

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

TBA Feb 2017

TREASURER

TBA Feb 2017

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

Two City Representatives
to be announced Feb 2017
by City Select Committee

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, January 9, 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

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 December 5, 2016 Regular Meeting Summary Minutes
3. Approval of the December 2016 Claims
4. Acceptance of the Monthly Financial Report

WORKSHOPS

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 www.mendolafco.org.

5. Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for:

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

Staff presentation and Commission discussion of the Countywide Cemetery Districts Draft MSR and SOI.

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.

6. City and County Representative Appointments and Selection of Officers

Staff recommendation is to make a motion to postpone the selection of officers to the February 2017 meeting to allow for appointment of the City and County representatives.

7. Conference Reimbursement for Contracted Staff Policy

Policies & Procedures Committee recommendation on policy regarding conference expenses reimbursement for contracted staff. The Commission may consider the draft policy and resolution for action, provide direction to staff, or provide additional direct to the Policies and Procedures Committee.

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.

8. Status of Applications, Future Projects, MSR and SOI Updates (Written)
9. Correspondence (listed below, copies available upon request from Clerk)
 - Special District Risk Management Authority 2015-16 Annual Report
10. Executive Officer's Report (Verbal)
 - CALAFCO Quarterly Report
 - CALAFCO White Paper on the Sustainable Groundwater Management Act
 - 700 Forms due April 1, 2017
11. Committee Reports (Verbal)
 - Executive Committee
 - Policies and Procedures Committee: December 5, 2016
12. Commissioner Reports, Comments or Questions (Verbal)
 - Upper Russian River Water Agency (JPA) Update ~ meeting December 7, 2016
13. Legislation Report

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, February 6, 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

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

Doug Hammerstrom
Fort Bragg City Council

Holly Madrigal
Willits City Council

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

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
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

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

Call to Order

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

Roll Call

Members Present:

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

Members Absent:

None

Alternate Members Present:

Commissioners Kevin Doble, Dan Hamburg, and Carol Rosenberg

Alternate Members Absent:

Commissioner Angela Silver

Staff Present:

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

PUBLIC EXPRESSION

1. No one from the public offered comments.

CONSENT CALENDAR (Video Time: 4:20)

2. Approval of the November 7, 2016 Regular Meeting Summary Minutes
3. Approval of the November 2016 Claims
4. Acceptance of the Monthly Financial Report
5. Acceptance of 2017 Meeting Schedule

November 2016 claims totaling \$10,326.56

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

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

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

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

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

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

WORKSHOP

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

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

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

Commissioners McCowen, Madrigal, and Orth noted the following:

Pg 1-5 SENATE BILL 215, 3rd paragraph, 1st sentence to read: “Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns ~~for special districts~~ through adoption and implementation of a General Plan and Zoning Regulations.”

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

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

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

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

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

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

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

Workshop Summary:

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

MATTERS FOR DISCUSSION/POSSIBLE ACTION

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

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

INFORMATION/ REPORT ITEMS

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

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

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

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

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

EO Hinman reviewed.

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

EO Hinman provided a verbal update.

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

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

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

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

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

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

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

Commissioner Madrigal: Reported on Willits City Council election results.

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

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

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

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

13. Legislation Report

No updates to report.

ADJOURNMENT

There being no further business, at 10:15am the meeting was adjourned. The next regular meeting is Monday, January 9, 2017 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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

December 5, 2016 meeting:

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

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: January 9, 2017
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Claims for November 2016

 The following claims are recommended for payment authorization:

Name	Account Description	Amount
Uma Hinman Consulting	<u>Executive Director Contract:</u> 5300 Basics Services: \$ 6,711.95 6200 Bookkeeping: \$ 129.68 7501 SOI Updates \$ 3,900.00 5601 Office Supplies \$ 18.00 5607 Office Equipment \$ 237.55 8016 Applications \$ 65.00	\$11,307.18
Ukiah Valley Conf. Center	5502 Office space: \$ 400.00 5503 Work room: \$ 30.00 5603 Photocopy: \$ 17.00 5605 Postage: \$ 4.10	\$ 455.10
P. Scott Browne	6300 Legal Counsel Monthly flat fee \$500.00 Reimbursement for cancelled check fee \$30.00	\$ 470.00
Commissioner Reimbursements	<u>6740 In-County Travel & Stipends:</u> Rosenberg \$51.08 (December 2016) McNerlin \$50.00 (December 2016) Orth \$77.00 (December 2016) Silver \$55.40 (December 2016)	\$233.48
County of Mendocino	6000 Video Recording of Meetings FY 2015-16, Jan-June 2016: \$ 1,123.46 FY 2016-17, July-Sept 2016: \$ 227.34	\$1,350.80
Total:		\$13,816.56

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



Uma Hinman Consulting

Invoice

Date December 30, 2016 **Invoice No.** 306
To Mendocino LAFCo
Project Executive Officer Services
Work Period November 28 - December 30, 2016

Cost Summary		Total
Acct 5300	Basic Services	\$ 6,711.95
Acct 5601	Office Supplies	\$ 18.00
Acct 5607	Office Equipment	\$ 237.55
Acct 6200	Bookkeeping (Other Services)	\$ 129.68
Acct 7001	Municipal Service Reviews	\$ 245.00
Acct 7501	Sphere of Influence Updates	\$ 3,900.00
Acct 8016	Applications (AVCSD)	\$ 65.00
Total Amount Due:		\$ 11,307.18

Basic Services (Acct 5300)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	47.75	\$ 4,297.50
Analyst, Larkyn Feiler	\$ 65.00	10.75	\$ 698.75
Clerk, Elizabeth Salomone	\$ 39.90	43.00	\$ 1,715.70
Subtotal			\$ 6,711.95

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

Office Equipment (Acct 5607)		\$ 237.55
Office Printer		\$ 237.55
Subtotal		\$ 237.55

Bookkeeping (Acct 6200)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	0.00	\$ -
Clerk, Elizabeth Salomone	\$ 39.90	3.25	\$ 129.68
Subtotal			\$ 129.68

Municipal Service Reviews (Acct 7001)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	2.00	\$ 180.00
Analyst, Larkyn Feiler	\$ 65.00	1.00	\$ 65.00
Subtotal			\$ 245.00

Sphere of Influence Updates (Acct 7501)		Rate	Hours	Total
	Executive Officer, Uma Hinman	\$ 90.00	0.00	\$ -
	Analyst, Larkyn Feiler	\$ 65.00	60.00	\$ 3,900.00
	Clerk, Elizabeth Salomone	\$ 39.90	0.00	\$ -
	Subtotal			\$ 3,900.00

Applications		Rate	Hours	Total
	Executive Officer, Uma Hinman	\$ 90.00		\$ -
8016	Analyst, Larkyn Feiler	\$ 65.00	1.00	\$ 65.00
8016	Clerk, Elizabeth Salomone	\$ 39.90	0.00	\$ -
	Subtotal			\$ 65.00

Basic Services

Prepared, posted and distributed agenda and packet materials. Coordinated meeting packet preparation. Transcribed and reviewed draft December meeting minutes for review at next meeting. Staffed office in December. Started preparing January meeting agenda and staff reports, posted notices and agendas. Compiled claims for January agenda. Worked on organizing electronic files.

Corresponded with County Auditor-Controller's office regarding Fort Bragg RFPD Detachment BOE needs. Participated in Policies & Procedures meeting and performed follow up on assigned tasks. Corresponded with Scott Browne regarding budget reserve policy recommendations and approach for fixing minor mapping errors.

Responded to questions regarding application requirements and estimated fees for district consolidation and reorganization. Responded to public's request for information regarding Albion Fire District.

Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at January meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at January 9 meeting. Maintenance of Quickbooks and worked on reconciling past account number discrepancies.

Sphere of Influence Updates

Followed up calls and emails regarding the City of Willits RFI. Continued outreach and preparation of the workshop draft MSR/SOI for the cemetery districts. Worked on cleaning up MSR and SOI website postings.

Municipal Service Reviews

Drafted RFI to City of Fort Bragg to begin the City's MSR/SOI update.

Applications

Met with County Assessor and Auditor-Controller regarding updates on the tax share agreement for AVCSD reorganization.



Thank You for Your Order

For items being picked up in store, don't go just yet. We'll send you an email when your items are ready.

A confirmation email will be sent to you at uhinman@comcast.net with your complete order details. If you have any questions about your order, please visit our [Help Center](#).

Order No 1: 9747901440
Order date: December 9, 2016

You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.

Pick up at: 1225 Airport Park Blvd, Ukiah, CA 95482

Store Hours: Mon - Fri: 8am - 9pm | Sat: 9am - 7pm | Sun: 10am - 6pm

Pick up Today : Ready in 1 Hour

Item No.	Name	Price	Qty	Coupons & Rewards	Subtotal
2030289	HP 952XL High Yield Black/952 C/M/Y Color Ink Cartridges (N9K28AN#140), Combo 4/Pack	\$100.99 each	1.0	-\$4.37	Price: \$100.99
2091478	HP OfficeJet Pro 8710 All-in-One Inkjet Printer	\$199.99 Each	1.0	-\$75.63	Price: \$199.99

Billing Address

Uma Hinman
PO Box 1251
Cedar Ridge, CA, 959241251
(916) 813-0818

Order Subtotal (Including Coupons): **\$230.98**

Shipping: **Free**

Rewards: **-\$10.00**

Estimated tax: **\$16.57**

Remaining Balance: **\$237.55**

Remaining Balance will be applied to following:

Visa Credit Card ending in

Hold on to your Staples Rebate Visa Cards and Prepaid Gift Cards until your order has been received

If you have any questions or concerns about your order, please call 1-800-STAPLES (1-800-782-7537) or email support@orders.staples.com

Important information concerning coupons and sales tax can be found at: [coupons and sales tax](#)

The tax shown is estimated. **Your Order Confirmation Email** will include shipment details, product availability and estimated tax.

Important information concerning return policy can be found at: [return policy](#).

For complete order details like sales tax, shipping info and Software Download instructions, keep an eye out for an email from Staples at the address above. You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.

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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:

12/15/2016

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>	
11/30/2016 PSB Review email from Uma.	0.15	
	<hr/>	
SUBTOTAL:	[0.15]	
		<u>Amount</u>
Total Professional Hours	0.15	\$500.00
Per Representation Agreement, flat fee of \$500/month.		
Previous balance		\$1,000.00
 <u>Payments and Credit Activity</u>		
11/18/2016 Payment - Thank You. Check No. 1193		(\$500.00)
11/30/2016 Courtesy Credit		(\$30.00)
12/5/2016 Payment - Thank You. Check No. 1196		(\$500.00)
		<hr/>
Total payments and adjustments		(\$1,030.00)
		<hr/>
TOTAL BALANCE NOW DUE		\$470.00
		<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!

LAFCo Clerk

From: Courtney Cain, Admin. Asst. <courtney@scottbrowne.com>
Sent: Tuesday, December 27, 2016 2:38 PM
To: clerk@mendolafco.org
Subject: Your billing statement
Attachments: Mendo12152016.pdf

IMPORTANT NOTICE

******RATE CHANGE******

Dear Clients, we have not increased our professional rates in 5 years, and the time has now come to do so. Please note, effective January 16, 2017, our rate for attorney professional services by Scott Browne will be \$350 per hour, and the rate for contract attorneys will be \$275/hour. Paralegal rate will be billed at \$125/hour.

If you have any questions or concerns, please give our office a call.

Attached please find your monthly billing statement from the Law Offices of P. Scott Browne. Should you have any questions, please don't hesitate to contact us at (530) 272-4250. We sincerely appreciate your business.

Note: The attached bill is in PDF file format. Adobe Acrobat Reader is necessary to view this file. If you do not have Adobe Acrobat Reader installed, please download the free reader from the Adobe website (<http://www.adobe.com/products/acrobat/readstep2.html>) and install it on your computer.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: January 9, 2017
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:
Deposits: \$97.06
Expenses: \$0
Balance: \$200.00

(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 December 2016

Task	Acct #	FY 16-17 Budget	July	August	Sept	October	Nov	Dec	Year to Date	Remaining Budget*
EXPENSES										
Basic Services - EO/Analyst/Clerk	5301	\$65,680.00	\$4,610.00	\$6,265.43	\$4,027.45	\$2,833.70	\$4,232.20	\$6,711.95	\$28,680.73	\$36,999.27
Office Space	5502	\$4,800.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$2,400.00	\$2,400.00
Work Room	5503	\$360.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$180.00	\$180.00
Office Supplies	5601	\$700.00	\$63.50	\$18.00	\$18.00	\$18.00	\$78.54	\$18.00	\$214.04	\$485.96
Photocopy	5603	\$1,000.00	\$37.00	\$55.70	\$6.10	\$5.20	\$22.40	\$17.00	\$143.40	\$856.60
Postage	5605	\$300.00	\$3.72	\$211.50	\$4.65	\$36.10	\$1.40	\$4.10	\$261.47	\$38.53
Office Equipment	5607	\$0.00						\$237.55	\$237.55	\$-237.55
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						\$1,350.80	\$1,350.80	\$349.20
Audit Services	6100	\$3,025.00	\$1,550.00						\$1,550.00	\$1,475.00
Bookkeeping	6200	\$4,800.00	\$100.00	\$109.73	\$159.60	\$159.60	\$129.68	\$129.68	\$788.29	\$4,011.71
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$470.00	\$2,970.00	\$3,030.00
A-87 Costs County Services	6400	\$2,010.00							\$0.00	\$2,010.00
Insurance - General Liability	6500	\$1,000.00							\$0.00	\$1,000.00
Memberships (CALAFCO/CSDA)	6600	\$2,100.00					\$1,231.00		\$1,231.00	\$869.00
In-County Travel & Stipends	6740	\$4,300.00	\$237.80	\$232.40	\$232.40	\$0.00	\$233.48	233.48	\$1,169.56	\$3,130.44
Travel & Lodging Expenses	6750	\$5,000.00				\$1,751.78	\$53.30		\$1,805.08	\$3,194.92
Conferences (Registrations)	6800	\$3,000.00			\$1,215.73				\$1,215.73	\$1,784.27
MSR & SOI Updates										
MSR Reviews - Admin	7001	\$15,000.00						\$245.00	\$245.00	\$14,755.00
SOI Updates	7501	\$42,622.00		\$364.90	\$948.45	\$899.70	\$1,316.25	\$3,900.00	\$7,429.30	\$35,192.70
Monthly/ Year to Date Totals		\$166,597.00	\$7,776.97	\$8,303.55	\$7,542.38	\$6,634.08	\$8,228.25	\$13,747.56	\$52,232.79	\$114,364.21
CONTRACTS/OTHER										
Cemetery District MSRs	7000	\$3,900.00	\$130.00	\$272.23	\$251.15	\$1,274.90	\$1,966.25		\$3,894.53	\$5.47
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			\$2,170.00				\$2,170.00	\$290.00
			\$9,906.97	\$8,575.78	\$9,963.53	\$1,274.90	\$10,194.50	\$13,747.56	\$58,127.32	

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

Application	Deposit on Account	July	August	Sept	Oct	Nov	Dec	Year to Date	Remaining Budget*
Irish Beach WD Moores Annexation	\$-610.56							\$0.00	\$-610.56
City Overlap Area from Ft Bragg RFPD (FBRFPD Detachment)	\$7,452.37				\$7,452.37			\$7,452.37	\$0.00
AVCSD (Ambulance) Activation of Latent Powers & Annexation	\$6,000.00		\$1,297.50	\$601.25	\$48.75	\$65.00	\$65.00	\$2,077.50	\$3,922.50
City of Ukiah Detachment of UVCSD lands	\$1,532.75								\$1,532.75
Monthly/ Year to Date Totals	\$6,841.81	\$0.00	\$1,297.50	\$601.25	\$7,501.12	\$65.00	\$65.00	\$9,529.87	\$4,844.69

MENDOCINO

Local Agency Formation Commission

Staff Report

DATE: January 9, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Larkyn Feiler, Analyst
SUBJECT: **Workshop** for the County-wide Cemetery Districts Draft Municipal Service Review and Sphere of Influence Update

Background

The Commission held a workshop on December 5, 2016 for the Russian River Cemetery District Draft MSR/SOI Update, provided comments and requested revisions, and directed staff to return with a draft of the MSR/SOI Update for all eight Cemetery Districts for a workshop at the Commission's January 9, 2017 meeting.

Since the December meeting, staff has reached out to each Cemetery District to try and engage them in the process underway. Staff provided an administrative draft MSR to each District to review for accuracy and a Request for Information (RFI) Questionnaire to collect updated information in order to complete the study. Staff followed up with each District by phone and had varying levels of success in reaching the contact person listed for each District. Staff plans to continue outreach efforts with the Districts in order to finalize the study and move forward with scheduling a public hearing.

Workshop

This is a workshop to introduce the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the eight Cemetery Districts in Mendocino County. This is the first MSR prepared for these Districts. The Draft MSR provides information for each District related to district formation, governance, operations, service capacity, finances, and projected growth. There are no records on file to indicate SOIs have been established for any of the districts. Further financial information and burial records are needed to complete the MSR determinations and the SOI recommendations.

Recommendation

Staff recommends the Commission:

- a) hold a workshop on the Draft MSR/SOI Update, and provide comments and requested revisions to staff;
- b) direct staff to continue working with the Cemetery Districts to finalize the study; and
- c) direct staff to notice the matter for public hearing at the Commission's February 6 or March 6, 2017 meeting.

Attachments: 1) County-wide Cemetery Districts Draft MSR/SOI Update

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: January 9, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Postponement of Officer Selection

From Mendocino LAFCo Policies and Procedures Manual 3.5.a:

The Members of the Commission shall elect a Chair, a Vice Chair, and a Treasurer at the first meeting of the Commission held in January of each year or as soon thereafter as possible. The Chair, Vice Chair, and Treasurer shall serve for one-year terms, or until their successors are elected, whichever occurs later. Should the Chair, Vice-Chair, or Treasurer cease to be a member of the Commission, the Commission shall at the first available meeting select a successor to fill the position for the balance of the year.

At the December 5, 2016 meeting the Commission expressed consensus that postponing the selection of officers to the February 6, 2017 meeting. In order to formalize the decision, staff is recommending the Commission make a motion to postpone the selection of officers to the February 6, 2017 meeting to allow for appointment of the City and County representatives.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: January 9, 2017
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Conference Reimbursement for Contract Executive Officer

Upon Commission direction, the Policies and Procedures (P&P) Committee met to develop policy regarding conference expenses reimbursement for contracted staff. The P&P Committee met on December 5, 2016 and discussed a draft policy.

The Committee's unanimous recommendation was the following draft policy for consideration and approval by the Commission:

Conference Reimbursement for Contract Executive Officer

Mendocino LAFCo will reimburse contracted Executive Officer attendance to the annual CALAFCO conference 100 percent of the registration fee. All other conference related expenses, including travel, meals, and lodging expenses, will be the responsibility of the contracted Executive Officer.

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY**

LAFCo Resolution No. 16-17-02

**FINANCIAL POLICIES
AUTHORIZING THE EXECUTIVE OFFICER TO PERFORM SPECIFIC DUTIES**

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt expenditure and finance policies, as necessary, to carry out their functions, (§56384); and

WHEREAS, the Commission adopts and manages an annual budget including revenues and expenditures; and

WHEREAS, the LAFCO Executive Officer is responsible for managing the day-to-day business of the Commission and for directing expenditures for that purpose within the guidelines established by the adopted budget; and

WHEREAS, there is a need for the Commission to adopt written expenditure and finance policies for the financial operation of LAFCo; and

WHEREAS, it is the Commission's desire to support the participation of the Executive Officer in the annual CALAFCO Conference and recognizes the direct benefits to Mendocino LAFCO in that participation; and

WHEREAS, this Commission held a public meeting on the proposed policy regarding reimbursement of conference registration for the contracted Executive Officer and at that meeting, this Commission received all oral and written comments with respect to the proposed policy and the report of the Executive Officer.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Conference Reimbursement for Contract Executive Officer

Mendocino LAFCo will reimburse contracted Executive Officer attendance to the annual CALAFCO conference 100 percent of the registration fee. All other conference related expenses, including travel, meals, and lodging expenses, will be the responsibility of the contracted Executive Officer.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 9th day of January 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

GERALD WARD, Chair

UMA HINMAN, Executive Officer

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: January 9, 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)

The AVCSD 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 AVCSD 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. Staff met with the Assessor and Auditor-Controller on December 7 to discuss schedule for preparing the tax share analysis, which is required before the application can be scheduled for hearing. Staff was given a mid-January timeframe for having the tax share analysis ready for distribution. Staff continues to work on reviewing the application so as to be ready to schedule the proposal for hearing upon receipt of the tax share agreement.

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 and County GIS 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 corrected legal description and processing fee. In September and October of this year staff have been working with the BOE to determine the insufficiencies of the mapping submittal and a path forward to completion. Staff coordinated with the District and the original surveyor and was able to obtain electronic files for a new submittal. BOE filing fees, which were deposited with LAFCo in 2011 and 2016, and an electronic map submittal have been made to the BOE. The BOE is requiring a new tax rate assessment letter for the submittal; staff continues to coordinate with the Auditor Controller to obtain the letter.

(continued...)

FUTURE PROJECTS:

There are four (4) 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 had a conference call with SHN and Streamline Planning staff on September 22, 2016 regarding a proposed annexation by Millview CWD. At this time, the proposal includes Mr. Nicolls' parcels noted below. The meeting consisted of going over application submittal requirements. Staff has provided forms and example documents to SHN.

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

As part of the Upper Russian River Water Districts JPA's efforts to address upcoming SGMA requirements, information was requested on process and application requirements for consolidation of five water districts in the Ukiah Valley area. Staff provided a summary of the application process and estimated deposit requirement.

(continued...)

MSR & SOI UPDATES:

Staff is continuing to work on finalizing MSR and SOI studies that have been adopted in the past year. Finalizing these documents consists of mapping verification with County GIS, document assembly, distribution to relevant district(s), and posting on the website.

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	1/9/17 (Workshop) 2/6/17 (Hearing)	Draft MSR/SOI documents have been completed and scheduled for Workshop
	X	Fire Districts (14)	9/27/16	2/6/17	Staff continues to follow up with districts to obtain responses to RFI
	X	Russian River FCWCID	10/20/16	3/6/17	Information request sent to District
	X	City of Willits	11/10/16	4/3/17	Information request sent to City
X	X	City of Fort Bragg	1/6/17	4/3/17	Pending