

# MENDOCINO

# Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482  
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## CHAIR

**Richard Shoemaker**  
Russian River Flood Control  
And Water Conservation  
Improvement District

*Approved by Commission August 3, 2015*

## MINUTES

### LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

## VICE CHAIR

**John McCowen**  
County Board  
Of Supervisors

### Regular Meeting of Monday, July 13, 2015

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

## MEMBERS

**Dan Hamburg**  
County Board  
Of Supervisors

### Call to Order & Roll Call

Chair Shoemaker called the meeting to order at 9:00am.

**Doug Hammerstrom**  
Fort Bragg City Council

### Members Present:

Commissioners Dan Hamburg, Doug Hammerstrom, Holly Madrigal (9:07am), Theresa McNerlin, and Richard Shoemaker

**Holly Madrigal**  
Willits City Council

### Members Absent:

Commissioners John McCowen and Jerry Ward

**Theresa McNerlin**  
Ukiah Valley Sanitation District

### Alternate Members Present:

Commissioners Carre Brown, Kevin Doble, Carol Rosenberg, and Angela Silver

**Jerry Ward**  
Public Member

### Alternate Members Absent:

None

## ALTERNATE MEMBERS

**Carre Brown**  
County Board  
Of Supervisors

### Staff Present:

George Williamson, Executive Officer  
Elizabeth Salomone, Clerk

**Kevin Doble**  
Ukiah City Council

*Commissioners Carre Brown, Kevin Doble, and Carol Rosenberg were seated immediately. When Commission Holly Madrigal arrived at 9:07am, Commissioner Doble stepped down.*

**Carol Rosenberg**  
Public Member

**Angela Silver**  
Calpella County Water District

## Consent Calendar

**Executive Officer**  
George Williamson

1. Approval of the June 1, 2015 Regular Meeting Summary Minutes
2. Approval of the June 8, 2015 Special Meeting Summary Minutes
3. Approval June 2015 Claims
4. Acceptance of the Monthly Financial Report

**Counsel**  
Scott Browne

**Analyst**  
Colette Metz

Commissioner Brown submitted minor typographical error corrections to the June 1, 2015 Regular Meeting Summary Minutes. Commissioner McNerlin asked if billing had been issued for outstanding pre-application and application fees and Mr. Williamson confirmed this has been done.

**Commission Clerk**  
Elizabeth Salomone

## Regular Meetings

Frist Monday  
of each month  
At 9:00 AM  
At the Mendocino  
County Board  
Of Supervisors Chambers  
501 Low Gap Road

Upon motion by Commissioner Hammerstrom and second by Commissioner Hamburg, the Consent Calendar was approved by unanimous consent:

Ayes: Commissioners Brown, Doble, Hamburg, Hammerstrom, McNerlin, Rosenberg, and Shoemaker

5. Public Expression. No member of the public indicated an interest in speaking.

### **Public Hearing**

6. Final Fiscal Year 2015-16 Mendocino LAFCo Budget

George Williamson presented the Final Fiscal Year 2015-16 Budget, noting the compliance for publications and distribution of the Public Hearing Notice. Mr. Williamson noted there had been no comments or questions submitted after the postings and prior to the meeting and recommended the Commission approve the Budget.

Commissioner Hammerstrom noted for the record that no correspondence had been submitted and no one was in the audience to comment on the 2015-16 Budget.

**The Public Hearing was opened at 9:12am and with no one from the public offering comment, the Public Hearing was closed at 9:12am.**

Upon motion by Commissioner Hammerstrom and second by Commissioner Hamburg, the Final Fiscal Year 2015-16 Mendocino LAFCo Budget was approved by unanimous consent:

Ayes: Commissioners Brown, Hamburg, Hammerstrom, Madrigal, McNerlin, Rosenberg, and Shoemaker

Upon motion by Commissioner Brown and second by Commissioner Hammerstrom, the Resolution 15-16-02 for the Final Fiscal Year 2015-16 Mendocino LAFCo Budget was approved by unanimous consent:

Ayes: Commissioners Brown, Hamburg, Hammerstrom, Madrigal, McNerlin, Rosenberg, and Shoemaker

7. Fire District Municipal Services Review

George Williamson presented the Fire District Municipal Services Review, for the preparer, Baracco & Associates, noting the documents for the Public Hearing were not presented to Mendocino LAFCo by the consultant, Bruce Baracco, with the exception of the Potter Valley Community Services District draft MSR which was distributed by email on Saturday, July 11, 2015. Commissioner Brown confirmed that the Potter Valley Fire Chief received a copy Saturday from her and there are numerous errors to be addressed. Chair Shoemaker noted the consultant requested a continuance of the Public Hearing.

Discussion was held regarding both the process and the payment options for finalizing the remaining Fire District, Cemetery District, and Dependent Special District MSRs. Comments and questions were offered by Commissioners McNerlin, Brown, Madrigal, Hammerstrom, Rosenberg, Hamburg, Shoemaker, and Mr. Williamson.

Commission Brown stressed that in the future, all draft MSRs be distributed by the Mendocino LAFCo office to the Special Districts for review, rather than be distributed directly by consultants.

Chair Shoemaker requested that prior to a teleconference with Mr. Baracco to communicate the Commission decisions, a meeting with the Executive Officer, the Commission Clerk, and the Chair shall be held to review the status of work. Commissioner Hammerstrom noted the need to document all action.

Chair Shoemaker requested a closed session for possible litigation be on the August Regular Commission Meeting Agenda.

Upon motion by Commissioner Brown and second by Commissioner Madrigal, the request to Baracco & Associates for all remaining existing work product and documentation for Districts as listed in Agenda Item No 12 Staff Report be submitted to Mendocino LAFCo by August 1<sup>st</sup>, 2015 was approved by unanimous consent:

Ayes: Commissioners Brown, Hamburg, Hammerstrom, Madrigal, McNerlin, Rosenberg, and Shoemaker

**The Public Hearing was opened at 9:48am and with no one from the public offering comment, the Public Hearing was continued to the Regular Commission Meeting of August 2015.**

### **Other Matters for Discussion & Possible Action**

#### 8. Pehling and Pehling Contract

George Williamson presented the RFP for the Fiscal Years 2013-14 and 2014-15 Audits, noting the Executive Committee reviewed and recommended the firm of Pehling & Pehling.

Upon motion by Commissioner Madrigal and second by Commissioner Brown, contracting with the firm of Pehling & Pehling to conduct the Fiscal Years 2013-14 and 2014-15 Mendocino LAFCo Audits was approved by unanimous consent:

Ayes: Commissioners Brown, Hamburg, Hammerstrom, Madrigal, McNerlin, Rosenberg, and Shoemaker

#### 9. CALAFCO 2015 Conference and Board Elections

George Williamson presented the CALAFCO 2015 Conference and interest in attending was discussed. Staff will submit registrations and attendees will make lodging reservations.

#### 10. Status of Current and Future Projects

George Williamson presented the staff report, focusing on the City of Ukiah Sphere of Influence update EIR RFP. Commissioner Brown indicated an interest in being involved. The Commission requested Mr. Williamson email the Commissioners the submitted RFPs for review. Comments and questions were offered by Commissioners Brown, Shoemaker, Rosenberg, Madrigal, McNerlin and Hammerstrom.

#### 11. Status of Policies and Procedures Update

Committee members reported progress is being made on the revision of the Policies and Procedures.

#### 12. Status of MSR and SOI Updates

George Williamson presented the staff report on MSR and SOI updates. Chair Shoemaker requested the schedule of updates be consolidated in a table. Comments and questions were offered by Commissioners Shoemaker, Madrigal, and Brown.

**Chair Shoemaker called a break from 10:29am to 10:40am.**

Comments and questions were offered by Commissioner Hamburg and Hammerstrom regarding the Anderson Valley CSD Activation of Latent Powers for Water and Sewer Services.

## **Other Items**

### 13. Correspondence

Nothing to report.

### 14. Executive Officer's Report

George Williamson presented. After a request from the Grand Jury, staff found no information regarding any applications to LAFCo from or on behalf of the Mendocino County Library.

Mr. Williamson noted progress on the activation of latent powers for Anderson Valley CSD and provided an update on the North of 10 Mile annexation mapping issues.

### 15. Commissioners Reports, Comments or Questions

*Commissioner Madrigal:* The contribution formula was provided to Commissioner Madrigal by the Commission Clerk, upon request by the City of Willits staff.

### 16. Legislation Report

*Commissioner Brown:* There is new legislation regarding JPAs and Water District consolidation.

## **Adjournment**

There being no further business, at 10:54am the meeting was adjourned to the next regular meeting on Monday, August 3, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.