



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

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MEETING MINUTES

Madera County Government Center
Board of Supervisors' Chamber
205 West 4th Street
Madera, CA 93637

LAFCO Meeting
Wednesday, February 24, 2021
11:00 A.M.

1. CALL TO ORDER AND ROLL CALL

LAFCO Executive Officer David Braun called the meeting to order at 11:02 a.m. LAFCO Clerk Joann Zuniga conducted the meeting roll call.

Commissioners Present: Tom Wheeler, County Member
Waseem Ahmed, City Member (Chowchilla)
Robert Poythress, County Member
Jose Rodriguez, City Member (Madera)
Laura Young, Alternate Public Member At-Large

Commissioners Absent: None

Others Present: Dave Braun, Executive Officer
Doug Nelson, Legal Counsel
Joann Zuniga, Clerk

2. PLEDGE OF ALLEGIANCE

Recitation of the Pledge of Allegiance was led by Executive Officer David Braun.

3. SELECTION OF CHAIR AND CHAIR PRO TEM

Executive Director Dave Braun advised the Commission that it needed to select a Chair and Chair Pro Tem and reviewed the Policies, Guidelines, and Procedures that govern the selection process. Braun stated the selection should occur in January, or at the first meeting, in a given calendar year on a rotating basis. Based on this rotation (i.e., County, City, At Large, County, City), the selection of the 2021 Chair should be a County representative. Braun stated in this case, it would be either Tom Wheeler or Robert Poythress, both of whom

qualify for the position of Chair; and, further, the selection of Chair Pro Tem should be a City representative from either the City of Chowchilla (Waseem Ahmed) or City of Madera (Jose Rodriguez).

Commissioner Robert Poythress moved to select Commissioner Tom Wheeler as Chair and Commissioner Waseem Ahmed as Chair Pro Tem for the 2021 calendar year; Laura Young seconded the motion.

Vote: Yes - Poythress, Young, Wheeler, Ahmed
 No - None
 Absent - None
 Abstain - Rodriguez

The motion carried by a vote of 4–0 with one abstention. Tom Wheeler assumed the role of Chair and proceeded to chair the remainder of the meeting. Waseem Ahmed assumed the role of Chair Pro Tem.

4. PUBLIC COMMENTS

Chair Wheeler called for public comment. There were no comments from the public. Chair Wheeler closed the Public Comments period.

5. CONSENT CALENDAR

A. Minutes of the December 9, 2020, Meeting

Commissioner Ahmed moved to approve the December 9, 2020, meeting minutes, seconded by Commissioner Young; motion passed by a vote of 4 to 0, with Commissioner Rodriguez abstaining.

Vote: Yes - Ahmed, Young, Poythress, Wheeler
 No - None
 Absent - None
 Abstain - Rodriguez

The Consent Agenda was approved. The Meeting Minutes of December 9, 2020, were approved and filed as presented.

6. PUBLIC HEARING

**A. Selection of Consultant for Preparation of Municipal Service Review (MSR)
for Madera Cemetery District and Chowchilla Cemetery District**

**Recommendation: Selection of Precision Civil Engineering for the preparation
of the Municipal Service Review**

Staff Presentation

Executive Officer Dave Braun stated the Madera County LAFCO office received two responses to the Request for Proposal (RFP) for the preparation of a Municipal Service Review (MSR) for the Chowchilla Cemetery District and the Madera Cemetery District.

Dave Braun stated the engineering firms of QK and Precision Civil Engineering were the respondents. Braun stated both firms had capable staff to prepare the MSR; stated QK had greater experience preparing MSRs, whereas Precision Engineering was newer to the MSR process with some experience. Braun stated the cost proposal by QK Engineering to prepare the MSR was \$27,363; Precision Civil Engineering was \$11,700. Braun recommended the Commission select Precision Civil Engineering to prepare the MSR. Braun stated the cost proposal by QK Engineering would make it difficult to conduct a second MSR in 2021 within the LAFCO budget of \$40,000 for Municipal Service Reviews.

Commission Comments

Chair Wheeler stated he was familiar with QK Engineering and that QK had prepared MSRs for Madera County LAFCO in recent times; questioned QK's cost proposal to prepare the MSR since it was more than twice that of Precision Civil Engineering's quote. Chair Wheeler recommended Precision Civil Engineering be selected to prepare the MSR for the two cemetery districts because it was not a large, complex MSR, and the consulting fee was less than half that of QK Engineering.

Commissioner Rodriguez asked questions about Municipal Service Reviews. Dave Braun responded that State law requires periodic review of special districts and cities. Braun stated all special districts over the course of time would undergo review. Braun stated an MSR on the cemetery districts had not been prepared since 2008.

Chair Wheeler stated the Commission tried to accomplish MSR updates for special districts every five years. Commissioner Poythress stated it was a normal process to ensure proper management and oversight of a municipal service district and to create another layer of transparency. Commissioner Rodriguez asked did the cemetery districts receive funding from

the County. Chair Wheeler responded district funding came from those located within the district. Dave Braun stated the funding source was not a factor in determining if or when a MSR for a special district was prepared.

Public Comments

Chair Wheeler called for public comment. There were no comments from the public. Chair Wheeler closed the Public Comments period.

Commission Action

Commissioner Robert Poythress moved to select the firm of Precision Civil Engineering at an expenditure of \$11,700 to conduct the Municipal Service Review on the Chowchilla Cemetery District and the Madera Cemetery District; and further, to authorize Executive Officer Dave Braun to sign all necessary documents pertaining to this matter. Commissioner Laura Young seconded the motion.

Vote: Yes - Poythress, Young, Ahmed, Wheeler
 No - None
 Absent - None
 Abstain - Rodriguez

The motion passed by a vote of 4 to 0 with one abstention. The Commission directed the Executive Officer to contract with Precision Civil Engineering at a cost of \$11,700 to conduct the Municipal Service Review, and directed the Executive Officer to sign all necessary documents pertaining to this matter.

7. ACTION ITEMS

There were no action items.

8. COMMISSIONER REPORTS

Jose Rodriguez stated it was an honor to be a Commissioner representing the City of Madera and that the Commission made important decisions. Rodriguez stated he would be learning much from LAFCO meetings and looked forward to working with Dave Braun and fellow Commissioners.

Tom Wheeler thanked members of the Commission for voting him as Chair and that this was his second time; stated many matters go through LAFCO for consideration; asked Dave Braun to give Jose Rodriguez, the newest member on the Commission, information on LAFCO.

Chair Wheeler stated the need to get moving on the consolidation of Indian Lakes with Quartz Mountain Water District.

Chair Wheeler briefly discussed placing Laura Young on the Commission as its public member at-large in place of J. Carol Graham. Dave Braun responded that his office could not proceed without an official letter from J. Carol Graham.

9. EXECUTIVE OFFICER REPORTS

Executive Officer Braun stated the North Fork/Bass Lakes Municipal Service Review was still on hold. Braun stated he would plan to conduct a "LAFCO 101" overview at an upcoming meeting to benefit the Commission's newest members. At the March 24 meeting, Braun stated he would be presenting the proposed Fiscal Year 2021-2022 LAFCO budget.

10. ADJOURNMENT

Chair Wheeler adjourned the meeting to the next regularly scheduled meeting of March 24, 2021. The meeting adjourned at 11:40 a.m.

Submitted by:



LAFCO Executive Officer David E. Braun

Approval Date: _____ March 24, 2021 _____