



# LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

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ITEM #5

## DRAFT MINUTES

Madera County Government Center  
205 West 4th Street  
Madera, CA 93637

Regular LAFCO Meeting  
Wednesday, December 11, 2019  
3:00 p.m.

Commissioners Present: J. Carol Graham, Chairman, Public Member  
Andrew Medellin, Chair Pro Tem, City Member  
Max Rodriguez, County Member

Commissioners Absent: Tom Wheeler, County Member  
Waseem Ahmed, City Member

Others Present: Dave Braun, Executive Officer  
Doug Nelson, Legal Counsel  
Candie Fleming, Clerk to the Commission

1. Call to Order
2. Pledge of Allegiance
3. Public Comments

There were no comments from the public.

### CONSENT AGENDA

4. A. Minutes – Review and Approval of the August 28, 2019 Meeting  
B. Proposed 2020 Meeting Schedule (pulled for discussion)
  - A. Minutes – Review and Approval of the August 28, 2019 Meeting:  
Commissioner Medellin moved to approve the August 28, 2019, Minutes as presented and Commissioner Rodriguez seconded the motion. The motion carried with a vote of 3-0 with Commissioners Wheeler and Ahmed being absent.

B. Proposed 2020 Meeting Schedule

Executive Officer Braun reported that the Commission recently changed the start time for their meetings from 6:00 p.m. to 3:00 p.m. but staff is finding that some of the Commissioners have a conflict with the 4<sup>th</sup> Wednesday of the month at 3:00 p.m. Braun said the Commission could either change the meeting time back to 6:00 p.m. or look at other options.

Commissioner Medellin said the City of Madera has meetings scheduled for the first three Wednesdays of the month at 3:00 p.m. and sometimes the 4<sup>th</sup> Wednesday of the month at 3:00 p.m. and felt there were too many conflicts for LAFCo to hold its meetings at 3:00 p.m. Taking into account the numerous conflicts, Commissioner Medellin said he would support the Commission holding the meetings at 6:00 p.m. on the 4<sup>th</sup> Wednesday of the month, as in the past. Commissioner Medellin said it would also make it easier for the public to attend, if they wished and Commissioner Graham agreed.

Commissioner Medellin made a motion to keep the Commission's meetings on the 4<sup>th</sup> Wednesday of the month but change the time back to 6:00 p.m. Commissioner Rodriguez seconded the motion that carried on a vote of 3-0 with Commissioners Wheeler and Ahmed being absent.

**ACTION ITEM**

5. Consideration for Appointment of Alternate Public Member

Executive Officer Braun reported that the alternate public member's term expired in June of this year. Braun said that Laura Young has requested to remain on the Commission for another term; however, the Commission would need to reappoint her or direct staff to open the position to the public. Braun said the CKH says the public member cannot vote on either the public member or alternate public member. Braun asked LAFCo Counsel, Doug Nelson, if the two Commissioners present was sufficient to reappoint the alternate public member and Counsel Nelson said that it was.

Commissioner Medellin said that Alternate Commissioner Young has attended numerous meetings as well as a couple of workshops and felt she has done an amazing job and is well prepared to step in when needed. Commissioner Medellin made a motion to reappoint Laura Young as the Alternate Public Member for another four years. Commissioner Rodriguez seconded the motion which carried with Commissioner Graham abstaining and Commissioners Wheeler and Ahmed being absent.

## PUBLIC HEARING

### 6. Workshop: Schedule of Fees and Charges

Executive Officer Braun reported that this workshop was in response to the Commission's earlier request to do a study regarding the Commission's fees to see if they are appropriate. Braun said the CKH allows the Commission to charge fees to help offset the cities' and counties' cost to support LAFCOs. Braun said the last fee study was performed prior to 2004 or 2005 and since that time, the Commission has only increased their fees based on the Consumer Price Index (CPI). Braun said he surveyed other LAFCOs and did an estimate of what it would cost to process a standard annexation application. Braun said he found that coastal LAFCOs' fees were generally higher and mountain LAFCOs' fees were generally lower than Madera's fees. Braun said in looking at five valley LAFCOs' fees, he found that Fresno County's fees were much higher while Kern County's fees were much lower. Braun said that Kern County may have decided to just have their cities and county pay for most of their budget. Braun said that Madera's fees were in line with Tulare, Merced and Stanislaus Counties' fees and didn't feel Madera's fees were much out of line with the time spent on processing applications. However, Braun said that a couple of Madera's fees such as formations and incorporations were pretty low.

Commissioner Rodriguez asked Braun if he felt the Commission should keep the fees the way they are and Braun replied he felt they were about right except for those few exceptions. Braun explained that since Madera LAFCo's staff are only part-time without paid benefits, our costs are lower than most LAFCOs' fees with permanent staff.

Commissioner Medellin asked why the fees were such an odd amount and Braun said the fees were established several years ago and have increased every year based on the CPI. Commissioner Medellin recommended staff look at raising the fees for applications where LAFCo's costs are higher than its fees and bring a report back to the Commission in January, when all of the Commissioners were present. Staff was then directed to bring its recommendation for fee increases to the January meeting.

### 7. Commissioners' Reports

There were no reports from the Commission.

### 8. Executive Officer Report

- Bass Lake/North Fork MSR

Commissioner Graham asked if there were any mailings that need to go out prior to hearing the MSR. Braun said once the MSR is complete, staff will mail out individual notices to all the property owners in the area, which is what Commissioner Wheeler had wanted in the past. Braun asked the Commission where a good place to hold the meeting would be. The Commission felt more people would attend the meeting if it were held in Bass Lake.

Braun said that staff should be able to send out notices in January and have a meeting in February or March.

9. Adjournment

Commissioner Medellin moved to adjourn the meeting and the motion was seconded by Commissioner Rodriguez. The motion carried on a vote of 3-0 with Commissioners Wheeler and Ahmed being absent. The meeting adjourned at 3:28 p.m.