
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

VICE CHAIR

Carre Brown
County Board
Of Supervisors

MEMBERS

Doug Hammerstrom
Fort Bragg City Council

Jerry Ward
Public Member

Holly Madrigal
Willits City Council

John McCowen
County Board
Of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

ALTERNATE MEMBERS

Dan Hamburg
County Board
Of Supervisors

Kevin Doble
Ukiah City Council

Angela Silver
Calpella County Water District

Vacant
Public Member

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

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

Approved by the Commission February 2, 2015

SUMMARY MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, January 5, 2015

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

Call to Order

Chair Shoemaker called the meeting to order at 9:05 AM.

Roll Call

Members Present:

Commissioners Carre Brown, Doug Hammerstrom,
Holly Madrigal, John McCowen, Theresa McNerlin,
Richard Shoemaker, Gerald Ward

Members Absent:

None

Alternate

Members Present:

Commissioners Kevin Doble, Dan Hamburg, and Angela
Silver

Alternate

Members Absent:

None (1 Vacancy)

Staff Present:

George Williamson, Executive Officer
Colette Metz, Analyst and Elizabeth Salomone, Clerk

The Oath of Office was administered by Commission Clerk to Kevin Doble, Doug Hammerstrom, Theresa McNerlin, Richard Shoemaker, and Angela Silver.

George Williamson reviewed the process and results of the Special District Member Election. Commissioner McCowen suggested sending a letter to all Special Districts announcing the results of the election.

George Williamson reviewed the process and results of the Regular Public Member recruitment. Commissioners Brown, Shoemaker and McCowen commended Commissioner Ward on his years of quality service on the Commission and in his role as Treasurer.

Upon motion by Commissioner Brown and second by Commissioner McCowen, the appointment of Gerald Ward as was approved by roll call vote:

Ayes:

Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin,
and Shoemaker

The Oath of Office was administered by Commission Clerk to Gerald Ward.

George Williamson recommended advertising for the vacant Alternate Public Member seat and the Commission directed Staff to do so.

Consent Calendar

1. Approval of the Summary minutes of the November 3, 2014 Regular Meeting and
2. Approval of the Summary Minutes of the December 1, 2014 Regular Meeting

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, the Summary Minutes of the November 3, and December 1, 2014 Regular Meetings with corrections noted by Commissioner Brown was approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Shoemaker, and Ward

Commissioner Ward asked for minutes from the November 2014 Executive Committee Meeting and George Williamson indicated he will present them in the February 2015 meeting.

3. Approval of December 2014 Claims

Commissioner Ward asked George Williamson several questions on claims, which were addressed. Commissioner McCowen noted he would vote no on the claims due to the lack of detail provided by Planwest regarding the break down the Executive Officer's hours. Commissioner McCowen requested the Commission direct Staff to show expenses broken down by projects. Commissioner Hammerstrom commended Staff on the narrative and suggested it remain. Commissioner McNerlin stressed the importance of clear and precise accounting of all types of expenses. Commissioner Ward suggested the spreadsheet to show Staff time could be resurrected. Chair Shoemaker suggested the Executive Committee review the Staff detailing of time.

Upon motion by Commissioner Madrigal and second by Commissioner Brown, the November 26 - December 29, 2014 Claims were approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, Shoemaker, and Ward

Noes: Commissioners McCowen and McNerlin

Public Expression

4. Commissioners Shoemaker and Brown invited the three new Commissioners and offered suggestions on how to obtain more information about serving on the Commission. Commissioner McNerlin noted the January agenda was not posted on the website and Chair Shoemaker shared that it is normal practice and Staff would correct. [Note: Staff later confirmed that Agenda and Agenda Packet were posted on website prior to meeting but may have been easily overlooked. Format will be changed for the future.] Commissioners McCowen and Shoemaker invited and encouraged new Alternate Commissioners to participate and to attend all meetings.

Public Hearing

5. City of Point Arena Public Review Draft Municipal Service Review (MSR) (LAFCo M-2012-02)

Chair Shoemaker noted the original Public Hearing on December 1, 2014 remained open and was considered continued to today's meeting. Bruce Baracco noted there is no new development in the City of Point Arena Public Review Draft MSR. He reviewed the direction from the Commission to obtain further information from PAWW which was unsuccessful during the Holiday season. Mr. Baracco is working with the new City Manager and expects to have an update presented at the February 2015 Regular meeting.

Commissioner McCowen confirmed with Mr. Baracco that an updated annotated draft with the new information included will be sent to Commissioners for review before the next meeting.

Chair Shoemaker continued the Public Hearing until the February 2, 2015 Regular Meeting.

6. City of Willits Public Review Draft Municipal Service Review (MSR) (LAFCo M-2012-01)

Chair Shoemaker noted the original Public Hearing on December 1, 2014 remained open and was considered continued to today's meeting. Bruce Baracco presented the annotated Public Review Draft and a cover letter from the Brooktrails Township CSD in response to the draft, noting their suggested changes were received after this version was produced and has not been thoroughly reviewed by Mr. Baracco. It was also noted that Tony Orth submitted a letter to the Commission just before the meeting was called to order and copies were provided to Commissioners. Comments, questions, and suggested changes were offered by Commissioners McCowen, Brown, Shoemaker, Hammerstrom, Ward and Madrigal.

Adrienne Moore, City Manager, confirmed that the City of Willits did receive Mr. Orth's letter. Ms. Moore and Rob Wilburn, Willits Public Works Director, provided information to address Commissioners questions.

Tony Orth, Citizen and Board Member of the Brooktrails Township CSD, addressed the Commission.

Chair Shoemaker closed the Public Hearing at 10:11 AM.

Commissioner Hammerstrom noted his concern in regards to the out of service area issue and asked Mr. Baracco what is required by LAFCo law. Commissioner Madrigal added explanatory comments and asked further questions. Mr. Baracco reviewed the history of the law in regards to out of service areas and how it pertains to Willits.

Comments, questions and suggested changes were offered by Commissioners McCowen, Ward, Brown, Madrigal, Shoemaker, Hammerstrom, McNerlin and Mr. Baracco.

Chair Shoemaker called a recess from 11:13 AM 11:22 AM

Upon motion by Commissioner McCowen and second by Commissioner Ward, authorization for Mr. Baracco to prepare a revised annotated City of Willits MSR that includes today's revisions in redline and clean copy format for discussion and final adoption at the February Regular Meeting was approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Shoemaker, and Ward.

Workshop

7. Mendocino County Fire Protection Districts (7 Districts) Municipal Service Review (MSR) (LAFCo File M-2012-06, Part 1)

Hopland Fire Protection District	Covelo Fire Protection District
Leggett Valley Fire Protection District	Little Lake Fire Protection District
Long Valley Fire Protection District	Potter Valley Community Services District
Redwood Valley-Calpella Fire Protection District	

Bruce Baracco presented the most recent Fire Protection District Administrative Draft MSR. He noted that more information is being secured from the fire districts. Mr. Baracco explained the Hopland Fire Protection District MSR is serving as a prototype of how the remaining 13 Fire District MSRs will be presented and asked for suggested edits, additions and comments from Commissioners on the first 7 MSRs be submitted in writing as soon as possible after receiving the draft chapters. He anticipates distributing the remaining MSRs soon.

Comments and questions were offered by Commissioners Madrigal, Ward, Brown, Shoemaker, McNerlin, and Doble.

Other Matters for Discussion & Possible Action

8. Monthly Financial Report

George Williamson presented the Monthly Financial Report. Comments and questions were offered by Commissioners Ward, McCowen, and Hammerstrom.

9. Audit Status Update Report

Commissioner Ward reported on his meeting with Michael Celentano and the progress of the audits. He asked Staff to prepare a draft RFP for the audit to be presented at the February meeting.

10. Status of Current and Future Projects

George Williamson presented the Staff Report regarding the status of projects including the City of Ukiah Sphere of Influence update, City of Ukiah detachment of Ukiah Valley Sanitation District served areas, Irish Beach County Water District detachment, Irish Beach County Water District Annexation, and the proposed Russian River Flood Control and Water Conservation Improvement District and the Redwood Valley County Water District annexation/dissolution. Comments and questions were offered by Commissioners Ward and Shoemaker.

Other Items

11. Correspondence

None to report.

12. Commissioners Reports, Comments or Questions

Commissioner Brown reported on communication with Clerk regarding obtaining additional file cabinets and on the CALAFCO conference. Commissioners can obtain copies of CALAFCO Conference information directly from Commission Brown.

13. Executive Officer's Report

George Williamson noted he will bring a proposal for a Special Meeting to present LAFCo 101 material and provide an opportunity for Legal Counsel, Scott Brown, to meet with the Commission. Commissioner Hammerstrom suggested inviting all the Special Districts and other interested parties to that meeting.

14. Legislation Report

None to report

Adjournment

There being no further business, at 12:17 PM the meeting was adjourned to the next regular meeting on Monday, February 2, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Respectfully Submitted,

George Williamson
Executive Officer