

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482
Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

CHAIR

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

Dan Hamburg
County Board
of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Elizabeth Salomone

Counsel

Scott Browne

Regular Meetings

First Monday
of each month
at 9:00 AM
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

A G E N D A

Regular Meeting of Monday, December 5, 2016 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website.

Call to Order and Roll Call

PUBLIC EXPRESSION

1. The Commission welcomes participation in the LAFCo meeting. Any person may address the Commission on any subject within the jurisdiction of LAFCo which is not on the agenda. There is a three minute limit and no action will be taken at this meeting. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting.

CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial, and will be acted on by the Commission in a single action without discussion, unless a request is made by a Commissioner or a member of the public for discussion or separate action.

2. Approval of the November 7, 2016 Regular Meeting Summary Minutes
3. Approval of the November 2016 Claims
4. Acceptance of the Monthly Financial Report
5. Acceptance of the 2017 Meeting Schedule

WORKSHOPS

Workshops are scheduled for Commission review of draft reports prior to noticing for hearing. Questions and comments from the Commission, participating agencies, and members of the public are welcome. Documents are available for review at www.mendolafco.org.

6. Russian River Cemetery District Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update

Staff presentation and Commission discussion of the Russian River Cemetery District Draft MSR and SOI.

MATTERS FOR DISCUSSION & POSSIBLE ACTION

The following discussion and business items are for review and possible action by the Commission. Questions and comments from the Commission, participating agencies, and members of the public are welcome.

7. 2017 Office Space Lease Agreement
Report from Chair Ward on communication with Ukiah Valley Conference Center staff regarding the proposed rate increase. Commission discussion and possible approval of the 2017 Office Space Lease Agreement.

INFORMATION/REPORT ITEMS

The following informational items are to report on current commission activities, communications, studies, legislation, and special projects. General direction to staff for future action may be provided by the Commission.

8. Status of Applications, Future Projects, MSR and SOI Updates (Written)
9. Correspondence (listed below, copies available upon request from Clerk)
 - CALAFCO
“Thank you for allowing some of your members/staff to attend the CALAFCO 2016 annual conference.”
10. Executive Officer’s Report (Verbal)
 - 2017 City and County Representative Appointments and Selection of Officers
11. Committee Reports (Verbal)
 - Executive Committee: November 7, 2016
12. Commissioner Reports, Comments or Questions (Verbal)
 - Upper Russian River Water Agency (JPA) Update ~ No update, meeting December 7, 2016
13. Legislation Report

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, January 9, 2017 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Notes: Participation on LAFCo Matters

All persons are invited to testify and submit written comments to the Commission on public hearing items. Any challenge to a LAFCo action in Court may be limited to issues raised at a public hearing or submitted as written comments prior to the close of the public hearing.

Americans with Disabilities Act (ADA) Compliance: If you are a disabled person and need a disability-related modification or accommodation to participate in a meeting, please contact the LAFCo office at 707-463-4470, by e-mail to eo@mendolafco.org, or by FAX to 707-462-2088. Requests must be made as early as possible, and at least two full business days prior to the meeting.

Fair Political Practice Commission (FPPC) Notice: State Law requires that a participant in LAFCo proceedings who has a financial interest in a Commission decision, and who has made a campaign contribution of more than \$250 to any Commissioner in the past 12-months, must disclose the contribution. If you are affected, please notify the Commission prior to the agenda item.

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Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Counsel
Scott Browne

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of each month
at 9:00 AM
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

Agenda Item No. 2

MINUTES

LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, November 7, 2016

County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California

Call to Order

Chair Ward called the meeting to order at 9:05am.

Roll Call

Members Present:

Commissioners Carre Brown, Holly Madrigal (arrived at 9:07), Theresa McNerlin, Tony Orth, and Jerry Ward

Members Absent:

Commissioners Doug Hammerstrom and John McCowen

Alternate Members Present:

Commissioners Kevin Doble, Dan Hamburg, Angela Silver, and Carol Rosenberg

Alternate Members Absent:

None

Staff Present:

Uma Hinman, Executive Officer
Larkyn Feiler, Analyst

Alternate Commissioner Hamburg immediately took seat as County Representative and Commissioner Doble immediately took seat as City Representative.

Note: The building was evacuated due to a fire drill at 9:10am. The meeting continued at approximately 9:30am.

SPECIAL DISTRICT ELECTION RESULTS

Chair Ward announced Tony Orth will continue to represent Special Districts as Commissioner. Commissioner Orth was the sole nominee in the recent election process and his next 4 year term begins January 2017.

PUBLIC EXPRESSION

1. The Commission heard comments from members of the public. Julie Bawcom, a constituent of the Ukiah Valley Sanitation District addressed the Commission regarding the District filing a lawsuit against the City of Ukiah. The speaker shared concern over the amount of money spent by the District, transparency to the public, and the District Board's representing the constituents ethically. She asked "for someone to step in to stop the direction the Sanitation Board is currently going because it is not best representing its constituents or the environment."

A second constituent, Lois Ericksen, spoke in support of the comments made by Ms. Bawcom, noting the impact of the expensive law suit to the community at large.

CONSENT CALENDAR

2. Approval of the September 12, 2016 Regular Meeting Summary Minutes
3. Approval of the September 2016 Claims
4. Approval of the October 2016 Claims
5. Acceptance of the Monthly Financial Report (Including Quarterly Report)
6. 2017 Office Space Lease Agreement

Chair Ward noted one correction on Item 2 (Approval of the September 12, 2016 Regular Meeting Summary Minutes) and pulled Item 3 (Approval of the September 2016 Claims) and Item 6 (2017 Office Space Lease Agreement) for further discussion. Corrections to the Application Tracking were noted. Discussion was held regarding cost recovery in outstanding amounts due by applicants. The Commission directed the Policy and Procedures Committee to work with staff to develop draft policies and procedures to address application cost recovery.

October 2016 claims totaling \$15,410.00

Uma Hinman Consulting, incl Cem Dist Contract:	\$5,234.66
Ukiah Valley Conf Ctr:	\$471.30
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$1,751.78
Board of Equalization	\$7,452.37

Upon motion by Commissioner Madrigal and second by Commissioner Hamburg, Item 2 Approval of the September 12, 2016 Regular Meeting Summary Minutes with the addition of "*Alternate Commissioner Doble immediately took seat as City Representative,*" Item 4 (Approval of the October 2016 Claims), and Item 5 (Acceptance of the Monthly Financial Report Including Quarterly Report) were approved by roll call vote:

Ayes: (7) Brown, Doble, Hamburg, Madrigal, McNerlin, Orth, and Ward
Absent: (2) Hammerstrom, McCowen

Item 3, Approval of the September 2016 Claims

Upon motion by Commissioner Madrigal and second by Commissioner Brown, Item 3 September 2016 Claims was approved by roll call vote:

Ayes: (7) Brown, Doble, Hamburg, Madrigal, McNerlin, Orth, and Ward
Absent: (2) Hammerstrom, McCowen

September 2016 claims totaling \$10,564.78

Uma Hinman Consulting, incl Cem Dist Contract:	\$7,221.63
Ukiah Valley Conf Ctr:	\$440.75
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$232.40
Planwest Partners	\$2,170.00

Item 6, 2017 Office Space Lease Agreement

Commission discussed the proposed rate increase and directed Chair Ward to discuss with Ukiah Valley Conference Center staff and bring the lease agreement back in the December Regular meeting.

PRESENTATION AND DISCUSSION

7. Population Statistics and Methodology

EO Hinman and Analyst Feiler presented a summary of population statistics for Mendocino County and a methodology for determining population estimates and projections for upcoming SOI studies and MSRs. Comments and questions were offered by Commissioner Orth and Ward.

MATTERS FOR DISCUSSION/POSSIBLE ACTION

8. Draft Financial Policy

Chair Ward presented the proposed policy allowing the Chair or Executive Officer to approve and pay claims between meetings, as recommended by LAFCo legal counsel.

Upon motion by Commissioner Madrigal and second by Commissioner Hamburg, Resolution No. 16-17-02 Financial Policies Authorizing the Executive Officer to Perform Specific Duties was approved by roll call vote:

Ayes: (7) Brown, Doble, Hamburg, Madrigal, McNerlin, Orth, and Ward
Absent: (2) Hammerstrom, McCowen

9. Hastings Frontage Road Ad Hoc Committee Report and Counsel Opinion

EO Hinman noted the Ad Hoc meeting met November 2nd, 2016 to discuss the legal opinion on the incorrect map filed with the Certificate of Completion of the 1982 Hastings Frontage Road annexation from the County to the City of Ukiah. Commissioner Brown reported the Ad Hoc Committee unanimously supported the public release of the LAFCo legal counsel opinion.

Upon motion by Commissioner Orth and second by Commissioner McNerlin, public release of the legal opinion by LAFCo legal counsel dated September 26, 2016 regarding 1982 Hastings Frontage Road annexation was approved by roll call vote:

Ayes: (7) Brown, Doble, Hamburg, Madrigal, McNerlin, Orth, and Ward
Absent: (2) Hammerstrom, McCowen

Chair Ward called a short break at 9:45am.

Mel Grandi, City of Ukiah Electric Department, thanked the Ad Hoc Committee members and the Commission.

As per the Ad Hoc Committee recommendation and for reasons stated in the legal opinion, LAFCo will take no further action at this time and jurisdictional responsibility for the portion of the roadway in question will be considered if and when a subsequent application for reorganization is submitted in the immediate vicinity of the roadway in question.

The Commission directed the Policy and Procedures Committee to work with staff to develop draft policies and procedures to insure that all required conditions of the LAFCo actions are complied with and report back to the Commission for discussion and possible adoption.

Upon motion by Commissioner Orth and second by Commissioner Brown, Commission direction to staff to prepare a letter to the parties involved with the findings of LAFCo on the 1982 Hastings Frontage Road annexation from the County to the City of Ukiah was approved unanimously as follows:

Ayes: (7) Brown, Doble, Hamburg, Madrigal, McNerlin, Orth, and Ward
Absent: (2) Hammerstrom, McCowen

The Commission directed staff to prepare a summary memo for Commissioners.

INFORMATION/ REPORT ITEMS

10. Status of Applications, Future Projects, MSR and SOI Updates

EO Hinman presented the staff report. Comments and questions were offered by Commissioners Doble, Ward, Orth, and Madrigal. Procedures for project finalization were discussed.

11. Correspondence

EO Hinman reviewed.

12. Executive Officer's Report:

EO Hinman provided a verbal update.

- CALAFCO Conference: Reviewed website, white papers in progress, mapping of Disadvantaged Unincorporated Communities (DUCs.)

13. Committee Reports

Executive Committee: Meeting scheduled to follow the Regular meeting.

14. Commissioners Reports, Comments or Questions

Commissioner Rosenberg: Reported on CALAFCO Conference workshops, including water issues, EB8 implementation of Prop 18, and CEQA issues.

Commissioner Silver: Reported on CALAFCO Conference workshops, including water issues, DUCs, special district advisory board, Prop 1 funding, Sustainable Groundwater Management Act (SGMA), and further education for staff, Commissioners, and special districts. Comments and questions were offered on SGMA by Commissioners Brown, Doble, and Orth.

Commissioner Brown: Reported on cap and trade funding/air quality qualification regulations. Comments and questions were offered by Commissioners Rosenberg, Orth, Ward, and EO Hinman.

Commissioner Orth: Reported the City of Willits and Brooktrails Township CSD entered into a joint use agreement for sewer system.

Commissioner Madrigal: Reported the Willits Bypass is now open.

Upper Russian River Water Agency (JPA) Update by Commissioner Silver: JPA Board met November 2, 2016 and discussed SGMA funding and impact on individual water districts and relicensing of the Potter Valley Project. The JPA hired a contractor to research and produce a written plan towards consolidation. Russian River Flood Control & WCI District is in the process of joining the JPA.

15. Legislation Report

Commissioner Brown noted new legislation on housing, specifically second units. The County of Mendocino is holding two meetings to provide information and receive comments from the public.

Commissioner Madrigal thanked staff for providing the Legislative summary in the agenda. EO Hinman noted this was provided by CALAFCO at the conference.

Bill Koehler, General Manager of Redwood Valley County Water and Millview County Water Districts noted a recent newspaper article suggested County staff belief that SB1069 and AB2299 would not impact Water Districts. Mr. Koehler stated his disagreement with this report, noting his assessment that they will have significant impacts. Comments and questions were offered by Commissioners Ward, Brown, Orth, Madrigal, and Rosenberg.

ADJOURNMENT

There being no further business, at 11:25am the meeting was adjourned. The next regular meeting is Monday, December 5, 2016 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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November 7, 2016 meeting:

https://www.youtube.com/watch?v=7i1We_sHvss&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP&index=12

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: December 5, 2016
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Claims for November 2016

 The following claims are recommended for payment authorization:

Name	Account Description	Amount
Uma Hinman Consulting	<u>Executive Director Contract: \$</u>	\$7,727.38
	5300 Basics Services: \$ 4,232.20	
	6200 Bookkeeping: \$ 129.68	
	7501 SOI Updates \$ 1,316.25	
	5601 Office Supplies \$ 18.00	
	8016 Applications \$ 65.00	
	<u>Cemetery District MSR Contract:</u>	
7000 Cemetery District MSR \$ 1,966.25		
Ukiah Valley Conf. Center	5502 Office space: \$ 400.00	\$ 453.80
	5503 Work room: \$ 30.00	
	5603 Photocopy: \$ 22.40	
	5605 Postage: \$ 1.40	
P. Scott Browne	6300 Legal Counsel Monthly flat fee \$500.00 Reimbursement for cancelled check fee \$30.00	\$ 470.00
	<u>6740 In-County Travel & Stipends:</u> Rosenberg \$51.08 (November 2016) McNerlin \$50.00 (November 2016) Orth \$77.00 (November 2016) Silver \$55.40 (November 2016)	\$347.32
	<u>5601 Office Supplies</u> Silver \$60.54	
<u>6750 Travel and Lodging</u> Rosenberg \$53.30		
California Special Districts Association	6600 Memberships	\$1,231.00
Cash	Petty Cash reimbursement	\$97.06
Total:		\$10,326.56

Please note that copies of all invoices, bank statements, and petty cash register were forwarded to Commission Treasurer.



Uma Hinman Consulting Invoice

Date	November 27, 2016	Invoice No.	298
To	Mendocino LAFCo		
Project	Executive Officer Services		
Work Period	November 1-27, 2016		

Cost Summary	Total
Acct 5300 Basic Services	\$ 4,232.20
Acct 6200 Bookkeeping (Other Services)	\$ 129.68
Acct 7501 Sphere of Influence Updates	\$ 1,316.25
Acct 5601 Office Supplies	\$ 18.00
Acct 8016 Applications (AVCSD)	\$ 65.00
Total Amount Due:	\$ 5,761.13

Basic Services (Acct 5300)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	24.50	\$ 2,205.00
Analyst, Larkyn Feiler	\$ 65.00	14.00	\$ 910.00
Clerk, Elizabeth Salomone	\$ 39.90	28.00	\$ 1,117.20
Subtotal			\$ 4,232.20

Office Supplies (Acct 5601)			
Quickbooks Online (monthly fee)			\$ 18.00
Subtotal			\$ 18.00

Bookkeeping (Acct 6200)			
Executive Officer, Uma Hinman	\$ 90.00	0.00	\$ -
Clerk, Elizabeth Salomone	\$ 39.90	3.25	\$ 129.68
Subtotal			\$ 129.68

Sphere of Influence Updates (Acct 7501)			
Executive Officer, Uma Hinman	\$ 90.00	0.00	\$ -
Analyst, Larkyn Feiler	\$ 65.00	20.25	\$ 1,316.25
Clerk, Elizabeth Salomone	\$ 39.90	0.00	\$ -
Subtotal			\$ 1,316.25

Applications			
Executive Officer, Uma Hinman	\$ 90.00		\$ -
8016 Analyst, Larkyn Feiler	\$ 65.00	1.00	\$ 65.00
8016 Clerk, Elizabeth Salomone	\$ 39.90	0.00	\$ -
Subtotal			\$ 65.00

Basic Services

Prepared, posted and distributed agenda and packet materials. Coordinated meeting packet preparation. Transcribed and reviewed draft October meeting minutes for review at next meeting. Staffed office in November. Started preparing December meeting agenda and staff reports, posted notices and agendas. Compiled claims for December agenda.

Corresponded with County Auditor-Controller's office regarding Fort Bragg RFPD Detachment BOE needs. Follow up letter and correspondence regarding the Hasting's Road Mapping Error issue, including the legal opinion.

Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at December meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at December 5 meeting. Maintenance of Quickbooks, reconciling of past entries.

Sphere of Influence Updates

Drafted and sent requests for information to City of Willits. Administrative drafts of the cemetery districts SOI studies. Coordinated with County GIS regarding mapping discrepancies for SOIs. Worked on cleaning up MSR and SOI website postings.

Applications

Coordinated with County Assessor and Auditor-Controller regarding updates on the tax share agreement for AVCSO reorganization.

Uma Hinman Consulting
 PO Box 1251
 CA 95924
 uhinman@comcast.net
 (916) 813-0818

Invoice

Date	Invoice #
11/28/2016	299

Bill To
Mendocino LAFCo 200 School Street Ukiah, CA 95482

P.O. No.	Terms	Project
		Cemetery District MSRs

Quantity	Description	Rate	Amount
28.75	Cemetery District MSR Admin Draft Prep (Analyst)	65.00	1,868.75
1.5	Cemetery District MSR Admin Draft Prep (Analyst)	65.00	97.50
		Total	\$1,966.25

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

(530) 272-4250
(530) 272-1684 Fax

Marsha A. Burch
Of Counsel

Mendocino Lafco
200 South School Street, Suite F
Ukiah, CA 95482

Period Ending:

11/15/2016

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>	
10/26/2016 PSB CALAFCo conference (Time split between all CALAFCo clients).	2.67	
10/27/2016 PSB CALAFCo conference (Time split between all CALAFCo clients).	2.67	
11/1/2016 PSB Review and respond to email from Uma re: Hastings Road. Review further emails.	0.80	
11/4/2016 PSB Legislative Committee (Time split among all CALAFCo clients).	0.25	
11/10/2016 PSB Review and respond to Ukiah inquiry about non-potable water.	0.75	
11/11/2016 PSB Review email and comment letter re: Ukiah recycled water and respond.	0.50	
	<hr/>	
SUBTOTAL:	[7.64]	

Total Professional Hours

Per Representation Agreement, flat fee of \$500/month.

Amount
7.64 \$500.00

Previous balance

\$1,000.00

Amount

Payments and Credit Activity

11/11/2016 Payment - Thank You. Check No. 1190	(\$500.00)
Total payments and adjustments	<u>(\$500.00)</u>
TOTAL BALANCE NOW DUE	<u><u>\$1,000.00</u></u>

Please make your check for this bill payable to P. SCOTT BROWNE, ATTORNEY. Please write the CLIENT CODE shown on this statement on your check to insure proper credit. Thank you!

		\$ 1,000.00
11/29/2016	Payment received	
	Check # 1193 \$500.00	(\$500.00)
11/29/2016	Deduction for	(\$ 30.00)
	Check cancellation fee	
	(per P. Scott Browne office)	
		<u>\$470.00</u>
		Total

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 5, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Monthly Financial Report

Application Revenues: none

Other Deposits: \$80,000 transfer from County Auditor (collection of apportionment fees) to checking account scheduled December 1, 2016

Budgeted Expenses: Attached is the updated budget track form with budget items, account numbers, and amounts. The monthly claims are also itemized in the Claims under Consent Calendar.

Petty Cash:	Expenses:	\$86.49 (office supplies, incl. printer cartridges)
	Balance:	\$102.94

(Note: Petty cash expenses allocated in budget track at time of expenditure)

Attachments:
Budget Track Spreadsheet
Application Track Spreadsheet

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget Track - Through November 2016

Task	Acct #	FY 16-17 Budget	July	August	Sept	October	Nov	Year to Date	Remaining Budget*
EXPENSES									
Basic Services - EO/Analyst/Clerk	5301	\$65,680.00	\$4,610.00	\$6,265.43	\$4,027.45	\$2,833.70	\$4,232.20	\$21,968.78	\$43,711.22
Office Space	5502	\$4,800.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$2,000.00	\$2,800.00
Work Room	5503	\$360.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$150.00	\$210.00
Office Supplies	5601	\$700.00	\$63.50	\$18.00	\$18.00	\$18.00	\$78.54	\$196.04	\$503.96
Photocopy	5603	\$1,000.00	\$37.00	\$55.70	\$6.10	\$5.20	\$22.40	\$126.40	\$873.60
Postage	5605	\$300.00	\$3.72	\$211.50	\$4.65	\$36.10	\$1.40	\$257.37	\$42.63
Internet & Website Costs	5700	\$1,200.00						\$0.00	\$1,200.00
Publication & Legal Notices	5900	\$2,000.00	\$244.95	\$115.89				\$360.84	\$1,639.16
Televising Meetings	6000	\$1,700.00						\$0.00	\$1,700.00
Audit Services	6100	\$3,025.00	\$1,550.00					\$1,550.00	\$1,475.00
Bookkeeping	6200	\$4,800.00	\$100.00	\$109.73	\$159.60	\$159.60	\$129.68	\$658.61	\$4,141.39
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$470.00	\$2,470.00	\$3,530.00
A-87 Costs County Services	6400	\$2,010.00							\$2,010.00
Insurance - General Liability	6500	\$1,000.00						\$0.00	\$1,000.00
Memberships (CALAFCO/CSDA)	6600	\$2,100.00					\$1,231.00	\$1,231.00	\$869.00
In-County Travel & Stipends	6740	\$4,300.00	\$237.80	\$232.40	\$232.40	\$0.00	\$233.48	\$936.08	\$3,363.92
Travel & Lodging Expenses	6750	\$5,000.00				\$1,751.78	\$53.30	\$1,805.08	\$3,194.92
Conferences (Registrations)	6800	\$3,000.00			\$1,215.73			\$1,215.73	\$1,784.27
MSR & SOI Updates									
MSR Reviews - Admin	7001	\$15,000.00						\$0.00	\$15,000.00
SOI Updates	7501	\$42,622.00		\$364.90	\$948.45	\$899.70	\$1,316.25	\$3,529.30	\$39,092.70
Monthly/ Year to Date Totals		\$166,597.00	\$7,776.97	\$8,303.55	\$7,542.38	\$6,634.08	\$8,198.25	\$38,455.23	\$128,141.77

CONTRACTS/OTHER									
Cemetery District MSRs	7000	\$3,900.00	\$130.00	\$272.23	\$251.15	\$1,274.90	\$1,966.25	\$3,894.53	\$5.47
North of 10 Mile Map Correction	8000	\$2,000.00	\$2,000.00					\$2,000.00	\$0.00
Planwest Website Transition	7000	\$2,460.00			\$2,170.00			\$2,170.00	\$290.00
			\$9,906.97	\$8,575.78	\$9,963.53	\$1,274.90	\$10,164.50	\$44,349.76	

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget Track - Through November 2016

Application	Deposit on Account	July	August	Sept	Oct	Nov	Dec	Year to Date	Remaining Budget*
Irish Beach WD Moores Annexation	\$-610.56							\$0.00	\$-610.56
City Overlap Area from Ft Bragg RFPD (FBRFPD Detachment)	\$7,452.37				\$7,452.37			\$7,452.37	\$0.00
AVCSD (Ambulance) Activation of Latent Powers & Annexation	\$6,000.00		\$1,297.50	\$601.25	\$48.75	\$65.00		\$2,012.50	\$3,987.50
City of Ukiah Detachment of UVCSD lands	\$1,532.75								\$1,532.75
Monthly/ Year to Date Totals	\$6,841.81	\$0.00	\$1,297.50	\$601.25	\$7,501.12	\$0.00	\$0.00	\$9,464.87	\$4,909.69

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 5, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Approval of 2017 Meeting Schedule

The following meeting dates are proposed for the calendar year of 2017:

*Monday, January 9, 2017 (Note: this is the 2nd Monday of the month)

Monday, February 6, 2017

Monday, March 6, 2017

Monday, April 3, 2017

Monday, May 1, 2017

Monday, June 5, 2017

Monday, July 3, 2017

Monday, August 7, 2017

* Monday, September 11, 2017 (First Monday is Labor Day)

Monday, October 2, 2017

Monday, November 6, 2017

Monday, December 4, 2017

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 5, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Larkyn Feiler, Analyst
SUBJECT: **Workshop** for the Russian River Cemetery District Draft Municipal Service Review and Sphere of Influence Update

Background

This is a workshop to introduce the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Russian River Cemetery District (RRCDD). This is the first MSR and SOI prepared for the District according to LAFCo files and the District's response to the Request for Information (RFI), which was circulated in 2014.

The District boundary encompasses the City of Ukiah, the communities of Redwood Valley, Calpella and Talmage, and unincorporated areas of Mendocino County. The District provides interment services at the Ukiah and Redwood Valley Cemeteries. In addition to serving residents within its boundaries, the District also provides services to non-residents subject to a fee.

It is assumed that the SOI is coterminous with the District boundary; however, there is no record currently available to determine when it was established. The District has not requested a modification to the existing SOI and the SOI Update recommends an affirmation of the existing sphere of influence.

Recommendation

Staff recommends the Commission hold a workshop on the Draft MSR/SOI Update, provide comments and requested revisions, and direct staff to notice the matter for public hearing at the Commission's January 9, 2017 meeting.

Attachments: 1) Russian River Cemetery District Draft MSR/SOI Update

Workshop Draft

CEMETERY DISTRICTS

Municipal Service Review and Sphere of Influence Update

Prepared for:

MENDOCINO LAFCO

200 South School Street
Ukiah, California 95482

<http://www.mendolafco.org/>

November 30, 2016

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1 INTRODUCTION

1.1 LOCAL AGENCY FORMATION COMMISSION

Local Agency Formation Commissions (LAFCo) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and assure efficient provision of municipal services.

LAFCo has the authority to create or reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

1.2 MENDOCINO LAFCO

The CKH Act provides for flexibility in addressing State regulations to allow for adaptation to local needs. Mendocino LAFCo has adopted policies, procedures and principles that guide its operations. These policies and procedures can be found on Mendocino LAFCo's website at the following location: <http://www.mendolafco.org/policies.html>.

Mendocino LAFCo has a public Commission with seven regular Commissioners and four alternate Commissioners, as follows:

- Gerald Ward, Chair, Public Member
- Holly Madrigal, Vice Chair, City Member
- Dough Hammerstrom, Treasurer, City Member
- Carre Brown, Commissioner, County Member
- John McCowen, Commissioner, County Member
- Theresa McNerlin, Commissioner, Special District Member
- Tony Orth, Commissioner, Special District Member
- Dan Hamburg, Alternate Commissioner, County Member
- Kevin Doble, Alternate Commissioner, City Member
- Angela Silver, Alternate Commissioner, Special District Member
- Carol Rosenberg, Alternate Commissioner, Public Member

1.3 MUNICIPAL SERVICE REVIEW

The CKH Act (GC §56430) requires LAFCo to prepare a Municipal Service Review (MSR) for all local agencies within its jurisdiction. MSRs are required prior to and in conjunction with the update of a Sphere of Influence (SOI).

An MSR is a comprehensive analysis of the services provided by a local government agency to evaluate the capabilities of that agency to meet the public service needs of their current and future service area. An MSR must address the following seven factors:

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence
3. Present and planned capacity of public facilities and adequacy of public services including infrastructure needs or deficiencies
4. Financial ability of agency to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including government structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery, as required by commission policy

This MSR includes written statements or determinations with respect to each of the seven mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of a service provider's existing and future service area boundary.

1.4 SPHERE OF INFLUENCE

The CKH Act requires LAFCo to adopt a Sphere of Influence (SOI) for all local agencies within its jurisdiction. A Sphere of Influence (SOI) is "a plan for the probable physical boundary and service area of a local agency or municipality as determined by the Commission" (GC §56076).

When reviewing an SOI for a municipal service provider, LAFCo will consider the following five factors:

1. The present and planned land uses in the area, including agricultural and open space lands
2. The present and probable need for public facilities and services in the area
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide
4. The existence of any social or economic communities of interest in the area if LAFCo determines that they are relevant to the agency
5. The present and probable need for sewer, water, and/or fire protection public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

This SOI Update includes written statements or determinations with respect to each of the five mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of establishing or modifying a service provider's sphere of influence or probable future boundary.

1.5 CEMETERY DISTRICTS

This MSR and SOI Update addresses the eight Cemetery Districts located in Mendocino County. As background information, the following provides a brief history of Cemetery Districts.

Public cemetery districts are single purpose districts and are among the earliest and oldest public facilities in the State. The Legislature authorized the creation of public cemetery districts to own, improve, expand,

and operate public cemeteries that provide respectful and cost-effective interments. The Public Cemetery District Law (Health and Safety Code Section 9000 et seq.) was originally enacted in 1909 and was comprehensively rewritten in 2004 by Senate Bill 341.

Residents or taxpayers of a district and their family may be interred in a district's cemeteries. In addition, the Public Cemetery District Law allows cemetery districts to inter non-residents under certain circumstances. For example, ownership of a burial plot entitles a former resident or taxpayer of a district and their family to be buried in a district. Another exception is a person living 15 miles or more from any private cemetery, and who is not eligible to be buried in another public cemetery, may be buried within the district facilities.

The range of services provided by public cemetery districts varies depending on the level of financial and staff resources available, but often includes the following types of services:

- **Interment/Burial Services:** District services generally include opening and closing of the burial site, placing the burial container to house the casket or urn, setting up the greens and lowering device, providing graveside furnishings (tent and chairs), and installing the headstone.
- **Improvement and Maintenance of the Grounds:** Districts develop and maintain access roads, parking areas, walkways, drainage infrastructure, landscaping and irrigation systems, gravesites, and structures such as chapels, mausoleums, columbariums, restrooms, walls, fences, and gates within district cemeteries. Districts also typically own and maintain equipment such as mowers, weed eaters, mini-excavators, back hoes, pickup trucks, and trailers.
- **Record Keeping:** Plot sales are recorded and mapped with the assigned name of the plot owner. District business records of plot sales and burials include keeping burial permits for historical purposes.
- **Mapping of Burial Plots:** Many districts are responsible for historic cemeteries they did not create and which often are inadequately mapped. Plotting new gravesites in a historic cemetery requires careful survey, site plotting, and placement of metal markers.
- **Public Relations:** District personnel assist residents and the public with genealogy research in locating the burial sites of third, fourth, fifth, and sixth generation family members interred within a district cemetery.

1.6 DISADVANTAGED UNINCORPORATED COMMUNITIES

Senate Bill (SB) 244, which became effective in January 2012, requires LAFCo to evaluate any Disadvantaged Unincorporated Communities (DUCs), including the location and characteristics of any such communities, when preparing an MSR that addresses agencies that provide water, wastewater or structural fire protection services. A DUC is an unincorporated geographic area with 12 or more registered voters with a median household income of 80 percent or less of the statewide median household income (MHI).

This State legislation is intended to ensure that the needs of these communities are met when considering service extensions and/or annexations in unincorporated areas. Since the eight Cemetery Districts addressed in this MSR do not provide water, wastewater or structural fire protection services, an evaluation of DUCs is not required to be provided.

1.7 SENATE BILL 215

Senate Bill (SB) 375 (Sustainable Communities and Climate Protection Act) requires each metropolitan planning organization (MPO) to address regional greenhouse gas (GHG) emission reduction targets for passenger vehicles in their Regional Transportation Plan (RTP) by integrating planning for transportation, land-use, and housing in a sustainable communities strategy. Senate Bill (SB) 215 (Wiggins) requires LAFCo to consider regional transportation plans and sustainable community strategies developed pursuant to SB 375 before making boundary decisions.

Mendocino County is not located within an MPO boundary and therefore is not subject to the provisions of SB 375. However, the Mendocino Council of Governments (MCOG) supports and coordinates the local planning efforts of Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits to address regional housing and transportation needs and helps provide a framework for sustainable regional growth patterns through the Vision Mendocino 2030 Blueprint Plan. MCOG is also responsible for allocating regional transportation funding to transportation improvement projects consistent with the 2010 RTP for Mendocino County.

Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns for special districts through adoption and implementation of a General Plan and Zoning Regulations. The eight Cemetery Districts in Mendocino County were established to provide interment services and do not have the legal authority to make land use policy decisions that would impact growth in Mendocino County. There is no further discussion of SB 215, or whether the activities of the cemetery districts are connected with regional growth, in Chapter 2 Municipal Service Review.

2 MUNICIPAL SERVICE REVIEWS

2.1 RUSSIAN RIVER CEMETERY DISTRICT

2.1.1.1 DISTRICT PROFILE

District Name:	Russian River Cemetery District
District Office:	940 Low Gap Road, Ukiah, CA 95482
Contact Person:	Dana Kornegay, Office Manager
Mailing Address:	940 Low Gap Road, Ukiah, CA 95482
Phone Number:	(707) 462-8012
Fax Number:	(707) 234-3392
Email Address:	rrcd@pacific.net
Website:	n/a

Trustee Name	Title	Term Expiration
Carol Connerton	Trustee	July 2020
Gary Mirata	Trustee	July 2020
Jerry Buzzard	Trustee	April 2019
Jofrid Lolonis	Chairman	April 2019
Wayne Pittman	Trustee	July 2020

2.1.1.2 FORMATION, SERVICES, AND BOUNDARY

The Russian River Cemetery District (RRCD) was formed on November 15, 1950 as a public cemetery district to support and maintain the cemeteries in Ukiah Valley and Redwood Valley. The District is situated along US Highway 101 and the Russian River corridors in southeastern Mendocino County and encompasses the communities of Ukiah, Talmage, Calpella, and Redwood Valley (Figure 1). The District's boundary is entirely within Mendocino County and covers approximately 354 square miles, or 226,560 acres. The District's boundary has remained unchanged since its formation. This is the first MSR prepared for the District.

2.1.1.3 SPHERE OF INFLUENCE, OUT-OF-AREA SERVICES, AND AREAS OF INTEREST

It is assumed that the SOI is coterminous with the District boundary; however, there is no record currently available to determine when it was established. In addition to serving residents within its boundaries, the District also provides services to non-residents. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the existing SOI.

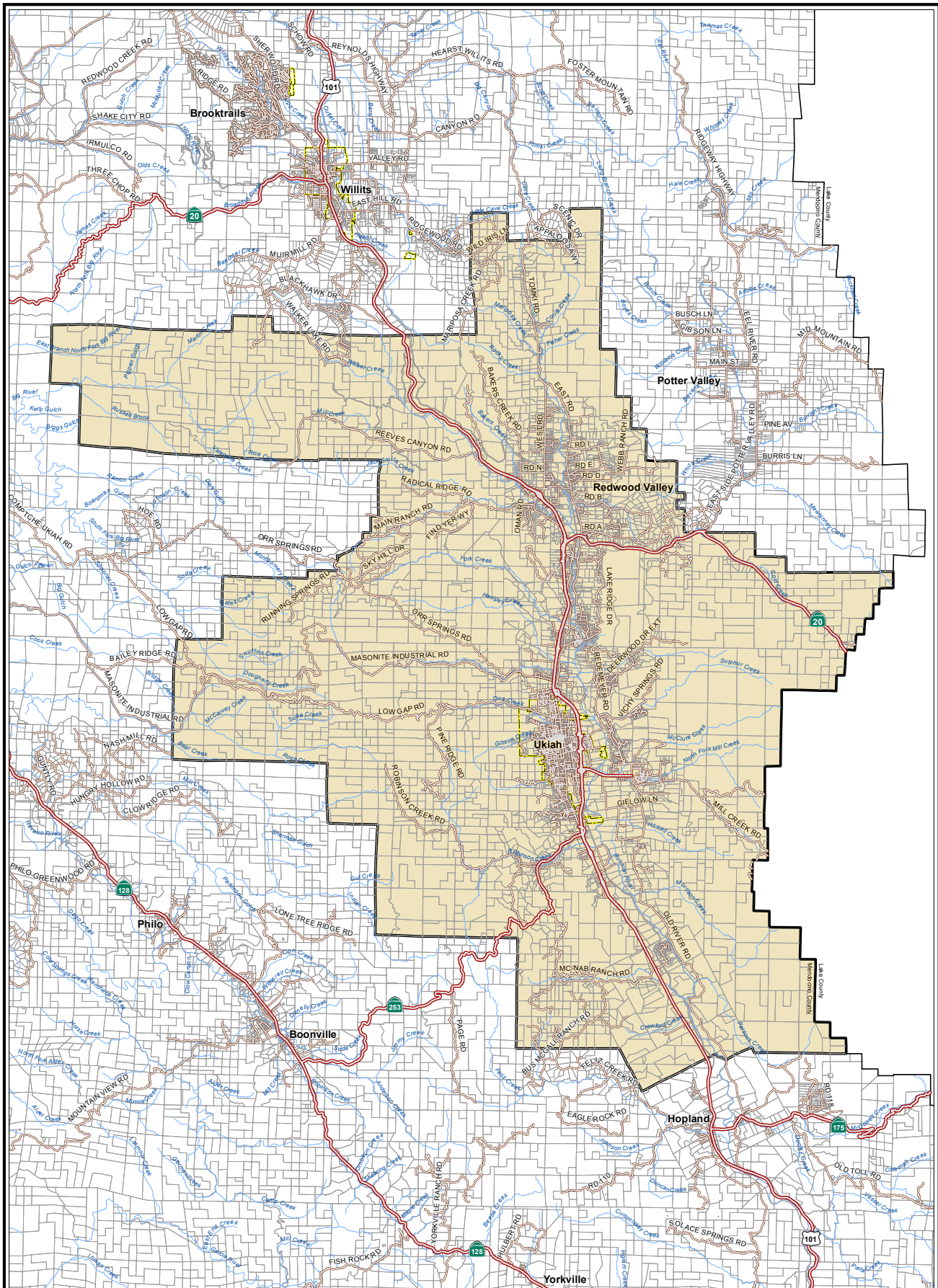
2.1.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-1. Regularly scheduled Board meetings are held on the third Tuesday of every month at 11 am at the District office located at 940 Low Gap Road in Ukiah. All meetings are open to the public in accordance with the Brown

Act and are publicly posted a minimum of 72 hours prior to the meeting at the District office. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at the District office or at Board meetings.

2.1.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has three full-time employees that manage the operations of the District: a superintendent, office manager, and groundskeeper. The District also maintains one part-time employee: a groundskeeper. The District does not currently prepare written performance evaluations for District employees. There have not been any employee-related complaints filed to date. The District keeps track of workload and staffing needs regularly through payroll of employees and contractors.

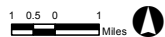


Russian River Cemetery District

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, January 2014.

Note: This map is not a survey product.

- Russian River Cemetery District
- Parcels
- Incorporated Cities
- Highways
- Roads
- Streams



2.1.3 DISTRICT SERVICES

2.1.3.1 SERVICE OVERVIEW

The District provides interment services for property owners and residents within the District. The District may also serve eligible non-residents of the District pursuant to Health and Safety Code §9061, provided that the non-resident fee is paid. The District reports that there are no restrictions on who may purchase a plot beyond paying the non-resident fee. The District owns, operates, and maintains two cemeteries, both of which are open to visitors without restrictions on the time of day or day of the year. The following table provides details regarding the District cemetery facilities.

Cemetery	Location	Improvements
Ukiah	940 Low Gap Road Ukiah, CA	District office, chapel, maintenance facilities, outdoor cremation niches for above ground burial, in-ground plots for full body and cremation burial, and associated infrastructure.
Redwood Valley	10201 East Drive Redwood Valley, CA	Burial plots and associated infrastructure. There are no new burials at this historic cemetery.

2.1.3.2 EXISTING CAPACITY OF FACILITIES

The District has three types of burial plots available for purchase: Adult (5 x 10 feet), Baby (3 x 5 feet), and Urn (3 x 3 feet). The following table summarizes estimated plot information provided by the District (Kornegay, 2016).

District Facility	Acreage	Total Number of plots	Occupied Plots (2016)	Available Plots
Ukiah Cemetery	40.0	unknown	18,200	unknown
Redwood Valley Cemetery	1.4	unknown	unknown	none
District Total	41.4	unknown	unknown	unknown

2.1.3.3 FUTURE DEMAND FOR SERVICES

The District estimates an average number of 130 burials per year at Ukiah Cemetery. The District does not know the number of burial plots that are currently available. Therefore, it is not possible to determine whether the District has adequate land capacity (plot space) at their current facilities to serve existing demand. The District has 13 acres of land currently planted with vineyards at Ukiah Cemetery which is available for expansion to meet future service demands for burial plots. (Kornegay, 2016)

2.1.3.4 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a Capital Improvement Plan (CIP) in place to identify facility improvement needs. The District relies on input from the groundskeeper regarding necessary upgrades and maintenance for District facilities and equipment. Currently, minor improvements are needed to replace cemetery fences and repair access roads. Overall, the cemetery grounds and structures are in good condition. The District currently owns equipment, including a backhoe, mower, lawn tractor, shovels, drapery, and cleaning tools. The District anticipates future needs including purchasing a new

backhoe, developing a new outdoor chapel and restrooms, and expansion of Ukiah Cemetery to develop new burial plots in the next 10-20 years.

2.1.4 DISTRICT FINANCES

2.1.4.1 REVENUES AND EXPENDITURES

The District receives property taxes each year and generates revenue from the sale of burial plots and collecting fees for interment services. The District expenses include salaries for District staff, including wages and benefits, and the cost for cemetery services and supplies. The Mendocino County Auditor-Controller provides financial services to the District, including processing claims and tracking revenue and expenses through financial statements. The District adopts an annual budget each fiscal year and hires a Certified Public Accountant (CPA) to prepare a biennial financial audit. The table below shows the District revenue and expenses for Fiscal Year (FY) 2010-2011 and 2011-2012 (RRCD, 2014).

	FY 10-11	FY 11-12
Revenue		
Property Tax	\$256,734	\$263,451
Property Assessments	\$0	\$0
Interest Income	\$51,009	\$71,698
Other Government Funds	\$640	\$17,476
Miscellaneous Revenue	\$228,296	\$233,975
Total Income	\$536,679	\$586,600
Expenses		
Salaries	\$320,693	\$337,921
Services & Supplies	\$117,718	\$169,028
Debt Service	\$0	\$0
Fixed Assets	\$0	\$0
Other Expenditures	\$0	\$0
Total Expenses	\$438,411	\$506,949
Net Income/Loss	\$98,268	\$79,651

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2010-2011, revenue exceeded expenses by \$98,268. In FY 2011-2012, revenue exceeded expenses by \$79,651.00. This indicates that under current levels of maintenance and capital improvements, the District property taxes and service fees adequately cover existing service costs.

The District maintains reserve funds to protect against unexpected costs and to save for significant future expenses. As of June 30, 2013, the District Capital Reserve Fund has a balance of \$128,603. In addition, the District maintains an endowment care fund for the future maintenance and care of District cemeteries as required by Cemetery District Law. Districts are able to use interest income received from investment of an endowment care fund; however, districts cannot spend the endowment care fund principal. As of June 30, 2013, the District Endowment Care Fund has a balance of \$1,966,032.

2.1.5 SHARED FACILITIES AND REGIONAL COLLABORATION

The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR. The District is not involved in a Joint Powers Authority (JPA) and there are no governance restructuring options to enhance services identified during the preparation of this MSR. The District collaborates with other cemetery districts in Mendocino County through its membership in the California Association of Public Cemeteries (CAPC).

2.1.6 GROWTH AND POPULATION PROJECTIONS

2.1.6.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

The City of Ukiah is the land use authority within the incorporated area of the District and Mendocino County is the land use authority within the unincorporated areas. The City and the County make land-use decisions based on their respective General Plans and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the City of Ukiah, the communities of Redwood Valley, Calpella, and Talmage, and unincorporated areas of Mendocino County. (County, 2008)

The community of Redwood Valley is located on the north end of the Ukiah Valley and is characterized by a mixture of agricultural (vineyards) and rural residential uses around the town center, with additional commercial uses located west of US Highway 101. The community of Calpella is located southeast of Redwood Valley and was originally focused around lumber mills. Limited downtown commercial uses remain, although the community is now mostly a mix of industrial, commercial, and residential uses. Much of the development south of Calpella and north of the City of Ukiah is tied to the former use of North State Street as US Highway 101. The City of Ukiah serves as the county seat and as a regional center for services such as retail, transportation, government, and other urban services and major public facilities. Southeast of Ukiah is the community of Talmage, which has developed slowly with urban uses (including commercial and rural residential) replacing historical agricultural uses. (County, 2008)

The Ukiah Valley Area Plan (UVAP) is a component of the Mendocino County General Plan and was adopted by the Board of Supervisors on August 2, 2011. The UVAP establishes land use designations for the Ukiah Valley area with a maximum buildout potential, including construction of a maximum of 4,000 dwelling units, 1.9 million square feet of commercial development, and 3.2 million square feet of industrial development. (County, 2011)

2.1.6.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses the City of Ukiah, the communities of Redwood Valley, Calpella, and Talmage, which are census-designated places (CDPs), and unincorporated areas of Mendocino County. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Table 2-5 RRCD Population Size

Census Boundary Area	Population
City of Ukiah	16,075
Calpella CDP	679
Redwood Valley CDP	1,729
Talmage CDP	1,130
Total	19,613

The District also serves residents that live outside the City and the three CDPs in the unincorporated areas of Mendocino County. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Census Tracts (US Census Bureau, 2016).

Census Tract	Total Population	% of Census Tract	RRCD Population
106	6,917	5	346
108.01	5,915	80	4,732
109	4,332	60	2,599
113	5,972	65	3,882
114	4,469	100	4,469
115	6,739	100	6,739
116	5,802	100	5,802
117	4,181	100	4,181
118	2,082	5	104
Total	46,409	n/a	32,854

The existing population size for the District is estimated to be between 19,613 and 32,854. For purposes of this MSR, it is assumed that the existing population size for the District is approximately 25,000. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the City of Ukiah is 0.25 percent and the annual growth rate for unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on these annual growth rates.

Jurisdiction	2015 Population	2035 Population
City of Ukiah	16,075	16,879
Unincorporated Areas	8,925	9,639
Total	25,000	26,518

Please refer to Appendix A of this document for more information regarding the data source and methodology for estimating the existing population size and the annual growth rate.

2.1.7 MSR DETERMINATIONS

2.1.7.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 25,000 with an annual growth rate of 0.25 percent for the City of Ukiah (16,075 of 25,000) and 0.4 percent for unincorporated areas of Mendocino County (8,925 of 25,000).
2. The City of Ukiah and Mendocino County both have land use authority within the District boundary and make land-use decisions based on their respective General Plans and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the existing coterminous SOI.

2.1.7.2 Disadvantaged Unincorporated Communities

4. SB 244 requires LAFCo to evaluate any Disadvantaged Unincorporated Communities (DUCs) when preparing an MSR that addresses agencies that provide water, wastewater or structural fire protection services. Since the District does not provide any of these three defined services, an evaluation of DUCs is not required to be provided.

2.1.7.3 Present and Planned Capacity of Public Facilities and Adequacy of Public Services

5. The District estimates an average number of 130 burials per year at Ukiah Cemetery. The District does not know the number of burial plots that are currently available. Therefore, it is not possible to determine whether the District has adequate land capacity (plot space) at their current facilities to serve existing demand.
6. It is recommended that the District establish and maintain comprehensive records of recent and historical burials at each District cemetery including the number of occupied and unoccupied plots and the number of burials per year.
7. The District has 15.5 acres of land available at Ukiah Cemetery for expansion to meet future service demands for burial plots.
8. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
9. It is recommended that the District adhere to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
10. It is recommended that the District adopt a Capital Improvement Plan (CIP) to identify facility needs and potential revenue sources for addressing those needs.

2.1.7.4 Financial Ability of Agency to Provide Services

11. The District adopts an annual budget, has biennial independent financial audits prepared, and operates with net income since annual revenue regularly exceeds expenses.
12. The District has sufficient reserves in the District Capital Reserve Fund and Endowment Care Fund to provide long-term maintenance of District facilities.
13. The District is in good financial standing and able to meet its ongoing financial obligations and continue to provide an adequate level of service to its customers.

2.1.7.5 Opportunities for Shared Facilities

14. The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR.
15. The District collaborates with other cemetery districts in Mendocino County through its membership in the California Association of Public Cemeteries (CAPC).
16. It is recommended that the District also consider participating in the California Special Districts Association (CSDA).

2.1.7.6 Accountability for Community Services

17. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the third Tuesday of every month at 11 am at the District office located at 940 Low Gap Road in Ukiah. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
18. The District does not currently have a website. To ensure transparency, it is recommended that all public agencies host a website to provide a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
19. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at the District office and at Board meetings.

2.1.7.7 Any Other Matters Related to Service Delivery as Required by LAFCo Policy

20. There are no other matters related to service delivery required by Mendocino LAFCo Policy.

3 SPHERE OF INFLUENCE UPDATE

3.1 BACKGROUND

LAFCo prepares a Municipal Service Review (MSR) prior to or in conjunction with the Sphere of Influence (SOI) Update process. The MSR and required determinations for each of the eight Cemetery Districts in Mendocino County is presented in Chapter 2 of this document and forms the basis of information for the SOI Update. The SOI Update considers whether a change to the District sphere, or probable future boundary, is warranted to plan the logical and orderly development of the District in a manner that supports CKH Law and the policies of the Commission. This chapter presents the SOI Update and required determinations pursuant to California Government Code §56425(e).

There is no record currently available to determine when the Sphere of Influence (SOI) was established for each of the eight Cemetery Districts in Mendocino County. Therefore, the SOI for each district is assumed to be coterminous with the district boundary. A coterminous sphere is an SOI that is the same as the existing District boundary.

3.2 SOI DETERMINATIONS

3.2.1 RUSSIAN RIVER CEMETERY DISTRICT

It is recommended that the Commission affirm RRCD's existing SOI, which is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.1.1 Present and planned land uses in the area

The District boundary is generally comprised of a mixture of land uses established by the City of Ukiah and Mendocino County. Cemeteries occupy a relatively small amount of land area and support agricultural and open space uses. Cemeteries are compatible with the other present and planned land uses in the area.

3.2.1.2 Present and probable need for public facilities and services in the area

RRCD serves an important role in addressing the present and probable need for the respectful and cost-efficient interment of human remains for property owners and residents within the area.

3.2.1.3 Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

As determined in the Municipal Service Review prepared for RRCD, the District has adequate facilities, personnel, and equipment to meet current and future demands for public interment services.

3.2.1.4 Existence of social or economic communities of interest in the area if the Commission determines that they are relevant to the agency

Social and economic communities are not relevant to the affirmation of the existing coterminous sphere.

3.2.1.5 Present and Probable need for Public Facilities and Services of Disadvantaged Unincorporated Communities

Since the District does not provide water, wastewater or structural fire protection services, an evaluation of DUCs is not required to be provided.

4 REFERENCES

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5 ACKNOWLEDGEMENTS

5.1 ASSISTANCE AND SUPPORT

This Municipal Service Review and Sphere of Influence Update could not have been completed without the assistance and support from the following organizations and individuals.

LAFCo Staff	Uma Hinman, Executive Officer Larkyn Feiler, Analyst Beth Salomone, Commission Clerk
Russian River Cemetery District	Dana Kornegay, Office Manager

6 APPENDICES

6.1 APPENDIX A

Projected population growth is determined based on multiplying the existing population size and the annual population growth rate for a geographic area.

Existing population size data is available from the U.S. Census Bureau and the California Department of Finance (DOF) for cities, census designated places (CDPs), and census tracts. This data can be used to estimate population size for special districts with a service area that generally follows the boundary of a city, CDP, or census tract.

It can be difficult to determine the existing population size for special districts in unincorporated areas of Mendocino County since their service areas often do not follow census boundary lines.

For purposes of this MSR, population data will be extrapolated from census boundary lines that most closely follow the service area of the district based on the assumption that population characteristics and growth patterns are expected to be similar. Any differences between the district and census boundaries will be accounted for by approximating the percentage of the population in a particular census boundary area that is attributable to the district boundary area.

The annual growth rate for incorporated and unincorporated areas of Mendocino County is shown in the table below.

Mendocino County Annual Growth Rates			
Jurisdiction	2015 Population ¹	Annual Growth Rate (%)	Projected Population (2035) ²
City of Fort Bragg	7,633	0.08	7,754
City of Point Arena	444	0.31	473
City of Ukiah	16,156	0.25	17,022
City of Willits	4,860	0.33	5,201
Unincorporated Areas	59,070	0.4	64,115
Total	88,163	1.37	94,565
(1) Data Source - State of California, Department of Finance, Report E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016. Sacramento, California, May 2016.			
(2) Data Source - State of California, Department of Finance, Report P-1 (Total Population), State and County Population Projections, July 1, 2010-2060 (5-year increments). Sacramento, California, December 2014. Sub-county estimates for 2035 based on the 2013 population share from the 2014-2019 Mendocino County General Plan Housing Element Table 5-2-1.			

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: December 5, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Status of Applications, Future Projects, MSR & SOI Updates

ACTIVE APPLICATIONS

There are currently three (3) active applications on file with the Commission:

1. Anderson Valley CSD Proposed Reorganization (Annexation, Detachment, and Activation of Latent Powers to Provide Ambulance Services)

The AVCSO has submitted application materials to LAFCo for a Reorganization consisting of annexation, detachment, and latent powers activation for ambulance services. The proposed latent powers activation would allow the AVCSO to pursue a functional merger by contract with the Anderson Valley Ambulance Service, an independent non-profit entity that currently provides ambulance services to the Anderson Valley community. The proposed merger into a single entity for fire/rescue and EMS transport would support the provision of local ambulance services and improve financial and operational efficiencies. The election season created delays with the County offices; staff continues to coordinate with the Assessor and Auditor-Controller on the tax share analysis, which is required before the application can be scheduled for hearing.

2. City of Ukiah Detachment of Ukiah Valley Sanitation District (UVSD) Served Areas

The City of Ukiah was notified in December 2014 that their detachment application was incomplete pending submittal of a Plan for Services and property tax exchange agreement.

3. Fort Bragg RFPD North of 10 Mile Annexation

SHN Engineers submitted a revised annexation map and legal description in July 2016. The map has been reviewed for accuracy and accepted by Mendocino County GIS and the County Surveyor. The remaining task is to resubmit the map and legal description to the State Board of Equalization. Staff is corresponding with the BOE and County GIS regarding this project.

4. Fort Bragg RFPD Detachment

A Certification of Completion for the detachment was filed November 11, 2011 and a map filing submitted to the State Board of Equalization. On April 11, 2012, LAFCo staff received a rejection letter from the BOE requesting a corrected legal description and processing fee. In September and October of this year staff have been working with the BOE to determine the insufficiencies of the mapping submittal and a path forward to completion. Staff coordinated with the District and the original surveyor and was able to obtain electronic files for a new submittal. BOE filing fees, which were deposited with LAFCo in 2011 and 2016, and an electronic map submittal have been made to the BOE. The BOE is requiring a new tax rate assessment letter for the submittal; staff is working with the Auditor Controller to obtain the letter.

(continued...)

FUTURE PROJECTS:

There are four (4) potential project proposals that may be submitted in the future:

1. Anderson Valley CSD Proposed Activation of Latent Powers to Provide Water and Sewer Services

AVCSD has indicated they are making progress on preparing a Plan for Services and associated LAFCo application materials. This process is ongoing and will be maintained separately from the Ambulance Services Latent Powers process described above.

2. Millview CWD Annexation

Staff had a conference call with SHN and Streamline Planning staff on September 22, 2016 regarding a proposed annexation by Millview CWD. At this time, the proposal includes Mr. Nicolls’ parcels noted below. The meeting consisted of going over application submittal requirements. Staff has provided forms and example documents to SHN.

3. Nicolls inquiry into water and wastewater services in the Ukiah Valley

A property owner with an undeveloped parcel located in both the Millview CWD and the Ukiah Valley Sanitation District (UVSD) inquired about annexation options. Staff has met with the property owner and District Managers to discuss annexation options.

4. Calpella CWD Proposed Annexation

The Calpella CWD provides out of district water services to an area adjacent to the district boundary known as the Central Avenue Area. This “Out of District Service Area” has been receiving water services since 2000 and was part of past annexation proposals that were disapproved by LAFCo. The 2013 Ukiah Valley MSR noted that annexation of this area should be considered in the future. At the February 1, 2016 LAFCo meeting, the Commission approved a SOI amendment (reduction) for the Calpella CWD to include only those areas within the Out of District Service Area and District boundary (Resolution No. 15-16-11). The District has expressed interest in annexing the Central Avenue Area now that the MSR and SOI Update are complete. A fee waiver/reduction in LAFCo application costs was considered by the Commission on May 12, 2016. The Commission approved providing one-half of the required deposit to be matched by the District. Staff met with the District to review files and history of annexation on July 11, 2016. Staff has provided a cost estimate for the annexation application at the request of Commissioner Silver.

MSR & SOI UPDATES:

Staff is continuing to work on finalizing MSR and SOI studies that have been adopted in the past year. Finalizing these documents consists of mapping verification with County GIS, document assembly, distribution to relevant district(s), and posting on the website.

The following MSR and/or SOI Studies are included in the 2016/2017 Work Plan:

MSR	SOI	MSR/SOI	Start Date	Targeted Completion Date	Status
X	X	Cemetery Districts (8)	7/11/16	1/9/17	Administrative drafts in process; information very limited
	X	Fire Districts (14)	7/1/16	2/6/17	3 responses have been received; staff will be following up with districts
	X	Russian River FCWCID	8/1/16	12/5/16	Information request sent to District
	X	City of Willits	8/1/16	3/6/17	Information request sent to City
X	X	City of Fort Bragg	9/1/16	4/3/17	Pending