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# MENDOCINO

# Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street, Suite F ◊ 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

**Richard Shoemaker**  
Russian River Flood Control  
and Water Conservation  
Improvement District

## VICE CHAIR

**Carre Brown**  
County Board  
of Supervisors

## MEMBERS

**Doug Hammerstrom**  
Fort Bragg City Council

**Vacant**  
Public Member

**Holly Madrigal**  
Willits City Council

**John McCowen**  
County Board  
of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

## ALTERNATE MEMBERS

**Dan Hamburg**  
County Board  
of Supervisors

**Kevin Doble**  
Ukiah City Council

**Angela Silver**  
Calpella County Water District

**Gerald Ward**  
Public Member

**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

Regular Meeting of Monday, January 5, 2015 9:00 AM  
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Call to Order and Roll Call

### NEW APPOINTMENTS

- Oath of Office for all newly and re-appointed Commissioners
- Regular Public Member Appointment

### 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.

1. Approval of the November 3, 2014 Regular Meeting Summary Minutes
2. Approval of the December 1, 2014 Regular Meeting Summary Minutes
3. Approval of November 26 – December 29, 2014 claims

### PUBLIC EXPRESSION

4. 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.

### MATTERS SET FOR HEARING

5. **City of Point Arena MSR Municipal Service Review (LAFCo M-2012-02) (CONTINUED FROM DECEMBER 1, 2014)**  
Continuation of the Public Hearing on the Public Review Draft of the City of Point Arena MSR. The document is available for review at [www.mendolafco.org](http://www.mendolafco.org), click on 'Studies.' Comments and suggestions by the Commission, participating agencies and members of the public and possible authorization to publish Final MSR.
6. **City of Willits MSR Municipal Service Review (LAFCo M-2012-01) (CONTINUED FROM DECEMBER 1, 2014)**  
Continuation of the Public Hearing on the Public Review Draft of the City of Willits MSR. The document is available for review at [www.mendolafco.org](http://www.mendolafco.org), click on 'Studies.' Comments and suggestions by the Commission, participating agencies and members of the public and possible authorization to publish Final MSR.

(OVER)

## **WORKSHOP**

### **7. Mendocino County Fire Protection Districts (Part 1 - first 7 of 13 Districts) Municipal Service Review (LAFCo File M-2012-06)**

Presentation of the Administrative Review Draft of the MSR for the following Fire Protection Districts:

<b>Hopland Fire Protection District</b>	<b>Covelo Fire Protection District</b>
<b>Leggett Valley Fire Protection District</b>	<b>Little Lake Fire Protection District</b>
<b>Long Valley Fire Protection District</b>	<b>Potter Valley Community Services District</b>
<b>Redwood Valley-Calpella Fire Protection District</b>	

## **OTHER MATTERS FOR DISCUSSION & POSSIBLE ACTION**

8. Monthly Financial Report
9. Audit Status Update Report
10. Status of Current and Future Proposals

## **OTHER ITEMS**

11. Correspondence
12. Commissioner Reports, Comments or Questions
13. Executive Officer's Report
14. Legislation Report

## **ADJOURNMENT**

The next Regular Commission Meeting is scheduled for  
Monday, February 2 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](mailto: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

# MENDOCINO

# Local Agency Formation Commission

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## CHAIR

**Richard Shoemaker**  
Russian River Flood Control  
And Water Conservation  
Improvement District

**Agenda Item No. 1**

## **DRAFT SUMMARY MINUTES**

## VICE CHAIR

**Carre Brown**  
County Board  
Of Supervisors

## **LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY**

## MEMBERS

**Doug Hammerstrom**  
Fort Bragg City Council

**Michael Kisslinger**  
Public Member

**Holly Madrigal**  
Willits City Council

**John McCowen**  
County Board  
Of Supervisors

**Guinness McFadden**  
Potter Valley Irrigation District

## ALTERNATE MEMBERS

**Dan Hamburg**  
County Board  
Of Supervisors

**Mary Anne Landis**  
Ukiah City Council

**Tony Orth**  
Brooktrails Township  
Community Services District

**Gerald Ward**  
Public Member

**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

## **Regular Meeting of Monday, November 3, 2014**

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

### Call to Order

Chair Shoemaker called the meeting to order at 9:12 AM.

### Roll Call

#### Members Present:

Commissioners Carre Brown, Holly Madrigal, John McCowen and Richard Shoemaker

#### Members Absent:

Commissioners Michael Kisslinger, Doug Hammerstrom, and Guinness McFadden

#### Alternate

#### Members Present:

Commissioners Dan Hamburg, Gerald Ward, and Tony Orth

#### Alternate

#### Members Absent:

Commissioner Mary Anne Landis

#### Staff Present:

George Williamson, Executive Officer and Elizabeth Salomone, Clerk

Alternate Commissioners Ward and Orth were immediately seated.

## **Consent Calendar**

1. Approval of the Summary minutes of the October 6, 2014 Regular Meeting

Upon motion by Commissioner McCowen and second by Commissioner Ward, Agenda Item 1 was approved by roll call vote:

Ayes: Commissioners Brown, Madrigal, McCowen, Shoemaker, Ward

Absent: Commissioners Hammerstrom and McFadden

Abstain: Commissioner Orth

2. Approval of October 2014 claims.

Chair Shoemaker requested an expense reimbursement invoice submitted by Clerk be considered within the claims for \$185.14, noting the unusually large expense was incurred just after the Agenda Packet was prepared. Commissioner Ward suggested a petty cash procedure could be set up administratively by the Executive Officer.

Upon motion by Commissioner Ward and second by Commissioner Brown, Agenda Item 2 plus the \$185.14 reimbursement to Clerk was approved by roll call vote:

Ayes: Commissioners Brown, Madrigal, McCowen, Orth, Shoemaker, Ward  
Absent: Commissioners Hammerstrom and McFadden

**Public Expression**

3. Mr. Alan Stein commented on the importance of accurate governmental records.

**Public Hearing**

4. Mendocino County Water & Wastewater (2 Districts) Municipal Service Review (LAFCo File M-2013-04) (Caspar South and Irish Beach Water Districts Continued)

- a) Caspar South Water District: Mr. Bruce Baracco presented the Caspar South Water District revised Public Hearing Draft MSR. Chair Shoemaker noted the original Public Hearing on October 6, 2014 remained open and was considered continued to today’s meeting.

Mr. Alan Stein, resident of Caspar, noted he sent an email at midnight November 2, 2014 with five attachments, requesting the email and attachments be entered into the record. He noted that he had sent two Public Record Requests to CSWD, had not received response, and requested the Executive Officer of LAFCo write a letter to CSWD requesting a response. Mr. Stein presented further information in regards to the CSWD MSR and asked LAFCo to include a determination noting the need for a plan to address deficiencies within CSWD. He commented that the determinations in the current draft are not based on accurate facts.

Linda Danton, resident of Caspar, thanked the Commission and suggested new requirements for Special Districts.

Comments, questions and suggestions for edits were offered by Commissioners Shoemaker, McCowen, Madrigal, Ward, Orth, Brown, Mr. Williamson and Mr. Baracco.

Mr. Baracco noted CSWD has a fairly new Board of Directors who has been working directly with Mr. Baracco to provide current information on the District. He noted that using current and available information, the purpose of the MSR is to determine if the District is operating properly. He also noted that an MSR determination can be added to require a new review be conducted in less than the usual five years.

Commissioner McCowen suggested the recommendations made in the 2010 reports should at least be noted or referenced and response of the Board of Directors to these recommendations be included within the MSR.

The Commission discussed the MSR Determinations, suggesting edits. They discussed the option of setting a shorter time period for the next review with specific recommendations for progress within the District. It was also suggested that Mr. Williamson assist Mr. Baracco with the final follow ups due to the current workload and schedule.

Chair Shoemaker closed the Public Hearing for the Caspar South Water District MSR at 10:09 AM.

The Commission gave direction to Staff to place the Caspar South Water District Public Hearing Draft MSR on the December 1<sup>st</sup>, 2014 meeting agenda and to incorporate edits as discussed and including a draft determination to accommodate a shorter review period.

Mr. Stein asked when a copy of the draft MSR being presented at the December 1<sup>st</sup>, 2014 would be available for review and Mr. Williamson directed him to the website for publication of the Agenda Packet the week before the December 1<sup>st</sup> meeting.

- b) Irish Beach Water District: Mr. Bruce Baracco presented the Irish Beach Water District revised Public Hearing Draft MSR. Chair Shoemaker noted the original Public Hearing on October 6, 2014 remained open and was considered continued to today's meeting.

Comments, questions and suggestions for edits were offered by Commissioners Brown, Ward and Shoemaker.

Chair Shoemaker closed the Public Hearing for the Irish Beach Water District MSR at 10:23 AM.

Upon motion by Commissioner Ward and second by Commissioner McCowen, adoption of the Irish Beach Water District MSR was approved by roll call vote:

Ayes: Commissioners Brown, Madrigal, McCowen, Orth, Shoemaker, and Ward  
Absent: Commissioners Hammerstrom and McFadden

*Chair Shoemaker called a recess from 10:25 to 10:40 AM*

**Workshop**

- 5. City of Point Arena Administrative Draft Municipal Service Review (MSR) (LAFCo M-2012-02)

Mr. Bruce Baracco presented the City of Point Arena Draft MSR.

Comments, questions and suggested edits were offered by Commissioners Shoemaker, Ward, Madrigal, Hamburg, Orth, McCowen, Mr. Williamson and Mr. Baracco.

- 6. City of Willits Administrative Draft Municipal Service Review (MSR) Part 1 (LAFCo M-2012-01)

Mr. Bruce Baracco presented Part 1 of the City of Willits Draft MSR. Commissioner Madrigal noted concern with having the MSR Workshop without the complete Draft MSR available. Discussion was held and the following timeline agreed upon:

- November 6<sup>th</sup>: comments on Part 1 due to Mr. Baracco
- November 10<sup>th</sup>: comments on Part 2 due to Mr. Baracco
- November 11<sup>th</sup>: 21 day public review period begins.
- December 1<sup>st</sup>: Public Hearing at the Regular Commission Meeting

Comments, questions and suggested edits were offered by Commissioners Madrigal, Brown, Orth, Ward, McCowen and Mr. Baracco.

Upon motion by Commissioner McCowen and second by Commissioner Brown, authorization of the publication of the Public Review Drafts for the City of Point Arena and the City of Willits MSRs for a 21 Day Public Review period according to the timelines as discussed was approved by roll call vote:

Ayes: Commissioners Brown, Madrigal, McCowen, Orth, Shoemaker, and Ward  
Absent: Commissioners Hammerstrom and McFadden

**Other Matters for Discussion & Possible Action**

7. Municipal Review Schedule

Mr. Williamson presented the MSR schedule Staff Report. He indicated an updated SOI Schedule will be provided in the December Agenda Packet.

8. Commissioner Term Election and Election Schedule

Mr. Williamson presented the Special District Member Election Committee Staff Report and the Public Member Appointment. He noted Staff will be conducting the ballot count, on behalf of the Special District Member Selection Committee on December 30, that it is open to all Districts, the public and Commissioners.

Comments and questions were offered by Commissioners Brown, McCowen, Shoemaker, Madrigal, and Mr. Williamson.

Commissioner Brown asked for a review of the process for clarifying the specific nomination terms for each individual. Mr. Williamson reviewed the procedure staff followed.

Commissioner McCowen asked for legal counsel response regarding the legalities of the staggering of terms. Mr. Williamson noted that by asking for a vote on the staggered terms, the current ballot reflects concurrence by special districts, per the legal counsel advice received. Commission discussion was held and Mr. Williamson indicated he would verify topics discussed with legal counsel as the need arises, specifically quorum issues for the procedural change of staggered terms.

Commissioner Orth thanked Staff for conducting the Election as smoothly as possible.

9. Monthly Financial Report

Mr. Williamson presented the monthly financial report. Comments, questions, and suggested edits were offered by Commissioners McCowen, Ward, Madrigal, Shoemaker, Mr. Williamson and Mr. Baracco.

Upon motion by Commissioner Ward and second by Commissioner McCowen, acceptance of the Financial Report was approved by roll call vote:

Ayes: Commissioners Brown, Madrigal, McCowen, Orth, Shoemaker, and Ward  
Absent: Commissioners Hammerstrom and McFadden

Commissioner Ward presented the Cash in Treasury Report, reporting on the procedure to transfer Agency Contribution money from the County account into the checking account at the end of each quarter. Comments and questions were offered by Commissioners Shoemaker, McCowen, Orth, Madrigal, Brown and Ward. It was noted banks statements were to be submitted with Commissioner Ward but are not necessary in the Agenda Packet.

Commissioner Shoemaker reviewed advice from commission legal counsel Scott Browne regarding the amount of legal reserves and the proposed rebate to Districts.

Commissioner Orth suggested looking into legal indemnification.

Commissioner Ward suggested funds be made available for administrative support for Special District. Discussion was held.

Commissioner Shoemaker indicated he will work with Staff on these issues and bring them back on the agenda at a later date.

Commissioner Brown asked questions on the Agency Contribution table. Commissioner Ward noted this document comes directly from the Auditor's office and he will clarify with them directly.

10. Current and Future Projects

Mr. Williamson reviewed the Staff Report. Comments and questions were offered by Commissioner McCowen, Ward, Mr. Baracco and Mr. Williamson.

Mr. Baracco noted that the environmental document in the City of Ukiah SOI Reduction was charged under Contract Services as the LAFCo portion of the 50/50 split of the costs.

Commissioner McCowen noted a possible application submission regarding a City of Ukiah detachment. Mr. Williamson noted he had a meeting scheduled with the City later in the day.

11. Website Update and Possible Logo Development

Mr. Williamson presented the Website Update and Logo Development Staff Report. Comments and questions were offered by Commissioners McCowen, Orth, Madrigal, Shoemaker, and Mr. Williamson. A clarification was made in the cost of hosting the website vs website maintenance. The Commissioners would like to have the proposed website organization reviewed by the executive committee.

**Other Items**

12. Correspondence

The Clerk noted a letter was sent from CALAFCO thanking Commissioner Brown for her attendance at the annual conference.

13. Commissioners Reports, Comments or Questions

Commissioner Ward thanked staff for including the Proof of Publication in the Agenda Packet.

Commissioner Brown noted she will present her CALAFCO Conference report at the December meeting.

Commissioner Brown announced a joint special meeting between Russian River Flood Control District and the Redwood Valley County Water District on Wednesday, November 5, 2014 at Barra Winery.

Commissioner Brown asked if Commissioner Kisslinger could report further on the A87 proposed changes he mentioned last month.

14. Executive Officer's Report

Mr. Williamson reported that steps are being taken to ensure all correspondence and communications records are held at the LAFCo Administrative office.

15. Legislation Report

Commissioner Brown noted discussion at the CALAFCO conference on possible legislation regarding LAFCO's involvement in Joint Powers of Authority (JPA's.) She will report further at December meeting.

**Adjournment**

There being no further business, at 12:26 PM the meeting was adjourned to the next regular meeting on Monday, December 1, 2014 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Respectfully Submitted,

George Williamson  
Executive Officer



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# Local Agency Formation Commission

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## CHAIR

**Richard Shoemaker**  
Russian River Flood Control  
And Water Conservation  
Improvement District

**Agenda Item No. 2**

## **DRAFT SUMMARY MINUTES**

## VICE CHAIR

**Carre Brown**  
County Board  
Of Supervisors

## **LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY**

## MEMBERS

**Doug Hammerstrom**  
Fort Bragg City Council

**Michael Kisslinger**  
Public Member

**Holly Madrigal**  
Willits City Council

**John McCowen**  
County Board  
Of Supervisors

**Guinness McFadden**  
Potter Valley Irrigation District

## ALTERNATE MEMBERS

**Dan Hamburg**  
County Board  
Of Supervisors

**Mary Anne Landis**  
Ukiah City Council

**Tony Orth**  
Brooktrails Township  
Community Services District

**Gerald Ward**  
Public Member

**Executive Officer**  
**George Williamson**

**Counsel**  
**Scott Browne**

**Analyst**  
**Colette Metz**

**Commission Clerk**  
**Elizabeth Salomone**

**Regular Meetings**  
Frist Monday  
of each month  
At 9:00 AM  
At the Mendocino  
County Board  
Of Supervisors Chambers  
501 Low Gap Road

## **Regular Meeting of Monday, December 1, 2014**

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

### Call to Order

Chair Shoemaker called the meeting to order at 9:06 AM.

### Roll Call

#### Members Present:

Commissioners Doug Hammerstrom, Michael Kisslinger, Holly Madrigal, John McCowen and Richard Shoemaker

#### Members Absent:

Commissioners Carre Brown and Guinness McFadden

#### Alternate

#### Members Present:

Commissioners Dan Hamburg, Gerald Ward and Tony Orth

#### Alternate

#### Members Absent:

Commissioner Mary Anne Landis

#### Staff Present:

George Williamson, Executive Officer and Elizabeth Salomone, Clerk

Alternate Commissioners Hamburg and Orth were immediately seated.

## **Consent Calendar**

### 1. Approval of the Summary minutes of the November 3, 2014 Regular Meeting

Approval was held over until January 5, 2015 meeting and written edits were submitted to Clerk.

### 2. Approval of November 2014 claims

Upon motion by Commissioner Kisslinger and second by Commissioner Madrigal, payment of the November 2014 claims was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Kisslinger, Madrigal, McCowen, Orth, and Shoemaker

Absent: Commissioners Brown and McFadden

**Public Expression**

3. There were no members of the public who indicated an interest in speaking.

**Public Hearing**

4. Mendocino County Water & Wastewater Municipal Service Review (LAFCo File M-2013-04) (Continued)

Caspar South Water District:

George Williamson provided a summary of items submitted by Alan Stein for the record in regards to the Caspar South Water District. Bruce Baracco presented the Caspar South Water District revised Public Hearing Draft MSR, current as of November 21<sup>st</sup>, 2014. Chair Shoemaker noted the original Public Hearing on October 6, 2014 remained open and was considered continued to today's meeting. Suggested edits, additions and questions were offered by Commissioners McCowen, Hamburg, Hammerstrom, Shoemaker, Kisslinger, Orth and Madrigal.

Commissioner McCowen suggested determinations include specific references to major points of recommendation within the report including justification from the Caspar South Water District Board for overriding recommendations made in referenced reports.

Commissioner Hamburg suggested determinations stress the need for a Capital Improvement Plan. Commissioner Hammerstrom suggested determinations include more specific wording in what needs to be addressed for the 12-month review.

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, final changes on Page 16, correction of minor typos; Page 18 Determination #12 to read "The District should establish and fund a Capital Improvement Plan"; Page 19 Determination #17 to become #30 and to read "This MSR shall be reviewed by LAFCo 12 months after adoption in order to evaluate the District's operation and compliance with regulatory requirements, in particular evidence of process initiation of a Capital Improvement Plan and a Sanitary Sewer Management Plan."; Page 19 Determination #28 to become #29 and to read "The District is not in compliance.", approval of the Caspar South Water District MSR was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Kisslinger, Madrigal, McCowen, Orth, and Shoemaker

Absent: Commissioners Brown and McFadden

5. City of Point Arena Public Review Draft Municipal Service Review (MSR) (LAFCo M-2012-02)

Mr. Bruce Baracco reviewed drafting, distribution and review procedures for MSR. He presented the City of Point Arena Public Review Draft MSR, noting the 21 day Public Review period was followed and no comments were received. He highlighted points, indicating updates to be made after recent election and new City Manager appointment. Suggested edits, additions and questions were offered by Commissioners Hammerstrom, McCowen, Shoemaker, Orth, Hamburg, Kisslinger, Ward and Madrigal. Staff was directed to make approved changes per comments.

It was noted that information from Point Arena Water Works (PAWW) is outstanding and the Fire Service section is unclear on the current fire service being provided and private water resource requirements. Commissioner Orth suggested determinations reflect these two points. The Commission directed Mr. Baracco to include wording to address the above topics and to reference the coming Fire Districts MSR.

Chair Shoemaker opened the Public Hearing at 10:28 AM and continued it to the January 5, 2015 Regular Commission Meeting.

**Chair Shoemaker called a recess from 10:32 am – 10:43 am**

6. City of Willits Administrative Draft Municipal Service Review (MSR) (LAFCo M-2012-01)

Bruce Baracco reviewed drafting, distribution and review procedures for the MSR and presented the City of Willits Public Review Draft MSR, noting the 21 day Public Review period was followed. Chair Shoemaker noted the City of Willits requested an extension of the comment period to the January 2015 meeting. Suggested edits, additions and questions were offered by Commissioners Hammerstrom, Shoemaker, Madrigal, Kisslinger, Ward, McCowen, and Orth. The Commission complimented the City of Willits staff for their work and cooperation on the MSR development.

Adrienne Moore, City Manager, provided information to address Commissioner questions.

Chair Shoemaker opened the Public Hearing at 11:35 AM and continued it to the January 5, 2015 Regular Commission Meeting.

**Workshop**

7. Mendocino County Fire Protection Districts (7 Districts) Municipal Service Review (LAFCo File M-2012-06)

- |  |   |
|--|---|
| Hopland Fire Protection District                 | Covelo Fire Protection District           |
| Leggett Valley Fire Protection District          | Little Lake Fire Protection District      |
| Long Valley Fire Protection District             | Potter Valley Community Services District |
| Redwood Valley-Calpella Fire Protection District |   |

Bruce Baracco presented the Fire Protection District Administrative Draft MSR. He noted a new map is being produced by County GIS of all Fire Protection Districts. Mr. Baracco explained the Hopland Fire Protection District MSR is serving as a prototype of how all the Fire District MSRs will be presented and asked for suggested edits, additions and comments from Commissioners on the first 7 MSRs be submitted in writing as soon as possible but no later than December 16, 2014 in order to allow for the 21 Day Public Review period. He anticipates distributing the remaining MSRs within a week and he anticipates all will be considered in the Public Hearing for January 2015.

Comments and questions were offered by Commissioners Orth and Ward.

**Other Matters for Discussion & Possible Action**

8. Monthly Financial Report

George Williamson presented the Monthly Financial Report. Comments and questions were offered by Commissioners Shoemaker and Ward. Upon motion by Commissioner Orth and second by Commissioner Kisslinger, acceptance of the Monthly Financial Report was approved by roll call vote:

- Ayes: Commissioners Hamburg, Hammerstrom, Kisslinger, Madrigal, McCowen, Orth, and Shoemaker  
Absent: Commissioners Brown and McFadden

9. Guidance for Input on MSR and SOI Update for Commission Determination

George Williamson presented the Staff Report on a series of questions regarding policy on Public Review comments submitted to Commission. Comments and questions were offered by Commissioners Madrigal, Hamburg, Shoemaker, McCowen, Orth, Kisslinger, Hammerstrom, and Ward. Discussion was held regarding the use of a form to assist the public in submitting information, responsibility of Commission to consider public comment, and Commission Policies & Procedures. Commissioner Ward requested legal counsel review the issue.

10. Audit Status Update Report

George Williamson noted that Commissioner Ward is meeting with Michael Celentano later today and an update will be presented at the January meeting.

11. 2015 Proposed Meeting Schedule

Staff confirmed the Clerk of the Board of Supervisors has been consulted for room use in 2015.

12. Status of Current and Future Projects

George Williamson presented the Staff Report regarding the status of projects including the City of Ukiah Sphere of Influence update, City of Ukiah detachment of Ukiah Valley Sanitation District served areas, Irish Beach County Water District detachment, and the proposed Russian River Flood Control and Water Conservation Improvement District and the Redwood Valley County Water District annexation/dissolution. Comments and questions were offered by Commissioner McCowen and Shoemaker.

**Other Items**

13. Correspondence

None to report.

14. Commissioners Reports, Comments or Questions

Commissioner Orth noted various fire districts in the county were successful in holding elections. He shared that Brooktrails ISO ratings have recently been lowered.

Commissioners Madrigal and Shoemaker acknowledged and thanked Commissioner Kisslinger for his LAFCo service on behalf of the Commission. Commission Madrigal noted the City Select Committee meeting to appoint LAFCo representatives is being scheduled as soon as possible.

Commissioner Kisslinger apologized for his absence in recent meetings. He offered his farewell and wished the Commission luck as it moves forward. Commissioner Shoemaker noted the Policies & Procedures need completing and encouraged the Committee to meet. He also noted the Executive Committee Summary minutes will be presented at the January 2015 meeting.

15. Executive Officer's Report

George Williamson reminded the Commission of the December 30, 2014 special district election ballot count. He suggested consideration of setting up a scholarship for the Special District Leadership Academy Conference and discussion was held with no decision made.

16. Legislation Report

None to report

**Adjournment**

There being no further business, at 12:45 PM the meeting was adjourned to the next regular meeting on Monday, January 5, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Respectfully Submitted,

George Williamson  
Executive Officer

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: Claims for the Period November 26 - December 30, 2014

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The following items for payment have been presented and it is recommended that the claims listed be authorized for payment:

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Planwest Partners	Act. #5500 Basics Services – EO/Analyst, SOI Updates, Others Services & Applications	\$6,508.00
Elizabeth Salomone	Act. #5302 Basic Services – Clerk Project Act #'s: 6202, 7005, 7006	\$1,334.06
Ukiah Valley Conf. Center	Accts #5502, 5503, 5603, 5605 September	\$440.64
P. Scott Brown	Legal Services Nov 15 – Dec 15, 2014 flat fee	\$500.00
Ukiah Daily Journal	Act #5900 -Public Hearing Pt Arena & Willits (3 papers) -Public Member Opening (3 papers)	\$798.66

**Please note that copies of all invoices were forwarded to Commission Treasurer, Jerry Ward for review at time of Agenda Packet distribution.**



## INVOICE

**DATE:** December 30, 2014

**INVOICE #:** 14-218-06

**TO:** Mendocino LAFCo

**PROJECT:** LAFCo Planning/ Staffing Services & Expense- November 25 to Dec 30 2014

### **Sphere of Influence Updates/ Municipal Service Reviews**

**MSR & SOI Update Schedule & Questionnaires** Distributed questionnaire for upcoming SOI Updates. Proceeded with Irish Beach Water District SOI Update, coordinated with proposed annexation & detachment by petition applications. Proceeded with City of Pt Arena SOI Update. Holding Willits SOI Update until MSRs adopted. Proceeding with water district SOI Updates.

### **Applications**

**City of Ukiah SOI Reduction** Distributed IS/MND comments from Ukiah Valley Fire & Sanitation Districts; Mendocino County Farm Bureau; County of Mendocino and Dan Thomas to City of Ukiah and LAFCo legal counsel. IS/MND comments covered emergency and other public services agricultural lands, land use, analysis scope and proposed mitigations. Conferred with legal counsel on response on behalf of Ukiah Valley Sanitation District regarding form of CEQA document for SOI reduction. Continued with final MND MMP and staff report for public hearing in 2015.

**Irish Beach Water District – Proposed detachment by petition.** Summarized application and exhibits and sent to Water District General Manager. Advised GM that detachment would create an island separating several other parcels from rest of district. Advised applicant of early consultation with district and combining of this application with an annexation application and SOI Update following Irish Beach Water District Municipal Services Review adoption.

**Irish Beach Water District – Proposed annexation.** Requested updated application filing and indemnification from applicant due to time since original application (2009). Summarized annexation application and exhibits and sent to Water District General Manager for consultation. Determined that proposed annexation was within district SOI. Requested that District Board re-adopt resolution (2008-01) of application for annexation and SOI Update. Advised applicant of need for additional deposit, early consultation with district and combining of this application with a detachment application and SOI Update.

**City of Ukiah Detachment of UVSD lands within City Boundary Application.** Sent letter to City on December 17, 2014 requesting additional information needed for complete application and processing. Requested Plan for Services & Property Tax Exchange Agreement information.

### **Basic Services**

**General Duties - Research, analysis, evaluation** –Responded to community member inquiries on upcoming commission meeting dates & topics. Prepared and presented staff report at December commission meeting on how public information should be considered in commission action. Started preparations on input form and related policy language for commission review in 2015. Responded to inquiries from special districts on balloting procedures and directions to candidate information. Received Public Member application for 2015. Coordinated with County staff on convening of the Mayors Selection Committee on December 26 for 2015 appointments.

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com



Notified of the re-appointments of Holly Madrigal and Doug Hammerstom and appointment of Alternate: Kevin Doble (Ukiah).

**Office Staffing at UVCC Suite F** –Worked with commission clerk to review procedural and staffing operations for the contract period.

**Commission Meeting Preparations & Attendance** – Executive Officer, Analyst and Clerk distributed and posted packet and presented meeting materials at December 1 Commission meeting. Attended subsequent meeting with CPA and Commission Treasurer reviewing information needed to complete FY 2012-13 audit. Continued work with former EO for MSR completions. Prepared and distributed materials for December 1 meeting.

**Subcommittees & Special Meetings** Prepared letter to UVCC Manager outlining terms for LAFCo office relocation. Conferred with legal counsel on commission matters and possible attendance at future meeting.

**Website Maintenance** – Posted agenda, and hearing materials to website. Developed and presented website organization changes at December 1 commission meeting. Continued developing and editing content at:[http://www.mendolafco.org/new\\_web/index.html](http://www.mendolafco.org/new_web/index.html). Working on organizing and building an inventory of MSRs for Cities, CSDs, FPDs, Water Districts, and Other Districts as seen at [http://www.mendolafco.org/new\\_web/msr.html](http://www.mendolafco.org/new_web/msr.html)

**Budget & Accounts Management** – Updated FY 2014-15budget tracking spreadsheet, using expense descriptions, account numbers and amounts from approved budget. Deposited fees and initial application deposits to Savings Bank of Mendocino County. Ordered deposit stamp.

**Legal Counsel Coordination** – Sent meeting materials to legal counsel for review. Conferred with legal counsel on City of Ukiah detachment of UVSD lands within City boundary and special district ballot procedures.

**LAFCo Application Inquiries** Responded to inquiry on providing wastewater services in the Elk coastal area. Advised that an existing district in that area may be able to provide service, rather than proposing new district. Responded to Round Valley Water District inquiry on watershed areas for possible SOI inclusion.

**Other Services**

Compiled January 2015 claims for commissioner review and approval. Recorded application deposits in QBooks program. Entered FY 2014-15 December expenses in QuickBooks program.

**NOVEMBER 25 – DECEMBER 30 2014 COSTS**

Sphere of Influence Updates	\$ 1,900.00
Basic Services	\$ 2,879.00
Other Services	\$ 208.00
Application City of Ukiah UVSD Detach	\$ 676.00
Application City of Ukiah SOI Reduction	\$ 260.00
Application Irish Beach WD Detach	\$ 585.00
Application Irish Beach WD Annex	\$ 614.00
<b>TOTAL AMOUNT DUE</b>	<b>\$ 6,508.00</b>

Please make check payable to: Planwest Partners, Inc.  
P.O. Box 4581 Arcata, CA 95518

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

To: Planwest Partners on behalf of Mendocino LAFCo

*Invoice*

Invoice Detail for Elizabeth Salomone

<u>Date</u>	<u>Item</u>	<u>Hours</u>						<u>Total Hours</u>
		<u>5302 Contract Services</u>	<u>6202 Book - keeping</u>	<u>8008, 8013 Ukiah SOI Reduction (Admin)</u>	<u>7005 Willits MSR</u>	<u>7006 Point Arena MSR</u>	<u>Spec Dist Election</u>	
11/25/2014	Basic Service Office Duties	5.00						5.00
11/29/2014	Basic Service Office Duties	0.50						0.50
12/1/2014	Regular Monthly Meeting & Office	4.00	0.75					4.75
12/2/2014	Basic Service Office Duties	4.25						4.25
12/4/2014	Basic Service Office Duties	4.25						4.25
12/11/2014	Basic Service Office Duties	3.75						3.75
12/15/2014	Basic Service Office Duties	1.00						1.00
12/16/2014	Basic Service Office Duties	3.00						3.00
12/18/2014	Basic Service Office Duties	3.50						3.50
12/23/2014	Basic Service Office Duties	4.00						4.00
12/29/2014	Basic Service Office Duties	4.00						4.00
<b>Subtotal Hours</b>		37.25	0.75	0.00	0.00	0.00	0.00	38.00
<b>Costs at \$35 per hour</b>		\$ 1,303.75	\$ 26.25	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Company</u>	<u>7005 Willits</u>	<u>7006 PtA</u>	<u>Amount</u>
11/14/2014	Postage for MSRs	USPS	\$2.03	\$2.03	\$4.06
<b>Total Amount Due</b>					<b>\$ 1,334.06</b>



# Invoice

Ukiah Valley Conference Center  
 200 South School Street  
 Ukiah CA 95482

DATE

12/30/2014

INVOICE #

23636

BILL TO

Mendocino County Local Agency  
 Formation Commission  
 200 S School Street  
 Ukiah, CA 95482  
 Suite N

CHARGES FOR  
 Dec/Jan 2015

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Monthly Rent - Due on the 5th.	400.00	400.00
	Monthly Work Room Expense	30.00	30.00
	Monthly copy charge	9.20	9.20
	Monthly postage charge	1.44	1.44
	Per 2015 Tenant Lease Agreement, Office moved from Suite F to Suite N		
		<b>Total</b>	\$440.64
		<b>Balance Due</b>	\$440.64

**Law Offices of P. Scott Browne**

131 South Auburn Street  
Grass Valley, CA 95945

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

**Andrew A. Harris**

*Of Counsel*

**Marsha A. Burch**

*Of Counsel*

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

Period Ending:

12/15/2014

*Payment due by the 15th of next month*

*In Reference To:* CLIENT CODE: MENDO-01

**Professional Services**

	<u>Hours</u>		<u>Amount</u>
11/24/2014 WJC Review and respond to email from Client; further email re meeting in January	0.40		
PSB Review memo from George to prepare for executive committee meeting; Review emails.	0.50		
12/10/2014 PSB Review emails and comments on Ukiah SOI update; E-mail to George Williamson	0.70		
12/11/2014 PSB Review and respond to emails re: district elections.	0.50		
PSB Ukiah Sphere - Review emails and respond; Review further emails.	1.20		
<b>Total Professional Hours</b>	3.30		\$500.00
Per Representation Agreement, flat fee of \$500/month.			
<b>Previous balance</b>			\$500.00
<b><u>Payments and Credit Activity</u></b>			
12/4/2014 Payment - Thank You. Check No. 1019			(\$500.00)
<b>Total payments and adjustments</b>			(\$500.00)
<b>TOTAL BALANCE NOW DUE</b>			<b><u><u>\$500.00</u></u></b>

**The Ukiah Daily Journal**  
 PO Box 65150, Colorado Springs, CO 80962-5150  
**Advertising Invoice & Statement**

BILLING DATE	BILLING PERIOD	ACCOUNT NUMBER
11/30/14	11/1/2014 - 11/30/2014	2117504
TOTAL AMOUNT DUE	TERMS OF PAYMENT	STATEMENT NUMBER
\$ 899.84	Due Within 15 Days	0000829612

Return Service Requested

To pay the balance on this statement by credit card, please call or email your credit representative shown below.

**Send payment to:**

1290004590 PRESORT 940 1 AT 0.403 P1C5 <B>



MENDOCINO COUNTY LAFCO  
 200 SOUTH SCHOOL ST STE 2  
 UKIAH CA 95482-4828

THE UKIAH DAILY JOURNAL  
 PO BOX 512260  
 LOS ANGELES CA 90051-0260



026 21175047 00008296121 0000899849

The Ukiah  
**DAILY JOURNAL**

PO Box 65150, Colorado Springs, CO 80962-5150

**STATEMENT OF ACCOUNT**

Send payment to:  
 PO BOX 512260  
 LOS ANGELES CA 90051-0260

PLEASE DETACH AND RETURN THE UPPER PORTION WITH YOUR PAYMENT

BILLING DATE	BILLING PERIOD	TERMS OF PAYMENT	STATEMENT NUMBER	PAGE
11/30/14	11/1/2014 - 11/30/2014	Due Within 15 Days	0000829612	1 of 1

ACCOUNT NUMBER	ACCOUNT NAME
2117504	MENDOCINO COUNTY LAFCO

CREDIT REPRESENTATIVE	SALES REPRESENTATIVE
Customer Support / 888-454-9588 bayadvcash@medianewsgroup.com	Gail McAlister / 707-380-1134 udjgail@ukiahdj.com

**AGING OF PAST DUE AMOUNTS**

CURRENT NET AMOUNT	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
\$ 798.66	\$ 101.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 899.84

DATE	REFERENCE	DESCRIPTION	SIZE/UNITS	RATE	GROSS AMOUNT	NET AMOUNT
10/31/14		Balance Forward				
11/17/14	P327888	Payment: Check				\$213.74
11/13/14	0005345457	Classified Advertising; NPH - Point Arena & Willits; Fort Bragg Advocate-News; Legals CLS NC	13.20 In		\$132.00	(\$112.56) \$132.00
11/12/14	0005345507	Classified Advertising; NOPH- PT ARENA & WILLITS; The Willits News; Legals CLS NC	9.14 In		\$75.85	\$75.85
11/09/14	0005345601	Classified Advertising; 638-14 11-9/14 Mendocino Local Agency Formation Commission NOTICE OF PUBLIC HEARING MUNICIPAL SERVICE REVIEWS CITY OF POINT ARENA CITY OF WILLITS NOTICE IS HER; Ukiah Daily Journal; Legals CLS NC	12.67 In		\$90.06	\$90.06
11/19/14	0005354100	Classified Advertising; 651-14 11-19/14 Mendocino Local Agency Formation Commission (LAFCo) NOTICE OF PUBLIC MEMBER OPENING November 18, 2014 NOTICE IS HEREBY GIVEN that the Local Ag; Ukiah Daily Journal; Legals CLS NC	21.56 In		\$153.61	\$153.61
11/26/14	0005354307	Classified Advertising; Notice of Public Member Opening; Fort Bragg Advocate-News; Legals CLS NC	21.40 In		\$214.00	\$214.00
11/21/14	0005354308	Classified Advertising; Notice of Public Member Opening; The Willits News; Legals CLS NC; PO Number: WN14223	16.04 In		\$133.14	\$133.14
		<i>Thank you for doing business with us.</i>				



# Fort Bragg Advocate-News

450 N. Franklin Street  
PO Box 1188  
Fort Bragg, California 95437  
707-964-5642

MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST, STE 2  
UKIAH CA 95482

## PROOF OF PUBLICATION (2015.5 C.C.P.)

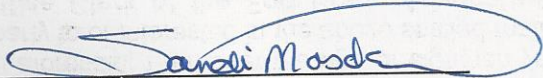
## STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

11/26/2014

I certify (or declare) under penalty or perjury that the foregoing is true and correct.

Dated at Fort Bragg, California,  
November 26, 2014



SANDI MOSDEN, CLERK

Legal No.

### NOTICE OF PUBLIC MEMBER OPENING November 18, 2014

NOTICE IS HEREBY GIVEN that the Local Agency Formation Commission (LAFCo) is currently accepting applications from members of the public interested in serving on the commission as a public member. This position is selected and appointed by a majority vote of the six elected members of the Commission; the appointee must receive an affirmative vote of at least one of the members selected by the other appointing authorities (county-cities-districts). LAFCo, as established by state law, has regulatory power over the formation and boundary changes of cities and special districts in Mendocino County. Among the purposes of LAFCo are discouraging urban sprawl, preserving open space and agriculture land, efficiently providing government services and encouraging the orderly formation and development of local agencies based on local conditions and circumstances.

Persons interested in serving in this capacity are invited to submit a letter of interest and resume to LAFCo.

Minimum requirements: A LAFCo public member commissioner cannot be a public officer, either elected or appointed, or an employee of the county or any city or district within Mendocino County and must exercise his/her judgment on behalf of the interests of residents, owners and the public as a whole. LAFCo's public members are considered public officials, and are consequently required to file standard financial disclosure statements annually with the California Fair Political Practices Commission.

Term of office: Four-year term through December 2018  
Meetings: First Monday of every month, 9:00 AM at the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, CA

Mail letter of interest and resume to: George Williamson, Executive Officer, 200 S. School Street, Ukiah, CA 95482

**Application Deadline: Monday, December 15th, 2014**

Applications received after this date will not be considered  
Interview: All applicants that meet the deadline will be allowed to make a five

minute presentation and the Commission will interview the applicants in open session at their January 5th, 2015 Regular Meeting.  
BY ORDER OF THE  
MENDOCINO  
LOCAL AGENCY  
FORMATION  
COMMISSION  
GEORGE  
WILLIAMSON,  
Executive  
Officer  
Date Posted:  
November 18,  
2014  
Publish:  
11/26/2014



# The Willits News

77 W Commercial Street  
PO Box 628  
Willits, CA 95490  
707-459-4643

MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST, STE 2  
UKIAH CA 95482

## PROOF OF PUBLICATION

## STATE OF CALIFORNIA COUNTY OF MENDOCINO

FILE NO. WN14223

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Willits News, a newspaper of general circulation, printed and published Every Wednesday and Friday in the City of Willits, California, County of Mendocino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, in the year 1903, Case Number 9150; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

11/21/2014

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Willits, California this 21th day of November, 2014.



Signature

Legal No. 0005354308

WN14223

### Mendocino Local Agency Formation Commission (LAFCo)

### NOTICE OF PUBLIC MEMBER OPENING November 18, 2014

NOTICE IS HEREBY GIVEN that the Local Agency Formation Commission (LAFCo) is currently accepting applications from members of the public interested in serving on the commission as a public member. This position is selected and appointed by a majority vote of the six elected members of the Commission; the appointee must receive an affirmative vote of at least one of the members selected by the other appointing authorities (county-cities-districts). LAFCo, as established by state law, has regulatory power over the formation and boundary changes of cities and special districts in Mendocino County. Among the purposes of LAFCo are discouraging urban sprawl, preserving open space and agriculture land, efficiently providing government services and encouraging the orderly formation and development of local agencies based on local conditions and circumstances.

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200 S. School Street, Ukiah, CA 95482

**Application Deadline:**  
**Monday, December 15th, 2014**

Applications received after this date will not be considered

**Interview:** All applicants that meet the deadline will be allowed to make a five-minute presentation and the Commission will interview the applicants in open session at their January 5th, 2015 Regular Meeting.

BY ORDER OF THE MENDOCINO  
LOCAL AGENCY FORMATION COMMISSION

GEORGE WILLIAMSON, Executive Officer  
Date Posted: November 18, 2014  
11/21/2014

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: City of Point Arena Municipal Service Review (LAFCo M-2012-02)  
Public Hearing Continued

---

This is a public hearing for which notices were posted and published on October 10, 2014 for the City of Point Arena Municipal Service Review (MSR). The purpose of the continued hearing is to: hear further presentation from LAFCo staff; entertain comments and questions; and following completion of the hearing, consider approval of the Public Review Draft MSR.

The MSR workshop was held at the November 3<sup>rd</sup> LAFCo meeting. Comments and questions from the Commission, the City of Point Arena, affected and interested agencies, and members of the public were submitted to Bruce Baracco and the Public Hearing draft was distributed.

Copies of the Public Review Draft MSR were distributed to Commissioners, the City of Point Arena, posted on the LAFCo website and available for review at the LAFCo office and the Mendocino County Main Library in Ukiah. A public hearing was held on December 1<sup>st</sup> and continued to January 5, 2015.

Commissioners – please bring your copy of the MSR to the meeting.

Note: Proof of Publication was provided in December 2014 Agenda Packet

**MENDOCINO**  
**Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: City of Willits Municipal Service Review (LAFCo M-2012-01)  
Public Hearing Continued

---

This is a public hearing for which notices were posted and published on October 10, 2014 for the City of Willits Municipal Service Review (MSR). The purpose of the continued hearing is to: hear further presentation from LAFCo staff; entertain comments and questions; and following completion of the hearing, consider approval of the Public Review Draft MSR.

The MSR workshop was held at the November 3<sup>rd</sup> LAFCo meeting. Comments and questions from the Commission, the City of Willits, affected and interested agencies, and members of the public were submitted to Bruce Baracco and the Public Hearing draft was distributed.

Copies of the Public Review Draft MSR were distributed to Commissioners, the City of Willits, posted on the LAFCo website and available for review at the LAFCo office and the Mendocino County Main Library in Ukiah. A public hearing was held on December 1<sup>st</sup> and continued to January 5, 2015.

Commissioners – please bring your copy of the MSR to the meeting.

Note: Proof of Publication was provided in December 2014 Agenda Packet

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: Workshop for Mendocino County Fire Protection Districts (Part 1-first 7 of 13 Districts) Municipal Service Review (LAFCo File M-2012-06) (CONTINUED)

-----  
An Administrative Draft of the Mendocino County Fire Protection Districts Municipal Service Review (MSR) is in progress for the following Fire Protection Districts: (Part 1)

<b>Hopland Fire Protection District</b>	<b>Covelo Fire Protection District</b>
<b>Leggett Valley Fire Protection District</b>	<b>Little Lake Fire Protection District</b>
<b>Long Valley Fire Protection District</b>	<b>Potter Valley Community Services District</b>
<b>Redwood Valley-Calpella Fire Protection District</b>	

Documents were prepared by Baracco & Associates.

The purpose of the Workshop is to: hear a presentation from LAFCo staff; and entertain comments and questions from the Commission, the participating districts, and members of the public. Due to the number of Districts being reviewed (13 total), additional MSR Workshops are anticipated.



**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: Monthly Financial Report

---

Revenues received in the past month: \$0

Attached is the updated budget track form including budget items, account numbers and amounts through December 2014.

Attachments: Budget Track Spreadsheet

Mendocino LAFCo  
FY 2014-15 Budget Track

Task	Account #s	FY 14-15 Budget/Deps	July	August	Sept.	Oct.	Nov.	Dec.	Year to Date	Remaining Budget*
<b>Contract Services - Basic Services</b>		<b>\$55,000.00</b>	<b>\$3,683.25</b>	<b>\$4,865.50</b>	<b>\$3,718.50</b>	<b>\$3,988.50</b>	<b>\$5,417.50</b>	<b>\$4,182.75</b>	<b>\$25,856.00</b>	
Basic Services - EO/Analyst/GIS	5500	\$37,500.00	\$2,397.00	\$3,343.00	\$2,301.00	\$2,676.00	\$4,035.00	\$2,879.00	\$17,631.00	\$19,869.00
Basic Services - Clerk	5500	\$17,500.00	\$1,286.25	\$1,522.50	\$1,417.50	\$1,312.50	\$1,382.50	\$1,303.75	\$8,225.00	\$9,275.00
<b>Other Expenses</b>		<b>\$46,235.00</b>	<b>\$3,358.92</b>	<b>\$1,340.02</b>	<b>\$1,700.91</b>	<b>\$2,400.56</b>	<b>\$2,547.77</b>	<b>\$2,246.61</b>	<b>\$13,594.79</b>	
Rent	5501-5503	\$6,100.00	\$499.00	\$499.00	\$499.00	\$499.00	\$499.00	\$499.00	\$2,994.00	\$3,106.00
Office Expenses	5600-5607	\$3,100.00	\$18.80	\$95.48	\$66.81		\$325.92	\$214.70	\$721.71	\$2,378.29
Internet & Website Costs	5700-5703	\$920.00	\$960.00						\$960.00	-\$40.00
Publication & Legal Notices	5900	\$1,950.00		\$572.04		\$112.56	\$101.18	\$798.66	\$1,584.44	\$365.56
Televising Meetings	6000	\$1,760.00							\$0.00	\$1,760.00
Audit Services	6100	\$3,000.00							\$0.00	\$3,000.00
Bookkeeping (Other)	6200-6203	\$4,100.00	\$138.00	\$173.50	\$208.00	\$208.00	\$216.75	\$234.25	\$1,178.50	\$2,921.50
Legal Counsel (S Browne)	6300	\$6,000.00			\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00	\$4,000.00
A-87 Insurance Costs	6400	\$6,000.00							\$0.00	\$6,000.00
Insurance General Liability	6500	\$1,050.00	\$974.12						\$974.12	\$75.88
Memberships (CALAFCO/CSDA)	6600	\$1,755.00	\$769.00			\$1,081.00			\$1,850.00	-\$95.00
In-County Travel	6740	\$1,500.00							\$0.00	\$1,500.00
Travel & Lodging Expenses	6750	\$6,000.00					\$904.92		\$904.92	\$5,095.08
Conferences (CALAFCO)	6800	\$3,000.00			\$427.10				\$427.10	\$2,572.90
<b>MSR &amp; SOI Updates</b>		<b>\$34,000.00</b>	<b>\$416.00</b>	<b>\$614.50</b>	<b>\$2,410.00</b>	<b>\$1,773.00</b>	<b>\$1,825.50</b>	<b>\$1,900.00</b>	<b>\$8,939.00</b>	
MSR Reviews - Admin	7001	\$5,000.00		\$42.50			\$17.50		\$60.00	\$4,940.00
SOI Updates	7501	\$29,000.00	\$416.00	\$572.00	\$2,410.00	\$1,773.00	\$1,808.00	\$1,900.00	\$8,879.00	\$20,121.00
<b>Applications with/needingedeposits</b>		<b>\$23,908.81</b>	<b>\$260.00</b>	<b>\$277.50</b>	<b>\$338.00</b>	<b>\$608.25</b>	<b>\$589.50</b>	<b>\$2,135.00</b>	<b>\$4,208.25</b>	
City of Ukiah SOI Reduction	8008	\$3,000.00	\$260.00	\$260.00	\$338.00	\$608.25	\$329.50	\$260.00	\$2,055.75	\$944.25
North of Ten Mile Annex	8004	\$0.00		\$8.75					\$8.75	-\$8.75
Schuster - Willits Detachment	8006	\$0.00		\$8.75					\$8.75	-\$8.75
Ukiah City/Valley San Dist	8002	\$11,000.00							\$0.00	\$11,000.00
Irish Beach Moores Annex	8001	\$2,456.44						\$614.00	\$614.00	\$1,842.44
Irish Beach Detachment	8009	\$4,500.00					\$156.00	\$585.00	\$741.00	\$3,759.00
Fort Bragg FPD Detachment	8003	\$7,452.37							\$0.00	\$7,452.37
City of Ukiah UVSD detach	8010	\$4,000.00					\$104.00	\$676.00	\$780.00	\$3,220.00
<b>Pre-application Review</b>										
RRFC/RVCWD Consol pre-app*	8014			\$416.00	\$208.00				\$624.00	
<b>FY 2013-14 MSRs Finalization</b>		<b>\$14,000 + Expenses</b>								
Barraco & Associates	7000	\$14,000.00		\$2,200.00					\$2,200.00	\$11,800.00
FY 2013-14 Final MSRs Exp.	7000			\$180.00					\$180.00	

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: Audit Update

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Commission Treasurer and Executive Officer met with Mr. Celantano to discuss remaining information needed for FY 2012-13 Audit completion. Commission Treasurer to pull requested information from QBooks files and transmit to Mr. Celantano.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 5, 2015  
TO: Mendocino Local Agency Formation Commission  
FROM: George Williamson, Executive Officer  
SUBJECT: Status of Current and Future Proposals

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Following is a summary of active and future proposals.

Active Proposals

There are currently four (4) active applications on file with the Commission, as follows.

*-City of Ukiah Sphere of Influence Update*

The City of Ukiah has submitted an application for a SOI reduction to conform to the SOI delineated in the City's 1995 General Plan and in the Ukiah Valley Area Plan. On October 14, 2014, LAFCo as lead agency released a draft Initial Study (IS) and Mitigated Negative Declaration (MND) for a 30-day public review and comment period. Comments were received from the Ukiah Valley Fire District, the Mendocino County Planning and Building Services, Ukiah Valley Sanitation District; Law Offices of Duncan James; Mendocino County Farm Bureau; and Dan Thomas. LAFCo staff will be completing a final IS and MND that addresses substantive comments and will prepare a mitigation monitoring plan.

*-City of Ukiah Detachment of Ukiah Valley Sanitation District (UVSD) Served Areas*

The City of Ukiah has submitted a proposal, by resolution of application, for detachment of approximately 1,304 parcels located within the UVSD service area. The application was received on November 18, 2014. LAFCo staff sent a letter to the City on December 17, 2014 requesting additional information, including a Plan for Services and Property Tax Exchange Agreement, needed for application completion and processing.

*-Irish Beach County Water District Detachment*

LAFCo has received a proposed detachment application by property owner petition on October 16, 2014. The application proposes detaching 60 acres of land designated as rangeland in the Mendocino County General Plan from the Irish Beach County Water District. The detachment would create an island separating several other parcels from the District. LAFCo staff has advised the applicant of

the need for early consultation with district and the opportunity to combine this application with an annexation application and SOI Update.

*-Irish Beach County Water District Annexation*

LAFCo staff has requested updated application filing and indemnification from applicant due to the length of time since original application was filed in 2009. Summarized annexation application and exhibits and sent to Water District General Manager for consultation. Determined that proposed annexation was within the District SOI. Requested that District Board re-adopt resolution of application (No. 2008-01) for annexation and SOI Update. Advised applicant of need for additional deposit, early consultation, and combining of this application with a detachment application and SOI Update.

Future Proposals

There is a potential new proposal that may be submitted to the Commission in the near future based on discussions with proponents. A summary of the anticipated proposal follows.

*-Consolidation of the Russian River Flood Control and Water Conservation Improvement District (RRFC) and the Redwood Valley County Water District (RVCWD)*

The RRFC continues to make progress on preparing the necessary proposal materials, including a plan for services pursuant to GC §56653. The plan for services describes how a proposal will be implemented if approved. LAFCo relies on applicants and service providers to document how the proposed services tie into the agency's master plans, capital improvement plans and overall agency operations. The plan for services should describe and explain the municipal services needed, capacity (e.g., service units, capacity analysis), adequacy and cost, how the services will be funded, and how these services will be affected by the proposal. LAFCo staff has provided the district with a list of firms from the CALAFCO associate member directory that could assist with preparing a plan for services.