



MINUTES of MEETING
Wednesday, June 7, 2006
Approved July 12, 2006

Board of Supervisors Meeting Room
575 Administration Drive
Santa Rosa, CA 95403
2:00 P.M.

COMMISSIONERS

Present Paul Kelley
Present Mike Kerns
Present Jean Kapolchok
Present Steve Allen
Present Lisa Schaffner
Present Ray Brunton
Absent Mark Bramfitt

ALTERNATE COMMISSIONERS

Absent Tim Smith
Present Mark Ihde
Present Pamela Torliatt
Present Mark Ihde

STAFF

Present Steven Sharpe, Executive Officer
Present Carole Cooper, Assistant Executive Officer
Present David Hurst, Legal Counsel
Present Cynthia Olson, Clerk

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1. **CALL TO ORDER BY THE CHAIR PRO TEMPORE** at 2:00 p.m.
 2. **APPROVAL OF MINUTES OF MEETING:** The minutes of the April 5, 2006, meeting were approved as distributed. Commissioner Allen abstained.
 3. **GENERAL ANNOUNCEMENTS:** Chair Pro Tempore Kelley welcomed Jean Kapolochok, Steve Allen and Mark Ihde to the Commission. Commissioner Allen stated that, to avoid any appearance of conflict of interest due to his employment at the City of Santa Rosa, he would abstain from any actions related to the City, as long as he worked in the Community Development Department.
 4. **GENERAL PUBLIC COMMENT:** None
 5. **CONSENT CALENDAR:**
 - 5.1 Audit Report: Fiscal Years 2003-04 and 2004-05
 - 5.2 Amendment to 2005-06 Adopted Budget
 - 5.3 File 06-02: Sonoma Reorganization No. 01-2006 (Guerrero) Involving Annexation to the City of Sonoma and Sonoma Valley County Sanitation District and Detachment from the Schell Vista Fire Protection District and County Service Area No. 41 (Multi-Services)

Applicant: Roy Guerrero

Environmental Document: Categorical Exemption

Proposal: Reorganization request for two parcels, totaling 1.4 +/- acres, involving annexation to the City of Sonoma and the Sonoma Valley County Sanitation District and detachment from Schell-Vista Fire Protection District and County Service Area No. 41 (Multi-Services)

Location: Generally located at the southeastern corner of the intersection of Fifth Street West and Harrington Drive, in Sonoma

Action: Approved as recommended by staff

Schaffner: aye Allen: aye Kerns: aye Brunton: aye Giordano: aye Kapolchok: aye Kelley: aye

Ayes: 7 Noes: 0 Absent/Abstain: 0

6. REGULAR CALENDAR

6.1 Selection of Commission Chair and Chair Pro Tempore: Commissioner Kerns nominated Commissioner Kelley as Commission Chair and Commissioner Schaffner as Commission Pro Tempore. Commissioner Kelley for the position of Commission Chair and Commissioner Schaffner for the position of Chair Pro Tempore. Commissioner Brunton seconded the motion. Staff noted that, based on Commission action taken earlier this year, these positions will be in place until the end of 2006; at the Commission's first meeting of 2007, it will elect a Chair, a Vice Chair, and Chair Pro Tempore to serve for two-year terms of office.

Action: Approved

Schaffner: aye Allen: aye Kerns: aye Brunton: aye Giordano: aye Kapolchok: aye

Kelley: aye

Ayes: 7 Noes: 0 Absent/Abstain: 0

6.2 Standing and Ad Hoc Committees: Chair Kelley appointed as members of the Commission's Budget Committee Commissioners Schaffner (Chair), Brunton, Allen, and Torliatt, and as members of the Commission's Policy Committee Commissioners Kopolchok (Chair), Kerns, Ihde and Giordano, with Alternate Commissioner Smith as an alternate for Commissioner Kerns. Chair Kelley and Chair Pro Tempore Schaffner will comprise the Personnel Committee. Commissioner Bramfitt will be appointed to a committee at a later date.

7. REGULAR CALENDAR PUBLIC HEARING:

7.1 2006-07 Proposed Final Budget and Fee Schedule: Carole Cooper presented the staff report for the budget and recommended that the Commission adopt the proposed budget and fee schedule and authorize an "undesignated/unreserved" fund balance to be maintained at a minimum of \$25,000. She noted that, based on information from the Auditor, the Petaluma Health Care District would be assessed for part of the special district apportionment in 2006-07, for the first time in several years.

Carole also brought to the Commission's attention notification from the County Administrator's Office that, due to additional staffing needs of the County Administrator's Office, the work areas of the Assistant Executive Officer and Commission Clerk must be relocated. She stated that no cost figures were known at the time, and staff would continue to keep the Commission informed.

Alternate Commissioner Torliatt asked that the Petaluma Health Care District be notified of the upcoming charge from LAFCO. Chair Kelley directed staff to prepare a brief letter of notification for the Chair's signature.

Action: Approved as recommended by staff.

Schaffner: aye Allen: aye Kerns: aye Brunton: aye Giordano: aye Kapolchok: aye

Kelley: aye

Ayes: 7 Noes: 0 Absent/Abstain: 0

7.1 LAFCO Staffing and Facilities: Memorandum of Understanding and Appointment of Executive Officer for Fiscal Year 2006-07: Carole Cooper reviewed the staff report and recommended that the Commission approve the MOU with the County of Sonoma and appoint Steve Sharpe as Executive Officer and County Counsel as Commission Counsel for the 2006-07 fiscal year.

Regarding the possible relocation of LAFCO personnel, Chair Kelley indicated that there would be an opportunity for LAFCO to negotiate this so that it would not affect the LAFCO budget.

Action: Approved as recommended by staff.

Schaffner: aye Allen: aye Kerns: aye Brunton: aye Giordano: aye Kapolchok: aye

Kelley: aye

Ayes: 7

Noes: 0

Absent/Abstain: 0

8. INFORMATION/DISCUSSION/REPORT

8.1 Budget Committee Report: Third Quarter, 2005-06: Commissioner Schaffner summarized the results of the Budget Committee meeting and the 3rd quarter actual revenues and expenses. County Counsel David Hurst explained that the legal costs arising from the Oliver litigation would be billed to the applicant on a monthly basis.

8.2 Nominations for CALAFCO Board of Directors: Carole Cooper stated that the period for nominations to the CALAFCO Board is open, and elections will be held in September at the CALAFCO Annual Conference.

8.3 Nominations for CALAFCO Achievement Awards: Carole Cooper announced that nominations for the Achievement Awards are open until July 28, and any Commissioner can make a nomination.

9. **CONFIRM MEETING** After discussion, the LAFCO Commission meeting was moved to July 12, 2006, at 2:00 P.M., and the Policy Committee Meeting to July 12 at 1:00 p.m.

10. **ADJOURNMENT** at 2:00 p.m.