
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

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen

County Board
of Supervisors

Theresa McNerlin

Ukiah Valley Sanitation District

Vacant

Special District Member

ALTERNATE MEMBERS

Kevin Doble

Ukiah City Council

Dan Hamburg

County Board
of Supervisors

Carol Rosenberg

Public Member

Angela Silver

Calpella County Water District

Executive Officer

George Williamson

Counsel

Scott Browne

Analyst

Colette Metz

Commission Clerk

Elizabeth Salomone

Regular Meetings

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

A G E N D A

Executive Committee Meeting of Tuesday, March 29th, 2016 10:00am
Willits City Hall, Conference Room
111 East Commercial Street, Willits, California

Call to Order

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

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the February 16, 2016 Executive Committee Minutes
2. Request for Proposal: Professional Services
3. Clerk Contract
4. FY 2015-16 Audit – Letter of Engagement
5. Application Tracking and Cost Accounting
 - Irish Beach WD Moores Annexation
 - Irish Beach WD De Ruitter Detachment
 - City of Ukiah/UVSD MSR Trust Fund
 - Fort Bragg Rural FPD 2011 Detachment
 - Fort Bragg Rural FPD North of Ten Mile River Annexation
6. Calpella CWD Annexation Fee Waiver/MSR Correction Request
7. CSDA Training Flyer

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, April 4, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

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501 Low Gap Road

Executive Committee Minutes

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

Call to Order

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

Roll Call

Members Present: Commissioners Jerry Ward, Holly Madrigal,
and Doug Hammerstrom

Staff Present:

George Williamson, Executive Officer

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the January 22, 2016 Executive Committee Minutes

Correction: under members present, Dan Hammerstrom was changed to Doug Hammerstrom. Upon motion by Commissioner Madrigal and second by Commissioner Hammerstrom, the January 22, 2016 Minutes were approved unanimously.

Ayes: Hammerstrom, Madrigal, and Ward

2. Review of Request for Proposal: Professional Services

Committee discussed procedure for distributing Executive Officer Services Request for Proposal (RFP) and selection process. The 2014 Professional Services RFP was provided for review. Chair Ward will update the dates for the 2016 RFP. Committee will recommend Ad Hoc Committee of three commission members to review and screen submittals. The draft 2016 RFP will be included in the March 7 Commission packet and distributed after that. Committee also discussed naming an interview panel, as was done in the 2014 recruitment, and bringing the top two candidates in for commission consideration at the May meeting.

Committee discussed separate clerk contract and having separate clerk responsibilities from the EO defined in a scope of services. The separate contract would be offered to the current clerk, for continuity. This will be placed on the March 7 Commission agenda, as well.

3. Review of Financial Reserve Policy

Committee discussed a reserve policy, with committee members Madrigal and Hammerstrom offering policy language from cities of Willits and Fort Bragg respectively. Committee acknowledged that current reserves, approximately \$100,00.00, had been condensed into one fund account. Committee direction was to tie reserve amount to annual apportionment fees, proposed to remain \$125,000 in the FY 2016-17 budget and to draft policy that reserves be at least 80% of apportionment fees. This matter will be sent to the planning /policy and procedures committee for review.

4. Review of FY 2016-17 Proposed Budget

The proposed FY 2016-17 Budget, considered at the February commission meeting has been mailed to the member organizations. The transmittal letter and proposed budget were included in the committee packet. Chair Ward requested that the FY 2015-16 Amended Budget have Account # 6100 Audit Services, increased to \$4,650 to allow for full payment of FY 2014-15 Audit by end of fiscal year, dependent on successful completion and acceptance. Account # 6100 Audit Services, would then be decreased to \$ 3,100 for FY 2016-17. The Baracco contract amount was discussed. It was noted that the not all the submittal dates for MSRs as stated in an email from Bruce Baracco, had been met.

5. Presentation of FY 2014-15 Audit – Letter of Engagement for FY 2015-6 Audit

The current progress on FY 2014-15 audit was discussed. EO will provide draft fiscal year materials from QuickBooks to Chair Ward for review. These materials will then be submitted to Pehling and Pehling for audit completion. This is expected to be completed by the end of this fiscal year. Chair Ward has spoken with Zach Pehling who is willing to prepare the FY 2015-16 audit for the same amount as the FY 2014-15 Audit. Chair Ward will request a Letter of Engagement for this and it will be placed on the March 7 Commission Agenda.

6. Review of Ft. Bragg Rural FPD Detachment and North 10 Mile River Annexation

Staff reported on 2011 detachment and 2013 North 10 Mile River Annexation. The 2011 detachment still requires State Board of Equalization acceptance. EO will contact Ft. Bragg Rural FPD Chief and advise of geographic description format acceptable to the BOE and additional BOE application fee. The 2013 North 10 Mile River Annexation requires a corrected certificate of completion, to correct map used in the annexation hearing and commission action. The Committee noted that the Commission may have to incur costs for this as it was an error in the LAFCo record. EO will contact Ft. Bragg Rural FPD Chief and advise of this as well.

7. Review of Additional CSDA Training dates and locations: April, May, June.

The initial CSDA training day is set for March 23 in Ukiah. There are three additional CSDA training dates set for April, May, June. The committee discussed locations for these two hour trainings and directed that Willits City Hall, Fort Bragg Town Hall or CV Star Center, and the Anderson Valley CSD office in Boonville be used as meeting locations, subject to availability.

8. Next Executive Committee Meeting

The next meeting will be scheduled as needed.

ADJOURNMENT

There being no further business, at 12:05 PM the meeting was adjourned.

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

Mendocino LAFCo Application Cost Track FY 2015-16								
Application Name	Acct #	FY 14-15 Standing	2015/16 Deposits	Expenses to Date	Remaining Budget	Final Payment/ Reimbursement	Remaining Balance	Final Invoice
Filed Applications	8000							
Irish Beach WD Moores Annexation	8001	-\$610.56		\$0.00	-\$610.56		-\$610.56	sent
City of Ukiah/UVSD MSR Trust Fund	8002	\$11,000.00		\$0.00	\$11,000.00		\$11,000.00	
Fort Bragg FPD Detachment	8003	\$7,452.37		\$0.00	\$7,452.37		\$7,452.37	
Fort Bragg FPD North of Ten Mile Annexation	8004	\$0.00		\$0.00	\$0.00		\$0.00	
Schuster - Willits Detachment	8006	\$0.00		\$0.00	\$0.00		\$0.00	
City of Ukiah SOI Reduction	8008	-\$3,693.75	\$5,000.00	\$1,569.00	-\$262.75	\$262.75	\$0.00	complete- 2/1/16 check 1109
De Ruitter Detachment from Irish Beach WD	8009	\$1,419.00		\$1,482.00	-\$63.00		-\$63.00	
City of Ukiah Detachment of UVSD lands	8010	\$1,532.75		\$0.00	\$1,532.75		\$1,532.75	
RRFC/RVCWD Consolidation	8014	-\$624.00	\$624.00	\$0.00	\$0.00		\$0.00	complete- payment rec.
City of Ukiah SOI Reduction (EIR)	8015		\$20,000.00	\$12,462.44	\$7,537.56	\$7,537.56	\$0.00	complete- 2/1/16 check 1109
Pre-application Review								
AVCSD Activation of Latent Powers & Annexation				\$588.00	-\$588.00			

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DATE: March 25, 2016
TO: David De Ruiter
4714 Pressley Road
Santa Rosa, CA 95404
FROM: George Williamson, Executive Officer
SUBJECT: **Final Cost Accounting and Summary for the Proposed De Ruiter Detachment from the Irish Beach Water District (Account 8009)**

Processing the above referenced application for Account 8009 incurred expenses in the amount of \$4,063.00. A deposit of \$4,000 was received in October 2014.

The detachment application received by property owner petition was deemed incomplete due to the need to process an LCP Amendment with Mendocino County prior to any action by LAFCo. As such, this final invoice request upon payment will serve to officially close this application.

LAFCo policy is full cost recovery for application processing activities, which includes application review, analysis, report preparation, and hearing. Below is an accounting of LAFCo expenses.

Acct 8009	Description	Cost
Nov 2014	Reviewed detachment application for necessary content. The property proposed for detachment (APN 132-210-44) contains 60.5 acres of land designated as rangeland in the Mendocino County General Plan. The property owner states an existing well is sufficient and there is no need for IBWD services. LAFCo staff advised the applicant of the need for early consultation with District.	\$156.00
Dec 2014	Summarized application and exhibits and sent to IBWD General Manager. Advised GM that detachment would create an island separating several other parcels from rest of district. Advised applicant of early consultation with district and potentially combining this application with an annexation application and SOI Update following IBWD Municipal Services Review adoption.	\$585.00
Jan 2015	Prepared update on proposed detachment for commission report. Reviewed email from IBWD advising of board position on detachment. Scheduled a meeting with IBWD GM for February.	\$104.00
Feb 2015	Met with IBWD GM on February 3, 2015. District reiterated that they own granted easements across the subject property and that groundwater monitoring obligations would need to be preserved. Conferred with applicant's representative regarding CDP conditions compliance and IBWD Resolution 2013-1. Reviewed materials and researched application needs.	\$442.00
March 2015	Met with IBWD Board of Directors and manager on March 14, 2015 to discuss proposed detachment. Conferred with hydrologist on water supply issues related to detachment. Provided County staff correspondence on LAFCo processing of proposed detachment and conferred with applicant's representative regarding effect of detachment on CDP issuance. Reviewed materials and researched groundwater supply information. Updated mapping of proposed detachment and IBWD water supply and storage facilities.	\$1,023.00

April 2015	Reviewed CEQA compliance and environmental review needs.	\$271.00
Aug 2015	Began preparation of staff report for commission consideration of detachment proposal at September 14, 2015 meeting.	\$182.00
Sept 2015	Attended September 12, 2015 Irish Beach Water District Board meeting. Board discussed and took action on resolution intended to keep De Ruiters parcel in the District. Proposed De Ruiters Detachment was on agenda and scheduled for September 14 Commission meeting. The Commission continued consideration at property owner request. Received Coastal Commission letter on referral stating need for Local Coastal Plan amendment for detachment. Forwarded letter to applicant's representative and requested response.	\$832.00
Oct 2015	Reviewed De Ruiters Detachment correspondence from applicant's representative. Application requested to go on inactive status at property owner request. Contacted County planning department regarding Coastal Commission LCP comments. Discussed applicant request with IBWD staff.	\$312.00
Dec 2015	Coordinated with District and received resolutions passed by IBWD at December meeting.	\$156.00

8009 Deposit Total	\$ 4,000.00
Expenses	<u>\$ 4,063.00</u>
Net Balance	-\$63.00

A total net balance of \$63.00 is due to Mendocino LAFCo for Account 8009. Please remit payment for this amount to Mendocino LAFCo within 30 days.

Should you have any questions, please don't hesitate to contact LAFCo staff at 707-463-4470.

Cc. Elizabeth Reifler



June 18, 2014

Bruce Baracco
Executive Director
Mendocino County LAFCO

Dear Bruce;

You requested a letter from the City of Ukiah regarding the disbursement of \$11,052.50 in a County Auditor Trust Account. These funds remain from a joint effort by the City of Ukiah and Ukiah Sanitation District joint City/District MSR undertaken in 2008.

According to City of Ukiah financial records, the City of Ukiah paid LAFCO \$28,775 for the municipal service review from the joint operating fund for the sewer enterprise, on July 3, 2008. The remaining funds of \$11,052.50 should therefore be split between the City and District on the 52.5% (City) and 47.5% (District) reflecting the split of expenditures between the two parties in 2008. Please split the amounts as follows: \$5,802.00 (City), and \$5,250.50 (District).

If you have any questions, please contact me at 707 643-6210.

Sincerely,



Jane A. Chambers
City Manager

Cc: Frank McMichael, District Manager UVSD

FREE TRAINING

Board members/trustees, staff, and others welcome!



California Special Districts Association
Districts Stronger Together

GOVERNANCE BEST PRACTICES

Wednesday, April 13, 2016

Dennis Timoney, SDRMA
Willits City Hall, Council Chambers
111 E. Commercial Street
Willits, CA 95490
Eligible for SDRMA CIPs

This workshop will discuss the board's role in the governance of a special district. Using California Community Services District Law as a template, we will examine the "duties" of the board and provide a job description. Samples of various public agency board member manuals will be presented to discuss how the issues and responsibilities of governance and operations are defined. The presenter will also examine Brown Act and ethics related issues that have been identified in various Grand Jury reports recently released to the public.

WHAT IS PUBLIC ENGAGEMENT AND WHY DO IT?

Wednesday, May 11, 2016

Sarah Rubin, ILG &
Megan Hemming, CSDA
Anderson Valley CSD
Boonville Fire Station
14281 Highway 128
Boonville, CA 95415

This workshop will begin by explaining what public engagement is, why it is important, and the benefits of inclusive public engagement. Participants will then discuss a variety of strategies special districts and other local governments may consider to increase engagement and share best practices and lessons learned, including the nuanced challenges related to approval and implementation.

FINANCING OPTIONS FOR SPECIAL DISTRICTS AND OTHER LOCAL GOVERNMENTS

Wednesday, June 8, 2016

Panel Discussion
Fort Bragg Town Hall
363 North Main Street
Fort Bragg, CA 95437

CSDA and Mendocino LAFCo have partnered to bring together several agencies that can help you with your financing needs, including building construction, equipment, refinancing, and infrastructure projects such as drinking water, waste water, and flood management. Join us for a lively panel discussion featuring representatives from: CSDA Finance Corporation, Brandis Tallman, LLC, CalRecycle, Department of Water Resources, United States Department of Agriculture (USDA), and IBank. Representatives from public works and local governments will benefit from attending this free one-stop workshop for all of your financing needs!

SELECT HERE

These workshops are provided at no charge to attendees through a partnership between Mendocino LAFCo and the California Special Districts Association (CSDA). Advanced registration is required.

- April 13
Governance Best Practices
- May 11
What is Public Engagement and Why Do It?
- June 8
Financing Options for Special Districts and Other Local Governments

SCHEDULE FOR ALL WORKSHOPS:

9:30 – 10:00 a.m. Registration

10:00 a.m. – 12:00 p.m. Workshop

REGISTRATION FORM MULTIPLE ATTENDEES FROM THE SAME DISTRICT ARE WELCOME.

Name: _____

Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mail or fax completed form to:

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

Questions?

Please contact us toll-free at 877.924.2732.



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

FREE TRAINING

Board members/trustees, staff, and others welcome!



**California Special
Districts Association**
Districts Stronger Together

THREE FREE WORKSHOPS IN YOUR COUNTY

PARTICIPATE IN ONE OR ALL THREE!

1

GOVERNANCE BEST PRACTICES

Wednesday, April 13, 2016

Willits City Hall, Council Chambers, 111 E. Commercial Street, Willits, CA 95490

2

WHAT IS PUBLIC ENGAGEMENT AND WHY DO IT?

Wednesday, May 11, 2016

Anderson Valley CSD, Boonville Fire Station
14281 Highway 128, Boonville, CA 95415

3

FINANCING OPTIONS FOR SPECIAL DISTRICTS AND OTHER LOCAL GOVERNMENTS

Wednesday, June 8, 2016

Fort Bragg Town Hall, 363 North Main Street, Fort Bragg, CA 95437