

MENDOCINO

Local Agency Formation Commission

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

Telephone: (707) 463-4470 | Fax: (707) 462-2088 | E-mail: eo@mendolafco.org | Web: www.mendolafco.org

COMMISSIONERS

Jerry Ward, Chair & Treasurer
Public Member

Carre Brown, Vice Chair
County Board of Supervisors

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

John McCowen
County Board of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

Scott Ignacio, Alternate
Point Arena City Council

Dan Hamburg, Alternate
County Board of Supervisors

Carol Rosenberg, Alternate
Public Member

Vacant
Special District Seat, Alternate

STAFF
Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

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

Executive Committee Meeting

A G E N D A

Monday, February 5, 2018

11:00am or directly after Regular Commission Meeting

Mendocino County Administrative Building

501 Low Gap Road, Ukiah, CA 95482

Conference Room B

1. CALL TO ORDER & ROLL CALL

Chair, Vice Chair, and one Chair appointed member (*Note: Election of officers is on agenda for the Regular Commission Meeting directly preceding Executive Committee*)

2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

a) Approval of the January 8, 2018 Executive Committee Minutes

b) Executive Officer Contract Extension

Discussion and recommendation for Executive Officer contract extension proposal.

c) LAFCo Sponsored Trainings

Update on LAFCo sponsored mandatory Brown Act, Ethics, and Sexual Harassment Prevention training for supervisory employees of special districts and other organizations as well as special district board members who receive any type of compensation and/or reimbursement.

Brown Act & Ethics Training by Mendocino County Counsel
February 21st, 2018, Willits City Council Chambers,
111 E Commercial St, Willits, CA 95490

d) Review of Financial Institutions for Reserves Account

Discussion regarding financial institution options for LAFCo Reserves Account.

e) FY 2018-19 Budget Development

Review of preliminary drafts of FY 2018-19 work plan and budget.

f) Items for Future Meetings

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, March 5, 2018

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

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Agenda Item No. 2a

Executive Committee Minutes

Executive Committee Meeting of Monday, January 8, 10:00am
Mendocino County Administrative Building
501 Low Gap Road, Ukiah, CA 95482
County Board of Supervisors Chambers

1. CALL TO ORDER & ROLL CALL

Chair Ward called the meeting to order at 10:02am.

Members Present: Commissioners Carre Brown, Kevin Doble, and Gerald Ward
Staff Present: Uma Hinman and Elizabeth Salomone

2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

2a) Approval of the August 7, 2017 Executive Committee Minutes

Upon motion by Commissioner Doble and second by Commissioner Brown, the Executive Committee meeting minutes of August 7, 2017 were unanimously approved with no changes.

Ayes: Commissioners Brown, Doble, and Ward

2b) Executive Officer Contract Services Evaluation and Contract Extension

Committee directed staff to contact Legal Counsel for direction on the performance evaluation process and evaluation form, distribute a memo with evaluation form to full Commission, and schedule a closed session for February 5, 2018 for the performance evaluation.

The Committee directed staff to schedule an Executive Committee meeting for February 5, 2018, to review the Executive Contract extension and provide a recommendation to the full Commission for the March 5, 2018 meeting.

2c) LAFCo Commissioner Trainings

Committee directed staff to track Commissioner mandatory trainings including Brown Act, Ethics, and Sexual Harassment trainings.

2d) LAFCo Sponsored Training Opportunities

Committee directed staff to coordinate with County Counsel to schedule LAFCo sponsored mandatory trainings.

2e) Reserves Account Review

Committee directed staff to research alternative options for reserves account.

2f) Items for Future Meetings

- Executive Officer Contract Evaluation
- Reserves Account Review
- Update on LAFCo Sponsored Trainings

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00am.

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: February 5, 2018
TO: Mendocino Local Agency Formation Commission - Executive Committee
FROM: Uma Hinman, Executive Officer
SUBJECT: FY 2018-19 Budget Development

RECOMMENDATION:

- a. Discuss and provide direction to staff for development of Preliminary Budget FY 2018-19 and Preliminary Work Plan.
- b. Schedule March meeting to finalize Proposed Budget and Work Plan.

DISCUSSION

Budget development steps set forth in the Mendocino LAFCo Policies and Procedures (Chapter 5) and Government Code Section 56381(a).

Preliminary Budget and Proposed Work Plan – March

- Executive Officer prepare Preliminary Budget and Work Plan prior to March 1st
- Preliminary Budget and Work Plan submitted to the Executive Committee during March for review, input, comment
- Include Anticipated revenues and expected expenditures by line item
- Work Plan include narrative of expected work products to be accomplished during the fiscal year

Proposed Budget and Work Plan – April 2, 2018

- Present Proposed Budget and Work Plan to full Commission at April meeting
- Noticed public hearing for adoption of the Proposed Budget and Work Plan
- Distribute to member agencies (County, cities, special districts)

Final Budget and Work Plan – June 4, 2018

- Noticed public hearing for adoption of the final budget
- Distributed to member agencies (County, cities, special districts).