



# LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4<sup>th</sup> Street, Suite 3100, Madera, CA 93637  
[www.maderacounty.com/government/madera-lafco](http://www.maderacounty.com/government/madera-lafco)  
(559) 675-7821

---

## MEETING MINUTES

Madera County Government Center  
Board of Supervisors' Chamber  
200 West 4<sup>th</sup> Street, 1<sup>st</sup> Floor  
Madera, California 93637

LAFCO Special Meeting  
Wednesday, June 7, 2023  
11:00 A.M.

### 1. CALL TO ORDER

Chair Robert Poythress called the meeting to order at 11:03 a.m.

#### Roll Call

Roll call given by LAFCO Clerk Joann Zuniga.

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

Commissioners Absent: None

Others Present: Dave Braun, Executive Officer  
Joann Zuniga, LAFCO Clerk  
Regina Garza, Attorney at Law, LAFCO Legal Counsel  
Maria Rocha, Executive Assistant  
Aisha Mondol, Business Systems Analyst I

#### Pledge of Allegiance

Chair Robert Poythress led Recitation of the Pledge of Allegiance.

**2. PUBLIC COMMENT PERIOD**

Chair Robert Poythress called for public comment. There was none. The Chair closed the public comment period.

**3. CONSENT CALENDAR**

**Review and Approval of Meeting Minutes of February 22, 2023, and March 22, 2023.**

Commissioner Macaulay moved to approve the February 22, 2023, and March 22, 2023, meeting minutes, seconded by Commissioner Ahmed; motion passed by a vote of 5 to 0.

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

The Consent Calendar was approved. The February 22, 2023, and March 22, 2023, meeting minutes were approved and filed as presented.

**4. PUBLIC HEARING**

**A. Selection of Consultant for Preparation of Municipal Service Review (MSR) for the Greater Rio Mesa Area**

**Recommendation: Selection of Precision Civil Engineering for the preparation of the Municipal Service Review for the Greater Rio Mesa Area**

Staff Presentation

Executive Officer Dave Braun stated Madera LAFCO sent out a Request for Proposal for the preparation of a Municipal Service Review (MSR) and Sphere of Influence study for the Greater Rio Mesa Area located in southeast Madera County; stated the MSR covered the area north of the San Joaquin River; stated on the east side of Highway 41 the study area included the Riverstone Development and on the west side of Highway 41 the Tesoro Vejo Development.

Dave Braun stated respondents to the MSR Request for Proposal were QK Engineering, Precision Civil Engineering, and Provost and Pritchard Consulting Group; stated all three firms showed a good understanding of the task and general approach to completing the MSR; stated of the three firms, Provost and Pritchard Consulting Group had the most experience.

Dave Braun stated LAFCO designated \$40,000 in the FY 2023-2024 budget for outside consultants; stated the three MSR bids ranged from \$43,798 from QK Engineering, \$39,461 from Provost and Pritchard Consulting Group, and \$27,700 from Precision Civil Engineering; stated the review committee, which was comprised of LAFCO staff and representatives from County Planning and County Engineering, agreed that the low bid from Precision Engineering was the preferred option.

Dave Braun recommended the Commission approve Precision Civil Engineering to prepare the Municipal Service Review at the contract price of \$27,700 and that the Commission authorize the Executive Officer to sign all necessary documents.

Commissioner Macaulay clarified that the boundary of the MSR did not include Maintenance District 1 (MD-1), which was Hidden Lakes. Dave Braun responded that Commissioner Macaulay was correct, Maintenance District 1 was not included in the MSR study area.

The Chair open the hearing for public comment; there was no public comment. The Chair closed the hearing.

Commissioner Rodriguez moved to approve Precision Civil Engineering as the consultant to prepare the Municipal Service Review for the Greater Rio Mesa Area; motion seconded by Commissioner Ahmed; motion passed by a vote of 5 to 0.

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

The motion passed by a vote of 5 to 0.

## **B. Final Fiscal Year 2023-2024 Budget/Schedule of Fees and Charges**

### Staff Presentation

Dave Braun presented the Proposed Budget for Fiscal Year 2023-2024; stated the budget reflected a modest increase to the previous year's budget; stated the increases were (1) a cost-of-living adjustment to the CALAFCO membership dues; (2) a \$5,000 increase in the category of Outside Consultants to be used for the preparation of municipal service reviews; (3) a \$1,950 increase to Transportation and Travel to cover staff and the Commission who would be attending the 2023 CALAFCO Annual Conference; stated the proposed increases reflected the increased cost of doing business due to the current inflation; stated postage was reduced by \$500, from \$2,500 to \$2,000.

Dave Braun stated the budgetary changes resulted in a \$6,729 increase in the FY 2023-2024 budget as compared to the previous year's budget. Dave Braun stated the budget included a \$57,614 carryover in the Operating Fund; stated due to this carryover, the contributions to LAFCO in the FY 2023-2024 budget from the cities of Madera and Chowchilla and Madera County were reduced.

Dave Braun stated in previous years the Commission annually made small increases to the Fee Schedule to keep pace with inflation; stated the Consumer Price Index (CPI) was 6.4 percent through January 2023 and, therefore, staff was proposing an adjustment to the Fee Schedule; stated the basic application fee would be increasing from \$2,790 to \$2,969 in the FY 2023-2024 Budget year.

Dave Braun stated the budget reflected a modest increase in the overall operating budget; stated workload estimates were expected to be like previous years prior to the COVID pandemic and a normal level of applications anticipated in this year's budget.

Dave Braun recommended approval of the final budget for Fiscal Year 2023-2024 and approval of a 6.4 percent increase in the Fee Schedule in accordance with the Consumer Price Index (CPI).

Public Comments

Chair Poythress called for public comment. There were no comments. The public comment period was closed.

Commission Action

Upon motion by Commissioner Macaulay, seconded by Commissioner Rodriguez, it was moved to approve the budget for Fiscal Year 2023-2024 and the Schedule of Fees and Charges effective July 1, 2023.

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

The motion passed by a vote of 5 to 0.

**5.    COMMISSIONERS REPORTS**

No reports were given.

**6. EXECUTIVE OFFICER REPORTS**

David Braun polled the Commission to see whether or not the current meeting location, time, and day worked for them or if a change was needed; stated before COVID the Commission met in the Government Center on the third floor at 6 p.m. on the fourth Wednesday of the month; stated the meeting place, time, and date changed because of COVID; asked the Commission if the current meeting place, time, and date worked for them, or was a change needed.

The Commission responded that the meeting date, time, and place (fourth Wednesday of the month, 11 a.m., Supervisors' Chamber in the Government Center) was acceptable and recommended it continue that way. Commissioner Young was concerned that a future hearing date could possibly not accommodate the public's attendance. Dave Braun replied if there was a particular matter, the meeting could be moved to accommodate the public's attendance. Chair Poythress cited the Bass Lake-North Fork Municipal Service Review as an example where the meeting was moved to accommodate the public.

Legal Counsel Regina Garza stated the meeting date was not convenient for the Commission's County Alternate, who worked as a police officer on Wednesdays.

**7. ADJOURNMENT**

Chair Poythress adjourned the meeting at 11:30 a.m.

Submitted by:

\_\_\_\_\_  
LAFCO Executive Officer David E. Braun

Approval Date: \_\_\_\_\_