



Approved: March 4, 2009  
Attested by: Cynthia Olson  
Clerk

**Policy Committee Meeting Minutes  
Wednesday, October 1, 2008**

County Administrator's Office Conference Room  
575 Administration Drive Santa Rosa, CA 95403

**COMMISSIONERS/ALTERNATE COMMISSIONERS**

**STAFF**

Present Jean Kapolchok, Chair  
Present Mike Kerns  
Present Mark Bramfitt  
Present Mark Ihde, Alternate  
Present Valerie Brown, Alternate

Present Rich Bottarini, Executive Officer  
Present Carole Cooper, Assistant Ex. Officer  
Present Cynthia Olson, Clerk

1. **CALL TO ORDER** – The meeting was called to order at 12:10 p.m.
2. **APPROVAL OF MINUTES OF MEETINGS:** The minutes of the September 10, 2008 meeting were unanimously approved.
3. **GENERAL PUBLIC COMMENT:** None
4. **POLICY REGARDING SPHERES OF INFLUENCE: CITIES:** Staff summarized the staff report and recommended that the Committee review and consider the proposed policy for determining whether territory would be within a city's sphere of influence and give direction to staff regarding next steps. After discussion, the Committee directed staff to send the draft policy to the various cities for comment and report to the Committee for further discussion at its next meeting.
5. **MANAGEMENT STUDY:** Staff summarized the Profile, Best Management Practices and Survey chapters of the Management Study and responded to Committee members' questions during general discussion.
6. **OUTSIDE SERVICE AREA AGREEMENTS (OSAAs) FOR INDIVIDUAL PARCELS WITHIN A CITY USB AND SOI** – Staff summarized the staff report and introduced Paul Wade, City Engineer, from the City of Cloverdale. Mr. Wade presented a request from the City for approval of an OSAA, not annexation, for a parcel contiguous to the City boundaries and within the City USB and SOI. The Committee discussed the matter and directed staff to prepare a draft policy stating that parcels within a city USB and SOI and contiguous to city boundaries be annexed to the city. Further, the Committee recommended that, in cases of an emergency or threat to public health or safety, the city could apply to LAFCO to provide services via an OSAA, provided that an application for reorganization and the appropriate fees are submitted to LAFCO prior to authorization of an OSAA. Staff was directed to send a copy of the policy to the cities for comment and report to the Committee at its next meeting.
7. **CONFIRM MEETING:** Wednesday, November 5, 2008, at 12:00 P.M.
8. **ADJOURNMENT:** The meeting was adjourned at 1:50 P.M.