:55:06)

Treasurer Ward followed up on two items from the June meeting: 1) the \$5 charge from Savings Bank was related to receiving a paper statement and Treasurer Ward offered to email the report to the EO when downloaded online each month for an annual savings of \$60, and 2) the \$144 outstanding apportionment fee for FY 2018-19 was paid at the end of the fiscal year. Treasurer Ward reported that it was not necessary to withdraw from the reserve account to cover the prior year budget, LAFCo will receive a \$45,000 check from the County Auditor's Office in the coming week from the current fiscal year apportionment fees, and approximately \$53,000 has been collected so far in current fiscal year apportionment fees. Treasurer Ward requested a clean copy of the Hinman & Associates Consulting, Inc. contract and an updated Certificate of Insurance for his records.

8f) CALAFCO Business and Legislation Report (Video Time: 1:58:05)

Chair Brown noted that CALAFCO is in the process of preparing for their Annual Meeting. EO Hinman noted that the nomination period for the CALAFCO Board of Directors ends in September and the nomination period for the Annual Achievement Award is due September 20, 2019. EO Hinman noted that the upcoming CALAFCO Conference is in Sacramento and scheduled for October 30 through November 1. Commissioners Brown, Orth and Ignacio indicated interest and will confirm next meeting.

Chair Brown inquired as to potential impacts of AB 1304 for water supply district contracts to Native American tribes related to Round Valley and EO Hinman responded that she will look into the matter further and report back.

ADJOURNMENT

There being no further business, at 11:09 a.m. the meeting was adjourned. The next regular meeting is scheduled for Monday, September 9, 2019 at 9:00 a.m. 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