

MENDOCINO

Local Agency Formation Commission

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

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CHAIR

Jerry Ward
Public Member

Approved by Commission January 9, 2017

VICE CHAIR

John McCowen
County Board
of Supervisors

MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

MEMBERS

Carre Brown
County Board
of Supervisors

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

Doug Hammerstrom
Fort Bragg City Council

Call to Order

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

Holly Madrigal
Willits City Council

Roll Call

Members Present:

Commissioners Carre Brown, Doug Hammerstrom, Holly Madrigal, John McCowen, Theresa McNerlin, Tony Orth, and Jerry Ward

Theresa McNerlin
Ukiah Valley Sanitation District

Members Absent:

None

Tony Orth
Brooktrails Township CSD

Alternate Members Present:

Commissioners Kevin Doble, Dan Hamburg, and Carol Rosenberg

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Alternate Members Absent:

Commissioner Angela Silver

Dan Hamburg
County Board
of Supervisors

Staff Present:

Uma Hinman, Executive Officer
Larkyn Feiler, Analyst
Elizabeth Salomone, Clerk

Carol Rosenberg
Public Member

PUBLIC EXPRESSION

1. No one from the public offered comments.

Angela Silver
Calpella County Water District

CONSENT CALENDAR (Video Time: 4:20)

Executive Officer
Uma Hinman

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 2017 Meeting Schedule

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Counsel
Scott Browne

November 2016 claims totaling \$10,326.56

Uma Hinman Consulting, incl Cem Dist Contract:	\$7,272.38
Ukiah Valley Conf Ctr:	\$453.80
P. Scott Browne:	\$470.00
Commission Reimbursements:	\$347.32
CSDA	\$1,231.00
Petty Cash	\$97.06

Regular Meetings

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

Commissioner Orth asked for a clarification in November 7, 2016 minutes, Item 14. Commissioner Reports: “Commissioner Orth reported the City of Willits and Brooktrails Township CSD entered into a joint use agreement ~~for sewer system~~ *sharing an extensive sewer camera system.*”

Commissioner Ward asked for an update on the Moore’s Annexation outstanding payment. Staff indicated no payment or communications have been made.

Commissioner Madrigal made and later withdrew a motion to add two invoices from the County of Mendocino Information Services Division for the recording and streaming LAFCo meetings and copying DVD pending verification of agreement. Commissioner Brown seconded and later withdrew second. The Commission asked for staff to further substantiate the invoice and ensure an agreement is in place or established.

Upon motion by Commissioner Orth and second by Commissioner Brown Consent Calendar Items 2, 3, and 4 were approved by roll call vote:

Ayes: (8) Brown, Hamburg, Hammerstrom, Madrigal, McNerlin, McCowen, Orth, and Ward

WORKSHOP

6. Russian River Cemetery District Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update (Video Time: 11:50)

Analyst Feiler presented the draft MSR and SOI. Analyst Feiler also presented an update of the completion progress of the remaining Cemetery District MSRs and SOIs. Comments and questions were offered by Commissioners Brown, McCowen, Hammerstrom, Rosenberg, Madrigal, Hamburg, and Ward.

Commissioners offered assistance in outreach to the Cemetery Districts on behalf of LAFCo. Staff will coordinate.

Commissioners McCowen, Madrigal, and Orth noted the following:

Pg 1-5 SENATE BILL 215, 3rd paragraph, 1st sentence to read: “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.”

Pg 2-1, 2.1.1.3 SPHERE OF INFLUENCE. Clarify the “assumption” of the current SOI status due to the lack of records found, referring to current Policies & Procedures. Request for P&P Committee to review need of policy.

Pg 2-2, 2.1.5 MANAGEMENT AND STAFFING. Recommend a complaint procedure and an employee performance evaluation procedure.

Pg 2-4, 2.1.3.3 FUTURE DEMAND FOR SERVICES and Pg 2-8, 2.1.7.3 Item 7 of MSR DETERMINATIONS. Notations of available land for expansion is inconsistent, possibly due to specific description of land type (i.e. vineyard.) Include a LAFCo determination of adequate land for expansion.

Pg2-5, 2.1.4 DISTRICT FINANCES. More current financial data was requested, specifically the two most recently available year end summaries.

Pg 2-5, 2.1.4.1 REVENUES AND EXPENDITURES. Further detail in explanation of “Miscellaneous Revenue,” and indication of endowment fund and non-resident payments, generating LAFCo determinations for further specification, if necessary.

Pg 2-8, 2.1.7.3 Item 9 of MSR DETERMINATIONS. Explore the necessity of non-resident policy restrictions.

Commission commended staff on the format and content of the first MSR/SOI presented by Uma Hinman Consulting.

Workshop Summary:

The Russian River Cemetery District MSR/SOI to be updated by staff as per workshop feedback and provided to the District for their staff and Board to review and comment. Workshop scheduled for January 2017 to include the remaining Cemetery District MSR/SOIs with Public Hearing to follow, pending Commission direction.

MATTERS FOR DISCUSSION/POSSIBLE ACTION

7. 2017 Office Space Lease Agreement (Video Time: 55:00)

Chair Ward noted a letter was sent to Ukiah Valley Conference Center management including a proposed revision to paragraph 2.2 of the rental agreement regarding the annual increase. No response has been received. Chair Ward will continue to work on resolution.

INFORMATION/ REPORT ITEMS

8. Status of Applications, Future Projects, MSR and SOI Updates (Video Time 59:00)

EO Hinman presented the staff report. Comments and questions were offered by Commissioners Brown, Hamburg, Ward, and Orth.

Anderson Valley Community Services District Proposed Reorganization (Annexation, Detachment, and Activation of Latent Powers to Provide Ambulance Services): Meeting schedule between LAFCo staff, County Auditor-Controller, and County Auditor to resolve issues delaying the application.

Milview CWD Annexation and Calpella CWD Proposed Annexation: Chair Ward asked if any deposits have been made for these two future projects. EO Hinman noted neither has reached the pre-application stage requiring further LAFCo staff input and when they do, deposits will be obtained as per LAFCo Policies and Procedures.

9. Correspondence (Video Time 1:00:00)

EO Hinman reviewed.

10. Executive Officer's Report: (Video Time 1:05:00)

EO Hinman provided a verbal update.

- *2017 City and County Representative Appointments and Selection of Officers.* Both the City Select Committee and the County Board of Supervisors will assign representation to LAFCo in January. Commission consensus was to postpone the selection of officers until February 2017.

11. Committee Reports (Video Time 1:07:00)

Executive Committee November 7, 2016: EO Hinman reported the Executive Committee discussed open projects, MSR and SOI updates, mapping inconsistencies, QuickBooks, and upcoming audit.

Policies & Procedures Committee: Scheduled to meet December 5, 2016 1:00pm.

12. Commissioners Reports, Comments or Questions (Video Time 1:10:00)

Commissioner Orth: Attended the Special District Association training reception in Monterey where information regarding a company offering low-cost special district website maintenance and compliance was shared.

Commissioners Hammerstrom and Commissioner Madrigal both expressed their gratitude for serving as a Commissioner on Mendocino LAFCo and the work that has been accomplished by the Commission in their time of service. Commissioners expressed their gratitude and best wishes in return.

Commissioner Madrigal: Reported on Willits City Council election results.

Commissioner Ward: Thanked staff for the resolution of the Fort Bragg Detachment project.

Commissioner Ward: Reminded Commission of Ethics Training available in January; refer to Clerk for further information.

Commissioner Ward: Asked for update on Hastings Frontage Road Ad Hoc Committee. EO noted final follow up letters were sent, as requested, and no further inquiries have been received.

Upper Russian River Water Agency (JPA) Update by Commissioner Silver: JPA Board scheduled to meet December 7, 2016 and Commissioner Silver will provide an update in January 2017.

13. Legislation Report

No updates to report.

ADJOURNMENT

There being no further business, at 10:15am the meeting was adjourned. The next regular meeting is Monday, January 9, 2017 at 9:00 AM 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.

December 5, 2016 meeting:

<https://www.youtube.com/watch?v=Eqwg98pWKHw&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP&index=13>