

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

COMMISSIONERS

Jerry Ward, Chair & Treasurer
Public Member

Carre Brown, Vice Chair
County Board of Supervisors

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

Dan Hamburg
County Board of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

Scott Ignacio, Alternate
Point Arena City Council

John McCowen, Alternate
County Board of Supervisors

Carol Rosenberg, Alternate
Public Member

Vacant
Special District Seat, Alternate

STAFF
Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Counsel
Scott Browne

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

Approved by Commission January 8, 2018

MINUTES

Local Agency Formation Commission of Mendocino County

Regular Meeting of Monday, December 4, 2017

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

1. **CALL TO ORDER and ROLL CALL** (Video Time 1:41)

Chair Ward called the meeting to order at 9:02am.

Members Present:

Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, Dan Hamburg, Tony Orth, and Jerry Ward

Members Absent:

Commissioner Theresa McNerlin

Alternate Members Present:

Commissioners John McCowen and Carol Rosenberg

Alternate Members Absent:

Commissioners Scott Ignacio

Staff Present:

Uma Hinman, Executive Officer
Elizabeth Salomone, Clerk

2. **PUBLIC EXPRESSION** (Video Time 2:27)

No one from the public addressed the Commission.

3. **OTHER BUSINESS** (Video Time 2:40)

No Other Business to discuss.

4. **CONSENT CALENDAR** (Video Time 2:41)

4a) Approval of the November 6, 2017 Regular Meeting Summary Minutes

4b) Approval of the November 2017 Claims and Financial Report

4c) Approval of the 2018 Lease Contract Renewal for Office Space at the Ukiah Valley Conference Center

4d) Acceptance of the Draft Fiscal Year 2016/17 Financial Statements

4e) Approval of the 2018 Meeting Calendar

Chair Ward pulled Item 4c) Approval of the 2018 Lease Contract Renewal for Office Space at the Ukiah Valley Conference Center. He reported negotiations continue and the expected outcome is a three year lease agreement with an adjusted Consumer Price Index rate increase.

Upon motion by Commissioner Brown and second by Commissioner Orth, the authorization of Chair Ward to continue negotiations and sign the 2018 Lease Agreement between the City of Ukiah and Mendocino County LAFCo for office space at the Ukiah Valley Conference Center and return the signed lease agreement for ratification in January 2018 was approved by roll call vote:

Ayes: (6) Brown, Doble, Gonzalez, Hamburg, Orth, and Ward
Absent: (1) McNerlin

(Consent Calendar continued...)

Upon motion by Commissioner Gonzalez and second by Commissioner Orth, the Consent Calendar items 4a, 4b, 4d, and 4e, listed below, were approved by roll call vote:

- 4a) Approval of the November 6, 2017 Regular Meeting Summary Minutes
 - 4b) Approval of the November 2017 Claims and Financial Report
 - 4d) Acceptance of the Draft Fiscal Year 2016/17 Financial Statements
 - 4e) Approval of the 2018 Meeting Calendar
- | | |
|--|---------------------|
| <u>November 2017 Claims totaling:</u> | <u>\$ 12,081.22</u> |
| Uma Hinman Consulting: | \$ 8,706.75 |
| Ukiah Valley Conference Center: | \$ 659.27 |
| P. Scott Browne: | \$ 600.00 |
| Commissioner Reimbursement (stipend, CALAFCO conference) | \$ 601.34 |
| County of Mendocino (audio/video, GIS, etc): | \$ 190.86 |
| California Special District Association membership: | \$ 1,299.00 |

Ayes: (6) Brown, Doble, Gonzalez, Hamburg, Orth, and Ward
Absent: (1) McNerlin

5. PUBLIC HEARING ITEMS – (Video Time 6:02)

5a) Continued Public Hearing to Consider Adoption of a Resolution Approving the City of Fort Bragg & Municipal Improvement District No. 1 Municipal Service Review/Sphere of Influence Update

The Public hearing was opened on November 6 and continued to today, December 4, 2017.

EO Hinman presented the continued MSR and SOI Update Public Hearing, noting the current document incorporates comments from the LAFCo workshop on November 6, 2017 and has been reviewed by City of Fort Bragg staff who provided no further comments. The Proof of Publication of the Public Hearing Notice was provided in the packet. Comments and questions were offered by Commissioners McCowen, Ward, Orth, Brown.

Commissioner McCowen thanked LAFCo staff for the work done as per Commission direction. Chair Ward noted this document is a valuable resource on the City of Fort Bragg and the Municipal Improvement District.

The Public Comment Period was opened at 9:10am. There were no comments from the public. *The Public Comment Period was closed at 9:10am.*

Upon motion by Commissioner Brown and second by Commissioner Gonzalez, the City of Fort Bragg and Fort Bragg Municipal Improvement District No. 1 MSR/SOI Update 2017 was found exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations §15306 and §15061(b)(3) and the Notice of Exemption was approved for filing; and adoption of LAFCo Resolution 17-18-05, approving the City of Fort Bragg and Fort Bragg Municipal Improvement District No. 1 MSR/SOI Update 2017, affirming the existing sphere of influence for each agency, was approved by roll call vote:

Ayes: (6) Brown, Doble, Gonzalez, Hamburg, Orth, and Ward
Absent: (1) McNerlin

Marie Jones, Community Development Director of City of Fort Bragg complimented LAFCo staff and the quality of the MSR/SOI Update document. (Video Time 45:44)

6. WORKSHOP ITEMS (Video Time 11:18)

6a) South Coast Fire Protection District (FPD) SOI Update

EO Hinman presented the Draft SOI Update for the South Coast FPD, thanking the representatives from the District for their attendance at the meeting and their cooperation on the draft report. Comments and questions were offered by Commissioners Ward, Orth, Brown, Gonzalez, Hamburg, and McCowen.

Chief Greg Warner, from South Coast FPD, received comments and questions from the Commission. Topics discussed were as follows:

- District financial reserves balance and District Board policy to set aside \$25,000 each year.
- Providing a District Profit and Loss Financial Statement or an Income Statement and accounting for capital outlay as depreciation instead of an expense.
- Wildfire response procedures and responsibilities.
- Automatic aid agreements and service of areas-of-interest out of the District.
- Maintaining more than one fire station within the District, in addition to ensuring appropriate facility maintenance and upgrades are made and sufficient volunteers exist to respond to each station, is critical in relation to ISO ratings and the affordability of fire insurance to residents.
- Measure Z which increased the District's per parcel benefit assessment.
- Revenue gain shown in the financial summary table is primarily related to District strike team support for CAL FIRE wildland fire incidents throughout the state.
- Equipment update: a new Type 3 engine is on order and one Type 1 engine is designated for upgrading next. All but 2 of 11 District apparatus is year 2000 or newer.
- Disadvantaged Unincorporated Community (DUC) status was discussed. EO Hinman noted CALAFCO is undertaking a statewide analysis of DUCs in 2018 to identify all areas within the state. Commissioner Brown noted the definitions of DUCs vary based on the State agency involved.
- Suggestion for creating a District website for government transparency.

Commissioner Brown thanked the Fire District representatives for their support and assistance during the recent fire storms in Mendocino County.

No action was taken by the Commission as part of this item.

6b) Albion-Little River Fire Protection District (FPD) SOI Update

EO Hinman presented the Draft SOI Update for the Albion-Little River FPD. Comments and questions were offered by Commissioners Ward, Orth, McCowen, Rosenberg, Hamburg, and Brown.

Topics discussed were as follows:

- A neutral description of the unresolved Measure M legal challenge.
- Further explanation of the donation information provided under the financial summary table.
- Providing a District Profit and Loss Financial Statement or an Income Statement and accounting for capital outlay as depreciation instead of an expense.
- Page 1-6, #10 the strike out language regarding Board elections/appointments should remain.
- Pg 1-5, the Board of Supervisors has yet to confirm their decision for allocation of Proposition 172 funds. Language suggestion of "...anticipates the same amount..." for all the Fire District SOI Updates, for consistency.

- Pg 1-8, Paragraph 1, language suggestion of replacing “recommended” with “suggested” in two places under the capital plan and increased collaboration recommendations, and language suggestion of replacing “discuss” with “consider” under the increased collaboration portion. Ensure consistency between SOI Updates regarding including the suggestion for increased collaboration with adjacent Fire Districts in each respective document.
- Pg 1-5, Determination 1: reference DOF as Department of Finance.
- Pg 1-5, Determination 2: reference population growth as 0.8% as noted under Section 1.2.4.2.
- Compliments regarding the District website.

No action was taken by the Commission as part of this item.

7. MATTERS FOR DISCUSSION & POSSIBLE ACTION

No Matters were presented.

8. INFORMATION/ REPORT ITEMS (Video Time: 48:20)

8a) Status of Applications, Future Projects, MSR and SOI Updates

Current & Current Projects

No activity to report on new or future projects.

MSR/SOI Updates

- *Fire District SOI Updates:* Final Workshop tentatively scheduled for March 2018 and Public Hearing to consider approval of all SOI Updates tentatively scheduled for April 2018.
- *City of Willits SOI Update:* LAFCo and City staff continue to coordinate on the draft SOI Update.
- *Brooktrails CSD MSR/SOI Update:* Workshop tentatively scheduled for January 2018.
- *Redwood Coast FPD MSR/SOI Update:* Workshop tentatively scheduled for January or February 2018

8b) Correspondence (Video Time: 49:45)

No comments offered.

8c) Executive Officer’s Report (Video Time: 50:07)

- *Training Opportunity:* Brooktrails CSD is holding an Ethics training on January 20, 2018 9:30 – noon, which they are opening to the public for free. Staff will be receiving and forwarding a flyer when available.
- *Special District Election Update:* LAFCo Legal Counsel advised to fill the remainder of the current Alternate Special District seat and hold a second election cycle for the next 4 year term, as per Government Code. Nomination packets have been distributed.

8d) Committee Reports (Video Time: 51:09)

Neither committee met during the month of December 2017.

8e) Commissioners Reports, Comments or Questions (Video Time: 51:26)

- *Commissioner Orth noted the Brooktrails CSD water curtailment for new hookups has been lifted by the State.*
- *Commissioner Orth opened a discussion on Transportation Tax in unincorporated areas.*
- *Commissioner Rosenberg opened a discussion on fire safe planning, with particular emphasis on road access. Commissioner Brown noted County Supervisors are further examining the issues. Commissioners Ward and Orth noted Brooktrails CSD is in discussion to improve their roads and access at this time.*

8f) CALAFCO Business and Legislation Report (Video Time: 57:25)

A letter of thanks was received from CALAFCO for the attendance of Mendocino LAFCo representatives.

ADJOURNMENT

There being no further business, at 9:56am the meeting was adjourned. The next regular meeting is scheduled for Monday, January 8, 2018 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website. December 4, 2017

<https://www.youtube.com/watch?v=eevoXVpyYV8&index=1&list=PLraKTU7AyZLQITQm-6cQAS8JjZiD91yWd>