

SONOMA LOCAL AGENCY FORMATION COMMISSION

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Staff Report

Meeting Date: April 2, 2025

Agenda No. Item No. 5.3

Agenda Item Title: Appointment of Ad Hoc Committee: Public Member and Public Member Alternate Position

Proposal: Staff requests that the Commission appoint an Ad Hoc Committee to interview applicants and recommend, for the Commission's consideration, candidate(s) for the Public Member position, and if needed the Alternate Public member position.

Environmental Determination: Not a project under CEQA

Staff Contact: Mark Bramfitt

ANALYSIS

Background

At the March 2025 meeting, long-standing Commissioner Jean Kapolchok resigned from the position of Public Member effective upon that date. The term of her appointment was scheduled to end in May 2026.

Commission Policy

Commission policy regarding the recruitment and selection of a Public Member/ Alternate Public Member states:

For the purposes of this policy, a vacancy is a position or office that is unfilled or unoccupied. A vacancy occurs if a commissioner resigns or otherwise leaves office during his or her term....

Vacancies in the position of public member/alternate:

- (1) Unless the vacancy is announced at a Commission meeting, the Executive Officer shall notify Commissioners of the vacancy as soon as possible after notice is provided.*
- (2) The Executive Officer shall place on the next Commission agenda consideration of filling the vacancy.*
- (3) The Commission shall direct staff to give notice of the vacancy to the clerk or secretary of the legislative body of each local agency within the county. The Executive Officer shall provide notice to at least one newspaper of general circulation and to community and other organizations, as is deemed appropriate. The Executive Officer shall also cause notice to be posted outside the Commission's office and on the Commission's website.*
- (4) The Executive Officer shall, unless otherwise directed by the Commission, establish an application period of 30 days from the date of the posting of the notice, for acceptance of applications. The Executive Officer shall review all applications received within the established time period, for completeness. The alternate public member may apply for the position of public member by submitting an application.*
- (5) The Commission shall appoint an ad hoc subcommittee consisting of one regular county member, one regular city member, and one regular independent special district member. The Commission, at its discretion, may appoint an alternate county, city, or special district member, in lieu of appointing a regular member. The ad hoc subcommittee shall screen applications, interview applicants, and make a recommendation to the Commission. In selecting a candidate, the ad hoc*

subcommittee shall consider the applicant's qualifications as described in his or her application and the reasons he or she wishes to serve as a member of the Commission.

- (6) *The ad hoc subcommittee shall present its findings and recommendation at a regular Commission meeting.*
- (7) *After considering the ad hoc subcommittee's recommendation, the Commission may appoint the recommended candidate or refer the matter to the ad hoc subcommittee for further review and recommendation. The Commission shall not fill the vacancy prior to the end of the application period.*
- (8) *The public member may participate as a commissioner as soon as he or she has been qualified.*
- (9) *Until the public member is selected and qualified, the alternate public member shall serve on the Commission."*

Recruitment

Staff will initiate a recruitment process, circulating information about the position to the County, cities, independent districts, libraries, and community groups. The deadline for receipt of applications will be set on or around May 7th, leaving the ad hoc committee with ample time to determine recommendation prior to the Commission's June meeting.

RECOMMENDATION

In accordance with the Commission's policy, staff recommends that the Commission appoint an Ad Hoc Committee to interview applicants and recommend a candidate or candidates for the position(s) to the full Commission. Staff further recommends that the Committee be comprised of three members, to represent the County, cities, and special districts.

ALTERNATIVE TO THE RECOMMENDATION

None.

ATTACHMENTS

None