



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, May 26, 2021
11:00 A.M.

1. CALL TO ORDER AND ROLL CALL

Chair Tom Wheeler called the meeting to order at 11:18 a.m. and 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
Joann Zuniga, Clerk

2. PLEDGE OF ALLEGIANCE

Commissioner Robert Poythress led recitation of the Pledge of Allegiance.

3. PUBLIC COMMENTS

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

4. CONSENT CALENDAR

A. Review and Approve Meeting Minutes of March 24, 2021.

Commissioner Robert Poythress moved to approve the March 24, 2021, meeting minutes, seconded by Commissioner Jose Rodriguez. Motion passed by a vote of 5 to 0.

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

The Consent Calendar was approved. The March 24, 2021, meeting minutes were approved and filed as presented.

5. APPOINTMENT OF PUBLIC MEMBER AT-LARGE COMMISSIONER AND ALTERNATE PUBLIC MEMBER AT-LARGE COMMISSIONER

A. Commission consideration of applications for the positions of Public Member At-Large and Alternate Public Member At-Large to the Local Agency Formation Commission

Recommendation: Commission appointment of Public Member At-Large and Alternate Public Member At-Large

Staff Presentation

Executive Officer Dave Braun stated it was announced at the March 24, 2021, meeting that J. Carol Graham had submitted her resignation from the Commission effective March 18, 2021. Braun stated at the March meeting the Commission directed staff to initiate the recruitment process to appoint a new Public Member At-Large Commissioner. Braun stated the four seated Commissioners would be appointing the new member. On April 5, 2021, Alternate Public Member At-Large Laura Young submitted her application for the Public Member At-Large position. Braun stated Laura Young had been an Alternate Public Member At-Large Commissioner for 6 years and had attended almost all of the meetings during that time.

Dave Braun stated staff conducted recruitment for the Public Member and Alternate Public Member At-Large positions; stated a notice of the position openings was published in both the Sierra Star and The Madera Tribune newspapers. Braun stated at the end of the month-long recruitment process, applications were received from Susanne Waite, Mark Stamas, and Laura Young. Braun stated the applications were attached to the staff report. Braun recommended the Commission consider the three applicants and select a replacement to the Public Member and Alternate Public Member At-Large vacant positions.

The Commission interviewed each of the three candidates, then briefly discussed each candidate's qualifications. Commissioner Ahmed stated all three applicants were great candidates. Commissioner Rodriguez thanked the candidates for taking the time to be a part of the process. Commissioner Poythress stated he had no questions, the candidates had good responses to questions, and had given good reasons for wanting to serve on the Commission.

On motion by Commissioner Robert Poythress, second by Commissioner Waseem Ahmed, the Commission unanimously selected Laura Young to the position of Public Member At-Large. The motion passed by a vote of 4 to 0.

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

Commissioner Robert Poythress moved to appoint Mark Stamas to the Alternate Public Member At-Large position, second by Commissioner Waseem Ahmed. The motion passed by a vote of 4 to 0.

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

Braun announced that the two newest Commission members would assume their positions at the next regularly scheduled Commission meeting.

6. PUBLIC HEARING

A. **Selection of Consultant for Preparation of Municipal Service Review (MSR) for Madera County Mosquito and Vector Control District and Chowchilla Memorial Health Care District.**

Recommendation: Selection of Consultant for the preparation of the Municipal Service Review for Madera County Mosquito and Vector Control District and Chowchilla Memorial Health Care District.

Staff Presentation

Executive Officer Dave Braun stated the Madera County LAFCO office received three responses to the Request for Proposal (RFP) for the preparation of the Municipal Service

Review (MSR) for the Madera County Mosquito and Vector Control District and Chowchilla Memorial Health Care District.

Dave Braun stated an MSR on these two districts had not been prepared since 2008; stated the engineering firms of QK, Precision Civil Engineering, and Provost and Pritchard Consulting Group were the respondents. Braun stated all three firms had capable staff to prepare the Municipal Service Review. Dave Braun stated there was \$28,300 remaining in the \$40,000 allocated Fiscal Year 2020-2021 budget expenditure for the proposed MSR; all three bids were within \$28,300. Braun stated the cost proposal by QK to prepare the MSR was \$22,969, Precision Civil Engineering was \$14,500, and Provost and Pritchard Consulting Group was \$26,800. Braun stated the bid by Precision Civil Engineering of \$14,500 was the preferred bid by the MSR Review Committee.

The Commission briefly discussed each of the three consultants' bid proposals and the benefits each consultant offered in preparing the MSR. The Commission stated based on cost, Precision Civil Engineering was preferable; all bids came within budget and the Commission considered the cost factor versus other benefits each offered in preparing the MSR. The Commission proceeded to select Precision Civil Engineering at an expenditure of \$14,500 to prepare the MSR for the Madera County Mosquito and Vector Control District and Chowchilla Memorial Health Care District.

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 \$14,500 to conduct the Municipal Service Review for the Madera County Mosquito and Vector Control District and the Chowchilla Memorial Health Care District; and further, to authorize Executive Officer Dave Braun to sign all necessary documents pertaining to this matter. Commissioner Jose Rodriguez seconded the motion.

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

The motion passed by a vote of 5 to 0. The Commission directed the Executive Officer to contract with Precision Civil Engineering at a cost of \$14,500 to conduct the Municipal Service Review, and directed the Executive Officer to sign all necessary documents pertaining to this matter.

B. Consider approval of Fiscal Year 2021-2022 Budget/Schedule of Fees and Charges

Recommendation: Approve Budget/Schedule of Fees and charges for Fiscal Year 2021-2022

Staff Presentation

Executive Officer Dave Braun presented the Fiscal Year 2021-2022 LAFCO budget for Commission approval. Braun stated the proposed budget introduced in March was very similar to last year's budget--2020-2021; stated in the upcoming budget year telephone communication services would be increasing by \$560. Braun stated there was a budget carryover of approximately \$100,000 in the Operating Fund because of the less-than-normal workload activity, which was down in 2020-2021 due to COVID-19 pandemic. Braun stated there was a proposed reduction in the contributions from the cities of Madera and Chowchilla and County of Madera in the 2021-2022 budget due to the higher-than-expected carryover. Braun stated the total projected budget appropriations was \$136,474.00.

Dave Braun proposed a 1.4 percent increase in the fee schedule to keep pace with inflation. Braun stated the current application fee was proposed to increase from of \$2,559 to \$2,595, which would be an increase of \$36. Braun recommended approval of the final 2021-2022 fiscal year budget and approval of a proposed 1.4 percent increase in the fee schedule in accordance with the increase in the consumer price index.

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 approve the Fiscal Year 2021-2022 LAFCO Budget/Schedule of Fees and Charges, seconded by Commissioner Jose Rodriguez.

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

The motion passed by a vote of 5 to 0. The Commission adopted Fiscal Year 2021-2022 Budget/Schedule of Fees and Charges.

7. **COMMISSIONER REPORTS**

Commissioner Jose Rodriguez thanked the three candidates for applying to LAFCO for a seat on the Commission. Commissioner Ahmed appreciated the candidates' interest in the Commission, thanked Laura Young for doing such a good job on the Commission, and welcomed Mark Stamas to the Commission.

8. **EXECUTIVE OFFICER REPORTS**

A. **CALAFCO Quarterly Report**

Dave Braun stated the CALAFCO Quarterly Report was included in the agenda packet that was sent to the Commission. Braun stated the conference was held every year in October and that all Commissioners were welcome to attend; stated this year the conference would be held in Newport Beach, California, from October 6 to 8, 2021.

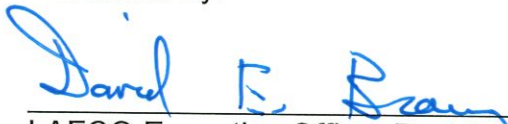
B. **Status report on North Fork and Bass Lake Areas Municipal Service Review and Sphere of Influence Update**

Dave Braun stated the North Fork-Bass Lake Municipal Service Review was ready to move forward at the Pines Resort on July 28, 2021; asked the Commission what their time preference would be to conduct the meeting. Chair Wheeler stated 3 p.m. would be a good time to convene the meeting at the Pines Resort in Bass Lake and the Commissioners concurred.

9. **ADJOURNMENT**

Chair Wheeler adjourned the meeting at 11:59 a.m.

Submitted by:



LAFCO Executive Officer David E. Braun

Approval Date: 7-28-2021