



MINUTES OF MEETING

Approved

Wednesday, December 5, 2007

Board of Supervisors Meeting Room
575 Administration Drive
Santa Rosa, CA 95403

COMMISSIONERS		ALTERNATE COMMISSIONERS		STAFF	
Present	Paul Kelley, Chair	Absent	Mike Kerns	Present	Steven Sharpe, Executive Officer
Absent	Tim Smith	Present	Mark Ihde	Present	Carole Cooper, Assist. Executive Officer
Present	Jean Kapolchok	Present	Teresa Barrett	Present	David Hurst, Legal Counsel
Present	Steve Allen	Present	Albert Giordano	Present	Cynthia Olson, Clerk
Absent	Lisa Schaffner				
Present	Mark Bramfitt				
Absent	Ray Brunton				

1. CALL TO ORDER BY THE CHAIR: The Chair called the meeting to order at 2:02 p.m.
2. APPROVAL OF MINUTES OF MEETING: The minutes of the November 7, 2007, meeting were unanimously approved, with Commissioners Kerns and Schaffner abstaining.
3. GENERAL ANNOUNCEMENTS: none
4. GENERAL PUBLIC COMMENT: none
5. REGULAR CALENDAR PUBLIC HEARING:
 - 5.1 Confirmation of City of Petaluma Sphere of Influence: Carole Cooper summarized the staff report and recommended that the Commission review and confirm the sphere of influence for the City of Petaluma and find the action exempt from the California Environmental Quality Act.

Commissioner Kerns asked Alternate Commissioner Barrett whether the anticipated updated County General Plan would alter the sphere for the City of Petaluma. Commissioner Barrett stated she did not anticipate any changes and Ms. Cooper stated that if any changes should occur, LAFCO could address the changes at a future meeting.

Chair Kelley opened the public hearing and, seeing no one rise, closed the hearing.

Action: Approved as recommended by staff
 Schaffer: aye Allen: aye Kerns: aye Giordano: aye Bramfitt: aye Kapolchok: aye Kelley: aye
 Ayes: 7 Noes: 0 Absent/Abstain: 0

6. INFORMATION/DISCUSSION/REPORT
 - 6.2 Update on Southwest Santa Rosa Annexation – Staff summarized the discussions of the second community meeting held on November 7. Staff stated that representatives from the City of Santa Rosa, the County, and LAFCO were present to address more specific questions and concerns of the community. Staff also

summarized the discussions of the Joint Roseland Sub Committee meeting on November 8 and reported on a meeting with City representatives to discuss the process and procedures relating to annexation; a County staff member sat in on the discussion, as well. Staff noted that all parties are working to move the project forward. Wayne Goldberg, Director of Advanced Policy and Planning for the City of Santa Rosa, concurred with staff's summary and stated that the City mailed out 2,400 notices about the community meeting, with the intention to encourage residents to attend, so as to inform them of potential changes and hear their concerns.

- 6.1 Policy Committee Report and Discussion on Proposed Rules of Procedure: Conflict of Interest, Financial Disclosure: Campaign Contributions, Political Expenditures for LAFCO Proceedings - Commissioner Kapolchok asked staff to summarize the discussion at the meeting concerning these items and to make recommendations to the Commission. Carole Cooper reported on the meeting, recommended that the Commission adopt a conflict of interest policy, and include language in the Rules of Procedure to reflect this policy; she further recommended that the Commission adopt policies relating to Financial Disclosure and Political Expenditures for LAFCO proceedings and attach the appropriate disclosure forms to the application for all applicants to complete and submit with the application. Commissioner Kerns suggested that the necessary forms be developed and staff return with final policies to the Commission.

Action: Straw vote to approve the directions to staff

Schaffer: aye Allen: aye Kerns: aye Giordano: aye Bramfitt: aye Kapolchok: aye Kelley: aye

Ayes: 7 Noes: 0 Absent/Abstain: 0

- 6.3 CALAFCO/Legislative Update – Carole Cooper summarized current and upcoming legislation relating to LAFCOs. Chair Kelley reported that he agreed to co-chair the 2008 Annual CALAFCO Conference, to be held in Los Angeles in September.
 - 6.4 Personnel Committee Report – Chair Kelley and Steve Sharpe reported that the recruitment period for the Executive Officer position closes on December 16; the pre-screening of applications and initial interviews will be done by the County Administrator's Office and Human Resources Department, with the final interviews to be conducted by Chair Kelley and Commissioners Schaffner and Kapolchok.
7. CONFIRM MEETING – The following meeting dates and times were confirmed
Commission Meeting Wednesday, January 9, 2008, at 2:00 P.M.
Policy Committee Meeting, January 9, 2008, 1:00 P.M.
Personnel Committee Meeting TBD
 8. ADJOURNMENT – The meeting was adjourned at 2:35 p.m.