



Local Agency Formation Commission  
for the County of Los Angeles

Commission  
Jerry Gladbach  
Chair

Richard H. Close  
Donald L. Dear  
Margaret Finlay  
Tom LaBonge  
Gloria Molina  
Henri F. Pellissier  
David Spence  
Zev Yaroslavsky

Alternate  
Lori Brogin  
Lillian Kawasaki  
Don Knabe  
Paul Krekorian  
Gerard McCallum  
Judith Mitchell

Staff:  
Paul A. Novak, AICP  
Executive Officer

June D. Savala  
Deputy  
Executive Officer

Amber De La Torre  
Doug Dorado  
Alisha O'Brien  
Sera Wirth

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## MINUTES OF THE LOCAL AGENCY

### FORMATION COMMISSION FOR LOS ANGELES COUNTY

March 14, 2012

#### Present:

Jerry Gladbach, Chair

Richard Close  
Donald L. Dear  
Margaret Finlay  
Tom LaBonge  
David Spence  
Zev Yaroslavsky

Lori Brogin, Alternate  
Don Knabe, Alternate  
Gerard McCallum, Alternate

Paul A. Novak, AICP; Executive Officer  
Tom Faughnan, Legal Counsel

#### Absent:

Gloria Molina  
Henri F. Pellissier

Lillian Kawasaki, Alternate  
Paul Krekorian, Alternate  
Judy Mitchell, Alternate

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The meeting was called to order at 9:00 a.m., in Room 381-B of the County Hall of Administration.

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The Pledge of Allegiance was led by Chair Jerry Gladbach.

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The Executive Officer read an announcement, asking that persons who made a contribution of more than \$250 to any member of the Commission during the preceding 12 months to come forward and state for the record the Commissioner to whom such contributions were made and the item of their involvement (None).

4

The following item was called up for consideration:

Hearing on Los Angeles County Sanitation District No. 14 Annexation No. 352.

The public hearing was opened to receive testimony. There being no testimony, the public hearing was closed.

On motion of Commissioner Finlay, seconded by Commissioner Dear, unanimously carried (Commissioners Molina and Pellissier being absent), the Commission took the following action:

- Adopted Resolution No. 2012-07RMD Making Determinations Approving Los Angeles County Sanitation District No. 14- Annexation No. 352.
- Set May 9, 2012 for Commission protest proceedings.

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On motion of Commissioner Knabe, seconded by Commissioner Finlay, unanimously carried, (Commissioners Molina and Pellissier being absent) the Commission took the following actions under Consent Items:

- Approved Los Angeles County Sanitation District No. 14 – Annexation No. 401, Resolution No. 2012-08RMD.
- Approved Los Angeles County Sanitation District No. 15 – Annexation No. 282, Resolution No. 2012-09RMD.
- Approved Los Angeles County Sanitation District No. 20 – Annexation No. 96, Resolution No. 2012-10RMD.
- Approved Los Angeles County Sanitation District No. 22 – Annexation No. 388, Resolution No. 2012-11RMD.
- Approved Santa Clarita Valley Sanitation District of Los Angeles County – Annexation No. 1010, Resolution No. 2012-12RMD.
- Approved Minutes of February 8, 2012;
- Approved Operating Account and Check Register for the month of February 2012; and
- Received and filed update on pending applications.

[Commissioner McCallum and Commissioner LaBonge in at 9:06 a.m.]

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The following item was called up as an informational item:

Discussion of policy concerning authorization to sign checks.

The Executive Officer stated this item was put on today's agenda for discussion and to solicit input from commissioners. Pending outcome of the discussion, this item will be placed on the April 11<sup>th</sup> agenda as a policy recommended for adoption.

EO stated in the current policy, all checks require two signatures, one of which must be an officer of the commission. The Commission has authorized the following individuals to sign checks: officers of the Commission (Chair, First Vice-Chair and Second Vice-Chair) as well as the Executive Officer and Deputy Executive Officer.

Staff is recommending a system whereby the Commission would delegate some of its check signing authority, to the Executive Officer and Deputy Executive Officer, for checks below \$5,000.00, with the following controls:

- For checks of \$5,000.00 or more, two signatures shall be required, at least one of which shall be an officer of the Commission;

- For checks in excess of \$500.00, but less than \$5,000.00, two signatures shall be required;
- For two or more checks to a single payee totaling in excess of \$5,000.00, in one calendar month, two signatures shall be required, at least one of which shall be an officer of the Commission;
- For checks of \$500.00 or less, one signature shall be required;
- All checks signed in any given month shall be reported on the next available LAFCO agenda under the "Operating Account and Check Register" item; and
- Individuals shall not be a signatory for a check to which he or she is the payee (i.e., reimbursement checks for expenses incurred).

The \$500 threshold for a single signature is largely intended to cover reimbursement checks to commissioners and staff—since these are out-of-pocket expenses already incurred, staff would like to insure reimbursement as early as possible. This change in policy would be particularly helpful in those instances where the EO or Deputy EO is unavailable.

The "under \$5,000" threshold for two signatures will cover most LAFCO expenses, and the draft policy includes necessary controls. All expenses are documented and presented to the Commission monthly in the "operating account and check register" item on the Commission's agenda, which shows all expenses in the previous calendar month. Further, the policy prohibits staff from signing 2 or more checks totaling more than \$5,000 to any one payee in any calendar month.

Expenses of \$5,000 or more include rent—which is an anticipated, recurring cost—some insurance costs, and payments to contractors (i.e., consultants working on incorporations and MSRs). Staff would continue to do its best to anticipate such expenses and work within the monthly Commission meeting schedule to obtain Commission officer signature and to avoid any unnecessary delays in payments to vendors.

The Commission directed staff to agendize for the April 11<sup>th</sup> Commission meeting an item to adopt the new Check-Signing Policy.

7

The following item was called up for consideration:

East Los Angeles Incorporation Status Report

The Executive Officer stated reconsideration period ended on Friday, March 9<sup>th</sup> at 4:30 p.m. with no request received.

The Executive Officer thanked the entire commission, LAFCO Staff, especially Sera Wirth, Richard Berkson, John Krattli and Tom Faughnan, Cityhood proponents, Dorothea Parks, Capt. Henri Romero and Lieut. Michael Irving at the Sheriff's Department, State Controller John Chiang and staff, and the Eastside Sun (Eastern Media Group) for its media coverage. The EO further stated that action on the ELA incorporation is final.

Commissioner Gladbach thanked Paul Novak and staff for the great work.

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Commissioner's Report

No report(s).

9

Executive Officer's Report

The EO had two items to report. He stated that GST Consultants and LAFCO staff are hosting a community meeting in Santa Clarita on March 20 at 6:30 p.m. concerning our draft Municipal Services Review for the City of Santa Clarita. The notice and draft MSR are posted on LAFCO's website as well as the City's website, and stated this item will be on the April 11<sup>th</sup> Commission agenda.

Second item to report is County Counsel changes the E.O. asked Tom Faughnan, County Counsel to explain the changes. Tom Faughnan explained John Krattli has been appointed as Acting County Counsel and due to those duties will no longer be actively involved in advising LAFCO, further stated he has been assigned as division chief of the public works division and in light of those duties, we have assigned two additional attorneys to LAFCO, both are from the public works division, Helen Parker and Bob Cartwright.

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Future Meetings:

April 11, 2012

May 9, 2012

June 13, 2012

July 11, 2012

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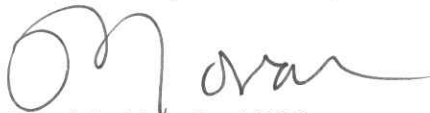
Future Agenda Items:

None.

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On motion of Commissioner Dear, seconded by Commissioner Finlay, unanimously carried, (Commissioners Molina and Commissioner Pellissier being absent) the meeting was adjourned at 9:18 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. Novak", written over a horizontal line.

Paul A. Novak, AICP  
Executive Officer