

MENDOCINO

Local Agency Formation Commission

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

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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

Dan Hamburg
County Board of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

Scott Ignacio, Alternate
Point Arena City Council

John McCowen, Alternate
County Board of Supervisors

Carol Rosenberg, Alternate
Public Member

Angela Silver, Alternate
Calpella County Water District

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

Approved by Committee on July 31, 2017

Planning Committee Minutes

Meeting of Friday, January 20, 2017 10:00am
Chardonnay Room, Ukiah Valley Conference Center,
200 South School Street, Ukiah, California

Call to Order

Chair McNerlin called the meeting to order at 10:03am.

Roll Call

Members Present:

Commissioners Kevin Doble, Dan Hamburg (arrived at 10:08am), and Theresa McNerlin

Staff Present:

Uma Hinman (phone) and Elizabeth Salomone

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the December 5, 2016 Policies and Procedures Committee Meeting Minutes

Upon motion by Commissioner Doble and second by Commissioner McNerlin, the minutes for the December 5, 2016 Policies and Procedures Committee Meeting were approved by unanimous vote:

Ayes: Doble and McNerlin

Absent: Hamburg

2. Reserve Policy

A draft policy was presented based on LAFCo legal counsel recommendation of a reserve equating to approximately one third operations and two thirds legal reserve, with a minimum of \$50,000 to \$75,000 for the legal reserve. Committee directed staff to update policy as follows and present to Commission with Committee recommendation for approval.

Reserves for Fiscal Stability, Cash Flow, and Contingencies

Mendocino LAFCo will strive to maintain reserves for fiscal stability, unforeseen operating or capital needs, cash flow requirements, revenue source stability from revenue shortfalls, and unanticipated legal fees. The reserves consist of an Operating Reserve of 25% of the annual operating budget and a Legal Reserve of \$50,000 and are to be maintained in separate accounts.

Upon motion by Commissioner Doble and second by Commissioner McNerlin, the Policies & Procedures Committee recommended by unanimous vote to present the above draft policy for approval by full Commission:

Ayes: Doble, Hamburg, and McNerlin

3. Project Completion Policy Development

The Commission directed P&P Committee to develop policy regarding project completion. Staff presented a draft policy and checklist. Committee directed staff to update checklist as discussed and present to Commission with Committee recommendation for approval.

4. 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.

5. 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.