

## MINUTES OF THE LAFCO MEETING

January 13, 2011

The County of Imperial Local Agency Formation Commission (LAFCO) convened a regular meeting on Thursday, January 13, 2011, at 8:30 a.m. in the IID Board Chambers, 1285 Broadway, El Centro, California.

Commissioners present: Kelley, Snively, Edney, Ludwig, and Castillo.

Staff present: Executive Officer Heuberger, Legal Counsel Turner and Holbrook, Clerk Bruce.

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3. Approval of Minutes of December 16, 2010: Continued to the next meeting.

4. Approval of Consent Items:

A. Request approval to purchase an HP Server for independent functions.

Motion by Commissioner Snively and carried on the unanimous vote of all commissioners present to approve the purchase of an HP Server, as requested by the Executive Officer.

5. Public Comments:

Mr. Don Euhus of 198 W Aten Road, Imperial addressed the commission regarding IM 1-09. Mr. Euhus inquired as to what the status of the tax sharing agreement was for this project and what has delayed the recording of the annexation since it was approved by LAFCO in July 2010.

Mr. Heuberger stated that the project was originally approved in July of 2010. The signed tax sharing agreement was received from the County Clerk of the Board's office on January 12, 2011, but was sent back due to lack of execution date. LAFCO received the corrected agreement on January 12, 2011, the night before. Staff will prepare the package for recordation. Once recorded, the property is legally within city limits and the package can be sent to the State Board of Equalization.

Commissioner Snively stated that tax sharing agreements need to be worked on together by the County, LAFCO, and the cities as there are guidelines and all that is required is cooperation. He suggested that we should have a master tax plan in place, instead of individual plans with each city.

Mr. Heuberger suggested a LAFCO 101 refresher course be held for the Commission. An application cannot be processed by LAFCO unless a tax agreement is submitted within 60 days.

There was discussion between the Commission, County CEO- Ralph Cordova, and Executive Officer- Jurg Heuberger, in regards to who needs to "police" the LAFCO deadlines.

Mr. Cordova indicated the agreement was signed in July and he was not sure why it did not get to LAFCO until now, but would look into it.

6. Commissioner/Executive Officer Announcements:

Commissioner Kelley wanted to acknowledge and welcome Commissioner Castillo as the newest member of the LAFCO board.

ACTION DIRECTION ITEM(s)

7. Election of Officer(s) for 2011:
  - A. Motion made by Commissioner Snively and passed on the unanimous vote of all commissioners present to nominate Commissioner Kelley as Chairman for the year 2011.
  - B. Motion made by Commissioner Ludwig and passed on the unanimous vote of all commissioners present to nominate Commissioner Snively as Vice-Chairman for the year 2011.
8. Discussion/direction/adoption of Personnel Policies, Employee Guidelines and documents necessary for LAFCO employee benefit programs, including but not limited to insurance.

Mr. Heuberger informed the Commission of LAFCO's current status to become completely independent. A Request for Proposals (RFP) for outside legal counsel has been prepared and is ready to send out. Independent staff was supposed to have started the first of the year, but due to insurance/retirement issues, the process was delayed. The Court policies, as well as County policies, were used as a template for LAFCO policies. Currently contracted with Paychecks for one year for staff payroll. LAFCO would pay for the COBRA insurance that would cover the 90-day insurance lapse. LAFCO staff approved were an accountant/analyst and a clerk as LAFCO has never had its own employees.

Mr. Heuberger went over some specific edits that will need to be made to the policy manual prior to approval. Commissioner Castillo requested to continue the item to the following meeting.

County CEO, Ralph Cordova, expressed his agreements/concerns in regards to LAFCO's separation from the County.

Commissioner Edney suggested continuing the item to the next LAFCO meeting so that details could be further discussed. Mr Cordova agreed.

Commissioner Kelley inquired as to the anticipated costs of the RFP for LAFCO Legal Council. Mr. Heuberger updated the commission on the status of the RFP for legal services. It still needs to be sent to prospective attorneys.

Commissioner Ludwig commented on what a great enhancement LAFCO is to the County.

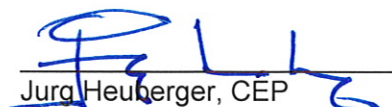
Mr. Heuberger announced that he and Commissioner Edney would be attending the CCL Strategic Planning Meeting to be held January 20<sup>th</sup> & 21<sup>st</sup>.

Mr. Heuberger informed the Commission of some tenant issues in the LAFCO building.

9. No Public Hearing Items.
10. No Executive Session Items.
11. Adjournment

The meeting adjourned at 10:00 a.m.

Mike Kelley, Chairman

  
Jurg Heuberger, CEP  
Executive Officer to LAFCO