

# YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

## MINUTES

March 26, 2012

The Yolo County Local Agency Formation Commission met on the 26<sup>th</sup> day of March 2012, starting at 9:00am in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland, CA. Members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Members Stephen Souza and Skip Davies. Others present were Alternate Public Member Robert Ramming, Executive Officer Christine Crawford, Commission Clerk Terri Tuck, and Commission Counsel Robyn Truitt Drivon.

### Item № 1 and 2    Call to Order, Pledge of Allegiance and Roll Call

Chair Woods called the meeting to order at 9:05 a.m.

Chair Woods asked City Member Stephen Souza to lead the Pledge of Allegiance

PRESENT: Davies, Rexroad, Saylor, Souza, Woods ABSENT: None

### Item № 3    Public Comment

Chair Woods invited members of the public to address the Commission on any item relating to the Local Agency Formation Commission but not on the Agenda. No one came forward.

## CONSENT

### Item № 5    Approve Executive Officer Transition Plan Dated March 21, 2012

### Item № 6    Approve Yolo LAFCo Policy Defining "Inhabited Territory" in Accordance with SB 244

Item 4 was pulled from Consent and moved to the Regular Agenda for discussion.

**Minute Order 2012-09:** Recommended Items 5 and 6 were approved on Consent.

Approved by the following vote:

MOTION: Souza SECOND: Saylor

AYES: Davies, Rexroad, Saylor, Souza, Woods

NOES: None

ABSTAIN: None  
ABSENT: None

**PUBLIC HEARING**

**Item No 7 Fiscal Year 2012/13 Draft Budget – Consider the Draft Budget and Set May 14, 2012 as the Public Hearing to Approve the Final Budget**

**Minute Order 2012-10:** After a report by staff and discussion by the Commission the Chair opened the public hearing. No one came forward and the public hearing was closed. The Proposed 2012/13 Budget was approved and staff was directed to set May 14, 2012 as a public hearing to consider approval of the Final LAFCo Budget.

Approved by the following vote:

MOTION: Rexroad SECOND: Davies  
AYES: Davies, Rexroad, Saylor, Souza, Woods  
NOES: None  
ABSTAIN: None  
ABSENT: None

**REGULAR**

**Item No 4 Approve LAFCo Meeting Minutes of February 27, 2012**

**Minute Order 2012-11:** Moved from Consent, the Minutes of February 27, 2012 were approved with the following changes:

Item No 10-Executive Officer's Report, 2<sup>nd</sup> paragraph, "...and will ~~be~~ bring it forward at the March 26<sup>th</sup> meeting..."

Item No 11-Commissioner Comments, 1<sup>st</sup> paragraph, "...Bill Chiat announced his retirement ~~in effective July 2012; however Mr. Chiat will be assisting with the annual CALAFCo conference in October. Mr. Chiat will continue as Executive Director until after the annual CALAFCo conference in October.~~"

Approved by the following vote:

MOTION: Rexroad SECOND: Souza  
AYES: Davies, Rexroad, Saylor, Souza, Woods  
NOES: None  
ABSTAIN: None  
ABSENT: None

**Item No 8 Consider and Approve Draft Audit Prepared by Richardson & Company of the Yolo Local Agency Formation Commission's Financial Statements for Fiscal Years Ending 2009, 2010, and 2011**

**Minute Order 2012-12:** By consensus, Item № 8 was moved to the April 16, 2012 meeting because the representative from Richardson & Company did not attend the meeting.

**Item № 9**     **Out of Agency Agreement Between the County of Yolo for the Knights Landing Boat Launch Facility and the Knights Landing Community Services District**

**Minute Order 2012-13:** The Commission approved the Negative Declaration approved by the Yolo County Board of Supervisors on March 24, 2009 as the appropriate environmental document and adopted **Resolution 2012-01**, approving the Out of Agency Agreement between the County of Yolo for the Knights Landing Boat Launch Facility and the Knights Landing Community Services District to provide water service subject to the findings and conditions in the staff report.

Approved by the following vote:

MOTION: Saylor SECOND: Souza

AYES: Davies, Rexroad, Saylor, Souza, Woods

NOES: None

ABSTAIN: None

ABSENT: None

**Item № 10**     **Executive Officer's Report**

The Commission was given a verbal report on recent events relevant to the Commission and an update of the staff's activities for the month.

Staff updated the Commission on the Davis Cemetery District Municipal Service Review and Sphere of Influence Study (MSR/SOI).

Staff recently sent out the shared services draft Memorandum of Understanding (MOU) to all interested agencies. Staff hopes to bring the final MOU to the Cities, the Board of Supervisors, and the Commission for approval by June 2012. Staff is currently working on two contracts which will be coming forward at the April 2012 meeting; one with West Sacramento for a part-time project manager and the other for a consultant who will be looking for cost-saving measures in animal control services.

The field trip to Marin County for a review of its General Services JPA went well. Besides staff, County Administrator Patrick Blacklock, West Sacramento Assistant City Manager Carol Richardson, and Davis Assistant City Manager Paul Navazio attended. Additionally, staff and County Administrator Patrick Blacklock made a presentation to the Sacramento Area Council of Governments (SACOG) Shared Services Ad Hoc Committee regarding the shared services program and visited the UC Davis Veterinary School regarding a potential opportunity to partner with them for animal shelter services.

Potential future agenda items included the possibility of changing the LAFCo meeting day from the fourth Monday of the month to another meeting day towards the end of the week. Staff was directed to bring back alternative meeting days for approval at the next meeting.

Additionally, staff would like to bring forth a policy with better parameters for negotiating contracts and spending authority to the Executive Officer. Staff was directed to bring a draft policy for approval.

**Item № 11 Commissioner Comments**

Commissioner Davies reported that the Woodland City Council has hired Davis Assistant City Manager Paul Navazio as its new City Manager, replacing Interim City Manager Kevin O'Rourke. Mr. Navazio will begin his new duties on April 23, 2012.

Chair Woods convened to Closed Session at 9:41am.

**CLOSED SESSION**

**Item № 12 Public Employee Performance Evaluation**  
**Position Title: Executive Officer**

**Minute Order 2012-14:** Chair Woods re-convened to Open Session at 10:08am and reported the following:

1. There was nothing but positive comments from the Commission for Executive Officer Christine Crawford's three-month evaluation; and
2. The Commission approved a \$50 monthly stipend to be given to the Executive Officer for work related phone usage on her personal cellular phone.

**Item № 13 Adjournment**

**Minute Order 2012-15:** By order of the Chair, the meeting was adjourned at 10:08 a.m.

The next scheduled LAFCo meeting is a Special Meeting on April 16, 2012.



ATTEST:

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Terri Tuck  
Clerk to the Commission

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Olin Woods, Chair  
Local Agency Formation Commission  
County of Yolo, State of California