ALAMEDA LOCAL AGENCY FORMATION COMMISSION

MINUTES OF SPECIAL MEETING

December 19, 2017

Castro Valley Sanitary District, 21040 Marshall Street, Castro Valley

1. **Call to Order and Pledge of Allegiance**
   Chair Wieskamp called the meeting to order at 4:55 p.m.

2. **Roll Call**
   Roll was called. A quorum was present of the following commissioners:
   - **County Members:** Nate Miley
   - **Special District Members:** Ayn Wieskamp, Ralph Johnson and alternate Georgean Vonheeder-Leopold
   - **Public Members:** Sblend Sblendorio
   - **Not Present:** Scott Haggerty, County member; Wilma Chan, alternate County member; John Marchand and Jerry Thorne, City members; David Haubert, alternate City member; Tom Pico, alternate Public member
   - **Staff present:** Mona Palacios, Executive Officer; Theresa Rude, Analyst; Andrew Massey, Legal Counsel; Sandy Hou, Clerk

3. **Public Comment**
   No members of the public offered comments on matters not listed on the agenda.

4. **Transition in Alameda LAFCo’s Executive Leadership**
   Chair Wieskamp provided introductory comments concerning the purpose of the meeting, which she had requested be scheduled in order to allow the Commission to discuss both short-term and long-term plans for LAFCo’s executive leadership transition, given the resignation of the current Executive Officer, Mona Palacios, whose last day would be February 2, 2018. She noted that the good news was that Executive Officer Palacios was accepting a position with the East Bay Regional Park District, and the bad news was that Alameda LAFCo would be losing Mona as its very competent executive officer.

   Executive Officer Palacios, after explaining that leaving the Commission had been personally a difficult decision as she had truly enjoyed her time with LAFCo, stressed that the meeting today was an opportunity for the Commissioners to discuss what is important to them in the Executive Officer position. She pointed out that a representative of the County, Joni Pattillo, Special Assistant to County Administrator Susan Muranishi, was present to discuss the matter with the Commission since the County provides staffing for LAFCo per the Memorandum of Understanding between LAFCo and Alameda County.

   Ms. Pattillo then addressed the Commission, noting that this was an informal initial discussion concerning providing executive leadership to the Commission. She informed the Commission that County Administrator Muranishi was assigning Ms. Pattillo to be the Interim Executive Officer while efforts were made to secure a permanent Executive Officer. She wished to assure the Commission that she would be having discussions with them over time about what is important to them in the Executive Officer position.

   A discussion ensued covering various matters related to short-term and long-term executive leadership needs. Following are some highlights of the discussion:
   - In response to Commissioner Johnson’s inquiry if she would be part-time or full-time as Interim Executive Officer, Ms. Pattillo responded that she would focus on making sure LAFCo’s needs are met, that Mona would be available for consultation and that Chris Bazar, the Community Development Director for Alameda County, would lend any needed assistance, and that other LAFCo staff (part-time Analyst Theresa Rude and long-time Clerk Sandy Hou) as well would be helpful in the transition.
Executive Officer Palacios responded to Commissioner Miley’s inquiry of what are pending items for the Commission, noting: a current application as well as two more expected soon; an RFP for conducting a service review of water, wastewater, flood control, and storm water services; per the Commission’s recent strategic planning priorities, a study of unincorporated areas; and a public member recruitment.

In response to Commissioner Miley’s question concerning additional activities that she participates in as Executive Officer, Ms. Palacios noted that she attends Special District Association Meetings, occasionally City Mayors Conferences, gives presentations on LAFCo, volunteers for CALAFCO (statewide association of LAFCos) – serving on the Legislative Committee and assisting with planning the annual conference and workshops. Commissioner Miley pointed out that she also attends/facilitates community meetings.

There was discussion about the issue of LAFCo possibly deciding to become independent of the County when the current MOU expires in 2019. It was noted that the Commission had identified LAFCo independence as an item to be looked into, with the thought to have a special study conducted to inform the Commission of the the range of possible administrative structures. Ms. Pattillo stressed that the Commission deciding to become independent would impact how the County fills the Executive Officer vacancy, so it would be important to conduct such a study in a timely manner. Ms. Palacios noted that consultant Richard Berkson might be a possibility, as he had conducted the Commission’s recent special study of the Eden Township Healthcare District.

After it being noted that the Bay Area Executive Officers, as well as CALAFCO Executive Director and other LAFCo professionals could be a helpful resource for her as she provides interim leadership, Ms. Pattillo requested that Ms. Palacios write a memo to these colleagues, introducing her as the Interim EO.

Executive Officer Palacios noted that Alameda LAFCO does not have a job description for the Executive Officer and referenced the collection of job descriptions from other LAFCOs that were provided with the staff report. Commissioner Sbendorio emphasized that the Commission should have a job description for its Executive Officer. Commissioner Vonheeder-Leopold pointed out that the Commission’s Policy & Budget Committee could look at that. Ms. Pattillo indicated that she would do the groundwork on that to provide something for the committee to consider.

Ms. Pattillo clarified that she would become Interim Executive Officer after January 12, 2018, which is the last day that Ms. Palacios will be in the office as she plans to take some time off between jobs.

The discussion concluded with the LAFCo Counsel advising the Commission to agendize the appointment of an interim executive officer on the Commission’s January 11, 2018 agenda.

5. **Adjournment of Meeting**

The meeting was adjourned at 5:40 p.m.

6. **Next Regular Meeting of the Commission**

Thursday, January 11, 2018, 2:00 pm at the usual location - Dublin San Ramon Services District board room in Dublin.

Respectfully submitted,

Sandy Hou, Commission Clerk

These minutes were approved by the Commission on January 11, 2018.

Attest:

Joni Pattillo, LAFCo Interim Executive Officer