

CHAIR & TREASURER

Jerry Ward
Public Member

VICE CHAIR

Carre Brown
County Board
of Supervisors

MEMBERS

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

Dan Hamburg
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

John McCowen
County Board
of Supervisors

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Scott Ignacio
Point Arena City Council

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Elizabeth Salomone

Counsel

Scott Browne

Regular Meetings

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

A G E N D A

Regular Meeting of Monday, April 3, 2017 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

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

CALL TO ORDER and ROLL CALL

1. City Alternate Representative Appointment

Introduction and Oath of Office of the 2017 City Alternate Representative, Scott Ignacio from Point Arena City Council.

PUBLIC EXPRESSION

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

CONSENT CALENDAR

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

3. Approval of the February 6, 2017 Regular Meeting Summary Minutes
4. Approval of the February 2017 Claims and Financial Report

MATTERS SET FOR HEARING

5. CONTINUED Public hearing for the Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Study.

Commissioner consideration and possible adoption of the Final MSR/SOI Report for the following eight cemetery districts:

Anderson Valley Cemetery District
Cemetery District of the Redwoods
Covelo Public Cemetery District
Hopland Cemetery District
Mendocino-Little River Cemetery District
Potter Valley Cemetery District
Russian River Cemetery District
Westport-Ten Mile Cemetery District

Questions and comments from participating agencies and members of the public are welcome. Documents are available for review at:

<http://mendolafco.org/wp-content/uploads/2017/02/2017-4-3-Cemetery-MSR-SOI-Public-Hearing-Draft-w-maps.pdf>

MATTERS SET FOR WORKSHOP

Workshops are scheduled for Commission review of draft reports prior to noticing for hearing. Questions and comments from the Commission, participating agencies, and members of the public are welcome. Documents are available for review at <http://mendolafco.org/wp-content/uploads/2017/03/RRFC-MSR-SOI-Report-WORKSHOP-DRAFT-FINAL-w-maps.pdf>.

6. Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for Russian River Flood Control & Water Conservation Improvement District

Staff presentation of the Draft MSR and SOI update. Commission to provide comments, requested revisions and staff direction for public hearing.

MATTERS FOR DISCUSSION & POSSIBLE ACTION

7. Apportionment Fee Adjustment for FY 2015-16

Discussion and request for direction to staff regarding the difference in the FY 2015-16 apportionment fees approved in the budget and the apportionment fees collected by the County Auditor-Controller's office.

8. Budget Amendment for FY 2016-17

Discussion to consider an amendment for the 2016-17 Budget.

9. Preliminary Budget for FY 2017-18

Presentation and discussion of the Preliminary Budget for FY 2017-18.

INFORMATION/REPORT ITEMS

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

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

11. Correspondence (listed below, copies available upon request from Clerk)

- SDRMA Notice of rate increase for the Property/Liability Package Program to increase 10% for the 2017-18 program year as well as a small increase in the minimum annual general liability contribution amount from \$1,348 to \$1,400. Members considering to withdraw from coverage with SDRMA for the 2017-18 program year are required to submit a "Notice of Intent to Withdraw" by April 1, 2017.
- CALAFCO Update of Little Hoover Commission and Local Government Committee Oversight Hearing on Healthcare Districts (March 14, 2017)

(4-3-17 Agenda Continued...)

(Page 2: 4-3-17 Agenda)

12. Executive Officer's Report (Verbal)

- Report on LAFCo hosted Brown Act & Ethics Training, March 23, 2017
- JPA reporting notices

13. Committee Reports (Verbal)

- Executive Committee
- Policies and Procedures Committee – no meeting

14. Commissioner Reports, Comments or Questions (Verbal)

- Upper Russian River Water Agency (JPA) Update

15. Legislation Report

ADJOURNMENT

The next Regular Commission Meeting
is scheduled for Monday, May 1, 2017 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Notes: Participation on LAFCo Matters

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

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

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

MENDOCINO

Local Agency Formation Commission

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

CHAIR & TREASURER

Jerry Ward
Public Member

Agenda Item No. 2

VICE CHAIR

Carre Brown
County Board
of Supervisors

MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

MEMBERS

Kevin Doble
Ukiah City Council

Regular Meeting of Monday, March 6, 2017

Gerardo Gonzalez
Willits City Council

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

Dan Hamburg
County Board
of Supervisors

Call to Order

Chair Ward called the meeting to order at 9:04am.

Theresa McNerlin
Ukiah Valley Sanitation District

Roll Call

Members Present:

Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, Dan Hamburg, Theresa McNerlin, and Jerry Ward

Tony Orth
Brooktrails Township CSD

Members Absent:

Tony Orth

ALTERNATE MEMBERS

John McCowen
County Board
of Supervisors

Alternate Members Present:

Commissioners John McCowen (departed 10:25am), Carol Rosenberg, and Angela Silver

Carol Rosenberg
Public Member

Alternate Members Absent:

None

Angela Silver
Calpella County Water District

Staff Present:

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

**City Alternate Representative
to be announced March 2017
by City Select Committee**

Commissioner Orth was absent due to weather related road conditions and sent apologies. Commissioner Silver was immediately seated as the Special District Representative.

Executive Officer

Uma Hinman

PUBLIC EXPRESSION (Video Time: -)

Analyst

Larkyn Feiler

1. Public Expression: No one indicated an interest in speaking.

Commission Clerk

Elizabeth Salomone

CONSENT CALENDAR (Video Time: 0:00)

Counsel

Scott Browne

2. Approval of the February 6, 2017 Regular Meeting Summary Minutes

Regular Meetings

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

The following edits were requested:

- Page 6 of 6, Item #15, Upper Russian River Water Agency acronym is incorrect in second siting. (URRWA)
- Page 6 of 6, Item #15, the collection amount is \$10,000 not \$15,000.

3. Approval of the February 2017 Claims

- Chair Ward asked for verification on the weighted rate for the audio/video charges.
- Chair Ward asked staff to verify total contract amount with Pehling & Pehling, CPA, prior to sending payment.

<u>February 2017 claims totaling:</u>	<u>\$15,334.41</u>
Uma Hinman Consulting:	\$11,423.90
Ukiah Valley Conf Ctr:	\$481.83
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$233.48
County of Mendocino, audio/video & GIS	\$1,145.60
Pehling & Pehling, CPA	\$1,550.00

Upon motion by Commissioner Gonzalez and second by Commissioner Brown, the Consent Calendar (Items 2 and 3) were approved with corrections by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Silver, and Ward
Absent: (1) Orth

MATTERS SET FOR HEARING

4. Public Hearing for the Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Update (Video Time: 3:35)

Analyst Feiler presented the properly noticed public hearing to consider public testimony and adopt the proposed MSR/SOI Update for these eight cemetery districts:

- Anderson Valley Cemetery District
- Cemetery District of the Redwoods
- Covelo Public Cemetery District
- Hopland Cemetery District
- Mendocino-Little River Cemetery District
- Potter Valley Cemetery District
- Russian River Cemetery District
- Westport-Ten Mile Cemetery District

Recommended actions:

- (1) Find the Countywide Cemetery Districts MSR/SOI Update is exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Sections 15306 and 15061(b)(3); and
- (2) Adopt LAFCo Resolution 16-17-06, thereby approving the Countywide Cemetery Districts MSR/SOI Update.

Comments and questions were received by Commissioners Gonzalez, McCowen, Brown, Hamburg, McNerlin, Doble, and Rosenberg.

The following edits and comments were made:

- Commissioner Hamburg has received names of individuals that may be interested in serving as Hopland Cemetery District Board Members.
- Covelo Cemetery District deficit in operating funds is being supplemented by donation of the District's Board Members. Commissioners Brown and Silver offered to work with Covelo Cemetery District.
- Clarification and notification regarding requirements of financial reporting, including audits, for Special Districts. Staff directed to notify Special Districts of findings, specifically outlining the criteria for financial reporting options in place of an annual audit. (California Government Code Section 26909(c)(1).)
- The Grand Jury published a report in 2002-03 on the Hopland Cemetery District including the financial status, presenting the findings to the District Attorney, possibly indicating the importance of financial oversight of the Districts.
- The MSR portion of the report is complete for Potter Valley, Russian River, and Westport-Ten Mile Cemetery Districts. The SOI portion of the report is complete for all districts.
- Accurate and current financial reporting is critical for the final publication of the Cemetery District MSR/SOI Update and staff was directed to continue their efforts in obtaining information by taking further steps with the County Auditor-Controller's office.

Chair Ward opened the Public Hearing at 9:25am.

Charlie Betschart, Cemetery District of the Redwoods Board Member, addressed the Commission with his experiences regarding the general operation of cemetery districts. He answered questions from Commissioners Brown, McCowen, and Gonzalez, and provided further information on the District's availability of lands for expansion. Commissioner Gonzalez thanked Mr. Betschart for his years of dedication and service, offering his assistance.

Commissioner Brown suggested the Board of Supervisors reach out to the State Senator and Assembly member to develop legislation for the annual legislative platform.

Upon motion by Commissioner Doble and second by Commissioner Hamburg, the Public Hearing for the Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) was continued to April 3, 2017 to provide time for 1) staff to obtain further financial reporting information from the County Auditor-Controller's office, 2) prepare notice regarding financial reporting requirements and criteria for various options available, and 3) continue to solicit new information to be incorporated in the final Public Hearing Draft of the report with a deadline of Friday, March 24, 2017; approval by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Silver, and Ward
Absent: (1) Orth

Chair Ward continued the Public Hearing to Monday, April 3, 2017.

MATTERS FOR DISCUSSION/POSSIBLE ACTION

None.

Chair Ward called a break from 10:25 – 10:35 am.

INFORMATION/ REPORT ITEMS

5. LAFCo 101 and Ethics Training (Video Time: 1:33)

EO Hinman reported the notice of available trainings was sent out to special districts. Comments and questions were offered by Commissioners Brown, Ward, Rosenberg, and Doble.

Discussion was held reviewing options to present a LAFCo 101 training to interested parties.

6. Status of Applications, Future Projects, MSR and SOI Updates (Video Time: 1:05, 1:31)

EO Hinman presented the staff report. A correction to the Staff Report was submitted: the Redwood Valley County Water District was omitted from the listing of agencies in Future Projects Item 5: *Proposed Consolidation of Five Water Districts in the Ukiah Valley Area*. Comments and questions were offered by Commissioners Ward, Hamburg, Doble, Brown, and McCowen.

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

AVCSD Chief Andres Avila addressed the Commission, summarizing the application the District submitted with LAFCo in 2016 that remains active. During the tax share negotiation process with the County, the District discovered that for doubling the size of the District's response area, the original estimate of \$17,000 in additional tax revenue was reduced to \$5,000. He noted the District currently receives \$240,000 for the legal jurisdictional boundaries.

Due to this new information, the District no longer finds the annexation financially viable. The Chief noted that his recommendation to their Board will be to remove the annexation portion of the current LAFCo application and move forward with the activation of latent powers as a sustainable and responsible action of the District. He will be presenting this recommendation to his Board later this month.

Chief Avila stressed the importance of progressing quickly with the proposed amended application due to the time frame requirement to qualify for the ambulance service Exclusive Operating Area (EOA) Request for Proposal (RFP.)

EO Hinman confirmed that if the AVCSD altered their application, it would become the priority project for staff in order to try to meet the District's timeline needs. She noted a 21 day notice is required; therefore it would likely be scheduled for public hearing with the Commission at the May 1, 2017 meeting unless a LAFCo Special Meeting was held. She noted that protests can hold up the process; however Chief Avila noted there have been no protests to date that would lead him to anticipate a delay.

Commissioner Brown submitted a letter from approximately 2007/2008 written by former LAFCo EO Frank McMichael including an article by Peter M. Detwiler on LAFCo Litigations related to delays in MSR/SOI updates.

Fort Bragg RFPD North of 10 Mile Annexation

EO Hinman reported steps being taken to clarify for final completion.

RRFC SOI

Workshop is tentatively scheduled for the April 3, 2017.

7. Correspondence (Video Time 1:43)

The CALAFCO Quarterly Report January 2017 and CALAFCO 2017 Calendar were received and forwarded to Commissioners via email. CALAFCO Strategic Plan Dashboard Review was also received and will be forwarded.

8. Executive Officer's Report: (Video Time 1:42)

- 700 Forms are due from Commissioners.
- EO Hinman and Analyst Feiler will be attending the April. 5th-7th CALAFCO Staff Workshop in Fresno.
- Recent legislation requires copies of JPA formation documents regarding municipal services be filed with LAFCo. Staff will be sending out letters to the special districts later this month.

9. Committee Reports (Video Time 1:46)

Executive Committee met February 21, 2017 and discussed a possible budget amendment, work plan and budget development, apportionment fee adjustment, and implementation of the new reserve policy. Another meeting will be scheduled for March to prepare recommendations to the Commission on these and other topics.

10. Commissioners Reports, Comments or Questions (Video Time 1:48)

Upper Russian River Water Agency JPA Update was given by Commissioner Silver, noting her gratitude to LAFCo for including this report regularly on the agenda. Consolidation efforts continue.

A letter from the URRWA JPA to the Governor and state legislatures is being drafted. The letter will request information, help with water rights, guidance, and funding. URRWA is asking LAFCo to support the efforts of the JPA and will send a copy of the letter to Commissioners when complete.

Members of the JPA are making progress, including: identifying goals and objectives, starting the LAFCo process, identifying funding, creating “zones of benefits” for incurred expenses, rate zones for water charges, voting and information policies for future projects, identification of treatment plant improvements, water sources, rate studies, and operation and maintenance contracts.

Commissioner Carre Brown urged the Commissioners to go to CALAFCO and SDRMA to gain information, share information and learn, in order to assist small special districts financial relief in the financial reporting process. provide small district relief.

11. Legislation Report

No report.

ADJOURNMENT

There being no further business, at 11:00am the meeting was adjourned. The next regular meeting is Monday, April 3, 2017 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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March 3, 2017

https://www.youtube.com/watch?v=M1QQ_0s-HPI

Submitted by
Chief Andres Avila

3/3/17
via email
& presented
at 3/6/17
meeting

ANDERSON VALLEY FIRE DEPARTMENT

P. O. Box 398
14281 Highway 128
Boonville, CA 95415
Phone (707) 895-2020, FAX (707) 895-2239

March 1, 2017

Attn: Carmel Angelo
Executive Office
501 Low Gap Road, Room 1010
Ukiah, CA 95482

cc: Anderson Valley CSD Board of Directors and LAFCo

Regarding: Estimated Property Tax Allocations for the Anderson Valley Community Services District Annexation/Detachment Application

On behalf of the Anderson Valley Community Service District (AVCSD) Annexation and Detachment Committee, I would like to thank you and your staff for providing the information regarding Tax Rate Areas, and the County's understanding of the laws and regulations that cover this process. The Committee is well aware that this is new territory for the County Offices, hence the need for updates and revisions as we follow this process.

For the AVCSD, this annexation and detachment represents more than a 100% increase in the area which is presently within the AVCSD purview. The proposed annexation area will absorb County Service Area #3, an area that the County is currently responsible for providing fire services within, into the formal jurisdiction of the AVCSD. The proposed shift in tax revenue does not appear to be adequate to cover the needs of providing services to the annexed areas. In keeping with the guidelines provided to AVCSD by LAFCo-Mendocino, the Committee would like to meet with you to discuss and negotiate the tax revenues involved. The timeline set forth by LAFCo is ticking and the Committee looks forward to hearing from you.

If a mutual agreement cannot be reached in this regard, the Committee does not believe at this time that the Annexation/Detachment would be viable and then would recommend to the AVCSD Board to withdraw its application to LAFCo for Annexation /Detachment.

The Committee looks forward to hearing from you to further discuss this issue.

Thank you for your attention to this request.

Sincerely,

Andres Avila
Anderson Valley Fire Chief

and the
AVCSD Annexation/Detachment Committee

Submitted by ~~Commissioner~~
Brown

Local Agency Formation Commission of Mendocino County--LAFCO

200 S. School St.
Ukiah, CA 95482
707 463 4470

*From Frank
probably early
2007/2008*

TO: Commissioners
From: Frank McMichael
Subject: When Will the Lawsuits Start?

Yesterday, I attended a Water Committee meeting of the Farm Bureau. I had been asked to make a presentation about the Interim Report that was adopted by the Commission at our February meeting. Initially it became less a presentation and more of a grilling by John Mayfield but at the end there was better discourse around the subject of water.

Janet Pauli, Chair of Inland Water and Power and board member of the Potter Valley Irrigation District provided a presentation of current circumstances regarding the Potter Valley Tunnel. Things are much worse than I presented in the Interim Report. Recent meetings between NOAA, FERC and PG&E indicate that a strong likelihood exists that water will essentially be curtailed through the tunnel.

Potter Valley Irrigation District has a contract with PG&E to deliver 50 cfs of water to PVID for their purposes. This is on top of another 40 cfs that should be delivered through the tunnel for purposes other than for PVID. At this time of the year the water for PVID is critical for frost protection. Later it is important capture water for Lake Mendocino. Based on recent meetings with the above agencies, their present interpretation of the criteria for release of water from Lake Pillsbury through the tunnel means that essentially no water can be released for PVID or Lake Mendocino capture purposes.

My understanding is that at present, PG&E is sending 40 cfs down the tunnel; 35 cfs is for in-stream flow, leaving 5 cfs for other purposes. None of the 50 cfs allowed under PVID's contract with PG&E is being provided at this time and it is unknown when it may be provided, if ever. Obviously, PVID is very interested in changing the viewpoint of the above agencies but at this point they are making little headway.

Additional discussion occurred around the need to file some kind of legal action to force the release of the water for PVID's contract; whether this will happen, I don't know. As I obtain better understanding of this very complex issue, I will keep you updated.

At the Farm Bureau meeting I was asked if I thought the State would take action against LAFCO for failure to complete the SOI/MSR process. I was asked a similar question at our meeting on February 5th. My reply was, in essence, that I thought that there was greater likelihood of private party lawsuits than State action.

I have attached a copy of a speech that I recently received, given by Peter Detwiler to an unknown group. This speech echoes a talk that I heard him provide to a group of Planners and Lawyers in Sacramento about two years ago.

For the new commissioners, Peter Detwiler has worked for the Senate Local Government Committee for decades. He was probably the most instrumental staff person for the passage of AB 2838 which created the present LAFCO law, known as Cortese-Knox-Hertzberg. He was also instrumental in getting the deadline extended from 2006 to 2008; without his help, it would not have happened. He did warn at that time that there would be no more extensions and that there would be repercussions if LAFCOs did not complete the SOI/MSR process. This speech emphasizes that warning and indeed seems to be encouraging lawsuits.

What he does not talk about in his speech (except peripherally in his comment about general plans) is that LAFCOs cannot have the SOI/MSR process done just for the sake of having them done. We have to complete them in a technically complete manner that will withstand scrutiny.

Counties and cities can't approve subdivisions if their general plans are incomplete (*Save El Toro Ass'n v. Days* [1977] 74 Cal.App.3d 64) or inadequate (*Camp v. Board of Supervisors* [1981] 123 Cal.App.3d 334). Local officials have an implied duty to keep their general plans up-to-date (*De Vita v. County of Napa* [1995] 9 Cal.4th 763).

An outdated sphere of influence is like an outdated general plan. An outdated sphere of influence does not provide an adequate legal basis for making the statutorily required vertical consistency finding. Starting January 1, 2008, if a LAFCO approves a city annexation, a special district consolidation, or any other boundary change without first revising the underlying spheres of influence, then the LAFCO risks being sued and losing the case.

Consider this hypothetical situation. A developer wants to build the 120-unit Salmon Creek Estates subdivision on 20 acres of a former ranch in an unincorporated area in Klamath County. Despite complaints from the Friends of Salmon Creek, the Klamath County Board of Supervisors approves the proposed subdivision. The property is already in the Happy Valley Irrigation District and the Happy Valley Fire Protection District, but it's not part of the Klamath County Sanitation District No. 2. Knowing that the subdivision needs sewer service, the county supervisors impose a condition on the tentative map that requires annexing the 20 acres to the Sanitation District. The developer applies to the Klamath County LAFCO which approves the annexation, even though the LAFCO has not updated the Sanitation District's sphere of influence since it originally adopted the document back in 1985. The Friends of Salmon Creek sue, charging that the LAFCO violated Government Code §56375.5. The annexation can't be consistent with the District's sphere of influence, they argue, because the LAFCO didn't update the District's sphere by the statutory deadline of January 1, 2008. A decision can't be consistent with something that doesn't exist. The Klamath County Superior Court judge agrees with the Friend of Salmon Creek and she invalidates LAFCO's decision. The subdivision grinds to a halt because the Klamath County LAFCO missed its deadline.

If they're not careful, LAFCOs that miss the impending deadline are about to start losing lawsuits.

Peter Detwiler started working for the Senate Local Government Committee in 1982. He is the author of "Annexation and Boundary Issues," Chapter 73 in Selmi & Manaster's California Environmental Law & Land Use Practice, New York; Matthew Bender & Co., In., 1997.

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Financial Report and Claims for March 2017

Claims

The following claims are recommended for payment authorization:

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

Name	Account Description	Amount	Total
Uma Hinman Consulting	5300 Basics Services	\$ 7,068.80	\$ 11,405.73
	6200 Bookkeeping	\$ 579.90	
	7001 MSRs	\$ 630.00	
	7501 SOI Updates	\$ 2,408.53	
	5601 Office Supplies	\$ 31.00	
	8016 Applications (AVCSD)	\$ 687.50	
Ukiah Valley Conf. Center	5502 Office space	\$ 404.00	\$ 434.00
	5503 Work room	\$ 30.00	
	5603 Photocopy - TBD		
	5605 Postage - TBD		
P. Scott Browne	<u>6300 Legal Counsel</u>		\$ 500.00
	Monthly flat fee (Feb 2017)	\$ 500.00	
Commissioner Reimbursements	<u>6740 In-County Travel & Stipends:</u>		\$ 156.48
	Rosenberg (Feb 2017)	\$ 51.08	
	McNerlin (Feb 2017)	\$ 50.00	
	Orth (absent March 2017)	\$ -	
	Silver (Feb 2017)	\$ 55.40	
County of Mendocino	6000 Video Recording of Meetings	\$ 296.52	\$ 661.64
	7501 GIS Mapping	\$ 277.56	
	Computer Support Technician	\$ 87.56	
Hometown Shopper	5900 Public Hearing Notice Cem Dist (paid 3/17/17)	\$ 297.06	\$ 297.06
Total:			\$ 13,454.91

(Continued...)

Notes:

- Pehling & Pehling adjusted invoice dated 2/28/17 and approved by LAFCo Commission on 2/6/17 from \$1,550 to \$1,450 as per signed contract.
- Increase in Video Recording weighted rate due to employee status change with medical, retirement, etc. now factored in.

Other Financial Activity:

Application Revenues: none

Other Deposits: none

Petty Cash: no activity

Attachments: Budget Track Spreadsheet
UHC Invoice
Scott Browne Invoice

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget and Application Tract - Through March 2017

Acct #	Task	FY 16-17 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	March	Year to Date	Remaining Budget
EXPENSES									
5301	Basic Services - EO/Analyst/Clerk	\$65,680.00	\$14,902.88	\$13,777.85	\$7,072.40	\$8,424.17	\$7,068.80	\$51,246.10	\$14,433.90
5502	Office Space	\$4,800.00	\$1,200.00	\$1,204.00	\$404.00	\$404.00	\$404.00	\$3,616.00	\$1,184.00
5503	Work Room	\$360.00	\$90.00	\$90.00	\$30.00	\$30.00	\$30.00	\$270.00	\$90.00
5601	Office Supplies	\$700.00	\$99.50	\$201.03	\$98.99	\$130.00	\$31.00	\$560.52	\$139.48
5603	Photocopy	\$1,000.00	\$98.80	\$44.60	\$36.30	\$46.90		\$226.60	\$773.40
5605	Postage	\$300.00	\$219.87	\$52.17	\$0.47	\$0.93		\$273.44	\$26.56
5607	Office Equipment	\$0.00		\$237.55				\$237.55	\$-237.55
5700	Internet & Website Costs	\$1,200.00						\$0.00	\$1,200.00
5900	Publication & Legal Notices	\$2,000.00	\$432.06				\$297.06	\$729.12	\$1,270.88
6000	Televising Meetings	\$1,700.00		\$1,350.80	\$454.69	\$261.20	\$296.52	\$2,363.21	\$-663.21
6100	Audit Services	\$3,025.00	\$1,550.00			\$1,550.00		\$3,100.00	\$-75.00
6200	Bookkeeping	\$4,800.00	\$369.33	\$418.96	\$514.50	\$29.93	\$579.90	\$1,912.62	\$2,887.38
6300	Legal Counsel (S Browne)	\$6,000.00	\$1,500.00	\$1,470.00	\$500.00	\$500.00	\$500.00	\$4,470.00	\$1,530.00
6400	A-87 Costs County Services	\$2,010.00			\$1,060.00			\$1,060.00	\$950.00
6500	Insurance - General Liability	\$1,000.00						\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,100.00		\$1,231.00				\$1,231.00	\$869.00
6740	In-County Travel & Stipends	\$4,300.00	\$702.60	\$411.56	\$233.48	\$233.48	\$156.48	\$1,737.60	\$2,562.40
6750	Travel & Lodging Expenses	\$5,000.00		\$1,805.08				\$1,805.08	\$3,194.92
6800	Conferences (Registrations)	\$3,000.00	\$1,215.73					\$1,215.73	\$1,784.27
	Computer Support Technician						\$87.56		
7000	MSR & SOI Updates								
7001	MSR Reviews - Admin	\$15,000.00		\$245.00	\$697.50	\$16.25	\$630.00	\$1,588.75	\$13,411.25
7501	SOI Updates	\$39,000.00	\$1,313.35	\$6,115.95	\$3,919.83	\$2,441.05	\$2,408.53	\$16,198.71	\$22,801.29
	GIS Mapping	\$3,622.00				\$884.40	\$277.56	\$1,161.96	\$2,460.04
Monthly/ Year to Date Totals		\$166,597.00	\$23,694.12	\$28,655.55	\$15,022.16	\$14,952.31	\$12,767.41	\$95,003.99	\$71,593.01
CONTRACTS/OTHER									
7000	Cemetery District MSRs (UHC) (Closed)	\$3,900.00	\$653.38	\$3,241.15				\$3,894.53	\$5.47
8000	N. of 10 Mile Map Correction (SHN)	\$2,000.00	\$2,000.00					\$2,000.00	\$0.00
7000	Baracco & Associates (Closed)	\$2,400.00	\$2,400.00					\$2,400.00	\$0.00
7000	Planwest Website Transition (Closed)	\$2,460.00	\$2,170.00					\$2,170.00	\$290.00
Contracts/Other to Date Totals		\$10,760.00	\$7,223.38	\$3,241.15	\$0.00	\$0.00	\$0.00	\$10,464.53	\$295.47
EXPENSES AND CONTRACTS TOTALS		\$177,357.00	\$30,917.50	\$31,896.70	\$15,022.16	\$14,952.31	\$12,767.41	\$105,468.52	\$71,888.48
APPLICATIONS		DEPOSIT							
	Irish Beach WD Moores Annexation	\$-610.56						\$0.00	\$-610.56
	City Overlap Area from Ft Bragg RFPD (FBRFPD Detachment)	\$7,452.37	\$0.00	\$7,452.37				\$7,452.37	\$0.00
8016	AVCSD (Ambulance) Activation of Latent Powers & Annexation	\$6,000.00	\$1,898.75	\$178.75	\$32.50	\$382.50	\$687.50	\$3,180.00	\$2,820.00
	City of Ukiah Detachment of UVCSD lands	\$1,532.75						\$0.00	\$1,532.75
Applications to Date Totals		\$14,374.56	\$1,898.75	\$7,631.12	\$32.50	\$382.50	\$687.50	\$10,632.37	
EXPENSES, CONTRACTS, AND APPLICATION TOTALS			\$32,816.25	\$39,527.82	\$15,054.66	\$15,334.81	\$13,454.91	\$116,100.89	



Uma Hinman Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

Date March 26, 2017
To Mendocino LAFCo
Project Executive Officer Services
Work Period February 25, 2017 - March 26, 2017

Invoice No. 316
Invoice Total \$ 11,405.73

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$90)	Feiler Analyst (\$65)	Salomone Clerk (\$39.90)		
5300	Basic Services	44.50	16.75	49.50		\$ 7,068.80
5601	Office Supplies Quickbooks Online Fee				\$ 31.00	\$ 31.00
6200	Bookkeeping	6.00		1.00		\$ 579.90
7001	Municipal Service Reviews	7.00				\$ 630.00
7501	Sphere of Influence Updates	9.75	14.50	14.75		\$ 2,408.53
8016	Applications (AVCSD)	1.50	8.50			\$ 687.50
Totals		\$ 6,187.50	\$ 2,583.75	\$ 2,603.48	\$ 31.00	\$ 11,405.73

Basic Services

Prepared, posted and distributed March 6 agenda and packet materials. Coordinated meeting packet preparation. Transcribed and reviewed draft March meeting minutes for review at next meeting. Staffed office in March. Preparing April meeting agenda and staff reports, posted notices and agendas. Compiled claims for April agenda.

Development of work plan and 2017/2018 budget. Attended Executive Committee meeting on 3/17/17. Correspondence with fire districts, legal counsel, and other EOs regarding ambulance services and County EOS and LAFCo SOI relationship. Prepared and mailed out JPA notice letters to special districts, city and county.

Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at April meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at April 3 meeting. Reviewed claims, bank records, etc.

Sphere of Influence Updates

Clerk met with RRFCD staff regarding RRFCD SOI Update. Prepared workshop draft RRFCD. Continued outreach and preparation of the draft MSR/SOI for the cemetery districts.

Municipal Service Reviews

Worked on draft Fort Bragg MSR/SOI Update.

Applications

Coordinated with AVCSD staff regarding application; per Fire Chief, District will drop annexation and proceed with activation of latent powers. Staff initiated noticing data with County Assessor and GIS. Worked on processing application.

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

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

Marsha A. Burch
Of Counsel

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

Period Ending:

3/15/2017

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>
2/16/2017 PSB AB 464 conference call. (Time split evenly between all LAFCo clients)	0.17
2/22/2017 PSB Work on revisions to 56653. (Time split evenly between all LAFCo clients)	0.17
2/23/2017 PSB Conference call re: staff workshop. (Time split evenly between all LAFCo clients)	0.17
2/27/2017 PSB Forward Amend to Hobbs.	0.14
3/3/2017 WJC Review billing history and review with attorney re: budget and rates for upcoming year.	0.50
PSB Review emails; Email to Hobbs re: AB 464 (Time split between all LAFCo clients).	0.17
3/6/2017 PSB Work on workshop presentation. (Time split evenly between all LAFCo clients)	0.17
3/13/2017 WJC Prepare and file Form 700	0.50
3/14/2017 PSB Review documents; Telephone call from Uma.	1.00
PSB CEQA seminar. (Time split evenly between all LAFCo clients)	0.33
SUBTOTAL:	<u>3.32</u>

	<u>Hours</u>	<u>Amount</u>
Total Professional Hours Per Representation Agreement, flat fee of \$500/month.	3.32	\$500.00
Previous balance		\$500.00
 <u>Payments and Credit Activity</u>		
3/15/2017 Payment - Thank You. Check No. 1223		(\$500.00)
Total payments and adjustments		(\$500.00)
<i>TOTAL BALANCE NOW DUE</i>		<i>\$500.00</i>

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

Pehling & Pehling, CPAs



An Accountancy Corporation ■ 12667 Granite Dr ■ Truckee, CA 96161

Phone: (707)279-4259

E-mail: Zach@PehlingCPA.com

Web: www.PehlingCPA.com

Invoice: 728

Date: 02/28/2017

Due Date: 02/28/2017

Mendocino LAFCO
200 S School St
Ukiah, CA 95482

For professional service rendered as follows:

Assurance		1,450.00
		\$1,450.00
	Billed Time & Expenses	\$1,450.00
	Invoice Total	\$1,450.00
	Beginning Balance	\$0.00
	Invoices	1,450.00
	Receipts	0.00
	Adjustments	0.00
	Service Charges	0.00
	Amount Due	\$1,450.00

Please return this portion with payment.

Invoice: 728

Date: 02/28/2017

Due Date: 02/28/2017

ID: MLAFCO
Mendocino LAFCO

Amount Due: \$1,450.00

Amount Enclosed: \$_____

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Larkyn Feiler, Analyst
SUBJECT: **CONTINUED Public Hearing** for the Countywide Cemetery Districts Municipal Service Review and Sphere of Influence Update

Public Hearing

This Public Hearing is a continuation from the Commission's March 6, 2017 meeting related to the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the following cemetery districts: Anderson Valley Cemetery District (AVCD), Cemetery District of the Redwoods (CDR), Covelo Public Cemetery District (CPCD), Hopland Cemetery District (HCD), Mendocino-Little River Cemetery District (MLRCD), Potter Valley Cemetery District (PVCD), Russian River Cemetery District (RRCD), and Westport-Ten Mile Cemetery District (WTMCD).

Background

The Commission held a Public Hearing on March 6, 2017 for the Draft Countywide Cemetery Districts MSR/SOI Update, considered public testimony, and directed staff return on April 3, 2017 after (a) collecting more information from the County Auditor-Controller's office related to the financial reporting requirements pursuant to Government Code Section 26909, (b) collecting updated financial information for AVCD, CDR, and HCD, and (c) collecting burial capacity information for AVCD and MLRCD to finalize the MSR/SOI Update for adoption.

The Commission's direction concerning item (a) is discussed further below. The Commission's direction concerning items (b) and (c) have been addressed and the updated financial and burial capacity information has been incorporated into the MSR for final consideration.

Financial Reporting

Staff worked with the County Auditor-Controller's office related to the applicability of California Government Code Section 26909(c)(1), which allows for a special district to replace the annual audit requirement with a financial review.

The County Auditor-Controller confirmed that all special districts are required to provide an annual audit report prepared by a Certified Public Accountant (CPA). While the Auditor-Controller's office does not have sufficient staff resources to perform these audits in-house, they can contract with a CPA to perform the audit at cost to the district, if necessary. The County Auditor-Controller also confirmed that a special district may replace the annual audit requirement with a two-year or five-year audit consistent with California Government Code Section 26909(b) provided that the district's annual revenues do not exceed \$150,000. In addition, a special district may replace the annual audit requirement with a financial review performed by a CPA consistent with California Government

Code Section 26909(c)(1) provided that the district's annual revenues do not exceed \$150,000 and all district revenues and expenditures are transacted through the county's financial system.

Based on communication with a local CPA, it appears that the biggest cost savings for meeting the financial reporting requirements would be to pursue a multi-year audit since there is economy of scale in preparing a two-year audit report. Further, there would likely be less cost savings for a five-year audit since this involves the review of a significant amount of information for financial transactions that occurred years ago. Finally, it appears that there is no real cost savings in pursuing a financial review instead of a financial audit since they involve a similar amount of time from a CPA to review financial documents and reconcile with the last financial report. Staff anticipates providing a copy of Government Code Section 26909 and the above information to each cemetery district along with a copy of the Final Countywide Cemetery Districts MSR/SOI Update once adopted.

Sphere of Influence

Since the Commission's March 6, 2017 meeting, staff discovered the official record for the spheres established for the cemetery districts. On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving Spheres of Influence and Master Service Element Plans for the eight cemetery districts in Mendocino County. At that time, the Commission approved spheres that were the same as the district boundaries. It is recommended that a coterminous SOI be affirmed for each district.

Recommendation

Staff recommends that the Commission take the following action:

- (1) Find the Countywide Cemetery Districts MSR/SOI Update is exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Sections 15306 and 15061(b)(3); and
- (2) Adopt LAFCo Resolution 16-17-06, thereby approving the Countywide Cemetery Districts MSR/SOI Update and affirming coterminous SOIs for each of the districts.

Attachments:

- (1) LAFCo Resolution 16-17-06
- (2) Countywide Cemetery Districts MSR/SOI Update and associated GIS Maps
Note: Due to the size of the electronic file, the complete study is available at the following link:
<http://mendolafco.org/draft-county-wide-cemetery-district-msrsoi-public-hearing-march-6-2017/>

**Resolution of
The Local Agency Formation Commission of Mendocino County
Approving the
Countywide Cemetery Districts
Municipal Service Review and Sphere of Influence Update 2017
LAFCo Resolution No. 16-17-06**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Mendocino County; and

WHEREAS, the Commission conducted a municipal service review to evaluate cemetery district services within the geographic area of Mendocino County pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for the eight cemetery districts in Mendocino County pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner prescribed by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on March 6, 2017 and April 3, 2017 for the following agencies:

Anderson Valley Cemetery District
Cemetery District of the Redwoods
Covelo Public Cemetery District
Hopland Cemetery District
Mendocino-Little River Cemetery District
Potter Valley Cemetery District
Russian River Cemetery District
Westport-Ten Mile Cemetery District

WHEREAS, the Commission considered all the factors required under California Government Code Sections 56430 and 56425.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission does hereby RESOLVE, DETERMINE, and ORDER as follows:

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.

2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Countywide Cemetery Districts MSR/SOI Update 2017"
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this update of the spheres of influence for the eight cemetery districts in Mendocino County.

BE IT FURTHER RESOLVED that the Countywide Cemetery Districts MSR/SOI Update 2017 is hereby approved and incorporated herein by reference and a sphere of influence is established to be coterminous with the district boundary for each of the eight cemetery districts in Mendocino County as depicted in the Countywide Cemetery Districts MSR/SOI Update 2017 and in Exhibit "A".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 3rd day of April, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

GERALD WARD, Chair

UMA HINMAN, Executive Officer

Public Hearing Draft

Countywide
CEMETERY DISTRICTS
Municipal Service Review and
Sphere of Influence Update

Prepared for:

MENDOCINO LAFCO

200 South School Street
Ukiah, California 95482

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

Workshop: January 9, 2017

Public Hearing: March 6, 2017

Public Hearing: April 3, 2017

April 3, 2017

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1 INTRODUCTION

1.1 LOCAL AGENCY FORMATION COMMISSION

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

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

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

1.2 MENDOCINO LAFCO

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

Mendocino LAFCo has a public Commission with seven regular Commissioners and four alternate Commissioners. The Commission is composed of two members of the Mendocino County Board of Supervisors, two City Council members, two Special District Representatives, and one Public Member-At-Large. The Commission also has one alternate member for each represented category.

1.3 MUNICIPAL SERVICE REVIEW

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

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

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

7. Any other matter related to effective or efficient service delivery, as required by commission policy

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

1.4 SPHERE OF INFLUENCE

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

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

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

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

1.5 CEMETERY DISTRICTS

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

Public cemetery districts are single purpose districts and are among the earliest and oldest public facilities in the State. The Legislature authorized the creation of public cemetery districts to own, improve, expand, and operate public cemeteries that provide respectful and affordable interments. The Public Cemetery District Law (Health and Safety Code Section 9000 et seq.) was originally enacted in 1909 and was comprehensively rewritten in 2004 by Senate Bill 341.

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

Cemetery Districts generate revenue primarily from a share of Mendocino County’s property taxes and fees for services. Table 1-1 below shows the Current Secured Tax Apportionment Factors for the eight

Cemetery Districts in Mendocino County for Fiscal Year 2016-2017. In addition, pursuant to Health and Safety Code Sections 9065 and 9066, Cemetery Districts are required to create an Endowment Care Fund and invest the fund balance for the purpose of generating annual income through interest earned on the principal to finance the continuous maintenance and care of District cemeteries in perpetuity. The Endowment Care Fund principal may not be spent.

Cemetery District	Factor
Anderson Valley Cemetery District	0.0004290
Cemetery District of the Redwoods	0.0006826
Covelo Public Cemetery District	0.0000742
Hopland Cemetery District	0.0000426
Mendocino-Little River Cemetery District	0.0003372
Potter Valley Cemetery District	0.0000921
Russian River Cemetery District	0.0026663
Westport-Ten Mile Cemetery District	0.0000474

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

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

1.6 MENDOCINO COUNTY DISTRICT CEMETERIES

The following map shows the boundaries for the eight cemetery districts in Mendocino County and the location of district facilities.

PLACEHOLDER FOR FIGURE 1-1
Mendocino County Cemetery Districts

1.7 NON-DISTRICT CEMETERIES

There are cemeteries located throughout Mendocino County that are not governed by Cemetery Districts and therefore are not addressed by this MSR. According to the Find a Grave website (<https://www.findagrave.com/>), there are approximately 79 cemeteries in Mendocino County which are owned and operated/maintained by a variety of public and private entities. In addition, the majority of these 79 cemeteries appear to be historic in nature meaning that no new burials occur at these locations. Private cemeteries, such as those located on Tribal Lands and those owned by Religious and Fraternal organizations, are not under the purview of LAFCo.

As shown in Figure 1-1, there are three areas in Mendocino County that are not covered by a Cemetery District: the southern coastal area from SR 128 south to Gualala, the Comptche area, and north of Westport. Additionally, there are numerous private cemeteries throughout the County. Examples of private cemeteries that are not within the purview of LAFCo include the Concow Cemetery located in the Covelo area which is on Tribal Lands; the Rose Memorial Park, which is located within the boundaries of the City of Fort Bragg but which is privately owned and operated; the Cuffey's Cove Catholic Cemetery located in Elk, which is owned and operated by the Roman Catholic Bishop of Santa Rosa; and the Cuffey's Cove Community Cemetery located in Elk, which is privately owned and operated.

1.8 DISADVANTAGED UNINCORPORATED COMMUNITIES

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

This State legislation is intended to ensure that the needs of these communities are met when considering service extensions and/or annexations in unincorporated areas. Since the eight Cemetery Districts addressed in this MSR do not provide water, wastewater or structural fire protection services, an evaluation of DUCs is not required to be provided. Therefore, there will be no further discussion of the requirements of SB 244 in this MSR.

1.9 SENATE BILL 215

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

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

for allocating regional transportation funding to transportation improvement projects consistent with the 2010 RTP for Mendocino County.

Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns through adoption and implementation of a General Plan and Zoning Regulations. The eight Cemetery Districts in Mendocino County were established to provide interment services and do not have the legal authority to make land use policy decisions that would impact growth in Mendocino County.

Mendocino County is not located within an MPO and there is no proposal to expand the boundaries of any of the eight cemetery districts subject to this MSR. Therefore, there will be no further discussion of the requirements of SB 375 or SB 215 in this MSR.

2 MUNICIPAL SERVICE REVIEWS

2.1 ANDERSON VALLEY CEMETERY DISTRICT

2.1.1 DISTRICT OVERVIEW

2.1.1.1 DISTRICT PROFILE

District Name:	Anderson Valley Cemetery District
Mailing Address:	P.O. Box 1023, Boonville, CA 95415 P.O. Box 65, Philo, CA 95466
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Jan Wasson-Smith, Secretary
Phone Number:	(707) 895-2352
Grounds Phone Number:	(707) 621-1091
Email Address:	jan5150@att.net

Trustee Name	Title	Term Expiration
Christine Clark	Chair	November 2020
Eva Johnson	Trustee	November 2020
Jim Hill	Trustee	November 2020
Joan Rose	Trustee	Unknown
Wes Smoot	Trustee	November 2020

2.1.1.2 FORMATION, SERVICES, AND BOUNDARY

The Anderson Valley Cemetery District (AVCD) was formed in August 1937 to support and maintain the cemeteries in Anderson Valley. The District is situated along State Route 128 in southern Mendocino County and encompasses the communities of Yorkville, Boonville, Philo, and Navarro (Figure 2-1). The District's boundary is entirely within Mendocino County and covers approximately 350 square miles or 224,000 acres. Since its formation, the District undertook one annexation in 1984, known as the Flynn Creek Road to Mountain House Road Annexation. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the District boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.1.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-1. Regularly

scheduled Board meetings are held on the first Monday of odd-numbered months at the Anderson Valley Fire Station located at 14281 Highway 128 in Boonville. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting at the Post Offices in Boonville, Philo and Yorkville, and also published in the Anderson Valley Advocate. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at Board meetings. The District has not received any recent complaints related to District services. The District received a complaint regarding vegetation that was removed on District property to prevent a safety hazard.

2.1.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has two part-time employees that manage the operations of the District: a Secretary and a Groundskeeper. The District does not currently prepare written performance evaluations for its employees.

2.1.2 DISTRICT SERVICES

2.1.2.1 SERVICE OVERVIEW

The District provides interment services. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Services
Evergreen Cemetery	12501 Anderson Valley Way Boonville, CA	5.0	Burial plots and associated infrastructure.
Shields Cemetery	6341 Highway 128 Philo, CA	3.0	Burial plots and associated infrastructure.
Babcock Cemetery	18501 Mountain View Road Boonville, CA	1.5	Burial plots and associated infrastructure.
Yorkville Cemetery	23011 Highway 128 Yorkville, CA	2.0	Burial plots and associated infrastructure.
Ingram Cemetery	43700 Highway 128 Yorkville, CA	2.0	This newly acquired land is vacant except for the Ingram family plot.

2.1.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average combined total of 12 full body burials per year. The following table summarizes the capacity of the District cemetery facilities.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Evergreen	150	12	13
Shields	0	12	0
Babcock	0	12	0
Yorkville	50	12	4

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Ingram	500	12	41
Total	700	n/a	58

The District is considering purchasing a columbarium for Evergreen Cemetery to expand available capacity for cremains; however, this potential improvement is still in the concept phase.

2.1.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Groundskeeper regarding necessary maintenance and upgrades for District facilities and equipment. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition, according to District personnel. The District owns equipment and tools for maintenance and site preparations.

2.1.3 DISTRICT FINANCES

2.1.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include salaries and benefits for staff and the cost for cemetery services and supplies. The table below summarizes the District revenue and expenses for Fiscal Year (FY) 2012-2013, 2013-2014, and 2014-2015.

	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	\$287,204	\$283,729	\$290,316
Ending Fund Balance	\$283,729	\$290,316	\$300,340
Endowment Fund Balance			\$57,425
Revenue			
Property Taxes	\$41,075	\$42,960	\$43,639
Charges for Services	\$13,231	\$6,550	\$7,700
Interest Income	\$1,940	\$1,456	\$1,005
Other Revenue	\$5	\$3	\$0
Total Revenue	\$56,251	\$50,970	\$52,344
Expenses			
Salaries & Employee Benefits	\$26,048	\$25,781	\$28,366
Repairs & Maintenance	\$2,448	\$2,234	\$1,708
Capital Improvements	\$6,942	\$0	\$0
Equipment Purchases	\$7,500	\$0	\$0
Office Expenses	\$628	\$715	\$615

Insurance	\$7,724	\$6,668	\$3,048
Professional Services	\$6,155	\$6,468	\$5,809
Transportation Reimbursement	\$2,282	\$2,518	\$2,774
Total Expenses	\$59,726	\$44,383	\$42,320
Net Income/Loss	-\$3,475	\$6,587	\$10,024

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, expenses exceeded revenue by \$3,475. In FY 2013-2014, revenue exceeded expenses by \$6,587. In FY 2014-2015, revenue exceeded expenses by \$10,024. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs.

2.1.4 SHARED FACILITIES AND REGIONAL COLLABORATION

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

2.1.5 GROWTH AND POPULATION PROJECTIONS

2.1.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the unincorporated communities of Yorkville, Boonville, Philo, and Navarro, and surrounding unincorporated areas of Mendocino County. (County, 2008)

The community of Yorkville is located in southeastern Anderson Valley and includes a mixture of limited residential and commercial uses, as well as a few vineyards and wineries. The community of Boonville is located northwest of Yorkville and includes a mixture of suburban residential, commercial, and rural community land use classifications. The Boonville community is developed with the Caltrans and County Department of Transportation corporation yards, the Boonville airport, the Anderson Valley Junior/Senior High School, the Mendocino County Fairgrounds, and the Anderson Valley Brewing Company. The community of Philo is located northwest of Boonville and is developed with a mixture of industrial and commercial uses which are bounded by rural residential and agricultural (vineyards and wineries) uses. The community of Navarro is located in northwestern Anderson Valley and includes very limited commercial and residential uses. (County, 2008)

2.1.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses two census-designated places (CDPs) for the unincorporated communities of Boonville and Philo. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Census Boundary Area	Population
Boonville CDP	1,035
Philo CDP	349
Total	1,384

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

Census Tract	Total Population	% of Census Tract	AVCD Population
111.02	3,915	25	979
112	3,293	65	2,140
113	5,972	35	2,090
118	2,082	25	521
Total	15,262	n/a	5,730

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 1,384 and 5,730. For purposes of this MSR, the existing population size for the District is approximately 3,500. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	3,500	3,780

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

2.1.6 MSR DETERMINATIONS

2.1.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 3,500 with an annual growth rate of 0.4 percent.
2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 58 years of continued service.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.1.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget and generally operates at a net income. The District is not current on preparing financial audit reports pursuant to Government Code Section 26909.
9. According to financial information from Fiscal Years 2012-2013, 2013-2014, and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.1.6.4 Opportunities for Shared Facilities

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

2.1.6.5 Accountability for Community Services

12. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the first Monday of odd-numbered months at the Anderson Valley Fire Station located at 14281 Highway 128 in Boonville. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
14. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
15. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-1
Map of Anderson Valley Cemetery District

2.2 CEMETERY DISTRICT OF THE REDWOODS

2.2.1 DISTRICT OVERVIEW

2.2.1.1 DISTRICT PROFILE

District Name:	Cemetery District of the Redwoods
Mailing Address:	P.O. Box 153, Willits, CA 95490
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Verlan Stock, Clerk
Phone Number:	(707) 459-5252
Email Address:	n/a

Trustee Name	Title	Term Expiration
Charlie Betschart	Trustee	August 2018
Erica Bruce	Trustee	August 2018
Kent Westwood	Trustee	January 2021

2.2.1.2 FORMATION, SERVICES, AND BOUNDARY

The Cemetery District of the Redwoods (CDR) was formed on July 6, 1954 to support and maintain the cemeteries within the Willits Common Union High School District boundaries. The District is situated along US Highway 101 in north-central Mendocino County and encompasses the City of Willits and the community of Laytonville (Figure 2-2). The District's boundary is entirely within Mendocino County and covers approximately 650 square miles or 416,000 acres. Since its formation, the District undertook one annexation in 1989, in conformance with the boundaries of the Long Valley Unified School District, which included Branscomb, Longvale, Bell Springs, and Spy Rock, totaling 220 square miles or 140,800 acres. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.2.1.4 GOVERNMENT STRUCTURE

The District is governed by a three-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-8. Regularly scheduled Board meetings are held quarterly and the location rotates between the three District cemeteries. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting. Residents and customers submit their comments and complaints to the District through postal mail and in-person at Board meetings. The District has not received any recent complaints related to District facilities and/or services.

2.2.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has one full-time employee that manages the operations of the District: Groundskeeper/Maintenance. The District also has one part-time employee that assists the Groundskeeper/Maintenance. The District does not currently prepare written performance evaluations for District employees.

2.2.2 DISTRICT SERVICES

2.2.2.1 SERVICE OVERVIEW

The District provides interment services. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Services
Willits Cemetery	1200 State Route 20 Willits, CA	11.0	Burial plots and associated infrastructure.
Little Lake Cemetery	875 East Hill Road Willits, CA	6.74	Burial plots and associated infrastructure.
Laytonville Cemetery	1351 Branscomb Road Laytonville, CA	7.45	Burial plots and associated infrastructure.

2.2.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average combined total of 50 burials (20 full body remains and 30 cremains) per year. The following table summarizes the capacity of the District cemetery facilities.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Combined facilities	150	20	7.5
Total	150	n/a	7.5

Little Lake Cemetery is the only District facility with land expansion capability. In order to expand this facility, reserve funds would need to be used for vegetation removal and land preparation activities.

2.2.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Groundskeeper regarding necessary maintenance and upgrades for District facilities and equipment. Improvements are needed at Laytonville Cemetery where the water system was removed due to vandalism and needs to be re-installed. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in fair condition according to District personnel. The District owns vehicles, equipment, and tools.

2.2.3 DISTRICT FINANCES

2.2.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include salaries and benefits for staff and the cost for cemetery services and supplies. The table below shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

Table 2-11 CDR Financial Summary			
	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	\$231,119	\$250,976	\$250,266
Ending Fund Balance	\$250,976	\$250,266	\$297,447
Endowment Fund Balance			\$148,748
Revenue			
Property Taxes	\$73,213	\$72,152	\$73,336
Charges for Services	\$20,456	\$17,300	\$27,125
Interest Income	\$2,197	\$1,700	\$1,238
Other Revenue	\$8	\$5	\$0
Total Revenue	\$95,874	\$91,157	\$101,699
Expenses			
Salaries & Employee Benefits	\$50,981	\$51,409	\$47,022
Repairs & Maintenance	\$3,373	\$2,585	\$1,936
Special Dept. Expense	\$1,257	\$1,221	\$1,103
Equipment Purchases	\$0	\$22,628	-\$6,816
Professional Services	\$13,200	\$6,099	\$4,005
Office Expenses	\$164	\$223	\$932
Insurance	\$1,492	\$2,301	\$2,008
Communications	\$564	\$599	\$646
Utilities	\$870	\$1,300	\$871
Memberships	\$434	\$445	\$18
Transportation Reimbursement	\$3,457	\$3,058	\$2,571
Other Expenses	\$226	\$0	\$221
Total Expenses	\$76,017	\$91,868	\$54,517
Net Income/Loss	\$19,857	-\$710	\$47,181

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, revenue exceeded expenses by \$19,857. FY 2013-2014, expenses exceeded revenue by \$710. In FY 2014-2015, revenue exceeded expenses by \$47,181. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs.

2.2.4 SHARED FACILITIES AND REGIONAL COLLABORATION

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

2.2.5 GROWTH AND POPULATION PROJECTIONS

2.2.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

The City of Willits is the land use authority within the incorporated area of the District and Mendocino County is the land use authority within the unincorporated areas. The City and the County make land-use decisions based on their respective General Plans and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the City of Willits, the unincorporated communities of Laytonville, Branscomb, Longvale, Bell Springs, Spy Rock, and surrounding unincorporated areas of Mendocino County. (County, 2008)

The City of Willits provides a variety of urban land uses ranging from low density residential to multi-family residential, retail and service commercial, manufacturing, public facilities, recreation, and is surrounded primarily by agricultural lands. The main land uses for unincorporated areas adjacent to the City of Willits (Little Lake Valley) are agricultural, rangelands, and low-density rural residential. In addition, there are suburban residential areas south and north of the city, including the Brooktrails Township development located northwest of the City. The community of Laytonville is bisected by US Highway 101 and development along this corridor entails highway oriented commercial uses such as gas stations, food services, and various other retail businesses. Residential development is primarily located west of the highway and the surrounding areas are agricultural pasture lands. (County, 2008)

2.2.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses the City of Willits and two census-designated places (CDPs) for the unincorporated communities of Brooktrails and Laytonville. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Table 2-12 CDR Population Size	
Census Boundary Area	Population
City of Willits	4,888
Brooktrails CDP	3,235
Laytonville CDP	1,227
Total	9,350

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

Census Tract	Total Population	% of Census Tract	CDR Population
101	2,587	10	259
102	4,155	40	1,662
103	4,272	10	427
106	6,917	90	6,225
108.01	5,915	10	592
Total	23,846	n/a	9,165

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 9,165 and 9,350. For purposes of this MSR, the existing population size for the District is approximately 9,250. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the City of Willits is 0.33 percent and the annual growth rate for unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on these annual growth rates.

Jurisdiction	2015 Population	2035 Population
City of Willits	4,888	5,211
Unincorporated Areas	4,362	4,711
Total	9,250	9,922

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

2.2.6 MSR DETERMINATIONS

2.2.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 9,250 with an annual growth rate of 0.33 percent for the City of Willits (4,888) and 0.4 percent for unincorporated areas of Mendocino County (4,362).
2. The City of Willits and Mendocino County both have land use authority within the District boundary and make land-use decisions based on their respective General Plans and Zoning regulations.

It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

3. The existing land capacity (plot space) at current District facilities is sufficient for approximately 7.5 years of continued service.

4. Little Lake Cemetery is the only District facility with land expansion capability. In order to expand this facility, reserve funds would need to be used for vegetation removal and land preparation activities.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. Overall, the cemetery grounds and structures are in fair condition with the exception of Laytonville Cemetery where the water system was removed due to vandalism and needs to be re-installed.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.2.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget and generally operates at a net income. The District is not current on preparing financial audit reports pursuant to Government Code Section 26909.
9. According to financial information from Fiscal Years 2012-2013, 2013-2014, and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.2.6.4 Opportunities for Shared Facilities

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

2.2.6.5 Accountability for Community Services

12. The District is governed by a three-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held quarterly and the location rotates between the three District cemeteries. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. It is recommended that the District consider expanding the Board of Trustees from three-members to five-members.
14. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
15. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
16. Residents and customers submit their comments and complaints to the District through postal mail and in-person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-2
Map of Cemetery District of the Redwoods

2.3 COVELO PUBLIC CEMETERY DISTRICT

2.3.1 DISTRICT OVERVIEW

2.3.1.1 DISTRICT PROFILE

District Name:	Covelo Public Cemetery District
Mailing Address:	P.O. Box 821, Covelo, CA 95428
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Peggy Weber, Clerk
Phone Number:	(707) 983-6048
Email Address:	n/a

Trustee Name	Title	Term Expiration
Karen Vann	Trustee	April 2019
Pauline Brumley	Trustee	April 2019
Penny Proschold	Trustee	November 2019
Roberta Hurt	Trustee	April 2019
Vacant		

2.3.1.2 FORMATION, SERVICES, AND BOUNDARY

The Covelo Public Cemetery District (CPCD) was formed in June 1957 to support and maintain the cemeteries in Round Valley. The District is situated along State Route 162 in northeastern Mendocino County and encompasses the community of Covelo (Figure 2-3). The District's boundary is entirely within Mendocino County and covers approximately 797 square miles or 510,080 acres. Since its formation, the District undertook one detachment in 1993 in conformance with the boundaries of the Round Valley Unified School District. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.3.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-15. Regularly scheduled Board meetings are held on the second Tuesday of every month at 1:00 pm at the Covelo Volunteer Fire Department located at 75900 Covelo Road in Covelo. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting. Residents and customers submit their comments and complaints to the District through postal mail and in-person at Board meetings. The District has not received any recent complaints related to District facilities and/or services.

2.3.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has two part-time employees that manage the operations of the District: a Clerk and a Groundskeeper. The District does not currently prepare written performance evaluations for District employees.

2.3.2 DISTRICT SERVICES

2.3.2.1 SERVICE OVERVIEW

The District provides interment services. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Services
Valley View Cemetery	23501 Cemetery Lane Covelo, CA	6.0 +	Burial plots and associated infrastructure.
Foster Cemetery	Private property	0.25	Burial plots and associated infrastructure. There are no new burials at this historic cemetery.
Anthony Peak Cemetery	Private property	0.25	Burial plots and associated infrastructure. There are no new burials at this historic cemetery.

2.3.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average number of 7-8 full body burials per year at Valley View Cemetery. The following table summarizes the capacity of the District cemetery facilities.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Valley View	500	7-8	50

2.3.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Groundskeeper regarding necessary maintenance and upgrades for District facilities and equipment. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition according to District personnel. The District owns equipment and tools.

2.3.3 DISTRICT FINANCES

2.3.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include salaries and benefits for staff and the cost for cemetery services and supplies. The following table shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

Table 2-18 CPCD Financial Summary			
	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	-\$13,541	-\$4,632	-\$6,333
Ending Fund Balance	-\$4,632	-\$6,333	-\$11,134
Endowment Fund Balance			\$10,129
Endowment Interest Income			\$32
Revenue			
Property Taxes	\$7,198	\$7,716	\$7,917
Charges for Services	\$7,513	\$8,302	\$2,805
Donations	\$0	\$823	\$1,238
Other Revenue	\$75	\$0	\$499
Total Revenue	\$14,786	\$16,841	\$12,459
Expenses			
Audit & Accounting Fees	\$2,000	\$2,000	\$2,250
Contract Labor	\$826	\$3,717	\$1,335
Insurance	\$1,513	\$2,621	\$2,930
Maintenance	\$357	\$28	\$14
Memberships	\$15	\$85	\$45
Office Expenses	\$407	\$435	\$392
Payroll & Payroll Taxes	\$12,543	\$9,397	\$10,097
Utilities	\$127	\$39	\$0
Other Expenditures	\$167	\$220	\$197
Total Expenses	\$17,955	\$18,542	\$17,260
Net Income/Loss	-\$3,169	-\$1,701	-\$4,801

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, expenses exceeded revenue by \$3,169. In FY 2013-2014, expenses exceeded revenue by \$1,701. In FY 2014-2015, expenses exceeded revenue by \$4,801. This indicates that under current levels of maintenance and capital improvements, District revenue does not sufficiently cover existing service costs.

2.3.4 SHARED FACILITIES AND REGIONAL COLLABORATION

The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR. The District is not involved in a Joint Powers Authority (JPA). The District is on the mailing list for the California Association of Public Cemeteries (CAPC).

2.3.5 GROWTH AND POPULATION PROJECTIONS

2.3.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with

forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the unincorporated community of Covelo and surrounding unincorporated areas of Mendocino County. The community of Covelo is located in the center of Round Valley and at the edge of the Mendocino National Forest. Covelo includes a mixture of commercial and limited industrial uses and is surrounded by suburban and rural residential uses and agricultural and grazing lands. (County, 2008)

2.3.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses one census-designated place (CDP) for the unincorporated community of Covelo. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Table 2-19 CPCD Population Size	
Census Boundary Area	Population
Covelo CDP	1,255
Total	1,255

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

Table 2-20 CPCD Population Size			
Census Tract	Total Population	% of Census Tract	CPCD Population
101	2,587	90	2,328
102	4,155	5	208
Total	6,742	n/a	2,536

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 1,255 and 2,536. For purposes of this MSR, the existing population size for the District is approximately 2,000. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Table 2-21 CPCD Projected Growth		
Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	2,000	2,160

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

2.3.6 MSR DETERMINATIONS

2.3.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 2,000 with an annual growth rate of 0.4 percent.
2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 50 years of continued service.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.3.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget, has biennial independent financial audits prepared by a Certified Public Accountant (CPA), and generally operates at a net loss.
9. While the District's annual revenue is not sufficient to meet current financial obligations, the District provides an adequate level of service to its customers through an arrangement with the Mendocino County Auditor-Controller's Office to repay prior year deficits after the fact.

2.3.6.4 Opportunities for Shared Facilities

10. The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR.
11. The District is on the mailing list for the California Association of Public Cemeteries (CAPC). It is recommended that the District also consider participating in the California Special Districts Association (CSDA).

2.3.6.5 Accountability for Community Services

12. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the second Tuesday of every month at 1:00 pm at the Covelo Volunteer Fire Department located at 75900 Covelo Road in Covelo. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
14. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting

notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.

15. Residents and customers submit their comments and complaints to the District through postal mail and in-person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-3
Map of Covelo Public Cemetery District

2.4 HOPLAND CEMETERY DISTRICT

2.4.1 DISTRICT OVERVIEW

2.4.1.1 DISTRICT PROFILE

District Name:	Hopland Cemetery District
Mailing Address:	P.O. Box 464, Hopland, CA 95449
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Marsha Robinson, Secretary/Clerk
Phone Number:	(707) 972-5365
Email Address:	n/a

Trustee Name	Title	Term Expiration
Ernest Harpe	Trustee	August 2020
Vacant	Trustee	
Vacant	Trustee	

2.4.1.2 FORMATION, SERVICES, AND BOUNDARY

The Hopland Cemetery District (HCD) was formed in June 1957 to support and maintain the cemetery in Sanel Valley. The District is situated along US Highway 101 in southeastern Mendocino County and encompasses the community of Hopland (Figure 2-4). The District boundary includes Tribal land for the Hopland Band of Pomo Indians. The District's boundary is entirely within Mendocino County and covers approximately 140 square miles or 89,600 acres. The District's boundary has remained unchanged since its formation. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.4.1.4 GOVERNMENT STRUCTURE

The District is governed by a three-member Board of Trustees serving four year terms. The current Board of Trustees is identified in Table 2-22 and has two vacancies. Regular Board meetings are no longer being scheduled or conducted. It is recommended that this matter be resolved by re-establishing the District with a three-member Board of Trustees appointed by the Mendocino County Board of Supervisors to hold regularly scheduled meetings. The District has not received any recent complaints related to District facilities and/or services.

2.4.1.5 MANAGEMENT AND STAFFING

The District does not have any full-time or part-time employees.

2.4.2 DISTRICT SERVICES

2.4.2.1 SERVICE OVERVIEW

The District provides interment services. Table 2-23 provides details regarding Hopland Cemetery.

Name	Location	Acreage	Services
Hopland Cemetery	77600 State Highway 162 Hopland, CA	3.58	Burial plots and associated infrastructure.

2.4.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average number of 4-6 burials (1-3 full body remains and 3 cremains) per year at Hopland Cemetery. The District reports that their facility is nearing capacity.

2.4.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District struggles with loitering, vandalism, and theft and relies on volunteer assistance to maintain District facilities. The District struggles to provide maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in fair condition according to the District. The District does not own vehicles, equipment, or tools.

2.4.3 DISTRICT FINANCES

2.4.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include the cost for cemetery services and supplies. The table below shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	\$14,685	\$17,113	\$21,337
Ending Fund Balance	\$17,113	\$21,337	\$20,249
Endowment Fund Balance	\$10,025		
Revenue			
Property Taxes	\$4,385	\$4,513	\$4,815
Charges for Services	\$1,079	\$5,000	\$950
Interest Income	\$88	\$75	\$62
Other Revenue	\$180	\$250	\$0
Total Revenue	\$5,732	\$9,838	\$5,828

Expenses			
Repairs & Maintenance	\$2,838	\$855	\$0
Special Dept. Expense	\$0	\$4,390	\$6,585
Office Expenses	\$71	\$0	\$81
Utilities	\$330	\$286	\$250
Auditing & Fiscal Services	\$66	\$83	\$0
Total Expenses	\$3,304	\$5,614	\$6,916
Net Income/Loss	\$2,428	\$4,224	-\$1,088

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, revenue exceeded expenses by \$2,428. In FY 2013-2014, revenue exceeded expenses by \$4,224. In FY 2014-2015, expenses exceeded revenue by \$1,088. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs.

2.4.4 SHARED FACILITIES AND REGIONAL COLLABORATION

The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR. The District is not involved in a Joint Powers Authority (JPA) or other Cemetery District Associations.

2.4.5 GROWTH AND POPULATION PROJECTIONS

2.4.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the unincorporated community of Hopland and surrounding unincorporated areas of Mendocino County. The community of Hopland is located in the Sanel Valley and is best described as two communities in one, separated by the Russian River. The older portion of Hopland is half a mile east of US Highway 101 and is primarily developed with residential uses and a small pocket of commercial along State Route 175 and surrounded by vineyards. The downtown portion of Hopland is bisected by US Highway 101 and developed with commercial uses including retail, lodging, gas stations, restaurants, and offices with residential uses to the west and north ends of the community. (County, 2008)

2.4.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses one census-designated place (CDP) for the unincorporated community of Hopland. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Census Boundary Area	Population
Hopland CDP	756
Total	756

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

Census Tract	Total Population	% of Census Tract	HCD Population
118	2,082	60	1,249
Total	2,082	n/a	1,249

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 756 and 1,249. For purposes of this MSR, the existing population size for the District is approximately 1,000. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	1,000	1,080

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

2.4.6 MSR DETERMINATIONS

2.4.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 1,000 with an annual growth rate of 0.4 percent.
2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The District reports that they are nearing capacity at Hopland Cemetery.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.4.6.3 Financial Ability of Agency to Provide Services

8. The District does not have an active Board to prepare an annual budget. The District generally operates at a net income. The District is not current on preparing financial audit reports pursuant to Government Code Section 26909.

9. According to financial information from Fiscal Years 2012-2013, 2013-2014, and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.4.6.4 Opportunities for Shared Facilities

10. The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR.
11. It is recommended that the District also consider participating in the California Association of Public Cemeteries (CAPC) and the California Special Districts Association (CSDA).

2.4.6.5 Accountability for Community Services

12. The District is governed by a three-member Board of Trustees, with two vacancies, and regular Board meetings are no longer being scheduled or conducted. It is recommended that this matter be resolved by re-establishing the District with a three-member Board of Trustees appointed by the Mendocino County Board of Supervisors to hold regularly scheduled meetings and serve four-year terms.
13. It is recommended that the District address the 13 Findings from the 2002-2003 Mendocino County Grand Jury Report related to the District.
14. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
15. Residents and customers submit their comments and complaints to the District through postal mail.

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

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

PLACEHOLDER FOR FIGURE 2-4
Map of Hopland Cemetery District

2.5 MENDOCINO-LITTLE RIVER CEMETERY DISTRICT

2.5.1 DISTRICT OVERVIEW

2.5.1.1 DISTRICT PROFILE

District Name:	Mendocino-Little River Cemetery District
Mailing Address:	P.O. Box 1185, Mendocino, CA 95460
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Laurie Hill, District Manager/Board Secretary
Phone Number:	(707) 937-2010
Email Address:	laru@mcn.org

Trustee Name	Title	Term Expiration
Charles Moffett	Trustee	June 2020
Cheri Osborne	Trustee	October 2016
Linda Mechling	Trustee	July 2018
Stella Wells	Trustee	September 2020
Steven Jordan	Trustee	May 2014

2.5.1.2 FORMATION, SERVICES, AND BOUNDARY

The Mendocino-Little River Cemetery District (MLRCD) was formed in August 1950 to support and maintain the cemeteries of the Pacific Coast community. The District is situated along State Route 1 on the coastline of Mendocino County and encompasses the communities of Little River, Mendocino, and Caspar (Figure 2-5). The District's boundary is entirely within Mendocino County and covers approximately 95 square miles or 60,800 acres. The District's boundary has remained unchanged since its formation. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.5.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-28. Regularly scheduled Board meetings are held on the third Thursday of every month at the Mendocino Hotel located at 45080 Main Street in Mendocino. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at Board meetings. The District has not received any recent complaints related to District facilities and/or services.

2.5.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has two part-time employees that manage the operations of the District: a District Manager/Board Secretary and a Groundskeeper. The District does not currently prepare written performance evaluations for District employees.

2.5.2 DISTRICT SERVICES

2.5.2.1 SERVICE OVERVIEW

The District provides interment services with the assistance of the local funeral home. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Services
Little River Cemetery	7400 North Hwy 1 Little River, CA	2.22	Burial plots and associated infrastructure.
Hillcrest/Catholic Cemetery	10695 Lansing Street Mendocino, CA	1.61	Burial plots and associated infrastructure. Zenith Hill Memorial is part of this cemetery.
Caspar Cemetery	14651 Point Cabrillo Drive Caspar, CA	0.76	Burial plots and associated infrastructure.
Evergreen Cemetery	44760 Main Street Mendocino, CA	1.33	Burial plots and associated infrastructure.

2.5.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average combined total of 3-10 full body burials per year. The following table summarizes the capacity of the District cemetery facilities.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Little River	0	3-10	0
Hillcrest/Catholic	313	3-10	104 to 31
Caspar Cemetery	60	3-10	20 to 6
Evergreen	590	3-10	197 to 59
Total	963	n/a	321 to 96

In addition, the Pesula Memorial Urn Garden is located at the Hillcrest Cemetery with the capacity of 152 urns and 129 sites currently available for the burial of cremains.

2.5.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Groundskeeper and Manager regarding necessary maintenance and upgrades for District facilities. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition according to District personnel. The District does not own vehicles, equipment, or tools.

2.5.3 DISTRICT FINANCES

2.5.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include salaries and benefits for staff and professional services. The table below shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	\$151,301	\$157,892	\$176,655
Ending Fund Balance	\$157,892	\$176,655	\$179,824
Endowment Fund Balance			\$42,922
Endowment Interest Income			\$581
Reserve Fund Balance			\$7,711
Revenue			
Property Taxes	\$34,380	\$35,272	\$35,967
Charges for Services	\$8,077	\$8,950	\$9,500
Interest Income	\$708	\$585	\$426
Donations/bequests	\$2,610	\$3,150	\$3,922
Other Revenue	\$0	\$263	\$300
Total Income	\$45,775	\$48,220	\$50,115
Expenses			
Payroll & Contract Labor	\$21,838	\$15,203	\$19,984
Repairs & Maintenance	\$6,319	\$1,811	\$7,879
Professional Services Fees	\$1,463	\$2,568	\$7,897
Rent	\$4,200	\$4,200	\$4,200
Director's Fees	\$2,450	\$4,350	\$5,350
Insurance	\$1,923	\$964	\$1,195
Other Expenditures	\$1,923	\$1,829	\$1,441
Total Expenses	\$40,116	\$30,925	\$47,946
Net Income/Loss	\$5,659	\$17,295	\$2,169

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, revenue exceeded expenses by \$5,659. In FY 2013-2014, revenue exceeded expenses by \$17,295. In FY 2014-2015, revenue exceeded expenses by \$2,169. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs.

2.5.4 SHARED FACILITIES AND REGIONAL COLLABORATION

The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR. The District participates in the Golden State Risk Management Authority (GSRMA) which is a joint venture

under joint powers for insurance purposes. The District collaborates with other cemetery districts in California through its membership in the California Association of Public Cemeteries (CAPC) and the California Special District Association (CSDA).

2.5.5 GROWTH AND POPULATION PROJECTIONS

2.5.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the unincorporated communities of Little River, Mendocino, and Caspar, and surrounding unincorporated areas of Mendocino County. (County, 2008)

The community of Little River is a mix of residential uses and visitor serving facilities including inns and bed-and-breakfasts. There is a grocery store, gas station, post office, restaurant at the town center, and nearby is the Little River Airport, Van Damme State Park, and a golf course. The community of Mendocino has a balance of residential, commercial, and visitor serving facilities including restaurants, shops, art and entertainment venues, and a variety of lodging types such as hotel, inn, bed-and-breakfast, and vacation home rental. Mendocino has a Historical District and the Mendocino Headlands State Park. The community of Caspar has a central area that includes a community center, church, and the Caspar Inn, and is primarily developed with single family residences. (County, 2008) (County, 2015)

2.5.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses three census-designated places (CDPs) for the unincorporated communities of Little River, Mendocino, and Caspar. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Census Boundary Area	Population
Little River CDP	117
Mendocino CDP	894
Caspar CDP	509
Total	1,520

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

Census Tract	Total Population	% of Census Tract	MLRCD Population
110.01	1,952	30	586
110.02	5,364	70	3,755
Total	7,316	n/a	4,340

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 1,520 and 4,340. For purposes of this MSR, the existing population size for the District is approximately 2,500. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	2,500	2,700

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

2.5.6 MSR DETERMINATIONS

2.5.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 2,500 with an annual growth rate of 0.4 percent.
2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 321 to 96 years of continued service based on a burial rate of 3-10 full body burials per year.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.5.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget, has biennial independent financial audits prepared by a Certified Public Accountant (CPA), and generally operates at a net income.
9. According to financial information from Fiscal Years 2012-2013, 2013-2014, and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.5.6.4 Opportunities for Shared Facilities

10. The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR.

11. The District collaborates with other cemetery districts in California through its membership in the California Association of Public Cemeteries (CAPC) and the California Special Districts Association (CSDA).

2.5.6.5 Accountability for Community Services

12. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the third Thursday of every month at the Mendocino Hotel located at 45080 Main Street in Mendocino. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
14. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
15. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-5
Map of Mendocino-Little River Cemetery District

2.6 POTTER VALLEY CEMETERY DISTRICT

2.6.1 DISTRICT OVERVIEW

2.6.1.1 DISTRICT PROFILE

District Name:	Potter Valley Cemetery District
Mailing Address:	P.O. Box 34, Potter Valley, CA 95469
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Mac Magruder, Trustee
Phone Number:	(707) 489-6156
Email Address:	mac@macgruderranch.com
Alternate Contact Person:	Karen Riordan, Trustee
Phone Number:	(707) 489-4761
Email Address:	karenriordan@outlook.com

Trustee Name	Title	Term Expiration
Howard Dashiell	Trustee	April 2018
Karen Riordan	Trustee	April 2017
Mac Magruder	Trustee	November 2021
Mary Thornton	Trustee	May 2019
Terry Elmer	Trustee	December 2017

2.6.1.2 FORMATION, SERVICES, AND BOUNDARY

The Potter Valley Cemetery District (PVCD) was formed in June 1957 to support and maintain the cemetery in Potter Valley. The District is situated in central-eastern Mendocino County and encompasses the community of Potter Valley (Figure 2-6). The District's boundary is entirely within Mendocino County and covers approximately 135 square miles or 86,400 acres. Since its formation, the District undertook one detachment in 1997. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.6.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-35. Regularly scheduled Board meetings are held quarterly on the first Wednesday of the month starting at 7 pm at the Potter Valley Community Unified School District's business office located at 10401 Main Street in Potter Valley. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting at the Potter Valley Community Unified School District's

business office and the Potter Valley Cemetery. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at the Board meetings. The District has not received any recent complaints related to District facilities and/or services.

2.6.1.5 MANAGEMENT AND STAFFING

The District does not have any full-time or part-time employees. The Board of Directors manages the operations of the District.

2.6.2 DISTRICT SERVICES

2.6.2.1 SERVICE OVERVIEW

The District provides interment services through a ground maintenance contract and burial services coordinator contract. Local mortuaries work directly with the ground maintenance contractor for full body burials and the burial services coordinator contractor for burial of cremains. The following table provides details regarding the Potter Valley Cemetery.

Name	Location	Acreage	Services
Potter Valley Cemetery	10235 West Side Potter Valley Road Potter Valley, CA	4.11	Burial plots and associated infrastructure.

2.6.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average number of 13 full body burials per year at Potter Valley Cemetery. The following table summarizes the capacity of Potter Valley Cemetery.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Potter Valley	200	13	15
Total	200	n/a	15

2.6.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the ground maintenance contractor, Board of Trustees, and community regarding necessary maintenance and upgrades for District facilities. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition according to District Trustees. The District currently owns shovels, drapery, and cleaning tools.

2.6.3 DISTRICT FINANCES

2.6.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. In addition, the newly formed Potter Valley Cemetery Auxiliary is a nonprofit organization that helps raise funds for repairs and improvements to the District cemetery buildings and grounds. The

District expenses include the cost for contracted professional services. The following table shows the District revenue and expenses for Fiscal Years (FY) 2013-2014 and 2014-2015.

Table 2-38 PVCD Financial Summary		
	FY 13-14	FY 14-15
Beginning Fund Balance	\$37,160	\$36,707
Ending Fund Balance	\$36,707	\$43,496
Endowment Fund Balance	\$27,885	
Revenue		
Property Taxes	\$10,115	\$10,283
Charges for Services	\$7,950	\$14,350
Donations	\$150	\$0
Use of Money and Property	\$156	\$118
Total Revenue	\$18,371	\$24,751
Expenses		
Salaries & Employee Benefits	\$0	\$0
Services & Supplies	\$18,824	\$17,962
Fixed Assets	\$0	\$0
Total Expenses	\$18,824	\$17,962
Net Income/Loss	-\$453	\$6,789

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2013-2014, expenses exceeded revenue by \$453. In FY 2014-2015, revenue exceeded expenses by \$6,789. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs. According to the Mendocino County Auditor-Controller's Office, the District has access to the interest income generated each year from their Endowment Care Fund which is transferred to an interest account in their regular special district fund.

2.6.4 SHARED FACILITIES AND REGIONAL COLLABORATION

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

2.6.5 GROWTH AND POPULATION PROJECTIONS

2.6.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the unincorporated community of Potter Valley and surrounding unincorporated areas of Mendocino County. Potter Valley is a richly diverse farming and ranching community located in a closed-end valley at the edge of the Mendocino National Forest. Potter

Valley includes a mixture of limited public, commercial, and residential uses on small lots and is surrounded by large acreage, rural residential uses and agricultural and grazing lands. (County, 2008)

2.6.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses one census-designated place (CDP) for the unincorporated community of Potter Valley. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Census Boundary Area	Population
Potter Valley CDP	646
Total	646

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

Census Tract	Total Population	% of Census Tract	PVCD Population
106	6,917	5	346
108.01	5,915	10	592
108.02	1,785	100	1,785
Total	14,617	n/a	2,722

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 646 and 2,722. For purposes of this MSR, the existing population size for the District is approximately 1,500. The District estimates that the population size in the greater Potter Valley area is between 1,500 and 2,000. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	1,500	1,620

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

2.6.6 MSR DETERMINATIONS

2.6.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 1,500 with an annual growth rate of 0.4 percent.

2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 15 years of continued service.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.6.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget, has an annual independent review of financial transactions, and generally operates at a net income. The District is not current on preparing financial audit reports pursuant to Government Code Section 26909.
9. According to financial information from Fiscal Years 2013-2014 and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.6.6.4 Opportunities for Shared Facilities

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

2.6.6.5 Accountability for Community Services

12. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held quarterly on the first Wednesday of the month starting at 7 pm at the Potter Valley Community Unified School District's business office located at 10401 Main Street in Potter Valley. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
14. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-6
Map of Potter Valley Cemetery District

2.7 RUSSIAN RIVER CEMETERY DISTRICT

2.7.1 DISTRICT OVERVIEW

2.7.1.1 DISTRICT PROFILE

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

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

In memory of Trustee Wayne Pittman who served RRCD for over 33 years.

2.7.1.2 FORMATION, SERVICES, AND BOUNDARY

The Russian River Cemetery District (RRCD) was formed on November 15, 1950 to support and maintain the cemeteries in Ukiah Valley and Redwood Valley. The District is situated along US Highway 101 and the Russian River corridor in southeastern Mendocino County and encompasses the communities of Ukiah, Talmage, Calpella, and Redwood Valley (Figure 2-7). The District's boundary is entirely within Mendocino County and covers approximately 354 square miles, or 226,560 acres. The District's boundary has remained unchanged since its formation. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.7.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Trustees is identified in Table 2-42. Regularly scheduled Board meetings are held on the third Tuesday of every month at 11:00 am at the District office located at 940 Low Gap Road in Ukiah. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting at the District office. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at the District office or at Board meetings. The District has received complaints regarding there

being too many personal items placed at gravesites and that personal items have been removed from gravesites.

2.7.1.5 MANAGEMENT AND STAFFING

The Board of Trustees oversees the operations of the District. The District has three full-time employees that manage the operations of the District: a Grounds Foreman, Office Manager, and Groundskeeper. The District also maintains one part-time employee: a Groundskeeper. According to District policy, written performance evaluations are prepared for District employees on an annual basis.

2.7.2 DISTRICT SERVICES

2.7.2.1 SERVICE OVERVIEW

The District provides interment services. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Improvements
Ukiah Cemetery	940 Low Gap Road Ukiah, CA	40.0	District office, chapel, maintenance facilities, outdoor cremation niches for above ground burial, in-ground plots for full body and cremation burial, and associated infrastructure.
Redwood Valley Cemetery	10201 East Drive Redwood Valley, CA	1.4	Burial plots and associated infrastructure. There are no new burials at this historic cemetery.

2.7.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground and above-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average number of 130 burials (65 full body remains and 65 cremains) per year at Ukiah Cemetery.

The land available at Ukiah Cemetery is in various stages of development. There are 35 blocks in the existing cemetery grounds with a mixture of occupied and unoccupied burial plots and there are approximately 1,550 full body burial plots remaining in this section. There is a new 1.0 acre section of land partially developed for 4-foot by 9-foot burial plots which is anticipated to be open for use in 2 to 5 years. There is also 12.0 acres of undeveloped land available for future burial plots. Finally, there is a portion of land approximately 0.4 acres in size located in the front of the cemetery which is developed with a school building and therefore is not included in the estimate of burial capacity for the District.

There is not an industry standard for the number of plots per acre since it depends on the actual plot size which generally varies from 3-foot by 8-foot to 5-foot by 10-foot. Therefore, to determine the burial capacity of the new section and undeveloped land at Ukiah Cemetery, the average number of burial plots per acre (43,560 square feet) is estimated to be 1,210 based on the intended plot size of 36 square feet (4-foot by 9-foot). This estimate does not account for incidental cemetery uses including roads, parking lots, trees, and pathways. The following table summarizes the capacity of Ukiah Cemetery.

Ukiah Cemetery	Remaining Acreage	Plots per Acre	Available Plots	Full Body Burials per Year	Years of Service
Existing Cemetery Grounds	n/a	n/a	1,550	65	23
New Section	1.0	1,210	1,210	65	18
Undeveloped Land	12.0	1,210	14,520	65	223
Total	13.0	n/a	17,280	n/a	265

In addition to the estimated 265 years of continued service for fully body burial plots at Ukiah Cemetery, the District is in the process of building a niche pavilion with a capacity of 193 niche units which can hold up to 2 cremains each, depending on the urn size.

The District has purchased Pontem Software Cemetery Management System to maintain cemetery records and track information about cemetery plot ownership and occupants and includes a mapping feature to identify occupied and unoccupied plots.

2.7.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Groundskeeper regarding necessary maintenance and upgrades for District facilities and equipment. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition according to District personnel. The District currently owns vehicles and equipment, including a backhoe, excavator, mower, lawn tractor, shovels, drapery, and cleaning tools. Occasionally the District receives grounds maintenance assistance from court ordered community service volunteers.

2.7.3 DISTRICT FINANCES

2.7.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include salaries and benefits for staff and the cost for cemetery services and supplies. The following table shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

Table 2-45 RRCD Financial Summary			
	FY 12-13	FY 13-14	FY 14-15
General Fund			
Beginning Fund Balance	\$832,844	\$942,419	\$994,126
Ending Fund Balance	\$942,419	\$994,126	\$838,506
Restricted Funds			
Endowment Fund Balance	\$1,999,032	\$2,003,382	\$2,041,079
Endowment Interest Income	\$35,541	\$18,500	\$11,012
Reserve Fund Balance	\$128,603	\$171,830	\$172,332
Reserve Interest Income	\$748	\$573	\$502
Revenue			
Property Taxes	\$313,511	\$273,081	\$281,535
Charges for Services	\$225,117	\$231,148	\$179,617
Interest Income	\$6,415	\$5,036	\$3,404
Rents	\$13,037	\$11,234	\$13,030
Other Revenue	\$812	\$489	\$851
Total Revenue	\$558,892	\$520,988	\$478,437
Expenses			
Salaries & Employee Benefits	\$343,354	\$356,679	\$387,963
Repairs & Maintenance	\$14,005	\$23,507	\$102,282
Professional Services Fees	\$7,600	\$7,600	\$11,900
Fixed Assets	\$0	\$0	\$45,650
Utilities	\$41,055	\$38,613	\$31,721
Inventory Purchases	\$13,689	\$13,724	\$14,953
Insurance	\$7,976	\$9,201	\$11,410
Services, Supplies, & Refunds	\$0	\$0	\$28,178
Other Expenditures	\$21,638	\$19,957	\$0
Total Expenses	\$449,317	\$469,281	\$634,057
Net Income/Loss	\$109,575	\$51,707	-\$155,620

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, revenue exceeded expenses by \$109,575. In FY 2013-2014, revenue exceeded expenses by \$51,707. In FY 2014-2015, expenses exceeded revenue by \$155,620 which primarily represents one-time costs for repairs, maintenance, and fixed assets. This indicates that under current levels of maintenance and capital improvements, District revenue sufficiently covers existing service costs. The District maintains reserve funds to protect against unexpected costs and to save for significant future expenses.

2.7.4 SHARED FACILITIES AND REGIONAL COLLABORATION

The District does not currently share facilities with other service providers and there were no opportunities to share facilities or other resources identified during the preparation of this MSR. The District participates in the Golden State Risk Management Authority (GSRMA) which is a joint venture under joint powers for insurance purposes. The District collaborates with other cemetery districts in

California through its membership in the California Association of Public Cemeteries (CAPC) and the Public Cemetery Alliance (PCA).

2.7.5 GROWTH AND POPULATION PROJECTIONS

2.7.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

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

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

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

2.7.5.2 EXISTING POPULATION AND PROJECTED GROWTH

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

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

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

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

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

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

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

2.7.6 MSR DETERMINATIONS

2.7.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 25,000 with an annual growth rate of 0.25 percent for the City of Ukiah (16,075) and 0.4 percent for unincorporated areas of Mendocino County (8,925).
2. The City of Ukiah and Mendocino County both have land use authority within the District boundary and make land-use decisions based on their respective General Plans and Zoning regulations.

3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 265 years of continued service.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.7.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget, has annual independent financial audits prepared by a Certified Public Accountant (CPA), and generally operates at a net income.
9. According to financial information from Fiscal Years 2012-2013, 2013-2014, and 2014-2015, the District is fiscally healthy and able to meet its ongoing financial obligations.

2.7.6.4 Opportunities for Shared Facilities

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

2.7.6.5 Accountability for Community Services

13. The District is governed by a five-member Board of Trustees appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the third Tuesday of every month at 11:00 am at the District office located at 940 Low Gap Road in Ukiah. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
14. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.
15. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at the District office and at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-7
Map of Russian River Cemetery District

2.8 WESTPORT-TEN MILE CEMETERY DISTRICT

2.8.1 DISTRICT OVERVIEW

2.8.1.1 DISTRICT PROFILE

District Name:	Westport-Ten Mile Cemetery District
Mailing Address:	P.O. Box 133, Westport, CA 95488
District Office:	n/a
Fax Number:	n/a
Website:	n/a
Contact Person:	Jane Vartanian, Secretary
Phone Number:	(707) 964-4522
Email Address:	teacheng@comcast.net

Director Name	Title	Term Expiration
Gary Quinton	Operations Manager	July 2017
Jane Vartanian	Secretary	June 2020
John Allison	Treasurer	June 2017
Nedra Lancaster	President	June 2020
Steve Brigham	Operations Director	July 2020

2.8.1.2 FORMATION, SERVICES, AND BOUNDARY

The Westport-Ten Mile Cemetery District (WTMCD) was formed in September 1950 to support and maintain the cemeteries of Inglenook and Westport. The District is situated along State Route 1 on the coastline of Mendocino County and encompasses the communities of Cleone and Westport (Figure 2-8). The District's boundary is entirely within Mendocino County and covers approximately 173 square miles or 110,720 acres. The District's boundary has remained unchanged since its formation. This is the first MSR prepared for the District.

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving a Sphere of Influence (SOI) consistent with the district boundaries. In addition to serving residents within its boundaries, the District may also provide services to non-residents pursuant to Health and Safety Code §9061. The District has not identified any un-served or underserved areas adjacent to their boundary which they could serve. The District has not requested a modification to the District boundary.

2.8.1.4 GOVERNMENT STRUCTURE

The District is governed by a five-member Board of Directors appointed by the Mendocino County Board of Supervisors to serve four-year terms. The current Board of Directors is identified in Table 2-49. Regularly scheduled Board meetings are held quarterly on the second Wednesday of the month at the Westport Community Church located at 24900 Abalone Street in Westport. All meetings are open to the public in accordance with the Brown Act and are publicly posted a minimum of 72 hours prior to the meeting. Meeting notice is posted at the Westport Community Store, Larson's Grocery Store, and included in the calendar of events in the Westport Wave which is a free monthly community newsletter sent by email to the members of the Westport community. Residents and customers submit their comments and

complaints to the District through postal mail, e-mail, and in-person at Board meetings. The District has not received any recent complaints related to District facilities and/or services.

2.8.1.5 MANAGEMENT AND STAFFING

The District does not have any full-time or part-time employees. The Board of Directors manages the operations of the District.

2.8.2 DISTRICT SERVICES

2.8.2.1 SERVICE OVERVIEW

The District provides interment services with the assistance of the local funeral home and a local professional contractor. While the funeral home is able to set a headstone or memorial marker, Santa Rosa is the closest place where such monuments can be purchased; therefore there are some gravesites without markers in District cemeteries. The following table provides details regarding the District cemetery facilities.

Name	Location	Acreage	Services
Inglenook Cemetery	26550 North Hwy 1 Inglenook, CA	2.06	Burial plots and associated infrastructure.
Newport Cemetery	31485 North Hwy 1 Westport, CA	0.64	Burial plots and associated infrastructure. There are no new burials at this historic cemetery.
Westport Cemetery	37610 North Hwy 1 Westport, CA	5.7	Burial plots and associated infrastructure.

2.8.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

District facilities provide for in-ground interment of traditional full body remains and cremated remains or cremains. The District estimates an average combined total of 4 burials per year. The following table summarizes the capacity of the District cemetery facilities.

Cemetery	Available Plots	Full Body Burials per Year	Years of Service
Inglenook	500	4	125
Westport	600	4	150
Total	1,100	n/a	275

2.8.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

The District does not currently have a facilities plan. The District relies on input from the Board of Directors Operations Director and Operations Manager regarding necessary maintenance and upgrades for District facilities. Cemetery fences have been restored to the historic Victorian style and a pergola has been built at Westport Cemetery. The District relies on volunteer assistance and court-appointed community service to maintain and upgrade District facilities. The District provides maintenance services on a year-round basis. Overall, the cemetery grounds and structures are in good condition according to the District. The District does not own vehicles, equipment, or tools.

2.8.3 DISTRICT FINANCES

2.8.3.1 REVENUES AND EXPENDITURES

The District revenue includes a share of Mendocino County's annual property taxes, fees for services, and interest income. The District expenses include the cost for contracted professional services. The following table shows the District revenue and expenses for Fiscal Years (FY) 2012-2013, 2013-2014, and 2014-2015.

	FY 12-13	FY 13-14	FY 14-15
Beginning Fund Balance	\$38,404	\$33,563	\$36,110
Ending Fund Balance	\$33,563	\$36,110	\$28,749
Endowment Fund Balance	\$18,000		
Revenue			
Property Taxes	\$5,474	\$5,154	\$5,246
Charges for Services	\$1,050	\$9,170	\$350
Use of Money and Property	\$285	\$222	\$148
Total Revenue	\$6,809	\$14,546	\$5,745
Expenses			
Salaries & Employee Benefits	\$0	\$0	\$0
Services & Supplies	\$11,650	\$11,998	\$13,106
Fixed Assets	\$0	\$0	\$0
Total Expenses	\$11,650	\$11,998	\$13,106
Net Income/Loss	-\$4,841	\$2,548	-\$7,361

Comparing revenue to expenses is one way to measure the overall fiscal health of district operations. In FY 2012-2013, expenses exceeded revenue by \$4,841. In FY 2013-2014, revenue exceeded expenses by \$2,548. In FY 2014-2015, expenses exceeded revenue by \$7,361. This indicates that under current levels of maintenance and capital improvements, District revenue does not sufficiently cover existing service costs.

2.8.4 SHARED FACILITIES AND REGIONAL COLLABORATION

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

2.8.5 GROWTH AND POPULATION PROJECTIONS

2.8.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas

of the County. The District boundary encompasses the unincorporated communities of Cleone and Westport, and surrounding unincorporated areas of Mendocino County. (County, 2008)

The community of Cleone is a mix of visitor serving facilities including food and lodging and residential uses. There is a grocery store, gas station, and restaurant at the town center, and nearby is the main entrance to MacKerricher State Park and several campgrounds. The community of Westport is a mix of visitor-serving facilities including food and lodging and residential uses. There is a grocery store, gas station, post office, and deli at the town center, and nearby is a community disc golf course and beach access. (Google, 2016)

2.8.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary encompasses one census-designated place (CDP) for the unincorporated community of Cleone. The table below provides an estimate of the existing population size for the District based on U.S. Census Bureau 2010 population data for Cities and CDPs (US Census Bureau, 2016).

Table 2-53 WTMCD Population Size	
Census Boundary Area	Population
Cleone CDP	618
Total	618

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

Table 2-54 WTMCD Population Size			
Census Tract	Total Population	% of Census Tract	WTMCD Population
102	4,155	15	623
103	4,272	50	2,136
Total	8,427	n/a	2,759

Based on the range of population size established by the CDPs and Census Tracts data above, the existing population size for the District is estimated to be the midpoint between 618 and 2,759. For purposes of this MSR, the existing population size for the District is approximately 1,500. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The annual growth rate for the unincorporated areas of Mendocino County is 0.4 percent. The table below shows the projected growth for the District in 2035 based on this annual growth rate.

Table 2-55 WTMCD Projected Growth		
Jurisdiction	2015 Population	2035 Population
Unincorporated Areas	1,500	1,620

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

2.8.6 MSR DETERMINATIONS

2.8.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 1,500 with an annual growth rate of 0.4 percent.
2. Mendocino County has land use authority within the District boundary and makes land-use decisions based on the County General Plan and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years. The District has not requested a modification to the District boundary.

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

4. The existing land capacity (plot space) at current District facilities is sufficient for approximately 275 years of continued service.
5. It is recommended that the District refer to the State eligibility criteria pursuant to Health and Safety Code §9061 for determining burial rights for non-residents.
6. There are no capacity issues or major infrastructure needs identified that need to be addressed within the timeframe of this MSR.
7. It is recommended that the District prepare a facilities plan that identifies current and long-term District facility needs, including maintenance, capital improvements, and facility expansion, and identifies potential revenue sources for addressing those facility needs.

2.8.6.3 Financial Ability of Agency to Provide Services

8. The District prepares an annual budget, has biennial independent financial audits prepared by a Certified Public Accountant (CPA), and generally operates at a net loss.
9. While the District's annual revenue is not sufficient to meet current financial obligations, the District provides an adequate level of service to its customers through an arrangement with the Mendocino County Auditor-Controller's Office to repay prior year deficits after the fact.

2.8.6.4 Opportunities for Shared Facilities

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

2.8.6.5 Accountability for Community Services

12. The District is governed by a five-member Board of Directors appointed by the Mendocino County Board of Supervisors to serve a 4-year term. Regularly scheduled Board meetings are held on the second Wednesday of the month at the Westport Community Church located at 24900 Abalone Street in Westport. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting.
13. The District does not currently have a website. To provide transparency, it is recommended that all public agencies consider hosting a website as a valuable communication tool for meeting notices, agendas, minutes, staff reports, and adopted resolutions, and to provide information about the District's services and programs.

14. Residents and customers submit their comments and complaints to the District through postal mail, e-mail, and in-person at Board meetings.

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

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

PLACEHOLDER FOR FIGURE 2-8
Map of Westport-Ten Mile Cemetery District

3 SPHERE OF INFLUENCE UPDATE

3.1 BACKGROUND

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

On April 3, 1995, LAFCo adopted Resolution No. 95-2 approving Spheres of Influence and Master Service Element Plans for the eight cemetery districts in Mendocino County. At that time, the Commission approved spheres that were the same as the district boundaries. Similarly, it is recommended that a coterminous SOI be affirmed for each cemetery district; a coterminous sphere is an SOI that is the same as the existing District boundary.

3.2 SOI DETERMINATIONS

3.2.1 ANDERSON VALLEY CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for AVCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.1.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for AVCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.2 CEMETERY DISTRICT OF THE REDWOODS

It is recommended that the Commission affirm an SOI for CDR that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.2.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for CDR, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.3 COVELO PUBLIC CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for CPCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.3.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for CPCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.4 HOPLAND CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for HCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.4.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for HCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.5 MENDOCINO-LITTLE RIVER CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for MLRCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.5.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for MLRCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.6 POTTER VALLEY CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for PVCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.6.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for PVCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.7 RUSSIAN RIVER CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for RRCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.7.1 Present and planned land uses in the area

The District boundary is generally comprised of a mixture of land uses established by the City of Ukiah and Mendocino County. Cemeteries occupy a relatively small amount of land area and support agricultural

and open space uses. Cemeteries are compatible with the other present and planned land uses in the area.

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

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

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

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

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

3.2.8 WESTPORT-TEN MILE CEMETERY DISTRICT

It is recommended that the Commission affirm an SOI for WTMCD that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

3.2.8.1 Present and planned land uses in the area

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

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

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

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

As determined in the MSR prepared for WTMCD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public interment services.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District that should be included in the District boundary.

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

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

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5 ACKNOWLEDGEMENTS

5.1 ASSISTANCE AND SUPPORT

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Anderson Valley Cemetery District	Christine Clark, Trustee Jan Wasson-Smith , Secretary
Cemetery District of the Redwoods	Verlan Stock , Clerk
Covelo Cemetery District	Peggy Webber, Clerk Roberta Hurt, Trustee
Hopland Cemetery District	Marsha Robinson, Secretary/Clerk
Mendocino-Little River Cemetery District	Laurie Hill, District Manager/Board Secretary
Potter Valley Cemetery District	Mac Magruder and Karen Riordan, Trustees
Russian River Cemetery District	Dana Kornegay, Office Manager
Westport-Ten Mile Cemetery District	Jane Vartanian, Secretary

6 APPENDICES

6.1 APPENDIX A

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

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

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

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

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

Mendocino County Annual Growth Rates			
Jurisdiction	2015 Population ¹	Annual Growth Rate (%)	Projected Population (2035) ²
City of Fort Bragg	7,633	0.08	7,754
City of Point Arena	444	0.31	473
City of Ukiah	16,156	0.25	17,022
City of Willits	4,860	0.33	5,201
Unincorporated Areas	59,070	0.4	64,115
Total	88,163	1.37	94,565

(1) Data Source - State of California, Department of Finance, Report E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016. Sacramento, California, May 2016.

(2) Data Source - State of California, Department of Finance, Report P-1 (Total Population), State and County Population Projections, July 1, 2010-2060 (5-year increments). Sacramento, California, December 2014. Sub-county estimates for 2035 based on the 2013 population share from the 2014-2019 Mendocino County General Plan Housing Element Table 5-2-1.

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Elizabeth Salomone, Clerk
SUBJECT: **Workshop** for the Russian River Flood Control & Water Conservation Improvement District Draft Municipal Service Review and Sphere of Influence Update

Background

This is a workshop to introduce the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Russian River Flood Control & Water Conservation Improvement (RRFC) District.

RRFC was part of the Ukiah Valley Special Districts MSR, which was adopted on May 6, 2013. This report includes informational updates to the MSR since that time and supports the sphere of influence (SOI) analysis and recommendations in Chapter 3.

The District boundaries encompass much of the Ukiah valley area and have not changed since the time of District formation in 1955. RRFC's SOI was recognized by LAFCo in the Zion Sphere of Influence Study of 1984 and confirmed by LAFCo in October 1991. The SOI generally follows the Russian River watershed boundaries.

The District has not requested a modification to the existing SOI and the SOI Update recommends an affirmation of the existing sphere of influence.

Recommendation

Staff recommends the Commission hold a workshop on the Draft MSR/SOI Update, provide comments and requested revisions, and direct staff to notice the matter for public hearing at the Commission's May 1, 2017 meeting.

Attachments:

- 1) Russian River Flood Control & Water Conservation Improvement District Draft Municipal Service Review and Sphere of Influence Update
<http://mendolafco.org/workshop-draft-russian-river-flood-control-msrsoi-update-april-2017/>

Workshop Draft

**RUSSIAN RIVER FLOOD
CONTROL AND WATER
CONSERVATION
IMPROVEMENT DISTRICT**

**Municipal Service Review and
Sphere of Influence Update**

Prepared for:

MENDOCINO LAFCO

200 South School Street
Ukiah, California 95482

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

Workshop: April 3, 2017

Public Hearing: **

Adopted: *insert date*

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1 INTRODUCTION

1.1 LOCAL AGENCY FORMATION COMMISSION

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

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

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

1.2 MENDOCINO LAFCO

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

Mendocino LAFCo has a public Commission with seven regular Commissioners and four alternate Commissioners. The Commission is composed of two members of the Mendocino County Board of Supervisors, two City Council members, two Special District Representatives, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

1.3 MUNICIPAL SERVICE REVIEW

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

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

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence
3. Present and planned capacity of public facilities and adequacy of public services including infrastructure needs or deficiencies
4. Financial ability of agency to provide services
5. Status of, and opportunities for, shared facilities

6. Accountability for community service needs, including government structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery, as required by commission policy

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

1.4 SPHERE OF INFLUENCE

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

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

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

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

1.5 SENATE BILL 215

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

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

Mendocino County and the cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns through adoption and implementation of a General Plan and Zoning Regulations. The Russian River Flood Control and Water Conservation Improvement District in Mendocino County was established to provide raw water for irrigation and municipal water purveyors within its boundaries and does not have the legal authority to make land use policy decisions that would impact growth in Mendocino County.

Mendocino County is not located within an MPO and there is no proposal to expand the boundaries of the District subject to this MSR. Therefore, there will be no further discussion of the requirements of SB 375 or SB 215 in this MSR.

2 MUNICIPAL SERVICE REVIEW

2.1 DISTRICT OVERVIEW

The principal enabling act of the District, Act 4830 Mendocino County Flood Control and Water Conservation District Act, governs the District in providing the control and disposition of the storm and flood and other waters of the agency.

The Russian River Flood Control and Water Conservation Improvement District (RRFC or District) was part of the Ukiah Valley Special Districts MSR, which was adopted on May 6, 2013. This chapter includes informational updates to the MSR since that time and supports the sphere of influence (SOI) analysis and recommendations in Chapter 3.

2.1.1 DISTRICT PROFILE

District Name:	Russian River Flood Control and Water Conservation Improvement District
Mailing Address:	151 Laws Avenue, Suite D, Ukiah, CA 95482
District Office:	151 Laws Avenue, Suite D, Ukiah, CA 95482
Website:	www.rrfc.net
Contact Person:	Tamara Alaniz, General Manager
Phone Number:	(707) 462-5278
Email Address:	rrfc@pacific.net

Trustee Name	Title	Term Expiration
Paul Zellman	President	Nov 2017
Will Carson	Vice President	Nov 2017
Tyler Rodrigue	Treasurer	Nov 2019
Al White	Trustee	Nov 2019
Matthew Froneberger	Trustee	Nov 2017

2.1.2 FORMATION, SERVICES, AND BOUNDARY

The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) was formed by voters in 1955 to serve, along with the Sonoma County Water Agency, as the local sponsor for the development of Coyote Dam and Lake Mendocino. The RRFC provides raw water for irrigation and to municipal water purveyors within its boundaries and place of use. The municipal service providers then treat and distribute the water to its customers.

The RRFC encompasses approximately 51,000 acres along the Russian River and Highway 101 corridor from just north of the Sonoma County line to the north side of Calpella. The District encompasses much of the Ukiah valley area. Figure 1-1 shows the RRFC boundaries which have not changed since the time of District formation.

PLACEHOLDER FOR FIGURE 2-1

District Map

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

The RRFC's current SOI encompasses approximately 312,675 acres (not including the area within the boundaries (see Figure 1-1), and generally follows the watershed boundaries of the Russian River from the top of Ridgewood grade to the north, to the southern and eastern County borders, and to the top of the watershed above the Ukiah valley to the west. The District SOI was recognized by LAFCo in the Zion Sphere of Influence Study of 1984 and reaffirmed by LAFCo in October 1991 (Mendocino LAFCo 1991). The place of use of the district includes the district boundary and RVCWD boundary. It is associated with the area in which the water right can be used (Alaniz 2017).

No out-of-area services or areas of interest were identified in the preparation of this report.

2.1.4 GOVERNMENT STRUCTURE

The RRFC is governed by a five-member board elected at large to staggered four-year terms. The current Trustees are identified in Table 2-1. The board meets on the second Monday of the month at 5 p.m. at RRFC offices at 151 Laws Avenue, Suite D in Ukiah. Board members receive compensation of \$50 per regular board meeting.

There are four standing committees of the board: Engineering and Operations, Personnel and Organization, Government Affairs, and Finance.

The RRFC provides public notification of its board and standing committee meetings through an email distribution list and postings in accordance with Brown Act requirements. The District maintains a website (<http://rrfc.net>) as a means of providing information to the community at large, which is also maintained to Brown Act standards.

The RRFC is a member of the Upper Russian River Water Agency (URRWA), a joint powers authority (JPA) formed to provide a vehicle for consolidation of its member water districts in the general Ukiah valley area into a unified regional water agency. Other members of the URRWA JPA include Calpella County Water District (CWD), Millview CWD, Redwood Valley CWD, and Willow CWD. Representation on the URRWA JPA includes one member of each district board.

2.1.5 MANAGEMENT AND STAFFING

The RRFC operates with one full-time employee, a general manager, and an occasional part-time assistant. The District conducts annual performance evaluations for District employees in accordance with District Policy #15-3.

2.1.6 DISADVANTAGED UNINCORPORATED COMMUNITIES

Senate Bill (SB) 244, which became effective in January 2012, requires LAFCo to evaluate any Disadvantaged Unincorporated Communities (DUCs), including the location and characteristics of any such communities, when preparing an MSR that addresses agencies that provide water, wastewater or structural fire protection services. A DUC is an unincorporated geographic area with 12 or more registered voters with a median household income of 80 percent or less of the statewide median household income (MHI). It further defines an unincorporated fringe community as any inhabited and unincorporated territory that is within a city's sphere of influence. An unincorporated island community is defined as any inhabited and unincorporated territory that is surrounded or substantially surrounded by one or more cities or by one or more cities and a county boundary or the Pacific Ocean. An unincorporated legacy community refers to a geographically isolated community that is inhabited and has existed for at least 50 years.

No island communities or legacy communities were identified within or adjacent to the District either during the preparation of the 2013 MSR or this update. The unincorporated community of Redwood Valley lies just north of the District boundaries; however, according to the 2010 Census, the MHI

exceeds the 80 percent threshold for DUC identification. Therefore, there are no disadvantaged unincorporated communities within or immediately adjacent to RRFC.

2.2 DISTRICT SERVICES

2.2.1 SERVICE OVERVIEW

The RRFC provides raw water for irrigation and to municipal water purveyors within its boundaries and place of use. When treatment is required, the municipal service provider treats and distributes the water to its customers. The following municipal water districts or companies receive water from the RRFC:

Table 2-2 Summary of RRFC Water Supply Agreements	
Agency	Annual Contract Amount (acre-feet)
Municipal Water (9 Customers) Calpella County Water District City of Ukiah Henry Station Mutual Water Company Hopland Public Utility District Millview County Water District Redwood Valley County Water District River Estates Mutual Water Company Rogina Water Company Willow County Water District	3,949.5
Agricultural and Other Water (52 customers)	2,837.0
Subtotal	6,786.5
Water Right	8,000 ^a
^a The difference between the allocated supply and the maximum water right (8,000 AF), is considered surplus to the needs of the RRFC water contractors and has historically been made available to the RVCWD. Source: Alaniz 2017	

2.2.2 CAPACITY OF FACILITIES & DEMAND FOR SERVICES

The RRFC operates under water right permit 12947B. The RRFC is authorized to divert 8,000 acre-feet per year (AFY) from Mendocino Lake for domestic, municipal, irrigation, and recreational purposes within the RRFC service area. The water is diverted and sold as raw water to municipal water service providers and to private agricultural entities for irrigation and frost/heat protection purposes (Table 2-2). The District does not own or operate any facilities or infrastructure; its contractors are responsible for their own infrastructure and delivery systems. In 2011, the State Water Resources Control Board determined that the RRFC contract amount had been put to full beneficial use and a water rights license is being processed for the District. RRFC contractors are required to notify the District by December 31 of each year if they want to increase, decrease or terminate their water supply contracts. Consequently, allocations of the contract amount change from year to year, depending on the hydrologic conditions and specific needs of each contractor.

In 2015, RRFC contractors included 9 municipal customers and 52 agricultural/other customers who contracted for a total of 6,786.5 acre-feet (AF) of its 8,000 AF supply. The remaining uncontracted supply was made available as surplus to RVCWD, per the conditions of the stipulated judgement between the two entities. Additionally, the RVCWD receives up to 300 AF more water through wheeling agreements between the CWDs (Table 2-2) and surplus water sales.

The intent of the URRWA JPA as a vehicle for consolidation of the CWDs and RRFC is to provide a more reliable supply to the Ukiah valley through the development of a mutual water supply pool and a petition for change of place of use for those water supply permits and licenses. Continuation of contracts for agricultural water users will ensure the flexibility needed for irrigation and frost/heat protection and will help provide sound management solutions to the valley's overall water supply needs.

The City of Ukiah is working on a recycled water ("purple pipe") project to create a supply and distribution of reclaimed water from their treatment plant, which may provide several hundred acre-feet of reclaimed water to some RRFC agricultural customers. This will likely reduce some demand on RRFC contract supply upon project completion.

2.2.3 INFRASTRUCTURE NEEDS OR DEFICIENCIES

As the RRFC has no infrastructure or facilities, no needs or deficiencies are noted. Upon the consolidation of water districts, including RRFC, infrastructure within all of the participating districts will be comprehensively analyzed within a Plan of Services to identify needs, deficiencies, redundancies and opportunities for efficiency.

2.3 DISTRICT FINANCES

2.3.1 REVENUES AND EXPENDITURES

The budget for FY 2017-18 estimates revenues of \$369,723 and expenses of \$368,250. The RRFC receives both property tax and revenues from water sales. Table 2-3 summarizes revenues and expenses for the most recent three years, FY 2014-15 through FY 2016-17.

Account	FY 2014-15	FY 2015-16	FY 2016-17
Property Taxes	\$42,500 (CY 2014)	\$44,285 (CY 2015)	\$46,276 (CY 2016)
Water Sales	\$355,355	\$267,597	\$332,487
Total Income	\$397,855	\$311,882	\$378,763
Total Expenses	\$289,641	\$346,114	\$210,000 (est.)
Net Income	\$108,214	(\$34,232)	\$168,763
CY: Calendar Year Source: RRFC 2014, 2015, 2016, 2017 annual audits.			

Table 2-3 shows that water sales represent approximately 90 percent and property taxes are 10 percent of the District's revenues. The RRFC contracts with its customers at a flat rate of \$47 per AF. The variation in sales from year to year can be attributed to the hydrologic conditions in the region. For example, irrigation water demand is typically lower during years with higher precipitation. Ultimately,

the amount of water that RRFC can contract to its customers is limited by the conditions of permit 12947B. Unless RRFC is able to acquire additional water rights, the District is near capacity.

2.4 SHARED FACILITIES AND REGIONAL COLLABORATION

The RRFC works cooperatively with other government agencies including municipalities and other water districts. The RRFC is a member of the Upper Russian River Water Agency (URRWA), a joint powers authority formed to consolidate water district activities and to provide a vehicle for consolidation of all of the participating special districts into a single regional water agency. Other members of the URRWA JPA are Calpella CWD, Millview CWD, Redwood Valley CWD and Willow CWD. A consolidation of the water districts would entail concurrent dissolution of the districts, including RRFC, and the formation of a single regional water agency. Figure 2-2 portrays the relationship between the URRWA JPA member districts.

The passage of the Sustainable Groundwater Management Act (SGMA) has created a regulatory structure for the formation of Groundwater Sustainability Agencies (GSAs), in which RRFC is actively participating. The Ukiah valley area has been identified as a medium priority groundwater basin (DWR Bulletin 118), and as such is required to have a Sustainable Groundwater Management Plan. Regulatory compliance with legislation like SGMA includes the completion of multiple hydrologic studies; RRFC is actively participating in the creation and funding of those studies.

The RRFC works with other county agencies such as the Mendocino County Inland Water and Power Commission (IWPC), a joint powers agency that includes RRFC, Mendocino County, the City of Ukiah, Redwood Valley CWD, and Potter Valley Irrigation District. The agency was formed to facilitate coordination between the Potter Valley Irrigation District and PG&E regarding the Potter Valley Project. The Potter Valley Project is owned by PG&E and regulated by the Federal Energy Regulatory Commission (FERC); a relicensing effort is currently in the beginning stages. The IWPC is also actively participating in that process.

RRFC works with the Sonoma County Water Agency (SCWA) to monitor water levels in Lake Mendocino behind Coyote Valley Dam and Russian River flows for regulatory compliance with wildlife agencies and the State Water Resources Control Board. A regional conservation program, including toilet and turf replacement incentives, is partially funded by RRFC in cooperation with SCWA.

RRFC is also participating in the Forecast Informed Reservoir Operations (FIRO) process, which is designed to update operations at the Coyote Valley Dam using current meteorological data and technologies to better reflect current conditions and water supply predictions. Information from the FIRO process is also being included in the feasibility studies with the Army Corps of Engineers and raising the level of Coyote Valley Dam to increase water supply and its reliability. Participation by IWPC as the local non-federal project sponsor to the dam raising project includes RRFC funding and support.

The RRFC helps fund the Independent Science Review Panel (ISRP), which works with the California Land Stewardship Institute (CLSI). The ISRP reviews and provides input on the scientific basis for policies related to river supply and river management. A recent study on the geographical characteristics of the Russian River watershed and its relation to fish habitat was partially funded by RRFC. RRFC also funds CLSI frost protection reporting for agricultural customers along the river.

PLACEHOLDER FOR FIGURE 2-2

Map of URRWA JPA Members

2.5 GROWTH AND POPULATION PROJECTIONS

2.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

Mendocino County is the land use authority within the District and land-use decisions are made based on the County General Plan and Zoning regulations. Mendocino County is predominantly rural in nature with forest and agricultural land uses. Urban development is primarily focused in cities and community areas of the County. The District boundary encompasses the City of Ukiah and unincorporated communities of Calpella, Hopland and portions of Redwood Valley, as well as surrounding unincorporated areas of Mendocino County. (County, 2008)

2.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The population of the RRFC can be estimated from the population of the zip codes contained in the RRFC boundaries. The RRFC covers much of zip code 95449 and 95482. Zip code 95449 covers the rural area from Hopland to the Sonoma County border. The US Census American Community Survey estimates the 2015 population within zip code 95449 to be 1,708 and within 95482 to be 32,892. Based on this update of the 2010 Census numbers, the 2015 population is estimated to be 34,600. This estimate is similar to the projected population growth in the Ukiah Valley Area Plan (UVAP), and when coupled with a realistic one percent (1%) growth rate, the estimated 2020 population within RRFC boundaries is 35,830.

Zip Code	2010	2015	2020 (estimated)
95449 (Hopland to Sonoma County border)	1,500	1,708	1,800
95482 (Ukiah Valley Area)	31,800	32,382	34,030
Totals	33,300	34,600	35,830

Source: US Census 2010 and 2015

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

2.6 MSR DETERMINATIONS

2.6.1 Growth and Population Projections

1. The existing population size for the District is estimated to be 34,600 with an annual growth rate of 1 percent. The estimated population of the RRFC is expected to be approximately 36,000 by 2020.
2. Mendocino County and the City of Ukiah have land use authority within the District boundary and make land-use decisions based on the County and City General Plans and Zoning regulations.
3. It is not anticipated that the District and surrounding areas will experience a significant change in population over the next 5-10 years.

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

4. The RRFC is limited to a maximum of 8,000 AFY of water from Lake Mendocino by water right permit 12947B. In 2015, RRFC contractors included 52 agricultural and other customers and 9 water district customers who contracted for a total of 6,786.5 AF of its 8,000 AF supply in 2015. The remaining uncontracted supply was made available as surplus

to RVCWD. Additionally, wheeling agreements between the county water districts supplied RVCWD with 300 AF more water supply. The actual amount of water RRFC contracts to its customers varies year to year based on hydrologic conditions and contractor needs.

5. There are no capacity issues identified that need to be addressed within the timeframe of this MSR.
6. The District does not own or operate any infrastructure or facilities.

2.6.3 Financial Ability of Agency to Provide Services

7. The RRFC has a budget for FY 2016-17 with revenues of approximately \$379,000 and expenses of \$210,000. The RRFC receives approximately 10 percent of its revenues from property taxes and 90 percent from water sales. Revenues are limited by available water under its water right permit.
8. According to financial information from Fiscal Years 2014-15 to 2016-17, the District is fiscally healthy and able to meet its ongoing financial obligations without assistance from the Mendocino County Auditor-Controller's Office.

2.6.4 Opportunities for Shared Facilities

9. The RRFC works cooperatively with a number of other water agencies such as the districts within URRWA, SGMA agencies and SCWA. The RRFC holds a seat on the IWPC and has participated with other regional agencies in developing water supply related studies and policy implementation.
10. As the RRFC is considering consolidation with four county water districts within the Ukiah valley area: Calpella CWD, Willow CWD, Millview CWD, and Redwood Valley CWD. LAFCo policies relating to consolidation/reorganization apply.

2.6.5 Accountability for Community Services

11. The RRFC is governed by a five-member board elected at large to four-year staggered terms. The board meets on the second Monday of the month at RRFC headquarters. The board has four standing committees that meet on an as-needed basis. The District operates in compliance with the Brown Act.
12. The District performs evaluations for District employees on an annual basis.

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

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

3 SPHERE OF INFLUENCE UPDATE

3.1 BACKGROUND

LAFCo prepared an update to the 2013 MSR in conjunction with this SOI Update, which is contained in Chapter 2 of this document and forms the basis of the following SOI determinations. The SOI Update considers whether a change to a district sphere, or probable future boundary, is warranted to plan the logical and orderly development of a district in a manner that supports CKH Law and the Policies of the Commission. This chapter presents the SOI Update and required determinations pursuant to California Government Code 56425(d) for the RRFC.

3.2 SOI DETERMINATIONS

It is recommended that the Commission reaffirm the SOI established in the Zion Sphere of Influence Study of 1984 and reconfirmed by LAFCo in October 1991 (Figure 2-1). The following statements have been prepared in support of this recommendation.

3.2.1 Present and planned land uses in the area

The District boundary is generally comprised of a mixture of land uses established by Mendocino County and the City of Ukiah.

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

RRFC is a member of the URRWA JPA, which is working toward consolidation efforts that would include a comprehensive plan for the current and future needs of public facilities and services to improve water service to customers within the Ukiah valley area. Participants in the URRWA JPA include RRFC, Calpella CWD, Millview CWD, Redwood Valley CWD, and Willow CWD.

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

As determined in the MSR prepared for RRFC, the District has adequate personnel, finances, and equipment to meet current and future demands.

As the RRFC has no infrastructure or facilities, no needs or deficiencies are noted. Upon the consolidation of water districts, including RRFC, infrastructure within all of the participating districts will be comprehensively analyzed within a Plan of Services to identify needs, deficiencies, redundancies and opportunities for efficiency.

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

No social or economic communities of interest have been identified in the immediate vicinity of the District in the preparation of this SOI that should be included in the District boundary or SOI.

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

No present or probable need for public facilities or services of disadvantaged unincorporated communities has been identified in the immediate vicinity of the District in the preparation of this SOI that should be included in the District boundary or SOI.

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5 ACKNOWLEDGEMENTS

5.1 ASSISTANCE AND SUPPORT

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

LAFCo Staff	Uma Hinman, Executive Officer Elizabeth Salomone, Commission Clerk
Russian River Flood Control & Water Conservation Improvement District	Tamara Alaniz, General Manager

APPENDICES

APPENDIX A

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

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

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

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

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

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

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Fiscal Year 2015-16 Apportionment Fee Adjustment

Apportionment fee adjustment for FY 2015-16

The apportionment fees for FY 2015-16 were set at \$125,000. However, Treasurer Ward discovered that the County Auditor-Controller's office collected \$135,000 in apportionment fees.

The findings were discussed at the Executive Committee in February and March 2017, with staff direction to consult with Legal Counsel and to present recommended options at the Regular Commission meeting. Legal Counsel has been on vacation and was not available in time for a discussion to be included in this staff report. Staff intends to discuss the issue with him prior to the Commission meeting and will provide a verbal report on recommended options.

Recommended Action:

Discussion and request for direction to staff.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: April 3, 2017
 TO: Executive Committee
 FROM: Uma Hinman, Executive Officer
 SUBJECT: 2016-17 Budget Amendment 2

BACKGROUND

A number of contracts were approved in 2016 that are not reflected in the current fiscal year (FY) 2016-2017 budget. To promote transparency and assist with accurate budget tracking, the Executive Committee is recommending a budget amendment to reflect the additional contracts and expenses approved by the Commission during this fiscal year.

Account	Contractor/Account Description	Project/Description	Amount
7000	Baracco & Associates	Cemetery District MSR. Final payment. Terms approved at May 12, 2016 Special Meeting (paid July 21, 2016)	\$ 2,400
7000	Uma Hinman Consulting	Cemetery District MSR. Contract approved July 1, 2016.	\$ 3,900
6670	SHN Consulting	North of 10 Mile Map Correction. Invoiced July 11, 2016. Paid in August 2016.	\$ 2,000
6670	Planwest Partners	Website transition. Contracted July 1, 2016. Paid in September 2016.	\$ 2,170
5607	Office Equipment	Printer Replacement	\$ 238
6000	Televising Meetings	Payment for FY15/16 services	\$ 1,200
9000	Special District Training Support	Hosted Ethics and Brown Act Training provided by County Counsel (March 2017)	\$ 160
Total			\$12,068

Cemetery District MSR Contract

The FY 2015-16 amended budget included \$6,300 for Baracco and Associates MSR Contract to prepare the Cemetery District MSR; no payments were made to Baracco in FY 2015-16. During the transition period between FYs, the Executive Committee agreed to pay Baracco \$2,400 for starting the MSRs, with the remaining \$3,900 contract to Uma Hinman Consulting to complete the MSR. However, those amounts were not included in the FY 2016-17 budget or the subsequent amendment.

Continued...

North of Ten Mile Annexation Mapping Error

The Commission agreed that LAFCo should pay \$2,000 for a mapping correction for the North of 10 Mile Annexation. SHN Consulting prepared the map and invoiced LAFCo in July 2016. However, no budget amendment was made to capture that payment.

Website Transition

In July 2016, a contract was approved with Planwest Partners to transition the Mendocino LAFCo website from an outdated platform to a WordPress platform. The contract was for \$2,460; however, the cost was less than anticipated and final billing was \$2,170. No budget amendment was made to recognize the contract.

Unanticipated Expenses

Other unanticipated expenses included a new office printer and late payment for televised meetings that were incurred in the previous fiscal year. A replacement printer was purchased for the office in December, which was unanticipated and unbudgeted. The printer cost \$237.55. The FY 2016-17 budget did not include any funds for office equipment.

In the FY 2015-16 amended budget, \$1,700 was budgeted for televising meetings. However, only \$780.00 was paid in FY 2015-16 due to a late invoice submission. Consequently, an invoice for \$1,200 was received in December 2016 for services provided in the previous FY. Because of the overlap, we are now exceeding our annual budget for the service, which is \$1,700 for this FY.

In February 2017, the Commission decided to host an Ethics and Brown Act Training for special districts and LAFCo staff. County Counsel provided the training at the discounted rate of \$160. The proposed Budget Amendment 2 recognizes this unanticipated expense.

SUMMARY

The previously approved expenses identified in the table and discussion above have been considered in the assessment of LAFCo's end-of-fiscal year projection made by Treasurer Ward. The assessment estimated an unallocated fund balance of approximately \$16,000 after all approved expenses.

Additionally, a number of budget account categories were decreased to more accurately reflect anticipated expenses through the end of the fiscal year. In particular, the Conferences (Account 6800), In-County Travel and Stipends (Account 6750), Travel and Lodging Expenses (Account 6750), and A-87 Costs County Services (Account 6400). See Proposed Fiscal Year 2016-17 Budget Amendment 2 for specifics.

RECOMMENDED ACTION

Consider the Executive Committee's recommended Fiscal Year 2016-17 Budget Amendment 2 to accurately track approved expenses incurred in the current year, and direct staff to prepare a Notice of Public Hearing for the 2016-17 Budget Amendment 2.

Attachment:

Proposed Fiscal Year 2016-17 Budget Amendment 2

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Workshop on Preliminary Budget Review for FY 2017-18

Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates operating costs for Local Agency Formation Commissions (LAFCos) shall be annually funded by the affected counties, cities, and independent special districts on a one-third apportionment process. Apportionments for cities and independent special districts are further divided and proportional to each agency’s total revenues as a percentage of the overall revenue amount collected in the county. LAFCos are also authorized to establish and collect fees to offset agency contributions.

Proposed Operating Expenses

The proposed operating expenses for FY 2017-18 reflect the anticipated staffing services for day-to-day operations and for conducting MSRs and SOIs scheduled for FY 2017-18. The operating expenses projected to increase in FY 2017-18 are identified in the following table.

Account	FY 2016-17	FY 2017-18	Notes
5300 Basic Services	\$65,680	\$66,815	Anticipated increase in Clerk’s hourly rate
5502 Office Space	4,800	5,000	Rent increase
5607 Office Equipment	0	1,250	New office computer
6000 Televised Meetings	1,700	3,000	Increase in contracted staff rate
6100 Audit Services	3,025	3,100	Increase reflects actual cost for this FY
6300 Legal Counsel	6,000	7,200	Increase in billing rate results in an increased basic monthly rate of \$600; option of \$800/month would include one free meeting per year
6600 Memberships (CALAFCO/CSDA)	2,100	2,200	Anticipated increase in membership fees
6670 County GIS Services	3,622	5,000	Was part of Acct 7501 SOI Updates budget in FY 2016-17; recommend separate Acct
6750 Travel & Lodging Expenses	2,500	3,000	2017 CALAFCO Conference will be in San Diego
7000 Work Plan (MSR/SOI)	57,622	45,000	There will be an anticipated “roll-over” of MSR/SOI tasks and budget of approximately \$20,000 to FY 2017-18

Continued...

The Auditor-Controller has advised staff that the A-87 Costs County Services (Account 6400) will be less for FY 2016-17. Invoicing occurs one FY behind.

The Executive Committee is recommending removing the Applications (Account 8000) budget line for the FY 2017-18 Budget as it is a balanced revenue/expense item; applications are processed at cost and covered by upfront deposits made by the applicant.

Proposed Operating Revenues:

The proposed expenses would require an increase in the amount of LAFCo apportionment fees and/or the use of unexpended funds to close the deficit from \$120,000 to \$160,225. With the anticipated roll-over of \$20,000 from the FY 2016-17 MSR/SOI budget, the use of the anticipated remainder of unallocated funds (\$16,031.25) at the end of the current FY, the remaining deficit would be \$4,200.

Financial Summary

Treasurer Ward prepared a summary of LAFCo's current financial status and end of FY 2016-17 projection.

Cash in Savings Bank, February 28, 2017	\$ 56,890.41
Transfer from Reserve Account to Cash in Savings Bank	\$ 10,000.00
Cash in Treasury (County) February 28, 2017	43,325.92
Total Funds in Accounts	\$ 110,216.33
Accounts Receivable - Apportionment still due	\$ 10,462.84
Total Funds Available	\$ 120,679.17
Accounts Payable - February 2017 Claims	\$ (15,334.81)
Accounts Payable - Remaining Claims Due to June 30, 2017	(84,272.86)
Application Deposit Held - City of Ukiah Detachment/UVSD	(1,532.75)
Application Deposit Held - AVCS D Latent Power & Annexation	(3,507.50)
2016/2017 Operating Budget Deficit	-
2016/2017 Proposed Additions to Operating Budget	-
Net Funds Available at 6-30-17	\$ 16,031.25
Reserve: General/Legal	\$ 90,206.00

The Executive Committee met on March 17, 2017 and discussed the Preliminary Budget and Work Plan. The attached Preliminary 2017-18 Budget and Work Plan are recommended to the Commission for consideration.

Recommendation

Staff recommends the Commission review the Preliminary FY 2017-18 Budget, provide requested revisions, and direct staff to notice a public hearing for the Draft FY 2017-18 Budget.

Attachments:

- 1) Preliminary Budget FY 2017-18 Worksheet
- 2) Preliminary Five Year Work Plan

7501	SOI Updates		\$ 42,000.00	\$ 42,004.00	\$ 42,622.00	\$ 42,622.00	\$ 14,674.58	\$ -
9000	Special District Training Support		\$ 12,000.00	\$ 12,000.00	\$ -	\$ 160.00	\$ -	\$ -
		Operating Expense Total	\$ 164,070.00	\$ 155,497.31	\$ 166,597.00	\$ 171,665.00	\$ 92,788.67	\$ 160,225.00

REVENUE/EXPENSE DIFFERENCE \$ (38,942.00) \$ (20,265.31) \$ (46,477.00) \$ (51,545.00) \$ (40,105.00)
(Negative balance indicates use of fund balance)

SBMC (February 28, 2017)	\$ 56,890.41
Transfer from Reserve Account to SBMC	\$ 10,000.00
County Account (January 31, 2017)	\$ 43,325.92
Apportionment fees due (January 31, 2017)	<u>\$ 10,462.84</u>
Total Fund Balance (March 7, 2017)	\$ 120,679.17
Application Deposit Held - City of Ukiah Deatchment/UVCSD	\$ (1,532.75)
Application Deposit Held - AVCS D Latent Power/Annexation	<u>\$ (3,507.50)</u>
Total Available Fund Balance (March 7, 2017)	\$ 115,638.92

Proposed MSR & SOI Reserves (estimated) (From FY 16/17) \$ 20,000.00

Operational Reserves	\$ 40,056.25
Legal Reserves	\$ 50,000.00
Allocated Reserves	\$ 90,056.25
Reserves Total (As of February 2017)	<u>\$ 90,206.00</u>

DRAFT Mendocino LAFCO MSR/SOI 5-Year Work Plan (FY 2017/18 - 2021/22)

NOTE: The schedule and budget for each project identified in this two-year Work Plan is an estimate based on receiving complete information from applicable agencies within a reasonable time frame and minimal controversy through the public review process. This Work Plan will be reviewed and revised periodically to account for a more refined level of detail

Year Adopted	Service Provider	MSR	SOI	Proposed Budget
<i>Estimated Work Plan roll-over from FY 2016/17</i>				\$ 20,000
Fiscal Year 2017/18				
2008	City of Fort Bragg	*	*	\$ 6,000
2006	Redwood Coast FPD	*	*	\$ 3,500
2011	Fort Bragg Rural FPD	*	*	\$ 5,000
2015	City of Willits		*	\$ 3,000
2010	Brooktrails Township CSD	*	*	\$ 8,000
2010	Covelo CSD	*	*	\$ 5,000
2008	Mendocino City CSD	*	*	\$ 8,000
2008	Mendocino Coast Rec & Park District	*	*	\$ 5,000
n/a	Mutual Water Companies (9) - profiles only			\$ 1,500
<i>Subtotal (FY 2017/18)</i>				\$ 45,000
Fiscal Year 2018/19				
2012	City of Ukiah	*	*	\$ 12,500
2013?	Ukiah Valley Sanitation District	*	*	\$ 10,000
n/a	Lighting Districts (11?)	*	*	\$ 6,500
n/a	CSAs (10? needs research)	*	*	\$ 7,500
<i>Subtotal (FY 2018/19)</i>				\$ 36,500
Fiscal Year 2019/20				
2015	City of Point Arena	*	*	\$ 7,500
2015	Anderson Valley CSD	*	*	\$ 4,000
2015, 2016	Water Districts (12)	*	*	\$ 20,000
<i>Subtotal (FY 2019/20)</i>				\$ 31,500
Fiscal Year 2020/21				
2016	Hopland PUD	*	*	\$ 3,500
2016	Mendocino Health Care District	*	*	\$ 5,000
2016	Mendocino County RCD	*	*	\$ 4,000
2016	Noyo Harbor District	*	*	\$ 5,000
2017	Cemetery Districts (8)	*	*	\$ 10,000
<i>Subtotal (FY 2020/21)</i>				\$ 27,500
Fiscal Year 2021/22				
2017	Russian River Flood Control District	*	*	\$ 3,500
2017	City of Fort Bragg	*	*	\$ 10,000
2017	Comptche CSD	*	*	\$ 3,500
2017	Elk Community CSD	*	*	\$ 3,500
2017	Potter Valley CSD	*	*	\$ 3,500
2017	Fire Districts (12)	*	*	\$ 18,000
<i>Subtotal (FY 2021/22)</i>				\$ 42,000

Note: The estimated annual Work Plan tasks and budget may continue into the following FY depending on overall staff workload. It is advised that this Work Plan be viewed as a guideline and perhaps reviewed mid-year. For example, the City of Fort Bragg, City of Willits, and Redwood Coast FPD reports were started and partially billed in FY 2016/17.

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: April 3, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Status of Applications, Future Projects, MSR & SOI Updates

ACTIVE APPLICATIONS

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

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

In June 2016, AVCSO submitted application materials to LAFCo for a Reorganization consisting of annexation, detachment, and latent powers activation for ambulance services. The proposed latent powers activation would allow the AVCSO to pursue a functional merger by contract with the Anderson Valley Ambulance Service, an independent non-profit entity that currently provides ambulance services to the Anderson Valley community. The proposed merger into a single entity for fire/rescue and EMS transport would support the provision of local ambulance services and improve financial and operational efficiencies. Following the March 6 Commission meeting, District staff advised that they were withdrawing the annexation portion of the application and proceeding with the activation of latent powers. Staff is analyzing the application with the intent of scheduling it for a public hearing at the May 1 Commission meeting.

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

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

3. Fort Bragg RFPD North of 10 Mile Annexation

Staff met with Leif Farr (County GIS) in September 2016, December 2016, and March 2017 to discuss the 2013 and 2016 maps, and to attempt to track the mapping discrepancies identified that led to the preparation of the new map. There were two maps of the District in the LAFCo files, both of which were provided to SHN to prepare the 2013 annexation map. It was thought that the incorrect map was selected as the base map, from which SHN developed the 2013 annexation map. The source of the confusion appears to be a reference note that was transferred to the annexation map regarding the area in question: map note referred to an area as “portion within district boundary.” The area consists of all or portions of 3 parcels totaling approximately 230 acres located south of Ten Mile River. The area was actually not part of the District, nor was it intended to be included in the annexation (per recent discussions with the District). Staff will request SHN remove the note from the 2013 map so as to avoid future confusion – copies will be provided to County GIS and the County Surveyor. The 2013 map filed with the BOE is otherwise correct.

(continued...)

FUTURE PROJECTS:

There are five (5) potential project proposals that have been brought to LAFCo's attention:

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

2. Millview CWD Annexation

Potential application for annexation of an area located outside the District boundaries but within its sphere of influence.

3. Proposed Nicolls Annexation to Millview CWD and UVSD

Potential annexation of an undeveloped parcel. Owners are discussing options for coordinating with the annexation noted in No. 2, above.

4. Calpella CWD Proposed Annexation

Potential annexation of the Central Avenue Area, which has been receiving water services since 2000. The area has been identified for future annexation in the recent SOI Plan.

5. Proposed Consolidation of Five Water Districts in the Ukiah Valley area

Potential consolidation of five water districts in the Ukiah valley area: Calpella CWD, Millview CWD, Willow CWD, Redwood Valley CWD, and Russian River Flood Control. It has been estimated that an application is approximately two years out.

MSR & SOI UPDATES:

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

MSR	SOI	MSR/SOI	Start Date	Targeted Workshop Date	Status
X	X	Cemetery Districts (8)	7/11/16	1/9/17 (Workshop) 3/6/17 (Hearing) 4/3/17 (Hearing)	Workshop was held on 1/9/17; public hearing on 3/6/17 was continued to 4/3/17
	X	Fire Districts (14)	9/27/16	6/5/17	Staff continues to follow up with districts to obtain information.
	X	Russian River FCWCID	10/20/16	4/3/17 (Workshop) 5/1/17 (Hearing)	Workshop has been scheduled for 4/3/17
	X	City of Willits	11/10/16	8/7/17	In progress; waiting for City to review and provide SOI recommendations
X	X	City of Fort Bragg	1/6/17	7/3/17	City has submitted information in response to RFI