

MENDOCINO

Local Agency Formation Commission

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

CHAIR

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Vacant

Special District Member

ALTERNATE MEMBERS

Dan Hamburg
County Board
of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer

George Williamson

Counsel

Scott Browne

Analyst

Colette Metz

Commission Clerk

Elizabeth Salomone

Regular Meetings

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

A G E N D A

Regular Meeting of Monday, March 7, 2016 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Call to Order and Roll Call

NEW APPOINTMENTS

1. Independent Special District Election Status
2. Alternate Public Member Appointment
3. Oath of Office for all newly and re-appointed Commissioners

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.

4. Approval of the February 1, 2016 Regular Meeting Summary Minutes
5. Approval of the February 2016 Claims
6. Acceptance of the Monthly Financial Report

PUBLIC EXPRESSION

7. 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.

PUBLIC HEARINGS

Any member of the public may address the Commission on public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak. Documents are available for review at www.mendolafco.org or by contacting the LAFCo office.

8. Hopland Public Utility District Sphere of Influence Update
9. Potter Valley Irrigation District Sphere of Influence Update
10. Countywide Fire Protection Services Municipal Service Review (Part 3)
 - Comptche Community Services District
 - Elk Community Services District
 - Piercy Fire Protection District
 - South Coast Fire Protection District
 - Westport Volunteer Fire Department
 - Whale Gulch Volunteer Fire Company

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 or by contacting the LAFCo office.

11. Millview County Water District Sphere of Influence Update
12. Mendocino County Resource Conservation District Sphere of Influence Update

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.

13. Calpella County Water District Request for Annexation Deposit Fee Waiver/Reduction
14. Letter of Engagement for Fiscal Year 2015-16 Audit
15. Request for Proposal: Professional Services
16. Independent Clerk Contract

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.

17. Status of Current and Future Projects
18. Correspondence
 - SDRMA FY 2016-17 Rate Stabilization Letter (available upon request)
 - SDRMA FY 2016-17 Property/Liability Longevity Distribution Letter (available upon request)
19. Executive Officer's Report (Verbal)
 - Update on RVCWD and Millview CWD meeting
 - CSDA Special District Training Status
20. Commissioner Reports, Comments or Questions (Verbal)
 - February 16, 2016 Executive Committee Meeting
 - February 29, 2016 Policies and Procedures Committee Meeting
21. Legislation Report

ADJOURNMENT

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

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

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Independent Special District Election Status

Background

A nomination and election process, conducted by mail on behalf of the Independent Special District Selection Committee, has been conducted by the LAFCo Executive Officer in accordance with Government Code Section 56332. The vacant seat is for a regular special district member, previously held by Richard Shoemaker of the Russian River Flood Control and Water Conservation Improvement District, whose unexpired term ends on December 31, 2016.

Previously, a request for nominations was sent on October 15, 2015, which provided for the opportunity for independent special district boards to nominate candidates to fill the vacancy. The nomination period ended on December 15, 2015, with three (3) nominations received by the deadline, as follows:

- T. Dusty Dillion, Noyo Harbor District
- Charles “Tony” Orth, Brooktrails Township Community Services District
- Robert Page, Ukiah Valley Sanitation District

An official ballot to elect one candidate was sent to each independent special district on December 21, 2015. For an election to be valid, at least a quorum of special districts must submit valid ballots, which were due by 5:00 p.m. on February 25, 2016. There are a total of 48 independent special districts; therefore a quorum is 25 districts.

At the close of the balloting period deadline, only 22 districts submitted ballots. Government Code Section 56332 covers the election requirements for special district members. Specifically 56332(f)(6) notes “For an election to be valid, at least a quorum of the special districts must submit valid ballots...if a quorum of ballots is not received by [the deadline], the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.”

Staff mailed a notice to all districts on February 26th specifying the extended deadline (see attached). Based on the new election schedule, a new special district member will be seated at the Commission’s May meeting.

Recommendation

Staff recommends the Commission discuss this item and provide additional direction to staff, as needed.

Attachments: 1) Notice of Election Extension

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Ukiah Valley Sanitation
District

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ALTERNATE MEMBERS

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Public Member

Angela Silver
Calpella County Water
District

Executive Officer

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Commission Clerk

Elizabeth Salomone

Regular Meetings

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

Date: February 26, 2016

To: Presiding Officers of Independent Special Districts in Mendocino County

From: George Williamson, Executive Officer

Subject: **EXTENSION - Official Independent Special District Election**

Previously, a request for nominations was sent on October 15, 2015, which provided the opportunity for independent special district boards to nominate candidates to fill a regular special district member vacancy on LAFCo for an unexpired term that ends on December 31, 2016. The nomination period ended on December 15, 2015, with three (3) nominations received by the deadline. Subsequently, an official ballot was mailed on December 21, 2015, which provided each district the opportunity to vote for one candidate. The deadline to return ballots was February 25, 2015.

Government Code Section 56332 covers the process and requirements for selecting special district members to LAFCo. Specifically 56332(f)(6) notes "For an election to be valid, at least a quorum of the special districts must submit valid ballots...if a quorum of ballots is not received by [the deadline], the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension."

Only 22 of 48 independent special districts submitted ballots by the deadline, which did not meet the quorum requirement. Therefore, the deadline for returning ballots to the LAFCo office has been extended to April 27, 2016 at 5:00 p.m.

Please contact LAFCo at 463-4470 if you have questions or need to request a replacement ballot. If your district has already submitted a ballot, it does not need to be resubmitted. This extension is to allow the remaining districts additional time to participate in the election process.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

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Election Schedule

LAFCo request for nominations mailed to independent special districts via certified mail	Sent October 15, 2015
Nominations due to LAFCo	December 15, 2015 by 5:00 p.m.
Ballots mailed to independent special districts via certified mail	No later than December 24, 2015
Ballots due to LAFCo (extended)	February 25, 2016 <u>April 27, 2016</u> by 5:00 p.m.
Ballots opened and tallied at LAFCo office; successful candidate notified	February 26, 2016 <u>April 28, 2016</u> at 1:00 p.m.
Election results mailed to independent special districts	No later than March 3, 2016 <u>May 4, 2016</u>
Confirmation of election results at regular Commission meeting	March 7, 2016 <u>May 2, 2016</u> at 9:00 a.m. at the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah

Current Special District Members on LAFCo

Designation	Current Member	Term Ends
Regular Member	Vacant	December 31, 2016
Regular Member	Theresa McNerlin, Ukiah Valley Sanitation District	December 31, 2018
Alternate Member	Angela Silver, Calpella County Water District	December 31, 2018

Independent Special Districts

Albion-Little River Fire District
Anderson Valley Cemetery District
Anderson Valley Community Services District
Brooktrails Township Community Services District
Calpella County Water District
Caspar South Water District
Cemetery District of the Redwoods
Comptche Community Services District
Covelo Community Services District
Covelo Fire Protection District
Covelo Public Cemetery District
Elk Community Services District
Elk County Water District
Fort Bragg Rural Fire Protection District
Gualala Community Services District
Hopland Cemetery District

Hopland Fire Protection District
Hopland Public Utility District
Irish Beach Water District
Laytonville County Water District
Leggett Valley Fire Protection District
Little Lake Fire Protection District
Long Valley Fire Protection District
Mendocino City Community Services District
Mendocino Coast Health Care District
Mendocino Coast Recreation and Park District
Mendocino County Resource Conservation District
Mendocino Fire Protection District
Mendocino-Little River Cemetery District
Millview County Water District
Noyo Harbor District

Pacific Reefs Water District
Piercy Fire Protection District
Potter Valley Cemetery District
Potter Valley Community Services District
Potter Valley Irrigation District
Redwood Coast Fire Protection District
Redwood Valley-Calpella Fire District
Redwood Valley County Water District
Round Valley County Water District
Russian River Cemetery District
Russian River Flood Control and Water Conservation Improvement District
South Coast Fire Protection District
Ukiah Valley Fire Protection District
Ukiah Valley Sanitation District
Westport County Water District
Westport-Ten Mile Cemetery District
Willow County Water District

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Alternate Public Member Appointment

Background

The term of office for Carol Rosenberg as Alternate Public Member expired on December 31, 2015. The Commission is the appointing authority for public members on LAFCo. A Notice of Alternate Public Member opening was posted and published by February 5, 2016. The deadline for applications was February 26th, 2016. Only one letter of interest was received from Carol Rosenberg.

Recommendation

Staff recommends the Commission discuss this item, interview the candidate, and move to appoint the Alternate Public Member for the term ending in December 2019. Selection of the Alternate Public Member is subject to the affirmative vote of at least one of the members selected by each of the other appointing authorities (City, County and Special District) in accordance with Government Code Section 56325(d).

Attachments: Rosenberg Letter of Interest

RECEIVED
2/8/16

Carol D. Rosenberg

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

February 5, 2016

George Williamson, Executive Director
Local Agency Formation Agency
200 S. School Street
Ukiah, CA 95482

Dear Mr. Williamson,

Please consider me for the open position of alternate public member of the LAFco Board. Since March of 2015 I have served as the Alternate Public Member of the Mendocino County LAFco Board.

I have served six terms on the Mendocino County Grand Jury, the last two as Foreperson. During my terms of service I became interested in county issues concerning water and infrastructure. I really enjoy the process of analyzing data and trying to cross reference testimony.

I first came to Mendocino County from New Jersey in 1979 to become the Director of Title III C Food Programs for North Coast Opportunities and lived in Willits. As part of my Job I traveled extensively and worked closely with people from Covelo to Point Arena. Funding changes in 1983 resulted in the spin off of Senior Centers and my seeking employment first in Sonoma County for the Council on Aging, then for the City Of Berkeley.

After retiring from the City of Berkeley in 1999 as an Analyst in the Solid Waste and Recycling Division, I returned "home" to Mendocino County. Since then I have enjoyed repair work, part-time jobs and volunteering for agencies and institutions I feel are important to the community.

I feel that my experience and interests will be useful to your agency. I care a great deal about the County I have made my home.

Sincerely,



Carol D. Rosenberg

Carol D. Rosenberg

Recent Community Activities

2015	Alternate Public Member of LAFco
2014-2016	Homeless Ad Hoc Committee
2011-2013	Mendocino County Grand Jury Foreman
2008-09/ 2009-10	Mendocino County Grand Jury
2005-07 /2006-07	Mendocino County Grand Jury
2007-2012	President, Congregation Kol HaEmek, Inland Mendocino County, Jewish Community
2001-2012	Volunteer at Valley View Nursing Grace Hudson School - Reading Assistant SPACE - Board Member, Volunteer

Employment History

2000-01 Hospice of Ukiah	Administrator (part-time)
2000-99	Retired from the City of Berkeley, Relocated to Ukiah and renovated a1937 house
1986-1999 City of Berkeley	Manager /Director Senior Nutrition Congregate and Home Delivered Meal Programs Social Worker at a Senior Center Associate Management Analyst, Solid Waste and Recycling Division
1983-86	Council on Aging Sonoma County Director Senior Nutrition Programs
1979-83	North Coast Opportunities Director of Senior Nutrition Programs, Lake and Mendocino Counties
1976-79 Eastern Union Co. N.J, YMHA	Manager Older Adult Programs

Interests and Skills, Past and Present

Analyzing data, managing budgets, coordinating volunteers, sewing costumes, catering events, drawing, painting and ceramics. Classes at Mendocino College

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Angela Silver
Calpella County Water District

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George Williamson

Counsel
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Commission Clerk
Elizabeth Salomone

Regular Meetings

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

Agenda Item No. 4

MINUTES

LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, February 1, 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, and Jerry Ward

Members Absent:

None

Alternate Members Present:

Commissioners Kevin Doble, Dan Hamburg
Carol Rosenberg, and Angela Silver

Alternate Members Absent:

None

Staff Present:

George Williamson, Executive Officer
Elizabeth Salomone, Clerk

Alternate Commissioner Silver immediately took seat as Special District Representative.

CONSENT CALENDAR

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

Upon motion by Commissioner Madrigal and second by Commissioner McCowen, the Consent Calendar was approved unanimously.

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Silver, and Ward

4. Public Expression

There was no one from the public interested in speaking at this time.

PUBLIC HEARINGS

Public Hearing Notice was published in the newspapers on January 11, 2016.

5. Calpella County Water District Sphere of Influence Update

The Public Hearing was opened at 9:08am.

George Williamson presented the SOI Update, noting the extensive cooperation of the Calpella County Water District. Lee Howard, private citizen, addressed the Commission and submitted the following documents to the Commission: Agreement for Water Supply and Construction of Millview-Calpella Intertie Project (1992) and State of California Domestic Water Supply Permit Issued to Calpella County Water District (2005).

Comments and questions were offered by Commissioners Madrigal, McCowen, Ward, Brown, Silver, McNerlin, Hammerstrom, and Doble. It was noted that Mr. Williamson would discuss the issues raised with the Millview County Water District and Redwood Valley County Water District General Manager at the scheduled meeting and Commissioner Brown asked for an email update on the meeting as soon as possible. Mr. Williamson recommended approving the SOI Update with changes suggested by the Commission which he confirmed address the issues in the public testimony. The Commission directed staff to note comments from today for the Calpella County Water District MSR future update.

Upon motion by Commissioner Madrigal and second by Commissioner Silver, adoption of Resolution 15-16-11 approving the Calpella County Water District Sphere of Influence Update with the following changes was approved by roll call vote:

Page 6, 1st Paragraph: Strike “due to a lack of water availability for any new customers.”

Page 8, 5th Paragraph: Strike “but lacks additional water capacity.”

Page 8, 5th Paragraph: Strike “Calpella CWD is currently under a moratorium for new service hookups because the District currently does not have water available for any new customers.”

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Silver, and Ward

6. Redwood County Water District Sphere of Influence Update

George Williamson presented the SOI Update. Lee Howard, private citizen, addressed the Commission and submitted the following documents: State of California State Water Resources Control Board Order WR 2005-0013 and Superior Court of California Ruling on District’s Renewed Motion to Modify Judgement and Write of Mandate (1994).

Comments and questions were offered by Commissioners Ward, McCowen, Brown, Madrigal, Silver, Hammerstrom, Hamburg, and Rosenberg. It was noted that Mr. Williamson would discuss the issues raised with the Millview County Water District and Redwood Valley County Water District General Manager at the scheduled meeting and Commissioner Brown asked for an email update on the meeting as soon as possible.

Upon motion by Commissioner McCowen and second by Commissioner Brown, adoption of Resolution 15-16-12 approving the Redwood Valley County Water District Sphere of Influence Update with the following changes was approved by roll call vote:

Page 6, 5th Paragraph: to read: “The Redwood Valley CWD’s current SOI is coterminous with District’s boundaries. Furthermore, there are no reported out of district service connections. Services provided are limited by water availability, infrastructure, and elevational changes in the surrounding valley....”

Page 7, 4th Paragraph: Strike “mostly unusable”

Ayes: Commissioners Brown, Hammerstrom, McCowen, McNerlin, Silver, and Ward
Noes: Commissioner Madrigal

The Public Hearing was closed at 10:07am.

7. Round Valley County Water District Sphere of Influence Update (CONTINUED Hearing Item)

The Public Hearing was originally noticed for and opened on September 14, 2015, subsequently continued to the December 7, 2015 meeting, and further continued until today.

Upon motion by Commissioner Madrigal and second by Commissioner Brown, the recommended action to approve the continuance for the Round Valley County Water District Sphere of Influence Update to the April 4, 2016 meeting was approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Silver, and Ward

8. Proposed Budget Amendment for FY 2015-16

George Williamson presented, noting the Executive Committee has reviewed and made suggestions for update and presentation to full Commission. He stressed the proposed adjustments would come from the unrestricted funds with no impact on contributions or reserves.

The Public Hearing was open at 10:15am and closed at 10:15am, with no one from the public indicating an interest in speaking.

Comments and questions were offered by Commissioners Silver, Madrigal, McCowen, and Ward. It was noted the in-county travel and stipends may need to be increased.

Upon motion by Commissioner McCowen and second by Commissioner Hammerstrom, the recommended action to approve the Proposed Budget Amendment for FY 2015-16 was approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, Silver, and Ward

Workshops

9. Preliminary Budget Review for FY 2016-17

Chair Ward presented, reviewing the process for developing the preliminary budget and reviewing the process of special district notification. Comments and questions were offered by Commissioners Brown, Ward, Doble, McNerlin, Rosenberg, and McCowen.

#01 4000, LAFCo Apportionment Fees: Reduce to \$125,000.00 as per discussion at Executive Committee.

#09, 5300, Basic Services: Executive Committee proposal to separate the Clerk Services Contract to a separate line item.

#20, 6100, Audit Services: Review invoices and payment schedule of auditor.

#26 6740, In-County Travel and Stipends: Reevaluate as per discussion at Executive Committee meeting.

#27 6750, Travel & Lodging: Reevaluate as per discussion at Executive Committee meeting.

#30, 7001, MSR Reviews – Admin: Discussion was held regarding the allocation to this line item.

#33 Total Operating Expenses to be adjusted accordingly.

Tony Orth spoke, suggesting a review of the Reserves Policy.

A motion was made by Commissioner McCowen directing the Executive Officer publish and distribute the Preliminary Budget with the changes listed below:

#01 4000, LAFCo Apportionment Fees: Reduce to \$125,000.00 as per discussion at Executive Committee and available fund balance be utilized for the additional expenses budgeted.

#26 6740, In-County Travel and Stipends: Adjust to \$4,300

#27 6750, Travel & Lodging: Adjust to \$5,000

#33 Total Operating Expenses to be adjusted accordingly.

Upon order of the Chair, the motion was withdrawn and made as a direction to the Executive Officer.

The Executive Committee will review the Policy for unreserved funds and reserves. They will also meet with the Clerk for preliminary discussions on contracting directly between Clerk and Commission.

Commissioner McNerlin requested the special districts be provided the Reserve Policy and the amount of money held in the reserves. Commissioner Hammerstrom requested the reserves and the unrestricted funds be reflected on the proposed budget.

The Commission directed the Executive Officer to make the changes, distribute the preliminary budget to Special Districts, Cities, and County, and to continue with the procedure as outlined in the staff report.

10. Potter Valley Irrigation District Sphere of Influence Update

George Williamson presented. Comments and questions were offered by Commissioners Madrigal, Hammerstrom, and Brown. Commissioner Madrigal asked for clarification on the “gaps” or “islands” in the mapping of the District. The Commission asked for District response to be provided at the Public Hearing in March.

Workshop Action: Update to be brought to Public Hearing in March 2016 with discussed issues addressed.

11. Hopland Public Utility District Sphere of Influence Update

George Williamson presented, noting Commissioner Silver’s comments were received by staff and would be incorporated in the public hearing version of the document to be presented in March. Comments and questions were received by Commissioners Hamburg, McCowen, Brown, Madrigal, and McNerlin. Commissioner Hamburg asked for clarification describing the District as located in the Ukiah Valley rather than in the Sanel Valley. Commissioner Brown asked for further information on the Tribal relationship with the District.

Workshop Action: Update to be brought to Public Hearing in March 2016 with discussed issues addressed.

12. Countywide Fire Protection Services Municipal Service Review (Part 3)

Comptche Community Services District

Piercy Fire Protection District

Westport Volunteer Fire Department

Elk Community Services District

South Coast Fire Protection District

Whale Gulch Volunteer Fire Company

Tony Orth, Brooktrails Township CSD Director presented a handout titled “Comments by Tony Orth for Mendocino LAFCO Workshop Feb. 1, 2016 regarding California State Proposition 172 sales tax revenues.

Comments and questions were offered by Commissioners McCowen, Hammerstrom, Rosenberg, Ward, and Madrigal.

Workshop Action: Commissioners are to respond directly to Baracco & Associates with any feedback on the documents, and to copy the Commission Clerk on all correspondence. The expectation is for these documents to be reviewed at Public Hearing at the March Regular Meeting.

Chair Ward called a break from 10:48am – 10:55am.

Closed Session

13. Annual Performance Evaluation. Title: Contract Executive Officer

The Commission entered closed session at 11:09am and returned to open session at 12:14pm. Chair Ward reported the Commission reviewed and completed a rating sheet and will be discussing it with the Executive Officer.

MATTERS FOR DISCUSSION/POSSIBLE ACTION

14. Planwest Contract Amendment for FY 2015-16

George Williamson presented. Comments and questions were offered by Commissioners McCowen, McNerlin, and Ward. Commissioner McNerlin suggested a number of edits in the original contract.

Upon motion by Commissioner McCowen and second by Commissioner Hammerstrom the Planwest FY 2015-16 contract amendments with conditions noted below was approved by roll call vote:

- Chair to work with the Executive Office to address the typographical errors and references as noted by Commissioner McNerlin in the original contract
- Work plan completion chart be expanded as per the direction of the Executive Committee

Ayes: Commissioners Brown, Hammerstrom, Madrigal, McCowen, McNerlin, and Ward

Absent: Commissioner Silver

15. Planwest Contract Extension or Staffing RFP Options for FY 2016-17

Chair Ward presented the item. Comments and questions were offered by Commissioners Madrigal, McCowen, Ward, McNerlin, Hammerstrom, Rosenberg, Doble, Brown, and Hamburg. Chair Ward noted he had received a letter from Uma Hinman expressing interest in being included in the RFP process. Commissioner Brown suggested detaching the Clerk contract to work directly under the Commission rather than through Executive Office services.

Commissioner Brown moved to approve the Planwest Contract Extension excepting the Clerk position which will become a direct contract between Clerk and Commission. The motion was not seconded and therefore failed.

Commissioner Hammerstrom moved to approve the Planwest Contract Extension, authorizing the Executive Committee to finalize the action. Commissioner Brown seconded the motion. The motion was not approved through roll call vote:

Ayes: Hammerstrom, Ward, and Brown

Noes: McNerlin, Madrigal, and McCowen

Absent: Silver

Commissioner McCowen suggested that the noted support for extending the Planwest Contract is not invalidated by supporting the RFP option and there has been interest in the publishing of the RFP by other parties.

Upon motion by Commissioner McCowen and second by Commissioner Madrigal authorization for the Executive Committee to work with staff to develop an RFP for Executive Services excepting the Clerk position which will become a direct contract between Clerk and Commission was approved by roll call vote:

Ayes: McNerlin, Madrigal, McCowen, and Brown

Noes: Hammerstrom and Ward

Absent: Silver

Commissioner Madrigal noted her vote does not reflect a lack of confidence in the current Executive Officer and Commissioner McCowen agreed.

Commissioner Brown asked for details on the cost for the RFP process, asking for expenses to be tracked.

16. MSR Completion – No discussion

17. Alternate Public Member Appointment

George Williamson presented. Based on Government Code cited in the staff report, the vacancy will be posted. Interviews of applicants will be conducted at the March Regular Meeting.

18. Status of Audits for FY 2012-13, FY 2013-14, and FY 2014-15

Chair Ward noted the first draft of the FY 13-14 Fiscal Audit did not include the information he had sent for the Auditor. After Chair Ward sent the information to the auditor directly, the second draft was provided within two days and reflected the information correctly.

Chair Ward asked Mr. Williamson to provide the FY 14/15 financial statements to him before sending to the Auditor.

Upon motion by Commissioner Madrigal and second by Commissioner McCowen the FY 2013-14 Audit and the contract for execution of engagement with Pehling and Pehling for the FY 14-15 Audit was approved unanimously:

Ayes: Brown, Hammerstrom, Madrigal, McCowen, McNerlin, and Ward

Absent: Silver

INFORMATION/REPORT ITEMS

19. Status of Current and Future Projects – No discussion

20. Correspondence

Chair Ward asked for the outstanding charges for Annexation and LCP Status as noted in the correspondence to William Moores be reflected in the financials.

21. Executive Officer's Report

Special District Elections

CSDA Special District Training, Commissioner Silver reviewed the proposed CALAFCO Legislation regarding LAFCo's role in JPA's (Joint Powers of Authority.) In summary, legislation would not require LAFCos to conduct MSRs for JPAs. The JPAs would be stand-alone entities and though LAFCos would have an interest, they would have no authority or prepare MSRs for the JPAs. It was noted that no letters of support are being requested at this time. Commissioner Silver was asked to forward the information to the Clerk to forward to the Commissioners.

22. Commissioners Reports, Comments or Questions

Commissioner Ward asked to have the MSRs and SOIs be sent as attachments to the agenda packet rather than embedded within it.

23. Legislation Report

No report was offered.

Adjournment

There being no further business, at 1:10pm the meeting was adjourned to the next regular meeting on Monday, March 7, 2016 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: March 7, 2016
 TO: Mendocino Local Agency Formation Commission
 FROM: George Williamson, Executive Officer
 SUBJECT: Claims for February 2016

The following claims are recommended for payment authorization:

Name	Account Description	Amount
Planwest Partners	5500 Basics Services: EO, Analyst, Administrator; 7501 SOI Updates; 6200 Bookkeeping; 9000 CSDA Training Coordination; 8008 & 8009 Applications: \$ 8152.00 5500 Basic Services: Clerk \$ 1,636.25	\$ 9,788.25
Ukiah Valley Conf. Center	5502 Office space: \$ 400.00 5503 Work room: \$ 30.00 5603 Photocopy: \$ 15.80 5605 Postage : \$ 30.70	\$ 476.50
P. Scott Browne	6300 Legal Counsel Monthly flat fee: \$500.00	\$ 500.00
Ukiah Daily Journal Willits News Fort Bragg Advocate-News	5900 Publication and Legal Notices 2-1-16 Public Hearing Notice for SOI Updates and Budget Amendment:	\$ 244.68
Commissioner Reimbursements	6740 Angela Silver (Feb 2016 \$110.39 6740 Carol Rosenberg (Feb 2016 \$50)	\$ 160.39
Access TV	6000 Televising meetings	\$ 400.00
CSDA	9000 Special District Training Support 50% payment for Workshop Agreement	\$ 5,000.00
Baracco & Associates	5700-5703 Internet & Website Costs Reimbursement for Dropbox renewal payments: Feb 15 to Feb 16: \$99 Feb 16 to Feb 17: \$99	\$ 198.00
Petty Cash Replenishment	<i>Note: expenses itemized at time of purchase on tracking sheet</i>	\$167.21

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



INVOICE

DATE: February 26, 2016 INVOICE #: 16-218-02
TO: Mendocino LAFCo
PROJECT: LAFCo Planning Services & Expense (January 27 2015 – February, 25 2016)

January, 27 – February 25 2016 COSTS SUMMARY

Table with 2 columns: Description and Amount. Rows include Acct 5300 - Basic Services Planwest (\$1,921.00), Acct 5300 - Basic Services Clerk Services - Beth Solomone (\$1,636.25), Acct 6200 - Bookkeeping (Other Services) (\$630.00), Acct 7001 - Municipal Services Reviews (\$580.00), Acct 7501 - Sphere of Influence Updates (\$4,727.00), Acct 9000 - CSDA Training Coordination (\$294.00), and TOTAL AMOUNT DUE (\$9,788.25).

Basic Services Acct 5500

Table with 3 columns: Description, Hours, and Rate. Rows include Executive Officer, George Williamson (5.5 hours at \$108 per hour, \$594.00), Analyst, Colette Metz (10.5 hours at \$84 per hour, \$882.00), Clerk, Elizabeth Salomone (46.75 hours at \$35 per hour, \$1,636.25), GIS Analyst/Web Maint. (2.5 hours at \$62 per hour, \$155.00), and Administrative Analyst (5 hours at \$58 per hour, \$290.00).

Bookkeeping (Other Services) Acct 6200

Table with 3 columns: Description, Hours, and Rate. Rows include Executive Officer, George Williamson (1 hour at \$108 per hour, \$108.00) and Administrative Analyst (9 hours at \$58 per hour, \$522.00).

MSRs Account 7001

Table with 3 columns: Description, Hours, and Rate. Row includes Service Specialist (10 hours at \$58 per hour, \$580.00).

SOI Updates Acct 7501

Table with 3 columns: Description, Hours, and Rate. Rows include Executive Officer, George Williamson (3.5 hours at \$108 per hour, \$378.00), Analyst, Colette Metz (3 hours at \$84 per hour, \$252.00), GIS Analyst/Web Maint. (16.5 hours at \$62 per hour, \$1,023.00), and Service Specialist (53 hours at \$58 per hour, \$3,074.00).

CSDA Training Coordination Acct 9000

Table with 3 columns: Description, Hours, and Rate. Row includes Analyst, Colette Metz (3.5 hours at \$84 per hour, \$294.00).

Basic Services/Administration

Prepared and posted agenda and packet materials and updated website. Coordinated meeting packet preparations, and staffed February 2016 commission meeting. Transcribed and reviewed draft February meeting minutes for review at March 7 meeting. Staffed office in February. Prepared January meeting agenda and staff reports for posting to website. Compiled claims for March agenda. Staffed February Executive Committee meeting and compiled minutes. Responded to inquiries from member organizations and property owners on potential annexations and changes in organization.

Other Services

Compiled claims for commissioner review and approval at February meeting. Entered claims into QuickBooks and prepared checks for claims to be authorized at March 2016 meeting. Prepared FY 2014-15 audit materials for submittal to Pehling and Pehling.

Municipal Service Reviews

Continued work on MSR Update for Fort Bragg Rural FPD. Researched and addressed boundary concerns within LAFCo files regarding incomplete filing of 2011 BOE application for detachment and 2013 misidentification of District boundary in annexation application.

Sphere of Influence Updates

Presented Final Draft SOI Updates for February 2016 hearing based on commission review and agency input for Gualala CSD. All SOIs adopted by Commission. Incorporated Commission comments into an adopted version for LAFCo records.

Prepared SOI hearing draft versions for Potter Valley Irrigation District, Calpella and Redwood Valley CWDs, and Hopland Public Utility District

Prepared SOI workshop draft versions for MCRCD and Millview CWD

Continued to coordinate staff level reviews for the following agencies, Willow CWD, Millview CWD, MCRCD, and Noyo Harbor District.

Continued Round Valley CWD SOI update review in coordination with Round Valley Tribes.

Applications

No activity

CSDA Training Coordination

Staff continued working with California Special Districts Association (CSDA) to bring one full-day workshop and three part-day workshops in 2016. CSDA distributed the interest survey to special districts by e-mail with Commission review and survey content approval.

Invoice

To: Planwest Partners
on behalf of Mendocino LAFCo

Invoice Detail for Elizabeth Salomone

Hours

5302

Contract

<u>Date</u>	<u>Services</u>	<u>MSR Updates</u>	<u>Total Hours</u>
1/28/2016	5.25		5.25
2/1/2016	5.00		5.00
2/2/2016	4.25		4.25
2/4/2016	5.00		5.00
2/8/2016	2.50		2.50
2/9/2016	4.75		4.75
2/15/2016	2.25		2.25
2/16/2016	4.75		4.75
2/18/2016	4.50		4.50
2/22/2016	0.50		0.50
2/23/2016	4.00		4.00
2/25/2016	4.00		4.00
<hr/>			
	46.75	0.00	46.75
	\$ 1,636.25	\$ -	\$ 1,636.25

Expenses

<u>Date</u>	<u>Company</u>	<u>Amount</u>
<hr/>		
Total Amount Due		\$ 1,636.25

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945



Marsha A. Burch
Of Counsel

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

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

Period Ending:

2/15/2016

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>
1/25/2016 PSB Telephone call from Jerry Ward; Draft agenda item; Memo to Jerry; Email to George Williamson; Email to Baracco.	1.25
1/26/2016 PSB Telephone call from Ward; Prepare evaluation for and send to him; Telephone call from George Williamson re: Bruce.	1.50
1/27/2016 PSB Telephone call from George Williamson; Telephone call to Bruce Baracco; Memo to Ward & George Williamson; Review memo from Bruce; Email to Ward.	2.00
2/1/2016 PSB Attend Commision closed session by phone.	1.25
2/5/2016 PSB Telephone call from George Williamson	0.50
SUBTOTAL:	[6.50]

	<u>Amount</u>
Total Professional Hours	6.50
Per Representation Agreement, flat fee of \$500/month.	\$500.00
Previous balance	\$500.00
 <u>Payments and Credit Activity</u>	
2/2/2016 Payment - Thank You. Check No. 1106	(\$500.00)
Total payments and adjustments	(\$500.00)

TOTAL BALANCE NOW DUE

\$500.00

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Monthly Financial Report

Application Revenues:

Payments received in February for Application Deposits: NONE

Note: At Treasurer's direction, application revenues are being tracked separately, as they are not budgeted expenses, but reimbursable fees paid by applicants on separate cost recovery track.

Other Deposits:

NONE

Budgeted Expenses:

Attached is the updated budget track form with budget items, account numbers, and amounts for FY 2015-16 through February 2016. The February claims are also itemized in Agenda Item 5.

Petty Cash:

Photocopies: \$14.70

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

Attachments: Budget Track Spreadsheet

Mendocino Local Agency Formation Commission
 FY 2015-16 Budget Track - Through January 2016

Task	Account #s	FY 15-16 Budget Amendment	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Year to Date	Remaining Budget*
Contract Services - Basic Services		\$59,000.00										
Basic Services - EO/Analyst/GIS	5300	\$41,000.00	\$5,213.00	\$4,819.00	\$4,270.00	\$6,532.00	\$5,303.00	\$4,478.00	\$1,979.00	\$1,921.00	\$34,515.00	\$6,485.00
Basic Services - Clerk	5300	\$18,000.00	\$1,216.25	\$1,837.50	\$1,251.25	\$1,540.00	\$1,715.00	\$1,461.25	\$1,732.50	\$1,636.25	\$12,390.00	\$5,610.00
Other Expenses		\$51,770.00										
Rent	5500											
Office Space	5502	\$4,675.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$400.00	\$400.00	\$400.00	\$3,075.00	\$1,600.00
Work Room	5503	\$360.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$240.00	\$120.00
Office Expenses	5600											
Office Supplies (petty cash)	5601	\$700.00	\$135.39	\$27.02	\$0.00	\$188.59				\$167.21	\$518.21	\$181.79
Photocopy	5603	\$1,000.00	\$104.40	\$16.10	\$105.50	\$299.79	\$6.80	\$172.20	\$87.96	\$15.80	\$808.55	\$191.45
Postage	5605	\$300.00	\$11.76	\$0.97	\$4.59	\$37.64	\$8.67	\$1.46		\$30.70	\$95.79	\$204.21
Office Equipment	5607	\$1,500.00									\$0.00	\$1,500.00
Internet & Website Costs	5700	\$1,200.00				\$45.54				\$198.00	\$243.54	\$956.46
Publication & Legal Notices	5900	\$2,000.00		\$261.45			\$225.57	\$213.18		\$244.68	\$944.88	\$1,055.12
Televising Meetings	6000	\$1,700.00	\$380.00							\$400.00	\$780.00	\$920.00
Audit Services	6100	\$3,025.00							\$3,025.00		\$3,025.00	\$0.00
Bookkeeping	6200	\$4,800.00	\$416.00	\$416.00	\$520.00	\$520.00	\$312.00	\$312.00	\$260.00	\$630.00	\$3,386.00	\$1,414.00
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,000.00	\$2,000.00
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	\$2,000.00				\$1,156.00					\$1,156.00	\$844.00
In-County Travel & Stipends	6740	\$2,000.00							\$855.63	\$160.39	\$1,016.02	\$983.98
Travel & Lodging Expenses	6750	\$2,500.00			\$1,307.08		\$179.50				\$1,486.58	\$1,013.42
Conferences (Registrations)	6800	\$3,000.00	\$1,796.00				\$80.12				\$1,876.12	\$1,123.88
Special District Training Support	9000	\$12,000.00					\$338.00	\$78.00	\$39.00	\$5,294.00	\$5,749.00	\$6,251.00
MSR & SOI Updates		\$47,000.00										
MSR Reviews - Admin	7001	\$5,000.00						\$1,450.00	\$319.00	\$580.00	\$2,349.00	\$2,651.00
SOI Updates	7501	\$42,000.00	\$5,457.00	\$4,930.00	\$4,350.00	\$6,066.00	\$4,470.00	\$696.00	\$1,181.00	\$4,727.00	\$31,877.00	\$10,123.00
FY 2013-14 MSRs Finalization												
Barraco & Associates **	7000	\$6,300.00						\$306.25	\$78.75		\$385.00	\$5,915.00
Monthly/ Year to Date Totals			\$15,634.80	\$13,213.04	\$12,713.42	\$17,290.56	\$13,543.66	\$10,098.34	\$10,487.84	\$16,935.03	\$109,916.69	

* Amount remaining reflects prior year charges

** Amount reflects balance from prior year contract

Note: Account 5500 for Rent has been split out to show costs allocated to accounts 5502 (office space) and 5503 (work room) separately; Account 5600 has been split into 4 Accounts: 5601 (office supplies: petty cash), 5603 (photocopy), 5605 (postage), and 5607 (office equipment)

Acct 8000: Application Revenues tracked separately

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Public Hearing** for Hopland Public Utility District Sphere of Influence Update

Background

This is a public hearing item to consider maintaining a coterminous sphere of influence (SOI) for the Hopland Public Utility District (PUD). The Commission reviewed the draft SOI Update at a public workshop in February. Comments and revisions made to the document subsequent to the February workshop are highlighted in track changes.

The District provides water and wastewater services to the residents of the unincorporated Hopland community. Hopland PUD receives all of its water supply from the RRFC. The District was reviewed as part of the 2013 Ukiah Valley MSR. The MSR includes recommendations for consolidating the Hopland PUD with Calpella CWD and Willow CWD based on shared staffing and management agreements with Willow CWD. It is important to note that similar management agreements have since been extended to Millview CWD and Redwood Valley CWD.

Hopland PUD does not provide out of district services and currently has a coterminous SOI. The updated SOI is proposed to remain coterminous with the District's boundary.

Recommendation

Staff recommends the Commission adopt Resolution No. 15-16-14 (attachment 2), thereby reaffirming the existing sphere of influence for the Hopland Public Utility District to remain coterminous with the District's boundary.

Attachments: 1) Hopland PUD SOI Update Hearing Draft
2) LAFCo Resolution No. 15-16-14
3) Proof of Publications
- Notice of hearing for MSRs and SOI updates in Fort Bragg
- Notice of hearing for MSRs and SOI updates in Willits

MENDOCINO **Local Agency Formation Commission**

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, California 95482

HOPLAND PUBLIC UTILITY DISTRICT
SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- February 1, 2016

Draft Hearing- March 7, 2016

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county” (GC §56425). A “SOI” is defined under the CKH Act as “.... a plan for the probable physical boundaries and service area of a local (government) agency” (GC §56076).

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update will assess and recommend establishment of an appropriate Hopland Public Utility District (Hopland PUD, HPUD or District) Sphere of Influence (SOI). The objective is to establish Hopland PUD’s SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the Hopland PUD’s Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
 2. Present and probable need for public facilities and services in the area.
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
 5. If the agency provides services related to water, sewer, or fire, then the present and probable need for these services by any disadvantaged unincorporated communities within the existing sphere should be considered
-

Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2016 Policies and Procedures*, "Chapter 9: Spheres of Influence, MSRs, and Special Studies":

Section 1. Spheres of Influence

Reduced Spheres

The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission shall, however, consider removal of land from an agency's sphere of influence if either of the following two conditions apply:

- the land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- the land is inside the affected agency's jurisdictional boundary but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

Zero Spheres

LAFCo may adopt a "zero" sphere of influence encompassing no territory for an agency. This occurs if LAFCo determines that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). The local agency which has been assigned a zero sphere should ultimately be dissolved.

Service Specific Spheres

If territory within the proposed sphere boundary of a local agency does not need all of the services of the agency, a "service specific" sphere of influence may be designated.

Agriculture and Open Space Lands

Territory not in need of urban services, including open space, agriculture, recreational, rural lands, or residential rural areas shall not be assigned to an agency's sphere of influence unless the area's exclusion would impede the planned, orderly and efficient development of the area. In addition, LAFCo may adopt a sphere of influence that excludes territory currently within that agency's boundaries. This may occur when LAFCo determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency's sphere. Exclusion of these areas from an agency's sphere of influence indicates that detachment is appropriate.

Annexations are not Mandatory

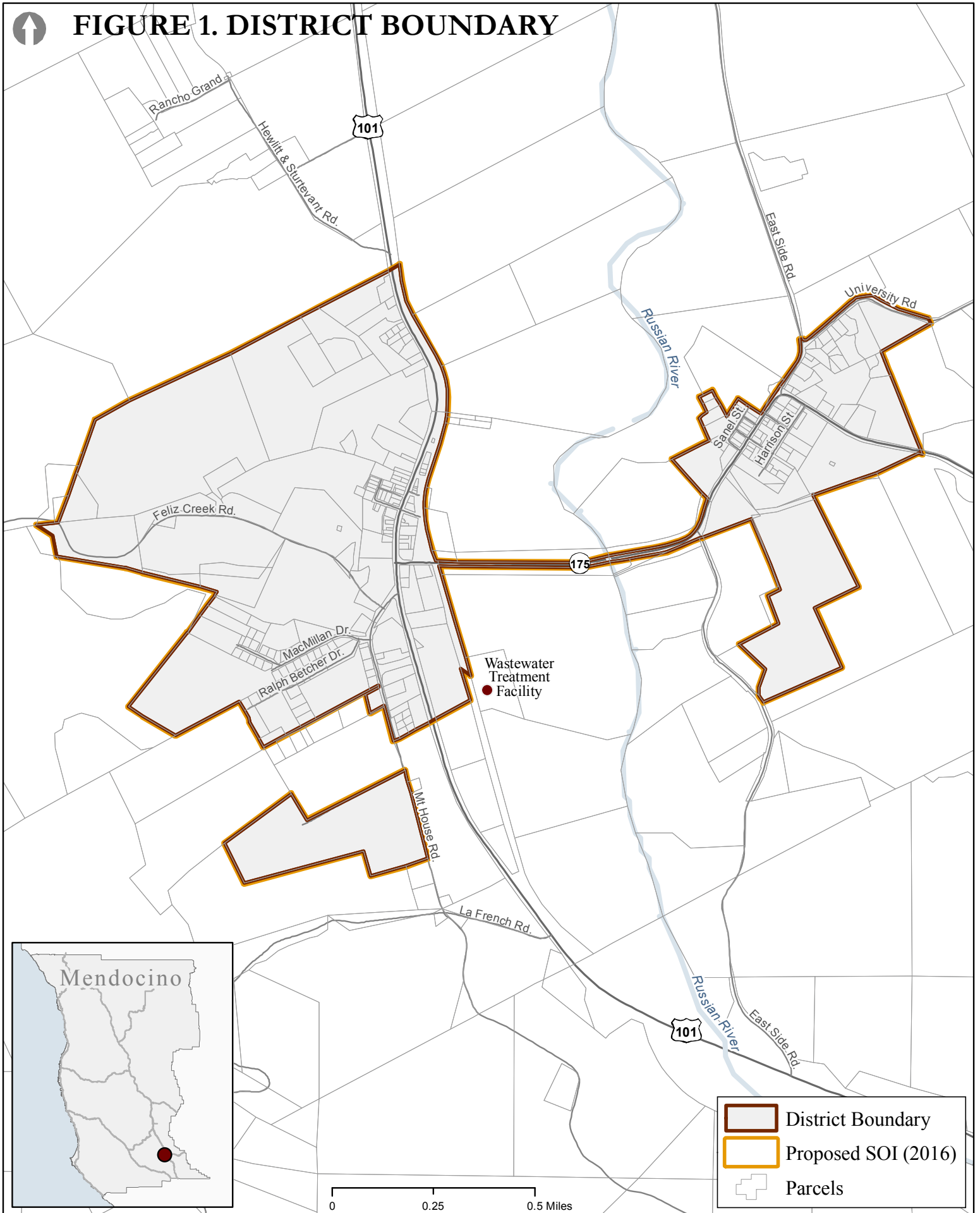
Before territory can be annexed to a city or district, it must be within the agency's sphere of influence (G.G. §56375.5). However, territory within an agency's sphere will not necessarily be annexed. A sphere is only one of several factors that are considered by LAFCo when evaluating changes of organization or reorganization.

Islands or Corridors

Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area of an agency.



FIGURE 1. DISTRICT BOUNDARY



	District Boundary
	Proposed SOI (2016)
	Parcels

Hopland Public Utility District

Packet Page 28

Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino **LAFCo** by: Date: 1/27/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Other_Districts\Hopland_Public_Utility_District.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

The Hopland Public Utility District (HPUD) provides water and sewer service to the Hopland community. There are [350-326](#) water connections and [303-274](#) sewer connections. The boundaries of HPUD are shown in Figure 1.

BACKGROUND

The HPUD established in [1955-1950](#) is [in the Sanel Valley](#), located approximately 12 miles south of Ukiah and outside the Ukiah Valley Area Plan study area. ~~Hopland PUD originally provided water, wastewater, and fire services. The fire department became a separate entity in 1995 (MSR 2013).~~

~~The Willow County Water District (WCWD) operated the HPUD system from 1983 to 1992 and in 2008 entered into a staffing agreement with WCWD. HPUD shares office space and staff services with the WCWD. The HPUD relies on the general manager, office personnel, and maintenance staff of the WCWD. As such, the HPUD has no employees and the Board of Directors works directly with staff of WCWD (MSR 2013). By contract the WCWD operated the HPUD from 1983 to 1992. In 2008 HPUD requested and received a new service contract from WCWD to provide office space, office personnel, maintenance staff and general manager to operate the HPUD. The HPUD has no employees and the Board of Directors work directly with Willows general manager and Board of Directors.~~

MUNICIPAL SERVICE REVIEW

In 2012, the Ukiah Valley Special Districts Municipal Service Review (MSR) was prepared by LAFCo, which included a section on the Hopland Public Utility District. MSR's are a prerequisite for establishing, amending, or updating spheres of influence. As such, much of the information contained herein comes directly from the Hopland PUD MSR, adopted by the Commission on May 8, 2013.

SPHERE OF INFLUENCE

The SOI is considered to be coterminous with the District's boundaries at this time, and there is no information in LAFCo files to indicate otherwise.

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of a SOI review, including "...the present and probable need for those public facilities and services of any DUCs within the existing sphere of influence" (GC §56425). A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. The Hopland PUD provides water and wastewater, and is responsible for assuring that these services are adequately provided to the community.

Hopland's median household income was reported as \$44,700, which is 77 percent of the California median household income of \$57,708 (MSR 2013). The community of Hopland therefore meets the definition of a DUC. The 2013 MSR reports that there are no island communities, legacy communities, or fringe communities adjacent to the HPUD's boundaries.

POPULATION AND LAND USE

Population and Growth

The population of Hopland was estimated at 756 residents by the 2010 Census. The MSR estimated the population in Hopland in 2020 would be 830. (MSR 2013).

Land Use and Development

The District's boundary encompasses much of the unincorporated community of Hopland. The District is surrounded on all sides by territory designated as either agriculture or rangeland (see Figure 2 in Appendix A). HPUD's current boundary is not continuous. South of the main body of the District is an island parcel which was annexed to the District some time ago. The District reports this area is a winery which receives both water and wastewater services.

The District's wastewater treatment facility is located outside of District boundaries. The principal act for the public utilities districts provides that a district may own, operate and control facilities within or outside district boundaries (Section 16461).

CAPACITY AND SERVICE

Water

Hopland currently provides water to approximately ~~350-326 active~~ service connections. ~~Current annual water demands are estimated to be approximately 350 acre feet per year (AFY)(MSR 2013).~~ Annual water demand for calendar year 2013 was 204 ac/ft. The District reports that 2013's demand reflects what it considers its typical annual water demand. HPUD has a contract to divert up to 222 ac/ft annually from HPUD purchases up to 400 AFY of water per year from the Russian River Flood Control and Water Conservation Improvement District (RRFC). The HPUD maintains two storage tanks, one to the east and one to the west. The east tank has a capacity of 300,000 gallons and the west tank has a capacity of 500,000 gallons and has a maximum daily demand of 400,000 gallons -(District Manager, January 2016)(MSR 2013).

The District transports water to the Hopland Band of Pomo Indians (HBPI). This water is wheeled to the HBPI to satisfy their federally reserved water rights as counseled by the State Water Resources Control Board and is not considered District water. The agreement provides for up to 30 acre feet per year (AFY) to be provided to HBPI (District Water Agreement, 2011).

The State Water Resources Control Board has directed that the Tribe has a federally reserved water right that is equal to at least the amount of water that is necessary to irrigate practical irrigable acreage, and that the District can provide the Tribe's reserved water right to the Reservation through the well that the District is presently utilizing (District Water Agreement, 2011).

The District entered into a wheeling agreement with the Hopland Band of Pomo Indians in 2011. The District provided notice to LAFCo of this action in 2011 via letter from their legal counsel. The wheeling agreement allows for HPUD to pump, treat and transport tribal water that is within the HPUD boundaries back to tribal land that is outside of the HPUD boundaries. Prior to the wheeling agreement, the Tribes received their water from the District via water truck transport.

Wastewater

The HPUD has 303-274 active sewer connections. Average daily flow is 45,000 gpd, while capacity is 90,000 gpd. The peak daily flow capacity is 220,000. The HPUD has the capacity to double its sewer customers (MSR 2013).

RELEVANT PLANNING AND SERVICE FACTORS

Local planning policies and land-use designations inform LAFCo SOI decisions. Below are relevant policies and service factors that are used as a guide.

County of Mendocino General Plan- Development Element (DE)

General Plan Water Supply and Sewer (Wastewater Treatment) Services Policies:

Policy DE-186: Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-187: The County supports efficient and adequate public water and sewer services through combined service agencies, shared facilities, or other inter-agency agreements.

Action Item DE-187.1: Work aggressively with water and sewer service providers to overcome current and projected system and supply deficiencies necessary to serve planned community growth.

Action Item DE-187.2: Support funding applications to improve and expand water and sewer service capabilities in areas planned for future growth or to resolve existing deficiencies.

Action Item DE-187.3: Work with communities and public water and sewer service entities to monitor, manage and/or maintain community-wide or decentralized water/sewer systems.

Policy DE-188: Encourage water and sewer service providers to incorporate water conservation, reclamation, and reuse.

- Encourage the development and use of innovative systems and technologies that promote water conservation, reclamation, and reuse.
- Encourage the development of systems that capture and use methane emissions from their operation.
- Encourage the development and use of innovative systems and technologies for the treatment of wastewater.

Policy DE-189: Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with land use and resource objectives of the General Plan, except where the extension is needed to address a clear public health hazard.

Policy DE-190: Development of residential, commercial, or industrial uses shall be supported by water supply and wastewater treatment systems adequate to serve the long-term needs of the intended density, intensity, and use.

Policy DE-191: Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

~~SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA)~~

~~The Sustainable Groundwater Management Act, signed by Governor Brown in September 2014, applies to groundwater basins designated as medium or high priority by the California Department of Water Resources. Mendocino County has one medium priority basin (Ukiah Valley) and no high~~

~~priority basins. The Groundwater Act requires formation of a Groundwater Sustainability Agency (GSA) for the Ukiah Valley Basin by June 30, 2017, and preparation of a Groundwater Sustainability Plan by 2022. The Mendocino County Water Agency, a dependent special district governed by the Mendocino County Board of Supervisors, is coordinating efforts among stakeholders to identify options for establishing a GSA for the Ukiah Valley Basin. Ultimately, the decision on which public agency (or agencies) will serve as the GSA for the Ukiah Valley Basin will be made by the Mendocino County Board of Supervisors with input from the Water Agency and in consultation with other local agencies (cities, tribes, special districts) situated within the groundwater basin boundary.~~

DISCUSSION

Sphere of Influence

HPUD does not provide District water external to current boundaries, nor do they anticipate any expansion of services in the near future. A coterminous SOI fits the present and anticipated near-future needs of the District.

Consolidation

The 2013 MSR provided the following recommendation: ~~—~~“Willow CWD has management agreements with both Calpella CWD and HPUD whereby Willow CWD provides office space, administrative staff, and field staff for the two districts. Both Calpella and Hopland have no employees, so the management agreements represent a functional consolidation of the three districts. Other than maintaining separate boards of directors, Calpella CWD and HPUD are essentially one with Willow CWD. Given this arrangement, the Districts should consider consolidation so that policies and service delivery are consistent. The three districts have not yet consolidated because they desire to maintain community identity. Although having separate districts is one way to maintain identity, other ways include community advisory councils that would be made up of concerned residents of Calpella and Hopland. Community advisory councils would be able to focus on their respective communities and have standing with the board of directors. Other options include establishing districts so that representation on the board would be sure to include residents of Calpella and Hopland. Nevertheless, the three districts should evaluate the options” (MSR 2013).

As of November 2015, WCWD now also has management agreements with Millview CWD and Redwood Valley CWD, further functionally consolidating the region’s water service providers.

Water Supply

Water availability has long been an issue in the Ukiah Valley and is a likely to constrain future development in the area. (UVAP 2010, 6-3). ~~Though not technically in the Ukiah Valley,~~ HPUD is a part of the same regional community, utilizes the same water supply and faces the same service challenges as other water service providers in the area. Three of the five county water districts in the area have state imposed water connection moratoriums (MSR 2013).

~~Challenges cited in the Ukiah Valley Area plan include decreased water diversion from the Eel River, as well as difficulties and lengthy time inherent in developing new supplies in the face of increasing demand. Various unknowns complicating growth planning include the water rights of water purveyors, the definition of Russian River underflow versus groundwater, continued refinement of~~

~~water agreements, and changes in imports from the Eel River through the Potter Valley Project”(UVAP 2011, 6-3).~~

As discussed above, the District has worked to streamline service provision via contracted staffing services. However, this functional consolidation will not resolve the any of the limited supply issues for the agencies served by the Ukiah Valley-Russian River watershed. Opportunities to help alleviate the Ukiah Valley water supply issues may be considered further at the regional level by LAFCo.

ANALYSIS

1.) Present and Planned Land Use

The District’s boundary encompasses much of the unincorporated community of Hopland. HPUD is surrounded on all sides by territory designated as either agriculture or rangeland. No services are extended to these areas outside the boundary.

2.) Present and Probable Need for Public Facilities and Services

Growth within the Hopland community is anticipated to continue at a low rate, with an estimated population of 830 residents in 2020. The District has indicated that the present coterminous SOI fits their service needs.

3.) Present Capacity of Facilities and Adequacy of Public Services

The HPUD purchases enough water to meet present needs and enough wastewater capacity to meet present needs and potentially double the current number of wastewater customers. Service to present customers appears to be adequate and a coterminous sphere suits the District’s current service needs.

4.) Social and Economic Communities of Interest

The larger ~~area of the~~ Ukiah Valley ~~and surrounding areas~~ is a community of interest for purposes of coordinating common water supply and management needs. Multiple agencies provide water services in a community which shares ~~geography and in most cases,~~ the same water source. The District has a common interest with the other local water purveyors to manage the water supply systems and watersheds of the Ukiah Valley ~~area~~.

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs)

The Hopland community is considered a DUC. The 2013 MSR reports that there are no island communities, legacy communities, or fringe communities adjacent to the HPUD’s boundaries which require services. Should the District pursue annexation, services provide within and coterminous to the DUC should be considered further.

CONCLUSIONS

Given that no ~~services are~~ District water provided outside of District boundaries, and the District indicates no future plans for service beyond district boundaries, an updated SOI that remains coterminous with HPUD’s current service boundary is sufficient (See Proposed Sphere Figure 1).

Further consideration may be given to the water supply issues in the Ukiah Valley [area](#) and the potential for consolidation of multiple agencies providing water services within this region.

REFERENCES

U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Non-employer Statistics, Economic Census, Survey of Business Owners, and Building Permits. Last Revised: Wednesday, 14 Oct-2015 10:53:57 EDT. Accessed: 15-Oct-2015.

<http://quickfacts.census.gov/qfd/states/06000.html>

Ukiah Valley Municipal Service Review, 2013. LAFCO of Mendocino County. May 6, 2013. E Mulberg & Associates

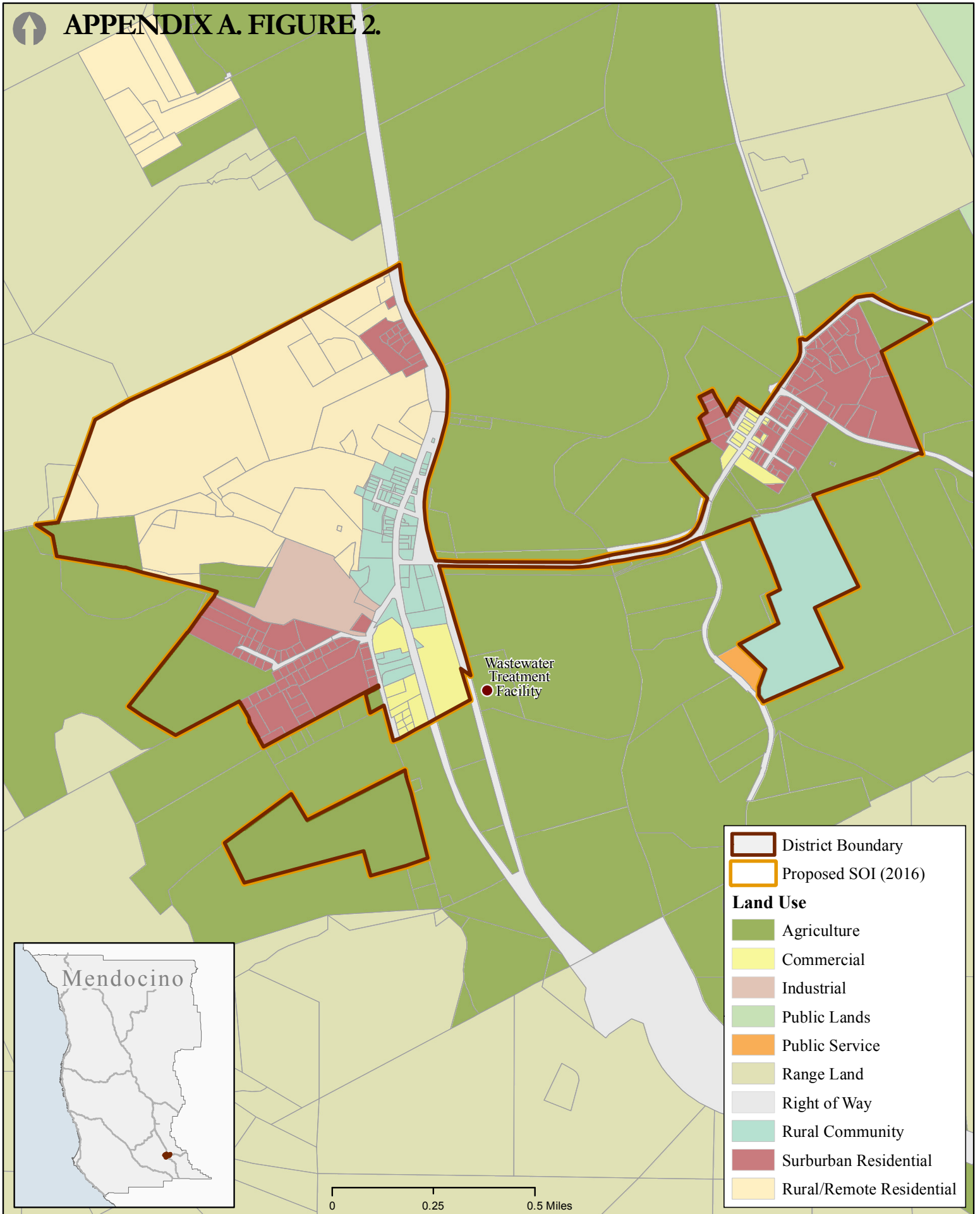
(UVAP 2011) Mendocino County. Ukiah Valley Area Plan, August 2011.

<http://www.co.mendocino.ca.us/planning/UVAP.htm>

[\(District Water Agreement, 2011\) HPUD Tribal Wheeling Agreement, 2011. As provided by HPUD.](#)



APPENDIX A. FIGURE 2.



	District Boundary
	Proposed SOI (2016)
Land Use	
	Agriculture
	Commercial
	Industrial
	Public Lands
	Public Service
	Range Land
	Right of Way
	Rural Community
	Suburban Residential
	Rural/Remote Residential



0 0.25 0.5 Miles

Hopland Public Utility District Land Use

Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino LAFCo by: Date: 1/27/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Other_Districts\Hopland_Public_Utility_District_landuse.mxd

MENDOCINO LOCAL AGENCY FORMATION COMMISSION

LAFCo Resolution No. 15-16-14

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY
APPROVING THE HOPLAND PUBLIC UTILITY DISTRICT
SPHERE OF INFLUENCE UPDATE 2016**

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

WHEREAS, the Commission conducted an update for the Hopland Public Utility District’s sphere of influence pursuant to California Government Code Section 56425; and

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

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

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the sphere of influence update on March 7, 2016; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This sphere of influence update has been informed by the Commission’s earlier municipal service review on the Ukiah Valley special districts, for which the section on the Hopland Public Utility District was accepted by the Commission on May 6, 2013.
2. The Commission, as Lead Agency, finds the update to the Hopland Public Utility District’s sphere of influence is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. The Hopland Public Utility District confirmed during the review of its sphere of influence that its services are currently limited to water and wastewater services. Accordingly, the Commission waives the requirement for a statement of services prescribed under Government Code Section 56425(i).
4. This sphere of influence update is assigned the following distinctive short-term designation: “Hopland Public Utility District Sphere of Influence Update 2016”
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the Hopland Public Utility District Sphere of Influence Update report, hereby incorporated by reference.

6. The Executive Officer shall revise the official records of the Commission to reflect this update of the Hopland Public Utility District sphere of influence.

BE IT FURTHER RESOLVED that the Hopland Public Utility District's sphere of influence is reaffirmed to remain coterminous with the District boundary, as depicted in Exhibit "A".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7th day of March, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

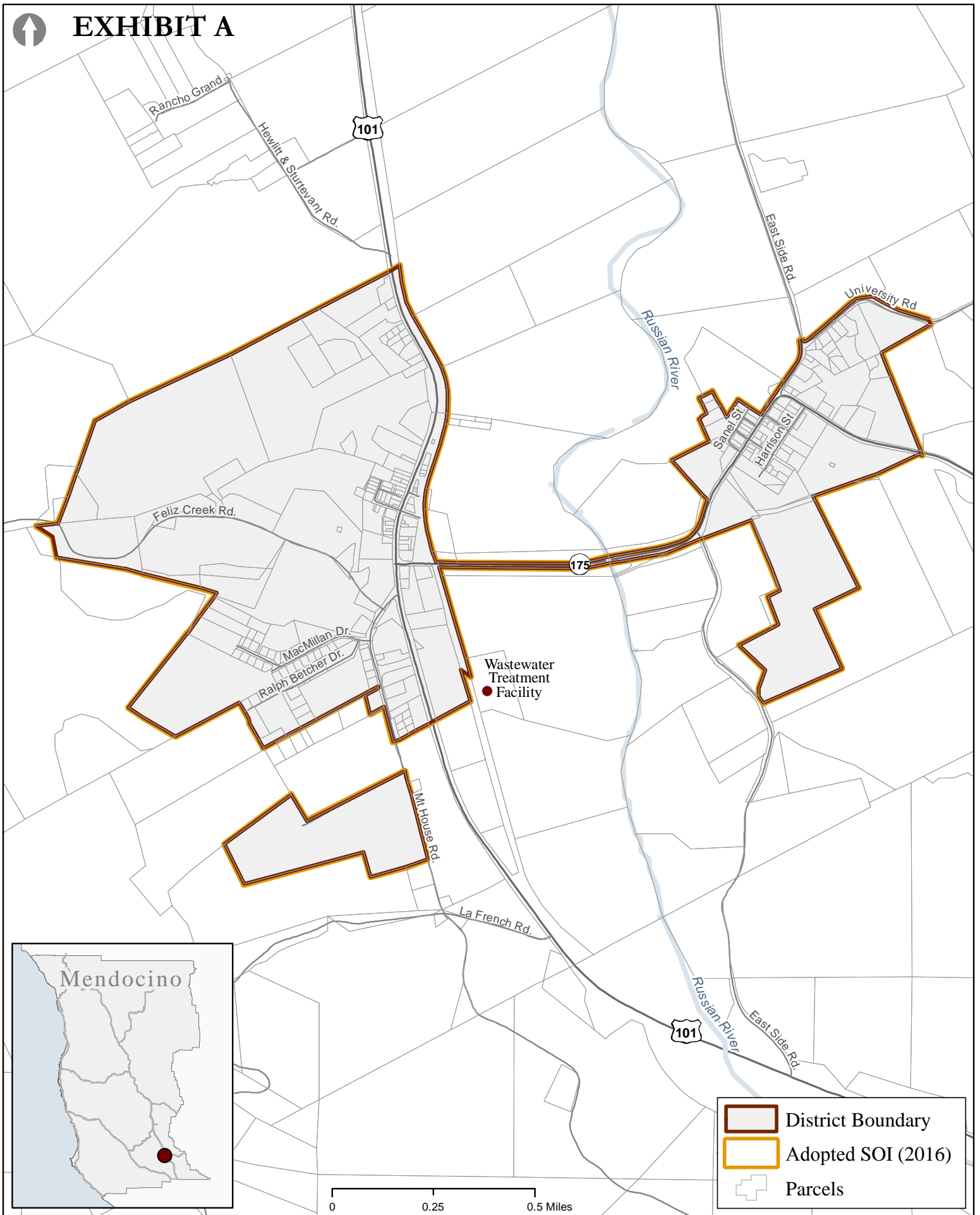
JERRY WARD, Chair

ATTEST:

GEORGE WILLIAMSON, Executive Officer



EXHIBIT A



	District Boundary
	Adopted SOI (2016)
	Parcels

Hopland Public Utility District

Packet Page 38

Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino **LAFCo** by: Date: 1/27/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

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MENDOCINO COUNTY LOCAL AGENCY FORMATION
COMMISSION
200 S SCHOOL ST STE 2
UKIAH, CA 95482

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

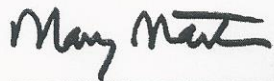
**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

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

02/18/2016

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

Dated at Ukiah, California,
February 18th, 2016



Mary Martin, LEGAL CLERK

Legal No. 0005671748

**Mendocino
LAFCo Notice of
Public Hearings**

NOTICE IS
HEREBY GIVEN
that on Mon-
day, March 7,
2016, at 9:00am
(or as soon
thereafter as
the matter may
be heard) in the
Mendocino
County Board of
Supervisors
Chambers, 501
Low Gap Road,
Ukiah, CA, the
Mendocino Lo-
cal Agency For-
mation Com-
mission will
hold public
hearings to
consider the
following:

- Hoplend Public Utility District Sphere of Influence Update
- Potter Valley Irrigation District Sphere of Influence Update
- Countywide Fire Protection Services Municipal Service Review (Part 3)

Part 3 of the Countywide Fire Protection Services MSR includes the following fire-related districts: Comptche Community Services District, Elk Community Services District, Piercy Fire Protection District, South Coast Fire Protection District, Westport Volunteer Fire Department, Whale Gulch Volunteer Fire Company. Copies of all related documents are on file and may be reviewed at the LAFCo office. If you cannot attend the public

hearing(s) described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.
BY ORDER OF

THE
MENDOCINO
LOCAL AGENCY
FORMATION
COMMISSION
GEORGE
WILLIAMSON,
Executive
Officer
Publish:
02/18/2016

The Willits News

77 W Commercial Street
PO Box 628
Willits, CA 95490
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MENDOCINO COUNTY LAFCO
200 SOUTH SCHOOL ST, STE 2
UKIAH, CA 95482

PROOF OF PUBLICATION

**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

FILE NO. WN16026

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

02/12/2016

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

Dated at Willits, California this 15th day of February, 2016.



Signature

Legal No. **0005669646**

WN16026

**Mendocino LAFCo Notice
of Public Hearings**

NOTICE IS HEREBY GIVEN that on Monday, March 7, 2016, at 9:00am (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, CA, the Mendocino Local Agency Formation Commission will hold public hearings to consider the following:

- Hopland Public Utility District**
Sphere of Influence Update
- Potter Valley Irrigation District**
Sphere of Influence Update
- Countywide Fire Protection Services**
Municipal Service Review (Part 3)

Part 3 of the Countywide Fire Protection Services MSR includes the following fire-related districts: Comptche Community Services District, Elk Community Services District, Piercy Fire Protection District, South Coast Fire Protection District, Westport Volunteer Fire Department, Whale Gulch Volunteer Fire Company.

Copies of all related documents are on file and may be reviewed at the LAFCo office. If you cannot attend the public hearing(s) described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.

BY ORDER OF THE MENDOCINO
LOCAL AGENCY FORMATION COMMISSION
GEORGE WILLIAMSON,
Executive Officer
Date Posted: February 16, 2016
02/12/2016

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Public Hearing** for Potter Valley Irrigation District Sphere of Influence Update

Background

This is a public hearing item to consider maintaining the current sphere of influence (SOI) for the Potter Valley Irrigation District (PVID). The Commission reviewed the draft SOI Update at a public workshop in February. Comments and revisions made to the document subsequent to the February workshop are highlighted in track changes. The District manager and Board have reviewed this item and support maintaining the existing SOI.

PVID provides irrigation water services to the community of Potter Valley, located adjacent to the Redwood Valley. Similar to other providers in this region, the PVID is currently under a water moratorium for additional connections. Water supply for local residents continues to be a regional concern.

The District's current SOI extends beyond the district boundary to include surrounding agricultural land. While there is land outside the current district boundary and within the existing SOI that could be irrigated, the 1997 moratorium precludes any annexation of lands based on the limited and uncertain future water supply through the PG&E Potter Valley Project until FERC license renewal in 2022. The District maintains a priority list of requests for annexation in the event future water conditions change.

PVID has indicated that they would like to maintain their current SOI based on the demand for irrigation water services and requests for annexation, most of which are presumably within the current SOI. Given the District's water supply may change due to FERC relicensing within the 5 to 10 year planning horizon of this Update, and given the District is the only municipal irrigation water supplier in the Potter Valley, staff recommends the update reaffirm the current SOI.

Recommendation

Staff recommends the Commission adopt Resolution No. 15-16-15 (attachment 2), thereby reaffirming the existing sphere of influence for the Potter Valley Irrigation District to remain larger than the District's boundary.

Attachments: 1) Potter Valley Irrigation District SOI Update Hearing Draft
2) LAFCo Resolution No. 15-16-15

MENDOCINO **Local Agency Formation Commission**

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, California 95482

POTTER VALLEY IRRIGATION DISTRICT
SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- February 1, 2016

Draft Hearing- March 7, 2016

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county” (GC §56425). A “SOI” is defined under the CKH Act as “.... a plan for the probable physical boundaries and service area of a local (government) agency” (GC §56076).

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following document will assess and recommend an appropriate Potter Valley Irrigation District (PVID or District) Sphere of Influence (SOI). The objective is to update PVID’s SOI relative to current legislative directives, local policies, and agency preferences. The update draws on information from the Potter Valley Irrigation District Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
 2. Present and probable need for public facilities and services in the area.
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
 5. If the agency provides services related to water, sewer, or fire, then the present and probable need for these services by any disadvantaged unincorporated communities within the existing sphere should be considered
-

Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2016 Policies and Procedures*, "Chapter 9: Spheres of Influence, MSRs, and Special Studies":

Section 1. Spheres of Influence

Reduced Spheres

The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission shall, however, consider removal of land from an agency's sphere of influence if either of the following two conditions apply:

- the land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- the land is inside the affected agency's jurisdictional boundary but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

Zero Spheres

LAFCo may adopt a "zero" sphere of influence encompassing no territory for an agency. This occurs if LAFCo determines that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). The local agency which has been assigned a zero sphere should ultimately be dissolved.

Service Specific Spheres

If territory within the proposed sphere boundary of a local agency does not need all of the services of the agency, a "service specific" sphere of influence may be designated.

Agriculture and Open Space Lands

Territory not in need of urban services, including open space, agriculture, recreational, rural lands, or residential rural areas shall not be assigned to an agency's sphere of influence unless the area's exclusion would impede the planned, orderly and efficient development of the area. In addition, LAFCo may adopt a sphere of influence that excludes territory currently within that agency's boundaries. This may occur when LAFCo determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency's sphere. Exclusion of these areas from an agency's sphere of influence indicates that detachment is appropriate.

Annexations are not Mandatory

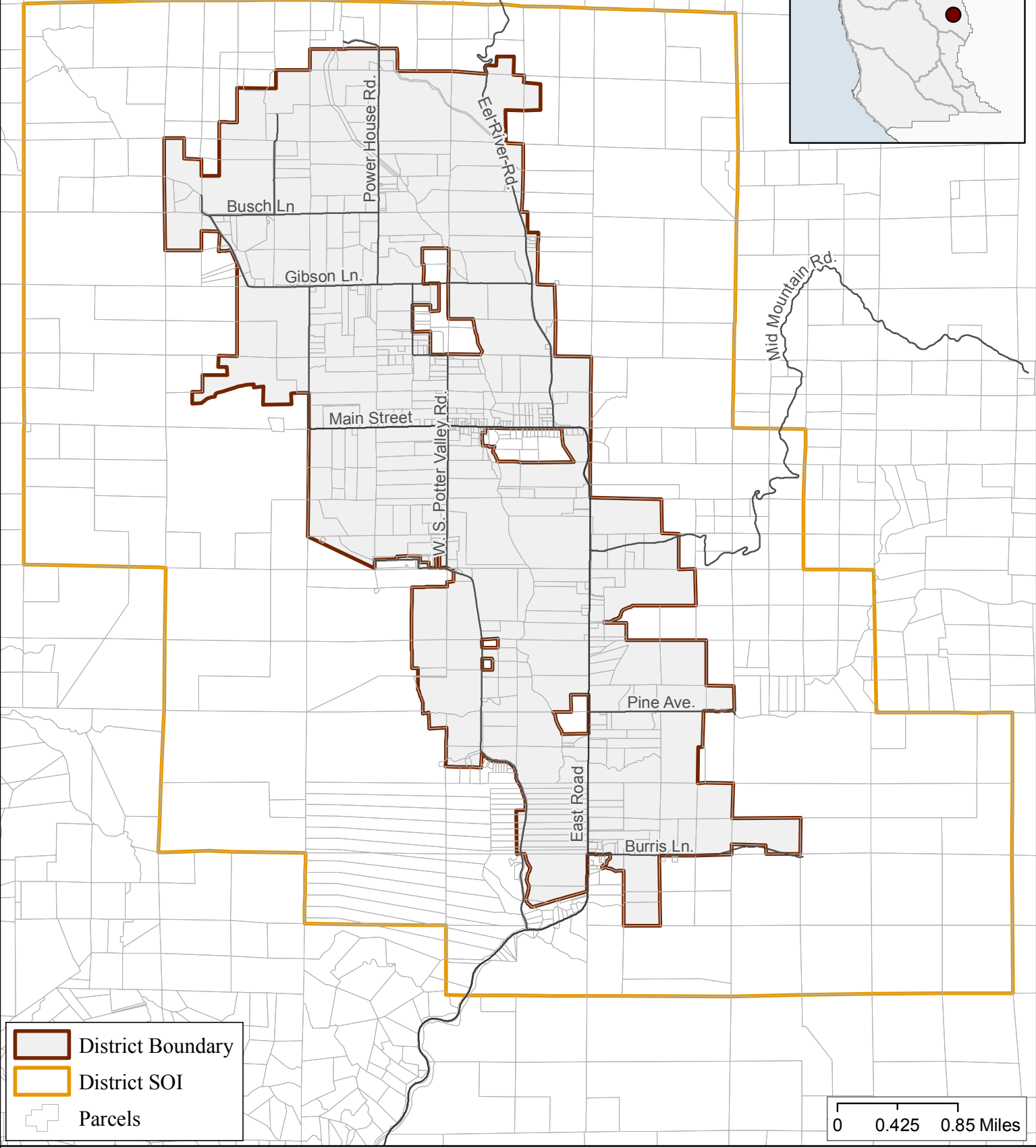
Before territory can be annexed to a city or district, it must be within the agency's sphere of influence (G.G. §56375.5). However, territory within an agency's sphere will not necessarily be annexed. A sphere is only one of several factors that are considered by LAFCo when evaluating changes of organization or reorganization.




Islands or Corridors

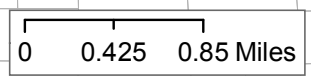
Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area of an agency.



FIGURE 1. DISTRICT BOUNDARY AND SOI



-  District Boundary
-  District SOI
-  Parcels



Potter Valley Irrigation District

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Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino LAFCo by: Date: 1/21/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.
 Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Water_Districts\mapdocs\Potter_Valley_irrigation_district.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

The PVID diverts water from the tailrace of the PG&E Potter Valley Powerhouse into its canals to provide irrigation water to its customers. The PVID serves 272 agricultural customers on 6,964 acres (MSR 2013).

BACKGROUND

The Potter Valley Irrigation District (PVID) was formed by the Board of Supervisors in 1924 under Section 20500 of the Water Code that relates to irrigation districts. The purpose was to provide irrigation water to support agriculture in Potter Valley. Potter Valley produces wine grapes, clover/grass hay, pears, grass-fed cattle, sheep, and other agricultural products (MSR 2013).

Lake Pillsbury was formed as part of the PG&E Potter Valley Project (PVP), which diverts water from the Eel River. The PVP, which began in 1905, consists of a 9.4-megawatt hydroelectric project, owned and operated by PG&E, and two dams on the Upper Main Stem Eel River. Scott Dam forms Lake Pillsbury and Cape Horn Dam forms Van Arsdale Reservoir. The PVID has a contract with PG&E for 50 cubic feet per second (cfs) from Lake Pillsbury water through 2022 (MSR 2013).

MUNICIPAL SERVICE REVIEW

In 2013, LAFCo prepared the Ukiah Valley MSR, which included the Potter Valley Irrigation District. The PVID portion of the MSR was adopted by the LAFCo Commission on May 6, 2013. A MSR is a part of and a prerequisite for a SOI Update; as such, much of the information contained herein comes directly from the 2013 PVID MSR.

SPHERE OF INFLUENCE

The District's SOI was established in 1995 via LAFCo Resolution No. 95-3 (See Figure 1). The SOI expands beyond District boundaries, generally following parcel lines. A few sections of the boundary follow township and range lines instead of parcel boundaries. The District has indicated that they would like to maintain their current SOI. The current SOI and a reduced SOI which is coterminous with District boundaries will both be evaluated in this document.

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of a SOI review, including "...the present and probable need for those public facilities and services of any DUCs within the existing sphere of influence" (GC §56425). A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. PVID provides irrigation water to support agriculture, and is therefore not responsible for assuring that any of the basic services – potable water, sewer, and fire protection – are adequately provided to communities. No potable water services are provided to the community, nor are wastewater services. The Potter Valley Community Services District provides fire protection services to the region.

Potter Valley is a census designated place which has an estimated MHI of \$64,500, which is 106 percent of California's estimated \$61,094 MHI (U.S. Census Bureau, 2014). Therefore Potter Valley is not considered a DUC.

POPULATION AND LAND USE

Population and Growth

According to the 2010 Census, the Potter Valley community has approximately 646 residents. However, the PVID is much larger in area than the Potter Valley community. The California Department of Finance (CDOF) also analyzed the population by zip codes in the 2000 and 2010 census. According to the CDOF, the population ranged from 1,883 in 2000 to 1,767 in 2010. However, the size of the zip code area was reduced by 10 square miles in 2010, which would account for the decrease in population. The population density in 2000 and 2010 remained at 10 persons per square mile. Based on this information, the population in the PVID remained unchanged over a 10-year period and no growth rate in population is inferred (MSR 2013). In summary, PVID has an estimated population of approximately 1,700, with little growth anticipated in the coming decade (MSR 2013).

Land Use and Development

Of the approximately 6,964 acres within the District, 4,728 are irrigated. The MSR estimates 276 landowners are located within PVID and 260 water customer accounts (MSR 2013).

Within the District there are several islands containing parcels which are not within District boundaries. In 1924, during the formation of the District some of the landowners chose not to be part of the PVID. Those properties were excluded, and the boundary was approved by the Mendocino County Board of Supervisors. Some properties were later annexed into the District. Those remaining are still not part of the district, and receive no access to water delivered by PVID (District Superintendent, February 2016).

CAPACITY AND SERVICE

The PVID has access to water under three licenses (5246, 1199, 5545) with the State Water Resources Control Board that allow it to divert up to 22,670 AFY between May 1 and April 30 of each year. As part of this allotment, the PVID has a contract with PG&E to supply 19,000 AFY irrigation water through 2022 (MSR 2013).

The contract between the District and PG&E depends on a Federal Energy Regulatory Commission (FERC) hydropower production license that PG&E holds allowing the diversion of water from the Upper Main Eel River termed the Potter Valley Project. The current FERC license expires on April 14, 2022. The relicensing process is scheduled to begin in 2017 (MSR 2013).

The total annual diversion of water through the Potter Valley Project has been reduced by up to 60% of the flows allowed prior to the last relicensing in 1983. The District uses some of the water. The remaining water, and recharge from the District system, flows into the East Branch of the Russian River and is stored in Lake Mendocino. The water stored in Lake Mendocino subsequently becomes the majority of the water supply for downstream water users, including Redwood Valley, Calpella, Ukiah, Ukiah Valley, Hopland and northern Sonoma County above the confluence with Dry Creek. The water stored in Lake Mendocino is also an integral part of Russian River flow releases provided to protect and enhance anadromous fish populations (MSR 2013).

The PVID sells between 70 to 80 percent of the water that is diverted. The remainder is returned to the East Branch Russian River. Average daily supply and average daily demand are 120 acre feet (AF). Maximum daily water demand is 170 AF and minimum is 100 AF. The PVID's peak demand capacity is 100 cfs or 200 AF per day. The average annual demand is 16,588 AFY (MSR 2013).

The 2013 MSR found that PVID has sufficient capacity to serve its customers in normal years. During drought years, estimated total available water could be reduced by 50 percent. In dry years, customers must rely on private ponds and storage facilities to address the district rotational delivery interval. The PVID also looks to winter storage in Lake Pillsbury to meet customer demand. A self-imposed annexation moratorium was placed on the PVID in 1997, due to uncertainty in capacity. The moratorium extends through 2022 limiting the number of new customers to the PVID.

RELEVANT LOCAL AGENCIES AND COMMUNITIES OF INTEREST

The PVID works with other agencies such as the Mendocino County Inland Water and Power Commission (MCIWPC). The MCIWPC is a joint powers agency that includes Mendocino County, the City of Ukiah, Potter Valley Irrigation District, Russian River Flood Control and Water Conservation Improvement District, and Redwood Valley County Water District. The agency was formed to protect and procure adequate water supplies for its members.

RELEVANT PLANNING AND SERVICE FACTORS

Local planning policies and land-use designations inform LAFCo SOI decisions. Below are relevant policies and service factors that are used as a guide.

County of Mendocino General Plan- Development Element (DE)

General Plan Water Supply and Sewer (Wastewater Treatment) Services Policies:

Policy DE-186: Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-187: The County supports efficient and adequate public water and sewer services through combined service agencies, shared facilities, or other inter-agency agreements.

Action Item DE-187.1: Work aggressively with water and sewer service providers to overcome current and projected system and supply deficiencies necessary to serve planned community growth.

Action Item DE-187.2: Support funding applications to improve and expand water and sewer service capabilities in areas planned for future growth or to resolve existing deficiencies.

Action Item DE-187.3: Work with communities and public water and sewer service entities to monitor, manage and/or maintain community-wide or decentralized water/sewer systems.

Policy DE-188: Encourage water and sewer service providers to incorporate water conservation, reclamation, and reuse.

- Encourage the development and use of innovative systems and technologies that promote water conservation, reclamation, and reuse.
- Encourage the development of systems that capture and use methane emissions from their operation.
- Encourage the development and use of innovative systems and technologies for the treatment of wastewater.

Policy DE-189: Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with land use and resource objectives of the General Plan, except where the extension is needed to address a clear public health hazard.

Policy DE-190: Development of residential, commercial, or industrial uses shall be supported by water supply and wastewater treatment systems adequate to serve the long-term needs of the intended density, intensity, and use.

Policy DE-191: Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

County of Mendocino General Plan- Ch. 6 Community Specific Policies (CP) – Potter Valley Community Plan

“The Potter Valley community planning area lies north of State Route 20 and is accessed via Potter Valley Road. The East Fork of the Russian River bisects the valley. A downtown area located along Main Street includes commercial operations, a school, a post office, a health clinic, and other uses. A “Central Park” is currently being developed off Main Street to invite travelers to stop, rest, and visit the town, and provide a central gathering point for community festivals and events. The remainder of the area is mainly agricultural, with grazing lands, vineyards and orchards covering most of the valley floor. The Potter Valley Irrigation District (PVID) serves agricultural uses in the District. Residential ranchettes of 5 to 10 acre lots are situated in and around these farm sites. The valley floor rapidly transitions to upland forests and rural grazing lands.”

DISCUSSION

As an irrigation district, the PVID is responsible for providing irrigation water delivery for agricultural uses, thereby indirectly helping to maintain land in productive use for agriculture. While there is land outside the current district boundary and within the current SOI that could be irrigated, the 1997 moratorium precludes any annexation of lands based on the limited and uncertain future water supply through the PG&E Potter Valley Project until FERC license renewal in 2022. The District maintains a priority list of requests for annexation in the event future water conditions change. PVID Bylaws and recorded stipulations prohibit delivery of water outside of district boundaries (District Superintendent, December 2015).

When the present SOI was established, an environmental review and master plan for service were conducted. As discussed previously, the District has indicated that they would like to maintain their current SOI based on the demand for irrigation water services and requests for annexation, most of which are presumably within the current SOI. Given the District’s water supply may change due to FERC relicensing within the 5 to 10 year planning horizon of this Update, and given the District is the only municipal irrigation water supplier in the Potter Valley, it is appropriate to maintain the current SOI.

ANALYSIS

As presented in the introduction, when updating the SOI, the Commission considers and adopts written determinations. The following are the formal determinations for this SOI Update:

1.) Present and Planned Land Use

One of the main functions of LAFCo is the preservation of agricultural land and open space. There are no policies that would be of concern or limit the mission of the PVID, as operations of the PVID are consistent with local LAFCo policies.

2.) Present and Probable Need for Public Facilities and Services

The PVID has provided irrigation water services to the community of Potter Valley since 1928. Continued service to the area, and a waiting list of customers who desire service should the moratorium be lifted, indicates an ongoing need for services into the future. The self-imposed moratorium limits District growth until 2022, at which time the District may consider whether water supplies are sufficient to support annexation within the current sphere.

3.) Present Capacity of Facilities and Adequacy of Public Services

The PVID has sufficient capacity to serve its customers in normal years. The District does not have supply capacity for additional connections under present conditions.

4.) Social and Economic Communities of Interest

The nearby community of the Ukiah Valley is of interest. Multiple agencies provide similar water service in a community which shares geography and water supply concerns. The District has a common interest with the other local water purveyors to manage the water supply systems and watersheds of the region.

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs)

The PVID provides irrigation water to support agriculture, and is therefore not responsible for assuring that any of the basic services – potable water, sewer, or fire protection – are adequately provided to communities.

CONCLUSION

Given the District maintains a waiting list of customers requesting service outside District boundaries and given the District is the most logical irrigation water service provider for Potter Valley, the present sphere of influence should be maintained (See District SOI in Figure 1).

REFERENCES

Mendocino LAFCo, 2016 Policies and Procedures, Chapter 5- Policies That May Apply for Some Applicants, D. Sphere of Influence.

U.S. Census Bureau. American (2014) Fact Finder, “Potter Valley CDP, California.
http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkml

MENDOCINO LOCAL AGENCY FORMATION COMMISSION

LAFCo Resolution No. 15-16-15

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY
APPROVING THE POTTER VALLEY IRRIGATION DISTRICT
SPHERE OF INFLUENCE UPDATE 2016**

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

WHEREAS, the Commission conducted an update for the Potter Valley Irrigation District’s sphere of influence pursuant to California Government Code Section 56425; and

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

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

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the sphere of influence update on March 7, 2016; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This sphere of influence update has been informed by the Commission’s earlier municipal service review on the Ukiah Valley special districts, for which the section on the Potter Valley Irrigation District was accepted by the Commission on May 6, 2013.
2. The Commission, as Lead Agency, finds the update to the Potter Valley Irrigation District’s sphere of influence is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. The Potter Valley Irrigation District confirmed during the review of its sphere of influence that its services are currently limited to irrigation water services. Accordingly, the Commission waives the requirement for a statement of services prescribed under Government Code Section 56425(i).
4. This sphere of influence update is assigned the following distinctive short-term designation: “Potter Valley Irrigation District Sphere of Influence Update 2016”
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the Potter Valley Irrigation District Sphere of Influence Update report, hereby incorporated by reference.

6. The Executive Officer shall revise the official records of the Commission to reflect this update of the Potter Valley Irrigation District sphere of influence.

BE IT FURTHER RESOLVED that the Potter Valley Irrigation District's sphere of influence is reaffirmed to remain larger than the District boundary, as depicted in Exhibit "A".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7th day of March, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

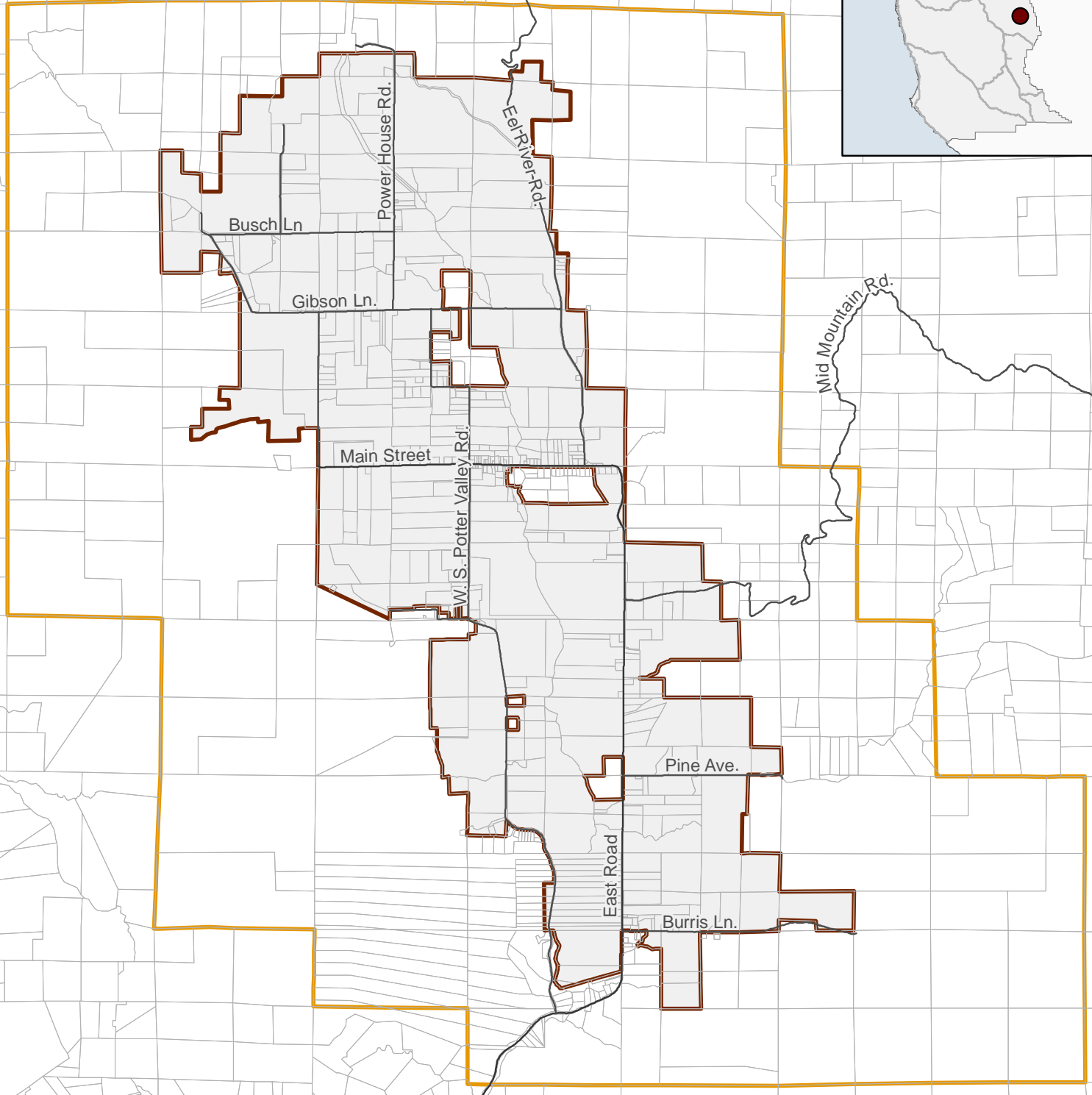
ABSENT:




JERRY WARD, Chair

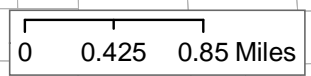
ATTEST:

GEORGE WILLIAMSON, Executive Officer

EXHIBIT A.



-  District Boundary
-  District SOI (affirmed 2016)
-  Parcels



Potter Valley Irrigation District

Prepared for **PLANWEST PARTNERS, INC.**

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Public Hearing** for Countywide Fire Protection Services (Part 3) Municipal Service Review

Background

This is a public hearing item to consider adoption of Part 3 of the Countywide Fire Protection Services MSR, which include the following fire-related districts:

- Comptche Community Services District
- Elk Community Services District
- Piercy Fire Protection District
- South Coast Fire Protection District
- Westport Volunteer Fire Department
- Whale Gulch Volunteer Fire Company

The Commission reviewed the draft MSRs at public workshops held in January and February. Comments and revisions made to the documents subsequent to the workshops are highlighted in track changes. The Piercy FPD, Westport VFD and Whale Gulch VFD reviews did not receive comments subsequent to their workshops.

Recommendation

Staff recommends the Commission approve the MSRs for Part 3 of the Countywide Fire Protection Services MSR. In addition, staff requests Commission direction on whether to bring back Parts 1-3 as a single Countywide Fire Protection Services MSR document for adoption.

Attachments: 1) Comptche Community Services District
2) Elk Community Services District
3) Piercy Fire Protection District
4) South Coast Fire Protection District
5) Westport Volunteer Fire Department
6) Whale Gulch Volunteer Fire Company

COMPTCHE COMMUNITY SERVICES DISTRICT

1. AGENCY OVERVIEW

The Comptche Community Services District (CCSD or District) is the umbrella agency for the Comptche Volunteer Fire Department (CVFD). CVFD is a small rural fire agency serving the rural hamlet of Comptche and the surrounding area. The District is located inland from the Pacific Coast and southeast of Fort Bragg. (Refer to Figure 1: Mendocino County Fire Protection Services) The Volunteer Fire Department provides structural fire protection, emergency medical response, vehicle rescue and extrication, and wildland fire protection response as a first responder. This is the first municipal service review (MSR) for CCSD/CVFD.

FORMATION

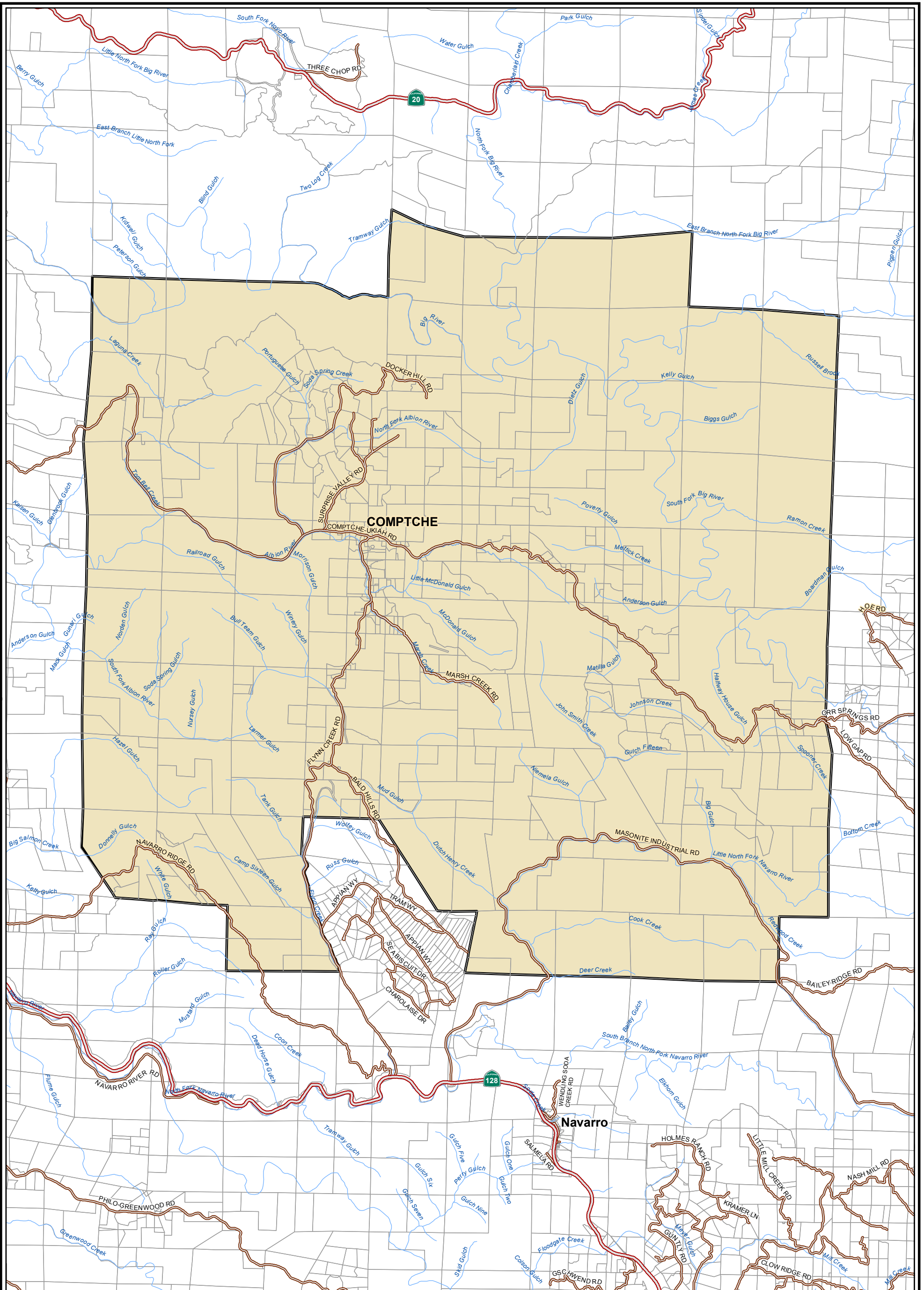
The Comptche Community Services District was formed by the Mendocino County Board of Supervisors and Mendocino LAFCo on May 3, 1989. The Volunteer Fire Department was organized in November of 1964 and remains an all-volunteer department.

The principal act that governs the District is the State of California Community Services District Law, Government Code Section 61000 *et seq.*

BOUNDARY

The CCSD comprises 86.6 square miles (55,445 acres) centered on the unincorporated community of Comptche. The District is located inland from the Pacific Ocean, and is adjacent and east of both the Mendocino Fire Protection District and the Albion-Little River Fire Protection District; with the Anderson Valley Community Services District to the south. Lands to the east of the District are not within any fire district and are classified as State Responsibility Area (SRA). (Refer to Figure 1)

The District is centered around the hamlet of Comptche and provides services along Comptche-Ukiah Road, Flynn Creek Road, Marsh Creek Road, Bald Hills Road, Docker Hill Road, and Surprise Valley Road. The District is also responsible for an area in the southern portion of the District along Masonite Industrial Road that is only accessible from Flynn Creek Road and Dutch Henry Creek Road, or via Flynn Creek Road and State Route 128 near Navarro. (Refer to Figure 41: Comptche Community Services District Map)

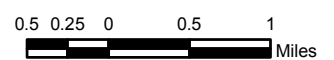


Comptche Community Service District

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 2013.

Note: This map is not a survey product.

- Comptche CSD
- Parcels
- Highways
- Roads
- Streams



Extra-territorial Services

The Comptche Volunteer Fire Department does not provide services outside its district boundary to other agencies by contract, but does maintain Mutual Aid Agreements with the neighboring fire districts of Mendocino Fire Protection District, Albion-Little River Fire Protection District, and Anderson Valley Community Services District; and the California Department of Forestry and Fire Protection (CALFIRE) for wildland fire incidents. The CVFD has responded to calls outside the District boundary including Orr Hot Springs Resort (not within any fire district).

Unserviced Areas

There is a corridor area south and outside of the District and along State Route 128 and the Navarro River that is unserved. However, this area is more likely to be served by Albion-Little River Fire Protection District or Anderson Valley Community Services District.

The aforementioned Masonite Industrial Road area is difficult to serve.

SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for Comptche Community Services District was established in October 1993 when Mendocino LAFCo and the Mendocino County Board of Supervisors adopted resolutions establishing the Mendocino County Fire Districts' Spheres of Influence. The District's SOI is co-terminus with the District boundary.

ACCOUNTABILITY AND GOVERNANCE

Accountability of a governing body is signified by a combination of several indicators. The indicators chosen here are limited to 1) agency efforts to engage and educate constituents through outreach activities, in addition to legally required activities such as agenda posting and public meetings, 2) a defined complaint process designed to handle all issues to resolution, and 3) transparency of the agency as indicated by cooperation with the MSR process and information disclosure.

The Comptche Community Services District is governed by a five-member Board of Directors elected by registered voters within the District boundary. The Directors are normally elected at large to staggered four-year terms. However, Board Members may be appointed by the Mendocino County Board of Supervisors in lieu of election if there are insufficient candidates to require an election, which is the case for CCSD. Currently, all five of the board members were last appointed by the Mendocino Board of Supervisors, two in November 2013, and three in November 2015. There have been no contested elections in the past five years. Current Board Member names, positions, and term expiration dates are shown in Figure 42.

Figure 42: Comptche Community Services District Governing Body

Comptche Community Services District				
<i>District Contact Information</i>				
Contact:	James Sibbet, Chairperson			
Address:	8491 Flynn Creek Road (PO Box 359) Comptche CA 95427			
Telephone:	707-937-0760			
Email/website:	sibbet@mcn.org None			
<i>Board of Directors</i>				
Member Name	Position	Term Expiration	Selection	Length of Term
James L. Sibbet	Chair	November 2019	Appointed	4 years
Larry MacDonald	Vice Chair	November 2017	Appointed	4 years
Carol Ann Baker	Secretary	November 2019	Appointed	4 years
Michael Schaeffer	Treasurer	November 2019	Appointed	4 years
Joel S. Holmes	Director	November 2017	Appointed	4 years
<i>Meetings</i>				
Date:	First Thursday of each month at 7:00 PM			
Location:	Fire Station 820 8491 Flynn Creek Road Comptche			
Agenda Distribution:	Posted at the Comptche store and post office			
Minutes Distribution:	Available by request.			

The Board conducts regular meetings once per month at the Fire Station. Board meeting agendas are posted at the Comptche store, and the Comptche post office. Minutes are available upon request.

In addition to the required public notices in compliance with the Brown Act (including the posting of agendas), the District and the Volunteer Fire Department reaches its constituents through community outreach.

The District does not have a website.

Complaints to the District are handled on a direct basis by either the Board Chair or the Fire Chief. The District reported that it has received zero complaints over the past few years.

CCSD demonstrated accountability in its disclosure of information and cooperation with Mendocino LAFCo. The District responded to the questionnaires and staff telephone calls, and cooperated with document requests.

MANAGEMENT AND STAFFING

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.

The Comptche Volunteer Fire Department has one Chief, two Assistant Chiefs, and 20 Volunteer Firefighters (of which three are also trained Emergency Medical Technicians (EMTs)). In addition, one Volunteer Firefighter serves as the training officer. All volunteers are part of the Fire Department and do not receive remuneration for their services. Volunteers are evaluated as part of the weekly training sessions which are held each Tuesday. Firefighters also attend academy classes, EMT training, and additional weekend drills during the year.

The Department keeps an emergency log and training records. The Department reported that it did not conduct formal evaluations of its own performance such as annual reports or benchmarking. However, CVFD does informally review the best practices of other fire agencies.

The District's financial planning efforts include an annually adopted budget and an annual audited financial statement. Capital improvement needs are generally planned in the budget. Audits are prepared by Michael Celentano, CPA. The most recent audit is for Fiscal Year 2013-2014.

GROWTH AND POPULATION PROJECTIONS

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Use

The District's boundary area is approximately 86.6 square miles, with a service area of approximately 100 square miles. The District contains a variety of land uses including rural residential and 'ranchettes,' with limited commercial development in the hamlet of Comptche. Orchards, vineyards, cannabis grows, and grazing land comprise agricultural land uses. Large tracts of forest and range land are predominate in the District's outer areas. The land use authority for land within the District is the County of Mendocino.

Existing Population

There are approximately 600 residents within the District, based on District estimates. According to the 2010 Census, there are 159 people residing in the hamlet of Comptche, which is a 'census designated place.'

Projected Growth and Development

The District reports that it anticipates marginal growth within its boundaries in the next few years because existing land use patterns have been unchanged, and little if any new development is not anticipated. It is possible that the District will see a reduced population due to aging and out-migration.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income is less than 80 percent of the statewide median household income.

The primary community within the District is Comptche, a 'census designated place' (CDP). The Comptche CDP does not qualify as a DUC because the median household income is greater than 80% of the State median household income of \$61,632. For Comptche, the median household income in 2014 was \$83,750 (or 135.9% of the State median household income) according to the US Census American Community Survey.

FINANCING

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Comptche Community Services District and identifies the revenue sources currently available to the District.

CCSD reports that current financing levels are barely adequate to deliver services. The District is in fair financial condition and has identified apparatus replacement as a priority but lacks proper funding toward that end. The District is concerned about the increased costs for training and additional government regulations, both of which are becoming deterrents for recruiting new volunteers and for the future sustainability of the Fire Department.

Revenues

The primary revenue sources for the District are property tax revenues and the benefit assessment (property assessment). Fund-raisers are the responsibility of the Fire Department and the Fire Auxiliary. The District does not charge additional fees for services to residents. Even though the District was formed after 1978 (Proposition 13), the District is allocated a share of the One Percent Ad Valorem Property Tax. An additional property assessment (special tax) was approved by District voters in 1995 and charges an annual fee of \$10 per parcel, \$40 per dwelling unit with a kitchen, and \$40 for commercial uses. These fees have not changed since 1989.

Revenue sources and a three-year comparison are shown in Figure 43. Revenues over the past three fiscal years have increased, with a large increase in Fiscal Year (FY) 2012-2013 from State reimbursements for services rendered to the California Department of Forestry and Fire Protection (CALFIRE).

If lack of revenue becomes an issue, the District would consider a new property assessment (special tax) ballot measure, which requires a two-thirds approval. Options for a new special tax are not good because of recent State mandated fees for 'fire prevention.' The District is looking to the County of Mendocino for a share of Proposition 172 funds to cover basic needs.

Expenditures

The District and the 'all volunteer' Fire Department spends no monies on employee salaries or fringe benefits. Expenditures for CCSD have fluctuated over the past three fiscal years, and usually balance out over a longer period. Refer to Figure 43 for details.

The District has budgeted for and purchased fire apparatus on a 'pay as you go' basis, utilizing accrued funds and Federal grants.

Figure 43: Three-year Revenues and Expenditures Comparison

	FY 10-11		FY 11-12		FY 12-13	
Revenues						
Property Tax	\$10,307	41%	\$11,276	39%	\$11,209	20%
Property Assessments	\$14,924	59%	\$15,213	52%	\$15,415	27%
Interest Income	\$46	0%	\$22	0%	\$14	0%
Other Government Funds	\$117	0%	\$2,477	9%	\$29,793	53%
Miscellaneous Revenues	\$46	0%	\$22	0%	\$15	0%
Total Income	\$25,440	100%	\$28,995	100%	\$56,446	100%
Expenses						
Salaries-Wages & Benefits	\$0	0%	\$0	0%	\$0	0%
Services & Supplies	\$15,702	54%	\$14,662	58%	\$16,977	39%
Debt Service	\$0	0%	\$0	0%	0	39%
Fixed Assets	\$18	0%	\$0	0%	\$19,373	45%
Other Expenditures	\$13,123	45%	\$10,750	42%	\$7,177	16%
Total Expenses	\$28,843	100%	\$25,412	100%	\$43,527	100%
Net Income (or Loss)	-\$3,403		\$3,583		\$12,919	
Current Year Depreciation					\$ 16,658	
Accumulated Depreciation			\$ 379,264		\$ 395,922	

Liabilities and Assets

The District does not have any long-term debt or liabilities.

The District's fund balance on June 30, 2014 (which can be considered to be a 'Reserve Account') totaled \$30,009. These funds are classified as 'unrestricted' and can be used for any purpose. (Refer to Exhibit A: District Balance Sheet for details.)

Financing Efficiencies

The District participates in one joint powers authority (JPA), the Golden State Risk Management Authority (GSRMA). The JPA's purpose is to provide economical coverage for workers compensation and employer's property and liability coverage.

The District also has mutual aid agreements with neighboring fire agencies within Mutual Aid Zone 4 which includes Albion-Little River Fire Protection District, Mendocino Fire Protection District, Fort Bragg Rural Fire Protection District, and Westport Volunteer Fire Department.

Fundraising

Fund-raisers are sponsored by the Comptche Volunteer Fire Department and the Comptche Fire Auxiliary and consist of an annual chicken BBQ, a golf tournament, and periodic breakfasts; which generate \$20,000 to \$25,000 per year. These funds are utilized to upgrade equipment.

2. MUNICIPAL SERVICES

FIRE SERVICES

Service Overview

The Comptche Volunteer Fire Department provides structural fire protection, emergency medical services to an emergency Medical Technician (EMT)/First Responder level, rescue and extrication, and fire prevention. The Fire Department responds to wildland fires to a ‘first responder’ level under a Mutual Aid Agreement with CALFIRE.

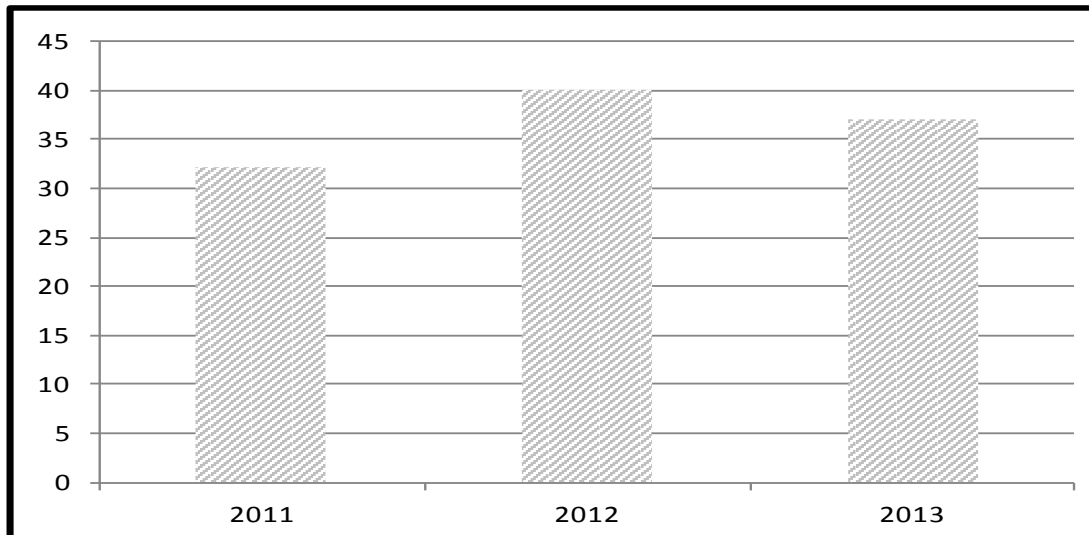
Fire Department personnel undergo diverse training two hours each Tuesday, and at additional weekend training sessions. The Department also participates in County-wide training exercises, and sends volunteer firefighters to academy classes and EMT training sessions.

The Department is dispatched by CALFIRE. All firefighters are alerted by pagers.

Demand for Services

As shown in Figure 44, the number of calls have increased slightly over the past three years. The annual calls average about 36, with the majority of calls being medical response to traffic accidents and other medical service responses (85%). Fifteen percent of the calls are fire or hazardous materials-related.

Figure 44: Number of Calls by Year, 2011-2013



The Comptche Volunteer Fire Department reported that it generally had sufficient capacity to provide services to its current service area, and to assist other fire departments through mutual aid.

Infrastructure and Facilities

CVFD operates one main fire station located at 8491 Flynn Creek Road; approximately 0.5 miles south of the Comptche-Ukiah Road – Flynn Creek Road intersection. The Main Station was constructed in 1976 and has expanded through the years to a 7,500 square foot facility with three apparatus bays (two engines each); plus a meeting/training room, kitchen, bathroom, shop, and storage area.

The Department maintains and operates one rescue truck (used for rescue and emergency medical calls), one command vehicle, one Type 1 Structure Engine, three Type 3 Wildland Fire Engines, and two Water Tenders (1,800 gallon capacity each).

Water for fire protection provided by on-board tanks on each engine, the water tenders, and a 2,500 gallon portable 'fold-a-tank'. There is no water system/hydrant system within the District. The Fire Department must rely on engines with water storage capacity; and/or utilize an on-site storage tank, local ponds and streams, or occasional local water storage tanks.

Ambulance service is provided by the Mendocino Coast Healthcare District hospital in Fort Bragg. Air ambulance service is provided by CalStar and REACH.



Main Fire Station Station 820 8491 Flynn Creek Road Comptche
Comptche Community Services District

Infrastructure Needs or Deficiencies

CVFD reported that the Main Station is in 'good' condition but is operating at capacity.

The District would like to replace its older apparatus, especially a 1978 Type 3 Wildland Engine.

Currently, water supply for fire fighting is considered 'marginally adequate' – however, additional water storage tanks in strategic locations would be very beneficial.

Shared Facilities and Regional Collaboration

No apparatus or facilities are shared with other districts. The District collaborates with other fire service providers through statewide (CALFIRE) and countywide mutual aid agreements.

The Fire Department did not identify any future opportunities for facility sharing.

The District participates in joint training exercises with other fire departments, and is involved in the the Mendocino Fire Plan through the Fire Safe Council.

Service Adequacy

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

Fire services in the communities are classified by the Insurance Service Office (ISO), an advisory organization. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. Communities with the best fire department facilities, systems for water distribution, fire alarms and communications, and equipment and personnel receive a rating of 1. CVFD has an ISO rating of 6Y, and most areas of the District are within 5-miles of the fire station.

Emergency response time standards vary by level of urbanization of an area; the more urban an area, the faster a response is required to be. The California EMS Agency established the following response time guidelines: five minutes in urban areas; 15 minutes in suburban or rural areas; and as quickly as possible in wildland areas. The Department tracks its response times for each incident. Eighty-five percent of responses are medically related. Response times for the Comptche Volunteer Fire Department range from 5-minutes to 45-minutes.

The Fire Department Service Profile is presented in Figure 45.

Figure 45: Comptche Volunteer Fire Department Profile

Fire Service Profile - Comptche Community Services District					
District Resource Statistics		Service Configuration		Service Demand	
Staffing Base Year	2013	Configuration Base Year	2013	Statistical Base Year	2013
Fire Stations in District	1	Fire Suppression	Direct	Total Service Calls	36
Main Station Location: Comptche		Emergency Medical Service	Direct	% Emergency Medical Service	85%
Square Miles Served per Station ¹	87	Ambulance Transport	MCHD	% Fire/Hazardous Materials	15%
Total Staff ²	23	Hazardous Materials	County OES	% False	0%
Total Paid Firefighters (in FTE)	0	Air Ambulance	REACH, CalStar	% Miscellaneous Emergency	0%
Total Volunteer Firefighters	23	Fire Suppression Helicopter	CalFire	% Non-Emergency	0%
Total Firefighters per Station ³	23	Public Safety Answering Point	Sheriff	% Mutual Aid Calls	0%
Total Firefighters per 1,000 pop.	N.A.	Fire/EMS Dispatch	CalFire	Calls per 1,000 population	N.A.
Service Adequacy			Service Challenges		
Response Time Base Year	2013	Maintaining volunteer first responders. Masonite Industrial Road area -- southern District area. Water supply in outlying areas.			
Response Time (in minutes)	5 - 45 minutes	Training			
Maximum Response Time (in minutes)	45 minutes	Weekly with extra training on some weekends; classes and joint training sessions with other districts.			
ISO Rating	6Y				
Notes: 1) Primary service area (square miles) per station. 2) Total all volunteer staff includes firefighters, emergency medical personnel, and administrative personnel. 3) Based on ratio of firefighters to the number of stations. Actual staffing levels of each station vary.					

3. MSR DETERMINATIONS

Growth and Population Projections

1. There are approximately 600 residents within the Comptche Community Services District boundary, based on District estimates. There are 159 people residing in the hamlet of Comptche.
2. The population of the District has increased somewhat over the past few years, and is marginally expected to increase in the foreseeable future.

Location and Characteristics of Any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence

3. There are no Disadvantaged Unincorporated Communities (DUCs) within the District Sphere of Influence.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

4. The District's current facilities are adequate, but are operating at capacity.
5. The Fire Department has the capacity to adequately serve current demand within the 87 square mile District boundary, and is able to assist adjoining fire districts through mutual aid as long as volunteer firefighter membership can be maintained.
6. Water supply for fire fighting is limited to apparatus with water tank capability. Additional water tanks at strategic locations throughout the District would be beneficial.

Financial Ability of Agency to Provide Services

7. CCSD reported that current financing levels are barely adequate to deliver services.

- 8. If lack of revenue becomes an issue, the District would consider a new property assessment (special tax) ballot measure, which requires a two-thirds approval. However, options for a new special tax are not good because of recent State mandated fees for 'fire prevention.' The District is looking to the County of Mendocino for a share of Proposition 172 funds to cover basic needs.

Status and Opportunities for Shared Facilities

- 9. The Department collaborates with other fire service providers through state and county mutual aid agreements.

Accountability for Community Services, Including Governmental Structure and Operational Efficiencies

- 10. CCSD is governed by an elected five-person Board of Directors. However, all recent Board positions have been filled by appointment of the Mendocino County Board of Supervisors. All Board vacancies are publically posted in advance and public participation is always welcome.
- 11. The District and the Volunteer Fire Department do not have a website.
- 12. The District maintains a community presence at its Main Fire Station.
- 13. The agency demonstrated accountability in its cooperation with Mendocino LAFCo information requests.

* * * *

District Balance Sheet

COMPTCHE COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET
JUNE 30, 2014

	<u>General Fund</u>	<u>Adjustments Note 4</u>	<u>Statement of Net Assets</u>
<u>ASSETS</u>			
Cash	\$ 31,414		\$ 31,414
Land - Note 2		271,027	271,027
Other capital assets, net of accumulated depreciation - Note 2	<u>-</u>	<u>225,810</u>	<u>225,810</u>
 Total Assets	 <u>\$ 31,414</u>	 <u>496,837</u>	 <u>528,251</u>
 <u>LIABILITIES</u>			
Accounts payable	<u>\$ 1,405</u>	<u>-</u>	<u>1,405</u>
 Total Liabilities	 <u>1,405</u>	 <u>-</u>	 <u>1,405</u>
 <u>FUND BALANCE / NET POSITION</u>			
Fund balances			
Unassigned	<u>30,009</u>	<u>(30,009)</u>	<u>-</u>
 Total Fund Balances	 <u>30,009</u>	 <u>(30,009)</u>	 <u>-</u>
 Total Liabilities and Fund Balances	 <u>\$ 31,414</u>	 <u>(30,009)</u>	 <u>-</u>
 Net Position			
Investment in capital assets		496,837	496,837
Unrestricted		<u>30,009</u>	<u>30,009</u>
 Total Net Position		 <u>\$ 526,846</u>	 <u>\$ 526,846</u>

ELK COMMUNITY SERVICES DISTRICT

1. AGENCY OVERVIEW

The Elk Community Services District (ECSD, Elk CSD or District) is the ~~umbrella agency for the Elk Volunteer Fire Department (EVFD)~~. local government agency responsible for fire and emergency services within the District's boundary. ~~EVFD is a small rural fire agency organized in 1997 as a 501(c)(3) non-profit organization serving the village of Elk (also called Greenwood) and the surrounding area.~~ The District is located along the Pacific Coast between Mendocino and Point Arena, and includes the village of Elk (aka once known as Greenwood) and surrounding areas. (Refer to Figure 1: Mendocino County Fire Protection Services) Under the Elk CSD umbrella, the non-profit 501(c)(3) The Elk Volunteer Fire Department (EVFD) provides essential staffing and training for structural fire protection, wildland fire protection, emergency medical response including basic life support (BLS) ambulance services, vehicle rescue and extrication, and ~~ambulance service~~ other public safety services. This is the first municipal service review (MSR) for ECSD/~~EVFD~~.

FORMATION

The Elk Community Services District was formed by the Mendocino County Board of Supervisors and Mendocino LAFCo on ~~August 7, 1990~~ April 3, 1990 following an election approving formation of the District.

The Volunteer Fire Department was organized in 1956 following a fire which destroyed the Greenwood Hotel and the L.E. White Company Store. Informally, the Elk County Water District (a very small agency located only in the village of Elk) had provided fire and emergency services prior to the 1990 formation of the Elk CSD. The Elk VFD had operated under the umbrella of the Elk County Water District from 1956 until 1990. ~~The EVFD reorganized in 1966-1990 and was affiliated with the Elk County Water District until 1990.~~ Upon formation of the Elk Community Serviced District in 1990, the EVFD became affiliated with the District. EVFD remains an all-volunteer department.

The principal act that governs the District is the State of California Community Services District Law, Government Code Section 61000 *et seq.*

BOUNDARY

The ECSD comprises 57 square miles (36,527 acres) centered on the unincorporated community of Elk. The District is located adjacent to the Pacific Ocean between State Route 128 and the Navarro River on the north, and Irish Beach on the south.

State Highway 1 traverses the District in a north-south direction adjacent to the Coast for approximately 15-miles, and is the primary transportation route in the area. ECSD is adjacent to the Albion-Little River Fire Protection District on the north; Anderson Valley Community Services District to the east; and Redwood Coast Fire Protection District to the south. (Refer to Figure 1)

The District extends ~~nine~~ **ten** miles inland from the Coast where it adjoins Anderson Valley Community Services District. (Refer to Figure 1)

The District is centered around the village of Elk, and provides services along the Highway 1 corridor. The District is also responsible for the Cameron Road and Philo-Greenwood Road area, and Cliff Ridge Road. (Refer to Figure 46: Elk Community Services District Map)

There have not been any annexations or detachments since the District was formed.

EVFD also provides fire protection and emergency medical services to Greenwood State Beach and portions of the Navarro River Redwoods State Park (and the associated Navarro River Estuary State Marine Conservation Area). The Navarro River Redwoods State Park lands parallel the Navarro River and State Highway 128; although this segment of Highway 128 is not within the District boundary. (Refer to Figure 46) The Albion-Little River Fire Protection District provides out-of-agency service to this area, and it may be appropriate to expand that District's Sphere of Influence to include the Highway 128 corridor. (Refer to Figure 1 and the Albion-Little River MSR chapter).

Extra-territorial Services

The Elk ~~Volunteer Fire Department~~ **Community Services District** does not provide services outside its district boundary to other agencies by contract, but does maintain Mutual Aid Agreements with the neighboring fire districts of Mendocino Fire Protection District, Albion-Little River Fire Protection District, Comptche Community Services District, Redwood Coast Fire Protection District, and Anderson Valley Community Services District; ~~and~~ **in addition to** the California Department of Forestry and Fire Protection (CALFIRE) for wildland fire incidents.

The EVFD ~~Elk CSD/EVFD~~ **has responded responds** to calls outside the District boundary including **mutual aid calls dispatched by CALFIRE.**

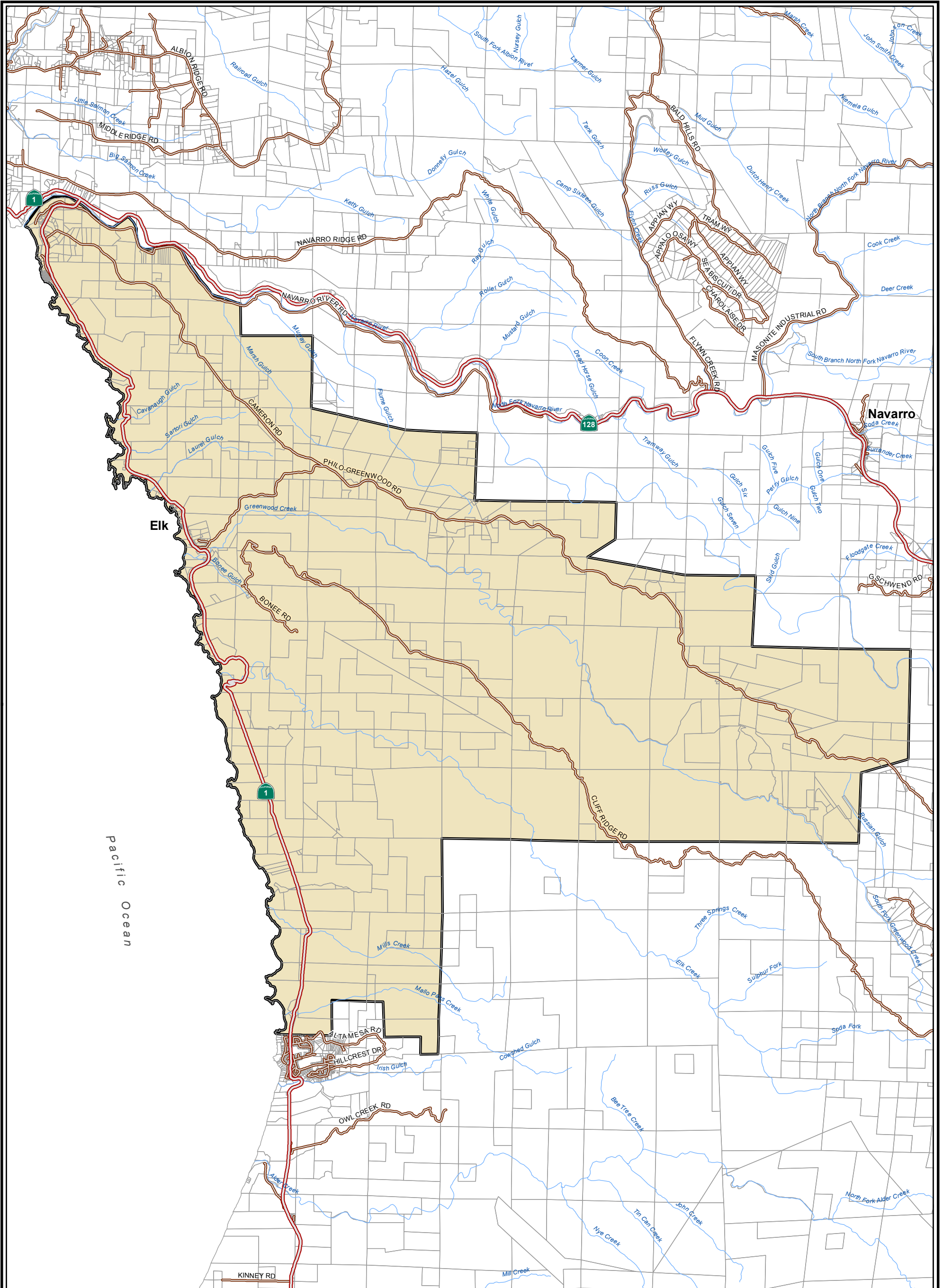
Unserved Areas

~~The far eastern areas of the District along Philo-Greenwood Road and Cliff Ridge Road are difficult to serve due to the remoteness, poor roads, travel distance and terrain.~~ **There are no unserved areas within the District boundary.**

Figure 46: Elk Community Services District Map

[Refer to attached map.]

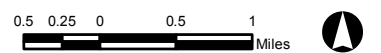
Figure 46: Elk Community Services District Map



Elk Community Services District

- Elk CSD
- Parcels
- Highways
- Roads
- Streams

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 2013.
 Note: This map is not a survey product.



SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for Elk Community Services District was established in October 1993 when Mendocino LAFCo and the Mendocino County Board of Supervisors adopted resolutions establishing the Mendocino County Fire Districts' Spheres of Influence. The District's SOI is co-terminus with the District boundary.

ACCOUNTABILITY AND GOVERNANCE

Accountability of a governing body is signified by a combination of several indicators. The indicators chosen here are limited to 1) agency efforts to engage and educate constituents through outreach activities, in addition to legally required activities such as agenda posting and public meetings, 2) a defined complaint process designed to handle all issues to resolution, and 3) transparency of the agency as indicated by cooperation with the MSR process and information disclosure.

The Elk Community Services District is governed by a five-member Board of Directors elected by registered voters within the District boundary. The Directors are normally elected at large to staggered four-year terms. However, Board Members may be appointed by the Mendocino County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. Currently, three Board Members were elected in November 2013, and two Board Members were appointed by the Mendocino Board of Supervisors in November 2015. In the November 2013 election, there were five candidates for three positions with 334 voters casting ballots. Current Board Member names, positions, type of selection, and term expiration dates are shown in Figure 47.

Figure 47: Elk Community Services District Governing Body

Elk Community Services District				
<i>District Contact Information</i>				
Contact:	Jeff Roy, Fire Chief Ben MacMillan, Board President			
Address:	6129 S Highway 1 (PO Box 1) Elk CA 95432			
Telephone:	707-877-3558 or 707-877-1776			
Email/website:	jeffroy@mcn.org or macs@mcn.org www.elkweb.org			
<i>Board of Directors</i>				
Member Name	Position	Term Expiration	Selection	Length of Term
Ben MacMillan	President	November 2017	Elected	4 years
Ed Oliveira	VP/Treasurer	November 2017	Elected	4 years
Robert 'Bob' Matson	Director	November 2019	Appointed	4 years
Michael 'Mike' Powers	Director	November 2017	Elected	4 years
Lucien E. Long	Director	November 2019	Appointed	4 years
<i>Meetings</i>				
Date:	Second Thursday of each month at 7:00 PM			
Location:	Fire Station at the Greenwood Community Center 6129 S Highway 1 Elk			
Agenda Distribution:	Posted at the Greenwood Community Center, Elk Store, Elk Garage, and Elk Post Office			
Minutes Distribution:	Available by request.			

The Board conducts regular meetings once per month at the Fire Station which is part of the Greenwood Community Center. Board meeting agendas are posted at the community center, Elk Store, Elk Garage, and the post office. Minutes are available upon request.

In addition to the required public notices in compliance with the Brown Act (including the posting of agendas), the District and the Volunteer Fire Department reaches its constituents through community outreach and a number of community activities and events. **The District is also sponsoring incident command training for local residents to become community leaders in addressing emergency incidents.**

Elk has a community website (www.elkweb.org) which includes sections for the Community Services District and the Volunteer Fire Department. Basic contact information is provided; however, the District does not post agendas, minutes, budget and audit financial information, or rules and regulations. The Volunteer Fire Department provides a roster of volunteer firefighters, but no statistical information.

The District maintains written procedures for addressing grievances. The District reported that it has received zero complaints in recent years.

ECSD demonstrated accountability in its disclosure of information and cooperation with Mendocino LAFCo. The District responded to the questionnaires and staff telephone calls, and cooperated with document requests.

MANAGEMENT AND STAFFING

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.

The Elk Volunteer Fire Department has one Chief (who is also the Communications Officer), three Assistant Chiefs, and 11 Volunteer Firefighters. Of the 15 total personnel, five are also trained Emergency Medical Technicians (EMTs). One Assistant Chief also serves as the Vehicle Officer, and one Firefighter/EMT serves as the Medical Officer and Skills Trainer. All volunteers are part of the Fire Department and do not receive remuneration for their services. Volunteers are evaluated as part of the bi-monthly training sessions which are held on the first and third Thursdays at the Firehouse. Firefighters have also volunteered for extra training and skill development to qualify them to serve as a 'Strike Team' to respond to wildfires.

Due to the aging population within the District, volunteers are becoming harder to recruit. The most challenging position to fill is EMT, and the Department recently went from nine EMTs on staff to five EMTs. With the lengthy training time required, filling EMT positions is the most difficult, **along with Firefighter I positions.**

The Fire Chief prepares detailed response sheets to determine how time is being spent and how to improve efficiencies. In addition, the Department keeps an emergency log and training records. The Department reported that it did not conduct formal evaluations of its own performance such as annual reports or benchmarking. However, EVFD does informally review the best practices of other fire agencies.

The Department's **District's** financial planning efforts include an annually adopted budget and a semi-annual audited financial statement. Capital improvement needs are generally planned in the budget. Audits are prepared by Rick Bowers, CPA. The most recent audit is for Fiscal Year 2013-2014.

GROWTH AND POPULATION PROJECTIONS

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Use

The District's boundary area is approximately 57 square miles, which is the same as the service area. The District contains a variety of land uses including rural residential and 'ranchettes,' and limited commercial development in the village of Elk along with tourist-oriented businesses. Row crops and grazing land comprise agricultural land uses along the Coast. Large tracts of forest and range land are predominate in the District's easterly areas. The land use authority for land within the District is the County of Mendocino.

Existing Population

There are approximately ~~350~~ **450** residents within the District, based on District estimates **and according to the 2010 Census demographic profile based on zip codes.** Elk is not a 'census designated place;' therefore more detailed population data is not available. The District reports that seasonal tourism can increase the visitor population by as much as ~~200~~ **500** per day; and that annual events like 'Great Day in Elk' can draw up to ~~1,000~~ **1,500** participants.

Projected Growth and Development

The District reports that it anticipates little growth within its boundaries in the next few years because existing land use patterns have been unchanged, and new development is not anticipated. Any potential development is likely to occur within the Highway 1 Corridor.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income is less than 80 percent of the statewide median household income.

~~Because there are no 'census designated places' (CDPs) within the District, median household income data is not available. However, based on higher value residential units in the Elk area, the District does not believe there are any DUCs within or adjacent to the District.~~ **Based on 2010 Census demographic information related to zip codes, Elk has a median household income of \$32,431 (or 52.6% of the State median household income of \$61,632).**

For EVFD, one of the three basic services – structural fire protection – is provided. Based on an evaluation of Fire Department operations and a review of service calls, structural fire protection services to customers within the ECSD are considered to be satisfactory. The District does not provide water service or sewer service, and is therefore not responsible for assuring that these services are adequately provided to the community.

FINANCING

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Elk Community Services District and identifies the revenue sources currently available to the District.

ECSD reports that current financing levels are ~~adequate~~ **inadequate** to deliver services **and to address essential priorities including:**

- **Training;**
- **Recruitment; and**
- **Facilities including a new main fire station and satellite stations; and**
- **Equipment including the replacement of a 50-year old Type I engine used for structure fires.**

~~thanks. The District is in fair financial condition and has identified apparatus replacement as a priority.~~

Revenues

The primary revenue sources for the District are property tax revenues, ~~the benefit assessment~~ **a special tax** (property assessment), and charges for services. Even though the District was formed after 1978 (Proposition 13), the District is allocated a share of the One Percent Ad Valorem Property Tax. An additional ~~property assessment (special tax)~~ was approved by District voters in 1997 **(replacing the former special tax) benefit assessment).** ~~and~~ **This special tax** charges an annual fee of \$0.04 per square foot of residential dwellings, ~~and~~ \$0.06 per square foot for commercial space, **and \$0.02 for other structures and satellite buildings.** In addition, the District ~~has been actively collecting costs~~ **collects revenues** for providing services, which in Fiscal Year (FY) 2012-2014 amounted to 44% of total revenues. **These 'service' revenues are reimbursements from State and Federal sources for providing fire Strike Team equipment and personnel.**

Revenue sources and a three-year comparison are shown in Figure 48. Revenues over the past three fiscal years have increased, with a large increase in FY 2012-2013 from ~~Charges for Services~~ **Strike Team reimbursements from CALFIRE under a California Fire Assistance Agreement (CFAA).**

Expenditures

Expenditures for ECSD have fluctuated over the past three fiscal years due to increased costs for services and supplies, and expenditures for fixed assets, including a Water Tender in 2013.

As an **Even though EVFD is an** 'all volunteer' Fire Department, the District spends no monies on employee salaries or fringe benefits **the District and individual firefighters are reimbursed directly under the CFAA.**, **and the Upon receipt of payment, the District (acting as an employer) then pays the firefighters and the District is responsible for payment of payroll taxes on the reimbursements.**

Revenues have exceeded expenditures over the past three fiscal years, allowing the District to build up its reserve account. **Refer to Figure 48 for details.**

Figure 48: Three-year Revenues and Expenditures Comparison

	FY 10-11		FY 11-12		FY 12-13	
Revenues						
Property Tax	\$33,136	44%	\$33,609	40%	\$33,728	26%
Property Assessments	\$25,589	34%	\$25,528	30%	\$25,616	20%
Charges for Services	\$3,763	5%	\$5,808	7%	\$57,800	45%
Property Owner Contributions	\$500	1%	\$750	1%	\$10,450	8%
Interest Income	\$249	0%	\$214	0%	\$185	0%
Other Government Funds	\$542	1%	\$359	0%	\$360	0%
Miscellaneous Revenues	\$10,818	15%	\$18,373	22%	\$0	0%
Total Income	\$74,597	100%	\$84,641	100%	\$128,139	100%
Expenses						
Salaries-Wages & Benefits	\$0	0%	\$0	0%	\$0	0%
Services & Supplies	\$42,085	59%	\$50,405	89%	\$94,983	82%
Debt Service	\$11,595	16%	\$5,925	11%	\$4,023	3%
Fixed Assets	\$17,057	24%	\$0	0%	\$17,034	15%
Other Expenditures	\$0	0%	\$0	0%	\$0	0%
Total Expenses	\$71,101	100%	\$56,330	100%	\$116,040	100%
Net Income (or Loss)	\$3,496		\$28,311		\$12,099	
Current Year Depreciation					\$ 22,000	
Accumulated Depreciation					\$ 247,719	

Liabilities and Assets

The District has one long term liability, a bank note **from Savings Bank of Mendocino County** for \$71,945 taken out in ~~2011~~ **2013**. The loan has a monthly payment of \$1,340.96 at 4.5% interest. It will be paid off in March 2018.

The District's fund balance on June 30, 2014 (~~which can be considered to be a 'Reserve Account'~~) totaled \$143,503. ~~These funds are classified as 'unrestricted' and can be used for any purpose.~~ **Of these funds, \$80,000 is a 'contingency reserve' while the remainder is not specified.** (Refer to Exhibit A: District Balance Sheet for details.)

Financing Efficiencies

The District participates in one joint powers authority (JPA), the Golden State Risk Management Authority (GSRMA). The JPA's purpose is to provide economical funding for workers compensation and employers liability coverage.

The District also has mutual aid agreements with neighboring fire agencies within Mutual Aid Zone 4 which includes Albion-Little River Fire Protection District, Mendocino Fire Protection District, Fort Bragg Rural Fire Protection District, Comptche Community Services District, and Westport Volunteer Fire Department.

In addition, the District has a local government 'Assistance for Hire' agreement with CALFIRE, which is renewed annually.

Fundraising

The Fire Department holds an annual Summer BBQ in August to raise funds for fire equipment and department operations. This event raises around \$12,000.

2. MUNICIPAL SERVICES

FIRE SERVICES

Service Overview

Operating under the Elk CSD umbrella, the Elk Volunteer Fire Department provides structural fire protection, wildland fire protection, emergency medical response, vehicle rescue and extrication, BLS ambulance service, ~~and~~ fire prevention, and public safety services. Fire prevention includes continuing inspections of public and private property; working with several wildland/urban interface communities to improve survivability of homes and businesses threatened by wildland fires; and providing public education on fire safety through various types of public presentations. The Fire Department also responds to wildland fires to a 'first responder' level under a Mutual Aid Agreement with CALFIRE.

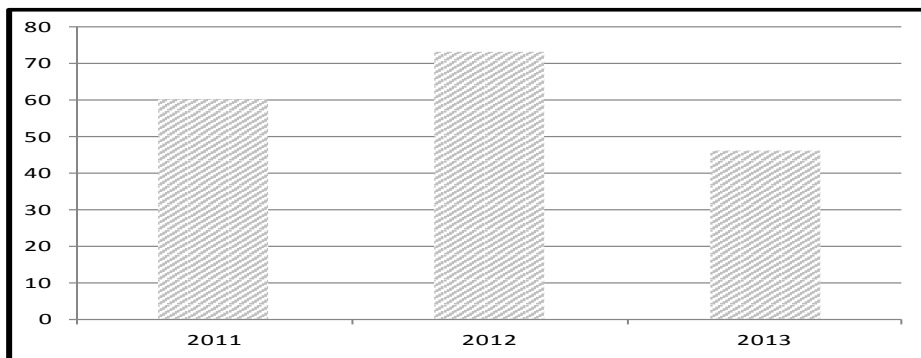
Fire Department personnel undergo diverse training at bi-monthly training sessions which are held on the first and third Thursdays at the Firehouse. Firefighters have extra training on some weekends for 'Strike Team' training. The Department also participates in County-wide and Mutual aid training exercises.

The Department is dispatched by CALFIRE. All firefighters are alerted by pagers.

Demand for Services

As shown in Figure 49, the number of calls have increased slightly over the past three years. The annual calls average about ~~200~~, **60** with the majority of calls being ~~medical response to traffic accidents and other~~ medical service responses (~~85%~~) **(55%)**. Fifteen percent of the calls are fire or hazardous materials-related. Typically there are 3 structure fires and 12 vegetation fires per year. The highest reported call volume occurs daily between the hours of 2:00 and 10:00 PM.

Figure 49: Number of Calls by Year, 2011-2013



The Elk Volunteer Fire Department reported that it ~~generally had sufficient~~ **is experiencing a declining** capacity to provide services to its current service area, and to assist other fire departments through mutual aid.

Infrastructure and Facilities

~~EVFD~~ **The Elk CSD** operates one main fire station **which is leased from the Elk County Water District, and is** located at 6129 South Highway 1 at the Greenwood Community Center; and three minor garage-type buildings where single engines are housed. Property for the Main Station was acquired in 1971 and an initial firehouse was constructed. Additions were subsequently constructed, with a current fire station of approximately ~~8,000~~ **2,000** square feet with ~~four~~ **three** single apparatus bays and an ambulance bay; plus **an office/meeting/training room (250 square feet)**, kitchen, bathroom, **tiny small** shop, and storage area.



Main Fire Station The Skilton/McKnight Station 6129 S Highway 1 Elk

The Department maintains and operates ~~one~~ **two** rescue trucks, one ambulance, one Type 1 Structure Engine, ~~three~~ **two** Type 3 Wildland Fire Engines, two Water Tenders (1,500 and 2,000 gallon capacity respectively), and a breather refilling trailer.

Within the village of Elk, water for firefighting is supplied by a hydrant system **and two water storage tanks (50,000 gallons and 20,000 gallons respectively)** as part of the Elk County Water District water system. In the outlying areas, water for fire protection is provided by on-board tanks on each engine, the water tenders, ~~and~~ eight 5,000 gallon water tanks located on ridge tops, **and individual private water storage tanks ranging in size from 2,500 gallons to 10,000 gallons.**

Infrastructure Needs or Deficiencies

EVFD The Elk CSD reported that the Main Station is in 'fair' **'poor'** condition but **and** is operating at capacity. **The Main Station is undersized and is inadequate to meet the needs of the Fire Department.** The minor garage or barn structures housing apparatus need to be replaced.

The District is in the process of replacing its older apparatus, and recently replaced its oldest water tender with a new 2011 Peterbilt Model 337. **The District's single Type I structure fire engine is 50-years old and urgently needs to be replaced.**

Currently, water supply for fire fighting is considered 'adequate' – however, additional water storage tanks in strategic locations would be very beneficial. **Existing water flow rates from fire hydrants in the village of Elk do not meet ISO standards.**

Shared Facilities and Regional Collaboration

No apparatus or facilities are shared with other districts. The District collaborates with other fire service providers through statewide (CALFIRE) and countywide mutual aid agreements.

The District has offered shared use of emergency radio transmitter equipment to both Albion-Little River Fire Protection District and Anderson Valley Community Services District to assist with each other's communications.

The Fire Department did not identify any future opportunities for facility sharing.

The District participates in joint training exercises with other fire departments, and is involved in the the Mendocino Fire Plan through the Fire Safe Council.

Service Adequacy

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

Fire services in the communities are classified by the Insurance Service Office (ISO), an advisory organization. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. Communities with the best fire department facilities, systems for water distribution, fire alarms and communications, and equipment and personnel receive a rating of 1. EVFD has an ISO rating of **7 6** within the village of Elk, and a rating of **9 6X** in the outlying areas of the District.

Emergency response time standards vary by level of urbanization of an area; the more urban an area, the faster a response is required to be. The California EMS Agency established the following response time guidelines: five minutes in urban areas; 15 minutes in suburban or rural areas; and as quickly as possible in wildland areas. The Department tracks its response times for each incident. ~~Eighty-five~~ **Fifty-five** percent of responses are medically related. Response times for the Elk Volunteer Fire Department average ~~15-minutes~~ **20-minutes**, with up to 45-minutes for the outlying areas.

The Fire Department Service Profile is presented in Figure 50.

Figure 50: Elk Volunteer Fire Department Profile

Fire Service Profile - Elk Community Services District					
District Resource Statistics		Service Configuration		Service Demand	
Staffing Base Year	2013	Configuration Base Year	2013	Statistical Base Year	2013
Fire Stations in District	4 4	Fire Suppression	Direct	Total Average Service Calls	60 60
Main Station Location:	Elk	Emergency Medical Service	Direct	% Emergency Medical Service	55% 55%
Square Miles Served per Station ¹	57	Ambulance Transport	Direct	% Fire/Hazardous Materials	11% 11%
Total Staff ²	15	Hazardous Materials	County	% False	2% 2%
Total Paid Firefighters (in FTE)	0	Air Ambulance	CalStar/REACH	% Traffic-related Emergency	19% 19%
Total Volunteer Firefighters	15	Fire Suppression Helicopter	CalFire	% Non-Emergency	8% 8%
Total Firefighters per Station ³	45.4 45.4	Public Safety Answering Point	Sheriff	% Mutual Aid Calls	5% 5%
Total Firefighters per 1,000 pop.	N.A.	Fire/EMS Dispatch	CalFire	Calls per 1,000 population	N.A.
Service Adequacy			Service Challenges		
Response Time Base Year			2013		
Response Time (in minutes)			15		
Maximum Response Time (in minutes)			45		
ISO Rating			7-9 6-6X		
Reduction in the number of available EMT-trained firefighters. <u>Necessary improvements to the Main Station.</u> <u>Adequate funding for future facilities and equipment.</u> Adequate structures to house satellite engines.					
Training					
Firefighters train by-weekley and on some weekends.					
Specialized training available for 'Strike Team' members.					
Notes:					
1) Primary service area (square miles) per station.					
2) Total staff includes firefighters (paid and volunteer), emergency medical personnel, and administrative personnel.					
3) Based on ratio of firefighters to the number of stations. Actual staffing levels of each station vary.					

AMBULANCE SERVICE

The EVFD operates one **basic life support (BLS)** ambulance stationed at the main fire station and is utilized for first responder and emergency medical calls. Ambulance transport is coordinated with the Mendocino Coast Healthcare District. Air ambulance services are available from CalStar and REACH.

~~The ambulance service is not cost-effective, and requires the District to subsidize the ambulance service from District General Funds.~~ **The ambulance service provides a critical medical response capability and service to the community.** Elk and District territory north of Elk are within the Primary Service Area for the Mendocino Coast Healthcare District; while areas south of Elk along the Coast are within the Secondary Service Area for the Mendocino Coast Healthcare District. Inland areas of the District are not within the Mendocino Coast Healthcare District service area.

3. MSR DETERMINATIONS

Growth and Population Projections

1. There are approximately ~~350~~ **450** residents within the Elk Community Services District boundary, based on District estimates **and according to the 2010 Census demographic profile based on zip codes.**
2. The population of the District has not increased over the past few years, and is not expected to increase **significantly** in the foreseeable future.

Location and Characteristics of Any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence

- ~~3. There are no Disadvantaged Unincorporated Communities (DUCs) within the District Sphere of Influence.~~
- 3. The community of Elk, as well as the surrounding areas, qualify as a Disadvantaged Unincorporated Community (DUC). Any future annexations to the District will require consideration of any DUC in proximity to the annexation area.**
- 4. For ECSD, structural fire protection is provided by the District and is considered to be satisfactory. The District does not provide water or sewer services, and is therefore not responsible for assuring that these services are adequately provided to the community.**

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

5. The District's current facilities are ~~adequate,~~ but **inadequate and** are operating at capacity. **The Main Station needs to be replaced. It does not even provide restroom or hand washing facilities. A 50-year old Type I structure engine needs to be replaced. Much equipment is used 'hand me down' from other agencies and should be replaced with up-to-date units (e.g., breather equipment).**
6. The Fire Department ~~has the~~ **is experiencing a declining** capacity to adequately serve current demand within the 57 square mile District boundary, and ~~is able~~ to assist adjoining fire districts through mutual aid.

7. **Increased requirements for training are becoming more difficult for volunteer firefighters and emergency responders to meet.**
8. Water supply for firefighting is limited in the outlying areas of the District. Additional water tanks at strategic locations throughout the District would be beneficial.
9. Existing garage/barn structures utilized to house fire apparatus need to be replaced.

Financial Ability of Agency to Provide Services

10. ECSD reported that current ~~financing~~ **funding** levels are ~~adequate~~ **inadequate** to ~~deliver~~ **meet current and future** fire protection and emergency medical services **needs**.
11. ~~Ambulance service is operating at a deficit and may need to be reconsidered as a Fire Department service.~~

Status and Opportunities for Shared Facilities

10. The District collaborates with other fire service providers through state and county mutual aid agreements.

Accountability for Community Services, Including Governmental Structure and Operational Efficiencies

11. ECSD is governed by an elected five-person Board of Directors. Elk is a small community, but its citizens are engaged in ECSD operations as demonstrated in the 2013 election cycle when five candidates ran for three seats. The District should continue efforts to identify more than one candidate for each Board position so that voters within the District will be afforded an opportunity to vote.
12. A community website exists. However, the District and the Volunteer Fire Department do not provide all necessary information. Improving the District section of the website to include agendas, minutes, budgets, and audits would provide better transparency. The Fire Department likewise can provide more statistical information, rules and regulations, and fire prevention material.
13. The District maintains a community presence at its Main Fire Station, where it operates in conjunction with the Greenwood Community Center. A new directional sign at the driveway entrance from State Route 1 identifying the fire station would be helpful.
14. The agency demonstrated accountability in its cooperation with Mendocino LAFCo information requests.

District Balance Sheet

ELK COMMUNITY SERVICES DISTRICT
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - GOVERNMENTAL FUNDS
 BUDGET TO ACTUAL
 June 30, 2014 and 2013

	June 30, 2014			June 30, 2013		
	Budget	Actual	Difference	Budget	Actual	Difference
Revenues						
Property Taxes & Assess.	\$57,978	\$ 62,414	\$ 4,436	\$ 57,978	\$ 59,623	\$ 1,645
Charge for Services	50,522	77,568	27,046	21,330	57,114	35,784
Contributions	7,764	39,005	31,241	2,400	13,950	11,550
Grant Income		2,305	2,305			0
Other Income		2,622	2,622			0
Interest	150	187	37	150	185	35
Total Revenues	116,414	184,101	67,687	81,858	130,872	49,014
Expenditures						
Salaries and Wages	28,000	47,739	(19,739)	13,000	37,424	(24,424)
Payroll Tax Expense	2,142	3,784	(1,642)	2,600	2,815	(215)
Operating Expenses	32,000	21,780	10,220	30,750	30,295	455
General and Admin.	26,180	22,103	4,077	23,508	27,076	(3,568)
Interest on LTD	2,800	2,888	(88)		797	(797)
Principal on LTD	13,292	13,271	21		3,226	(3,226)
Capital Outlay	12,000	44,519	(32,519)	12,000	20,534	(8,534)
Total Expenditures	116,414	156,084	(39,670)	81,858	122,167	(40,309)
Excess of Revenues Over Expenditures	0	28,017	28,017	0	8,705	8,705
Fund Balances - Beginning		115,486			103,000	
Prior Period Adjustment					3,781	
Fund Balances - Ending		\$143,503			\$115,486	

PIERCY FIRE PROTECTION DISTRICT

1. AGENCY OVERVIEW

The Piercy Fire Protection District (PFPD or District) is a small rural fire agency serving the rural hamlet of Piercy and the surrounding area. The District is located along U.S. Highway 101 at the Mendocino County-Humboldt County Line. (Refer to Figure 1: Mendocino County Fire Protection Services) The District provides structural fire protection, wildland fire protection, emergency medical response, vehicle rescue and extrication, and hazardous materials response as a first responder. This is the first municipal service review (MSR) for PFPD.

FORMATION

The Piercy Fire Protection District was formed by the Mendocino County Board of Supervisors in 1968. The District replaced the Piercy Volunteer Fire Department, which was formed in 1956.

The principal act that governs the District is the State of California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law of 1987).

BOUNDARY

The PFPD comprises 6.8 square miles (4,336 acres) centered along U.S. Highway 101 (The Redwood Highway) and the South Fork of the Eel River. The District is located in the northwest corner of Mendocino County and serves the small community of Piercy and adjacent areas. The District is adjacent to the Sprowel Creek Volunteer Fire Company response area in Humboldt County on the north, and the Leggett Valley Fire Protection District to the south. Lands to the east and west of the District are not within any fire district and are classified as State Responsibility Area (SRA) areas. (Refer to Figure 1)

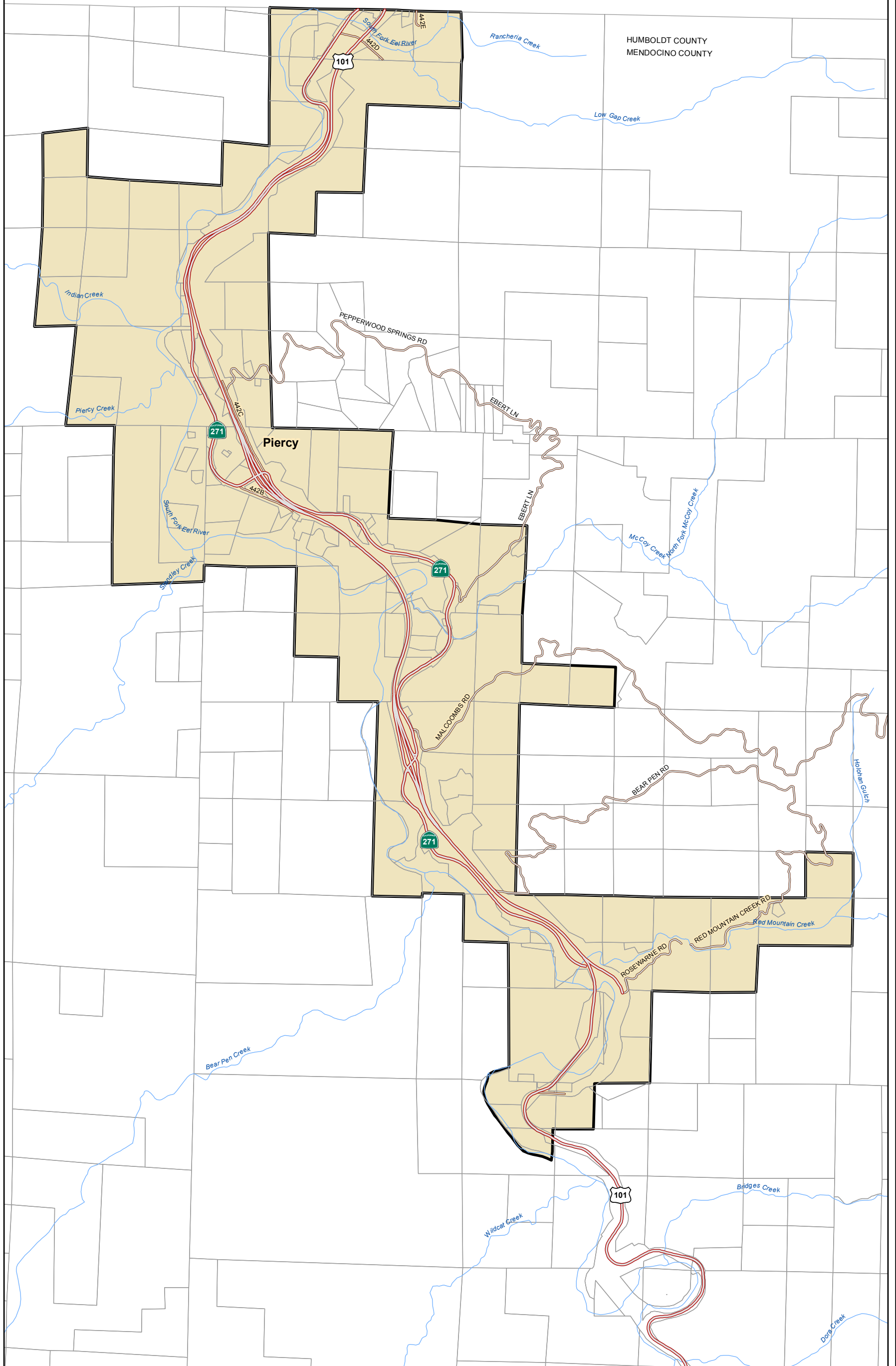
The Districted provides services along 7.6 miles of Highway 101 as well as along 6.6 miles of State Route 271 (Old Highway 101) which is parallel to Highway 101. In the southern half of the District, services are provided to Ebert Lane, Malcoombs Road, and Red Mountain Creek Road. (Refer to Figure 56: Piercy Fire Protection District Map)

There have not been any annexations or detachments since the District was formed.

Extra-territorial Services

The Piercy Fire Protection District provides services beyond its boundary to approximately 100 square miles, including north to Garberville in Humboldt County, south almost to Laytonville, east to the Bell Springs Road area, and west to the Pacific Ocean. The District also responds to calls for service at Richardson Grove State Park, one mile north of the District boundary.

Figure 56: Piercy Fire Protection District Map



HUMBOLDT COUNTY
MENDOCINO COUNTY

Piercy

Piercy Fire Protection District

- Piercy FPD
- Parcels
- Highways
- Roads
- Streams

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 2013.
Note: This map is not a survey product.



PFPD maintains Mutual Aid Agreements with the neighboring fire districts of Garberville Fire Protection District in Humboldt County, and the Leggett Valley Fire Protection District.

Unserved Areas

There are no unserved areas with the District boundary.

SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for Piercy Fire Protection District was established in October 1993 when Mendocino LAFCo and the Mendocino County Board of Supervisors adopted resolutions establishing the Mendocino County Fire Districts' Spheres of Influence. The District's SOI is co-terminus with the District boundary.

ACCOUNTABILITY AND GOVERNANCE

Accountability of a governing body is signified by a combination of several indicators. The indicators chosen here are limited to 1) agency efforts to engage and educate constituents through outreach activities, in addition to legally required activities such as agenda posting and public meetings, 2) a defined complaint process designed to handle all issues to resolution, and 3) transparency of the agency as indicated by cooperation with the MSR process and information disclosure.

The Piercy Fire Protection District is governed by a five-member Board of Directors elected by registered voters within the District boundary. The Directors are normally elected at large to staggered four-year terms. However, Board Members may be appointed by the Mendocino County Board of Supervisors in lieu of election if there are insufficient candidates to require an election, which is the case for PFPD. Currently, two Board Members were appointed by the Mendocino County Board of Supervisors in November 2013, and one in November 2015. There are currently two vacancies, which the Board does not intend to fill. There have been no contested elections in the past five years. Current Board Member names, positions, and term expiration dates are shown in Figure 57.

Figure 57: Piercy Fire Protection District Governing Body

Piercy Fire Protection District				
<i>District Contact Information</i>				
Contact:	Larry Casteel, Secretary/Treasurer			
Address:	80401 Highway 271 (PO Box 206) Piercy CA 95587			
Telephone:	707-367-0563			
Email/website:	larrycasteel@gmail.com None			
<i>Board of Directors</i>				
Member Name	Position	Term Expiration	Selection	Length of Term
Jeff Hedin	President	November 2019	Appointed	4 years
Larry L. Casteel	Secretary/Treasurer	November 2017	Appointed	4 years
Ed R. Ryan	Director	November 2017	Appointed	4 years
Vacant				
Vacant				
<i>Meetings</i>				
Date:	Third Wednesday of each month at 6:00 PM			
Location:	Fire Station 80401 Highway 271 Piercy			
Agenda Distribution:	Posted at the postal gang box shelter, County Road 442B at Highway 271			
Minutes Distribution:	Available by request.			

The Board conducts regular meetings on the third Wednesday of each month at 6:00 PM at the Fire Station. Board meeting agendas are posted at the Fire Station and at the Postal Service gang boxes on County Road 442B just south of its intersection with Highway 271. Piercy does not have a Post Office.

In addition to the required public notices in compliance with the Brown Act (including the posting of agendas), the District reaches its constituents through community outreach and participation at community events.

The District does not have a website. There is an existing out-of-date Facebook page.

Complaints to the District are handled on a direct basis by either the Board President or the Fire Chief. The District reported that it receives on average, about one complaint per year.

PFPD demonstrated accountability in its disclosure of information and cooperation with Mendocino LAFCo. The District responded to the questionnaires and staff telephone calls, and cooperated with document requests. No review comments were received from the District regarding the Draft MSR.

MANAGEMENT AND STAFFING

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.

The Piercy Fire Protection District has one Chief, one Assistant Chief, one Training Officer, one Safety Officer, and five Volunteer Firefighters. Volunteers do not receive remuneration for their services. Volunteers are evaluated as part of the weekly training sessions which are held on the second Tuesday of each month. Firefighters also attend academy classes and train with the Leggett Valley Fire Protection District.

The Fire Chief prepares detailed response sheets to determine how time is being spent and how to improve efficiencies. In addition, the Department keeps an emergency log and training records. The Department reported that it did not conduct formal evaluations of its own performance such as annual reports or benchmarking. However, PFPD does informally review the best practices of other fire agencies.

The District's financial planning efforts include an annually adopted budget. Capital improvement needs are generally planned in the budget. The District has not had an annual audit in several years.

GROWTH AND POPULATION PROJECTIONS

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Use

The District's boundary area is approximately 6.8 square miles, with a service area of approximately 100 square miles. Land uses in the service area include rural residential and 'ranchettes,' orchards, vineyards and grazing land. Large tracts of forest and range land are predominate in the outlying areas. The land use authority for land within the District is the County of Mendocino.

Existing Population

There are approximately 200 residents within the District, based on District estimates and according to the 2010 Census demographic profile based on zip codes. The 95587 Zip Code for Piercy correlates fairly well with the District boundary and adjacent service area.

Local festivals and seasonal events can increase the visitor population by 500 to 1,000 on specific weekends

Projected Growth and Development

The District reports that it anticipates little growth within its boundaries in the next few years because existing land use patterns have been unchanged, and new development is not anticipated. It is possible that the District will see a reduced population due to aging and out-migration.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income is less than 80 percent of the statewide median household income.

Based on 2010 census data correlated to Zip Codes, the Piercy area does not qualify as a DUC because the median household income is greater than 80% of the State median household income of \$61,632. For Piercy, the median household income in 2010 was \$114,542 (or 185.8% of the State median household income).

FINANCING

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Piercy Fire Protection District and identifies the revenue sources currently available to the District.

PFPD reports that current financing levels are barely adequate to deliver services. Providing services along US Highway 101 (predominately traffic accidents), and services provided outside the District have placed a real financial strain on the District.

Revenues

The primary revenue sources for the District are property tax revenues and fund-raisers. The District does not charge additional fees for services to residents or non-residents, with the exception of the Raggae Rising Music Festival and the Kiwanis Redwood Run Biker Rally, which make donations to the District in exchange for services.

Revenue sources and a three-year comparison are shown in Figure 58. Revenues over the past three fiscal years have remained relatively steady. However, these revenues do not reflect monies earned from fund raising events.

In 2010, the District received a \$4,000 grant from the Community Foundation of Mendocino County to fund equipment and a computer at the fire station.

Expenditures

As an 'all volunteer' agency, the District spends no monies on employee salaries or fringe benefits. Expenditures for PFPD have remained relatively constant over the past three fiscal years, with expenditures exceeding revenues by approximately eight to twelve percent per year. (Refer to Figure 58) These deficits are made up by utilizing District reserve funds.

Liabilities and Assets

The District does not have any long-term debt or liabilities.

Because the District financial reports do not reflect revenues derived from fund-raising activities, and because there is no current District audit, the amount of available funds held in reserve is unknown.

Figure 58: Three-year Revenues and Expenditures Comparison

	FY 10-11		FY 11-12		FY 12-13	
Revenues						
Property Tax	\$11,043	69%	\$12,210	79%	\$11,512	68%
Property Assessments	\$0	0%	\$0	0%	\$0	0%
Interest Income	\$57	0%	\$109	1%	\$112	1%
Property Owner Contributions	\$4,680	29%	\$2,995	19%	\$3,200	19%
Other Government Funds	\$213	1%	\$219	1%	\$211	1%
Miscellaneous Revenues	\$0	0%	\$0	0%	\$1,990	12%
Total Income	\$15,993	100%	\$15,533	100%	\$17,025	100%
Expenses						
Salaries-Wages & Benefits	\$0	0%	\$0	0%	\$18,434	100%
Services & Supplies	\$14,836	83%	\$17,358	100%	\$0	0%
Debt Service	\$0	0%	\$0	0%	\$0	0%
Fixed Assets	\$0	0%	\$0	0%	\$0	0%
Other Expenditures	\$3,000	17%	\$0	0%	\$0	0%
Total Expenses	\$17,836	100%	\$17,358	100%	\$18,434	100%
Net Income	-\$1,843		-\$1,825		-\$1,409	

Financing Efficiencies

The District does not participate in any Joint Powers Agencies (JPAs).

The District has direct mutual aid agreements with Leggett Valley Fire Protection District and Garberville Fire Protection District. The District is also a member of Mutual Aid Zone 1 which includes Covelo Fire Protection District, Little Lake Fire Protection District, Brooktrails Township Community Services District, Long Valley Fire Protection District, and Leggett Valley Fire Protection District.

Fundraising

The District conducts a number of fund-raising activities during the year, including an annual barbeque started in 2013, as well as other fundraisers which in total generate from \$25,000 to \$30,000 per year.

2. MUNICIPAL SERVICES

FIRE SERVICES

Service Overview

The Piercy Fire Protection District provides structural fire protection, wildland fire protection, emergency medical response, vehicle rescue and extrication, and hazardous materials response as a first responder.

The District is in serious need of additional firefighters, as well as firefighters who can train to become Emergency Medical Technicians. This capability is not currently available.

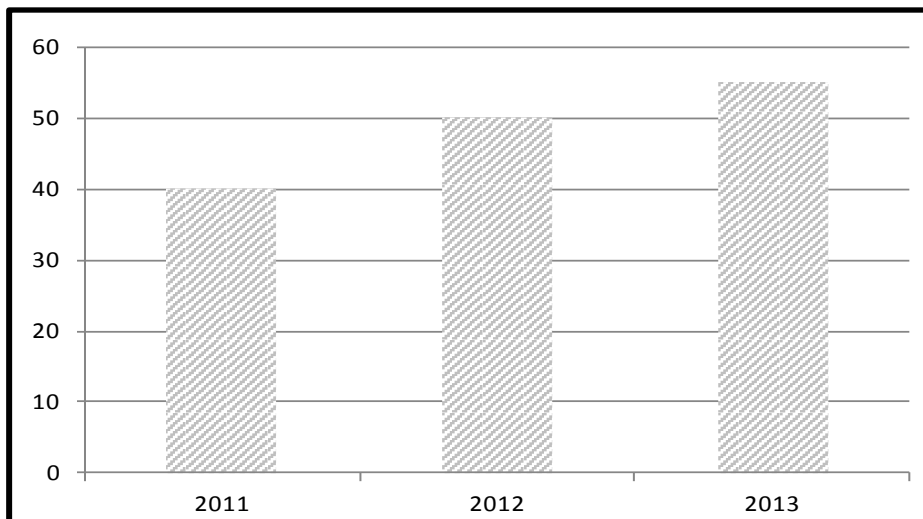
Volunteer personnel undergo training once per month, and also participate in County-wide training exercises.

The Department is dispatched by CALFIRE via text message to each firefighter,

Demand for Services

As shown in Figure 59, the number of calls have increased slightly over the past three years. The annual calls average about 50, with the majority of calls being responses to traffic accidents along Highway 101 (80%). Ten percent of the calls are fire or hazardous materials-related, and 10% are medical. Typically there is one structure fire and four vegetation fires per year. The highest reported call volume occurs daily between the hours of 2:00 and 10:00 PM.

Figure 59: Number of Calls by Year, 2011-2013



Infrastructure and Facilities

PFPD operates one main fire station located at 80401 State Highway 271 near the Highway 101-Highway 271 interchange. The Main Station is a basic metal building in poor condition. It is approximately 8,000 square feet, with four apparatus bays along with room for a meeting/training room, bathroom, and storage area. The apparatus bays do not have roll-up doors. Adjacent 'cargo boxes' are utilized to store equipment.

The Department maintains and operates one Type 1 Structure Engine, one Type 3 Wildland Fire Engine, and one Water Tender (1,800 gallon capacity).

Water for fire protection provided by on-board tanks on each engine, plus the water tender. There is no water system/hydrant system within the District. PFPD must rely on water drafted from the South Fork of the Eel River, and cisterns on private property; and/or utilize ponds and streams, or occasional water storage tanks.

Ambulance service might be provided by the Long Valley Fire Protection District from their station in Laytonville, or verihealth from their station in Willits. Air ambulance service is provided by CalStar and REACH.



Main Fire Station 80401 Highway 271 Piercy

Infrastructure Needs or Deficiencies

PFPD reported that the Main Station is in 'poor' condition and needs to be replaced.

The District would also like to replace its apparatus which date from 1974, 1984, and 1993.

Equipment, including 'turnouts' are in good condition. Acquisition of a new Rescue Vehicle is being planned for; and grant funding is being sought for SCBA (self-contained breathing apparatus) rescue equipment.

Currently, water supply for fire fighting is considered 'adequate' – however, additional water storage tanks in strategic locations would be very beneficial.

Shared Facilities and Regional Collaboration

No apparatus or facilities are shared with other districts. The District collaborates with other fire service providers through mutual aid agreements.

PFPD did not identify any future opportunities for facility sharing.

The District participates in joint training exercises with other fire departments, and is involved in the the Mendocino Fire Plan through the Fire Safe Council.

Service Adequacy

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

Fire services in the communities are classified by the Insurance Service Office (ISO), an advisory organization. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. Communities with the best fire department facilities, systems for water distribution, fire alarms and communications, and equipment and personnel receive a rating of 1. PFPD previously had an ISO rating of 9, however, this has been downgraded to a 10.

Emergency response time standards vary by level of urbanization of an area; the more urban an area, the faster a response is required to be. The California EMS Agency established the following response time guidelines: five minutes in urban areas; 15 minutes in suburban or rural areas; and as quickly as possible in wildland areas. The Department tracks its response times for each incident. Eighty percent of responses are traffic accident related to Highway 101 and can be reached within 12-minutes. Response times for outlying areas outside the District range from 15-minutes to 45-minutes.

The Fire District Service Profile is presented in Figure 60.

Figure 60: Piercy Fire Protection District Profile

Fire Service Profile - Piercy Fire Protection District					
District Resource Statistics		Service Configuration		Service Demand	
Staffing Base Year	2013	Configuration Base Year	2013	Statistical Base Year	2013
Fire Stations in District	1	Fire Suppression	Direct	Total Service Calls	220
Main Station Location:	Piercy	Emergency Medical Service	Direct	% Emergency Medical Service	10%
Square Miles Served per Station ¹	100	Ambulance Transport	Unknown	% Fire/Hazardous Materials	10%
Total Staff ²	9	Hazardous Materials	County OES	% Traffic Accidents	80%
Total Paid Firefighters (in FTE)	0	Air Ambulance	REACH, CalStar	% Miscellaneous Emergency	0%
Total Volunteer Firefighters	9	Fire Suppression Helicopter	CalFire	% Non-Emergency	0%
Total Firefighters per Station ³	9	Public Safety Answering Point	Sheriff	% Mutual Aid Calls	36%
Total Firefighters per 1,000 pop.	N.A.	Fire/EMS Dispatch	CalFire	Calls per 1,000 population	N.A.
Service Adequacy			Service Challenges		
Response Time Base Year	2013	Upgrading firefighter capabilities to include EMT trained firefighters. Replacement of marginal apparatus that are subject to breakdowns. Construction of a new fire station with needed amenities.			
Response Time (in minutes)	12	Training			
Maximum Response Time (in minutes)	45 minutes	Monthly with extra training on some weekends; classes and joint training sessions with other districts.			
ISO Rating	10				
Notes:					
1) Primary service area (square miles) per station.					
2) Total staff includes firefighters (paid and volunteer), emergency medical personnel, and administrative personnel.					
3) Based on ratio of firefighters to the number of stations. Actual staffing levels of each station vary.					

3. MSR DETERMINATIONS

Growth and Population Projections

1. There are approximately 200 residents within the Piercy Fire Protection District boundary, based on District estimates and Federal Census zip code data.
2. The population of the District has not increased over the past few years, and is not expected to increase in the foreseeable future.

Location and Characteristics of Any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence

3. There are no Disadvantaged Unincorporated Communities (DUCs) within the District Sphere of Influence.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

4. The Main Fire Station is in poor condition, is substandard, and needs to be replaced..
5. The District is marginally capable of providing services within the District boundary; and is in no position to provide services outside the District boundary.
6. Water supply for fire fighting is limited to apparatus with water tank capability, and drawing from the South Fork of the Eel River. Additional water tanks at strategic locations throughout the District would be beneficial.

Financial Ability of Agency to Provide Services

7. In order to increase revenue to a sustainable level, the District could consider the following actions:
 - Adopt an ordinance and fee schedule which charges out-of-District residents for services provided; especially for response to traffic accidents on Highway 101.
 - Given the high median family income of District residents, the District could consider a special tax (property assessment) ballot measure, which would require a two-thirds approval.

- 8. The District should immediately undertake efforts to have a bi-annual Audit prepared by a qualified Certified Public Accountant for the 2013-2014 and 2014-2015 Fiscal Years.

 Status and Opportunities for Shared Facilities

- 9. The District collaborates with other fire service providers through mutual aid agreements.

 Accountability for Community Services, Including
 Governmental Structure and Operational Efficiencies

- 10. In order to reduce the Board of Directors to three members, formal action pursuant to Health and Safety Code Sections 13842 and 13845(a) would be required.
- 11. The District does not have a website. Establishing a website and the posting of agendas, minutes, budgets, and financial data would provide better transparency.
- 12. A new directional sign at the driveway entrance from State Route 271 identifying the fire station would be helpful.
- 13. Service priorities should be given to properties and residents within the District boundary. Given the limited resources available to the District, services to the so-called 100 square mile Service Area are no longer viable. These areas should be put on notice that PFPD will no longer respond to these areas.
- 14. A formal Automatic Aid Agreement with Richardson Grove State Park should be developed which spells out services to be provided and charges for such services.
- 15. The agency demonstrated accountability in its cooperation with Mendocino LAFCo information requests.

* * * *

SOUTH COAST FIRE PROTECTION DISTRICT

1. AGENCY OVERVIEW

The South Coast Fire Protection District (SCFPD or District) is the umbrella agency for the South Coast Volunteer Fire Department (SCVFD). SCVFD is a small rural fire agency serving the communities of Gualala and Anchor Bay, along with adjacent coastal areas. The District is located along the Pacific Coast in southwest Mendocino County. (Refer to Figure 1: Mendocino County Fire Protection Services) The Volunteer Fire Department provides structural fire protection, wildland fire protection, emergency medical response, vehicle rescue and extrication, and hazardous materials response as a first responder. This is the first municipal service review (MSR) for SCFPD/SCVFD.

FORMATION

The South Coast Fire Protection District was formed by the Mendocino County Board of Supervisors on April 24, 1962. The Volunteer Fire Department was organized at that time.

The principal act that governs the District is the State of California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law of 1987).

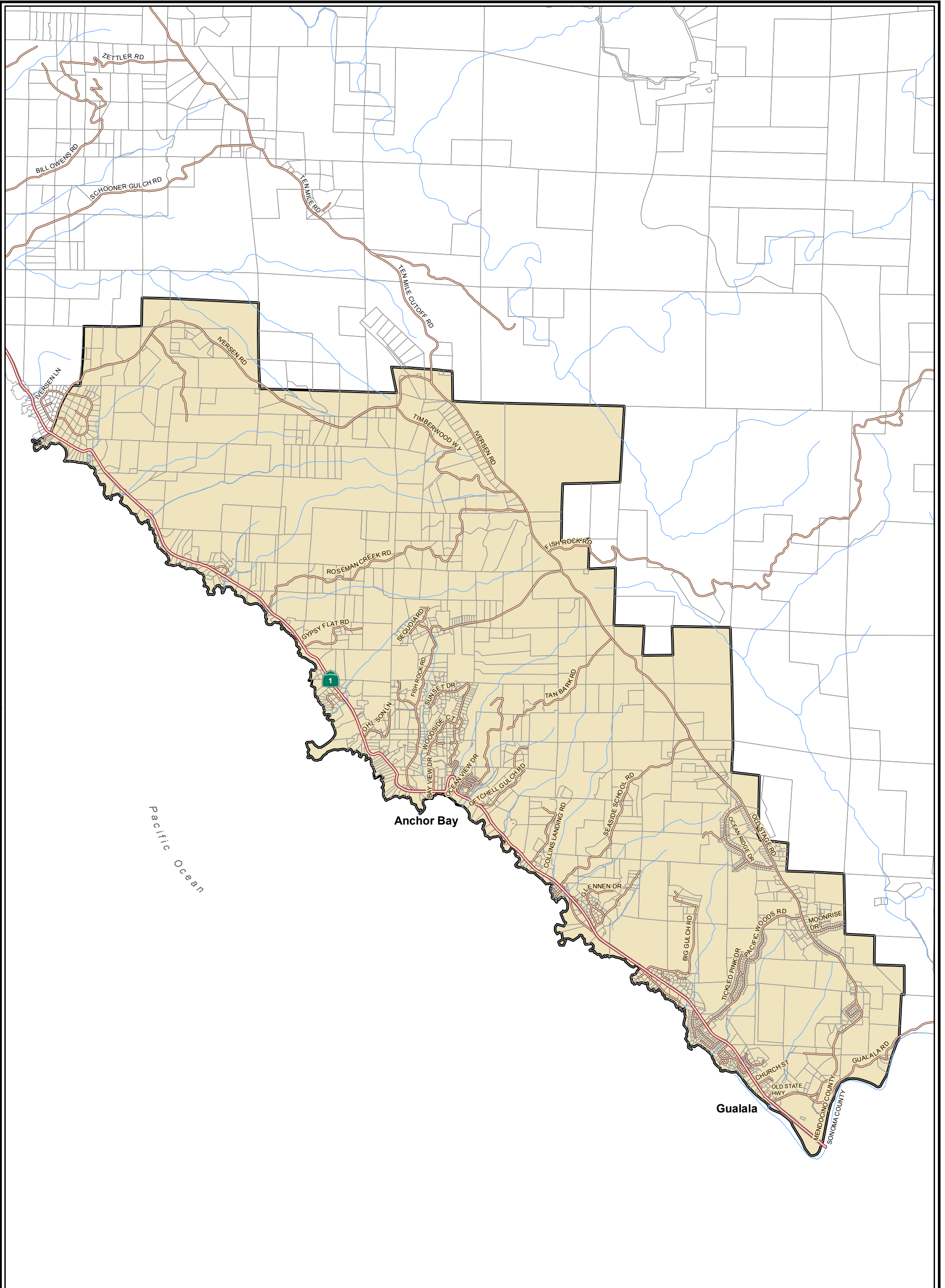
BOUNDARY

The SCFPD comprises 20 square miles (12,797 acres) centered on the unincorporated community of Gualala. The District is located along the Pacific Coast and extends inland for up to seven miles. SCFPD is adjacent to the Redwood Coast Fire Protection District on the north, and the Sea Ranch Volunteer Fire Department in Sonoma County to the south. Lands to the east of the District are not within any fire district and are classified as State Responsibility Area (SRA). (Refer to Figure 1)

The SCVFD provides services along the Coast to the south half of Iverson Ridge on the north, Anchor Bay, and Gualala south to the Gualala River (Mendocino-Sonoma County Line). The Fire Department also provides services along Iverson Road- Old Stage Road near the District's northern and eastern boundary. East-west cross roads between Highway 1 and Iverson Road-Old Stage Road provide access to the interior of the District and include Roseman Creek Road, Fish Rock Road, Seaside School Road, and Pacific Woods Road. (Refer to Figure 51: South Coast Fire Protection District Map) The Department also serves the Ocean Ridge Airport adjacent to Old Stage Road.

There have been no annexations or detachments to the District since formation.

Figure 51: South Coast Fire Protection District Map



South Coast Fire Protection District

- South Coast FPD
- Parcels
- Highways
- Roads
- Streams

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 2013.

Note: This map is not a survey product.

0.5 0.25 0 0.5 Miles



Extra-territorial Services

When requested by the California Department of Forestry and Fire Protection (CALFIRE), the South Coast Volunteer Fire Department does provide services outside its district boundary, primary easterly via Fish Rock Road. SCVFD maintains Automatic Aid Agreement with Sea Ranch Volunteer Fire Department; and has Mutual Aid Agreements with the neighboring fire districts of Redwood Coast Fire Protection District and Anderson Valley Community Services District.

The District is developing an Automatic Aid Agreement with the Redwood Coast Fire Protection District to provide fire and emergency medical services to the Ten Mile Cutoff Road area, north of Iverson Road. (Refer to Figure 51)

Unserved Areas

There are no unserved areas within the District boundary.

SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for South Coast Fire Protection District was established in October 1993 when Mendocino LAFCo and the Mendocino County Board of Supervisors adopted resolutions establishing the Mendocino County Fire Districts' Spheres of Influence. The District's SOI is co-terminus with the District boundary.

ACCOUNTABILITY AND GOVERNANCE

Accountability of a governing body is signified by a combination of several indicators. The indicators chosen here are limited to 1) agency efforts to engage and educate constituents through outreach activities, in addition to legally required activities such as agenda posting and public meetings, 2) a defined complaint process designed to handle all issues to resolution, and 3) transparency of the agency as indicated by cooperation with the MSR process and information disclosure.

The South Coast Fire Protection District is governed by a five-member Board of Directors elected by registered voters within the District boundary. The Directors are normally elected at large to staggered four-year terms. However, Board Members may be appointed by the Mendocino County Board of Supervisors in lieu of election if there are insufficient candidates to require an election, which is the case for SCFPD. Currently, four of the Board Members were appointed by the Mendocino Board of Supervisors, two in November 2013, and two in November 2015. There is currently one vacancy on the Board. There have been no contested elections in the past five years. Current Board Member names, positions, and term expiration dates are shown in Figure 52.

Figure 52: South Coast Fire Protection District Governing Body

South Coast Fire Protection District				
<i>District Contact Information</i>				
Contact:	Gregg Warner, Fire Chief			
Address:	39215 Baptist Church Street (PO Box 334) Gualala CA 95445			
Telephone:	707-884-4700			
Email/website:	gregg@southcoastvfd.org www.southcoastvfd.org			
<i>Board of Directors</i>				
Member Name	Position	Term Expiration	Selection	Length of Term
Pete Slunaker	Chair	November 2017	Appointed	4 years
Rod Headrick	Director	November 2017	Appointed	4 years
Richard L. 'Rick' O'Neil	Director	November 2019	Appointed	4 years
Chuckie Sorenson	Director	November 2019	Appointed	4 years
Vacant	Director			
<i>Meetings</i>				
Date:	<u>Third Thursday of every other month at 6:30 PM</u>			
Location:	Main Fire Station 39215 Baptist Church Street Gualala			
Agenda Distribution:	Posted at the Main Fire Station, Gualala Post Office, and Surf-Market <u>Sundstrom Mall</u>			
Minutes Distribution:	Available by request.			

The Board conducts regular meetings ~~once per~~ **every other** month at the Fire Station. Board meeting agendas are posted at the Main Fire Station in Gualala, the Gualala Post Office, and ~~Surf Market~~ **Sundstrom Mall and Shopping Center** in Gualala. Minutes are available upon request.

In addition to the required public notices in compliance with the Brown Act (including the posting of agendas), the District and the Volunteer Fire Department reaches its constituents through community outreach.

The District does not have a website. The South Coast Volunteer Firefighters Association has a limited website (www.southcoastvfd.org) with basic information about the service area, equipment and photos.

Complaints to the District are handled on a direct basis by either the Board of Directors or the Fire Chief. The District reported that it has received zero complaints over the past few years.

SCFPD demonstrated accountability in its disclosure of information and cooperation with Mendocino LAFCo. The District responded to the questionnaires and staff telephone calls, and cooperated with document requests.

MANAGEMENT AND STAFFING

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.

The South Coast Volunteer Fire Department has two part-time paid positions: one Fire Chief; and one Administrative Assistant. Remaining personnel are volunteers and include one Assistant Chief, ~~one Training Officer,~~ and ~~ten~~ **19** Firefighters (of which five are also trained Emergency Medical Technicians (EMTs)). Volunteers are evaluated as part of the weekly training sessions which are held a minimum of three evening per month. Firefighters also attend academy classes, EMT training, and additional weekend drills during the year.

The Fire Chief prepares detailed response sheets to determine how time is being spent and how to improve efficiencies. In addition, the Department keeps an emergency log and training records. The Department reported that it did not conduct formal evaluations of its own performance such as annual reports or benchmarking. However, SCVFD does informally review the best practices of other fire agencies.

The Department's financial planning efforts include an annually adopted budget and an annual audited financial statement. Capital improvement needs are generally planned in the budget. Audits are prepared by Michael Celentano, CPA. The most recent audit is for Fiscal Year 2013-2014.

GROWTH AND POPULATION PROJECTIONS

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Use

The District's boundary area is approximately 20 square miles, with a service area of approximately 40 square miles. The District contains a variety of land uses including: rural residential and 'ranchettes;' commercial development in Gualala, Anchor Bay and various places along State Highway 1; and higher elevation vineyards, grazing land and row crops. Large tracts of forest and range land are predominate in the District's outer areas. The land use authority for land within the District is the County of Mendocino.

Existing Population

There are approximately 2,100 residents within the District, based on District estimates and according to the 2010 Census demographic profile based on zip codes. Anchor Bay is a 'census designated place' (CDP) with a 2010 population of 340; however, Gualala is not a CDP so specific population data is not available.

Local festivals and seasonal events can increase the visitor population by 500 to 1,000 on weekends.

Projected Growth and Development

The District reports that it anticipates little growth within its boundaries in the next few years because existing land use patterns have been unchanged, and new development is not anticipated. It is possible that the District will see a slight increase in new residential construction on existing parcels.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income is less than 80 percent of the statewide median household income.

The primary communities within the District (Gualala and Anchor Bay) both have median household incomes less than 80% of the State median household income of \$61,632. For Gualala, the median household income in 2013 was \$36,201 (or 58.7% of the State median household income; while Anchor Bay was at \$34,191 (55.5%).

For SCFPD, one of the three basic services – structural fire protection – is provided by the District. Based on an evaluation of District operations and a review of the District’s service calls, structural fire protection services to customers within the District is considered to be satisfactory. The District does not provide water service or sewer service, and is therefore not responsible for assuring that these services are adequately provided to the community.

FINANCING

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the South Coast Fire Protection District and identifies the revenue sources currently available to the District.

SCFPD reports that current financing levels are adequate to deliver services, thanks to the special tax (property assessment) approved by the voters in November 2006. Measure Z was approved with 67.89% (66.67% required). Measure Z increased the previously approved special tax from \$40 per parcel per year to \$75 per year and went into effect July 1, 2007.

Revenues

The primary revenue sources for the District are property tax revenues and the special tax (property assessment). In some years, reimbursements from CALFIRE for Strike Team assistance increases District revenue. However, these monies are paid to the firefighters, while the District is still responsible for payment of payroll taxes.

The District does not charge additional fees for services to residents or non-residents. Revenue sources and a three-year comparison are shown in Figure 53. Revenues over the past three fiscal years have been sufficient to allow the District to increase its reserve funds.

Expenditures

Expenditures for SCFPD have fluctuated over the past three fiscal years, and usually balance out over a longer period. Expenditures and a three-year comparison are shown in Figure 53.

The District has purchased fire apparatus by utilizing a lease-purchase approach with local banks.

Liabilities and Assets

The District has four equipment leases with the option to purchase, three with WestAmerica Bank and one with Community National Bank. Three leases have been paid off, with the remaining lease with Community National Bank for the purchase of a 2014 Freighliner Water Tender. Annual payments for five years at 3.19% are \$33,148.64. The lease will be paid off in July 2018.

The District’s fund balance on June 30, 2014 (which can be considered to be a ‘Reserve Account’) totaled \$174,384. These funds are classified as ‘unrestricted’ and can be used for any purpose. (Refer to Exhibit A: District Balance Sheet for details.)

Figure 53: Three-year Revenues and Expenditures Comparison

	FY 10-11		FY 11-12		FY 12-13	
Revenues						
Property Tax	\$139,152	35%	\$139,916	44%	\$153,586	47%
Property Assessments	\$164,237	41%	\$166,919	53%	\$167,450	52%
Interest Income	\$68	0%	\$64	0%	\$55	0%
Other Government Funds	\$93,505	24%	\$8,636	3%	\$0	0%
Miscellaneous Revenues	\$575	0%	\$800	0%	\$3,659	1%
Total Income	\$397,537	100%	\$316,335	100%	\$324,750	100%
Expenses						
Salaries-Wages & Benefits	\$102,716	36%	\$93,066	24%	\$76,053	36%
Services & Supplies	\$101,330	36%	\$213,569	56%	\$126,754	60%
Debt Service	\$0	0%	\$67,490	18%	\$7,781	4%
Fixed Assets	\$66,612	24%	\$6,183	2%	\$0	0%
Other Expenditures	\$11,644	4%	\$0	0%	\$0	0%
Total Expenses	\$282,302	100%	\$380,308	100%	\$210,588	100%
Net Income (or Loss)	\$115,055		-\$63,973		\$114,162	
Current Year Depreciation					\$ 111,358	
Accumulated Depreciation			\$ 736,518		\$ 876,187	

Financing Efficiencies

The District participates in two joint powers authorities (JPAs): the Fire Agencies Insurance Risk Authority (FAIRA); and the Fire Agencies Self Insurance System (FASIS). The JPAs’ purpose is to provide stable, efficient and long term risk financing for the District, and are funded through collective self-insurance and/or the purchase of insurance coverage’s.

The District also has mutual aid agreements with neighboring fire agencies within Mutual Aid Zone 4 which includes Anderson Valley Community Services District, Redwood Coast Fire Protection District, and Elk Community Services District.

Fundraising

The South Coast Volunteer Firefighters Association, a non-profit organization, conducts fund-raisers during the year to benefit the Fire Department and local service organizations.

2. MUNICIPAL SERVICES

FIRE SERVICES

Service Overview

The South Coast Volunteer Fire Department provides structural fire protection, wildland fire protection, emergency medical response to an Emergency Medical Technician (EMT) level, vehicle rescue and extrication, hazardous materials response as a first responder, and fire prevention. Fire prevention includes continuing inspections of public and private property; working with several wildland/urban interface communities to improve survivability of homes and businesses threatened by wildland fires; and providing public education on fire safety through various types of public presentations. The Fire Department also responds to wildland fires with a 'Strike Team' capability under a Mutual Aid Agreement with CALFIRE.

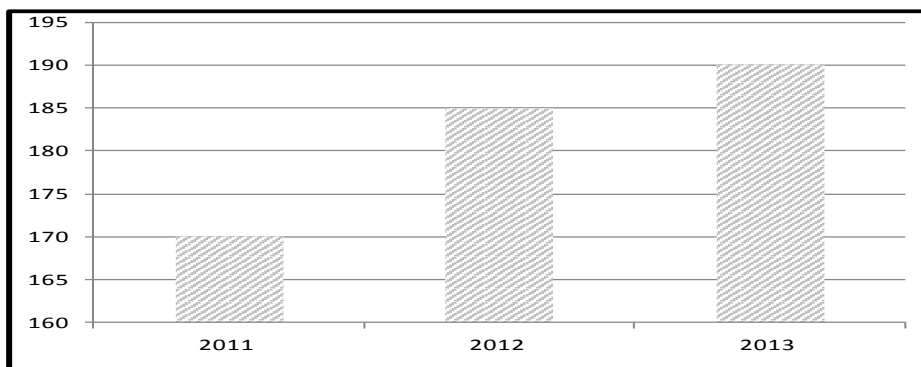
Fire Department personnel undergo diverse training three evenings per month, and special training sessions three to four times per year. The Department also participates in County-wide training exercises, and sends volunteer firefighters to academy classes and EMT training sessions.

The Department is dispatched by CALFIRE. All firefighters are alerted by pagers through Verizon.

Demand for Services

As shown in Figure 54, the number of calls have increased slightly over the past three years. The annual calls average about 185, with the majority of calls being medical response to traffic accidents and other medical service responses (80%). Fifteen percent of the calls are fire or hazardous materials-related. Typically there are 6 structure fires and 15 vegetation fires per year. The highest reported call volume occurs daily between the hours of 2:00 and 10:00 PM.

Figure 54: Number of Calls by Year, 2011-2013



The South Coast Volunteer Fire Department reported that it generally had sufficient capacity to provide services to its current service area, and to assist other fire departments through automatic and mutual aid.

Infrastructure and Facilities

SCVFD operates four stations: the main fire station located at 39215 Baptist Church Street in Gualala; and single bay stations at 43080 Iverson Point Road at Highway 1 in the northern end of the District, at Anchor Bay at 46930 Ocean View Avenue, and at 1 Country Club Way near Old Stage Road and the Ocean View Airport. The Main Station was constructed in 1985 and is a 3,500 square foot facility with four apparatus bays (one engine each); plus a meeting/training room, kitchen, bathroom, shop, and storage area.

The Department maintains and operates one command vehicle, two rescue trucks (used for rescue and emergency medical calls), three Type 1 Structure Engines, four Type 3 Wildland Fire Engines, and three Water Tenders (1,800 gallon capacity each).

Within the Gualala community, water for fire protection is supplied by a water and hydrant system provided by the Gualala Community Services District. Outside of Gualala, water for fire protection is provided by on-board tanks on each engine, and the water tenders. The Fire Department also **has a 20,000 gallon water storage tank at the Iverson Station, and** relies on occasional private water storage tanks scattered throughout the District.

Ambulance service is provided by the Coast Life Support District with a station in Gualala. Air ambulance service is provided by CalStar and REACH.



Main Fire Station 39125 Baptist Church Street Gualala

Infrastructure Needs or Deficiencies

SCVFD reported that the Main Station is in 'good' condition but is operating at capacity. Additional buildings are needed to house apparatus that is currently stationed outdoors.

Currently, water supply for fire fighting is considered 'adequate' – however, additional water storage tanks in strategic locations would be very beneficial.

Shared Facilities and Regional Collaboration

No apparatus or facilities are shared with other districts. The District collaborates with other fire service providers through statewide (CALFIRE) and countywide mutual aid agreements.

The Fire Department did not identify any future opportunities for facility sharing.

The District participates in joint training exercises with other fire departments, and is involved in the the Mendocino Fire Plan through the Fire Safe Council.

Service Adequacy

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

Fire services in the communities are classified by the Insurance Service Office (ISO), an advisory organization. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. Communities with the best fire department facilities, systems for water distribution, fire alarms and communications, and equipment and personnel receive a rating of 1. SCVFD ~~has an~~ **was recently upgraded from an** ISO rating of 7, ~~and~~ **to a rating of 5.** All areas of the District are within 5-miles of a fire station. ~~The Department reports that an ISO rating of 5 to 6 may be possible in the future.~~

Emergency response time standards vary by level of urbanization of an area; the more urban an area, the faster a response is required to be. The California EMS Agency established the following response time guidelines: five minutes in urban areas; 15 minutes in suburban or rural areas; and as quickly as possible in wildland areas. The Department tracks its response times for each incident. Eighty percent of responses are medically related. Response times for the South Coast Volunteer Fire Department **average 10-minutes per call, and** range from 5-minutes to 30-minutes.

The Fire Department Service Profile is presented in Figure 55.

Figure 55: South Coast Volunteer Fire Department Profile

Fire Service Profile - South Coast Volunteer Fire Department					
District Resource Statistics		Service Configuration		Service Demand	
Staffing Base Year	2013	Configuration Base Year	2013	Statistical Base Year	2013
Fire Stations in District	4	Fire Suppression	Direct	Total Service Calls	190
Main Station Location:	Gualala	Emergency Medical Service	Direct	% Emergency Medical Service	80%
Square Miles Served per Station ¹	5	Ambulance Transport	CLSD	% Fire/Hazardous Materials	15%
Total Staff ²	14 22	Hazardous Materials	County	% False	5%
Total Paid Firefighters (in FTE)	0.5	Air Ambulance	CalStar/REACH	% Miscellaneous Emergency	3%
Total Volunteer Firefighters	13 20	Fire Suppression Helicopter	CalFire	% Non-Emergency	2%
Total Firefighters per Station ³	4 5	Public Safety Answering Point	Sheriff	% Mutual Aid Calls	1%
Total Firefighters per 1,000 pop.	7 10	Fire/EMS Dispatch	CalFire	Calls per 1,000 population	95
Service Adequacy			Service Challenges		
Response Time Base Year			2013		
Response Time (in minutes)			5 to 30, average 10		
Maximum Response Time (in minutes)			30		
ISO Rating			7 5/5Y		
<p>Notes:</p> <p>1) Primary service area (square miles) per station.</p> <p>2) Total staff includes firefighters (paid and volunteer), emergency medical personnel, and administrative personnel.</p> <p>3) Based on ratio of firefighters to the number of stations. Actual staffing levels of each station vary.</p>					
			Training		
Firefighters train three times per month and on some weekends. Specialized training available for 'Strike Team' members.					

3. MSR DETERMINATIONS

Growth and Population Projections

1. There are approximately 2,100 residents within the District boundary, based on District estimates and Census data.
2. The population of the District has not increased over the past few years, and is not expected to increase in the foreseeable future.

Location and Characteristics of Any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence

3. The Gualala and Anchor Bay communities, as well as the surrounding areas appears to qualify as a Disadvantaged Unincorporated Community (DUC). Any future annexations to the District will require consideration of any DUC in proximity to the annexation area.
4. For SCFPD, structural fire protection is provided by the District and is considered to be satisfactory. The District does not provide water or sewer services, and is therefore not responsible for assuring that these services are adequately provided to the community.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

5. The District's current facilities are adequate, but are operating at capacity.
6. The Fire Department has the capacity to adequately serve current demand within the 20 square mile District boundary, and also provides services to an additional 20 square mile area through automatic and mutual aid.
7. Water supply for fire fighting is considered 'adequate' with the Gualala Community Services District water system, **the 20,000 gallon water storage tank at the Iverson Station**, and apparatus with on-board water tanks. Additional water tanks at strategic locations throughout the District would be beneficial.

Financial Ability of Agency to Provide Services

- 8. SCFPD reported that current financing levels are adequate to deliver services.
- 9. The District has adequate reserve funds to deal with revenue short-falls in any given year.

Status and Opportunities for Shared Facilities

- 10. The District collaborates with other fire service providers through state and county mutual aid agreements.

Accountability for Community Services, Including
Governmental Structure and Operational Efficiencies

- 11. SCFPD is governed by an elected five-person Board of Directors. However, all recent Board positions have been filled by appointment of the Mendocino County Board of Supervisors. The District should renew its efforts to identify more than one candidate for each Board position so that voters within the District will be afforded a choice and an opportunity to vote.
- 12. Filling the current Board vacancy should be a priority.
- 13. The District does not have a website. Establishing a website and the posting of agendas, minutes, budgets, and audits would provide better transparency.
- 14. The District maintains a community presence at its Main Fire Station, where it posts information about district and fire department activities, documents and updates. Similar information should be posted at the satellite fire stations.
- 15. The agency demonstrated accountability in its cooperation with Mendocino LAFCo information requests.

* * * *

District Balance Sheet

SOUTH COAST FIRE PROTECTION DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2014

<u>ASSETS</u>	<u>General Fund</u>	<u>Adjustments Note 6</u>	<u>Statement of Net Assets</u>
Cash	\$ 230,572	\$ -	\$ 230,572
Taxes receivable	26,124		26,124
Prepaid insurance	7,200		7,200
Land		52,500	52,500
Other capital assets, net of accumulated depreciation	-	683,854	683,854
Total Assets	<u>\$ 263,896</u>	<u>736,354</u>	<u>1,000,250</u>
 <u>LIABILITIES</u>			
Accounts payable	\$11,823		\$ 11,823
Accrued payroll	3,608		3,608
Payroll taxes payable	284		284
Deferred insurance proceeds	73,797		73,797
Long-term liabilities			
Due within one year		71,123	71,123
Due after one year	-	155,184	155,184
Total Liabilities	<u>89,512</u>	<u>226,307</u>	<u>315,819</u>
 <u>FUND BALANCE / NET POSITION</u>			
Fund balances			
Unassigned	174,384	(174,384)	-
Total Fund Balance	<u>174,384</u>	<u>(174,384)</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 263,896</u>	<u>(174,384)</u>	<u>-</u>
 Net Position			
Investment in capital assets		510,047	510,047
Unrestricted		174,384	174,384
Total Net Position		<u>\$ 684,431</u>	<u>\$ 684,431</u>

WESTPORT VOLUNTEER FIRE COMPANY

Fire Company Profile

Overview

The Westport Volunteer Fire Company (Westport VFC) is a small fire protection and emergency medical organization serving the community of Westport and adjacent areas north and south of Westport. The all-volunteer Fire Company provides structural and wildland fire protection, emergency medical response, rescue and extrication, and hazardous materials response as a first responder.

Westport is located on the Pacific Coast, approximately 15-miles north of Fort Bragg in northwest Mendocino County. Westport VFC serves an approximate 25 square mile service area, primarily along State Highway 1 (Shoreline Highway) from Hardy Creek on the north to Milepost 72 near The Inn at Newport Ranch, a distance of 11-miles. Service is provided to the Westport-Union Landing State Beach (100 spaces), the community of Westport, and the small hamlets of DeHaven, Newport, and Kibesillah. Service is also provided to the Westport Beach RV Campground (175 spaces), and inland areas along Banscomb Road, Howard Creek Drive, Wages Creek Road, Cato Mountain Road, and Bruhel Point Road.

Organization

Westport VFC was originally established in March 2007 as the Westport Volunteer Fire Department, Inc. under California Health and Safety Code Section 14825 *et seq.* The Department was reorganized in 2007 as a non-profit 501(c)(3), and became a fire company in 2009. Westport VFC is overseen by an elected three-member Board of Directors. Personnel consist of one Fire Chief, one Training Officer and 13 Volunteer Firefighters (of which two are Emergency Medical Technicians).

Funding is derived from local fund-raising events such as the annual Summer Barbeque on the Westport Headlands; and by requesting an annual donation from residents within the service area.

Operations

There is one fire station with four bays located at 33751 North Highway 1, just north of the community of Westport. The Fire Company has two Type 3 engines, each with 500-gallons of water, one water tender with 2,000 gallon capacity, and one Type 4 rescue vehicle which is utilized for emergency medical calls.

Ambulance service is provided by the Mendocino Coast Healthcare District, with air ambulance service available from CalStar in Ukiah and REACH Air Medical Services in Willits.

The Westport County Water District provides water for fireflow within Westport with a hydrant and water storage system; providing 180,000 gallons of fire storage capacity.

Westport VFC responds to an average of 40 calls per year, primarily emergency medical responses resulting from vehicle accidents on Highway 1. The Fire Company is dispatched by the California Department of Forestry and Fire Protection (CALFIRE), Mendocino Unit. Westport VFC has an automatic aid agreement with the Fort Bragg Rural Fire Protection District for structure fires, and mutual aid agreements with Albion-Little River Fire Protection District, Mendocino Fire Protection District, and Fort Bragg Rural Fire Protection District as part of Emergency Planning Zone 4. Westport VFC also has a mutual aid agreement with CALFIRE.

The Volunteer Firefighters train regularly and participate in joint exercises with the Coastal fire districts in Planning Zone 4.

Contact: *Bill Knapp, President* 707-964-7355 bill@netwidget.com
Frank Maurice, Fire Chief 707-357-1866 frankmaurice@sbcglobal.net

WHALE GULCH VOLUNTEER FIRE COMPANY

Fire Company Profile

Overview

The Whale Gulch Volunteer Fire Company (Whale Gulch VFC) is a small fire protection and emergency medical organization serving the small hamlet of Whale Gulch. The all-volunteer Fire Company provides structural and wildland fire protection, emergency medical response, and hazardous materials response as a first responder.

Whale Gulch is located on the far northern Mendocino County Coast (Lost Coast), approximately one-mile inland and near the Mendocino County-Humboldt County Line. Whale Gulch is south of Shelter Cove and west of Whitethorn. Whale Gulch VFC serves an approximate 25 square mile area, plus the Sinkyone Wilderness State Park to the south, and the Chemise Mountain Wilderness Area to the north.

Organization

Whale Gulch VFC was established in the 1970's and is affiliated with the Coast Headwaters Association. The Fire Company is overseen by a self-appointed five-member Board of Directors. Personnel consist of one Fire Chief, one Assistant Chief, five Firefighters, and two Emergency Medical Technicians.

Funding is derived from local fund-raising events such as the annual Cake Sale; and by leasing Engine 5936 to the California Department of Forestry and Fire Protection (CALFIRE) during the fire season.

Operations

There is one fire station located at 76850 Usal Road. The Fire Company has two Type 3 engines, each with 500-gallons of water, and one Type 4 rescue vehicle with 250-gallons of water, which is also utilized for emergency medical calls.

Wale Gulch VFC responds to an average of 20 responses per year, primarily structure fires, medical calls, and hazardous materials response. The Fire Company is dispatched from CALFIRE's Humboldt-Del Norte Unit and has mutual aid agreements with nearby Shelter Cove Resort Improvement District No. 1 and Whitethorn Fire Protection District, both in Humboldt County. The Fire Company also provides service to Whale Gulch High School, located a short distance from the fire station.

The Volunteer Firefighters train regularly and participate in exercises with Humboldt County fire departments. Volunteers spend about one-third of their time in fund-raising activities.

Contact: Blu Graham, Assistant Chief 707-502-7514 blugulch@gmail.com

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Workshop** for Millview County Water District Sphere of Influence Update

Background

This is a workshop to introduce the Draft SOI Update for the Millview County Water District (MCWD), which provides water services to the unincorporated community just north of the City of Ukiah in the Ukiah Valley.

The District's current SOI extends beyond the District boundary and the District provides out of District services to several properties within their SOI. Recently in September of 2015 the State Water Board's moratorium for new service connections to the District's water system was rescinded. The District indicates they are interested in annexing the out of district service connections. Staff has indentified a reduced SOI which captures those properties receiving service and those properties with appropriate landuse designations to receive municipal water services.

Staff has had ongoing discussions with the District regarding lands to be included within the updated sphere. The proposed sphere in the attached SOI Update reflects District input, but LAFCo staff has not yet received a response to this workshop proposed SOI as the District general manager has been out of the office for several weeks. However, we believe this SOI reflects District needs and is ready for workshop feedback.

Recommendation

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

Attachments: 1) Millview County Water District Draft SOI Update

MENDOCINO **Local Agency Formation Commission**

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, California 95482

MILLVIEW COUNTY WATER DISTRICT
SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- March 7, 2016

Draft Hearing- April 4, 2016

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county” (GC §56425). A “SOI” is defined under the CKH Act as “.... a plan for the probable physical boundaries and service area of a local (government) agency” (GC §56076).

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update will assess and recommend an appropriate Millview County Water District (Millview CWD or District) Sphere of Influence (SOI). The objective is to update Millview CWD’s SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the Millview CWD Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space
 2. Present and probable need for public facilities and services in the area
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency
 5. If the agency provides services related to water, sewer, or fire, then the present and probable need for these services by any disadvantaged unincorporated communities within the existing sphere should be considered
-

Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2016 Policies and Procedures*, "Chapter 9: Spheres of Influence, MSRs, and Special Studies":

Section 1. Spheres of Influence

Reduced Spheres

The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission shall, however, consider removal of land from an agency's sphere of influence if either of the following two conditions applies:

- the land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- the land is inside the affected agency's jurisdictional boundary but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

Zero Spheres

LAFCo may adopt a "zero" sphere of influence encompassing no territory for an agency. This occurs if LAFCo determines that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). The local agency which has been assigned a zero sphere should ultimately be dissolved.

Service Specific Spheres

If territory within the proposed sphere boundary of a local agency does not need all of the services of the agency, a "service specific" sphere of influence may be designated.

Agriculture and Open Space Lands

Territory not in need of urban services, including open space, agriculture, recreational, rural lands, or residential rural areas shall not be assigned to an agency's sphere of influence unless the area's exclusion would impede the planned, orderly and efficient development of the area. In addition, LAFCo may adopt a sphere of influence that excludes territory currently within that agency's boundaries. This may occur when LAFCo determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency's sphere. Exclusion of these areas from an agency's sphere of influence indicates that detachment is appropriate.

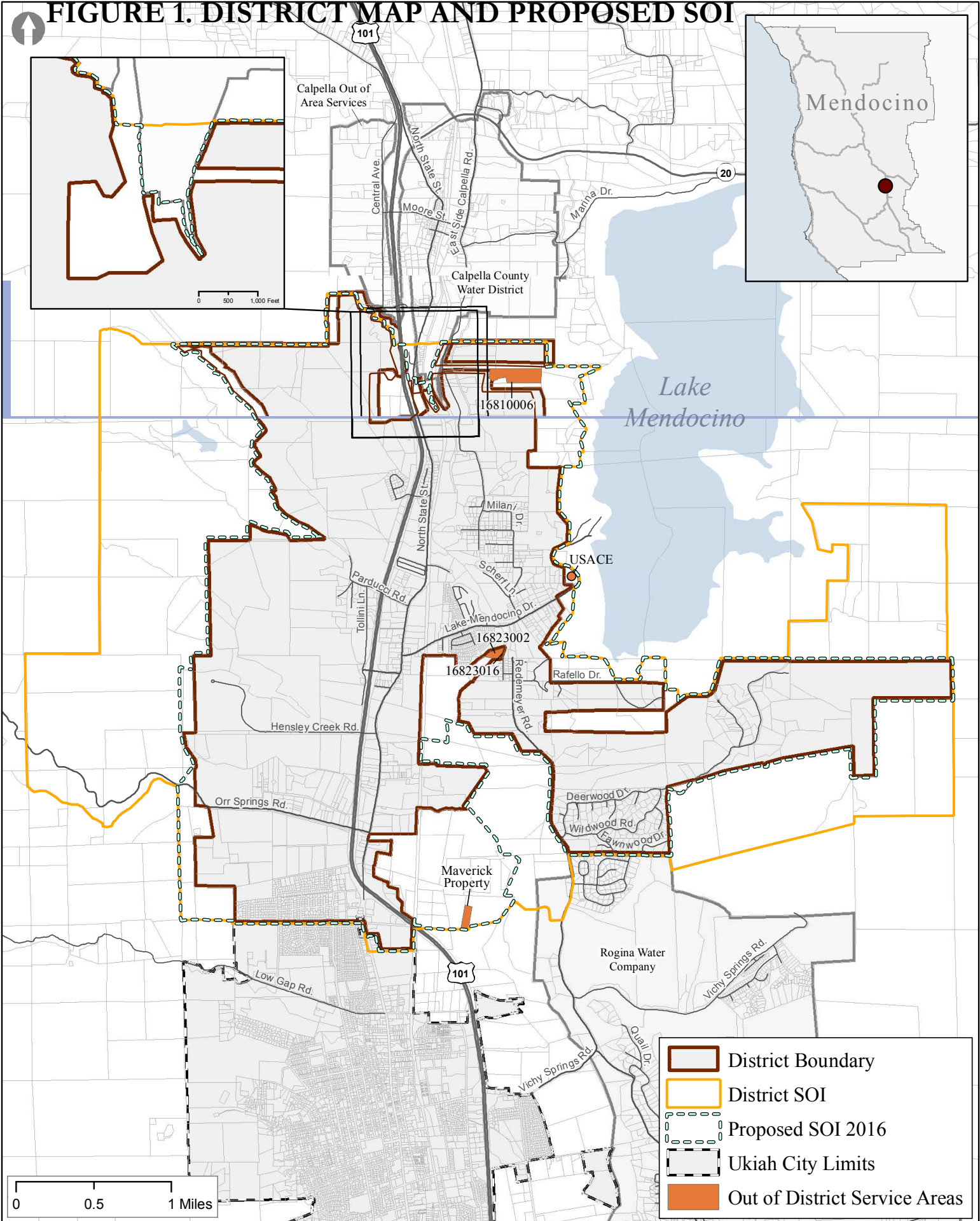
Annexations are not Mandatory

Before territory can be annexed to a city or district, it must be within the agency's sphere of influence (G.G. §56375.5). However, territory within an agency's sphere will not necessarily be annexed. A sphere is only one of several factors that are considered by LAFCo when evaluating changes of organization or reorganization.

Islands or Corridors

Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area of an agency.

FIGURE 1. DISTRICT MAP AND PROPOSED SOI



Millview County Water District

Packet Page 129

Prepared for **PLANWEST PARTNERS, I.N.C.**
 Mendocino **LAFCo** by: Date: 2/29/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Water_Districts\mapdocs\Millview_Water_District.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

The Millview County Water District (Millview CWD or District) provides water services to residential users, commercial users, and fire service connections within District boundaries. The Millview CWD owns and operates a water treatment plant and a well field located adjacent to the treatment plant. The primary source for Millview CWD is surface water rights with the well field used as a secondary source (MSR 2013). The District was under a state-ordered moratorium on new water service connections until September of 2015 when the moratorium was rescinded.

BACKGROUND

The Millview CWD was formed on November 19, 1956 by the Mendocino County Board of Supervisors under the California Water Code Section 30000. It is located in the northwest corner of the Ukiah Valley Area Plan (UVAP) and provides services to an 8.5-square-mile area northeast and immediately north of Ukiah city limits (MSR 2013).

MUNICIPAL SERVICE REVIEW

In 2012, LAFCo prepared the *Ukiah Valley Special Districts Municipal Service Review* (MSR) which included the Millview County Water District. The Millview CWD section was finalized and accepted by the Commission on May 8, 2013. MSRs are a prerequisite for establishing, amending, or updating spheres of influence. As such, much of the information contained herein comes directly from the Millview CWD MSR.

SPHERE OF INFLUENCE

The District reports its SOI to be beyond its service boundary as shown in Figure 1. This update will consider the area the District considers to part of its SOI.

Out of District Service

The Millview CWD provides out of district services to several properties located outside their district boundary but within their existing SOI (See Figure 1). As reported by the District, these served areas include:

- Mendocino Industrial Park, which receives private fire service only, not drinking water (APN 170-190-15)
- Domestic water to private residences, including:
 - APN 168-230-16
 - APN 168-230-02
 - APN 168-100-06 (currently dormant but available)
- US Army Corps of Engineers at 1160 Lake Mendocino Drive
- Maverick Enterprises INC at 651 Ford Road
 - This property's representative has been in contact with LAFCo staff and expressed interest in possibly annexing into the District. They report that in April of 2013 a 12-inch main line was extended from in front of the Hanco Tire store in the Raley's shopping center to the 651 Ford Road site. Maverick secured the necessary easements from both Caltrans and the Railroad Authority. There is a provision that

provides a formula for reimbursement to Maverick should adjacent property owners seek to connect.

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of a SOI review, including "...the present and probable need for those public facilities and services of any DUCs within the existing sphere of influence" (GC §56425). A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Millview CWD provides water services, and is therefore only responsible for assuring that these services are adequately provided to communities.

No specific MHI estimates are available for the Millview area. The unincorporated community of Calpella to the north neighbors the District. The 2013 MSR estimates Calpella's median household income to be \$53,725, which is 93 percent of the California Median Household Income of \$57,708 (MSR 2013; pp. 3-5). Therefore, Calpella is not considered to be a DUC.

The southern extent of the District's border is the City of Ukiah. Ukiah has an estimated MHI of \$42,609 (Census Quickfacts, 2010), which is 73 percent of the California MHI, thereby qualifying it as disadvantaged. Ukiah is incorporated, and therefore does not qualify as a DUC. It stands to reason that sections of unincorporated territory surrounding the City may also qualify as disadvantaged, though no area has been identified as such at this time. Should the District pursue annexation, DUC communities within the District's vicinity may be examined further.

Population and Growth

The community within the Millview CWD is situated on the northern edge of the City of Ukiah's city limits. The 2013 MSR estimates a population of approximately 5,156 persons living within the Millview CWD. Using the conservative growth rate of 1 percent a year, the MSR projects a population of 5,568 in 2020. With a higher projected growth rate of 1.63 percent a year, the population in 2020 would be expected to reach 5,828 (MSR 2013).

Land Use and Development

Residential connections include mobile home parks, apartments, and single family homes. Around 40 percent of the land within the District is designated as resource land and approximately 30 percent is designated as remote or rural residential¹. Some of the resource parcels within District boundaries are subject to a contract under the Williamson Act². Other designations within the District include Suburban Residential, Commercial, and Industrial.

CAPACITY AND SERVICE

Water

The Millview CWD maintains an emergency inter-tie with the City of Ukiah to the south and the Calpella CWD to the north. In addition, the Millview CWD treats and wheels water to Calpella CWD. It contracts with Willow CWD for staffing and office services (District Manager, November 2015). While Millview CWD shares office space and staff, it is governed by its own five-member Board of Directors (MSR 2013).

¹ All Land use designation information from Mendocino County GIS Parcel Information Layer. October, 2014.

As reported in the 2013 MSR, the District was under a State imposed moratorium on new service connections since 2001 “in response to source and storage capacity deficiencies” (SWRCB 2015). In September of 2015, the State Water Resources Control Board (SWRCB) rescinded the moratorium.

The Millview CWD provides water to 1,489 connections (SWRCB 2015). The Millview CWD owns and operates a water treatment plant and well field located adjacent to the plant. The primary source for Millview CWD is surface water rights. The well field is used as a secondary source to provide water through the water treatment plant and to the distribution system for the majority of the year. During higher demand periods, ground water is blended with treated surface water. The District also wheels treated water to the Calpella CWD provided by Russian River Flood Control and Water Conservation Improvement District (RRFC) (MSR 2013).

The main water source is Russian River underflow and surface stream flows (UVAP, 2011). The Millview CWD produces about 1,522 acre-foot per year (AFY) of water from surface water rights. In addition, it can purchase up to 1,520 acre feet (AF) of Lake Mendocino water. Variation in supply can be caused by climatic conditions such as drought. Excluding 2009, production averaged 1,556 AFY and demand averaged 1,462 AFY. The surplus difference between production and demand is often sold to other water purveyors, such as the Calpella CWD. Under existing conditions, approximately 75 percent of the water produced is used for residential purposes. Commercial uses account for approximately 15 percent of the total production, and the remaining 10 percent is used for industrial and miscellaneous purposes. More water is used in the summer than in winter (MSR 2013).

The original moratorium order also addressed storage deficiency in Zone 1. Although no conditions were assigned related to storage capacity, SWRCB strongly advised in its rescission letter that Millview conduct a storage capacity evaluation based on the current Waterworks Standards.

The District reports in the 2013 MSR that their plant has sufficient capacity to meet estimated peak demand and has a storage capacity of 3.24 million gallons. According to the 2013 MSR, the Millview CWD’s existing infrastructure is sufficient to meet current demand; as additional supplies are secured, the Millview CWD would need to increase treatment plant capacity and storage to meet demands of additional new services.

Relevant Local Agencies and Communities of Interest

The District is in close proximity to other agencies and shares services and facilities with several other special districts. As discussed above, the Millview CWD maintains an emergency inter-tie with the City of Ukiah to the south and the Calpella County Water District (CCWD) to the north. In addition, the Millview CWD treats and wheels water to CCWD.

The Ukiah Valley Sanitation District provides sewer service to portions of the Millview CWD boundaries. The Millview CWD lies within the Ukiah Valley Fire District, which provides fire protection. It also lies within the Russian River Flood Control and Water Conservation Improvement District Boundary (RRFC). The Calpella CWD lies directly to the north of the Millview CWD and portions of the two boundaries are coterminous. The District also shares portions of its southern boundary with the City of Ukiah.

The District recently entered into a shared staffing agreement with the Willow County Water District. The Willow CWD also has shared staffing agreements with Calpella CWD, Redwood Valley CWD, and Hopland Public Utility District. The agreements represent a functional consolidation of these districts.

RELEVANT PLANNING AND SERVICE FACTORS

Local planning policies and land-use designations inform LAFCo SOI decisions. Below are relevant policies and service factors that are used as a guide.

County of Mendocino General Plan- Development Element (DE)

General Plan Water Supply and Sewer (Wastewater Treatment) Services Policies:

Policy DE-186: Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-187: The County supports efficient and adequate public water and sewer services through combined service agencies, shared facilities, or other inter-agency agreements.

Action Item DE-187.1: Work aggressively with water and sewer service providers to overcome current and projected system and supply deficiencies necessary to serve planned community growth.

Action Item DE-187.2: Support funding applications to improve and expand water and sewer service capabilities in areas planned for future growth or to resolve existing deficiencies.

Action Item DE-187.3: Work with communities and public water and sewer service entities to monitor, manage and/or maintain community-wide or decentralized water/sewer systems.

Policy DE-188: Encourage water and sewer service providers to incorporate water conservation, reclamation, and reuse.

- Encourage the development and use of innovative systems and technologies that promote water conservation, reclamation, and reuse.
- Encourage the development of systems that capture and use methane emissions from their operation.
- Encourage the development and use of innovative systems and technologies for the treatment of wastewater.

Policy DE-189: Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with land use and resource objectives of the General Plan, except where the extension is needed to address a clear public health hazard.

Policy DE-190: Development of residential, commercial, or industrial uses shall be supported by water supply and wastewater treatment systems adequate to serve the long-term needs of the intended density, intensity, and use.

Policy DE-191: Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

UKIAH VALLEY AREA PLAN

Excerpts from the Ukiah Valley Area Plan are below. Only items relevant to this document are included.

WATER MANAGEMENT

Water Distribution and Infrastructure

Community Water Services: There are five major providers of community water services in the Ukiah Valley. The City of Ukiah serves customers within the City, while Rogina Water Company and

Millview, Calpella, and Willow County Water Districts serve the unincorporated areas. All suppliers are regulated by the California Department of Health Services, and Rogina Water Company is additionally regulated by the California Public Utilities Commission. These water providers hold varying claims to water rights for current and future use.

The primary water source for water providers in the Valley is the Russian River and diversion of Eel River water with storage in Lake Mendocino. Property owners without access to the City or community systems obtain water from individual wells, springs or direct diversions of Russian River water. Some water needs are also supplied by wells that tap groundwater aquifers that are not connected to the underflow of the Russian River.

Policy WM1.1: Maintain and increase water supplies and systems for existing and future water system needs.

WM1.1a Identify Water Sources

Cooperate and coordinate with the City of Ukiah, LAFCO, the Water Agency, and local water districts in the provision of infrastructure and services within the Ukiah Valley.

WM1.2a Groundwater Stewardship Program

Assemble baseline information describing existing conditions of the Valley's groundwater system (quality, quantity, demand and re-supply), and develop a comprehensive groundwater protection program with specific protection and mitigation measures.

Policy WM2.1: Strive for efficient delivery of public water services.

WM2.1a Service Evaluation

Involve water agencies, City and agricultural water users in collaboration with LAFCO to perform mandated municipal service reviews.

WM 2.1b Water Rights and Distribution

Coordinate with water purveyors to actively participate in hearings and actions involving water rights and distribution of area water in order to ensure efficient and equitable use of available water rights and supplies.

DISCUSSION

Sphere of Influence

The Millview CWD provides water services external to the existing District boundary. It should be noted that the District has indicated an interest in annexation, though the extent of territory it wishes to include in an application has not been specified. This update reduces the District's existing sphere to remove the majority of agricultural lands and open space. Several areas are an exception to this:

- 1) The Maverick property and neighboring parcel, of which the Maverick property already receives service.
- 2) An area presently in the western part of the SOI between Orr Springs Road and the District boundary. This area is already within Ukiah Valley Sanitation District's boundary, changing how growth inducement concerns are evaluated.

3) The area already within the present SOI surrounding the US Army Corps of Engineers (USACE) property (See Figure 1). This SOI area (present and proposed) does not follow parcel lines, instead it follows a road right of way. The remaining USACE parcel is rather large and designated as open space (See Figure 2 in Appendix A).

The territory in the existing SOI which overlapped with Calpella CWD's boundary is also excluded from the updated SOI.

Shared Services

Recently, the Millview CWD entered into a staffing contract with the Willow CWD. The Willow CWD now provides office space, administrative staff, and field staff for Millview CWD, Redwood Valley CWD, Calpella CWD, and Hopland PUD. The shared staffing and management contracts are viewed as a step towards a functional consolidation between these agencies. Given the coordination of services between these districts, there may be opportunity to consider a structural consolidation in the future.

Water Supply

Water availability has long been an issue in the Ukiah Valley and is likely to constrain future development in the area (UVAP 2010, 6-3). Though not currently under a water moratorium, Millview CWD is a part of the regional community, utilizes the same water supply, and faces similar service challenges.

Challenges cited in the Ukiah Valley Area Plan include decreased water diversion from the Eel River, as well as difficulties and lengthy time inherent in developing new supplies in the face of increasing demand. Various unknowns complicating growth planning include the water rights of water purveyors, the definition of Russian River underflow versus groundwater, continued refinement of water agreements, and changes in imports from the Eel River through the Potter Valley Project (UVAP 2011, 6-3). Opportunities to help alleviate the Ukiah Valley water supply issues may be considered further at the regional level by LAFCO.

ANALYSIS

As presented in the introduction, when updating the SOI, the Commission considers and adopts written determinations. The following are the formal determinations for this SOI Update:

1.) Present and Planned Land Use

Similar to many other special districts in Mendocino County, the District boundary and existing SOI include agriculturally-designated lands and land under Williamson Act contract. The proposed 2016 SOI excludes the majority of territory identified as agricultural lands pursuant to GC §56016 and LAFCO's objective to preserve agricultural and open-space land.

The change of sphere designation to exclude these lands does not impact their non-serviced status, facilitates efficient patterns of land use, and is not likely to adversely impact the existing Williamson Act contracts, pursuant to GC §56426.6.

2.) Present and Probable Need for Public Facilities and Services

The Millview CWD provides out of district services to several properties within their existing SOI. The District reports that they are considering annexation and maintain a list of properties that wish to receive service or participate in annexation. Those properties receiving service outside of District

boundaries represent a need for service external to District boundaries. Given present land use designations and services provided, growth and additional demand for services is anticipated.

3.) Present Capacity of Facilities and Adequacy of Public Services

Based on the information reported in the 2013 MSR and the SWRCB letter of moratorium rescission, the District has sufficient infrastructure and capacity to serve existing customers (including those out of District). Should the District pursue annexation, further study may be needed regarding future service capacity.

4.) Social and Economic Communities of Interest

The larger Ukiah Valley is a community of interest for purposes of coordinating common water supply and management needs. Multiple agencies provide water services in a community which shares geography and in most cases, the same water source. The District has a common interest with other local water purveyors to manage the water supply systems and watersheds of the Ukiah Valley.

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs)

The City of Ukiah qualifies as disadvantaged but is incorporated and therefore does not qualify as a DUC. It stands to reason that sections of unincorporated territory surrounding the City may also qualify as disadvantaged, though no area has been identified as such at this time. Should the District pursue annexation, DUC communities within the District's vicinity may be examined further.

CONCLUSIONS

This update considers the present SOI relative to services provided and its consistency with LAFCo policy. Those properties receiving service within the existing SOI should remain within the updated sphere. Territories recognized as agricultural or open space are removed from the previous SOI with the exceptions listed in the above discussion (See proposed SOI in Figure 1).

REFERENCES

(Census Quickfacts, 2010) U.S. Census Bureau: State and County QuickFacts.

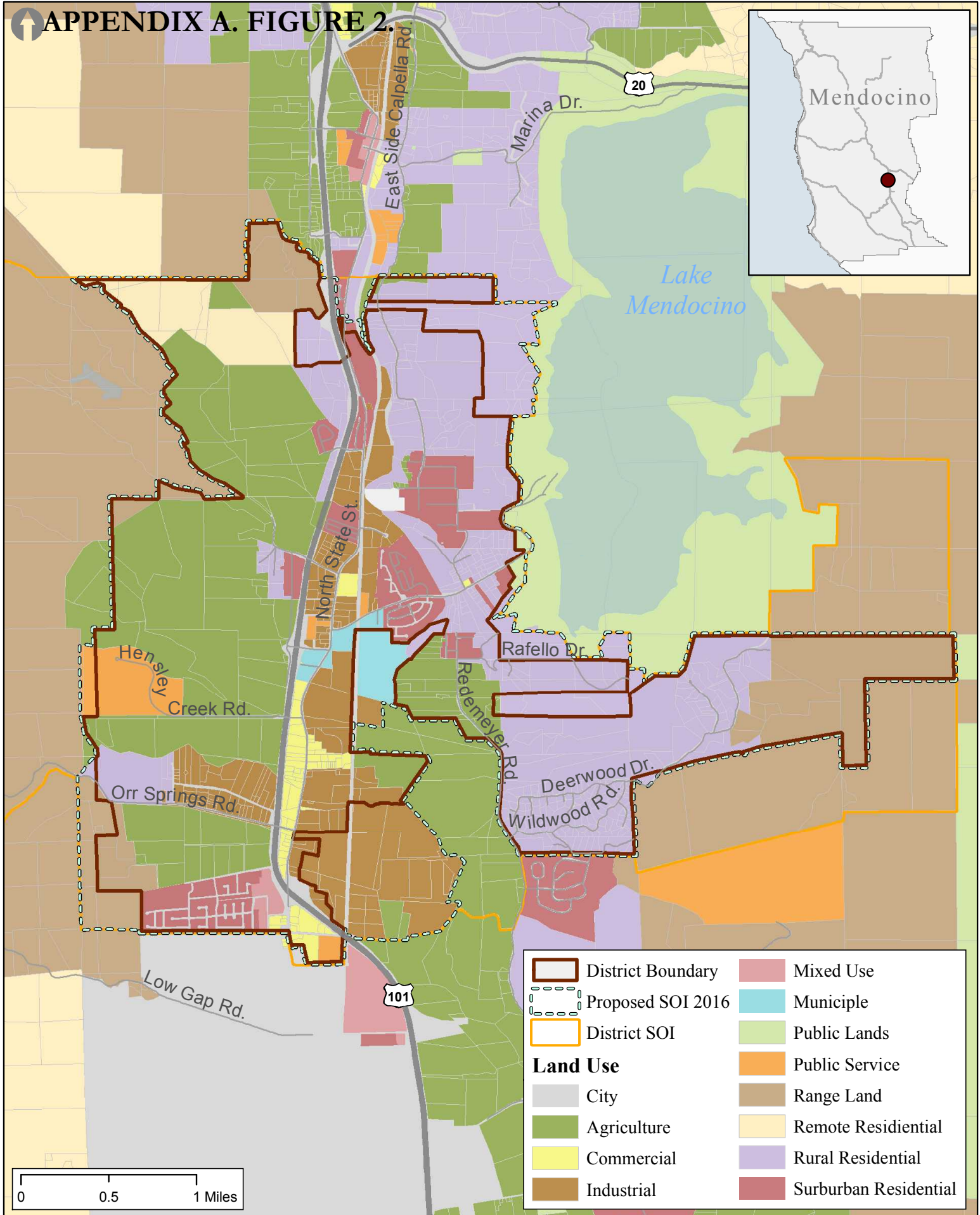
<http://quickfacts.census.gov/qfd/states/06000.html>

Mendocino LAFCo, 2004 Policies and Procedures, Chapter 5- Policies That May Apply for Some Applicants, D. Sphere of Influence.

(SWRCB 2015) State Water Resources Control Board. September 4th, 2015. Letter to MCWD. "Millview County Water District, ID 2310006 Compliance Order 02-03-01 C0-002 Rescinded".

(UVAP, 2011) County of Mendocino, Ukiah Valley Area Plan. August 2, 2011. Prepared by the Mendocino County Planning and Building Services.

Ukiah Valley Municipal Service Review, 2013. LAFCO of Mendocino County. May 6, 2013. E Mulberg & Associates

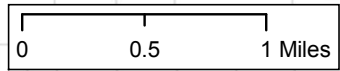
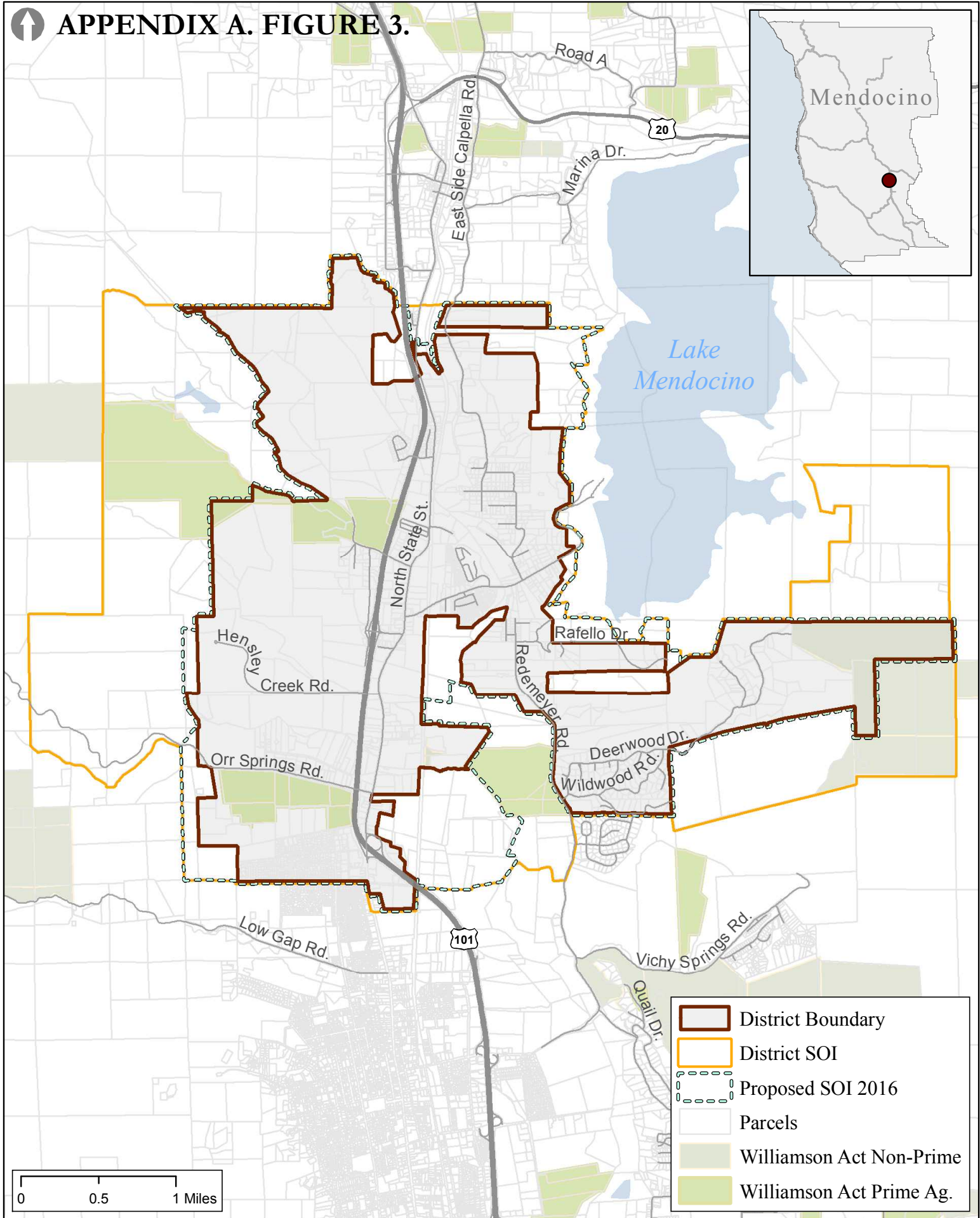








Millview County Water District

Land Use Designations

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

APPENDIX A. FIGURE 3.



-  District Boundary
-  District SOI
-  Proposed SOI 2016
-  Parcels
-  Williamson Act Non-Prime
-  Williamson Act Prime Ag.

Millview County Water District

Williamson Act Contract Map

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

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Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino LAFCo by: 
 Date: 2/19/2016

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Workshop** for Mendocino County Resource Conservation District Sphere of Influence Update

Background

This is a workshop to introduce the Draft SOI Update for the Mendocino County Resource Conservation District (MCRCDD). The MCRCDD is a special district with the mission of advising and assisting individuals and public agencies in the prevention of soil erosion, soil conservation, rural road and watershed assessments, education and outreach, land use planning, conservation of wildlife and other related natural resources. The District accomplishes its mission by promoting public awareness of the continuing need for resource conservation through educational workshops, informational fliers and papers, planning partnerships, hands on cleanup or restoration projects, and as a conduit for or source of grant financing. Additionally, MCRCDD conducts biological surveys and assessments and manages projects by assisting landowners with permitting and implementation.

The District's territory extends throughout most of Mendocino County, including close to 100 percent of all federal and state publicly held lands. The SOI is assumed to be coterminous. Unlike many other resource conservation districts in the state, MCRCDD does not receive ad valorem property taxes or other special tax or assessment revenue. The organization is close to 100 percent grant funded, although the District does offer fee-for-service in areas such as biological monitoring, natural resource assessments, and conservation planning.

The MCRCDD has requested and LAFCo staff recommends that its SOI be expanded to include all lands within the County. In addition the District has expressed interest in annexation of this same territory. The District has expressed interest in establishing a special tax or assessment to support its services but lacks available funds needed to conduct an election process. Similarly, the District lacks available (unrestricted) funds needed to support a LAFCo annexation process at this time.

Recommendation

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

Attachments: 1) Mendocino County Resource Conservation District Draft SOI Update

MENDOCINO **Local Agency Formation Commission**

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, California 95482

**Mendocino County Resource Conservation
District**

SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- March 7, 2016

Draft Hearing- DATE

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county” (GC §56425). A “SOI” is defined under the CKH Act as “.... a plan for the probable physical boundaries and service area of a local (government) agency” (GC §56076).

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update will assess and recommend an appropriate Mendocino County Resource Conservation District (MCRCD) Sphere of Influence (SOI). The objective is to update MCRCD’s SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the MCRCD Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space

 2. Present and probable need for public facilities and services in the area

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

 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency

 5. If the agency provides services related to water, sewer, or fire, then the present and probable need for these services by any disadvantaged unincorporated communities within the existing sphere should be considered
-

Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2016 Policies and Procedures*, "Chapter 9: Spheres of Influence, MSRs, and Special Studies":

Section 1. Spheres of Influence

Reduced Spheres

The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission shall, however, consider removal of land from an agency's sphere of influence if either of the following two conditions apply:

- the land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- the land is inside the affected agency's jurisdictional boundary but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

Zero Spheres

LAFCo may adopt a "zero" sphere of influence encompassing no territory for an agency. This occurs if LAFCo determines that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). The local agency which has been assigned a zero sphere should ultimately be dissolved.

Service Specific Spheres

If territory within the proposed sphere boundary of a local agency does not need all of the services of the agency, a "service specific" sphere of influence may be designated.

Agriculture and Open Space Lands

Territory not in need of urban services, including open space, agriculture, recreational, rural lands, or residential rural areas shall not be assigned to an agency's sphere of influence unless the area's exclusion would impede the planned, orderly and efficient development of the area. In addition, LAFCo may adopt a sphere of influence that excludes territory currently within that agency's boundaries. This may occur when LAFCo determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency's sphere. Exclusion of these areas from an agency's sphere of influence indicates that detachment is appropriate.

Annexations are not Mandatory

Before territory can be annexed to a city or district, it must be within the agency's sphere of influence (G.G. §56375.5). However, territory within an agency's sphere will not necessarily be annexed. A sphere is only one of several factors that are considered by LAFCo when evaluating changes of organization or reorganization.

Islands or Corridors

Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area of an agency.



FIGURE 1. DISTRICT BOUNDARY AND PROPOSED SOI

HUMBOLDT

TRINITY

TEHAMA

GLENN

LAKE

SONOMA

Pacific Ocean

271

1

162

Laytonville

20

Willits

Mendocino

Tomki Rd

Orr Springs Rd

Elk



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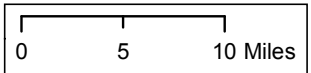
Ukiah

253

101

1

 District Boundary
 Proposed SOI



Mendocino Resource Conservation District

Packet Page 144

Prepared for **PLANWEST PARTNERS, INC.**
 Mendocino
 LAFCo by:  Date: 1/26/2016

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Other_Districts\Mendocino_Resource_Cons_District.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

Mendocino County Resource Conservation District (MCRCD) is a non-regulatory agency with the mission of advising and assisting individuals and public agencies in the prevention of soil erosion, soil conservation, rural road and watershed assessments, education and outreach, land use planning, conservation of wildlife and other related natural resources. The District accomplishes its mission by promoting public awareness of the continuing need for resource conservation through educational workshops, informational fliers and papers, planning partnerships, hands on cleanup or restoration projects, and as a conduit for or source of grant financing. Additionally, MCRCD conducts biological surveys and assessments and manages projects by assisting landowners with permitting and implementation (MSR 2014).

Unlike many other resource conservation districts in the state, MCRCD does not receive ad valorem property taxes or other special tax or assessment revenue. The organization is close to 100 percent grant funded, although the District does offer fee-for-service in areas such as biological monitoring, natural resource assessments, and conservation planning (District Executive Director, February 2016).

BACKGROUND

MCRCD was formed as an independent special district under the provisions of the California Soil Conservation District Act, and was established by election on May 14, 1945. Originally it was named the Willits Soil Conservation District and was comprised of 146,000 acres in the Little Lake Valley. In 1956, the District became essentially countywide with the exception of the territory within the cities and some State forest and private timber lands which were excluded. At that same time, the District's name was changed to Mendocino County Soil Conservation District. In fiscal year (FY) 1972-73, the name was changed to the current one—Mendocino County Resource Conservation District in response to legislative changes to the principal act (Division 9 of the California Public Resources Code, Section 9151, et seq.). The range of services expanded to include watershed-related programs in keeping with the District's authorizing legislation (MSR 2014).

MUNICIPAL SERVICE REVIEW

A Municipal Service Review (MSR) was conducted for the MCRCD in 2014 and was adopted by the LAFCo Commission on August 4, 2014. A MSR is a part of and a prerequisite for a SOI Update. As such, much of the information contained herein comes directly from the 2014 MCRCD MSR.

BOUNDARY

The District's territory extends throughout most of Mendocino County, including close to 100 percent of all federal and state publicly held lands (see Figure 2 in Appendix A). The existing map of District boundaries covers 1,872,500 acres of land (84% of the county) (District Executive Director, February 2016). MCRCD boundaries have historically included all territory within Mendocino County except for the State owned Jackson Demonstration State Forest, some private timber company lands, and incorporated cities (MSR 2014). In addition, timberland once held by Georgia-Pacific and Louisiana-Pacific timber companies remains outside of District boundaries. It should be noted that current owners of those forest tracts also own extensive tracts of forestland within the district's boundaries. For example, 81 percent of Mendocino Redwood Company (MRC) timberland is located within MCRCD's boundaries. MRC land outside district boundaries includes an extent of

land located within the Noyo River Watershed, which was once owned by Louisiana-Pacific (District Executive Director, February 2016).

During the 2014 MSR process, the District map was identified as “in progress” for the (Mendocino LAFCo Minutes, 2014). For the purposes of this SOI Update, LAFCo staff, the County, and the District have worked together to identify a likely boundary (See Figure 1). The following describes some of the District’s challenges with the current boundary.

TIMBERLAND

MCRCD boundaries encompass 74 percent of all timber production zoned land in the County (see Figure 3 in Appendix A). The nature of the pattern of land ownership within and outside of MCRCD boundaries requires an understanding of ownership boundaries when working with forestland owners. For example, the District frequently works in partnership with MRC and the Conservation Fund on fisheries enhancements, rural roads assessments and upgrades, and other restoration projects. It is not always clear which parcels fall within district boundaries and which do not for a single ownership. As MCRCD continues to build its Forestland Conservation Program with USDA NRCS, the Mendocino Fire Safe Council, and CAL FIRE it would be helpful to have the district’s boundaries or SOI coincide with County boundaries to avoid inconsistencies in service provision or inequitable distribution of federal and state grant funds to County landowners. Extending the District’s boundaries to coincide with the County boundary would be important if MCRCD were to assume control of the Mendocino County Fire Safe Council, which is currently under consideration (District Executive Director, February 2016).

INCORPORATED AREAS

Although MCRCD’s service area did not traditionally include incorporated cities, the expansion of city boundaries over the last three to four decades now includes a significant number of parcels within MCRCD’s District boundaries (see Figure 4 and Table 1 in Appendix A). The MCRCD board and staff have noted that they feel it would be logical to extend the District’s boundaries or SOI to include all incorporated city parcels rather than removing those which lie within District boundaries. In recent years, MCRCD has begun working more closely with city departments and schools, providing much needed technical expertise, grant writing assistance, and project development around issue areas such as urban stream restoration, stormwater management, low-impact development, and water conservation. MCRCD is currently under contract with the County of Mendocino to provide stormwater management outreach and education assistance to all County residents. The District is working with Ukiah High School, which lies within MCRCD boundaries, as well as with the Anderson Valley Unified School District, to fund water conservation projects and education and outreach (District Executive Director, February 2016).

UNSERVED TERRITORY

MCRCD reported that a small portion of the Gualala watershed in the southern part of Mendocino County is the only area that is actively not served by the District, as Sonoma RCD has accepted responsibility for that area through an informal agreement. Though this area is not presently served by the District, MCRCD has indicated that the informal agreement could change at any time, and the territory should be included within the area considered for future services by MCRCD.

SPHERE OF INFLUENCE

The District SOI is assumed to be coterminous with its boundaries, based on documented records (MSR 2014). The District has requested its SOI be expanded to include all lands within Mendocino County.

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of a SOI review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. The criterion for the provision of adequate services to a DUC is limited to water supply, sewage disposal, and structural fire protection. The Resource Conservation District does not provide these services and is not responsible for assuring that these services are adequately provided to the communities that meet the DUC thresholds (MSR 2014).

POPULATION AND LAND USE

Population and Growth

According to the 2010 Census, there are approximately 59,156 residents within the Mendocino County unincorporated area, which may serve a rough approximation of the District's population (MSR 2014).

The State Department of Finance (DOF) projects that the population of the unincorporated portion of Mendocino County will grow by 4.6 percent from 2010 to 2020. Thus, the average annual population growth in the unincorporated portion of the County is anticipated to be approximately 0.4 percent. Based on these projections, the District's population would increase from 59,156 in 2010 to approximately 61,877 in 2020. It is anticipated that demand for service within the District attributable to population will increase minimally, based on the DOF population growth projections through 2020 (MSR 2014).

While MCRCD anticipates minimal growth in population within the District, the District anticipates that demand for services will most likely increase, due to various regulations and conservation programs. The District reported that it has experienced a general increase in demand in recent years due to various factors. The District attributes the growth in service demand to water quantity and water quality issues, the increase in threatened and endangered fish problems, and broader regulatory compliance. Additionally, a greater public perception and awareness, particularly with regard to water quality and quantity and other land conservation practices, have also contributed to greater service demand (MSR 2014).

CAPACITY AND SERVICE

Relevant Services

MCRCD is a non-regulatory agency with the mission to provide local leadership in voluntary stewardship through conservation programs and partnerships on wild and working lands. The organization works in close partnership with state and federal resource agencies, local government and non-profit conservation organizations, and tribal governments in Mendocino County (District Executive Director, February 2016). The District has established a series of long range goals related to watersheds, stream bank protection and restoration, road sediment reduction, dam removal,

erosion prevention, land management, coordinated permitting, education and information, river and creek cleanups, invasive species control, habitat preservation, and biological surveys (MSR 2014).

MCRCD regularly collaborates with other agencies on programs to maximize its outreach and education efforts. The District collaborates with Anderson Valley Unified School District to provide the “Connecting to Creeks” educational program to middle and high school students. MCRCD engages in several other collaborative efforts with agencies and organizations including the California Department of Water Resources, the California Department of Fish and Wildlife, the Mendocino County Department of Transportation, the Navarro Watershed Working Group, and the Navarro River Resource Center (MSR 2014).

Many of the conservation agencies work closely together to promote communication, coordination, and greater leveraging of resources. Like many other RCDs, MCRCD operates under Memorandums of Understanding (MOUs) with the U.S. Department of Agriculture and the State of California. The latter agreement recognizes a commitment from the State in aiding administration, coordination, financing and delivery of the conservation programs through local conservation districts. Through another cooperative work agreement, MCRCD, NRCS, the California Association of RCDs, and the California Department of Conservation agree to share information and resources, when available, to measure program effectiveness and to reduce duplication of efforts and contradictory mandates (MSR 2014).

Relevant Local Agencies and Communities of Interest

The District is a member of the North Coast Resource Partnership, the North Coast Resource Conservation and Development Council, and the California Special Districts Association. MCRCD also participates in regional planning activities. The North Coast Resource Partnership was formed with the intent of integrating county plans from each of the North Coast counties into regional plans. Presently, the District is collaborating with Mendocino County on the Integrated Regional Water Management Plan (IRWMP). The purpose of the study is to integrate the County’s plans with the North Coast Resource Partnership’s plans (MSR 2014).

Services provided by the District occur county-wide and involve various local governments and organizations, state and federal agencies and nonprofit organizations. Such an array of services provided over the area means that the entire County may be considered a community of interest.

DISCUSSION

This update focuses on the MCRCD current boundaries and where the District is providing services to make the required SOI Update determinations. This analysis considers expanding the SOI boundary to be coterminous with the Mendocino County boundary.

The MCRCD has requested its SOI be expanded to include all lands within the County. In addition the District has expressed interest in annexation of this same territory. MCRCD recognizes the need to address resource issues at the county scale and partners with public agencies and private land owners who manage lands, some of which are presently only partially within District bounds.

In the Northern California region it is not uncommon to find RCDs that cover entire counties. Nearby, Del Norte, Humboldt, Trinity, and Glenn counties all have a single RCD serving their territories. Counties to the south with larger urban populations tend to have multiple active RCDs

that collectively cover the entire county. Mendocino County is largely agricultural and rural; expanding the SOI to encompass the entire county conforms to similar nearby RCD boundaries.

RCDs generally are limited or constrained by available funding sources. MCRCD does not receive a constant and reliable funding source (such as a portion of the one percent property tax), and as such is forced to rely almost entirely on grant funds. The District has expressed interest in establishing a special tax or assessment to support its services but lacks available funds needed to conduct an election process. Similarly, the District lacks available (unrestricted) funds needed to support a LAFCo annexation process at this time.

ANALYSIS

As presented in the introduction, when updating the SOI, the Commission considers and adopts written determinations. The following are the formal determinations for this SOI Update:

1.) Present and Planned Land Use

Presently the services provided by the District include activity on both low-density rural lands such as rural residential, industrial, manufacturing, agricultural, timber, and grazing; as well activity in more traditionally urban areas such as residential neighborhoods (local schools) and within city boundaries.

2.) Present and Probable Need for Public Facilities and Services

While MCRCD anticipates minimal population growth within the District, the MCRCD anticipates that demand for services will most likely continue to increase due to various regulations and conservation programs.

3.) Present Capacity of Facilities and Adequacy of Public Services

The District reported that it has sufficient capacity to handle present demand for services. The MCRCD is providing adequate services given financial constraints, based on the professional management practices, including long-term landowner conservation planning and annual reports, as well as a successful grant writing program. MCRCD does not own facilities or infrastructure; consequently, there are no needs associated with District-owned infrastructure.

4.) Social and Economic Communities of Interest

The whole of Mendocino County may be considered a Community of Interest. Expanding the SOI to encompass the entire County allows the District to more comprehensively conduct service provision in areas where the MCRCD boundary is unclear and will also address properties that are partially within the District.

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs)

MCRCD does not provide water, sewer or structural fire protection services. The District is not responsible for assuring that these services are adequately provided to the disadvantaged urban communities within the District boundaries.

CONCLUSIONS

This update serves to expand the District's SOI boundary to include all territory within Mendocino County, based on the following considerations:

- 1.) MCRCD is providing service to property owners and public entities whose territory is wholly or partially outside the District's boundary;
- 2.) MCRCD has established service relationships with residents and local governments, as well as public agencies whose territory was originally not included in the District;
- 3.) There is sufficient evidence to support MCRCD as the agency best able to provide resource conservation services based on spatial proximity, service ability and capacity, and historical service precedent.

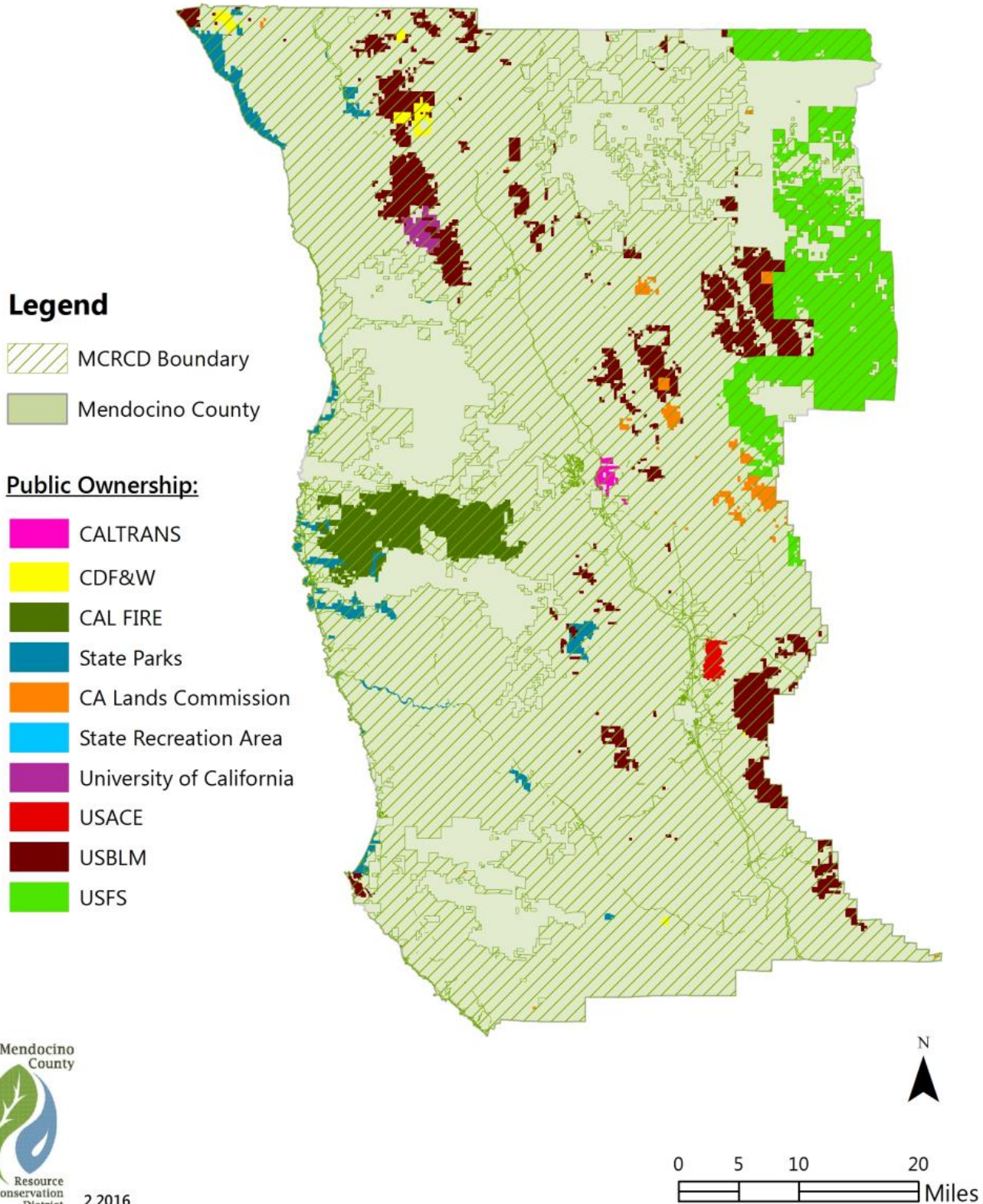
The MCRCD's SOI should be expanded to be coterminous with the Mendocino County line. See Proposed SOI in Figure 1.

REFERENCES

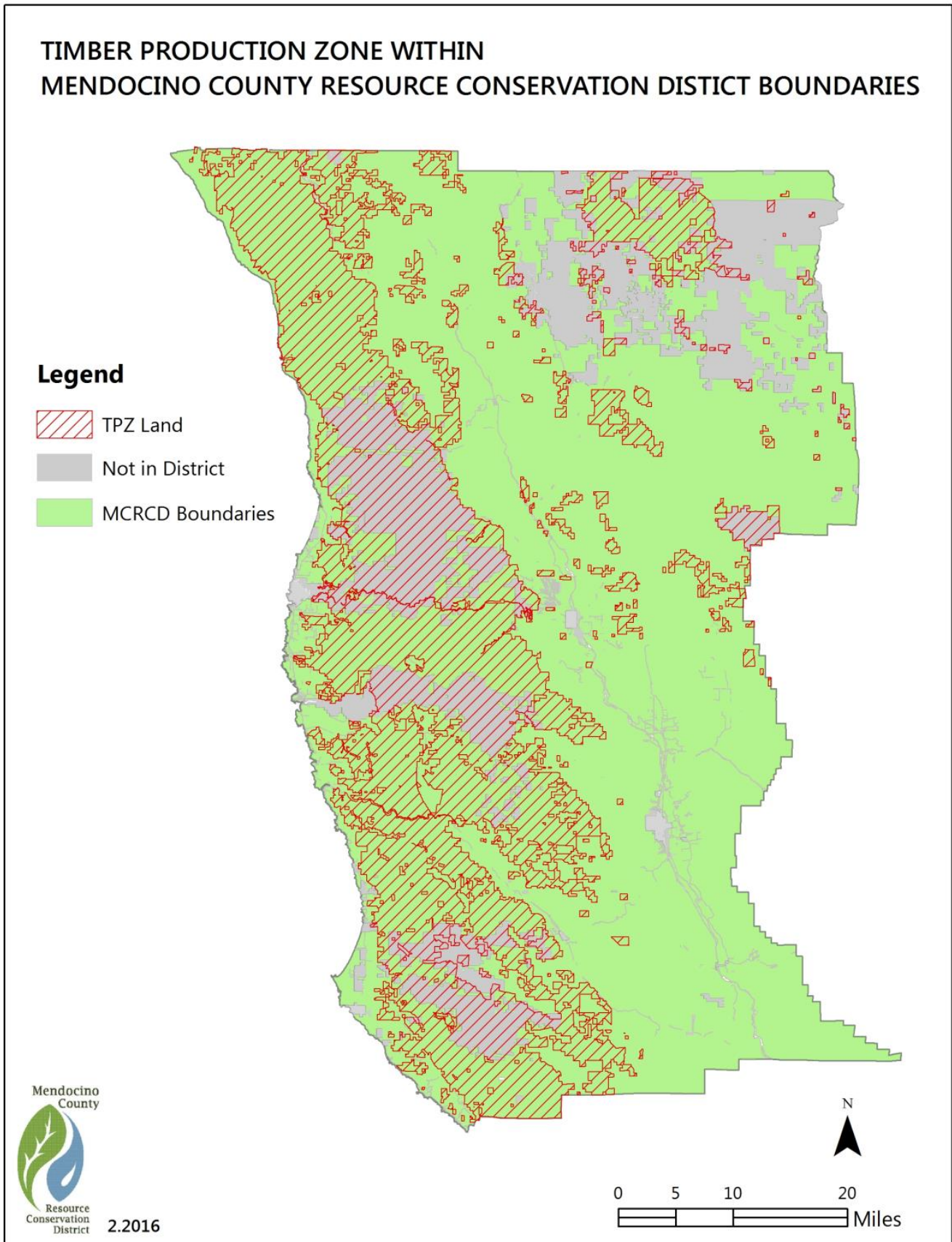
(District Executive Director, February 2016)

(Mendocino LAFCo Minutes, 2014)

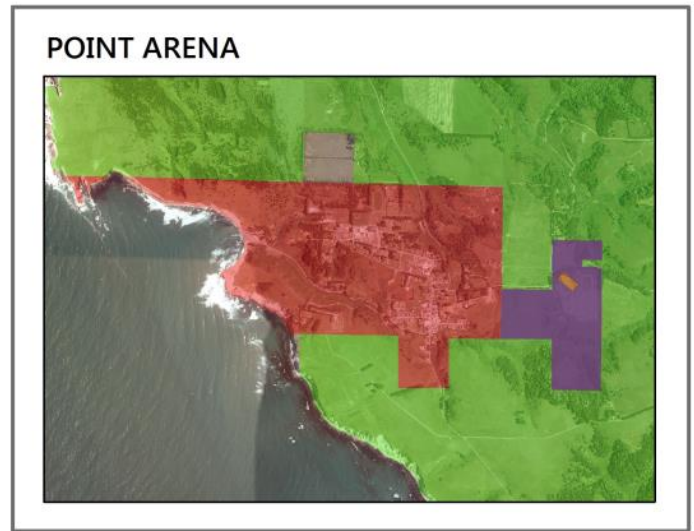
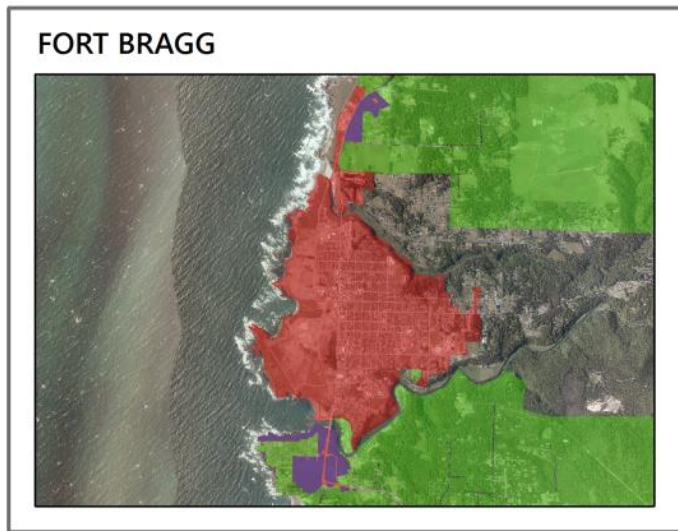
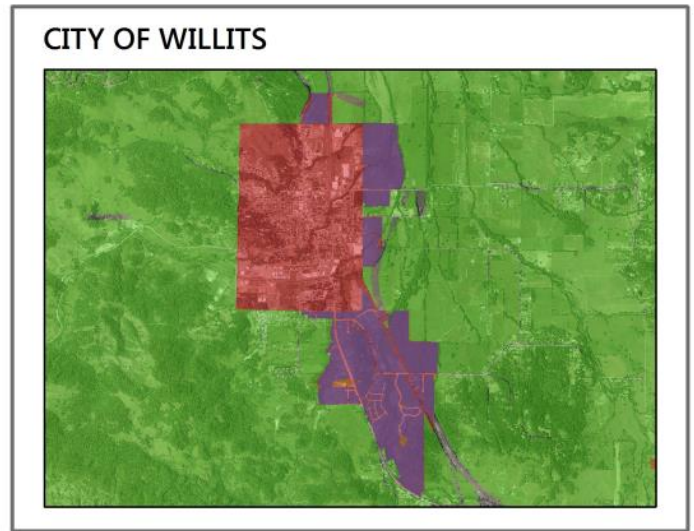
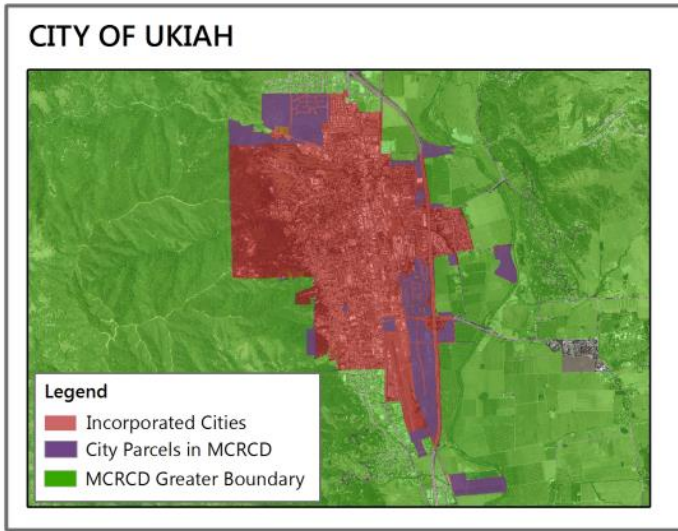
STATE AND FEDERAL LANDHOLDINGS IN MENDOCINO COUNTY



APPENDIX A. FIGURE 3: TPZ Lands within MCRCD Boundaries



APPENDIX A. FIGURE 4: Incorporated City Parcels within MCRCD Boundaries



Figures and Table provided by MCRCD February, 2015

Table 1. MCRCD City Overlap

Incorporated Area	Number of Parcels within MCRCD Boundary	Acreage
Fort Bragg	64	154.29
Point Arena	5	153.71
Ukiah	712	614.34
Willits	423	671.05

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Executive Officer Williamson
SUBJECT: Calpella County Water District (CWD) Request for Annexation Deposit Fee Waiver/Reduction

Background

The Calpella CWD provides water and wastewater services to the community of Calpella in the Ukiah Valley. The District also 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. Similar to other water providers in this region, the District is under a moratorium for new water service hook ups. Water supply for Ukiah Valley residents continues to be a regional concern.

The Calpella CWD was reviewed as part of the 2013 Ukiah Valley MSR. This MSR noted that annexation of the Out of District Service Area and/or consolidation with Willow CWD due to shared staffing and management between the agencies 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. Attached is a letter from the Calpella CWD requesting a LAFCo fee waiver/reduction to support the District’s third attempt to annex this Out of District Service Area.

Recommendation

Staff recommends the Commission discuss the request and provide additional direction to staff.

Attachments: Calpella CWD letter dated February 20, 2016

Calpella County Water District
151 Laws Avenue
Ukiah, CA 95482
(707) 462-2666

February 20,2016

George Williamson
Mendocino County LAFCO Counsel

Re: Calpella County Water District Annexation.

Calpella County Water District (CCWD) applied for annexation of Central Avenue into the district in 2001 and again in 2004. Each time the requests were turned down due to the Commission's concern of a lack of water in the future. The price tag of the requests totaled over \$20,000. Money that the District could ill afford.

In 2013 the MSR report was adopted with the recommendation that CCWD annex Central Avenue into the district (see attached report A). This year the SOI was adopted and the recommendation in this report is also to annex Central Avenue into the District (see attached report B) also included is the February LAFCO Staff report and the 2013 Grand Jury report.

Calpella County Water District wants to proceed with the annexation of Central Avenue as represented in the two reports that LAFCO has now adopted. CCWD would also like LAFCO to consider removing their fees or providing a discount to the process given that LAFCO now recommends annexation which it rejected in 2001 and 2004. In 2001, a substantial amount of money was spent on studies and reports that have provided the basis for LAFCO's recommendation of the annexation in 2016. CCWD has also lost money in taxes from 2001 to present because the annexation was not approved.

CCWD water is supplied by its own well at 20% and purchases the remaining 80% from Millview County Water District. In 2014 Millview successfully removed the water moratorium that many of the Water Districts have been under for 15 years. With that ruling, Calpella is now in a position to purchase more water rights from Russian River Flood Control.

In the 2013 MSR report a sentence stated that CCWD had insufficient water for CURRENT users. Before the report was adopted a correction was submitted to changed the word to FUTURE users. That correction was never made and LAFCO approved the MSR with the incorrect reference and with annexation still recommended. That incorrect reference of "current" versus "future" has been very distressing in the preparation of this years SOI. The result has been several rewrites and several meetings between board members and the CCWD GM Dave Redding and Planwest. CCWD's SOI has been on the LAFCO Commission's agenda 4 or 5 times. This is too much time and money spent by both CCWD and LAFCO.

CCWD believes that Mendocino LAFCO has committed a disservice which has resulted in undue hardship to the water district and that LAFCO is in a position to restore relations. CCWD urges LAFCO to consider the recommendation to remove or reduce the fees taking into consideration the money already spent on this annexation approval.

Thank you,

A handwritten signature in blue ink that reads "Steve Bogart". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Steve Bogart
Board Chairman

Example
A

Taken directly from the 2013 LAFCO MSR report

Calpella County Water District

The Calpella County Water District (CCWD) was formed in 1955 under the County Water District Law. The CCWD provides water and sewer to the Calpella Community. The CCWD is located in the northwest corner of the Ukiah Valley Area Plan (UVAP), and it currently provides water to 140 residential and 25 commercial water connections and sewer services to approximately 103 sewer connections in the community of Calpella and surrounding area. The CCWD serves an area of approximately 1,297 acres. In addition, there is an area to the west that is not part of the CCWD but where services are provided through an out-of-area service agreement to provide water for non-agricultural uses. The area consists of 46 parcels and approximately 233 acres. The CCWD boundaries along with the present sphere of influence are shown in Exhibit 4.1-1.

Growth and Population Projections for the Affected Area

The current population of the CCWD is estimated at 679. The unincorporated portion of the Ukiah Valley is expected to grow at a rate of 1.00 to 1.63 percent annual. Economic conditions would favor the lower rate, so the estimated population of the CCWD is expected to be approximately 730 by 2020.

Disadvantaged Unincorporated Communities

There are no disadvantaged unincorporated communities in the vicinity of the CCWD boundaries.

Present and Planned Capacity of Public Facilities

The average normal year demand is 119 AF. The CCWD operates one well with a capacity of 40 AF and in order to meet demand must contract with RRFC for the remainder. Because of geographical constraints, the CCWD must contract with Millview County Water District for treatment and transport. Because of the uncertainty in water supply, the CCWD is under a new hookup moratorium.

The CCWD serves 103 sewer connections and operates a wastewater treatment plant. The capacity of the plant was increased to 80,000 gpd. In 2007, the average daily flow rate was estimated at 32,000 gallons. The CCWD has additional treatment capacity and can accommodate up to 1,000 residents, which is about 300 more than the current population of the CCWD.

Financial Ability of Agencies to Provide Services

Revenue sources are water sales, sewer charges, and limited amount of property taxes. Relative proportions are property tax, 8 percent; sewer charges, 39 percent; and water sales, 53 percent. The CCWD has a budget of income averaging approximately \$207,000 and expenses averaging approximately \$223,000. The actuals for FY 2007–08 through FY 2009–10 also show deficits.

In 1979, the CCWD secured a revenue bond for \$31,300. The bond is due in 2019. The CCWD pays \$1,000 a year to repay the bond.

2-14

**LAFCO of Mendocino County
Ukiah Valley Special Districts
Final Municipal Service Review Executive Summary
Status of and Opportunities for Shared Facilities**

The CCWD shares office space with the Willow County Water District. The CCWD has a contract with WCWD for staff services that includes administrative services as well as operations. The CCWD has no employees.

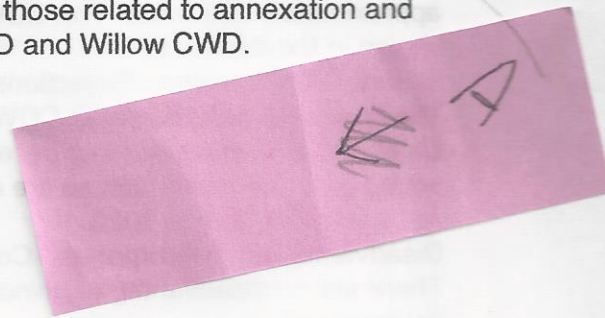
Government Structure and Accountability

The CCWD is governed by a five-member board elected at large to four-year staggered terms. Board member receives a stipend of \$40 per meeting up to \$80 per month. The board meets on second Wednesday of each month at 6 p.m. at Calpella Elementary School on Moore Street in Calpella.

Meeting notices are posted on the front door of the CCWD Office on Laws Avenue and as required by the Brown Act. The CCWD keeps a mailing list of interested parties who receive a notice by mail. The CCWD does not maintain a website.

The CCWD and the Commission should consider a change in organization that could include annexation of the Out of Area Service Agreement (OASA) area and/or consolidation with Willow CWD.

Matters Related to Effective or Efficient Service Delivery Required by Commission Policy
The only LAFCO policies that could affect service delivery are those related to annexation and consolidation, should that action be of interest to Calpella CWD and Willow CWD.



Example B

Involve water agencies, City and agricultural water users in collaboration with LAFCO to perform mandated municipal service reviews.

WM 2.1b Water Rights and Distribution

Coordinate with water purveyors to actively participate in hearings and actions involving water rights and distribution of area water in order to ensure efficient and equitable use of available water rights and supplies.

DISCUSSION

Annexation

The 2013 MSR provided the following recommendation: "Calpella CWD provides water services to the area of the Central Avenue corridor west of US 101. The District has been providing services since 2001. According to LAFCo policies, Calpella CWD should consider annexation. One concern with annexation is that the District is under a moratorium for new water service connections. Since the Calpella CWD already provides services, there would be no additional hookups that would violate the moratorium. Annexation may allow the District to collect some additional property tax revenue. Since the average of revenues and expenditures has shown a deficit in the last couple of years, the added property tax may help resolve the deficit. Should the District pursue annexation, it may have to establish two zones of services. One zone would provide water and sewer. The other zone would provide water only" (MSR 2013).

Consolidation

The 2013 MSR provided the following recommendation: "Willow CWD has management agreements with both Calpella CWD and Hopland PUD whereby Willow CWD provides office space, administrative staff, and field staff for the two districts. Both Calpella and Hopland have no employees, so the management agreements represent a functional consolidation of the three districts. Other than maintaining separate boards of directors, Calpella CWD and HPUD are essentially one with Willow CWD. Given this arrangement, the Districts should consider consolidation so that policies and service delivery are consistent. The three districts have not yet consolidated because they desire to maintain community identity. Although having separate districts is one way to maintain identity, other ways include community advisory councils that would be made up of concerned residents of Calpella and Hopland. Community advisory councils would be able to focus on their respective communities and have standing with the board of directors. Other options include establishing districts so that representation on the board would be sure to include residents of Calpella and Hopland. Nevertheless, the three districts should evaluate the options" (MSR 2013).

As of November 2015, WCWD now also has management agreements with Millview CWD and Redwood Valley CWD, further functionally consolidating the region's water service providers.

Water Supply

Water availability has long been an issue in the Ukiah Valley and is a likely constraint to future development in the Valley, further complicated by legal, environmental, political and socioeconomic issues (UVAP 2011). In the MSR process the District identified water supply demand stemming from growth in the Ukiah Valley as a key issue for ensuring adequate future service to Valley

LAFCO
Staff Report

Calpella
Annexation

Agenda Item No. 5

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: February 1, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: **Public Hearing** for Calpella County Water District Sphere of Influence Update

Background

This is a public hearing item to consider a reduction of the Calpella County Water District's (CWD) sphere of influence (SOI). The Commission reviewed the draft SOI Update at a public workshop in January. Comments and revisions made to the document subsequent to the January workshop are highlighted in track changes.

Calpella CWD provides water and wastewater services to the community of Calpella in the Ukiah Valley. The District was a part of the 2013 Ukiah Valley MSR. The MSR includes recommendations for consolidating the Calpella CWD, Willow CWD, and Hopland Public Utility District (PUD) due to shared staffing and management between these agencies. It is important to note that similar staffing agreements have since been extended to the Millview CWD and Redwood Valley CWD.

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 is within the District's current SOI, which includes other areas not currently receiving services beyond the Out of District Service Area. Similar to other water providers in this region, the District is under a moratorium for new water service hook ups. Water supply for Ukiah Valley residents continues to be a regional concern.

Considering the current SOI includes areas not currently served by the Calpella CWD, a sphere of influence amendment (reduction) is proposed to include only those areas within the Out of District Service Area and District boundary. A reduced SOI would allow the District to consider annexing their Out of District Service Area in the future.

Recommendation

Staff recommends the Commission adopt Resolution No. 15-16-11 (attachment 2), thereby approving a sphere of influence amendment (reduction) for the Calpella County Water District to include only those areas within the Out of District Service Area and District boundary.

- Attachments:
- 1) Calpella CWD SOI Update Hearing Draft
 - 2) LAFCo Resolution No. 15-16-11
 - 3) Proof of Publications
 - Notice of hearing for budget amendment and SOI updates in Fort Bragg
 - Notice of hearing for budget amendment and SOI updates in Ukiah
 - Notice of hearing for budget amendment and SOI updates in Willits

Grand Jury
2013

needs of fractured communities, each attempting to retain local autonomy over the service providers in their jurisdiction.

The Mendocino LAFCo is renovating its operations to more reflect the purpose of the Local Government Reorganization Act of 2000. The intent of the Act may find its fruition when it is applied to resolving the interagency difficulties that are found in our county. Other than the use of veto power over improper expansion proposals, the power of objective planning and findings of efficiencies of operations will allow LAFCo to accomplish its responsibilities.

LAFCo Problem Areas

Within the jurisdiction of Mendocino County LAFCo there are existing problems and new ones developing.

The availability of water is questionable in some special districts. There is a moratorium in new service connections prohibiting new growth.

There are several water districts in the Ukiah Valley, each competing for resources and service area. A study made by a UVSD consultant in April 2012 entitled "Consolidation of Wastewater and Water Services in the Ukiah Valley" illustrates the difficulties and benefits of consolidating all the various water districts, wastewater plants, and resources into one public agency.

There are two wastewater agencies, the City of Ukiah and the UVSD, utilizing the same wastewater treatment plant and infrastructure with competing and conflicting interests. The City of Ukiah is desirous of expanding by annexation into areas that are serviced by UVSD.

The splintering of special districts that have developed over many years as the valley and the coastal communities grew has resulted in a fragmentation of services with all the attendant problems. None of the special districts have sufficient resources for necessary upgrades or meeting new state requirements, or have enough political clout to effect change in regulations.

The reluctance of governing officials to reduce their local control of services is a hindrance toward improvement through the merging of assets and resources.

FINDINGS

- F1. The Mendocino County LAFCo has not met the requirements of the Cortese-Knox-Hertsberg Act of 2000.
- F2. The new contract with Baracco Associates as EO of Mendocino County LAFCo has focused the LAFCo board on meeting their responsibilities.
- F3. The significant areas of concern for LAFCo to address are the problems of water and sewer service in the valley.

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Executive Committee
SUBJECT: Letter of Engagement for Fiscal Year 2015-16 Audit

Background

At the February 1, 2016 LAFCo meeting, the Commission approved the FY 2013-14 audit and accepted a Letter of Engagement and initial deposit invoice for the FY 2014-15 audit, both prepared by Pehling & Pehling. Staff is currently working to compile financial information for the 2014-15 audit.

Subsequently, the Executive Committee met on February 16, 2016 and discussed requesting a Letter of Engagement with Pehling & Pehling for the FY 2015-16 audit.

Recommendation

The Executive Committee recommends the Commission approve contracting with Pehling & Pehling for the 2015-16 audit.

Attachments: None

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Executive Committee
SUBJECT: Request for Proposal: Professional Services

Background

At the February meeting, the Commission voted to release a Professional Services RFP for FY 2016-17 and FY 2017-18. The Executive Committee met February 16, 2016 and reviewed the prior RFP. The prior RFP has been updated for FY 2016-17 and FY 2017-18 and is attached for Commission review and action.

Recommendation

The Executive Committee recommends the Commission review the draft RFP and direct that it be released to qualified consultants.

Attachment:
Professional Services RFP for FY 2016-17 and FY 2017-18

Mendocino LAFCo

REQUEST FOR PROPOSAL FOR CONTRACT EXECUTIVE OFFICER SERVICES

The Mendocino Local Agency Formation Commission (Mendocino LAFCo) is seeking a qualified individual, team, company, or consulting firm to contract for Executive Officer Services. The Executive Officer contracts with, reports to, and serves at the pleasure of the Commission. Within the scope of the California Government Code, the Executive Officer provides management and leadership for all LAFCo activities, as directed by the Commission.

Mendocino LAFCo intends to enter into a two year contract for Executive Officer Services, with the possibility of renewal.

As envisioned by the Commission, Executive Officer Services are comprised of the following:

- Basic Services – This includes the day-to-day operations of LAFCo. A description of Basic Services is included in this RFP as Exhibit A. Overall staffing to provide Basic Services should not exceed 0.5 Full Time Equivalent (FTE) positions, and can be organized in any manner the proposer wishes.
- Application Processing Services – includes processing annexations, reorganizations, consolidations, out-of-agency service applications, sphere of influence amendments, or any other proposal for which costs are recovered by application filing fees. Staffing costs for these services are not to be included in the proposal budget; however, the proposer's ability to provide these services should be addressed.
- Sphere of Influence/Municipal Service Review Services – includes necessary efforts to bring to completion the current ongoing MSR and SOI Update program:
FY 2016-17: process MSR updates for 1 city and 6 Special Districts and SOI Updates for 2 cities and 36 Special Districts.
FY 2016-17, process MSR updates for 1 city and 7 Special Districts.

Cost estimates to prepare these updates are to be included in the proposal. (Refer to Exhibit C for Draft SOI Cost Procedures being considered by the Commission.)

- Environmental Review Services – includes the preparation of Initial Studies on projects for which LAFCo is the Lead Agency, the filing of environmental notices, and providing LAFCo comments on projects for which LAFCo is a Responsible Agency.

Qualifications

The ideal individual, team, company, or consulting firm will have:

- A degree (or degrees) in urban or regional planning, public administration, political science, economics, or a closely related field; or an equivalent combination of experience and education.
- Minimum three years of experience working for a LAFCo; or a City, County, Regional, or Special District Government, preferably in administration, planning, public works, or municipal services.
- Extensive knowledge of, and experience with:
 - Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;
 - Municipal or regional financing;
 - Local government organization;
 - Land use planning and zoning; and
 - California Environmental Quality Act (CEQA)

In addition to the above, the ideal candidate will be:

- A leader and proven administrator;
- A fast learner;
- A good listener;
- Objective and open-minded;
- Detail oriented;
- Experienced in building consensus between groups with differing views;
- Highly proficient in verbal and written communication;
- Experienced in processing LAFCo proposals; and
- Experienced in preparing MSRs and SOIs.

Application Process

Please submit the following:

- A cover letter with your proposal for the contract, outlining why you, your team, company or consulting firm are good candidate(s) for this contract with a summary of your qualifications.
- A brief plan explaining how the duties described and services requested will be provided. Include the composition and duties of each person associated with the proposal, including Sub-Contractors or Independent Consultants.
- A cost and budget sheet detailing costs for contract staff services by position, hourly rate per person, estimated costs for Services and Supplies, an estimated cost for the SOI Work Program, and an estimated cost for in-house environmental review services.
- Qualification Statements for the principle person responsible to Mendocino County LAFCo as well as for all staff who will be performing work under this contract. Please limit the Statement to one page per person.
- Contact Information for three professional references.
- Disclosure of any current contracts for work within Mendocino County.

Additional Information

1. Please refer to the Mendocino LAFCo website at www.mendolafco.org for additional information including: Commission meeting minutes; MSR Studies; and Budget data.
2. Staff services are considered contract positions and do not include any fringe benefits.
3. Insurance requirements under the contract are indicated in Exhibit B.
4. Mapping services to LAFCo are provided by Mendocino County GIS.
5. Questions about the RFP or about Mendocino LAFCo may be addressed to eo@mendolafco.org. An e-mail response will be provided to all persons or firms who request to be placed on a Question Response List. No phone calls will be accepted.

Schedule

Release of RFP:	March 7, 2016
Closing Date:	April 4, 2016
Paper Screening:	April 8, 2016 by LAFCo Ad Hoc Committee
Appraisal Board Interview & Ranking:	Between April 18 and April 25, 2016 (date to be determined)
Finalist Interviews by Commission:	May 2, 2016
Reference Checks:	May 3 to 6, 2016
Contract Offer:	May 20, 2016
Award of Contract:	June 6, 2016
Start Date:	July 1, 2016

Submittal

All proposals must include four paper copies plus an electronic version on a CD. All proposals must be received by **5:00 PM, April 4, 2016**. Proposals received after that time will not be accepted. The submittal deadline may be met by sending an e-mail with the proposal attached, with mandatory receipt of the paper proposal and CD by the next mail/UPS/FedEx delivery day.

Please send the complete proposal package to: Executive Officer Selection Committee
Mendocino LAFCo
200 South School Street
Ukiah, CA 95482

* * * *

EXHIBIT A

DESCRIPTION OF BASIC SERVICES

- Contractor shall provide “Basic Services” to insure the day-to-day operations of LAFCo in an appropriate and professional manner. Such “Basic Services” shall allow the Commission to carry out its responsibilities in a timely and cost-efficient manner.
- Such services shall be provided in accordance within the provisions of the Cortese- Knox- Hertzberg Local Governmental Reorganization Act of 2000 (“CKH”), the Brown Act, and Mendocino LAFCo policies and procedures.
- These services will include, but not be limited to, the following:
 1. Conduct CKH-mandated functions of LAFCo, including: application processing; sphere of influence determinations; and other studies related to the efficient delivery of public services and local growth and development options.
 2. Act as project manager for such studies that are conducted by outside consultants.
 3. Prepare agendas, agenda reports, written correspondence, notices, resolutions, recordings, filings and minutes consistent with the requirements of the CKH Act, the Brown Act, Mendocino LAFCo policies and procedures, and direction of the Commission.
 4. Prepare and present reports, including alternatives and recommendations to the Commission regarding annexations, reorganizations, district formations, out-of-agency service applications, detachments, consolidations or other changes of organization.
 5. Schedule and attend meetings of the Commission and its committees as needed or as directed by Commission.
 6. Assist the Commission in any updates of Mendocino LAFCo’s policies and procedures.
 7. Direct, oversee and participate in public hearings and other activities connected to the Commission, including conducting Protest Hearings on behalf of the Commission.
 8. Research, analyze, evaluate and synthesize data and information to include but not limited to information about population, land use, transportation and availability of public services in consideration of changes of organization reports or reports for other purposes.
 9. Schedule and meet with potential applicants or other members of the public for the purpose of explaining LAFCo requirements for the application process as well as status of applications or other processes that come before LAFCo.
 10. Receive and process applications for city and district changes of organization. Determine when an application is complete; notice and schedule public hearings on applications; and prepare reports to the Commission containing analysis and recommendations on applications consistent with the requirements of CKH.
 11. Assist the Commission in the development of Request for Proposals (RFPs) for SOI/MSR Reports, CEQA studies or other studies needed by Commission.
 12. Provide thorough, concise, and objective analyses of studies and reports developed by other consultants presented for action to the Commission along with recommendations that are well-researched and grounded in LAFCo law.

13. Assist in implementing Commission goals, policies and procedures.
14. Represent the Commission before various public and private policy making boards and agencies. Meet and assist with interested parties and government agencies to resolve technical and policy issues, as well as conflicts over service provisions and boundary disputes.
15. Build and maintain positive working relationships with elected officials and staff of all local government jurisdictions and agencies and the public using principals of good customer service.
16. Assist the Commission in development of its annual budget and manage the budget and financial affairs for Commission.
17. Maintain LAFCo accounts in Quick Books for both revenue and expenditures using account numbers the same as or similar to those used in the annual budget and in previous fiscal years, processing payment claims and submit checks to Treasurer. Assist LAFCo Treasurer as directed and prepare monthly and annual financial reports, and monthly budget tracks and application fees.
18. 18. Interface with the County Auditor with respect to deposits, accounts receivable, and accounts payable.
19. Track and analyze legislative actions impacting LAFCo and other local governments or agencies.
20. Update and maintain the Mendocino LAFCo website, including the posting of agendas, minutes, staff reports, studies, and other relevant documents.
21. Facilitate special meetings as necessary with the Commission.
22. Administer the Oath of Office to new and re-appointed Commissioners.
23. Interface with LAFCo Legal Counsel, as appropriate.
24. Other related basic services as assigned by the Commission.

EXHIBIT B

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve Contractor for liability in excess of such coverage, nor shall it preclude Commission from taking such other action as is available to it under any other provisions of the contract or otherwise in law.

Contractor agrees to indemnify and hold harmless the Commission against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorney's fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of the contract by the Contractor.

The Contractor will affirm that said Contractor is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code. The Contractor will further assure that said Contractor will comply with such provisions before commencing the performance of work under the contract. The Contractor will furnish to the Commission certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and the Contractor will require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California.

Prior to commencing work under the contract, the Contractor will furnish to the Commission certificates of insurance with Automobile Liability and General Liability Endorsements evidencing at a minimum the following:

- a. General Liability insurance - \$1,000,000 each occurrence.
- b. Vehicle Liability insurance – Bodily Injury coverage of \$250,000 per person and \$500,000 per accident; Property Damage coverage of \$100,000 per accident.

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EXHIBIT C

DRAFT SOI COST PROCEDURES BEING CONSIDERED BY COMMISSION

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**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Executive Committee
SUBJECT: Independent Clerk Contract

Background

The Executive Committee met February 16, 2016 and discussed proceeding with an independent clerk contract effective July 1, 2016. This is to provide continuity in clerking services which have historically been tied to the Executive Officer contract. The clerks current subcontract agreement with Planwest Partners is attached.

Recommendation

The Executive Committee recommends the Commission provide input and direction on negotiating an independent clerk contract effective July 1, 2016.

Attachments: Current Clerk Subcontract Agreement

Subcontract for Consulting Services

THIS SUBCONTRACT is made this 1st day of July 2014 between Planwest Partners Inc. ("Planwest"), and Elizabeth Salomone. ("Subcontractor").

WHEREAS, Planwest desires to secure the services of the Subcontractor as an independent contractor in connection with staff services provided by Planwest for the Mendocino Local Agency Formation Commission (LAFCo); and

WHEREAS, Planwest and Subcontractor desire to enter into this contract (the "Contract") for Subcontractor performance of services outlined in EXHIBIT A for Planwest.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Engagement of Subcontractor

Planwest hereby engages Subcontractor to perform the services checked in the attached matrix and described in the attached Basic Services EXHIBIT A and such other services as the parties mutually agree, and Subcontractor agrees to provide services to Planwest under the terms of this agreement.

2. Subcontractor Services

- a. The Subcontractor shall undertake activities as directed by Planwest, which are consistent with the contract scope and timeline outlined in EXHIBIT A, including serving as Commission Clerk and staffing the LAFCo office for the 8 public hours per week, plus an allocation of 2 hours per week to account for Commission meetings, delivery of agenda packets and reports, requested out-of-office-hour appointments and any other out-of-the-ordinary tasks as assigned.
- b. Subcontractor shall perform work assigned to Clerk in the attached checklist in a manner satisfactory to Planwest and Mendocino LAFCo so as to enable Planwest to deliver the Work as required under the Prime Agreement. Subcontractor shall cooperate with Planwest to assist in fulfilling the Basic Services obligations under the Prime Agreement (EXHIBIT A).
- c. Subcontractor shall perform all work as an independent contractor, and neither the Subcontractor nor any of its officers, employees or agents shall be the employee or agent of Planwest or Mendocino LAFCo.
- d. Subcontractor shall not subcontract, assign, or sublet the work without the prior written consent of Planwest.
- e. Subcontractor shall function as the LAFCo Office Manager, and shall be responsible for all office functions, maintenance of files and records, correspondence, and office upkeep.
- f. Subcontractor shall prepare, post and publish LAFCo notices and public hearing notices, and shall prepare mailing lists and labels for mailed notices.
- g. Subcontractor shall deliver and/or mail LAFCo agenda packets and other documents to appropriate recipients including Commissioners.
- h. Subcontractor shall monitor telephone messages, mail and parcel deliveries; and forward necessary information and invoices to be paid to the Executive Officer
- i. Subcontractor shall prepare draft minutes for each LAFCo meeting and shall assist the Executive Officer in preparing agendas, minutes and resolutions.

3. Planwest Responsibilities

- a. Planwest shall provide Subcontractor with all necessary training, support, and supervision as applicable to performance of the Subcontractor's work.
- b. Mendocino LAFCo may modify the Prime Agreement in a manner that may affect the performance of the Subcontractor's services. Planwest shall exercise its best efforts to notify the Subcontractor in advance of such a modification and invite the Subcontractor to comment.
- c. Planwest shall review all Subcontractor work completed for Mendocino LAFCo and ensure that work of all team members is completed in a timely manner.

4. Term of the Contract

The Subcontractor's services under this Contract shall begin on July 1, 2014 and end on June 30, 2015; and shall be subject to termination as set forth in the Contract provisions [C1]. 2016 E

5. Payments to the Subcontractor

The Subcontractor shall be paid an hourly rate of \$35.00 for services performed by Elizabeth Salomone under this contract. The Subcontractor shall also be reimbursed for any out of pocket and extraordinary expenses as approved by Planwest and Mendocino LAFCo. No other fees shall be involved in this Contract. Total payments to Subcontractor shall not exceed \$17,500 per year for hourly contract services, without the express written authorization of Planwest.

6. Invoicing for Payment

- a. The Subcontractor understands and agrees that Planwest is dependent upon payment from Mendocino LAFCo to meet the obligations and pay the fees and reimbursements provided under this agreement. Planwest will submit monthly invoices at the end of each month, and will exert all reasonable and diligent efforts to collect payment from Mendocino LAFCo within the period provided in the Prime Agreement. Planwest shall reimburse the Subcontractor within five (5) business days of Commission approval of Subcontractor's invoice.
- b. Reimbursements to the Subcontractor shall be based upon actual eligible costs incurred by the Subcontractor consistent with the duties assigned by Planwest.
- c. Invoices for payment shall be submitted monthly and include all charges for the month. All invoices shall be submitted by the 25th of each month.
- d. Invoices submitted to Planwest shall include a daily log of work activities by task in a format requested by Planwest, and reimbursements and receipt copies.
- e. The Subcontractor retains right to cease work when invoices accrue past 60 days.

7. Termination

Either party, regardless of cause, may cancel this Contract upon ten (10) days' written notice to the other party. All monies owed up to the date of the notification are due in full. Upon termination, Subcontractor shall provide all relevant work product and substantiating documents to Planwest.

8. Conflicts of Interest

The Subcontractor agrees to avoid any conflict of interest with respect to its duties and any other contracts or assignments the Subcontractor may perform or with respect to any LAFCo client and shall inform Planwest of any potential conflicts.

9. Indemnification

The Subcontractor agrees to indemnify and hold Planwest and Mendocino LAFCo and all of their owners, agents, and representatives, harmless from and against any and all claims, losses, costs and damages arising out of or resulting from Subcontractor's negligence or intentionally wrongful acts, omissions or breach of any Contract provision. Planwest agrees to indemnify and hold Subcontractor harmless for losses caused directly to Subcontractor as a result of omissions, negligent or intentionally wrongful acts of Planwest. Each party shall be responsible for their own attorney's fees and costs.

10. Confidentiality

The Subcontractor agrees to maintain in confidence and not to disclose to any public or private entity any Confidential Information of Planwest or Mendocino LAFCo. Planwest agrees to maintain in confidence and not to disclose to any public or private entity any Confidential Information of the Subcontractor.

11. Intellectual Property

Upon completion of this Contract and the Prime Agreement to the satisfaction of all parties, all work materials, files, analyses, etc., become the property of Mendocino LAFCo. The Subcontractor does not retain any proprietary claim. All materials will become the property of Mendocino LAFCo upon receipt of payment of all invoices.

12. Equal Employment Opportunity Practices Provisions

Subcontractor certifies that she will comply with all federal and state laws pertaining to equal employment opportunity and that she shall not discriminate against any employee or subcontractor on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, political affiliation or physical or mental condition.

13. Survival of Agreements

The agreements contained herein related to the protection of proprietary information shall be permanent and shall survive the term of this Contract.

14. Entire Contract

This agreement is the entire agreement between the parties and supersedes all prior or contemporaneous oral or written expressions or understandings. No change or modification of this Contract will be valid or binding unless the same is in writing and signed by the party against whom such amendment is sought to be enforced; moreover, no valid waiver of any provision of this Contract at any time shall be deemed a waiver of any other provision of the Contract at such time or will be deemed a valid waiver of such provision at any other time.

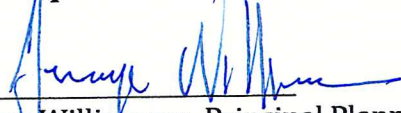
IN WITNESS WHEREOF, the parties have executed this Contract as of the day and the year first stated above.

Accepted for Subcontractor

By 
Elizabeth Salomone

Date: Sept 2, 2014

Accepted for Planwest

By 
George Williamson, Principal Planner

Date: 9.2.2014

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: March 7, 2016
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Status of Current and Future Projects

Active Proposals: There are currently two (2) active applications on file with the Commission:

-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.

-Irish Beach Water District De Ruiter Detachment

Based on correspondence from the County, the Building Permit and Deed Restrictions have been completed for the De Ruiter project. The IBWD passed a resolution at their November meeting finalizing an agreement to allow a replacement and back-up well for the property. It is staff's understanding that Mr. De Ruiter is dissatisfied with the terms and conditions of the District's resolution and wants to proceed with detachment. However, based on staff's review of the proposal, the application is incomplete pending a Mendocino County Local Coastal Program Amendment. Staff will complete full cost accounting for the application to date and work with the Executive Committee to determine further application status.

Future Proposals: There are four (4) potential new proposals that may be submitted in the future:

-Anderson Valley CSD Proposed Activation of Water and Sewer Services Latent Powers

AVCSD has indicated they are making progress on preparing a Plan for Services and associated LAFCo application materials.

-Anderson Valley CSD Proposed Activation of Ambulance Latent Powers

AVCSD has indicated they are coordinating with the local ambulance service provider to determine whether ambulance service could be alternatively provided by the District. Upon request, LAFCo staff provided a description of the LAFCo application process.

-Piercy FPD Potential Out of District Fire Services Contract

Piercy FPD contacted LAFCo in November 2015 regarding the possibility of entering into an out of district contract with the property owner of One Log House in Humboldt County. The property owner is seeking subdivision, and his application with Humboldt County Planning and Building is currently on hold pending findings regarding the availability of fire protection services. Upon request, LAFCo staff prepared a draft contract for Piercy PFD which is being reviewed by Humboldt County staff to determine whether it satisfies the required subdivision map act findings, specifically how the agreement would be monitored/funded by the County or other public entity.

-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 the County.