

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482

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### COMMISSIONERS

**Jerry Ward,**  
Chair & Treasurer  
Public Member

**Carre Brown, Vice Chair**  
County Board of Supervisors

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

**Scott Ignacio, Alternate**  
Point Arena City Council

**Dan Hamburg, Alternate**  
County Board of Supervisors

**Carol Rosenberg, Alternate**  
Public Member

**Vacant**  
Special District Seat, Alternate

### STAFF

**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  
in the Mendocino  
County Board  
of Supervisors Chambers  
501 Low Gap Road

*Approved by Commission May 7, 2018*

## MINUTES

### Local Agency Formation Commission of Mendocino County

#### Regular Meeting of Monday, April 2, 2018

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

#### 1. CALL TO ORDER and ROLL CALL (Video Time 3:35)

Chair Ward called the meeting to order at 9:03am.

Members Present: Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, John McCowen, Tony Orth, and Jerry Ward

Members Absent: Commissioner Theresa McNerlin

Alternate Members Present: Commissioners Scott Ignacio and Carol Rosenberg

Alternate Members Absent: Commissioner Dan Hamburg

Staff Present: Uma Hinman, Executive Officer  
Elizabeth Salomone, Clerk

#### 2. PUBLIC EXPRESSION (Video Time 4:25)

Bob Keiffer, the newest Board Member of the Hopland Cemetery District, introduced himself. The Commission expressed appreciation for his service.

#### 3. OTHER BUSINESS (Video Time 6:00)

No other business was presented.

#### 4. CONSENT CALENDAR (Video Time 6:04)

4a) Approval of the March 5, 2018 Regular Meeting Summary Minutes

4b) Approval of the March 2018 Claims and Financial Report

<u>March 2018 Claims totaling:</u>	<u>\$ 14,716.43</u>
Uma Hinman Consulting:	\$12,377.25
Ukiah Valley Conference Center:	\$ 445.00
P. Scott Browne:	\$ 600.00
Commissioner Reimbursement	\$ 178.07
County of Mendocino (audio/video, GIS, etc):	\$ 771.90
Petty Cash:	\$ 125.40
Public Hearing Notice Publication:	\$ 218.81

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, the Consent Calendar was approved as corrected by roll call vote:

Ayes: (6) Brown, Doble, Gonzalez, McCowen, Orth, and Ward

Absent: (1) McNerlin

## 5. PUBLIC HEARING ITEMS

### 5a) Public Hearing for the Proposed Budget for Fiscal Year 2018-19 (Video Time 6:40)

*The Public Hearing and Public Comment were opened at 9:13am.*

EO Hinman presented, noting one comment was received by a special district regarding the process for adoption, to which she responded. No comments or questions were offered by Commissioners.

*The Public Hearing and Public Comment were closed at 9:15am.*

Upon motion by Commissioner Gonzalez and second by Commissioner Brown, Resolution 17-18-06, approving the Proposed Budget and Work Plan for Fiscal Year 2018-2019, and direction to the Executive Officer to notice a public hearing for the Final Budget and Work Plan for FY 2018-19 for May 7, 2018 was approved by roll call vote:

Ayes: (6) Brown, Doble, Gonzalez, McCowen, Orth, and Ward  
Absent: (1) McNerlin

### 5b) Public Hearing to Consider Adoption of a Resolution Approving the Multi-District Fire Protection Services Sphere of Influence (SOI) Update (Video Time 8:48)

*The Public Hearing was opened by Chair Ward at 9:18am.*

EO Hinman presented the final consolidated report with introduction and written determinations regarding the level and range of services provided by 13 fire protection service providers:

- Albion-Little River Fire Protection District
- Comptche Community Services District
- Covelo Fire Protection District
- Elk Community Services District
- Hopland Fire Protection District
- Leggett Valley Fire Protection District
- Little Lake Fire Protection District
- Long Valley Fire Protection District
- Mendocino Fire Protection District
- Piercy Fire Protection District
- Potter Valley Community Services District
- South Coast Fire Protection District
- Redwood Valley-Calpella Fire District

It was noted that the Redwood Valley-Calpella Fire District provided notice to staff that the official name of their district does not include the word Protection, which will be corrected in the final draft. It was also noted that Covelo, Long Valley, and Leggett Valley Fire Protection Districts (FPD) provided financial information after the publication of the Public Hearing Draft. In addition, Comptche Community Services District (CSD) and Mendocino FPD are awaiting final audit information to send and Potter Valley CSD has not provided financial audit information. Updated information will be included in the final SOI Update.

Comments and questions were offered by Commissioners McCowen, Brown, Orth, Rosenberg, Gonzalez, Doble, and Ward. Commissioners Brown and Orth thanked Commissioner McCowen for his suggested edits to the introduction regarding the Emergency Medical Services. Commissioners Orth, McCowen, Ward, and Brown thanked staff for the well prepared document, specifically the introduction. The Commission requested the following changes to the document:

Items for staff to address:

- Page 1-6, Section 1.6.2.1: revise both paragraphs to separate EMS and EOA issues. For the 1<sup>st</sup> paragraph, add a new last sentence as follows: “Mendocino County is currently assessing a variety of options for its LEMSA, including a continuation with Costal Valley EMS”. For the 2<sup>nd</sup> paragraph, replace it with the following language: “Mendocino County has also been developing a RFP to create an EOA for emergency medical services in the inland portion of the County to establish a contract with a single provider. It is anticipated that the RFP will be released shortly. It is unknown how fire districts with ambulance services will be impacted by this potential change”.
- Publish the entire document electronically in addition to providing a user-friendly option to download each district-specific section separately. It was noted that the online document is searchable.
- Page 1-7, Section 1.6.2.3: after the first sentence, add the following language: “In addition, the City of Willits can provide dispatch services to the Little Lake Fire Protection District”.
- Page 2-21, Table 2.6, Determination #3: Clarify the median household income listed for Covelo FPD and report consistently in Section 2.4.4.5.
- Request for future documents: provide more consistency in reporting the Disadvantaged Unincorporated Communities (DUC) throughout the document.
- If possible, provide additional shading in the mapping for areas of interest to be re-evaluated for suitability of inclusion in the next MSR/SOI Update process.
- Provide more consistency in the financial reporting, such as stating net income versus a capital budget and including a Statement of Net Position for some districts but not all. It was noted that accurate financial information is important especially for districts with financial constraints. It was also noted that financial reporting for the SOI Update process is informed by the MSRs.
- It was confirmed that information related to Government Code Section 26909 for multi-year audit options has been shared with all special districts. This code section and financial reporting information could be included in the LAFCo sponsored trainings discussed, but not yet scheduled.
- Page 1-8, Section 1.6.2.6: add the following language to the 5<sup>th</sup> sentence of the 2nd paragraph: “In 2018, an alternate funding formula was adopted that includes the population of the incorporated cities”. Also, replace “Future disbursements are unknown at this time” with “These allocations are discretionary and reviewed annually based on availability of funding” and make this change in all 13 district-specific sections.
- It was noted the Little Hoover Commission recommends every special district to have a website; however, Senator McGuire has proposed legislation to allow small districts to opt out of this mandate due to financial burden.
- Page 1-8, Section 1.6.3: replace the 5<sup>th</sup> bullet item with the following language: “The State mandated requirement to complete municipal service reviews has imposed an administrative burden on rural fire districts”. Also, delete the 6<sup>th</sup> bullet item entirely.

***Public Comment was opened at 9:29am.***

Chief Don Dale, Redwood Valley-Calpella Fire District, addressed the Commission expressing concern that many individuals and Districts do not fully understand the role of LAFCo in the County, specifically the MSR and SOI reports. He commented on several issues including confusion between Potter Valley CSD and Redwood-Calpella FD boundaries, Highway 20 corridor responses, access to difficult-to-reach territory such

as Tomki Road in Redwood Valley, and high service call volumes. He noted there is currently a good working relationship with all county fire protection districts, and each one assisted in the October Redwood Valley Complex Fire. He confirmed the current version of his District's SOI Update is accurate and asked for further training on the LAFCo informational requests, including financial reporting. Chief Dale thanked LAFCo staff for the well prepared SOI document.

***Public Comment was closed at 9:45 am.***

Commissioner Brown made a motion to approve the LAFCo Resolution 17-18-07, approving the Multi-District Fire Protection Services Sphere of Influence Update with all mentioned corrections during the public hearing. Commissioner Orth seconded the motion.

Upon advice by EO Hinman, the motion and second were withdrawn and the Commission directed staff to continue the public hearing to the regular meeting of May 7, 2018, in order to incorporate Commission suggested edits and present the final document.

***The Public Hearing was continued to the Regular Meeting of May 7, 2018.***

**6. WORKSHOP ITEMS** (Video time 49:06)

There were no workshop items for April 2018.

**7. MATTERS FOR DISCUSSION & POSSIBLE ACTION**

**7a) CALAFCO Calls for Legislative Action** (Video Time: 49:11)

EO presented. Comments and questions were offered by Commissioners Ward, McCowen, and Brown.

Upon motion by Commissioner Orth and second by Commissioner Doble, direction to the Chair to sign the legislative support letters for AB 2491 (Cooley), AB 2258 (Caberello), 2600 (Flora), and AB 3254 was approved as corrected by unanimous vote:

Ayes: (6) Brown, Doble, Gonzalez, McCowen, Orth, and Ward

Absent: (1) McNerlin

**8. INFORMATION/ REPORT ITEMS** (Video Time: 53:36)

**8a) Work Plan, Current, and Future Proposals**

No new progress on Applications. Redwood Coast Fire Protection District Administrative Draft MSR/SOI is expected to be distributed to District for review later this week. EO Hinman met with the new City Manager of Willits and reported forward movement on the SOI update. The draft report on mutual water companies is expected to be presented in May.

Chair Ward asked for an update on the Upper Russian River Water Agency JPA, specifically the five district consolidation. EO Hinman noted she will be meeting with JPA General Manager Alaniz for an update.

**8b) Correspondence**

None to report.

### **8c) Executive Officer's Report**

EO Hinman reported on the following:

- Staff has been responding to Public Records Requests.
- Staff has been making website updates for additional transparency.
- Commissioner 700 forms are due today.
- No Special District nominations have been received as of today.
- EO and Analyst will be attending the CALAFCO Staff Workshop in April.

### **8d) Committee Reports**

No committee meetings were held in March. A Policies & Procedures meeting is scheduled for April 9, 2018.

### **8e) Commissioners Reports, Comments or Questions**

*Commissioner Orth* provided an update on the Boulevard District research and noted an open public meeting is being held April 28, 2018 at the Brooktrails CSD for further information.

*Commissioner Brown* offered support on legislative matters.

### **8f) CALAFCO Business and Legislation Report**

CALAFCO issued their 2018 Legislative Platform. The Policies & Procedures Committee will meet to discuss the annual review of the Commission's 2018 Legislative Platform.

## **ADJOURNMENT**

There being no further business, at 10:02 am the meeting was adjourned. The next regular meeting is scheduled for Monday, May 7, 2018 at 9:00am in the County Board of Supervisors Chambers at 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.*

<https://www.youtube.com/watch?v=fKm87cfWAnI&list=PLraKTU7AyZLTmV-2PpmufbzkvpN3QCnog&index=4>