

MENDOCINO

Local Agency Formation Commission

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COMMISSIONERS

Carre Brown, Chair
County Board of Supervisors

Tony Orth, Vice Chair
Brooktrails Township CSD

Gerald Ward, Treasurer
Public Member

Gerardo Gonzalez
Willits City Council

Vacant
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Point Arena City Council

John McCowen
County Board of Supervisors

Jenifer Bazzani, Alternate
Ukiah Valley Fire District

Will Lee, Alternate
Fort Bragg City Council

Richard Weinkle, Alternate
Public Member

John Haschak, Alternate
County Board of Supervisors

STAFF

Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Kristen Meadows

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, Ukiah

Approved by Committee on November 24, 2020

Minutes

Policies and Procedures Meeting

September 23, 2020; 10:00 a.m.

Meeting held remotely via Zoom due to pandemic.

1. CALL TO ORDER & ROLL CALL

Meeting was called to order at 10:01 a.m.

Members present: Commissioners Gerardo Gonzalez, John McCowen and Gerald Ward

Staff present: Executive Officer Uma Hinman

2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

2a) Approval of the February 24, 2020 Policies & Procedures Committee Minutes

Upon motion by Commissioner Gonzalez and second by Commissioner McCowen, the minutes for February 24, 2020 were approved by unanimous vote.

Ayes: Commissioners Gonzalez, McCowen and Ward.

2b) Inactive Project Policy

EO Hinman presented the staff report, which included draft policy language provided by LAFCo Legal Counsel for the Committee's review. Commissioner McCowen suggested clarifying language be added for notification to applicants of application inactivity, closure of application upon no applicant response within 30 days, and EO notification to the Commission of application closure. Craig Schlatter, City of Ukiah, provided public comment supporting 18 months of inactivity plus 6 months after notification to respond and move the application forward. Phil Williams, City of Ukiah Attorney, commented that he believed today's meeting to be a Brown Act violation because staff reports were not distributed with the agenda. EO Hinman responded that the Brown Act requires the agenda be posted 72 hours prior to the meeting, which was done. Commissioner McCowen offered to provide proposed revisions to the draft policy to staff, with Committee direction to staff to review with Legal Counsel and place the proposed policy on the November 2, 2020 regular Commission meeting agenda.

2c) Electronic Signature Policy

EO Hinman presented the staff report, explaining the need for an electronic signature policy, particularly due to the ongoing pandemic conditions, and requesting support to proceed with developing the policy. Commissioner Gonzalez suggested researching DocuSign, which is a secure software for electronic signatures. The Committee supported staff proceeding with development of a draft electronic signature policy for consideration at a later Committee meeting.

2d) Fee Schedule Update

EO Hinman presented the staff report, noting that this was an update item and providing the Committee with staff's progress on developing a methodology for updated staff rates for application billing purposes. Craig Schlatter provided public comment asking for clarification on whether a Pre-Application Request was a necessary step in LAFCo's application process and suggesting consistent deposit amounts for

Pre-Application Requests. EO Hinman clarified that LAFCo policy encourages a Pre-Application Review, but that applicants may also proceed directly with an application. Deposits are based on the anticipated amount of time for a Pre-Application Review, which is dependent on the applicant's specific review requests. Commissioner McCowen recommended that discussions by phone or email be memorialized in writing.

2e) Other Policies & Procedure Update Discussions and/or Recommendations

Craig Schlatter provided public comment that he received the agenda, but not the full agenda packet with staff reports.

3. INFORMATION AND REPORT ITEMS

3a) Executive Officer Report (verbal)

Commissioner Gonzalez suggested staff confirm that all jurisdictions' planning directors are on LAFCo's agenda distribution list.

ADJOURNMENT

There being no further business, the meeting adjourned at approximately 11:10 p.m.