

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

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

Dan Hamburg
County Board
of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

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, September 12, 2016 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

PUBLIC EXPRESSION

1. 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.

2. Approval of the August 1, 2016 Regular Meeting Summary Minutes
3. Approval of the August 2016 Claims
4. Acceptance of the Monthly Financial Report

MATTERS FOR DISCUSSION & POSSIBLE ACTION

The following discussion and business items are for review and possible action by the Commission. Questions and comments from the Commission, participating agencies, and members of the public are welcome.

5. CALAFCO Conference

Information regarding the CALAFCO conference in Santa Barbara in October. Consider appointing a voting delegate for the CALAFCO Board election and annual business meeting. Report on conference expenses and discussion, direction and/or action regarding assisting the Executive Officer with registration fees.

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.

6. Status of Applications, Future Projects, MSR and SOI Updates (Written)
7. Correspondence – Further information can be requested from Commission Clerk
 - Little Hoover Commission: The first of two hearings on special districts was held. The nearly four-hour hearing covered a wide range of issues, including property taxes, LAFCo, reserve funds, public engagement, healthcare districts, State Responsibility Area fees, and more. Video available at <https://www.youtube.com/watch?v=dB93D1SzxKE&feature=youtu.be>
8. Executive Officer's Report (Verbal)
 - Special District Elections
 - LAFCo Counsel Contract
 - LAFCo Website
 - Document reader/editor update (Clerk)
9. Committee Reports (Verbal)
 - Hastings Frontage Road Ad Hoc Committee (August 1, 2016)
10. Commissioner Reports, Comments or Questions (Verbal)
11. Legislation Report
 - Governor Jerry Brown signed Assembly Bill 2613 (Achadjian) into law late yesterday afternoon. The legislation, sponsored by CSDA, will provide small special districts with some financial relief in regard to their annual audit requirements while maintaining proper oversight and accountability. It will take effect January 1, 2017. http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2613
 - CALAFCO's Omnibus bill passed through both houses and is now being prepared for the Governor's desk. LAFCo Commissions are being asked to send him a letter requesting his signature of AB 2910.
 - CALAFCO's other sponsored bill, SB 1266 (McGuire) passed through both houses and is now being prepared for the Governor's desk. LAFCo Commissions are being asked to send him a letter requesting his signature of SB 1266.
 - SB 817 (Roth) is now on its way to the Governor for signature. CALAFCO is asking you to send a letter to the Governor requesting his signature. (template attached.)

Your Clerk has the word version of CALAFCO's letters for the requests, which can be used as a template. Copies will be sent to CALAFCO Tom Dyer, Chief Deputy Legislative Secretary.

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, October 3, 2016 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

Jerry Ward
Public Member

Agenda Item No. 2

VICE CHAIR

John McCowen
County Board
of Supervisors

MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

MEMBERS

Carre Brown
County Board
of Supervisors

Regular Meeting of Monday, August 1, 2016

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

Doug Hammerstrom
Fort Bragg City Council

Call to Order

Chair Ward called the meeting to order at 9:05am.

Holly Madrigal
Willits City Council

Roll Call

Members Present:

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

Theresa McNerlin
Ukiah Valley Sanitation District

Members Absent:

Commissioner Doug Hammerstrom

Tony Orth
Brooktrails Township CSD

Alternate Members Present:

Commissioners Dan Hamburg, Carol Rosenberg, and Angela Silver

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Alternate Members Absent:

Commissioner Kevin Doble

Dan Hamburg
County Board
of Supervisors

Staff Present:

Uma Hinman, Executive Officer
Elizabeth Salomone, Clerk

Carol Rosenberg
Public Member

PUBLIC EXPRESSION

1. No one from the public indicated an interest to speak.

Angela Silver
Calpella County Water District

CONSENT CALENDAR

Executive Officer
Uma Hinman

2. Approval of the July 11, 2016 Regular Meeting Summary Minutes
3. Approval of the July 2016 Claims –Pulled for further discussion
4. Acceptance of the Monthly Financial Report –Pulled for further discussion

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Upon motion by Commissioner McCowen and second by Commissioner Brown the Consent Calendar Item 1: July 11, 2016 Regular Meeting Summary Minutes was approved by unanimous vote:

Counsel
Scott Browne

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Regular Meetings

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

Chair Ward made the following points and will work with staff to address:

- Baracco & Associates check amount incorrect.
- Anderson Valley CSD deposit is not showing on the bank statement. Clerk confirmed deposit made and will confirm with the bank.
- For the benefit of the Commission, the monthly report requires edits. Staff and EO are meeting after the Regular Commission meeting to review.

Upon motion by Commissioner McCowen and second by Commissioner Brown, Consent Calendar Items 3: July Claims and 4: Acceptance of Monthly Financial Report were approved by roll call vote:

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Approval of June 2016 claims totaling \$

Uma Hinman Consulting:	\$4,728.00	
UHC Cemetery Dist Contract:	\$130.00	
Ukiah Valley Conf Ctr:	\$430.00+	final amount: \$470.72
P. Scott Browne:	\$500.00	
Commission Reimbursements:	\$237.80	
Office Supplies:	\$45.50	
Newspaper Noticing:	\$244.95	
Pehling & Pehling:	\$1,550.00	
SHN Consulting:	\$2,000.00	
Baracco & Associates:	\$2,400.00	

MATTERS FOR DISCUSSION/POSSIBLE ACTION

5. Report on Fiscal Year 2015-16 Financials (Verbal Report by Chair Ward)

Chair Ward noted the Fiscal Year 2014-15 Final Audit has been received and is correct. Chair Ward provided a handout titled "Recap" for the Fiscal Year 2015-16 and presented. Commissioner Madrigal thanked Chair Ward for his work.

PUBLIC HEARINGS

6. Fiscal Year 2016-17 Budget Amendment

Chair Ward noted this is a public hearing for which notices were posted and published on July 11, 2016. Uma Hinman presented the staff report, apologizing the document was not included in the packet, noting the total proposed budget amendment is \$7,302.00. Comments and questions were offered by Commissioners Ward, McNerlin, Madrigal, Orth, McCowen, and Rosenberg.

Uma Hinman noted a contract is being prepared by Mendocino County General Services Agency, Information Services Division for the Commission's consideration. The last contract with County GIS expired June 30, 2014.

Upon motion by Commissioner Madrigal and second by Commissioner McCowen, approval of the Resolution 16-17-01 amending the Budget for Fiscal Year 2016-17 and authorization to Chair Ward to sign expected GIS Contract was approved by roll call vote:

Ayes: (7) Brown, Madrigal, McCowen, McNerlin, Orth, and Ward
Absent: (1) Hammerstrom

Staff will distribute a notice of the budget amendment and announcement of the new Executive Officer.

INFORMATION/ REPORT ITEMS

7. Status of Applications, Future Projects, MSR and SOI Updates

Uma Hinman presented. Comments and questions were offered by Commissions Ward, McCowen, Orth, and Madrigal. The following points were discussed and staff will work to address:

- Templates for MSRs and SOIs
- Inquiry regarding SOI Cost (as shown on budget)
- Hastings Frontage Road Ad Hoc Committee, meeting after Regular Meeting on August 1, 2016

8. Correspondence - No comments or questions were offered.

9. Executive Officer's Report: Uma Hinman provided a verbal update.

- Special District Elections: nomination forms out for August 15th.
- Website transition: Planwest awaiting signed contract to begin. Clerk will send ASAP.
- Planwest file upload to dropbox: Planwest experienced difficulties with dropbox. Anticipate progress.
- Planwest hardcopy files: Received at the LAFCo office.

Chair Ward opened discussion regarding the Executive Officer attending the CALAFCO conference and payment coverage. Comments and questions were offered by Commissioners McCowen, Madrigal, Orth, Rosenberg, Brown, and McNerlin. Staff will research past practice and place on the September 12, 2016 agenda.

10. Committee Reports - There were no committee meetings held in July 2016.

11. Commissioners Reports, Comments or Questions

Commissioner Madrigal: Acknowledged EO Uma Hinman meeting with Willits City Planner to continue SOI discussions.

Commissioner McCowen: Announced the Board of Supervisors is now paperless. Discussion was held on reducing paper handouts at LAFCo further. Commission requested Clerk to research technology needs and software for paperless distribution, in particular software with the ability to highlight and make notes electronically. Clerk will check with Board of Supervisor's office regarding their software.

Commissioner Ward: Acknowledged the City Manager of Point Arena submitted a request for further information on the distribution of the proposed budget and public hearing budget. Clerk noted staff responded with copies of documents.

Commissioner Ward: Asked staff to review the contract with Scott Browne, legal counsel, for renewal date, suggesting a possible Commission review of contract.

12. Legislation Report - No comments or questions were offered.

ADJOURNMENT

There being no further business, at 10:53am the meeting was adjourned to the next regular meeting on Monday, September 12, 2016 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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

August 1, 2016 meeting:

<https://www.youtube.com/watch?v=i1g2eGKoAKA&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP&index=10&spfreload=10>

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: September 12, 2016
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Claims for August 2016

 The following claims are recommended for payment authorization:

Name	Account Description	Amount
Uma Hinman Consulting	<u>Executive Director Contract: \$8,055.56</u>	\$ 8,327.79
	5300 Basics Services: \$ 6,265.43	
	6200 Bookkeeping: \$ 109.73	
	7501 SOI Updates \$ 364.90	
	5601 Office Supplies \$ 18.00	
	Applications \$ 1,297.50	
	<u>Cemetery District MSR Contract:</u>	
	7000 Cemetery District MSR \$ 272.23	
Ukiah Valley Conf. Center	5502 Office space: \$ 400.00	\$ 697.20
	5503 Work room: \$ 30.00	
	5603 Photocopy: \$ 55.70 (SD ballots)	
	5605 Postage: \$ 211.50 (certified mailing)	
P. Scott Browne	6300 Legal Counsel, Monthly flat fee	\$ 500.00
Commissioner Reimbursements	6740 In-County Travel & Stipends:	\$232.40
	Rosenberg \$50.00 (August 2016)	
	McNerlin \$50 (August 2016)	
	Orth \$77.00(August 2016)	
	Silver \$55.40 (August 2016)	
Ukiah Daily Journal Willits News Fort Bragg Advocate-News	5900 Publication and Legal Notices	\$115.89
	Public Hearing notice for August 1, 2016 Budget Amendment	
Total:		\$9,873.28

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



Uma Hinman Consulting Invoice

Date	September 1, 2016	Invoice No.	281
To	Mendocino LAFCo		
Project	Executive Officer Services		
Work Period	July 26 - September 1, 2016		

Cost Summary	Total
Acct 5300 Basic Services	\$ 6,265.43
Acct 6200 Bookkeeping (Other Services)	\$ 109.73
Acct 7501 Sphere of Influence Updates	\$ 364.90
Acct 5601 Office Supplies	\$ 18.00
Applications	\$ 1,297.50
Total Amount Due:	\$ 8,055.56

Basic Services (Acct 5300)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	48.25	\$ 4,342.50
Analyst, Larkyn Feiler	\$ 65.00	1.50	\$ 97.50
Clerk, Elizabeth Salomone	\$ 39.90	45.75	\$ 1,825.43
Subtotal			\$ 6,265.43

Office Supplies (Acct 5601)	Quickbooks Online (monthly fee)	\$ 18.00
	Subtotal	\$ 18.00

Bookkeeping (Acct 6200)	Executive Officer, Uma Hinman	\$ 90.00	\$ -	\$ -
	Clerk, Elizabeth Salomone	\$ 39.90	\$ 2.75	\$ 109.73
	Subtotal			\$ 109.73

Sphere of Influence Updates (Acct 7501)	Executive Officer, Uma Hinman	\$ 90.00	\$ -	\$ -
	Analyst, Larkyn Feiler	\$ 65.00	\$ 5.00	\$ 325.00
	Clerk, Elizabeth Salomone	\$ 39.90	\$ 1.00	\$ 39.90
	Subtotal			\$ 364.90

Applications	AVCSD Executive Officer, Uma Hinman	\$ 90.00	\$ 2.50	\$ 225.00
	AVCSD Analyst, Larkyn Feiler	\$ 65.00	\$ 16.50	\$ 1,072.50
	AVCSD Clerk, Elizabeth Salomone	\$ 39.90	\$ -	\$ -
	Subtotal			\$ 1,297.50

Basic Services

Prepared, posted and distributed agenda and packet materials. Coordinated meeting packet preparation, and staffed August 2016 meeting. Transcribed and reviewed draft July meeting minutes for review at August meeting. Staffed office in August. Started preparing September meeting agenda and staff reports, Posted notices and agendas. Prepared and distributed hearing notices for publishing. Compiled claims for September agenda. Set up online Quickbooks program, started reconciling past entries.

Responded to inquiries from Anderson Valley CSD, County GIS, and SHN. Corresponded with district regarding next steps for Fort Bragg Rural FPD detachment in order to complete project. Followed up on Fort Bragg Rural FPD North of Ten Mile annexation mapping and routed revised map to County GIS and Surveyor for review; researched BOE resubmittal requirements. Researched Calpella CWD to review files on proposed Central Avenue annexation. Researched Hastings Road annexation and drafted process request to LAFCo Counsel.

Prepared and distributed special district nomination materials.

Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at September meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at September 12 meeting.

Sphere of Influence Updates

Drafted and sent requests for information to each of the fire districts. Began work on the cemetery district MSR/SOI studies.

Applications

Sent incomplete letter to AVCS. Routed AVCS reorganization application to agencies.

Uma Hinman Consulting
 PO Box 1251
 CA 95924
 uhinman@comcast.net
 (916) 813-0818

Invoice

Date	Invoice #
9/1/2016	282

Bill To
Mendocino LAFCo 200 School Street Ukiah, CA 95482

P.O. No.	Terms	Project
		Cemetery District MSRs

Quantity	Description	Rate	Amount
2.5	7001 MSR Cemetery Districts (Analyst)	65.00	162.50
	7001 MSR Cemetery Districts (Salomone)	104.50	104.50
	Total Reimbursable Expenses		104.50
	Markup	5.00%	5.23
	Total Reimbursable Expenses		109.73
		Total	\$272.23

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:

8/15/2016

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>	
7/20/2016 PSB Work with Lake commissioner re: getting sponsor for 56653 revision	0.15	
	<hr/>	
SUBTOTAL:	[0.15]	
		<hr/>
Total Professional Hours	0.15	Amount
Per Representation Agreement, flat fee of \$500/month.		\$500.00
Previous balance		\$500.00
 <u>Payments and Credit Activity</u>		
8/4/2016 Payment - Thank You. Check No. 1162		(\$500.00)
		<hr/>
Total payments and adjustments		(\$500.00)
		<hr/>
TOTAL BALANCE NOW DUE		\$500.00
		<hr/> <hr/>

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!

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: September 12, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Monthly Financial Report

Application Revenues: none

Other Deposits: none

Budgeted Expenses: Attached is the updated budget track form with budget items, account numbers, and amounts. The monthly claims are also itemized in the Claims under Consent Calendar.

Petty Cash: \$6.80 postage on 7/28/16

(Note: Petty cash expenses allocated in budget track at time of expenditure)

Attachments:
Budget Track Spreadsheet
Application Track Spreadsheet

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget Track - Through August 2016

Task	Acct #	FY 16-17 Budget	July	August	Year to Date	Remaining Budget*
EXPENSES						
Basic Services - EO/Analyst/Clerk	5301	\$59,000.00	\$4,610.00	\$6,265.43	\$10,875.43	\$48,124.57
Office Space	5502	\$4,800.00	\$400.00	\$400.00	\$800.00	\$4,000.00
Work Room	5503	\$360.00	\$30.00	\$30.00	\$60.00	\$300.00
Office Supplies	5601	\$700.00	\$63.50	\$18.00	\$81.50	\$618.50
Photocopy	5603	\$1,000.00	\$37.00	\$55.70	\$92.70	\$907.30
Postage	5605	\$300.00	\$3.72	\$211.50	\$215.22	\$84.78
Internet & Website Costs	5700	\$1,200.00			\$0.00	\$1,200.00
Publication & Legal Notices	5900	\$2,000.00	\$244.95	\$115.89	\$360.84	\$1,639.16
Televising Meetings	6000	\$1,700.00			\$0.00	\$1,700.00
Audit Services	6100	\$3,025.00	\$1,550.00		\$1,550.00	\$1,475.00
Bookkeeping	6200	\$4,800.00	\$100.00	\$109.73	\$209.73	\$4,590.27
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$1,000.00	\$5,000.00
A-87 Costs County Services	6400	\$2,010.00				\$2,010.00
Insurance - General Liability	6500	\$1,000.00			\$0.00	\$1,000.00
Memberships (CALAFCO/CSDA)	6600	\$2,100.00			\$0.00	\$2,100.00
In-County Travel & Stipends	6740	\$4,300.00	\$237.80	\$232.40	\$470.20	\$3,829.80
Travel & Lodging Expenses	6750	\$5,000.00			\$0.00	\$5,000.00
Conferences (Registrations)	6800	\$3,000.00			\$0.00	\$3,000.00
MSR & SOI Updates		\$54,000.00				
MSR Reviews - Admin	7001	\$15,000.00			\$0.00	\$15,000.00
SOI Updates	7501	\$39,000.00		\$364.90	\$364.90	\$38,635.10
Monthly/ Year to Date Totals		\$156,295.00	\$7,776.97	\$8,303.55	\$16,080.52	\$140,214.48

CONTRACTS/OTHER						
Cemetery District MSRs	7000	\$3,900.00	\$130.00	\$272.23	\$402.23	\$3,497.77
Baracco & Associates Final Payment	7000	\$2,400.00		\$2,400.00	\$2,400.00	\$0.00
North of 10 Mile Map Correction	8000	\$2,000.00	\$2,000.00		\$2,000.00	\$0.00
Planwest Website Transition	7000	\$2,460.00			\$0.00	\$2,460.00
			\$9,906.97	\$10,975.78	\$20,882.75	

Mendocino LAFCo Application Cost Track FY 2016-17										
Application Name	Acct #	FY 14-15 Standing	2015/16 Deposits	2016/17 Deposits	Expenses this Month	Expenses to Date	Remaining Budget	Final Payment/ Reimburse	Remaining Balance	Final Invoice
Filed Applications	8000									
Irish Beach WD Moores Annexation	8001	-\$610.56	\$0.00	\$0.00		\$0.00	-\$610.56		-\$610.56	sent
Fort Bragg FPD Detachment	8003	\$7,452.37	\$0.00	\$0.00		\$0.00	\$7,452.37		\$7,452.37	
City of Ukiah Detachment of UVSD lands	8010	\$1,532.75	\$0.00	\$0.00		\$0.00	\$1,532.75		\$1,532.75	
AVCSD (Ambulance) Activation of Latent Powers & Annexation	TBD	-	-	\$6,000.00	\$1,297.50	\$1,297.50	\$4,702.50			
Pre-application Reviews										

MENDOCINO
Local Agency Formation Commission
Staff Report

DATE: September 12, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **CALAFCO Conference**

BACKGROUND

Santa Barbara LAFCo is hosting the 2016 CALAFCO Annual Conference at the Fess Parker DoubleTree Hotel in Santa Barbara on October 26-28, 2016 (Program included as Attachment A). This year's theme is: Orchards to Oceans – Balancing California's Diversity. This year, the Commission has budgeted \$3,000 for conference registration, travel, and related expenses, which could fund up to 3 commissioners and/or staff to attend. Two commissioners have confirmed interest in attending: Commissioners Silver and Rosenberg.

- **Early Bird registration period closes September 16th.** All registrations and payments must be received by that date for the discounted rate to apply. No exceptions.
- **The Mobile Workshop** this year (flier attached) includes a visit to the state-of-the-art ever-bloom flower gardens in Carpenteria and a stop at the Bradbury Dam at Lake Cachuma. The Workshop will end with lunch at Cachuma Lake Recreation Area. Registration deadline is October 11th. (Attachment B)
- **Hotel reservation cutoff date is September 25th.** Conference rate rooms were going fast, so the Executive Officer has reserved two rooms that can be released if not needed.
- **Special pre-Con activities** planned include a sailing/boating event on Tuesday, October 25th. Please let staff know if there is interest in attending one of these options, so we can put your name in. Several options were identified; please let staff know interest and the options will be provided.

DISCUSSION

There are two separate actions tied to the upcoming CALAFCO Annual Conference and a third requested by the Commission. The first two actions are to (a) appoint voting delegates and consider making nominations for (b) board vacancies for city and public member seats. The third (c) is a cost estimate for attending the Conference and a request for registration reimbursement for the Executive Officer's attendance. An expanded discussion follows.

a) Appointment of voting delegates

Each LAFCo is responsible under CALAFCO bylaws for appointing a delegate and alternate delegate to participate in the board elections and business meeting held at the Annual Conference on October 27th. The board elections will be conducted by regions while the business meeting provides an opportunity for the entire membership to hear from CALAFCO regarding organization activities. Delegates may be commissioners or staff. (See attachment C for more information)

b) Board nominations

The Commission is assigned to CALAFCO's northern region with 18 other LAFCos. This region has one city seat and one public seat up for election in October. Terms for both seats expire at the end of the

calendar year and CALAFCO invites LAFCoS to nominate candidates. Terms are four years and nominations for open seats must be signed by the respective LAFCo Chair and include a completed resume form for the candidate. The deadline for submitting nominations is Monday, September 26, 2016. A detailed summary of the nomination process is provided as Attachment C.

c) Report on costs to attend the CALAFCO Annual Conference and research of Commission’s past practices regarding Executive Officer Conference reimbursement

During the August 1, 2016 regular Commission meeting, a discussion was held regarding reimbursement of Executive Officer expenses for attending the CALAFCO Conference. Direction to staff was to research past Commission practice regarding reimbursement of costs for the Executive Officer’s attendance. At its regular meeting on March 4, 2014, the Commission approved reimbursement of 50 percent of the CALAFCO Annual Conference registration to Baracco and Associates. Staff did not research further back than 2013. No record of reimbursement of conference costs was noted for the past two years. The Executive Officer is requesting the Commission consider reimbursement of registration costs to attend the CALAFCO Annual Conference, with expenses (including hotel accommodations and travel), to be the responsibility of the Executive Officer. The cost of registration is \$460.

The Commission also requested a breakdown of costs for attending the Conference. Following is a summary of direct conference attendance costs as well as a rough estimate of travel expenses:

Cost outline per person:

Conference Costs	Costs	Total
Early Registration (by 9/16/16) (meals included)	\$ 460	\$ 460
Fess Parker Double Tree Hotel (3 nights):	\$ 165+taxes/night	\$ 566
Totals		\$ 1,026 + transportation
FY 2016/2017 budget allocation		\$ 3,000

Transportation Estimates:

- Fly/drive: SFO/OAK to LAX/Burbank + approx. 2.5 hours’ drive time to Santa Barbara
- Flights: approximately \$100-150/RT/pp
- Car rental: approximately \$150
- Drive: Approximately 1,000 miles RT/8± hours each way
- IRS mileage rate: \$0.54/mile

RECOMMENDED ACTIONS

Staff recommends that Commissioners indicate their interest in attending the CALAFCO Conference in October. Additionally, staff recommends consideration of the following actions:

- A. Select a voting delegate and alternate for the CALAFCO Board election and annual business meeting.
- B. Discuss if any city and public members are interested in running for the open regional seats on the CALAFCO Board and consider a formal nomination.
- C. Reimbursement of CALAFCO Annual Conference registration fee for the Executive Officer.

Attachment A 2016 CALAFCO Annual Conference Registration and Program

Attachment B Mobile Workshop Flyer (register by October 11, 2016)

Attachment C Board Recruitment and Nomination Packet



Announcing The 2016 CALAFCO Annual Conference Program



Conference Hosted by Santa Barbara LAFCo

October 26-28, 2016

*Fess Parker DoubleTree by Hilton
Santa Barbara, CA*



Wednesday, October 26

7:30 am – 12:30 pm – Mobile Workshop (bus boards at 7:15 am)
10 am – Noon LAFCO 101

1:30 – 2:00 Conference opening session
 2:00 – 3:30 General Session: The Big Picture: A Water Report From the State, Regional and Local Levels
 3:30 – 3:45 Break and time with Sponsors
 3:45 – 5:00 General Session: Back to Our Roots: Curbing Sprawl, Preserving Open Space and Agricultural Lands to Ensure Orderly Growth and Development
 5:30 – 7:00 CALAFCO Welcome Reception and Beer & Wine Tasting and time with Sponsors
Dinner on your own

Thursday, October 27

7:00 – 9:00 am Continental Breakfast Buffet
 8:00 – 8:45 am Regional Caucuses and Elections
 9:00 – 10:15 General Session: CALAFCO Annual Business Meeting
 10:15 – 10:30 Break and time with Sponsors
 10:30 – 11:45 Regional, Legal Counsel and Associate Member Roundtables
 12:00 pm – 1:30 Lunch
 1:45 – 3:15 Breakout Sessions:
 • Cutting Edge Trends and LAFCo: GIS, Public Policy and Future Challenges
 • Time to Revisit AB 8: Property Tax Exchanges and LAFCos
 • City Incorporations in California: Case Studies and Prospects For New Cities
 3:15 – 3:30 Break and time with Sponsors
 3:30 – 5:00 Breakout Sessions:
 • Growth and Development By the Numbers: California's Demographic and Governance Changes Post-CKH
 • CEQA ~ What is a Responsible Agency To Do?
 • Disadvantaged Unincorporated Communities and SB 244: How Is It Working Out?
 6:00 – 6:30 Pre-dinner reception (no host)
 6:30 – 8:30 Dinner and Annual Achievement Awards Presentation

Friday, October 28

7:30 am – 9 am Breakfast Buffet with Sponsors
 7:30 – 8:45 CALAFCO Board of Directors Meeting
 9:00 – 10:30 General Session: LAFCo and State Overrides: What's That All About Anyway?
 10:30 – 10:45 Break
 10:45 – Noon General Session: CALAFCO Annual Legislative Report ~ 2016 Legislative Impacts on LAFCos

**Mark your calendar and
plan to attend!
Registration is open
until 10/14.
Visit www.calafco.org**

Fess Parker DoubleTree by Hilton



Make your reservations now at the Fess Parker DoubleTree by Hilton at the special CALAFCO special rate of \$165/\$175. Special rates available two days pre-conference. Reservation cutoff date is 9/25/16. Find the link at www.calafco.org. Space is filling up so make your reservations now!

MOBILE WORKSHOP

WEDNESDAY, OCTOBER 26
7:30 A.M. - 12:30 P.M.



OUR FIRST STOP IS TO THE STATE-OF-THE-ART EVER-BLOOM FLOWER GROWERS IN CARPINTERIA.

Committed to growing quality flowers with a conscience for the environment, they use a closed-loop irrigation system where every drop of excess irrigation water is collected and recycled to be used again. This system decreased water use by over 40%, and allows them to keep all of the water on their own property with zero runoff. Obsessed with efficiency, their ultramodern boiler utilizes every possible BTU to heat greenhouses that have been equipped with multiple curtain systems to trap heat when it is needed.



OUR NEXT STOP IS THE BREATHTAKING BRADBURY DAM AT LAKE CACHUMA.

Located on the Santa Ynez river about 25 miles northwest of Santa Barbara, the dam was built as part of the larger Cachuma project in 1953. Featuring an intricate distribution system, the water is carried through over 30 miles of tunnels and conduits. About midway down, water is treated at the City's Cater Water Treatment Plant and distributed to residents within the City's service area, as well as put back into the conduit for delivery to residents in Montecito, Summerland and Carpinteria.

THE MOBILE WORKSHOP WILL END WITH LUNCH AT CACHUMA LAKE RECREATION AREA,

which is set amidst acres of wilderness and flanked by the picturesque Santa Ynez and San Rafael Mountains.



Cost: \$50 per person

Wear flat-soled shoes for walking. Registration of this event is non-transferrable due to federal security reasons.

Deadline to register is October 11, 2016 by 5 p.m. no exceptions. Please use the Conference registration form to register for the Mobile Workshop.



June 27, 2016

To: Local Agency Formation Commission
Members and Alternate Members

From: Jim Curatalo, Committee Chair
Board Recruitment Committee
CALAFCO Board of Directors



RE: Nominations for 2016/2017 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

City Member
Public Member

Central Region

County Member
District Member

Coastal Region

County Member
District Member

Southern Region

City Member
Public Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 27, 2016 at the Fess Parker DoubleTree in Santa Barbara, CA.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until *Monday, September 26, 2016.*

Incumbents are eligible to run for another term. Nominations received by September 26 will be included in the Recruitment Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 12 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, September 26, 2016. Completed absentee ballots must be returned by October 21, 2016.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than *Monday, September 26, 2016*

Here is a summary of the deadlines for this year's nomination process:

- **June 27** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 26** – Completed Nomination packet due
- **September 26** – Request for an absentee/electronic ballot due
- **September 26** – Voting delegate name due to CALAFCO
- **October 12** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **October 12** – Distribution of requested absentee/electronic ballots.
- **October 21** – Absentee ballots due to CALAFCO
- **October 27** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Recruitment Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Jim Curatalo, at jcuratalo@calafco.org or by calling him at 909-261-7005. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2016/2017 CALAFCO Recruitment Committee are:

James Curatalo, Chair jcuratalo@calafco.org	San Bernardino LAFCo (Southern Region) 909-261-7005
Bill Connelly bconnelly@calafco.org	Butte LAFCo (Northern Region) 530-538-2134
John Marchand jmarchand@calafco.org	Alameda LAFCo (Coastal Region) 925-960-4020
Anita Paque apaque@calafco.org	Calaveras LAFCo (Central Region) 408-893-4353

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures.

Please consider joining us!

Enclosures

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF A RECRUITMENT COMMITTEE

- a. Following the Annual Membership Meeting the Board shall appoint a Committee of four members of the Board. The Recruitment Committee shall consist of one member from each region whose term is not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.
- c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The dates by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
 - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Recruitment Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

Key Timeframes for Nominations Process	
<u>Days*</u>	
90	Nomination announcement
30	Nomination deadline
14	Committee report released
<small>*Days prior to annual membership meeting</small>	

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE RECRUITMENT COMMITTEE

- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Recruitment Committee.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present the Recruitment Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.

- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCoS in good standing by written ballot.
 - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 - 3. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 - 1. The nominee receiving the majority of votes cast is elected.
 - 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election.
 - 3. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 - 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, and 29 April 2011. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Paul Novak
Los Angeles LAFCo
pnovak@lalafco.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: David Church
San Luis Obispo LAFCo
dchurch@slolafco.com

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: Kris Berry, Placer LAFCo
kberry@placer.ca.gov

Board of Directors 2016/2017 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual
Membership Meeting of the Association.

LAFCo Chair

Date

NOTICE OF DEADLINE

Nominations must be received by **September 26, 2016**
to be considered by the Recruitment Committee. Send
completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Board of Directors 2016/2017 Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____ @ _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 26, 2016** to be considered by the Recruitment Committee. Send completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: September 12, 2016
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)

The AVCSO has 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. Along with the application, the District submitted a deposit of \$6,000.00 for processing the application. The application has been routed to interested agencies with comments due September 8, 2016.

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

SHN Engineers submitted a revised annexation map and legal description in July 2016. The map has been reviewed for accuracy and accepted by Mendocino County GIS and the County Surveyor. The remaining task is to resubmit the map and legal description to the State Board of Equalization. Staff is corresponding with the BOE regarding this project.

4. Fort Bragg RFPD Detachment

A Certification of Completion for the detachment was filed November 11, 2011 and a map filing submitted to the State Board of Equalization. On April 11, 2012, LAFCo staff received a rejection letter from the BOE requesting a new geographic description and a processing fee. The mapping error has not yet been finalized. Upon receipt of an inquiry by the District as to the status of the correction, staff followed up with both the District and the map surveyor to discuss status and remaining steps for completing the project. The District has indicated that they do not wish to pursue finalizing the mapping at this time and have requested that their filing fees for the Board of Equalization be returned (email dated 8/29/16).

(continued...)

FUTURE PROJECTS:

There are five (5) potential project proposals that may be submitted in the future:

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

AVCSD has indicated they are making progress on preparing a Plan for Services and associated LAFCo application materials. This process is ongoing and will be maintained separately from the Ambulance Services Latent Powers process described above.

2. Millview CWD Annexation

Staff received a call from SHN Engineers who indicated they are working with the Millview CWD on an annexation application. They will be contacting Mr. Nicolls regarding potential inclusion in the application (see next item for information on Nicoll’s proposal).

3. Nicolls inquiry into water and wastewater services in the Ukiah Valley

A property owner with an undeveloped parcel located in both the Millview CWD and the Ukiah Valley Sanitation District (UVSD) inquired about annexation options. Staff has met with the property owner and District Managers to discuss annexation options.

4. Calpella CWD Proposed Annexation

The Calpella CWD provides out of district water services to an area adjacent to the district boundary known as the Central Avenue Area. This “Out of District Service Area” has been receiving water services since 2000 and was part of past annexation proposals that were disapproved by LAFCo. The 2013 Ukiah Valley MSR noted that annexation of this area should be considered in the future. At the February 1, 2016 LAFCo meeting, the Commission approved a SOI amendment (reduction) for the Calpella CWD to include only those areas within the Out of District Service Area and District boundary (Resolution No. 15-16-11). The District has expressed interest in annexing the Central Avenue Area now that the MSR and SOI Update are complete. A fee waiver/reduction in LAFCo application costs was considered by the Commission on May 12, 2016. The Commission approved providing one-half of the required deposit to be matched by the District. Staff met with the District to review files and history of annexation on July 11, 2016. Staff has provided a cost estimate for the annexation application at the request of Commissioner Silver.

5. Elk County Water District Proposed Annexation

Elk CWD has expressed interest in annexing areas currently served within their SOI, which includes an associated parcel map being filed with Mendocino County.

MSR & SOI UPDATES:

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

MSR	SOI	MSR/SOI	Start Date	Targeted Completion Date	Status
X	X	Cemetery Districts (8)	7/11/16	11/7/16	Administrative draft in process
	X	Fire Districts (14)	7/1/16	1/9/17	Information requests have been sent to the Districts
	X	Russian River FCWCID	8/1/16	12/5/16	File review, survey being drafted
	X	City of Willits	8/1/16	2/6/17	File review
X	X	City of Fort Bragg	9/1/16	3/6/17	Pending

Date here

The Honorable Governor Edmund G. Brown, Jr.
State of California
State Capitol Building
Sacramento, CA 95814

RE: **Request to Sign SB 817 (Roth)**

Dear Governor Brown:

The ____ Local Agency Formation Commission respectfully requests that you sign **Senate Bill 817** (Roth) which is now before you for action. **SB 817** goes a long way in restoring funding stability to the four cities that have incorporated between January 1, 2004 and January 1, 2012 (Jurupa Valley, Wildomar, Menifee and Eastvale), and avoids their potential disincorporation or bankruptcy.

The VLF gap created by Senate Bill 89, one of the 2011 budget bills, created a financial disincentive for future city incorporations and annexations of inhabited territory. The bill created severe fiscal penalties for those communities which chose to annex inhabited territories, particularly unincorporated islands, and created severe penalties for those communities which had recently voted to incorporate themselves. The equitable distribution of VLF funds to these newer cities is vital to assure their financial sustainability.

Because this legislation provides a critical funding component to these recently incorporated cities and therefore provides these communities with desperately needed effective local governance and efficient service delivery options, we respectfully urge you to sign **SB 817**.

Please do not hesitate to contact me with any questions you may have.

Sincerely yours,

Name
Title

Cc: Honorable Richard Roth, State Senator
Mr. Tom Dyer, Chief Deputy Legislative Affairs Secretary to the Governor
Ms. Pamela Miller, Executive Director, CALAFCO