
MENDOCINO

Local Agency Formation Commission

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

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

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of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Dan Hamburg
County Board
of Supervisors

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

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
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

Approved by Committee on January 20, 2017

Policies & Procedures Committee Minutes

Meeting of Monday, December 5, 2016 1:00pm
Chardonnay Room, Ukiah Valley Conference Center,
200 South School Street, Ukiah, California

Call to Order

Chair Hamburg called the meeting to order at 1:00pm.

Roll Call

Members Present: Commissioners Kevin Doble, Dan Hamburg, and Theresa McNerlin

Staff Present:

Uma Hinman, Larkyn Feiler, Elizabeth Salomone

Note: Commissioner McNerlin selected as Committee Chair and immediately assumed duties.

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the February 29, 2016 Policies and Procedures Committee Meeting Minutes

Upon motion by Commissioner Hamburg and second by Commissioner Doble, the minutes for the February 29, 2016 Policies and Procedures Committee Meeting were approved by unanimous vote:

Ayes: Doble, Hamburg, McNerlin

2. Reserve Policy Analysis

The Committee directed staff to:

- Present its recommendation of maintaining an Operating Reserve to equal 20% of the annual operating expenses (\$160,000) to full Commission.
- Consult with LAFCo Legal Counsel, Scott Browne, for recommendation on Legal Reserve amount and present to full Commission.

3. Conference Reimbursement for Contracted Staff Policy

The Commission directed P&P Committee to develop policy regarding conference expenses reimbursement for contracted staff. Committee unanimous consensus was to recommend the following draft policy:

Conference Reimbursement for Contract Executive Officer

Mendocino LAFCo will reimburse contracted Executive Officer attendance to the annual CALAFCo conference 100% of the registration fee. All other conference related expenses, including travel, meals, and lodging expenses, will be the responsibility of the contracted Executive Officer.

4. Project Completion Policy

The Commission directed P&P Committee to develop policy regarding project completion. Staff presented a draft checklist. Committee directed staff to summarize checklist into a policy format and present to Commission with Committee recommendation.

5. Nonpayment of Application Fees Policy

The Commission directed P&P Committee to review necessity of policy regarding insuring application fee payment. The Committee recommends no policy is necessary with current policy of application deposit requirements.

6. Disadvantaged Unincorporated Community (DUCs) Policy

More information will be obtained by staff regarding the policy review request.

ADJOURNMENT

There being no further business the meeting was adjourned at 2:30pm

The next Regular Commission Meeting is scheduled for Monday, January 9 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California