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# 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

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## 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

**Vacant**

Special District Member

## ALTERNATE MEMBERS

**Kevin Doble**

Ukiah City Council

**Dan Hamburg**

County Board  
of Supervisors

**Carol Rosenberg**

Public Member

**Angela Silver**

Calpella County Water District

## Executive Officer

**George Williamson**

## Counsel

**Scott Browne**

## Analyst

**Colette Metz**

## Commission Clerk

**Elizabeth Salomone**

## 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

Executive Committee Meeting of Tuesday, February 16, 2016 10:00am  
Willits City Hall, Conference Room  
111 East Commercial Street, Willits, California

Call to Order

Roll Call: Commissioners Jerry Ward, Holly Madrigal, and Doug Hammerstrom

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the January 22, 2015 Executive Committee Minutes
2. Request for Proposal: Professional Services
3. Financial Reserve Policy
4. FY 2016-17 Proposed Budget
5. FY 2015-16 Audit – Letter of Engagement
6. Ft. Bragg Rural FPD North 10 Mile River Annexation
7. Additional CSDA Training dates and locations: April, May, June.

## ADJOURNMENT

The next Regular Commission Meeting is scheduled for  
Monday, March 7, 2016 at 9:00 AM  
in the County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, California

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

## Executive Committee Minutes

Executive Committee Meeting of January 22<sup>nd</sup>, 2016 10:00am  
Willits City Hall, Conference Room  
111 East Commercial Street, Willits, California

### Call to Order

Chair Ward called the meeting to order at 10:00am.

### Roll Call

Members Present:

Commissioners Jerry Ward, Holly Madrigal,  
and Dan Hammerstrom

Staff Present:

George Williamson, EO (via telephone)  
Elizabeth Salomone, Clerk

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

### 1. **Approval of the December 18, 2015 Executive Committee Minutes**

Upon motion by Commissioner Madrigal and second by Commissioner Ward, the December 18, 2015 Executive Committee Minutes were approved unanimously.

Ayes: Hammerstrom, Madrigal, and Ward

### 2. **Review of FY 2015-16 Budget Amendment**

George Williamson presented the proposed FY 2015-16 budget amendment. Chair Ward presented a cash analysis. Commissioner Hammerstrom noted that one amount in the Planwest FY 2015-16 Proposed Contract Amendment does not match the proposed FY 2015-16 Budget Amendment. Mr. Williamson noted the edit.

Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the FY 2015-16 Budget Amendment recommendation to the full Commission, at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

### 3. **Review of FY 2015-16 Contract Amendment**

George Williamson presented the proposed contract amendment. Chair Ward asked for expansion on the Work Plan Table. Commissioner Madrigal asked for clarification on the flow of communication and a central point for information communication between staff and commission. Mr. Williamson noted he is prepared to be that central communication point. Mr. Ward tabled this discussion to a later date.

Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the recommendation of the FY 2015-16 Contract Amendment (with payment terms edited from \$63,860 to \$59,000) to the full Commission at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

#### **4. Review of Preliminary FY 2016-17 Budget**

George Williamson presented the Preliminary FY 2016-17 Budget, noting the process for approval by the full Commission. The following topics were discussed:

- A-87 costs have not been issued yet by County and are not accounted for in the proposed budget.
- LAFCo Apportionment fees
- Baracco & Associates remaining budget amount of \$6,300.
- Office space/rent itemization clarification
- Travel and Lodging allocations
- Stipend policy has changed therefore budget allocation will need to be examined
- Special District training completion or forwarding to next fiscal year?
- Contract Extension, RFP for Executive Officer Services for FY 16/17.

Upon motion by Commissioner Hammerstrom and second by Commissioner Madrigal, the recommendation to discuss the FY 2016-17 Preliminary Budget with further clarifications as noted with the full Commission at the Regular Commission meeting of February 1, 2016 was approved unanimously.

Ayes: Commissioners Hammerstrom, Madrigal, and Ward

#### **5. Presentation of 2013-14 Audit and Status of 2014-15 Audit**

George Williamson presented, noting the draft 2014-15 Audit was sent to Chair Ward.

Chair Ward noted a number of inconsistencies and errors in the draft audit for FY 2014-15. [It was later determined the Auditor had not received the Audited Financial Statements for the Fiscal Years Ending June 30, 2013 & 2012 prepared by Michael Celentano or the unaudited Financial Statements for the Fiscal Years Ending June 30, 2014 & 2013 prepared by LAFCo Treasurer.] Commissioners asked if this was a draft or final version. Clerk confirmed it is a draft from the Auditor. Chair Ward indicated he will contact Mr. Pehling for further discussion on the draft audit. The Executive Committee directed the draft FY 2014-15 Audit on the agenda for the Regular Commission meeting of February 1, 2016. The Committee directed Mr. Williamson to provide Mr. Pehling with all financial information needed for the FY 15-16 Audit and a contract to complete the services.

#### **6. Review of Adopted Fee Schedule**

The Executive Committee directed the Policies and Procedures Committee to review the Adopted Fee Schedule with the assistance of analyst Colette Metz and present any recommended revisions to the full Commission. Chair Ward asked Mr. Williamson for clarification on the amounts recently charged to applicants.

#### **7. Next Executive Committee Meeting**

The next meeting will be scheduled as needed.

### **ADJOURNMENT**

There being no further business, at 11:27am the meeting was adjourned.

The next Regular Commission Meeting is scheduled for  
Monday, February 1, 2016 at 9:00 AM  
in the County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, California

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

**Date:** February 4, 2016

**To:** Mendocino County, Cities, and Independent Special Districts

**From:** George Williamson, Executive Officer

**Subject:** **Notice of Public Hearing to Adopt a Proposed LAFCo Budget for Fiscal Year 2016-17**

The Mendocino Local Agency Formation Commission (LAFCo) is responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies the proposed and final budgets shall - at a minimum - be equal to the budget adopted for the previous fiscal year unless LAFCo finds any reduced costs will nonetheless allow the agency to meet its regulatory and planning duties.

Enclosed is a draft proposed budget for fiscal year 2016-17, as approved by the Commission on February 1, 2016. The draft proposed budget allocates use of unrestricted fund balance to maintain agency apportionment fees at fiscal year 2015-16 levels. The Commission will hold a public hearing at its regular meeting on April 4, 2016 to consider adopting a proposed budget for fiscal year 2016-17. A subsequent hearing to adopt the final budget will be held on June 6, 2016.

Copies of all related documents are on file and may be reviewed at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org); phone: (707) 463-4470.

**Mendocino Local Agency Formation Commission**  
**DRAFT Proposed FY 2016-17 Budget**

LINE #	ACCOUNT #	DESCRIPTION	FY 2015-16 Adopted	FY 2015-16 Amended	FY 2016-17 Draft Proposed
1		<b>REVENUE</b>			
2	4000	LAFCO Apportionment Fees	\$125,000.00	\$125,000.00	\$125,000.00
3	4030	Application Filing Fees	\$33,900.00	\$33,900.00	\$30,000.00
4	4100	Service Charges	\$0.00	\$0.00	\$0.00
5	4800	Miscellaneous	\$0.00	\$0.00	\$0.00
6	4910	Interest Income	\$128.00	\$128.00	\$120.00
7		<i>Revenue Total</i>	<b>\$159,028.00</b>	<b>\$159,028.00</b>	<b>\$155,120.00</b>
8		<b>EXPENSES</b>			
9	5300	Basic Services (split between sub-accounts)	\$59,000.00	\$59,000.00	\$0.00
10	5301	Executive Officer Contract	\$0.00	\$0.00	\$43,000.00
11	5302	Clerk Contract	\$0.00	\$0.00	\$19,000.00
12	5500	Rent (split between sub-accounts)	\$4,860.00	\$0.00	\$0.00
13	5502	Office Space	\$0.00	\$4,675.00	\$4,800.00
14	5503	Work Room	\$0.00	\$360.00	\$360.00
15	5600	Office Expenses (split between sub-accounts)	\$2,800.00	\$0.00	\$0.00
16	5601	Office Supplies (petty cash)	\$0.00	\$700.00	\$700.00
17	5603	Photocopy	\$0.00	\$1,000.00	\$1,000.00
18	5605	Postage	\$0.00	\$300.00	\$300.00
19	5607	Office Equipment	\$0.00	\$1,500.00	\$0.00
20	5700	Internet & Website Costs	\$1,056.00	\$1,200.00	\$1,200.00
21	5900	Publication and Legal Notices	\$3,100.00	\$2,000.00	\$2,000.00
22	6000	Televising Meetings	\$2,112.00	\$1,700.00	\$1,700.00
23	6100	Audit Services	\$3,000.00	\$3,025.00	\$4,650.00
24	6200	Bookkeeping	\$4,100.00	\$4,800.00	\$4,800.00
25	6300	Legal Counsel	\$6,000.00	\$6,000.00	\$6,000.00
26	6400	A-87 Costs County Services	\$3,000.00	\$2,010.00	\$2,010.00
27	6500	Insurance-General Liability	\$1,200.00	\$1,000.00	\$1,000.00
28	6600	Memberships (CALAFCO/CSDA)	\$2,100.00	\$2,000.00	\$2,100.00
29	6740	In-County Travel & Stipends	\$4,300.00	\$2,000.00	\$4,300.00
30	6750	Travel & Lodging Expense	\$5,000.00	\$2,500.00	\$5,000.00
31	6800	Conferences (Registrations)	\$3,000.00	\$3,000.00	\$3,000.00
32	7000	Barraco & Associates MSR Contract	\$0.00	\$6,300.00	\$0.00
33	7001	MSR Reviews - Admin	\$5,000.00	\$5,000.00	\$15,000.00
34	7501	SOI Updates	\$29,000.00	\$42,000.00	\$39,000.00
35	9000	Special District Training Support	\$12,000.00	\$12,000.00	\$0.00
36		<i>Operating Expense Total</i>	<b>\$150,628.00</b>	<b>\$164,070.00</b>	<b>\$160,920.00</b>
37	8000	Application Filing Expenses	\$33,900.00	\$33,900.00	\$30,000.00
38		<i>Expense Total</i>	<b>\$184,528.00</b>	<b>\$197,970.00</b>	<b>\$190,920.00</b>
39					
40		<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>-\$25,500.00</b>	<b>-\$38,942.00</b>	<b>-\$35,800.00</b>
41		<i>(Negative balance indicates use of fund balance)</i>			

**MENDOCINO**  
**Local Agency Formation Commission**  
**Executive Committee Staff Report**

DATE: February 16, 2016  
TO: Mendocino LAFCo Executive Committee  
FROM: George Williamson, Executive Officer  
SUBJECT: Fort Bragg Rural Fire Protection District Annexation Boundary Review

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LAFCo staff has researched the status and boundaries for two separate Fort Bragg Rural Fire Protection District (FBRFPD) applications submitted in 2011 and 2013. This includes confirming whether Certificates of Completion were recorded with Mendocino County, as well as whether a Statement of Boundary Change was filed with the State Board of Equalization (BOE).

***2011 Reorganization and SOI Update***

In 2011, the Commission considered a FBRFPD reorganization proposal for detachment of approximately 800 acres that overlapped with the Fort Bragg City boundary a). A separate District SOI Determination was also made. LAFCo adopted Resolutions 2011-02 (Reorganization) and 2011-03 (SOI Determination). A Certificate of Completion (2011-16011) was filed with the Mendocino County Recorder's Office and a geographic description was filed with the BOE. LAFCo received a letter from BOE in April 2012 stating the reorganization filing could not be completed because the description did not meet the State's requirements and no fee was received. There is no BOE resubmission on file and no tax rate areas amended to reflect the boundary change.

The BOE reports that they still have the file on record and are able to process the 2011 reorganization. To complete the process a geographic description needs to be submitted that uses bearings and distances, and the filing fee (\$8,150) will need to be paid.

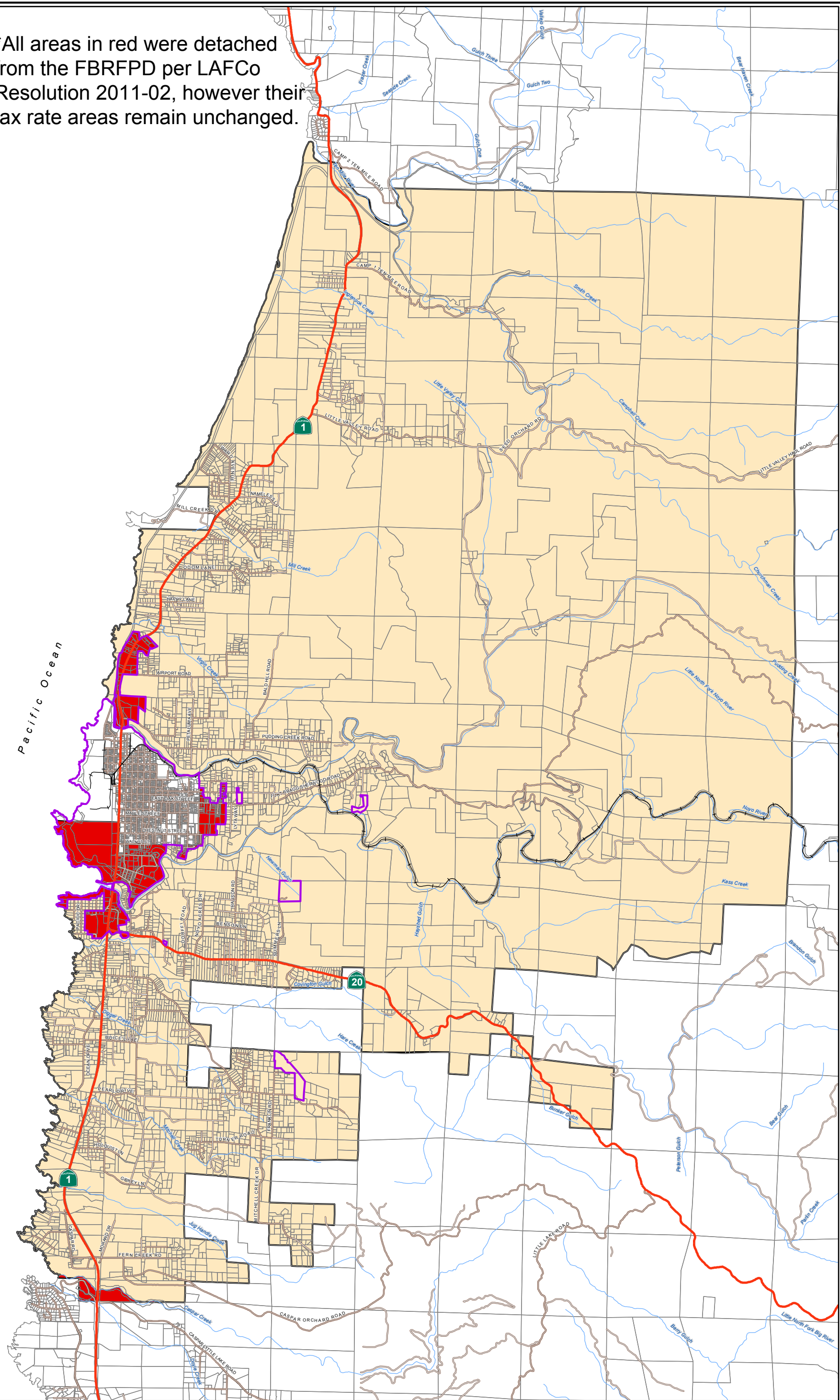
***2013 Annexation- North of Ten Mile River***

The North of Ten Mile River Annexation located adjacent to the District's northern boundary was considered by the Commission in 2013. During the annexation process, two different and conflicting District boundary lines were submitted with the proposal, resulting in the use of an incorrect northern boundary line during annexation finalization. There is now a gap between the boundary line of Township 19 and 20 North and the Ten Mile River. An island of District territory that is not contiguous to the main boundary was also created. The resulting boundary issue appears to have come from the use of a *draft* LAFCo map, instead of the final adopted map in LAFCO File No. 93-4. See attached map.

The gap between the township and range line (historically considered the District boundary) and the Ten-Mile River (LAFCo Resolution No. 12-13-04 indicated District boundary) leaves a segment of territory in question: APNs-015-140-22, 015-140-19, 015-140-65, and 069-20-001. A Certificate of Completion was filed with the Mendocino County Recorder's Office and a statement was submitted to and accepted by BOE. The annexation map included in the Certificate of Completion for the North of Ten Mile Annexation used the incorrect District boundary.

Attachments: 2011 Reorganization and SOI Amendment Map  
2013 Annexation final adopted map in LAFCO File No. 93-4  
Current District Boundary Map reflecting 2013 North of Ten Mile River Annexation

\*All areas in red were detached from the FBRFPD per LAFCo Resolution 2011-02, however their tax rate areas remain unchanged.



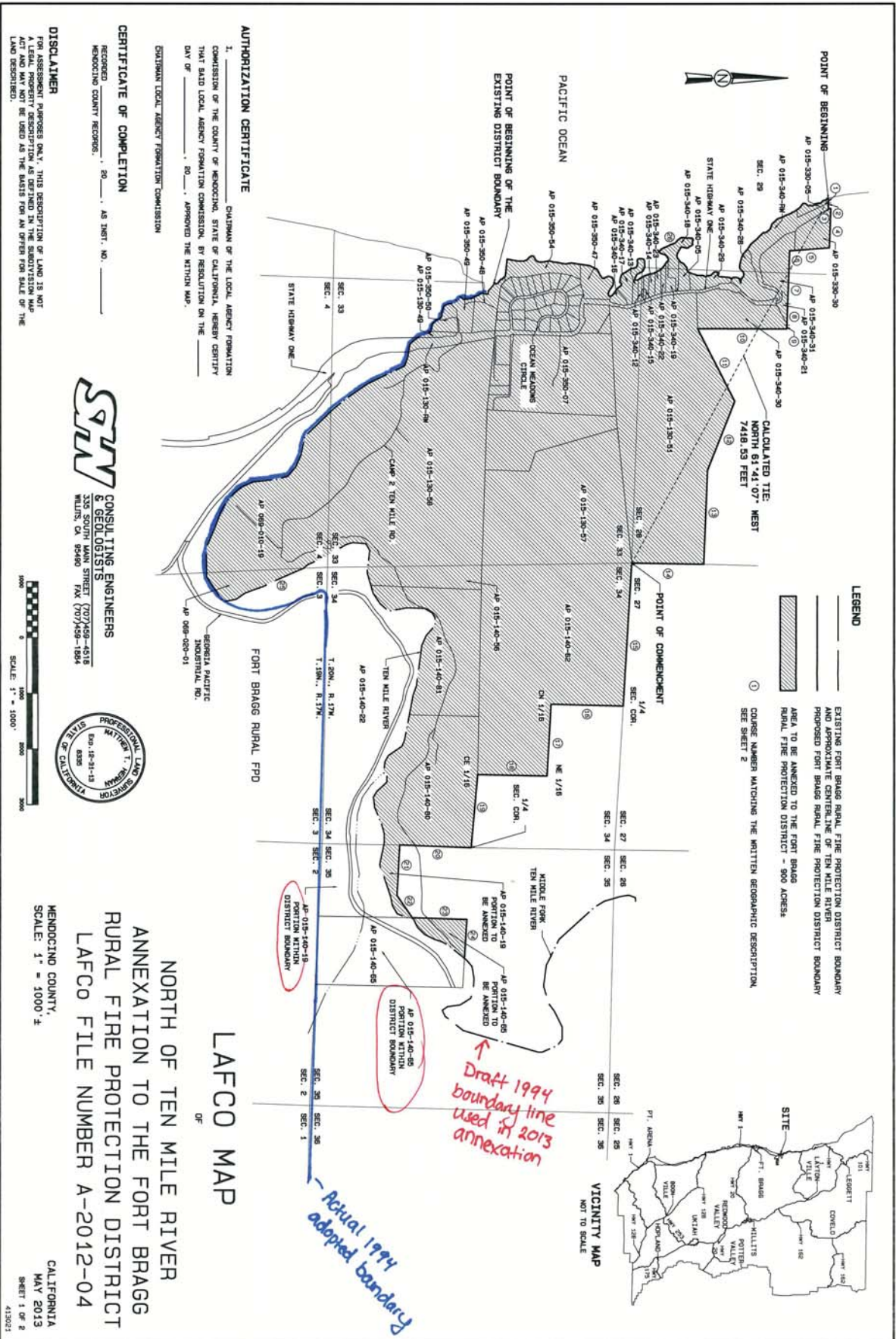
### Fort Bragg Rural FPD Detachments

Source: This map was prepared by the County of Mendocino Department of Information Services GIS Program, July 2011.

Note: This map is not a survey product and should not be used to determine legal boundaries.

- Detachments
- Fort Bragg Rural Fire Protection Dist.
- City of Fort Bragg
- Parcels
- Roads
- Rail Roads
- Streams

*Map adapted by LAFCO and accepted by SBCC 2013*



**AUTHORIZATION CERTIFICATE**

I, \_\_\_\_\_ CHAIRMAN OF THE LOCAL AGENCY FORMATION COMMISSION OF THE COUNTY OF MENDOCINO, STATE OF CALIFORNIA, HEREBY CERTIFY THAT SAID LOCAL AGENCY FORMATION COMMISSION, BY RESOLUTION ON THE DAY OF \_\_\_\_\_, 20\_\_\_\_, APPROVED THE WITHIN MAP.

CHAIRMAN LOCAL AGENCY FORMATION COMMISSION

**CERTIFICATE OF COMPLETION**

RECORDED \_\_\_\_\_, 20\_\_\_\_, AS INST. NO. \_\_\_\_\_

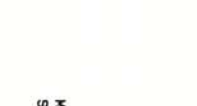
MENDOCINO COUNTY RECORDER

**DISCLAIMER**

FOR ASSESSMENT PURPOSES ONLY, THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT. THIS MAP SHOULD BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

**SCV CONSULTING ENGINEERS & GEOLOGISTS**

335 SOUTH MAIN STREET  
WILKINS, CA 95460  
TEL: (707)459-4518  
FAX: (707)459-1884



**MENDOCINO COUNTY, CALIFORNIA**

**NORTH OF TEN MILE RIVER ANNEXATION TO THE FORT BRAGG RURAL FIRE PROTECTION DISTRICT**

**LAFCO FILE NUMBER A-2012-04**

SCALE: 1" = 1000' ±

MAY 2013  
SHEET 1 OF 2  
413053





Mendocino

INGLENOOK FEN-  
TEN MILE DUNES NP

MACKERRICHER  
STATE PARK

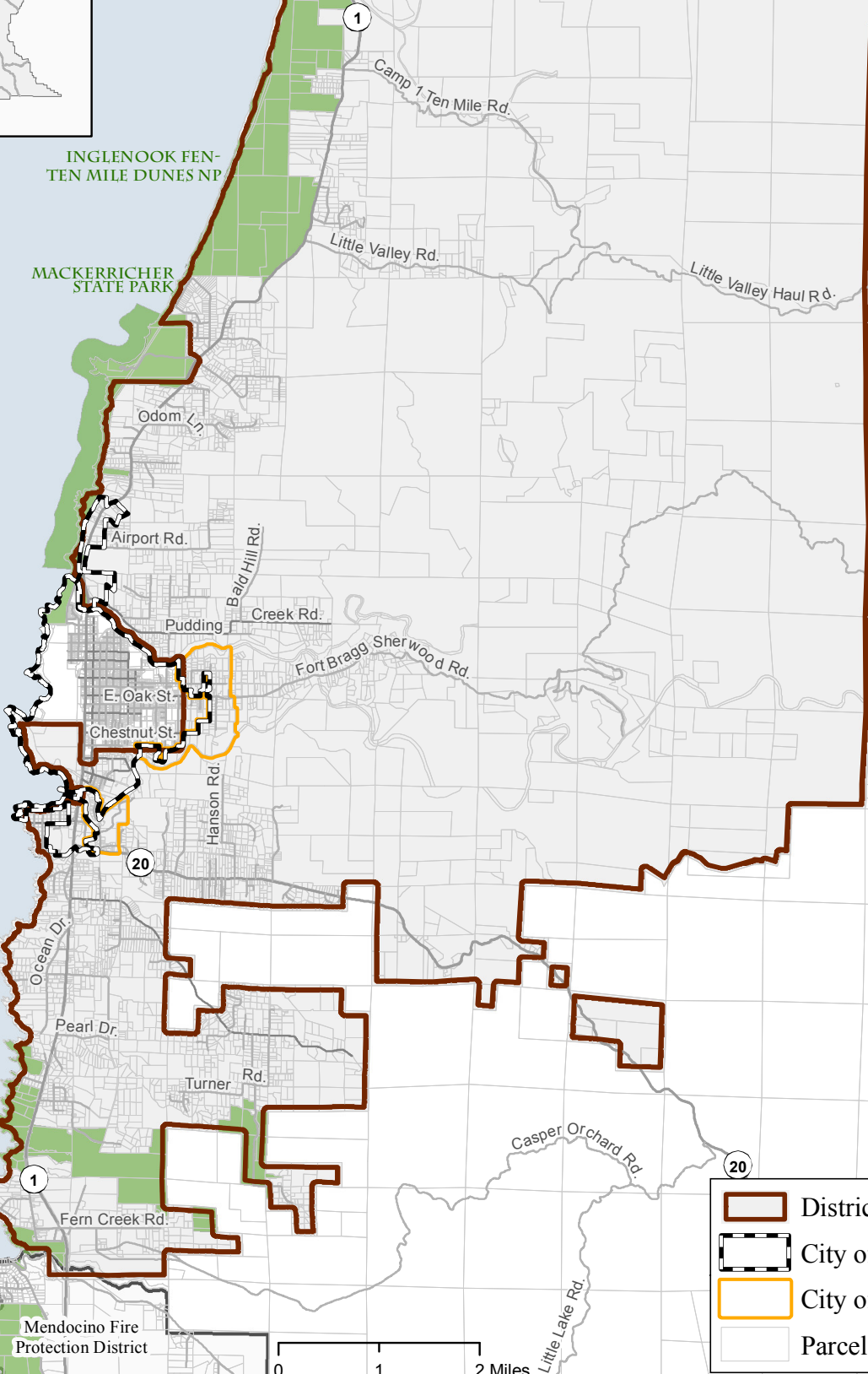
*Pacific Ocean*





JUG HANDLE SNR

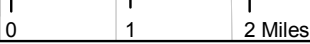
CASPAR  
HEADLANDS SB

POINT CABRILLO  
LIGHT STATION SHP

Mendocino Fire  
Protection District



-  District Boundary
-  City of Fort Bragg
-  City of Fort Bragg SOI
-  Parcels



# Fort Bragg Rural Fire Protection District

Prepared for **PLANWEST PARTNERS, INC.**  
Mendocino Packet Page 9  
LAFCo by:  Date: 8/25/2015

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.  
Path: D:\Planwest\_GIS\projects\current\Mendocino\_LAFCo\Fire\FortBragg\_Rural.mxd